



ORANGE COUNTY FIRE AUTHORITY

AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

EXECUTIVE COMMITTEE

REGULAR MEETING

Thursday, March 27, 2014

5:30 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda, which relate to any item on this agenda will be made available for public review in the office of the Clerk of the Authority located on the 2nd floor of the OCFA Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602, during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Thursday, and every other Friday, (714) 573-6040. In addition, unless legally privileged, all supporting documentation and any such writings or documents will be available online at <http://www.ocfa.org>.

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, supporting documents, including staff reports, 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 Friday from 8 A.M. to 5 P.M.

If you wish to speak before the Fire Authority Executive 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 prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board 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.

CALL TO ORDER

INVOCATION by OCFA Chaplain Duncan McColl

PLEDGE OF ALLEGIANCE by Director Shawver

ROLL CALL

PRESENTATIONS

1. [Presentation of the California Association of Public Procurement Officials \(CAPPO\) Presidential Award to OCFA Purchasing Staff](#)

Recommended Action:

Invite Paul Herman, 2013 CAPPO President and Purchasing Manager for the City of Burbank, to the podium to present the CAPPO Presidential Award.

PUBLIC COMMENTS

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

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.

The Agenda and Minutes are now available through the Internet at www.ocfa.org. You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Executive Committee meeting.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

MINUTES

2. [Minutes from the February 27, 2014, Regular Executive Committee Meeting](#)

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

CONSENT CALENDAR

All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.

3. [Monthly Investment Reports](#)

Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:

Receive and file the reports.

4. **Request for Proposal No. MD1902 - Bond, Tax and Disclosure Counsel**

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

Recommended Action:

Approve and authorize the Fire Chief to sign the Professional Services Agreement for bond, tax and disclosure counsel with Hawkins Delafield & Wood LLP for an initial term of one (1) year for a not-to-exceed amount of \$42,950 plus costs for publications necessary for public sale of Tax and Revenue Anticipation Notes (TRANs) and any reports necessary for the Official Statement (e.g., Overlapping Debt Report) with the option of two (2) additional one-year extensions subject to increases based on Consumer Price Index (CPI) with a not-to-exceed amount of 3% per year.

5. **Request for Proposal No. MD1913 – HVAC Maintenance & Repair Services**

Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to issue a one (1) year Blanket Order (BO) contract to Harbor Pointe for a not-to-exceed amount of \$240,000 with the option of four (4) one year extensions based on the pricing adjustments provided in the Best and Final Offer. This amount includes \$65,000 for preventive maintenance services and \$175,000 for repairs and replacement parts.

6. **Management Physicals**

Submitted by: Janet Wells, Interim Human Resources Director

Recommended Action:

Receive and file the report.

7. **Blanket Order Contract Increases and Extensions**

Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to increase the following annual blanket orders for plan review consultants:

Vendors & Blanket Orders	Contract End Dates for Annual Renewal Options	Original Annual BO Amount	Proposed Annual Increase	New Annual Total
CSG Consultants BO1451	Year 1 2/28/14 Year 2 2/28/15 Year 3 2/28/16	\$11,000	\$25,000	\$ 36,000
Bureau Veritas North America BO1449	Same as Above	\$11,000	\$15,000	\$ 26,000
Hayer Consultants, Inc. BO1450	Same as Above	\$11,000	\$57,000	\$ 68,000

2. Approve and authorize the Purchasing Manager to increase Ware Disposal’s blanket order (BO1484) by \$8,000, for a new not-to-exceed amount of \$23,000.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR**8. [Orange County Employees' Retirement System – Direct Lending](#)**

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

Recommended Action:

Review the agenda item and recommend that the Board of Directors support the Budget and Finance Committee's recommendation to send a letter to OCERS expressing concern with the Direct Lending Program.

9. [FY 2013/14 Mid-year Budget Adjustments](#)

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

Recommended Action:

Review the proposed FY 2013/14 Mid-year Budget Adjustments and recommend that the Board of Directors approve the adjustments.

10. [Implementation of Audit Recommendations - Purchasing](#)

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

Recommended Action:

Review the proposed changes to the attached Roles/Responsibilities/Authorities matrix and recommend that the Board of Directors approve the revised matrix effective July 1, 2014.

11. [Award of Third Party Workers' Compensation Administration & Managed Care Services Contracts \(Request for Proposal No. DC1857 and Request for Proposal No. DC1898\)](#)

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

Recommended Actions:

1. Approve and authorize the Fire Chief to sign the proposed Professional Services Agreement for TPA and MC Services with CorVel Corporation, effective June 1, 2014, for the initial term of five years and three additional one-year contract extensions.
 - a. The TPA pricing will be a fixed cost with annual adjustments for eight years as outlined in the updated pricing index (pricing reflects reduction of costs to exclude handling the 32 open indemnity claims).
 - b. The MC Services will be based on the agreed cost listed in the pricing index; the overall cost of these services is based on actual claims activity and bill volume (bill review, utilization review and nurse case management) for each category of service.
 - c. Allocated Expenses (attorney fees, copy service fees, interpreter fees) are not included in the claims administration fees and will be charged per the contracted rates.

2. Direct staff to return to the Budget and Finance Committee and the Executive Committee after one year of service to provide a status report and after two years of service (i.e., July 2016), to evaluate performance and the resulting contract costs under the new contract with CorVel Corporation.
3. Approve and authorize the Fire Chief to sign the proposed Professional Services Agreement for administration of the Traveler's Insurance Claims with CCMSI, effective June 1, 2014 (This recommendation is submitted for Executive Committee approval as directed by the Budget and Finance Committee).

12. [Award of Contract – Public Relations Firm \(RFP No. DC1921\)](#)

Submitted by: Keith Richer, Fire Chief

Recommended Action:

Authorize the Fire Chief to execute a Professional Services Agreement with the successful Public Relations firm, as determined by the RFP process.

REPORTS

No items.

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, April 24, 2014, at 5:30 p.m.

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 Fire Operations and Training Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 20th day of March 2014.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, April 9, 2014, 12 noon
Board of Directors Special Meeting	Thursday, April 17, 2014, 6:00 p.m.
Claims Settlement Committee Meeting	Thursday, April 24, 2014, 5:00 p.m.
Executive Committee Meeting	Thursday, April 24, 2014, 5:30 p.m.
Board of Directors Meeting	Thursday, April 24, 2014, 6:30 p.m.