

MINUTES

ORANGE COUNTY FIRE AUTHORITY

Budget and Finance Committee Meeting
Wednesday, March 13, 2013
12:00 Noon

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

CALL TO ORDER

A regular meeting of the Orange County Fire Authority Budget and Finance Committee was called to order on March 13, 2013, at 12:00 p.m. by Chairman Al Murray.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

Absent: Sam Allevato, San Juan Capistrano

Also present were:

Fire Chief Keith Richter
Deputy Fire Chief Ron Blaul
Assistant Chief Craig Kinoshita
Assistant Chief Lori Zeller
Lydia Slivkoff, Assistant Clerk

General Counsel David Kendig
Assistant Chief Laura Blaul
Assistant Chief Brian Stephens
Clerk of the Authority Sherry Wentz

PUBLIC COMMENTS (F: 12.02B3)

Chair Murray opened the Public Comments portion of the meeting. Chairman Murray closed the Public Comments portion of the meeting without any comments.

BOARD MEMBERS ORIENTATION PRESENTATION (F: 12.02B1)

Assistant Chief Lori Zeller provided an orientation for the Budget and Finance Committee.

MINUTES

1. Minutes for the February 13, 2013, Budget and Finance Committee Meeting (F: 12.02B2)

On motion of Director Weinberg and second by Director Bressette, the Committee voted unanimously to approve the minutes from the February 13, 2013, Regular Budget and Finance Committee Meeting.

CONSENT CALENDAR

No items.

DISCUSSION CALENDAR

2. Monthly Investment Report (F: 11.10D4)

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

On motion of Director Bressette and second by Director Kelley, the Committee voted unanimously to direct staff to place the item on the agenda for the Executive Committee meeting of March 28, 2013, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

3. FY 2012/13 Mid-year Budget Adjustments (F: 15.04 FY 2012/13)

Assistant Chief Lori Zeller provided an overview of FY 2012/13 Mid-year Budget Adjustments.

On motion of Director Weinberg and second by Director Kelley, the Committee voted unanimously to direct staff to place the item on the agenda for the Board of Directors meeting of March 28, 2013, 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.

4. Communication with Auditors for Fiscal Year 2012/13 Financial Audit (F: 15.02B)

Assistant Chief Lori Zeller introduced Finance Manager/Auditor Jim Ruane who provided an overview on the communication with Auditors for Fiscal Year 2012/13 Financial Audit, and introduced Rich Kikuchi, Partner with Lance, Soll & Lunghard, LLC.

Stephen Wontrobski, Mission Viejo resident, provided public comments on his concerns with the internal fraud hotline and the hazardous materials billing issue.

On motion of Director Weinberg and second by Director Kelley, the Committee voted unanimously to receive and file the report.

5. Proposed Scope for a Third Audit Area in Year One of the Comprehensive Review of OCFA's Financial Internal Controls (F: 15.06)

Assistant Chief Lori Zeller introduced Finance Manager/Auditor Jim Ruane who provided an overview on the proposed scope for a third audit area in year one of the comprehensive review of OCFA's financial internal controls, and introduced Christa Shelley, C.P.A., Lance, Soll & Lunghard, LLC.

Stephen Wontrobski, Mission Viejo resident, provided comments in support of the audit.

On motion of Director Weinberg and second by Director Bressette, the Committee voted unanimously to:

1. Approve the Purchasing/Procurement Review as the third audit area to be included in the first year of the comprehensive internal control review.
2. Direct staff to include an adjustment for \$15,000 in the mid-year report.

REPORTS

No items.

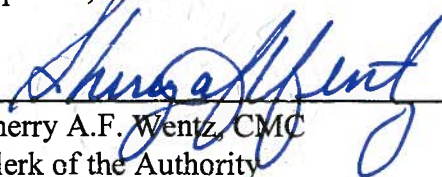
COMMITTEE MEMBER COMMENTS (F: 12.02B4)

Director Weinberg thanked Deputy Chief Ron Blaul for his guidance and many years of service.

Chair Murray thanked Deputy Chief Blaul and indicated he attended and enjoyed the March 12 retiree event at the OCFA.

ADJOURNMENT

Chair Murray adjourned the meeting at 1:05 p.m. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, April 10, 2013 at 12:00 noon.



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