



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT Thursday, June 11, 2020 Held Remotely Via Zoom

#### CALL TO ORDER

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

**PUBLIC COMMENT:** None

#### CONSENT ITEMS

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

1. **Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board meeting of May 28, 2020.  
**Action:** Approved Action Summary Minutes.
2. **Professional Services Agreement – ALS Ambulance Services (RFP 19-15) - American Medical Response (AMR)**  
**Recommendation:** Approve the attached agreement for ALS Ambulance Services and authorize the Fire Chief to execute the agreement.  
**Action:** Approved the agreement and authorized the Fire Chief to execute the agreement.
3. **Special Services Agreement – Integrated Communications Strategies, LLC**  
**Recommendation:** Authorize the Fire Chief to approve a one-year agreement with Integrated Communications Strategies, LLC for professional consulting services.  
**Action:** Authorized the Fire Chief to approve the one-year agreement.
4. **Special Services Agreement – General EMS Consulting with AP Triton, LLC**  
**Recommendation:** Authorize the Fire Chief to approve a one-year agreement AP Triton, LLC for professional consulting services.  
**Action:** Authorized the Fire Chief to approve the one-year agreement.
5. **Disclosure of Material Expenditure – Insurance Brokerage Services – USI Insurance Services**  
**Recommendation:** Authorize payment of \$40,000 to USI Insurance Services for brokerage services.  
**Action:** Authorized payment not to exceed \$40,000 to USI Insurance Services.
6. **Disclosure of Material Expenditure – Fiduciary Liability Insurance – RLI Insurance Company**  
**Recommendation:** Authorize payment of \$15,957 to RLI Insurance for fiduciary liability insurance.  
**Action:** Authorized payment not to exceed \$15,957 to RLI Insurance.

7. **Amendment to Professional Services Agreement – Security Services**  
**Recommendation:** Approve the amendment to the agreement between the District and Lyons Security Services, Inc. and authorize the Fire Chief to execute the amendment.  
**Action:** Approved the amendment and authorized the Fire Chief to execute the amendment.
  
8. **Amendment to Extend Current Radio System Licensing Agreement**  
**Recommendation:** Approve the amendment to extend the current Sacramento Regional Radio Communications System agreement and authorize the Fire Chief to approve the amendment  
**Action:** Approved the amendment and authorized the Fire Chief to execute the amendment.

## **ACTION ITEMS**

1. **Fiscal Year 2020/21 Preliminary Budget (CFO Thomas)**  
**\*\*PDF Separate Attachment**
  - A. Resolution – 2020/21 Preliminary Budget for the General Operating Fund 212A
  - B. Resolution – 2020/21 Preliminary Budget for the Capital Facilities Fund 212D
  - C. Resolution – 2020/21 Preliminary Budget for the Grants Fund 212G
  - D. Resolution – 2020/21 Preliminary Budget for the Development Impact Fees Fund 212I
  - E. Resolution – 2020/21 Preliminary Budget for the Leased Properties Fund 212L
  - F. Resolution – 2020/21 Preliminary Budget for the IGT Fund 212M
  - G. Resolution – Adopting a Pay Schedule for Employees

**Recommendation:** Receive Presentation/Adopt FY 2020/21 Budget Resolutions.

### **Action:**

- A. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2020-027 for the General Operating Fund 212A.
- B. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2020-028 for the Capital Facilities Fund 212D.
- C. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2020-029 for the Grants Fund 212G.
- D. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2020-030 for the Development Impact Fees Fund 212I.
- E. Moved by Wood, seconded by Saylor, and carried unanimously by members present to adopt Resolution No. 2020-031 for the Leased Properties Fund 212L.
- F. Moved by Wood, seconded by Saylor, and carried unanimously by members present to adopt Resolution No. 2020-032 for the IGT Fund 212M.
- G. Moved by Wood, seconded by Saylor, and carried unanimously by members present to adopt Resolution No. 2020-033 for the Pay Schedule for Employees.

2. **Disclosure of Material Expenditure – Commercial Insurance – Special District Risk Management Authority**  
*(Brad Svennungsen, Senior Vice President, of USI Insurance Services)*  
**Recommendation:** Receive Presentation and authorize payment of \$1,674,438.82 to Special District Risk Management Authority.  
**Action:** Moved by Wood, seconded by Clark, and carried unanimously by members present to authorize payment not to exceed \$1,674,438.82 to SDRMA.



3. **Disclosure of Material Expenditure – Excess Workers’ Compensation Insurance – Safety National Casualty Corporation**  
(Brad Svennungsen, Senior Vice President, of USI Insurance Services)  
**Recommendation:** Receive Presentation and authorize payment of \$423,005.00 to Safety National Casualty Corporation.  
**Action:** Moved by Wood, seconded by White, and carried unanimously by members present to authorize payment not to exceed \$423,005.00 to Safety National Casualty Corporation.

## REPORTS

### 1. PRESIDENT’S REPORT:

President Sheetz reported on the Executive Committee that met earlier that evening. The Committee appointed Director White to the Policy Committee, and as an alternate to the Sacramento County 2X2.

### 2. FIRE CHIEF’S REPORT:

Chief Harms let the Board know we have maintained a safe response to COVID-19, and adjusted accordingly to protests and marches across the region. We are working with our regional partners to ensure everyone is ready, this includes participation in the real time crime center when there are ongoing protests.

There are 28 candidates preparing for the Captain’s written exam tomorrow. Once they pass the written, they will spend five days in a Captain’s Academy with Battalion Chief Keeley preparing them for the next steps of the testing process. Best of luck to all of them!

An update from Urban Area Security Program (UASI), BC Rudnicki was recently appointed to serve on the Purchasing Advisory Committee and was helpful in securing a large supply of PPE.

We are experiencing some slowness with the hospital counsel side of contract negotiations and the Mobile Integrated Health (MIH) Program beyond the COVID-19 response. Our two units will be in service through June 30<sup>th</sup>.

An update in the membership antibody testing, we have screened 533 members with nine positive results, giving a 1.69% antibody rate across the membership. We look at this percentage, the high-risk of exposure, and consider the PPE to be working well.

He recently asked Fire Marshal Barsdale for an update on construction numbers, comparing our current year with where we at last year during this time. When looking at code enforcement, we are down 300 less inspections, as for plan review we saw 1,271 submissions last year and have 1,298 this year, construction inspections had 2,267 last year and 2,531 this year. As for weed abatement, we sent out 303 letters on May 1<sup>st</sup> and evaluated those properties seeing 61% compliance. As for fireworks, safe and sane sales will move forward, but we are seeing a lower number of applications for booths.

### Promotion

Effective 6/1, Administrative Specialist Yuri Torres

### Retirement

Effective 5/26 HR Specialist Julie Cole, 17 years of service

Effective 5/29 Engineer Rebecca Cordova, 15 years of service

Effective 6/1 Captain James Novotny, 29 years of service

Effective 6/3 Engineer Mark Schreck, 28 years of service

### **Meetings**

6/3 County of Sacramento 2x2 was a great meeting overall and thank you to Director Jones for her participation.

Effective July 1<sup>st</sup>, Metro Fire will take over as Chair for California Metropolitan Fire Chiefs Association. Chief Harms is excited to represent the 16 participating fire agencies in California.

### **OPERATIONS REPORT**

Deputy Chief Bridge participated in the real time crime center during the civil unrest days. Allow the crime center to view the city in case civil disturbances get out of hand.

An update to the Community Care Response Units 109 and 102, and Captain Perryman, the Sacramento Public Health Department is very appreciative, as these units have been able to test those less fortunate and those unable to get to a testing site.

Chief Bridge continued by sharing an update on response numbers. On average, the beginning of the year had 8,400 responses per month. In April we began to see those numbers dip, with 6,700 overall, and only 5,600 EMS responses. Looking at June, and being almost half way through the month, we are back on track as call volumes have increased. Additionally, during the COVID-19 shelter in place timeframe, fire responses have remained steady at 12% of calls, and increasing to 15% for this month. Lastly, he shared we are in a good position with PPE supplies.

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

Joel Roberts reported out for Local 522 by first welcoming Director White. He is glad to have 15 new firefighters on the line, and carried on the tradition of past academies with a virtual graduation. They appreciate the relationship between labor and management, especially during these unprecedented times. The first phase of the Captain's Test is tomorrow, he wished everyone good luck, and he congratulated the retirees and thanked them for their years of service. Lastly, he shared that retiree Mike Spaich recently passed away, thoughts and well wishes are with his family.

### **4. COMMITTEE AND DELEGATE REPORTS**

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

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

Next Meeting: TBD

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

Report Out: June 9, 2020 at 9:00 AM

Deputy Chief Shannon shared they recently adopted the preliminary budget for FY 20/21. They lost one recruit in the dispatcher academy, and they are looking forward to graduation on July 3<sup>rd</sup>.

Next Meeting: June 23, 2020 at 9:00 AM



- C. **California Fire & Rescue Training JPA – (DC Shannon)**  
Recently completed the move to 3121 Gold Canal.  
Next Meeting: June 18, 2020 at 4:00 PM
- D. **Finance and Audit Committee – (Director Orzalli)**  
Next Meeting: TBD
- E. **Policy Committee – (Director Goold)**  
Next Meeting: TBD

**BOARD MEMBER QUESTIONS AND COMMENTS**

Director Goold thanked everyone for their work on the budget, he appreciates the conservative approach due to the unknown.

Director Orzalli echoed the comments of Director Goold.

Director Wood echoed comments of his fellow Directors. He was happy to see the development sign go up this week for new Station 68. He reminds everyone to stay safe and keep exposures down.

Director Clark congratulated the retirees and wishes them a long and healthy retirement. He thanked CFO Thomas, and appreciates her easy to understand explanation of the budget.

Director Jones welcomed the new recruits. She attended the Sacramento County 2X2, the meetings are going very well and they are establishing an important line of communication. She thanked all those involved in recent weeks for help on a fire prevention issue.

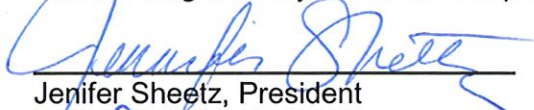
Director White thanked the Executive Committee for appointing him to the Policy Committee and to serve as the alternate on the Sacramento County 2X2. He appreciated Captain Cahill for conducting his COVID-19 antibody test at Station 59. He congratulated Chief Harms for his appointment to the Chair of Cal Chiefs. Lastly, he asked for a moment of silence honoring retiree Mike Spaich.

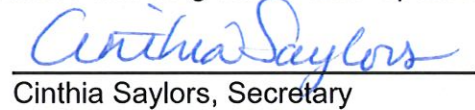
Director Saylor sends the best of luck to all those taking the captain’s exam tomorrow. She thanked crews for working in her neighborhood to put out a significant grass fire. Lastly, she congratulated Chief Harms for his appointment to Cal Chief’s chair.

Director Sheetz wished everyone taking the captain’s exam the best of luck, and congratulated the promotees and retirees.

**ADJOURNMENT**

The meeting was adjourned at 7:15 pm with a moment of silence honoring retiree Mike Spaich.

  
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Jenifer Sheetz, President

  
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Cinthia Saylor, Secretary

  
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Melissa Penilla, Board Clerk