



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Budget and Finance Committee Meeting

Wednesday, November 5, 2014

12:00 Noon

### Orange County Fire Authority Regional Fire Operations and Training Center

1 Fire Authority Road

Room AE117

Irvine, California 92602

Randal Bressette, Chair

Jerry McCloskey, Vice Chair

Sam Allevato Trish Kelley Al Murray Elizabeth Swift Steven Weinberg

Bruce Channing - Ex Officio

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Budget and Finance Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Budget and Finance Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority. Speaker Forms are available on the counter noted in the meeting room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE** by Director McCloskey

**ROLL CALL**

## PUBLIC COMMENTS

Any member of the public may address the Committee on items within the Committee's subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

## MINUTES

1. [Minutes for the October 8, 2014, Budget and Finance Committee Meeting](#)

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

## CONSENT CALENDAR

2. [Monthly Investment Reports](#)

Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 20, 2014, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

3. [First Quarter Financial Newsletter – July 2014 to September 2014](#)

Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Action:

Review the proposed agenda item and direct staff to place this item on the agenda for the Executive Committee meeting of November 20, 2014, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

4. [Annual Statement of Investment Policy and Investment Authorization](#)

Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 20, 2014, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Review and approve the submitted Investment Policy of the Orange County Fire Authority, to be effective January 1, 2015.
2. Pursuant to Government Code Sections 53601 and 53607, renew delegation of investment authority to the Treasurer for a one-year period, to be effective January 1, 2015.

**DISCUSSION CALENDAR**

5. [\*\*Audited Financial Reports for the Fiscal Year Ended June 30, 2014\*\*](#)  
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Actions:

1. Review the calculations used to determine the fund balance amounts assigned to the capital improvement program and workers' compensation, and confirm the calculations' consistency with the OCFA's *Assigned Fund Balance Policy*.
2. Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 20, 2014, with the Budget and Finance Committee's recommendation that the Board of Directors receive and approve the reports.

6. [\*\*Updated Cost Reimbursement Rates and Methodologies\*\*](#)  
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 20, 2014, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Adopt the updated Equipment Cost Reimbursement Rate schedule effective November 21, 2014.
2. Approve and adopt the proposed Resolution authorizing suppression (safety) personnel to be reimbursed portal to portal for time assigned on an in or out of county incident.

7. [\*\*FY 2013/14 Backfill/Overtime and Total Earnings/Compensation Analysis\*\*](#)  
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 20, 2014, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Direct staff to pursue reductions in overtime by filling *permanent* vacancies (exceeding those required by MOU) as quickly as possible after the positions become vacant.
2. Direct staff to continue using overtime to fill *temporary* vacancies rather than hiring additional personnel, recognizing this as a cost-effective practice for temporary needs.
3. Direct staff to continue implementation of the overtime cap (recently approved as part of the Firefighter Unit MOU) to limit the number of overtime hours an employee can work per year.
4. Direct staff to report back to the Board in November 2015 on actual savings achieved by no longer including sick/vacation leave as hours worked for purposes of calculating overtime.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, January 14, 2015, at 12:00 noon.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 30<sup>th</sup> day of October 2014.

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Sherry A.F. Wentz, CMC  
Clerk of the Authority

**UPCOMING MEETINGS:**

Special Board of Directors Meeting	Thursday, November 13, 2014, 6:00 p.m.
Special Executive Committee Meeting	Thursday, November 20, 2014, 6:00 p.m.
Board of Directors Meeting	Thursday, November 20*, 2014, 6:00 p.m.
Board of Directors Meeting	Thursday, December 4, 2014, 6:00 p.m.

All other regular Board/Committee Meetings go dark in December; a special meeting may be called as needed.

Human Resources Committee Meeting	Tuesday, January 6, 2015, 12 noon
Budget and Finance Committee Meeting	Wednesday, January 14, 2015, 12 noon
Executive Committee Meeting	Thursday, January 15, 2015, 6:00 p.m.
Claims Settlement Committee Meeting	Thursday, January 22, 2015, 5:30 p.m.
Board of Directors Meeting	Thursday, January 22, 2015, 6:30 p.m.

\*=This meeting to be move forward by a week, due to the upcoming holiday.