

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Budget and Finance Committee Meeting**  
**Wednesday, March 12, 2014**  
**12:00 Noon**

**Regional Fire Operations and Training Center**  
**Room AE117**  
**1 Fire Authority Road**  
**Irvine, CA 92602**

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### CALL TO ORDER

A regular meeting of the Orange County Fire Authority Budget and Finance Committee was called to order on March 12, 2014, at 12:00 p.m. by Chair Swift.

### PLEDGE OF ALLEGIANCE

Director Weinberg led the assembly in the Pledge of Allegiance to our Flag.

### ROLL CALL

**Present:** Randal Bressette, Laguna Hills  
Jerry McCloskey, Laguna Niguel  
Al Murray, Tustin  
Elizabeth Swift, Buena Park  
Steven Weinberg, Dana Point

**Absent:** Sam Allevato, San Juan Capistrano  
Trish Kelley, Mission Viejo

**Also present were:**

Fire Chief Keith Richter  
Deputy Chief Craig Kinoshita  
Assistant Chief Dave Thomas  
Clerk of the Authority Sherry Wentz

General Counsel David Kendig  
Assistant Chief Brian Stephens  
Assistant Chief Lori Zeller  
Assistant Clerk Lydia Slivkoff

### PUBLIC COMMENTS (X: 12.02B3)

Chair Swift opened the Public Comments portion of the meeting. Chair Swift closed the Public Comments portion of the meeting without any public comments.

## MINUTES

### 1. **Minutes for the February 5, 2014, Budget and Finance Committee Meeting** (F: 12.02B2)

On motion of Director Murray and second by Director McCloskey, the Committee voted unanimously to approve the minutes of the February 5, 2014, Budget and Finance Committee Meeting, as submitted.

## CONSENT CALENDAR

### 2. **Monthly Investment Reports** (F: 11.10D2)

While Director McCloskey did not pull this item from the Consent Calendar, he did request a brief update.

Treasurer Tricia Jakubiak provided an overview of the investment report and current global market activity.

On motion of Vice Chair Bressette and second by Director McCloskey, the Committee voted unanimously to direct staff to place the item on the agenda for the Executive Committee meeting of March 27, 2014, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

### 3. **Monthly Status Update – Orange County Employees' Retirement System** (F: 17.06B)

On motion of Vice Chair Bressette and second by Director McCloskey, the Committee voted unanimously to receive and file the report.

## DISCUSSION CALENDAR

### 4. **Orange County Employees' Retirement System – Direct Lending** (F: 17.06D)

Assistant Chief Zeller introduced Treasurer Tricia Jakubiak who provided an overview on the Orange County Employees' Retirement System (OCERS) – Direct Lending.

Committee members expressed concern regarding the policy and a potential conflict of interest by OCERS staff.

On motion of Director McCloskey and second by Director Murray, the Committee voted unanimously to: 1.) Direct staff to place the item on the agenda for the Executive Committee meeting of March 27, 2014, with the Budget and Finance Committee's recommendation that the Executive Committee review the agenda item, and 2.) Direct staff to place the item on the agenda for the Board of Directors meeting of March 27, 2014, with the Budget and Finance Committee's recommendation the Board of Directors direct staff to send a letter to OCERS expressing concern with the Direct Lending Program.

**5. Request for Proposal No. MD1902- Bond, Tax and Disclosure Counsel (F: 15.10E)**

Assistant Chief Zeller provided an overview of agenda item amendments and introduced Treasurer Tricia Jakubiak and Supervising Purchasing Agent Monica Dorfmeier. Treasurer Jakubiak provided a report on the use of tax and revenue anticipation notes and the request for Bond, Tax and Disclosure Counsel.

On motion of Vice Chair Bressette and second by Director McCloskey, the Committee voted unanimously to direct staff to place the item on the agenda for the Executive Committee meeting of March 27, 2014, with the Budget and Finance Committee's recommendation that the Executive Committee 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.

**6. Implementation of Audit Recommendations - Purchasing (F: 15.02A1) (X: 11.03A)**

Assistant Chief Zeller provided an overview of the Implementation of Audit Recommendations for Purchasing and introduced Purchasing & Materials Manager Debbie Casper who provided a report.

On motion of Director Weinberg and second by Vice Chair Bressette, the Committee voted unanimously to: 1.) Direct staff to place the item on the agenda for the Executive Committee meeting of March 27, 2014, with the Budget and Finance Committee's recommendation that the Executive Committee review the proposed changes, and 2.) Direct staff to place the item on the agenda for the Board of Directors meeting of March 27, 2014, with the Budget and Finance Committee's recommendation the Board of Directors approve the submitted changes to the Roles/Responsibilities/Authorities Matrix.

**7. FY 2013/14 Mid-year Budget Adjustments (F: 15.04)**

Assistant Chief Zeller introduced Accounting Manager Debbie Gunderson who provided an overview of the FY 2013/14 Mid-year Budget Adjustments.

On motion of Director Murray and second by Vice Chair Bressette, the Committee voted to: 1.) Direct staff to place the item on the agenda for the Executive Committee meeting of March 27, 2014, with the Budget and Finance Committee's recommendation that the Executive Committee review the proposed FY 2013/14 Mid-year Budget Adjustments, and

2.) Direct staff to place the item on the agenda for the Board of Directors meeting of March 27, 2014, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Authorize the proposed mid-year budget adjustments.
2. Approve the proposed Schedule of Fund Balance.

Chair Swift and Director McCloskey voted in opposition to forwarding this item to the Executive Committee in addition to the Board of Directors.

## **REPORTS**

No items.

## **COMMITTEE MEMBER COMMENTS (F: 12.02B4)**

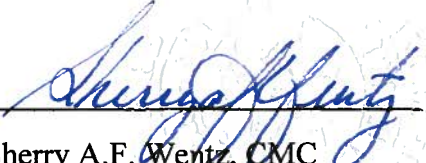
Chair Swift thanked Ex Officio Laguna Hills City Manager Bruce Channing for his attendance at today's meeting, and indicated the Committee welcomed his input. She also commented on an OC Register article regarding OCFA firefighters using Naloxone to help patients that have overdosed. She was proud that the antidote was available.

Ex Officio Laguna Hills City Manager Bruce Channing thanked Chair Swift and stated that normally he has a conflicting meeting with our regular Budget and Finance Committee meetings; however, the other meeting that was in conflict had cancelled.

Director McCloskey thanked Division Chief Brice for providing him a tour of all the Laguna Niguel fire stations. He indicated he was very impressed and enjoyed seeing the stations' camaraderie.

Director Murray encouraged everyone to attend the grand opening of new Fire Station 37 on March 27, 2014, at 10:00 a.m. He also thanked OCFA staff and his Budget and Finance Committee colleagues for their hard work.

**ADJOURNMENT** – Chair Swift adjourned the meeting at 12:53 p.m. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, April 9, 2014, at 12:00 noon.

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