



Todd Harms
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

BOARD OF DIRECTORS - REGULAR MEETING Thursday, February 27, 2020 – 6:00 PM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

Jennifer Sheetz
Board President
Division 5

Matt Kelly
Board Vice President
Division 7

Cynthia Saylors
Board Secretary
Division 1

Grant Goold
Board Member
Division 2

Randy Orzalli
Board Member
Division 3

Ted Wood
Board Member
Division 4

D'Elman Clark
Board Member
Division 6

Gay Jones
Board Member
Division 8

Jim Barnes
Board Member
Division 9

The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.

CALL TO ORDER

PLEDGE TO FLAG

METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Monday, March 2nd at 3:00 pm and Tuesday, March 3rd at 9:00 am on Channel 14; Webcast at www.sacmetro cable.tv.

The open session Meetings are also available for viewing on the District website at www.metrofire.ca.gov.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA

*The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may in the interest of time and good order limit the number of public member presentations. Speakers' comments will be limited to **three minutes** (Per Section 31 of the Board of Directors Policies and Procedures).*

In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.

CONSENT ITEMS

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

Serving Sacramento and Placer Counties



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 27, 2020

	<u>Page No.</u>
CONSENT ITEMS	
1. Action Summary Minutes Recommendation: Approve the Action Summary Minutes for the Regular Board meeting of February 13, 2020.	5
2. 2020 Strategic Plan Recommendation: Approve the 2020 Strategic Plan as recommended during the Special Board Meeting on November 9, 2019 and authorize staff to create a workbook.	9
3. Image Trend Contract Renewal & NFIRS Uplift Recommendation: Approve the Image Trend contract renewal and uplift for an amount not to exceed \$148,248.	14
 PRESENTATION ITEMS	
1. Fiscal Year 2018/19 Annual Reports <i>(Amanda Thomas, Chief Financial Officer and Ingrid Sheipline, CPA)</i>	29
A. Comprehensive Annual Financial Report (CAFR) ** RFB Separate Attachment Recommendation: Receive Presentation. No action required.	31
B. Governance Letter Recommendation: Receive Presentation. No action required.	32
C. Compliance Report Recommendation: Receive Presentation. No action required.	36
D. Appropriations Limit Testing Recommendation: Receive Presentation. No action required.	38
2. Fiscal Year 2018/19 Community Annual Report (CAR) <i>(Amanda Thomas, Chief Financial Officer)</i> Recommendation: Receive presentation, no action required.	41
 ACTION ITEMS	
1. Award Recommendation – RFB 19-14 Structural Firefighting Particulate Blocking Hoods and Structural Firefighting Gloves <i>(Mark Jones, Purchasing Manager)</i> Recommendation: Award RFB 19-14 to the recommended vendors for each corresponding garment.	58
2. Nomination to Sacramento LAFCo's Special District Advisory Committee <i>(Board Clerk Penilla)</i> Recommendation: Nominate a Board Member to be considered for appointment by Sacramento Local Agency Formation Commission (LAFCo) to their Special District Advisory Committee (SDAC).	60



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REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 27, 2020

3. **California Special District Authority (CSDA) Nominations for the Sierra Network, Seat C (Board Clerk Penilla)** 64
Recommendation: Nominate a member of the Board of Directors to be placed on the election ballot for the Sierra Network, Seat C on the CSDA Board.

REPORTS

1. **PRESIDENT'S REPORT**—(President Sheetz)
2. **FIRE CHIEF'S REPORT**—(Chief Harms)
OPERATIONS' REPORT – (Deputy Chief Bridge)
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT**
4. **COMMITTEE AND DELEGATE REPORTS**
All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.
 - A. **Executive Committee** – (President Sheetz)
Report Out: February 27, 2020 at 5:00 PM
Next Meeting: TBD
 - B. **Communications Center JPA** – (DC Shannon)
Report Out: February 25, 2020 at 9:00 AM
Next Meeting: March 10, 2020 at 9:00 AM
 - C. **California Fire & Rescue Training JPA** – (DC Shannon)
Next Meeting: April 16, 2020 at 4:00 PM
 - D. **Finance and Audit Committee**
Report Out: February 27, 2020 at 5:15 PM
Next Meeting: March 26, 2020 at 5:30 PM
 - E. **Policy Committee** – (Director Goold)
Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

CLOSED SESSION

1. **Pursuant to California Government Code Section 54956.9 (a) –one (1) matter of Workers Compensation Settlement Authority.**
Ryan Lowry and the Sacramento Metropolitan Fire District
Claim # SMDI – 549687 – Workers Compensation Settlement Authority
Colin Connor of Lenahan, Lee, Slater, Pearce & Majernik.
2. **PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**
Pursuant to California Government Code Section 54957
Fire Chief Employment



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REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 27, 2020

ADJOURNMENT

NEXT BOARD MEETING(S):

Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District, 10545 Armstrong Avenue, Mather, CA

- Next Regular Board Meeting – March 12, 2020 at 6:00 PM


The following action and presentation items are scheduled for the next board meeting agenda. Board members are requested to identify additional action or presentation items they desire to be scheduled on the agenda.

ANTICIPATED AGENDA ITEMS: Ambulance RFP Presentation
Mid-Year Budget FY 2019/2020

Posted on February 24, 2020

Melissa Penilla, Clerk of the Board

* No written report

**  Separate Attachment

DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, February 13, 2020
10545 Armstrong Avenue – Board Room
Mather, California

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Sheetz. Board members present: Barnes, Clark, Jones, Orzalli, Saylor, Sheetz, and Wood. Board members absent: Goid and Kelly. Staff present: Chief Harms, General Counsel Lavra, and Clerk Penilla.

PLEDGE TO FLAG

PUBLIC COMMENT:

Firefighter Tyler Craft from Rescue 21, B Shift, and spokesperson for the Firefighters Burn Institute thanked everyone who participated in Fill the Boot for Burns over the past weekend. He was incredibly grateful for the support from the Board, Executive Staff, Local 522, Support Staff Logistics, Fleet, Dozer, and Station 62. Also, this year's safety fair drew approximately 2,000 people, he is hopeful more people will become interested in careers at Metro Fire through events like this, Fire Camp, and the ROP program at Del Campo. He presented Metro Fire and the Board with a plaque thanking them for their efforts in helping raise over \$185,000, which is \$15,000 over last year. Metro Fire also won the Chief's challenge, and Joe Pick will be back for another meeting to present that award to Chief Harms.

CONSENT ITEMS

Action: Moved by Jones, seconded by Clark, and carried unanimously by members present to adopt the Consent Calendar as follows:

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Regular Board meeting of January 23, 2020.
Action: Approved Action Summary Minutes.
- 2. Boundary Lot Adjustment – Future Fire Station 68**
Recommendation: Adopt a resolution authorizing the Fire Chief to execute all necessary documents to complete the lot line adjustment.
Action: Adopted Resolution No. 2020-001.
- 3. Agreement for Services of an Executive Director at SRFECC**
Recommendation: Approve the agreement and authorize the Fire Chief to execute the agreement for services.
Action: Approved the agreement and authorized the Fire Chief to execute the agreement.
- 4. Revision to the Positions and Authorization Document (PAD)**
Recommendation: Authorize the revisions to the PAD.
Action: Authorized the revisions to the PAD.

PRESENTATION ITEMS

1. **10 Years of Service to Director Orzalli** (*Chief Harms*)
Recommendation: Receive presentation. No action required.
Action: Presentation received, no action taken.

REPORTS

1. **PRESIDENT'S REPORT:** No report.

2. **FIRE CHIEF'S REPORT:**

When Chief Harms first came to Metro Fire he learned about Fill-the-Boot and how it was different than his previous experience, with people sleeping in the bucket, running through the streets, and a Chief's challenge. It is a great event, and FF Craft is great representatives of the community and the District. He thanked everyone who participated and contributed to the event.

Recruitment

Currently recruiting for two positions, Safety Specialist and Logistics Technician.

Meetings

1/29, Labor Management Collaboration Meeting covered a number of issues including:

- Engineers Exam Date
- Flex Medic and 24 Hour Coverage
- Tactical Training
- HQ, Comm Center, and Training JPA
- Recruit Class Field Experience

1/30-1/31: Participated in Large District/Authority Roundtable Meeting

- "CBD" and Drug Testing
- Community Development Strategies
- Programs that address the increase in PTSD and behavioral health

2/11 Bridging the Generational Gap: Providing Peer Support from Newly Hired to Past Retired with Dr. Lori Moore-Merrell. She talked about the different generations and how they work together.

2/12, Sacramento Regional Chief Officers Summit. Metro Fire hosted 100 officers from around the region with the day covering the following areas:

- Regional Chiefs discussion panel
- Generational Differences within the Fire Service with Dr. Lori Moore-Merrell
- Operations Chiefs discussion panel
- A Senior Fire Officer's Guide to Today's Buildings on Fire with Chief Christopher Naum

Upcoming Events

2/20, Annual Awards Gala

- Honoring members selected for Member of the Year, Peer Recognition and Commendation, and Company Commendation for 2019

3/11, Line of Duty Death – Station Dedication

- St 65, will be dedicated to Captain Jim "Peet" Peterson who passed away on December 15, 2008.

OPERATIONS REPORT

Assistant Chief Lozano reported out for the Operations Division. Since the Board Meeting on January 23rd we have responded to 5,755 calls with 16 structure fires. The busiest engine is E53 with 303 responses, and M24 with 309 responses.

He shared details on a fire that took place on February 5th in Citrus Heights on Indian River Road. Units were dispatched for a house fire with reports of four people trapped inside. En route dispatch provided an update that flames were coming up the stairwell, while two people were downstairs and two people upstairs on the balcony. The first truck performed a primary search and laddered the charlie-side balcony and assisted two people down, with three people accounted for, crews did both a primary and secondary search. It was later confirmed the fourth resident had left the residence prior to the start of the fire. The fire was knocked down quickly, and this is another example of the teamwork demonstrated by Metro Fire members.

3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT:** No report.

4. **COMMITTEE AND DELEGATE REPORTS**

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

A. **Executive Committee – (President Sheetz)**

Next Meeting: February 27, 2020 at 5:00 PM

B. **Communications Center JPA – (DC Shannon)**

Report Out: February 11, 2020 at 9:00 AM
3121 Gold Canal
Rancho Cordova, CA 95670

During the last meeting they revised the Position Authorization Document to add five dispatchers. Also, they are expecting Deputy Director House to return from extended leave, and they are very excited to have her back.

Next Meeting: February 25, 2020 at 9:00 AM

C. **California Fire & Rescue Training JPA – (DC Shannon)**

Next Meeting: April 16, 2020 at 4:00 PM

D. **Finance and Audit Committee**

Next Meeting: February 27, 2020 at 5:15 PM

E. **Policy Committee**

Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

The Board collectively congratulated Director Orzalli on 10 years of service.

Director Orzalli appreciates the opportunity to serve Metro Fire.

Director Wood thanked FF Craft for spending time in the bucket during the fill-the-boot last weekend, and for volunteering all year to support the Firefighters Burn Institute. It is great to see the support from fire agencies across the region.

Director Clark congratulated Chief Harms for winning the Chief's Challenge. He wished everyone a Happy Valentine's Day.

Director Jones thanked everyone for supporting the Firefighters Burn Institute. She will be representing Special Districts at the LAFCo Meeting in San Diego in the next few weeks.

Director Barnes thinks it's great that the public supports public safety through events like fill-the-boot. The Guns and Hoses event was very successful this year with over 10,000 people attending the game. He thanked Chief Harms for the support, and the event raised over \$100,000.

Director Saylor attended a Milo and Moxie presentation. It was impressive to see the kids absorbed in the topic and learning about fire protection plans. She thanked Fire Marshal Barsdale for the invite. She also attended fill-the-boot and the chief's summit, both were great events.

Director Sheetz attended the fill-the-boot and it is incredible how much money was raised. She plans to attend the Awards Gala at the Station Dedication.

ADJOURNMENT

The meeting was adjourned at 6:26 pm.

Jenifer Sheetz, President

Cynthia Saylor, Secretary

Melissa Penilla, Board Clerk



Sacramento Metropolitan Fire District

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TODD HARMS
Fire Chief

DATE: February 27, 2020
TO: Board of Directors
SUBJECT: 2020 Strategic Plan

TOPIC

Consider final adoption of the 2020 Strategic Plan.

BACKGROUND

At the Special Board Meeting on November 9, 2019, the Board met with Tim Dunkin from Dunkinworks, Chief Harms, the Executive Team, and General Staff to develop a new Strategic Plan that would guide Metro Fire on a transparent and deliberate path going forward.

The goal of this Strategic Plan is to focus on 3-5 key strategies reflective of Board Leadership in the following areas: maintaining the District in alignment with the mission, oversight of programmatic services, oversight of fiscal responsibility, and sustainability in a variety of ways including culture. One thing to keep in mind is for the Strategic Plan to not to focus on the approximate 85% of the budget that is already dedicated to resources, but rather areas that can be given Board direction.

DISCUSSION

The mission of Metro Fire is to provide professional and compassionate protection, education, and service to our community. With that comes several big areas of focus: people, service delivery, infrastructure or asset management, budget sustainability, forecasting for the future, partnerships and optics management, community engagement, and communication.

The Board selected five key strategies:

Members – People of Metro Fire

Capital Assets

Service Delivery – All services & programs

Financial Management

External Engagement

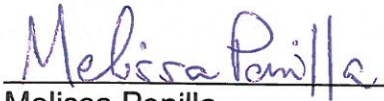
Next, the Board assigned initiatives to each strategy, along with projects with desired outcomes. Lastly, the Board prioritized each of the projects with an A – already in process, B – coming soon, or C – on radar and will come at a later time.

This Strategic Plan becomes a tool used on an ongoing basis, potentially looked at on a quarterly basis, utilized as a management tool. This helps the Board and staff know where Metro Fire is on the path going forward. It also gives the Board an opportunity to reprioritize this document, with a full review once per year.

RECOMMENDATION

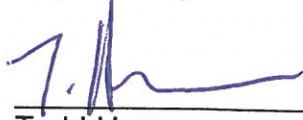
Staff recommends approval of the 2020 Strategic Plan and authorize staff to create a workbook. The workbook will be utilized throughout the duration of the plan for tracking purposes.

Submitted by:



Melissa Penilla
Clerk of the Board

Approved by:



Todd Harms
Fire Chief

Sacramento Metropolitan Fire District: 2020 Strategic Plan

Mission: To provide professional and compassionate protection, education, and service to our community.
Priority Descriptions: A – already in process, B – coming soon, or C – on radar and will come at a later time

Strategic Elements	Initiatives	Projects	Outcome	Who	Priority	
Members People of Metro Fire	1 <i>Culture</i> (the values, principles & dynamics of Metro Fire)	1a Implementation of the Metro Way	1a Ongoing process of integrating Metro Way throughout the organization	1a x	1a A	
		1b Member for Life Program	1b Means for continued participation in Metro beyond retirement	1b x	1b B	
	2 <i>Professional Development</i> (training, mentoring, ed)	2a Review of Professional Development Program (PDP)	2a Analysis of current activities & future options for enhancement	2a x	2a A	
	3 <i>Health & Well-Being</i> (of all current & retired members)	3a Risk Management Analysis 3b Wellness Center Plan	3a Analysis of current liability & safety trends; options to address 3b Centralized resource for physical, emotional, psychological & life stages needs	3a x 3b x	3a A 3b C	
Service Delivery All services & programs	4 <i>Recruitment & Retention</i>	4a Hiring Plan	4a Comprehensive approach to career development & hiring, inc. diversity development plan, EMT to paramedic transitions & K-12 career exploration	4a x	4a A	
		1a <i>Best Practices</i> (ensuring high standards)	1a EMS Service Delivery	1a Consideration of best approach, processes & equipment for EMS	1a x	1a A
		1b Emergency Response Allocation	1b Emergency Response Allocation	1b Consideration of best resource allocation: human & equipment	1b x	1b A
		1c Special Operations	1c Special Operations	1c Consideration of best approach & ROI for special needs & events	1c x	1c A

Strategic Elements	Initiatives	Projects	Outcome	Who	Priority
Capital Assets	2 Administrative Coordination (inter disciplinary)	2a Fire Dispatch Operational Analysis	2a Analysis & recommendations for enhanced effectiveness & efficiencies in communication, data & coordination	2a x	2a A
	3 Sustainability (inc standards of coverage, regulatory analysis)	3a Standards of Coverage Analysis	3a Comprehensive analysis of current & future coverage	3a x	3a C
		3b Data Analysis: Manual to Automation	3b Transition from current manual systems to fully automated systems at multiple levels	3b x	3b B
		3c CRD Strategic Plan	3c Articulated plan for current & future activities & resources	3c x	3c C
	4 Accreditation	4a Research Fire Service Accreditation	4a Initial analysis of requirements, processes & potential benefits of national accreditation	4a x	4a C
	1 Real Property	1a Capital Improvement Plan (CIP)	1a Comprehensive analysis & plan for maintenance, repair & replacement of all assets, inc. funding	1a x	1a A
		1b Real Estate Plan	1b Analysis & recommendations for the utilization of all real property	1b x	1b A
	2 Vehicles & Apparatus	2a CIP	2a Comprehensive analysis & plan for maintenance, repair & replacement of all assets, inc. funding	2a x	2a A
		2b Risk Management Analysis	2b Analysis of current liability & safety trends; options to address	2b x	2b A
	3 Professional Equipment	3a CIP	3a Comprehensive analysis & plan for maintenance, repair & replacement of all assets, inc. funding	3a x	3a A

Strategic Elements	Initiatives	Projects	Outcome	Who	Priority
Financial Management	1 New Revenues (all potential new sources)	1a Analysis of Future Consolidation Options	1a Consideration & evaluation for expansion of Metro Fire	1a x	1a B
		1b Analysis of New Revenue Opportunities	1b Catalog of sources & processes to access all revenue options	1b x	1b A
	2 Current Revenue Maintenance (both sources & budgetary mgmt)	2a Fee Studies	2a Analysis & recommendations for modifications to current fee structures	2a x	2a A
		3 Future Projections (any future impact study)	3a Annual Budget with Multi-year Projections	3a The addition of multiple year projections & impact analysis for key annual budget elements	3a x
	External Engagement		1 Partners (formal & informal)	1a Improved Metro Fire Visibility	1a x
		2 Communications & Marketing	2a Communications Strategy	2a Comprehensive plan for consistent messaging, audience management & content	2a x
3 Community Outreach			3a K-12 Engagement	3a Assessment of current & future K-12 options & activities, inc both educational services & career awareness	3a x



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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Date: February 27, 2020
TO: Board of Directors
FROM: Barbara Law, Assistant Chief EMS
SUBJECT: ImageTrend Contract Renewal & NFIRS Uplift

TOPIC

Staff is seeking approval for the purchase of software and services necessary to renew our existing contract with ImageTrend and add on additional modules to support NFIRS, investigations, and data analytics.

BACKGROUND

Metro Fire has maintained a contract with ImageTrend since September 2014, which began with the implementation of our Electronic Patient Care (ePCR) System. We are now ready to upgrade our fire reporting (NFIRS), arson investigations, and data analytics systems to be technologically in line with the ePCR system.

DISCUSSION

Since the implementation of the ePCR system, we've experienced numerous advances in technology and the EMS system itself. ImageTrend is already integrated with CAD, local hospitals, neighboring agencies, and the LP15 monitors we upgraded late last year, to name a few. EMS System Technicians have received specialized training in the ImageTrend program, and work with a specially-assigned ImageTrend account advisor regularly to maintain system optimization.

Our current fire NFIRS reporting system, Firehouse, has been utilized since 2005 and cannot adequately support the needs of an agency as large as the District. In the field, crews are familiar with the ImageTrend user interface, which will assist with training in the new NFIRS system. This system will not only allow for the production of fire reports, the data collection and built-in tools will provide the reports needed for budgeting, grants, training, and more. The ImageTrend Investigations module will allow fire investigators to document all aspects of their investigation, including things such as witnesses, evidence grids, and weather related information.

Customized, predefined analytics provided by the ImageTrend Continuum module will allow active data monitoring to enhance patient care and the statistics used in

operational and administrative decision making. Continuing and uplifting our contract with ImageTrend will benefit the District as a whole.

FISCAL IMPACT

The cost of the renewal of our current ImageTrend contract services is \$50,593, which is included in the final FY 19/20 budget. The implementation of the NFIRS uplift, including the arson investigation and continuum modules, totals \$97,655 for the first year. The anticipated date to go live is July 1, 2020. An anticipated purchase of narcotics safes was not executed as planned, with a more cost effective option being chosen in the end. This left us with \$62,400 available in account A.EMS.225200, which is available for transfer to complete the ImageTrend uplift, with the remaining \$35,255 requested in the mid-year budget.

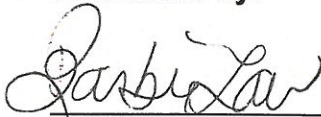
LEGAL IMPACT

No legal impact known.

RECOMMENDATION

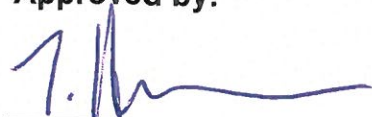
Staff recommends the Board of Directors approve the ImageTrend contract renewal and uplift for the amount not to exceed \$148,248.

Submitted by:



Barbie Law
Assistant Chief, EMS

Approved by:



Todd Harms
Fire Chief

SOFTWARE OR SERVICES AGREEMENT AMENDMENT

Contract Details			
Original Contract Number ("Original Contract")	14-EMS-IMG-01	Amendment Contract Number	00001025.0

This Agreement (hereinafter referred to as this "Agreement") is made as of the date executed by the last of the parties named below:

BETWEEN: ImageTrend, Inc. Minnesota corporation (hereinafter "ImageTrend")

AND: Sacramento Metropolitan Fire District (hereinafter "Client").

The Client and ImageTrend mutually agree to the following changes to the Original Contract between Sacramento Metropolitan Fire District and ImageTrend, Inc.

1. The term of the Original Contract shall be extended another three (3) years to include September 22, 2019 to September 21, 2022.
2. The Exhibit B – Pricing Agreement attached to the Original Contract is replaced in its entirety with the attached Exhibit B – Pricing Agreement.
3. The following product(s) are hereby deleted from Exhibit B – Pricing Agreement beginning 01/01/2020:
 - MyFax Integration Annual Support
4. The attached Service Level Agreement incorporated herein replaces any previously agreed upon version of a Service Level Agreement.
5. Out of Scope customization is \$175.00/hour and performed only under mutually agreed upon Statement of Work.

IN WITNESS WHEREOF: the undersigned parties, each having authority to bind their respective organizations, hereby agree

<p>Client</p> <hr/> <p>Signature:</p> <hr/> <p>Print Name:</p> <hr/> <p>Title:</p> <hr/> <p>Date:</p> <hr/>	<p>ImageTrend</p> <hr/> <p>Signature:</p> <hr/> <p>Print Name:</p> <hr/> <p>Title:</p> <hr/> <p>Date:</p> <hr/>
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EXHIBIT B - PRICING AGREEMENT

The prices for the below New Elite Rescue Uplift Products.

New Elite Rescue Uplift Product One Time Fees

Description	SKU	Unit Price	Qty	Extended Amount
Upgrade EMS NFIRS to Rescue SaaS Setup	ELT.003.002.018	\$3,000.00	1	\$3,000.00

Total New Elite Rescue Uplift Product One-Time Fees: \$3,000.00

New Elite Rescue Uplift Product Recurring Fees

Description	SKU	Unit Price	Qty	Extended Amount	Custom Description
Upgrade EMS NFIRS to Rescue - SaaS Additional Annual	ELT.001.002.034	\$15,905.00	1	\$15,905.00	

Total New Elite Rescue Uplift Product Recurring Fees: \$15,905.00

The prices for the below EMS Products are based on the following SaaS transaction volumes, as provided by Client:

82,000 EMS incidents annually
18,000 NFIRS incidents annually

Total annual incidents: 100,000

New Elite Rescue Uplift Add-On Product Recurring Fees

Description	SKU	Unit Price	Qty	Extended Amount	Custom Description
Investigations	ELT.001.002.018	\$15,000.00	1	\$15,000.00	
Continuum®	CTM.001.002.001	\$46,500.00	1	\$46,500.00	
Continuum® EMS Content Package	CTM.001.002.002	\$0.00	1	\$0.00	
Continuum® Fire Content Package	CTM.001.002.003	\$0.00	1	\$0.00	
EMS Performance Insight	CTM.001.002.021	\$0.00	1	\$0.00	
Elite Site to Site Transfers	ELT.002.010.011	\$0.00	1	\$0.00	Transfer to Folsom Fire Department Site, Cosumnes FD, Wilton FD, Sacramento County Airport FD
CARES Export	ELT.002.010.001	\$5,000.00	1	\$5,000.00	

Total Elite Rescue Uplift Add-On Product Recurring Fees: \$66,500.00

New Elite Rescue Uplift Add-On Product One Time Fees

Description	SKU	Unit Price	Qty	Extended Amount
Add CAD NFIRS to Existing CAD FEED	ELT.002.007.069	\$1,750.00	1	\$1,750.00
Travel	ELT.006.003.008	\$1,750.00	2	\$3,500.00
Onsite Training Session - 8 Hours	ELT.006.003.004	\$1,400.00	4	\$5,600.00
Webinar Training 2hr Session	ELT.006.003.009	\$350.00	4	\$1,400.00

Total Elite Rescue Uplift Add-On Product One-Time Fees: \$12,250.00

TOTAL YEAR 1: \$97,655.00

Renewal Recurring Fees

Description	SKU	Unit Price	Qty	Extended Amount	Custom Description
Elite EMS Annual Support		\$11,536.00	1	\$11,536.00	To be invoiced in March as contracted
Elite EMS Annual Hosting		\$17,922.00	1	\$17,922.00	To be invoiced in March as contracted
Elite Field Annual Support		\$9,888.00	1	\$9,888.00	To be invoiced in March as contracted
Hospital Information Hub Annual Support		\$1,648.00	1	\$1,648.00	To be invoiced in March as contracted
CAD Integration Annual Support		\$1,318.00	1	\$1,318.00	To be invoiced in March as contracted
CAD Integration Annual Hosting		\$4,326.00	1	\$4,326.00	To be invoiced in March as contracted
Visual Informatics Annual Support		\$3,955.20	1	\$3,955.20	To be invoiced in March as contracted

Send Invoices To:

Barbara Law
 law.barbara@smfd.ca.gov
 10545 Armstrong Ave. #200
 Mather, California 95655

Payment Terms:

1. "New Elite Rescue Uplift Product One Time Fees" and "New Elite Rescue Uplift Add-On Product One Time Fees" are due once, as specified by the Milestone terms below.
2. "New Elite Rescue Uplift Product Recurring Fees" and "New Elite Rescue Uplift Add-On Product One Time Fees" are annual fees which recur each year. They are due on each anniversary of the fee, with the start date beginning upon completion as specified by the Milestone terms below. The New Product Recurring Fees will escalate in price annually by 3% beginning on 12/04/2020 and each year thereafter.
3. "Renewal Recurring Fees" will be invoiced annually in March and June as described above. The Renewal Recurring Fees will escalate in price annually by 3% beginning in March 2021 and each year thereafter.
4. ImageTrend may temporarily suspend performance (e.g. cease to provide access, hosting, support) due to Client's breach of contract provided Client shall have 30 days to cure such breach before ImageTrend may suspend performance.
5. ImageTrend may charge to Client a late fee of 1.5% per month, or the highest rate allowed under the law, whichever is lower, on any overdue amounts. Client also agrees ImageTrend may charge to Client all reasonable costs and expenses of collection, including attorneys' fees where, in ImageTrend's discretion, payments are consistently deficient or late.
6. All Annual SaaS Fees are based upon anticipated transaction volumes (as provided by Client) and are subject to an annual usage audit. ImageTrend reserves the right to increase fees in accordance with increased transaction volume per the Unit Price listed in the tables above.
7. ImageTrend will not be responsible for third-party fees related to this Agreement unless specifically outlined by this Agreement

MILESTONE 1

Site Available. ImageTrend software is available via the Web. This Site Available Milestone is complete when ImageTrend has provided Client: 1) at least one web URL to the ImageTrend software, and 2) a system administrator account with login credentials, and 3) Client is able to log into the ImageTrend software at that URL.

Description	Unit Price	Quantity	Extended Amount
Upgrade EMS NFIRS to Rescue - SaaS Additional Annual	\$15,905.00	1	\$15,905.00
Add CAD NFIRS to Existing CAD FEED	\$1,750.00	1	\$1,750.00
Upgrade EMS NFIRS to Rescue SaaS Setup	\$3,000.00	1	\$3,000.00
Investigations	\$15,000.00	1	\$15,000.00
Continuum®	\$46,500.00	1	\$46,500.00
Continuum® EMS Content Package	\$0.00	1	\$0.00
Continuum® Fire Content Package	\$0.00	1	\$0.00
EMS Performance Insight	\$0.00	1	\$0.00
CARES Export	\$5,000.00	1	\$5,000.00
Milestone 1 Total			\$87,155.00

MILESTONE 2

Go Live. The parties understand that while the system can be infinitely configured and refined, that the software system must reach a level of readiness and it must "go-live" for usage by the end-users in its intended use cases. Client may desire staged roll out of different features or products for large implementations, or Client may desire to have all functions go live all at once. In the interest of defining a fair and objective measurement point, this Go Live Milestone will be complete when the Client's Software system processes, receives, transmits, generates, or otherwise interacts with the first non-test data record, excluding non-test data which is migrated on a one-time basis from another system.

Description	Unit Price	Quantity	Extended Amount
Travel	\$1,750.00	2	\$3,500.00
Onsite Training Session - 8 Hours	\$1,400.00	4	\$5,600.00
Webinar Training 2hr Session	\$350.00	4	\$1,400.00
Elite Site to Site Transfers	\$0.00	1	\$0.00
Milestone 2 Total			\$10,500.00

SERVICE LEVEL AGREEMENT ATTACHMENT

This attachment exists for the purpose of creating an understanding between ImageTrend and Client who elects to host the application on **ImageTrend's servers**. It is part of our guarantee for exceptional service levels for as long as the system annual support fee is contracted. This Service Level Agreement (SLA) applies to any site or application hosted in our datacenter as contracted.

Hosting at the ImageTrend's Datacenter

ImageTrend's hosting environment provides 99.5% availability and is comprised of state-of-the-art Blade Servers and SAN storage that are configured with the no single point of failure through software and infrastructure virtualization, blade enclosure redundancies and backup storage policies. Our Microsoft SOFS SAN has a fiber channel backend, has dual storage controllers with redundant power supplies and redundant paths to disk, and hot swappable drives. We do offsite replication to disk on a second SAN. Scheduled maintenance and upgrades do not apply to the system availability calculation and all Clients are properly notified of such scheduled occurrences to minimize accessibility interruptions. Maintenance occurs the last Wednesday of each month between 9 and 11pm Central.

Hardware

ImageTrend server hardware is configured to prevent data loss due to hardware failure and utilize the following to ensure a quick recovery from any hardware related problems.

- Independent Application and Database Servers
 - Microsoft SQL Server 2014
 - Microsoft Windows Server 2016
- Redundant Power Supplies
- Off-Site Idle Emergency Backup Servers (optional)
- Cisco 5516x ASA Firewall with IDS/IPS and VPN
- Redundant Disk configuration
- Disk Space allocation and Bandwidth as contracted

Physical Facility

The ImageTrend utilizes industry leading colocation facilities are located in Eagan, Minnesota and Dallas Forth-Worth. Requirements such as power supply and power conditioning, normal and peak bandwidth capacity, security and fail over locations are all part of an overall strategy to provide the most reliable hosting facility possible.

- UL Certified® containerized power units feed each data hall
- High-efficiency Tri-mode cooling design & delivery offers PUE reduction
- Diverse & secure utility entry points
- Dual MMRs (Meet-Me-Rooms) offer unsurpassed network-neutral fiber interconnection to a multitude of providers
- Independent on-site A & B power generation

- Multi-MegaWatt utility feeds in a fully redundant (2N) A/B configuration
- 20MW of power capacity

Data Integrity

ImageTrend applications are backed up daily allowing for complete recovery of data to the most recent backup:

- Daily Scheduled Database and Application Backups.
- Daily Scheduled backup Success/Failure notification to ImageTrend staff

Application and Hosting Support

ImageTrend provides ongoing support as contracted for their applications and hosting services, including infrastructure. This includes continued attention to product performance and general maintenance needed to ensure application availability. Support includes technical diagnosis and fixes of technology issues involving ImageTrend software. ImageTrend has a broad range of technical support services available in the areas of:

- Web Application Hosting and Support
- Subject Matter Expert Application Usage Support
- Web Application Development/Enhancement
- Database Administration/Support
- Project Management
- Systems Engineering/Architecture

ImageTrend offers multi-level technical support, based on level-two user support by accommodating both the general inquiries of the administrators and those of the system users. We will give the administrators the ability to field support for the system as the first level of contact while providing them the option to refer inquiries directly to ImageTrend.

ImageTrend's Support Team is available online 24/7 at www.imagetrend.com/support with the call center staffed Monday through Friday from 7:30 am to 6:00 pm CST at

Toll Free: 1-888-469-7789

Phone: 952-469-1589

Online Support

ImageTrend offers an online support system which incorporates around-the-clock incident reporting of all submitted tickets to ImageTrend's application support specialists. Once a Client submits a support ticket, he or she can track the progress with a secure login to the support application. The system promotes speedy resolution by offering keyword-based self-help services and articles in the knowledgebase, should Clients wish to bypass traditional support services. Ticket tracking further enhances the efforts of Support Desk personnel by allowing ImageTrend to identify patterns which can then be utilized for improvements in production, documentation, education and frequently asked questions to populate the knowledgebase. The support ticket tracking system ensures efficient

workflow for the support desk specialists while keeping users informed of their incident’s status. Support patterns can be referenced to populate additional knowledgebase articles.

Incident Reporting Malfunctions

ImageTrend takes all efforts to correct malfunctions that are documented and reported by the Client. ImageTrend acknowledges receipt of a malfunction report from a Client and acknowledges the disposition and possible resolution thereof according to the chart below.

Severity Level	Example	Acknowledgement of Error Notice	Goal timeline to respond with resolution plan
High/Site Down	<ul style="list-style-type: none"> - Complete shutdown or partial shutdown of one or more Software functions - Access to one or more Software functions not available - Major subset of Software application impacted that is necessary for usage of the software 	Within one (1) hour of initial notification during business hours or via support.imagetrend.com	Six hours
Medium	<ul style="list-style-type: none"> - Minor subsystem failure -Data entry or access impaired on a limited basis. 	Within four (4) hours of initial notification	24 Business hours
Low	<ul style="list-style-type: none"> - User error (i.e. training) or forgotten passwords - Issue can or must be delegated to local Client contact as a first level of response for resolution 	Same day or next business day of initial notification	As appropriate depending on nature of issue and party responsible for resolution

Service Requests (enhancements)

ImageTrend maintains a UserVoice page for its products. UserVoice is a voting platform that allows customers to suggest and vote on enhancement ideas. UserVoice helps ImageTrend prioritize the most important product enhancements across all ImageTrend users. That portal is available at <https://imagetrend.uservoice.com> (requires valid ImageTrend credentials). If an enhancement request is specific to one Client and deemed to be outside of the original scope of the product, then the enhancement will be evaluated by the product management team. After this, ImageTrend may present a High Level Estimate of the work effort involved with developing the feature. If that high level estimate is approved by the Client, a Statement of Work is written and presented to the Client. These requests are subject to our standard rates and mutual agreement. Clients review and approve the scope, specification and cost before work is started to ensure goals are properly communicated.

Product release management is handled by ImageTrend using standard development tools and methodologies. Work items including, tasks, issues, and scenarios are all captured within the system. Releases are based on one or more iterations during a schedule development phase. This includes by

not limited to: development, architecture, testing, documentation, builds, test and use cases. Submissions of issues or requests are documented within our Product Management system and from there workflow is created to track the path from initial request to resolution.

Out of Scope

Client may contract with ImageTrend for Out of Scope services. This will require a separate Statement of Work and will be billed at ImageTrend’s standard hourly rate.

Maintenance and Upgrades

System/product maintenance and upgrades, if applicable, are included in the ongoing support and warranty as contracted. These ensure continued attention to product performance and general maintenance. Scheduled product upgrades include enhancements and minor and major product changes. Customers are notified in advance of scheduled maintenance. It is the Client’s responsibility to accept all offered updates and upgrades to the system. ImageTrend Elite customers have the option of enrolling in one of the release rounds as detailed below to provide greater control over the update schedule. To choose a release round, please inform your Implementation Coordinator, or ImageTrend Support if you wish to change your original selection. If the Client does not accept these updates, Client is advised that ImageTrend, at its discretion, reserves the right to limit support offered for previous versions. All code releases maintain the integrity of any client specific configurations (i.e. templates, addresses, staff information, active protocols, etc.).

Release Groups

ImageTrend Elite Release Rounds	
Release Group 1	Updates occur every 2 weeks, and includes the demo site and sites which are still in implementation (not yet live). It occurs between Wednesday and Monday, depending on the specific release.
Release Group 2 (default)	This round includes the majority of current sites. Clients are sent a notification email approximately one week ahead of time with the date/time of the update, and the highlights of the release. Release notes are also made available. These updates occur every two weeks, approximately one week after Release Group 1. This update always occurs on a Wednesday, between 8am and 1pm Central Time.
Release Group 3	This group of sites receives updates once a month. Clients are sent a notification email approximately one week ahead of time with the date/time of the update, and the highlights of the release. This update always occurs on the first Tuesday of every month between 8am and 9am Central Time. This version is the latest Stable release (e.g. not the latest release from Round 1 or 2, instead a trailing release)

Escalation

Our support staff is committed to resolving your issues as fast as possible. If they cannot resolve your issue, they will identify the course of action that they will be taking and indicate when an answer will be available. They in turn will seek assistance from the designated developer. The next level of escalation goes to the Project Manager, who also addresses all operational issues on an ongoing basis and reviews the issue log regularly to assess product performance and service levels. Senior Management will handle issues requiring further discussion and resolution. Any issues to be determined to be of a critical nature are immediately escalated accordingly.

Availability

Availability Objective: ImageTrend will provide 99.5% Availability (as defined below) for the ImageTrend Network Services within ImageTrend's Immediate Control. For purposes, hereof, "Availability" or "Available" means the ImageTrend Services are available for access and use through the Internet.

"Immediate Control" includes ImageTrend's network services within the ImageTrend data center which extends to, includes and terminates at the Internet Service Provider ("ISP") circuit termination point on the router in ImageTrend's data center (*i.e.*, public Internet connectivity).

Specifically excluded from the definition of "Immediate Control" are the following:

- a. Equipment, data, materials, software, hardware, services and/or facilities provided by or on behalf of Client or a third-party entity (or any of their vendors or service providers) and Client's or a third party entity's network services or end-user hardware.
- b. Acts or omissions of Client, their employees, contractors, agents or representatives, third party vendors or service providers or anyone gaining access to the ImageTrend Services at the request of Client.
- c. Issues arising from bugs, defects, or other problems in the software, firmware, or hardware of third parties.
- d. Delays or failures due to circumstances beyond ImageTrend's reasonable control that could not be avoided by its exercise of due care.
- e. Any outage, network unavailability or downtime outside the ImageTrend data center.

Availability Calculation: Availability is based on a monthly calculation. The calculation will be as follows: $((a - b) / a) \times 100$, where "a" is the total number of hours in a given calendar month, excluding Scheduled Maintenance (as defined below), and "b" is the total number of hours that service is not Available in a given month.

Offline Capability: The Software may have offline capability which provides redundancy when network or server back-end capability is not available. Periods of time when the Software's primary functions continue to function offline shall be excluded from the unavailability calculation "b" above.

Scheduled Maintenance: ImageTrend conducts scheduled maintenance, as necessary, every last Wednesday of the month. ImageTrend will perform scheduled maintenance within that maintenance window between the hours of 9:00 p.m. CST to 11:00 p.m. CST. ImageTrend may change the regularly scheduled maintenance window from time to time at ImageTrend's discretion upon reasonable notice to Client.

COLLABORATE ENROLLMENT AGREEMENT

Between Sacramento Metropolitan Fire District (“Data Controller”) residing at 10545 Armstrong Ave. #200 Mather, California 95655 and ImageTrend, Inc. (“ImageTrend”), a Minnesota Corporation located at 20855 Kensington Blvd. Lakeville, Minnesota and together referred to as “the Parties”.

WHEREAS; ImageTrend is currently a provider of data management services and a current Business Associate to the Data Controller and the Data Controller wishes to permit ImageTrend to create a de-identified set of Data Controller’s current and future data. This Authorization hereby expands the scope of permissible data use in all Agreements between Parties.

PURPOSE. ImageTrend shall not sell Data Controller’s Data, nor sell the De-Identified Data, in a stand-alone fashion unconnected with other products, services, reports, or analysis. ImageTrend shall not use or disclose Data Controllers Data, except as permitted by this Agreement. The purpose of this Authorization is to enable ImageTrend to conduct analysis across multiple Data Controllers; this will allow ImageTrend to provide comparative reporting. For example, cross-jurisdiction benchmarking of ‘lights and sirens’ to on-scene time, and cross-jurisdiction benchmarking of provider administration of naloxone.

AUTHORIZATION. ImageTrend may create a de-identified data set of Data Controller’s data (“the De-identified Data Set”). Data Controller hereby grants ImageTrend:

- i. A non-exclusive perpetual, and irrevocable license to use, reproduce, display, make and distribute derivative or collective works of and otherwise use the Data Controller’s data, including the right to compile the data over time or combine it with other data sources and expose it to machine learning algorithms; and to create derivatives and/or collections thereof, and to license and sell De-Identified Data reports, services or analytics products as ImageTrend may develop pursuant to this Agreement.

Nothing in this Agreement changes or is intended to change the fact that Data Controller retains all ownership rights in Data Controller’s Data and ImageTrend acquires no right, title, or interest except those rights, licenses, and interests expressly provided for in this Agreement.

DE-IDENTIFICATION METHOD. ImageTrend shall create the De-identified Data Set in accordance with the then current HIPAA Safe Harbor Rule at 45 CFR § 164.514(2)(i) by removing the 18 listed data elements, and any additional data element designated as ‘Personal Information’ by State and Local data breach law (or equivalent laws). ImageTrend shall ensure its methods for creating the De-identified Data Set comport with industry best practices and guidance such as NISTIR 8053 ‘De-Identification of Personal Information’ (available at <http://dx.doi.org/10.6028/NIST.IR.8053>). ImageTrend shall use reasonable administrative, technical, and physical safeguards to protect and prevent unauthorized disclosure of the De-identified Data Set.

RIGHT TO REVOKE OR TERMINATE. Data Controller may terminate or revoke the right to transmit or disclose data granted to ImageTrend by this Agreement at any time by providing reasonable written notice to ImageTrend and providing a commercially reasonable period of time in which to effect the termination.

IN WITNESS WHEREOF: the undersigned parties, each having authority to bind their respective organizations, hereby agree

Client	ImageTrend
_____ Signature:	_____ Signature:
_____ Print Name:	_____ Print Name:
_____ Title:	_____ Title:
_____ Date:	_____ Date:

DATA EXCHANGE AUTHORIZATION

Between the Parties to this Agreement with Client as "Data Controller"

Whereas; ImageTrend is a provider of data management services and a current Business Associate to the Data Controller and;

Whereas; the Data Controller wishes ImageTrend to exchange certain ePHI data from and to the Data Controller's System, in ImageTrend's capacity as a Business Associate

Data Exchange Purpose The purpose of this Data Exchange Authorization is to exchange Data Controller's data in accordance with the table below that lists the data exchange work items to be fulfilled by ImageTrend ("the Identified Data Exchanges"). It is Data Controller's sole obligation to ensure the "Destination" column is accurate. ImageTrend will fulfill and exchange data with the listed Destination party, and will not deviate from the identified destination unless ImageTrend is directed otherwise in writing by Data Controller. Notwithstanding any term to the contrary, ImageTrend shall not be liable in any manner for sending or receiving data as outlined below; Data Controller assumes all risk for the data source(s) and destination(s) identified below.

Description	Quote Description	Data Source	Data Destination
CARES Export	Incidents matching specific criteria for cardiac arrests can automatically be sent to a CARES (Cardiac Arrest Registry to Enhance Survival) endpoint.	ImageTrend at Lakeville, MN 55044	CARES

Authorization. Data Controller hereby authorizes ImageTrend to transmit, import, and/or disclose in accordance with the Identified Data Exchanges, and to transmit, import and/or disclose other data reasonably necessary to achieve the purpose of each work line item outlined in the table above. This Agreement modifies any prior agreements of the parties only to the extent necessary to effect this agreement, and does not otherwise change the terms of any prior agreements between the parties.

Right to Revoke or Terminate. Data Controller may terminate or revoke the right to transmit or disclose data granted to ImageTrend by this Agreement at any time by providing reasonable written notice to ImageTrend and providing a commercially reasonable period of time in which to effect the termination.

The Parties hereby agree to this Data Exchange Authorization:

IN WITNESS WHEREOF: the undersigned parties, each having authority to bind their respective organizations, hereby agree

Client

Signature:

Print Name:

Title:

Date:

ImageTrend

Signature:

Print Name:

Title:

Date:



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: February 27, 2020
TO: Board of Directors
SUBJECT: FY 2018/19 Comprehensive Annual Financial Report (CAFR) and Compliance Reports

SUMMARY

The comprehensive Annual Financial Report (CAFR) for fiscal year 2018/19 and the accompanying audit reports have been completed and are now ready for presentation to the Board for review and compliance.

DISCUSSION

The Finance Division, with the assistance of other Divisions, annually prepares Metro Fire's CAFR which is a thorough and detailed presentation of Metro Fire's financial condition. In recognition of financial reporting excellence, the Government Finance Officers Association (GFOA) awarded Metro Fire its fifth consecutive *Certificate of Achievement for Excellence in Financial Reporting* for fiscal year 2017/18. This year's CAFR will again be submitted to the GFOA for consideration in its award program, and staff is confident that Metro Fire will be awarded the certificate for the sixth time.

The CAFR has been audited by Metro Fire's independent auditors, Richardson and Company, and has received a clean opinion. The auditors did not identify any material weakness in our internal controls. Note that unlike previous years, we are not subject to the Single Audit requirement for FY 2018/19 and no such report will be presented.

The following reports and letter are included in the Board packets and will be discussed by our independent auditors:

- Comprehensive Annual Financial Report (with Independent Auditor's Report)
- Governance Letter
- Compliance Report - Report on Internal Control over Financial Reporting
- Report on Appropriations Limit Testing

FISCAL IMPACT

There is no direct fiscal impact of accepting the auditor's reports.

RECOMMENDATION

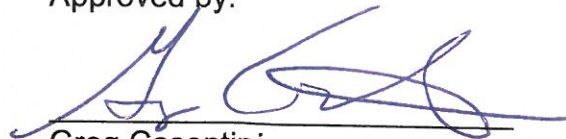
Staff recommends that the Board accept the reports.

Submitted by:



Amanda Thomas
Chief Financial Officer

Approved by:



Greg Casentini
Deputy Chief, Administration



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 27, 2020

PRESENTATION ITEM NO. 1

Fiscal Year 2018/19 Annual Reports

- A. Comprehensive Annual Financial Report (CAFR)
**PDF Separate Attachment



550 Howe Avenue, Suite 210
Sacramento, California 95825
Telephone: (916) 564-8727
FAX: (916) 564-8728

GOVERNANCE LETTER

To the Board of Directors
Sacramento Metropolitan Fire District
Sacramento, California

We have audited the financial statements of the governmental activities and the major funds and aggregate remaining funds of the Sacramento Metropolitan Fire District (the District), for the year ended June 30, 2019, and have issued our report thereon dated December 20, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as information related to the planned scope and timing of the audit. We communicated such information to you in our engagement letter dated February 24, 2017. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards* and the Uniform Guidance

As stated in our engagement letter dated February 24, 2017 our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with the Uniform Guidance, we examined, on a test basis, evidence about the District's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the District's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the District's compliance with those requirements.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit includes obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We noted no internal control weaknesses during our audit.

We performed the audit according to the planned scope previously communicated to you in our engagement letter dated February 24, 2017.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. The District adopted Governmental Accounting Standards Board (GASB) Statement No. 88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements, which resulted in additional disclosures related to the consequences of not complying with the terms of debt agreements. No other new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Accounting estimates were used in the following areas:

1. Inventory Valuations: While the District has taken physical inventories to verify quantities, the dollar values assigned to the quantities, especially those assigned to the helicopter inventory, are estimated values.
2. Depreciable Lives and Methods: The depreciable lives and methods used for capital assets affects the amount of depreciation expense that is recorded and are based on the District's estimate of the useful lives of the assets.
3. Uncollectible Receivables: The allowances for uncollectible ambulance accounts receivable are based on historical collection and write-off statistical data, applied to the accounts receivable balances at the fiscal year-end.
4. Accrual of Revenue: The District estimates revenue, including GEMT grant revenue, when the amounts are not received prior to the preparation of the financial statements. GEMT grant revenue is based on amounts received in prior years.
5. Workers Compensation Liability: The self-insured workers compensation claims liability is based on an independent actuarial study, which is in turn based on assumptions about amounts that will be required to settle claims known and not yet known at the actuarial dates, plus related administrative costs.

6. OPEB Liability: The OPEB liability is based on an actuarial valuation, which utilizes assumptions including future employment, retirement rates and future costs of health care and health insurance.
7. Pension Liability: The pension liability is based on an actuarial study performed by CalPERS, utilizing assumptions including future employment, retirement rates, mortality, salary increases and interest rates.

We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

Pension Liability: The disclosure of the pension liability in Note 6 to the financial statements discusses the pension liability and related deferred inflows and outflows of resources that are reflected in the Statement of Net Position as well as the assumptions that were used to determine the amounts and other required disclosures. The District's share of the unfunded pension liability at June 30, 2018, the most recent measurement date, was \$430,721,933 which is reflected as a liability in the District's financial statements as of June 30, 2019. As a result of the changes in the net pension liability and related deferred inflows and outflows, the District's pension expense is \$47,036,471 representing changes in the pension liability and related deferred inflows and outflows.

Other Postemployment Benefits Liability: The disclosure of the other postemployment liability in Note 7 to the financial statements discusses the liability that is reflected in the Statement of Net Position as well as the assumptions that were used to determine the amounts and other required disclosures. The District's share of the unfunded OPEB liability at June 30, 2018, the most recent measurement date, was \$207,541,867 which is reflected as a liability in the District's financial statements as of June 30, 2019. As a result of the recording of the net OPEB liability and related deferred inflows and outflows, the District's OPEB expense is \$9,232,020 to record changes in the net OPEB liability and deferred outflows and inflows.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no material misstatements noted during the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 20, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management’s Discussion and Analysis, Schedule of Changes in Net Pension Liability – CalPERS Safety Plan, Schedule of Plan’s Proportionate Share of Net Pension Liability, Schedule of Employer Contributions to the Pension Plan – CalPERS and SCERS Plans Schedule of Changes in Net OPEB Liability and Schedule of Employer Contributions to the OPEB Plan, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the budgetary comparison schedule for the Grant Fund, Capital Facilities Fund and Impact Fee Fund and combining non-major governmental fund schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on Introductory and Statistical Sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Richardson & Company, LLP

December 20, 2019



550 Howe Avenue, Suite 210
Sacramento, California 95825
Telephone: (916) 564-8727
FAX: (916) 564-8728

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Sacramento Metropolitan Fire District
Sacramento, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, of the Sacramento Metropolitan Fire District (Metro Fire), as of and for the year ended June 30, 2019, and the related notes to the financial statements which collectively comprise Metro Fire's basic financial statements, and have issued our report thereon dated December 20, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Metro Fire's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Metro Fire's internal control. Accordingly, we do not express an opinion on the effectiveness of Metro Fire's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Board of Directors
Sacramento Metropolitan Fire District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Metro Fire's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Richardson & Company, LLP

December 20, 2019

INDEPENDENT ACCOUNTANTS' REPORT ON AGREED-UPON PROCEDURES
APPLIED TO APPROPRIATIONS LIMIT TESTING

To the Board of Directors
Sacramento Metropolitan Fire District
Sacramento, California

We have performed the procedures enumerated below to the accompanying calculation of the Appropriations Limit of the Sacramento Metropolitan Fire District (the District) for the year ended June 30, 2019. These procedures, which were agreed to by the Sacramento Metropolitan Fire District and the League of California Cities (as presented in the publication entitled *Agreed-Upon Procedures applied to the Appropriations Limitation Prescribed by Article XIII-B of the California Constitution*) were performed solely to assist the Sacramento Metropolitan Fire District in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The District's management is responsible for the Appropriations Limit calculation. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the District's calculation of the fiscal year 2018/2019 Appropriations Limit and compared the limit and annual adjustment factors included in the calculation to the limit and annual adjustment factors that were adopted by resolution of the Board of Directors.

Finding: No exceptions were noted as a result of our procedures.

2. We compared the methodology used to determine the cost of living adjustment component to Article XIII B, which states that the District may annually adjust the component for either the change in California per capita personal income or, the percentage change in the District's assessed valuation which is attributable to non-residential new construction. We recalculated the factor based on the above information.

Finding: No exceptions were noted as a result of our procedures.

3. We compared the methodology used to determine the population adjustment component to Article XIII B which states that the District may annually choose to adjust the component for either the change in population in the County in which the District is located, or the change in population within the unincorporated area of the County in which the District is located. We recalculated the factor based on the above information.

Finding: No exceptions were noted as a result of our procedures.

4. We compared the prior year Appropriations Limit presented in the accompanying Appropriations Limit Calculation to the prior year Appropriations Limit adopted by the Board of Directors for the prior year.

Finding: No exceptions were noted as a result of our procedures.

5. We recalculated the fiscal year 2018/2019 Appropriations Limit by multiplying the product of the two above factors by the prior year Appropriations limit.

Finding: No exceptions were noted as a result of our procedures.

6. We compared the District's budgeted and actual revenues to the computed Appropriations Limit for fiscal year 2018/2019.

Finding: No exceptions were noted as a result of our procedures.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit Calculation. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the Appropriations Limit for the base year, as defined by *Article XIII-B* of the California Constitution.

This report is intended solely for the use of the Board of Directors and management of the District and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Richardson & Company, LLP

December 20, 2019

APPENDIX A

**SACRAMENTO METROPOLITAN FIRE DISTRICT
APPROPRIATION LIMIT CALCULATION
Year Ended June 30, 2019**

**APPROPRIATION LIMIT
ADOPTED BY DISTRICT:**

Recorded in Final 2018/2019 Budget \$ 341,023,811

**APPROPRIATION LIMIT
COMPUTATION PER REVIEW:**

2017/2018 Appropriation Limit	\$ 326,502,529	
Cost of Living Factor:		
Change in California per capita income	1.0367	
Population Adjustment Factor:		
Population change in Sacramento and Placer Counties	<u>1.0075</u>	
Auditor computed limitation		<u>341,023,811</u>
Variance		<u><u>\$ 0</u></u>



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite #200, Mather, CA 95655 · (916) 859-4300 · Fax (916) 859-3700

TODD HARMS
Fire Chief

DATE: February 27, 2020

TO: Board of Directors

SUBJECT: Community Annual Report for the Fiscal Year ending June 30, 2019

BACKGROUND

Beginning with the fiscal year 2013/14, District Finance staff has annually prepared a Comprehensive Annual Financial Report (CAFR). This report is a thorough and detailed presentation of the District's financial condition and reports on the activities and balances for each year. This evening, the Board was presented with the CAFR (with 129 pages of financial and operating information) for the fiscal year ending June 30, 2019.

DISCUSSION

The Community Annual Report (CAR) is a financial report extracted from the CAFR but specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance. It is only 16 pages and includes interesting facts about the District. The District's first CAR, for fiscal year ending June 30, 2018, received the Award for Outstanding Achievement in Popular Financial Reporting from the Government Finance Officers Association (GFOA). District staff is proud to present the second Metro Fire CAR based on the fiscal year ending June 30, 2019.

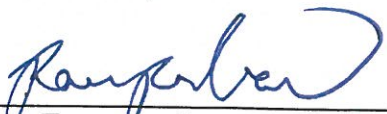
FISCAL IMPACT

There is no direct fiscal impact of accepting the report.

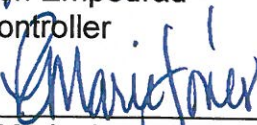
RECOMMENDATION

Staff recommends that the Board accept the report.

Submitted by:




Ron Empeador
Controller



RMarie Jones
Accounting Specialist

Approved by:



Amanda Thomas
Chief Financial Officer

COMMUNITY ANNUAL REPORT

2019

Training for Service

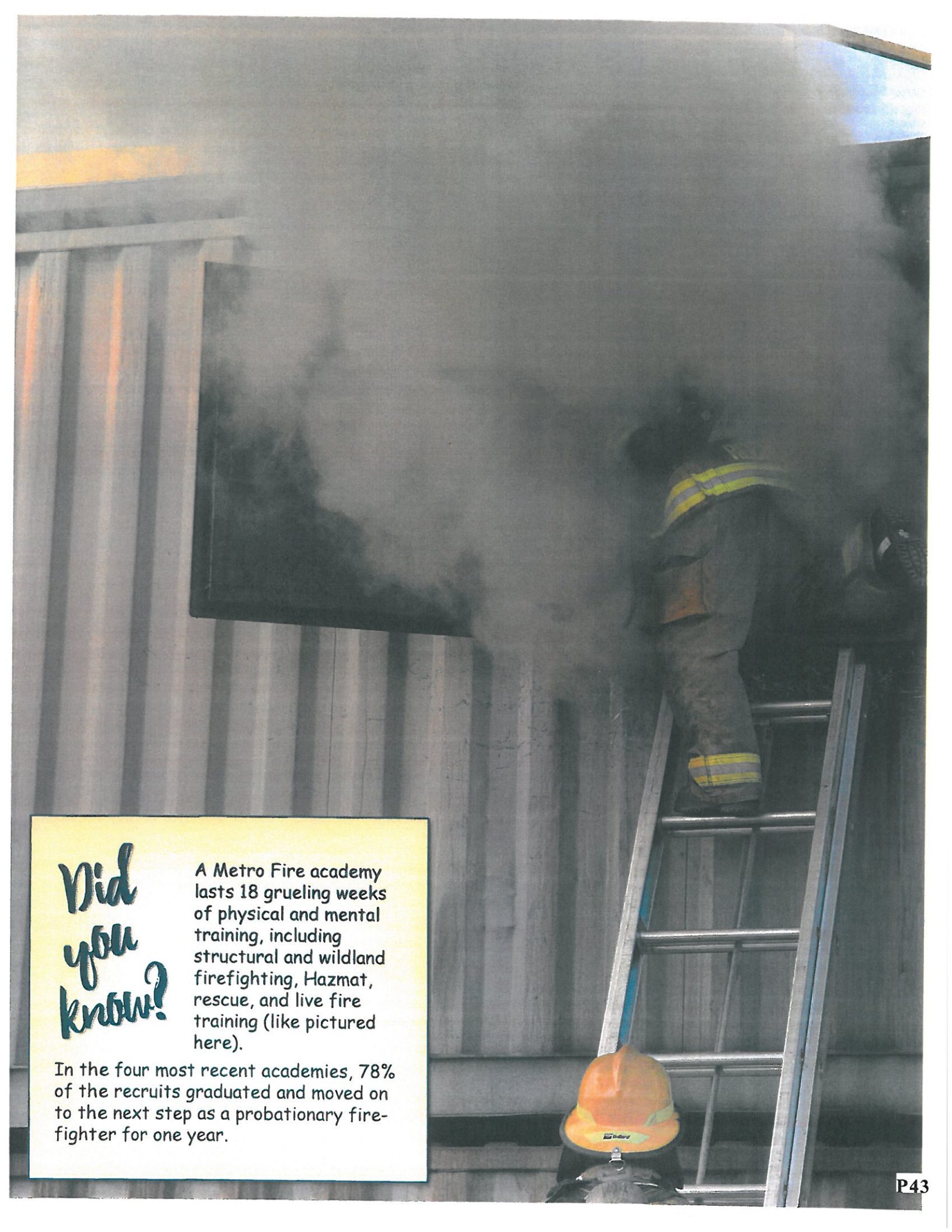
**SACRAMENTO
METROPOLITAN
FIRE DISTRICT
CALIFORNIA**

For the fiscal year ended
June 30, 2019



**PROUDLY SERVING THE
COUNTIES OF SACRAMENTO AND PLACER**



A firefighter in full gear is climbing a ladder inside a structure filled with thick, dark smoke. The firefighter is wearing a helmet with reflective stripes and a jacket with reflective stripes. The ladder is made of metal and is leaning against a wall. The smoke is very dense, obscuring much of the background. In the foreground, a fire helmet is visible on the floor.

*Did
you
know?*

A Metro Fire academy lasts 18 grueling weeks of physical and mental training, including structural and wildland firefighting, Hazmat, rescue, and live fire training (like pictured here).

In the four most recent academies, 78% of the recruits graduated and moved on to the next step as a probationary firefighter for one year.

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Revenue	9
Expenses	10
Capital Spending	11
Debt Service	12
Award Winning	12

Core Values

Integrity · Professionalism · Teamwork · Service Before Self

Financial information in the Community Annual Report is derived from the audited financial statements that form part of the Comprehensive Annual Financial Report (CAFR), which is a detailed report showing Metro Fire's financial condition. This annual report is not intended to be a substitute for the CAFR. To obtain a copy of the CAFR, visit

www.metrofire.ca.gov/index.php/about-us/fin-div

FIRE CHIEF'S MESSAGE

Dear Residents of Sacramento Metropolitan Fire District,

As the old saying goes, 'Jack of all trades, master of none', but in these days a jack of all trades is precisely what a firefighter must be. A firefighter must possess a wide array of skills and an unyielding strength of character in order to be successful in this profession of saving lives. Metro Fire's core values encapsulate it best – Integrity, Professionalism, Teamwork, and Service Before Self.

Anyone desiring to start the journey as a firefighter must begin with the two core values of integrity and service before self, which lay the foundation necessary to be a successful firefighter. In order to maintain the public's trust, we must always demonstrate the utmost integrity, with a constant focus on service delivery. Beginning in the firefighter academy, the other two core values of teamwork and professionalism are continuously emphasized and developed with each firefighter emerging from the academy possessing the right combination of skills with a continuous drive for excellence.

I am pleased to present to you our second Community Annual Report, which not only gives information on how Metro Fire effectively used your tax dollars but also provides a glimpse of the continuous process of training a firefighter undergoes. The financial information presented here is based on the Comprehensive Annual Financial Report (CAFR) which is audited annually by independent auditors. The CAFR provides a detailed and complete report showing Metro Fire's financial condition. In an effort to provide greater transparency, we extracted information from the CAFR and presented it here in a format that's easily understandable to the general public without a background in public finance. This report is not intended to be a substitute for the CAFR but will give you a better understanding of Metro Fire's condition and how it operates.

We welcome your questions, comments and suggestions regarding the information in this report and about how Metro Fire is performing.

Thank you for the confidence you have placed in us.



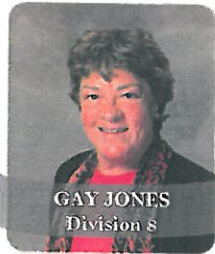
Todd Harms
Fire Chief



Elected Board of Directors

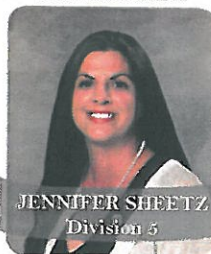
as of June 30, 2019

PRESIDENT



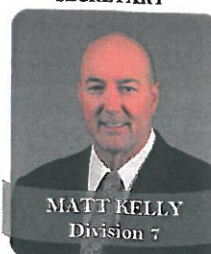
GAY JONES
Division 8

VICE-PRESIDENT

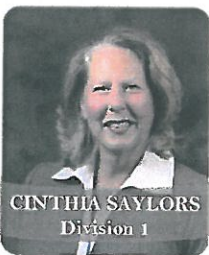


JENNIFER SHEETZ
Division 5

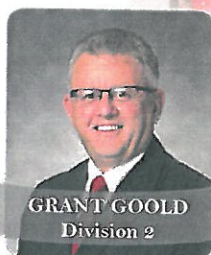
SECRETARY



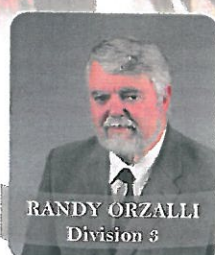
MATT KELLY
Division 7



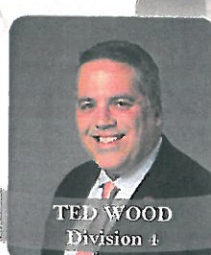
CINTHIA SAYLORS
Division 1



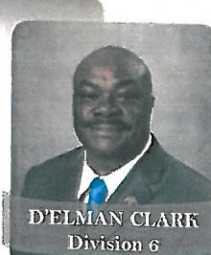
GRANT GOOLD
Division 2



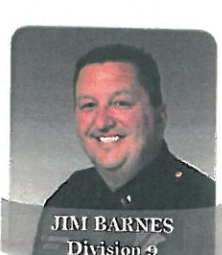
RANDY ORZALLI
Division 3



TED WOOD
Division 4



D'ELMAN CLARK
Division 6

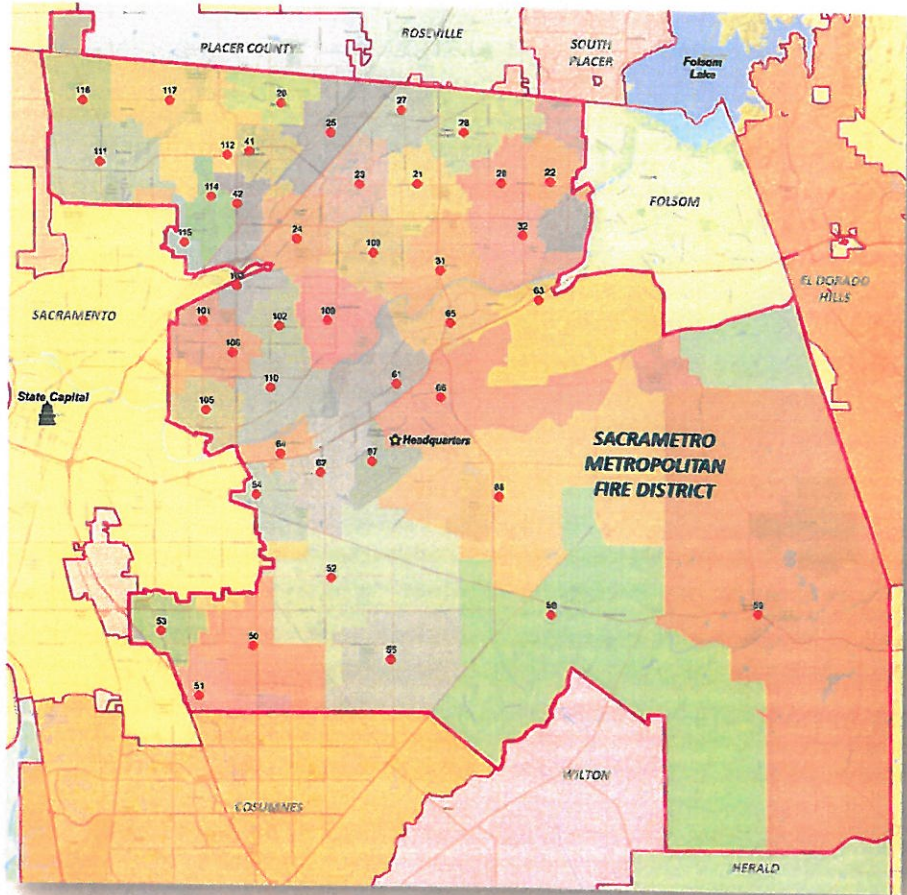


JIM BARNES
Division 9

AT A GLANCE

Sacramento Metropolitan Fire District was established on December 1, 2000 through the merger of the American River and Sacramento County Fire Protection Districts, which brought together 16 predecessor fire agencies including Arcade, Arden, Carmichael, Citrus Heights, Elverta, Fair Oaks, Florin, Mather Field, McClellan Field, Michigan Bar, Mills, North Highlands, Orangevale, Rancho Cordova, Rio Linda, and Sloughhouse. Metro Fire is governed by a nine-member Board of Directors duly elected by citizens from each of the nine geographical divisions in Metro Fire's area of responsibility.

living facilities, equestrian areas, and open space areas including hiking trails. Several major interstate highways also traverse Metro Fire's jurisdiction, along with the American River, a major recreation resource for area residents.



Today, Metro Fire is the largest fire agency in the County of Sacramento and one of the largest in the State. The combined District provides fire suppression and emergency medical services along with various other public safety and hazard mitigation community services to 757,000 residents in approximately 359 square miles that include two cities, most of the unincorporated area of Sacramento County, and a portion of Placer County. Within the boundaries of Metro Fire are wildland areas, single and multi-family residential units, commercial and light industrial occupancies, hotels, regional hospitals, institutional buildings, local airfields, numerous convalescent and assisted

Metro Fire provides all-hazard emergency services to the communities it serves. Additionally, Metro Fire staff is not only routinely deployed to local and state emergencies, but also federal emergencies around the country.

Did you know?

Unlike a fire department which reports to a city mayor, Metro Fire is organized as a special district and reports to an elected Board of Directors. Roughly one out of three California fire agencies are organized as a special district.

OUR HISTORY



Mills Fire Dept.



Arcade Fire Protection District



Citrus Heights Fire District



Elverta Fire District



Carmichael Fire District



1918

1922

1923

1925

1933

1935

1938

1942



Mather Air Force Base Fire Dept.

Rio Linda Outpost of Fire Protection



Orangevale Volunteer Fire Dept.



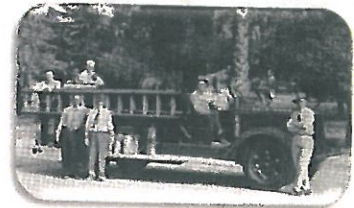
McClellan Air Force Base Fire Dept.



Florin Fire District



Fair Oaks Fire District





*North Highlands Village
Fire District*

*Merger of North
Highlands Village FD into
Citrus Heights FPD*



*Consolidation of Arden
FPD and Carmichael
FD into American River
FPD*

*Consolidation of
Rancho Cordova FPD,
Fair Oaks FD and
Citrus Heights FPD into
Sacramento County FPD*

*Consolidation of
Citrus Heights FD and
Orangevale Volunteer FD
into Citrus Heights FPD*



*Arden
Fire District*



*Rancho Cordova
Fire Protection District*



**Sacramento Metropolitan
Fire District**

*Consolidation of
all 16 historic fire districts*



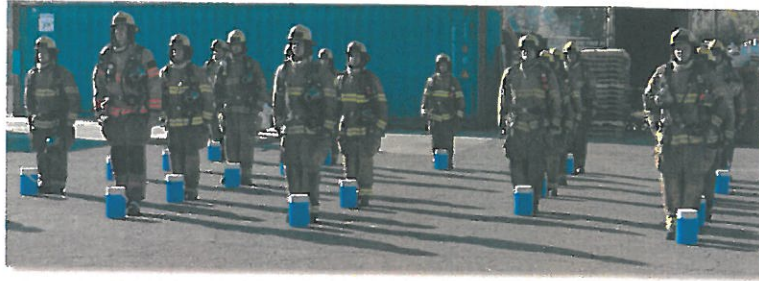
*Sloughhouse Fire
Protection District*



ACADEMY TRAINING THE METRO WAY

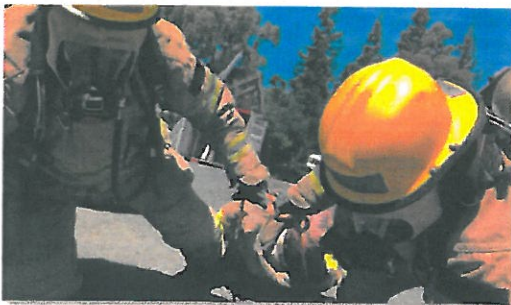
Strength of Character

A firefighter's career is a life of public service. It requires more than just brute physical strength, it demands strength of character - the willingness to do the right thing even at one's own expense. While 18 weeks at the academy of constantly handling heavy hoses, raising ladders, climbing stairs in full heavy gear in Sacramento's hot weather will build up physical strength and mental toughness, strength of character can't be taught. It comes from a desire to be part of something bigger than yourself. The academy is where firefighter recruits start devoting time, talent, and energy to training, all towards an end of providing compassionate service to others.



Teamwork

While individual skills and initiative are developed and refined at the academy, ultimately true strength comes from the ability to work together as a cohesive team. The academy teaches the importance of building trust with one another and of strong communications to establish good situational awareness in life-threatening conditions. When facing a raging fire, it brings comfort to have the support of a team.



Continuous Improvement

The Academy is just the beginning of a firefighter's training. In the face of an ever-changing environment characterized by emerging threats, changing priorities, and increasing public expectations, training never ends for a firefighter. Regular drills build instinctual responses to a variety of situations; best practices and lessons are learned from doing After Action Reviews (AARs) at the end of significant events; and mentoring from more experienced firefighters builds capacity and resilience. The goal is not perfection but the continuous drive for it.

Professionalism

Setting the bar high, the academy trains each recruit to be the best of the best. Each graduate will be well-trained and proficient in the practical tools and knowledge required in the service of saving lives. Decision-making skills are honed so that each firefighter will be adaptable in the face of a dynamic work environment. In donning the firefighter's uniform, each firefighter is a part of building a reputation as the pros who do things right and proudly embody the values and ideals of an honored and respected profession.



GEARING UP!



- 1 **Helmet**
\$315 / 6.25 lbs.
- 2 **Hood**
\$28 / 0.5 lb.
- 3 **Self-contained breathing apparatus (SCBA)**
\$5,674 / 28 lbs.
- 4 **Face mask**
\$262 / 1.5 lbs.
- 5 **Portable radio with holster**
\$5,335 / 3 lbs.
- 6 **Gloves**
\$65 / 1 lb.
- 7 **Coat**
\$1,591 / 7 lbs.
- 8 **Pants and suspenders**
\$1,008 / 9.5 lbs.
- 9 **Boots**
\$350 / 7 lbs.
- 10 **Thermal Imaging Camera (TIC)**
\$9,123 / 6 lbs.
- 11 **Rubbish hook**
\$93 / 9.5 lbs.
- 12 **Halligan 30"**
\$215 / 13 lbs.
- 13 **Flat head axe**
\$165 / 8 lbs.



Did you know?

The cost to outfit a firefighter can total up to \$25,000 and weigh up to 100 lbs. including essential tools such as a TIC, rubbish hook, or Halligan and axe. A fire hose or ladder can easily add hundreds of pounds to the weight of gear already carried. Imagine also removing an occupant out of a burning building!

BY THE NUMBERS

41

Fire Stations

51

Front Line Apparatus

51

Deployments

49 California
2 National

4m 31s

Average Response Time
Structure Fires

5m 59s

Average Response Time
Medical Aid

10

Average Years
Working at
Metro Fire

Captain – 16 years
Engineer – 14 years
Firefighter – 6 years
All others – 10 years

96,059

Emergency Calls

68%

Medical Calls

2,689

Fires Extinguished

669

Metro Fire Employees

568 Fire, Medical, and Rescue
(463 Paramedics,
90 EMTs, 15 Others)
16 Fire Prevention, 85 Support

56

New Academy Graduates

35 Firefighters,
21 Paramedics & EMTS

14,399

Inspections and Plan Reviews

3,447 Code Enforcement Inspections
3,129 Plan Reviews
7,117 Construction Inspections
166 Fire Works Inspections
540 Weed Abatement Inspections

372

Community Events

151 Educational School Visits
102 Fire Station Tours
119 Community Events or Parades



What We Own & What We Owe

The government-wide Statement of Net Position provides a "snapshot" of where the District stood financially at the close of the fiscal years. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The largest portion of Metro Fire's net position reflects its net investment of \$75 million in capital assets, net of related outstanding debt used to acquire those assets. Metro Fire uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although Metro Fire's net investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be liquidated for these liabilities.

Metro Fire's negative unrestricted net position is largely due to the recognition of the liability owed to its employees as they retire from Metro Fire which includes pension liability and post-retirement medical liability. Metro Fire is making great strides in addressing these liabilities by setting aside money each year to slowly but surely chip away at the deficit. In the current year, Metro Fire's overall financial position has improved by \$20 million compared to the prior year.

Did you know?
There is no maximum age limit to join our fire academy. In Class 2019-1 ages ranged from 22 to 41 years old.

NET POSITION

June 30, 2019 and 2018 (in thousands)	FY2019	FY2018
ASSETS		
<i>What is owned by Metro Fire.</i>		
Cash and other assets <i>Includes such items as cash and investments, receivables, and inventories.</i>	\$ 81,528	\$ 91,334
Capital assets <i>Includes such items as land, buildings, apparatus, and equipment net of accumulated depreciation.</i>	98,476	92,860
DEFERRED OUTFLOWS		
<i>Use of net position applicable to a future year.</i>	109,810	129,314
Total assets and outflows	289,814	313,508
LIABILITIES		
<i>What Metro Fire Owes</i>		
Current and other liabilities <i>Includes such items as payables, payroll, accrued interest and unearned revenue.</i>	12,757	11,530
Long-Term liabilities <i>Includes such items as bonds, net pension liability, other postemployment liability, and other obligations.</i>	735,785	846,666
DEFERRED INFLOWS		
<i>Net position received applicable to a future year.</i>	111,244	45,515
Total liabilities and inflows	859,786	903,711
NET POSITION		
<i>The difference between: assets plus deferred outflows of resources; minus liabilities and deferred inflows of resources. It's Metro Fire's net worth.</i>		
Net investment in capital assets <i>Represents amounts invested in capital assets less accumulated depreciation and any outstanding debt used to acquire these assets.</i>	74,969	69,839
Restricted <i>What is not available for use by Metro Fire because it is set aside for a particular use.</i>	7,920	5,667
Unrestricted <i>Funds available for Metro Fire to use for operations.</i>	(652,861)	(665,709)
Total net position	\$ (569,972)	\$ (590,203)

REVENUE

Where the Money Came From

Property tax revenue is the main source of Metro Fire's funding and provides support for its fire suppression activities. For every dollar paid by a resident in Metro Fire's jurisdiction, about 23.5 cents go to Metro Fire.

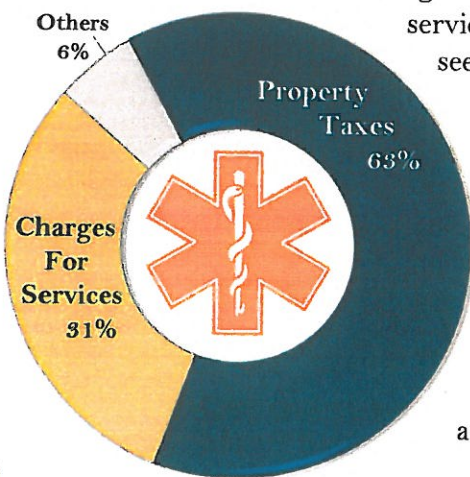


The median sale price of a detached single family home in Metro Fire's jurisdiction is \$365,000, which means that a homeowner typically contributes more or less \$858 in property taxes to Metro Fire.

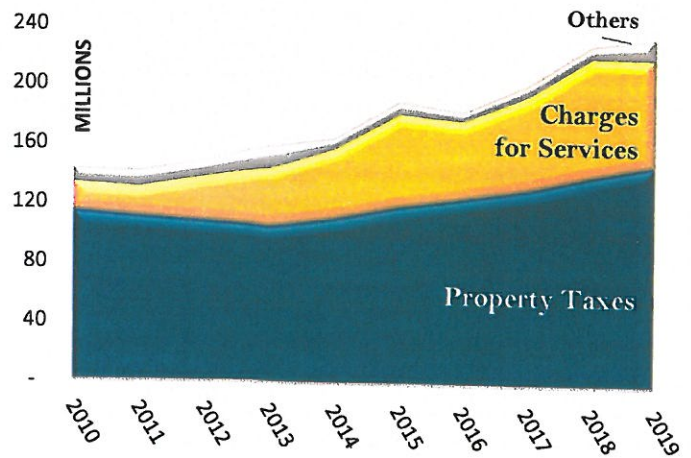
SOURCES (in thousands)	FY2019	FY2018
Program Revenues		
<i>Revenues that are derived directly from the program itself or from other parties, not the taxpayers</i>		
Charges for services <i>Fees charged for ambulance transports, deployments to other jurisdictions, and other similar charges</i>	\$ 72,147	\$ 80,537
Grants <i>Resources received through federal and state grant awards</i>	5,398	1,794
General Revenues		
<i>General revenues are those not required to be reported as program revenues.</i>		
Property taxes <i>Real estate taxes received from property owners based upon the assessed valuation and tax rate.</i>	149,288	141,519
Intergovernmental <i>Resources received from other local agencies</i>	4,559	4,234
Miscellaneous / Other Income <i>All other revenue such as investment and rental income</i>	3,865	2,049
Total Revenues	\$ 235,257	\$ 230,133

During the most recent recession, annual property taxes declined from a peak of \$129 million to \$105 million in 2012/13. Since then, there have been 6 straight years of growth in assessed property values. In the current fiscal year, property taxes were at \$149 million, an increase of over 5% from last year.

While management expects to see modest growth in property taxes, it continues to find ways to lessen its fiscal dependency on property tax revenues. These efforts successfully yielded better cost recovery on its emergency medical services.



As can be seen on the graph to the right, property taxes contributed 80% of total funding sources nine years ago; that portion now composes 63% of all sources. Charges for services and other revenues amounted to \$85 million in the current fiscal year.



Where the Money Went

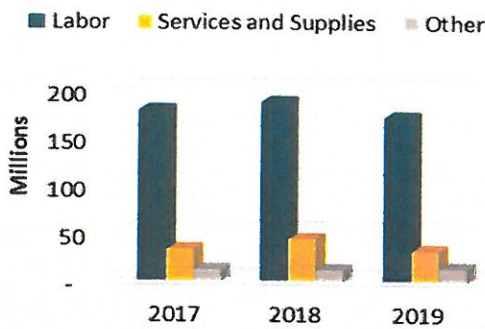
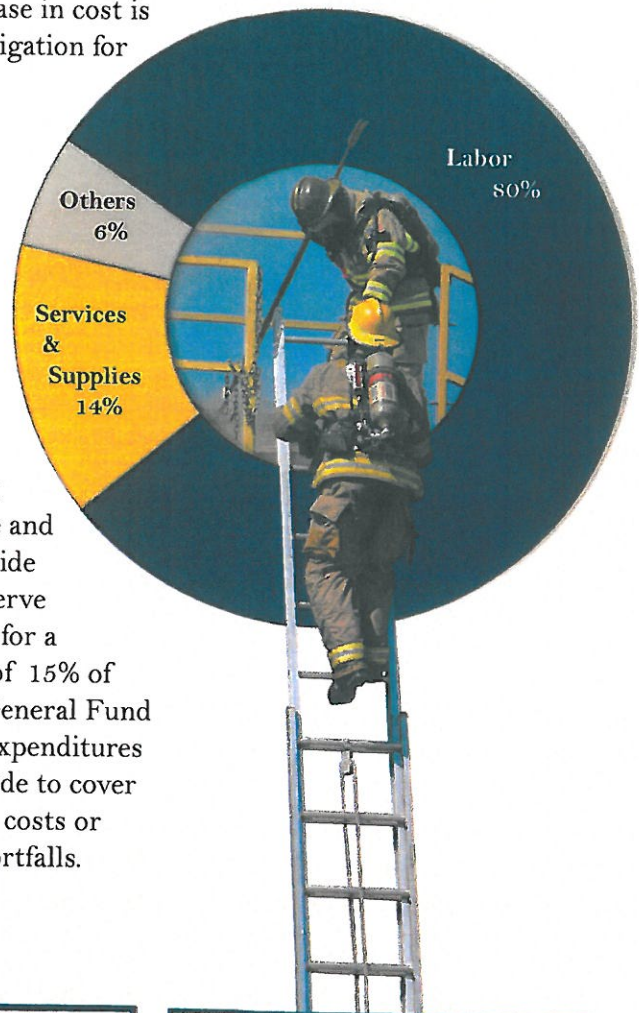
EXPENSES

As a public safety provider, the majority of Metro Fire's operating expense relates to personnel costs, which comprise about 80% of total expenses. The 11% decrease in cost is mainly due to a decrease in the estimates for Metro Fire's obligation for post-retirement benefits such as pension and retiree medical.

The other significant expense is services and supplies which comprise about 14% of total expenses. The \$12 million decrease is mainly due to lower costs associated with the intergovernmental transfer (IGT) program which provides federal funding for Medi-Cal patients.

Metro Fire begins its budget process in Spring each year and adopts a preliminary budget in June, a final budget in September, and a mid-year adjustment. The overriding goals of the budget process are to optimize services to the greatest extent possible, ensuring that the ongoing all-risk fire, rescue and emergency medical needs of the citizens are met, and to provide adequate reserves for future contingencies. The District's reserve

policy calls for a minimum of 15% of budgeted General Fund operating expenditures to be set aside to cover unexpected costs or revenue shortfalls.



EXPENSES (in thousands)	FY2019	FY2018
Public Protection		
<i>Direct cost of services provided</i>		
Personnel <i>Salaries and benefits such as pension and medical costs</i>	\$ 171,189	\$ 187,118
Services and Supplies <i>Fees paid to external vendors for various services and supplies</i>	31,118	43,486
Other <i>Includes assessments paid to other local agencies</i>	3,827	2,227
Depreciation <i>Allocated cost of capital assets over their useful life</i>	5,434	4,628
Interest and Others <i>Includes interest and other miscellaneous expenses</i>	3,458	4,288
Total Expenses	\$ 215,026	\$ 241,747

Did you know?

Firefighters have to get dressed within one minute from receiving the dispatch call. Turnouts with boots are always ready to go!

CAPITAL SPENDING

Investing in reliable firefighting apparatus is a crucial step in building a better fire service. Not only does each apparatus have to be maintained in the highest state of readiness to respond to emergencies, it must also take advantage of better technology that will allow efficient and safe operation.

Taking into account the operational needs, current fleet status, and available resources, Metro Fire invested in the following significant capital assets in the most recent year:

6 TYPE III AMBULANCES (\$1.3 million)

Designed for better gas mileage, these are Metro Fire's main patient transport vehicles.



2 TYPE I ENGINES (\$1.3 million)

This engine type is primarily designed to fight structural fires. It holds 700 gallons of water, and has a higher flow capacity than any other apparatus in order to face the threat of high-rise fires.

1 HAZMAT TRUCK (\$953,000)

Responding to emergencies involving potentially hazardous materials, it also features a mobile laboratory and communications and command center.



ERP IMPLEMENTATION (\$1.8 million)

The Enterprise Resource Planning System is used to support the finance, payroll, human resources, and purchasing functions of Metro Fire.

Did you know?

There are typically 3 firefighter/paramedics (a Captain, an Engineer and a Firefighter) staffed on an "Engine", while a ladder "Truck" is typically staffed with the same plus one additional firefighter.

In the upcoming year, the following are the significant planned acquisitions:

3 TYPE I ENGINES (\$2.1 million)

These engines hold 700 gallons of water and have a larger pump to provide higher water flows for fighting structure fires. These engines are the most common engines at Metro Fire with up to 36 Type I engines in service daily throughout the District.



1 FIRE STATION (\$2.1 million)

Planned construction of the new Station 68 location in the Anatolia area of the City of Rancho Cordova.

1 AIR UNIT (\$550,000)

This apparatus is designed to fill the new higher pressure SCBAs and carry rehabilitation equipment for firefighter recovery during fires.

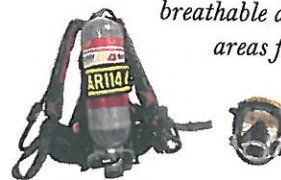
2 WATER TENDERS (\$882,000)

Transporting more than 2,000 gallons of water, these are mainly used to fight fires in rural areas where there are no working fire hydrants within reach.



140 SCBA PACKS (\$2.6 million)

The self contained breathing apparatus provides breathable air to a firefighter while in areas filled with smoke, toxic gas or other contaminants immediately dangerous to life and health.



3 TYPE III AMBULANCES (\$645,000)

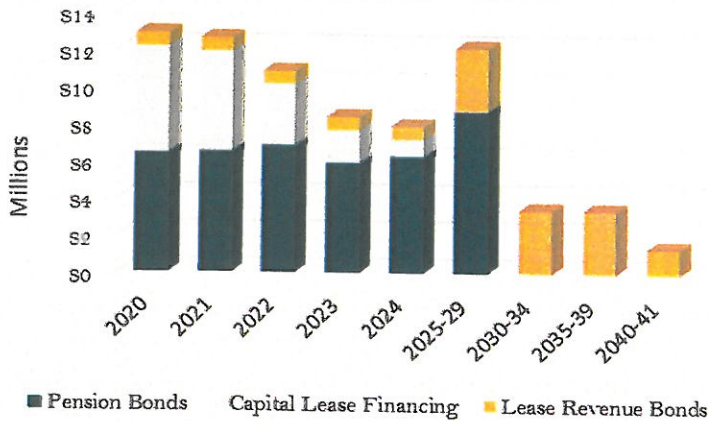
These smaller ambulances will be replacing the older, larger, and more expensive design. These new units have increased fuel economy, longer service intervals, and a lower initial cost.

DEBT SERVICE

Metro Fire uses debt to spread the cost of larger purchases over time. Metro Fire's debt policy requires that the maturity of a debt issue be consistent with the economic or useful life of the asset being financed, generally level annual debt services payments, and preferences for fixed interest rates and optional redemption at a reasonable call date. This policy prohibits the issuance of long-term debt to fund District operating costs.

Metro Fire has three major debt types: pension bonds, lease revenue bonds, and capital equipment financing. Pension bond proceeds were used to reduce the unfunded actuarial liabilities of its pension plans. The lease revenue bonds were used to purchase the headquarters building, building improvements, and fire-fighting and computer equipment. Proceeds of capital equipment financing are used mainly for ongoing apparatus and equipment needs.

Future Debt Payments



AA

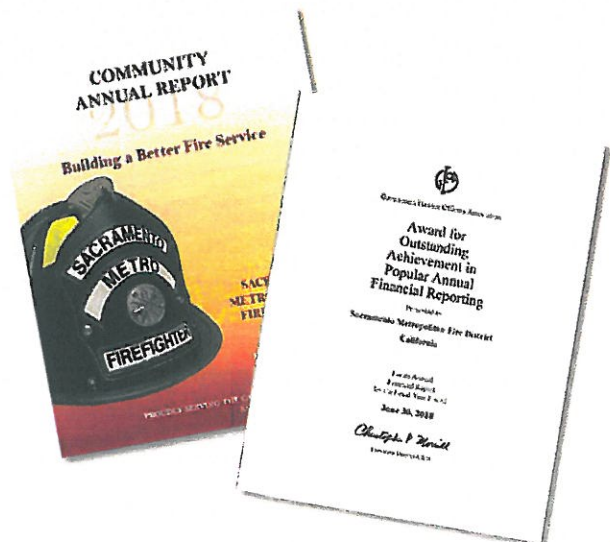
**Metro Fire's
S&P Global Credit Rating**

In 2018, S&P upgraded Metro Fire's credit rating from AA- to AA which indicates that its capacity to meet its financial commitments on its pension bonds is extremely strong.

Metro Fire received its first ever Award for Outstanding Achievement in Popular Financial Reporting from the Government Finance Officers Association (GFOA) for its *Community Annual Report* for the fiscal year ended June 30, 2018. This prestigious national award recognizes conformance with the highest standards for the preparation of creative popular annual financial reports specifically designed to be easily understandable to the general public.

Metro Fire has also been awarded the Certificate of Achievement for Excellence in Financial Reporting by the GFOA for the 5th straight year for its *Comprehensive Annual Financial Report (CAFR)* for the fiscal year ended June 30, 2018.

AWARD WINNING



Mission Statement

*“To provide professional and compassionate protection,
education and service to our community.”*



Come join us!

www.metrofire.ca.gov



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: February 27, 2020

TO: Board of Directors

SUBJECT: Award Recommendation – RFB 19-14 Structural Firefighting Particulate Blocking Hoods and Structural Firefighting Gloves

BACKGROUND

Metro Fire recognizes that firefighting is inherently dangerous and that providing our crews with the best front line protective equipment is paramount. Understanding that structural firefighting hoods are the most permeable piece of personal protective clothing and acknowledging the difficulty of properly cleaning structural gloves, the District issued a Request for Information (RFI) to establish a new Hood and Glove standard. After conducting wear-tests and evaluations of several hoods and gloves over the course of several months, the District has elected to provide the following garments to its suppression employees:

Hoods

- Innotex – Gray Hood 25
- Fire-Dex – H41 Interceptor with DuPont™ Nomex® Nano Flex

Gloves

- FireCraft Safety Products – Phoenix
- Fire-Dex – Dex Pro

Rather than selecting only one specific Hood and one specific Glove, two Hoods and two Gloves have been selected as a means of ensuring the desired comfort and protection is achieved for each individual.

DISCUSSION

Staff issued a Request for Bid (RFB) 19-14 Structural Firefighting Particulate Blocking Hoods and Structural Firefighting Gloves on December 19, 2019. Bids were requested from qualified vendors for the purchase of the hoods and gloves selected as a result of the previously mentioned RFI. The RFB announcement was made available on the Metro Fire website in addition to publicpurchase.com. A public proposal opening was conducted on January 16, 2020. Six bids were received by the submission deadline; one being deemed non-responsive for failing to submit all requested information. Per the RFB document, as the District sought bids for four different garments, “the District may enter into a contract with up to four different Bidders. Bidders who submit bids for multiple products may be awarded multiple contracts.” Below are the recommended vendors for each corresponding garment. Each selected vendor provided the lowest bid for the corresponding garment. The unit price is inclusive of any and all fees.

Product	Unit Price and Bidder
Innotex – Gray Hood 25	\$79.94 – Cascade
Fire-Dex – H41 Interceptor	\$99.00 – Mallory Safety
FireCraft Safety Products – Phoenix	\$69.00 – L.N. Curtis
Fire-Dex – Dex Pro	\$73.00 – Mallory Safety

The term of the contract for each garment will be two years from the date of award with an option to renew for one additional year. Pricing will be fixed for one year from the date of award. Any price increases that occur after the first year of the contract are not to exceed the current Consumer Price Index (CPI).

FISCAL IMPACT


The 19/20 Safety Division budget contains \$285,000.00 earmarked for the purchase of four Hoods and two sets of gloves per line personnel. After this initial purchase, the Safety Division will keep a stock of hoods and gloves in addition to providing hoods and gloves to recruit academies; all of which will be budgeted expenses over the life of the contracts.

RECOMMENDATION

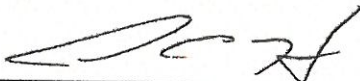
Staff recommends that the Board of Directors award RFB 19-14 to the above vendors.

Submitted by:

Approved by:



Mark Jones
Logistics/Purchasing Manager



Adam House
Assistant Chief Training/Safety



Sacramento Metropolitan Fire District

10545 Armstrong Avenue • Mather, California 95655 • Phone (916) 859-4300 • Fax (916)859-3720

TODD HARMS
Fire Chief

DATE: February 27, 2020
TO: Board of Directors
SUBJECT: Sacramento Local Agency Formation Commission – Nominations for Membership on Special District Advisory Committee

SUMMARY

Nominate a Member of the Sacramento Metropolitan Fire District's Board to join the Special District Advisory Committee (SDAC).

DISCUSSION

The Sacramento Local Agency Formation Commission (LAFCo) is seeking nominations from Special Districts for seven (7) vacant seats for Office "A" on the Advisory Committee. This committee is made up of seventeen, consisting of two LAFCo Special District Commissioners, and the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery and other types of special districts. The purpose of the Committee is to provide Sacramento LAFCo with input on issues related to Special Districts, as well as to receive information on matters before the Commission.

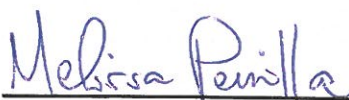
SDAC members serve two year terms without compensation. The term ends December 31, 2021. SDAC meetings are held quarterly on the fifth Tuesday, or as needed.

Director Jones is currently an Office "C" Commissioner.

RECOMMENDATIONS

Consider a Metro Fire Board Member nomination for Office "A" on the Special District Advisory Committee.

Submitted By:



Melissa Penilla, Board Clerk

Attachment (1) – Nominations for Membership to SDAC



DATE: February 4, 2020
TO: All Independent Special District Boards
SUBJECT: Nominations for Membership on SDAC

You are cordially invited to nominate a Member of your Board to join the Special District Advisory Committee (SDAC). The purpose of the Committee is to provide Sacramento LAFCo with input on issues related to Special Districts, as well as to receive information on issues before the Commission.

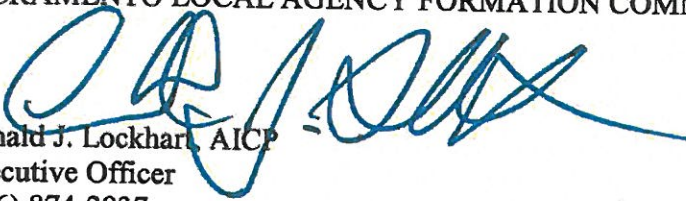
The SDAC membership of seventeen is composed of the two LAFCo Special District Commissioners, and the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery and other types of special districts. SDAC members serve 2 year terms without compensation. Currently there are seven (7) vacant seats for Office "A" on the Committee. New members will be selected by the SDAC *Sub-committee on Membership* from the pool of nominees provided by the Special Districts.

SDAC meetings are held quarterly on the fifth Tuesday, or as needed. The SDAC meets at 7:00 PM@ SMUD Customer Service Center (CSC) (6301 S Street) Sacramento, in the Rubicon Room.

A nomination form is attached. If you wish to nominate a member of your Board, please complete the form and return it to LAFCo no later than Thursday, February 27, 2020.

Please feel free to contact me by email or phone if you have questions about this process.
Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION


Donald J. Lockhart, AICP
Executive Officer
(916) 874-2937
Donald.Lockhart@SacLAFCo.org

Enclosure: Nomination Form
Current Roster

**SPECIAL DISTRICT ADVISORY COMMITTEE
Nomination Form**

Recommendation to the SDAC Selection Committee

In accordance with the bylaws of the Special District Advisory Committee, the
Governing Board of the _____ District
nominates _____ (Board Member)
for the following position on the SDAC:

Office "A" -two year term (ends 12/31/21)

Signature: Board Chairperson

Date: _____

ATTEST:

District Manager or District Secretary

Please print e-mail address

Please attach resume of Nominee.

Please send completed nominations to:

Donald J. Lockhart, AICP, Assistant Executive Officer.
Sacramento LAFCo
1112 "I" Street; Suite 100
Sacramento CA 95814
Donald.Lockhart @Sac LAFCo.org

Donald J. Lockhart AICP, Executive Officer; Diane Thorpe, Commission Clerk
www.saclafo.org

Sacramento LAFCo Special District Advisory Committee Membership Roster January, 2020

OFFICE "A" 1/2020 TERM EXPIRES 12/21

Initial	First	Last	District	Phone	Form 700	Email address
	Vacant					

OFFICE "B" TERMS 1/19 - 12/20

	Gary	Page	Fair Oaks Water District	916-967-5723		lindsey@sacfarmbureau.org garypageusa@msn.com
	Carolyn	Flood	Fair Oaks Cemetery	916-966-9294		carolynflood2@gmail.com
	Elliot	Mulberg	Florin Resource Conservation District	916-217-8393		_mulberg@gmail.com
	Jessica	Dias	Fulton-El Camino R&PD	206-550-0458		jessica0993@gmail.com
	Stacey	Bastian	Rio Linda/ Elverta R&PD	916-217-1485		stacbastian@yahoo.com
	Vacant					

OFFICE "C" COMMISSIONERS

	Charlea	Moore	Alternate Commissioner RLE R&PD	(916)275-3275		charhorseranch@aol.com
	Gay	Jones	Sacramento Metropolitan Fire District	cell: 916-208-0736 office: 916-859-4305		h2ogav@pacbell.net
	Lindsey	Liebig (Chair)	Herald FPD	916-513-1619		lindsey@sacfarmbureau.org



Sacramento Metropolitan Fire District

10545 Armstrong Avenue • Mather, California 95655 • Phone (916) 859-4300 • Fax (916)859-3720

TODD HARMS
Fire Chief

DATE: February 27, 2020
TO: Board of Directors
SUBJECT: California Special Districts Association Call for Nominations – Sierra Network, Seat C

SUMMARY

Nominate a Member of the Sacramento Metropolitan Fire District's Board to join the California Special Districts Association (CSDA) Sierra Network, Seat C for the 2021-2023 term.

DISCUSSION


The leadership of CSDA is comprised of six geographical networks, each having three seats with staggered three-year terms. CSDA is currently seeking nominations for one of three seats in the Sierra Network. Metro Fire is an independent special district in the Sierra Network, and is eligible to nominate a Board Member or managerial employee.

A copy of the minute action and Candidate Information Sheet must accompany the nomination form. The deadline for receiving nominations is March 26, 2020.

RECOMMENDATIONS

Consider a Metro Fire Board Member or managerial employee for nomination to the CSDA – Sierra Network, Seat C.

Submitted By:



Melissa Penilla, Board Clerk

Attachment (1) – CSDA Nomination Material



**California Special
Districts Association**

Districts Stronger Together

DATE: January 27, 2020
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021 - 2023 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however does comp registration for the two events)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

- Complete Annual Chief Executive Officer Evaluation.

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 26, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916.442.7889

E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020. The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat C-Fred Ryness, Director, Burney Water District*
Sierra Network Seat C-Pete Kampa, GM, Saddle Creek Community Services District*
Bay Area Network Seat C-Stanley Caldwell, Director, Mt. View Sanitary District*
Central Network Seat C-Sandi Miller, GM, Selma Cemetery District*
Coastal Network Seat C-Vincent Ferrante, Director, Moss Landing Harbor District*
Southern Network Seat C-Arlene Schafer, Director, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at amberp@csda.net.

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by **March 26, 2020** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 25, 2020 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 10, 2020.

The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.



**California Special
Districts Association**
Districts Stronger Together

2021-2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE DIRECTLY)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax
amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 26, 2020



2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**



DISTRICT NETWORKS

