



# 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, May 23, 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 2<sup>nd</sup> 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 Jeff Hetschel

**PLEDGE OF ALLEGIANCE** by Director Lalloway

**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](http://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****1. Minutes from the March 28, 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.*

**2. Monthly Investment Reports**

Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:

Receive and file the reports.

**3. Third Quarter Financial Newsletter – January to March 2013**

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

Recommended Action:

Receive and file the report.

**4. Request for Temporary Month-to-Month Service Contract Extensions Pending Completion of Requests for Proposals**

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

Recommended Action:

Approve and authorize the Purchasing Manager to extend the blanket order contract terms on a month-to-month basis not-to-exceed (NTE) six months, pending completion of Request for Proposal processes, as follows:

- Bright Way Building Maintenance (B01095) for \$11,819 per month, NTE \$70,914
- Randstad Technologies (B01122) for an estimated \$55,400 per month, NTE \$332,000
- York Insurance Services (B01080) for \$47,500 per month, NTE \$285,000

**5. Approval to Increase Blanket Order for AppleOne Employment Services**

Submitted by: Zenovy Jakymiw, Human Resources Director

Recommended Action:

Approve and authorize the Purchasing Manager to issue a Blanket Order to AppleOne Employment Services in the amount not to exceed \$50,000.

**6. May Legislative Reports**

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

Recommended Action:

Approve recommended legislative positions.

**7. Request for One Year Service Contract Extension for TriTech Computer Aided Dispatch Licensing and Maintenance Agreement**

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

Recommended Action:

Approve and authorize the Purchasing Manager to extend the current TriTech license and maintenance contract and issue a new purchase order with quarterly payment terms as follows:

- TriTech Software Systems, \$32,232 per quarter, not to exceed \$128,931.05.

**END OF CONSENT CALENDAR**

**DISCUSSION CALENDAR**

No items.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

**CLOSED SESSION**

No items.

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, June 27, 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 16<sup>th</sup> day of May 2013.

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

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting	Wednesday, June 12, 2013, 12 noon
Claims Settlement Committee Meeting	Thursday, June 27, 2013, 5:30 p.m.
Executive Committee Meeting	Thursday, June 27, 2013, 6:00 p.m.

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting**  
**Thursday, March 28, 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 March 28, 2013, at 6:04 p.m. by Chair Trish Kelley.

## **INVOCATION**

Chaplain Robert Benoun offered the invocation.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

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

**Absent:** None

## **Also present were:**

Fire Chief Keith Richter  
Deputy Chief Craig Kinoshita  
Assistant Chief Dave Thomas  
Assistant Chief Lori Zeller  
Assistant Clerk Lydia Slivkoff

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

## **PRESENTATIONS**

No items.

## **PUBLIC COMMENTS (X: 12.02A3)**

Stephen Wontrobski, Mission Viejo resident, commented on his concern regarding the audit of hazardous materials inspections, suspension of Assistant Chief/Fire Marshal Blaul, and excessive compensation of OCFA staff. He provided a letter, which is on file in the Office of the Clerk. (F: 18.11A1)

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

Budget and Finance Committee Chair Al Murray reported at the March 13, 2013, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to send the Monthly Investment Report to the Board of Directors with the recommendation that the Board approve the item. He also indicated Assistant Chief Lori Zeller provided an orientation to the Budget and Finance Committee.

## **MINUTES**

### **1. Minutes from the February 28, 2013, Regular Executive Committee Meeting (F: 12.02A2)**

On motion of Vice Chair Weinberg and second by Director Murray, the Executive Committee voted to approve the minutes as submitted. Director Spitzer abstained.

## **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.*

Director Bressette pulled Agenda Item No. 3 for questions.

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

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

**3. New Sublease for Station 11 (Emerald Bay) (F: 19.07C11)**

Director Bressette conveyed his concerns regarding the agreement's language regarding facility use and maintenance.

On motion of Vice Chair Weinberg and second by Director Bates, the Executive Committee voted to approve and authorize the Fire Chief to execute the proposed sublease with the Emerald Bay Services District for Fire Station #11. Director Bressette registered in opposition.

**4. Vehicle Lease Agreement between Orange County Fire Authority and City of Costa Mesa for Two Type III Paramedic Vans (F: 19.09C)**

On motion of Director Bressette and second by Vice Chair Weinberg, the Executive Committee voted unanimously to approve and authorize the Fire Chief to execute the proposed Lease Agreement, including any non-substantive amendments to this Lease Agreement as determined by General Counsel, with the City of Costa Mesa in the amount of one dollar (\$1.00) for the use of two 2003 Leader Type III paramedic vans.

**5. Approval of Employee Relations Manager and Training Program Specialist Classification Specifications and Salary Ranges (F: 17.18)**

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

1. Adopt the new class specifications of Employee Relations Manager and assign the annual salary range of \$93,080 to \$147,846.
2. Adopt the new class specifications of Training Program Specialist and assign the annual salary range of \$63,399 to \$85,447.
3. Authorize the Human Resources Director to amend the OCFA Table of Class Titles and Master Position Control to include these new classifications and salary ranges.

**6. Approval of Additional Expenditures for Five-Year Inspection for OCFA Helicopter 1 (F: 19.10)**

On motion of Director Bressette and second by Vice Chair Weinberg, the Board voted unanimously to approve and authorize the purchasing manager to revise the purchase order to Rotorcraft Support Inc. from \$91,730.00 to the amount of \$115,794.00 for the additional parts and services required to complete and certify the five-year inspection of OCFA Helicopter 1 (N141FA).

**END OF CONSENT CALENDAR**

## **DISCUSSION CALENDAR**

No items.

## **REPORTS (F: 12.02A7)**

### **7. Chief's Report**

Fire Chief Keith Richter indicated he had no report.

## **COMMITTEE MEMBER COMMENTS (F: 12.02A6)**

Director Shawver welcomed Director Spitzer back to the OCFA Board of Directors. He also indicated he disagreed with this evening's comments by the public noting the outstanding achievements by Assistant Chief/Fire Marshal Laura Blaul.

Chair Kelley concurred with Director Shawver's comments regarding Assistant Chief/Fire Marshal Laura Blaul's achievements and service to the communities.

## **CLOSED SESSION (F: 12.02A5)**

No items.

## **ADJOURNMENT**

Chair Kelley adjourned the meeting at 6:22 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, April 25, 2013, at 6:00 p.m.

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

**CONSENT CALENDAR - AGENDA ITEM NO. 2**  
**EXECUTIVE COMMITTEE MEETING**  
**May 23, 2013**

TO: Executive Committee, Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer

SUBJECT: **Monthly Investment Reports**

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 Actions:

At its April 10, 2013, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of the Final Investment Report – February 2013/Preliminary Report – March 2013, and at its May 8, 2013, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of the Final Investment Report – March 2013/Preliminary Report – April 2013.

Recommended Action:

Receive and file the reports.

Background:

Attached are the final monthly investment reports for the month ended February 22, 2013, and March 31, 2013. A preliminary investment report as of April 19, 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](mailto:Triciajakubiak@ocfa.org)

(714) 573-6301

Attachments:

1. Final Investment Report – February 2013/Preliminary Report – March 2013
2. Final Investment Report – March 2013/Preliminary Report – April 2013

# *Orange County Fire Authority Monthly Investment Report*



*Final Report – March 2013*

*Preliminary Report – April 2013*



## ***Monthly Investment Report Table of Contents***

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***Orange County Fire Authority***

***Final Investment Report***

***March 31, 2013***



**EXECUTIVE SUMMARY**

***Portfolio Activity & Earnings***

During the month of March 2013, the size of the portfolio decreased from \$115.6 million to \$112.1 million. Major receipts for the month included the fifth apportionment of secured property taxes for \$1.4 million and the third quarterly cash contract payments totaling \$12.5 million. Significant disbursements for the month included primarily biweekly payrolls, although there were three pay periods in March instead of the typical two per month. The portfolio's balance is expected to increase significantly in the following month as the next major property tax receipt is scheduled in April.

In March, the portfolio's yield to maturity (365-day equivalent) increased by 6 basis points to 0.34%. The effective rate of return increased by 3 basis points to 0.34% for the month but continued to stay unchanged at 0.31% for the fiscal year to date. The average maturity of the portfolio lengthened by 172 days to 318 days to maturity.

***Economic News***

The U.S. economic activity pulled back noticeably in March 2013. Employment conditions reversed from the prior month showing a much weaker gain than expected. There were a total of 88,000 new jobs added in March while a consensus had an expected increase of over 200,000 new jobs for the month. The unemployment rate edged down slightly by a notch to 7.6% from 7.7% previously. However, the decline was primarily caused by an increase in the number of "discouraged" workers and a significant drop in the labor force. While the University of Michigan Consumer Sentiment continued to show improvement in March, the Conference Board Consumer Confidence measure dropped significantly. Also in contrast to the prior month, both retail sales and durable goods orders dropped more than expected. Manufacturing and non-manufacturing activity also reversed in March declining slightly. Industrial production, on the other hand, showed a slight increase of 0.4%. Energy prices dropped noticeably in March keeping the CPI (Consumer Price Index) lower than expected for the month. The NFIB (National Federation of Independent Business) small business optimism index declined in March after three consecutive gains. Housing activity remained mixed and slow, despite recent improvements.



**BENCHMARK COMPARISON AS OF MARCH 31, 2013**

3 Month T-Bill: 0.09%	1 Year T-Bill: 0.15%
6 Month T-Bill: 0.11%	LAI: 0.29%
	OCFA Portfolio: 0.34%

**PORTFOLIO SIZE, YIELD, & DURATION**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$112,134,051	\$115,577,530	\$105,453,850
Yield to Maturity (365 day)	0.34%	0.28%	0.45%
Effective Rate of Return	0.34%	0.31%	0.38%
Days to Maturity	318	146	431



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**March 31, 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	5,001,068.89	5,001,068.89	5,001,068.89	4.43	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	7,000,000.00	6,999,650.00	6,999,650.28	6.19	79	11	0.070	0.071
Federal Agency Coupon Securities	42,000,000.00	42,013,170.00	42,011,208.99	37.17	1,308	840	0.537	0.545
Federal Agency Disc. -Amortizing	9,000,000.00	8,999,370.00	8,998,807.50	7.96	155	53	0.090	0.091
Local Agency Investment Funds	50,000,000.00	50,050,930.00	50,000,000.00	44.24	1	1	0.281	0.285
<b>Investments</b>	<b>113,001,068.89</b>	<b>113,064,188.89</b>	<b>113,010,935.66</b>	<b>100.00%</b>	<b>503</b>	<b>318</b>	<b>0.336</b>	<b>0.340</b>
<b>Cash and Accrued Interest</b>								
Passbook/Checking (not included in yield calculations)	-972,474.01	-972,474.01	-972,474.01		0	0	0.000	0.000
Accrued Interest at Purchase		11,503.33	11,503.33					
Subtotal		-960,970.68	-960,970.68					
<b>Total Cash and Investments</b>	<b>112,028,594.88</b>	<b>112,103,218.21</b>	<b>112,049,964.98</b>		<b>503</b>	<b>318</b>	<b>0.336</b>	<b>0.340</b>

	March 31 Month Ending	Fiscal Year To Date
Total Earnings		
Current Year	33,093.14	278,406.75
Average Daily Balance	114,674,837.75	118,058,777.35
Effective Rate of Return	0.34%	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* 4/5/13  
 Patricia Jakubiak, Treasurer

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)	\$ 112,049,964.98
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ 84,085.98
<b>Total</b>	<b>\$ 112,134,050.96</b>



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**March 31, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYST0104	10104	American Benefit Plan Admin		07/01/2012	15,000.00	15,000.00	15,000.00		0.000	1
SYST0033	10033	Revolving Fund		07/01/2012	20,000.00	20,000.00	20,000.00		0.000	1
SYSA	4	Union Bank of California		07/01/2012	-1,257,474.01	-1,257,474.01	-1,257,474.01		0.000	1
SYSA361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000	1
		<b>Average Balance</b>	<b>0.00</b>	<b>Accrued Interest at Purchase</b>	<b>11,503.33</b>	<b>11,503.33</b>	<b>11,503.33</b>			<b>0</b>
		<b>Subtotal</b>			<b>-960,970.68</b>	<b>-960,970.68</b>	<b>-960,970.68</b>			
<b>Total Cash and Investments</b>					<b>112,028,594.88</b>	<b>112,103,218.21</b>	<b>112,049,964.98</b>		<b>0.340</b>	<b>318</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of April 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	54,028,594.88	48.23%	54,028,594.88	54,079,524.88
1 - 30 days	7,000,000.00	6.25%	6,999,850.28	6,999,650.00
31 - 60 days	9,000,000.00	8.03%	8,998,807.50	8,999,370.00
61 - 91 days	0.00	0.00%	0.00	0.00
92 - 121 days	0.00	0.00%	0.00	0.00
122 - 152 days	0.00	0.00%	0.00	0.00
153 - 183 days	0.00	0.00%	0.00	0.00
184 - 274 days	0.00	0.00%	0.00	0.00
275 - 365 days	0.00	0.00%	0.00	0.00
366 - 1095 days	27,000,000.00	24.10%	26,997,635.82	27,003,060.00
1096 - 1825 days	15,000,000.00	13.39%	15,013,573.17	15,010,110.00
1826 days and after	0.00	0.00%	0.00	0.00
<b>Total for</b>	<b>13 Investments</b>	<b>100.00</b>	<b>112,038,461.65</b>	<b>112,091,714.88</b>



**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, 2012 includes an increase of \$60,965 to the LAIF investment and an increase of \$23,121 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 March 31, 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 March 31, 2013 is 1.0010186. When applied to OCFA's LAIF investment, the fair value is \$50,050,930 or \$50,930 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 March 31, 2013 is included on the following page.

**State of California  
Pooled Money Investment Account  
Market Valuation  
3/31/2013**

Description	Carrying Cost Plus Accrued Interest Purch.	Amortized Cost	Fair Value	Accrued Interest
<b>United States Treasury:</b>				
Bills	\$ 21,165,387,450.46	\$ 21,181,217,814.80	\$ 21,185,525,200.00	NA
Notes	\$ 14,733,699,502.59	\$ 14,733,469,530.25	\$ 14,770,548,500.00	\$ 16,932,798.50
<b>Federal Agency:</b>				
SBA	\$ 524,324,861.45	\$ 524,322,142.49	\$ 523,724,167.09	\$ 531,099.13
MBS-REMICs	\$ 222,646,880.61	\$ 222,646,880.61	\$ 241,956,434.99	\$ 1,064,470.37
Debentures	\$ 1,050,241,287.46	\$ 1,050,238,537.46	\$ 1,050,972,000.00	\$ 1,745,946.00
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 6,193,549,777.78	\$ 6,197,864,972.34	\$ 6,199,101,000.00	NA
GNMA	\$ 1,353.93	\$ 1,353.93	\$ 1,365.19	\$ 14.06
IBRD Debenture	\$ 399,971,694.00	\$ 399,971,694.00	\$ 400,828,000.00	\$ 583,332.00
IBRD Deb FR	\$ -	\$ -	\$ -	
CDs and YCDs FR	\$ 400,000,000.00	\$ 400,000,000.00	\$ 400,000,000.00	\$ 254,511.11
Bank Notes	\$ -	\$ -	\$ -	\$ -
CDs and YCDs	\$ 5,650,034,759.91	\$ 5,650,016,843.25	\$ 5,647,574,286.13	\$ 1,747,444.45
Commercial Paper	\$ 3,349,197,409.73	\$ 3,349,593,979.26	\$ 3,348,966,798.61	NA
<b>Corporate:</b>				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,339,640,000.00	\$ 4,339,640,000.00	\$ 4,339,640,000.00	NA
AB 55 & GF Loans	\$ 712,079,191.43	\$ 712,079,191.43	\$ 712,079,191.43	NA
<b>TOTAL</b>	<b>\$ 58,740,774,169.35</b>	<b>\$ 58,761,062,939.82</b>	<b>\$ 58,820,916,943.44</b>	<b>\$ 22,859,615.62</b>

Fair Value Including Accrued Interest

\$ 58,843,776,559.06

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 (1.0010186).  
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 \$20,020,371.99 or \$20,000,000.00 x 1.0010186.



***Orange County Fire Authority***  
***Preliminary Investment Report***  
***April 19, 2013***



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**April 19, 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	YTMIC 360 Equiv.	YTMIC 365 Equiv.
Money Mkt Mutual Funds/Cash	3,504,083.78	3,504,083.78	3,504,083.78	3.35	1	1	0.001	0.001
Federal Agency Coupon Securities	42,000,000.00	42,008,580.00	42,011,095.98	40.20	1,308	821	0.537	0.545
Federal Agency Disc - Amortizing	9,000,000.00	8,999,730.00	8,999,235.00	8.61	155	34	0.090	0.091
Local Agency Investment Funds	50,000,000.00	50,050,930.00	50,000,000.00	47.84	1	1	0.281	0.285
<b>Investments</b>	<b>104,504,083.78</b>	<b>104,563,323.78</b>	<b>104,514,414.76</b>	<b>100.00%</b>	<b>539</b>	<b>334</b>	<b>0.358</b>	<b>0.363</b>
<b>Cash and Accrued Interest</b>								
Passbook/Checking (not included in yield calculations)	906,529.91	906,529.91	906,529.91		1	1	0.000	0.000
Accrued Interest at Purchase		11,503.33	11,503.33					
Subtotal		918,033.24	918,033.24					
<b>Total Cash and Investments</b>	<b>105,410,613.69</b>	<b>105,481,357.02</b>	<b>105,432,448.00</b>		<b>539</b>	<b>334</b>	<b>0.358</b>	<b>0.363</b>

Total Earnings	April 19 Month Ending	Fiscal Year To Date
Current Year	21,983.70	300,390.45
Average Daily Balance	109,640,293.41	117,512,868.83
Effective Rate of Return	0.39%	0.32%

"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."

*4/26/13*

Patricia Jakubiak, Treasurer

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)	\$ 105,432,448.00
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ 84,085.98
<b>Total</b>	<b>\$ 105,516,533.98</b>

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**April 19, 2013**

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

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	High Mark 100% US Treasury MMF			3,504,083.78	3,504,083.78	3,504,083.78	0.001	0.001	1	
		<b>Subtotal and Average</b>	<b>4,573,853.43</b>		<b>3,504,083.78</b>	<b>3,504,083.78</b>			<b>0.001</b>	<b>1</b>	
<b>Commercial Paper Disc. -Amortizing</b>											
		<b>Subtotal and Average</b>	<b>4,052,592.18</b>								
<b>Federal Agency Coupon Securities</b>											
3139ECBT0	799	Federal Farm Credit Bank (Callable anytime)		12/26/2012	9,000,000.00	9,000,090.00	9,000,000.00	0.375	0.375	797	08/28/2015
3133804V6	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	6,000,300.00	6,000,000.00	1.000	0.981	1,572	08/08/2017
313380B22	788	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	852	08/20/2015
3133813R4	800	Fed Home Loan Bank (Callable on 5/9/13)		12/20/2012	9,000,000.00	9,004,230.00	9,013,417.82	1.000	0.584	19	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable on 6/7/13)		03/15/2013	12,000,000.00	12,003,840.00	11,987,878.36	0.470	0.477	1,052	03/07/2016
		<b>Subtotal and Average</b>	<b>42,011,149.51</b>		<b>42,008,680.00</b>	<b>42,011,095.98</b>			<b>0.545</b>	<b>821</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313397FZ9	798	Freddie Mac		12/20/2012	9,000,000.00	8,999,730.00	8,999,235.00	0.080	0.091	34	05/24/2013
		<b>Subtotal and Average</b>	<b>8,999,032.50</b>		<b>9,000,000.00</b>	<b>8,999,730.00</b>			<b>0.091</b>	<b>34</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Investmt Fund			50,000,000.00	50,050,930.00	50,000,000.00	0.285	0.285	1	
		<b>Subtotal and Average</b>	<b>50,003,665.78</b>		<b>50,050,930.00</b>	<b>50,000,000.00</b>			<b>0.285</b>	<b>1</b>	
		<b>Total and Average</b>	<b>109,640,293.41</b>		<b>104,504,083.78</b>	<b>104,563,323.78</b>			<b>0.363</b>	<b>334</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**April 19, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365 Maturity
<b>Money Mkt Mutual Funds/Cash</b>									
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	621,529.91	621,529.91	621,529.91		0.000
SYS361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000
<b>Average Balance</b>			<b>0.00</b>	<b>Accrued Interest at Purchase</b>	<b>11,503.33</b>	<b>11,503.33</b>	<b>11,503.33</b>		<b>1</b>
				<b>Subtotal</b>	<b>918,033.24</b>	<b>918,033.24</b>	<b>918,033.24</b>		
<b>Total Cash and Investments</b>			<b>109,640,293.41</b>		<b>105,410,613.69</b>	<b>105,481,357.02</b>	<b>105,432,448.00</b>		<b>0.363</b>
									<b>334</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of April 20, 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	( 04/20/2013 - 04/20/2013 )	54,410,613.69	51.62%	54,410,613.69	54,461,543.69
1 - 30 days	( 04/21/2013 - 05/20/2013 )	0.00	0.00%	0.00	0.00
31 - 60 days	( 05/21/2013 - 06/19/2013 )	9,000,000.00	8.54%	8,999,236.00	8,999,730.00
61 - 91 days	( 06/20/2013 - 07/20/2013 )	0.00	0.00%	0.00	0.00
92 - 121 days	( 07/21/2013 - 08/19/2013 )	0.00	0.00%	0.00	0.00
122 - 152 days	( 08/20/2013 - 09/19/2013 )	0.00	0.00%	0.00	0.00
153 - 183 days	( 09/20/2013 - 10/20/2013 )	0.00	0.00%	0.00	0.00
184 - 274 days	( 10/21/2013 - 01/19/2014 )	0.00	0.00%	0.00	0.00
275 - 365 days	( 01/20/2014 - 04/20/2014 )	0.00	0.00%	0.00	0.00
366 - 1095 days	( 04/21/2014 - 04/19/2016 )	27,000,000.00	25.61% *	26,997,678.36	27,004,060.00
1096 - 1825 days	( 04/20/2016 - 04/19/2018 )	15,000,000.00	14.23%	15,013,417.62	15,004,630.00
1826 days and after	( 04/20/2018 - )	0.00	0.00%	0.00	0.00
<b>Total for</b>	<b>12 Investments</b>	<b>0 Payments</b>	<b>100.00</b>	<b>105,420,944.67</b>	<b>105,469,863.69</b>

\*The Investment Policy calls for this category not to exceed 25% of the Portfolio. This excess in the ratio was caused by a maturity of an investment in April resulting in higher percentages for the remaining categories as the portfolio balance decreased.



**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, 2012 includes an increase of \$60,965 to the LAIF investment and an increase of \$23,121 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.

# ***Orange County Fire Authority Monthly Investment Report***



***Final Report – February 2013***

***Preliminary Report – March 2013***



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***Orange County Fire Authority***

***Final Investment Report***

***February 28, 2013***



## **EXECUTIVE SUMMARY**

### ***Portfolio Activity & Earnings***

During the month of February 2013, the size of the portfolio decreased from \$133.2 million to \$115.6 million. Major receipts for the month included property tax apportionments, pass-through taxes, and various contract and grant payments totaling \$4.3 million. Significant disbursements for the month included primarily biweekly payrolls and a payment of \$1.3 million for three fire engines. The portfolio's balance is expected to stay about the same in the following month.

In February, the portfolio's yield to maturity (365-day equivalent) stayed unchanged at 0.28%. The effective rate of return increased by 6 basis points to 0.31% for the month but remained unchanged at 0.31% for the fiscal year to date. The average maturity of the portfolio shortened by 160 days to 146 days to maturity.

### ***Economic News***

The U.S. economic activity appeared to pick up moderately and broadly in February 2013. Employment conditions showed improvement in February. U.S. employers created a total of 236,000 new jobs in February, a stronger number than expected. Unemployment conditions also improved, declining to 7.7% from 7.9% previously. Both the University of Michigan Consumer Sentiment and the Conference Board Consumer Confidence measures climbed in February. Retail sales and durable goods orders both increased more than expected. Manufacturing and non-manufacturing activity continued to expand moderately. Industrial production increased better than expected for the month. Despite the pickup in energy prices in February, inflation remained contained, and the housing sector seemed to continue improving. On March 20, 2013, the Federal Open Market Committee met for its second day of its scheduled meeting and voted to keep the federal funds rate unchanged at a target range of 0 – 0.25%. Although the Committee assessed a slightly upgraded outlook on the economy, it decided to “continue its purchases of Treasury and agency mortgage-backed securities, and employ its other policy tools as appropriate, until the outlook for the labor market has improved substantially in a context of price stability.”



**BENCHMARK COMPARISON AS OF FEBRUARY 28, 2013**

3 Month T-Bill: 0.10%	1 Year T-Bill: 0.16%
6 Month T-Bill: 0.12%	LAIF: 0.29%
OCFA Portfolio: 0.31%	

**PORTFOLIO SIZE, YIELD, & DURATION**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$115,577,530	\$133,223,691	\$110,198,967
Yield to Maturity (365 day)	0.28%	0.28%	0.51%
Effective Rate of Return	0.31%	0.25%	0.39%
Days to Maturity	146	306	525



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**February 28, 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	4,318,061.72	4,318,061.72	4,318,061.72	3.65	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	7,000,000.00	6,998,460.00	6,999,426.33	5.92	79	42	0.070	0.071
Federal Agency Coupon Securities	30,000,000.00	30,007,260.00	30,013,818.76	25.36	1,393	533	0.564	0.572
Federal Agency Disc. -Amortizing	27,000,000.00	26,997,750.00	26,998,005.00	22.82	104	33	0.050	0.051
Local Agency Investment Funds	50,000,000.00	50,056,361.55	50,000,000.00	42.28	1	1	0.282	0.286
	<b>118,318,061.72</b>	<b>118,377,893.27</b>	<b>118,329,313.81</b>	<b>100.00%</b>	<b>382</b>	<b>146</b>	<b>0.278</b>	<b>0.282</b>
<b>Investments</b>								
<b>Cash and Accrued Interest</b>								
Passbook/Checking (not included in yield calculations)	(See Note 4 on page 9) -2,846,119.34	-2,846,119.34	-2,846,119.34		0	0	0.000	0.000
Accrued Interest at Purchase		10,250.00	10,250.00					
Subtotal		-2,835,869.34	-2,835,869.34					
<b>Total Cash and Investments</b>	<b>115,471,942.38</b>	<b>115,542,023.93</b>	<b>115,493,444.47</b>		<b>382</b>	<b>146</b>	<b>0.278</b>	<b>0.282</b>

Page 4

Total Earnings	February 28 Month Ending	Fiscal Year To Date
Current Year	29,339.36	246,195.32
Average Daily Balance	123,134,262.91	118,490,473.35
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, Treasurer 3/1/13

<b>Cash and Investments with GASB 31 Adjustment:</b>	
Book Value of Cash & Investments before GASB 31 (Above)	\$ 115,493,444.47
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ 84,085.98
<b>Total</b>	<b>\$ 115,577,530.45</b>

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**February 28, 2013**

(See Note 1 on page 9)

(See Note 2 on page 9)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	High Mark 100% US Treasury MMF		(See Note 4 on page 9)	4,318,061.72	4,318,061.72	4,318,061.72	0.001	0.001	1	
<b>Subtotal and Average</b>			<b>5,123,494.09</b>		<b>4,318,061.72</b>	<b>4,318,061.72</b>	<b>4,318,061.72</b>		<b>0.001</b>	<b>1</b>	
<b>Commercial Paper Disc. -Amortizing</b>											
35959HRC3	802	GEN ELEC CAP CRP		01/23/2013	7,000,000.00	6,998,460.00	6,998,428.33	0.070	0.071	42	04/12/2013
<b>Subtotal and Average</b>			<b>6,999,244.68</b>		<b>7,000,000.00</b>	<b>6,998,460.00</b>	<b>6,999,428.33</b>		<b>0.071</b>	<b>42</b>	
<b>Federal Agency Coupon Securities</b>											
3133ECBT0	799	Federal Farm Credit Bank (Callable on 3-26-13)		12/26/2012	9,000,000.00	8,998,400.00	9,000,000.00	0.375	0.375	25	08/26/2015
3133804V6	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	6,000,600.00	6,000,000.00	1.000	0.981	1,822	08/08/2017
313380B22	788	Fed Home Loan Bank (Callable anytime)		08/20/2012	6,000,000.00	6,000,180.00	6,000,000.00	0.450	0.440	902	08/20/2015
3133813R4	800	Fed Home Loan Bank (Callable on 5-9-13)		12/20/2012	9,000,000.00	9,010,080.00	9,013,818.78	1.000	0.584	69	11/09/2017
<b>Subtotal and Average</b>			<b>30,014,039.93</b>		<b>30,000,000.00</b>	<b>30,007,260.00</b>	<b>30,013,818.76</b>		<b>0.572</b>	<b>533</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313397FZ9	798	Freddie Mac		12/20/2012	9,000,000.00	8,997,930.00	8,998,110.00	0.090	0.091	84	05/24/2013
313385CM6	796	Fed Home Loan Bank		12/20/2012	9,000,000.00	9,000,000.00	9,000,000.00	0.030	0.030	0	03/01/2013
313385DB9	797	Fed Home Loan Bank		12/20/2012	9,000,000.00	8,999,820.00	8,999,895.00	0.030	0.030	14	03/15/2013
<b>Subtotal and Average</b>			<b>30,997,484.31</b>		<b>27,000,000.00</b>	<b>26,997,760.00</b>	<b>26,998,005.00</b>		<b>0.051</b>	<b>33</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Investmt Fund			50,000,000.00	50,056,361.55	50,000,000.00	0.286	0.286	1	
<b>Subtotal and Average</b>			<b>50,000,000.00</b>		<b>50,000,000.00</b>	<b>50,056,361.55</b>	<b>50,000,000.00</b>		<b>0.286</b>	<b>1</b>	
<b>Total and Average</b>			<b>123,134,262.91</b>		<b>118,318,061.72</b>	<b>118,377,893.27</b>	<b>118,329,313.81</b>		<b>0.282</b>	<b>146</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**February 28, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYS10104	10104	American Benefit Plan Admin		07/01/2012	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2012	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2012	-3,131,119.34	-3,131,119.34	-3,131,119.34	(See Note 4 on page 9)	0.000	1
SYS361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000	1
<b>Average Balance</b>			<b>0.00</b>	<b>Accrued Interest at Purchase</b>		<b>10,250.00</b>	<b>10,250.00</b>			<b>0</b>
					<b>Subtotal</b>	<b>-2,835,869.34</b>	<b>-2,835,869.34</b>			
<b>Total Cash and Investments</b>			<b>123,134,262.91</b>	<b>115,471,942.38</b>		<b>115,542,023.93</b>	<b>115,493,444.47</b>		<b>0.282</b>	<b>146</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Agging Report**  
**By Maturity Date**  
**As of March 1, 2013**

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

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	( 03/01/2013 - 03/01/2013 )	7 Maturities	0 Payments	60,471,942.38	52.37%	60,471,942.38	60,528,303.93
Aging Interval:	1 - 30 days	( 03/02/2013 - 03/31/2013 )	1 Maturities	0 Payments	9,000,000.00	7.79%	8,999,895.00	8,999,820.00
Aging Interval:	31 - 60 days	( 04/01/2013 - 04/30/2013 )	1 Maturities	0 Payments	7,000,000.00	6.06%	6,999,428.33	6,998,460.00
Aging Interval:	61 - 91 days	( 05/01/2013 - 05/31/2013 )	1 Maturities	0 Payments	9,000,000.00	7.79%	8,998,110.00	8,997,930.00
Aging Interval:	92 - 121 days	( 06/01/2013 - 06/30/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	( 07/01/2013 - 07/31/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	( 08/01/2013 - 08/31/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	( 09/01/2013 - 11/30/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	( 12/01/2013 - 03/01/2014 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	( 03/02/2014 - 02/29/2018 )	2 Maturities	0 Payments	15,000,000.00	12.99%	15,000,000.00	14,996,580.00
Aging Interval:	1096 - 1825 days	( 03/01/2016 - 02/28/2018 )	2 Maturities	0 Payments	15,000,000.00	12.99%	15,013,818.76	15,010,680.00
Aging Interval:	1826 days and after	( 03/01/2018 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
<b>Total for</b>			<b>14 Investments</b>	<b>0 Payments</b>			<b>115,483,194.47</b>	<b>115,531,773.93</b>



**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, 2012 includes an increase of \$60,965 to the LAIF investment and an increase of \$23,121 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 February 28, 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 December 31, 2012 is 1.001127231. When applied to OCFA's LAIF investment, the fair value is \$50,056,362 or \$56,362 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 February 28, 2013 is included on the following page.





***Orange County Fire Authority***  
***Preliminary Investment Report***  
***March 22, 2013***



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**March 22, 2013**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, CA 92602  
 (714)573-8301

(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	7,118,068.89	7,118,068.89	7,118,068.89	6.18	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	7,000,000.00	6,999,440.00	6,999,727.78	6.08	79	20	0.070	0.071
Federal Agency Coupon Securities	42,000,000.00	42,006,600.00	42,011,258.57	36.49	1,308	673	0.537	0.546
Federal Agency Disc. -Amortizing	9,000,000.00	8,998,920.00	8,998,605.00	7.82	155	62	0.090	0.091
Local Agency Investment Funds	50,000,000.00	50,056,361.55	50,000,000.00	43.43	1	1	0.282	0.286
	<b>115,118,068.89</b>	<b>115,179,390.44</b>	<b>115,127,658.24</b>	<b>100.00%</b>	<b>494</b>	<b>252</b>	<b>0.330</b>	<b>0.334</b>
<b>Investments</b>								
<b>Cash and Accrued Interest</b>								
Passbook/Checking (not included in yield calculations)	805,604.57	805,604.57	805,604.57		1	1	0.000	0.000
Accrued Interest at Purchase		11,503.33	11,503.33					
Subtotal		817,107.90	817,107.90					
<b>Total Cash and Investments</b>	<b>115,923,673.46</b>	<b>115,996,498.34</b>	<b>115,944,766.14</b>		<b>494</b>	<b>252</b>	<b>0.330</b>	<b>0.334</b>

Total Earnings	March 22 Month Ending	Fiscal Year To Date
Current Year	23,492.52	269,687.84
Average Daily Balance	113,792,458.50	118,100,449.47
Effective Rate of Return	0.34%	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*  
 Patricia Jakubiak, Treasurer      3/29/13

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)	\$ 115,944,766.14
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ 84,085.98
<b>Total</b>	<b>\$ 116,028,852.12</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**March 22, 2013**

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

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYSS28	528	High Mark 100% US Treasury MMF			7,118,068.89	7,118,068.89	7,118,068.89	0.001	0.001	1	
<b>Subtotal and Average</b>			<b>7,690,771.27</b>		<b>7,118,068.89</b>	<b>7,118,068.89</b>	<b>7,118,068.89</b>		<b>0.001</b>	<b>1</b>	
<b>Commercial Paper Disc. -Amortizing</b>											
38959HRC3	802	GEN ELEC CAP CRP		01/23/2013	7,000,000.00	6,999,440.00	6,999,727.78	0.070	0.071	20	04/12/2013
<b>Subtotal and Average</b>			<b>6,999,534.88</b>		<b>7,000,000.00</b>	<b>6,999,440.00</b>	<b>6,999,727.78</b>		<b>0.071</b>	<b>20</b>	
<b>Federal Agency Coupon Securities</b>											
3133ECBT0	799	Federal Farm Credit Bank (Callable on 3-25-13)		12/26/2012	8,000,000.00	8,998,650.00	9,000,000.00	0.375	0.375	3	08/26/2015
3133804V8	787	Fed Home Loan Bank (Callable anytime)		08/08/2012	6,000,000.00	6,000,300.00	6,000,000.00	1.000	0.681	1,600	08/09/2017
313380B22	788	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	880	08/20/2015
3133813R4	800	Fed Home Loan Bank (Callable on 5-19-13)		12/20/2012	9,000,000.00	8,010,890.00	8,013,638.66	1.000	0.584	47	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable on 8-17-13)		03/15/2013	12,000,000.00	11,996,640.00	11,997,617.91	0.470	0.477	1,080	03/07/2016
<b>Subtotal and Average</b>			<b>34,376,491.92</b>		<b>42,000,000.00</b>	<b>42,006,600.00</b>	<b>42,011,266.57</b>		<b>0.545</b>	<b>673</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313397FZ9	798	Freddie Mac		12/20/2012	9,000,000.00	8,998,920.00	8,998,605.00	0.090	0.091	62	05/24/2013
<b>Subtotal and Average</b>			<b>14,725,810.45</b>		<b>9,000,000.00</b>	<b>8,998,920.00</b>	<b>8,998,605.00</b>		<b>0.091</b>	<b>62</b>	
<b>Local Agency Investment Funds</b>											
SYSS38	338	Local Agency Invstmt Fund			50,000,000.00	50,056,361.55	50,000,000.00	0.286	0.286	1	
<b>Subtotal and Average</b>			<b>50,000,000.00</b>		<b>50,000,000.00</b>	<b>50,056,361.55</b>	<b>50,000,000.00</b>		<b>0.286</b>	<b>1</b>	
<b>Total and Average</b>			<b>113,792,458.50</b>		<b>115,118,068.89</b>	<b>115,179,390.44</b>	<b>115,127,658.24</b>		<b>0.334</b>	<b>252</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**March 22, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYS10104	10104	American Benefit Plan Admin		07/01/2012	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2012	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2012	520,604.57	520,604.57	520,604.57		0.000	1
SYS361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000	1
<b>Average Balance</b>			<b>0.00</b>	<b>Accrued Interest at Purchase</b>		<b>11,503.33</b>	<b>11,503.33</b>			<b>1</b>
						<b>Subtotal</b>	<b>817,107.90</b>	<b>817,107.90</b>		
<b>Total Cash and Investments</b>			<b>113,792,458.50</b>	<b>115,923,573.46</b>		<b>115,996,498.34</b>	<b>115,944,766.14</b>		<b>0.334</b>	<b>252</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Agging Report**  
**By Maturity Date**  
**As of March 23, 2013**

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

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	( 03/23/2013 - 03/23/2013 )	6 Maturities	0 Payments	57,923,673.46	49.97%	57,923,673.46	57,980,035.01
Aging Interval:	1 - 30 days	( 03/24/2013 - 04/22/2013 )	1 Maturities	0 Payments	7,000,000.00	6.04%	6,999,727.78	6,999,440.00
Aging Interval:	31 - 60 days	( 04/23/2013 - 05/22/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	61 - 91 days	( 05/23/2013 - 06/22/2013 )	1 Maturities	0 Payments	9,000,000.00	7.76%	8,998,605.00	8,998,920.00
Aging Interval:	92 - 121 days	( 06/23/2013 - 07/22/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	( 07/23/2013 - 08/22/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	( 08/23/2013 - 09/22/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	( 09/23/2013 - 12/22/2013 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	( 12/23/2013 - 03/23/2014 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	( 03/24/2014 - 03/22/2018 )	3 Maturities	0 Payments	27,000,000.00	23.29%	26,997,617.91	26,995,410.00
Aging Interval:	1096 - 1825 days	( 03/23/2016 - 03/22/2018 )	2 Maturities	0 Payments	15,000,000.00	12.94%	15,013,638.66	15,011,190.00
Aging Interval:	1826 days and after	( 03/23/2018 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			13 Investments	0 Payments		100.00	115,933,262.81	115,984,985.01

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**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, 2012 includes an increase of \$60,965 to the LAIF investment and an increase of \$23,121 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**  
**May 23, 2013**

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief  
Business Services Department

SUBJECT: **Third Quarter Financial Newsletter – *January to March 2013***

Summary:

This agenda item is submitted to provide information regarding FY 2012/13 third quarter revenue and expenditures in the General Fund and the Capital Improvement Program Funds.

Committee Action:

At its May 8, 2013, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

Recommended Action:

Receive and file the report.

Background:

The Quarterly Financial Newsletter provides information about the General Fund's top five revenue sources as well as expenditures by department and type. Revenues and expenditures for the Capital Improvement Program (CIP) Funds are also included. Overall, revenues and expenditures for the General Fund and the CIP Funds are within budgetary expectations for this reporting period. Any notable items are detailed in the attached newsletter.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contacts for Further Information:

Stephan Hamilton, Budget Manager  
[stephanhamilton@ocfa.org](mailto:stephanhamilton@ocfa.org)  
(714) 573-6302

Tricia Jakubiak, Treasurer  
[triciajakubiak@ocfa.org](mailto:triciajakubiak@ocfa.org)  
(714) 573-6301

Attachment:

Third Quarter Financial Newsletter – *January to March 2013*



# Orange County Fire Authority

## Third Quarter Financial Newsletter – January to March 2013

### OVERVIEW

This report covers activities for the third quarter of FY 2012/13. Budget amounts include the mid-year adjustments approved by the Board in March.

### GENERAL FUND

With 75% of the fiscal year completed, General Fund revenues are 66.3% of budget and expenditures are at 73.8% as shown below:

General Fund	Budget	YTD Actual	Percent
Revenues	305,936,468	202,973,060	66.3%
Expenditures	290,792,358	214,616,987	73.8%

**Top Five Revenues.** Our top five ongoing revenue sources represent 91.4% of our total revenue this fiscal year, giving us an excellent picture of our revenue position. Overall, these key revenues are performing as anticipated for this point in the fiscal year based on billing/payment schedules and past trends. Highlights are noted as follows:

Top Five Revenues	Budget	YTD Actual	% Rec'd
Property Taxes	181,204,709	109,883,291	60.6%
Cash Contracts	82,751,043	67,447,185	81.5%
Ambulance Reimb.	4,570,574	2,526,386	55.3%
Fire Prevention Fees	5,099,552	3,771,943	74.0%
State Reimb.	6,050,975	4,724,029	78.1%
<b>Total</b>	<b>279,676,853</b>	<b>188,352,834</b>	<b>67.4%</b>

- **Property tax.** Third quarter activity includes distributions of secured, unsecured, homeowner property tax relief, and supplemental property taxes. Secured property tax, the largest component of our property tax, totals \$102.7M or 60.0% of our budgeted secured revenues, which is within the Auditor/Controller range of the initial levy. The budget includes a \$1.7 million mid-year increase in secured property taxes.
- **Cash Contracts.** Activities include billing to the cash contract cities and John Wayne Airport. The total percentage is greater than 75% due primarily to the City of Santa Ana being billed monthly in advance. The budget now includes

adjustments related to the changes in staffing for City of Stanton and John Wayne Airport.

- **Fire Prevention Fees.** Inspection Services revenue is low at 56.7% of budget. This revenue source has been delayed due to the temporary stoppage of inspections related to the audit of inspection records and the current investigation by the District Attorney. Pending completion of the audit, duplicate inspection forms were generated, allowing inspection activity to restart in December 2012. Planning & Development fees are at 83.7% of budget due to increased activity.
- **Ambulance Reimbursement.** The percentage received for this revenue category is typically lower than budget until year-end closing, due to the timing of payments. Current ambulance contracts require ambulance companies to remit reimbursements to OCFA 90-days following the close of each month.
- **State Reimbursement.** The budget reflects an increase of approximately \$1.9 million due to reimbursements for out-of-county emergency activity.

**Expenditures.** Expenditures for the third quarter of the fiscal year as summarized by department.

Expenditures By Department	Budget	YTD Actual	% Expended
Executive Mgt.	5,306,070	3,671,782	69.2%
HR Division	4,944,865	4,009,861	81.1%
Operations	233,835,194	175,467,034	75.0%
Fire Prevention	11,869,813	8,550,076	72.0%
Business Services	11,860,351	6,552,532	55.3%
Support Services	22,976,065	16,365,702	71.2%
<b>Total Expenditures</b>	<b>290,792,358</b>	<b>214,616,987</b>	<b>73.8%</b>

Key variances by department include:

- **Human Resources Division.** Expenditures include the annual insurance premiums, which are paid in full each July.

Expenditures as summarized by type:

Expenditures by Type	Budget	YTD Actual	% Expended
S&EB	266,198,050	200,399,108	75.3%
S&S	24,326,110	14,120,849	58.0%
Equipment	268,198	97,029	36.2%
<b>Total</b>	<b>290,792,358</b>	<b>214,616,987</b>	<b>73.8%</b>

Key variances by type include:

- S&EB is slightly above the 75% target due primarily to the timing of payments for medical insurance and a significant amount of sick and vacation balance payoffs for recent retirees.
- The S&S budget includes appropriations for the property tax administration fee which will be expended in the fourth quarter.
- The equipment budget includes \$172,000 for the Assistance to Firefighters Grant for the purchase of sixteen thermal imaging cameras to be placed on truck companies, which is in process.

**CIP FUNDS**

The following summarizes year-to-date revenues and expenditures for the Capital Improvement Program funds. Overall, revenues and expenditures are on target for the third quarter of the fiscal year. Any variances are noted as follows.

**Facilities Maintenance & Improvement**

Fund 122	Budget	YTD Actual	Percent
Revenue	287,913	208,021	72.3%
Expenditures	1,246,449	520,625	41.8%

- Cost containment measures continue with projects being deferred whenever possible.

**Facilities Replacement**

Fund 123	Budget	YTD Actual	Percent
Revenue	166,787	142,573	85.5%
Expenditures	2,270,763	63,863	2.8%

- Budget revenue includes bankruptcy proceeds from the County which were added at mid-year.
- The expenditure budget includes \$2.2 million for the purchase of the second half of the hangar at Station 41 (Fullerton Airport). Although there have been delays it is anticipated that the project will be completed before the end of June. The noted construction delay is related to the new

facility where the tenants, currently housed in the second half of the hangar, will be relocated.

**Communications & Info. Systems Replacement**

Fund 124	Budget	YTD Actual	Percent
Revenue	213,114	187,827	88.1%
Expenditures	13,524,465	4,602,289	34.0%

- Budget revenue includes bankruptcy proceeds from the County which were added at mid-year.
- The expenditure budget includes \$10 million for the Public Safety System project. The contract for the CAD portion of the system has been reduced by \$308K to a new contract amount of \$2.5 million. Negotiations for the other two parts of the system (fire prevention and incident reporting) are not expected to be completed until August 2013; therefore a rebudget to 2013/14 of \$5.2M has been requested.

**Vehicle Replacement**

Fund 133	Budget	YTD Actual	Percent
Revenue	2,475,116	1,200,403	48.5%
Expenditures	9,565,449	4,943,389	51.7%

- Year-to-date expenditure activity includes the lease-purchase financing agreement payments for the helicopters.
- Both the revenue and expenditure budgets include \$960,000 for vehicle purchases under US&R and State Homeland Security grant programs, which are in process.
- Current activity reflects the issuance of a purchase order in the amount of \$2.1M for the purchase of four Type-1 engines.

**SUMMARY**

*For more information.* This summary is based on detailed information from our financial system. If you would like more information or have any questions about the report, please contact Stephan Hamilton, Budget Manager at 573-6302 or Tricia Jakubiak, Treasurer at 573-6301.

**CONSENT CALENDAR - AGENDA ITEM NO. 4**  
**EXECUTIVE COMMITTEE MEETING**  
**May 23, 2013**

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief  
Business Services Department

SUBJECT: **Request for Temporary Month-to-Month Service Contract Extensions  
Pending Completion of Requests for Proposals**

Summary:

This agenda item is submitted to request approval and authorize contract extensions on a month-to-month basis for three contracts that require formal solicitations and to provide information on the current status of the solicitations for Janitorial Services, IT Support Staffing Services, and Third Party Workers' Compensation Administration.

Recommended Action:

Approve and authorize the Purchasing Manager to extend the blanket order contract terms on a month-to-month basis not-to-exceed (NTE) six months, pending completion of Request for Proposal processes, as follows:

- Bright Way Building Maintenance (B01095) for \$11,819 per month, NTE \$70,914
- Randstad Technologies (B01122) for an estimated \$55,400 per month, NTE \$332,000
- York Insurance Services (B01080) for \$47,500 per month, NTE \$285,000

Background:

The OCFA uses outsourcing to obtain janitorial services, specific IT support services, and administration of workers' compensation claims. For each of these services, prior contracts were approved by the Executive Committee as a result of formal bid processes. Those contracts terms are reaching (or have already reached) the end of their renewal terms, and therefore, the Purchasing Section has been working with the various sponsoring sections to develop updated specifications, and to issue new Request for Proposals. All three of these service contracts are complex in nature and have demanded an attention to detail in the preparation of the solicitations.

The OCFA's bid specification standards have evolved to a higher standard which requires more research and rewriting many of the specifications. Purchase staff has been trying to achieve this higher standard with fewer staff. In FY 2010/11, the Assistant Purchasing Agent position was frozen as a result of cost containment. This represented a 33% reduction in the professional staff responsible for issuing solicitations. As a result, staff has struggled to keep pace with Purchasing volume, and in particular, purchases that require formal solicitations.

To address these difficulties, staff recently requested and obtained Executive Committee approval for a new position classification of Buyer. Adding the Buyer was achieved by freezing

a different position in our Service Center, enabling creation of this new position without increasing overall headcount. We are in the process of recruiting for this new position, and once filled, the added staff in the Purchasing office will assist us with purchasing demands.

In the meantime, existing purchasing staff is working hard to continue meeting the needs of the OCFA, without compromising the completion of formal and competitive Request for Proposal (RFP) processes. To that end, staff is requesting temporary extensions of the above specified service contracts, pending completion of formal solicitations. Details for each contract are provided below.

#### **Bright Way Building Maintenance – Janitorial Services Contract**

On April 24, 2008, the Executive Committee approved a contract for janitorial services at the RFOTC with Bright Way Building Maintenance as a result of a formal bid issued on March 20, 2008. The NTE amount was \$143,828 for the first year and the committee authorized the Fire Chief to renew the contract for up to four additional one-year terms. This contract expired April 30, 2013.

Bright Way had been an excellent contractor for the past five years. They provide all nighttime custodial cleaning, maintenance and day porter services. They have been responsive to the contract requirements and continue to perform efficiently and effectively. It is noteworthy that throughout the term of their contract, Bright Way has not increased their pricing. Bright Way has agreed to hold their pricing and continue the contract during the RFP process.

The estimated schedule for the janitorial services RFP is as follows:

- o RFP to be issued - May 13, 2013
- o Pre-proposal conference - June 4, 2013
- o Proposals due - June 20, 2013
- o Interviews & Negotiations - Week of July 15, 2013
- o Contract approval - August 22, 2013

#### **Randstad North America – IT Professional Services**

On May 22, 2008, the Executive Committee approved a contract with Sapphire Technologies (now Randstad North America) as a result of a formal bid issued on February 15, 2008 for Information Technology (IT) Professional Services in the amount of \$474,976, with four additional one-year renewal options. This current contract expires May 31, 2013.

#### ***Information regarding IT Professional Services***

OCFA has been using technology service providers to augment staff IT resources that support the desktop computer environment and technology infrastructure since formation. This approach has been successful because it allows OCFA to obtain qualified resources at a reasonable rate, with the flexibility to adjust the type and quantity of resources to the ever changing needs of the organization. This is especially effective during equipment replacement projects, new system implementations, infrastructure changes, and other project specific needs.

In addition to the ongoing support of the desktop environment, the Information Technology Section manages and implements a large number and variety of technology projects. Having a contract in place with a technology service provider allows easy access to resources with both general purpose technology skills and abilities, and specialized skill sets that can supplement OCFA staff resources. This approach allows OCFA IT staff to retain organizational knowledge and focus on supporting the complex technical needs of the organization, while utilizing technology service providers to provide general purpose technology staff for the less complex functions like desktop and specialized support as needed for systems projects and implementations.

### ***Specific IT Needs***

The IT Section is requesting to use Randstad Technologies to continue to staff the desktop and workplace support functions, and to augment the technology infrastructure support personnel during the RFP process. In addition, OCFA has a large number of labor intensive system replacements and specialized projects that are currently in progress. These include: Public Safety Systems replacement project (Computer Aided Dispatch, Fire Prevention Management, and Records Management System), computer replacements, Fire Station Alarm systems replacement, wireless network to apparatus from stations, and Mobile Data Computer (MDC) and Mobile Data Network Infrastructure upgrade. This contract will provide the supplemental specialized resources needed to support many of these projects.

The estimated schedule for the information technology services RFP is as follows:

- RFP to be issued by May 31, 2013
- Pre-proposal conference - June 11, 2013
- Proposals due - June 27, 2013
- Interviews & Negotiations - Week of July 29, 2013
- Contract approval - August 22, 2013

### **York Insurance Services Group - Third Party Workers' Compensation Administration**

In 2002, the Executive committee selected SCRMA (now York Insurance Services Group) as the TPA (Third Party Administrator) for the OCFA self-insured workers' compensation program in a competitive bid process administered by the Risk Management section. The contract allowed for four additional one-year extensions. On November 15, 2007, the Executive Committee approved the renewal of the contract in the amount of \$46,235.75 per month and authorized the Fire Chief to renew the contract for four additional one-year terms. This contract expires June 30, 2013.

The OCFA has created a relationship with York Insurance Services Group over the past 12 years which has added value to the OCFA by providing long-term continuity of care for those injured employees requiring medical attention and indemnity benefits. York Insurance Services Group continues to: 1) provide exceptional administration of statutory benefits; 2) provide cost containment programs such as bill review; and 3) ensure effective medical treatment through utilization review.

The RFP for Third Party Workers' Compensation Administration was issued on April 29, 2013 and the estimated RFP schedule is as follows:

- Pre-proposal conference - May 14, 2013
- Proposals are due - May 30, 2013
- Interviews & Negotiations - Week of June 17, 2013
- Contract approval - August 22, 2013

Transition to a newly selected TPA can take up to six months because of the transfer of the files and data necessary to maintain continuity of benefits. Risk Management would like the authority to extend the current contract with York Insurance Services Group on a month-to-month basis at the current rate of \$47,349.36 until such time as a new TPA contract is entered (maximum six months).

***Causes for Delays & Preventative Measures***

Solicitations require a team effort in the preparation of the solicitation. The department responsible in managing the contract provides the scope of work and then the purchasing staff assigned to the solicitation prepares the RFP. A formal RFP or bid solicitation will typically require three to four months from start to finish once the final specifications have been provided. As we continue to move towards higher purchasing standards, the solicitations issued will require significant restructuring from prior bids.

The past practice in Purchasing has been to run blanket order reports at the beginning of the month for contracts expiring at the end of the same month. This process has not allowed purchasing staff to be proactive in preparing the solicitations prior to contract expiration.

In an effort to be proactive, purchasing staff has automated the blanket order renewal process, and has begun running blanket order renewal reports four to five months in advance. This will provide more time to issue the formal solicitation prior to the contract expiration. When combined with filling the new Buyer position, staff anticipates resolution of delays with formal solicitations in the coming months.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Funds for these extensions are include in the current fiscal budget.

Staff Contacts for Further Information:

Debbie Casper, Purchasing & Materials Manager  
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(714) 573-6831

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Support Services Department  
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Attachments:  
None

**CONSENT CALENDAR - AGENDA ITEM NO. 5**  
**EXECUTIVE COMMITTEE MEETING**  
**May 23, 2013**

TO: Executive Committee, Orange County Fire Authority

FROM: Zenovy Jakymiw, Human Resources Director  
Human Resources

SUBJECT: **Approval to Increase Blanket Order for AppleOne Employment Services**

Summary:

This item is submitted for authorization to increase the current Blanket Order with AppleOne Employment Services for temporary administrative support required in the process of organizing and centralizing the Fire Prevention Inspection files.

Recommended Action:

Approve and authorize the Purchasing Manager to increase the Blanket Order to AppleOne Employment Services in the amount not to exceed \$50,000.

Background:

In November 2012, the Authority began the process of reviewing all Fire Prevention Inspection files and retrieving those files containing hazardous material inspections. This process was initiated as the first phase in auditing paper records regarding the performance of hazardous material inspections for which annual fees were collected. Due to the number of files involved and time constraints, the task could not be completed with Authority staff alone. As a result, the Authority obtained additional temporary staffing through AppleOne Employment Services. The file retrieval phase has now been completed and the files have been submitted to the audit team for review.

Upon completion of the file retrieval phase, the need to upgrade the data retrieval process became evident. As a result, the Authority developed a plan to reorganize the filing system to improve future efficiency. The first phase of this process is to physically handle and organize the paper records. Because of the volume of these paper records, the Authority will require the assistance of temporary staff, through AppleOne Employment Services. The cost of this additional administrative support from AppleOne will exceed the Fire Chief's authorization limits and therefore requires the Executive Committee to approve an increase in the Blanket Order for AppleOne Employment Services.

Impact to Cities/County:

None.

Fiscal Impact:

Funds for this service are available in the current budget.

Staff Contact for Further Information:

Craig Kinoshita, Deputy Fire Chief  
[craigkinoshita@ocfa.org](mailto:craigkinoshita@ocfa.org)  
(714) 573-6014

Attachments:

None.

**CONSENT CALENDAR - AGENDA ITEM NO. 6**  
**EXECUTIVE COMMITTEE MEETING**  
**May 23, 2013**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **May Legislative Reports**

Summary:

This item is submitted to provide an update on Federal & State legislative actions affecting OCFA and for approval and adoption of recommended legislative positions.

Recommended Action:

Approve recommended legislative positions.

Background:

Recently Board Chair Trish Kelley and OCFA staff traveled to Washington, DC to meet with members of the Orange County Congressional delegation, Senate offices, Appropriations, and other key committee staff to advocate for ongoing support of the National Urban Search and Rescue System (USAR). The OCFA sponsors one of twenty eight nationally authorized USAR task forces supported by the Federal Emergency Management Agency. The OCFA receives over \$1 million dollars in federal support annually, but this is less than the full cost of operating and maintaining the program.

As a result of these meetings OCFA secured the support and commitment from key members and staff to continue funding the program with the goal of reaching full funding levels. In addition, staff will be undertaking a renewed education effort this year to inform a couple new Congressmen that now cover parts of Orange County. A number of the key committees also have seen changes in Chairmanships and OCFA will coordinate with our national task force partners to reach out to these offices. In light of the current federal fiscal constraints several offices remarked that it may be difficult to increase current funding levels. However, it was widely recognized that the task forces serve a critical function in meeting a federal mission.

Additionally, OCFA communicated our support for the Assistance to Firefighter Grant programs that have provided OCFA funding in the past of \$1.7 million for new SCBAs and recently \$140,000 for 14 thermal imaging cameras. Also, we discussed recent impacts of sequestration and the scheduled closure of the Fullerton Airport control tower. While it is not uncommon for smaller airports to have uncontrolled towers this airport is located near a number of busy regional and international airports. It serves a number of public safety agencies including OCFA's helicopters, Anaheim Police Department, and the California Highway Patrol. Over the last several weeks we joined other local agencies in communicating our concerns and opposition to closing the tower and it was recently announced that the tower would remain open.

At the State level the OCFA is monitoring the upcoming Governor's May Budget Revise, which has not occurred at the writing of this item. Staff will be prepared to discuss any major impacts to OCFA. We do not anticipate any major changes to key funding areas of concern to OCFA. Currently, the SRA fee is continuing to be implemented while a pending challenge to the legality of the fee is pursued in the courts. It is likely major legislative or budget actions will not occur in the area of CAL FIRE's budget until this legal challenge is resolved. Legislative bills are continuing to be heard with those having passed their first committee hearing being analyzed for fiscal impacts.

***The following is a list of Legislative Bills with staff's proposed positions for the Executive Committee's consideration and adoption:***

AB23 (Donnelly) and AB 124 (Morrell)

Subject: State Responsibility Area (SRA) Fees

Recommended Position: Support, if Amended

Summary: Both these bills seek to repeal the SRA fee completely and eliminate the ability for the State to collect fee monies from residents living in the SRA. The OCFA agrees that the SRA fee is an unfair and disproportional burden levied on SRA residents. However, the revenue is providing critical support for CAL FIRE and the operations of their suppression and prevention staff engaged in the SRA.

As a contract county, we are contractually tasked with protecting Orange County's SRA on behalf of the state and receive approximately \$4 million annually. It is likely these revenues would be significantly impacted if the SRA fee were eliminated with no backfill of general fund monies or other revenue stream. The fee revenues represent approximately 25% of CAL FIRE's budget or \$250 million. In past years when CAL FIRE's budget has been reduced, those reductions have been passed along proportionally to contract counties. Eliminating the fee could amount to a \$1 million reduction to OCFA or possible a reconsideration by the State on the contract county relationship. In past years, realignment discussion had included contract county fire services.

Therefore, staff recommends these bills and others seeking repeal of the SRA fee, as there are others similar to this in draft form, only be supported on the conditional basis that other funding is provided or identified as a viable means for supporting CAL FIRE. Staff is not proposing to commit to any specific replacement revenue stream and if presented with proposals will communicate to the Board for direction.

AB56 (Weber)

Subject: School Facilities- Carbon Monoxide Devices

Recommended Position: Support

Summary: This bill seeks to require schools to install carbon monoxide devices after January 1, 2014. The bill applies to new school construction and schools undergoing significant modernization projects. The threshold for modernization projects affecting existing schools is set at \$200,000 under the bill. The OCFA is not responsible for inspecting school facilities but is active with school education efforts and communicates the importance of smoke alarms and carbon monoxide detectors. This bill would support efforts to address public safety and prevent exposure, poisoning and in some cases death by carbon monoxide.

AB 185 (Hernandez)

Subject: Open and Public Meetings

Recommended Position: Oppose

Summary: This bill does not directly impact OCFA, but only applies to those local agencies that collect a franchise fee under the Infrastructure and Video Competition Act of 2006 (DIVCA). Specifically, this bill only applies to local agencies currently providing or engaged with others to provide public, educational and governmental access channels. This bill requires those entities that collect franchise fees to televise the open and public meetings of their governing bodies. The bill also requires local agencies to retain copies of these videos for at least two years.

As stated this bill does not impact OCFA, but would impact a number of our local agency members. Efforts to mandate retention of video do not recognize the burden and cost associated for local agencies in maintaining what can be large amounts of video data. Staff recommends that OCFA join other local agency groups such as the League of California Cities and the California State Association of Counties in opposing the bill. While OCFA does not currently televise meetings, this bill or other similar efforts could discourage the future pursuit of that ability.

AB 462 (Stone)

Subject: Fire Protection- Residential Care Facilities

Recommended Position: Support

Summary: This bill is similar to past efforts that OCFA and other public safety organizations have supported. It requires residential care facilities housing six or more individuals to install automatic sprinkler systems beginning January 1, 2017. The OCFA last supported this bill after a tragic fire killed residents of one of these facilities in Torrance. A 2011 fire in the City of Marina has again triggered debate on the need for this measure.

These facilities mainly serve the elderly and disabled community who are at high at risk of being trapped and dying in a fire. Residents of these facilities are often restricted in their ability to move due to their health or other issues. The bill is opposed by some owners of these facilities over concerns that the cost to retrofit their homes would be costly. In the past, OCFA has found that the estimated cost for a typical facility to retrofit would be between \$5,000 to 10,000 dollars. The OCFA feels that this cost is a manageable impact to these businesses, but understands that additional time may be needed for businesses to comply. Finally, OCFA believes that as much incentive should be provide either financially or in easing regulatory measures to support these businesses in what could be for a few a significant remodel.

Staff recommends supporting the bill and working with the author and supporters to ease implementation for business owners.

AB 468 (Chesbro)

Subject: Insurance Surcharge-Disaster Preparedness Funding

Recommended Position: Monitor

Summary: Staff previously informed Directors of this bill when it was first amended as it sought to repeal the SRA fee and replace with a new fee on residential, multiperil and commercial property insurance policies of 4.8 percent. As previously communicated, the bill does not specify how the funds will be expended, but identifies various State agencies and in general local governments as possible recipients of monies. The monies are intended for disaster preparedness and response. The bill has only been slightly amended since that time to add an urgency statute. This simply allows the bill to receive reconsideration beyond the normal legislative deadlines as it had failed passage in its first committee hearing.

The author, Assemblyman Chesbro, opposed the SRA fee when it passed and has been one of the only Democrats seeking to repeal and replace the fee. His staff has communicated with public safety groups and our Sacramento lobbyists that they intend to continue working on this proposal. Specifically, they are working to identify those areas of disaster preparedness and response that are in need of funding. OCFA staff is recommending that we direct our lobbyists to remain in contact and work with the author on the identification of those needs.

In regards to the insurance fee, staff has directed our lobbyists to inform the author that OCFA has not taken a position on this issue. There is considerable opposition from the insurance industry over the mandate that they collect and remit the fee to the State. Obviously a concern exists as to how these revenues would be used to benefit property owners with these insurance policies. Also, like the SRA fee staff anticipates that other groups would challenge the insurance fee based on how revenues were allocated.

Staff recommends the bill be monitored as we continue to work and communicate with the author's office. As discussed above it is likely that this and other SRA fee bills will be delayed for consideration until after the pending legal challenge to the SRA fee is resolved.

SB 777 (Calderon)

Subject: Fireworks

Recommended Position: Oppose

Summary: This bill seeks to expand the sale period of Safe and Sane firework sales to the New Year's holiday. As stated in OCFA's 2013 Legislative Policies and Guidelines, we are opposed to the expanded sale period of fireworks beyond the current July 4<sup>th</sup> holiday period.

This bill seeks to allow various means for local agencies to assess and collect fees provided that they can show a pro rata connection to increased personnel or operational costs. The bill also seeks to allow the use of fee revenues to address the current problems with disposal of seized fireworks.

The OCFA has already provided a letter of opposition to the author stating we are opposed to all proposed expansion of sales periods. The OCFA is willing and open to working on the issues related to seizure and disposal. However, it is unclear how doubling the time period for sales and providing minimal funding will improve the current problem. Finally, the public safety impact of increased firework sales has been shown to lead to increased injuries, property damage and sometimes fatalities.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

Jay Barkman, Legislative Analyst  
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(714) 573-6048

Attachments:

1. Federal Lobbyist Report
2. State Lobbyist Report

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## Memorandum

May 14, 2013

To: Orange County Fire Authority

From: Lisa Barkovic  
Dan Maldonado

Re: May 2013 Federal Update

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This report has been prepared for the Orange County Fire Authority by Holland & Knight LLP to provide a federal update on budget and appropriations issues that are of interest to the Authority. The following is a summary Congressional & Administration action thus far in May 2013.

### **Sequestration and FAA Air Traffic Control Towers**

After sequestration took effect on March 1, the FAA announced 149 air traffic control towers, including the tower at Fullerton Municipal Airport, would be closed due to the automatic spending cuts. Congress passed a bill, H.R. 1765, at the end of April to allow the Department of Transportation to transfer up to \$253 million in Federal Aviation Administration accounts to avoid reductions in operations and staffing. This legislation, which President Obama signed into law on May 1, has prevented the towers from closing through September 30, 2013, the end of the fiscal year.

### **FY 2014 Appropriations Update**

This Thursday, May 16, the House Appropriations Subcommittee on Homeland Security will be marking up their FY 2014 appropriations bill. As you know, this is the appropriations bill that contains funding for Urban Search and Rescue, in addition to SAFER and Assistance to Firefighter grants. H&K drafted and submitted appropriations forms requesting increased funding for the programs to Congresswoman Loretta Sanchez and Senator Feinstein. House Homeland Security Appropriations Subcommittee Chairman John Carter, R-Texas, has signaled he expects to make significant changes to the administration's proposed request. As soon as the House subcommittee releases their mark with their numbers, H&K will update OCFA and its Congressional delegation.

### **FY 2013 Grant Funding**

H&K has learned that the Department of Homeland Security is close to releasing guidance for FY 2013 grants. Expectation is that it will be released by May 24<sup>th</sup>.

### **Highlights of May Congressional Meetings**

H&K scheduled and participated in several meetings with OCFA to discuss funding and authorization issues for Urban Search & Rescue. Specifically, we arranged for meetings with majority and minority staff of both authorizing committees, House Transportation & Infrastructure and Senate Homeland

Security & Government Affairs; White House Office of Management & Budget; House & Senate Homeland Security Appropriations subcommittees and the OCFA Congressional delegation. For follow-up items, H&K will draft thank-you letters for Board Chair, letters of support from OCFA member cities to send to their Members of Congress and update briefing materials.



## **Orange County Fire Authority Monthly Report April/May, 2013 Update**

### **BUDGET**

The Governor's May Revision adjustments will be released on Tuesday, May 14. It is estimated that the state's Personal Income Tax collections, as of the end of April, will be \$55.6 billion, approximately \$4.5 billion ahead of the administration's estimates. How much of this expected surplus will be available for General Fund programs remains to be seen because of a technical change in school funding formulas made by the governor and Legislature much or all could be required to be allocated to schools and community colleges under Proposition 98. Lawmakers have until June 15 to send their budget plan to the Governor.

The Assembly Democrats have released a "Blueprint for a Responsible Budget." The Plan calls for a balanced budget by accelerating the payment of budget debts, implementation of a Rainy Day Fund through a Constitutional Amendment for the November 2014 General Election, proposals to strengthen the middle class that includes increases in education funding for low-income and English language learners, the development of economic strategies to help small businesses, increased access to the higher education system and scholarships, and strengthen the Welfare to Work programs, increase governmental services for veterans and protect court funding.

### **SRA FEES**

The fire prevention fee enacted in 2011 to backfill the \$85 million General Fund reduction in CalFIRE's budget continues to generate opposition. Various Republican sponsored bills to repeal the fee have gone nowhere. The fire fee is opposed by the California Professional Firefighters, the California Fire Chiefs Association, numerous fire protection districts and associations, local governments and others who contend the fee represents double taxation for those who already pay local governments for fire protection and may make voters less likely to approve future augmentations to local fire protection funding.

Thus far the fee has not quite generated the \$85 million anticipated from the 2011-12 billing. Nearly 800,000 bills were mailed, and the state received 87,000 petitions for reconsideration from homeowners who said the bill received was not legal or accurate. Because of the number of appeals filed, the Board of Equalization has postponed mailing the 2012-13 while they review all of the appeals.

The Howard Jarvis Taxpayers Association has filed a lawsuit against the BOE, CalFIRE, and the Department of Justice challenging the constitutionality of the measure. At this time, there is still no date as to when the court might hear the case.

At its May 8 public hearing, the Board of Forestry and Fire Protection considered proposed deletions to territory currently included in the SRA, areas that were primarily identified as a result of inconsistencies brought to the Department's attention by structure owners billed for the SRA fee. The Board approved approximately 4,660 acres of land to be added to the SRA, removed 17,502 acres, for a net of 12,842 acres subtracted from current SRA lands. The new SRA boundaries will be used to determine SRA fee bill for the 2013-14 fiscal year.

## **LEGISLATION**

Several measures have been introduced into the 2013 legislative session that calls for the repeal of the existing law establishing the fire prevention fee. AB 23 (Donnelly-R) and AB 124 (Morrell-R) have been referred to the Assembly Appropriations Suspense File. The Assembly Appropriations Suspense File hearing, legislation with an annual cost of more than \$150,000, will be scheduled either May 23 or 24. The Suspense File bills are heard after the Governor releases his Budget May Revise and the committee has a better sense of available revenue. No testimony is presented – author or witness – at the Suspense File hearing. SB 17 (Grains, T. -R) has not been referred to a policy committee and remains in Senate Rules.

Senator Gaines' (R) SB 125 failed passage in the Senate Natural Resources and Water Committee. The measure would have exempted a property owner of a structure that is both within a state responsibility area (SRA) and within the boundaries of a local fire district that provides fire protection services in the district from the payment of the fire prevention fee. He has also introduced SB 147 exempting a property owner of a structure on a parcel that is within a SRA from payment of the fire prevention fee if the property owner has an income of less than 200% of the federal poverty level. SB 147, scheduled to be hearing in Senate Natural Resources and Water on April 23, did not receive a hearing.

Assemblymember Jones (R) has introduced AB 929 to require the Board of forestry and Fire Protection to develop a procedure for the reimbursement of persons who have paid a fire prevention fee covering a structure that was previously in an area within a SRA, but later determined that it is no longer within the boundaries of an SRA. AB 292 is in the Assembly Natural Resources Committee.

Senator Chesbro (D) has withdrawn his AB 468 from the Assembly Natural Resources Committee in order to address unresolved issues with stakeholders. The Disaster Management, preparedness and Assistance Fund, repeals the SRA fire fee and replaces it with a statewide insurance surcharge.

AB 127 (Skinner-D) requires the State Fire Marshal, in consultation with the Bureau of Electronic and Appliance Repair, Home Furnishings, and Thermal Insulation, to update the state's building standards relating to fire safety to reduce the need for chemical flame retardants in building insulation while simultaneously ensuring that both fire safety and long-term human and ecological health are properly accounted for without a reduction in overall building fire safety. The bill is scheduled to be hearing in Assembly Appropriations on May 15.

We are also closely watching AB 1373 (Perez, J. -D), allowing under workers' compensation the commencement of death benefits within an unspecified period of time. AB 1373 passed the Assembly on May 2.

Opposed by OCFA, SB 777 (Calderon, R. -D) remains in the Senate Rules Committee. The measure, among other provisions, allows for licenses to sell fireworks during the week before New Year's Day and establishes regional collection centers for receiving seized fireworks. SB 777 passed both Senate Governmental Organization and Senate Governance and Finance and has been referred to Senate Rules Committee.

Other bills of interest: Assemblymember Wieckowski's (D) AB 350 failed passage in Assembly Natural Resources. The measure would have expanded the timber harvest plan exemption for fuel reduction by increasing the size of the tree that can be cut from 18 inches in stump diameter to 28 inches in stump diameter. AB 462 (Stone-D), fire protection in residential care facilities, failed to pass out of Assembly Governmental Organization Committee. AB 704 (Blumenfield-D) passed the Assembly to the Senate. The bill requires the Emergency Medical Services Authority to accept the military education, training, and practical experience of applicants, as specified, towards certification as an Emergency Medical Technician.

**CONSENT CALENDAR - AGENDA ITEM NO. 7**  
**EXECUTIVE COMMITTEE MEETING**  
**May 23, 2013**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **Request for One Year Service Contract Extension for TriTech Computer Aided Dispatch Licensing and Maintenance Agreement**

Summary:

This agenda item is submitted to request approval and authorize a one – year contract extension for the Santa Ana TriTech Computer Aided Dispatch (CAD) license and maintenance agreement which expires May 31, 2013. This system will be replaced by the new Public Safety Systems CAD which is currently being implemented. The new CAD is expected to go live in early 2014. In anticipation of the go live date, staff has negotiated to pay TriTech in quarterly payments with termination effective upon go live of the new CAD.

Recommended Action:

Approve and authorize the Purchasing Manager to extend the current TriTech license and maintenance contract and issue a new purchase order with quarterly payment terms as follows:

- TriTech Software Systems, \$32,232 per quarter, not to exceed \$128,931.05.

Background:

The OCFA currently uses two CAD systems, Northrop Grumman/PRC and TriTech to dispatch emergency services calls. Both CAD systems will be replaced by the new Public Safety Systems CAD which is currently being implemented. The TriTech CAD is used to dispatch Santa Ana emergency services calls, and the PRC CAD for the rest of the OCFA emergency services calls. This staff report will extend the current TriTech annual license and maintenance agreement for only the period of time from June 1, 2013, until the new Public Safety Systems CAD goes live in early 2014. Upon go live of the new Public Safety Systems CAD, this contract will be terminated.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

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Attachments:

None