



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, August 22, 2013

6:00 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 Fernando Villicaña

PLEDGE OF ALLEGIANCE by Director Bates

ROLL CALL

PRESENTATIONS

No items.

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

- Minutes from the July 25, 2013, 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.

- Monthly Investment Report**
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:
Receive and file the report.

- Annual Investment Report**
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:
Receive and file the report.

4. Status Update – Refunds for Unverified Hazardous Materials Disclosure Inspections
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Receive and file the report.

5. Request for Proposal No. DC1849 Fire Station Alarm System
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

1. Approve and authorize the Fire Chief to sign the proposed service contract with Westnet for the Fire Station Alarm system integration for a not to exceed amount of \$1,166,916.
2. Approve and authorize the Fire Chief to approve maintenance costs of \$43,677.75 in year two of the contract, with additional maintenance renewal options subject to annual increases based on the Consumer Price Index-Urban (CPI-U) not to exceed 3% per year.

6. Request for Proposal No. MD1861- Janitorial Services
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Approve and authorize the Fire Chief to sign the Professional Services Agreement for janitorial services with DMS Facility Services, LLC for an initial term of one (1) year for a not-to-exceed amount of \$111,984 with the option of four (4) additional one-year extensions subject to increases based on Consumer Price Index (CPI) with a not-to-exceed amount of 3% per year.

7. Blanket Order Increase - Nyquest Consulting
Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to increase BO1434 to Nyquest Consulting by \$25,000 for a total amount not-to-exceed \$55,000 to provide custom programming, and other professional services relating to the upgrade of the ACS Banner HRMS/Payroll system and underlying Oracle database, and extend the contract term to June 30, 2014.

8. Semi-Annual Report of Claims
Submitted by: Craig Kinoshita, Deputy Fire Chief

Recommended Action:

Receive and file the report.

9. Approval of Revised Information Technology Analyst Class Specification and the Deletion of Senior Communications Technician Position

Submitted by: Janet Wells, Interim Human Resources Director

Recommended Actions:

1. Adopt the revised class specification of Information Technology Analyst.
2. Amend the Master Position Control list to delete one Senior Communications Technician position and add one Information Technology Analyst position.

10. Approval of Fire Delivery Driver Class Specification and Salary Range and the Deletion of one Fire Equipment Technician Position

Submitted by: Janet Wells, Interim Human Resources Director

Recommended Actions:

1. Adopt the new class specification of Fire Delivery Driver.
2. Amend the Classification Salary Table to include the classification of Fire Delivery Driver.
3. Assign a 12-step salary range of \$2,426.67 – \$3,270.80 per month to the classification of Fire Delivery Driver.
4. Amend Master Position Control list deleting one Fire Equipment Technician position and adding one Fire Delivery Driver position.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

No items.

REPORTS

11. Chief's Report

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, September 26, 2013, at 6:00 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 15th day of August 2013.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, September 11, 2013, 12 noon
Claims Settlement Committee Meeting	Thursday, September 26, 2013, 5:30 p.m.
Executive Committee Meeting	Thursday, September 26, 2013, 6:00 p.m.
Board of Directors Meeting	Thursday, September 26, 2013, 6:30 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, June 27, 2013
6:00 P.M.**

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

CALL TO ORDER

A regular meeting of the Orange County Fire Authority Executive Committee was called to order on June 27, 2013, at 6:04 p.m. by Chair Trish Kelley.

INVOCATION

Chaplain Ken Krikac offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Randal Bressette, Laguna Hills
Trish Kelley, Mission Viejo
Al Murray, Tustin
David Shawver, Stanton
Todd Spitzer, County of Orange
Beth Swift, Buena Park
Steven Weinberg, Dana Point

Absent: Pat Bates, County of Orange
Jeffrey Lalloway, Irvine

Also present were:

Fire Chief Keith Richter
Deputy Chief Craig Kinoshita
Assistant Chief Brian Stephens
Assistant Chief Lori Zeller
Assistant Clerk Lydia Slivkoff

General Counsel David Kendig
Assistant Chief Laura Blaul
Assistant Chief Dave Thomas
Clerk of the Authority Sherry Wentz

PRESENTATIONS

No items.

PUBLIC COMMENTS (X: 12.02A3)

Chair Kelley opened the Public Comments portion of the meeting.

Stephen Wontrobski, Mission Viejo resident, provided public comments on his objection to OCFA procurement practices and controls. (F: 11.10H)

Chair Kelley closed the Public Comments portion of the meeting.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)

Budget and Finance Committee Chair Al Murray reported at the June 12, 2013, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to send the Monthly Investment Report and the Report on Impact of the Arson Abatement Program to the Executive Committee with the recommendation that the Committee approve the items. He also reported the Committee received a status update on the Orange County Employees' Retirement System, and requested staff provide a monthly report.

MINUTES (F: 12.02A2)

1. Minutes from the May 23, 2013, Regular Executive Committee Meeting

On motion of Vice Chair Weinberg and second by Director Murray, the Executive Committee voted to approve the minutes from the May 23, 2013, Regular Executive Meeting. Director Bressette abstained.

CONSENT CALENDAR

2. Monthly Investment Report (F: 11.10D2)

On motion of Director Murray and second by Director Bressette, the Executive Committee voted unanimously to receive and file the report.

3. Report on Impact of the Arson Abatement Program (F: 18.18)

On motion of Director Murray and second by Director Bressette, the Executive Committee voted unanimously to receive and file the report.

Minutes

OCFA Executive Committee Regular Meeting

June 27, 2013 Page - 2

4. Approval of Donation of Two (2) 1992 Ford/Smeal Wildland Fire Engines (F: 19.09B)

On motion of Director Murray and second by Director Bressette, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to donate (1) one 1992 Ford/Smeal wildland fire engine to the City of Fullerton's Fire Department and (1) one 1992 Ford/Smeal wildland engine to the City of Orange's Fire Department.

5. Annual Renewal of General Liability Insurance Program with Fire Agencies Insurance Risk Authority (FAIRA) (F: 18.10A4)

On motion of Director Murray and second by Director Bressette, the Executive Committee voted unanimously to authorize the Fire Chief, or his designee, to renew the General Liability Program insurance coverage with FAIRA for the policy period July 1, 2013, through July 1, 2014, for a premium amount of \$895,592.

6. Annual Renewal of Aviation Insurance (F: 18.10A1)

On motion of Director Murray and second by Director Bressette, the Executive Committee voted unanimously to authorize the Fire Chief, or his designee, to bind the Aviation insurance coverage with AIG for the policy period June 30, 2013, to June 30, 2014, with a premium amount of \$160,046.

7. Annual Renewal of California State Association of Counties Excess Insurance Authority Workers' Compensation Program (F: 18.10A2b)

On motion of Director Murray and second by Director Bressette, the Executive Committee voted unanimously to authorize the Fire Chief, or his designee, to bind insurance coverage with the California State Association of Counties Excess Insurance Authority (CSAC-EIA) for workers' compensation insurance with an annual premium of \$223,017 for coverage with a \$2,000,000 self-insured retention.

8. Request to Increase Purchase Order for AVL/Broadband Replacement Project Contract Technician (F: 19.08A5)

On motion of Director Murray and second by Director Bressette, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to increase Purchase Order (PO007784) for Teksystems by the amount of \$1,417.80 for a new total P.O. total of \$51,417.80.

9. Approval of Site License Agreement with City Venture Homebuilding, LLC
(F: 19.07C30)

On motion of Director Murray and second by Director Bressette, the Executive Committee voted unanimously to approve and authorize the Fire Chief to sign the Site License Agreement between OCFA and City Ventures Homebuilding, LLC.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

No items.

REPORTS

No items.

COMMITTEE MEMBER COMMENTS (F: 12.02A6)

The Committee had no comments.

CLOSED SESSION (F: 12.02A5)

No items.

ADJOURNMENT – Chair Kelley adjourned the meeting at 6:12 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, August 22, 2013, at 6:00 p.m.

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

CONSENT CALENDAR - AGENDA ITEM NO. 2
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer

SUBJECT: **Monthly Investment Report**

Summary:

This agenda item is submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

Committee Action:

At its August 14, 2013, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

Recommended Action:

Receive and file the report.

Background:

Attached is the final monthly investment report for the month ended June 30, 2013. A preliminary investment report as of July 26, 2013, is also provided as the most complete report that was available at the time this agenda item was prepared.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

Patricia Jakubiak, Treasurer

Triciajakubiak@ocfa.org

(714) 573-6301

Attachment:

Final Investment Report – June 2013/Preliminary Report – July 2013

Orange County Fire Authority Monthly Investment Report



Final Report – June 2013

Preliminary Report – July 2013



Monthly Investment Report Table of Contents

<i>Final Investment Report – June 30, 2013</i>	<i>1</i>
<i>Executive Summary.....</i>	<i>2</i>
<i>Benchmark Comparison.....</i>	<i>3</i>
<i>Portfolio Size, Yield, & Duration.....</i>	<i>3</i>
<i>Portfolio Summary.....</i>	<i>4</i>
<i>Portfolio Details.....</i>	<i>5</i>
<i>Aging Report</i>	<i>8</i>
<i>Notes to Portfolio Management Report.....</i>	<i>9</i>
<i>Local Agency Investment Fund.....</i>	<i>10</i>
<i>Preliminary Investment Report – July 26, 2013.....</i>	<i>12</i>
<i>Portfolio Summary.....</i>	<i>13</i>
<i>Portfolio Details.....</i>	<i>14</i>
<i>Aging Report</i>	<i>17</i>
<i>Notes to Portfolio Management Report.....</i>	<i>18</i>



Orange County Fire Authority

Final Investment Report

June 30, 2013



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of June 2013, the size of the portfolio decreased from \$157.5 million to \$154.6 million. Major receipts for the month included the fourth quarterly cash contract payments, various apportionments of property taxes, and intergovernmental contract and grant payments for a total of \$15.9 million. Significant disbursements for the month included primarily biweekly payrolls. The portfolio's balance is expected to decrease in the following month as there are no major receipts scheduled for July.

In June, the portfolio's yield to maturity (365-day equivalent) edged up slightly by 1 basis point to 0.29%. The effective rate of return also increased by 1 basis point to 0.30% for the month, but declined by 1 basis point to 0.31% for the fiscal year to date. The average maturity of the portfolio shortened by 9 days to 283 days to maturity. As the fiscal year 2012/13 ended, the portfolio's interest earnings met budgeted expectations for the year.

Economic News

The U.S. economy continued its modest growth pace in June 2013, and overall activity remained mixed. Employment conditions continued to improve in June. There were a total of 195,000 new jobs created for the month, a better jobs increase than expected. Unemployment conditions, on the other hand, stayed unchanged at an elevated level. The Conference Board Consumer Confidence Index surged in June while the University of Michigan Consumer Sentiment Index dropped slightly for the month. Durable goods orders came in stronger than expected, but retail sales increased disappointingly less than expected. Housing activity continued improving, but overall activity continued to be mixed. The NFIB (National Federation of Independent Business) small business optimism index declined slightly in June. While the non-manufacturing activity decreased slightly in June, the manufacturing activity grew modestly, but sufficiently to put the sector back into an expansion territory. Industrial production increased slightly, in line with expectations. Energy prices continued to rise in June; however, longer-term inflation expectations remained stable. On July 31, 2013, at the second day of its scheduled meeting, the FOMC (Federal Open Market Committee) voted to keep the federal funds rate unchanged at a target range of 0-0.25%. The Committee slightly downgraded its outlook on the economy and continued to reiterate its commitment to keep rates low "as long as the unemployment rate stays above 6.5%..." and to remain "flexible" with respect to the QE (Quantitative Easing) asset purchasing program.



BENCHMARK COMPARISON AS OF JUNE 30, 2013

3 Month T-Bill: 0.05%	1 Year T-Bill: 0.14%
6 Month T-Bill: 0.09%	LAIF: 0.24%
	OCFA Portfolio: 0.30%

PORTFOLIO SIZE, YIELD, & DURATION

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$154,571,085	\$157,466,893	\$141,951,700
Yield to Maturity (365 day)	0.29%	0.28%	0.54%
Effective Rate of Return	0.30%	0.29%	0.47%
Days to Maturity	283	292	571



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
June 30, 2013

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, CA 92602
 (714)573-6301

(See Note 1 on page 9) (See Note 2 on page 9)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	8,073,101.74	8,073,101.74	8,073,101.74	5.24	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	9,000,000.00	8,997,030.00	8,997,450.00	5.84	127	60	0.170	0.172
Federal Agency Coupon Securities	51,000,000.00	50,508,290.00	51,004,759.76	33.10	1,269	809	0.557	0.565
Federal Agency Disc. -Amortizing	36,000,000.00	35,997,930.00	35,996,400.00	23.36	116	49	0.060	0.061
Local Agency Investment Funds	50,000,000.00	50,013,660.35	50,000,000.00	32.45	1	1	0.241	0.244
Investments	154,073,101.74	153,591,012.09	154,071,711.50	100.00%	455	283	0.286	0.290
Cash and Accrued Interest								
Passbook/Checking (not included in yield calculations)	978,519.10	978,519.10	978,519.10		1	1	0.000	0.000
Accrued Interest at Purchase		1,553.33	1,553.33					
Subtotal		980,072.43	980,072.43					
Total Cash and Investments	155,051,620.84	154,571,084.52	155,051,783.93		455	283	0.286	0.290

	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Total Earnings			
Current Year	38,320.21	389,865.14	389,865.14
Average Daily Balance	154,352,419.41	124,519,455.12	
Effective Rate of Return	0.30%	0.31%	

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2013. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak 7/5/13
 Patricia Jakubiak, Treasurer

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 155,051,783.93
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ (480,699.41)
Total	\$ 154,571,084.52

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
June 30, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SY5528	528	High Mark 100% US Treasury MMF	8,555,294.47		8,073,101.74	8,073,101.74	8,073,101.74	0.001	0.001	1	
		Subtotal and Average	8,555,294.47		8,073,101.74	8,073,101.74	8,073,101.74	0.001	0.001	1	
Commercial Paper Disc. - Amortizing											
36959HVW4	806	GEN ELEC CAP CRP	8,996,833.75	04/25/2013	9,000,000.00	8,997,030.00	8,997,450.00	0.170	0.172	60	08/30/2013
		Subtotal and Average	8,996,833.75		9,000,000.00	8,997,030.00	8,997,450.00	0.170	0.172	60	
Federal Agency Coupon Securities											
3133ECBT0	799	Federal Farm Credit Bank (Callable anytime)		12/26/2012	9,000,000.00	8,979,570.00	9,000,000.00	0.375	0.375	725	06/26/2015
3133ECM76	809	Federal Farm Credit Bank (Callable 7-22-13)		04/25/2013	9,000,000.00	8,915,040.00	8,994,066.07	0.400	0.424	1,028	04/22/2016
3133804V6	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	5,848,320.00	6,000,000.00	1.000	0.981	1,500	08/09/2017
313380B22	788	Fed Home Loan Bank (Callable anytime)		08/20/2012	6,000,000.00	5,996,820.00	6,000,000.00	0.450	0.440	780	08/20/2015
3133813R4	800	Fed Home Loan Bank (Callable 7-9-13)		12/20/2012	9,000,000.00	8,833,140.00	9,012,836.38	1.000	0.818	8	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable anytime)		03/15/2013	12,000,000.00	11,936,400.00	11,997,837.31	0.470	0.477	980	03/07/2016
		Subtotal and Average	51,004,761.19		51,000,000.00	50,509,280.00	51,004,759.76	0.470	0.565	809	
Federal Agency Disc. - Amortizing											
313589MV2	808	Fed Natl Mortg Assoc		04/25/2013	9,000,000.00	8,998,740.00	8,997,960.00	0.080	0.081	102	10/11/2013
313397LR0	807	Freddie Mac		04/25/2013	9,000,000.00	8,999,280.00	8,998,705.00	0.070	0.071	74	09/13/2013
313385HT6	804	Fed Home Loan Bank		04/25/2013	9,000,000.00	9,000,000.00	8,999,960.00	0.040	0.041	4	07/05/2013
313385JH0	805	Fed Home Loan Bank		04/25/2013	9,000,000.00	8,999,910.00	8,999,775.00	0.050	0.051	18	07/19/2013
		Subtotal and Average	35,995,530.00		36,000,000.00	35,997,930.00	35,996,400.00	0.050	0.061	49	
Local Agency Investment Funds											
SY5336	336	Local Agency Investmt Fund	49,800,000.00		50,000,000.00	50,013,660.35	50,000,000.00	0.244	0.244	1	
		Subtotal and Average	49,800,000.00		50,000,000.00	50,013,660.35	50,000,000.00	0.244	0.244	1	
		Total and Average	154,352,418.41		154,073,101.74	153,591,012.09	154,071,711.50	0.290	0.290	283	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
June 30, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365 Maturity
Money Mkt Mutual Funds/Cash									
SYS10104	10104	American Benefit Plan Admin		07/01/2012	15,000.00	15,000.00	15,000.00		0.000
SYS10033	10033	Revolving Fund		07/01/2012	20,000.00	20,000.00	20,000.00		0.000
SYS4	4	Union Bank of California		07/01/2012	693,519.10	693,519.10	693,519.10		0.000
SYS361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000
		Average Balance	0.00	Accrued Interest at Purchase		1,553.33	1,553.33		1
		Subtotal				980,072.43	980,072.43		
Total Cash and Investments			154,352,419.41		155,051,620.84	154,571,084.52	155,051,783.93		0.290
									283

(This Page Intentionally Left Blank)



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of July 1, 2013

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, CA 92602
 (714)573-6301

Aging Interval:				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
0 days	(07/01/2013 - 07/01/2013)	6 Maturities	0 Payments	59,051,620.84	38.09%	59,051,620.84	59,065,281.19
1 - 30 days	(07/02/2013 - 07/31/2013)	2 Maturities	0 Payments	18,000,000.00	11.61%	17,999,735.00	17,999,910.00
31 - 60 days	(08/01/2013 - 08/30/2013)	1 Maturities	0 Payments	9,000,000.00	5.80%	8,997,450.00	8,997,030.00
61 - 91 days	(08/31/2013 - 09/30/2013)	1 Maturities	0 Payments	9,000,000.00	5.80%	8,998,705.00	8,999,280.00
92 - 121 days	(10/01/2013 - 10/30/2013)	1 Maturities	0 Payments	9,000,000.00	5.80%	8,997,960.00	8,998,740.00
122 - 152 days	(10/31/2013 - 11/30/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
153 - 183 days	(12/01/2013 - 12/31/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
184 - 274 days	(01/01/2014 - 04/01/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
275 - 365 days	(04/02/2014 - 07/01/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
366 - 1095 days	(07/02/2014 - 06/30/2016)	4 Maturities	0 Payments	36,000,000.00	23.22%	35,991,923.38	35,827,830.00
1096 - 1825 days	(07/01/2016 - 06/30/2018)	2 Maturities	0 Payments	15,000,000.00	9.67%	15,012,836.38	14,681,460.00
1826 days and after	(07/01/2018 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
		Total for	17 Investments	0 Payments	100.00	155,050,230.60	154,569,531.19



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the L.AIF investment is calculated using a fair value factor provided by L.AIF. The Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2013 includes an increase of \$13,660 to the L.AIF investment and a decrease of \$(494,359) to the remaining investments.
- Note 4: The Highmark money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



Local Agency Investment Fund (LAIF)

As of June 30, 2013, OCFA has \$50,000,000 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of June 30, 2013 is 1.000273207. When applied to OCFA's LAIF investment, the fair value is \$50,013,660 or \$13,660 above cost. Although the fair value of the LAIF investment is higher than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at June 30, 2013 is included on the following page.

**State of California
Pooled Money Investment Account
Market Valuation
6/30/2013**

Description	Carrying Cost Plus		Fair Value	Accrued Interest				
	Accrued Interest	Purch.			Amortized Cost			
United States Treasury:								
Bills	\$	18,019,781,458.84	\$	18,031,788,345.99	\$	18,035,146,300.00	NA	
Notes	\$	17,866,551,757.96	\$	17,864,039,275.14	\$	17,866,601,500.00	\$	14,141,398.00
Federal Agency:								
SBA	\$	510,792,442.52	\$	510,792,442.52	\$	510,253,568.70	\$	517,567.05
MBS-REMICs	\$	192,640,776.24	\$	192,640,776.24	\$	208,753,614.81	\$	921,014.69
Debentures	\$	1,229,014,505.38	\$	1,227,601,588.70	\$	1,225,462,000.00	\$	4,859,598.00
Debentures FR	\$	-	\$	-	\$	-	\$	-
Discount Notes	\$	2,248,563,445.13	\$	2,248,994,695.02	\$	2,249,228,500.00	NA	
GNMA	\$	451.55	\$	451.55	\$	454.80	\$	4.70
IBRD Debenture	\$	450,053,540.85	\$	450,053,540.85	\$	450,282,500.00	\$	107,637.50
IBRD Deb FR	\$	-	\$	-	\$	-	\$	-
CDs and YCDs FR	\$	400,000,000.00	\$	400,000,000.00	\$	400,000,000.00	\$	252,251.67
Bank Notes	\$	-	\$	-	\$	-	\$	-
CDs and YCDs	\$	8,870,129,024.17	\$	8,870,011,579.74	\$	8,866,790,803.69	\$	2,820,216.67
Commercial Paper	\$	4,253,842,581.96	\$	4,254,541,430.57	\$	4,254,012,847.23	NA	
Corporate:								
Bonds FR	\$	-	\$	-	\$	-	\$	-
Bonds	\$	-	\$	-	\$	-	\$	-
Repurchase Agreements	\$	-	\$	-	\$	-	\$	-
Reverse Repurchase	\$	-	\$	-	\$	-	\$	-
Time Deposits	\$	4,474,640,000.00	\$	4,474,640,000.00	\$	4,474,640,000.00	NA	
AB 55 & GF Loans	\$	287,302,443.82	\$	287,302,443.82	\$	287,302,443.82	NA	
TOTAL	\$	58,803,312,428.42	\$	58,812,406,570.14	\$	58,828,474,533.05	\$	23,619,688.28

Fair Value Including Accrued Interest

\$ 58,852,094,221.33

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost(1.000273207). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,005,464.14 or \$20,000,000.00 x 1.000273207.



Orange County Fire Authority
Preliminary Investment Report
July 26, 2013



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
July 26, 2013

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, CA 92602
 (714)573-6301

(See Note 1 on page 18) (See Note 2 on page 18)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	13,208,117.61	13,208,117.61	13,208,117.61	9.35	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	9,000,000.00	8,998,470.00	8,998,555.00	6.37	127	34	0.170	0.172
Federal Agency Coupon Securities	51,000,000.00	50,542,230.00	51,004,757.22	36.12	1,269	788	0.557	0.565
Federal Agency Disc. -Amortizing	18,000,000.00	17,999,190.00	17,997,640.00	12.75	155	62	0.075	0.076
Local Agency Investment Funds	50,000,000.00	50,013,660.35	50,000,000.00	35.41	1	1	0.241	0.244
Investments	141,208,117.61	140,761,667.96	141,209,069.83	100.00%	487	295	0.307	0.311

Cash and Accrued Interest

Passbook/Checking (not included in yield calculations)	11,439.71	11,439.71	11,439.71		1	1	0.000	0.000
Accrued Interest at Purchase		1,553.33	1,553.33					
Subtotal		12,993.04	12,993.04					
Total Cash and Investments	141,219,557.32	140,774,661.00	141,222,062.87		487	295	0.307	0.311

	July 26 Month Ending	Fiscal Year To Date
Total Earnings		
Current Year	32,934.57	32,934.57
Average Daily Balance	147,920,185.23	147,920,185.23
Effective Rate of Return	0.31%	0.31%

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2013. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak 8/2/13
 Patricia Jakubiak, Treasurer

Cash and Investments with GASB 31 Adjustment:
 Book Value of Cash & Investments before GASB 31 (Above) \$ 141,222,062.87
 GASB 31 Adjustment to Books (See Note 3 on page 18) \$ (480,699.41)
 Total \$ 140,741,363.46

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
July 26, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
(See Note 1 on page 18) (See Note 2 on page 18)											
Money Mkt Mutual Funds/Cash											
SYSS28	528	High Mark 100% US Treasury MMF	12,303,770.09	(See Note 4 on page 18)	13,208,117.61	13,208,117.61	13,208,117.61	0.001	0.001	1	
		Subtotal and Average			13,208,117.61	13,208,117.61		0.001	0.001	1	
Commercial Paper Disc. -Amortizing											
36959HW4	806	GEN ELEC CAP CRP	8,998,023.75	04/25/2013	9,000,000.00	8,998,470.00	8,998,555.00	0.170	0.172	34	08/30/2013
		Subtotal and Average			9,000,000.00	8,998,470.00	8,998,555.00		0.172	34	
Federal Agency Coupon Securities											
3133ECBT0	799	Federal Farm Credit Bank (Callable anytime)		12/26/2012	9,000,000.00	9,000,180.00	9,000,000.00	0.375	0.375	699	06/26/2015
3133ECM76	809	Federal Farm Credit Bank (Callable anytime)		04/25/2013	9,000,000.00	8,943,300.00	8,994,238.16	0.400	0.424	1,000	04/22/2018
3133804V6	767	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	5,887,080.00	6,000,000.00	1.000	0.981	1,474	08/09/2017
313380B22	768	Fed Home Loan Bank (Callable anytime)		08/20/2012	6,000,000.00	6,000,120.00	6,000,000.00	0.450	0.440	754	08/20/2015
3133813R4	800	Fed Home Loan Bank (Callable 8-9-13)		12/20/2012	9,000,000.00	8,755,830.00	9,012,623.54	1.000	0.818	13	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable anytime)		03/15/2013	12,000,000.00	11,955,720.00	11,997,895.52	0.470	0.477	954	03/07/2016
		Subtotal and Average			51,000,000.00	50,542,230.00	51,004,757.22		0.565	788	
Federal Agency Disc. -Amortizing											
31359MV2	808	Fed Natl Mortg Assoc		04/25/2013	9,000,000.00	8,999,460.00	8,998,480.00	0.080	0.081	76	10/11/2013
313397LR0	807	Freddie Mac		04/25/2013	9,000,000.00	8,999,730.00	8,999,160.00	0.070	0.071	48	09/13/2013
		Subtotal and Average			18,000,000.00	17,999,190.00	17,997,640.00		0.076	62	
Local Agency Investment Funds											
SYSS36	336	Local Agency Investmt Fund			50,000,000.00	50,013,660.35	50,000,000.00	0.244	0.244	1	
		Subtotal and Average			50,000,000.00	50,013,660.35	50,000,000.00		0.244	1	
		Total and Average			141,208,117.61	140,761,667.96	141,209,069.83		0.311	295	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
July 26, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10104	10104	American Benefit Plan Admin		07/01/2013	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2013	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2013	-273,560.29	-273,560.29	-273,560.29		(See Note 4 on page 18)	1
SYS361	361	YORK		07/01/2013	250,000.00	250,000.00	250,000.00		0.000	1
Average Balance			0.00	Accrued Interest at Purchase		1,553.33	1,553.33			1
				Subtotal		12,993.04	12,993.04			
Total Cash and Investments			147,920,185.23		141,219,557.32	140,774,661.00	141,222,062.87		0.311	295

(This Page Intentionally Left Blank)



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of July 27, 2013

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, CA 92602
 (714)573-6301

Aging Interval:		Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
0 days	(07/27/2013 - 07/27/2013)	63,219,557.32	44.77%	63,219,557.32	63,233,217.67
1 - 30 days	(07/28/2013 - 08/26/2013)	0.00	0.00%	0.00	0.00
31 - 60 days	(08/27/2013 - 09/25/2013)	18,000,000.00	12.75%	17,997,715.00	17,998,200.00
61 - 91 days	(09/26/2013 - 10/26/2013)	9,000,000.00	6.37%	8,998,480.00	8,999,460.00
92 - 121 days	(10/27/2013 - 11/25/2013)	0.00	0.00%	0.00	0.00
122 - 152 days	(11/26/2013 - 12/26/2013)	0.00	0.00%	0.00	0.00
153 - 183 days	(12/27/2013 - 01/26/2014)	0.00	0.00%	0.00	0.00
184 - 274 days	(01/27/2014 - 04/27/2014)	0.00	0.00%	0.00	0.00
275 - 365 days	(04/28/2014 - 07/27/2014)	0.00	0.00%	0.00	0.00
366 - 1095 days	(07/28/2014 - 07/26/2016)	36,000,000.00	25.49%	35,992,133.68	35,899,320.00
1096 - 1825 days	(07/27/2016 - 07/26/2018)	15,000,000.00	10.62%	15,012,623.54	14,642,910.00
1826 days and after	(07/27/2018 -)	0.00	0.00%	0.00	0.00
Total for		15 Investments	100.00	141,220,509.54	140,773,107.67



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2013 includes an increase of \$13,660 to the LAIF investment and a decrease of \$(494,359) to the remaining investments.
- Note 4: The Highmark money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.

CONSENT CALENDAR - AGENDA ITEM NO. 3
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer

SUBJECT: **Annual Investment Report**

Summary:

This agenda item is submitted to the Budget and Finance Committee in compliance with Section 18.2 of the Orange County Fire Authority's Investment Policy.

Committee Action:

At its August 14, 2013, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

Recommended Action:

Receive and file the report.

Background:

Section 18.2 of OCFA's Investment Policy requires that the Treasurer submit an annual report to the Budget and Finance Committee and the Executive Committee following the close of the fiscal year. The attached report certifies that the Treasurer has complied with OCFA's investment policies and procedures and details the following:

- " Portfolio performance and comparison to benchmarks
- " A review of trends regarding the size of the portfolio
- " Discussion of investment risk in the portfolio
- " Analysis of the composition of the portfolio
- " GASB 31 impacts
- " Investment income
- " A statement of anticipated investment fund activity in the next fiscal year

Impact on Cities/County:

Not applicable.

Fiscal Impact:

Not applicable.

Staff Contacts for Further Information:

Patricia Jakubiak, Treasurer

triciajakubiak@ocfa.org

(714) 573-6301

Consent Calendar - Agenda Item No. 2
Executive Committee Meeting
August 22, 2013 Page 2

Jane Wong, Assistant Treasurer
jane Wong@ocfa.org
(714) 573-6305

Attachment:
Annual Investment Report for Fiscal Year 2012/13

Treasury and Financial Planning



Annual Investment Report – FY 2012/13

Orange County Fire Authority Annual Investment Report

Fiscal Year 2012/13

The Annual Investment Report for the fiscal year ended June 30, 2013 fulfills the requirements of Section 18.2 of the Authority's Investment Policy ("the Policy"). The annual report is intended as a review of the last twelve months of investment activity by the Treasurer.



Annual Investment Report

Table of Contents

<i>Portfolio Performance and Comparison to Benchmark.....</i>	<i>1-4</i>
<i>Review of Trends Regarding the Size of the Portfolio.....</i>	<i>5-6</i>
<i>Investment Risk in the Portfolio.....</i>	<i>7-8</i>
<i>Analysis of the Composition of the Portfolio.....</i>	<i>9-11</i>
<i>GASB 31 Impacts.....</i>	<i>12</i>
<i>Investment Income.....</i>	<i>13</i>
<i>Anticipated Investment Activity in the Next Fiscal Year.....</i>	<i>13</i>
<i>Investment Policy Compliance and Treasurer’s Certification.....</i>	<i>14</i>



**PORTFOLIO PERFORMANCE AND
COMPARISON TO BENCHMARK**

*OCFA’s portfolio performance
closely matched the benchmark comparisons
listed below.*

During the fiscal year 2012/13, the Federal Reserve Board continued to keep the federal funds rate, the overnight bank lending rate, at a target range of 0.0% to 0.25% where it has been since December 2008. The economic recovery during the year improved modestly. Employment conditions also improved, although the unemployment rate remained elevated. The housing market has recently shown some improvements, but activity stayed slow. OCFA’s portfolio started the fiscal year with a maturity of 606 days. As investments matured and were reinvested at significantly lower rates, the return on the portfolio was mostly lower throughout the year. OCFA’s portfolio began fiscal year 2012/13 with a monthly effective rate of return of 0.42% and ended the year with a return of 0.30% on a portfolio balance of \$155 million with 283 days to maturity. The portfolio performance was comparable to benchmarks, as shown below, and met the adopted revised budget projection.

<i>OCFA Portfolio</i>				<i>Benchmark Comparisons</i>			
	<i>Market Value</i>	<i>Days to Maturity</i>	<i>Effective Yield</i>	<i>3 Month Treasury</i>	<i>6 Month Treasury</i>	<i>1 Year Treasury</i>	<i>LAIF</i>
<i>July</i>	128,949,586	606	0.42%	0.10%	0.15%	0.19%	0.36%
<i>August</i>	109,200,305	570	0.28%	0.10%	0.14%	0.18%	0.38%
<i>September</i>	107,722,559	437	0.39%	0.11%	0.14%	0.18%	0.35%
<i>October</i>	92,966,857	193	0.34%	0.10%	0.15%	0.18%	0.34%
<i>November</i>	102,365,424	171	0.29%	0.09%	0.14%	0.18%	0.32%
<i>December</i>	163,612,492	266	0.25%	0.07%	0.12%	0.16%	0.33%
<i>January</i>	133,183,684	306	0.25%	0.07%	0.11%	0.15%	0.30%
<i>February</i>	115,542,024	146	0.31%	0.10%	0.12%	0.16%	0.29%
<i>March</i>	112,103,218	318	0.34%	0.09%	0.11%	0.15%	0.29%
<i>April</i>	161,578,392	307	0.36%	0.06%	0.09%	0.12%	0.26%
<i>May</i>	157,224,510	292	0.29%	0.04%	0.08%	0.12%	0.25%
<i>June</i>	154,571,085	283	0.30%	0.05%	0.09%	0.14%	0.24%
<i>Fiscal Year</i>	128,251,678	325	0.32%	0.08%	0.12%	0.16%	0.31%



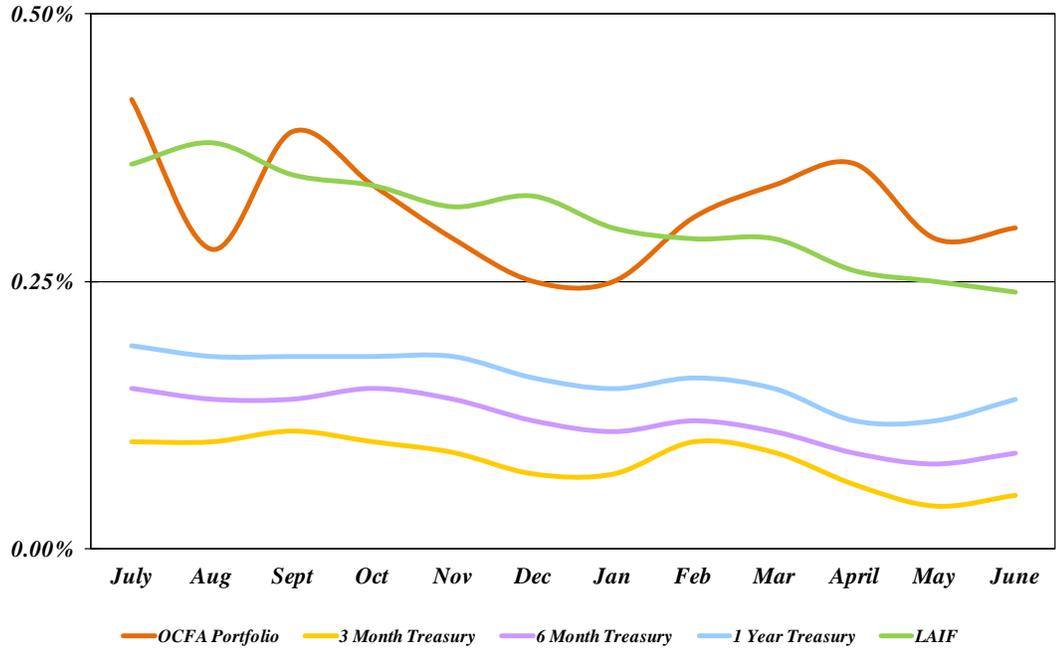
***PORTFOLIO PERFORMANCE AND
COMPARISON TO BENCHMARKS***

The following chart compares the Authority's monthly portfolio performance with monthly benchmarks including 3-month, 6-month, and 1-year Treasuries and LAIF. OCFA's portfolio yield tracked a similar pattern to LAIF and exceeded the Treasury benchmarks during FY 2012/13.

- As the worldwide economic recovery continued, there was still a “flight to quality” as investors sought the safety of government debt. This caused Treasury yields, which move inversely to prices, to slip during the year.
- In a declining interest rate environment, LAIF tends to lag the market mainly because of their maturity structure. However, as higher yielding securities matured, LAIF also had to reinvest at lower yields which caused their return to gradually decline throughout the year.
- OCFA kept its investments mostly in Federal Agency securities, commercial paper and LAIF which yielded higher returns compared to Treasuries. However, OCFA remains somewhat restrained due to the timing of cashflow needs. If interest rates remain at their current low levels, then OCFA's portfolio rate of return could decline during FY 2013/14.



Comparison to Benchmarks - FY 2012/13

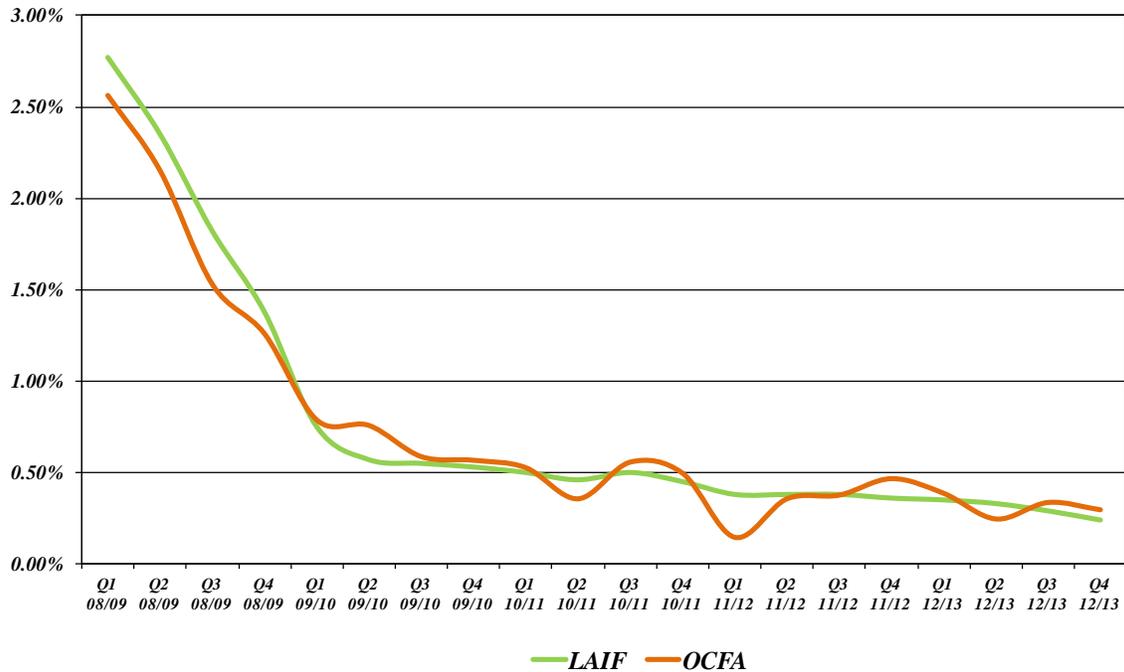




**PORTFOLIO PERFORMANCE AND
COMPARISON TO BENCHMARKS**

The following chart provides a 5-year history of the Authority’s portfolio yield from fiscal year 2008/09 through fiscal year 2012/13 compared to a 5-year history of the Local Agency Investment Fund’s yield. As demonstrated with this historical view, OCFA’s portfolio yield consistently performs very similarly to LAIF.

OCFA & LAIF Portfolio Yields - 5 Year History





**REVIEW OF TRENDS REGARDING THE SIZE OF
THE PORTFOLIO**

Portfolio balances during 2012/13 were slightly higher than 2011/12.

The size of the Authority's portfolio fluctuates over the course of a fiscal year due to timing differences between cash receipts and disbursements. Excluding financing proceeds, OCFA's largest cash receipts are from secured property taxes received in December and April and from cash contract payments received quarterly. Cash disbursements occur more evenly with biweekly payroll expenditures representing the largest component. These timing differences cause the General Fund to experience temporary cash shortages from August through mid-December.

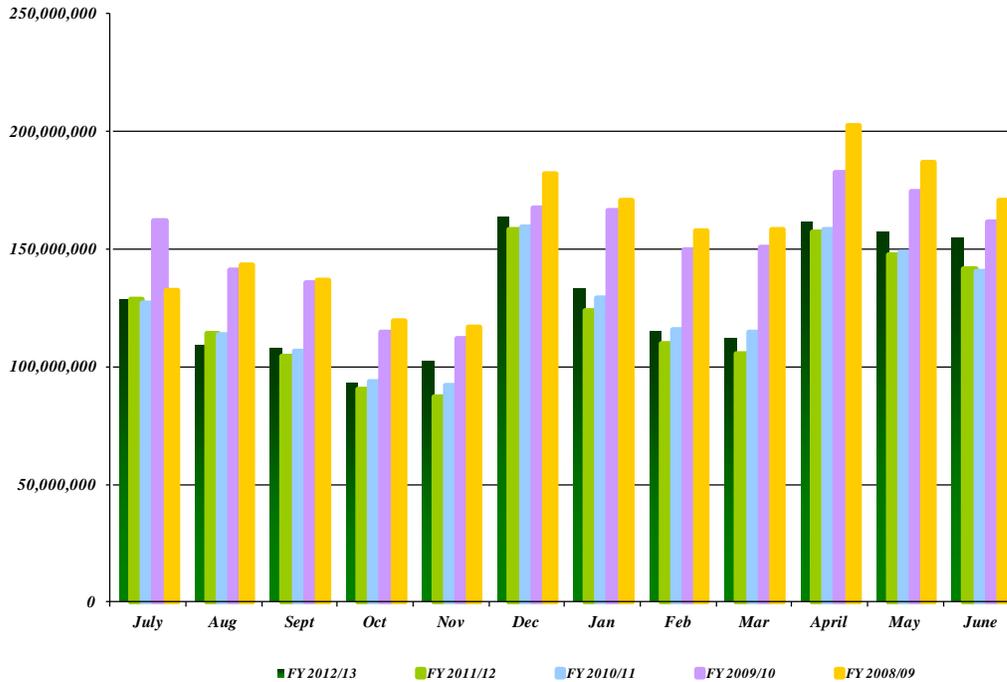
To resolve the temporary cash shortages in the General Fund, OCFA has in the past issued Tax and Revenue Anticipation Notes (TRANs). When issued, TRAN proceeds are received in July and are repaid annually in June; therefore, the ending portfolio balance at June 30th excludes TRAN proceeds. In the past few years, OCFA did not need to issue TRANs since it was able to meet its temporary cash shortages through a combination of use of a General Fund cashflow reserve and interfund borrowing. OCFA has also used lease purchase financing to fund certain capital expenditures including helicopters, vehicles, communication equipment, and information systems.



REVIEW OF TRENDS REGARDING THE SIZE OF THE PORTFOLIO

The following chart provides a 5-year history of the size of the Authority’s portfolio. During FY 2008/09, portfolio balances increased overall due to the increase in property taxes and the addition of lease purchase proceeds. Thereafter, the portfolio balance decreased due to a combination of lower revenues and significant expenditures and slightly reversed the declining trend in the FY 2012/13 due to the steady increase of the General Fund cashflow reserve. It should be noted that the balances shown below represent total portfolio balance as opposed to fund balance available. Portfolio balance is always higher than fund balance because the portfolio includes cash and investments that are already committed to various contracts and purchase orders or that are reserved for future obligations.

Size of the Portfolio - 5 Year Historical Trend





INVESTMENT RISK IN THE PORTFOLIO

Although all investments contain an element of risk, OCFA's Investment Policy, procedures, and investment strategies are designed to limit exposure to risk. The different types of risk are discussed below, as they pertain to the portfolio.

Credit (Default) Risk

Credit risk is defined as the risk to an investor that an issuer will default in the payment of interest and/or principal on a security. OCFA's investment policies and practices limit credit risk by:

- Limiting investments to the safest types of securities and highest quality issuers.
- Specifically excluding investments in equities, corporate bonds, derivatives, reverse repurchase agreements and financial futures or options.
- Avoiding investment in issuers placed on negative credit watch or with current events that involve negative financial implications.
- Pre-qualifying financial institutions and broker/dealers for competitive bidding of individual investment transactions.
- Diversifying investments so that potential losses on individual securities will be minimized.
- Reviewing monthly reports from the State Treasurer's Office regarding the Local Agency Investment Fund.
- Requiring collateralization of demand deposits, certificates of deposit and repurchase agreements. Union Bank, as OCFA's bank, complies with all collateralization requirements for demand deposits.
- Safekeeping investments by separate agreement with Union Bank's Trust Department.



**INVESTMENT RISK IN
THE PORTFOLIO**

Market Risk

Market risk is defined as the risk that the value of a security may fall as a result of changes in the financial markets, such as increases in interest rates. In periods of rising interest rates, the market value of a security can fall below the amount of principal invested. If an investor sells the security before maturity, part of the principal will be lost. OCFA reduces market risk by matching investment maturities with cash flow needs to minimize investments that may need to be sold prematurely.

Interest Rate Risk

Interest rate risk is defined as the risk that an investor will under-perform the market, as a result of holding an investment with a lower yield than the current market rate. For example, if an investor holds a one-year certificate of deposit earning 2%, and interest rates rise to 4%, the investor would incur an opportunity cost of 2%. Investors can avoid interest rate risk by keeping maturities fairly short if interest rates are expected to rise.

OCFA's portfolio reflected an average maturity slightly under one year throughout 2012/13 due to continued low yields offered for longer-term maturities, many callable securities, and based on the market's uncertainty as to the future direction of interest rates.

Liquidity Risk

Liquidity risk involves the ability to sell an investment before maturity. Some short-term investments are fairly illiquid. For example, a non-negotiable certificate of deposit is an illiquid asset that carries an interest penalty for early redemption. OCFA minimizes liquidity risk by maintaining a significant portion of its portfolio in very liquid instruments, such as LAIF where funds are immediately available, or Treasury and Agency securities, which have active secondary markets.



**COMPOSITION OF THE
PORTFOLIO**

Authorized Investments

Section 10 of OCFA’s Investment Policy lists the types of securities allowable for investment. Subject to stipulated restrictions, these include Treasury and Federal Agency securities, collateralized or insured passbook savings accounts and demand deposits, collateralized or insured certificates of deposit, bankers’ acceptances, money market funds of short-term treasury securities, repurchase agreements, the Local Agency Investment Fund (LAIF), and commercial paper (rated A1/ P1/F1) by the credit rating agencies Moody’s Investors Service, Standard & Poor’s Ratings Services and Fitch Ratings, respectively.

***OCFA’s portfolio only included those investments authorized in
Section 10 of the Policy in FY 2012/13.***

Portfolio Diversification

Section 15.1 of the Policy sets parameters for portfolio diversification. OCFA’s portfolio shall not be invested in a single security type or in a single financial institution/pool in excess of 15% of the total investment portfolio, with the exception of the following:

- | | |
|--------------------------------|------|
| ➤ US Treasury Securities | 100% |
| ➤ Local Agency Investment Fund | 75% |
| ➤ Federal Agency Securities | 75% |
| ➤ Bankers’ Acceptances | 25% |
| ➤ Negotiable CD’s | 25% |

OCFA’s portfolio complied with the diversification requirements in Section 15.1 of the Policy during FY 2012/13 as shown in the following schedule, except for the month of December due to a large investment maturity that took place on the last day of the calendar year and the proceeds were reinvested on the first business day of the new calendar year.



**COMPOSITION OF THE
PORTFOLIO**

Portfolio Diversification

	<i>US Treasury Securities</i>	<i>LAIF</i>	<i>Federal Agencies</i>	<i>Commercial Paper</i>	<i>Money Market Mutual Funds</i>	<i>Total Portfolio</i>
Maximum	100%	75%	75%	15%	15%	100%
FY Average	0.00%	40.31 %	46.47 %	5.46%	7.76%	100%
July	0.00%	38.79%	50.46%	6.98%	3.77%	100%
August	0.00%	45.53%	46.46%	0.00%	8.01%	100%
September	0.00%	46.13%	38.75%	3.69%	11.43%	100%
October	0.00%	54.56%	29.46%	4.36%	11.62%	100%
November	0.00%	49.14%	30.46%	9.83%	10.57%	100%
December	0.00%	30.78%	46.18%	6.15%	16.89%	100%
January	0.00%	37.05%	51.14%	5.19%	6.62%	100%
February	0.00%	42.25%	48.18%	5.92%	3.65%	100%
March	0.00%	44.24%	45.14%	6.19%	4.43%	100%
April	0.00%	31.27%	60.03%	5.62%	3.08%	100%
May	0.00%	31.57%	54.92%	5.68%	7.83%	100%
June	0.00%	32.45%	56.47%	5.84%	5.24%	100%



**COMPOSITION OF THE
PORTFOLIO**

Maturity Diversification

In order to ensure sufficient liquidity and reduce market risk, Section 15.3 of the Policy requires that at least half of the portfolio be invested for a period of one year or less. An additional 25% of the portfolio is restricted to maturities of three years or less and the remaining 25% to five years or less. The Executive Committee and Board of Directors must approve investments with maturities of greater than five years from the date of investment.

OCFA's portfolio complied with maturity diversification requirements as stated in Section 15.3 of the Policy throughout FY 2012/13, except for the months of July through September. During these months, the portfolio was in compliance using the call date; however, it was slightly out of compliance using the final maturity date. As a result, staff shortened the maturities of new investments to ensure compliance.

Market Value

Section 18.1.3 of OCFA's Investment Policy requires monthly reporting of the current market value of the securities in the portfolio. The Treasurer reports current market values of the portfolio in both the Portfolio Summary and the Portfolio Detail sections of the Monthly Investment Report. Market values are provided monthly by Union Bank and quarterly by the State Treasurer's Office for the LAIF investment.



GASB 31 IMPACTS

What is GASB 31?

The Governmental Accounting Standards Board’s Statement 31, titled “Accounting and Financial Reporting for Certain Investments and for External Investment Pools,” establishes rules for reporting investment valuation. The Statement generally requires governmental entities to report investments at fair value in the financial statements and to reflect the related unrealized gains and losses as a component of investment income. Different rules apply to an *internal investment pool* (consisting *only* of the governmental entity’s own funds) versus an *external investment pool* (consisting of combined funds from other legally separate entities, such as a state or county investment pool).

How Does GASB 31 Impact OCFA’s Portfolio?

At June 30, 2013, all of the Authority’s investments were reported at fair value in compliance with GASB 31 guidelines. The fair value reporting of OCFA’s investments resulted in a decrease of \$(480,699) to book value. This fair value adjustment is for financial statement reporting only.

Under GASB 31 guidelines, investment income is similarly increased/decreased for financial statement purposes. Investment income is impacted by the change in fair value of the investments from the beginning to the end of the reporting period. OCFA previously reported an increase to investment valuation at June 2012 of \$84,086; therefore, a loss of \$(564,785) was recorded to investment earnings at June 2013 to reflect the change in fair value.

<i>GASB 31 Adjustment to Books – Beginning of year</i>	\$ 84,086.00
<i>Net Change in Fair Value (decrease to earnings)</i>	\$ (564,785.00)
<i>GASB 31 Adjustment to Books – End of year gain</i>	\$ (480,699.00)



INVESTMENT INCOME

Portfolio investment income in FY 2012/13 amounted to \$389,865 (pre-GASB 31 adjustment) compared to \$477,223 in FY 2011/12. The decrease in investment income was due to the lower interest rate environment resulting from the low federal funds rate set by the Fed. As a result, the effective yield for the portfolio was 0.31% in FY 2012/13 compared to 0.39% in FY 2011/12. This decrease in yield was consistent with the overall bond market performance.

***ANTICIPATED INVESTMENT ACTIVITY
IN THE NEXT FISCAL YEAR***

Cash forecasts for FY 2013/14 are based primarily on the 2013/14 Adopted Budget. OCFA's Adopted Budget reflects revenues which are in balance with expenditures for the year, and the Budget will enable OCFA to sustain its reserves at the Board-mandated policy level. It is anticipated that the CIP Reserves will continue to be spent down this year on planned projects which will likely result in a decline in overall portfolio balances.

In addition, interest rates are expected to remain low for the fiscal year 2013/14 which may result in a further decrease in investment income over last year.



TREASURER'S CERTIFICATION

"As Treasurer of the Orange County Fire Authority, I certify that I have complied with the annual Investment Policies adopted by the Board of Directors and effective January 1, 2012 and January 1, 2013."

Patricia Jakubiak

Patricia Jakubiak
Treasurer

7/30/13

Date

CONSENT CALENDAR - AGENDA ITEM NO. 4
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief
Business Services Department

SUBJECT: **Status Update – Refunds for Unverified Hazardous Materials Disclosure Inspections**

Summary:

This item is submitted to provide an update regarding the refunds for unverified hazardous materials disclosure inspections that were authorized by the Board of Directors at the meeting of June 27, 2013.

Recommended Action:

Receive and file the report.

Background:

At the June 27, 2013, meeting of the OCFA Board of Directors, staff was directed to issue refunds to businesses that were billed for hazardous materials disclosure inspections for FY 2005/06 through 2011/12, the performance of which could not be verified during the audit of inspection records. In addition, staff was directed to circulate notice to the affected businesses of the availability of a refund to enable those businesses to claim their refunds.

On Monday, July 8, 2013, letters were mailed to 2,259 affected business owners noticing them of the availability of refunds. Vouchers were included with the letters, along with return-stamped envelopes to facilitate the business owners in claiming their refunds. In addition to mailing letters, the list of the 2,259 affected businesses was posted on the OCFA website on July 15, 2013. As a result, activities to date are as follows:

Date	Quantity of Claims	Dollar Amount
Week of July 8, 2013	210	\$140,679.40
Week of July 15, 2013	220	\$190,341.40
Week of July 22, 2013	208	\$185,808.00
Week of July 29, 2013	96	\$62,013.40
Week of August 5, 2013	62	\$70,559.00
Cumulative Total-To-Date	796	\$649,401.20

Staff will continue to provide updates to the Executive Committee on a monthly basis regarding statistics for the quantity and value of incoming vouchers received.

Impact to Cities/County:

Not Applicable.

Fiscal Impact

The proposed value of refunds, based on the audit of physical inspection records for FY 2005/06 through 2011/12 is \$1,751,044. Because some of the businesses will have moved or closed or for some other reason may not seek the refund, staff does not anticipate that it will receive refund requests for the entire amount. It is difficult to estimate what percentage of the businesses will seek refunds.

Staff Contact for Further Information:

Jim Ruane, Finance Manager/Auditor
Finance Division
jimruane@ocfa.org
(714)573-6304

Attachments:

None

CONSENT CALENDAR - AGENDA ITEM NO. 5
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief
Business Services Department

SUBJECT: **Request for Proposal No. DC1849 Fire Station Alarm System**

Summary:

This agenda item is submitted for approval of a contract for the purchase and installation of Fire Station Alarm systems with Westnet.

Recommended Actions:

1. Approve and authorize the Fire Chief to sign the proposed service contract with Westnet for the Fire Station Alarm system integration for a not to exceed amount of \$1,166,916.
2. Approve and authorize the Fire Chief to approve maintenance costs of \$43,677.75 in year two of the contract, with additional maintenance renewal options subject to annual increases based on the Consumer Price Index-Urban (CPI-U) not to exceed 3% per year.

Background:

RFP Facts & Figures

Department: Information Technology
Date RFP Issued: March 28, 2013
Pre-Proposal Date: April 9, 2013

Vendors notified: 554
Number of Proposals received: *4
**(1 rejected as non-responsive)*

Project Description

The Information Technology (IT) Division is in the process of replacing the current Northrup Grumman Computer Aided Dispatch (CAD) system as part of the Public Safety Systems (PSS) replacement project with a modern, TriTech CAD system. The existing Fire Station Alarm (FSA) systems are a key sub-system of the PSS and are customized to work with the current CAD system. The control systems and interface components of the existing FSA systems that communicate between the individual fire station alarms, and the CAD system, are not compatible with modern CAD systems including the TriTech CAD system, and must be upgraded or replaced. Staff expects to reuse much of the existing fire station equipment including wiring, horns, lights, relays, and similar equipment; however, it will be necessary to update or replace the communications interface, custom programming, and install new server-based control systems that will communicate with the new TriTech CAD system. The proposed replacement FSA system will use off-the-shelf technology that is Internet Protocol (IP) compatible, server controlled, will operate over the existing OCFA Wide Area Network (WAN), integrates with the PSS and 800MHz radio system, and will reuse a significant amount of existing in-station alarm equipment.

The FSA system replacement project is projected to take 6–9 months to install, integrate, and test with the new TriTech CAD system, and at all 72 fire stations. OCFA IT staff will manage the FSA system replacement project and the proposed vendor will utilize their own, local installation crews to install the systems at all OCFA fire stations. OCFA IT staff will assist the installation crews as needed.

As mentioned previously, the existing FSA systems are not compatible with modern CAD systems including the TriTech CAD, so the new FSA systems must be installed, tested, and operational prior to the new CAD ‘go-live’ date. The new FSA systems can be installed and operate in parallel with the existing station alarms, so ongoing operations will not be interrupted during the installation.

Proposal Evaluations

A committee was formed to evaluate the proposals based upon the grading/selection criteria set forth in the RFP (Attachment 1). The committee was comprised of the following members, and signed Committee Member Statements were received from all.

IT Manager, Information Technology, OCFA
Assistant IT Manager, Communication Infrastructure, OCFA
Battalion Chief, Emergency Command Center, OCFA

On May 9, 2013, proposals were received from the following vendors:

Company
Automation Now *(non-responsive)
Locution
US Digital Designs
Westnet

**Did not submit RFP requirements*
***Original price without the tone alerting and turn out timer*

The criteria and weighting used in evaluating the proposals were as follows:

- Method of approach (10 points)
- Qualification, Experience & Project Management (10 points)
- Project Milestones (10 points)
- Recommended Solution (30 points)
- Technical Skills & Abilities (15 points)
- Pricing (25 points)

The members of the evaluation committee conducted their individual scoring of the proposals, and submitted their evaluations to Purchasing staff. The summary of the evaluation results are provided in Attachment 2. The results showed a clear separation between two of the three firms. The two short-listed firms were invited for interviews on June 26, 2013, after the interviews, the committee recommended entering into exclusive negotiations with Westnet, the top ranked firm.

Negotiations & Results

Purchasing staff conducted exclusive negotiations with Westnet. For consideration in the best and final (BAFO) Attachment 3, the department requested Westnet provide pricing for access control, keypad/camera for the fire stations, decommissioning of existing equipment, toning/alerting function through 800MHz radios, and turn out timer installation at all fire stations. After review of the pricing of these items, IT staff determined that only toning/alerting through portable radios and the turn out timers for the fire stations would be included in the final contract.

The RFP specifically requested a backup solution to the FSA system. The toning/alerting option of the proposed FSA replacement system will meet this requirement by utilizing the existing 800MHz Countywide Coordinated Communication System (CCCS) to trigger the alarm systems at the fire stations in the event that the primary alarming system fails. Additional functionality of the toning/alerting option includes a future capability to replace the pagers used by emergency personnel, and enabling the ‘paging’ to occur thru the portable 800MHz radios that are assigned to emergency personnel. Currently, the existing FSA system cannot communicate with the 800MHz radios. The additional cost for the toning/alerting functionality is \$43,902 to include the necessary hardware and software to implement this feature.

The turnout timer option will provide the hardware to visually indicate the actual turnout times for emergency personnel as they drive their apparatus out of the Fire Stations. At each Fire Station, a large, red, Light Emitting Diode (LED) digital timer that is integrated with the station alarms will be installed in the fire station apparatus bay, and will be visible to the crews from their apparatus to visually indicate how much time has elapsed from the time the crew was initially alerted by the FSA system, until they drive the emergency apparatus out of the fire station. The additional cost to provide this important information to emergency personnel is \$2,349.60 per fire station for a total amount of \$169,171.20 to include the necessary hardware, software, wiring, supplies, and installation charges.

Through exclusive negotiations, final pricing terms and conditions were finalized for recommendation to the OCFA Executive Committee, as reflected in the proposed agreement and summarized in staff’s recommended action.

The FSA system replacement project is part of the PSS replacement project. The PSS project will replace the current CAD and Records Management Systems (RMS) and includes all hardware, software, professional services, training, and associated upgrades/replacements to sub-systems that support the PSS. The FSA systems are a key sub-system that supports the PSS and must be upgraded/replaced. The overall PSS replacement project budget amount is \$10,274,646 and provides sufficient funding to cover the cost of \$1,116,916 for the FSA systems.

The Purchasing and Materials Manager confirms that the proposal and evaluation process was conducted in accordance with the OCFA’s Purchasing Ordinance and all applicable rules and regulations. Based upon the evaluation committee’s recommendation, it is recommended that the contract for fire station alarm system integration be awarded to Westnet.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Savings of \$31,844, with the cost of the contact being fully funded in the current budget.

Staff Contacts for Further Information:

Joel Brodowski, IT Manager
Support Services Department
joelbrodowski@ocfa.org
(714) 573-6421

Debbie Casper, Purchasing Manager
Business Services Department
debbiecasper@ocfa.org
(714) 573-6641

Attachments:

1. Request for Proposal (on file in the office of the Clerk)
2. Results of Evaluation
3. Best and Final Response
4. Professional Services Agreement (on file in the office of the Clerk)

RFP DC1849 – Fire Station Alarm System Integration – Attachment 2

Results of Evaluation:

	Westnet			Locution			US Digital		
Cost Proposal	\$953,843			\$721,275			\$1,911,371		
Annual Maintenance Cost	\$43,678			\$31,755			\$172,023		
*Evaluators	1	2	3	1	2	3	1	2	3
A. Method of Approach (10)	10	10	9	8	9	8	8	9	8
B. Qualifications & Experience (10)	10	10	10	9	10	6	9	9	9
C. Project Milestones (10)	10	10	10	9	10	8	8	9	8
D. Recommended Solution (30)	30	28	28	28	28	29	24	25	23
F. Technical Skills & Abilities (15)	15	14	14	13	15	10	12	13	13
E. Proposed Costs (25)	19	19	19	25	25	25	10	10	9
Sum of Proposal Ratings	94	91	90	92	97	86	71	75	70
Ranking	1	2	1	2	1	2	3	3	3
Initial Sum of Ranking	4			5			9		
Presentation (20)	20	20	20	10	9	8			
Interview/Questions (15)	15	15	15	7	6	5			
Sum of Interview Ratings	35	35	35	17	15	13			
Total of both written & presentation	129	126	125	109	112	99			
Ranking with Presentation	1	1	1	2	2	2			
Final Sum of Ranking	3			6			9		



July 10, 2013

Orange County Fire Authority
Attn: Purchasing Section
1 Fire Authority Road, Bldg C
Irvine, CA 92602

Re: Best and Final Offer RFP # DC1849 for Fire Station Alarm System Integration

Dear Debbie Casper:

We want to thank the Orange County Fire Authority for the opportunity to provide you with our response to the Best and Final Offer for RFP DC1849 - Fire Station Alarm System Integration. After meeting with you and the committee staff, we are confident that we can provide the OCFA with a turnkey solution that meets both the existing and future needs of your department for years to come.

We have attached a separate sheet with answers and additional information we feel will be helpful in your analysis of our response.

We would be happy to discuss our answers and any additional questions you have in person if that is helpful.

I would personally like to thank you for the opportunity to offer the First-In Fire Station Alerting System as a solution to meet your alerting system needs.

Sincerely,

Dawn Matheny
Westnet, Inc.

Enclosures (2)



REQUEST FOR BEST AND FINAL OFFER
RFP DC1849 FIRE STATION ALARM SYSTEM INTEGRATION

DATE BEST AND FINAL OFFERS REQUESTED: JULY 2, 2013

DUE DATE FOR BEST AND FINAL OFFER: JULY 10, 2013 AT 3:00 P.M.

Your company submitted a proposal in response to the above referenced Request for Proposal (RFP) issued by the Orange County Fire Authority. As part of the evaluation process, the Orange County Fire Authority is exercising the right to request a best and final offer from the top ranking firms for further evaluation and consideration.

The purpose of the Best and Final Offer is to allow both OCFA and your firm to make any modifications to the terms of the contract before making the final decision in the award. As a result of your proposal and the presentation on Wednesday, June 26, 2013, Westnet has been selected to participate in the process. The ultimate decision will come down to the best pricing and your companies responses to the questions asked in this request.

The Best and Final Offer will further assist in making our final recommendation. As per our telephone discussion on July 1, 2013, pricing is a very important aspect in the award of this contract.

OCFA is requesting additional pricing options that weren't included in the original specifications. Please update and complete the new pricing page and additional questions attached.

Please provide an e-mail response to this request before Wednesday, July 10, 2013 at 3:00 p.m. Send your response to:

Debbie Casper, C.P.M., CPPB, Purchasing & Materials Manager: debbiecasper@ocfa.org.

Our intent is to make the recommendation for award of the Fire Station Alarm System Integration contract to the Executive Board of Directors at the August 22, 2013 meeting.

Sincerely,

A handwritten signature in cursive script that reads "Monica Dorfmeier".

Monica Dorfmeier
Purchasing Agent

Westnet

OCFA is required to pay sales tax directly to the State of California regardless if your company collects it or not, so it must be added to the proposal and will be included in the evaluation of the pricing.

1. OCFA is interested in the access control option for stations, particularly the keypad/camera option, one at the front door. Is this included in the Westnet proposal? If not, please provide an option price to add it at all 72 fire stations on the pricing page.

Please see attached.

2. What is the option for replacing the fire station in-house fire alarm system? Is that included in the Westnet proposal? If not, please provide an option price to add it at all 72 fire stations on the pricing page.

Please see attached.

3. Is decommissioning the existing equipment that would not be reused included in the proposal? If not, please provide an option price to add it at all 72 fire stations on the pricing page. **Vendor shall return all decommissioned equipment to OCFA.**

Please see attached.

4. During the presentation last Wednesday, we were told that Westnet would support connectivity to both the PRC CAD system and TriTech CAD system during the implementation and cutover. How does the Westnet alarm solution pass along the LAT protocol that the PRC CAD system requires? Does it still require the in-place Ethernet-to-serial interface boxes (Silex and Troy)?

Please see attached.

5. OCFA is interested in the toning/alerting personnel thru the 800MHz portable radios. Is this included in the proposal? If not, please provide an option price to add this function on the pricing page.

Please see attached

6. Can Westnet complete a 6 – month (September – February) implementation? What is the cost change, if any?

Please see attached.

7. OCFA is interested in the turn-out-timer option. Is this included in the proposal? If not, please provide an option price to add one timer to all 72 fire stations on the pricing page.

Please see attached.

8. OCFA included in the RFP a sample of our standard Professional Services Agreement. Your proposal did not include any exception to this agreement and OCFA would like confirmation that Westnet will not be taking any exceptions to the Professional Services agreement. Please review the agreement and indicate your confirmation below.

Please see attached.

BEST AND FINAL PRICING PAGE

Please revise your pricing to reflect the changes in the Best and Final for further consideration.

Description of Milestones & Associated Costs	Qty/# of Hours	Cost
Hardware – Please provide details of hardware		\$ 639,258.60
Service – Cost for services to integrate station alarms		\$ 286,639.03
Software		
a) Please provide details on software solution		\$ 27,945.00
Extended Warranty Cost – Please provide details on what is included.		
	*Total Cost	\$ 953,842.63
Ongoing Maintenance / Service for hardware		
a) Annual Maintenance cost		\$ 43,677.75
b) Annual Software licensing		\$ No Charge

Description of Options	Quantity	Unit Price	Total Cost
Access control, keypad/camera for stations	72	\$ 4,875.25	\$ 351,018.00
Dispatch - Option 2	1	12,876.84	12,876.84
Replacing the in-house fire alarm systems for stations - Notification of activation at Dispatch	72	\$ 575.00	\$ 41,400.00
Decommissioning of the existing equipment	72	\$ 595.00	\$ 42,840.00
Toning/alerting function thru 800MHz portable radios	1	\$ 43,902.00	\$ 43,902.00
Turn out -timer for stations	72	\$ 2,349.60	\$ 169,171.20

Additional comments:



Westnet Supplemental Answers to Best and Final Offer

OCFA is required to pay sales tax directly to the State of California regardless if your company collects it or not, so it must be added to the proposal and will be included in the evaluation of the pricing.

Westnet included sales tax in its original proposal at a rate of 8%.

1. OCFA is interested in the access control option for stations, particularly the keypad/camera option, one at the front door. Is this included in the Westnet proposal? If not, please provide an option price to add it at all 72 fire stations on the pricing page.

Access control was not included in the original pricing. We are providing pricing for access control at the fire station level, as well as a second option for the dispatch center.

Option 1 - Our access control for the fire station includes a keypad and camera so that a visitor can be viewed by station personnel inside the station. Additionally, we are including management/maintenance software and a workstation to allow OCFA IT personnel to administer the access control codes for all stations from one location. Our pricing is based on surface mounting the unit on the exterior of the fire station and not having visited each station, it assumes reasonable access for cabling from the exterior to the interior of the station. Raceway may be necessary in some locations. We will provide a contact closure for connection to the existing door release hardware. Our pricing does not include any door release hardware, door strikes, etc.

Option 2 - If a visitor's call is unanswered at a station, the call can be forwarded to First-In Alerting Client Application. The dispatcher can answer the call and have a two-way conversation with the visitor. The dispatcher also has the option of ignoring the call.

2. What is the option for replacing the fire station in-house fire alarm system? Is that included in the Westnet proposal? If not, please provide an option price to add it at all 72 fire stations on the pricing page.

Replacement of the fire alarm system is not included in Westnet's proposal. Replacement of fire alarm systems is not within the scope of equipment or services that we currently offer. We can, however, provide immediate notification of a fire alarm activation to the dispatcher via the First-In Alerting Platform. The County will need to provide a contact closure from the existing fire alarm panel.



3. Is decommissioning the existing equipment that would not be reused included in the proposal? If not, please provide an option price to add it at all 72 fire stations on the pricing page. **Vendor shall return all decommissioned equipment to OCFA.**

Decommissioning was not included in Westnet's original proposal. Since our solution allows the County to operate on both old and new CAD systems simultaneously, our decommissioning price is based upon the assumption that we will decommission the old equipment at the time of installation. The County will need to provide any desired packing materials or crates for the old equipment. Our price does not include any patching or painting of holes or other restorative work. Our pricing includes delivering the decommissioned equipment to the County on a weekly or semi-monthly basis.

4. During the presentation last Wednesday, we were told that Westnet would support connectivity to both the PRC CAD system and TriTech CAD system during the implementation and cutover. How does the Westnet alarm solution pass along the LAT protocol that the PRC CAD system requires? Does it still require the in-place Ethernet-to-serial interface boxes (Silex and Troy)?

The First-In Master Control Unit (MCU) will require the in-place Ethernet-to-serial interface for processing alerts from the PRC CAD. The MCU will receive the opto code from the serial output of the Ethernet-to-serial device and perform the alert function based on the MCU's own internal logic. The MCU also support bi-directional serial data. Once TriTech and the First-In Alerting Platform is online and actively alerting stations over the Ethernet network, the Ethernet-to-serial devices will no longer be required.

5. OCFA is interested in the toning/alerting personnel thru the 800MHz portable radios. Is this included in the proposal? If not, please provide an option price to add this function on the pricing page.

Alerting of personnel through the 800 MHz portables was not included in Westnet's original proposal. We have had conversations with The Genesis Group about the best possible solution and the conclusion was to add the GenIIB module to the OCFA GenWatch III System. This will provide the interface that will allow for the automatic call alerting of radios. Additionally, this approach offers the County other interface options described by The Genesis Group below as:

GenIIB—Genesis Interoperability Information Broker—is the main integration point between the Genesis Suite of network management, reporting and billing products and third party applications. GenIIB allows completely disparate systems to interact with one or more of the systems already connected to one or more Genesis products.



User-Programmable API Included

GenIIB includes a programming API that can be used by third-party external devices or software programs to pull live or stored information from the Genesis database and push customer-driven information or instructions back to those systems and into that database as well.

GenIIB opens the door to a world of virtually unlimited interoperability!

Genesis tools are already connected to Motorola networks. These connections include, but are not limited to:

- ATIA stream
- Outdoor Locator System (MUPS stream)
- SNMP (UEM)
- Data traffic, such as HPD and IV&D
- MCC7500 consoles

GenIIB allows the system operator or owner to tie all of this information together for powerful analytical [reporting](#). When connected to third-party applications through the GenIIB API, this hub of communications will continue to expand to:

- Asset Management systems
- Mobile VPN servers
- Vehicle Tracking Systems
- Radioshop Management software
- Network Diagnostic Tools
- Consoles
- Voice Recorders
- Data Loggers

GenIIB is the broker that handles integrated provisioning (including a web portal for inter-agency interoperability) for the [Genesis Suite](#) on Dimetra and ASTRO[®] 25 networks (upon the release of the ASTRO 25 UCS API).

6. Can Westnet complete a 6 – month (September – February) implementation? What is the cost change, if any?

Yes, Westnet can complete a 6-month implementation. In our interest in doing business with the County, we will honor the original price with the compressed schedule.



7. OCFA is interested in the turn-out-timer option. Is this included in the proposal? If not, please provide an option price to add one timer to all 72 fire stations on the pricing page.

Turnout Timers were not included in Westnet's proposal. We are making the assumption that conduit will be required in the apparatus bay of each station. If this is not the case, the price will be lowered accordingly.

Turnout Timer	\$ 875.00
Power Supply, Cable & Supplies	\$ 195.00
Conduit (if needed)	\$ 550.00
Subtotal	\$ 1,620.00
Sales Tax	\$ 129.60
Lift Rental	\$ 225.00
Installation	\$ 375.00
Per Station Rate	\$ 2,349.60

8. OCFA included in the RFP a sample of our standard Professional Services Agreement. Your proposal did not include any exception to this agreement and OCFA would like confirmation that Westnet will not be taking any exceptions to the Professional Services agreement. Please review the agreement and indicate your confirmation below

The sections that we will want to negotiate with the County are as follows:

1.3 Licenses and Permits. Our proposal does not include any permit fees. Work of this kind does not normally require a permit. If it does, we assume that the County will reimburse Westnet for the permit fees and related expenses (drawings, inspections, etc).

6.1 Insurance. The limits are undefined. Westnet carries the standard levels of insurance and assumes that Westnet's current insurance limits and carriers will be acceptable to the County. We will be happy to provide the County of a certificate upon request.

6.2 Indemnification. The language in this section is very broad. For example, Westnet will agree to reasonable costs and expenses, Westnet would like to negligence exception in the last sentence should be expanded to include any party, etc. This section will require further discussion.

7.2 Records. No duration is listed. We request a limit of three (3) years.

8.6 Termination for Default of Firm. A section of this kind normally has a time for the defaulting party to cure the default and we would want this added to the Agreement. We would also want tighter



language defining when the County could take over the work and bring in another party to complete the work.

CONSENT CALENDAR - AGENDA ITEM NO. 6
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief
Business Services Department

SUBJECT: **Request for Proposal No. MD1861- Janitorial Services**

Summary:

This agenda item is submitted for approval of a contract for janitorial services with DMS Facility Services, LLC.

Recommended Actions:

Approve and authorize the Fire Chief to sign the Professional Services Agreement for janitorial services with DMS Facility Services, LLC for an initial term of one (1) year for a not-to-exceed amount of \$111,984 with the option of four (4) additional one-year extensions subject to increases based on Consumer Price Index (CPI) with a not-to-exceed amount of 3% per year.

Background:

RFP Facts & Figures

Department: Property Management
Date RFP Issued: May 13, 2013
Pre-Proposal Date: June 4, 2013

Vendors notified: 287
Number of Proposals received: *16
**(2 rejected as non-responsive)*

Project Description

The Property Management Section outsources janitorial services for the Regional Fire Operations and Training Center (RFOTC). This service includes a day porter, nighttime custodial cleaning, and maintenance. Bright Way Building Maintenance has provided these services to OCFA for the past five years. On May 23, 2013, the Executive Committee approved a contract extension with Bright Way on a month-to-month basis for a not-to-exceed six month period to provide procurement staff time to complete the Request for Proposal (RFP) process.

Proposal Evaluations

A committee was formed to evaluate the proposals based upon the grading/selection criteria set forth in the RFP. The committee was comprised of the following members, and signed Committee Member Statements were received from all.

Property Manager, Property Management, OCFA
Facilities Manager, Property Management, OCFA
Management Analyst, Strategic Services, OCFA

On June 20, 2013, proposals were received from the following vendors:

Able (Crown)	Guaranteed Janitorial Service *(non-responsive)
American Building Maintenance (ABM)	Haynes Building Services
Bright Way Building Maintenance	Pride Industries One Inc.
Commercial Cleaning Systems (Pacific Bldg.)	Priority Building Services
DMS Facility Services, LLC	Santa Fe Building Maintenance
ESC Building Services	Sunset Property Services (Jonset)
Evergreen Cleaning Solutions	Ultimate Maintenance Service *(non-responsive)
GMI Building Services	Universal Bldg. Maintenance

**Did not submit required questionnaire*

The criteria and weighting used in evaluating the proposals were as follows:

- Method of approach (10 points)
- Qualification and experience (30 points)
- Technical requirements (20 points)
- Pricing (40 points)

The members of the evaluation committee conducted their individual scoring of the proposals based on the criteria established in the RFP (Attachment 1). The evaluation results are provided in Attachment 2. The scores demonstrated a clear difference between DMS Facility Services, LLC, and the remaining 13 proposals. The committee recommended entering into exclusive negotiations with intent to recommend contract award to DMS Facility Services, LLC, the top ranked firm.

Negotiations & Results

Through exclusive negotiations, pricing terms and conditions were finalized for recommendation to the OCFA Executive Committee, as reflected in the proposed agreement and summarized in staff’s recommended action. The resulting janitorial services contract of \$111,984 for the first year reflects a cost savings of \$31,844 over the current amount budgeted for this contract.

The Purchasing and Materials Manager has confirmed that the proposal and evaluation process was conducted in accordance with the OCFA’s Purchasing Ordinance and all applicable rules and regulations. Based upon the evaluation committee’s recommendation, it is recommended that the Janitorial Service contract be awarded to DMS Facility Services, LLC.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

The proposed agreement will produce a savings of \$31,844 compared to the annual amount currently included in the budget.

Staff Contacts for Further Information:

Steve Chambers, Property Manager
Support Services Department
stevechambers@ocfa.org
(714) 573-6471

Debbie Casper, Purchasing Manager
Business Services Department
debbiecasper@ocfa.org
(714) 573-6641

Attachments:

1. Request for Proposal (on file in the office of the Clerk)
2. Results of Evaluation
3. Professional Services Agreement (on file in the office of the Clerk)

RFP MD1861 – Janitorial Service – Attachment 2

Results of Evaluation:

	DMS			UNIVERSAL			PRIDE		
Cost Proposal /Hours	\$111,984.00			\$128,592.36			\$123,530.64		
Evaluators	1	2	3	1	2	3	1	2	3
A. Method of Approach (10)	9	10	8	10	9	9	7	8	9
B. Qualifications & Experience (30)	27	30	25	25	28	28	24	27	25
C. Technical Requirements (20)	17	20	18	16	18	18	17	17	18
E. Proposed Costs (40)	40	40	40	34.8	34.8	34.8	36.24	36.24	36.24
Sum of Proposal Ratings	93.0	100	91.0	85.8	89.8	89.8	84.24	88.24	88.24
Ranking	1	1	1	2	3	2	3	4	4
Written Sum of Ranking	3			7			11		

	BRIGHT WAY			SUNSET			HAYNES		
Cost Proposal /Hours	\$139,800			\$145,342			\$133,668		
Evaluators	1	2	3	1	2	3	1	2	3
A. Method of Approach (10)	8	10	9	8	8	9	6	8	8
B. Qualifications & Experience (30)	28	30	28	27	27	28	22	27	28
C. Technical Requirements (20)	14	20	18	18	17	19	12	18	18
E. Proposed Costs (40)	32.04	32.04	32.04	30.8	30.8	30.8	33.48	33.48	33.48
Sum of Proposal Ratings	82.04	92.04	87.04	83.80	82.80	86.80	73.48	86.48	87.48
Ranking	5	2	6	4	7	7	11	5	5
Written Sum of Ranking	13			18			21		

	PRIORITY			ABM			CCS		
Cost Proposal /Hours	\$131,940			\$134,676.00			\$165,276.96		
Evaluators	1	2	3	1	2	3	1	2	3
A. Method of Approach (10)	4	8	9	8	8	8	9	8	8
B. Qualifications & Experience (30)	10	25	28	20	25	25	27	27	28
C. Technical Requirements (20)	15	17	18	16	16	18	18	16	18
E. Proposed Costs (40)	33.92	33.92	33.92	33.24	33.24	33.24	27.08	27.08	27.08
Sum of Proposal Ratings	62.92	83.92	88.92	77.24	82.24	84.24	81.08	78.08	81.08
Ranking	14	6	3	9	9	8	6	12	11
Written Sum of Ranking	23			26			29		

	GMI			EVERGREEN			ABLE		
Cost Proposal /Hours	\$141,728.40			\$142,440			\$166,419		
Evaluators	1	2	3	1	2	3	1	2	3
A. Method of Approach (10)	5	6	8	8	7	8	9	9	9
B. Qualifications & Experience (30)	20	27	25	23	26	22	27	28	25
C. Technical Requirements (20)	12	18	17	16	17	15	17	14	18
E. Proposed Costs (40)	31.6	31.6	31.6	31.44	31.44	31.44	26.88	26.88	26.88
Sum of Proposal Ratings	68.6	82.6	81.6	78.44	81.44	76.44	79.88	77.88	78.88
Ranking	12	8	10	8	10	14	7	13	13
Written Sum of Ranking	30			32			33		

	SANTA FE			ESC		
Cost Proposal /Hours	\$168,994.44			\$149,400		
Evaluators	1	2	3	1	2	3
A. Method of Approach (10)	5	9	9	7	6	8
B. Qualifications & Experience (30)	20	27	28	24	24	25
C. Technical Requirements (20)	12	18	19	15	16	16
E. Proposed Costs (40)	26.48	26.48	26.48	29.96	29.96	29.96
Sum of Proposal Ratings	63.48	80.48	82.48	75.96	75.96	78.96
Ranking	13	11	9	10	14	12
Written Sum of Ranking	33			36		

Request for Best & Final: July 22, 2013 at 3:00 p.m.

	DMS		
Cost Proposal (BAFO) Annual	*\$116,208.00		
Evaluators	1	2	3
A. Method of Approach (10)	9	10	8
B. Qualifications & Experience (30)	27	30	25
C. Technical requirements (20)	17	20	18
E. Proposed Costs (40)	40	40	40
Sum of Proposal Ratings*	93.00	100.00	91.00
Ranking	1	1	1
BAFO Sum of Ranking	3		

**Adjusted to reflect BAFO pricing – Parties elected to revert to original offer*

CONSENT CALENDAR - AGENDA ITEM NO. 7
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Board of Directors, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief
Support Services Department

SUBJECT: **Blanket Order Increase - Nyquest Consulting**

Summary:

This item is submitted for authorization to increase Blanket Order BO1434 to Nyquest Consulting and to extend the contract through June 30, 2014, for custom programming and configuration changes necessary to upgrade the ACS Banner HRMS/Payroll system and the underlying Oracle database.

Recommended Action:

Approve and authorize the Purchasing Manager to increase BO1434 to Nyquest Consulting by \$25,000 for a total amount not-to-exceed \$55,000 to provide custom programming, and other professional services relating to the upgrade of the ACS Banner HRMS/Payroll system and underlying Oracle database, and extend the contract term to June 30, 2014.

Background:

The ACS Banner HRMS/Payroll system is central to the complex and widely integrated business, financial, and safety systems utilized by the OCFA. It is a fully integrated, Oracle-based, internet-native technology solution. OCFA uses Banner to manage and process the \$266,000,000 annual payroll with 234 different pay and earning codes for 1,425 employees, and reserve firefighters working multiple shifts 24/7/365. The ACS Banner HRMS/Payroll system also maintains and processes all human resources employee records, purchasing, accounts payable, general accounting, and account receivables. It is integrated with many other OCFA systems including Timekeeping, Staffing, SharePoint, Computer Aided Dispatch (CAD), and OCFA's Integrated Fire Prevention (IFP) systems.

OCFA Information Technology staff support dozens of business and safety systems in addition to the ACS Banner HRMS/Payroll system. OCFA uses Microsoft technology as much as possible to optimize operational efficiencies. The ACS Banner HRMS/Payroll system operates in an Oracle environment, so it is necessary to supplement staff resources with specialized professional services for specific maintenance tasks, major systems upgrades, custom programming, and other systems enhancements as needed. OCFA partners with selected third party professional service providers for a cost-effective solution to provide these specialized skillsets. Nyquest Consulting's billing rate is \$100/hour for ACS HRMS/Banner and Oracle support. This is an extremely competitive price for these services. Other third party professional service providers charge from \$125-\$300/hour for comparable services on other systems.

Due to their detailed knowledge of specific OCFA business practices, system requirements, and database architecture implemented at the OCFA, a sole source request for Nyquest Consulting (BO1434) to provide supplemental Banner support services was approved by the Purchasing Manager and Fire Chief on October 1, 2012, in the amount of \$30,000. In addition to the support services, Nyquest Consulting has also been working with staff to complete a major upgrade to the ACS Banner HRMS/Payroll system and its underlying Oracle database.

Major upgrades are a lengthy process because of the lack of down time caused by the normal day-to-day business tasks such as audits, budget development, inventory, open enrollment, reporting, and fiscal year-end processing for the ACS Banner HRMS/Payroll users (Finance, Human Resources, and Purchasing). These requirements limit the available system time to perform upgrades and have also resulted in the project extending beyond the term of the current BO.

Staff had originally intended to continue the ongoing major upgrade into the next term of support with Nyquest Consulting. Upon further review, it has been deemed more appropriate to request an extension of the current BO for the requisite time and costs described in the recommended action above, complete the major upgrade, and then close the BO. For ongoing annual professional services required for the specific maintenance tasks, custom programming, and other systems enhancements for the ACS Banner HRMS/Payroll system, staff is recommending going to bid for these services through the Request for Proposal (RFP) process separate from this request.

Including this major upgrade project as part of a new RFP is not recommended, since Nyquest Consulting has made substantial progress and it will result in additional costs and time for another professional services provider to reach the current level of completion. The nature of this type of project requires a detailed knowledge of the specific business practices and database/system architecture. Nyquest Consulting has an in depth knowledge of the ACS Banner HRMS/Payroll and Oracle database as implemented at OCFA. The quality of work delivered to date has been excellent and completing the project with Nyquest Consulting is the most expedient, cost effective solution to complete the ACS Banner HRMS/Payroll and Oracle upgrade.

Impact to Cities/County:

Not Applicable.

Fiscal Impact

Additional costs to be paid from existing Information Technology Division budget.

Staff Contact for Further Information:

Joel Brodowski, Information Technology Manager
Support Services Department
joelbrodowski@ocfa.org
714-543-6421

Attachments:

None

CONSENT CALENDAR – AGENDA ITEM NO. 8
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Craig Kinoshita, Deputy Fire Chief

SUBJECT: **Semi-Annual Report of Claims**

Summary:

This item is submitted to report on claims filed with the Orange County Fire Authority (OCFA) from January 1, 2013, through June 30, 2013.

Recommended Action:

Receive and file the report.

Background:

As previously directed by the Board of Directors, the attached Claims Report represents a semi-annual report of those claims filed with the Fire Authority for the time period January 1, 2013, through June 30, 2013. All claims are the financial responsibility of the Fire Agencies Insurance Risk Authority (FAIRA), which provides OCFA pooled general liability insurance coverage. The OCFA settles minor property claims when OCFA is responsible for the loss.

Impact to Cities/County:

None

Fiscal Impact:

None

Staff Contact for Further Information:

Jonathan Wilby, Risk Manager

Human Resources

jonathanwilby@ocfa.org

(714) 573-6832

Attachment:

Claims Report

OCFA NEW CLAIMS REPORT

January 2013 through June 2013

Date of Loss	Type of Claim	Description of Claim	Status
1/3/13	Property Damage	Claim for carpet cleaning after grease tracked in by paramedics.	CLOSED
1/4/2013	Auto Property Damage	Citizen filed claim for damage to auto when chock blocks fell off of E-54	CLOSED
1/15/2013	Medical Malpractice	Patient's tooth was knocked out during intubation at Saddleback Memorial Hospital. SMH responsible per paramedic training agreement.	CLOSED
1/24/2013	Property Damage	Citizen filed claim so that his insurance company would be reimbursed for damage he felt was made worse by responding firefighters. His carrier will have to submit subrogation claim	CLOSED
1/27/2013	Property Damage	Claim filed for damage to an inground covered electrical vault caused when an OCFA engine was driven partially on the sidewalk while responding to trapped person in overturned vehicle.	OPEN
1/30/2013	Auto Property Damage	Claimant damaged his own vehicle by hitting a fire hydrant while backing out of a parking space.	CLOSED
2/22/2013	General Liability	Citizen claims his vehicle was parked next to a vehicle that was on fire and firefighters damaged his vehicle as they extinguished the fire.	CLOSED
2/28/2013	Auto Property Damage	OCFA driver hit the tailgate of a truck parked in a private driveway on a narrow road.	CLOSED
5/13/2013	Auto Property Damage	Insurance company subrogating claim for damage to insured's parked vehicle caused by firefighter backing into it.	OPEN
6/10/2013	Auto Property Damage	Claimant's driver side door was damaged by haligan tool used by firefighter to break window.	CLOSED

CONSENT CALENDAR - AGENDA ITEM NO. 9
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Janet Wells
Interim Human Resources Director

SUBJECT: **Approval of Revised Information Technology Analyst Class Specification and the Deletion of Senior Communications Technician Position**

Summary:

This item seeks approval to establish an updated Information Technology Analyst class specification and the deletion of one Senior Communications Technician position.

Recommended Actions:

1. Adopt the revised class specification of Information Technology Analyst.
2. Amend the Master Position Control list to delete one Senior Communications Technician position and add one Information Technology Analyst position.

Background:

The Senior Communications Technician position has been the primary technical support for the OCFA fire station phone systems, RFOTC phone systems, and the fire station alerting systems. These communications and alerting systems have utilized legacy 'analog' technologies and have not been integrated to the degree that meets the next generation of replacement systems. All of these legacy technologies are being upgraded to digital, Internet Protocol (IP) compatible systems. These new systems will interface directly with the public safety systems and other OCFA computer systems, utilize 'server-based' technology, and must operate on the OCFA IP network. These systems will also have to be Next Generation 9-1-1 (NG9-1-1) and P25 compatible to meet interoperability standards.

Staffing requirements to support the new systems will require substantial experience with computer networks, systems, and overall information technology expertise that is not part of the Senior Communications Technician class specification. The skills required to support these new systems are more closely aligned with the Information Technology Analyst class specification.

The above recommended action to revise the Information Technology Analyst class specification will support the needs of the Communications and Network Infrastructure Section. This action will remove the single-person dependency that OCFA has had to endure in the past and improve overall support capabilities as the Information Technology Analyst staff is able to cross-train on these new systems.

Impact to Cities/County:

None

Fiscal Impact:

The additional salary and benefits cost in FY 2013/14 is approximately \$41,600. The increased costs for the partial year in 2013/14 will be funded by savings from the vacant position during the beginning of the year.

Staff Contacts for Further Information:

Ellen Medalle, Senior Human Resources Analyst
Human Resources Department
ellenmedalle@ocfa.org
(714) 573-6806

Joel Brodowski, IT Manager
Support Services Department
joelbrodowski@ocfa.org
(714) 573-6421

Attachment:

Class Specification for Information Technology Analyst



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Information Technology Analyst

REPORTS TO: Assistant Information
Technology Manager or
Information Technology
Supervisor

FLSA: Non-Exempt

SUPERVISES: Varies

CLASS CODE: 1340

DEPARTMENT: Support Services

CLASS SUMMARY:

Incumbents are responsible for performing professional level activities (depending on assigned area), in administering, maintaining, and troubleshooting computer, network, and communications systems.

DISTINGUISHING CHARACTERISTICS:

The Information Technology Analyst is the fifth level in a nine level Information Systems Occupational Group. The Information Technology Analyst is distinguished from the Information Technology Specialist by its computer system and/or application development responsibilities. The Information Technology Analyst is distinguished from the Senior Information Technology Analyst, which has project lead responsibilities at an enterprise level.

ESSENTIAL FUNCTIONS: (These duties are intended to be representative sample of the duties performed by the class.)

Analyzes, categorizes, and compiles a variety of data; confers with clients to determine needs and system configurations; develops project specifications for highly specialized hardware and/or software solutions; determines appropriate development and web tools; authorizes access and/or administers servers and computer workstations; installs, tests, modifies, and maintains assigned systems; recommends improvements and modifications; analyzes problems; prepares documentation including flowcharts, maps, instructions and passwords; supports technical and non-technical initiatives and the ongoing support of systems; responds to support calls and provides training for assigned areas; performs other duties of a similar nature or level.

Positions Assigned to Systems Development and Support:

Assigned systems include: computer programs, applications, and/or databases

- Performs systems analysis and programming;
- Conducts feasibility analysis and studies of software deployment projects, and system interfaces, data exchanges, and reports for internal systems and with external agencies;
- Designs and maintains databases and web-based applications;
- Provides database structure, query methodology, and report writing training and support;



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Information Technology Analyst

- Specific administrative, maintenance, application development, and interfaces for systems such as: finance; human resources, interfaces, reporting, SharePoint, websites, and public safety (i.e., automated vehicle locator, computer aided dispatch, records management, incident reporting)
- Develops custom programming solutions.

Positions Assigned to Communications and Network Infrastructure:

Assigned systems include: computer and network hardware and software, telephone hardware and software, other communications systems, and fire station alarm and alerting systems

- Coordinates repairs with vendors and researches, analyzes, configures, installs, maintains, implements, monitors, and coordinates assigned systems;
- Creates, designs, and maintains reports;
- Analyzes requirements and prepares project specifications for the development, modification, and implementation of assigned systems;
- Maintains and upgrades computer operating systems (i.e., Windows, Unix, etc.);
- Researches, analyzes, and recommends systems back-up and disaster recovery methodologies and procedures;
- Participates in architectural space planning;
- Travels to and works at a variety of locations;
- Responds to emergency incidents to provide IT support.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Bachelor's Degree in Computer Information Systems, Computer Science, or a related field, and two years of computer experience related to the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver License*
- *Must maintain an acceptable and insurable driving record at all times.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Computers and applicable software applications;
- Advanced computer installation, configuration, troubleshooting, and/or networking principles and techniques;
- Operating systems;
- Customer service principles;
- Database management and/or administration principles;
- Network server and/or workstation principles;
- Applicable programming principles and/or languages;



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Information Technology Analyst

- Telephone and communication systems (for Communications and Network Infrastructure assignment).

SKILLS (position requirements at entry):

Skill in:

- Using computers and applicable software applications;
- Installing, configuring, and troubleshooting technological platforms, networks, and systems;
- Scheduling, coordinating multiple technical support activities;
- Utilizing and managing databases;
- Communicating technical information to a non-technical audience;
- Designing reports;
- Providing customer service;
- Analyzing technological systems;
- Providing end-user support for complex problems;
- Using applicable hand tools and power tools (for Communications and Network Infrastructure assignment);
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts and electrical currents.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:

Draft prepared by Ellen Medalle, Senior Human Resources Analyst, Date: August 2013

Final prepared by OCFA, Date: August 2013

Interim Human Resources Director Review:

Janet Wells _____ Date: _____

Adopted by Board of Directors, Date: _____

CONSENT CALENDAR AGENDA ITEM NO. 10
EXECUTIVE COMMITTEE MEETING
August 22, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Janet Wells
Interim Human Resources Director

SUBJECT: **Approval of Fire Delivery Driver Class Specification and Salary Range and the Deletion of one Fire Equipment Technician Position**

Summary:

This item seeks approval to establish a Fire Delivery Driver class specification and assign a salary range, and the deletion of one Fire Equipment Technician position.

Recommended Actions:

1. Adopt the new class specification of Fire Delivery Driver.
2. Amend the Classification Salary Table to include the classification of Fire Delivery Driver.
3. Assign a 12-step salary range of \$2,426.67 – \$3,270.80 per month to the classification of Fire Delivery Driver.
4. Amend Master Position Control list deleting one Fire Equipment Technician position and adding one Fire Delivery Driver position.

Background:

The Fire Delivery Driver class specification serves a dual function, under separate assignments, to support the needs of the Purchasing & Materials Management Section and Fleet Services Section as follows:

Purchasing & Materials Management Section

The OCFA's Purchasing & Materials Management Section consists of Purchasing staff and Service Center (warehouse/delivery) staff, under the oversight of a Purchasing Manager within the Business Services Department. The delivery function is currently within the Fire Material Services Occupational Group, which includes the following four classifications:

1. Service Center Supervisor (1 position)
2. Service Center Lead (1 position)
3. Senior Fire Equipment Technician (3 active positions, 1 frozen position)
4. Fire Equipment Technician (5 active positions, 1 frozen position, 1 vacant position)

The Service Center provides warehousing, mail processing, delivery, shipping and receiving; maintenance of equipment; acquisition and distribution of bulk supplies and equipment; and provides logistical support for both minor and major emergencies.

Prior to 2010, staffing levels in the Service Center included 14 full-time employees. As part of the OCFA's cost containment measures, two of the positions are frozen and one position was eliminated to create a Buyer position in the Purchasing division. Staff recommends creation of the new classification and replacing one vacant Fire Equipment Technician position with the Fire Delivery Driver.

The desire to create the Fire Delivery Driver position stems from evaluating the current services provided and identifying the need for a position primarily responsible for making deliveries. Given the wide range of services that the Service Center provides, the Fire Delivery Driver will have an opportunity for advancement within the Fire Material Services Occupational Group. The addition of this classification will provide an opportunity for current Fire Equipment Technicians to perform repairs and services in-house, while providing a savings to the OCFA.

Fleet Services Section – Fire Delivery Driver Classification

The Fleet Services Section is under the oversight of the Fleet Services Manager within the Support Services Department, which includes the following six classifications under the Fire Equipment Maintenance Occupational Group:

1. Fleet Services Manager (1 position)
2. Fleet Services Coordinator (1 position)
3. Fleet Services Supervisor (2 positions)
4. Senior Fire Apparatus Technician (8 positions)
5. Fire Apparatus Technician (4 positions)
6. Assistant Fire Apparatus Technician (2 positions)

In 2006, the OCFA contracted with Arroyo Associates, Inc., to conduct an independent review of the Fleet Services operation. The review findings concluded that a significant duration of the Technicians' time was spent on indirect, non-wrench-turning tasks and activities such as steam-cleaning and transporting fire apparatus. Staff is recommending the creation of the Fire Delivery Driver class specification to provide delivery and pick-up services of fire apparatus, parts, and miscellaneous items along with steam-cleaning duties. This new classification will result in maximizing the Technicians' time towards journey-level mechanic tasks and responsibilities. It should be noted that staff is not requesting authorization to add the position under Fleet Services to the Master Position Control list at this time.

Impact to Cities/County:

None.

Fiscal Impact:

None.

Staff Contacts for Further Information:

Ellen Medalle, Senior Human Resources Analyst
Human Resources Department
ellenmedalle@ocfa.org
(714) 573-6806

Debbie Casper, Purchasing Manager
Business Services Department
debbiecasper@ocfa.org
(714) 573-6641

Rick Oborny, Fleet Services Manager
Support Services Department
rickoborny@ocfa.org
(714) 573-6651

Attachment

Class Specification for Fire Delivery Driver



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

Job Title: Fire Delivery Driver

REPORTS TO: Service Center Supervisor FLSA: Non-Exempt

SUPERVISES: N/A CLASS CODE: 0615

DEPARTMENT: Business Services

CLASS SUMMARY:

Incumbents are responsible for performing entry level duties related to driving an OCFA vehicle to deliver and pick up a variety of materials, goods, equipment, and furniture to a variety of locations throughout Orange County.

DISTINGUISHING CHARACTERISTICS:

The Fire Delivery Driver is the first level in a five level Fire Material Services Occupational Group. The Fire Delivery Driver is distinguished from the Fire Equipment Technician, which is responsible for a wide variety of semi-skilled activities. The Fire Delivery Driver is also the first level in a seven level Fire Equipment Maintenance Occupational Group. The Fire Delivery Driver is distinguished from the Assistant Fire Apparatus Technician, which is responsible for semi-skilled duties related to preventative maintenance.

ESSENTIAL FUNCTIONS: (These duties are intended to be representative sample of the duties performed by the class.)

Driving van, commercial vehicle, or other vehicle to a variety of destinations including; using loading techniques to pick up and deliver mail, materials, equipment, furniture, and a variety of goods; operating dolly, pallet jack, or other assisted device in an efficient and safe manner; maintaining accurate records; sorting, logging, and storing various items; work independently; operating two-way radio; inspecting vehicle prior to usage including checking for fuel, tire tread, windshield, mirrors, brakes, oil, transmission fluids, lights, etc., and placing orders for repairs; maintaining cleanliness of vehicle and washing vehicle; observing safe driving practices; refueling vehicle; checking weather and/or road conditions as needed, taking appropriate precautions; perform other duties of a similar nature or level.

Positions assigned to Automotive:

Driving fire apparatus to a variety of locations; assisting fire station personnel with switching complements from one apparatus to another; steam cleaning vehicles and apparatus; picking up and delivering parts to vendors.

Positions assigned to Service Center:

Filling and exchanging oxygen and air bottles; assisting in sizing and outfitting personnel; responding to emergency incidents to provide materials and equipment; staging and removing of furniture/equipment and materials for social events; operating forklift.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

Job Title: Fire Delivery Driver

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and driving experience, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Warehouse experience desirable (Service Center assignment).

LICENSES AND CERTIFICATIONS (position requirements at entry):

- California Commercial Class B Driver License*
 - Forklift Certification (within three months of hire – for Service Center assignment)
- *Must maintain an acceptable and insurable driving record at all times.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Safe driving practices and applicable California Vehicle Codes;
- Lifting and carrying techniques;
- Delivery practices;
- Care, maintenance, and operation of vehicles;
- Road maps and geographic area of Orange County;
- GPS operations;
- Basic math and computer operation;
- Customer service principles;
- Office procedures and equipment;
- Basic record keeping;
- Applicable tools of trade;
- Warehouse practices (for Service Center assignment)
- Forklift operations (for Service Center assignment)

SKILLS (position requirements at entry):

Skill in:

- Picking up and delivering items from various locations;
- Driving van, commercial vehicle, or other vehicle in a safe manner;
- Driving fire apparatus (for Automotive assignment)
- Reading and following maps and/or using GPS to determine best routes;
- Loading and unloading a variety of items;
- Exercising discretion and judgment in caring for transported materials;
- Understanding and following oral and written instructions;
- Maintaining accurate records;
- Providing customer service;
- Working in a team environment with ability to work independently;



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

Job Title: Fire Delivery Driver

- Entering basic information into a computer, following specific procedures and policies;
- Using dolly, pallet jack, other assisted devices to transport items;
- Using forklift (for Service Center assignment)
- Using a two-way radio;
- Using applicable tools of the trade;
- Washing and maintaining vehicle;
- Performing vehicle safety checks;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts, electrical currents, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, and travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:

Prepared by Ellen Medalle, Senior Human Resources Analyst, Date: August 2013

Final prepared by OCFA, Date: July 2013

Interim Human Resources Director Review:

Janet Wells _____ Date: _____

Adopted by Board of Directors:

REPORTS – AGENDA ITEM NO. 11
EXECUTIVE COMMITTEE MEETING
August 22, 2013

CHIEF'S REPORT

1. Customer Satisfaction Survey Results by City - July 2013

CUSTOMER SATISFACTION SURVEY

Attachment 1

Data by City for July 1 - 31, 2013

CITY/AREA	FORMS SENT	FORMS RETURNED *	PERCENT RETURNED *	AVERAGE RATING
Aliso Viejo	16	1	6.25%	100.00%
Buena Park	141	26	18.44%	94.74%
Coto de Caza	19	7	36.84%	96.43%
Cypress	60	17	28.33%	99.16%
Dana Point	111	19	17.12%	96.60%
El Modena	5	2	40.00%	100.00%
Emerald Bay	1	1	100.00%	100.00%
Irvine	376	79	21.01%	97.42%
La Palma	25	6	24.00%	98.81%
Ladera Ranch	4	1	25.00%	96.43%
Laguna Hills	87	20	22.99%	97.22%
Laguna Niguel	108	23	21.30%	97.20%
Laguna Woods	178	64	35.96%	97.62%
Lake Forest	185	37	20.00%	95.34%
Los Alamitos	19	2	10.53%	100.00%
Las Flores	2	0		
Midway City	13	1	7.69%	100.00%
Mission Viejo	223	52	23.32%	98.55%
Modjeska Canyon	0	1		100.00%
Orange Park Acres	1	0		
Placentia	117	21	17.95%	96.03%
Portola Hills	0	0		
Rancho Santa Margarita	74	17	22.97%	98.38%
Rossmoor	14	5	35.71%	98.57%
San Clemente	107	33	30.84%	97.69%
San Juan Capistrano	118	26	22.03%	96.75%
Santa Ana	550	59	10.73%	94.94%
Santa Ana Heights	5	1	20.00%	93.75%
Santiago Canyon	1	0		
Seal Beach	162	32	19.75%	96.79%
Silverado Canyon	2	0		
Stanton	114	7	6.14%	92.86%
Sunset Beach	0	0		
Trabuco Canyon	8	0		
Tustin	188	44	23.40%	94.87%
Villa Park	13	5	38.46%	94.29%
Westminster	214	33	15.42%	97.27%
Yorba Linda	132	42	31.82%	98.45%
Non-OCFA cities	36	9	25.00%	92.96%
TOTALS/AVERAGE	3,429	693	20.21%	97.16%

* Forms Returned and Percent Returned include forms sent in prior months, received this month.