



ADAM A. HOUSE  
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 AGENDA

Thursday, September 14, 2023 – 6:00 PM

Sacramento Metropolitan Fire District

10545 Armstrong Avenue

Board Room – Second Floor

Mather, California


&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

 Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

D'Elman Clark  
Board President  
Division 6

Grant Goold  
Board Vice President  
Division 2

Ted Wood  
Board Secretary  
Division 4

Cynthia Saylor  
Board Member  
Division 1

Robert Webber  
Board Member  
Division 3

Jennifer Sheetz  
Board Member  
Division 5

Brian Rice  
Board Member  
Division 7

Gay Jones  
Board Member  
Division 8

John Costa  
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.*

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. **To view the meeting via the Zoom Application, please click on the link above.**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Marni Rittburg

Board Clerk

(916) 859-4305

[rittburg.marni@metrofire.ca.gov](mailto:rittburg.marni@metrofire.ca.gov)

The Board will convene in open session at 6:00 p.m.



# Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, SEPTEMBER 14, 2023

- CALL TO ORDER
- ROLL CALL
- PLEDGE TO FLAG

## METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District will be cablecast on Metro Cable 14, the local government affairs channel on Comcast, Consolidated Communications and AT&T U-Verse cable systems. This meeting is also webcast at [metro14live.saccounty.gov](http://metro14live.saccounty.gov). Today's meeting replays at 4:00 p.m. on Saturday, September 16, 2023 and 6:00 p.m. on Monday, September 18, 2023 on Channel 14. This meeting can also be viewed at [youtube.com/metrocable14](http://youtube.com/metrocable14).

## 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 wishing 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 (3) 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. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.*

## CONSENT ITEMS

Page No.

1. **Action Summary Minutes** 6  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board Meetings of July 13, 2023 and July 27, 2023.
2. **Revision of Board Policy – Policy 01.010.03 – Purchasing and Contracting Policy** 23  
**Recommendation:** Approve the Purchasing and Contracting Policy revisions.
3. **Disclosure of Material Expenditure – Facilities Service Truck** 46  
**Recommendation:** Receive and file.



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THURSDAY, SEPTEMBER 14, 2023

4. **Disclosure of Material Expenditure – Fleet Service Truck** 52  
**Recommendation:** Receive and file.
5. **Adopt Resolution – Sale of Real Property – 4411 Niobe Circle, Rancho Cordova** 58  
**Recommendation:** Adopt the Resolution authorizing the Fire Chief of his designee to affect the sale of the Property to the preferred offeror (\$589,000) or next preferred offeror in such instance that the first preferred offeror cancels the contract.
6. **Adopt Resolution Approving the Fiscal Year 2023/24 Gann Appropriations Limit** 60  
**Recommendation:** Adopt the Resolution approving the Gann Appropriations Limit in Fiscal Year 2023/24 in the amount of \$438,075,319.

## PRESENTATION ITEMS:

1. **Service Delivery Update** 64  
*(Deputy Chief Mitchell)*  
**Recommendation:** Receive presentation, no action required.
2. **Financial Planning and Budget Policy – Administrative Policy 02.021.01** 73  
*(CFO Dave O'Toole)*  
**Recommendation:** Receive presentation, no action required.

## ACTION ITEMS:

1. **Adopt Resolution Approving the Fiscal Year 2023/24 – 2027/28 Capital Improvement Program (CIP) Plan** 86  
\*\*PDF Separate Attachment  
*(Administrative Analyst Erin Castleberry)*  
**Recommendation:** Adopt the Resolution approving the revised FY 2023/2024 – 2027/2028 Capital Improvement Program Plan.
2. **Adopt Resolutions Adopting the Fiscal Year 2023/24 Final Budget** 103  
*(CFO Dave O'Toole)* \*\*PDF Separate Attachment
  - A. Resolution – 2023/24 Final Budget for the General Operating Fund 212A
  - B. Resolution – 2023/24 Final Budget for the Capital Facilities Fund 212D
  - C. Resolution – 2023/24 Final Budget for the Pension Obligation Bond Fund 212E
  - D. Resolution – 2023/24 Final Budget for the Grants Fund 212G
  - E. Resolution – 2023/24 Final Budget for the Development Impact Fees Fund 212I
  - F. Resolution – 2023/24 Final Budget for the Leased Properties Fund 212L
  - G. Resolution – 2023/24 Final Budget for the IGT Fund 212M
  - H. Resolution – 2023/24 Final Budget for the Special Projects Fund 212S



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**Recommendation:** Receive presentation and Adopt the Fiscal Year 2023/24 Budget Resolutions.

**3. Bid Award – Power Loader/Gurney Replacement 134**

*(BC Scott Perryman & EMS Captain Jeremy Crawford)*

**Recommendation:** Adopt Resolution approving a bid award to Stryker for the purchase of (30) Power Pro 2 Cots and (38) Power Loaders, utilizing a master cooperative purchasing agreement (RFB #2019-05) administered by the Savvik Buying Group.

**4. Election of Special District Representative to Sacramento Local Agency Formation Commission (LAFCO) 143**

*(Board Clerk Marni Rittburg)*

**Recommendation:** Cast a vote for a candidate for the Special District Commission Seat No. 7 to LAFCo and Authorize the Board Clerk to submit the official ballot with the selected candidate and whether they should conduct future election proceedings electronically.

### REPORTS:

**1. PRESIDENT'S REPORT — *(President Clark)***

**2. FIRE CHIEF'S REPORT — *(Chief House)***

**OPERATIONS REPORT – *(Deputy Chief Mitchell)***

**ADMINISTRATIVE REPORT – *(Chief Development Officer Jeff Frye)***

**SUPPORT SERVICES REPORT – *(Deputy Chief Wagaman)***

**3. SMFD – FIREFIGHTERS LOCAL 522 REPORT – *(BC Matt Cole, Local 522 Vice President)***

**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 Clark)***

Next Meeting: TBD

**B. Communications Center JPA – *(AC Greene)***

Next Meeting: September 12, 2023 at 9:00 AM

**C. Finance and Audit Committee – *(Director Wood)***

Next Meeting: September 28, 2023 at 5:00 PM

**D. Policy Committee – *(Director Costa)***

9/14/23 Meeting Cancelled; Next Meeting: October 12, 2023



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REGULAR BOARD MEETING

THURSDAY, SEPTEMBER 14, 2023

## BOARD MEMBER QUESTIONS AND COMMENTS

### CLOSED SESSION:

The Board will convene in closed session to meet on the following matter:

1. **PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A)  
– ONE (1) MATTER OF WORKERS COMPENSATION COMPROMISE AND  
RELEASE**

Roger Ferenc and the Sacramento Metropolitan Fire District  
Claim #4A1603K1X0M-0001 – Workers Compensation Settlement Authority –  
Breanna Owen with Lenahan, Slater, Pearse & Majernik, LLP

## ADJOURNMENT

### NEXT BOARD MEETING(S):


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

- Regular Board Meeting – September 28, 2023 at 6:00 PM
- Regular Board Meeting – October 12, 2023 at 6:00 PM

Posted on September 11, 2023 by 4:30 p.m.

Marni Rittburg, CMC, CPMC  
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.



# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, July 13, 2023

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

### CALL TO ORDER

The meeting was called to order at 6:01 pm by President Clark. Board members present: Clark, Costa, Goold, Jones, Rice, Saylor, Sheetz, Webber and Wood. Board members absent: None. Staff present: Interim Chief Haverty, and Board Clerk Marni Rittburg.

### PUBLIC COMMENTS

No public comments were received.

### CONSENT ITEMS

**Action:** Moved by Director Sheetz, seconded by Webber, 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 June 8, 2023.

**Action:** Approved the Action Summary Minutes

2. **Approval of the Purchase of two (2) 2024 Ford E-Transit Vans from the National Auto Fleet Group**

**Recommendation:** Approve the purchase of two (2) 2024 Ford E-Transit Vans from the National Auto Fleet Group.

**Action:** Approved the purchase of two (2) 2024 Ford E-Transit Vans.

### PRESENTATION ITEMS

1. **Presentation on the Personal Protective Equipment Program**

*(Assistant Chief Lozano & Robert "Bobbie" Sestito)*

**Recommendation:** Receive presentation.

**Action:** Presentation received.

## PUBLIC HEARINGS

1. **Introduction of Ordinance 2023-02 updating the Fee Schedule For Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services.**

*(Assistant Chief Law)*

**Recommendation:** Conduct a Public Hearing and introduce Ordinance 2023-02, Amending its Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services.

**Action:** Director Clark opened the Public Hearing at 6:52 p.m., one public comment was heard. Director Clark closed the Pubic Hearing at 6:56 p.m. Moved by Director Jones, seconded by Rice, and carried unanimously by members present to waive the first reading of the Ordinance and move it to the second reading.

## ACTION ITEMS

1. **Disclosure of Material Expenditure – Excess General Liability Insurance – Homesite Insurance Company and HDI Global Services**

*(Brad Svennungsen, USI Insurance Services)*

**Recommendation:** Authorize payment of \$263,321 to Homesite Insurance Company and \$175,544 to HDI Global Services.

**Action:** Moved by Director Goold, seconded by Wood, and carried unanimously by roll call vote of members present to Authorize payment of \$263,321 to Homesite Insurance Company and \$175,544 to HDI Global Services.

## REPORTS

1. **PRESIDENT'S REPORT - *(President Clark)***  
No Report
2. **FIRE CHIEF'S REPORT - *(Interim Chief Haverty)***

### **1. New Hire**

- a. Please join me in welcoming Sergey Voznyuk, hired as a Logistics Technician effective June 27.

### **2. Retirement**

- a. Congratulations to Captain Colin Swarthout on his retirement on June 30, 2023, after 22 years of service.

### 3. Reclassifications

- a. Congratulations to the following personnel for being reclassified to their respective positions effective July 1, 2023:
- i. Lara Kelley - Business Application Analyst (formerly Staffing Specialist)
  - ii. Sarah Ortiz – Payroll Manager (formerly Payroll Supervisor)
  - iii. RMarie Jones – Grant Specialist (formerly Accounting Specialist)

### 4. Promotions

- a. Congratulations to the following members for being promoted to their respective ranks effective June 30, 2023:
- i. Battalion Chief:

<b>Battalion Chief</b>	<b>Assignment</b>
Aldrich, Joe	B5 – C Shift
Pittman, Ryan	B7 – B Shift

- i. Captain:

#### A Shift

<b>Captain</b>	<b>Assignment</b>
Covington, Nicholas	E105
Currie, Jacob	E61
Guseynov, Mark	E50

#### B Shift

<b>Captain</b>	<b>Assignment</b>
Fritz, Kyle	E62
Jamison, Trevor	E23
McDermott, Ryan	E55
White, Tim	E65
Zalutskiy, Igor	E103

#### C Shift

<b>Captain</b>	<b>Assignment</b>
Field, Andy	E103
Miller, Jeffrey	E24
Wynne, Aaron	E53



ii. Engineer:

**A Shift**

<b>Engineer</b>	<b>Assignment</b>
Thomas, Pierce	E54

**B Shift**

<b>Engineer</b>	<b>Assignment</b>
Klein, Trevor	E114

**C Shift**

<b>Engineer</b>	<b>Assignment</b>
Franco, Omar	E117
Gallisdorfer, Justin	E101

**5. Reassignments**

a. Congratulations to the following members who have been selected to join Drill Master Dillon Fader for the 23-1 MMP Academy, effective July 2, 2023:

- Firefighter Frank Valente
- Firefighter Kyle DiBiase
- Firefighter Josh Eusebio
- Firefighter Cameron Mitchell
- Paramedic Diana Borshch

The Academy start date was July 10, 2023 and will run 6 weeks total.

b. Congratulations to Paramedic Cody Parker for being selected to fill the Mobile Integrated Health Paramedic position, effective July 5, 2023.

Paramedic Diana Borshch has been reassigned from the Mobile Integrated Health Paramedic position effective July 2, 2023. The District would like to thank Paramedic Borshch for her dedication and commitment while working in the MIH Program.

c. Congratulations to Captain Eric Sacht for being selected to fill the EMS Shift Captain, B Shift position, effective July 24, 2023.

d. Congratulations to Captain Carl Jewell for being selected to fill the EMS Shift Captain, C Shift position effective October 4, 2023.

The District would like to thank Captain Matthew Smotherman and Captain Shawn Burke for their dedication and commitment while working in EMS.

## 6. Recruitment

- a. HR is accepting applications for:
  - i. Fire Mechanic (internal and external) with a final filing date of July 31 by 4 PM.
  - ii. Paramedic (external) with a final filing date of July 31 by 4 PM.

## 7. Miscellaneous

- a. June 29: several of our Executive Staff (and BC House) joined in the Groundbreaking Ceremonies in the City of Folsom for their new Park and Fire Station 34.
- b. Fourth of July: While the daytime hours were suspiciously slow for fire related call volume, the evening hours proved to be busy with a number of working structure fires, as well as many small grass fires. It is no overstatement to herald our "Land, Sea, and Air" capabilities that provided an excellent response. Our field crews did an excellent job with aggressive attacks, prudent use of resources, and admirable resilience moving from one incident to another. The Command Staff worked alongside our Field Commanders aiding them in the many fires that were fought during the evening and early morning hours. Our CRRD personnel were out in full force over both July 3<sup>rd</sup> and 4<sup>th</sup> monitoring the three major Public Fireworks shows at Northridge CC, Del Paso CC and Hagan Park. There were no issues of consequence at any of the shows thanks to good planning and our Inspector's oversight. CRRD confiscated at least two very large caches (truckloads) of illegal fireworks with citations given.
- c. Several of our Executive Staff (and BC House) welcomed recruits to the Metro Medic Program (MMP) 23-1 Academy on July 10.
- d. AB 40 & AB 1168 Hearings on July 12
  - a. BC House, Local 522 representatives, and I gave testimonial support at the Senate Committee on Health for :
    - i. **AB 40 Ambulance Patient Off-load Times**, which is sponsored by CPF.
    - ii. Much later in the evening I gave testimonial support at the Senate Committee on Governance & Finance for **AB 1168 City of Oxnard JPA for ambulance 201 rights**, which is sponsored by Cal Cities.
- e. Reframing Organizations: July and August sessions will be combined, sessions will take place in August and led by Chief House.

- f. Transition briefings for BC House are still underway, as he becomes more informed of the District's Administrative functions, liabilities and current positions on various topics.

## **OPERATIONS REPORT (AC Charlie Jenkins for Deputy Chief Adam Mitchell)**

### **1. STATISTICS**

A. 4,383 total incidents since our last report on June 29; an average of 313 calls per day. 307 fire incidents were responded to which is an average of 22 calls per day.

### **2. JULY 4TH**

A. July 1 -5. 58 incidents involving fireworks which were dispatched as EMS, Fire, or Special Ops related. 12 incidents involved illegal fireworks, 11 Legal safe and sane, and 35 incidents were undetermined of the type of fireworks involved

B. During the same time frame there were 6 incidents with fireworks related injuries:

- 6-year-old female with minor burns to the leg. Illegal firework was thrown by teenager into group of people at a park.
- 44-year-old male with severe explosive injury to left hand while lighting illegal firework, also had burns & scrapes to abdomen and hands.
- 35-year-old male amputated finger while lighting a safe & sane fountain that exploded.
- 49-year-old male burns to hands, abdomen, lower extremities and shrapnel wounds to same areas from a mortar that exploded when he was lighting it.
- 7-year-old male struck with flying illegal fireworks debris, 1st degree burn to left lower leg.
- 4-year-old female with first degree burn to right shoulder. Undetermined type firework went off and struck her shoulder.

### **3. RECENT SIGNIFICANT CALLS & TOPICS**

A. Copter 1 responded to Placer County / Nyack area for a successful Hoist Rescue after a citizen fell over 30 feet in rugged terrain and needed extrication.

B. Retired Annuitant AC Mike Johnson has been deployed as part of the FEMA / USAR IMT deploying to the Vermont Flooding Incident. There were reports of over 6 inches of rain falling in an hour. Expecting more rain with swollen rivers / creeks, and saturated ground.

C. Grass Fires are on the uptick with 3 working vegetation fires burning at the same time this past Tuesday in the afternoon. A fire in Rancho Cordova burned 87 acres and had spotting of fires 600 feet from the main fire. A firing operation was put into place to contain the fire. A fire off Pershing Ave in Orangevale was 7 acres in tough terrain / progressive hose lays, thousands of feet, in steep terrain. Another near Bannister Park and the Governor's Mansion about 3 acres with progressive hose lays, thousands of feet, being put in to in inaccessible / unable to drive into areas. Day staff of multiple ranks and off duty Command Officers reported to work to cover the 911 system during the drawdown.

D. Yesterday we had 2 good working fires in the District, one was in Battalion 9 / kitchen fire in a Duplex. A father and son discovered the fire and called 911. The Son went to the front door and saw a victim inside crawling on the floor. The Son kicked in the front door, and with the assistance of his father, placed the victim in a wheel chair and extricated him from the building. Victim was transported with burn injuries but is expected to survive. PIO working with BC9 on getting all the information to acknowledge the Father and Son for their heroic efforts. B5 / Antelope Area had a 2nd alarm fire with a fire starting between two / 2 story homes. The fire became well established in both homes including the attics. Multiple hose lines, vertical vent, and search performed in both structures. BC5 Aldrich ran the fire with 3 divisions utilizing a CMD channel and 2 tac channels. Crews worked tails off in high outside and interior temps. Many members became overheated and we focused on getting them cooled down and rotating fresh crews in for overhaul.

E. I would like to thank the Board of Directors for supporting Tablet Command for our BC's and Chief Officers. Tablet Command is an Accountability and Tracking Tool that can be used to track decision points made by Command and lets incoming Chief Officers see where units are and what are their assignments.

F. Shout out to PIO Parker Wilbourn and his Staff on their great work pushing out information to the public, social media, News Networks etc. showcasing Metro Fire and informing our Citizens of events happening in our District.

#### **ADMINISTRATIVE REPORT** *(Deputy Chief Ty Bailey)*

No Report

#### **SUPPORT SERVICES REPORT** *(Deputy Chief Tyler Wagaman)*

DC Wagaman thanked the Board for approving two new E-Transit Vans tonight which will be the first fully electric vehicles for the District. We have a new Logistics Technician starting on July 24<sup>th</sup>. Chief Wagaman commended Chief Law and her staff on the hard work and countless hours updating the Fee Schedule. Chief Law was then brought up and she introduced Krista Aney who successfully completed POST training on June 21<sup>st</sup> and Krista will be filling for the Arson Investigator position on C-shift. Chief Law thanked Deputy Fire Marshall Amy Nygren and Krista Aney for all their hard work over the July 4<sup>th</sup> weekend and they did a tremendous job confiscating over 2,000 pounds of illegal fireworks.

#### **3. SMFD – FIREFIGHTERS LOCAL 522 REPORT** *(Firefighter Mike Gildone for Vice President Matt Cole)*

FF Mike Gildone welcomed the new recruits and congratulated the 17 personnel who recently promoted to their respective ranks effective June 30, 2023.

#### **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 Clark)**

Next Meeting: TBD

No Report.

**B. Communications Center JPA – (AC Greene)**

Next Meeting: July 24, 2023 at 9:00 AM (Special Meeting)  
July 25, 2023 at 9:00 AM

The Communications Center JPA Board met on June 27<sup>th</sup> and took action on the following items:

1. Approved a two-year contract renewal with Concern EAP.
2. Approved the final FY 2023/2024 budget representing an approximately 11% increase from the previous year.
3. Approved the centralized Tablet Command contract management under the Center and pass-through of contract costs.

The Communications Center JPA Board will meet on July 24, 2023 for a Special Board Meeting and July 25, 2023 for its regularly scheduled meeting.

**C. Finance and Audit Committee – (Director Wood)**

Next Meeting: July 27, 2023 at 5:30 PM

Will meet on 7/27/2023, No Report.

**D. Policy Committee – (Director Costa)**

Reported Out: June 8, 2023  
Next Meeting: August 10, 2023

Will meet on 8/10/2023, No Report.

**BOARD MEMBER QUESTIONS AND COMMENTS**

Director Costa thanked staff for all the hard work over the 4<sup>th</sup> of July holiday/weekend.

Director Jones thanked Robert “Bobbie” Sestito for the great presentation on this excellent program.

Director Webber thanked Robert “Bobbie” Sestito for the very informative presentation on this great program.

Director Sheetz welcomed the new employees and congratulated staff and their promotions and the well-deserved retirement.

Director Rice thanked staff for their amazing work over the July 4<sup>th</sup> weekend. Director Rice expressed excitement about completing the Fire Chief recruitment process and encouraged staff to rally around the new Fire Chief.

Director Wood gave kudos to Brenda Briggs and April West and the entire team for a very successful Fire Camp. He also thanked Public Information Officer Parker Wilbourn for the excellent work getting the social media posts out and keeping the public informed. Director Wood expressed gratitude to President Clark and Director Rice for attending Luau on the Links on Saturday which is put on by the Firefighters Burn Institute. On Saturday, September 16, 2023 there is a Chili Cook-Off at the Sacramento Regional Fire Museum from 6 to 9 p.m. benefiting and hosted by the Firefighters Burn Institute.

Director Goold thanked all the applicants who went through the Fire Chief selection process as it takes a tremendous amount of courage to go through the process. Every candidate was outstanding and it was not an easy decision. Thank you to the City Managers of Citrus Heights and Rancho Cordova who took the time to sit on the community panel.

The Board recessed to Closed Session at 8:09 p.m. on the following matter:

**CLOSED SESSION:**

- 1. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**  
**Pursuant to California Government Code § Sections 54957 and 54957.6**  
**Fire Chief Contract and Discussion**  
**Negotiator: John Lavra, General Counsel.**

**CLOSED SESSION REPORT OUT**

The board reconvened to open session at 9:27 p.m. and stated there was no reportable action taken in closed session.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2023-07-13-board-meeting>

[https://www.youtube.com/channel/UC9t-uKlc\\_oOUGNrmogdQ\\_QA](https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA)

**ADJOURNMENT**

The meeting was adjourned at 9:27 p.m.

\_\_\_\_\_  
D'Elman Clark, President

\_\_\_\_\_  
Ted Wood, Secretary

\_\_\_\_\_  
Marni Rittburg, CMC, Board Clerk



# Sacramento Metropolitan Fire District

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

## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, July 27, 2023

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

### CALL TO ORDER

The meeting was called to order at 6:04 pm by President Clark. Board members present: Clark, Costa, Goold, Jones, Saylor, Sheetz, and Webber. Board members absent: Rice and Wood. Staff present: Interim Chief Haverty, and Board Clerk Marni Rittburg.

### PUBLIC COMMENTS

Public comments were received.

### CONSENT ITEMS

**Action:** Moved by Director Webber, seconded by Costa, 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 June 22, 2023.

**Action:** Approved the Action Summary Minutes

2. **Approval of the Purchase of Microsoft Office Licenses**

**Recommendation:** Approve the District to procure the Microsoft Office licenses from Dell using the Riverside County's Master Agreement No. 8084445 – Contract ID PSA-0001524.

**Action:** Approved the District to procure the Microsoft Office licenses from Dell using the Riverside County's Master Agreement No. 8084445 – Contract ID PSA-0001524.

### ACTION ITEMS

1. **Final Reading and Adoption of Ordinance 2023-02 Accepting the Nexus Study to update the Fee Schedule For Operational Permits, Plan Review, New Construction**

**Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services.**

*(Assistant Chief Law)*

**Recommendation:** Remove Ordinance 2015-02 and Adopt Ordinance 2023-02, Amending Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services.

**Action:** Moved by Director Jones, seconded by Webber, and carried unanimously by members present to remove Ordinance 2015-02 and Adopt **Ordinance 2023-02**, Amending the Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services.

**2. Award Recommendation - RFP 23-02 Workers' Compensation Third-Party Administration and Cost Containment Services**

*(Purchasing Agent Courtney Moore & HR Manager Melisa Maddux)*

**Recommendation:** Authorize the Fire Chief to enter into a contract for TPA services with Intercare Holdings Insurance Services, Inc.

**Action:** Moved by Director Goold, seconded by Jones, and carried unanimously by roll call vote of members present to Authorize the Fire Chief to enter into a contract for TPA services with Intercare Holdings Insurance Services, Inc.

**3. Adopt Resolution Authorizing the Fire Chief to Approve Medical Treatment for Workers' Compensation Injuries**

*(Interim Chief Haverty)*

**Recommendation:** Authorize the Fire Chief to approve medical treatment for Workers' Compensation Injuries.

**Action:** Moved by Director Webber, seconded by Jones, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-045** Authorizing the Fire Chief to approve medical treatment for Workers' Compensation Injuries.

**REPORTS**

**1. PRESIDENT'S REPORT - *(President Clark)***

No Report

**2. FIRE CHIEF'S REPORT - *(Interim Chief Haverty)***

**1. New Hire**

a. Please join me in welcoming Gerald Demontmollin hired as an EMT in the Metro Medic Program (MMP) effective July 16 and Alec Grodecki as a Paramedic in the MMP effective July 17.

b. Please join me in welcoming Jenna Kendrick hired as an Office Technician in the Logistics Division effective July 24.



## 2. Miscellaneous

- a. Fire Camp: A huge thank you to the Community Relations Division, and the suppression personnel, Incident Command staff, and the support of all the Divisions in the District for their involvement in facilitating another successful Fire Camp.
  - The 4-day youth camp instills self-confidence and teamwork, teaches life skills, and gives the kids a basic understanding of the firefighting profession.
  - In attendance this year were 80 campers (ages 11-13), suppression counselors and IC staff, helpers, friends and family members of all the campers (approx. 200-300 people).
  - We've been doing this program since 1997 – 2 decades and have connected with/mentored approx. 1500 kids since camp's inception.
- b. July 26: Yesterday, Chief Rodriguez led a meeting with Fire Chiefs from the Sacramento region elected from Cosumnes CSD, Supervisor Pat Hume and all of the hospital executives in a collaborative effort to discuss wall times, and to identify realistic strategies to reduce wall times within Sacramento County. Sacramento County currently has the highest wall times within California. It is with continued partnership efforts like this meeting and feasible joint-effort alternatives that we can make the necessary changes to improve patient care and reduce wall times.
- c. Transition briefings for BC House are still underway, as he becomes more informed of the District's Administrative functions, liabilities and current positions on various topics.

### **OPERATIONS REPORT** (*Deputy Chief Adam Mitchell*)

#### 1. STANDARD OF COVER UPDATE

- The draft document (Chapters 1-4) is completed and will be under technical review by a group of SMEs and Local 522 until August 18th. TONS OF WORK!
- We are on track to finalize the complete document (Chapters 1-7) by the second Board meeting in September (9/28) for a presentation. We will return to the Board the first meeting in October (10/12) for policy recommendations and adoption.
- The complete document will provide a look at current capabilities and response, using 2022 data, current risk profiles down to the station level, define performance standards, measure how we are currently doing against the standards, and result in prioritized recommendations to consider as we move into the next section of the strategic plan (CIP and staffing plan).

- Output from the CIP and staffing plan will be a financial plan/timeline for the future to address the differences between current and needed services.

## 2. EMS UPDATE

A. Provided by Chief Rudnicki.

### *EMS UPDATE 7.27.23*

- *Board presentation*
  - o *Placer County Hospital Update*
  - o *Training - MMP Academy Update*
  - o *Challenge Coin Delivery*
  - o *MIH Delivery*



## **ADMINISTRATIVE REPORT** (Interim Chief Haverty for *Deputy Chief Ty Bailey*)

- Fire Camp 2023: July 11-24
  - Largest community outreach program
  - 4 day – day camp
  - 80 kids
  - Ages 11-13
  - 25 Firefighters as counselors and IC staff
  - Big thank you to Director Wood and Director Clark for their continued support for Fire Camp by coming out Friday.
  - Big thank you to the District for supporting this event as in order to coordinate Fire Camp it takes help and assistance from almost all divisions (logs, fleet, ops, finance, facilities, dispatch, reserves and IT)If anyone has feedback on ways to improve Fire Camp next year and/or expand outreach programs in the district, email Brenda Briggs.

### **FINANCE**

- The District's Procurement Office, staffed by Courtney Moore, and has been successfully transitioned to the Finance Division, a move made effective July 1, 2023.
- Related to our District pension cost obligations, CalPERS recently announced a 5.8% investment return last year, a sharp turnaround from the negative 6.1% return last year. Nevertheless. The 5.8% return was less than CalPERS' annual investment target rate of 6.8%. CalPERS will issue the District's pension cost estimate for next fiscal year in September.

### **HUMAN RESOURCES**

- Office Technician in Logistics Division started on 7/24/23
- Fire Mechanic Recruitment closes 7/31/23
- Paramedic Recruitment closes 7/31/23
- FF recruitment closed on July 7 and we had 47 qualified applicants for 24-1

### **BACKGROUNDS**

- MMP 23-2
  - 5 Paramedics in Backgrounds
- MMP 23-2 B
  - 8 candidates scheduled for Background orientation on 7/25/23
- Misc. in Backgrounds
  - 2 Administrative Specialists
  - 1 Legislative Analyst

## **SUPPORT SERVICES REPORT** (*Deputy Chief Tyler Wagaman*)

No Report

7.27.2023 Board Meeting Action Summary Minutes

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**3. SMFD – FIREFIGHTERS LOCAL 522 REPORT** (*Captain Sean Scollard for Vice President Matt Cole*)

Captain Scollard thanked Courtney Moore in Procurement and executive staff for the collaborative approach with the Third-Party Administration (TPA) process and allowing Local 522 to have a seat at the table and to the Board for approving that action item. Also, we wanted to thank the administrative staff and the Board for authorizing the Fire Chief to approve medical treatment for workers' compensation injuries and taking care of our members. Thank you to all who volunteered their time at Fire Camp and at the California State Fair.

**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 Clark)**

Next Meeting: TBD

No Report.

**B. Communications Center JPA – (AC Greene)**

The Communications Center JPA Board's scheduled Special Board Meeting on July 24, 2023 was cancelled and rescheduling is pending.

The Communications Center JPA Board met on June 27<sup>th</sup> for its Regular Board meeting and took no action.

The Communications Center JPA Board will meet on August 22, 2023 for its regularly scheduled meeting at SMFD's Boardroom.

**C. Finance and Audit Committee – (Director Wood)**

The Finance and Audit Committee met this evening and received presentations from CFO Dave O'Toole. Will meet on August 24, 2023.

**D. Policy Committee – (Director Costa)**

Will meet on August 10, 2023, No Report.

**BOARD MEMBER QUESTIONS AND COMMENTS**

Director Jones thanked the CERT representatives, Linda Ford, Harry Belt and Ken Sakamoto and Boat 65 for assisting in the Great American Triathlon and the safety of all the participants and spectators. Thank you for the Workers' Compensation items and all the hard work done to improve that benefit.

Director Webber thanked Interim Chief Haverty for all the time and hard work he has provided over the last several months to the District. Director Webber stated he is looking forward to the August 10<sup>th</sup> Board meeting and welcoming Chief House. He expressed gratitude toward the Human Resources division and all the staff that worked diligently on the Worker's Compensation programs.

Director Sheetz thanked AC Jon Rudnicki and BC Scott Perryman for the information provided this evening and helping the constituent with their medical emergency.

Director Goold thanked the person that took the time to call Metro Fire and thank us for our work. Also, thank you to the 12-year-old who wrote the fantastic letter about Fire Camp that Chief Haverty read tonight. Thank you to the community member who took time out of her day to come tonight to thank us for doing our jobs.

President Clark said it is an honor and privilege to serve on this Board and be part of such a great organization.

#### **CLOSED SESSION:**

The Board recessed to Closed Session at 7:12 p.m. on the following matters:

**1. PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A) – ONE (1) MATTER OF WORKERS COMPENSATION SETTLEMENT AUTHORITY.**

Rick Griggs and the Sacramento Metropolitan Fire District  
Claim # 402105BGF6B-0001, – Workers Compensation Settlement Authority  
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

**Action:** Moved by Director Goold, seconded by Webber, and carried unanimously by members present to provide authority to its third-party administrator to effectuate a settlement of the claim.

**2. PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A) – FOUR (4) MATTERS OF WORKERS COMPENSATION COMPROMISE AND RELEASE.**

1. Thomas Hutchinson and the Sacramento Metropolitan Fire District  
Claim # 4A2211JPCT8-0001 – Workers Compensation Settlement Authority Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

**Action:** Moved by Director Goold, seconded by Webber, and carried unanimously by members present to provide authority to its third-party administrator to settle the claim.

2. Troy Nogosek and the Sacramento Metropolitan Fire District  
Claim # SMDI – 8957A1; SMDI – 8957A2; SMDP – 549654; SMDP - 549780 –  
Workers' Compensation Settlement Authority

Breanna Owen of Lenahan, Slater, Pearse & Majernik, LLP

**Action:** Moved by Director Costa, seconded by Webber, and carried unanimously by members present to provide authority to its third-party administrator to settle the claim.

3. Craig Sweeney and the Sacramento Metropolitan Fire District  
Claim # SMDO -549498; SMDP – 549661; 4A2209N355S-0001 – Workers'  
Compensation Settlement Authority

Breanna Owen of Lenahan, Slater, Pearse & Majernik, LLP

**Action:** Moved by Director Goold, seconded by Saylor, and carried unanimously by members present to provide authority to its third-party administrator to settle the claim.

4. Richard Turner and the Sacramento Metropolitan Fire District  
Claim # 4A22010MQBHY-0001; 4A22010MQ9T-0001 – Workers' Compensation  
Settlement Authority

Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

**Action:** Moved by Director Webber, seconded by Costa, and carried unanimously by members present to provide authority to its third-party administrator to settle the claim.

### 3. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT

**Pursuant to California Government Code § Sections 54957 and 54957.6**

Fire Chief Contract and Discussion

Negotiator: John Lavra, General Counsel.

### CLOSED SESSION REPORT OUT

The board reconvened to open session at 8:52 p.m. and reported that the Board gave settlement authority to its third-party administrator on all of the Workers Compensation items. On item number three (3), Personnel Matters, there was no reportable action taken in closed session.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2023-07-13-board-meeting>

[https://www.youtube.com/channel/UC9t-uKlc\\_oOUGNrmogdQ\\_QA](https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA)

### ADJOURNMENT

The meeting was adjourned at 8:54 p.m.

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D'Elman Clark, President

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Ted Wood, Secretary

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Marni Rittburg, CMC, Board Clerk



Adam A. House  
Fire Chief

# Sacramento Metropolitan Fire District

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

**DATE:** September 14, 2023  
**TO:** Board of Directors  
**SUBJECT:** Revision of Board Policy  
Policy 01.010.03 - Purchasing and Contracting

## TOPIC

Review the proposed changes to the current Policy 01.010.03 - Purchasing and Contracting.

## DISCUSSION

Attached is the amended Purchasing and Contracting Policy, which was last approved by the Board on March 25, 2021. This policy was reviewed by the Finance Division and language has been amended to clarify processes pertaining to procurements using federal funding and update other sections of the policy. The original policy and the newly revised policy are attached for your review.

The revised policy was presented to the Policy Committee on August 24, 2023 and was approved for referral to the Board of Directors for consideration.

## RECOMMENDATION

Staff recommends that the Board of Directors approve the Purchasing and Contracting Policy revisions.

Submitted By:

*Dave O'Toole*

Dave O'Toole (Aug 30, 2023 10:27 PDT)

Dave O'Toole  
Chief Financial Officer

Approved By:

Adam House  
Fire Chief

# Sacramento Metropolitan Fire District

## BOARD POLICY

POLICY TITLE: Purchasing and Contracting

OVERSIGHT: Administration

POLICY NUMBER: 01.010.03

EFFECTIVE DATE: 11/04/92

REVIEW DATE: 03/25/2021

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### *Background*

The Sacramento Metropolitan Fire District's (District) Purchasing and Contracting Policy was established to stimulate and promote competition for the procurement of District goods and services; ensure that all qualified and responsible suppliers have an opportunity to do business with the District; implement public purchasing best-practices that comply with all federal, state and, local laws; and adopt business practices that will facilitate effective business relationships and retain public confidence.

### *Purpose*

The purpose of this policy is to provide direction for procuring goods and services to be utilized by the District in meeting its mission of providing protection, education, and service to our community.

### *Scope*

This policy applies to all District personnel.

### *Definitions*

1. **Bid:** A statement of cost for goods and services, when specifics are known.
2. **Board:** The Board of Directors of the Sacramento Metropolitan Fire District.
3. **Capital Asset:** Assets of significant value, broadly classified as land, buildings and improvements, infrastructure, equipment, and intangible assets, with a capitalization amount in excess of \$5,000, and anticipated practical use period exceeding one fiscal year.
4. **Emergency:** A sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
5. **Fire Chief's Designee:** An employee of the Sacramento Metropolitan Fire District who has been designated by the Fire Chief to requisition and contract on behalf of the District.
6. **Capital Asset:** Assets of significant value, broadly classified as land, buildings and improvements, infrastructure, equipment, and intangible assets, with a capitalization amount in excess of \$5,000, and anticipated practical use period exceeding one fiscal year.



7. **Formal Bid/Proposal:** A competitive bid or proposal submitted in response to a formal solicitation process and pursuant to the requirements, terms, and conditions outlined in the formal solicitation.
8. **Formal Solicitation Process:** The process of issuing a Request for Bids/Proposals and receiving sealed written bids/proposals for purchases exceeding the minimum amount prescribed by the County of Sacramento's Purchasing Ordinance (any amount in excess of \$100,000). This does not include Public Projects, which must follow a different formal solicitation process.
9. **Informal Solicitation Process:** The process of receiving a minimum of three informal bids/proposals, if available, for purchases in excess of \$45,000 but less than the minimum amount prescribed in the County of Sacramento's Purchasing Ordinance (any amount in excess of \$100,000) that would require the formal solicitation process. This does not include Public Projects, which must follow a different informal solicitation process.
10. **Informal Bid/Proposal:** A competitive bid, price quotation, or proposal for supplies or services that is conveyed via letter, fax, email, or other written manner that does not require a formal sealed bid or proposal, public opening, or other formalities.
11. **Lowest Responsive and Responsible Bidder:** The entity that submits a bid that was responsive to the requirements of the solicitation and who has been deemed to have demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the requested work and at the most competitive price.
12. **Multiple Award Schedule:** A schedule of non-exclusive contracts to provide similar or comparable goods or services of indefinite quantity that are awarded to more than one supplier or vendor at varying prices for a specified term after completion of a formal solicitation process.
13. **Personal Property:** Any goods, material, supplies, vehicles, machinery, furnishings, equipment, and any other tangible article required for the conduct of the business of the District.
14. **Proposal:** A statement that includes the cost, timing, source, conditions, and related parameters associated with procurement of equipment, materials, supplies, and services, when specifics are not known or a solution is being sought.
15. **Public Project:** Includes either (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility, or (2) painting or repainting of any publicly owned, leased, or operated facility. Public project" does not include maintenance work, which includes (1) routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes, (2) minor repainting, and (3) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

16. **Purchase:** Any contractual arrangement or transaction involving payment for the acquisition of title to real or personal property; the use by rental, lease or otherwise of real or personal property, the provision of services by independent contractor or otherwise; or any combination of the foregoing.
17. **Real Property:** Land, that which is affixed to land, that which is incidental or appurtenant to land, that which is immovable by law.
18. **Request for Bid (RFB):** A written solicitation for sealed bids issued for the procurement of personal property or services in excess of \$100,000, with clearly defined specifications.
19. **Request for Information (RFI):** A non-binding method used to solicit information from potential suppliers of goods and services.
20. **Request for Proposal (RFP):** A written solicitation for sealed proposals issued for the procurement of personal property or services in excess of \$100,000, where requirements are qualitative rather than quantitative, or where the supplier/vendor is proposing a solution to a problem posed by the District.
21. **Request for Qualifications RFQ:** A pre-procurement process used to establish a pre-qualified list of suppliers/vendors who are eligible to respond to future formal solicitations for similar or comparable goods or services for a specified term due to their demonstrated qualifications and experience.
22. **Special Services:** Such services shall be limited to the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District.

### *Policy*

1. The Fire Chief shall designate purchasing authority to the Purchasing Agent and other designees, giving each the ability to make a purchase or enter into an agreement once all applicable purchasing procedures have been followed as described in this policy.
2. All District personnel having purchasing authority shall conduct themselves in such a manner as to foster public and Board confidence in the integrity of the District's purchasing procedures.

### *Procedures*

1. General Purchasing and Procurement Procedures
  - a. The Purchasing Agent ("Purchasing") may review all procurement requests (requisitions) for supplies and services prior to the order being placed with the vendor to determine if the best value to the District is being met. Purchasing

and the divisional budget officer are jointly responsible for identifying acceptable vendors for a specific product or service. The divisional budget officer is responsible for technical aspects of the evaluation and Purchasing is responsible for the financial and service aspects. Once acceptable vendors have been established, Purchasing, in conjunction with the divisional budget officer, shall be responsible for ensuring vendors selected can best respond to the requirements of each particular order.

- b. A Purchase Order is required for all procurements that exceed \$1,000.
- c. Purchasing will review all requisitions to assure compliance with this policy.
- d. Purchasing, in conjunction with the divisional budget officer, will be responsible for all communication with suppliers regarding performance issues.
- e. No contract for services or supplies may be finalized without Purchasing providing review and approval.
- f. Purchasing will assume responsibility for issuing all RFBs, RFPs, RFIs, and RFQs for goods and services through a coordinated effort with the involved division.

2. Purchases of Personal Property

- a. Except as otherwise provided by law, all purchases shall be made in the name of the District.
- b. Amounts included in the annual budget approved by the Board for the purchase of specifically identified items of personal property shall constitute spending authority to the Fire Chief or Fire Chief's Designee for such items of personal property up to the approved amounts. All such purchases shall be in accordance with the methods and procedures described herein.
- c. Where the cost of personal property is any amount in excess of \$45,000 but does not exceed \$100,000, the Fire Chief or Fire Chief's Designee shall be required to follow the informal solicitation process set forth in section 5 herein.
- d. Where the cost of personal property is any amount in excess of \$100,000, the Fire Chief or Fire Chief's Designee shall be required to follow the formal solicitation process set forth in section 6 or section 7 of this policy.

3. Procurement of Special Services

- a. The District may contract for special services (as defined in the Definitions section of this policy) with persons or expert firms specially trained, experienced, and competent to perform the special service.
- b. The Fire Chief or Fire Chief's Designee is hereby authorized to enter into agreements, by which independent contractors provide such special services to the District. Any special service contract or agreement that is less than

\$100,000 can be entered into without the informal solicitation process, providing the Fire Chief or the Fire Chief's Designee has researched all options and has determined that the decision is based on the best value for the District.

- c. Except as otherwise provided herein, any Special Service contract or agreement as defined herein, which is expected to exceed \$100,000 shall be solicited through the formal solicitation process.
4. Purchases up to \$45,000
    - a. These purchases are known as "Best Judgment Purchases." This means that individual purchases for personal property or services up to \$45,000 can be completed using the purchaser's best judgment. Informal bidding is encouraged at this level by getting quotes over the phone or email (preferred), or by using the Internet to document competitor pricing and make sure the District is receiving the best value. A purchase order is required for any transaction over \$1,000.
    - b. For those purchases of personal property and services that do not require the formal or informal solicitation process, staff must research and evaluate to make sure the District is getting the best value, ensuring that the best price is obtained for the particular goods or service taking into consideration the total cost of ownership (TCO). This can be achieved by obtaining, if available, a minimum of three comparison bid evaluations using verbal and/or written quotations, or any other method of obtaining comparison costing or estimates.
  5. Informal Solicitation Process (Purchases totaling \$45,000.01 to \$100,000.00)
    - a. When the expenditure required for the purchase of personal property or services is in excess of \$45,000.00 and up to \$100,000.00, procurement of the personal property or services must be obtained through the following informal solicitation process:
      - i. Obtain and complete the Informal Bid/Proposal Form found on Metro Apps > Documents.
      - ii. Obtain at least three (3) written quotes. If three (3) quotes were not acquired, a detailed explanation detailing why the required number of quotes were not obtained must be provided on the Informal Bid/Proposal Form. This exception may be approved at the discretion of the Purchasing Agent if it is determined that the making of the purchase without three (3) quotes is reasonably necessary for the conduct of District business.
      - iii. Enter a requisition for purchase into the District's financial system. A completed Informal Bid/Proposal Form and all quotes (if applicable) shall be attached to the requisition for Purchasing to review. Upon approval from Purchasing, a purchase order will be issued.

6. Formal Solicitation Process (Purchases Exceeding \$100,000)
  - a. Except as otherwise provided herein, when the expenditure required for the purchase of personal property or services exceeds \$100,000, the District shall notify Purchasing to initiate the formal solicitation process. Contract shall be awarded to the most responsive and responsible bidder offering the best value to the District, and is subject to approval by the Board.
  - b. Purchasing will conduct all correspondence with suppliers involving prices or quotations for formal solicitations. Only Purchasing is authorized to release formal solicitation information related to vendor prices, quotations, questions, or related information.
7. Exception to Bidding
  - a. Purchases may be allowed without competitive bidding under the following circumstances:
    - i. When the aggregate or cumulative price to be paid under the purchase contract is one hundred thousand dollars (\$100,000) or less, unless otherwise required by state law.
    - ii. In the event of an Emergency.
    - iii. When the following types of personal property or services are being acquired, obtained, rented or leased:
      - A. Advertising;
      - B. Books, recordings, motion picture films, subscriptions;
      - C. Election supplies;
      - D. Insurance;
      - E. Public utility services;
      - F. Travel services;
      - G. Property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service
      - H. Property or services the price of which is fixed by law.
    - iv. When a patented or proprietary item is being purchased (including single/sole source).
    - v. When the branch Deputy Chief and Purchasing Agent determine that making of a purchase without competitive proposals is reasonably necessary for the conduct of District business.

b. Exception to Formal Solicitation Process:

- i. If purchase does not qualify for one of the exceptions to competitive bidding detailed in Section 7, Part a., i-iii, a request for an exception from the formal solicitation process shall be made. Requests for an exception from the formal solicitation process shall follow this process:
  - A. Fill out the Request for Exception to Formal Solicitation Process Form and Disclosure Statement found on Metro Apps > Documents
  - B. Submit completed form and any applicable supporting documentation to branch Deputy Chief and Purchasing for review and preliminary approval.
  - C. Submit to Board of Directors for review and approval.

8. Request for Qualification Process

- a. When the District is seeking to establish a pre-qualified list of suppliers/vendors for the purpose of streamlining future formal solicitation processes for similar or comparable goods or services the pre-qualified list must be established through the following Request for Qualifications (RFQ) process.
  - i. Purchasing shall work with the divisional budget officer to prepare an RFQ document that describes the type of goods or services and identifies the minimum qualifications required for a supplier/vendor to be eligible to respond to future formal solicitations for that type of goods or services.
  - ii. Only Purchasing is authorized to issue RFQ documents. Purchasing will conduct all correspondence with suppliers related to the RFQ process.
  - iii. A pre-qualified list of suppliers/vendors may be established at the conclusion of the RFQ process to include suppliers/vendors with demonstrated qualifications and experience. These suppliers/vendors will become eligible to respond to future formal solicitations for similar or comparable goods or services.

9. Contracts

- a. When the Board determines that it is in the public interest, the District may contract with any other public or private agency for fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and any other emergency services for the protection of lives and property.
- b. All contracts for consulting services shall require review by Legal Counsel.
- c. All contracts for goods and services up to the informal bid threshold of \$45,000 shall require the review and approval of Purchasing.

10. Conflict of Interest

- a. The Fire Chief, Fire Chief's Designee, or Board of Directors shall ensure that any purchase of any Personal Property or Special Services shall be in compliance with California Government Code Section 87100 et. seq., pertaining to Conflict of Interest, which states:

*A public official at any level of state or local government shall not make, participate in making, or in any way attempt to use the public official's official position to influence a governmental decision in which the official knows or has reason to know the official has a financial interest.*

11. Bid Splitting Prohibited

- a. It is unlawful, for the purpose of evading any requirements herein, to split or separate into smaller units of purchase any purchase covered by this policy.

12. Former District Employees

- a. For the three (3) year period from the date the former District employee left District employment, no former District employee may enter into or participate in a contract in which they engaged in any of the negotiations, transactions, planning arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by the District.

13. Public Projects

- a. The District has elected to become subject to the procedures outlined in the Uniform Public Construction Cost Accounting Act (Act). Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of the District by force account, by negotiated contract, or by purchase order. Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in the Act. Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in the Act, be let to contract by formal bidding procedure. Such formal and informal bidding procedures are outlined in the California Government Code, commencing with Section 22030.
- b. In cases of Emergency when repair or replacements are necessary, the District shall follow the Emergency Contracting Procedures detailed in the California Public Contract Code, Section 22050.

14. District Procurement Card

- a. The District issues procurement cards to certain individuals for District-specific purchases. All purchases made with the District procurement card must meet ALL procurement requirements stated in this document AND closely adhere to the District's procurement card policy, which includes these provisions:

- i. District procurement cards may only be used as a purchase option for small purchases up to \$1000, when items are not available from Logistics.
  - ii. District procurement cards may only be used for official business and may not be used for personal purchases under any circumstances.
  - iii. District procurement cards are only issued to cardholders who have certified that they understand and will comply with all related District policies.
  - iv. District procurement cards may be suspended or revoked due to misuse.
  - v. District procurement cards shall not be used for grant funded purchases. Any exceptions to this must be approved by the grant management team prior to making a purchase.
15. Capital Asset Policy
- a. The District has a Capital Asset Policy to provide a mechanism for controlling property acquisition, availability, transfer, disposal and proper documentation. Specifics can be found in the District's Capital Asset Policy.
16. Purchases Made with Federal Grant Funds
- a. Grant Purchases shall follow all procurement standards as outlined in 2 Code of Federal Regulations (CFR) Part 200, specifically sections 200.317 through 200.326. If this policy deviates from the Federal procurement standards as set forth in 2 CFR 200 in any way, the District shall follow the more restrictive standard for all procurements involving Federal funds.

### *References*

1. Sacramento Metropolitan Fire District Capital Asset Policy
2. Grants Management Procedures 05-2021
3. Sacramento Metropolitan Fire District Procurement Card Policy
4. California Public Contract Code
5. Sacramento County Purchasing Code



# Sacramento Metropolitan Fire District

## BOARD POLICY

POLICY TITLE: Purchasing and Contracting

OVERSIGHT: Administration

POLICY NUMBER: 01.010.03

EFFECTIVE DATE: 11/04/92

REVIEW DATE: 03/25/2021

### *Background*

The ~~intent of the policy is to seek~~ Sacramento Metropolitan Fire District's (District) ~~Purchasing and Contracting Policy was established to~~ stimulate and promote competition; ~~procure personal property for the procurement of District goods~~ and services ~~at a standard consistent with the required levels of quality; assure; ensure~~ that all qualified and responsible suppliers ~~and bidders~~ have an equal opportunity to do business with the ~~Sacramento Metropolitan Fire District (District); utilize accepted~~ District; implement public purchasing best-practices for the conduct of our service; that comply with all federal, state and local laws; conform to ethical and adopt business practices in all transactions; conduct all District business in a manner that will inspire good facilitate effective business relationships and insure the retain public confidence ~~of the public~~.

### *Purpose*

The purpose of this policy is to provide a single resource of information direction for the ~~procurement of all equipment, material, supplies, procuring goods~~ and services to be utilized by the District in meeting its mission of providing protection, education, and service to our community.

### *Scope*

This policy ~~is applicable~~ applies to all District personnel.

### *Definitions*

1. ~~**Bid:** The process~~ A statement of ~~obtaining quotes~~ cost for the ~~purchase of equipment, materials, supplies, goods~~ and services, when specifics are known.
2. ~~**Proposal:** The process of obtaining quotes for the purchase of equipment, materials, supplies, and services when specifics are not known or a solution is being sought.~~
- 3.2. ~~**Board:**~~ The Board of Directors of the Sacramento Metropolitan Fire District.
4. ~~**Construction:** The work of constructing, altering, renovating, or any other repair work improving buildings or facilities, including labor and materials thereby required. Minor repainting or other routine maintenance required for the protection and preservation of any District property is not considered construction.~~
3. **Capital Asset:** Assets of significant value, broadly classified as land, buildings and improvements, infrastructure, equipment, and intangible assets, with a

capitalization amount in excess of \$5,000, and anticipated practical use period exceeding one fiscal year.

- 5.4. Emergency: An unforeseen circumstance(s) in which an ~~A sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate purchase, service, or construction is necessary in order~~ to avoid a substantial hazard to prevent or mitigate the loss or impairment of life, health, property, or an interruption to the operation of the District essential public services.
- 6.5. Fire Chief's Designee: An employee of the Sacramento Metropolitan Fire District who has been authorized ~~designated by the Fire Chief~~ to requisition and contract on behalf of the District.
6. Capital Asset: Assets of significant value, broadly classified as land, buildings and improvements, infrastructure, equipment, and intangible assets, with a capitalization amount in excess of \$5,000, and anticipated practical use period exceeding one fiscal year.
7. Formal Bidding Bid/Proposal: A competitive bid or proposal submitted in response to a formal solicitation process and pursuant to the requirements, terms, and conditions outlined in the formal solicitation.
- 7.8. Formal Solicitation Process: The process of issuing a Request for Bids/Proposals and receiving sealed written bids/proposals for purchases exceeding the minimum amount prescribed by the County of Sacramento's Purchasing Ordinance (any amount in excess of \$100,000). This does not include Public Projects, which must follow a different formal solicitation process.
- 8.9. Informal Bidding Solicitation Process: The process of receiving a minimum of three written informal bids/proposals, if available, for purchases in excess of \$45,000 but less than the minimum amount prescribed in the County of Sacramento's Purchasing Ordinance (any amount in excess of \$100,000) that would require the formal biddingsolicitation process. This does not include Public Projects, which must follow a different informal solicitation process.
10. Informal Bid/Proposal: A competitive bid, price quotation, or proposal for supplies or services that is conveyed via letter, fax, email, or other written manner that does not require a formal sealed bid or proposal, public opening, or other formalities.
- 9.11. Lowest Responsive and Responsible Bidder: The ~~bidder who's entity that submits a bid that was responsive and responsible bid offers the best value~~ to the District requirements of the solicitation and who has been deemed to have demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the requested work and at the most competitive price.
12. Multiple Award Schedule: A schedule of non-exclusive contracts to provide similar or comparable goods or services of indefinite quantity that are awarded to

more than one supplier or vendor at varying prices for a specified term after completion of a formal solicitation process.

40.13. **Personal Property:** ~~Includes~~Any goods, material, supplies, vehicles, machinery, furnishings, equipment, and any other tangible article required for the conduct of the business of the District.

14. **Proposal:** A statement that includes the cost, timing, source, conditions, and related parameters associated with procurement of equipment, materials, supplies, and services, when specifics are not known or a solution is being sought.

15. **Public Project:** Includes either (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility, or (2) painting or repainting of any publicly owned, leased, or operated facility. Public project" does not include maintenance work, which includes (1) routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes, (2) minor repainting, and (3) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

44.16. **Purchase or Purchases:** Any contractual arrangement or transaction involving payment for the acquisition of title to real or personal property; the use by rental, lease or otherwise of real or personal property, the provision of services by independent contractor or otherwise; or any combination of the foregoing.

17. **Real Property:** Land, that which is affixed to land, that which is incidental or appurtenant to land, that which is immovable by law.

42.18. **Request for Formal Bid:** ~~Used when (RFB):~~ A written solicitation for sealed bids issued for the procurement of personal property or services to be purchased is in excess of \$100,000 and can be, with clearly defined ~~with~~ specifications.

19. **Request for Informal Bid:** ~~Used when~~ **Request for Information (RFI):** A non-binding method used to solicit information from potential suppliers of goods and services.

43. **Request for Proposal (RFP):** A written solicitation for sealed proposals issued for the procurement of personal property or services to be purchased is in excess of \$45,000 but less than \$100,000 and can be clearly defined with specifications.

44.20. **Request for Formal Proposal:** ~~Used when, where requirements are qualitative rather than quantitative, or where the specific personal property or service is not easily identified or detailed specifications are not available and the anticipated cost supplier/vendor is expected to be in excess of \$100,000. Suppliers are asked to propose their own proposing a solution to achieve a problem posed by the desired results~~ District.

- ~~15. **Request for Informal Proposal:** Used when the specific personal property or service is not easily identified or detailed specifications are not available and the expected cost is expected to be in excess of \$45,000 but less than \$100,000. Suppliers are asked to propose their own solution to achieve the desired results.~~
- ~~16.21. **Request for Qualifications:** Used when the District is seeking to obtain information to qualify firms and/or their proposals in order to decide which company would be the most beneficial to do business with, or A pre-procurement process used to establish a qualified vendor list/pre-qualified list of suppliers/vendors who are eligible to respond to future formal solicitations for similar or comparable goods or services for a specified term due to their demonstrated qualifications and experience.~~
- ~~17.22. **Special Services:** Any service of a specialized nature required in the conduct of operations of the District, which may include services in the areas Such services shall be limited to the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District/district.~~
- ~~18. **Surety:** A financial guarantee to insure the performance of a contract. Surety requirements are mandated for construction and can be optional for personal property and services.~~
- ~~19. **Fixed Asset:** Assets of significant value that extends beyond the current year and that are broadly classified as land, buildings and improvements, infrastructure, equipment and intangible assets, and exceed a capitalization amount of \$5,000.~~

### *Policy*

1. The Fire Chief shall designate purchasing authority to ~~certain individual~~the Purchasing Agent and other designees, giving each the ability to make a purchase or enter into an agreement once all applicable purchasing procedures have been followed as described in this policy.
2. All District personnel having purchasing authority shall conduct themselves in such a manner as to foster public and Board confidence in the integrity of the District's purchasing procedures.

### *Procedures*

1. General Purchasing and Procurement Procedures
  - a. The Purchasing ~~Manager (Agent~~ ("Purchasing") may review all procurement requests (requisitions) for supplies and services prior to the order being placed with the vendor to determine if the best value to the District is being met. ~~This will include determining if the best vendor has been selected.~~ Purchasing and the ~~Budget Officer~~divisional budget officer are jointly responsible for identifying

acceptable vendors for a specific product or service. —The ~~Budget Officer~~divisional budget officer is responsible for technical aspects of the evaluation and Purchasing is responsible for the financial and service aspects. Once acceptable vendors have been established, Purchasing, in conjunction with the ~~Budget Officer~~divisional budget officer, shall be responsible for ~~selection of a vendor who~~ensuring vendors selected can best respond to the requirements of each particular order.

- b. -A Purchase Order is required for all procurements that exceed \$1,000.
- c. Purchasing will review all requisitions to assure compliance with ~~bidding, contracting, and fixed asset policies~~this policy.
- d. ~~Purchasing will conduct all correspondence with vendors involving prices or quotations for formal bids. Only Purchasing is authorized to release information relative to vendor prices, quotations, questions, or any other formal bidding information.~~
- e.d. Purchasing, in conjunction with the divisional budget officer, will be responsible for all communication with suppliers regarding performance issues.
- f.e. ~~Purchasing will review all contracts. No contract for services and/or supplies prior to the contract being may be finalized. without Purchasing providing review and approval.~~
- g.f. Purchasing will assume responsibility for issuing all Requests~~RFBs, RFPs, RFIs, and RFQs~~ for ~~Formal Bids, Formal Proposals and Formal Qualifications for supplies~~goods and services through a coordinated effort with the involved division.

## 2. Purchases of Personal Property ~~or Supplies~~

- a. Except as otherwise provided by law, all purchases shall be made in the name of the District.
- b. Amounts included in the annual budget approved by the Board for the purchase of specifically identified items of personal property shall constitute spending authority to the Fire Chief or Fire Chief's Designee for such items of personal property up to the approved amounts. —All such purchases shall ~~meet~~be in accordance with the ~~requirements, if any, of the formal or informal bidding procedure prior to purchase~~methods and ~~the contracting limits as specified in sections 3, 4, 5 and 6 of this policy.~~procedures described herein.
- c. Where the cost of personal property is any amount in excess of \$45,000 but ~~is less than~~does not exceed \$100,000, the Fire Chief or Fire Chief's Designee shall be required to follow the informal bidding solicitation process set forth in section 5 herein.

- d. Where the cost of personal property is any amount in excess of \$100,000, the Fire Chief or Fire Chief's Designee shall be required to follow the formal biddingsolicitation process set forth in section 6 or section 7 herein of this policy.

3. Procurement of Special Services

- a. The District may contract for special services (as defined in the Definitions section of this policy) with persons or expert firms specially trained, experienced, and competent to perform the special service.
- b. The Fire Chief or Fire Chief's Designee is hereby authorized to enter into agreements, by which independent contractors provide such special services to the District. Any special service contract or agreement that is less than \$100,000 can be entered into without the informal bidsolicitation process, providing the Fire Chief or the Fire Chief's Designee has researched all options and has determined that the decision is based on the best value for the District.
- c. Any Except as otherwise provided herein, any Special Service contract or agreement as defined herein, which is expected to exceed \$100,000 shall be solicited through the formal biddingsolicitation process.

4. Purchases ~~Services Less Than~~ up to \$45,000

- a. These purchases are known as "Best Judgment Purchases". This means that individual purchases for personal property or services less than up to \$45,000 can be completed using the purchaser's best judgment. Informal bidding is encouraged at this level by getting phone quotes over the phone or email (preferred), or by using the internet to research document competitor pricing and make sure the District is receiving the best value. A purchase order is required for any transaction over \$1,000.
- ~~b.~~ For those purchases of personal property and services that do not require the formal or informal biddingsolicitation process, staff is encouraged to must research, and evaluate to make sure the District is getting the best value, and assure ensuring that the best price is obtained for the particular goods or service taking into consideration the total cost of ownership (TCO).
- ~~e.~~ b. This can be achieved by obtaining, if available, a minimum of three comparison bid evaluations using verbal and/or written quotations, or any other method of obtaining comparison costing or estimates.

5. Informal Bidding Solicitation Process (Purchases totaling \$45,000.01 to \$100,000.00)

- a. When the expenditure required for the purchase of personal property or services is in excess of \$45,000 but less than .01 and up to \$100,000.00 District staff is required to obtain, procurement of the personal property or

services must be obtained through the following informal biddingsolicitation process.:

b. Procedure:

- i. Fill out Obtain and complete the Informal Bid/Proposal Form found at P:\\_Forms\Purchasing Forms\on Metro Apps > Documents.
- i.ii. Obtain at least three (3) written quotes. If three (3) quotes were not acquired, a detailed explanation detailing why the required number of quotes were not obtained must be provided on the Informal Bid/Proposal Form. This exception may be approved at the discretion of the purchasing agent if it is determined that the making of the purchase without three (3) quotes is reasonably necessary for the conduct of District business.
  1. Obtain at least three (3) quotes.
- ii.iii. Submit Informal Bid Form and all quotes to Purchasing for review and enter into INCODE Enter a requisition for the purchase. purchase into the District's financial system. A completed Informal Bid/Proposal Form and all quotes (if applicable) shall be attached to the requisition for Purchasing to review. Upon approval from Purchasing, a purchase order will be issued.

6. Informal Proposal Formal Solicitation Process

7.6. When the expenditure required for the purchase of personal property or services is in excess of \$45,000 but less than (Purchases Exceeding \$100,000, and detailed specifications are unknown or a solution is being sought, District staff is required to obtain personal property or services through the informal proposal process.)

a. Procedure:

1. Fill out the Informal Proposal Form found at P:\\_Forms\Purchasing Forms\Informal Proposal Form.
2. Obtain at least three (3) quotes.
3. Submit Informal Proposal Form and all quotes to Purchasing for review and enter into INCODE a requisition for the purchase. Upon approval from Purchasing, a purchase order will be issued.

8. Formal Bidding Process

- a. Except as otherwise provided herein, when the expenditure required for the purchase of personal property or services exceeds \$100,000, the District shall utilizenotify Purchasing to initiate the formal biddingsolicitation process. Contract shall be awarded to the most responsive and award the contract to the lowest-responsible bidder at offering the best value to the District., and is subject to approval by the Board.

b. Procedure:

1. ~~Fill out the Formal Bid Form found at P:\\_Forms\Purchasing Forms\Formal Bid Form.~~
2. ~~Submit completed form to Purchasing for publishing and solicitation for sealed bids.~~
3. ~~Purchasing will handle all further actions required.~~

9. ~~Formal Proposal Process~~

- ~~b. When the expenditure required for the purchase Purchasing will conduct all correspondence with suppliers involving prices or quotations for formal solicitations. Only Purchasing is authorized to release formal solicitation information related to vendor prices, quotations, questions, or related information.~~

7. Exception to Bidding

- a. Purchases may be allowed without competitive bidding under the following circumstances:

- i. When the aggregate or cumulative price to be paid under the purchase contract is one hundred thousand dollars (\$100,000) or less, unless otherwise required by state law.

- ~~i. When a patented or proprietary item is being purchased.~~

- ii. In the event of an Emergency.

- iii. When the following types of personal property or services is in excess of \$100,000, and detailed specifications are unknown or a solution is being sought, District staff is required to obtain personal property or being acquired, obtained, rented or leased:

A. Advertising;

B. Books, recordings, motion picture films, subscriptions;

C. Election supplies;

D. Insurance;

E. Public utility services;

F. Travel services;

A.G. Property or services provided by or through the formal proposal process other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service

- a. Procedure:



H. Fill out Property or services the Formal Proposal Form found at P:\\_Forms\price of which is fixed by law.

- iv. When a patented or proprietary item is being purchased (including single/sole source).
- v. When the branch Deputy Chief and Purchasing Forms\Formal Proposal Form Agent determines that making of a purchase without competitive proposals is reasonably necessary for the conduct of District business.

Submit completed form b. Exception to Purchasing Formal Solicitation Process:

- 1. If purchase does not qualify for one of the exceptions to competitive bidding detailed in Section 7, Part a., i-iii, a request for an exception from the formal solicitation process shall be made. Requests for publishing and an exception from the formal solicitation for sealed bids.
- 2. Purchasing will handle all further actions required.

#### 10. Request for Qualification

- i. When the District is seeking individual firms to do business with, to establish a multiple award schedule, or to establish a qualified vendor list, staff is required to process shall follow the Request for Qualification this process outlined herein.

#### b. Procedure:

- A. Fill out the Fill out the Request for Exception to Formal Solicitation Process Form and Disclosure Statement found on Metro Apps > Documents
- B. Submit completed form and any applicable supporting documentation to branch Deputy Chief and Purchasing for review and preliminary approval.
- C. Submit to Board of Directors for review and approval.

#### 8. Request for Qualification Form found at P:\\_Forms\Purchasing Forms\Vendor Request Process

- a. When the District is seeking to establish a pre-qualified list of suppliers/vendors for Qualification Form the purpose of streamlining future formal solicitation processes for similar or comparable goods or services the pre-qualified list must be established through the following Request for Qualifications (RFQ) process.
  - 1. Submit completed form to Purchasing for publication and solicitation of firms.

- i. Purchasing shall work with the divisional budget officer to prepare an RFQ document that describes the type of goods or services and identifies the minimum qualifications required for a supplier/vendor to be eligible to respond to future formal solicitations for that type of goods or services.
- ii. Only Purchasing is authorized to issue RFQ documents. Purchasing will handleconduct all further actions requiredcorrespondence with suppliers related to the RFQ process.
- iii. A pre-qualified list of suppliers/vendors may be established at the conclusion of the RFQ process to include suppliers/vendors with demonstrated qualifications and experience. These suppliers/vendors will become eligible to respond to future formal solicitations for similar or comparable goods or services.

#### 41.9. Contracts

- a. When the Board determines that it is in the public interest, the District may contract with any other public or private agency for fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and any other emergency services for the protection of lives and property.
- b. All contracts for consulting services shall require review by Legal Counsel.
- c. All contracts for goods and services ~~ever up to~~ the informal bid ~~amount~~ threshold of \$45,000 shall require the review and approval of Purchasing.

#### 10. Conflict of Interest

- a. The Fire Chief, Fire Chief's Designee, or Board of Directors shall ensure that any purchase of any ~~personal property~~ Personal Property or ~~special services~~ Special Services shall be in compliance with California Government Code Section 87100 et. seq., pertaining to Conflict of Interest. ~~All transactions over \$10,000 will require an additional Disclosure Statement to safeguard against any financial interest or personal relationship with the vendor that may be deemed a conflict., which states:~~

*A public official at any level of state or local government shall not make, participate in making, or in any way attempt to use the public official's official position to influence a governmental decision in which the official knows or has reason to know the official has a financial interest.*

#### 11. Bid Splitting Prohibited

- a. It is unlawful, for the purpose of evading any requirements herein, to split or separate into smaller units of purchase any purchase covered by this policy.

#### 12. Former District Employees

- a. For the three (3) year period from the date the former District employee left District employment, no former District employee may enter into or participate in a contract in which they engaged in any of the negotiations, transactions, planning arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by the District.

#### 14. Construction Contracting

#### 13. Public Projects

- a. The District has ~~adopted~~deleted to become subject to the procedures outlined in the Uniform Public Construction Cost Accounting Act ~~and as such requires a bid process for the construction or completion (Act). Public projects of any building, structure, or improvement. When the expenditure required for the project is expected to exceed \$45~~sixty thousand dollars (\$60,000 but) or less than \$100 may be performed by the employees of the District by force account, by negotiated contract, or by purchase order. Public projects of two hundred thousand dollars (\$200,000, it shall be contracted for and awarded to the lowest responsible bidder by the District's) or less may be let to contract by informal ~~bidding process in conjunction with the procedures of as set forth in the Uniform Act. Public Construction Cost Accounting Act.~~

- a. ~~For construction projects estimated to be of more than \$100,000, the District's~~two hundred thousand dollars (\$200,000) shall, except as otherwise provided in the Act, be let to contract by formal bidding process ~~will be followed in conjunction with the procedures of the Uniform Public Construction Cost Accounting Act procedure. Such formal and informal bidding procedures are outlined in the California Government Code, commencing with Section 22030.~~

#### b. Procedure:

1. ~~Fill out the Formal Bid Form found at P:\\_Forms\Purchasing Forms\Formal Bid Form~~
2. ~~Submit completed form to Purchasing for publishing and solicitation for sealed bids.~~
3. ~~Purchasing will handle all further actions required by the Uniform Public Construction Cost Accounting Act.~~

#### 15. In cases of Emergency

- a. ~~In the case of an emergency, the Board may adopt by resolution or motion and by a majority vote of all members of the Board, to when repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the~~replacements are necessary equipment, services, and supplies for those purposes, ~~without giving notice for bids to let contracts.~~

b. ~~Before the Board takes any action pursuant to section 15a of this policy, it, the District shall make a finding, based on substantial evidence set forth follow the Emergency Contracting Procedures detailed in the minutes of its meeting, that the emergency will not permit a delay for the purposes of a competitive solicitation for bids, and that the action is necessary to respond to the emergency~~California Public Contract Code, Section 22050.

b. ~~If the Fire Chief or Fire Chief's Designee orders any action specified in section 15a of this policy, that person shall report to the Board at its next meeting the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.~~

14. District Purchasing Procurement Card

a. The District issues ~~a purchasing card procurement cards~~ to certain individuals for District ~~use only. Requests for a purchasing card will be sent to the Controller, specific purchases.~~ All purchases made with the District Purchasing Card procurement card must ~~first~~ meet ALL procurement requirements stated in this document. ~~AND closely adhere to the District's procurement card policy, which includes these provisions:~~

b. ~~A Purchase Order is required for all procurements that exceed \$1,000.~~

i. ~~Fixed District procurement cards may only be used as a purchase option for small purchases up to \$1000, when items are not available from Logistics.~~

ii. ~~District procurement cards may only be used for official business and may not be used for personal purchases under any circumstances.~~

iii. ~~District procurement cards are only issued to cardholders who have certified that they understand and will comply with all related District policies.~~

iv. ~~District procurement cards may be suspended or revoked due to misuse.~~

v. ~~District procurement cards shall not be used for grant funded purchases. Any exceptions to this must be approved by the grant management team prior to making a purchase.~~

15. Capital Asset Policy

a. The District has a Fixed Capital Asset Policy to provide a mechanism for controlling property acquisition, availability, transfer, disposal and proper documentation. ~~Specifics can be found in the Fixed District's Capital Asset Policy 106.01.~~

~~48~~16. Purchases Made Withwith Federal Grant Funds

- a. Grant Purchases shall follow all procurement standards as outlined in 2 Code of Federal Regulations (CFR) Part 200, specifically sections 200.317 through 200.326. If this policy deviates from the Federal procurement standards as set forth in 2 CFR 200 in any way, the District shall follow the more restrictive standard for all procurements involving Federal funds.

### *References*

1. Sacramento Metropolitan Fire District [FixedCapital](#) Asset Policy ~~106.01~~
2. Grants Management Procedures [05-2021](#)
- ~~3. All current policies can be found in the Policy App~~
2. [Sacramento Metropolitan Fire District Procurement Card Policy](#)
3. [California Public Contract Code](#)
4. [Sacramento County Purchasing Code](#)



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

**DATE:** September 14, 2023  
**TO:** Board of Directors  
**SUBJECT:** Disclosure of material expenditure

## TOPIC

Disclosure of material expenditure for the purchase of a 2023 Ford/Scelzi Service Truck for the Facilities Division.

## BACKGROUND

This vehicle was an approved purchase in the FY21/22 budget. Due to supply chain shortages and manufacturers cancellations, the acquisition of this vehicle was delayed several times and eventually canceled by the manufacturer. After being told by our selected vendor they could not fulfill the request earlier in the year, they notified us in August that they received the unit and it was already in route to the third party up-fitter.

The District requested quotes from multiple vendors, and Downtown Ford was the only one submitted. Staff reached out to the other vendors after not receiving their quotes, but again none were returned.

## DISCUSSION

This vehicle will be replacing an existing unit which is at the end of its service life due to age and mileage.

## FISCAL IMPACT

The total cost of the purchase for the 2023 Ford/Scelzi Service Truck is \$111,630.47. The cost is higher than the original quote, as the vehicle is one model year newer. The original funds of \$90,000.00 for this purchase have been carried forward into the current FY23-34 budget. The balance of \$21,630.47 will be covered by additional funds carried forward from the FY22-23 budget.

## RECOMMENDATION

Provided for information only.

Submitted by:

Shea Pursell  
Fleet Manager

Approved by:

Tyler Wagaman  
Deputy Chief of Support Services

**DOWNTOWN  SACRAMENTO**

**4717**

525 N16TH STREET, SACRAMENTO, CA 95811  
PHONE: 916-299-3529

**INVOICE**

<b>Customer</b>		DATE	9/1/2023
Name	SACRAMENTO METRO FIRE DISTRIC	SALES REP	KAYLA
Address		PHONE	
City	SACRAMENTO State _____ Zip 95864	FOB	SACRAMENTO
Phone	ATTN: SHEA PURSELL		

Qty	Description	Unit Price	TOTAL
1	2023 FORD F350 REGULAR CAB CHASSIS 4X2 STATE OF CALIFORNIA CONTRACT 1-22-23-20F CLIN 48  <b>1FD8X3HT3PED18265</b>	\$42,525.00	\$42,525.00
<b>OPTIONS</b>			
<b>ALL PRICING IS SUBJECT TO CHANGE ON 23 MODEL</b>			
1	CHANGE TO SUPER CAB 168" (60"CA) X3F	\$3,700.00	\$3,700.00
1	CHANGE TO 4X4	\$3,657.00	\$3,657.00
1	CHANGE TO DIESEL ENGINE	\$10,500.00	\$10,500.00
1	CHANGE TO LARIAT TRIM (638A)	\$10,615.00	\$10,615.00
1	HD SERVICE SUSPENSION	\$126.00	\$126.00
1	SKID PLATES	\$100.00	\$100.00
1	AUDIBLE LANE DEPART	\$141.00	\$141.00
1	DUAL AMP ALTERNATOR	\$114.00	\$114.00
1	REAR VIEW CAMERA PREP KIT	\$535.00	\$535.00
1	FOG LAMPS	\$175.00	\$175.00
1	UTILITY LIGHTING SYSTEM	\$0.00	\$0.00
1	CENTER HIGH MOUNTED STOP LAMP (CHMSL)	\$364.00	\$364.00
1	TRANS POWER TAKE OFF	\$0.00	\$0.00
1	40/CONSOL/40 FRONT LEATHER SEATS	\$0.00	\$0.00
1	UPFITTER INTERFACE MODULE	\$0.00	\$0.00
1	FLOOR MATS ALL WEATHER	\$249.00	\$249.00
1	SCELZI 25474	\$30,704.00	\$30,704.00
	REG 2KW PRO POWER		
1	DOC FEE	\$85.00	\$85.00
SALES TAX CALCULATED AT 7.75% BASED ON REGISTRATION ADDRESS			

SubTotal	\$103,590.00
DELIVERY	\$0.00
SALES TAX	\$8,028.22
CA Tire Tax	\$12.25
<b>TOTAL</b>	<b>\$111,630.47</b>

**Payment Details**

Cash  
 Check  
 Credit Card

Name \_\_\_\_\_

CC # \_\_\_\_\_

Expires \_\_\_\_\_

Office Use Only

**\$500 DISCOUNT WITH PAYMENT IN 20 DAYS**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**DOWNTOWN  SACRAMENTO**

525 N16TH STREET, SACRAMENTO, CA 95811  
PHONE: 916-299-3529

**KD-102623**

**QUOTE**

**Customer**

Name SACRAMENTO METRO FIRE DISTRIC

Address \_\_\_\_\_

City SACRAMENTO State \_\_\_\_\_ Zip 95864

Phone ATTN: SHEA PURSELL

DATE 10/26/2022

SALES REP KAYLA

PHONE 916-717-0362

FOB SACRAMENTO

Qty	Description	Unit Price	TOTAL
1	2022 FORD F350 REGULAR CAB CHASSIS 4X2 STATE OF CALIFORNIA CONTRACT 1-22-23-20F CLIN 48  <b>EXTERIOR COLOR: WHITE</b>	\$34,425.00	\$34,425.00
<b>OPTIONS</b>			
ALL PRICING IS SUBJECT TO CHANGE ON 23 MODEL			
1	CHANGE TO SUPER CAB 168" (60"CA) X3F	\$3,700.00	\$3,700.00
1	CHANGE TO 4X4	\$3,657.00	\$3,657.00
1	CHANGE TO DIESEL ENGINE	\$10,500.00	\$10,500.00
1	CHANGE TO LARIAT TRIM (638A)	\$10,615.00	\$10,615.00
1	HD SERVICE SUSPENSION	\$126.00	\$126.00
1	SKID PLATES	\$100.00	\$100.00
1	AUDIBLE LANE DEPART	\$141.00	\$141.00
1	DUAL AMP ALTERNATOR	\$114.00	\$114.00
1	REAR VIEW CAMERA PREP KIT	\$535.00	\$535.00
1	FOG LAMPS	\$175.00	\$175.00
1	UTILITY LIGHTING SYSTEM	\$0.00	\$0.00
1	CENTER HIGH MOUNTED STOP LAMP (CHMSL)	\$364.00	\$364.00
1	TRANS POWER TAKE OFF	\$0.00	\$0.00
1	40/CONSOL/40 FRONT LEATHER SEATS	\$0.00	\$0.00
1	UPFITTER INTERFACE MODULE	\$0.00	\$0.00
1	FLOOR MATS ALL WEATHER	\$249.00	\$249.00
1	SCELZI 25474	\$30,704.00	\$30,704.00
1	DOC FEE	\$85.00	\$85.00
SALES TAX CALCULATED AT 7.75% BASED ON REGISTRATION ADDRESS			

SubTotal	\$95,490.00
DELIVERY	\$0.00
SALES TAX	\$7,400.48
CA Tire Tax	\$8.75
<b>TOTAL</b>	<b>\$102,899.23</b>

**Payment Details**

Cash

Check

Credit Card

Name \_\_\_\_\_

CC # \_\_\_\_\_

Expires \_\_\_\_\_

Office Use Only

**\$500 DISCOUNT WITH PAYMENT IN 20 DAYS**

SIGNATURE

DATE



2286 E. Date Ave.  
 Fresno, CA 93706  
 Phone: 559-237-5541  
 Fax: 559-237-5554  
 www.SEINC.com

254574

Date: 10/14/2022, 11:05:14 AM

User: Uribe, Ruben

**Bill To:** DOWNTOWN FORD  
 End User: METRO FIRE  
 Attn: DEAN, KAYLA  
 525 N 16TH STREET  
 SACRAMENTO, CA 95811  
 916-299-3529

**Ship To:** Fresno Will Call  
 End User: METRO FIRE  
 Attn: Scelzi Enterprises  
 2316 E Annadale Ave.  
 Fresno, CA 93706

<b>Quote Date:</b>	10/14/2022	<b>Salesman:</b>	Uribe, Ruben
<b>Expiration Date:</b>	11/13/2022	<b>Ship Via:</b>	WILL CALL, Fresno, CA - Sales Office (Will Call)
<b>Sales Tax</b>	Fresno* @ 8.350%	<b>Terms:</b>	Net 10
		<b>PO Number:</b>	

**Notes:**

MOUNT IN FRESNO  
 PAINT BODY WHITE  
 MIDSHIP FUEL TANK - DIESEL  
 DEF TANK SET UP WITH FUEL LINE AND BEZEL

\*\*\* REMOVE PICK UP BED, BED TO BECOME SCELZI PROPERTY \*\*\*

Qty	Part Number	Description	Total	Tax
1	Customer Chassis	2023, FORD, F350, SUPERCAB, WHITE, DIESEL, SRW 56" CA	\$0.00	

2286 E. Date Ave.  
 Fresno, CA 93706  
 Phone: 559-237-5541  
 Fax: 559-237-5554  
 www.SEINC.com

254574

Date: 10/14/2022, 11:05:14 AM

User: Uribe, Ruben

1	SBCR-98-79-49-38-VO	SCELZI CROWN SERIES SERVICE BODY - SRW 56"CA -98 LONG, 79 WIDE, 49 FLOOR WIDTH, 38 TALL VERTICAL OPEN TOP  1EA - ALL LIGHTS L.E.D.  1EA - ALUMINUM DIAMOND PLATE OVERLAY ON OPEN TOPS  1EA - ALUMINUM TAILGATE CAP  1EA - SET OF LED ROPE LIGHTING FOR COMPARTMENTS WITH ROPE LIGHTS ON SIDES AND TOPS OF COMPARTMENTS WITH MASTER SWITCH IN CAB  1EA - ELECTRONIC MASTER LOCKING SYSTEM  1EA - SET OF LED ROPE LIGHTING FOR COMPARTMENTS WITH ROPE LIGHTS ON SIDES AND TOPS OF COMPARTMENTS WITH MASTER SWITCH IN CAB  1EA - SCELZI 250LB CAPACITY ROLLER DRAWER MODULE MOUNTED PASSENGER FRONT COMPARTMENT STARTING FROM THE TOP WITH 4-3" DRAWERS  1EA - SCELZI 250LB CAPACITY ROLLER DRAWER MODULE MOUNTED PASSENGER REAR COMPARTMENT STARTING FROM THE TOP WITH 6-3" DRAWERS WITH DIVIDERS AND CROSS DIVIDERS	\$27,821.00
1	BUMPER CROWN - 6"	6" DIAMOND PLATE STRAIGHT RAIL BUMPER - POWDER COATED GRAY  1EA - FACTORY HITCH  1EA - TRAILER PLUG 7/4 OEM SOCKET  1EA - INSTALL FACTORY BACK UP CAMERA	\$0.00
1	LADDER RACK - 2x3x120	2" X 3" X .120 WALL FORKLIFT ACCESS - POWDER COATED WHITE  4EA - RS1 RATCHET STRAPS (2EA) SIDE MOUNTED OVER CARGO AREA	\$0.00
1	HAZ MAT - HWD FEE	HAZARDOUS WASTE DISPOSAL FEE	\$49.00
1	WEIGHT CERTIFICATE	WEIGHT CERTIFICATE OF COMPLETED UNIT	\$43.00
1	WILL CALL	CUSTOMER TO PICK UP COMPLETED UNIT FRESNO, CA	\$0.00
			<b>Sub Total \$27,913.00</b>
			<b>Sales Tax \$0.00</b>
			<b>Total \$27,913.00</b>

2286 E. Date Ave.  
Fresno, CA 93706  
Phone: 559-237-5541  
Fax: 559-237-5554  
www.SEINC.com

254574

Date: 10/14/2022, 11:05:14 AM

User: Uribe, Ruben

**DISCLAIMERS**

- TERMS:** Standard terms are Net 10 Days, any deviations need to be in writing before production
- CHASSIS:** Scelzi Enterprises, Inc. is not responsible for flashing or modification of any chassis modules due to the installation of a body  
Including but not limited to camera installation, erratic turn signal operation, etc
- CHANGES:** Each change after quote is accepted will constitute a \$500.00 fee in addition to the cost of the change  
No changes will be made to orders 2 weeks prior to production start date
- DRAWINGS:** Any changes to drawings after acceptance and 2 weeks prior to production start date will constitute a \$500.00 fee or more at \$150.00 per hour  
No changes will be made to drawings 2 weeks prior to production start date
- PAINT:** Scelzi Enterprises, Inc. does not guarantee a perfect color match due to inconsistencies in factory paints and procedures

**THIS WORK AUTHORIZED BY**

Payment in full on completion of job if credit arrangements have not been made in advance

The above quotation is submitted according to specifications submitted by customer. Any alterations or changes increasing production costs will be charged for accordingly.

**DATE**

Estimate

Prepared By:

Sales Rep: Uribe,  
Ruben



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

**DATE:** September 14, 2023  
**TO:** Board of Directors  
**SUBJECT:** Disclosure of material expenditure

## TOPIC

Disclosure of material expenditure for the purchase of a 2023 Ford/Scelzi Service Truck for the Fleet Division.

## BACKGROUND

This vehicle was an approved purchase in the FY22-23 budget. Due to supply chain shortages and manufacturers cancellations, the acquisition of this vehicle was delayed several times and eventually canceled by the manufacturer. After being told by our selected vendor they could not fulfill the request earlier in the year, they notified us in August that they received the unit and it was already in route to the third party up-fitter.

The District requested quotes from multiple vendors, and Downtown Ford was the only one submitted. Staff reached out to the other vendors after not receiving their quotes, but again none were returned.

## DISCUSSION

This vehicle will be replacing an existing unit which is at the end of its service life due to age and mileage.

## FISCAL IMPACT

The total cost of the purchase for the 2023 Ford/Scelzi Service Truck is \$140,541.95. The original funds of \$200,000.00 for this purchase have been carried forward into the current FY23-34 budget.

## RECOMMENDATION

Provided for information only.

Submitted by:



Shea Pursell  
Fleet Manager

Approved by:



Tyler Wagaman  
Deputy Chief of Support Services

**DOWNTOWN  SACRAMENTO**

**KD-102622**

525 N16TH STREET, SACRAMENTO, CA 95811  
PHONE: 916-299-3529

**QUOTE**

<b>Customer</b>		DATE	9/1/2023
Name	SACRAMENTO METRO FIRE DISTRIC	SALES REP	KAYLA
Address		PHONE	916-717-0362
City	SACRAMENTO State _____ Zip 95864	FOB	SACRAMENTO
Phone	ATTN: SHEA PURSELL		

Qty	Description	Unit Price	TOTAL
1	2023 FORD F350 REGULAR CAB CHASSIS 4X2 STATE OF CALIFORNIA CONTRACT 1-22-23-20F CLIN 48  <b>EXTERIOR COLOR: RED</b>	\$42,525.00	\$42,525.00
	<b>OPTIONS</b>		
	<b>ALL PRICING IS SUBJECT TO CHANGE ON 23 MODEL</b>		
1	CHANGE TO SUPER CAB 168" (60"CA) X3F	\$3,700.00	\$3,700.00
1	CHANGE TO 4X4	\$3,657.00	\$3,657.00
1	CHANGE TO DIESEL ENGINE	\$10,500.00	\$10,500.00
1	CHANGE TO LARIAT TRIM (638A)	\$10,615.00	\$10,615.00
1	HD SERVICE SUSPENSION	\$126.00	\$126.00
1	SKID PLATES	\$100.00	\$100.00
1	AUDIBLE LANE DEPART	\$141.00	\$141.00
1	DUAL AMP ALTERNATOR	\$114.00	\$114.00
1	REAR VIEW CAMERA PREP KIT	\$535.00	\$535.00
1	FOG LAMPS	\$175.00	\$175.00
1	UTILITY LIGHTING SYSTEM	\$0.00	\$0.00
1	CENTER HIGH MOUNTED STOP LAMP (CHMSL)	\$364.00	\$364.00
1	TRANS POWER TAKE OFF	\$0.00	\$0.00
1	40/CONSOL/40 FRONT LEATHER SEATS	\$0.00	\$0.00
1	UPFITTER INTERFACE MODULE	\$0.00	\$0.00
1	FLOOR MATS ALL WEATHER	\$249.00	\$249.00
1	SCELZI 254575	\$57,536.00	\$57,536.00
1	DOC FEE	\$85.00	\$85.00
	SALES TAX CALCULATED AT 7.75% BASED ON REGISTRATION ADDRESS		

SubTotal	\$130,422.00
DELIVERY	\$0.00
SALES TAX	\$10,107.70
CA Tire Tax	\$12.25
<b>TOTAL</b>	<b>\$140,541.95</b>

**Payment Details**

Cash  
 Check  
 Credit Card

Name \_\_\_\_\_

CC # \_\_\_\_\_

Expires \_\_\_\_\_

Office Use Only

**\$500 DISCOUNT WITH PAYMENT IN 20 DAYS**

SIGNATURE

DATE

**DOWNTOWN  SACRAMENTO**

525 N16TH STREET, SACRAMENTO, CA 95811  
PHONE: 916-299-3529

**KD-102622**

**QUOTE**

**Customer**

Name SACRAMENTO METRO FIRE DISTRIC

Address \_\_\_\_\_

City SACRAMENTO State \_\_\_\_\_ Zip 95864

Phone ATTN: SHEA PURSELL

DATE 10/26/2022

SALES REP KAYLA

PHONE 916-717-0362

FOB SACRAMENTO

Qty	Description	Unit Price	TOTAL
1	2022 FORD F350 REGULAR CAB CHASSIS 4X2 STATE OF CALIFORNIA CONTRACT 1-22-23-20F CLIN 48  <b>EXTERIOR COLOR: RED</b>	\$34,425.00	\$34,425.00
<b>OPTIONS</b>			
ALL PRICING IS SUBJECT TO CHANGE ON 23 MODEL			
1	CHANGE TO SUPER CAB 168" (60"CA) X3F	\$3,700.00	\$3,700.00
1	CHANGE TO 4X4	\$3,657.00	\$3,657.00
1	CHANGE TO DIESEL ENGINE	\$10,500.00	\$10,500.00
1	CHANGE TO LARIAT TRIM (638A)	\$10,615.00	\$10,615.00
1	HD SERVICE SUSPENSION	\$126.00	\$126.00
1	SKID PLATES	\$100.00	\$100.00
1	AUDIBLE LANE DEPART	\$141.00	\$141.00
1	DUAL AMP ALTERNATOR	\$114.00	\$114.00
1	REAR VIEW CAMERA PREP KIT	\$535.00	\$535.00
1	FOG LAMPS	\$175.00	\$175.00
1	UTILITY LIGHTING SYSTEM	\$0.00	\$0.00
1	CENTER HIGH MOUNTED STOP LAMP (CHMSL)	\$364.00	\$364.00
1	TRANS POWER TAKE OFF	\$0.00	\$0.00
1	40/CONSOL/40 FRONT LEATHER SEATS	\$0.00	\$0.00
1	UPFITTER INTERFACE MODULE	\$0.00	\$0.00
1	FLOOR MATS ALL WEATHER	\$249.00	\$249.00
1	SCELZI 254575	\$57,536.00	\$57,536.00
1	DOC FEE	\$85.00	\$85.00
SALES TAX CALCULATED AT 7.75% BASED ON REGISTRATION ADDRESS			

**Payment Details**

Cash

Check

Credit Card

Name \_\_\_\_\_

CC # \_\_\_\_\_

Expires \_\_\_\_\_

SubTotal	\$122,322.00
DELIVERY	\$0.00
SALES TAX	\$12,232.20
CA Tire Tax	\$8.75
<b>TOTAL</b>	<b>\$134,562.95</b>

Office Use Only

**\$500 DISCOUNT WITH PAYMENT IN 20 DAYS**

SIGNATURE

DATE

2286 E. Date Ave.  
 Fresno, CA 93706  
 Phone: 559-237-5541  
 Fax: 559-237-5554  
 www.SEINC.com

# Quotation

254575

Date: 10/14/2022, 11:17:52 AM

User: Uribe, Ruben

**Bill To:** DOWNTOWN FORD  
 End User: METRO FIRE  
 Attn: DEAN, KAYLA  
 525 N 16TH STREET  
 SACRAMENTO, CA 95811  
 916-299-3529

**Ship To:** Fresno Will Call  
 End User: METRO FIRE  
 Attn: Scelzi Enterprises  
 2316 E Annadale Ave.  
 Fresno, CA 93706

<b>Quote Date:</b>	10/14/2022	<b>Salesman:</b>	Uribe, Ruben
<b>Expiration Date:</b>	11/13/2022	<b>Ship Via:</b>	WILL CALL, Fresno, CA - Sales Office (Will Call)
<b>Sales Tax</b>	Fresno* @ 8.350%	<b>Terms:</b>	Net 10
		<b>PO Number:</b>	

**Notes:**

MOUNT IN FRESNO  
 PAINT BODY SINGLE STAGE RED #  
 AFT AXLE FUEL TANK - DIESEL  
 DEF TANK SET UP WITH FUEL LINE AND BEZEL

Qty	Part Number	Description	Total	Tax
1	Customer Chassis	2023, FORD, F350, SUPER CAB, RED, DIESEL, SRW 60" CA		\$0.00

2286 E. Date Ave.  
Fresno, CA 93706  
Phone: 559-237-5541  
Fax: 559-237-5554  
www.SEINC.com

254575

Date: 10/14/2022, 11:17:52 AM

User: Uribe, Ruben

1	SB-CUSTOM MODEL # SB-108-79-49-43-V/VO-VO SERVICE BODY SRW 60CA-108 LONG, 79 WIDE, 49 FLOOR WIDTH, 43 TALL VERTICAL OPEN TOP	\$52,213.00
	*** NOTE: FRONT HALF TOP OF BODY DRIVER'S SIDE WILL BE CLOSED FOR COMPRESSOR APPLICATION ***	
	1EA - 10 GAUGE REINFORCEMENT ON TOP OF BODY DRIVER'S SIDE FRONT	
	1EA - ELECTRONIC MASTER LOCKING SYSTEM	
	1EA - SET OF LED ROPE LIGHTING FOR COMPARTMENTS WITH ROPE LIGHTS ON SIDES AND TOPS OF COMPARTMENTS WITH PIN SWITCH @ EACH DOOR, WHEN DOOR OPENS, LIGHT COMES ON, WHEN DOOR CLOSES LIGHT GOES OFF - WIRED TO UPFITTER SWITCH IN CAB	
	1EA - PTO, PUMP AND TANK TO RUN HYDRUALICS	
	1EA- VMAC PREDETAIR 40 #H400001 HYDRAULIC AIR COMPRESSOR OIL-INJECTED ROTARY SCREW, DIRECT DRIVEN 25-40 CFM @ 100 PSI, 100% DUTY CYCLE, UP TO 150 PSI MOUNTED ON DRIVER SIDE TOP OF BODY AT FRONT	
	1EA - 10 GALLON AIR RECEIVER TANK #A300047 RATED TO 200 PSI WORKING PRESSURE, MOUNT INSIDE CHASSIS FRAME RAILS	
	1EA - FLR FILTER, LUBRICATOR, REGULATOR MOUNTED PASSENGER REAR COMPARTMENT #A700151	
	1EA - NATIONAL SPENCER AIR REEL #1448R WITH 50' OF 1/2" MOUNTED PASSENGER SIDE REAR COMPARTMENT WITH FAIRLEAD OUT END PANEL	
	1EA - POLYUREA SPRAY ON COATING APPLIED TO CARGO FLOOR, FRONT BULKHEAD, BOTH SIDES, AND BACK SIDE OF TAILGATE	
1	BUMPER SIG 6" DIAMOND PLATE STEP BUMPER - PAINTED RED	\$0.00
	- 6"	
	1EA - VSR-123 VISE STAND MOUNTED PASSENGER SIDE REAR - PAINTED RED	
	*** VISE NOT INCLUDED ***	
	1EA - CLASS 5 RECEIVER HITCH WITH CLASS 4 REDUCER INSERT	
	1EA - TRAILER PLUG 7/4 OEM SOCKET	
	1EA - INSTALL FACTORY BACK UP CAMERA	
1	HAZ MAT - HAZARDOUS WASTE DISPOSAL FEE	\$49.00
	HWD FEE	
1	WEIGHT CERTIFICATE OF COMPLETED UNIT	\$43.00
	CERTIFICATE	
1	WILL CALL CUSTOMER TO PICK UP COMPLETED UNIT FRESNO, CA	\$0.00



2286 E. Date Ave.  
Fresno, CA 93706  
Phone: 559-237-5541  
Fax: 559-237-5554  
www.SEINC.com

254575

Date: 10/14/2022, 11:17:52 AM

User: Uribe, Ruben

Sub Total \$52,305.00

Sales Tax \$0.00

Total \$52,305.00

**DISCLAIMERS**

- TERMS:** Standard terms are Net 10 Days, any deviations need to be in writing before production
- CHASSIS:** Scelzi Enterprises, Inc. is not responsible for flashing or modification of any chassis modules due to the installation of a body  
Including but not limited to camera installation, erratic turn signal operation, etc
- CHANGES:** Each change after quote is accepted will constitute a \$500.00 fee in addition to the cost of the change  
No changes will be made to orders 2 weeks prior to production start date
- DRAWINGS:** Any changes to drawings after acceptance and 2 weeks prior to production start date will constitute a \$500.00 fee or more at \$150.00 per hour  
No changes will be made to drawings 2 weeks prior to production start date
- PAINT:** Scelzi Enterprises, Inc. does not guarantee a perfect color match due to inconsistencies in factory paints and procedures

**THIS WORK AUTHORIZED BY**

Payment in full on completion of job if credit arrangements have not been made in advance

The above quotation is submitted according to specifications submitted by customer. Any alterations or changes increasing production costs will be charged for accordingly.

**DATE**

Estimate

Prepared By:

Sales Rep: Uribe,  
Ruben



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

**DATE:** September 14, 2023  
**TO:** Board of Directors  
**SUBJECT:** Sale of Real Property – 4411 Niobe Circle, Rancho Cordova

### TOPIC

Approval requested for final disposition of surplus property located at 4411 Niobe Circle in Rancho Cordova, California.

### BACKGROUND

On July 28, 2022, the Sacramento Metropolitan Fire District's (District) Board of Directors approved Resolution 2022-061 declaring certain real property (Property), located at 4411 Niobe Circle in Rancho Cordova, as surplus property and authorizing the initiation of the disposition process. The District completed the Notice of Availability process in accordance with the Surplus Land Act procedures and subsequently retained a real estate broker to list the Property in the Multiple Listing Service with a listing price of \$575,000.

### DISCUSSION

Six offers were initially received for the Property, and the District began negotiations with the offerors on the terms of the sale. Two offerors accepted the terms of the District's counter offer and those offers are outlined as follows:

	Purchase Price	Deposit	Loan to Value	Contingency	Closing
Offer #1	\$589,000	\$50,000	None - CASH	None	30 Days
Offer #2	\$590,000	\$5,750	91.51%	17 Days	30 Days

Although Offer #2 is \$1,000 higher, Offer #1 poses significantly less risk for the District with the highest likelihood to successfully close escrow, and was determined to be the preferred offeror.


### FISCAL IMPACT

The District will receive the proceeds from the sale of the Property less the broker's commission (5%) and the closing costs.


### RECOMMENDATION

Staff recommends that the Board authorize the Fire Chief or his designee to affect the sale of the Property to the preferred offeror (\$589,000) or next preferred offeror in such instance that the first preferred offeror cancels the contract.

Submitted by:

  
Erin Castleberry  
Administrative Analyst

Approved by:

  
Jeff Frye  
Chief Development Officer

### ATTACHMENT:

Attachment 1: Resolution



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT AUTHORIZING THE SALE OF REAL PROPERTY

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, the District is the owner of certain real property located at 4411 Niobe Circle in Rancho Cordova, California ("Property"); and

**WHEREAS**, the District adopted Resolution 2022-061 which declared the Property as surplus and authorized the initiation of the disposition process; and

**WHEREAS**, the District completed its due diligence pursuant to the California Surplus Land Act; and

**WHEREAS**, the District is in receipt of two offers for the sale of the Property.

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District does hereby authorize the Fire Chief or his designee as its Authorized Agent(s) to affect the sale of the Property to the first preferred offeror or the second preferred offeror in such instance that the first preferred offeror cancels the contract.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of September, 2023. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

---

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

**DATE:** September 14, 2023  
**TO:** Board of Directors  
**SUBJECT:** Resolution Adopting the Fiscal Year 2023/24 Appropriations Limit Schedule

## TOPIC

A resolution has been prepared establishing an appropriation limit for Fiscal Year 2023/24 in the amount of \$438,075,319. Staff recommends approval of the proposed resolution.

## SUMMARY

State law requires that every government entity in California prepare calculations each fiscal year of the entity's maximum allowed appropriations. The formula used to make these calculations involves adjusting the entity's previous "Gann limit" by incorporating changes to population and per capita income. These factors are provided by the State Department of Finance. A governmental entity is not permitted to spend more than its calculated Gann limit.

## DISCUSSION

Based upon staff calculations, the District's Gann limit for FY 2023/24 is \$438,075,319 which represents an increase of \$16,727,508 when compared to the FY 2022/23 Gann limit of \$421,347,811. This increase is due to a 4.44% increase in per capita income statewide, slightly offset by 0.45% average decrease in the population of the cities and unincorporated area within the District. Calculation details can be found in the attached schedule.

## FISCAL IMPACT

There is no fiscal impact. The District's FY 2023/24 proposed operating budget subject to the limit is well below the \$438,075,319 set by the Gann limit.

**RECOMMENDATION**

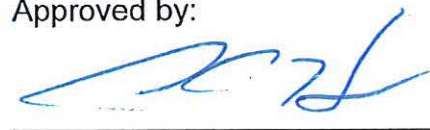
Adopt resolution approving the appropriation (Gann) limit for Fiscal Year 2023/24.

Submitted by:

  
\_\_\_\_\_  
Ronald Empedrad  
Controller

  
\_\_\_\_\_  
Dave O'Toole  
Chief Financial Officer

Approved by:

  
\_\_\_\_\_  
Adam A. House  
Fire Chief

**ATTACHMENTS:**

Attachment 1: Fiscal Year 2023/24 Gann Limit Calculation Schedule

Attachment 2: Resolution Adopting the Fiscal Year 2023-24 Appropriations Limit Schedule



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-\_\_\_\_\_

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FISCAL YEAR 2023/24 APPROPRIATIONS LIMIT SCHEDULE

**WHEREAS**, the voters of the State of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local governments; and

**WHEREAS**, Article XIII B provides that the Appropriations Limit for Fiscal Year 2023/24 is calculated by adjusting the base year appropriations limit of Fiscal Year 2022/23 for changes in the per capita income and regional population factors prepared by the State of California's Office of the Department of Finance, calculations of which are provided in the attached Board Report and, by this reference, incorporated herein; and

**WHEREAS**, the District has complied with the provisions of Article XIII B of the State Constitution and Section 7900 et seq. of the Government Code in determining the appropriations limit for the earliest affected Fiscal Year 1978/79.

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District does hereby approves that the Appropriations Limit in Fiscal Year 2023/24 shall be \$438,075,319, as set forth in the attached **Exhibit "A"**.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of September 2023. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachment: Exhibit A: Fiscal Year 2023/24 Gann Limit Calculation Schedule



## GANN LIMIT CALCULATION FY2023/24

FISCAL YEAR:	FY2023/24	FY2022/23	FY2021/22	FY2020/21
<b>A</b> PER CAPITA INCOME CHANGE *	1.0444	1.0755	1.0573	1.0373
<b>B</b> POPULATION CHANGE *	0.9955	0.9938	1.0036	1.0039
<b>C</b> CALCULATION OF FACTOR (A x B):	1.0397	1.0688	1.0611	1.0413
<b>D</b> PRIOR YEAR GANN LIMIT:	\$ 421,347,811	\$ 394,225,123	\$ 371,524,949	\$ 356,773,962
<b>E</b> GANN LIMIT ON APPROPRIATIONS FOR FISCAL YEAR (C x D):	\$ 438,075,319	\$ 421,347,811	\$ 394,225,123	\$ 371,524,949

\* Per California State Department of Finance



# **Service Delivery Update**

**FDM/MMP TRANSITION AND SQUAD DEPLOYMENT**

**Presented by:**

**Adam Mitchell, Deputy Chief-Operations**

**September 14, 2023**





# Overview

- **Where We Started**
- **Where We Are**
- **What's Next**
- **Metrics**



## WHERE WE STARTED

- **Action taken at Special Board meeting on May 3, 2023**
  - Directed staff to develop options for an incremental change of some FDMs to MMPs
  
- **Proposals provided to Board at May 19, 2023 Regular Board Meeting**
  - Board approved staff's recommendation for moving forward with incremental implementation of Phase #1 and Phase #2; Phase #3 or additional changes would be evaluated at a later time
  - Allowed for actual impact of changes to be evaluated in a measured fashion rather than trying to do too much at once
  - Status Update to Board in August, 2023
  - Post Board Meeting, Fire Chief had consensus of the Board and was given direction to combine some components of Phase #1 and Phase #2 for quicker implementation



## Where We're At

### ➤ Initial Implementation on September 3<sup>rd</sup>, 2023

- Transition 3 FDMs to MMPs
- Result of 3 FDMs transitioning is 18 Firefighters available for alternative staffing considerations
  - 3 FDMs x 6 FFs (2 positions per shift) = 18
- Move 12 of 18 Firefighters to a staffing pool (4 per shift)
  - Assist with avoiding brownouts and decreasing mandatory callback in firefighter rank
- Utilize 6 of 18 Firefighter positions to staff a new Squad
- Switch locations of two other FDMs and MMPs
  - FDM21 to 29, MMP29 to 21; FDM61 to 66, MMP66 to 61



## Where We're At

- **Updated Plan on August 8, 2023 due to MMP Staffing Level**
  - Met with Local 522 and agreed to modify initial plan
  - Transition 2 (**Not 3**) FDMs to MMPs
  - Result of 2 FDMs transitioning is 12 Firefighters available for alternative staffing considerations
    - 2 FDMs x 6 FFs (2 positions per shift) = 12
  - Move 12 Firefighters to a staffing pool (4 per shift)
  - Switch locations of two other FDMs and MMPs
  - Evaluate stability in MMP staffing and continue with hiring process to pursue additional FDM transition and Squad in near future



## Where We're At

### ➤ Additional Changes Due to the Transition and Movement

- MMP Members will now be supervised directly by the Station Captains; EMS24 remains a resource as well
- MMP Time card processes have been updated for better efficiency
- Telestaff Roster updated to show the MMP Units assigned to the individual stations
- Switching locations of two FDMs and MMPs allows for the busier medic units to work less consecutive hours and have more recovery time
- The District and Local 522 have agreed to a contingency plan in case of rapid changes in staffing levels to ensure service delivery is maintained



## What's Next

### ➤ Additional Hiring

- Additional service delivery changes for FDM to MMP transition require more MMP members
- Current hiring process is ongoing

### ➤ When MMP Staffing Levels Increase and Stabilize, Next Change Becomes Possible

- One additional FDM transitions to MMP
- Utilizing Firefighters from the FDM transition to staff additional Squad
- Fiscal impacts and supply chain considerations and review are ongoing
- Staying in alignment with Board direction, Strategic Plan and Standards of Cover project



# Metrics of Changes

## ➤ **Impact on Service Delivery to the Community**

- Ability to maintain resources in the system for responding to incidents
- EMS CQI to monitor trends and identify positives and negatives of changes (i.e. patient care and released at scene)

## ➤ **Impact on Staffing and Member Well-Being**

- Reduction of mandatory callback and brownouts
- Ability to maintain staffing levels under new service delivery model

## ➤ **Fiscal Impact**

- Confirm anticipated costing/benefit of transition



## QUESTIONS or COMMENTS?





ADAM A. HOUSE  
*Fire Chief*

# Sacramento Metropolitan Fire District

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

**DATE:** September 14, 2023  
**TO:** Board of Directors  
**SUBJECT:** Administration Policy  
Policy 02.021.01 - Financial Planning and Budget Policy

## TOPIC

Review new Administrative Policy 02.021.01 Financial Planning and Budget Policy.

## SUMMARY

This policy provides and formalizes processes used to develop, administer, and report on the District's budget.

## DISCUSSION

Attached is the new Financial Planning and Budget Policy 02.021.01. The Financial Planning and Budget Policy serves a guide for District fiscal planning, deliberations and decisions toward maintaining long-term financial stability, providing adequate funding for Capital Improvement Program (CIP) expenditures, and accelerating payment of unfunded liabilities. This policy will assist the Board in making informed choices about the provision of District services and management of capital assets, and facilitate effective and informed budget input by District constituents.

This policy guides the development of the District's annual budget and directs Finance Division staff on budget development practices, including recognition of year-end revenues and calculation of the General Fund reserve.

This policy was approved by the Policy Committee on August 10 with the request that it be presented to the Board of Directors for consideration and comment.

## FISCAL IMPACT

No fiscal impact.

**RECOMMENDATION**

Administration Policy review is for informational purposes only as previously directed by the Policy Committee.

Submitted by:

Approved by:

  
\_\_\_\_\_  
Dave O'Toole  
Chief Financial Officer

  
\_\_\_\_\_  
Adam House  
Fire Chief

# Sacramento Metropolitan Fire District

## ADMINISTRATIVE POLICY

POLICY TITLE: Financial Planning and Budget Policy

OVERSIGHT: Finance

POLICY NUMBER: XX.XXX.XX EFFECTIVE DATE: Xx/xx/xx

REVIEW DATE: Xx/xx/xx

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### *Background*

The Sacramento Metropolitan Fire District (District) is an independent special district governed by an elected Board of Directors (Board) responsible for ensuring the appropriate expenditure of all property taxes, emergency medical service (EMS) fees, and other income sources.

This policy serves as a guiding document for the District and Board, directing financial planning and annual budget practices that will support long-term fiscal sustainability.

This policy was adopted by the Board of Directors and implemented with the FY 2023/24 Final Budget.

### *Purpose*

The purpose of this policy is to guide District fiscal planning, deliberations and decisions toward maintaining long-term financial stability, providing adequate funding for Capital Improvement Program (CIP) expenditures, and accelerating payment of unfunded liabilities. This policy will assist the Board in making informed choices about the provision of District services and management of capital assets, and facilitate effective and informed budget input by District constituents.

This policy guides the development of the District's annual budget and directs Finance Division staff on budget development practices, including recognition of year-end revenues and calculation of the General Fund reserve.

### *Scope*

This policy applies to all District personnel.

### *Definition*

1. **Balanced Budget:** An annual budget in which operating revenues and any one-time revenues are greater than or equal to ongoing operating expenditures.
2. **Capital Improvement Program (CIP):** A multi-year plan that identifies needed capital projects and equipment, provides a planning schedule, and financing options.
3. **CIP Reserves:** Reserves accumulated for the purchase of apparatus, equipment, and the construction, rehabilitation, and improvements to District facilities and properties. These reserves are comprised of the reserves from both the Capital Facilities Fund and the Development Impact Fees Fund.

4. **Encumbrances:** Commitments related to unperformed (executory) contracts for goods or services (i.e., purchase orders, contracts, and commitments).
5. **Final Budget:** Using the preliminary budget as a basis, the District budget scheduled and developed for consideration by the Board before October 1 every year. The final budget is subsequently updated in the Midyear Budget.
6. **Five-Year Budget Forecast:** A budget forecast including the upcoming fiscal year and at least four (4) additional years, displaying major revenue and expenditure sources, transfers, ending General Fund reserve balance, and General Fund reserve ratio.
7. **Fund Balance:** Governmental Fund balance sheet assets less liabilities, equals fund balance. Accountants distinguish up to five (5) separate categories of fund balance, based on the extent to which the government is bound to honor specific purposes spending constraints.
8. **General Fund:** For budgeting and reporting purposes, the District records all transactions in the General Fund that are not specifically accounted for in any other fund. The other funds include the Capital Facilities Fund, the Leased Properties Fund, the Grant Fund, the Development Impact Fees Fund, the Intergovernmental Transfer (IGT) Fund, and Special Projects Fund.
9. **Labor Budget:** A component of the District's budget comprising compensation (e.g., wages, overtime, constant staffing, leave balances used, and incentives) and benefits (e.g., pensions, workers' compensation, and employee medical, dental, and vision insurance).
10. **Midyear Budget:** Based on the approved Final Budget for that fiscal year and incorporating actual revenue and expenditure information from the first six months of the fiscal year and projections for the last six months, the Midyear Budget provides updated budget information and is considered by the Board before April 1 every year.
11. **Operating revenues:** For purposes of this policy, operating revenues are defined as District revenue in the General Fund and any transfers to the General Fund that have either been (a) transferred to the General Fund for each of the five (5) prior fiscal years or (b) transferred from a program established and funded through state or federal law and does not have an expiration or sunset date. Operating revenues do not include revenues or transfers to the General Fund that are known to be one-time.
12. **Operating expenditures:** District expenditures paid from General Fund balances, including transfers from the General Fund to other funds.
13. **Preliminary Budget:** The District Budget scheduled and developed for consideration by the Board before July 1 every year. The Preliminary Budget is subsequently updated in the Final Budget and Midyear Budget.

## *Policy*

1. Budget Development Process
  - a. The District prepares and presents to the Finance and Audit Committee and Board of Directors three (3) separate budget plans: the Preliminary Budget Final Budget and Midyear Budget.
  - b. The District's budget development process follows these seven (7) steps for each budget process (Preliminary Budget, Final Budget, and Midyear Budget):
    - i. The Finance Division prepares and distributes to division budget personnel a calendar for the upcoming budget process.
    - ii. Divisions input their budget requests into the financial management system.
    - iii. Divisions explain and discuss their requests with branch leadership and the Finance team.
    - iv. Requests are evaluated and presented to the District's executive management team, and adjustments are identified to ensure proposed expenditures match available revenues and the District's strategic direction and priorities.
    - v. The Finance Division prepares and presents budget materials for the Finance and Audit Committee and Board.
    - vi. The Board amends (if necessary) and ultimately adopts the proposed Budget.
    - vii. The Finance Division monitors revenues and expenditures, and reports variances in bimonthly fiscal reports, or as often as necessary to ensure the Board is informed about unanticipated budget trends.
  - c. Appropriations in all budgeted funds lapse at the end of the fiscal year, even if there are related encumbrances. Valid outstanding encumbrances (those for which performance under an executory contract is anticipated in the next year) must be re-appropriated in the Final Budget.
  - d. Budget Transfers
    - i. Transfers between District funds or objects (salaries and benefits, services and supplies, capital outlay, and debt service or other expenditures) must be approved by the Board.
    - ii. Transfers within the same fund or object (salaries and benefits, services and supplies, capital outlay, and debt service or other expenditures), including transfers within divisions and between divisions, must be

approved by the Deputy Chief(s) overseeing the division(s) affected by the transfer.

2. Balanced Budget

- a. The District shall endeavor to propose balanced budgets for all funds, as defined above. If a balanced General Fund budget is not proposed, the budget shall specify the amount and share of General Fund reserves to be used.
- b. The District shall also endeavor to achieve a projected General Fund budget that is balanced for all years included in the Five-Year Budget Forecast.

3. Financial Stability

- a. The District will strive to achieve sustained financial stability by:
  - i. Building Capital Facilities Fund balances that accumulate and deplete in harmony with the needs and timing of capital projects identified in the five-year CIP Plan and capital outlay budget, and
  - ii. Facilitating accelerated payment of the District's unfunded liabilities.

4. General Fund Reserve

- a. In order to minimize the variance between Final Budget and Midyear Budget revenues, expenditures, and transfers, the beginning General Fund reserve reported in the Final Budget shall incorporate the most up-to-date prior year revenue, expenditure, and transfer data available when the Final Budget is prepared.
- b. The District shall strive to maintain a reserve ratio in the General Fund set at 15 percent of General Fund expenditures for unplanned emergencies.
- c. The reserve ratio will be calculated and established at budget adoption (Preliminary Budget, Final Budget, or Midyear Budget).
- d. For purposes of calculating the General Fund reserve ratio, accelerated payments toward unfunded liabilities, expenditures approved as a one-time expenditure in the given fiscal year, and operating transfers out of the General Fund to other funds to support one-time expenditures in those funds (e.g., capital outlay in the Capital Facilities Fund) are excluded.
- e. The General Fund reserve calculation shall incorporate the estimated balance of General Fund on June 30 of the budget year.
- f. Calculation
  - i. The General Fund reserve shall be determined by first calculating the projected fund balance of the General Fund at the end of the fiscal year,

incorporating all General Fund revenues, expenditures, and financing sources and uses. This calculation is the numerator of the reserve ratio.

- ii. The denominator of the reserve ratio shall be the projected General Fund expenditures (excluding capital and one-time expenditures) and other financing uses, including transfers out (excluding any capital outlay support cost transfers to other funds).
- iii. The reserve ratio is calculated by dividing i by ii above.

5. One-Time and Limited Term Revenues

- a. The District recognizes the considerable financial risk posed by applying one-time and limited term revenue sources to long-term expenditures.
- b. The District will only pay for ongoing expenditures from recurring operating revenue sources as defined in this policy.

6. Excess Reserves

- a. In March of each year, after the Fifteen (15) percent General Fund reserve ratio has been achieved, the remaining surplus shall be allocated as follows:
  - i. Fifty (50) percent of the remaining surplus shall be transferred to the Capital Facilities Fund for capital improvement expenditures, and
  - ii. Fifty (50) percent shall be allocated as accelerated payment of District's unfunded liabilities (first toward pension liability until achieving an eighty-five (85) percent funding level, and then toward Other Post Employment Benefit costs).
- b. If the Fifty (50) percent allocation to the Capital Facilities Fund, when combined with planned revenues from the Capital Facilities Fund is sufficient to fund that year's capital expenditures in the Capital Facilities Fund, then the remainder shall be allocated as an accelerated payment of the District's unfunded liabilities.

7. Labor Cost as a Share of General Fund Revenues Calculation

- a. For purposes of budget information, labor cost as a share of General Fund revenues shall be calculated by dividing the budgeted costs of labor expenses (numerator) by all General Fund operating revenues (denominator), as defined.

8. Five-Year Budget Forecast

- a. The Five-Year Budget Forecast shall be used as a budget tool updated annually in conjunction with the preliminary and final budget for projected revenues and expenditures.

- b. The Five-Year Budget Forecast will also be updated whenever a significant financial event occurs or is anticipated to occur mid-year in order to assess the severity of the impact.
- c. The Five-Year Budget Forecast shall also be evaluated before undertaking any significant financial commitment to ensure the District's fiscal health will be maintained.
- d. Accuracy.
  - i. Data included in the first two (2) years of the forecast is the most predictable and reliable.
  - ii. Data contained in later years of the forecast is less reliable due to uncertainties regarding items such as future property tax growth, service costs, and capital needs. Although less reliable, the information is a useful indicator of trends and the potential need for early corrective intervention.

### *References*

1. Debt Management Policy
2. Reserve Funding Policy
3. Capital Asset Policy
4. Capital Improvement Program Policy





# Financial Planning and Budget Policy

- September 14, 2023 -

**Presented by:**  
**Dave O'Toole**  
**Chief Financial Officer**



## Financial Planning and Budget Policy

### CONTENTS:

- Defines common and critically important budget terms, such as balanced budget, constant staffing, and operating revenues.
- Memorializes the existing budget development process milestones, articulating a timeline and principal steps for developing the Preliminary, Final, and Midyear Budget.
- Describes the existing process and approval levels needed for budget transfers.
- Expresses the Districts intent to propose balanced budgets for all funds, specifying that ongoing operating revenues must be greater than or equal to ongoing operating expenditures.



## Financial Planning and Budget Policy

### CONTENTS (cont.):

- Includes a statement of intent that the District will build up balances for capital expenditures and accelerating payments for unfunded liabilities.
- Requires that all known prior year budget adjustments affecting the General Fund reserve calculation for that year be recognized in the Final Budget.
- Articulates how the General Fund Reserve is calculated, establishing a specific calculation intended to ensure consistency from budget to budget.
- Limits the expenditure of one-time revenues to non-ongoing expenditures.



## Financial Planning and Budget Policy

### CONTENTS (cont.):

- Identifies how any projected General Fund reserves over 15% (“excess reserves”) will be allocated: one-half to capital projects and one-half to long-term debt.
- Defines the process for calculating labor cost as a share of revenues, incorporating a definition of operating revenues that includes all General Fund transfers and any statutorily-driven or expected transfers in.
- Explains the purpose of the District’s five-year budget forecast, describing when it will be presented and updated.



## BIMONTHLY FISCAL REPORT

# *Questions and Comments*

Dave O'Toole

[O'Toole.Dave@metrofire.ca.gov](mailto:O'Toole.Dave@metrofire.ca.gov)

916-926-9799



# **Capital Improvement Plan FY2023/24 – FY2027/28**

**Presented by:**

**Erin Castleberry, Administrative Analyst  
Planning & Development**

**September 14, 2023**



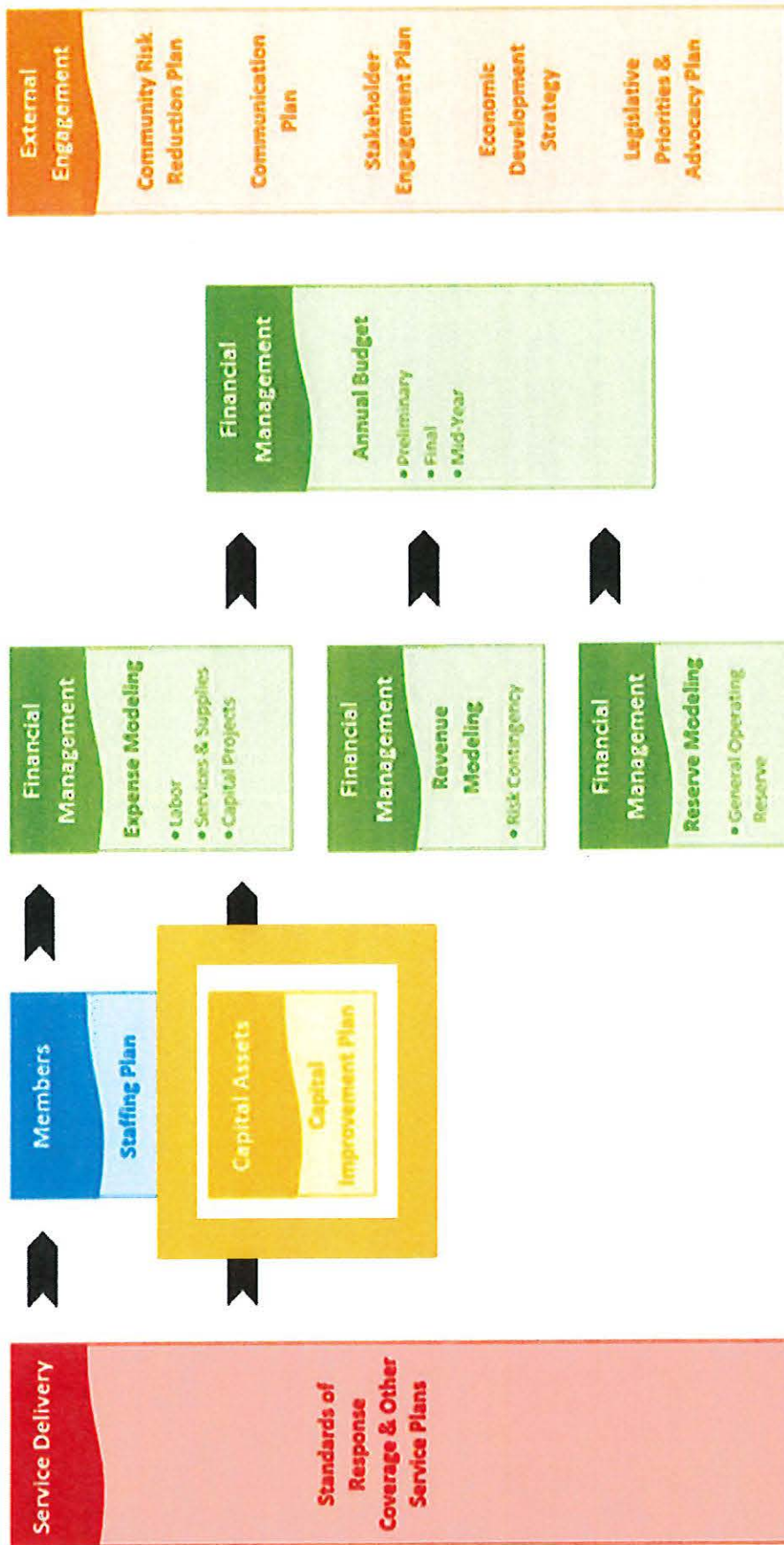
## PURPOSE OF CIP

*To organize, facilitate, and memorialize capital needs and goals in order to efficiently and transparently develop and support the physical infrastructure of the District.*

- **IDENTIFY** the District's capital needs that are required to support the District's mission to provide professional and compassionate protection, education and service to our community
  - **Facilities, infrastructure, apparatus, equipment, PPE**
- **PLAN** for the funding of capital projects to ensure that existing and future capital needs are met in accordance with the District's strategic plan



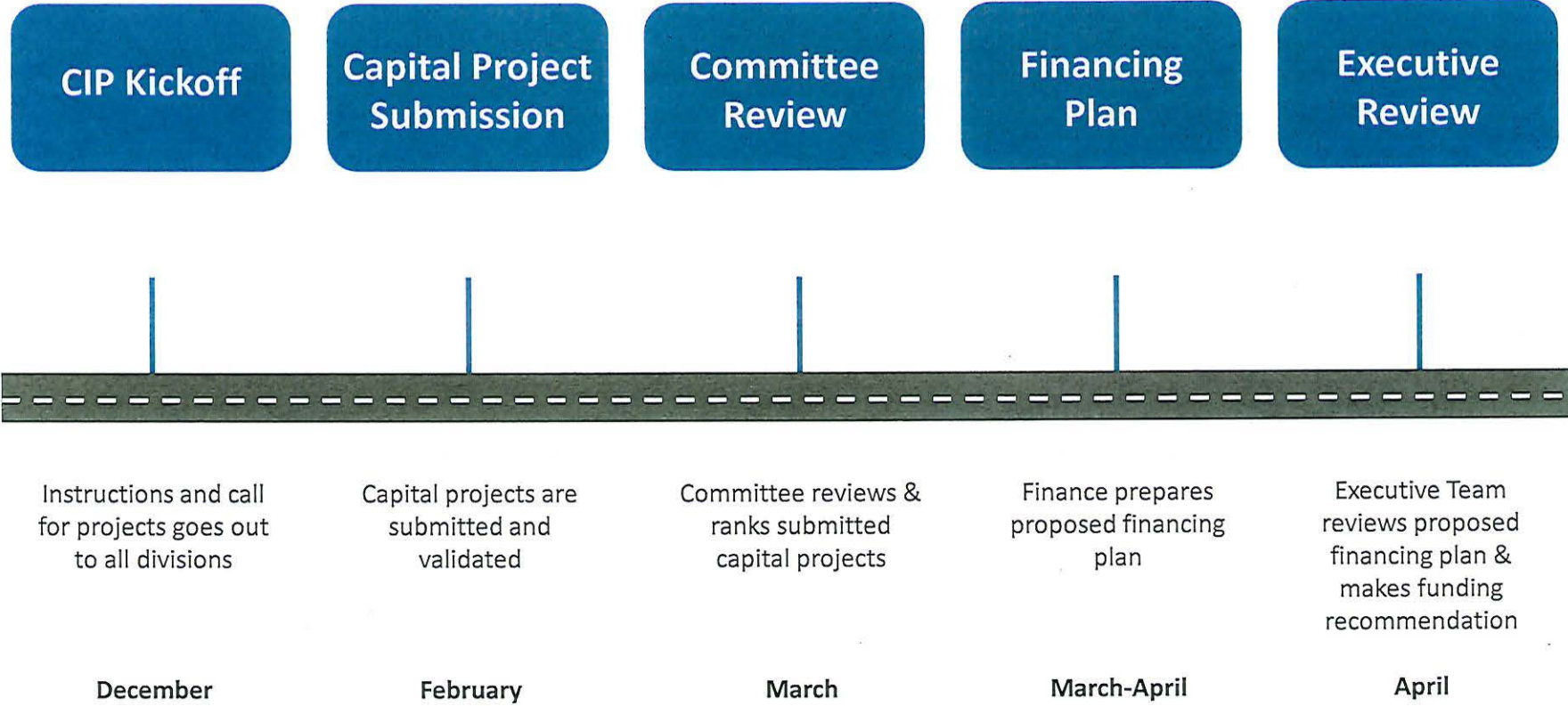
# STRATEGIC PLANNING FRAMEWORK





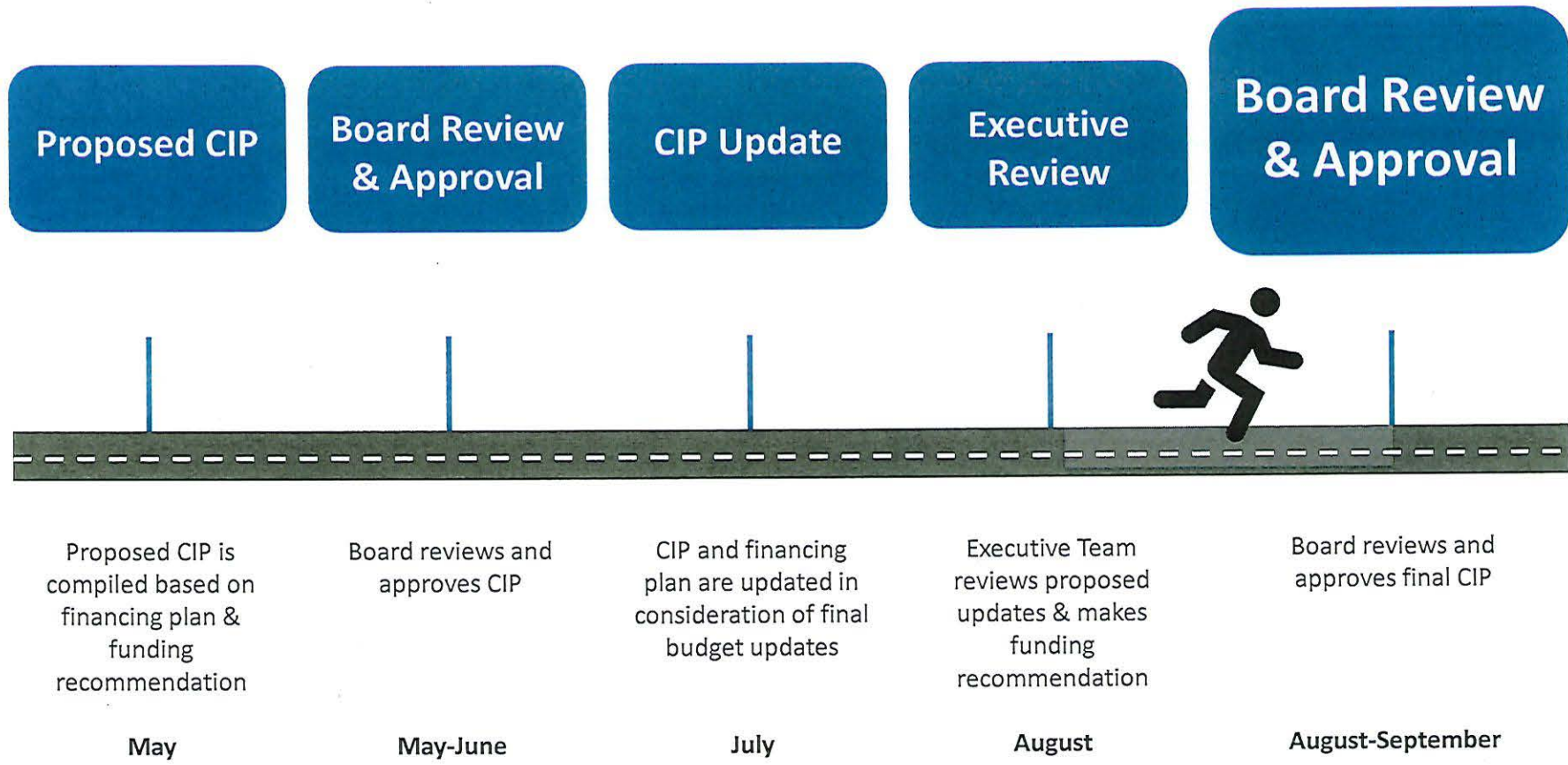


# CIP DEVELOPMENT PROCESS





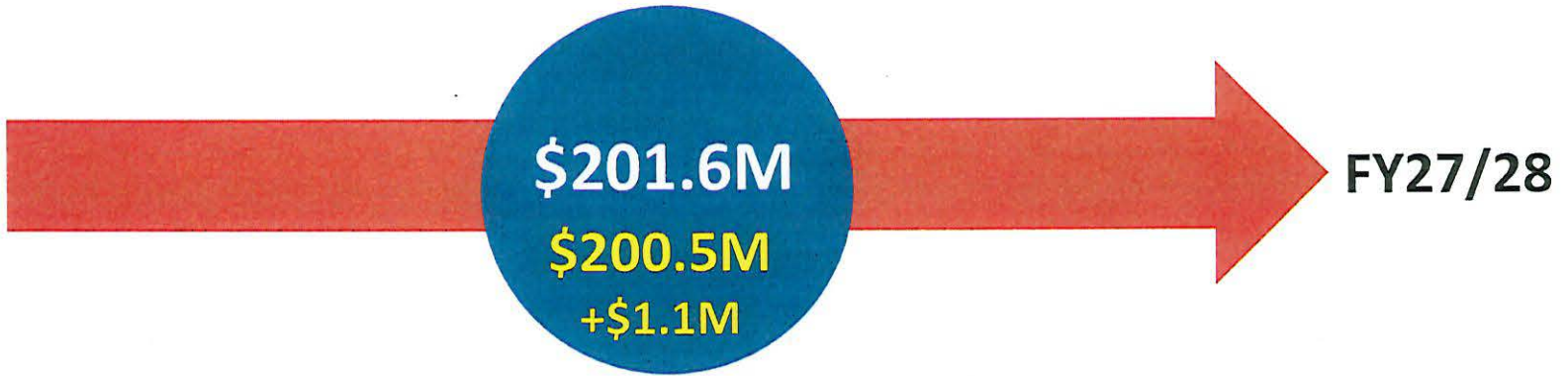
# CIP DEVELOPMENT PROCESS





# FIVE-YEAR SUMMARY

FY23/24



FY27/28

	<u>FINAL</u>	<u>PRELIM</u>	
Apparatus & Equipment	\$82.4M	\$81.8M	+\$600K
New Construction	\$47.7M	\$47.6M	+\$100K
Station Remodel/Expansion	\$31.1M	\$31.1M	-
Facilities Repair & Replacement	\$27.2M	\$27.0M	+\$200K
Land Acquisition	\$4.8M	\$4.8M	-
Personal Protective Equipment	\$4.4M	\$4.2M	+\$200K
Miscellaneous	\$4.0M	\$4.0M	-



## SUMMARY OF CHANGES

	<u>PRELIM</u>	<u>FINAL</u>	<u>CHANGE</u>
Projects Submitted:	53	59	+ 6
<b>Projects Recommended:</b>	<b>14</b>	<b>23</b>	<b>+ 9</b>
Total Cost (Submitted):	\$100.9M	\$101.7M	+ \$800K
<b>Total Cost (Recommended):</b>	<b>\$38.6M</b>	<b>\$43.2M</b>	<b>+ \$4.6M</b>



# SUMMARY OF CHANGES

## Changes to Approved Projects

	<u>PRELIM</u>	<u>FINAL</u>	<u>CHANGE</u>
Ambulance Replacement	\$3.1M	<b>\$3.2M</b>	+ \$139K
Recruit Academy PPE	\$282K	<b>\$308K</b>	+ \$26K
Squad Vehicle Acquisition	\$663K	<b>\$689K</b>	+ \$26K
Vineyard Springs Station	\$10.6M	<b>\$10.7M</b>	+ \$50K
Zinfandel Phase 3 Buildout	\$12.8M	<b>\$12.9M</b>	+ \$164K
			<b>+ \$405K</b>



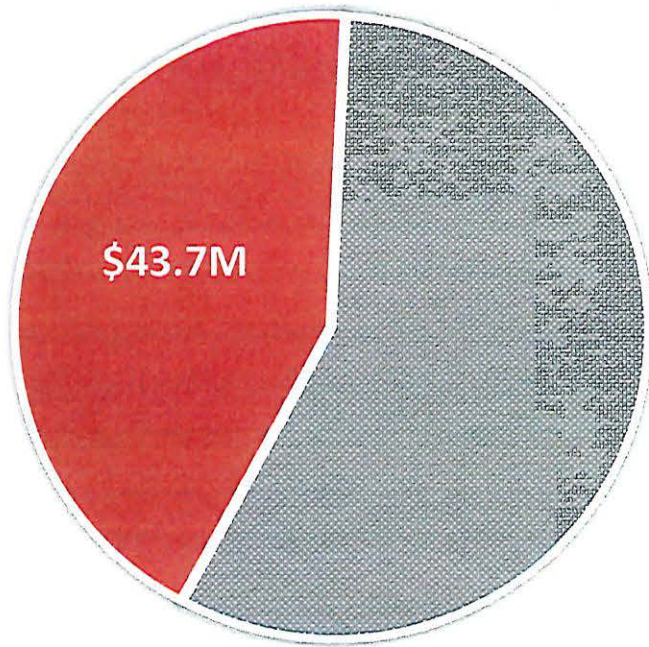
# SUMMARY OF CHANGES

## Added Projects

	<u>FINAL</u>	<u>NOTE</u>
Copter 3 Conversion	\$482K	Began in FY22/23
Station 50 Dorm Remodel	\$101K	Began in FY22/23
Zinfandel Gate Replacement	\$134K	Began in FY22/23
Automatic Chest Compression Device Replacement	\$81K	Added
Power Loader/Gurney Replacement	\$2.8M	Added
Deferred Facilities Maintenance/Repair	\$353K	Added
Training Burn Prop Replacement	\$90K	Added
Fitness Equipment Replacement	\$80K	Added
MMP Single Layer Garment	\$100K	Added
	<b>+ 4.2M</b>	

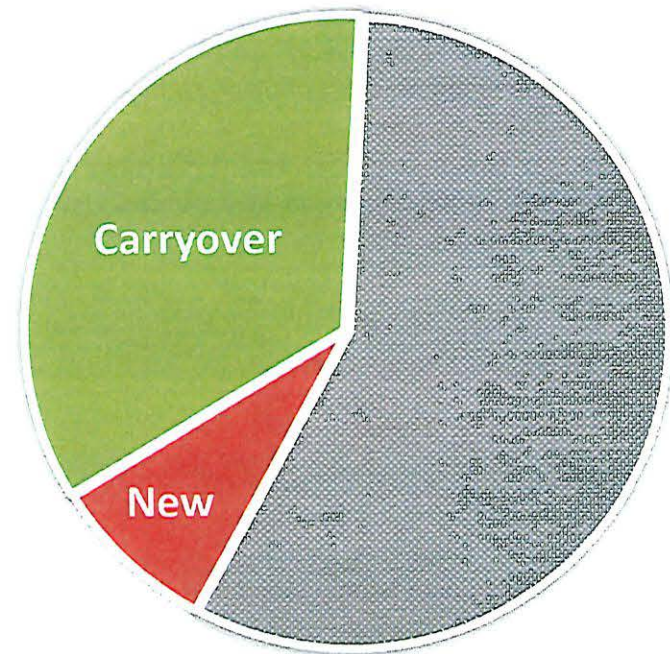


# UPDATED FY23/24 CIP SUMMARY



Carryover Projects: \$35.2M  
New Projects: \$8M

Projects Submitted: 59  
**Projects Recommended: 23**  
Total Cost (Submitted): \$101.7M  
**Total Cost (Recommended): \$43.2M**





## RECOMMENDED PROJECTS

**Carryover Projects: 10**  
**Total Project Costs: \$35.1M**

### **Apparatus & Equipment Replacement \$9M**

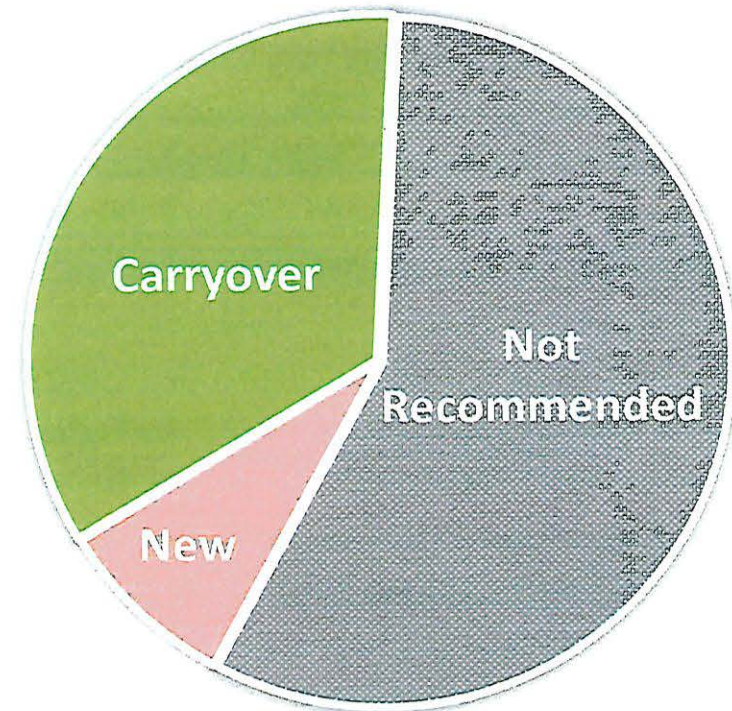
- (5) Type I Engines
- (3) Ambulances & (6) Ambulance Remounts
- (2) Service Trucks
- (4) Type V Engines & (1) Water Tender
- (2) Squad Vehicles
- Boardroom AV Equipment
- Copter 3 Conversion

### **New Construction \$23.7M**

- Vineyard Springs Station
- Zinfandel Phase 3 Buildout

### **Land Acquisition \$2.4M**

- Grantline 220







# RECOMMENDED PROJECTS

**New Projects: 13**  
**Total Project Costs: \$8M**

**Apparatus & Equipment Replacement \$6.3M**

- (6) Ambulances & (6) Ambulance Remounts
- Automatic Chest Compression Device Replacement
- Fitness Equipment Replacement
- Power Loader/Gurney Replacement
- Training Burn Prop Replacement

**Personal Protective Equipment \$833K**

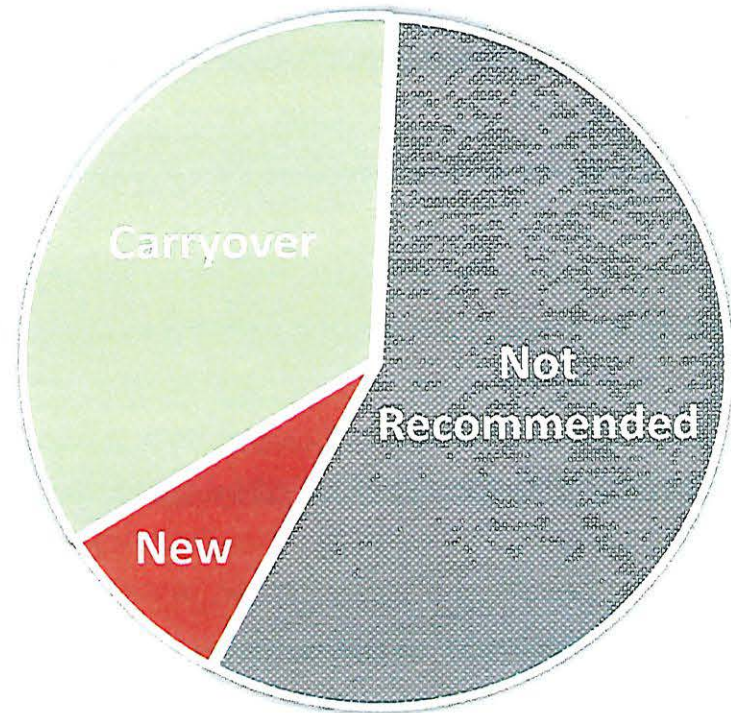
- Annual Turnout Replacement (100 sets)
- MMP Single Layer Garment
- Recruit Academy PPE

**Facilities Repair/Replacement \$714K**

- Deferred Facilities Maintenance/Repairs
- Station 41 Frontage Improvements R&R
- Station 50 Dorm Remodel
- Zinfandel Gate Replacement

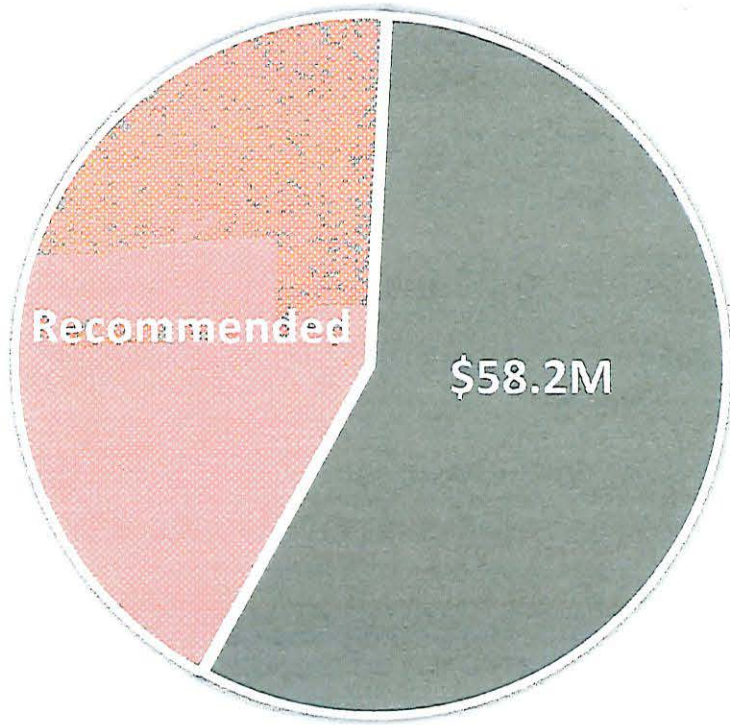
**Miscellaneous \$200K**

- Station Access Control – Phase 3





# NOT RECOMMENDED

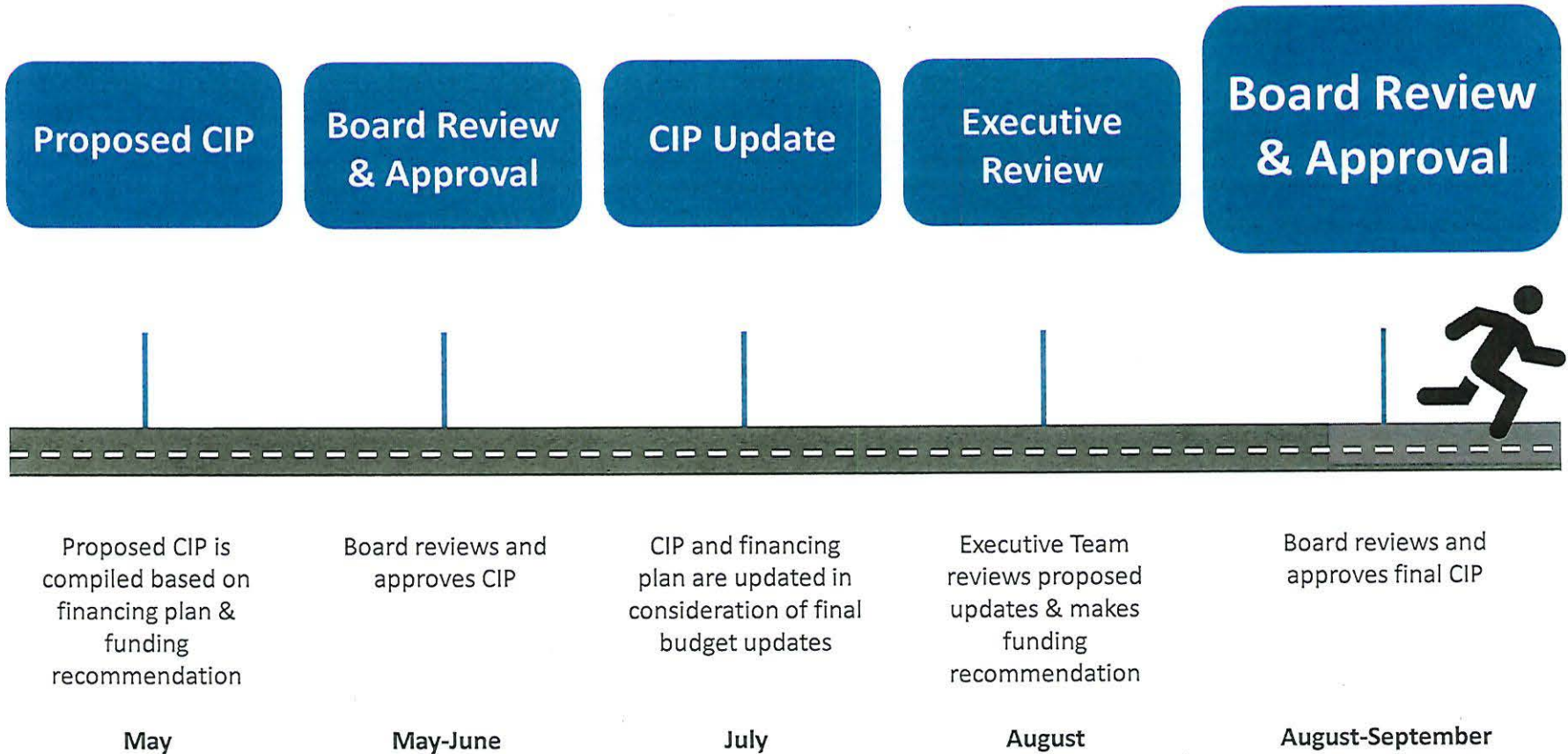


**Projects Not Recommended: 36**  
**Unfunded Need: \$58.5M**

<b>New Construction</b>	<b>\$24.0M</b>
<b>Apparatus &amp; Equipment Replacement</b>	<b>\$18.2M</b>
<b>Facilities Repair &amp; Replacement</b>	<b>\$12.2M</b>
<b>Miscellaneous</b>	<b>\$3.7M</b>
<b>Personal Protective Equipment</b>	<b>\$270K</b>

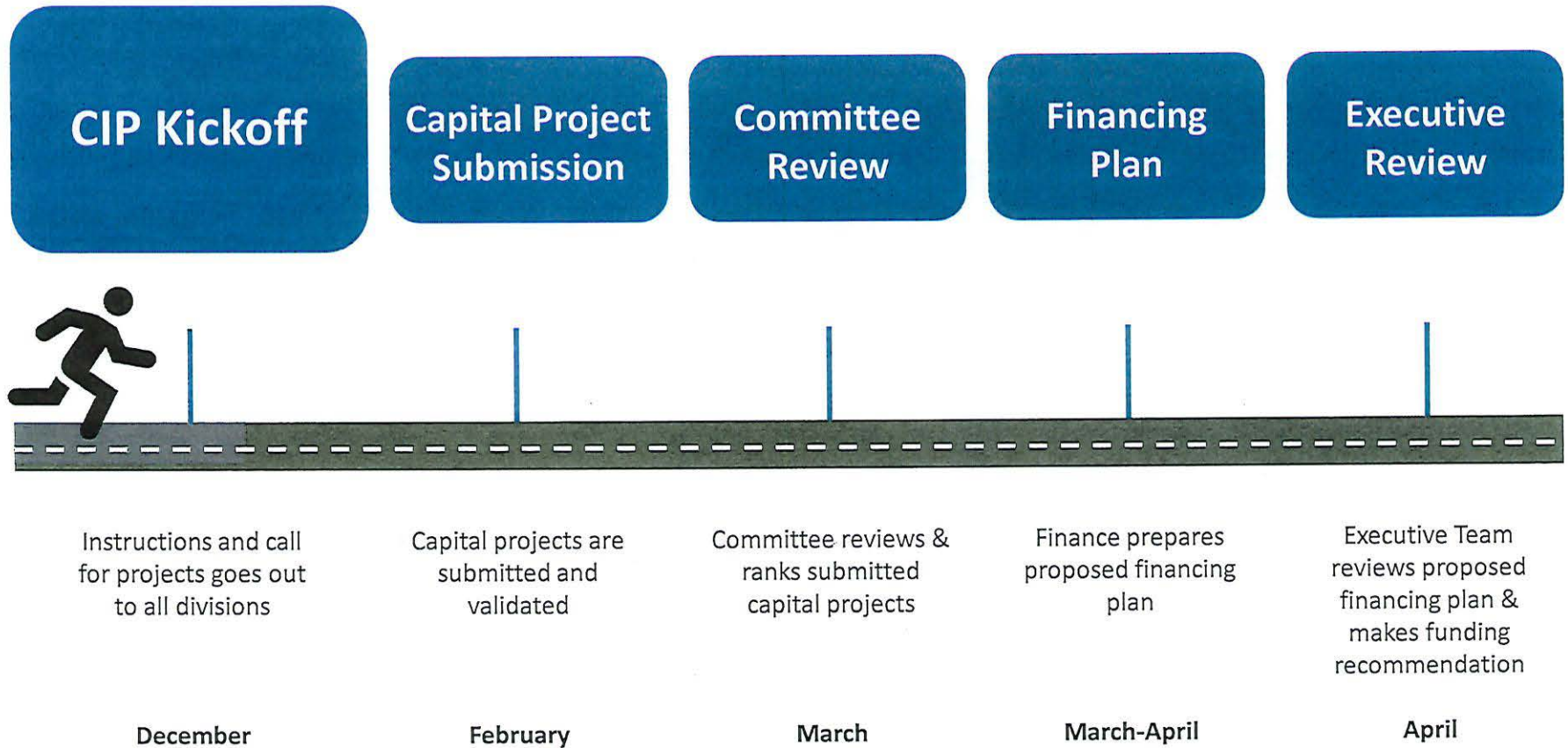


# NEXT STEPS





# NEXT STEPS





# QUESTIONS?



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE CAPITAL IMPROVEMENT PROGRAM PLAN FISCAL YEAR 2023/2024 – 2027/2028

**WHEREAS**, the Sacramento Metropolitan Fire District (“District”) is a political subdivision of the State of California (“State”) and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, on June 8, 2023 the District adopted the FY 2023/2024 – 2027/2028 Capital Improvement Program (CIP) Plan; and

**WHEREAS**, revisions to the previously approved CIP plan are recommended in conformance with the Capital Improvement Program Policy to support the District’s current capital needs.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District does hereby approve the revised FY 2023/2024 – 2027/2028 Capital Improvement Program Plan, as set forth in the attached **Exhibit “A”**.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of September, 2023. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

**ATTACHMENTS:**  
Exhibit A: FY 2023/2024 – 2027/2028 Capital Improvement Program Plan (rev. Sept 2023)



# Final Budget FY 2023/24

*- September 14, 2023 -*

**Presented by:**  
**Dave O'Toole**  
**Chief Financial Officer**



## **BUDGET BRIEFING AGENDA**

- 1. Fiscal Year 2023/24 Final Budget Overview**
- 2. General Fund Revenues**
- 3. General Fund Expenditures**
- 4. Long-Term Forecast (FY 2023/24 – FY 2027-28)**
- 5. Capital Improvement Program Financing**
- 6. Recommendation & Questions**





## FINAL BUDGET OVERVIEW

<b>FY 2023/24 Final Budget</b>		
	<i>General Fund</i>	<i>All Funds</i>
Revenues	271,131,157	322,115,757
Expenditures	285,399,958	351,384,489
Net Transfers	20,153,859	14,919,901
<b><i>Change in Fund Balance</i></b>	<b><i>\$ 5,885,058</i></b>	<b><i>\$ (14,348,831)</i></b>

Projected General Fund reserve balance on June 30, 2024: **\$41.2 million (14.0%)**



# FINAL BUDGET OVERVIEW: ALL FUNDS

FY 2023/24 FINAL BUDGET OVERVIEW: ALL FUNDS								
	GENERAL FUND	CAPITAL FACILITIES FUND	LEASED PROPERTIES FUND	GRANTS FUND	DEVELOPMENT IMPACT FEES FUND	IGT FUND	SPECIAL PROJECTS FUND-ZINF TRNG SITE	TOTALS
<b>Beginning Fund Balance, July 1, 2023</b>	\$ 35,290,627	\$ 6,028,084	\$ 713,381	\$ (1,515,456)	\$ 4,190,315	\$ 866,035	\$ 12,964,480	\$ 58,583,961
Revenues	271,131,157	-	1,190,694	6,006,359	1,300,000	42,357,547	130,000	322,115,757
Expenditures	285,399,958	19,946,198	688,549	5,405,039	12,929,675	14,050,589	13,094,480	351,384,489
Other Financing Sources (Net Fund Transfers In & Out)	20,153,859	14,761,394	-	914,136	8,310,000	(29,172,993)	-	(14,919,901)
Change in Fund Balance	5,885,058	(5,184,804)	502,145	1,515,456	(3,319,675)	(866,035)	(12,964,480)	(14,348,831)
<b>Ending Fund Balance, June 30, 2024</b>	<b>\$ 41,175,685</b>	<b>\$ 843,280</b>	<b>\$ 1,215,526</b>	<b>\$ -</b>	<b>\$ 870,640</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,235,130</b>
<i>Not shown: Pension Obligation Bond Fund Revenue</i>								



## FINAL BUDGET – GENERAL FUND REVENUES

- **Projected General Fund Revenue of \$271.1 million, a \$16.4 million increase from FY 2022/23, including:**
  - Property taxes: \$202.4 million, a \$10.6 million increase
  - Charges for services: \$62.1 million, a \$4.3 million increase, including:
    - EMS (Medic) fees: \$46.9 million, a \$2.4 million increase, (includes July 2023 fee adjustment).
- **Net IGT revenue transferred to General Fund: \$29.2 million, a \$20.0 million increase from FY 2022/23**
- **Total revenues and other financing sources: \$291.3 million, a \$32.4 million increase from FY 2022/23**



## PRELIMINARY BUDGET – GENERAL FUND REVENUES

### IGT Fund Programs

#### ➤ Voluntary Rate Range Program (VRRP)

- VRRP is an intergovernmental transfer program, where District funds are transferred to the State DHCS, who combines local agency funds to pull down federal funds to provide medical transport services for the uninsured and Medi-Cal beneficiaries.
- FY 2023/24 revenues of \$16.3 million, IGT transfer of \$6.7 million to DHCS, ***Net income \$9.6 million.***

#### ➤ Public Provider Ground Emergency Medical Transport (PPGEMT) Program

- PPGEMT Program established under AB 1705 (2019). Supports certain Medi-Cal beneficiaries, replacing former GEMT program with a flat payment per Medi-Cal transport of \$1065 (approximately \$947 higher than previous rate).
- FY 2023/24 revenues of \$27 million, IGT transfer of \$7.4 million to DHCS, ***Net income \$19.6 million.***



## PRELIMINARY BUDGET – GENERAL FUND EXPENDITURES

- **Projected General Fund Expenditures of \$285.4 million, a \$27.5 million (10.6%) increase from FY 2022/23**
- **Labor Budget (Compensation and Benefits): \$240.1 million, \$20.1 million (9.1%) higher than FY 2022/23**
  - Labor costs will be 82.5% of General Fund revenues and net IGT transfers in
- **Services and Supplies Cost: \$42.5 million, \$8.0 million (22.5%) higher than FY 2022/23**



## GENERAL FUND EXPENDITURES: LABOR

- **Total Compensation: \$134.4 million**, \$13.6 million (11.3%) more than FY 2022/23. Includes:
  - Wages \$11.8 million higher
  - Constant staffing (overtime) \$5.0 million lower
  - Incentive pays for EMT, paramedic, education, haz-mat, and longevity \$2.9 million higher
  - Employee behavioral wellness incentive \$2.8 million added
- **Total Benefits: \$105.8 million**, \$7.5 million (6.6%) more than FY 2022/23. Includes:
  - Increased CalPERS pension contributions (Safety and Misc.) of \$3.8 million
  - Increased employee medical costs of \$3.0 million
  - Increased SCERS contribution for retirees of \$1.8 million
  - Decreased workers compensation costs of \$3.3 million



## GENERAL FUND EXPENDITURES: SERVICES & SUPPLIES

- **Service and Supplies budget totals \$42.5 million. Increases include:**
  - \$2.4 million for service contracts, mainly attributable to increased AMR ambulance services
  - \$1 million in building services for various repairs to kitchens, roofs, and other structural features
  - \$542,000 increase for vehicle maintenance services and supplies
  - \$506,000 in computer services
  - \$433,000 in safety clothing supplies
  - \$344,000 in medical supplies



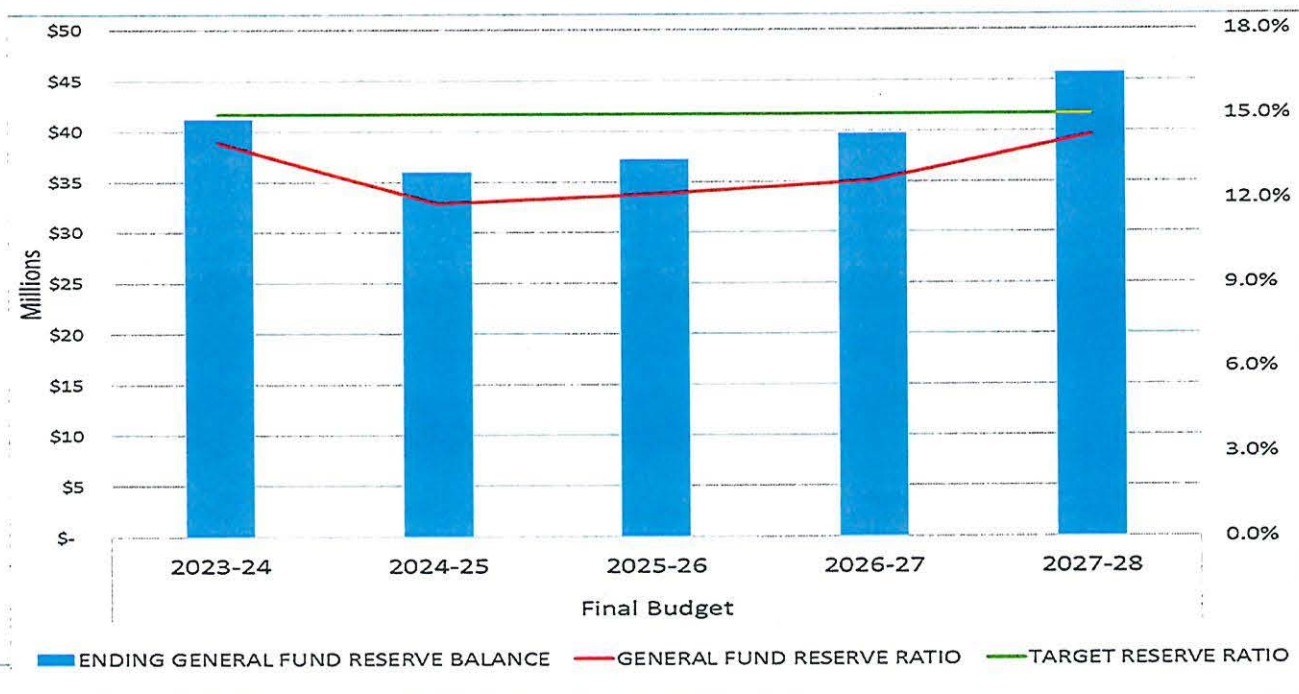
## CAPITAL OUTLAY SUMMARY

- **Total spending of \$40.2 million, including \$14.6 million committed from the Capital Facilities Fund.**
- Major capital outlay projects funded using capital facilities funds include:
  - Five Type 1 engines: \$4.1 million
  - Six ambulances (new): \$1.8 million
  - Six ambulance remounts: \$1.2 million
  - Gurneys and power loaders: \$2.4 million
- Major capital outlay facilities projects funded with other funds:
  - Grant Line 220 Land Acquisition: \$2.4 million Development Impact Fees Fund
  - Vineyard Springs Station Build: \$10.6 million Development Impact Fees Fund
  - Zinfandel Training Center: \$12.9 million Special Projects Fund





# FORECAST: General Fund Reserves & Property Tax Growth



Property Tax Growth, FY 2023/24 - FY 2027/28

	2023/24 FINAL	2024/25	2025/26	2026/27	2027/28
Property Tax	\$ 202,391,479	\$ 206,050,703	\$ 212,740,796	\$ 219,665,041	\$ 227,855,434
Percent Change (Year over Year)		5.6%	3.2%	3.3%	3.7%



## CAPITAL IMPROVEMENT PROGRAM: FINANCING PLAN

- Financing for the Final CIP Plan includes **\$43.2 million** in spending from FY 2023/24 to FY 2024/25 on 23 projects: 13 new CIP projects (\$4.1 million) and 10 carryover projects (\$34.4 million).
- Funding components of FY 2023/24 CIP Financing Plan:
  - Capital Facilities Fund, \$14.6 million (34 percent)
  - Development Impact Fee Fund, \$13.1 million (30 percent)
  - Special Projects Fund, \$12.9 million (30 percent of total)
  - General Fund, \$2.7 million (6.2 percent)
  - Grants Fund, \$199,000 (.5 percent)
  - Leased Properties fund, \$42,000 (.1 percent)



## FINAL BUDGET SUMMARY

- District's budget is balanced: adds \$5.9 million to the General Fund reserve.
- Final Budget increases forecasted General Fund reserve from 12.8 percent in Preliminary Budget to 14.0 percent.
- District reliance on IGT Fund is increasing: PPGEMT and VRRP add a net \$29.2 million to the District's Final Budget.
- 2023 MOU agreement is fully funded in FY 2023/24, with 6 percent compensation increase (effective January 1, 2024) included.
- Persistent budget pressures and lower General Fund reserves are forecasted as property tax revenue growth slows and cost growth (i.e., labor, services and supplies, capital infrastructure) accelerates.



## FINAL BUDGET REPORT ENHANCEMENTS

### FY 2022/23

- Five-year General Fund forecast (p. 8)
- CIP discussion and tie (p. 9)
- District comparison (p. 10)
- District demographic information (p. 23)
- District employer information (p. 23)
- Fund descriptions (p. 52)
- Basis for revenue assumptions (p. 54)
- List of key fiscal policies (p. 55)
- Description of District's long-range financial planning (60)
- Measurable goals for every division (pps. 63-111)
- Performance measures used to assess progress towards goals (pps. 63-111)
- List of recent accomplishments for every division (pps. 63-111)
- List of acronyms (pps. 123-124)
- Glossary of budget terms (pps. 125-126)

### FY 2023/24

- Labor cost as a share of revenues table (p. 5)
- Summary of position number changes by division (p. 6)
- Prior-Year Award Certificate (p. 13)
- Description of District region and local amenities (p. 22)
- Description of relationship between funds (p. 52-52)
- Balanced budget declaration (p. 54)
- Description of current debt obligations (p. 57)
- Description of budget process (p.57)
- Description of District strategic plan, with goals and outcomes (p. 59-60)
- Economic outlook for District (p. 61)
- Property and EMS growth tables (pps. 61-62)
- List of authorized positions, budget year and two years prior (pps. 119-120)



## FY 2023/24 FINAL BUDGET

### **Recommendation:**

Approve resolutions adopting the Final Budget amendments for the fiscal year ending June 30, 2024.



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FINAL BUDGET FOR THE GENERAL OPERATING FUND 212A FOR FISCAL YEAR 2023/2024

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the General Operating Fund 212A for Fiscal Year 2023/2024 were made, and

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District, in accordance with Section 13890 of the Health and Safety Code, the Final Budget for General Operating Fund 212A for the Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the following table, as set forth in the attached **Exhibits**:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2023/24
10	212A	2129212	2129212000	SALARIES & EMPLOYEE BENEFITS	\$240,144,892
20	212A	2129212	2129212000	SERVICES & SUPPLIES	42,498,978
30	212A	2129212	2129212000	OTHER CHARGES	2,756,088
50	212A	2129212	2129212000	OPERATING TRANSFER OUT (To 212D)	8,151,493
50	212A	2129212	2129212000	OPERATING TRANSFER OUT (To 212G)	914,136
59	212A	2129212	2129212000	OPERATING TRANSFER IN (From 212E)	-46,495
59	212A	2129212	2129212000	OPERATING TRANSFER IN (From 212M)	-29,172,993
					<b><u>\$265,246,099</u></b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditure program will be by monies derived from all Revenue Sources, Fund Balance Available and Property Taxes.

**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212A for Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of September, 2023. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:  
NOES:  
ABSENT:  
ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachments:

Exhibit A: 212A Final Budget Summary for FY2023/24 Schedule  
Exhibit B: 212A Revenue Detail Schedule  
Exhibit C: 212A Expenditure Detail Schedule



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FINAL BUDGET FOR THE CAPITAL FACILITIES FUND 212D FOR FISCAL YEAR 2023/2024

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Capital Facilities Fund 212D for Fiscal Year 2023/2024 were made, and

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District, in accordance with Section 13890 of the Health and Safety Code, the Final Budget for the Capital Facilities Fund 212D for the Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the following table, as set forth in the attached **Exhibit A**:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2023/24
10	212D	2123000	2123000000	SALARIES & EMPLOYEE BENEFITS	\$ -
20	212D	2123000	2123000000	SERVICES & SUPPLIES	125,000
30	212D	2123000	2123000000	OTHER CHARGES	5,246,538
41	212D	2123000	2123000000	CAPITAL ASSETS-LAND	-
42	212D	2123000	2123000000	CAPITAL ASSETS-STRUCTURES	212,230
43	212D	2123000	2123000000	CAPITAL ASSETS-EQUIPMENT	14,362,430
44	212D	2123000	2123000000	CAPITAL ASSETS-SOFTWARE	-
59	212D	2123000	2123000000	OPERATING TRANSFER IN (From 212A)	-8,151,493
					<b>\$11,794,705</b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditure program will be by monies derived from all Revenue Sources and Fund Balance Available.



**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212D for Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of September, 2023. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachments:

Exhibit A: 212D Final Budget Summary for FY2023/2024 Schedule



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FINAL BUDGET FOR THE PENSION OBLIGATION BOND FUND 212E FOR FISCAL YEAR 2023/2024

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Pension Obligation Bond Fund 212E for Fiscal Year 2023/2024 were made;

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District, in accordance with Section 13890 of the Health and Safety Code, the Final Budget in the Pension Obligation Fund 212E for the Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the following table as set forth in **Exhibit A**:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2023/24
50	212E	2125000	2125000000	OPERATING TRANSFER OUT (To 212A)	\$ 46,495
					<u>\$ 46,495</u>

**BE IT FURTHER RESOLVED** that the means of financing the expenditure program will be by monies derived from all Revenue Sources and use of Fund Balance; and

**BE IT FURTHER RESOLVED** that the Final for Fund 212E for Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of September, 2023. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:  
NOES:  
ABSENT:  
ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachments:  
Exhibit A: 212E Final Budget Summary for FY 2023/24 Schedule



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FINAL BUDGET FOR THE GRANTS FUND 212G FOR FISCAL YEAR 2023/2024

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Grants Fund 212G for Fiscal Year 2023/2024 were made, and

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District, in accordance with Section 13890 of the Health and Safety Code, the Final in the Grants Fund 212G for the Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the following table, as set forth in **Exhibit A**:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2023/24
10	212G	2126000	2126000000	SALARIES & EMPLOYEE BENEFITS	\$ 4,891,270
20	212G	2126000	2126000000	SERVICES & SUPPLIES	474,519
30	212G	2126000	2126000000	TAXES, LICENSES, DEBT SRVC & OTHERS	-
42	212G	2126000	2126000000	CAPITAL ASSETS-STRUCTURES	-
43	212G	2126000	2126000000	CAPITAL ASSETS-EQUIPMENT	39,250
59	212G	2126000	2126000000	OPERATING TRANSFER IN (From 212A)	-914,136
					<b>\$ 4,490,903</b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditure program will be by monies derived from all Revenue Sources and Fund Balance Available.

**RESOLUTION NO. 2023-XXX**

Page 2

**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212G for Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of September, 2023. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachments:

Exhibit A: 212G Final Budget Summary for FY 2023/24 Schedule



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FINAL BUDGET FOR THE DEVELOPMENT IMPACT FEES FUND 212I FOR FISCAL YEAR 2023/2024

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Development Impact Fees Fund 212I for Fiscal Year 2023/2024 were made, and

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District, in accordance with Section 13890 of the Health and Safety Code, the Final Budget for the Development Impact Fees Fund 212I for the Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the following table, as set forth in the attached **Exhibit A**:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2023/24
20	212I	2129000	2129000000	SERVICES & SUPPLIES	\$ 190,000
41	212I	2129000	2129000000	CAPITAL ASSETS-LAND ACQUISITION	2,400,000
42	212I	2129000	2129000000	CAPITAL ASSETS-STRUCTURES	10,339,675
					<b>\$ 12,929,675</b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditure program will be by monies derived from all Revenue Sources and Fund Balance Available.

**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212I for Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of September, 2023. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:  
NOES:  
ABSENT:  
ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachments:  
Exhibit A: 212I Final Budget Summary for FY 2023/24 Schedule



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FINAL BUDGET FOR THE LEASED PROPERTIES FUND 212L FOR FISCAL YEAR 2023/2024

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Leased Properties Fund 212L for Fiscal Year 2023/2024 were made, and

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District, in accordance with Section 13890 of the Health and Safety Code, the Final Budget in the Leased Properties Fund 212L for the Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the following table, as set forth in the attached **Exhibit A**:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2023/24
10	212L	2127000	2127000000	SALARIES & EMPLOYEE BENEFITS	\$ -
20	212L	2127000	2127000000	SERVICES & SUPPLIES	443,166
30	212L	2127000	2127000000	OTHER CHARGES	245,383
41	212L	2127000	2127000000	CAPITAL ASSETS-LAND	-
42	212L	2127000	2127000000	CAPITAL ASSETS-STRUCTURES	-
59	212L	2127000	2127000000	OPERATING TRANSFER IN (From 212A)	-
					<b>\$ 688,549</b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditure program will be by monies derived from all Revenue Sources and Fund Balance Available.



**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212L for Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of September, 2023. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachments:  
Exhibit A: 212L Final Budget Summary for FY2023/24 Schedule



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FINAL BUDGET FOR THE IGT FUND 212M FOR FISCAL YEAR 2023/2024

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the IGT Fund 212M for Fiscal Year 2023/2024 were made;

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District, in accordance with Section 13890 of the Health and Safety Code, the Final Budget in the IGT Fund 212M for the Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the following table, as set forth in the attached **Exhibit A**:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2023/24
20	212M	2121100	2121100000	SERVICES & SUPPLIES	\$ 14,050,589
50	212M	2121100	2121100000	OPERTING TRANSFER OUT (To 212A)	29,172,993
					<b>\$ 43,223,582</b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditure program will be by monies derived from all Revenue Sources and use of Fund Balance; and

**BE IT FURTHER RESOLVED** that the Final for Fund 212M for Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing.

PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of September, 2023. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: \_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachments:  
Exhibit: 212M Final Budget Summary for FY 2023/24 Schedule



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE FINAL BUDGET FOR THE SPECIAL PROJECTS FUND 212S FOR FISCAL YEAR 2023/2024

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Special Projects Fund 212S for Fiscal Year 2023/2024 were made;

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District, in accordance with Section 13890 of the Health and Safety Code, the Final Budget in the Special Projects Fund 212S for the Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the following table, as set forth in **Exhibit A**:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2023/24
20	212S	2128000	2128000000	SERVICES & SUPPLIES	\$ 100,000
42	212S	2128000	2128000000	CAPITAL ASSETS-BUILDINGS	12,864,481
					<b>\$ 12,964,481</b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditure program will be by monies derived from all Revenue Sources and use of Fund Balance; and

**BE IT FURTHER RESOLVED** that the Final for Fund 212S for Fiscal Year 2023/2024 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of September, 2023. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

Attachments:  
Exhibit A: 212S Final Budget Summary for FY 2023/24 Schedule



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

---

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

**DATE:** September 14, 2023  
**TO:** Board of Directors  
**SUBJECT:** Bid Award – Power Loader/Gurney Replacement

## TOPIC

Approval requested for bid award to Stryker for the replacement of (30) power gurneys and (38) power loaders.

## BACKGROUND

In 2014, Metro Fire purchased power loaders for all ambulances after a brief trial period. The power loader is an automatic system that uses hydraulics to lift the gurney, load it into the ambulance, and secure it in place for transport. Using this technology provides a safe and smooth transition when loading a patient on the gurney and into the ambulance. Replacement of existing equipment, which is now at end of life, has been included in the FY 2023/24 Capital Improvement Plan.

## DISCUSSION

The District currently deploys the Power Cot Pro and Power-Loader, manufactured by Stryker, and the EMS Division has identified the Power-Pro 2 Cot and Power Loader as its desired replacement unit. The choice to stay with the Stryker Power-Pro unit is based on identified cost savings and operational efficiencies.

District personnel are already trained on the proper use and care of the Power-Pro 2 units, which will save in training time and result in faster deployment of the new units. Some neighboring agencies also use the same unit, maximizing interoperability. Additionally, the District already has an existing inventory of peripheral supplies and accessories that are compatible with the desired units, saving the District the cost of replacing that inventory of supplies.

In an effort to further maximize cost savings, the District intends to utilize a master cooperative purchasing agreement administered by the Savvik Buying Group through a host public agency. The Savvik Buying Group is a non-profit organization that serves the public safety sector by contracting for public safety equipment, supplies, and services through a full and fair competitive bidding or quotation process, ensuring the best pricing on quality products and services. As a member of the Savvik Buying Group, the District is able to utilize contracts that have been competitively bid through this process and obtain the contracted pricing discounts. Utilizing these types of contracts saves the District time and money, while still meeting all competitive bidding requirements. Stryker has an existing open contract (RFB #2019-05) through the Savvik Buying Group for the desired equipment.


**FISCAL IMPACT**

The total Capital Facilities Fund cost is \$2,834,868, including \$1,136,897 for (38) power loaders, \$1,105,363 for (30) gurneys, and \$592,608 for service and maintenance expenses. This cost has been built into the FY 2023/24 Final Budget and FY 2023/24 Capital Improvement Program Plan.

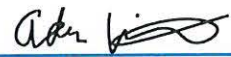
**RECOMMENDATION**

Staff recommends that the Board approve a bid award to Stryker for the purchase of (30) Power Pro 2 Cots and (38) Power Loaders, utilizing a master cooperative purchasing agreement (RFB #2019-05) administered by the Savvik Buying Group.

Submitted by:

  
Jon Rudnicki (Sep 11, 2023 13:24 PDT)  
Jon Rudnicki, Assistant Chief  
EMS Division

Approved by:

  
Adam Mitchell (Sep 11, 2023 13:27 PDT)  
Adam Mitchell, Deputy Chief  
Operations

**ATTACHMENTS:**

- Attachment 1: Resolution
- Attachment 2: Presentation



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2023-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT APPROVING A BID AWARD TO STRYKER

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, the replacement of the District's existing power loaders and cots at end of life was approved in the FY 2023/24 Capital Improvement Plan and Final Budget; and

**WHEREAS**, the District is a member of the Savvik Buying Group and able to utilize its cooperative purchasing agreements that have been obtained through a full and competitive bidding process; and

**WHEREAS**, the District desires to utilize an existing Stryker contract (RFB #2019-05) available through the Savvik Buying Group to procure the desired replacement equipment.

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District does hereby approve a bid award to Stryker for the purchase of (30) Power Pro 2 Cots and (38) Power Loaders, utilizing a master cooperative purchasing agreement (RFB #2019-05) administered by the Savvik Buying Group..

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of September, 2023. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

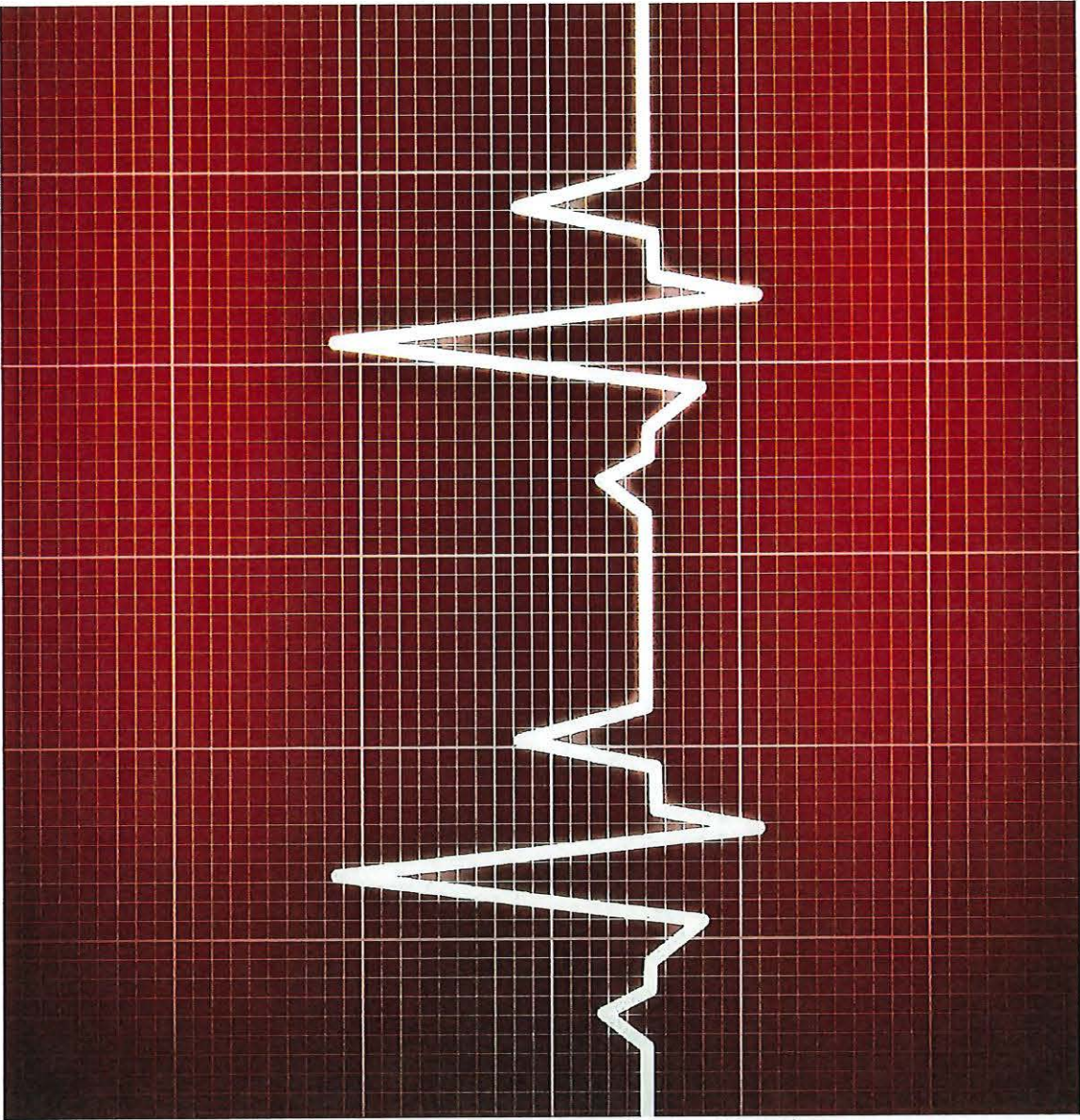
**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board





STRYKER PRESENTATION





In 2014 Metro Fire purchased Stryker power loader in all ambulances after a brief trial period. The stryker power loader is a automatic system that lifts up the gurney and loads it into the ambulance and secures it in place for transport. It does this through hydraulics. This provides a safe and smooth transition when loading a patient on the gurney into the ambulance. Now after about 10 years the life of our current units are expiring.

The District currently deploys the Power Cot Pro and Powerloader, the EMS Division has identified the Power-Pro 2 and Power Loader as its desired replacement unit. The choice to stay with the Stryker Power-Pro unit is based on identified cost savings and operational efficiencies.

District personnel are already trained on the proper use and care of the power-pro 2 unit, which will save in training time and result in faster deployment of the new units. Some of our neighboring agencies also use the same unit, maximizing interoperability. Additionally, the District already has an existing inventory of peripheral supplies and accessories that are compatible with the desired unit, saving the District the cost of replacing that inventory of supplies. This power-pro-2 also solely works with our Power loader. The power loader will be replaced with the new updated power loader in every ambulance

The powered cot fastener system helps boost safety by supporting the cot throughout loading and unloading. The reduction in spinal load helps prevent cumulative trauma injuries.

- Communicates wirelessly with Power-PRO cots
- Eliminates the need to steer the cot into and out of the ambulance
- Helps minimize patient drops by supporting the cot until the wheels are on the ground
- Meets dynamic crash test standards for maximized occupant safety
- Provides a safe and more secure transport for patients.
- Reduces strains and back injuries to our members
- Overall a better transport and better patient care experience



Power Loader

- Meets crash safety recommendations for SAE J3027
- Powered loading and unloading of cot
- Powered lifting and lowering of cot
- Guided loading/unloading
- X-restraints for seatbelts
- XPS Siderails
- SMRT Battery Kit
- Automatically track cot health and remotely manage your fleet through one convenient, interactive dashboard.
- Extend the life of your equipment by evaluating cot usage and rotating your fleet
- Identify training opportunities using detailed analytics to help improve patient and medic safety



Power-PRO 2 powered ambulance cot with Power-LOAD fastener system

- In an effort to further maximize cost savings, the District intends to utilize a master cooperative purchasing agreement administered by the Savvik Buying Group through a host public agency.
- The Savvik Buying Group is a non-profit organization that serves the public safety sector by contracting for public safety equipment, supplies, and services through a full and fair competitive bidding or quotation process, ensuring the best pricing on quality products and services. As a member of the Savvik Buying Group, the District is able to utilize contracts that have been competitively bid through this process and obtain the contracted pricing discounts. Utilizing these types of contracts saves the District time and money, while still meeting all competitive bidding requirements.



**METRO**  
**FIRE**  
SACRAMENTO

▪ Questions?



**METRO**  
**FIRE**  
SACRAMENTO



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
*Fire Chief*

**DATE:** September 14, 2023  
**TO:** Board of Directors  
**SUBJECT:** Election of Special District Representative to Sacramento Local Agency Formation Commission (LAFCo) – Regular Seat #7

## TOPIC

Sacramento Area Local Agency Formation Commission (LAFCo) Special District Commission Seat No. 7 Election of Candidates and input on whether they should conduct future election proceedings electronically.

## BACKGROUND / DISCUSSION

The Sacramento Local Agency Formation Commission (LAFCo) is electing one (1) regular representative to serve a new 4-year term beginning January 1, 2023.

Pursuant to the provisions of Section 56332(f) of the Government Code, the Executive Officer of the Sacramento LAFCo determined that a meeting of the Special District Selection Committee for the purpose of selecting a Special District Representative 7 is not feasible. Therefore, the business of the Special District Selection Committee will be conducted in writing to elect a regular Special District Representative to Seat No. 7.

The term of office for the Representative will be from January 1, 2024, to December 31, 2027.

To be valid ballots must be submitted in writing before 5:00 P.M. Saturday, September 30, 2023, and selection of a candidate must be done by majority vote of the governing board of an Independent Special District in an official meeting of that board and certified by the clerk of the board.

Within this ballot, LAFCo is soliciting member agencies' input on whether they should conduct future election proceedings electronically.

Government Code §56332(c)(4) gives LAFCo and special districts the option of completing the election of special districts representatives via e-mail. To implement this election method, LAFCo needs the consent of the districts and an indication of those districts that wish to participate in this manner.

**The District is being asked to consider 2 questions:**

1. Does the District approve of LAFCo distributing electronic ballots to districts that wish to receive them electronically in the future? **YES or NO**; and
2. If so, in the future does the District prefer to receive its ballot via e-mail and submit its vote electronically (via fax, email, or scanned ballot)?

**Question 1** – A “Yes” vote on question one (1), means the District authorizes LAFCo to send out ballots via e-mail to those special districts who choose to vote electronically in future elections. A “No” vote means LAFCo should continue to distribute paper ballots to all districts and distribute them via certified mail.

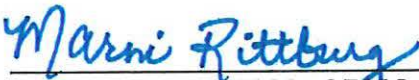
**Question 2** – If the majority of the districts approves electronic voting in question one (1), a “Yes” vote means the District wishes to receive electronic ballots in future elections and has the option to return our ballot in an electronic format. A “No” vote means the District will continue to receive and submit paper ballots. **The District can choose to vote “Yes” on question 1 to authorize the electronic distribution of ballots but vote “No” to the second question and continue to receive and submit paper ballots.**

Attached are the candidates’ statements for Board consideration as well as the form to make the selection with the preferred method of receipt of future Sacramento LAFCo election materials.

**RECOMMENDATION**

Direct the Board President to cast a vote for a candidate for the Special District Commission Seat No. 7 to LAFCo and authorize the Board Clerk to submit the official ballot with the selected candidate and forms with the preferred method of receipt of election materials provided in Attachment A.

**Submitted By:**



Marni Rittburg, CMC, CPMC  
Board Clerk

**Approved By:**



Adam House  
Fire Chief

Attachments:

LAFCo Memo

Election Ballot

Candidates Statements of Qualifications






## MEMO

DATE: July 18, 2023

TO: Special District Presiding Officer

FROM: José C. Henríquez, Executive Officer   
Sacramento Local Agency Formation Commission

SUBJECT: Election of Special District Representative to Sacramento LAFCo

The Special District Selection Committee is electing a regular representative to serve a new 4-year term beginning in January 1, 2024.

Due to the size of the Special District Selection Committee, it has been difficult to establish a quorum when meeting in person. Therefore, pursuant to the provisions of Government Code §56332(f), the Executive Officer has determined that the business of the Special District Selection Committee will be conducted in writing to elect a regular Special District Representative to Sacramento LAFCo.

### Election of Special District Representative to LAFCo

Thank you for submitting nominations for the Special District Representative election.

At the time the election ends, in order to be selected as a LAFCo Representative, a nominee must receive more than fifty-percent (50%) of the submitted votes. Enclosed with this memo you will find a ballot and a copy of each candidate's Statement of Qualifications received as of the date of this memo. Please note that there is one regular (voting) seat up for election.

---

#### Commissioners

*Sue Frost, Rich Desmond, County Members* ■ *Patrick Hume, Alternate*  
*Sean Loloe, Iva Walton, City Members* ■ *Katie Valenzuela, Jay Vandenburg, Alternates*  
*Chris Little, Public Member* ■ *Timothy Murphy, Alternate*  
*Lindsey Liebig, Gay Jones, Special District Members* ■ *Charlea Moore, Alternate*

#### Staff

*José C. Henríquez, Executive Officer* ■ *Desirae Fox, Policy Analyst*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*

The nominees, in alphabetical order, are:

- 1) Lindsey Carter, Herald Fire Protection District
- 2) Brian Danzl, Cordova Recreation & Park District
- 3) Paul Lindsey, Florin Resource Conservation District
- 4) Joanna McVay, North Highlands Recreation & Park District
- 5) Edwin Perez, Reclamation District 1000
- 6) Michael Seaman, Fulton El Camino Recreation & Park District
- 7) Robert "Bob" Wichert, Sacramento Suburban Water District

*Option of Electronic Elections*

Government Code §56332(c)(4) gives LAFCo and Special Districts the option of completing the election of special district representatives via e-mail. This would be more convenient for some districts and a time/cost saver to LAFCo. In order to implement this, however, LAFCO needs to have the consent of the districts and an indication of those districts that wish to participate in this manner. There are two questions for your district to consider.

1. On the first question, a "Yes" vote means you authorize LAFCo to send out ballots via e-mail to those special districts who choose to vote electronically in future elections. A "No" vote means LAFCO should continue to distribute paper ballots to all districts and distribute them via certified mail.
2. On the second question, if a plurality of districts approves electronic voting in the first question, a "Yes" vote means you wish to receive electronic ballots in future elections and have the option to return your ballot in an electronic format (e-mail, fax or scanned ballot). A "No" vote means your district prefers to continue to receive and submit paper ballots.

*You can choose to vote "Yes" to the first question to authorize electronic distribution of ballots but vote "No" to the second if your District wants to continue to receive paper ballots.*

*Election Deadline*

The voting period will be 75 days from July 18, 2023; all votes are due in writing on or before **5:00 pm on September 30, 2023**. Voting will cease on this date or whenever a quorum of special districts is reached, whichever occurs later. Please do not forget to have the Board President, or Chair, or the presiding officer of the board meeting in which you made your selection sign the returned ballot.

**District managers or other staff members may not substitute their signature for Board President, or Chair, or the presiding officer's signature.**

Thank you for your time and please feel free to contact me or any member of my staff at 916-874-2937 if you have any questions.



*Mail to: LAFCO  
 1112 I Street, Suite 100  
 Sacramento, CA 95814*

## ELECTION BALLOT

### Special District Representative to LAFCo Regular Seat #7

*The election ends on September 30, 2023 at 5:00 p.m. or until a quorum of Special District ballots is received, whichever occurs later.*

Candidate & District	Select one (1)
Lindsey Carter, Herald Fire Protection District	
Brian Danzl, Cordova Recreation & Park District	
Paul Lindsay, Florin Resource Conservation District	
Joanna McVay, North Highlands Recreation & Park District	
Edwin Perez, Reclamation District #1000	
Michael Seaman, Fulton-El Camino Recreation & Park District	
Robert "Bob" Wichert, Sacramento Suburban Water District	

*LAFCo and Special Districts have the option of completing the election of special district representatives via e-mail. Does your district approve of LAFCo distributing electronic ballots to districts that wish to receive them in the future?*

Yes     No

*If so, in the future does your district prefer to receive its ballot via e-mail and submit its vote electronically (via fax, e-mail or scanned ballot)?*

Yes     No

if Yes, ballots should be sent to e-mail address: \_\_\_\_\_

**BALLOT CONTINUES ON THE NEXT PAGE**

**Commissioners**

*Sue Frost, Rich Desmond, County Members ■ Patrick Hume, Alternate  
 Iva Walton, Sean Loloee, City Members ■ Jay Vandenburg, Katie Valenzuela, Alternates  
 Chris Little, Public Member ■ Timothy Murphy, Alternate  
 Lindsey Liebig, Gay Jones, Special District Members ■ Charlea Moore, Alternate*

**Staff**

*José C. Henriques, Executive Officer ■ Desirae Fox, Policy Analyst  
 Nancy Miller, DeeAnne Gillick, Commission Counsel*

**SIGNATURE OF PRESIDING OFFICER** (Original Signature Required):

\_\_\_\_\_

**Note:** *Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

**PRINTED NAME OF PRESIDING OFFICER** (Required):

D'Elman Clark

**AGENDA ATTACHED** (Optional): Yes  No

**Attest:**

\_\_\_\_\_  
District Secretary, Clerk or General Manager



**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
SD Rep, Seat #7	Lindsay Carter	Herald Fire Protection District

SIGNATURE OF PRESIDING OFFICER:   
 (Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: George Obi  
 (Required)

NAME OF NOMINATING DISTRICT: Herald Fire Protection District

MINUTES ATTACHED (Optional): Yes  No

Attest:  
  
 District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before  
 5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
 1112 I Street, Suite 100  
 Sacramento, CA 95814**

**Commissioners**

Sue Frost, Rich Desmond, County Members ■ Patrick Hume, Alternate  
 Iva Walton, Sean Loloe, City Members ■ Jay Vandenburg, Katie Valenzuela, Alternates  
 Chris Little, Public Member ■ Timothy Murphy, Alternate  
 Lindsey Liebig, Gay Jones, Special District Members ■ Charlea Moore, Alternate

**Staff**

José C. Henríquez, Executive Officer ■ Desirae Fox, Policy Analyst  
 Nancy Miller, DeeAnne Gillick, Commission Counsel

# Lindsey Carter

11546 Twin Cities Road Galt, CA 95632 | 209.712.7120 | lindsey@heraldfire.com

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## Experience

### **EXECUTIVE DIRECTOR | CALIFORNIA AGRICULTURAL COMMISSIONERS & SEALERS ASSOCIATION | DECEMBER 2021 - PRESENT**

- Manage organizational functions including personnel, budget, legislative advocacy, communications, and membership development.
- Serve as the advocacy representative at state legislative meetings, industry functions and other statewide meetings and events; regularly provide legislative updates on tracked legislation to board of directors and members.
- Oversee budget for organization and various affiliates.
- Manage bylaws, procedures, and filings for board of directors, committees, and advisory groups, including meeting agenda and minutes creation and distribution.
- Develop organization's strategic plan and implement with board and staff engagement utilizing outside consultants.
- Manage updates for organization and subsidiary websites.
- Administer all grant programs and reporting for all activities.

## Public Boards & Committees

- Commissioner, Sacramento County Local Area Formation Committee (LAFCo) - 2020- present
- Board Member, Herald Fire Protection District – Elected to 4-year term in 2020
- Director, Sloughhouse Resource Conservation District – Appointed to 4-year term in 2020
- Cosumnes Groundwater Authority JPA, Current Alternate Member – 2021 - present
- Member, Protest Provisions Rewrite Working Group, CSDA/CALAFCO – 2019 - 2021
- Commissioner Member, Sacramento LAFCo Special District Advisory Committee – 2018 - present
- Alternate Representative, South Sacramento Habitat Conservation Plan Implementation Review Committee – 2018 - 2021
- Alternate Representative, Sacramento Central Groundwater Authority – 2018 – 2021
- Member, CDFA SWEEP Ad-Hoc Advisory Committee - 2021

## Community & Non-Profit Organization Involvement

- President, Sacramento Farm Bureau Foundation for Ag Education – 2015 – present
- President, National Sigma Alpha Educational Foundation – 2019 – 2022
- Member, California Special District Association Legislative Committee – 2020 - 2022
- Member, California Special District Association Bylaws & Policy Committee – 2020 - 2022
- Member, Elk Grove FFA Advisory Committee – 2020 - present
- Class 50 Fellow, California Agricultural Leadership Program – 2019- 2022



**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
Board Vice-chairperson	Brian Danzi	CRPD

SIGNATURE OF PRESIDING OFFICER:

*Michael Yearwood*  
(Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER:

*Michael Yearwood*  
(Required)

NAME OF NOMINATING DISTRICT:

*Cordova Recreation & Park District*

MINUTES ATTACHED (Optional):

Yes  No

Attest:

*Danielle Jones*  
District Secretary, Clerk or General Manager

**Nominations must be received by LAFCo before  
5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
1112 I Street, Suite 100  
Sacramento, CA 95814**

**Commissioners**

*Sue Frost, Rich Desmond, County Members* ■ *Patrick Hume, Alternate*  
*Iva Walton, Sean Loloee, City Members* ■ *Jay Vandenburg, Katie Valenzuela, Alternates*  
*Chris Little, Public Member* ■ *Timothy Murphy, Alternate*  
*Lindsey Liebig, Gay Jones, Special District Members* ■ *Charlea Moore, Alternate*

**Staff**

*José C. Henríquez, Executive Officer* ■ *Desirae Fox, Policy Analyst*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*

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(916) 826-1470 • bdanzl@crpd.com • Rancho Cordova, CA 95670

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Dynamic professional with experience in executive management and business development. Demonstrates success in driving significant growth and profitability through strategic planning and execution of innovative business initiatives. Proven track record of building and leading high-performance teams to achieve organizational objectives and exceed customer expectations. Adept at building strong relationships with clients, stakeholders and partners to create lasting value.

## Experience

MAY '23 - PRESENT

### President Elect | California Association Of Recreation And Park Districts, Roseville, CA

- Facilitated discussions between opposing sides in order to reach compromise solutions when necessary.
- Coordinated grassroots campaigns to educate districts on issues important to the parks.

MAY '21 - MAY '23

### Board Secretary | California Association Of Recreation And Park Districts, Roseville, CA

- Provided administrative support to the Board of Directors, including scheduling meetings and preparing agendas.
- Assisted in the preparation of board meeting minutes, resolutions, reports and other corporate documents.

DEC '18 - PRESENT

### Vice Chair | Cordova Recreation And Park District, Rancho Cordova, CA

- Leveraged strong interpersonal skills to build relationships with key stakeholders.
- Created operational dashboards to measure performance across multiple departments.
- Implemented process improvements resulting in increased efficiency within the organization.
- Collaborated with board members to develop corporate governance strategies.

JAN '20 - JAN '21

### Board Chair | Cordova Recreation And Park District, Rancho Cordova, CA

- Reviewed financial statements and other reports to monitor organizational performance.
- Developed strategies to increase diversity among board members to reflect community demographics.
- Advised on best practices for corporate governance matters.
- Collaborated with stakeholders on projects related to fundraising, marketing, public relations.

JAN '17 - JAN '18

### Board Chair | Cordova Recreation And Park District, Rancho Cordova, CA

- Facilitated effective communication between the Board and senior management teams.
- Evaluated proposals from vendors for goods and services required by the organization.
- Reviewed financial statements and other reports to monitor organizational performance.

JAN '13 - JAN '14

### Board Chair | Cordova Recreation And Park District, Rancho Cordova, CA

- Facilitated effective communication between the Board and senior management teams.
- Engaged in continuous development of skills necessary for successful board leadership.
- Monitored progress towards achieving established goals and objectives.





SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458  
www.saclafco.org

**SPECIAL DISTRICT NOMINATION**

***Special District Representative to LAFCo, Seat #7***

Position	Nominee's Name	Originating District
Vice-chair	Paul Lindsay	Florin Resource Conservation District

SIGNATURE OF PRESIDING OFFICER: \_\_\_\_\_

DocuSigned by:  
*Tom Nelson*

(Original Signature Required)

**Note:** *Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: \_\_\_\_\_

Tom Nelson

(Required)

NAME OF NOMINATING DISTRICT: \_\_\_\_\_

Florin Resource Conservation District

MINUTES ATTACHED (Optional):

Yes  No

Attest:

DocuSigned by:

*Stepani Phillips*

District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before  
5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
1112 I Street, Suite 100  
Sacramento, CA 95814**

Paul Lindsay: Statement of Qualifications for Special District Commissioner for Office No. 7 on the Sacramento Local Agency Formation Commission

I currently serve as Vice Chair for the Florin Resource Conservation District (FRCD) which encompasses a good portion of southern Sacramento County. The District's work in recent years has been the provision of municipal water usage to roughly 40% of the city of Elk Grove.

Previously an Associate Director for the Florin Resource Conservation District, I was appointed to the Board to fill a vacancy and currently serve in my first full term. Retired after a 35-year career with the Social Security Administration, I worked in many different locations within California, from San Juan Capistrano to Yreka. During that time, I served in various positions, including Claims Specialist, Operations Supervisor, Area Systems Coordinator, and ultimately, District Manager. These positions required a thorough understanding of various laws and their application, IT systems, budgeting, and human resources.

My wife and I settled in Elk Grove in 1985 and I've been very involved in Civic matters since then. I've served on Sacramento County's Community Planning Advisory Commission for Elk Grove prior to its incorporation (and was heavily involved in several incorporation efforts) and was a charter member of the original Planning Commission for the City of Elk Grove, serving on it for more than seven years. I also chaired the East Elk Grove Specific Area Planning Advisory Group. Recently, I also served on the Sacramento County Grand Jury for two years (much of which was spent reviewing Special Districts, their operations, and practices). I served two years on the Cosumnes Community Service District's Landscape and Lighting Committee. During these different activities, I was able to interact with LAFCO on a variety of issues and gained an understanding of its responsibilities and duties.

I ask for your support for this position on LAFCO's Commission because I believe that I can bring a fresh perspective to the Commission and a willingness to listen, learn, and to represent Special District interests on the Commission.



**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
Special District Commissioner	Joanna McVay	North Highlands Recreation Park

SIGNATURE OF PRESIDING OFFICER: Patrick B. Williams  
 (Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Patrick Williams  
 (Required)

NAME OF NOMINATING DISTRICT: North Highlands Recreation Park

MINUTES ATTACHED (Optional): Yes  No

Attest:  
  
 District Secretary, Clerk or General Manager

**Nominations must be received by LAFCo before 5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
 1112 I Street, Suite 100  
 Sacramento, CA 95814**

**Commissioners**

*Sue Frost, Rich Desmond, County Members* ■ *Patrick Hume, Alternate*  
*Iva Walton, Sean Loloee, City Members* ■ *Jay Vandenburg, Katie Valenzuela, Alternates*  
*Chris Little, Public Member* ■ *Timothy Murphy, Alternate*  
*Lindsey Liebig, Gay Jones, Special District Members* ■ *Charlea Moore, Alternate*

**Staff**

*José C. Henriquez, Executive Officer* ■ *Desirae Fox, Policy Analyst*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*



**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
<del>Trustee</del> Commissioner	Edwin Perez	Reclamation District 1000

SIGNATURE OF PRESIDING OFFICER:

*Elena Lee Reeder*  
 (Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Elena Lee Reeder  
 (Required)

NAME OF NOMINATING DISTRICT: Reclamation District 1000

MINUTES ATTACHED (Optional): Yes  No

Attest:

*[Signature]*  
 \_\_\_\_\_  
 District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before**  
**5:00 p.m. on July 1, 2023**

**Return to:**

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**1112 I Street, Suite 100**  
**Sacramento, CA 95814**



**Commissioners**

*Sue Frost, Rich Desmond, County Members* ■ *Patrick Hume, Alternate*  
*Iva Walton, Sean Loloee, City Members* ■ *Jay Vandenburg, Katie Valenzuela, Alternates*  
*Chris Little, Public Member* ■ *Timothy Murphy, Alternate*  
*Lindsey Liebig, Gay Jones, Special District Members* ■ *Charlea Moore, Alternate*

**Staff**

*José C. Henríquez, Executive Officer* ■ *Desirae Fox, Policy Analyst*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*



# ED PEREZ

TRUSTEE



## CONTACT

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PHONE:  
916-802-8053

WEBSITE:  
[www.RD1000.org](http://www.RD1000.org)

EMAIL:  
[EPerez@RD1000.org](mailto:EPerez@RD1000.org)

## STATEMENT OF QUALIFICATIONS

I am seeking a seat on the Sacramento LAFCO to leverage my years of professional experience in the areas of community engagement, organizational governance, and collaboration with various levels government to effectively represent special districts on the commission.

I was elected in 2022 as Trustee with Reclamation District 1000, the flood control agency for the Natomas Basin. In this brief period of time, I was able to leverage my extensive relationships with community members and organizations to help win voter approval of a stormwater service fee to fund much needed infrastructure maintenance and help ensure a flood-safe future for the Natomas Basin.

I have served as a City of Sacramento Commissioner, President of a 1,300 household homeowners association, board member of California's largest state employee organization, and served on the board of numerous community and non-profit organizations.

In these roles, I learned to value the input from concerned residents, the importance of collaborating with community partners, and the need to pay attention to details and also see the "big picture". These experiences have prepared me to serve on the LAFCO.

I would be honored to receive your vote and look forward to working with you.

Respectfully,

ED PEREZ

henriquezj @ SAC LAFCO .org.



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 674-6458  
www.saclafco.org

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
SPECIAL DISTRICT COMMISSIONER	MICHAEL SEAMAN	Fulton El Camino REC + PARK DISTRICT

SIGNATURE OF PRESIDING OFFICER: Teresa Higgins  
(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Teresa Higgins, Board Chair  
(Required)

NAME OF NOMINATING DISTRICT: FULTON-EL CAMINO RECREATION + PARK DISTRICT

MINUTES ATTACHED (Optional): Yes  No

Attest:

Luana Lualaba, District Secretary  
District Secretary, Clerk or General Manager

Nominations must be received by LAFCO before 5:00 p.m. on July 1, 2023

Return to:

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Sacramento, CA 95814

Commissioners

Sue Frost, Rich Desjardins, County Members <sup>or</sup> Patrick Hume, Alternate  
Iva Wilson, Sean Lincee, City Members <sup>or</sup> Jay Vandenburg, Katie Valenzuela, Alternates  
Chris Little, Public Member <sup>or</sup> Timothy Murphy, Alternate  
Imasev Lishig, Gay Jones, Special District Members <sup>or</sup> Charles Moore, Alternate

Staff

José C. Henriquez, Executive Officer <sup>or</sup> Desiree Fox, Policy Analyst  
Alicia Miller, Debra Lee, Clerk, Commission Counsel

## STATEMENT OF QUALIFICATIONS – MICHAEL J SEAMAN

for Sacramento Local Agency Formation Commission

Sacramento County resident and homeowner, 1978 - present

Veteran, U.S. Navy Civil Engineer Corps

Current Employment – Snowsports Instructor, Boreal Mountain Resort (winter seasonal)

### Academic experience

- B. Architecture, University of California
- M. Urban Planning, San Jose State University
- M. Landscape Architecture/Environmental Planning, University of California
- Adjunct Professor, Sacramento State University (2 years)
- Adjunct Professor, National University (3 semesters)

### Governmental experience

- Federal
  - Active and reserve service (9+ years)
  - Navy civilian employment after discharge (1 year)
- State
  - California civil service, 32 years across 6 agencies
  - Retired since 12/2009
- Local
  - County/Council of Governments staff experience in WA and OR (2+ years)
  - Member, City of Cannon Beach Design Review Board (1 year),
  - Board Member, Fulton-El Camino Recreation & Park District (28+ years – present)

### Association experience

- American Institute of Architects
  - Associate Member (46 years)
  - Retired Associate AIA Emeritus (8 years - present)
- California Special Districts Association
  - Participant (28+ years - present),
  - Legislative Committee (4+ years),
  - Board Member (4 years)
- California Association of Recreation and Park Districts
  - Participant (28+ years - present)
  - Board Member (4+ years - present)
- Professional Ski Instructors of America/American Association of Snowboard Instructors
  - Member (34 years - present)
  - Certified Instructor – Nordic Track Skiing, Alpine Skiing, Snowboarding

### LAFCO Experience

- Sacramento LAFCO Special Districts Advisory Committee (4 years)
- Applicant participation, Sacramento LAFCO City of Arden Arcade Measure D (11/2010)
- Observer via Advocates for Arden Arcade citizens' group and California (un)Incorporated coalition

July 2023



**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
Director	Robert "Bob" Wickett	Sac. Suburban Water Dist.


SIGNATURE OF PRESIDING OFFICER:   
 (Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Jay Boatwright  
 (Required)

NAME OF NOMINATING DISTRICT: Sacramento Suburban Water District

MINUTES ATTACHED (Optional): Yes  No

Attest:  
  
 \_\_\_\_\_  
 District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before  
 5:00 p.m. on July 1, 2023**

**Return to:**  
  
**Sacramento LAFCo**  
**1112 I Street, Suite 100**  
**Sacramento, CA 95814**

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Commissioners  
*Sue Frost, Rich Desmond, County Members* ■ *Patrick Hume, Alternate*  
*Iva Walton, Sean Loloee, City Members* ■ *Jay Vandenburg, Katie Valenzuela, Alternates*  
*Chris Little, Public Member* ■ *Timothy Murphy, Alternate*  
*Lindsey Liebig, Gay Jones, Special District Members* ■ *Charlea Moore, Alternate*  
 Staff  
*José C. Henríquez, Executive Officer* ■ *Desirae Fox, Policy Analyst*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*



## Robert P. "Bob" Wichert Qualifications For LAFCO

Lifelong resident of Sacramento County.

18 years employed by the Sacramento Municipal Utility District with frequent Board interactions and direction. Experience on hydroelectric power projects, and personally responsible for establishment of the first customer-choice all-renewable energy program in California, SMUD Greenergy ©.

Currently serving my third elected term on the Board of Directors of the Sacramento Suburban Water District including prior service as Board President.

Qualification as a Master's Candidate in Communication Studies at the California State University, Sacramento.

Five years as a member of the United Nations Sub-Committee of Experts on the Transport of Dangerous Goods.

Five years as a member of the International Civil Aviation Organization Dangerous Goods Panel.

Service as a writing member expert on Institute of Electrical and Electronics Engineers standards committees.

Service as a writing member expert on American Society of Mechanical Engineers codes and standards.

Service as a writing member expert on National Fire Protection Association codes and standards.

Fifteen years as a Professional Engineer in private practice, Robert P Wichert Professional Engineering, Inc.