



# 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, September 18, 2014  
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 Bob George

**PLEDGE OF ALLEGIANCE** by Director Shawver

**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****REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR****MINUTES**

- Minutes from the August 21, 2014, Regular Executive Committee Meeting**  
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:  
Approve as submitted.

**CONSENT CALENDAR**

*All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.*

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

Recommended Action:  
Receive and file the reports.

- Fourth Quarter Financial Newsletter – July 2013 to June 2014**  
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:  
Receive and file the report.

**4. Contract Amendment Deferral – Communications LAB**

Submitted by: Sandy Cooney, Communications Director

Recommended Action:

Receive and file the report.

**5. Annual Contract for Purchase of Fire Hose Invitation for Bid RO1961**

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

Recommended Actions:

1. Approve and authorize the Purchasing Manager to establish the blanket order contract with Allstar Fire for the initial one-year contract period for a not to exceed amount of \$150,000.
2. Approve and authorize two additional contract renewal options for a not to exceed amount of \$150,000 per year subject to manufacturer price increases up to four percent annually.

**6. Blanket Order Contract Increase and Extension - Radiator Coolant**

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

Recommended Action:

Approve and authorize the Purchasing Manager to renew the annual blanket order with Ashbury Environmental for OCFA radiator coolant for a term not to exceed one year and an amount not to exceed \$8,500.

**7. Blanket Order Extensions - Maintenance and Repair of Apparatus Bay Doors & Security Gates**

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

Recommended Actions:

1. Approve and authorize the Purchasing Manager to renew the blanket order (B01390-2) with Mako Door, Inc. for up to two years for an amount not to exceed \$95,000 annually.
2. Approve and authorize the Purchasing Manager to renew the blanket order (B01391-2) with Action Door, Inc. for up to two years for an amount not to exceed \$65,000 annually.
3. Approve and authorize the Purchasing Manager to renew the blanket order (B01392-2) with Southern California Overhead Door for up to two years for an amount not to exceed \$20,000 annually.

- 8. Approval of Budgeted Purchase of One Compact Track Loader**  
Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to issue a purchase order to Quinn Caterpillar for the purchase of one Compact Track Loader and attachments in an amount not to exceed \$137,964.60.

**END OF CONSENT CALENDAR**

**DISCUSSION CALENDAR**

- 9. 120-Day Action Plan**  
Submitted by: Jeff Bowman, Fire Chief

Recommended Action:

Receive and file the report.

- 10. September Legislative Reports**  
Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Direct staff to solicit input and schedule meetings with interested Directors to gather input and return to the November 20, 2014, Executive Committee meeting with a proposed 2015 Legislative Policy & Guidelines for the full Board's adoption in January 2015.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

**CLOSED SESSION**

No items.

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, October 16, 2014, 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 Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 11<sup>th</sup> day of September 2014.

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

**UPCOMING MEETINGS:**

Claims Settlement Committee Meeting	Thursday, September 25, 2014, 5:30 p.m.
Board of Directors Meeting	Thursday, September 25, 2014, 6:00 p.m.
Human Resources Committee Meeting	Tuesday, October 7, 2014, 12:00 noon
Budget and Finance Committee Meeting	Wednesday, October 8, 2014, 12:00 noon

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting  
Thursday, August 21, 2014  
6:00 P.M.**

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

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## **CALL TO ORDER**

A regular meeting of the Orange County Fire Authority Executive Committee was called to order on August 21, 2014, at 6:04 p.m. by Chair Al Murray.

## **INVOCATION**

Chaplain Jeff Hetschel offered the invocation.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Gene Hernandez, Yorba Linda  
Trish Kelley, Mission Viejo  
Jeffrey Lalloway, Irvine  
Al Murray, Tustin  
David Shawver, Stanton  
Beth Swift, Buena Park  
Steven Weinberg, Dana Point

**Absent:** Randal Bressette, Laguna Hills  
Todd Spitzer, County of Orange

## **Also present were:**

Fire Chief Keith Richter	General Counsel David Kendig
Deputy Chief Craig Kinoshita	Assistant Chief Lori Smith
Assistant Chief Dave Thomas	Assistant Chief Lori Zeller
Clerk of the Authority Sherry Wentz	Assistant Clerk Lydia Slivkoff

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

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

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

Budget and Finance Committee Member Beth Swift reported at the July 9, 2014, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to recommend the Executive Committee approve the Monthly Investment Report and received its monthly status update on the Orange County Employee's Retirement System.

## **REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02A6)**

Human Resources Committee Chair Dave Shawver reported at the August 5, 2014, meeting of the Human Resources Committee, the Committee discussed and voted unanimously to send the Approval of Classification Specification within the GIS Series and Associated Salary Ranges to the Executive Committee with the recommendation that the Committee approve the item.

## **MINUTES**

### **1. Minutes from the July 17, 2014, Special Executive Committee Meeting (F: 12.02A2)**

On motion of Vice Chair Hernandez and second by Director Shawver, the Executive Committee voted to approve the Minutes from the July 17, 2014, Special Executive Committee meeting. Directors Hatch and Lalloway noted abstentions.

## **CONSENT CALENDAR**

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

On motion of Vice Chair Hernandez and second by Director Weinberg, the Committee voted unanimously to receive and file the reports.

### **3. Annual Investment Report (F: 11.10D1)**

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

**4. License Agreement - Temporary Fire Station, San Juan Capistrano (F: 19.07C)**

On motion of Vice Chair Hernandez and second by Director Weinberg, the Committee voted unanimously to approve and authorize the Fire Chief or his designee to execute a License Agreement with the City of San Juan Capistrano for the purpose of locating a temporary fire station within Reata Park and Event Center, during the Ortega Highway project.

**5. Approval of Classification Specifications within the GIS Series and Associated Salary Ranges (F: 17.18)**

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

1. Adopt the new classification specification of GIS Technician and assign the annual salary range of \$64,625 to \$87,089.
2. Adopt the new classification specification of GIS Analyst and assign the annual salary range of \$79,913 to \$107,702.
3. Adopt the new classification specification of Senior GIS Analyst and assign the annual salary range of \$88,899 to \$119,808.
4. Authorize the Human Resources Director to amend the OCFA Table of Class Titles to include these new classifications and salary ranges.

**END OF CONSENT CALENDAR**

**DISCUSSION CALENDAR**

**6. August Legislative Reports (F: 11.10F2)**

Legislative Analyst provided a report on current OCFA lobbyist activities.

On motion of Director Shawver and second by Vice Chair Hernandez, the Committee voted unanimously to receive the oral presentation.

**7. Contract Increase and Amendment – Communications LAB (F: 17.10C1)**

This item was deferred to a future meeting.

**REPORTS (F: 12.02A7)**

There were no items to report.

**COMMITTEE MEMBER COMMENTS (F: 12.02A4)**

Director Lalloway congratulated Division Chief Michael Moore for his appointment as the new City of Riverside Fire Chief, and thanked him for his many years of service to the City of Irvine. He also thanked all the firefighters who have participated in the Ice Bucket Challenge to raise money for ALS Association.

Director Shawver thanked Fire Station 46 and the Bagpipers for participating in the Relay for Life event in the City of Stanton.

Director Hatch thanked Chair Murray for appointing him to the Executive Committee.

Chair Murray thanked Division Chief Michael Moore for his many years of service for the City of Tustin, and thanked his colleagues on the Executive Committee for their support. He also challenged Division Chief Kris Concepcion to participate in the Ice Bucket Challenge.

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

No items.

**ADJOURNMENT** – Chair Murray adjourned the meeting at 6:21 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, September 18, 2014, 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**  
**September 18, 2014**

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 Action:

At its September 10, 2014, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

Recommended Action:

Receive and file the reports.

Background:

Attached is the final monthly investment report for the month ended July 31, 2014. A preliminary investment report as of August 22, 2014, 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

Attachment:

Final Investment Report – July 2014 / Preliminary Report – August 2014

# *Orange County Fire Authority Monthly Investment Report*



*Final Report – July 2014*

*Preliminary Report – August 2014*



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***Orange County Fire Authority***

***Final Investment Report***

***July 31, 2014***



**EXECUTIVE SUMMARY**

***Portfolio Activity & Earnings***

During the month of July 2014, the size of the portfolio increased to \$173.1 million from \$159.3 million. Significant receipts for the month included proceeds from the issuance of the Tax & Revenue Anticipation Note in the amount of \$44.3 million and various receipts for property tax apportionments, charges for current services and intergovernmental agency payments totaling \$9.7 million. Significant disbursements for the month included two biweekly payrolls, which were approximately \$8.5 million each with related benefits, and a one-time payment of \$18.3 from the cashflow reserve to OCERS to pay down the pension UAAL (Unfunded Actuarial Accrued Liability). Total July cash outflows for operating expenditures amounted to approximately \$23.1 million. The portfolio's balance is expected to decrease in the following month as there are no major receipts expected for August.

In July, the portfolio's yield to maturity (365-day equivalent) edged up by 1 basis point to 0.25% from the prior month as the new fiscal year began. The effective rate of return stayed unchanged at 0.24% for the month, and the average maturity of the portfolio also remained the same at 185 days to maturity.

***Economic News***

In July 2014, U.S. economic activity picked up moderately. Employment conditions continued to pick up, albeit at a slightly slower pace than the prior month. There were a total of 209,000 new jobs created for July, a weaker report compared to the prior month, but still a solid employment report. The unemployment rate, however, edged up by one basis point to 6.2% from 6.1% previously. Durable goods orders increased significantly more than expected by 22.6% in July. Both the manufacturing and non-manufacturing sectors reversed and increased for the month. Industrial production also increased. The LEI (Leading Economic Index) and the NFIB (National Federation of Independent Business) rose in July. On the other hand, consumer confidence measures were mixed and retail sales were unexpectedly unchanged for the month. Housing activity improved, although remained mixed and slow. Inflation stayed tamed. On July 30, 2014, at the second day of the Federal Open Market Committee's meeting, the Committee voted, as expected, to keep the federal funds rate unchanged at a target range of 0 – 0.25%. The Committee also slightly upgraded its outlook on the economy and decided to further reduce its asset purchase program from \$35 billion to \$25 billion per month beginning in August.



**BENCHMARK COMPARISON AS OF JULY 31, 2014**

<i>3 Month T-Bill:</i> 0.03%	<i>1 Year T-Bill:</i> 0.11%
<i>6 Month T-Bill:</i> 0.06%	<i>LAIF:</i> 0.24%
<i>OCFA Portfolio:</i> 0.24%	

**PORTFOLIO SIZE, YIELD, & DURATION**

	<u><i>Current Month</i></u>	<u><i>Prior Month</i></u>	<u><i>Prior Year</i></u>
<i>Book Value-</i>	\$173,140,893	\$159,315,564	\$143,622,094
<i>Yield to Maturity (365 day)</i>	0.25%	0.24%	0.32%
<i>Effective Rate of Return</i>	0.24%	0.24%	0.32%
<i>Days to Maturity</i>	185	185	289



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**July 31, 2014**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, 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	21,719,762.12	21,719,762.12	21,719,762.12	12.55	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	16,000,000.00	15,996,320.00	15,997,884.44	9.24	106	45	0.093	0.094
Federal Agency Coupon Securities	38,333,333.33	38,156,500.00	38,338,771.26	22.15	1,285	704	0.666	0.675
Federal Agency Disc. -Amortizing	47,000,000.00	46,992,210.00	46,992,160.00	27.16	138	88	0.058	0.058
Local Agency Investment Funds	50,000,000.00	50,014,937.50	50,000,000.00	28.89	1	1	0.241	0.244
<b>Investments</b>	<b>173,053,095.45</b>	<b>172,879,729.62</b>	<b>173,048,577.82</b>	<b>100.00%</b>	<b>332</b>	<b>185</b>	<b>0.241</b>	<b>0.245</b>

**Cash** (See Note 4 on page 9)

Passbook/Checking (not included in yield calculations)	186,481.48	186,481.48	186,481.48		1	1	0.000	0.000
<b>Total Cash and Investments</b>	<b>173,239,576.93</b>	<b>173,066,211.10</b>	<b>173,235,059.30</b>		<b>332</b>	<b>185</b>	<b>0.241</b>	<b>0.245</b>

Total Earnings	July 31 Month Ending	Fiscal Year To Date
Current Year	35,290.94	35,290.94
Average Daily Balance	176,176,387.46	176,176,387.46
Effective Rate of Return	0.24%	0.24%

"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, 2014. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

*Patricia Jakubiak* 8/1/14  
 Patricia Jakubiak, Treasurer

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

Book Value of Cash & Investments before GASB 31 (Above)	\$ 173,235,059.30
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ (94,166.47)
<b>Total</b>	<b>\$ 173,140,892.83</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**July 31, 2014**

(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)	21,719,762.12	21,719,762.12	21,719,762.12	0.001	0.001	1	
<b>Subtotal and Average</b>			<b>20,441,575.96</b>		<b>21,719,762.12</b>	<b>21,719,762.12</b>	<b>21,719,762.12</b>		<b>0.001</b>	<b>1</b>	
<b>Commercial Paper Disc. -Amortizing</b>											
36959JHF3	825	GEN ELEC CAP CRP		04/24/2014	7,000,000.00	6,999,650.00	6,999,809.44	0.070	0.071	14	08/15/2014
36959JKA0	829	GEN ELEC CAP CRP		07/01/2014	9,000,000.00	8,996,670.00	8,998,075.00	0.110	0.112	70	10/10/2014
<b>Subtotal and Average</b>			<b>15,997,267.78</b>		<b>16,000,000.00</b>	<b>15,996,320.00</b>	<b>15,997,884.44</b>		<b>0.094</b>	<b>45</b>	
<b>Federal Agency Coupon Securities</b>											
3133ECM76	809	Federal Farm Credit Bank (Callable anytime)		04/25/2013	9,000,000.00	8,979,930.00	8,996,367.41	0.400	0.424	630	04/22/2016
3133804V6	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	5,975,040.00	6,000,000.00	1.000	0.981	1,104	08/09/2017
3133813R4	800	Fed Home Loan Bank (Callable 8-9-14)		12/20/2012	9,000,000.00	8,899,380.00	9,009,643.66	1.000	0.968	1,196	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable anytime)		03/15/2013	5,333,333.33	5,322,400.00	5,332,760.19	0.470	0.477	584	03/07/2016
3130A2MX1	833	Fed Home Loan Bank (Callable 10-29-14)		07/29/2014	9,000,000.00	8,979,750.00	9,000,000.00	0.550	0.550	89	07/29/2016
<b>Subtotal and Average</b>			<b>37,228,620.99</b>		<b>38,333,333.33</b>	<b>38,156,500.00</b>	<b>38,338,771.26</b>		<b>0.675</b>	<b>704</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313589N58	831	Fed Natl Mortg Assoc		07/01/2014	9,000,000.00	8,998,020.00	8,998,530.00	0.060	0.062	98	11/07/2014
313397F55	827	Freddie Mac		04/24/2014	5,000,000.00	4,999,800.00	4,999,825.00	0.030	0.031	42	09/12/2014
313396BF9	832	Freddie Mac		07/01/2014	9,000,000.00	8,996,130.00	8,995,905.00	0.090	0.093	182	01/30/2015
313385D78	826	Fed Home Loan Bank		04/24/2014	6,000,000.00	5,999,880.00	5,999,860.00	0.030	0.031	28	08/29/2014
313385H33	828	Fed Home Loan Bank		06/19/2014	9,000,000.00	8,999,550.00	8,999,300.00	0.050	0.051	56	09/28/2014
313385L79	830	Fed Home Loan Bank		07/01/2014	9,000,000.00	8,998,830.00	8,998,740.00	0.060	0.062	84	10/24/2014
<b>Subtotal and Average</b>			<b>52,507,143.39</b>		<b>47,000,000.00</b>	<b>46,992,210.00</b>	<b>46,992,160.00</b>		<b>0.058</b>	<b>88</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Invstmt Fund			50,000,000.00	50,014,937.50	50,000,000.00	0.244	0.244	1	
<b>Subtotal and Average</b>			<b>50,001,779.34</b>		<b>50,000,000.00</b>	<b>50,014,937.50</b>	<b>50,000,000.00</b>		<b>0.244</b>	<b>1</b>	
<b>Total and Average</b>			<b>176,176,387.46</b>		<b>173,053,095.45</b>	<b>172,879,729.62</b>	<b>173,048,577.82</b>		<b>0.245</b>	<b>185</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**July 31, 2014**

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		07/01/2014	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2014	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2014	-98,518.52	-98,518.52	-98,518.52	(See Note 4 on page 9)	0.000	1
SYS361	361	YORK		07/01/2014	250,000.00	250,000.00	250,000.00		0.000	1
		<b>Average Balance</b>	<b>0.00</b>							<b>1</b>
<b>Total Cash and Investments</b>			<b>176,176,387.46</b>		<b>173,239,576.93</b>	<b>173,066,211.10</b>	<b>173,235,059.30</b>		<b>0.245</b>	<b>185</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of August 1, 2014**

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

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				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	( 08/01/2014 - 08/01/2014 )	6 Maturities	0 Payments	71,906,243.60	41.51%	71,906,243.60	71,921,181.10
Aging Interval:	1 - 30 days	( 08/02/2014 - 08/31/2014 )	2 Maturities	0 Payments	13,000,000.00	7.50%	12,999,669.44	12,999,530.00
Aging Interval:	31 - 60 days	( 09/01/2014 - 09/30/2014 )	2 Maturities	0 Payments	14,000,000.00	8.08%	13,999,125.00	13,999,350.00
Aging Interval:	61 - 91 days	( 10/01/2014 - 10/31/2014 )	2 Maturities	0 Payments	18,000,000.00	10.39%	17,996,815.00	17,995,500.00
Aging Interval:	92 - 121 days	( 11/01/2014 - 11/30/2014 )	1 Maturities	0 Payments	9,000,000.00	5.19%	8,998,530.00	8,998,020.00
Aging Interval:	122 - 152 days	( 12/01/2014 - 12/31/2014 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	( 01/01/2015 - 01/31/2015 )	1 Maturities	0 Payments	9,000,000.00	5.19%	8,995,905.00	8,996,130.00
Aging Interval:	184 - 274 days	( 02/01/2015 - 05/02/2015 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	( 05/03/2015 - 08/01/2015 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	( 08/02/2015 - 07/31/2017 )	3 Maturities	0 Payments	23,333,333.33	13.47%	23,329,127.60	23,282,080.00
Aging Interval:	1096 - 1825 days	( 08/01/2017 - 07/31/2019 )	2 Maturities	0 Payments	15,000,000.00	8.66%	15,009,643.66	14,874,420.00
Aging Interval:	1826 days and after	( 08/01/2019 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
<b>Total for</b>			<b>19 Investments</b>	<b>0 Payments</b>		<b>100.00</b>	<b>173,235,059.30</b>	<b>173,066,211.10</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 MUFG Union Bank (formerly 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, 2014 includes an increase of \$14,938 to the LAIF investment and a decrease of \$(109,104) 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 July 31, 2014, OCFA has \$50,000,000 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of June 30, 2014 is 1.00029875. When applied to OCFA's LAIF investment, the fair value is \$50,014,938 or \$14,938 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 July 31, 2014 is included on the following page.





***Orange County Fire Authority***  
***Preliminary Investment Report***  
***August 22, 2014***



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**August 22, 2014**

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

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

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM/C 360 Equiv.</b>	<b>YTM/C 365 Equiv.</b>
Money Mkt Mutual Funds/Cash	11,054,840.85	11,054,840.85	11,054,840.85	7.11	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	9,000,000.00	8,998,290.00	8,998,680.00	5.79	101	48	0.110	0.112
Federal Agency Coupon Securities	38,333,333.33	38,247,073.33	38,338,741.74	24.67	1,285	682	0.666	0.675
Federal Agency Disc. -Amortizing	47,000,000.00	46,995,720.00	46,993,791.67	30.24	138	66	0.058	0.058
Local Agency Investment Funds	50,000,000.00	50,014,937.50	50,000,000.00	32.18	1	1	0.241	0.244
<b>Investments</b>	<b>155,388,174.18</b>	<b>155,310,861.68</b>	<b>155,386,054.26</b>	<b>100.00%</b>	<b>365</b>	<b>191</b>	<b>0.266</b>	<b>0.269</b>
<b>Cash</b>								
Passbook/Checking (not included in yield calculations)	631,282.26	631,282.26	631,282.26		1	1	0.000	0.000
<b>Total Cash and Investments</b>	<b>156,019,456.44</b>	<b>155,942,143.94</b>	<b>156,017,336.52</b>		<b>365</b>	<b>191</b>	<b>0.266</b>	<b>0.269</b>

<b>Total Earnings</b>	<b>August 22 Month Ending</b>	<b>Fiscal Year To Date</b>
Current Year	25,681.67	60,972.61
<b>Average Daily Balance</b>	<b>161,866,192.76</b>	<b>170,236,306.64</b>
<b>Effective Rate of Return</b>	<b>0.26%</b>	<b>0.25%</b>

"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, 2014. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

*Patricia Jakubiak*      8/29/14  
 Patricia Jakubiak, Treasurer

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

Book Value of Cash & Investments before GASB 31 (Above)	\$ 156,017,336.52
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ (94,166.47)
<b>Total</b>	<b>\$ 155,923,170.05</b>

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**August 22, 2014**

(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>											
SY528	528	High Mark 100% US Treasury MMF			11,054,840.85	11,054,840.85	11,054,840.85	0.001	0.001	1	
<b>Subtotal and Average</b>			<b>13,081,543.61</b>		<b>11,054,840.85</b>	<b>11,054,840.85</b>	<b>11,054,840.85</b>		<b>0.001</b>	<b>1</b>	
<b>Commercial Paper Disc. -Amortizing</b>											
36959JKA0	829	GEN ELEC CAP CRP		07/01/2014	9,000,000.00	8,998,290.00	8,998,680.00	0.110	0.112	48	10/10/2014
<b>Subtotal and Average</b>			<b>13,452,880.40</b>		<b>9,000,000.00</b>	<b>8,998,290.00</b>	<b>8,998,680.00</b>		<b>0.112</b>	<b>48</b>	
<b>Federal Agency Coupon Securities</b>											
3133ECM76	809	Federal Farm Credit Bank (Callable anytime)		04/25/2013	9,000,000.00	8,990,910.00	8,996,496.10	0.400	0.424	608	04/22/2016
3133804V8	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	5,985,800.00	6,000,000.00	1.000	0.981	1,082	08/09/2017
3133813R4	800	Fed Home Loan Bank (Callable 9-9-14)		12/20/2012	9,000,000.00	8,954,280.00	9,009,463.56	1.000	0.968	1,174	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable anytime)		03/15/2013	5,333,333.33	5,326,453.33	5,332,782.08	0.470	0.477	562	03/07/2016
3130A2MX1	833	Fed Home Loan Bank (Callable 10-29-14)		07/29/2014	9,000,000.00	8,989,830.00	9,000,000.00	0.550	0.550	67	07/29/2016
<b>Subtotal and Average</b>			<b>38,338,756.83</b>		<b>38,333,333.33</b>	<b>38,247,073.33</b>	<b>38,338,741.74</b>		<b>0.675</b>	<b>682</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313589N58	831	Fed Natl Mortg Assoc		07/01/2014	9,000,000.00	8,999,190.00	8,998,860.00	0.060	0.062	78	11/07/2014
313397F55	827	Freddie Mac		04/24/2014	5,000,000.00	4,999,950.00	4,999,916.67	0.030	0.031	20	09/12/2014
313396BF9	832	Freddie Mac		07/01/2014	9,000,000.00	8,997,300.00	8,996,400.00	0.090	0.093	160	01/30/2015
313385D78	826	Fed Home Loan Bank		04/24/2014	6,000,000.00	6,000,000.00	5,999,970.00	0.030	0.031	6	08/29/2014
313385H33	828	Fed Home Loan Bank		06/19/2014	9,000,000.00	8,999,820.00	8,999,575.00	0.050	0.051	34	09/26/2014
313385L79	830	Fed Home Loan Bank		07/01/2014	9,000,000.00	8,999,460.00	8,999,070.00	0.060	0.062	62	10/24/2014
<b>Subtotal and Average</b>			<b>46,993,012.92</b>		<b>47,000,000.00</b>	<b>46,995,720.00</b>	<b>46,993,791.67</b>		<b>0.058</b>	<b>66</b>	
<b>Local Agency Investment Funds</b>											
SY5336	336	Local Agency Invstmt Fund			50,000,000.00	50,014,937.50	50,000,000.00	0.244	0.244	1	
<b>Subtotal and Average</b>			<b>50,000,000.00</b>		<b>50,000,000.00</b>	<b>50,014,937.50</b>	<b>50,000,000.00</b>		<b>0.244</b>	<b>1</b>	
<b>Total and Average</b>			<b>161,866,192.76</b>		<b>155,388,174.18</b>	<b>155,310,861.68</b>	<b>155,386,054.26</b>		<b>0.269</b>	<b>191</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**August 22, 2014**

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		07/01/2014	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2014	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2014	346,282.26	346,282.26	346,282.26		0.000	1
SYS361	361	YORK		07/01/2014	250,000.00	250,000.00	250,000.00		0.000	1
		<b>Average Balance</b>	<b>0.00</b>							<b>1</b>
<b>Total Cash and Investments</b>			<b>161,866,192.76</b>		<b>156,019,456.44</b>	<b>155,942,143.94</b>	<b>156,017,336.52</b>		<b>0.269</b>	<b>191</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of August 23, 2014**

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

Page 17

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	( 08/23/2014 - 08/23/2014 )	6 Maturities	0 Payments	61,686,123.11	39.54%	61,686,123.11	61,701,060.61
Aging Interval:	1 - 30 days	( 08/24/2014 - 09/22/2014 )	2 Maturities	0 Payments	11,000,000.00	7.05%	10,999,886.67	10,999,950.00
Aging Interval:	31 - 60 days	( 09/23/2014 - 10/22/2014 )	2 Maturities	0 Payments	18,000,000.00	11.54%	17,998,255.00	17,998,110.00
Aging Interval:	61 - 91 days	( 10/23/2014 - 11/22/2014 )	2 Maturities	0 Payments	18,000,000.00	11.54%	17,997,930.00	17,998,650.00
Aging Interval:	92 - 121 days	( 11/23/2014 - 12/22/2014 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	( 12/23/2014 - 01/22/2015 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	( 01/23/2015 - 02/22/2015 )	1 Maturities	0 Payments	9,000,000.00	5.77%	8,996,400.00	8,997,300.00
Aging Interval:	184 - 274 days	( 02/23/2015 - 05/24/2015 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	( 05/25/2015 - 08/23/2015 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	( 08/24/2015 - 08/22/2017 )	4 Maturities	0 Payments	29,333,333.33	18.80%	29,329,278.18	29,292,793.33
Aging Interval:	1096 - 1825 days	( 08/23/2017 - 08/22/2019 )	1 Maturities	0 Payments	9,000,000.00	5.77%	9,009,463.56	8,954,280.00
Aging Interval:	1826 days and after	( 08/23/2019 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
<b>Total for</b>			<b>18 Investments</b>	<b>0 Payments</b>		<b>100.00</b>	<b>156,017,336.52</b>	<b>155,942,143.94</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 MUFG 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, 2014 includes an increase of \$14,938 to the LAIF investment and a decrease of \$(109,104) 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**  
**September 18, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief  
Business Services Department

SUBJECT: **Fourth Quarter Financial Newsletter – July 2013 to June 2014**

Summary:

This agenda item is submitted to provide information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds through the end of FY 2013/14.

Committee Action:

At its September 10, 2014, 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. 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:

Deborah Gunderson, Budget Manager

[DeborahGunderson@ocfa.org](mailto:DeborahGunderson@ocfa.org)

(714) 573-6302

Tricia Jakubiak, Treasurer

[triciajakubiak@ocfa.org](mailto:triciajakubiak@ocfa.org)

(714) 573-6301

Attachment:

Fourth Quarter Financial Newsletter – July 2013 to June 2014



# Orange County Fire Authority

## Fourth Quarter Financial Newsletter – July 2013 to June 2014

### OVERVIEW

This report covers activities through the fourth quarter of Fiscal Year 2013/14 (FY 2013/14) and provides preliminary year-end results. Budget figures include all budget adjustments authorized by the Board through the end of the fiscal year.

Preliminary year-end Revenue receipts exceeded budget for the General Fund. Expenditures are less than budgeted for all funds.

### GENERAL FUND

With the year completed, General Fund revenues are 100.7% of budget and expenditures are 98.7% as shown below:

General Fund	Budget	YTD Actual	Percent
Revenues	306,018,321	308,084,546	100.7%
Expenditures	306,032,304	301,909,489	98.7%

**Top Five Revenues.** Our top five revenue sources represent 96.8% of our total revenue in FY 2013/14. As a category these revenues exceeded budget; two key revenues were within three tenths of one percent of budget. Highlights are noted as follows:

Top Five Revenues	Budget	YTD Actual	% Rec'd
Property Tax	190,156,251	190,873,688	100.4%
Cash Contracts	83,643,150	83,523,943	99.9%
CRR Fees	7,903,810	7,880,155	99.7%
CRA Pass-Through	7,357,261	7,404,584	100.6%
State Reimbursements	7,226,066	8,997,851	124.5%
<b>Total</b>	<b>296,286,538</b>	<b>298,680,221</b>	<b>100.8%</b>

- **Property tax.** Year-end property tax receipts amounted to approximately \$717,000 more than anticipated. This is primarily due to Supplemental Property tax; in FY 2013/14 we received \$4.3 million compared to a budget of \$3.7 million. This is the highest dollar amount received since FY 2007/08. This is likely due to a combination of increased market values and construction and resale activity that triggered the issuance of supplemental tax bills.
- **Cash contracts.** This revenue was approximately \$120,000 under budget, in part due to changes in San Clemente's seasonal ambulance service which decreased costs as well as revenues.
- **Community Risk Reduction Fees.** This category of revenue was within \$24,000 of budget.

- **Community Redevelopment Agency (CRA) Pass-Through.** This category of revenue was approximately \$47,000 higher than budget.
- **State Reimbursements.** Revenues were higher than budget due to greater emergency activity.

**Expenditures.** Expenditures are within budget for this fiscal year as summarized by department.

Expenditures By Department	Budget	YTD Actual	% Expended
Executive Mgt.	6,426,193	6,338,509	98.6%
HR Division	5,164,300	4,847,005	93.9%
Operations	233,095,792	231,804,415	99.4%
Comm. Risk Reduc.	15,065,519	13,652,799	90.6%
Business Services	21,891,835	21,452,143	98.0%
Support Services	24,388,665	23,814,618	97.6%
<b>Total</b>	<b>306,032,304</b>	<b>301,909,489</b>	<b>98.7%</b>

- **Human Resources Division.** Actuals were approximately \$317,000 less than budget primarily due to \$300,000 in salary and benefit savings from vacant positions during the fiscal year.
- **Community Risk Reduction:** S&EB expenditures were also low in CRR due to savings from vacant positions. S&EB expenditures were under budget by over \$1 million.

Expenditures by type are outlined below:

Expenditures by Type	Budget	YTD Actual	% Expended
S&EB	273,143,957	269,959,939	98.8%
S&S	32,344,214	31,485,442	97.3%
Equipment	544,133	464,108	85.3%
<b>Total</b>	<b>306,032,304</b>	<b>301,909,489</b>	<b>98.7%</b>

**CIP FUNDS**

The following summarizes revenues and expenditures for the Capital Improvement Program funds. Any variances are noted as follows:

**Facilities Maintenance & Improvement**

Fund 122	Budget	YTD Actual	Percent
Revenue	1,190,626	311,980	26.2%
Expenditures	2,287,614	1,300,881	56.9%

- The revenue and expenditure budgets include \$890,000 for the Community Development Block Grant. The funds are for improvement projects to 9 of the 10 fire stations in Santa Ana. As a reimbursement grant, the revenues will not be received until after the expenditures have been made. These projects were still in process as of the end of the fiscal year.

**Facilities Replacement**

Fund 123	Budget	YTD Actual	Percent
Revenue	5,380,110	1,437,449	26.7%
Expenditures	12,956,900	7,202,513	55.6%

- Revenues include \$4.1 million in developer reimbursements for the design and construction of Station 56 (Ortega Valley). Work on this project began in February, 2014 and was not complete by the end of the fiscal year. The revenue will be rebudgeted in FY 2014/15; the design-build contract for Station 56 was issued in FY 2013/14. Appropriations of \$5.5 million for the US&R Warehouse purchase will be rebudgeted to 2014/15.

**Communications & Info. Systems Replacement**

Fund 124	Budget	YTD Actual	Percent
Revenue	1,112,982	239,294	21.5%
Expenditures	12,708,617	3,560,885	28.0%

- Budgeted revenue and expenditures include \$920,000 for the replacement of the 911 telephone system, which did not commence in FY 2013/14. Revenues and expenditures will not need to be rebudgeted to FY 2014/15 as the State will pay the vendor directly for this project.

- FY expenditures include \$1.9 million for the Computer Aided Dispatch (CAD) system project and \$492,000 for the Internet/Intranet Project.
- Because time and attention was primarily devoted to the CAD project in 2013/14, the remaining two projects related to the Public Safety Systems project (Incident Reporting Application and IFP Replacement) will be the focus in 2014/15. Appropriations of \$5.5 million will be rebudgeted for this purpose.

**Vehicle Replacement**

Fund 133	Budget	YTD Actual	Percent
Revenue	2,197,593	1,617,354	73.6%
Expenditures	11,822,621	5,976,390	50.6%

- Actual revenue includes the quarterly Cash Contract payments for vehicle depreciation. Additional revenues will be rebudgeted in FY 2014/15 for the reimbursement of the Type 1 Engine for Station 56.
- Expenditure activity in the FY includes the issuance of encumbrances for the purchase of: five Type-1 engines; six BC Command vehicles; eight full-size 4-door vehicles; and two step-vans, as well as the lease-purchase payments for the helicopters.
- \$4.6 million in appropriations will be rebudgeted from 2013/14 to 2014/15 for the purchase of one 100' Quint and three 75' Quints.

**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 Deborah Gunderson, Budget Manager at 714-573-6302, or Tricia Jakubiak, Treasurer at 714-573-6301.

**CONSENT CALENDAR - AGENDA ITEM NO. 4**  
**EXECUTIVE COMMITTEE**  
**September 18, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Sandy Cooney, Communications Director

SUBJECT: **Contract Amendment Deferral – Communications LAB**

Summary:

This agenda item is submitted for approval in response to the Executive Committee's direction at its meeting of Aug. 21, 2014, to defer consideration of a proposed amendment to the Communications LAB contract.

Committee Action:

At its August 21, 2014, meeting the Executive Committee recommended deferral of a proposed Communications LAB contract amendment. This action was to allow the incoming Communications Director an opportunity to conduct a service needs assessment and contract review prior to the Executive Committee's consideration of the amendment.

Recommended Action:

Receive and file the report.

Background:

The OCFA Communications Director was hired on August 22, 2014, to establish a Communications and Public Affairs Division and to implement a Strategic Communications Program. Between August 22, 2014, and September 5, 2014, and in keeping with the Executive Committee's directive to conduct a service needs assessment, the Communications Director held a series of meetings and conducted a complete review and analysis of Communications LAB's engagement with OCFA.

This included, but was not limited to, meetings with more than a dozen key OCFA staff, two conversations (on the phone and in person) for several hours with Communications LAB principals, review of the Communications LAB short and long term communications plans (to be incorporated into OCFA's Communications and Public Affairs Strategic Plan), several unsolicited conversations with Board Members about Communications LAB's work, review of the contract, the amended scope of work, Communications LAB's work product, and monthly billings/invoices for service.

Much of the work developed by Communications LAB during the past five months, including its short and long term plans, can and will be used to help build OCFA's Communications and Public Affairs Division to ensure a return on investment. However, given the recent appointment of an in-house Communications Director who is responsible for managing staff, providing strategic advice and implementing a communications program, any proposed amendment to the Communications LAB contract for additional services at this time would be premature, if not

altogether unnecessary. It is our intent to hold the Communications LAB contract open, with no additional funding beyond that allocated through the current agreement, until it expires in March 2015. This will allow OCFA and the Communications Director the ability to seek funding from the Executive Committee and the Board of Directors, if necessary, and on a project by project basis, should additional services be required.

Impact to Cities/County:

Not Applicable.

Fiscal Impact

No current impact. Potential impact at a later date to be determined, on a project by project basis, should the need arise.

Staff Contact for Further Information:

Sandy Cooney, Communications Director  
[sandycooney@ocfa.org](mailto:sandycooney@ocfa.org)  
(714) 573-6810

Attachments:

None.

**CONSENT CALENDAR - AGENDA ITEM NO. 5**  
**EXECUTIVE COMMITTEE MEETING**  
**September 18, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief  
Business Services Department

SUBJECT: **Annual Contract for Purchase of Fire Hose Invitation for Bid RO1961**

Summary:

This agenda item is submitted for the approval of a contract for the purchase of fire hose to Allstar Fire, the lowest bidder in a competitive bid.

Recommended Actions:

1. Approve and authorize the Purchasing Manager to establish the blanket order contract with Allstar Fire for the initial one-year contract period for a not to exceed amount of \$150,000.
2. Approve and authorize two additional contract renewal options for a not to exceed amount of \$150,000 per year subject to manufacturer price increases up to four percent annually.

Background:

The Service Center maintains an inventory of hose and places orders to replenish the hose inventory as needed in order to maintain adequate supply to support the Operations Section. The hose types and sizes specified in the bid have been utilized by the department for over 10 years. The prior fire hose bid was awarded to Allstar Fire in 2009 and the contract was extended for four additional years.

***IFB Facts & Figures***

Department/Section: Service Center	Number Vendors Notified:	194
IFB Issue Date: August 7, 2014	Total Number of Bids Received:	*4
IFB Due Date: August 21, 2014	<i>*(One rejected as non-responsive)</i>	

On August 7, 2014, an Invitation for Bid (IFB) was issued to solicit competitive bids from fire protection equipment and supply vendors. The IFB provided an option for vendors to submit bids for specific types of nylon hose and rubber hose manufactured in the USA. The fire hose is used for both structural and wildland firefighting and is ordered on an as-needed basis.

On August 21, 2014, bids were received from the following vendors, with costs based on OCFA's quantities from last year:

<i>Vendor</i>	<i>Cost</i>
<b>Allstar Fire</b>	<b>\$71,906.62</b>
LN Curtis & Sons	\$76,508.28
AFECO	\$82,732.53
*HD Supply Waterworks	\$97,272.89

*\*Did not submit bidder's submittal document as required & didn't bid All American on rubber hose*

Staff recommends award of the contract to Allstar Fire as the lowest, responsive, responsible bidder. The pricing offered by Allstar Fire was very competitively priced by the manufacturer for this new contract. Based on the quantities ordered last year, OCFA will save approximately \$6,600 for the same purchase.

The blanket order amount of \$150,000 reflects the anticipated hose needs for the upcoming year, including historical usage and the additional hose required to provide full inventory for the new engines that will be put into service. This year, OCFA will receive nine Type I engines. Five of these engines will be in addition to the current inventory and the additional four will be part of an engine rotation.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Funds for this blanket order are included in the FY 2014/15 budget.

Staff Contact for Further Information:

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

Attachments:

None

**CONSENT CALENDAR - AGENDA ITEM NO. 6**  
**EXECUTIVE COMMITTEE MEETING**  
**September 18, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **Blanket Order Contract Increase and Extension - Radiator Coolant**

Summary:

With the change to the Roles and Responsibilities Matrix effective July 1, 2014, this agenda item seeks approval to renew and adjust Blanket Order B01466 for radiator coolant used to supply the OCFA Fleet Section. This contract has not previously been presented to the Executive Committee for approval in the past as it was not required under the prior delegation of authority.

Recommended Action:

Approve and authorize the Purchasing Manager to renew the annual blanket order with Ashbury Environmental for OCFA radiator coolant for a term not to exceed one year and an amount not to exceed \$8,500.

Background:

The Fleet Services Section utilizes a blanket order to procure radiator coolant to replenish a bulk coolant tank located in the Fleet Services Section. With the increasing cost of radiator coolant and the number of vehicles and apparatus in the Fleet, staff is seeking an increase in the dollar amount of the blanket order from \$5,000 to \$8,500. This requested increase of \$3,500 exceeds the 15% change order amount that Authority Management may authorize; therefore, Executive Committee approval is required.

Impact to Cities/County:

None.

Fiscal Impact:

The increased cost for this BO is included in the FY 2014/15 budget.

Staff Contact for Further Information:

Rick Oborny, Fleet Services Manager  
Support Services Department  
[Rickoborny@ocfa.org](mailto:Rickoborny@ocfa.org)  
(714) 573-6651

Attachments:

None.

**CONSENT CALENDAR - AGENDA ITEM NO. 7**  
**EXECUTIVE COMMITTEE MEETING**  
**September 18, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **Blanket Order Extensions - Maintenance and Repair of Apparatus Bay Doors & Security Gates**

Summary

Due to the changes in the Roles and Responsibilities Matrix effective July 1, 2014, this agenda item seeks Executive Committee approval to renew the blanket orders used for the maintenance and repair of apparatus bay doors and security gates. These contracts have not been presented to the Executive Committee for approval in the past as it was not required under the prior delegation of authority.

Recommended Actions:

1. Approve and authorize the Purchasing Manager to renew the blanket order (B01390-2) with Mako Door, Inc. for up to two years for an amount not to exceed \$95,000 annually.
2. Approve and authorize the Purchasing Manager to renew the blanket order (B01391-2) with Action Door, Inc. for up to two years for an amount not to exceed \$65,000 annually.
3. Approve and authorize the Purchasing Manager to renew the blanket order (B01392-2) with Southern California Overhead Door for up to two years for an amount not to exceed \$20,000 annually.

Background

October 27, 2011, OCFA advertised competitive bid, MD1782, soliciting service and repair for fire station apparatus bay overhead doors and security gates. As a result, three door repair firms were awarded blanket order contracts. Each was awarded a one year contract with four possible one year renewals for a total of five years. Each firm is in the third contract year. The contract did not go to the Executive Committee because at that time, policy did not require contracts under \$100,000 to be approved by the Executive Committee. On November 21, 2013, the Executive Committee approved contract increases for both Mako Doors and Action Doors in the amount of \$20,000 and \$15,000 dollars respectively. In accordance with recent changes to purchasing policy, the cumulative value of the contract over multiple years for Mako and Action Doors surpasses the threshold of \$100,000 dollars requiring Executive Committee's approval. Southern California Overhead Doors, a firm servicing a smaller inventory of door types is included because it was a part of the original bid.

The Property Management section is requesting approval of the blanket orders for the remaining two additional years for all three blanket purchase order contracts with the aggregate not to exceed amounts as follows: (B01390-2) Mako Door, Inc. \$190,000, (B01391-2) Action Door, Inc. \$130,000 and (B01392-2) Southern California Overhead Door \$40,000. The contract amounts are a best estimate based on historic data. The vendors performance and on call response has been excellent.

Impact to Cities/County:

None.

Fiscal Impact:

The requested renewals have been anticipated and funding is available in the FY 2014/15 Budget.

Staff Contact for Further Information:

Steve Chambers, Property Manager

Support Services Department

[Stevechambers@ocfa.org](mailto:Stevechambers@ocfa.org)

(714) 573-6471

Attachments:

None.

**CONSENT CALENDAR - AGENDA ITEM NO. 8**  
**EXECUTIVE COMMITTEE MEETING**  
**September 18, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **Approval of Budgeted Purchase of One Compact Track Loader**

Summary:

This item is submitted to the Executive Committee for approval to purchase one Compact Track Loader and working attachments.

Recommended Action:

Approve and authorize the Purchasing Manager to issue a purchase order to Quinn Caterpillar for the purchase of one Compact Track Loader and attachments in an amount not to exceed \$137,964.60.

Background:

The Compact Track Loader is a small maneuverable piece of equipment that will allow the Pre-Fire Management Section to more effectively perform its mission throughout the county. Examples include fuels maintenance, fire roads, and a variety of miscellaneous projects throughout the organization. This approval is for the purchase of one compact track loader and attachments, including a grappling bucket, mulcher, brush cutter, and stump grinder to replace an older track loader and dozer in the current fleet. The goal is to reduce the size of the current heavy equipment fleet and better focus on the changing pre-fire environment. With the variety of attachments, the heavy equipment operators will be able to address projects currently requiring the hand crew, allowing their reassignment to more suitable projects thereby increasing productivity. The purchase is included in the approved 2014/15 CIP budget.

Three Price quotes were obtained:

Quinn Caterpillar/ (Governmental Discount)	\$137,964.60
Hawthorne Caterpillar	\$147,779.64
Quinn Caterpillar/ (NJPA Pricing)	\$147,879.21

Impact to Cities/County:

None.

Fiscal Impact:

Funds for this purchase are included in the FY 2014/2015 CIP budget.

Staff Contact for Further Information:

Rick Oborny, Fleet Services Manager/Support Services Department  
[Rickoborny@ocfa.org](mailto:Rickoborny@ocfa.org)  
(714) 573-6651

Attachments:

None.

**DISCUSSION CALENDAR - AGENDA ITEM NO. 9**  
**EXECUTIVE COMMITTEE MEETING**  
**September 18, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Jeff Bowman, Fire Chief

SUBJECT: **120-Day Action Plan**

Summary:

This item is submitted to provide a monthly update on OCFA progress in achieving objectives associated with the Management Partners Action Plan, the OCFA Strategic Plan, and additional OCFA initiatives.

Recommended Action:

Receive and file the report.

Background:

OCFA is developing a method of transmitting progress on organizational goals, priorities and objectives in a more direct and visual way. During the Board meeting next week, we will present a 120-day Action Plan. This plan will incorporate organizational progress on previous plans and reports, such as the Management Partners Action Plan and the OCFA Strategic Plan, as well as other short-term objectives identified by the leadership team that can benefit the long-term health of the organization.

Impact to Cities/County:

Not Applicable.

Fiscal Impact

None.

Staff Contacts for Further Information:

Jeff Bowman, Fire Chief

[jeffbowman@ocfa.org](mailto:jeffbowman@ocfa.org)

(714) 573-6010

Craig Kinoshita, Deputy Fire Chief

[craigkinoshita@ocfa.org](mailto:craigkinoshita@ocfa.org)

(714) 573-6014

Sandy Cooney, Communications Director

[sandycooney@ocfa.org](mailto:sandycooney@ocfa.org)

(714) 573-6801

Attachments:

None.

**DISCUSSION CALENDAR - AGENDA ITEM NO. 10**  
**EXECUTIVE COMMITTEE MEETING**  
**September 18, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **September Legislative Reports**

Summary:

This item is submitted to provide an update on State legislative actions affecting OCFA.

Recommended Action:

Direct staff to solicit input and schedule meetings with interested Directors to gather input and return to the November 20, 2014, Executive Committee meeting with a proposed 2015 Legislative Policy & Guidelines for the full Board's adoption in January 2015.

Background:

The Legislature adjourned as of August 29, 2014, concluding the second year of their two year session. The Governor is considering a number of bills for approval or veto and we have discussed with our State lobbyists, John Moffatt and Jim Gross, those bills that are pending and how we will engage to communicate our support. An oral presentation will be provided by John Moffatt to provide the latest on these efforts.

Staff is also requesting that input be provided on the development of our 2015 Legislative Policy & Guidelines. This document is not significantly revised on a year to year basis but this is an opportunity for Directors to express priorities they feel we should pursue or existing positions that we should modify. The Policy & Guidelines are submitted to the full Board for approval in January. Staff has proposed the recommended action to seek input and meetings as desired by Directors and to return to this committee for discussion of a draft document prior to full Board approval.

Lastly, a report from our federal lobbyists will be provided if required. The House and Senate return from their district work period on September 8, 2014. If there is any action taken on US&R Appropriations or other issues upon their return staff will provide an oral update.

*The following is a list of State Legislative Bills with positions adopted by the Executive Committee in 2014 and their status as of September 4, 2014:*

CA AB 1035	AUTHOR:	Perez J [D]
	TITLE:	Workers' Compensation: Firefighters/Peace Officers
	FISCAL COMMITTEE:	no
	URGENCY CLAUSE:	no
	INTRODUCED:	02/22/2013
	ENACTED:	05/13/2014
	DISPOSITION:	Enacted
	LOCATION:	Chaptered

**CHAPTER:** 15

**SUMMARY:**

Relates to workers' compensation and firefighters and peace officers. Extend the time period to commence proceedings to collect death benefits, if the proceedings are brought by, or on behalf of, a person who is a dependent on the date of death. Applies only to injuries causing death including cancer, tuberculosis, or a blood-borne infectious disease or certain skin infections. Prohibits the payment of death benefits under these provisions under specified circumstances.

**STATUS:**

05/13/2014 Signed by GOVERNOR.

05/13/2014 Chaptered by Secretary of State. Chapter No. 15

**PRIVATE FILE:** Master

**Agenda:** 2014

**Position:** Support

CA AB 1561

**AUTHOR:** Rodriguez [D]

**TITLE:** Taxpayer Contributions: Memorial Funds

**FISCAL COMMITTEE:** yes

**URGENCY CLAUSE:** no

**INTRODUCED:** 01/29/2014

**ENACTED:** 07/16/2014

**DISPOSITION:** Enacted

**LOCATION:** Chaptered

**CHAPTER:** 127

**SUMMARY:**

Extends the provisions of the Personal Income Tax Law that authorizes an individual to contribute amounts in excess of his or her tax liability for the support of specified funds, including, among others, the firefighters' Memorial Fund and the Peace Officer Memorial Foundation Fund.

**STATUS:**

07/16/2014 Signed by GOVERNOR.

07/16/2014 Chaptered by Secretary of State. Chapter No. 127

**PRIVATE FILE:** Master

**Agenda:** 2014

**Position:** Support

**Subject:** Legislation

CA AB 2151

**AUTHOR:** Wagner [R]

**TITLE:** Counties: Search or Rescue: Costs

**FISCAL COMMITTEE:** no

**URGENCY CLAUSE:** no

**INTRODUCED:** 02/20/2014

**LAST AMEND:** 08/11/2014

**DISPOSITION:** To Governor

**LOCATION:** Enrolled

**SUMMARY:**

Provides that whenever a county or city and county either receives a reimbursement claim from another county or city and county for a search or rescue, or conducts its own search or rescue, of one of its residents who is a specified age or older, the county of city and county may in turn seek reimbursement for the actual costs incurred from that resident, the use of extraordinary methods caused by specified acts or omissions. States the

maximum reimbursement. Requires an ordinance for reimbursement.

**STATUS:**

08/20/2014 Enrolled.  
**PRIVATE FILE:** Master  
**Agenda:** 2014  
**Position:** Support  
**Priority:** High

CA AB 2162

**AUTHOR:** Fox [D]  
**TITLE:** Fire Protection: Elderly Residential Care Facilities  
**FISCAL COMMITTEE:** yes  
**URGENCY CLAUSE:** no  
**INTRODUCED:** 02/20/2014  
**LAST AMEND:** 04/22/2014  
**DISPOSITION:** Failed  
**LOCATION:** ASSEMBLY  
**SUMMARY:**

Requires a residential care facility for the elderly or an adult residential facility that has a valid license as of specified dates, to have installed and maintained, on or after a specified date, an operable automatic fire sprinkler system approved by the State Fire Marshal. Requires the State Fire Marshal to adopt regulations to implement these provisions. Limits specified inspection fees related to the sprinkler system.

**STATUS:**

06/05/2014 From ASSEMBLY Committee on GOVERNMENTAL ORGANIZATION without further action pursuant to JR 62(a).  
**PRIVATE FILE:** Master  
**Agenda:** 2014  
**Position:** Support

CA AB 2438

**AUTHOR:** Lowenthal B [D]  
**TITLE:** Vehicles: Firefighter Endorsements  
**FISCAL COMMITTEE:** no  
**URGENCY CLAUSE:** no  
**INTRODUCED:** 02/21/2014  
**ENACTED:** 07/08/2014  
**DISPOSITION:** Enacted  
**LOCATION:** Chaptered  
**CHAPTER:** 97  
**SUMMARY:**

Revises the licensing requirement for a person who conducts driver training to include a person who possesses a class C license with a firefighter endorsement.

**STATUS:**

07/08/2014 Signed by GOVERNOR.  
 07/08/2014 Chaptered by Secretary of State. Chapter No. 97  
**PRIVATE FILE:** Master  
**Agenda:** 2014  
**Position:** Support

CA SB 930

**AUTHOR:** Berryhill T [R]  
**TITLE:** Arson  
**FISCAL COMMITTEE:** yes  
**URGENCY CLAUSE:** yes

**INTRODUCED:** 02/03/2014  
**LAST AMEND:** 03/28/2014  
**DISPOSITION:** To Governor  
**LOCATION:** To Governor  
**SUMMARY:**

Reenacts existing law that defines the crime of aggravated arson, and makes a person guilty of that crime if the person has been previously convicted of arson on one or more occasions within the past 10 years, or if the fire caused damage to, or the destruction of 5 or more inhabited structures. Increases the requisite amount of property damages and other losses that is the threshold for determining aggravated arson.

**STATUS:**

08/25/2014 \*\*\*\*\*To GOVERNOR.  
**PRIVATE FILE:** Master  
**Agenda:** 2014  
**Position:** Support  
**Subject:** Fire\_Prevention

CA SB 1367

**AUTHOR:** Anderson [R]  
**TITLE:** Sales and Use Taxes: Exemption: Public Safety  
**FISCAL COMMITTEE:** yes  
**URGENCY CLAUSE:** no  
**INTRODUCED:** 02/21/2014  
**DISPOSITION:** Pending  
**LOCATION:** Senate Governance and Finance Committee  
**SUMMARY:**

Exempts from sales taxes the gross receipts from the sale in this state of, and the storage, use, or other consumption in this state of, any public safety first responder vehicle and any equipment required on those vehicles purchased by a local public agency.

**STATUS:**

05/14/2014 In SENATE Committee on GOVERNANCE AND FINANCE:  
Failed passage.  
**PRIVATE FILE:** Master  
**Agenda:** 2014  
**Position:** Support

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

Jay Barkman, Legislative Analyst  
Support Services Department  
[jaybarkman@ocfa.org](mailto:jaybarkman@ocfa.org)  
(714) 573-6048

Attachment:

State Lobbyist Report (to be provided under separate cover)