



Todd Harms  
Fire Chief

Gay Jones  
Board President  
Division 8

Jennifer Sheetz  
Board Vice President  
Division 5

Matt Kelly  
Board Secretary  
Division 7

Cynthia Saylor  
Board Member  
Division 1

Grant Goold  
Board Member  
Division 2

Randy Orzalli  
Board Member  
Division 3

Ted Wood  
Board Member  
Division 4

D'Elman Clark  
Board Member  
Division 6

Jim Barnes  
Board Member  
Division 9

# Sacramento Metropolitan Fire District

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

## BOARD OF DIRECTORS - REGULAR MEETING

Thursday, March 28, 2019 – 6:00 PM

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

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

### CALL TO ORDER

### PLEDGE TO FLAG

### METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Sunday, March 31<sup>st</sup> at 9:00am and Monday, April 1<sup>st</sup> at 6:00pm on Channel 14; Webcast at [www.sacmetro cable.tv](http://www.sacmetro cable.tv).

The open session Meetings are also available for viewing on the District website at [www.metrofire.ca.gov](http://www.metrofire.ca.gov).

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

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

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

### CONSENT ITEMS

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

Serving Sacramento and Placer Counties



# Sacramento Metropolitan Fire District

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

## REGULAR BOARD MEETING AGENDA

THURSDAY, MARCH 28, 2019

### CONSENT ITEMS

Page No.

- 1. Action Summary Minutes** 5  
**Recommendation:** Approve the Action Summary Minutes for the Board meeting of March 14, 2019.
- 2. Revision to Position Authorization Document and Salary Scale** 11  
**Recommendation:** Authorize the change to the Position Authorization Document and salary scale.

### PRESENTATION ITEMS

- 1. Fill the Boot for Burns – Chief's Challenge Award** \*  
*(Firefighters Burn Institute Executive Director, Mike Daw)*  
**Recommendation:** Receive presentation. No action required.

### ACTION ITEMS

- 1. Sale of Real Property – Station 33, 5148 Main Avenue, Orangevale CA** 20  
*(Economic Development Manager, Jeff Frye)*  
**Recommendation:** Authorize the Fire Chief to effect the sale of the property to the highest preferred offeror, or second highest preferred offeror, in such an instance that the first preferred offer falls out of escrow.
- 2. Replacement Wildland Personal Protection Equipment Purchase** 22  
*(Deputy Chief Bridge)*  
**Recommendation:** Authorize staff to purchase 600 sets of Wildland PPE for an amount not to exceed \$320,000.
- 3. Nomination of Special Districts Representative for the Sacramento County Treasury Oversight Committee** 24  
*(Deputy Chief Casentini)*  
**Recommendation:** Consider nominating one candidate for special districts representative for the Sacramento County Treasury Oversight Committee.

### REPORTS

- 1. PRESIDENT'S REPORT—***(President Jones)*
- 2. FIRE CHIEF'S REPORT—***(Chief Harms)*  
**OPERATIONS' REPORT –** *(Chief Bridge)*
- 3. SMFD – FIREFIGHTERS LOCAL 522 REPORT**





# Sacramento Metropolitan Fire District

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

## REGULAR BOARD MEETING AGENDA

THURSDAY, MARCH 28, 2019

### 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 – (Jones)**  
Next Meeting: TBD
- B. **Communications Center JPA – (AC Wagaman)**  
Report Out: March 26, 2019 at 9:00 AM  
Next Meeting: April 9, 2019 at 9:00 AM  
Location: 3121 Gold Canal Drive  
Rancho Cordova, CA 95670
- C. **California Fire & Rescue Training JPA – (DC Shannon)**  
Next Meeting: April 18, 2019 at 4:00 PM  
Location: California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320  
Mather, CA 95655
- D. **Finance and Audit Committee – (Kelly)**  
Next Meeting: April 25, 2019 at 5:30 PM
- E. **Policy Committee – (Goold)**  
Next Meeting: April 11, 2019 at 5:30 PM

## BOARD MEMBER QUESTIONS AND COMMENTS

### CLOSED SESSION

- 1. **Workers' Compensation Settlement Authority - One matter Pursuant to California Government Code Section 54956.9 (a)**  
Frank Lima Jr. and the Sacramento Metropolitan Fire District  
Claim # SMDN - 549271, SMDH – 549665, SMDM – 549682, SMDM - 548727  
Jessica Valenti of Lenahan, Lee, Slater, Pearse and Majernik, LLC

### ADJOURNMENT

#### NEXT BOARD MEETING(S):

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

- Next Board Meeting – April 11, 2019 at 6:00 PM

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

**ANTICIPATED AGENDA ITEMS:** TBD



# Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, MARCH 28, 2019

Posted on March 25, 2019

*Melissa Penilla*

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Melissa Penilla, Clerk of the Board

\* No written report

\*\*  Separate Attachment

**DISABILITY INFORMATION:**

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





# Sacramento Metropolitan Fire District

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

**TODD HARMS**  
Fire Chief

## ACTION SUMMARY MINUTES – REGULAR MEETING

**BOARD OF DIRECTORS  
SACRAMENTO METROPOLITAN FIRE DISTRICT  
Thursday, March 14, 2019  
10545 Armstrong Avenue – Board Room  
Mather, California**

### CALL TO ORDER

The meeting was called to order at 6:02 pm by President Jones. Board members present: Barnes, Clark, Gould, Jones, Saylor, Sheetz, and Wood. Board members absent: Kelly, Orzalli. Staff present: Chief Harms, Interim Clerk Dehoney and General Counsel Lavra.

### PLEDGE TO FLAG

**PUBLIC COMMENT:** None

### CONSENT ITEMS

**Action:** Moved by Barnes, seconded by Wood, and carried unanimously to adopt the Consent Calendar as follows:

#### 1. 2018 Retirement Commendations

**Recommendation:** Adopt Resolutions commending the following individuals upon their retirement and for their years of skilled performance and deepest commitment to the fire service.

**Action:** Adopted Resolutions 2019-004 through 2019-030 commending the following individuals for their retirement in 2018.

1. Angotti, Michael	Engineer
2. Barsdale, John	Supervising Investigator
3. Elledge, Clayton	Captain
4. Fender, Scott	Captain
5. Ferrin, Paul	Captain
6. Hansen, Tom	Captain
7. Hunter, Jon	Engineer
8. Lawrence, Vincent	Logistics Technician
9. Mackenzie, Jerome	Captain
10. Meyer, Bart	Captain
11. Nicholas, Charles	Engineer
12. Oakes, John	Engineer
13. Powell, Carl	Firefighter
14. Quinn, Chris	Assistant Chief
15. Redman, Greg	Engineer
16. Repetto, Mark	Battalion Chief
17. Richardson, Scott	Captain

18.	Salvestrin, Steven	Captain
19.	Savage, Larry	Assistant Chief
20.	Schumacher, Bradley	Battalion Chief
21.	Stafinbil, Todd	Engineer
22.	Turner, Steve	Battalion Chief
23.	Valentine, Tracey	Captain
24.	Weatherly, Barton	Captain
25.	Webster, Aaron	Battalion Chief
26.	Westfall, William	Battalion Chief
27.	Wick, Curt	Captain

**2. Action Summary Minutes**

**Recommendation:** Approve the Action Summary Minutes for the Board meeting of February 28, 2019.

**Action:** Approved Action Summary Minutes.

**3. Approval of Contract Amendment – DynCorp Aircraft Support**

**Recommendation:** Approve the contract amendment which includes an increase from one mechanic to two and adjusts the pay scale to reflect the annual 3% increase.

**Action:** Approved the contract amendments per staff's recommendations.

**ACTION ITEM**

**1. Fire Districts Association of California (FDAC)**

**Nominations for Zone Director Position for FDAC Northern Zone 3**

*(President Jones)*

**Recommendation:** Nominate a member of the Board of Directors to be placed on the election ballot for the Northern Zone Director 3 position for FDAC.

**Action:** Moved by Wood, seconded by Clark, and carried unanimously by the members present to nominate Director Saylor to be placed on the election ballot for the Northern Zone Director 3 position for FDAC.

**2. California Special District Authority (CSDA)**

**Nominations for the Sierra Network, Seat B**

*(President Jones)*

**Recommendation:** Nominate a member of the Board of Directors to be placed on the election ballot for the Sierra Network, Seat B on the CSDA Board.

**Action:** Moved by Clark, seconded by Wood, and carried unanimously by the members present to nominate Director Saylor to be placed on the election ballot for the Sierra Network, Seat B on the CSDA Board.

**3. Nonexclusive Contract for Janitorial Services RFP Award**

*(Purchasing Manager Mark Jones)*

**Recommendation:** Award the RFP to Universal Building Services and Lincoln Training Center and authorize staff to enter into 3-year nonexclusive contracts with Universal Building Services and Lincoln Training Center with the option to extend to a fourth and fifth year.

**Action:** Moved by Goold, seconded by Wood, and carried unanimously by the members present to award the nonexclusive 3-year contract for janitorial services to Universal Building Services and Lincoln Training Center with the option to extend to a fourth and fifth year.

**4. Fiscal Year 2018/19 Mid-Year Budget (CFO Thomas)**

- A. Resolution – 2018/19 Mid-Year Budget for the General Operating Fund 212A
- B. Resolution – 2018/19 Mid-Year Budget for the Capital Facilities Fund 212D
- C. Resolution – 2018/19 Mid-Year Budget for the Grants Fund 212G
- D. Resolution – 2018/19 Mid-Year Budget for the Development Impact Fees Fund 212I
- E. Resolution – 2018/19 Mid-Year Budget for the Leased Properties Fund 212L
- F. Resolution – 2018/19 Mid-Year Budget for the IGT Fund 212M

**Recommendation:** Adopt FY 2018/19 Mid-Year Budget Resolutions.

**Action:**

- A. Moved by Wood, seconded by Clark, and carried unanimously by members presents to adopt Resolution No. 2019-031 for the General Operating Fund 212A.
- B. Moved by Wood, seconded by Clark, and carried unanimously by members presents to adopt Resolution No. 2019-032 for the Capital Facilities Fund 212D.
- C. Moved by Wood, seconded by Clark, and carried unanimously by members presents to adopt Resolution No. 2019-033 for the Grants Fund 212G.
- D. Moved by Wood, seconded by Clark, and carried unanimously by members presents to adopt Resolution No. 2019-034 for the Development Impact Fees Fund 212I.
- E. Moved by Wood, seconded by Clark, and carried unanimously by members presents to adopt Resolution No. 2019-035 for the Leased Properties Fund 212L.
- F. Moved by Wood, seconded by Clark, and carried unanimously by members presents to adopt Resolution No. 2019-036 for the Intergovernmental Transfers Fund 212M.

## REPORTS

### 1. PRESIDENT'S REPORT:

President Jones thanked Director Sheetz for chairing the last Board Meeting, and shared information regarding a recent LAFCo meeting. President Jones then discussed the tragic passing of Captain Kim Fong's 12 year old daughter, Hanna, who passed away on March 3<sup>rd</sup> and relayed that there would be a Celebration of Life on Friday the 15<sup>th</sup> at 1:00pm at the Fremont Presbyterian Church at 5770 Carlson Drive in Sacramento.

### 2. FIRE CHIEF'S REPORT:

Chief Harms discussed his and other staff's attendance at the Captain's Academy last week, and wished good luck to all those participating in the test tomorrow.

### Retirement

Effective 3/1, Engineer Kevin Osen – 25 years of service



## **Recruitment**

Computer Systems Supervisor, Final Filing Date 3/26, 4:00pm (internal and external)

## **Reassignment**

Effective 3/8, Engineer Brendan Brown and Firefighter Richard Walker selected to fill Dozer Operator positions

## **Meetings Attended**

Continue to meet with Command Staff, day staff, crews and Union reps

3/2, FFBI Mardi Gras Crab Feed

3/12, Citrus Heights 2x2 Meeting

- Community Services Events
- 2017-2018 Response Stats
- Mobile Home Code Enforcement
- Status of Hazmat Contract to City Council
- Fairfield Fieldtrip Debrief & Public Safety Pathway Programs

3/14, FY19/2020 Preliminary Budget Kickoff Meeting

## **Upcoming**

Fire Station Memorial/Dedication Program:

- In January 2019, the Board of Directors approved the resolution to memorialize/dedicate one fire station in the memory of each of the 22 members who made the ultimate sacrifice and lost their lives in the line of duty with Metro Fire or its predecessor agencies.
- Recognizing the sacrifice of fallen firefighters who have given their lives protecting and ensuring the safety of the communities we serve is important to us, and these members are certainly worthy of this honor.
- Our first fire station dedication will take place on March 28 at 10:00 am at Fire Station 101. This station will be dedicated to Firefighter James Saunders who passed away in October 2010

Retirement Dinner will be held at 6:00pm on March 22<sup>nd</sup> at the Croatian American Cultural Center at 3730 Auburn Blvd in Sacramento.

## **OPERATIONS REPORT**

Deputy Chief Bridge gave the Operations Report letting everyone know as of March 14<sup>th</sup> Metro Fire responded to approximately 4,000 calls, of which 3,000 were EMS related with a transport rate of 72%. He also relayed that there have been 7 building fires and 2 water rescues during that time frame. He mentioned that Battalion Chief Greene's first day as the Special Operations Chief was Monday the 11<sup>th</sup> and he is currently getting acquainted with the position.

### **3. SMFD – FIREFIGHTERS LOCAL 522 REPORT:**

Vice President Jamison discussed his attendance at the 522 Executive Committee event in Washington DC where there were discussions on Congressman Ami Bera's Hero Act. The Act will help serve members who are struggling with mental health. He relayed that there is good dialogue occurring with regards to the contract and they are motivated to get things done in a

timely fashion. He closed his report with discussion of the tragic passing of Captain Fong's daughter and how humbling it is to see the support that is provided to one of our own during such a difficult time.

#### **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 – (Jones)**  
Next Meeting: TBD
- B. Communications Center JPA – (AC Wagaman)**  
Report Out: March 12, 2019 at 8:00 AM  
Assistant Chief Wagaman relayed that the JPA reviewed a quote from Northrop Gumman for a new CAD system and have chosen a project manager to oversee the program implementation which should be completed by April 1<sup>st</sup> if all goes well.  
Next Meeting: March 26, 2019 at 8:00 AM
- C. California Fire & Rescue Training JPA – (DC Shannon)**  
Next Meeting: April 18, 2019 at 4:00 PM  
Location: California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320  
Mather, CA 95655
- D. Finance and Audit Committee – (Kelly)**  
Next Meeting: March 28, 2019 at 5:30 PM
- E. Policy Committee – (Goold)**  
Report Out: March 14, 2019 at 5:30 PM  
Director Goold relayed that he was elected as Chair and Director Clark as Vice Chair for the 2019 Policy Committee. They also had a report from HR Manager Melisa Maddux on the Non-Suppression Out of Class Policy for informational purposes only.  
Next Meeting: April 11, 2019 at 5:30 PM

#### **BOARD MEMBER QUESTIONS AND COMMENTS**

Director Saylor thanked staff for the evening's presentations and expressed her condolences to the Fong family.

Director Goold thanked the retirees for their service and wished them well in their future endeavors. He echoed the sentiments of Director Saylor in expressing his condolences to the Fong family.

Director Wood thanked all those who attended the Firefighters Burn Institute Crab Feed and relayed his excitement in looking towards their next fundraising event, The Tropical Affair, which occurs in June. He expressed his condolences to the Fong family.

Director Clark also gave his condolences to the Fong family for their loss. He also thanked Chief Shannon and staff for keeping everyone apprised of the janitorial process selection and decision.

Director Barnes congratulated all of the retirees and wished them happy and healthy retirements. He wished good luck to all those participating in the Captain's test and commended those involved in putting on the PDP trainings. He then thanked Chief Harms and Vice President Jamison for providing them updates on the Fong family and gave his condolences for the family's loss.

Director Sheetz relayed that she is looking forward to attending the Retirement Dinner and Station Dedication later in the month. She also gave best wishes to the retirees and the members participating in the Captain's test and extended prayers to the Fong family during this difficult time.

President Jones echoed the sentiments of the Directors in extending her prayers and condolences to the Fong family.

**Recessed to Closed Session at 6:44 pm with a moment of silence honoring Hanna Fong.**

#### **CLOSED SESSION**

- 1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Government Code 54956.9(b)(3)(B) Reimbursement of Medicare Premiums for Specified Retirees** (*General Counsel John Lavra*)  
**Action:** No action taken.

**Reconvened to Open Session at 7:28 pm.**

#### **ADJOURNMENT**

The meeting was adjourned at 7:28 pm

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Gay Jones, President

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Matt Kelly, Secretary

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Michelle Dehoney, Interim Board Clerk





**TODD HARMS**  
Fire Chief

# Sacramento Metropolitan Fire District

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

**DATE:** March 28, 2019

**TO:** Board of Directors

**SUBJECT:** Revisions to the Positions Authorization Document and the District's salary scale for reclassifying the Administrative Analyst to a Business Applications Analyst

## TOPIC

Board approval is needed to modify the Positions and Authorization Document (PAD). Additionally, CalPERS requires a publically approved salary scale for all District positions.

## DISCUSSION

Currently an Administrative Analyst position is assigned to the Finance Division. The District has identified the need to reclassify the Administrative Analyst to a Business Applications Analyst in the Information Technology Division, to better support the business needs of the District and reflect the current job duties that are being performed.

The PAD identifies the number of authorized and funded positions per classification. In order to allow for this adjustment, Board authorization of a revised PAD and salary scale is required in order to reclassify the above position.

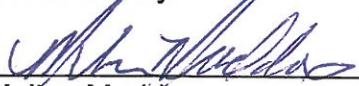
## FISCAL IMPACT

Since no positions are being added to the Positions and Authorization Document (PAD) and no changes are being made to the salary, there is no fiscal impact.


## RECOMMENDATION

Staff recommends that the Board authorize the change in the PAD and the salary scale as reflected in the attached documents.

Submitted by:

  
\_\_\_\_\_  
Melisa Maddux  
Human Resources Manager

Approved by:

  
\_\_\_\_\_  
Greg Casentini  
Deputy Chief, Administration

Attachments: Revised Position Authorization Document  
Salary Scale effective April 1, 2019



**POSITIONS AND AUTHORIZATION DOCUMENT (PAD)**  
**Mid-Year Budget FY 2018/19**

<b>SUMMARY</b>				
<b>Full-time Positions</b>				
	<b>Authorized Positions</b>	<b>Actual Filled Positions</b>	<b>Funded Positions</b>	<b>Proposed Changes</b>
<b>Office of the Fire Chief</b>	<b>11.5</b>	<b>9.5</b>	<b>9.5</b>	<b>0</b>
<b>Operations</b>	<b>612</b>	<b>557</b>	<b>580</b>	<b>0</b>
<b>Support Services</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>0</b>
<b>Administration</b>	<b>46.5</b>	<b>41.5</b>	<b>45.5</b>	<b>0</b>
<b>Total</b>	<b>715</b>	<b>653</b>	<b>680</b>	<b>0</b>



**POSITIONS AND AUTHORIZATION DOCUMENT (PAD)**  
**Mid-Year Budget FY 2018/19**

<b>OFFICE OF THE FIRE CHIEF</b>					
Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Fire Chief	1	1	1		Todd Harms
Chief Deputy	0	0	0		<i>vacant - not funded</i>
Assistant Chief	1	0	0		<i>vacant - not funded</i>
Day Staff Captain, Staff Officer	1	0	0		<i>vacant - not funded</i>
Day Staff Captain, PIO (Ops oversight)	1	1	1		Chris Vestal
Community Relations Coordinator	1	1	1		Chris Dargan
Office Technician	0.5	0.5	0.5		Nanette Goodwin (1/2 time Community Relations & 1/2 time CRRD)
Community Relations Specialist	2	2	2		Brenda Briggs, Rebecca Alessandri
Day Staff Local 522 VP-Representative	1	1	1		Trevor Jamison
Sr Staff Administrative Coordinator	1	1	1		Jill Guzman
Administrative Specialist, Office of the Fire Chief	1	1	1		Erin Castleberry
Board Clerk	1	1	1		Melissa Penilla
	11.5	9.5	9.5	0	





**POSITIONS AND AUTHORIZATION DOCUMENT (PAD)**

**Mid-Year Budget FY 2018/19**

OPERATIONS BRANCH							
Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments		
Deputy Chief, Operations	1	1	1		Eric Bridge		
Administrative Specialist, Operations Branch	1	1	1		Mollie Meyer		
Assistant Chief, Operations (A-B-C)	3	3	3		R. Hein   T. Wagaman   T. Neville		
Day Battalion Chief, Special Operations	1	0	1		Vacant		
Staffing Specialist	1	1	1		Lara Kelley		
Office Technician, Operations Branch	1	1	1		Larsen Roundy		
<b>FIRE SUPPRESSION</b>					<b>A</b>	<b>B</b>	<b>C</b>
Battalion Chiefs	15	15	15		D. Durham A. Kastros M. Lozano C. Reed K. Wegener	C. Greene C. Jenkins A. Mitchell J. Vestal F. Rowell	D. Baker K. Keeley A. Peck JP. Seivane J. Graf
Fire Captains	135	116	132		Numbers do not include Day Staff & SRP Capts.		
Fire Engineers	135	122	132				
Firefighters	237	237	231				
<b>SINGLE ROLE PARAMEDIC PROGRAM (SRPP)</b>							
Captains	3	3	3		Stephen Craig, Shani Cornell, Brenden Hogan (filled with FF on temp basis)		
Paramedics (FT)	40	13	21		Actual filled positions may exceed assumed average number of positions funded		
Emergency Medical Technicians (EMT)	18	25	18				
<b>EMERGENCY PREPAREDNESS - SPECIAL OPERATIONS</b>							
Chief Pilot	1	1	1		Montie Vanlandingham		
<b>EMERGENCY MEDICAL SERVICES (EMS)</b>							
Assistant Chief, EMS	1	1	1		B. Law		
Day Staff Battalion Chief, EMS	1	1	1		R. Griggs		
Day Staff Captain, EMS	3	3	3		Brian Benton, Jamie Poole, Phil Hart (filled with FF on temp basis)		
Administrative Specialist, EMS	1	1	1		Carmen Gandara		
Office Technician	2	2	2		Marcy Mateo, Cynthia Hamilton		
<b>TRAINING/SAFETY</b>							
Assistant Chief, Training	1	1	1		Adam House		
Day Staff Captain, Training	3	3	3		Brian Evers, James Mandes, Jeff Malinowski		
Health & Fitness Program Manager	1	1	1		Patrick Gallagher		
Administrative Specialist, Training	1	1	1		Dana Lipps		
<b>SAFETY</b>							
Day Staff Captain, Safety	1	0	0		vacant - not funded		
Safety Specialist	2	2	2		Robert Sestito, Linzi Hunter		
<b>ARSON</b>							
Supervising Investigator	1	1	1		Chris Rogers		
Fire Investigator II	2	1	2		Steve Johnson, Vacant		
	612	557	580	0			



**POSITIONS AND AUTHORIZATION DOCUMENT (PAD)**

**Mid-Year Budget FY 2018/19**

<b>SUPPORT SERVICES BRANCH</b>					
Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Deputy Chief, Support Services	1	1	1		Brian Shannon
<b>LOGISTICS</b>					
Logistics/Purchasing Manager	1	1	1		Mark Jones
Assistant Logistics Manager	1	1	1		Mark Siebert
Logistics Technician	7	7	7		Crusto, Lascelles, Lamons, Putman, Thomas, Spence, Brad Graham
Procurement Specialist	1	1	1		Courtney Moore
Office Technician	1	1	1		Amanda Berkey
<b>FACILITIES</b>					
Facilities Manager	1	1	1		George Gravin
Facilities Technician	3	3	3		John Raeside, Joe Eachus, Aldrey Almeria
Facilities Assistant	1	1	1		Jamie Bedal
<b>FLEET MAINTENANCE</b>					
Fleet Manager	1	1	1		Shea Pursell
Assistant Fleet Manager	1	1	1		Tim Swank
Fire Mechanic	11	11	11		Courtney, Davison, Geaney, Mansel, Moose, Morell, Mull, Petruzzi, Rhodes, Snuffer, Stites
Parts Buyer	1	1	1		Matthew Freeman
Office Technician	1	1	1		Amy Peterson
<b>Information Technology (IT)</b>					
Director, Information Technology	1	1	1		Mat Roseberry
Office Technician	0.5	0.5	0.5		Yuri Marroquin (1/2 time Comms & 1/2 time IT)
Business Applications Analyst	1	1	1		Sherri Martucci
Network Systems Engineer	1	1	1		Ken Lin
Network Systems Administrator	2	2	2		May Foroudi, Ben Miller
Computer Systems Supervisor	1	1	1		Sarah Turner
Computer Systems Technician	2	2	2		Arthur Hong, Santiago Naranjo
Help Desk Technician	1	1	1		Alex Vasquez
<b>Communications Division</b>					
Communications Manager	1	1	1		Steve Jordan
Communications Technician II	2	2	2		James Day, Alex Ybarra
Office Technician	0.5	0.5	0.5		Yuri Marroquin (1/2 time Comms & 1/2 time IT)
	45	45	45	0	





# POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

Mid-Year Budget FY 2018/19

ADMINISTRATIVE BRANCH					
Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Deputy Chief, Administration	1	1	1		Greg Casentini
<b>HUMAN RESOURCES</b>					
Human Resources Manager	1	1	1		Melisa Maddux
Administrative Specialist	1	1	1		Giovanna Read
Human Resources Analyst	1	1	1		Olesya Melnichuk
Human Resources Specialist	3	3	3		Julie Cole, Leslie Miller, Candace Sarlis
<b>FINANCE</b>					
Chief Financial Officer	1	1	1		Amanda Thomas
Controller	1	1	1		Ronald Empedrad
Payroll Supervisor	1	1	1		Sarah Ortiz
Payroll Analyst	1	1	1		Robyn Almeida
Administrative Analyst	-1	-1	-1		Reclassified to Business Applications Analyst
Financial Analyst	1	1	1		Tara Maeller
Accounting Specialist	1	1	1		Natividad Manalo
Accounting Technician	6	5	6		Brown, Cheung, Falls, Guerrero, Houston, <i>vacant</i>
<b>DEVELOPMENT</b>					
Economic Development Manager	1	1	1		Jeff Frye
Accounting Specialist (Grants)	1	1	1		R. Marie Bernal
<b>COMMUNITY RISK REDUCTION</b>					
Fire Marshal	1	1	1		Lisa Barsdale
Deputy Fire Marshal	1	0	0		position unfunded
Administrative Specialist	1	1	1		Michelle Dehoney
Plan Intake Specialist	3	3	3		Shana Mamulski, Cora Zielinski, Michael Toney
Office Technician	2.5	2.5	2.5		Joanna Navarro, Allie Zablotkiy, Nanette Goodwin(1/2 time Community Relations & 1/2 time CRRD)
Supervising Inspector	3	3	3		A. Nygren, M. Hambrick, C. Fields
Fire Inspector II	14	7	9		Olivares, T. Olcese, M. Olcese, Schmidt, Callison, Ganea, Hampton (all vacant positions are filled with Inspector I)
Fire Inspector I		4	5		Kauppi, Klets, Whitney (4 vacant between Inspector II & I)
Geographic Information Specialist II	1	1	1		Denis Murray
	46.5	41.5	45.5	0	



**POSITIONS AND AUTHORIZATION DOCUMENT (PAD)**  
**Mid-Year Budget FY 2018/19**

<b>PART-TIME, TEMPORARY, RETIRED ANNUITANTS, RESERVE &amp; REIMBURSED</b>					
<b>Position</b>	<b>Auth'd Positions</b>	<b>Actual Filled Positions</b>	<b>Funded Positions</b>	<b>Proposed Changes</b>	<b>Employee(s) / Comments</b>
Retired Annuitants (part-time)	17	6	6		
Reserve Firefighters	14	10	14		Barnes, Berry, Burwell, Driver, Golosinskiy, Manley, Siebert, Spiegelberg, Morris, Amstutz (4 vacant)
Helicopter Pilot (part-time)	3	3	3		Combs, Cotter, Smith
Part-Time Helicopter Maintenance Program Manager	1	0	0		
Air Ops Manager/Special Ops Capt	1	1	0		<i>Not Funded - part-time position filled by a suppression Captain</i>
<b>California Fire and Rescue Training Authority (CFRTA)</b>					
Deputy Executive Director, Planning and Facilities	1	0	0		Vacant
<b>Urban Area Security Initiative</b>					
Planning and Exercise Coordinator	1	1	1		Jon Rudnicki, Reimbursed Position
	37	20	23	0	

\*Shown in two locations on the PAD



**SACRAMENTO METROPOLITAN FIRE DISTRICT**

4/1/2019

**PAY SCALE**

	1st Step	2nd Step	3rd Step	4th Step	5th Step
<b>Fire Chief</b>					21,912.07
<b>Senior Management Staff - Unrepresented Confidential</b>					
Chief Deputy					20,955.45
Deputy Chief					19,957.56
Assistant Chief				17,465.65	18,335.31
Fire Marshal				17,465.65	18,335.31
Chief Financial Officer				15,149.90	15,904.72
Chief Development Officer				15,149.90	15,904.72
<b>Management Staff - Unrepresented Confidential</b>					
Director of Information Technology	10,180.58	10,686.78	11,218.60	11,777.19	12,363.67
Economic Development Manager	8,480.29	8,901.74	9,344.37	9,809.31	10,296.55
Facility Manager	8,480.29	8,901.74	9,344.37	9,809.31	10,296.55
Controller	8,480.29	8,901.74	9,344.37	9,809.31	10,296.55
Fleet Manager	8,480.29	8,901.74	9,344.37	9,809.31	10,296.55
Human Resource Manager	8,480.29	8,901.74	9,344.37	9,809.31	10,296.55
Logistics Manager	8,480.29	8,901.74	9,344.37	9,809.31	10,296.55
Communications Manager	8,480.29	8,901.74	9,344.37	9,809.31	10,296.55
CQI Manager	8,404.47	8,821.46	9,259.65	9,720.13	10,202.88
Chief Pilot	8,316.40	8,728.93	9,161.52	9,615.31	10,092.51
Grant / Economic Dev Coord	8,298.56	8,711.09	9,143.68	9,598.58	10,075.79
Assistant Logistics Manager	7,537.05	7,911.67	8,304.14	8,716.67	9,149.25
Assistant Fleet Manager	7,537.05	7,911.67	8,304.14	8,716.67	9,149.25
<b>Unrepresented Confidential - Exempt</b>					
Network Systems Engineer	8,144.70	8,549.43	8,974.21	9,420.20	9,888.47
Computer Systems Supervisor	7,654.12	8,034.31	8,433.46	8,852.68	9,291.97
Purchasing Agent	7,134.56	7,487.98	7,859.27	8,249.50	8,658.68
Accounting Supervisor	6,947.24	7,291.77	7,653.01	8,033.20	8,432.36
Human Resources Analyst	6,814.56	7,152.39	7,506.95	7,879.32	8,270.70
Facilities Supervisor	6,720.91	7,054.27	7,404.37	7,772.30	8,158.06
Administrative Analyst	6,681.89	7,013.03	7,360.87	7,726.59	8,110.13
Business Application Analyst	6,681.89	7,013.03	7,360.87	7,726.59	8,110.13
Payroll Analyst	6,681.89	7,013.03	7,360.87	7,726.59	8,110.13
Financial Analyst	6,681.89	7,013.03	7,360.87	7,726.59	8,110.13
Board Clerk	6,113.26	6,416.52	6,734.27	7,067.66	7,417.76
Office Manager / Workers' Comp Spec	6,113.26	6,416.52	6,734.27	7,067.66	7,417.76
Staffing Specialist	6,113.26	6,416.52	6,734.27	7,067.66	7,417.76
Sr. Staff Adm Coord/Fire Chief's Secty	5,642.74	5,922.59	6,215.83	6,523.56	6,846.89
Procurement Specialist	4,511.08	4,734.07	4,968.21	5,213.50	5,471.05
Accounting Specialist	4,511.08	4,734.07	4,968.21	5,213.50	5,471.05
Human Resources Specialist	4,511.08	4,734.07	4,968.21	5,213.50	5,471.05
Payroll Specialist	4,511.08	4,734.07	4,968.21	5,213.50	5,471.05
Administrative Specialist	4,511.08	4,734.07	4,968.21	5,213.50	5,471.05
<b>Unrepresented Confidential - Non-Exempt</b>					
Network Systems Administrator	7,364.23	7,729.94	8,113.47	8,515.97	8,938.52
Database Technician	6,947.24	7,291.77	7,654.12	8,034.31	8,433.46
Communications Technician III	6,210.26	6,517.98	6,841.32	7,180.27	7,537.05
Communications Technician II	6,056.39	6,356.31	6,671.84	7,002.98	7,350.86
Computer Systems Technician	5,086.38	5,338.37	5,601.49	5,879.13	6,170.12
Warehouse Supervisor	5,027.30	5,275.92	5,536.83	5,811.10	6,098.76
Health & Fitness Program Manager	4,761.94	4,997.19	5,244.71	5,504.49	5,776.54
Help Desk Technician	3,998.20	4,195.56	4,401.83	4,619.24	4,847.80

	1st Step	2nd Step	3rd Step	4th Step	5th Step
<b>Administrative/Support Personnel Assoc:</b>					
Facilities Technician	6,114.37	6,417.65	6,735.40	7,069.88	7,421.09
Facilities Assistant	4,682.77	4,913.57	5,156.63	5,411.96	5,679.54
Safety Specialist	4,511.08	4,734.07	4,968.21	5,213.50	5,471.05
Plan Intake Specialist	4,511.08	4,734.07	4,968.21	5,213.50	5,471.05
Video Technician	4,437.50	4,657.13	4,886.83	5,128.76	5,381.85
Logistic Technician	4,198.89	4,406.27	4,623.68	4,852.24	5,091.95
Accounting Technician	4,006.02	4,203.35	4,410.73	4,628.14	4,856.71
Office Technician	3,516.54	3,689.37	3,871.09	4,061.76	4,262.46
<b>Hourly Position</b>					
SRPP - Paramedic	19.33	20.28	21.29		
SRPP - EMT	17.13	17.98	18.89		

	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step
<b>Local 522:</b>							
Recruit Firefighter					4,819.93		
Firefighter (effective 3/24/11)	5,554.67	5,828.96	6,116.60	6,418.75	6,736.51	7,069.88	7,419.98
Fire Engineer	6,762.17	7,096.65	7,447.85	7,816.90	8,203.80		
Fire Captain	7,568.27	7,942.89	8,336.45	8,748.98	9,182.71		
Battalion Chief	9,196.10	9,652.10	10,130.41	10,633.26	11,160.63		
Fire Inspector I	5,017.26	5,263.67	5,523.46	5,795.50	6,080.93		
Fire Inspector II	6,765.50	7,100.00	7,451.20	7,820.24	8,207.13		
Fire Supervising Inspector	7,571.61	7,946.22	8,339.81	8,752.34	9,186.06		
Deputy Fire Marshal	9,007.66	9,453.64	9,921.93	10,413.61	10,929.84		
Fire Investigator I	5,013.91	5,260.33	5,520.11	5,792.14	6,077.58		
Fire Investigator II	6,762.17	7,096.65	7,447.85	7,816.90	8,203.80		
Fire Supervising Investigator	7,568.27	7,942.89	8,336.45	8,748.98	9,182.71		
Hazardous Materials Inspector	7,279.50	7,639.61	8,017.58	8,414.51	8,831.50		
Public Education Technician	4,457.57	4,676.09	4,905.77	5,147.71	5,400.81		
Community Relations Specialist	4,893.50	5,134.33	5,387.42	5,652.77	5,931.52		
Community Relations Coordinator	5,347.29	5,610.41	5,886.93	6,177.92	6,483.41		
Geographic Information Specialist I							
Geographic Information Specialist II	4,962.64	5,206.80	5,463.24	5,731.94	6,015.14		
Shop Assistant	3,445.19	3,613.54	3,790.83	3,977.01	4,172.14		
Parts Buyer	4,974.89	5,220.18	5,477.74	5,747.56	6,030.76		
Fire Mechanic	6,173.45	6,477.84	6,797.82	7,133.44	7,485.76		
Master Fire Mechanic	6,866.97	7,205.91	7,562.69	7,937.30	8,329.77		

<b>Hourly Position:</b>	
Effective: 1/1/2018	
Hourly Employees	12.00
PT Helicopter Pilot	45.00
PT Helicopter Mechanic	45.00



# Sacramento Metropolitan Fire District

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

**TODD HARMS**  
Fire Chief

**DATE:** March 28, 2019  
**TO:** Board of Directors  
**SUBJECT:** Sale of Real Property – 5148 Main Ave, Orangevale, CA  
APN #'s 235-0311-034, 235-0390-001, and 235-0400-001

## BACKGROUND

On July 26, 2018, the Sacramento Metropolitan Fire District's (District) Board of Directors approved Resolution 2018-076 declaring certain real property (Property), located at 5148 Main Avenue in Orangevale, as surplus property and authorizing the initiation of the disposition process. The Property consists of 3 parcels totaling 7.37 acres and includes former Station 33, which has been closed since 2009. The District offered the parcels for sale to other public entities pursuant to the California Surplus Land Act.

## DISCUSSION

The Orangevale Recreation and Park District (ORPD) expressed interest in the Property and the 90-day negotiations period began on November 6, 2018. On January 31, 2019, the ORPD Board of Directors voted not to pursue the acquisition of the Property.

Given the amount of interest in the Property, the District retained a real estate broker to list the Property in the Multiple Listing Service. Offers for the Property were due March 17, 2019 at 5:00pm. The District received 26 offers in total. To minimize risk to the District, preference was given to cash offers with proof of funds and all contingencies removed, and stated use was considered. Of the offers received, 2 offers removed all contingencies, the highest offer being \$265,400 followed by an offer at \$255,000. There were 2 offers received that were higher at \$301,000 and \$280,000, respectively, however those offers did not waive all contingencies, and Staff does not believe those offers to be sufficiently high to outweigh the risk associated with the contingencies.

## FISCAL IMPACT

The District will receive the proceeds from the sale of the Property less the broker's commission (6%) and the closing costs.

## RECOMMENDATION

Staff recommends that the Board authorize the Fire Chief or his designee to effect the sale of the Property to the highest preferred offeror (\$265,400) or second highest preferred (\$255,000) offeror in such instance that the first preferred offer falls out of escrow.

Submitted by:

  
\_\_\_\_\_  
Jeff Frye  
Economic Development Manager

\_\_\_\_\_  
Amanda Thomas  
Chief Financial Officer





# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

RESOLUTION NO. \_\_\_\_\_  
BEFORE THE GOVERNING BOARD OF  
THE SACRAMENTO METROPOLITAN FIRE DISTRICT  
County of Sacramento, State of California

**A RESOLUTION AUTHORIZING THE SALE OF REAL PROPERTY  
APN #'s 235-0311-034, 235-0390-001, and 235-0400-001**

**WHEREAS**, the Sacramento Metropolitan Fire District (District) provides fire protection, emergency medical services and hazardous material response to a population of over 745,000 throughout a 359 square mile area; and

**WHEREAS**, the District is the owner of 3 parcels totaling 7.37 acres located at 5148 Main Avenue in Orangevale (Property); and

**WHEREAS**, Resolution 2018-076 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 subsequently listed the Property on the Multiple Listing Service and has received multiple offers;

**THEREFORE, BE IT RESOLVED**, that the Sacramento Metropolitan Fire District, a public entity established under the laws of the State of California, does hereby:

1. Authorize the Fire Chief or his designee as its Authorized Agent(s) to effect the sale of the Property to the highest preferred offeror or second highest preferred offeror in such instance that the first preferred offer falls out of escrow.

**PASSED AND APPROVED** this 28<sup>th</sup> day of March, 2019, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

**Sacramento Metropolitan Fire District**

\_\_\_\_\_  
President, Board of Directors

**Attested by:**

\_\_\_\_\_  
Clerk of the Board



**TODD HARMS**  
*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:** March 28, 2019

**TO:** Board of Directors

**SUBJECT:** Replacement Wildland Personal Protection Equipment (PPE)  
Purchase

## TOPIC

Metro Fire's current wildland PPE specification is no longer available and Metro Fire needs to purchase a new wildland PPE with staff's newly adopted wildland PPE specification.

## SUMMARY

At the end of 2018, the Wildland Team was tasked with identifying a new wildland PPE garment. There have been many advances in garment technology since our last Wildland PPE specification, and a research study conducted by the Department of Homeland Security in conjunction with the U.S. Army Natick Soldier Research, Development, and Engineering Center has provided extensive information and data.

The Wildland Team has utilized the data from this study, the Cal Fire Wildland Firefighting Hazard & Risk Assessment, as well as sample fabrics and garments to come up with a recommendation for Metro Fire's "Next Generation" wildland PPE specification.

## DISCUSSION

The District has an ongoing need for wildland coats and pants. The Wildland Team conducted extensive research on a new specification that would be the best for Metro Fire's wildland incident needs. The Team decided on moving forward with Cal Fire's current specification, which meets the Department of Homeland Security Office of Science and Technology Wildland Firefighter Personal Protective Equipment Selection Guide recommendations, the Cal Fire Wildland Firefighting Hazard & Risk Assessment, and NFPA 1977, current edition. It increases the wildland firefighting protection to Metro Fire members from radiant heat exposure as well as increases protection from heat exposure injuries by providing a higher body heat release component to the garment.

### FISCAL IMPACT

The District is able to utilize the pricing for the current Cal Fire wildland PPE specification through our membership in a Fire and Rescue GPO contract with NPPGov, a national cooperative procurement organization (Contract 00000170). Existing funds that were slated for the purchase of replacement structure gloves and hoods will be allocated to this purchase and the glove and hood purchase will be moved to the next fiscal year.

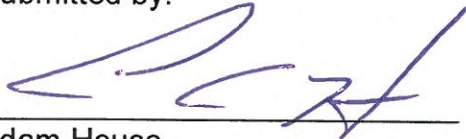
Approximately 600 sets will be purchased in this fiscal year with the intent of purchasing another 600 sets next fiscal year so that all suppression personnel will have two sets of wildland PPE.

\$320,000 is budgeted in fiscal year 2018-19 for the purchase of the first 600 sets.

### RECOMMENDATION


Staff recommends that the Board of Directors authorize staff to move forward with the purchase of replacement wildland PPE.

Submitted by:

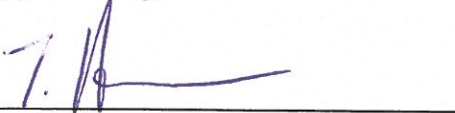


Adam House  
Assistant Chief, Training

Submitted by:

  
Eric Bridge  
Deputy Chief, Operations

Approved by:



Todd Harms  
Fire Chief





# Sacramento Metropolitan Fire District

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

**TODD HARMS**  
*Fire Chief*

**DATE:** March 28, 2019  
**TO:** Board of Directors  
**SUBJECT:** Nomination of Special Districts Representative for the Sacramento County Treasury Oversight Committee

## SUMMARY

Nominate one candidate for special districts representative for the Sacramento County Treasury Oversight Committee.

## DISCUSSION

The County of Sacramento is conducting the selection process for a special districts representative to serve on the Sacramento County Treasury Oversight Committee. The duties of the committee include review of the Investment Policy of the Pooled Investment Fund, quarterly review of investments, and to cause an annual audit of the portfolio. The position requires academic or practical experience in public finance, and should meet the restrictions as outlined in the Treasury Oversight Committee Fact Sheet (see attachment). The current term expires on June 30, 2019, and the length of appointment is three years.

Nominations by the District's governing board must be submitted by April 5, 2019.

## RECOMMENDATIONS

Consider nominating one candidate for special districts representative for the Sacramento County Treasury Oversight Committee.

### **Submitted By:**

Melissa Penilla, Board Clerk

Attachment – Nomination Request and Fact Sheet from County of Sacramento

Department of Finance

Ben Lamera  
Director



County of Sacramento

Divisions

Administration  
Auditor-Controller  
Consolidated Utilities Billing & Service  
Investments  
Tax Collection & Business Licensing  
Treasury

February 25, 2019

To: Special District Pooled Investment Fund Participant Agency Board Chairs

Subject: **ELECTION OF SPECIAL DISTRICTS REPRESENTATIVE FOR THE SACRAMENTO COUNTY TREASURY OVERSIGHT COMMITTEE**

Dear Chair:

On February 27, 1996, the Board of Supervisors established the Sacramento County Treasury Oversight Committee by Resolution #96-0163, as required by Government Code Section 27131. The code allows the Board of Supervisors, in consultation with the Director of Finance, to establish a committee composed of three to eleven members. The committee established by the Board consists of ten members, one of whom represents special districts with funds in the County Treasury. Mr. Brandon Rose has represented the special districts in this position since 2011. Because his term expires on June 30, 2019, a new election must be held.

The following outlines the duties, qualifications, and restrictions for Committee members:

The duties of the Committee are established under the Government Code Sections 27132, et. seq. These duties include review of the Investment Policy of the Pooled Investment Fund, quarterly review of investments, and to cause an annual audit of the portfolio. The Committee may neither direct individual investments nor infringe upon the day-to-day operations of the County Treasury.

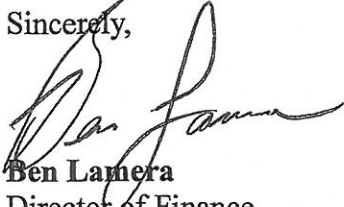
The position requires academic or practical experience in public finance. The term of appointment is normally three years. Members of the Treasury Oversight Committee: 1) may not be employed by any entity that has either contributed to a campaign of a candidate for the office of local treasurer or contributed to the campaign of a candidate to be a member of a legislative body of any agency that has money deposited in the County Treasury in the previous three years or during the period that the employee is a member of the Committee; 2) may neither directly nor indirectly raise money for a candidate for either local Treasurer or a member of the governing board of any local agency that has money deposited in the County Treasury; and 3) may neither secure employment with nor be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the Treasurer is doing business either as a member of the Committee or for one year after leaving the Committee. Members must file a Statement of Economic Interests (Form 700) upon assuming office and annually thereafter and must complete at least two hours of training in general ethics principles and ethics law every two years.

Attached is the Treasury Oversight Committee Fact Sheet. We request that your District's governing board provide us with a nomination by April 5, 2019. Individuals nominated must meet the criteria on the Fact Sheet. Please include a resume and one-paragraph candidate statement for the nominee. On April 12, 2019, a ballot will be mailed to you listing the nominations. Ballots must be returned to us no later than May 24, 2019, at 5 p.m. We will then tabulate the ballots and notify you by mail on May 31, 2019, of the election results. A run-off

election will be held if the vote is tied. We expect the newly elected Special Districts Representative to the Treasury Oversight Committee to be ratified by the Board of Supervisors on July 16, 2019. We look forward to working with the representative elected to fill this position.

If you have any questions, please call Bernard Santo Domingo, Chief Investment Officer, at (916) 874-7320.

Sincerely,



**Ben Lamera**  
Director of Finance

Attachment

cc: Bernard Santo Domingo

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# TREASURY OVERSIGHT COMMITTEE FACT SHEET

## CONTACT PERSON

Bernard Santo Domingo, Chief Investment Officer, (916) 874-7320

## DUTIES

The County Board of Supervisors created the Treasury Oversight Committee (the "Committee") on February 27, 1996 in accordance with Government Code Section 27131. The Committee is responsible for reviewing the quarterly Pooled Investment Fund reports, monitoring and reviewing the County Treasurer's annual Investment Policy, and causing an annual audit of the Pooled Investment Fund portfolio. The Committee is advisory and does not direct individual investment decisions, select investment advisors, brokers, or dealers, or impinge on the day-to-day operations of the county treasury.

## MEMBERSHIP

County Director of Finance  
Board of Supervisors Representative  
Superintendent of Schools Representative  
School & Community College Districts Representative  
Special Districts Representative  
Public Members: 5 Members

## TERM

Term of Office  
Term of Office  
Term of Office  
Three-year elected term, may be reelected  
Three-year elected term, may be reelected  
Three-year appointment, may be reappointed

## QUALIFICATIONS

A majority of public members must have expertise or an academic background in public finance. The other public members shall be economically diverse and bipartisan in political registration. All other members must have expertise or academic background in public finance. Members must file a Statement of Economic Interests (Form 700) within 30 days of assuming office and file annually thereafter.

## RESTRICTIONS

- 1) A member may not be employed by any entity that has, in the previous three years or during the period that the employee is a member of the Committee, contributed to the campaign of a candidate for either the office of local treasurer or the legislative body of any agency that has deposited funds in the County Treasury.
- 2) A member may not, directly or indirectly, raise money for a candidate for either local treasurer or a member of the governing board of any local agency that has deposited funds in the County Treasury.
- 3) A member may not secure employment with or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms with whom the Treasurer is doing business either as a member of the Committee or for one year after leaving the Committee.

## MEETINGS

The meetings are scheduled for the third Friday of the second month following the end of each quarter. Meetings are held at the County of Sacramento Administration Building, 700 H Street, Hearing Room One, Sacramento, CA 95814.