



ORANGE COUNTY FIRE AUTHORITY

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Thursday, November 21, 2013
6:30 P.M.

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

Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Board of Directors 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 Board, 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 Board. 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 Warren Johnson

PLEDGE OF ALLEGIANCE by Director Aguirre

ROLL CALL

PRESENTATIONS

1. **Requests for Commendations and Proclamations**

Submitted by: Sherry Wentz, Clerk of the Authority

A. [Length of Service Awards](#)

B. [Presentation of National Procurement Institute's 18th Annual Achievement of Excellence in Procurement Award for 2013](#)

Recommended Action:

Approve requests as submitted and make presentations to those present.

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 Board on items within the Board'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 Board as a whole, and do not engage in dialogue with individual Board 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 Board of Directors meeting.

CLOSED SESSION

CS1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Name of Case: Steve Poole et al. v. Orange County Fire Authority

Case No.: OC Superior Court Case No. 30-2011-00463651

Authority: Government Code Section 54956.9(a)

CS2. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (1 case)

CLOSED SESSION REPORT

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

MINUTES

2. **[Minutes from September 26, 2013, Regular Board of Directors Meeting \(A\) and October 7, 2013, Special Board of Directors Meeting \(B\)](#)**
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:
Approve as submitted.

CONSENT CALENDAR

3. **[Annual Statement of Investment Policy and Investment Authorization](#)**
Submitted by: Patricia Jakubiak, Treasurer

Recommended Actions:

1. Review and approve the submitted Investment Policy of the Orange County Fire Authority, to be effective January 1, 2014.
2. Pursuant to Government Code Sections 53601 and 53607, renew delegation of investment authority to the Treasurer for a one-year period, to be effective January 1, 2014.
3. Direct staff to return to the Budget and Finance Committee in January to discuss the option of using an outside investment manager.

4. **[2013 Update – Fiscal Health Plan & Financial Stability Budget Policy](#)**
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:
Approve the Fiscal Health Plan and the Financial Stability Budget Policy.

5. **[Refunds for Unverified Hazardous Materials Disclosure Inspections – Follow-up Actions](#)**
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

1. Direct staff to process a second mailing to eligible businesses that have not yet claimed refunds, using updated addresses where feasible.
 - a. Work with the Orange County Health Care Agency (HCA) for availability of more recent address information relating to these businesses.
 - b. Provide the list of outstanding eligible businesses, sorted by city, to our member agencies for any assistance that they may be able to provide in locating current addresses for these businesses.
 - c. Utilize light-duty staff to assist in searching public information that may lead to new addresses for the outstanding businesses.
 - d. Utilize the existing address on file if updated addresses cannot be located for businesses.

- e. Issue the second letters to these eligible businesses on or about January 15, 2014.
2. Authorize a cut-off date of April 30, 2014, whereby the value of any remaining unclaimed refunds will be transmitted to the HCA for use in the existing Hazardous Materials Disclosure (HMD) program, thereby benefitting the existing participating HMD businesses.
3. Direct staff to work with the HCA in developing potential actions for disposition of the \$935,870 in funds that resulted from FY 2007/08 HMD fee reductions that were approved by the OCFA Board of Directors after the HMD billings had been processed.
 - a. Potential actions should be brought back to the Budget and Finance Committee and Board of Directors, for further discussion and action.
6. **[Equity Status Update – Approval of Second Amendment to Amended OCFA Joint Powers Authority Agreement](#)**
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:
Receive and file the report.
7. **[Acceptance of DHS/FEMA Administrative Preparedness Grant](#)**
Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Actions:
 1. Adopt the submitted resolution to accept the Department of Homeland Security/Federal Emergency Management Agency's (DHS/FEMA) Administrative Preparedness Grant.
 2. Direct staff to increase revenue and appropriations in the amount of \$1,244,654 in the General Fund (Fund 121).
8. **[Proposed Human Resources Committee](#)**
Submitted by: Keith Richter, Fire Chief

Recommended Actions:
 1. Authorize the establishment of a Human Resources (HR) Committee as an additional standing committee to serve in an advisory capacity to staff and the Board of Directors.
 2. Approve the submitted HR Committee Protocols.
 3. Approve the proposed Resolution to amend the Board Rules of Procedure to reflect the additional standing committee.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

9. [Audited Financial Reports for the Fiscal Year Ended June 30, 2013](#)
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:
Receive and approve the reports.

10. [FY 2012/13 Backfill/Overtime and Total Earnings/Compensation Analysis](#)
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:
Receive and file the report.

PUBLIC HEARING(S)

No items.

REPORTS

11. [Chief's Report](#)

BOARD MEMBER COMMENTS

CLOSED SESSION

CS3. CONFERENCE WITH LABOR NEGOTIATOR

Chief Negotiators: Janet Wells, Human Resources Director, and
Barbara Raileanu, Legal Counsel

Employee Organizations: Orange County Professional Firefighters' Association,
Local 3631, Orange County Fire Authority Chief
Officers' Association, and Orange County Employees'
Association, and Unrepresented Employees

Authority: Government Code Section 54957.6

CS4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position: Fire Chief

Authority: Government Code Section 54954.5

CLOSED SESSION REPORT

ADJOURNMENT - The next regular meeting of the Orange County Fire Authority Board of Directors is scheduled for January 23, 2014, at 6:30 p.m.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 14th day of November 2013.

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

UPCOMING MEETINGS:

Executive Committee Special Meeting	Wednesday, December 11, 2013, 1:00 p.m.
Budget and Finance Committee Meeting	Wednesday, January 8, 2014, 12 noon
Claims Settlement Committee Meeting	Thursday, January 23, 2014, 5:30 p.m.
Executive Committee Meeting	Thursday, January 23, 2014, 6:00 p.m.
Board of Directors Meeting	Thursday, January 23, 2014, 6:30 p.m.