



Todd Harms
Fire Chief

Sacramento Metropolitan Fire District

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

BOARD OF DIRECTORS - REGULAR MEETING

Thursday, January 28, 2021 – 6:00 PM

Held Remotely Via Zoom

Phone: (669) 900-6833

Webinar ID: 916 6702 8031 #

Passcode: 266 980 527 #

Matt Kelly
Board President
Division 7

Cynthia Saylor
Board Vice President
Division 1

D'Elman Clark
Board Secretary
Division 6

Grant Goold
Board Member
Division 2

Randy Orzalli
Board Member
Division 3

Ted Wood
Board Member
Division 4

Jennifer Sheetz
Board Member
Division 5

Gay Jones
Board Member
Division 8

Walt White
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 Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor issued Executive Order N-25-20 and N-29-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements.

The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

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 facilitate this process, the meeting of the Board will be available via Zoom at the phone number listed above. **If you prefer viewing the meeting via the Zoom Application, please contact Board Clerk Penilla via email at the address listed below.**

Note: The meeting is being held solely by remote means and will be made accessible to members of the public seeking to attend and address the Board solely through the phone number set forth above, except that 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:

Melissa Penilla
Board Clerk
(916) 859-4305

Penilla.melissa@metrofire.ca.gov

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

Serving Sacramento and Placer Counties



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, JANUARY 28, 2021

CALL TO ORDER

PLEDGE TO FLAG

METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Monday, February 1st at 6:00 pm and Thursday, February 4th at 2:00 pm on Channel 14; Webcast at www.sacmetrocable.tv.

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.

	<u>Page No.</u>
CONSENT ITEMS	
1. Action Summary Minutes Recommendation: Approve the Action Summary Minutes for the Regular Board meeting of January 14, 2021.	5
2. Copter 2 Avionics and Wireless Communications Overhaul Recommendation: The Board approve Hanger One Avionics to install the standardized avionics in Copter 2 not to exceed \$111,687.02.	11
3. Second Amendment to Agreement for Executive Director at SRFECC Recommendation: Approve the amendment and authorize the Fire Chief to execute the amendment to the agreement for services.	16
PRESENTATION ITEM	
1. New Website Debut (<i>Mat Roseberry, Director of IT</i>) Recommendation: Receive presentation. No action required.	*



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REGULAR BOARD MEETING AGENDA

THURSDAY, JANUARY 28, 2021

ACTION ITEMS

1. **Vehicle and Apparatus Purchase Approval – Fleet Division**
(Fleet Manager, Shea Pursell)

A. Logistics Box Truck	31
B. Two (2) BME Type V Engines	35
C. Three (3) Pierce Type I Engines	39
D. Two (2) Ambulance Remounts	43
E. Three (3) Type III Ambulances	50

Recommendation: Approve the purchase of the vehicle, apparatus, and remounts.

2. **Response to the Request of Mr. David Warren** *(Director Orzalli)* 54
Recommendation: Finalize the letter emphasizing support of following COVID-19 protocols and wearing PPE to post publically on the Metro Fire website.

REPORTS

1. **PRESIDENT’S REPORT**—*(President Kelly)*
2. **FIRE CHIEF'S REPORT**—*(Chief Harms)*
OPERATIONS’ REPORT – *(Deputy Chief Mitchell)*
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT**
4. **COMMITTEE AND DELEGATE REPORTS**
All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.
 - A. **Executive Committee** – *(President Kelly)*
Report Out: TBD
 - B. **Communications Center JPA** – *(DC Wagaman)*
Next Meeting: February 9, 2021 at 9:00 AM
 - C. **California Fire & Rescue Training JPA** – *(Chief Harms)*
Report Out: January 21, 2021 at 4:00 PM
Next Meeting: April 15, 2021 at 4:00 PM
Location: Virtually due to COVID restrictions
 - D. **Finance and Audit Committee** – *(Director Orzalli)*
Report Out: January 28, 2021 at 5:00 PM
Next Meeting: February 25, 2021 at TBD
 - E. **Policy Committee** – *(Director Gould)*
Next Meeting: February 11, 2021 at 5:30 PM

BOARD MEMBER QUESTIONS AND COMMENTS



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, JANUARY 28, 2021

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 – February 11, 2021 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

Posted on January 25, 2021

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

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TODD HARMS
Fire Chief

ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT Thursday, January 14, 2021 Held Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Kelly. Board members present: Clark, Gould, Jones, Kelly, Orzalli, Saylor, Sheetz, Wood, and White. Board members absent: None. Staff present: Chief Harms, General Counsel Lavra, and Clerk Penilla.

PUBLIC COMMENT: Mr. David Warren commented about the letter he submitted on January 7, 2021 in anticipation of this phone call, and since then he obtained the January 4th memo from the Los Angeles County EMS Agency concerning patients in traumatic and non-traumatic cardiac arrest which directed EMS units to not transport patients to the hospital if they could not be resuscitated. The *LA TIMES* ran a story similar to this, however included non-cardiac arrest responses thus confusing the directive. Subsequently this story was picked up by Los Angeles news agencies and Channel 3 locally. Mr. Warren had the chance to speak to Chief Harms and received clarification that this memo specifically related to cardiac arrest. Mr. Warren requested Metro Fire contact local media stations to clarify the misunderstanding, and place a comment prominently on our website describing our policy to transport based on EMS protocols.

Joe Pick from the Firefighter's Burn Institute presented the 2020 Fill the Boot Awards to Metro Fire and Chief Harms. He encourages everyone to participate this year again, even though it may look a bit different due to the pandemic.

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 December 10, 2020.
Action: Approved Action Summary Minutes.
- 2. Purchase of Mobile Data Computers (MDCs)**
Recommendation: The Board approve the purchase of 42 MDCs from CDCE Inc. not to exceed \$211,500.
Action: Approved staff's recommendation.
- 3. Ground Emergency Transport Program – Updated Agreements with California Department of Health Care Services and Statewide Participants 16**
Recommendation: Adopt a resolution authorizing the Fire Chief to execute the Agreement with CA Department of Health Care Services and authorize the CFO to enter into Agreements for Recovery of the Administrative Costs for Implementation and Recovery of GEMT Payments with each agency participating in the GEMT Program.
Action: Adopted Resolution No. 2021-001.

ACTION ITEMS

1. **Bid Award – Rigid Hull Inflatable Boat** (*Erin Castleberry, Administrative Specialist*)
Recommendation: Approve the Request for Exception to Competitive Bidding Process and approve the bid award to Rogue Jet Boatworks.
Action: Moved by Goold, seconded by Sheetz, and carried unanimously by the members present to approve staff's recommendation.

2. **Agreement between the Sacramento Metropolitan Fire District and Local 522 regarding the Paramedic Training Program** (*Deputy Chief Casentini*)
Recommendation: Approve the Paramedic Training Program agreement between the Sacramento Metropolitan Fire District and Sacramento Area Fire Fighters Local 522.

Director Goold recused himself from this action item, and left the meeting.

Action: Moved by Clark, seconded by Wood, and carried (Aye: Clark, Jones, Kelly, Orzalli, Sheetz, Wood, and White; Noes: Saylor; Absent: Goold) to approve the Paramedic Training Program agreement.

Director Goold rejoined the meeting for Action Item 3.

3. **Memorandum of Understanding for Endowment** (*Director Orzalli*)
Recommendation: Approve the MOU between Metro Fire and the Public Safety Foundation and authorize the Fire Chief to sign.
Action: Moved by Wood, seconded by Clark, and carried unanimously by the members present to approve the MOU and authorize the Fire Chief to sign.

4. **Response to the Request of Mr. David Warren** (*Director Orzalli*)
Recommendation: Issue a letter emphasizing support of following COVID-19 protocols and wearing PPE, and post the letter publically to the Metro Fire website.
Action: Moved by Goold, seconded by Saylor, and carried unanimously by the members present to issue a letter in support of COVID-19 protocols and wearing PPE, and post the letter on the Metro Fire website.

REPORTS

1. PRESIDENT'S REPORT:

President Kelly shared the Executive Committee met earlier and made committee appointments for the year, with most appointments remaining the same.

2. FIRE CHIEF'S REPORT:

Chief Harms shared that Don Olsen, a member of the CERT Team passed away. His passing was sudden and unexpected. He was a dedicated and active member of CERT and will be greatly missed. Chief Harms also shared that Forrest Adams, a former Fire Chief with the City of Sacramento who began his career in the fire service in 1977, also passed away. He asked for a moment of silence at the end of the meeting to honor these lives lost.

Promotions

Captain Shannon Chamberlin effective 1/17

Captain Joseph Schmitt effective 1/17

January 14, 2021 Board Meeting Action Summary Minutes

Page 2 of 6

Retirement

Effective 12/29, Captain Brian Benton – 26 years of service

Effective 12/30, Captain Craig Henderson – 26 years of service

Effective 12/31, Facilities Manager George Gravin – 19 years of service

Recruitment Opportunity

Firefighter/Paramedic (21-1 Academy)

Reassignments

Following members have been selected to fill the COVID-19 Response Unit, effective 1/18:

Firefighter Christie Ravera

Firefighter Michael Skaggs

Branch Reorganization

Support Services: Community Risk Reduction, Fire Investigations, and Fire Dispatch

Administration: Information Technology

Meetings

12/27, Sac County Fire Chiefs Association – Executive Group Meeting

Upcoming Events

Firefighters Burn Institute Annual “Fill the Boot for Burns” February 4 – 7 at Sunrise Mall, with the Chief’s Challenge on Saturday, February 6 from 9:00-10:00am. Additionally, on-line donations are being accepted now. He is looking forward to keeping the trophy with Metro Fire!

OPERATIONS REPORT

Deputy Chief Mitchell wished everyone a happy new year!

Since our last Board Meeting in December there have been 9,848 total calls, and 28 building fires with 16 being working fires. Staff has developed nine new after action reports from these fires, so crews who were not on the call can learn. As for busiest units, Engine 53 and Medic 224 were the busiest units.

A Smoke Detector Blitz, which was a collaborative effort between Operations, CERT, CRRD, FF Burn Institute, and the American Red Cross, took place in North Highlands on December 30th. This was after a fatal fire in the area where crews found no working smoking detectors. They were able to distribute 140 detectors and 60 batteries for devices that needed them.

DC Mitchell is happy to share the Command Manual is with the publisher, this will allow crews to reference consistent operations and will become a tool for promotional opportunities and training.

On January 1st the software program that records patient care reports and incident reports transitioned to Imagetrend, and training records transitioned to Target Solutions. This took a huge amount of work beforehand, and he thanked those involved.

We recently received the UASI Grant that allows for a Thermal Imaging Camera on each seat of apparatus. This is a regional grant so all surrounding fire agencies received them.

The Regional Incident Management Team is working with Law Enforcement in anticipation of civil unrest during next week's Presidential Inauguration.

Lastly, DC Mitchell provided an update on COVID-19. Currently, Metro Fire has experienced 102 positive employees, with 22 people currently off work, and we've tested over 1,000 people throughout this pandemic. At its peak, staffing has seen 93 members off work. As of November 1st there have been 69 different brown outs, where at least one position was browned out due to staffing needs. He is happy to share that because of membership's commitment it was rare that an apparatus remained browned out for an entire shift. We are currently working with local agencies to get personnel vaccinated quickly and efficiently.

Director Jones asked that we add retired City Fire Chief Ray Charles, and retired City Fire Captain Carl Granger who dedicated a lot of time and energy burn camp, they both passed away over the holiday season.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT:

Captain McGoldrick thanked the Board for approving the Paramedic Training Program earlier tonight. He also appreciates the moment of silence honoring the members whom recently passed away.

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 Kelly)

Report Out: January 14, 2021 at 5:30 PM

President Kelly shared the committee appointments for 2021 were made earlier, and staff will alert those agencies and employees where changes were made.

B. Communications Center JPA – (DC Wagaman)

Report Out: January 12, 2021 at 9:00 AM

DC Wagaman thanked Chief Harms and executive staff for assistance in transitioning to his new role of Deputy Chief. Assistant Chief Bailey has completed the transition to his new role as Executive Director and working on good things to come. Despite the toll COVID-19 had at the center, he is happy to report there was no loss in service. They are transitioning to monthly meetings, with the next meeting scheduled for February 9, 2021 at 9:00 AM.

C. California Fire & Rescue Training JPA – (TBD)

Next Meeting: January 21, 2021 at 4:00 PM

Location: Virtually due to COVID restrictions

D. Finance and Audit Committee – (Director Orzalli)

Next Meeting: January 28, 2021 at 5:00 PM

E. Policy Committee – (Director Goold)

Next Meeting: February 11, 2021 at 5:30 PM

BOARD MEMBER QUESTIONS AND COMMENTS

Director Saylor thanked all those who participated in the smoke detector blitz in her division. She also thanked everyone for their presentations tonight.

Director Jones thanked Mr. Warren and Mr. Pick for their comments, public participation is always appreciated. She also appreciates the efforts of all those involved in the smoke detector blitz. She thanked the COVID-19 response units for their work in congregate living facilities, and all members for their work in keeping companies open and responding to community needs. She was happy to hear about the consolidation of records into new software programs and the UASI Grant for Thermal Imaging Cameras.

Director Orzalli congratulated the department on receiving the thermal imaging cameras, and thanks Sue Frost for being the first person to purchase two cameras. He thanked Mr. Warren for supporting Metro Fire and employees. He also thanked Chief Harms and General Counsel Lavra for their work on the endowment process.

Director Wood echoed previous comments made by Directors Jones and Orzalli. He thanked Station 68's crew who was dispatched to his house on December 17th, the crew was very compassionate. The following day Captain Spiva led Engine 68 in the community parade, Director Wood and the community were very appreciative for the bit of normalcy this brought to the neighborhood during the holidays. Director Wood took a moment to share his thoughts on the recent actions of our local political leaders. He is deeply concerned they are acting contrary to safety related to the highly infectious COVID-19 virus and putting community members in harm's way. These political leaders are not acting as supporters of the region's first responders, and their political agendas are putting the community, members of Metro Fire, and the families of Metro Fire employees at risk.

Director White thanked Director Wood for his comments, and agrees with his sentiments. He also thanked staff for the support of Battalion Chief Read, who is genuinely appreciative of everything as he recovers.

Director Clark wishes everyone a happy new year, he is very optimistic about 2021. He appreciates the ability to vaccinate members, and the sentiments shared by Director Wood, and Director Clark agrees that our public leaders are bad examples. He hopes that we pay close attention to the COVID-19 long haulers. Lastly, he thanks the men and women of Metro Fire for doing great things in 2021.

Director Sheetz thanks staff for their presentations, especially the paramedic training program. She echoes comments from Director Clark on the COVID-19 vaccine, it is important for members to protect themselves and the public they serve. She sends condolences to those who passed away, and those who lost their lives in the riots. It is a very scary time right now, and she is hopeful that everything will remain peaceful next week.

Director Kelly thanks the Board for the opportunity to serve as chair this year, he is looking forward to it!

Board recessed to Closed Session at 8:06 pm with a moment of silence honoring CERT Member Mr. Olsen, City Fire member Forest Adams, City Fire Chief Ray Charles, and City Fire Captain Carl Granger.

CLOSED SESSION

1. Pursuant to California Government Code Section 54956.9 (a) - One matter of Workers Compensation Compromise and Release.

- A. Barry Taylor and the Sacramento Metropolitan Fire District
Claim # SMDM - 548900 – Workers Compensation Settlement Authority
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

Action: Moved by Sheetz, seconded by Wood, and carried unanimously by the members present to give the District's third party negotiator settlement authority.

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): One case

- A. Claim Against Public Entity Pursuant to Government Code Section 910
Nabil Samaan v. Sacramento Metropolitan Fire District
Deputy Chief Tyler Wagaman

Action: Moved by Sheetz, seconded by Clark, and carried unanimously by the members present to deny the claim and refer the matter to the District's insurance carrier.

The Board reconvened to Open Session at 8:18 pm.

ADJOURNMENT

The meeting was adjourned at 8:23 pm.

Matt Kelly, President

D'Elman Clark, Secretary

Melissa Penilla, Board Clerk



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: January 28, 2021
TO: Board of Directors
SUBJECT: Copter 2 Avionics and Wireless Communications Overhaul

TOPIC

Avionics Installation on Copter 2.

SUMMARY

As part of the long-term overhaul plan for standardizing mission capabilities, avionics and communications systems for Copter 1 and Copter 2, the FY20/21 budget accounts for the overhaul of Copter 2's selected avionics and installation of a wireless communications system to replicate Copter 1's recent upgrades.

DISCUSSION

To ensure the installation of Copter 2's upgrade components remain consistent with Copter 1's recent upgrades, Hanger One Avionics can replicate the custom installation and customs settings, including warranty follow-up with both Copter 1 and Copter 2 if necessary. This allows for standardization between both helicopters.

FISCAL IMPACT

The fiscal impact to the Sacramento Metropolitan Fire District is estimated to be \$111,687.02 which is included in the current FY20/21 budget. The funding will come from budget line A.CPT.220500- Vehicle Maintenance Service.

RECOMMENDATION

Staff recommends the Board approve Hanger One Avionics to install the standardized avionics in Copter 2 in order to maintain operational consistency and safety for our Air Operations personnel.

Submitted by:

Christopher Greene
Assistant Chief, B Shift

Approved by:



Todd Harms
Fire Chief



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

HEADQUARTERS: 10545 Armstrong Ave. • Mather, CA, 95655 • Phone (916) 859-4300 • Fax (916) 859-3702
Website: www.metrofire.ca.gov
PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916) 859-4360 • Fax (916) 859-3729

REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS and DISCLOSURE STATEMENT

Purchase Description: Avionics Installation on Copter 2

Proposed Vendor: Hangar One Avionics

Estimated Total Cost: \$ 111,687.02

This form must accompany the purchase document whenever an exception to the competitive bidding process is requested. State and local laws subject the Sacramento Metropolitan Fire District to competitive bidding rules. Requests for goods and/or services from a specific vendor or that are limited to a specific brand, where substitutes to the recommended vendor or brand are not in the best interest of the District, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. Metro Fire employees who have a business relationship with or financial or personal interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Purchasing Manager or their authorized designee will determine whether the justification is appropriate. Requests for exceptions to the competitive bidding process must be supported by factual statements that will pass an audit.

1. Please check all applicable categories below and provide additional information where indicated.

- a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment:

Manufacturer/Model Number:

Age:

Current Estimated Value:

- b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.
- c. I have standardized the requested product, and the use of another brand/model would require considerable time and funding to evaluate.

EXCEPTION TO COMPETITIVE BIDDING AND DISCLOSURE STATEMENT

- d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- e. The requested product is used or demonstration equipment available at a lower-than-new cost.
- f. Repair/Maintenance service is available only from the manufacturer or designated service representative.
- g. Upgrade to or enhancement of existing software is available only from the manufacturer.
- h. Service proposed by vendor is unique, therefore, competitive bids are not available or applicable.
- i. Other factors

2. Provide a detailed explanation and pertinent documentation for each category checked in Section 1 above. Attach additional sheets if necessary:

Hangar One installed an Axis MP-50 wireless communications system on Copter 1 in 2020. It is extremely important to our operations that all aircraft are as standardized as possible. As we prepare to assimilate Copter 2 to be more like Copter 1 we need the wireless comms in Copter 2 to function as they do in Copter 1. The system itself has significant software settings and customizations that Hangar One set up for us in Copter 1. It would be unreasonable to expect another vendor to be able to replicate those custom settings. So effectively H1 is the only vendor that can help us match our aircraft to each other through this avionics installation. Furthermore, warranty issues are routed through Hangar One since we bought the system from them already. So having another vendor install the system would void the warranty.


3. Was an evaluation of other equipment, products, or services performed? Yes No
If yes, please provide all supporting documentation.

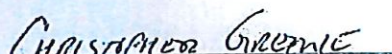
4. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional information if necessary. Each individual must submit a completed and signed Disclosure Statement (attached).

- 1. Bryce Mitchell
- 2.
- 3. Christopher Greene
- 4.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.



Signature



Assistant Chief
Budget Officer Title


Printed Name


Date

Approval


Branch Deputy Chief Signature


Printed Name Date 1-25-2021

For Chief Mitchell



**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

When submitting a request for an exception to the competitive bidding process, each individual involved in evaluating and/or in making a recommendation to purchase the proposed good/service must complete, sign, and submit this Disclosure Statement. Filing an annual statement of economic interest does not exempt an employee from this requirement. Attach additional information if necessary.

Purchase Description: Avionics Installation

Proposed Vendor: Hangar One Avionics

1. Please list any income or gifts you received from this vendor during the past 12 months:
None
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:
None
3. Do you have any other type of business or personal relationship with this vendor?
None
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?
None
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.
None
6. Please provide any additional information you believe should be disclosed at this time:
None

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Bryce Mitchell
Signature

AIR OPERATIONS PROGRAM MANAGER
Title

BRYCE MITCHELL
Printed Name

1-19-21
Date



**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

When submitting a request for an exception to the competitive bidding process, each individual involved in evaluating and/or in making a recommendation to purchase the proposed good/service must complete, sign, and submit this Disclosure Statement. Filing an annual statement of economic interest does not exempt an employee from this requirement. Attach additional information if necessary.

Purchase Description: Avionics Installation

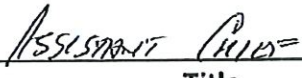
Proposed Vendor: Hangar One Avionics

1. Please list any income or gifts you received from this vendor during the past 12 months:
None
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:
None
3. Do you have any other type of business or personal relationship with this vendor?
None
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?
None
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.
None
6. Please provide any additional information you believe should be disclosed at this time:
None

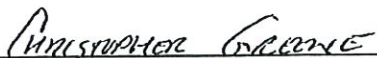
I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.



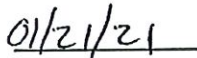
Signature



Title



Printed Name



Date



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: January 28, 2021
TO: Board of Directors
SUBJECT: Second Amendment to Agreement for Executive Director at SRFECC

TOPIC

The Sacramento Metropolitan Fire District agreed to provide an Assistant Chief to serve as Executive Director of the Sacramento Regional Fire/EMS Communications Center (SRFECC).

DISCUSSION

On November 23, 2020, the Governing Board of the SRFECC appointed Assistant Chief Ty Bailey as Executive Director. Metro Fire and the SRFECC will enter into this Agreement to allow AC Bailey to serve as Executive Director while remaining an employee of Metro Fire. The term of this agreement remains through June 30, 2021, with an optional one-year renewal period.

FISCAL IMPACT

The fiscal impact remains consistent with the first amendment, the Center shall reimburse Sac Metro for the cost of salary and benefits as set forth in Exhibit B.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the Fire Chief to execute the Second Amendment to Agreement for Services of an Executive Director with the SRFECC.

Submitted by:

Approved by:

Adam Mitchell
Deputy Chief, Operations



Todd Harms
Fire Chief

**SECOND AMENDMENT TO
AGREEMENT FOR SERVICES OF AN EXECUTIVE DIRECTOR
Between the
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
and the
SACRAMENTO METROPOLITAN FIRE DISTRICT**

The Sacramento Regional Fire/EMS Communications Center (“Center”) and Sacramento Metropolitan Fire District (“Sac Metro”) are parties to an Agreement for Services of an Executive Director with a current term of January 14, 2020 through June 30, 2021, and amended effective July 1, 2020 (“Agreement”). The Parties desire to amend the Agreement with this Second Amendment to Agreement, as set forth below (“Second Amendment”).

A. The Recitals shall be replaced with the following language:

1. Ty J. Bailey (“Bailey”) is employed by Sac Metro as an Assistant Chief.
2. Bailey has been appointed Executive Director (“ED”) by the Center Governing Board (“Center Board”), and Sac Metro has agreed to allow Bailey to accept this assignment.
3. The Center and Sac Metro enter into this Agreement in order to allow Bailey to serve as ED, while remaining an employee of Sac Metro, under assignment to the Center.
4. While serving as ED, Bailey shall serve at the direction of the Center Board and all communications regarding the Center shall be made through the Center Board.

B. The Terms and Conditions shall be revised as follows:

1. All references to “Wagaman” shall be replaced with “Bailey”, consistent with the revised Recitals set forth above in Paragraph A of this Second Amendment.
2. The following language shall be added to Paragraph 2 “Duties of ED”:

The ED may, as necessary, respond to emergencies in support of Sacramento Regional Fire Agencies and when appropriate assume command of the incident in the absence of a superior officer.

3. A new Term and Condition, “Transportation”, shall be added to read as follows:

The Center shall provide ED with a vehicle that shall be marked in accordance with Internal Revenue Service Regulations. This vehicle is a “take-home” vehicle and is assigned in recognition of the need to respond 24/7.

- There shall be no additional compensation for use of ED’s personal automobile.
- Travel other than by automobile shall be reimbursed in accordance with adopted Center policies.

- The vehicle is to be used for Center business (which includes to and from work and response to emergencies in support Sacramento Regional Fire Agencies).
- The Center is responsible for all maintenance on the vehicle.

The remainder of the Agreement shall remain status quo.

Dated: _____

**FOR THE SACRAMENTO REGIONAL FIRE/EMS
COMMUNICATIONS CENTER**

By: _____
Chairperson of the Board of Directors

Dated: _____

**FOR THE SACRAMENTO METROPOLITAN FIRE
DISTRICT**

By: _____

Attest: _____

I, Ty J. Bailey, agree to serve as the Executive Director, and agree to the terms and conditions as set forth in the Agreement and as amended in this Second Amendment to the Agreement.

Dated: _____

TY J. BAILEY

**AGREEMENT FOR SERVICES OF AN
EXECUTIVE DIRECTOR
BETWEEN THE
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
AND
SACRAMENTO METROPOLITAN FIRE DISTRICT**

This Agreement (hereinafter "Agreement") for the services of an Executive Director is by and between the Sacramento Regional Fire/EMS Communications Center (hereinafter "Center"), and the Sacramento Metropolitan Fire District (hereinafter "Sac Metro"). The Center and Sac Metro shall be hereinafter referred to collectively as "parties."

**A.
RECITALS**

1. Tyler Wagaman ("Wagaman") is employed by Sac Metro as an Assistant Chief.
2. Wagaman has been appointed Executive Director ("ED") by the Center Governing Board ("Center Board"), and Sac Metro has agreed to allow Wagaman to accept this assignment.
3. The Center and Sac Metro enter into this Agreement in order to allow Wagaman to serve as ED, while remaining an employee of Sac Metro, under assignment to the Center.
4. While serving as ED, Wagaman shall serve at the direction of the Center Board and all communications regarding the Center shall be made through the Center Board.

**B.
TERMS AND CONDITIONS**

In consideration of the foregoing recitals, and the mutual promises and covenants contained in this Agreement, the Center and Sac Metro agree as follows:

1. Provision of Executive Director

Sac Metro shall make Wagaman available to serve as ED for the full term of this Agreement, and subsequent renewal periods, if any. If his employment as ED terminates at other than the end of the initial term of this Agreement or any subsequent renewal period, the Board shall promptly discuss options.

2. Duties of ED

As ED, Wagaman shall perform the duties and responsibilities which are set forth in the Job Description attached to this Agreement as Exhibit A.

3. Initial Term of Agreement

The initial term of this Agreement shall commence on January 14, 2020 and shall end on June 30, 2021.

4. Renewals

With mutual consent, this Agreement may be renewed for one (1) additional year.

The renewal period shall be governed by the same terms and conditions of this Agreement, unless the parties agree in writing otherwise.

5. Employee Status

While serving as ED, Wagaman shall remain an employee of Sac Metro for the purpose of receiving compensation, retirement benefits, state mandated requirements and other employer provided benefits. Any workers' compensation claim that Wagaman may have while performing services as ED shall be administered and paid, if at all, by Sac Metro.

6. Compensation

Center shall reimburse Sac Metro for the cost of the salary and benefits set forth in Exhibit B. Exhibit B shall be numbered sequentially (e.g. B-1, B-2, etc.), as the Parties mutually agree in writing to any increase in compensation.

Center's reimbursement to Sac Metro shall be at six (6) month intervals, within one (1) month of each semi-annual assessment. Reimbursement shall be for service provided to the Center by Wagaman during the preceding six (6) months.

7. Direction and Control

In his capacity as ED, Wagaman shall be solely under the direction and control of the Center Board.

8. Indemnity

The Center shall indemnify, defend, and hold harmless Sac Metro, its officers, directors, employees and agents from and against all claims, losses, actions, liabilities, suits, procedures, and damages, including attorney's fees and legal costs, arising out of or as a result of, the action or conduct, of the ED in the performance of his duties as ED for the Center under the terms and conditions of this Agreement. This Paragraph does not apply to any Worker's Compensation claim filed by ED.

Sac Metro shall indemnify, defend, and hold harmless the Center, its officers, directors, employees and agents from and against all claims, losses, actions, liabilities, suits, procedures, and damages, including attorneys' fees and legal costs, arising out of or as a

result of, the action or conduct, of Wagaman outside of the terms and conditions of this Agreement.

9. Complaints

Except as set forth below in Paragraph 9 of this Agreement, Wagaman does not waive any right to confidentiality under any provision of State or Federal law.

a. Complaint Received by Sac Metro

Any and all complaints, whether formal or informal, made to Sac Metro against Wagaman, shall be disclosed to the Center Board Chairperson within twenty-four (24) hours of receipt. By agreeing to serve as ED and agreeing to accept the terms and conditions of this Agreement, Wagaman authorizes Sac Metro to disclose to the Center Board, those complaints.

b. Complaint Received by Center

Any and all complaints, whether formal or informal, made to the Center against Wagaman, shall be disclosed to the Sac Metro Fire Chief within twenty-four (24) hours of receipt. By agreeing to serve as ED and agreeing to accept the terms and conditions of this Agreement, Wagaman authorizes the Center Board to disclose to Sac Metro, those complaints.

c. Investigation

As deemed appropriate by either Party, any complaint may be investigated. In the event that an investigation is deemed appropriate:

- i. By the Center Board, the Center Board Chairperson shall keep the Sac Metro Fire Chief informed of the progress of the investigation and conclusion (e.g. sustained or not sustained).

Following an investigation by the Center of any such allegation or complaint, the Center Board may, in its sole discretion, either terminate this Agreement pursuant to Paragraph 10 below, or take other appropriate action. Nothing set forth in this Paragraph shall prohibit Sac Metro from imposing discipline against ED as it deems appropriate.

- ii. By Sac Metro, Sac Metro shall keep the Center Board Chairperson informed of the progress of the investigation and conclusion (e.g. sustained or not sustained).

10. Termination of Agreement

This Agreement may be terminated by the Center Board or Sac Metro at any time whatsoever and with or without cause. Reimbursement to Sac Metro by the Center shall be prorated to the date of termination of this Agreement.

11. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may only be amended or modified by an agreement in writing signed by all the parties.

12. Waiver

None of the provisions of this Agreement shall be considered waived by either party unless such waiver is specified in writing.

13. Severability

Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

14. Attorney's Fees

Should a party to this Agreement bring a legal or equitable action to either enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover their reasonable attorney's fees and costs incurred in such action.

15. Governing Law/Venue

This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.

16. Execution

By executing this Agreement, Sac Metro and Center acknowledge that they have carefully read, and agree to be bound by, all terms and conditions contained in this Agreement.

17. Notices

Formal notices, communications or demands to a party shall be sufficiently given if either (a) personally delivered, (b) mailed by registered or certified mail, first class postage prepaid, return receipt requested, to the principal office of Center or Sac Metro, or (c) delivered by Federal Express or other reliable private express delivery service to the principal office of the Center or Sac Metro, as follows:

If to Center: Board Chairperson
The Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway
Sacramento, CA 95827

If to Sac Metro: Fire Chief
Sacramento Metropolitan Fire District
10545 Armstrong Avenue
Mather, CA 95655-4102


18. Counterparts

This Agreement may be executed in identical counterparts, each of which shall constitute a duplicate original.

[Signatures on the Following Page]

Dated: 2/13/2020

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: 

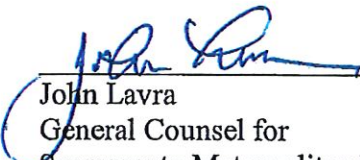
Attest: Melissa Penilla

Dated: 1/14/2020


SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER

By: 
Governing Board Chairperson

APPROVED AS TO FORM AND CONTENT

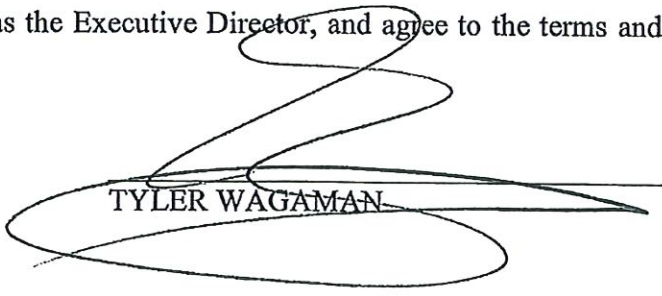
By: 
John Lavra
General Counsel for
Sacramento Metropolitan Fire District

APPROVED AS TO FORM AND CONTENT

By: 
Lindsay Moore
Kingsley Bogard, LLP
Attorneys for the Sacramento Regional Fire/EMS Communications Center

I, Tyler Wagaman, agree to serve as the Executive Director, and agree to the terms and conditions set forth in this Agreement.

Dated: 1/14/20


TYLER WAGAMAN

**EXHIBIT A
AGREEMENT FOR SERVICES
EXECUTIVE DIRECTOR**

JOB DESCRIPTION AND MINIMUM QUALIFICATIONS

POSITION SUMMARY:

This is a contractual, at-will position that is exempt under the guidelines of the Fair Labor Standards Act (FLSA) and is not represented by an employee bargaining unit. The incumbent serves as the executive officer for the fire and emergency medical systems communications center that provides services for participating fire agencies primarily serving the County of Sacramento under the general direction of the Governing Board.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The Executive Director should possess the following specific knowledge and abilities:

Knowledge of:

- The principles and practices of public administration, financial management, and personnel management.
- Regulatory agencies, laws, regulations, and policies that pertain to a public emergency communications agency.
- Complex computer, radio and telephone systems relating to public safety dispatching systems.

Ability to:

- Accomplish the essential functions specified in this job description.
- Recognize the need for the establishment of new or revised policies, procedures, and methods of operation to better maintain an effective public safety communications center.
- Work with the Governing Board, member agencies contracting agencies, other appropriate agencies and groups and the general public in a positive manner.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- Manage the communications center in an effective and efficient manner within the policy parameters established by the Governing Board.
- Develop and propose goals, objectives and strategies for consideration by the Governing Board.

00131528.4

- Implement administrative, operational and technical procedures that support the goals, objectives and strategies and policies approved by the Governing Board.
- Develop and propose preliminary and final budgets for consideration by the Governing Board.
- Implement financial procedures that support budgets approved by the Governing Board.
- Ensure compliance with laws, regulations and policies pertaining to the communications center.
- Participate in Governing Board meetings and provide comprehensive and timely reports to the Governing Board.
- Hire, counsel, discipline and terminate employees in accordance with accepted management practices, Board-adopted Position Authorization Document, and communications center policy.
- Provide general supervision of and review work completed by the Deputy Director, Technical Systems Manager and administrative staff for quality control and compliance with policies.
- Interpret policy parameters for and work with the communications center's legal counsel on labor, contractual and other legal issues.
- Advise and confer with members of the Governing Board and with the staff and governing bodies of member agencies.
- Coordinate the communications center's operational and technical procedures with appropriate agencies and groups, including the Member Agency Chiefs, the Sacramento County Fire Chiefs Association, the Communications Task Force Group, the Systems Management Group and the Geographic Information Systems Committee. This coordination excludes communications center policy and budget matters.
- Represent the communications center with other public agencies and the community at large.

MINIMUM QUALIFICATIONS:

Offers of employment are contingent upon successful completion of a background investigation and a physical examination to include a drug screen.

EDUCATION/EXPERIENCE:

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

Education/Training:

A Bachelor's Degree from an accredited college or university in public or business administration, fire service management, criminal justice or closely related field is required. A masters or higher degree in the same fields is preferred but not mandatory.

Experience:

A minimum of five years' experience in a public emergency fire communications agency, including at least two years at the managerial level with budgeting and planning experience is required.

PERSONAL QUALITIES:

The incumbent needs to possess the highest qualities of leadership and integrity.

PHYSICAL REQUIREMENTS:

- Physical abilities must be commensurate with essential functions of the position.
- No person shall pose a direct threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

LICENSE:

- Possession of, and ability to maintain, a current valid California Driver's License, Class C is a condition of employment.

SRFECC is an equal opportunity employer through Affirmative Action. The Immigration Reform and Control Act requires US Citizenship or authorization to work in the US. Documentation must be presented at the time of hire. Special testing arrangements may be made to accommodate disabilities.

SRFECC does not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other characteristic prohibited by federal, state or local law.

**EXHIBIT B-1
AGREEMENT FOR SERVICES
EXECUTIVE DIRECTOR**

A. Compensation

1. January 14, 2020 – June 30, 2020

Center shall reimburse Sac Metro Twenty-Thousand Two Hundred Forty-Four Dollars and Forty-Seven Cents (\$20,244.27), monthly. Such monthly payment shall be pro-rated, to the effective date of this Agreement.

2. July 1, 2020 – June 30, 2021

The Center's reimbursement for the fiscal year beginning July 1, 2020, shall be:

- a. agreed upon by the Center Board and Sac Metro; and
- b. accounted for in each of the Member Agencies' assessment.

B. Promotion and Cost of Living Increases

Should Wagaman be promoted or receive a cost of living increase from Sac Metro, the Center Board shall have the right to refuse to reimburse Sac Metro for the increase in salary and benefits as a result of such cost of living increase or promotion. If the Center Board refuses to reimburse for any such increase, Sac Metro shall pay all salary and benefits in excess of the compensation set forth in this Agreement.

**AMENDMENT TO
AGREEMENT FOR SERVICES OF AN EXECUTIVE DIRECTOR
Between the
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
and the
SACRAMENTO METROPOLITAN FIRE DISTRICT**

The Sacramento Regional Fire/EMS Communications Center ("Center") and Sacramento Metropolitan Fire District ("Sac Metro") are parties to an Agreement for Services of an Executive Director ("Agreement") with a current term of January 14, 2020 through June 30, 2021. The Agreement provided as follows in Section B.6., entitled "Compensation":


Center shall reimburse Sac Metro for the cost of salary and benefits as set forth in Exhibit B. Exhibit B shall be numbered sequentially (e.g. B-1, B-2, etc.), as the parties mutually agree in writing to any increase in salary.

In accordance with Section B.6 of the Agreement, the parties mutually agree to increase the "Compensation" for Executive Director as set forth in the attached Exhibit B-2. Exhibit B-2 shall be appended to the Agreement and govern the Executive Director's Compensation effective July 1, 2020.

The remainder of the Agreement shall remain status quo.

Dated: 6/23/2020

**FOR THE SACRAMENTO REGIONAL FIRE/EMS
COMMUNICATIONS CENTER**

By: 
Chairperson of the Board of Directors

Dated: 6-24-2020

**FOR THE SACRAMENTO METROPOLITAN FIRE
DISTRICT**

By: 

Attest: 

I, Tyler Wagaman, agree to serve as the Executive Director, and agree to the terms and conditions as set forth in the Agreement and as revised by the attached Exhibit B-2.

Dated: 6/23/20 
TYLER WAGAMAN

EXHIBIT B-2

**AGREEMENT FOR SERVICES
EXECUTIVE DIRECTOR**

A. Compensation

Effective July 1, 2020, Center shall reimburse Sac Metro Twenty-Six Thousand Five Hundred Two Dollars and Twenty-Six Cents (\$26,502.26), monthly.

B. Promotion and Cost of Living Increases

Should Wagaman be promoted or receive a cost of living increase from Sac Metro, the Center Board shall have the right to refuse to reimburse Sac Metro for the increase in salary and benefits as a result of such cost of living increase or promotion. If the Center Board refuses to reimburse for any such increase, Sac Metro shall pay all salary and benefits in excess of the compensation set forth in this Agreement.



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: January 28, 2021
TO: Board of Directors
SUBJECT: Purchase Approval – Logistics Box Truck

TOPIC

Staff seeks Board approval for the purchase of a 2022 Peterbilt 220 Box Truck from Western Truck Parts & Equipment / Dobbs Peterbilt.

SUMMARY

This purchase is available through the Sourcewell purchasing contract number 060920-PMC. Sourcewell utilized a competitive bid process when awarding this contract. Additionally, purchasing has reviewed the contract and determined it is consistent with Metro Fire purchasing policies and procedures.

DISCUSSION

This vehicle will be replacing a flatbed truck that is at the end of its service life due to age and mileage.

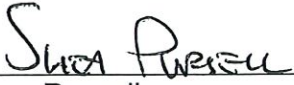
FISCAL IMPACT

The total cost of the purchase for the Box Truck is \$104,810.76. The funds for this purchase are included in the FY 2020/21 Final Budget.

RECOMMENDATION


Staff respectfully recommends the Board approve the purchase of the Box Truck from Western Truck Parts & Equipment / Dobbs Peterbilt.

Submitted by:



Shea Pursell
Fleet Manager

Approved by:



Tyler Wagaman
Deputy Chief, Support Services



Sacramento Metropolitan Fire District

HEADQUARTERS: 10545 Armstrong Ave. • Mather, CA, 95655 • Phone (916) 859-4300 • Fax (916) 859-3702
Website: www.metrofire.ca.gov
PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

TODD HARMS
Fire Chief

REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS and DISCLOSURE STATEMENT

Purchase Description: 16' 2022 Peterbilt 220 Box Truck

Proposed Vendor: Western Truck Parts & Equipment / Dobbs Peterbilt

Estimated Total Cost: \$ 104,810.76

This form must accompany the purchase document whenever an exception to the competitive bidding process is requested. State and local laws subject the Sacramento Metropolitan Fire District to competitive bidding rules. Requests for goods and/or services from a specific vendor or that are limited to a specific brand, where substitutes to the recommended vendor or brand are not in the best interest of the District, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. Metro Fire employees who have a business relationship with or financial or personal interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Purchasing Manager or their authorized designee will determine whether the justification is appropriate. Requests for exceptions to the competitive bidding process must be supported by factual statements that will pass an audit.

1. Please check **all** applicable categories below and provide additional information where indicated.

- a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment:

Manufacturer/Model Number:

Age:

Current Estimated Value:

- b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

- c. I have standardized the requested product, and the use of another brand/model would require considerable time and funding to evaluate.

EXCEPTION TO COMPETITIVE BIDDING AND DISCLOSURE STATEMENT

- d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- e. The requested product is used or demonstration equipment available at a lower-than-new cost.
- f. Repair/Maintenance service is available only from the manufacturer or designated service representative.
- g. Upgrade to or enhancement of existing software is available only from the manufacturer.
- h. Service proposed by vendor is unique, therefore, competitive bids are not available or applicable.
- i. Other factors

2. Provide a detailed explanation and pertinent documentation for **each** category checked in Section 1 above. Attach additional sheets if necessary:

Purchase will be made through the Sourcwell purchasing contract number: 060920-PMC. All items on the Sourcwell contract are competitively bid.

3. Was an evaluation of other equipment, products, or services performed? Yes No
If yes, please provide all supporting documentation.

4. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional information if necessary. **Each individual must submit a completed and signed Disclosure Statement (attached).**

- 1. Shea Pursell
- 2.
- 3.
- 4.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Shea Pursell
Signature

Shea Pursell
Printed Name

Fleet Manager

Budget Officer Title

12-10-2020

Date

Approval

[Signature]
Branch Deputy Chief Signature

Tyler Wagoner 12-21-2020
Printed Name Date



**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

When submitting a request for an exception to the competitive bidding process, each individual involved in evaluating and/or in making a recommendation to purchase the proposed good/service must complete, sign, and submit this Disclosure Statement. Filing an annual statement of economic interest does not exempt an employee from this requirement. Attach additional information if necessary.

Purchase Description: 16' 2022 Peterbilt 220 Box Truck

Proposed Vendor: Western Truck Parts & Equipment / Dobbs Peterbilt

1. Please list any income or gifts you received from this vendor during the past 12 months:
None.
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:
None.
3. Do you have any other type of business or personal relationship with this vendor?
No.
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?
No.
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.
No.
6. Please provide any additional information you believe should be disclosed at this time:
N/A

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Shea Purescu
Signature

Fleet Manager
Title

Shea Purescu
Printed Name

12-10-2020
Date



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: January 28, 2021
TO: Board of Directors
SUBJECT: Purchase Approval – Two (2) BME Type V Engines

TOPIC

Staff seeks Board approval for the purchase of two (2) 2021 BME Type V Engines from Boise Mobile Equipment.

SUMMARY

This purchase is available through the Houston-Galveston Area Council (H-GAC) Contract [FS12-19]. This contract includes a clause allowing local government agencies to purchase vehicles with the same rights and privileges as the State under the terms of the contract. The State utilized a competitive bid process when awarding this contract. Additionally, purchasing has reviewed the contract and determined it is consistent with Metro Fire purchasing policies and procedures.

DISCUSSION

These vehicles will be replacing Type V Engines which are at the end of their service life due to age and mileage.

FISCAL IMPACT

The total cost of the purchase for the two (2) Type V Engines is \$407,064.43. The funds for this purchase are included in the FY 2020/21 Final Budget.

RECOMMENDATION


Staff respectfully recommends the Board approve the purchase of these two (2) BME Type V Engines from Boise Mobile Equipment.

Submitted by:



Shea Pursell
Fleet Manager

Approved by:



Tyler Wagaman
Deputy Chief, Support Services



Sacramento Metropolitan Fire District

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

Website: www.metrofire.ca.gov

PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS and DISCLOSURE STATEMENT

Purchase Description: Two (2) Type V Engines

Proposed Vendor: Boise Mobile Equipment

Estimated Total Cost: \$ 407,064.43

This form must accompany the purchase document whenever an exception to the competitive bidding process is requested. State and local laws subject the Sacramento Metropolitan Fire District to competitive bidding rules. Requests for goods and/or services from a specific vendor or that are limited to a specific brand, where substitutes to the recommended vendor or brand are not in the best interest of the District, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. Metro Fire employees who have a business relationship with or financial or personal interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Purchasing Manager or their authorized designee will determine whether the justification is appropriate. Requests for exceptions to the competitive bidding process must be supported by factual statements that will pass an audit.

1. Please check **all** applicable categories below and provide additional information where indicated.

- a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment:

Manufacturer/Model Number:

Age:

Current Estimated Value:

- b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

- c. I have standardized the requested product, and the use of another brand/model would require considerable time and funding to evaluate.

EXCEPTION TO COMPETITIVE BIDDING AND DISCLOSURE STATEMENT

- d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- e. The requested product is used or demonstration equipment available at a lower-than-new cost.
- f. Repair/Maintenance service is available only from the manufacturer or designated service representative.
- g. Upgrade to or enhancement of existing software is available only from the manufacturer.
- h. Service proposed by vendor is unique, therefore, competitive bids are not available or applicable.
- i. Other factors

2. Provide a detailed explanation and pertinent documentation for each category checked in Section 1 above. Attach additional sheets if necessary:

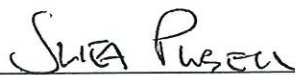
Purchase will be made through the HGACBuy purchasing contract number: FS12-19. All items on the HGACBuy contract are competitively bid.

3. Was an evaluation of other equipment, products, or services performed? Yes No
If yes, please provide all supporting documentation.

4. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional information if necessary. **Each individual must submit a completed and signed Disclosure Statement (attached).**

- 1. Shea Pursell
- 2.
- 3.
- 4.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.




Signature
Shea Pursell

Printed Name

Fleet Manager

Budget Officer Title
1-15-2021

Date



Branch Deputy Chief Signature

Approval

Tyler Wagaman

Printed Name
1-15-2021

Date



**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

When submitting a request for an exception to the competitive bidding process, each individual involved in evaluating and/or in making a recommendation to purchase the proposed good/service must complete, sign, and submit this Disclosure Statement. Filing an annual statement of economic interest does not exempt an employee from this requirement. Attach additional information if necessary.

Purchase Description: Two (2) Type V Engines

Proposed Vendor: Boise Mobile Equipment

1. Please list any income or gifts you received from this vendor during the past 12 months:
None.
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:
None.
3. Do you have any other type of business or personal relationship with this vendor?
No.
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?
No.
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.
No.
6. Please provide any additional information you believe should be disclosed at this time:
N/A

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Shira Purcell
Signature

SHIRA PURCELL
Printed Name

Fleet Manager
Title

1-15-2021
Date



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: January 28, 2021
TO: Board of Directors
SUBJECT: Purchase Approval – Three (3) Pierce Type I Engines

TOPIC

Staff seeks Board approval for the purchase of three (3) 2021 Pierce Type I Engines from Golden State Fire Apparatus.

SUMMARY

This purchase is available through the Houston-Galveston Area Council (H-GAC) Contract [FS12-19]. This contract includes a clause allowing local government agencies to purchase vehicles with the same rights and privileges as the State under the terms of the contract. The State utilized a competitive bid process when awarding this contract. Additionally, purchasing has reviewed the contract and determined it is consistent with Metro Fire purchasing policies and procedures.

DISCUSSION

These vehicles will be replacing Type I Engines which are at the end of their service life due to age and mileage.

FISCAL IMPACT

The total cost of the purchase for the three (3) Type I Engines is \$2,131,057.14. The funds for this purchase are included in the FY 2020/21 Final Budget.

RECOMMENDATION

Staff respectfully recommends the Board approve the purchase of these three (3) Type I Pierce Engines from Golden State Fire Apparatus.

Submitted by:

Shea Pursell
Fleet Manager

Approved by:

Tyler Wagaman
Deputy Chief, Support Services



Sacramento Metropolitan Fire District

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

Website: www.metrofire.ca.gov

PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS and DISCLOSURE STATEMENT

Purchase Description: Three (3) Type I Engines

Proposed Vendor: Golden State Fire Apparatus

Estimated Total Cost: \$ 2,131,057.14

This form must accompany the purchase document whenever an exception to the competitive bidding process is requested. State and local laws subject the Sacramento Metropolitan Fire District to competitive bidding rules. Requests for goods and/or services from a specific vendor or that are limited to a specific brand, where substitutes to the recommended vendor or brand are not in the best interest of the District, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. Metro Fire employees who have a business relationship with or financial or personal interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Purchasing Manager or their authorized designee will determine whether the justification is appropriate. Requests for exceptions to the competitive bidding process must be supported by factual statements that will pass an audit.

1. Please check **all** applicable categories below and provide additional information where indicated.

- a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment:

Manufacturer/Model Number:

Age:

Current Estimated Value:

- b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

- c. I have standardized the requested product, and the use of another brand/model would require considerable time and funding to evaluate.

EXCEPTION TO COMPETITIVE BIDDING AND DISCLOSURE STATEMENT

- d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- e. The requested product is used or demonstration equipment available at a lower-than-new cost.
- f. Repair/Maintenance service is available only from the manufacturer or designated service representative.
- g. Upgrade to or enhancement of existing software is available only from the manufacturer.
- h. Service proposed by vendor is unique, therefore, competitive bids are not available or applicable.
- i. Other factors

2. Provide a detailed explanation and pertinent documentation for **each** category checked in Section 1 above. Attach additional sheets if necessary:


Purchase will be made through the HGACBuy purchasing contract number: FS12-19. All items on the HGACBuy contract are competitively bid.

3. Was an evaluation of other equipment, products, or services performed? Yes No
If yes, please provide all supporting documentation.

4. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional information if necessary. **Each individual must submit a completed and signed Disclosure Statement (attached).**

- 1. Shea Pursell
- 2.
- 3.
- 4.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.



Signature
Shea Pursell

Printed Name

Fleet Manager

Budget Officer Title
12-10-2020

Date



Branch Deputy Chief Signature

Approval



Printed Name **12-21-2020**
Date Page 2 | 3



**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

When submitting a request for an exception to the competitive bidding process, each individual involved in evaluating and/or in making a recommendation to purchase the proposed good/service must complete, sign, and submit this Disclosure Statement. Filing an annual statement of economic interest does not exempt an employee from this requirement. Attach additional information if necessary.

Purchase Description: Three (3) Type I Fire Engines

Proposed Vendor: Golden State Fire Apparatus

1. Please list any income or gifts you received from this vendor during the past 12 months:
None.
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:
None.
3. Do you have any other type of business or personal relationship with this vendor?
No.
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?
No.
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.
No.
6. Please provide any additional information you believe should be disclosed at this time:
N/A.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Shea Purcell
Signature

SHEA PURCELL
Printed Name

Fleet Manager
Title

12-10-2020
Date



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: January 28, 2021
TO: Board of Directors
SUBJECT: Purchase Approval – Two (2) Ambulance Remounts

TOPIC

Staff seeks Board approval to have two 2016 Sprinter/Leader Ambulances, units 24448 and 24449, remounted onto new 2021 Sprinter chassis by Leader Industries.

SUMMARY

In order to maintain all original functionality and reliability this purchase will be sole source, performed by the original manufacturer of the ambulance. Additionally, purchasing has reviewed the Exception to Competitive Bidding documents and determined they are consistent with Metro Fire purchasing policies and procedures.

DISCUSSION

Due to the increased mileage EMS transports are placing on our Ambulance fleet, we are wearing out some units in three years, rather than the expected six years. In an effort to reduce the cost of maintaining a working Ambulance fleet, Staff recommends replacing the worn out chassis of two existing vehicles and remounting the original box portion onto a new vehicle. This process will result in a vehicle that has been updated and nearly new, with a cost savings of \$80,000.00 per unit.

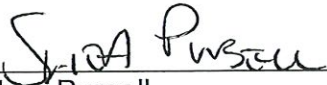
FISCAL IMPACT

The total cost for the remounting of the two (2) Ambulances is \$277,750.12. The funds for this purchase are included in the FY 2020/21 Final Budget.

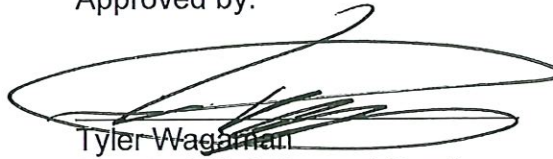
RECOMMENDATION

Staff respectfully recommends the Board approve the remounting of these two (2) Ambulances Leader Industries.

Submitted by:


Shea Pursell
Fleet Manager

Approved by:


Tyler Wagaman
Deputy Chief, Support Services



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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

Website: www.metrofire.ca.gov

PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS and DISCLOSURE STATEMENT

Purchase Description: Remounting of vehicle 24448 box module onto a new 2021 chassis

Proposed Vendor: Leader Industries

Estimated Total Cost: \$ 140,767.15

This form must accompany the purchase document whenever an exception to the competitive bidding process is requested. State and local laws subject the Sacramento Metropolitan Fire District to competitive bidding rules. Requests for goods and/or services from a specific vendor or that are limited to a specific brand, where substitutes to the recommended vendor or brand are not in the best interest of the District, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. Metro Fire employees who have a business relationship with or financial or personal interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Purchasing Manager or their authorized designee will determine whether the justification is appropriate. Requests for exceptions to the competitive bidding process must be supported by factual statements that will pass an audit.

1. Please check **all** applicable categories below and provide additional information where indicated.

- a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment: Vehicle 24448

Manufacturer/Model Number: Leader Industries / PN MS58646

Age: 2016

Current Estimated Value: \$30,000.00

- b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.
- c. I have standardized the requested product, and the use of another brand/model would require considerable time and funding to evaluate.

EXCEPTION TO COMPETITIVE BIDDING AND DISCLOSURE STATEMENT

- d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- e. The requested product is used or demonstration equipment available at a lower-than-new cost.
- f. Repair/Maintenance service is available only from the manufacturer or designated service representative.
- g. Upgrade to or enhancement of existing software is available only from the manufacturer.
- h. Service proposed by vendor is unique, therefore, competitive bids are not available or applicable.
- i. Other factors

2. Provide a detailed explanation and pertinent documentation for **each** category checked in Section 1 above. Attach additional sheets if necessary:

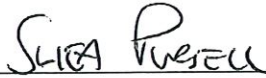
In order to maintain the high level of reliability and all original functionality, the remounting of the box portion of the existing ambulance needs to be performed by the original manufacturer.

3. Was an evaluation of other equipment, products, or services performed? Yes No
If yes, please provide all supporting documentation.

4. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional information if necessary. **Each individual must submit a completed and signed Disclosure Statement (attached).**

- 1. Shea Pursell
- 2.
- 3.
- 4.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.



Signature
Shea Pursell

Printed Name

Fleet Manager

Budget Officer Title
12-10-2020

Date

Approval



Branch Deputy Chief Signature



Printed Name
12-21-20

Date



**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

When submitting a request for an exception to the competitive bidding process, each individual involved in evaluating and/or in making a recommendation to purchase the proposed good/service must complete, sign, and submit this Disclosure Statement. Filing an annual statement of economic interest does not exempt an employee from this requirement. Attach additional information if necessary.

Purchase Description: Remounting of vehicle 24448 box module onto a new 2021 chassis

Proposed Vendor: Leader Industries

1. Please list any income or gifts you received from this vendor during the past 12 months:
None.
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:
None.
3. Do you have any other type of business or personal relationship with this vendor?
No.
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?
No.
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.
No.
6. Please provide any additional information you believe should be disclosed at this time:
N/A

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

SUEA PURSEK
Signature

SUEA PURSEK
Printed Name

Fleet Manager
Title

12-10-2020
Date



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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

Website: www.metrofire.ca.gov

PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS and DISCLOSURE STATEMENT

Purchase Description: Remounting of vehicle 24449 box module onto a new 2021 chassis

Proposed Vendor: Leader Industries

Estimated Total Cost: \$ 136,982.97

This form must accompany the purchase document whenever an exception to the competitive bidding process is requested. State and local laws subject the Sacramento Metropolitan Fire District to competitive bidding rules. Requests for goods and/or services from a specific vendor or that are limited to a specific brand, where substitutes to the recommended vendor or brand are not in the best interest of the District, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. Metro Fire employees who have a business relationship with or financial or personal interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Purchasing Manager or their authorized designee will determine whether the justification is appropriate. Requests for exceptions to the competitive bidding process must be supported by factual statements that will pass an audit.

1. Please check **all** applicable categories below and provide additional information where indicated.

- a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment: Vehicle 24449

Manufacturer/Model Number: Leader Industries / PN MS58646

Age: 2016

Current Estimated Value: \$30,000.00

- b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

- c. I have standardized the requested product, and the use of another brand/model would require considerable time and funding to evaluate.

EXCEPTION TO COMPETITIVE BIDDING AND DISCLOSURE STATEMENT

- d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- e. The requested product is used or demonstration equipment available at a lower-than-new cost.
- f. Repair/Maintenance service is available only from the manufacturer or designated service representative.
- g. Upgrade to or enhancement of existing software is available only from the manufacturer.
- h. Service proposed by vendor is unique, therefore, competitive bids are not available or applicable.
- i. Other factors

2. Provide a detailed explanation and pertinent documentation for **each** category checked in Section 1 above. Attach additional sheets if necessary:

In order to maintain the high level of reliability and all original functionality, the remounting of the box portion of the existing ambulance needs to be performed by the original manufacturer.

3. Was an evaluation of other equipment, products, or services performed? Yes No
If yes, please provide all supporting documentation.

4. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional information if necessary. **Each individual must submit a completed and signed Disclosure Statement (attached).**

- 1. Shea Pursell
- 2.
- 3.
- 4.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Shea Pursell
Signature
Shea Pursell
Printed Name

Fleet Manager
Budget Officer Title
12-10-2020
Date

Approval

[Signature]
Branch Deputy Chief Signature

Tyler Wagonman 12-21-2020
Printed Name Date



**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

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Purchase Description: Remounting of vehicle 24449 box module onto a new 2021 chassis

Proposed Vendor: Leader Industries

1. Please list any income or gifts you received from this vendor during the past 12 months:
None.
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:
None.
3. Do you have any other type of business or personal relationship with this vendor?
No.
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?
No.
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.
No.
6. Please provide any additional information you believe should be disclosed at this time:
N/A

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

SHEA PURSELL
Signature

SHEA PURSELL
Printed Name

Fleet Manager
Title

12-10-2020
Date



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: January 28, 2021
TO: Board of Directors
SUBJECT: Purchase Approval – Three (3) Type III Ambulances

TOPIC

Staff seeks Board approval for the purchase of three (3) 2021 Type III Ambulances from Leader Industries.

SUMMARY

This purchase is available through the Sourcewell cooperative purchasing contract number 120716-NAF. Sourcewell used a competitive bid process when awarding this contract. Additionally, purchasing has reviewed the contract and determined it is consistent with Metro Fire purchasing policies and procedures.

DISCUSSION

These vehicles will be replacing Type III Ambulances which are at the end of their service life due to age and mileage.

FISCAL IMPACT

The total cost of the purchase for the three (3) Type III Ambulances is \$656,379.71. The funds for this purchase are included in the FY 2020/21 Final Budget.

RECOMMENDATION

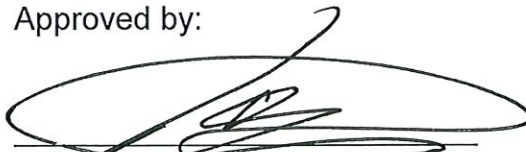
Staff respectfully recommends the Board approve the purchase of these three (3) Type III Ambulances from Leader Industries.

Submitted by:



Shea Pursell
Fleet Manager

Approved by:



Tyler Wagaman
Deputy Chief, Support Services



Sacramento Metropolitan Fire District

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

Website: www.metrofire.ca.gov

PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS and DISCLOSURE STATEMENT

Purchase Description: Three (3) 2021 Type III Ambulances

Proposed Vendor: Leader Industries

Estimated Total Cost: \$ 656,379.71

This form must accompany the purchase document whenever an exception to the competitive bidding process is requested. State and local laws subject the Sacramento Metropolitan Fire District to competitive bidding rules. Requests for goods and/or services from a specific vendor or that are limited to a specific brand, where substitutes to the recommended vendor or brand are not in the best interest of the District, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. Metro Fire employees who have a business relationship with or financial or personal interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Purchasing Manager or their authorized designee will determine whether the justification is appropriate. Requests for exceptions to the competitive bidding process must be supported by factual statements that will pass an audit.

1. Please check all applicable categories below and provide additional information where indicated.

- a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment:

Manufacturer/Model Number:

Age:

Current Estimated Value:

- b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

- c. I have standardized the requested product, and the use of another brand/model would require considerable time and funding to evaluate.

EXCEPTION TO COMPETITIVE BIDDING AND DISCLOSURE STATEMENT

- d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- e. The requested product is used or demonstration equipment available at a lower-than-new cost.
- f. Repair/Maintenance service is available only from the manufacturer or designated service representative.
- g. Upgrade to or enhancement of existing software is available only from the manufacturer.
- h. Service proposed by vendor is unique, therefore, competitive bids are not available or applicable.
- i. Other factors

2. Provide a detailed explanation and pertinent documentation for **each** category checked in Section 1 above. Attach additional sheets if necessary:


Purchase will be made through the Sourcwell (formerly known as NJPA) purchasing contract number: 120716-NAF. All items on the Sourcwell contract are competitively bid.

3. Was an evaluation of other equipment, products, or services performed? Yes No
If yes, please provide all supporting documentation.

4. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional information if necessary. **Each individual must submit a completed and signed Disclosure Statement (attached).**

- 1. Shea Pursell
- 2.
- 3.
- 4.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.



Signature
Shea Pursell

Printed Name

Fleet Manager

Budget Officer Title
1-19-2021

Date

Approval



Branch Deputy Chief Signature

Tyler Wagaman

Printed Name
1-19-2021

Date



**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

When submitting a request for an exception to the competitive bidding process, each individual involved in evaluating and/or in making a recommendation to purchase the proposed good/service must complete, sign, and submit this Disclosure Statement. Filing an annual statement of economic interest does not exempt an employee from this requirement. Attach additional information if necessary.

Purchase Description: Three (3) 2021 Type III Ambulances

Proposed Vendor: Leader Industries

1. Please list any income or gifts you received from this vendor during the past 12 months:
None.
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:
None.
3. Do you have any other type of business or personal relationship with this vendor?
No.
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?
No.
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.
No.
6. Please provide any additional information you believe should be disclosed at this time:
N/A

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Shea Purcell
Signature

Shea Purcell
Printed Name

Fleet Manager
Title

1-19-2021
Date



**Sacramento Metropolitan Fire District
Board of Directors**

10545 Armstrong Avenue, Suite 200
Mather, California 95655
916.859-4305 OFFICE

TO: Sacramento Metropolitan Fire District's Constituents

FROM: Board of Directors

DATE: January 28, 2021

SUBJECT: Letter Supporting COVID-19 Protocols and Wearing Personal Protective Equipment

According to the Centers for Disease Control and Prevention the United States has experienced over 400,000 deaths, with the projection of an additional 100,000 in the next few months, the Board of Directors of the Sacramento Metropolitan Fire District is calling upon all members of the community to help protect each other, as well as the first responders of all agencies.

To date, California has experienced over 35,000 deaths with 1,150 of them in Sacramento County. Metro Fire continues to follow the direction of Sacramento County Public Health for our COVID-19 response which is in line with guidance from the State of California Department of Public Health. The January 13, 2021 Order of the Health Officer of the County of Sacramento includes the mandate issued by the State of California on November 16, 2020 and requires:

All people in California to wear face coverings when they are outside of the home, with specific exemptions. A growing body of scientific research has shown that people with no or few symptoms of COVID-19 can still spread the disease and that the use of face coverings, combined with physical distancing and frequent hand washing, will reduce the spread of COVID-19.

As our communities are making daily progress in the issuance of COVID-19 vaccines, it is vitally important we continue to support the protocols which are now being both state and federally mandated. By following these clear and proven precautions you can do a great deal to help protect yourselves, and the first responders who are protecting you!

To access the current order of the Health Officer of the County of Sacramento effective January 13, 2021 please visit:

https://www.saccounty.net/COVID-19/Documents/20210113_Sacramento_County_Health_Order.pdf

To access the full Guidance for the Suggested Use of Face Coverings from the California Department of Public Health effective November 16, 2020 please visit:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>