



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, September 12, 2019 – 6:00 PM

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

Gay Jones  
Board President  
Division 8

Jennifer Sheetz  
Board Vice President  
Division 5

Matt Kelly  
Board Secretary  
Division 7

Cynthia Saylor  
Board Member  
Division 1

Grant Goold  
Board Member  
Division 2

Randy Orzalli  
Board Member  
Division 3

Ted Wood  
Board Member  
Division 4

D'Elman Clark  
Board Member  
Division 6

Jim Barnes  
Board Member  
Division 9

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

### CALL TO ORDER

### PLEDGE TO FLAG

### METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Sunday, September 15<sup>th</sup> at 9:00 am and Monday, September 16<sup>th</sup> at 6:00 pm on Channel 14; Webcast at [www.sacmetro.cable.tv](http://www.sacmetro.cable.tv).

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

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

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

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

### CONSENT ITEMS

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

Serving Sacramento and Placer Counties



# Sacramento Metropolitan Fire District

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

## REGULAR BOARD MEETING AGENDA

THURSDAY, SEPTEMBER 12, 2019

### CONSENT ITEMS

Page No.

1. **Action Summary Minutes** 5  
**Recommendation:** Approve the Action Summary Minutes for the Board meeting of August 22, 2019.
  
2. **Preservation of Old Station 111 as Historical Display Facility** 10  
**Recommendation:** Adopt Resolution proclaiming recognition and continue to support the preservation of Old Station 111 as a historical display facility.
  
3. **Resolution Adopting the FY 2019/20 Appropriations Limit Schedule** 12  
**Recommendation:** Adopt a Resolution establishing an appropriation (Gann) limit Fiscal Year 2019/20.
  
4. **Underground Storage Tank Closure Requests – Stations 24 and 62** 16  
**Recommendation:** Authorize the Board President to sign the Notifications of Record Owners of Fee Title for Station 24 and Station 62 underground storage tank closures.
  
5. **Labor Negotiations - Memorandums of Understanding, Letter of Understanding, and Unrepresented Resolutions** 46  
**\*\*PDF Separate Attachment for items A-D**
  - A. Resolution – Memorandum of Understanding by and between SMFD and the Sacramento Area Firefighters Local 522 47
  - B. Resolution – Memorandum of Understanding by and between SMFD and the Battalion Chief's Organization 48
  - C. Resolution – Memorandum of Understanding by and between SMFD and the Administrative Support Personnel (ASP) 49
  - D. Resolution – Letter of Understanding by and between SMFD and the Single Role Paramedic Program (SRP) 50
  - E. Resolution – Senior Safety Management and Safety Management Employees 51
  - F. Resolution – Non-Safety Senior Management, Management, and Unrepresented Confidential Employees 64**Recommendation:** Adopt Labor Negotiation Resolutions.

### PRESENTATION ITEMS

1. **Transparency Certificate of Excellence – California Special District Association** \*  
*(Dane Wadle, CSDA Field Coordinator)*  
**Recommendation:** Receive presentation, no action needed.



# Sacramento Metropolitan Fire District

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## REGULAR BOARD MEETING AGENDA

THURSDAY, SEPTEMBER 12, 2019

### ACTION ITEMS

1. **Fiscal Year 2019/20 Final Budget** (CFO Thomas) 80  
\*\***FCF** Separate Attachment
- A. Resolution – 2019/20 Final Budget for the General Operating Fund 212A 81
- B. Resolution – 2019/20 Final Budget for the Capital Facilities Fund 212D 83
- C. Resolution – 2019/20 Final Budget for the Grants Fund 212G 85
- D. Resolution – 2019/20 Final Budget for the Development Impact Fees Fund 212I 87
- E. Resolution – 2019/20 Final Budget for the Leased Properties Fund 212L 89
- F. Resolution – 2019/20 Final Budget for the IGT Fund 212M 91

**Recommendation:** Receive Presentation/Adopt FY 2019/20 Final Budget Resolutions.

### REPORTS

1. **PRESIDENT'S REPORT**—(Vice President Sheetz)
2. **FIRE CHIEF'S REPORT**—(Chief Harms)  
**OPERATIONS' REPORT** – (Deputy Chief Bridge)
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT**
4. **COMMITTEE AND DELEGATE REPORTS**  
*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*
  - A. **Executive Committee** – (Vice President Sheetz)  
Next Meeting: TBD
  - B. **Communications Center JPA** – (AC Wagaman)  
Report Out: September 10, 2019 at 9:00 AM  
Next Meeting: September 24, 2019 at 9:00 AM  
3121 Gold Canal Drive  
Rancho Cordova, CA 95670
  - C. **California Fire & Rescue Training JPA** – (DC Shannon)  
Next Meeting: September 19, 2019 at 4:00 PM  
Location: California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320  
Mather, CA 95655



# Sacramento Metropolitan Fire District

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## REGULAR BOARD MEETING AGENDA

THURSDAY, SEPTEMBER 12, 2019

- D. **Finance and Audit Committee – (Director Kelly)**  
Next Meeting: September 26, 2019 at 5:30 PM
- E. **Policy Committee – (Director Goold)**  
Report Out: September 12, 2019 at 5:30 PM  
Next Meeting: TBD

## BOARD MEMBER QUESTIONS AND COMMENTS

## CLOSED SESSION

1. **Public Employee Performance Evaluation: Fire Chief**  
Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)
2. **Public Employee Performance Evaluation: Board Clerk**  
Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)

## 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 – September 26, 2019 at 6:00 PM

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

**ANTICIPATED AGENDA ITEMS: TBD**

Posted on September 9, 2019

*Melissa Penilla*

**Melissa Penilla, Clerk of the Board**

\* No written report

\*\*  Separate Attachment

### DISABILITY INFORMATION:

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



**TODD HARMS**  
Fire Chief

# Sacramento Metropolitan Fire District

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

## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT Thursday, August 22, 2019 10545 Armstrong Avenue – Board Room Mather, California

#### CALL TO ORDER

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

#### PLEDGE TO FLAG

#### PUBLIC COMMENT

Citrus Heights Councilmember Porsche Middleton spoke about an upcoming event, Cookies with Santa. This event gives the community an opportunity to meet public safety personnel during the holiday season. Last year was a success, and this year they hope for it to be even better, with the participation of the local fire department. Councilmember Middleton's mother, Gigi, helps with the event and is looking forward to the fire department's participation in making this a great event!

Mr. Elias Jbeily addressed the Board in regards to the safety concerns related to the fire code and the security doors installed at their business on Elkhorn Boulevard.

Mr. Surinder Gill addressed the Board in regards to the same concern as Mr. Jbeily. He expressed security concerns related to the homelessness and drug problems in the area, and needs the security doors for protection.

Mr. Gagan Gill expressed the same concerns as above. He hopes to work with the fire department to come up with a solution that would allow for some type of security bars remain, as they have seen a huge decrease in break-ins since they have been installed.

Mr. Roger Mitchell invited the Board to a fundraising dinner to benefit the restoration of Old Engine No. 2 on October 5<sup>th</sup> at the Rio Linda Park and Recreation District. The artist will be speaking and Supervisor Sue Frost is helping with the dinner. Mr. Mitchell gives an example of what the fundraising proceeds go towards; there are 75 hours into the refurbishment of the seat at \$100 per hour. He reminds everyone they are welcome to come by and see the progress anytime.

#### CONSENT ITEMS

**Action:** Moved by Wood, seconded by Sheetz, 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 Board meeting of August 8, 2019.

**Action:** Approved Action Summary Minutes.

2. **Resolution No. 2019-063 – Michael D. George Station 51 Dedication**  
**Recommendation:** Adopt Resolution dedicating Station 51 in memory of Michael D. George.  
**Action:** Adopted Resolution No. 2019-063.
3. **Reimbursement Resolution – Tax-Exempt Debt**  
**Recommendation:** Adopt a resolution authorizing the reimbursement for funds that have been or may be expended prior to issuing tax-exempt debt.  
**Action:** Adopted Resolution No. 2019-064.
4. **Purchase of Vehicle Modems**  
**Recommendation:** Approve the purchase new Cradlepoint internet modems from CDCE Inc. for an amount not to exceed \$197,000.  
**Action:** Approved the purchase of the new modems for an amount not to exceed \$197,000.
5. **Surplus Equipment and Trade-In – Radio Analyzer**  
**Recommendation:** Adopt a resolution declaring the radio analyzer as surplus property, and authorize staff to apply the trade-in credit of \$8,100 to the purchase of a new radio analyzer.  
**Action:** Adopted Resolution No. 2019-065, and authorized staff to apply the trade-in credit to the purchase of the new radio analyzer.

#### **ACTION ITEMS**

1. **Contract Extension – Dyncorp – Aircraft Support** (*Deputy Chief Bridge*)  
**Recommendation:** Authorize the Deputy Chief of Operations to execute the contract extension with Dyncorp International, LLC.  
**Action:** Moved by Kelly, seconded by Wood, and carried unanimously by members present to authorize the Deputy Chief of Operations to execute the contract extension with Dyncorp International, LLC.

#### **REPORTS**

1. **PRESIDENT'S REPORT:**  
President Jones shared that the Rancho Cordova 2X2 Committee had a fruitful meeting earlier this week. During the meeting they touched on several key items. She appreciates Chief Harms and staff for organizing these meetings, and continuing the relationships with the City of Rancho Cordova
2. **FIRE CHIEF'S REPORT:**  
Reassignment  
Effective 8/26, Captain Dan Hoy to Training Day Captain  
  
New Hire  
Effective 8/19, Fire Inspector II Rebecca Leda  
  
Recruitment  
Fire Inspector I and Lateral Fire Inspector, Final Filing Date 9/16 4:00pm

## Meetings

Attended the Underwriter's Laboratory Conference from 8/10 – 8/15, Chief Harms sits on the Fire Safety Research Institute Advisory Board. During the conference they discussed changes and research in the future of fire alarms, technology is coming a long way. They also looked at firefighter injury and fatality, and how the outcomes can help for the future.

8/20, Rancho Cordova 2x2 Committee met to discuss several areas. One take away was at the end of the meeting when they were looking at a map of Rancho Cordova and the projected growth in 10-15 years, it is great to see what is coming and how it will have a huge impact on the fire service.

## **OPERATIONS REPORT**

Deputy Chief Bridge gave the Operations Report sharing that since the Board Meeting on August 8<sup>th</sup> there have been approximately 3,800 calls with 75% of those being EMS related, and having a transport rate of about 70%. We are currently receiving between 270-300 calls per day, putting us on track for 100,000 calls for the year. The busiest medic was unit M24 with 211 responses, which averages about 15 calls per day, and the busiest engine being E53 with 178 responses, an average of about 13 calls per day. If you look across all units, 40% have average responses in double digits per day.

To give a quick snapshot of the last two weeks DC Bridge shared some structure fire incidents. The first was a building fire that took place Friday, August 9<sup>th</sup> in a 1-story strip mall on Greenback Lane in Citrus Heights. Next, a garage fire took place on Tuesday, August 13<sup>th</sup> on Kingsford Drive, crews were quick to knockdown the fire, and limit the spread to the garage with some smoke damage to the interior. It appears this fire started as a vehicle fire. Lastly, a residential structure fire took place on Thursday, August 15<sup>th</sup> on Walali Way in Fair Oaks. The original dispatch was smoke investigation, and was upgraded to a residential structure fire while crews were in route. Crews did a fantastic job on all these incidents!

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

Vice President Jamison recently attended the IAFF Conference in Nashville, and shared the commonality of 75% of the dispatches being EMS in nature. There was discussion related to the injuries on fires and the prevalence of cancer, however with EMS calls there is an increased exposure to the public, and more people on the street are showing a lack of respect for authority making for more violence in the community. He will be looking to work with the Board and staff through these issues, hoping they can resolve these issues with legislature.

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

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

#### **A. Executive Committee – (Jones)**

Next Meeting: TBD

#### **B. Communications Center JPA – (AC Wagaman)**

Report Out: Special Meeting, August 15, 2019

The Board met for a special meeting to discuss items related to personnel issues.

Next Meeting: August 27, 2019 at 9:00 AM

- C. **California Fire & Rescue Training JPA – (DC Shannon)**  
 Next Meeting: September 19, 2019 at 4:00 PM  
 Location: California Exercise Simulation Center (CESC)  
 10545 Armstrong Avenue, Suite 320  
 Mather, CA 95655
  
- D. **Finance and Audit Committee – (Director Kelly)**  
 Report Out: August 22, 2019 at 5:30 PM  
 The Committee met earlier and received a report on unaudited expenditures from FY 18/19, and a presentation on the Final Budget for FY 19/20 which will be presented to the full Board on September 12<sup>th</sup>.  
 Next Meeting: September 26, 2019 at 5:30 PM
  
- E. **Policy Committee – (Director Gould)**  
 Next Meeting: TBD

**BOARD MEMBER QUESTIONS AND COMMENTS**

Director Barnes understands the enormity of calls being run, and those that are responding are being taxed physically, but it is important to remember that the situations they are responding to and what they are seeing is also taxing them mentally. He also shared information on an upcoming event; the Sacramento State football game on Saturday, August 31<sup>st</sup> will honor law enforcement and have a special tribute to Officer O’Sullivan.

Director Wood asked that we close the meeting with a moment of silence honoring fallen CHP Officer Moye who died on August 12<sup>th</sup>.

Director Kelly voiced his support for the Citrus Heights program that Councilmember Middleton spoke about. He also urges that Metro Fire speak to business owners regarding solutions to the roll up doors.

Director Jones thanked Captain Vestal and Chris Dargan for their assistance in hosting the American River Parkway Coalition meeting, she appreciates their hospitality and ability to answer questions.

**The Board recessed to Closed Session at 6:34 pm.**

**CLOSED SESSION**

**1. CONFERENCE WITH LABOR NEGOTIATOR**

**Pursuant to California Government Code Section 54957.6**

- A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
 Employee Organization: Sacramento Area Fire Fighters Local 522
  
- B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
 Employee Organization: Battalion Chiefs Bargaining Group,  
 Sacramento Area Fire Fighters Local 522



- C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Administrative Support Personnel (ASP)  
Affiliate of Sacramento Area Fire Fighters Local 522
- D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Safety Senior Management, Management  
and Unrepresented Confidential Employees
- E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Non-Safety Senior Management, Management  
and Unrepresented Confidential Employees

**Action:** The Board took no reportable action.

**2. Public Employee Discipline/Dismissal/Release**

Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)

**Action:** The Board took no reportable action.

**The Board reconvened to Open Session at 7:17pm.**

**ADJOURNMENT**

The meeting was adjourned at 7:20 pm. With a moment of silence for Officer Moye.

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Gay Jones, President

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Matt Kelly, Secretary

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Melissa Penilla, Board Clerk



**TODD HARMS**  
Fire Chief

# Sacramento Metropolitan Fire District

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

**DATE:** September 12, 2019

**TO:** Board of Directors

**SUBJECT:** Adopt a Resolution Supporting the Preservation of Old Station 111 as a Historical Display Facility

## SUMMARY

Metro Fire places high regard in honoring and preserving the historical heritage of the fire service, communities we serve and the historical footprint of Metro Fire's predecessor agencies. Similarly, many community-based organizations share a mutual interest and would like to work collaboratively with Metro Fire to continue moving forward preservation efforts.

In May 2010, staff informed the Board of the preservation efforts of these organizations and, specifically, a request made by the Rio Linda-Elverta Park and Recreation District (Park District) to use old Fire Station 111 as a fire museum to display Rio Linda-Elverta's restored fire engines and historic artifacts. Acknowledgment and support of these efforts was provided, and general consensus of the Board was for staff and legal counsel to explore a contract that would donate the fire station to the Park District for the exclusive use as a fire museum with the contingency that the property be reverted back to Metro Fire if this provision was violated. A short-term lease would be in place to provide the Park District access to the facility while long-term transfer of ownership avenues were explored. Subsequently, in July 2010, Metro Fire and the Park District entered into a short-term agreement that met the needs of both parties.

Since that time, a community-based volunteer group has worked tirelessly on the restoration of old Fire Station 111 and antique apparatus. Additionally, staff has met with members of the Park District, Sacramento County Board of Supervisors and the community-based volunteer group to form a partnership to move the project forward on a larger scale. Metro Fire will continue to collaborate with these individuals to explore fundraising ideas in order to expand and preserve the historical footprint of Metro Fire and Rio Linda-Elverta communities.

## FISCAL IMPACT

There are no anticipated costs associated with the following recommendation for board action.

## RECOMMENDATION

Staff recommends the Board adopt a resolution proclaiming recognition and continue to support the preservation of Old Station 111 as a historical display facility for Rio Linda historic artifacts.

Submitted by:

Approved by:

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

\_\_\_\_\_  
Todd Harms  
Fire Chief



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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

## RESOLUTION NO. 2019-\_\_

### BEFORE THE GOVERNING BOARD OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT County of Sacramento, State of California

#### A RESOLUTION IN SUPPORT OF PRESERVATION OF OLD STATION 111 AS A HISTORICAL DISPLAY FACILITY

**WHEREAS**, the Sacramento Metropolitan Fire District places high regard in honoring and preserving the historical heritage of the fire service, communities we serve and the historical footprint of predecessor agencies; and

**WHEREAS**, similarly, many community-based organizations share a mutual interest and, over the past several years, have worked tirelessly to move a preservation movement forward at Old Station 111 in Rio Linda. The Sacramento Metropolitan Fire District acknowledges and supports the efforts of these organizations to commemorate and pay tribute to the history of the fire service, the District, and communities of Rio Linda-Elverta.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Sacramento Metropolitan Fire District does hereby proclaim recognition and support the preservation of Old Station 111 as a historical display facility for Rio Linda historic artifacts.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

### SACRAMENTO METROPOLITAN FIRE DISTRICT

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

Attested By:

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



# Sacramento Metropolitan Fire District

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

Todd Harms  
Fire Chief

**DATE:** September 12, 2019  
**TO:** Board of Directors  
**SUBJECT:** Resolution Adopting the Fiscal Year 2019/20 Appropriations Limit Schedule

## TOPIC

A resolution has been prepared establishing an appropriation (Gann) limit for Fiscal Year 2019/20 in the amount of \$356,773,962. Staff recommends approval of the proposed resolution.

## SUMMARY

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

## DISCUSSION

Based upon staff calculations, the District's Gann limit for FY 2019/20 is \$356,773,962 which represents an increase of \$15,750,151 when compared to the FY 2018/19 Gann limit of \$341,023,811. This increase is due to a 3.85% increase in per capita income statewide and 0.74% average increase in the population of the cities and unincorporated area within the District. Calculation details can be found in the attached schedule.

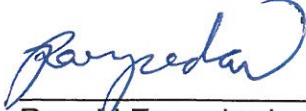
## FISCAL IMPACT

There is no fiscal impact since the District's FY 2019/20 proposed operating budget subject to the limit is well below the \$356,773,962 set by the Gann limit.

## RECOMMENDATION

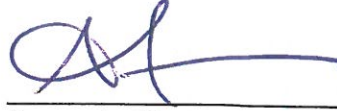
Staff recommends that the resolution establishing an appropriation (Gann) limit for Fiscal Year 2019/20 be approved.

Submitted by:



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Ronald Empedrad  
Controller



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Amanda Thomas  
Chief Financial Officer

Approved by:

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Greg Casentini  
Deputy Chief, Administration

Attachments: 1) Gann Limit Calculation schedule  
2) Resolution Adopting the Fiscal Year 2019/20 Appropriations Limit Schedule

**GANN LIMIT CALCULATION  
FY2019/20**



FISCAL YEAR:	FY2019/20	FY2018/19	FY2017/18	FY2016/17
<b>A PER CAPITA INCOME CHANGE *</b>	1.0385	1.0367	1.0369	1.0537
<b>B POPULATION CHANGE *</b>	1.0074	1.0075	1.0096	1.0078
<b>C CALCULATION OF FACTOR (A x B):</b>	1.0462	1.0445	1.0469	1.0619
<b>D PRIOR YEAR GANN LIMIT:</b>	\$ 341,023,811	\$ 326,502,529	\$ 311,889,198	\$ 293,703,417
<b>E GANN LIMIT ON APPROPRIATIONS FOR FISCAL YEAR (D x A x B):</b>	\$ 356,773,962	\$ 341,023,811	\$ 326,502,529	\$ 311,889,198

\* Per California State Department of Finance



# Sacramento Metropolitan Fire District

10545 Armstrong Avenue, Ste 200, Mather, CA 95655 Phone (916) 859-4300 Fax (916) 859-3716

TODD HARMS  
Fire Chief

**RESOLUTION NO. 2019-\_\_\_\_**  
**BEFORE THE GOVERNING BOARD OF**  
**THE SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**County of Sacramento, State of California**

**RESOLUTION ADOPTING THE FISCAL YEAR 2019/20**  
**APPROPRIATIONS LIMIT SCHEDULE**

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

**WHEREAS**, Article XIII B provides that the Appropriations Limit for Fiscal Year 2019/20 is calculated by adjusting the base year appropriations limit of Fiscal Year 2018/19 for changes in the per capita income and regional population factors prepared by the State of California's Office of the Department of Finance, calculations of which are provided in the attached Board Report and, by this reference, incorporated herein; and

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

**NOW, THEREFORE**, the Board of Directors hereby establishes that the Appropriations Limit in Fiscal Year 2019/20 shall be \$356,773,962.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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



# Sacramento Metropolitan Fire District

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

**TODD HARMS**  
Fire Chief

**DATE:** September 12, 2019  
**TO:** Board of Directors  
**SUBJECT:** Underground Storage Tank Closure Requests – Stations 24 and 62

## BACKGROUND

In April 2019, the County of Sacramento Environmental Management Department's Site Assessment and Mitigation Section contacted Metro Fire seeking to close out two open cases regarding the removal of underground storage tanks (UST) at two of our properties (Stations 24 and 62). The UST's had been removed from both sites in 1998 and 1999, respectively, but the final administrative closure process required by the State had never been completed.

## DISCUSSION

In June 2019, Metro Fire contracted with TetraTech, an environmental engineering firm, to conduct the appropriate actions needed to close out these outstanding cases with the County. TetraTech has completed their evaluation of the cases and is requesting that the County close the cases without requiring any further corrective action due to the cases meeting the criteria to be considered "low threat" by the State Water Resources Control Board guidelines.

Included in the closure requests are TetraTech's findings, site maps, figures, and conceptual site models describing the general locations with regards to land-use, geology, hydrology, summary of previous investigations, summary of remedial measures, ground well survey, and search exposure assessments. As part of the closure process, the County is requiring TetraTech to file a formal Notification of Record Owners of Fee Title (Notification). This Notification serves as proof to the County that TetraTech is authorized to act on Metro Fire's behalf to close these UST sites.

## FISCAL IMPACT

The cost for completing the closure process was \$14,425 and was paid in fiscal year 2018/2019.

## RECOMMENDATION

Staff recommends authorizing the President of the Board to sign the Notification of Record Owners of Fee Title on behalf of Metro Fire as the property owner, and further authorizing TetraTech to submit the closure requests to the County on behalf of Metro Fire.

Submitted by:

George Gravin  
Facilities Manager

Brian Shannon  
Deputy Chief, Support Services





**NOTIFICATION OF RECORD OWNERS OF FEE TITLE:**

PRIMARY RESPONSIBLE PARTY	SITE IDENTIFICATION/ADDRESS
Sacramento Metropolitan Fire District	Fire Station 24
10545 Armstrong Ave., Ste 200	4942 College Oak Drive
Mather, CA 95655	Sacramento, CA 95841
ATTN: Board Vice President Sheetz	

The Environmental Compliance Division (ECD) has received your request to consider a:

- Cleanup proposal
- "No Further Action" determination

for the site identified above. The ECD has made the following preliminary determination of the current record owners of fee title for the site:

Sacramento Metropolitan Fire District
10545 Armstrong Ave., Ste 200
Mather, CA 95655
ATTN: Board Vice President Sheetz

Pursuant to the California Health & Safety Code and the California Water Code, it is your responsibility to notify the current record owner of fee title regarding a request for ECD consideration of a cleanup proposal or a request for "No Further Action." It is also your responsibility to provide proof of this notification to our agency. Your signature below certifies that you have confirmed the above party as the only current record owner of fee title for the subject property. You may use this form to verify that you have notified the current record owner of fee title by obtaining the signature of the owner or his/her authorized agent below and returning this form to our office. If there are additional current record owners of fee title, or if our determination is incorrect, please provide us with an additional/alternate form of proof of notification to the appropriate party/parties.

PRIMARY RESPONSIBLE PARTY:	RECORD OWNER OF FEE TITLE:
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

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**NOTIFICATION OF RECORD OWNERS OF FEE TITLE:**

PRIMARY RESPONSIBLE PARTY	SITE IDENTIFICATION/ADDRESS
Sacramento Metropolitan Fire District	Fire Station 62
10545 Armstrong Ave., Ste 200	3646 Bradshaw Rd
Mather, CA 95655	Sacramento, CA 95827
ATTN: Board Vice President Sheetz	

The Environmental Compliance Division (ECD) has received your request to consider a:

- Cleanup proposal
- "No Further Action" determination

for the site identified above. The ECD has made the following preliminary determination of the current record owners of fee title for the site:

Sacramento Metropolitan Fire District
10545 Armstrong Ave., Ste 200
Mather, CA 95655
ATTN: Board Vice President Sheetz

Pursuant to the California Health & Safety Code and the California Water Code, it is your responsibility to notify the current record owner of fee title regarding a request for ECD consideration of a cleanup proposal or a request for "No Further Action." It is also your responsibility to provide proof of this notification to our agency. Your signature below certifies that you have confirmed the above party as the only current record owner of fee title for the subject property. You may use this form to verify that you have notified the current record owner of fee title by obtaining the signature of the owner or his/her authorized agent below and returning this form to our office. If there are additional current record owners of fee title, or if our determination is incorrect, please provide us with an additional/alternate form of proof of notification to the appropriate party/parties.

PRIMARY RESPONSIBLE PARTY:	RECORD OWNER OF FEE TITLE:
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

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August 2, 2019

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Mr. Charley Langer  
Sacramento County Department of Environmental Management  
Site Assessment and Mitigation Section  
10590 Armstrong Avenue, Suite A  
Mather, Sacramento 95655

**Re: Closure Request for Former UST Petroleum Release  
Sacramento Metropolitan Fire District Station #24  
4942 College Oak Drive  
Sacramento, California 95841**

Dear Mr. Langer:

Tetra Tech, Inc. is pleased to submit this request for closure for a long inactive petroleum hydrocarbon leaking underground storage tank (UST) case located at Sacramento Metropolitan Fire District (Sac Metro Fire) Station #24, 4942 College Oak Drive in Sacramento, California (the "Site"). The Site is evaluated for closure following the criteria established by the State Water Resources Control Board under the *Low-Threat Underground Storage Tank Case Closure Policy* which took effect in August 2012.

This request for closure is submitted at the request of Sac Metro Fire and the Sacramento County Department of Environmental Management (SCDEM). The location of the Site is shown on Figure 1.

### **Background**

According to the October 11, 2001 report titled *Soil Boring Investigation Report, Fire Station #24, 4942 College Oak Drive, Sacramento, California* prepared by BSK & Associates, two 550-gallon diesel fuel USTs co-located within a single excavation were removed from the Site in July 1998. Three soil samples were collected during the UST removal – one beneath each of the USTs at a depth of 10.5 feet below ground surface (bgs), and one beneath the fuel dispenser at a depth of 4.5 feet bgs. Figure 2, obtained from the October 11, 2001 report, shows the location of the former USTs and soil sample locations. The three soil samples were analyzed for total petroleum hydrocarbons in the gasoline range (TPHg) using EPA Method 8020; TPHd using EPA Method 8015M; benzene, toluene, ethylbenzene and xylenes (BTEX compounds) using EPA Method 8020; the fuel oxygenate MTBE using EPA Method 8260; and soluble lead (STLC lead) using EPA Method 6010. Results are tabulated in the October 11, 2001 report, attached. In summary, TPHg, BTEX compounds, and soluble lead were not detected in any of the

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samples. TPHd was detected at 600 mg/kg in the sample collected beneath the fuel dispenser, and was non-detect (< 1.0 mg/kg) in the two samples collected beneath the USTs. MTBE was detected at 0.0072 mg/kg in one of the two samples collect beneath the USTs, and was non-detect (< 0.005 mg/kg) in the other two samples.

In response to the detection of TPHd at 600 mg/kg beneath the fuel dispenser, and the trace detection of MTBE beneath one of the USTs, two soil borings were drilled in July 2001 to assess deeper soil conditions. Soil boring B-1 was located at the fuel dispenser location, and boring B-2 was located near the UST that showed the trace presence of MTBE at 10.5 feet in depth. Boring SB-1 was drilled to 15 feet bgs and soil samples were collected at 5, 10 and 15 feet bgs for laboratory analysis of TPHd using EPA Method 8015M. Boring B-2 was drilled to 15 feet bgs and soil samples were collected from 10 and 15 feet bgs for laboratory analysis of MTBE using EPA Method 8260. TPHd was not detected (< 2 mg/kg) in any of the samples analyzed, and MTBE was not detected in the two samples analyzed (< 0.005 mg/kg). No petroleum hydrocarbon odors were noted during the drilling and sampling.

Lithology encountered during the drilling of B-1 was described as sandy clay from grade to approximately 9.5 feet bgs, underlain by silt to 15 feet bgs, the total depth explored. Fill material (silty sandy gravel) was encountered from below the asphalt surface to approximately 9.5 feet bgs in boring B-2, underlain by silt to 15 feet bgs, the total depth explored. No petroleum hydrocarbon odors were noted during the drilling and sampling.

Groundwater was not encountered and was not assessed.

#### **Low Threat Closure General Criteria**

The Site has been adequately characterized and a site conceptual model has been prepared. Listed below are the *General Criteria* that must be satisfied to obtain closure under the Low Threat policy, and responses pertaining to the Site.

- a. *The Unauthorized release is located within the service area of a public water system.*

Yes, the Site is located within the Sacramento Suburban Water District.

- b. *The unauthorized release consists only of petroleum.*

Yes, the release consists only of petroleum – diesel fuel.

- c. The Unauthorized ("primary") release from the UST system has been stopped.

Yes, the USTs, fuel dispenser, and piping were removed.

- d. Free product has been removed to the maximum extent practicable.

No free product was present.

- e. A conceptual site model that assesses the nature, extent, and mobility of the releases has been developed.

A conceptual site model (CSM) has been developed and is attached. The potential for residual petroleum impact in soil to migrate is low, given the non-detect soil sample results from the two soil borings completed following the diesel fuel UST removals, the lack of any BTEX impact, and only minor soil impact originally detected during the UST removals.

The CSM shows that the potential exposure pathway is incomplete under present-day conditions. The affected area is an asphalt-paved parking lot with a nearby lawn area. No building is located over the former UST area. The affected area is capped with the asphalt surface, preventing exposure (potential dermal contact and ingestion) to the potentially affected near-surface soil. Inhalation is not considered a complete pathway for exposure under current conditions due to the lack of BTEX compounds, and asphalt-capped surface.

If soil is to be excavated from the area in the future, then a complete exposure scenario could exist for an on-site construction worker – dermal contact or ingestion of soil. However, the lack of soil impact from the two soil borings completed after the UST removals indicates that the potential for contact with impacted soil during construction is low.

- f. Secondary source has been removed to the extent practicable.

Yes. Soil impact does not appear to remain on-site. The follow-up soil boring B-1 did not detect TPHd in soil at 5 feet in depth (or at 10-feet and 15-feet bgs) after the initial detection of TPHd at a concentration of 600 mg/kg at 4.5 feet bgs.

- g. Soil or groundwater has been tested for methyl tert-butyl ether (MTBE) and results reported in accordance with Health and Safety Code section 25296.15.

Soil has been tested for MTBE and only one trace detection was obtained during the

UST removal assessment. Follow-up sampling from boring B-2 did not detect MTBE in soil. The lack of significant soil impact precluded the need to assess groundwater. The MTBE sample results are available on GeoTracker, meeting the requirements of the Health and Safety code.

*h. Nuisance as defined by water code section 13050 does not exist at the site.*

A nuisance as defined by the code does not exist at the Site. The release was not and is not injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of the property; affects at the same time an entire community or neighborhood, or any considerable number of persons; or occurred during, or as a result of, the treatment or disposal of wastes.

**Media Specific Criteria**

Listed below are the *Media Specific Criteria* that must be evaluated and satisfied to obtain closure under the Low Threat policy, and responses pertaining to the Site.

1. Groundwater

The release was a soils-only case. Minimal soil impact was discovered during the UST removal, and follow-up soil sampling from borings B-1 and B-2 did not discover any remaining soil impact in the upper 15 feet of soil. As a result, groundwater was not assessed. Depth to first groundwater beneath the Site is expected to be just over 100 feet bgs, based on review of the most recent depth to groundwater measurements collected at the closest monitoring location to the Site – the Orbit gasoline station located approximately 1,000 feet southwest of the Site at the corner of Auburn Boulevard and Myrtle Avenue - which showed groundwater depths from 103 to 104 feet bgs in November 2011, the most recent depth to groundwater measurements collected at that location.

2. Petroleum Vapor Intrusion to Indoor Air

a. *Appendix 1, Scenario 1 – Unweathered LNAPL in Groundwater*

The Site does not have LNAPL in groundwater and therefore this scenario does not apply.

b. *Appendix 2, Scenario 2 – Unweathered LNAPL in Soil*

The Site does not have unweathered LNAPL in soil and therefore this scenario does not apply.

c. *Appendix 3, Scenario 3 – Dissolved Phase Benzene Concentrations in Groundwater*

The Site does not have dissolved benzene in groundwater and therefore this scenario does not apply. The Site does meet the requirements for a bioattenuation zone given the expected 100-foot plus depth to groundwater and no groundwater impact.

d. *Appendix 4, Scenario 4 – Direct Measurement of Soil Gas Concentrations*

Direct measurement of soil gas concentrations does not apply to the Site, as a bioattenuation zone exists and no BTEX compounds were detected in soil.

3. *Direct Contact and Outdoor Air Exposure*

The Site meets the Low Threat Closure criteria for this category, as benzene and ethylbenzene were not detected in soil and the listed concentrations in Table 1 of this category were not exceeded. PAHs did not need to be analyzed as the release was diesel fuel and not waste oil or Buner C fuel. Naphthalene was not analyzed, but based on non-detect BTEX concentrations, and non-detect TPHd concentrations in two of the three original samples and all three of the follow-up soil samples from boring B-1 where TPHd was originally detected, the presence of residual naphthalene in soil exceeding the 9.7 mg/kg residential screening level or the 45 mg/kg commercial/industrial screening level would not be reasonably expected. Soil sample results from the two follow-up soil borings completed in 2001 did not detect petroleum hydrocarbons in soil, and therefore there is no expectation of a human health threat due to soil ingestion, dermal contact, inhalation of volatile soil emissions, or inhalation of particulate emissions.

There are no monitoring wells on-Site and therefore there is no need to destroy any wells prior to closure. Additionally, there are no waste drums, soil piles or debris on-Site, and therefore no waste removal is necessary prior to closure.

Provided the SCDEM approves this closure request, a public notice will be prepared for public notification purposes and will be issued to applicable municipal and county water districts, water replenishment districts, special act districts with groundwater management authority, agencies with authority to issue building permits for land affected by the petroleum release, owners and occupants of the property impacted by the petroleum release, and the owners

Mr. Charley Langer  
August 2, 2019  
Page 6

**DRAFT**

and occupants of all parcels adjacent to the impacted property. A 60-day public comment period will be provided.

### **References**

APEX Envirotech, Inc. January 26, 2012. *Second Semi-Annual 2011 Groundwater Monitoring, Orbit Gas Station, 4716 Auburn Boulevard, Sacramento, California.*

BSK & Associates. October 11, 2001. *Soil Boring Investigation Report, Fire Station #24, 4942 College Oak Drive, Sacramento, California.*

California State Water Resources Control Board. August 2012. *Low Threat Underground Storage Tank Case Closure Policy.*

### **Closing Remarks**

The Site poses a low or non-existent threat to human health, safety and the environment and satisfies the case-closure requirements of Health & Safety Code section 25296.10 as well as the *Low Threat Closure* guidelines. Tetra Tech therefore recommends that the Site be closed with respect to the leaking UST case.

Please forward any questions or comments to either Tim Costello at (916) 853-4584 or [tim.costello@tetrattech.com](mailto:tim.costello@tetrattech.com), or Garrett Kuhl, PG, at (916) 853-4514 or [garrett.kuhl@tetrattech.com](mailto:garrett.kuhl@tetrattech.com).

Sincerely,

**Tetra Tech, Inc.**

DRAFT

Tim Costello  
Senior Scientist  
Associate

DRAFT

Garrett Kuhl, PG  
Senior Project Geologist

Cc: Mr. George Gravin, Facilities Manager, Sac Metro Fire



Mr. Charley Langer  
August 2, 2019  
Page 7

**DRAFT**

Attachments:

Figures 1 and 2  
Conceptual Site Model  
October 11, 2001 Soil Boring Investigation Report

## CONCEPTUAL SITE MODEL

**Sacramento Metropolitan Fire District Station #24  
4942 College Oak Drive  
Sacramento, California 95841**

### 1. Site Location and Land Use

The Site is located at 4942 College Oak Drive, south of the intersection of Auburn Boulevard and College Oak Drive, within a mixed residential and commercial area of Sacramento, California. The River Oaks Apartments are located east and south of the Site; single family homes are located north of the Site; and a single family home, apartments, and a lumber and materials supply yard are located west of the Site, across College Oak Drive. American River College is located approximately ¼ mile south of the Property.

The closest surface water feature near the Site is Arcade Creek, located 2,000 feet southeast of the Site. The American River is located just over three miles southeast of the Site, and the Sacramento River is located approximately 8 miles southwest of the Site. Folsom Lake is located ten miles east-northeast of the Site.

The topography in the vicinity of the Site is mostly level and the elevation of the Site is approximately 100 feet above mean sea level (msl).

### 2. Geology and Hydrogeology

The Site is located within the Central Valley of California between the Coast Range and Sierra Nevada mountains, in the northeast portion of Sacramento. Unconsolidated Quaternary age alluvial sediments comprise the surface geology in the vicinity of the Site. Based on review of soil boring logs for a nearby closed leaking UST site located less than ¼ mile southwest of the Site (Orbit gasoline station at the corner of Auburn Boulevard and Myrtle Avenue), lithology in the vicinity of the Site consists of alternating sequences of unconsolidated fine grained silts and clays, and coarse textured sands to at least 105 feet below ground surface (bgs). Locally, first groundwater is encountered at approximately 100 feet bgs, based on depth to groundwater measurements collected at the Orbit gasoline station near the Site. Based on soil boring logs from two soil borings completed at the Site, the upper 15 feet of sediments on-Site consists of sandy clay from grade to 9.5 feet bgs overlying silt to 15 feet bgs, the maximum depth explored.

### 3. Summary of Previous Investigations

According to the October 11, 2001 report titled *Soil Boring Investigation Report, Fire Station #24, 4942 College Oak Drive, Sacramento, California* prepared by BSK & Associates, two 550-gallon diesel fuel tanks co-located within a single excavation were removed from the Site in July 1998. Three soil samples were collected during the UST removal – one beneath each of the USTs at a depth of 10.5 feet below ground surface (bgs), and one beneath the fuel dispenser at a depth of 4.5 feet bgs. The three soil samples were analyzed for total petroleum hydrocarbons in the gasoline range (TPHg) using EPA Method 8020; TPHd using EPA Method 8015M; benzene, toluene, ethylbenzene and xylenes (BTEX compounds) using EPA Method 8020; the fuel oxygenate MTBE using EPA Method 8260; and soluble lead (STLC lead) using EPA Method 6010. Results are tabulated in the October 11, 2001 report, attached. In summary, TPHg, BTEX compounds, and soluble lead were not detected in any of the samples. TPHd was detected at 600 mg/kg in the sample collected beneath the fuel dispenser, and was non-detect (< 1.0 mg/kg) in the two samples collected beneath the USTs. MTBE was detected at 0.0072 mg/kg in one of the two samples collect beneath the USTs, and was non-detect (< 0.005 mg/kg) in the other two samples.

In response to the detection of TPHd at 600 mg/kg beneath the fuel dispenser, and the trace detection of MTBE beneath one of the USTs, two soil borings were drilled in July 2001 to assess deeper soil conditions. Soil boring B-1 was located at the fuel dispenser location, and boring SB-2 was located near the UST that showed the trace presence of MTBE at 10.5 feet in depth. Boring SB-1 was drilled to 15 feet bgs and soil samples were collected at 5, 10 and 15 feet bgs for laboratory analysis of TPHd using EPA Method 8015M. Boring SB-2 was drilled to 15 feet bgs and soil samples were collected from 10 and 15 feet bgs for laboratory analysis of MTBE using EPA Method 8260. TPHd was not detected (< 2 mg/kg) in any of the samples analyzed, and MTBE was not detected in the two samples analyzed (< 0.005 mg/kg). No petroleum hydrocarbon odors were noted during the drilling and sampling. Groundwater was not encountered and was not assessed.

The extent of soil impact was defined as a result of the sampling performed.

### 4. Summary of Remedial Measures

Soil excavated during the July 1998 UST removals was either hauled off-site for disposal or returned to the excavation. A copy of the UST removal report was not located for review to confirm the disposition of the soil. Groundwater was not assessed.

### 5. Well Survey and Search

A well survey and search was not performed because the Site is a soil-only case.

## 6. Exposure Assessment

The only petroleum hydrocarbon detections in soil were a single 600 mg/kg TPHd detection beneath the fuel pump during the UST removal which was not confirmed during subsequent soil sampling at that location, and a single MTBE detection of 0.0072 mg/kg beneath one of the USTs (subsequent soil sampling in that area was non-detect for MTBE). No BTEX compounds were detected in soil.

The Site is an active fire station with adjacent residential and commercial land use.

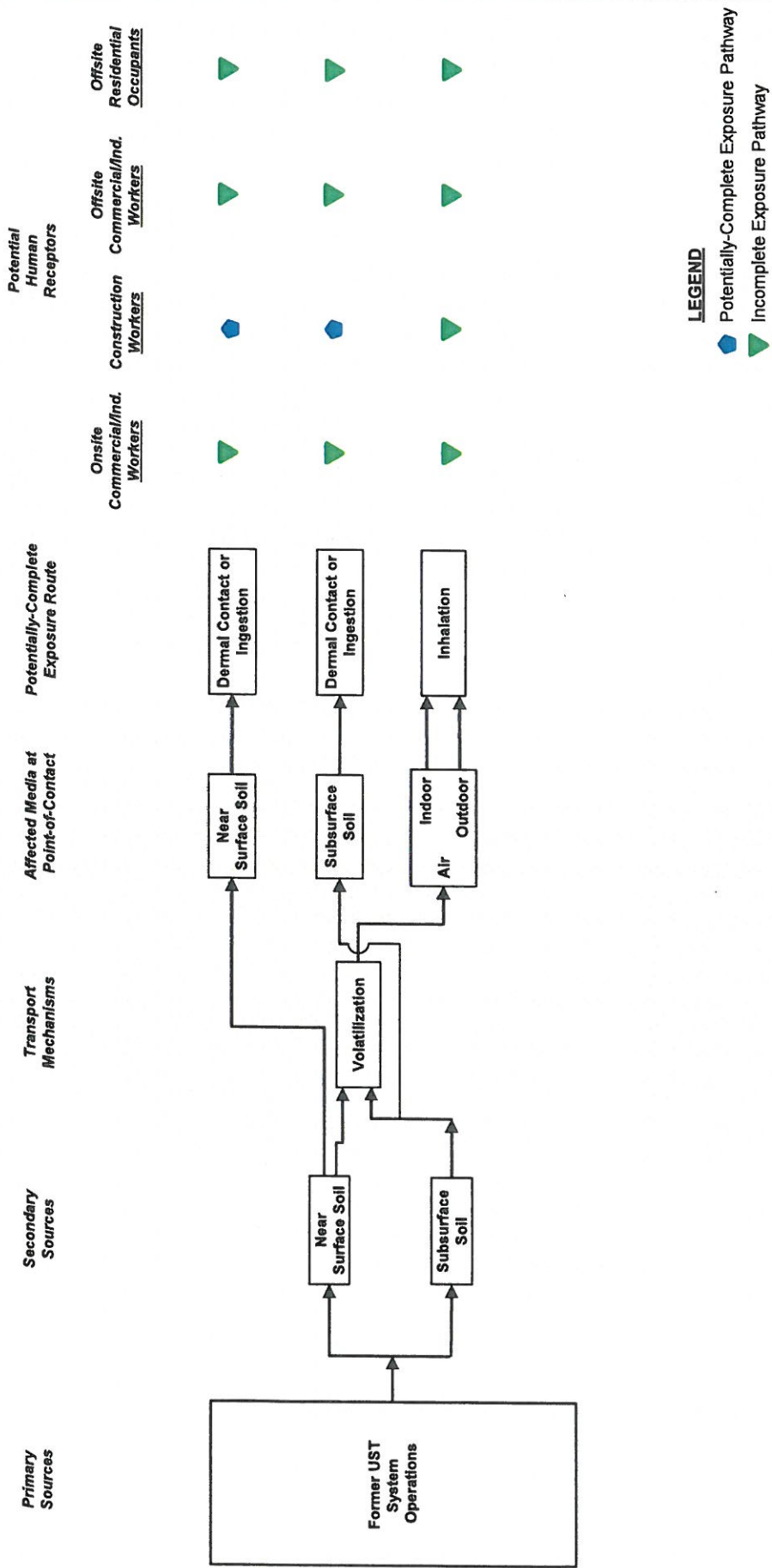
Potential exposure pathways consist of ingestion, inhalation or dermal contact with the near-surface soil as a result of a future soil excavation. Potential receptors would include a future on-site construction worker, an on-site present-day resident (fireman), or future on-site residential or commercial exposure if the Site is redeveloped. Given the soil-only nature of the Site, no off-site exposure scenarios are envisioned.

The potential exposure pathway is incomplete under present-day conditions. The affected area is an asphalt-paved parking lot with a nearby lawn area. No building is located over the former UST area. The affected area is capped with the asphalt surface, preventing exposure (potential dermal contact and ingestion) to the potentially affected near-surface soil. Inhalation is not considered a complete pathway for exposure under current conditions due to the lack of BTEX compounds, and asphalt-capped surface. The exposure pathway flow chart is detailed in Figure 1.

If soil is to be excavated from the area in the future, then a complete exposure scenario could exist for an on-site construction worker – dermal contact or ingestion of soil. However, the lack of soil impact from the two soil borings completed after the UST removals indicates that no potential exists for exposure. Nevertheless, if unidentified residual impact remains, then the potential for exposure could be mitigated with preparation of a health and safety plan to address the potential soil impact. Given the sampling results from the two soil borings completed after the UST removals, preparation of a health and safety plan to address potential exposure does not appear necessary.

## 7. Conclusion

The potential for exposure to residual petroleum compounds that may remain in soil is considered low, given the non-detect soil samples results from the two soil borings completed following the diesel fuel UST removals, the lack of any BTEX impact, and only minor soil impact originally detected during the UST removals. The area where the two diesel fuel USTs and pump island were located was an asphalt-paved parking lot, and remains so today.



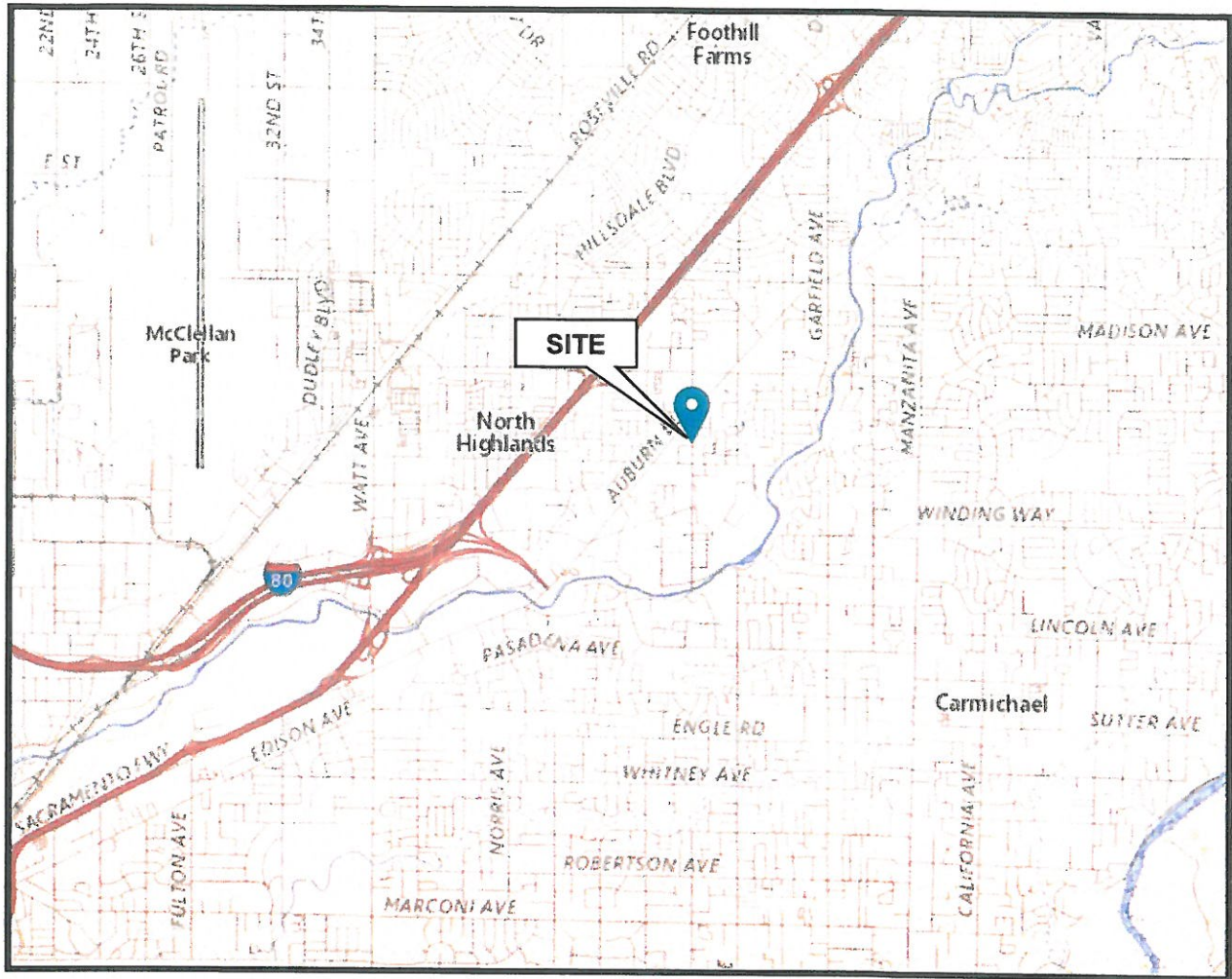
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 Blue hexagon: Potentially-Complete Exposure Pathway  
 Green triangle: Incomplete Exposure Pathway

TITLE: Exposure Pathway Flow Chart

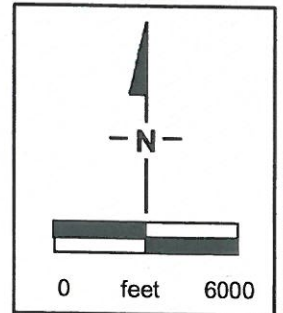
LOCATION: 4942 College Oak Drive  
Sacramento, California

**TETRA TECH**

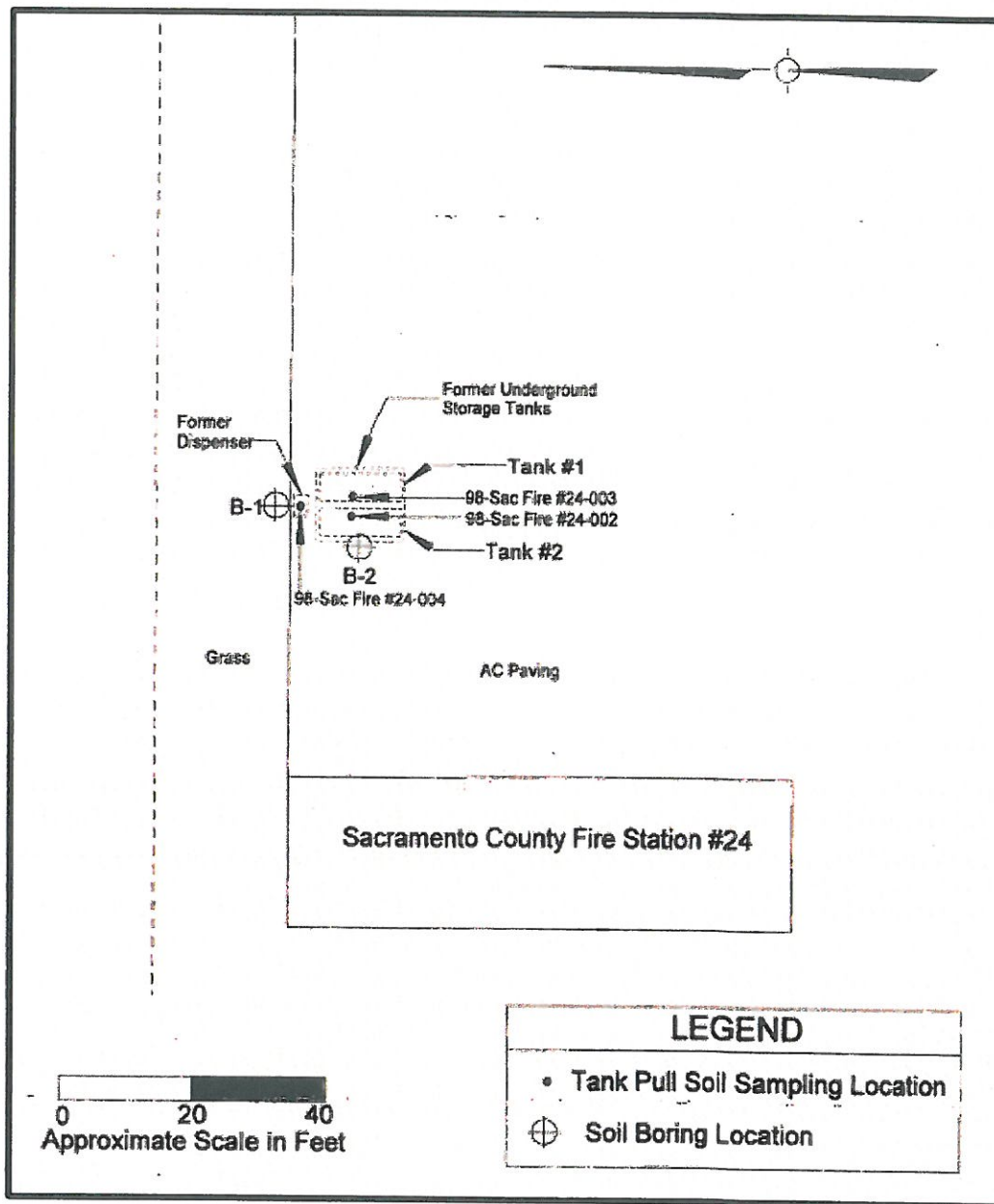
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DATE:	8/22/18		



MAP: viewer.nationalmap.gov 2019



TITLE:				<b>Site Location Map</b>	
LOCATION:				<b>Sacramento Metropolitan Fire District Station #24</b> <b>4942 College Oak Drive</b> <b>Sacramento, California</b>	
 <b>TETRA TECH</b>	CHECKED:	TC	<b>FIGURE:</b>  <span style="font-size: 2em;"><b>1</b></span>		
	DRAFTED:	DG			
	FILE:	117-7489002			
	DATE:	7/29/2019			



From: Soil Boring Investigation Report, Fire Station #24, 4942 College Oak Drive, Sacramento, CA. BSK & Associates. 2001.

TITLE: <b>Site Plan</b>			
LOCATION: <b>Sacramento Metropolitan Fire District Station #24 4942 College Oak Drive Sacramento, California</b>			
 <b>TETRA TECH</b>	CHECKED:	TC	<b>FIGURE:</b>  <b>2</b>
	DRAFTED:	DG	
	FILE:	117-7489002	
	DATE:	7/29/2019	

**DRAFT**

August 2, 2019

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Mr. Charley Langer  
Sacramento County Department of Environmental Management  
Site Assessment and Mitigation Section  
10590 Armstrong Avenue, Suite A  
Mather, Sacramento 95655

**Re: Closure Request for Former UST Petroleum Release  
Sacramento Metropolitan Fire District Station #62  
3646 Bradshaw Road  
Sacramento, California 95827**

Dear Mr. Langer:

Tetra Tech, Inc. is pleased to submit this request for closure for a long inactive petroleum hydrocarbon leaking underground storage tank (UST) case located at Sacramento Metropolitan Fire District (Sac Metro Fire) Station #62, 3646 Bradshaw Road in Sacramento, California (the "Site"). The Site is evaluated for closure following the criteria established by the State Water Resources Control Board under the *Low-Threat Underground Storage Tank Case Closure Policy* which took effect in August 2012.

This request for closure is submitted at the request of Sac Metro Fire and the Sacramento County Department of Environmental Management (SCDEM). The location of the Site is shown on Figure 1.

### **Background**

According to the September 11, 2001 report titled *Soil Boring Investigation Report, Fire Station #62, 3646 Bradshaw Road, Sacramento, California* prepared by BSK & Associates, one 1,000-gallon gasoline UST and one 1,000-gallon diesel fuel UST were removed in 1999. The two USTs were located adjacent to one another behind (west of) the fire station. Each UST had an associated fuel dispenser, one located directly over the tank (gasoline UST) and one located adjacent to the tank (diesel fuel UST).

Three soil samples were collected at the time of the UST removals. One soil sample was collected below the gasoline UST (and dispenser) at a depth of 11.5 feet below ground surface (bgs). The sample was analyzed for total petroleum hydrocarbons in the gasoline range (TPHg);

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benzene, toluene, ethylbenzene and xylenes (BTEX compounds); fuel oxygenates including MTBE, TAME, TBA, ETBE and DIPE; and total lead. One soil sample was collected below the diesel fuel UST at a depth of 11 feet bgs and was analyzed for TPHd and BTEX compounds. The third soil sample was collected beneath the diesel fuel dispenser at a depth of 3.7 feet bgs and was analyzed for TPHg, TPHd, BTEX compounds, fuel oxygenates, and total lead. Figure 2, obtained from the September 11, 2001 report, shows the locations of the USTs and soil samples. The results are tabulated in the September 11, 2001 report, attached.

In summary, the soil sample collected beneath the gasoline UST contained toluene at 0.016 milligrams per kilogram (mg/kg), xylenes at 0.013 mg/kg, and MTBE at 0.032 mg/kg. No other compounds, including TPHg (<1 mg/kg), benzene (<0.005 mg/kg), and lead (<5.0 mg/kg), were detected. The soil sample collected beneath the diesel fuel UST contained TPHd at 6.6 mg/kg, and no BTEX compounds were detected (<0.005 mg/kg). The soil sample collected beneath the diesel fuel dispenser contained TPHg at 25 mg/kg, TPHd at 640 mg/kg, and xylenes at 0.0084 xylenes. No other BTEX compounds were detected (<0.005 mg/kg), no fuel oxygenates were detected, and lead was not detected (<5.0 mg/kg).

In response to the detection of TPHd at 640 mg/kg beneath the diesel fuel dispenser, and the trace detection of MTBE at 0.032 mg/kg beneath the gasoline UST, two soil borings were drilled in July 2001 to assess deeper soil and groundwater conditions. Soil boring B-1 was located at the gasoline UST location that showed the trace presence of MTBE at 10.5 feet in depth, and boring B-2 was located at the fuel dispenser for the diesel fuel UST that showed a TPHd concentration of 640 mg/kg at 3.7 feet in depth (Figure 2). Soil samples from boring B-1 were collected at 9, 49 and 79 feet bgs for analysis of TPHg (EPA Method 8015), BTEX compounds (EPA Method 8020), and fuel oxygenates and 1,2-DCA (EPA Method 8260). No compounds were detected, and no hydrocarbon odors were noted during drilling (see the boring log in the September 11, 2001 report, attached). Soil samples from boring B-2 were collected at 9, 49 and 59 feet bgs for analysis of TPHd using EPA Method 8015. TPHd was detected at 570 mg/kg at 9 feet bgs, and was not detected in the 49-foot sample or the 59-foot sample (<2 mg/kg). A slight hydrocarbon odor was noted in soil at 9 feet in depth during drilling, and no odors were noted at or below 10 feet bgs (see boring log in the September 11, 2001 report, attached). A PID reading of 15 parts per million per volume (ppmv) was recorded at 9 feet in depth during drilling, and no positive readings (above 0.0 ppmv) were recorded at 49 or 59 feet bgs.

One groundwater sample was collected from boring B1 at a depth of 78 feet bgs. The sample was collected using a bailer from within the augers, following an unsuccessful attempt at collecting a groundwater sample using a "Simulprobe sampling devise". The sample was analyzed for TPHg (EPA Method 8015), BTEX compounds (EPA Method 8020), and fuel oxygenates and 1,2-DCA (EPA Method 8260). No compounds were detected (TPHg <50 micrograms per liter [ $\mu\text{g/L}$ ], BTEX compounds <0.3  $\mu\text{g/L}$ , TBA <50  $\mu\text{g/L}$ , and remaining fuel

oxygenates and 1,2-DCA <5.0 µg/L).

Lithology encountered during the drilling of boring B-1 was described as coarse-grained sediments primarily consisting of alternating layers of sand, sandy gravel, silty sand, and sandy silt, with a fine-grained silty clay lens from 60 to 64 feet bgs. Boring B-1 was drilled to 78 feet bgs. Lithology encountered during the drilling of boring B-2 was generally similar, with alternating layers of coarse-grained sediments described as silty sandy gravel, silty sand, and sandy silt, with a fine-grained lens of silty clay from approximately 5.5 to 9.5 feet bgs. Boring B-2 was drilled to 58 feet bgs.

### **Low Threat Closure General Criteria**

The Site has been adequately characterized and a site conceptual model has been prepared. Listed below are the *General Criteria* that must be satisfied to obtain closure under the Low Threat policy, and responses pertaining to the Site.

- a. *The Unauthorized release is located within the service area of a public water system.*

Yes, the Site is located within the California American Water District.

- b. *The unauthorized release consists only of petroleum.*

Yes, the release consists only of petroleum – mainly diesel fuel.

- c. *The Unauthorized (“primary”) release from the UST system has been stopped.*

Yes, the USTs, fuel dispensers, and piping were removed.

- d. *Free product has been removed to the maximum extent practicable.*

No free product was present.

- e. *A conceptual site model that assesses the nature, extent, and mobility of the releases has been developed.*

A conceptual site model (CSM) has been developed and is attached. The potential for residual petroleum impact in soil to migrate is low, given the non-detect soil sample results from deeper soil samples collected from the two soil borings completed following the gasoline and diesel fuel UST removals, the minor soil impact detected during the UST removals and lack of a significant gasoline release (no TPHg or benzene detected), the lack of groundwater impact (all compounds were non-detect from the groundwater sample collected from boring B-1), and distance from residual TPHd impacted soil at 9

feet bgs (570 mg/kg) to groundwater at 78 feet bgs.

The CSM shows that the potential exposure pathway is incomplete under present-day conditions. The affected area is asphalt-paved. No building is located over the former UST area. The affected area is capped with the asphalt surface, preventing exposure (potential dermal contact and ingestion) to the potentially affected near-surface soil. Inhalation is not considered a complete pathway for exposure under current conditions due to the lack of benzene and only trace concentrations of toluene and xylene compounds, and asphalt-capped surface.

If soil is to be excavated from the area in the future, then a complete exposure scenario could exist for an on-site construction worker – dermal contact or ingestion of soil with residual TPHd concentrations. However, the residual TPHd concentrations in soil are relatively low.

f. Secondary source has been removed to the extent practicable.

Yes. Soil was excavated during the tank removals. Residual TPHd soil impact remains at 9 feet in depth at the former diesel fuel dispenser location, at a concentration of 570 mg/kg. Field evidence of soil impact was noted at 9 feet bgs during drilling, but no field evidence of impact was noted at or below 10 feet bgs,

g. Soil or groundwater has been tested for methyl tert-butyl ether (MTBE) and results reported in accordance with Health and Safety Code section 25296.15.

Soil and groundwater has been tested for MTBE and only one trace detection was obtained during the UST removal assessment. Follow-up sampling from boring B-1 did not detect MTBE in soil or groundwater. The MTBE sample results are available on GeoTracker, meeting the requirements of the Health and Safety code.

h. Nuisance as defined by water code section 13050 does not exist at the site.

A nuisance as defined by the code does not exist at the Site. The release was and is not injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of the property; affects at the same time an entire community or neighborhood, or any considerable number of persons; or occurred during, or as a result of, the treatment or disposal of wastes.

### **Media Specific Criteria**

Listed below are the *Media Specific Criteria* that must be evaluated and satisfied to obtain closure under the Low Threat policy, and responses pertaining to the Site.

1. Groundwater

One groundwater sample was collected from boring B-1, beneath the former gasoline UST, and no compounds were detected. Depth to groundwater beneath the site at the time of sampling (2001) was 78 feet bgs.

2. Petroleum Vapor Intrusion to Indoor Air

a. *Appendix 1, Scenario 1 – Unweathered LNAPL in Groundwater*

The Site does not have LNAPL in groundwater and therefore this scenario does not apply.

b. *Appendix 2, Scenario 2 – Unweathered LNAPL in Soil*

The Site does not have unweathered LNAPL in soil and therefore this scenario does not apply.

c. *Appendix 3, Scenario 3 – Dissolved Phase Benzene Concentrations in Groundwater*

The Site does not have dissolved benzene in groundwater and therefore this scenario does not apply. The Site does meet the requirements for a bioattenuation zone.

d. *Appendix 4, Scenario 4 – Direct Measurement of Soil Gas Concentrations*

Direct measurement of soil gas concentrations does not apply to the Site, as a bioattenuation zone exists, no benzene compounds were detected in soil or groundwater, and only trace concentrations of toluene and xylenes were detected in soil.

3. Direct Contact and Outdoor Air Exposure

The Site meets the Low Threat Closure criteria for this category, as benzene and ethylbenzene were not detected in soil or groundwater and the listed concentrations in Table 1 of this category were not exceeded. PAHs did not need to be analyzed as the release was diesel fuel and not waste oil or Buner C fuel. Naphthalene was not analyzed, but would not be expected to be elevated based on mostly non-detect BTEX sample results, and a TPHd concentration of 570 mg/kg at 9 feet bgs in boring B-2 (with non-detect TPHd results from 49 and 59

feet bgs). The presence of residual naphthalene in soil exceeding the 9.7 mg/kg residential screening level or the 45 mg/kg commercial/industrial screening level would not be reasonably expected.

There are no monitoring wells on-Site and therefore there is no need to destroy any wells prior to closure. Additionally, there are no waste drums, soil piles or debris on-Site, and therefore no waste removal is necessary prior to closure.

Provided the SCDWM approves this closure request, a public notice will be prepared for public notification purposes and will be issued to applicable municipal and county water districts, water replenishment districts, special act districts with groundwater management authority, agencies with authority to issue building permits for land affected by the petroleum release, owners and occupants of the property impacted by the petroleum release, and the owners and occupants of all parcels adjacent to the impacted property. A 60-day public comment period will be provided.

#### **References**

BSK & Associates. September 11, 2001. *Soil Boring Investigation Report, Fire Station #62, 3646 Bradshaw Road, Sacramento, California.*

California State Water Resources Control Board. August 2012. *Low Threat Underground Storage Tank Case Closure Policy.*

#### **Closing Remarks**

The Site poses a low threat to human health, safety and the environment and satisfies the case-closure requirements of Health & Safety Code section 25296.10 as well as the *Low Threat Closure* guidelines. Tetra Tech therefore recommends that the Site be closed with respect to the leaking UST case.

Please forward any questions or comments to either Tim Costello at (916) 853-4584 or [tim.costello@tetrattech.com](mailto:tim.costello@tetrattech.com), or Garrett Kuhl, PG, at (916) 853-4514 or [garrett.kuhl@tetrattech.com](mailto:garrett.kuhl@tetrattech.com).

Mr. Charley Langer  
August 2, 2019  
Page 7

**DRAFT**

Sincerely,  
**Tetra Tech, Inc.**

DRAFT  
Tim Costello  
Senior Scientist  
Associate

DRAFT  
Garrett Kuhl, PG  
Senior Project Geologist

Cc: Mr. George Gravin, Facilities Manager, Sac Metro Fire

Attachments:  
Figures 1 and 2  
Conceptual Site Model  
September 11, 2001 Soil Boring Investigation Report

## CONCEPTUAL SITE MODEL

**Sacramento Metropolitan Fire District Station #62  
3646 Bradshaw Road  
Sacramento, California 95827**

### 1. Site Location and Land Use

The Site is located at 3646 Bradshaw Road, north of the intersection of Geothe Road and Bradshaw Road, just over ½ mile south of Highway 50 in Sacramento, California.

The site is located within a mixed residential and commercial area of Sacramento, California. A bank (Sacramento Credit Union) is located south of the Site; single-family homes are located west of the Site; a tire shop and a McDonalds restaurant are located north of the Site; and a shopping center is located east of the Site across Bradshaw Road.

The closest surface water feature near the Site is a group of ponds associated with a gravel quarry ¾ mile southeast of the Site. The American River is located approximately 1 ½ miles northwest of the Site, and the Sacramento River is located approximately 9 miles west of the Site.

The topography in the vicinity of the Site is mostly level and the elevation of the Site is approximately 75 feet above mean sea level (msl).

### 2. Geology and Hydrogeology

The Site is located within the Central Valley of California between the Coast Range and Sierra Nevada mountains, in the northeast portion of Sacramento. Unconsolidated Quaternary age alluvial sediments comprise the surface geology in the vicinity of the Site. Lithology beneath the Site to a depth of 79 feet bgs (maximum depth explored) consists of coarse-grained unconsolidated sediments primarily consisting of alternating layers of sand, sandy gravel, silty sand, and sandy silt, with thin fine-grained silty clay lenses.

First groundwater beneath the Site was encountered at 78 feet bgs in 2001.

### 3. Summary of Previous Investigations

According to the September 11, 2001 report titled *Soil Boring Investigation Report, Fire Station #62, 3646 Bradshaw Road, Sacramento, California* prepared by BSK & Associates, one 1,000-gallon gasoline UST and one 1,000-gallon diesel fuel UST were removed in 1999. The two USTs were located adjacent to one another behind (west of) the fire station. Each UST had an associated fuel

dispenser, one located directly over the tank (gasoline UST) and one located adjacent to the tank (diesel fuel UST).

Three soil samples were collected at the time of the UST removals. One soil sample was collected below the gasoline UST (and dispenser) at a depth of 11.5 feet below ground surface (bgs). The sample was analyzed for total petroleum hydrocarbons in the gasoline range (TPHg); benzene, toluene, ethylbenzene and xylenes (BTEX compounds); fuel oxygenates including MTBE, TAME, TBA, ETBE and DIPE; and total lead. One soil sample was collected below the diesel fuel UST at a depth of 11 feet bgs and was analyzed for TPHd and BTEX compounds. The third soil sample was collected beneath the diesel fuel dispenser at a depth of 3.7 feet bgs and was analyzed for TPHg, TPHd, BTEX compounds, fuel oxygenates, and total lead. Figure 2, obtained from the September 11, 2001 report, shows the locations of the USTs and soil samples. The results are tabulated in the September 11, 2001 report, attached.

In summary, the soil sample collected beneath the gasoline UST contained toluene at 0.016 milligrams per kilogram (mg/kg), xylenes at 0.013 mg/kg, and MTBE at 0.032 mg/kg. No other compounds, including TPHg (<1 mg/kg), benzene (<0.005 mg/kg), and lead (<5.0 mg/kg), were detected. The soil sample collected beneath the diesel fuel UST contained TPHd at 6.6 mg/kg, and no BTEX compounds were detected (<0.005 mg/kg). The soil sample collected beneath the diesel fuel dispenser contained TPHg at 25 mg/kg, TPHd at 640 mg/kg, and xylenes at 0.0084 xylenes. No other BTEX compounds were detected (<0.005 mg/kg), no fuel oxygenates were detected, and lead was not detected (<5.0 mg/kg).

In response to the detection of TPHd at 640 mg/kg beneath the diesel fuel dispenser, and the trace detection of MTBE at 0.032 mg/kg beneath the gasoline UST, two soil borings were drilled in July 2001 to assess deeper soil and groundwater conditions. Soil boring B-1 was located at the gasoline UST location that showed the trace presence of MTBE at 10.5 feet in depth, and boring B-2 was located at the fuel dispenser for the diesel fuel UST that showed a TPHd concentration of 640 mg/kg at 3.7 feet in depth (Figure 2). Soil samples from boring B-1 were collected at 9, 49 and 79 feet bgs for analysis of TPHg (EPA Method 8015), BTEX compounds (EPA Method 8020), and fuel oxygenates and 1,2-DCA (EPA Method 8260). No compounds were detected, and no hydrocarbon odors were noted during drilling (see the boring log in the September 11, 2001 report, attached). Soil samples from boring B-2 were collected at 9, 49 and 59 feet bgs for analysis of TPHd using EPA Method 8015. TPHd was detected at 570 mg/kg at 9 feet bgs, and was not detected in the 49-foot sample or the 59-foot sample (<2 mg/kg). A slight hydrocarbon odor was noted in soil at 9 feet in depth during drilling, and no odors were noted at or below 10 feet bgs (see boring log in the September 11, 2001 report, attached). A PID reading of 15 parts per million per volume (ppmv) was recorded at 9 feet in depth during drilling, and no positive readings (above 0.0 ppmv) were recorded at 49 or 59 feet bgs.



One groundwater sample was collected from boring B1 at a depth of 78 feet bgs. The sample was analyzed for TPHg (EPA Method 8015), BTEX compounds (EPA Method 8020), and fuel oxygenates and 1,2-DCA (EPA Method 8260). No compounds were detected (TPHg <50 micrograms per liter [ $\mu\text{g/L}$ ], BTEX compounds <0.3  $\mu\text{g/L}$ , TBA <50  $\mu\text{g/L}$ , and remaining fuel oxygenates and 1,2-DCA <5.0  $\mu\text{g/L}$ ).

The extent of soil impact and absence of groundwater impact was defined as a result of the sampling performed.

#### 4. Summary of Remedial Measures

Soil excavated during the July 1998 UST removals was either hauled off-site for disposal or returned to the excavation. A copy of the UST removal report was not located for review to confirm the disposition of the soil. No groundwater remediation was performed because groundwater was not impacted (all sample results were non-detect).

#### 5. Well Survey and Search

A well survey and search was not performed because the Site is a soil-only case.

#### 6. Exposure Assessment

TPHd is the compound of interest at the Site. TPHd was detected at 640 mg/kg at 3.7 feet in depth beneath the diesel fuel dispenser during the UST removals in 1999, and at 570 mg/kg at 9 feet in depth beneath the diesel fuel dispenser in 2001 (boring B-2). TPHd was detected at 6.6 mg/kg at 11 feet in depth from the sample collected under the diesel fuel UST (immediately adjacent to the fuel dispenser) at the time of UST removal. No benzene was detected in soil samples or the groundwater sample, and only trace concentrations of toluene, xylenes and MTBE was detected in the 11.5-foot soil sample collected beneath the gasoline tank during the UST removal. TPHg was detected in the 3.7-foot soil sample collected beneath the diesel fuel dispenser and was non-detect beneath the gasoline UST. No gasoline constituents were detected in soil or groundwater from boring B-1 drilled beneath the gasoline UST.

The Site is an active fire station with adjacent residential and commercial land use.

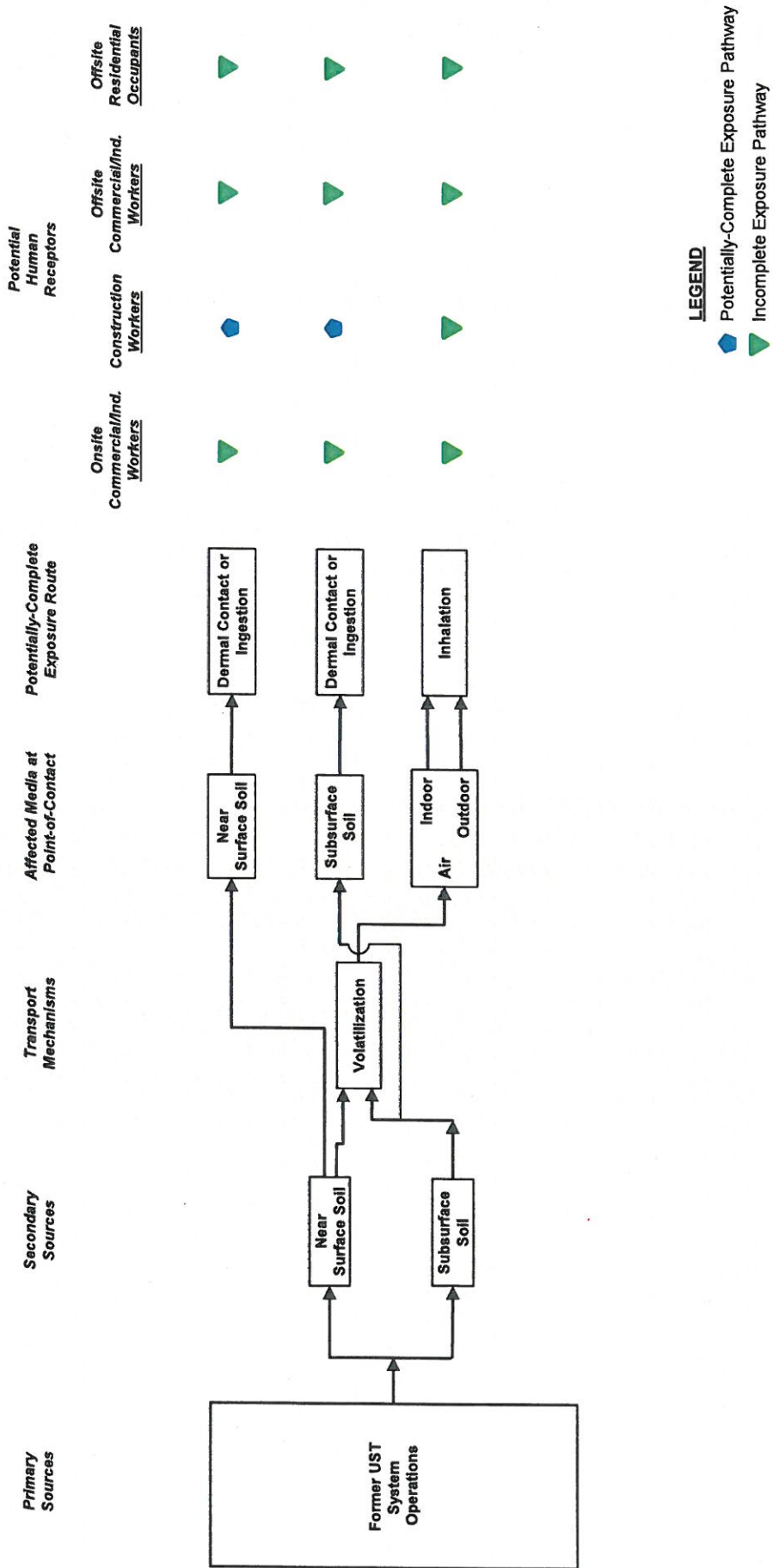
Potential exposure pathways consist of ingestion, inhalation or dermal contact with the near-surface soil as a result of a future soil excavation. Potential receptors would include a future on-site construction worker, an on-site present-day resident (fireman), or future on-site residential or commercial exposure if the Site is redeveloped. Given the soil-only nature of the Site, no off-site exposure scenarios are envisioned.

The potential exposure pathway is incomplete under present-day conditions. The affected area is asphalt-paved. No building is located over the former UST area. The affected area is capped with the asphalt surface, preventing exposure (potential dermal contact and ingestion) to the potentially affected near-surface soil. Inhalation is not considered a complete pathway for exposure under current conditions due to the absence of benzene and only trace detections of toluene and xylenes, and asphalt-capped surface. The exposure pathway flow chart is detailed in Figure 1.

If soil is to be excavated from the area in the future, then a complete exposure scenario could exist for an on-site construction worker – dermal contact or ingestion of soil containing TPHd at concentrations up to 640 mg/kg. However, the area of impact is small and restricted to only the former fuel pump area, and only to a depth of from 9 to 10 feet bgs. The potential for exposure could be mitigated with preparation of a health and safety plan to address the potential soil impact. Given all sampling results, preparation of a health and safety plan to address potential exposure does not appear necessary.

## 7. Conclusion

The potential for exposure to residual petroleum compounds that may remain in soil is considered low. The former UST area is asphalt-capped. TPHd is the only significant compound of interest, and benzene was not detected in any sample.

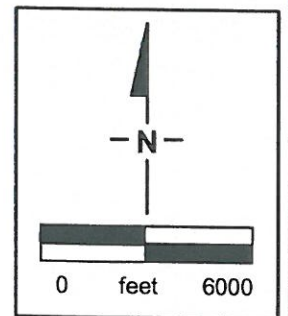


**LEGEND**  
 Potentially-Complete Exposure Pathway (Blue diamond)  
 Incomplete Exposure Pathway (Green triangle)

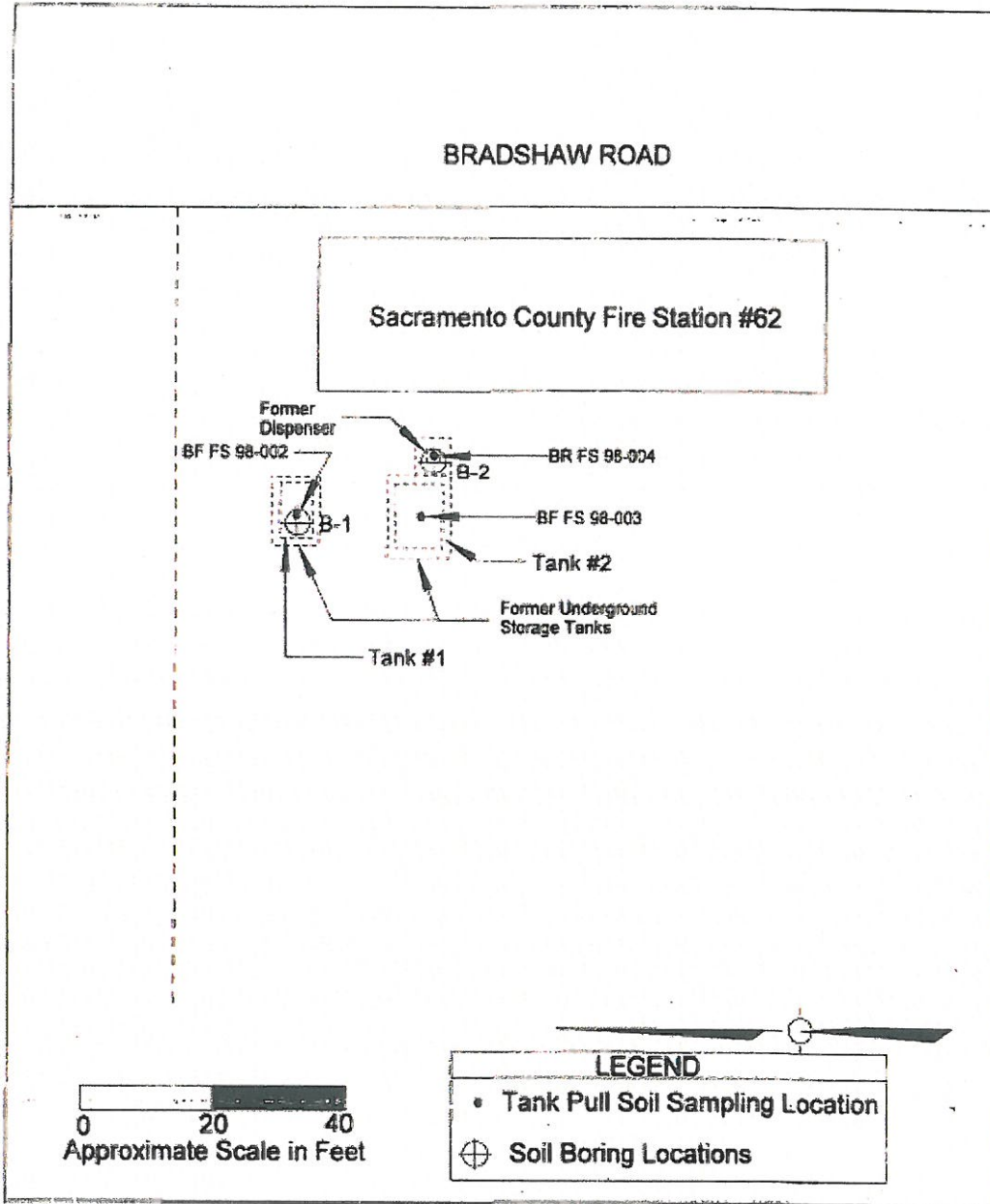
TITLE: <b>Exposure Pathway Flow Chart</b>				
LOCATION: <b>3646 Bradshaw Road Sacramento, California</b>				
<b>TETRA TECH</b>	CHECKED:	TC	FIGURE:	
	DRAFTED:	GK	<b>1</b>	
	FILE:	117-4623001.01		
	DATE:	8/2/2018		



MAP: viewer.nationalmap.gov 2019



TITLE:				<b>Site Location Map</b>	
LOCATION:				<b>Sacramento Metropolitan Fire District Station #62</b> <b>3646 Bradshaw Road</b> <b>Sacramento, California</b>	
 <b>TETRA TECH</b>	CHECKED:	TC	<b>FIGURE:</b>  <b>1</b>		
	DRAFTED:	DG			
	FILE:	117-7489002			
	DATE:	7/29/2019			



From: Soil Boring Investigation Report, Fire Station #62, 3646 Bradshaw Road, Sacramento, CA. BSK & Associates. 2001.

TITLE:				<b>Site Plan</b>	
LOCATION:				<b>Sacramento Metropolitan Fire District Station #62</b> <b>3646 Bradshaw Road</b> <b>Sacramento, California</b>	
 <b>TETRA TECH</b>	CHECKED:	TC	<b>2</b>		
	DRAFTED:	DG			
	FILE:	117-7489002			
	DATE:	7/29/2019			



## Sacramento Metropolitan Fire District

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

REGULAR BOARD MEETING AGENDA

THURSDAY, SEPTEMBER 12, 2019

# **\*\* Separate Attachment**

## **Consent Item #5 Labor Negotiations**

- A. Memorandum of Understanding by and between SMFD and the Sacramento Area Firefighters Local 522 – 86 Pages
- B. Memorandum of Understanding by and between SMFD and the Battalion Chief's Organization – 69 Pages
- C. Memorandum of Understanding by and between SMFD and the Administrative Support Personnel (ASP) – 55 Pages
- D. Letter of Understanding by and between SMFD and the Single Role Paramedic Program (SRP) – 8 Pages



# Sacramento Metropolitan Fire District

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

## RESOLUTION NO. 2019-\_\_\_\_\_

Adopted by the Board of Directors of the

### SACRAMENTO METROPOLITAN FIRE DISTRICT

#### A RESOLUTION ADOPTING THE MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE SACRAMENTO METROPOLITAN FIRE DISTRICT AND SACRAMENTO AREA FIREFIGHTERS LOCAL 522

**WHEREAS**, the Board of Directors pursuant to California Government Code Section 3500 et seq., enacted by resolution an Employer-Employee relations policy; and

**WHEREAS**, under the terms of that policy representatives for the District have met and conferred with representatives of Sacramento Area Firefighters Local 522, a recognized employee organization; and

**WHEREAS**, these parties have reached agreement on matters relating to the employment conditions of the employees in said unit, as reflected by the written Memorandum of Understanding attached hereto; and

**WHEREAS**, the Board of Directors finds that the provisions and agreements contained in the Memorandum of Understanding are fair and proper and in the best interest of the District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors shall adopt, in full, the terms and conditions contained in the attached Memorandum of Understanding with a term of agreement from January 1, 2019 through December 31, 2021.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

### SACRAMENTO METROPOLITAN FIRE DISTRICT

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

Attested By:

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



# Sacramento Metropolitan Fire District

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

## RESOLUTION NO. 2019-\_\_\_

Adopted by the Board of Directors of the

### SACRAMENTO METROPOLITAN FIRE DISTRICT

#### A RESOLUTION ADOPTING THE MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE SACRAMENTO METROPOLITAN FIRE DISTRICT AND THE BATTALION CHIEF'S ORGANIZATION AN AFFILIATE OF LOCAL 522

**WHEREAS**, the Board of Directors pursuant to California Government Code Section 3500 et seq., enacted by resolution an Employer-Employee relations policy; and

**WHEREAS**, under the terms of that policy representatives for the District have met and conferred with representatives of Sacramento Area Firefighters Local 522, a recognized employee organization; and

**WHEREAS**, these parties have reached agreement on matters relating to the employment conditions of the employees in said unit, as reflected by the written Memorandum of Understanding attached hereto; and

**WHEREAS**, the Board of Directors finds that the provisions and agreements contained in the Memorandum of Understanding are fair and proper and in the best interest of the District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors shall adopt, in full, the terms and conditions contained in the attached Memorandum of Understanding with a term of agreement from January 1, 2019 through December 31, 2021.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

### SACRAMENTO METROPOLITAN FIRE DISTRICT

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

Attested By:

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





# Sacramento Metropolitan Fire District

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

## RESOLUTION NO. 2019-\_\_\_\_

Adopted by the Board of Directors of the

### SACRAMENTO METROPOLITAN FIRE DISTRICT

#### A RESOLUTION ADOPTING THE MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE SACRAMENTO METROPOLITAN FIRE DISTRICT AND THE ADMINISTRATIVE SUPPORT PERSONNEL (ASP) AN AFFILIATE OF LOCAL 522

**WHEREAS**, the Board of Directors pursuant to California Government Code Section 3500 et seq., enacted by resolution an Employer-Employee relations policy; and

**WHEREAS**, under the terms of that policy representatives for the District have met and conferred with representatives of Sacramento Area Firefighters Local 522, a recognized employee organization; and

**WHEREAS**, these parties have reached agreement on matters relating to the employment conditions of the employees in said unit, as reflected by the written Memorandum of Understanding attached hereto; and

**WHEREAS**, the Board of Directors finds that the provisions and agreements contained in the Memorandum of Understanding are fair and proper and in the best interest of the District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors shall adopt, in full, the terms and conditions contained in the attached Memorandum of Understanding with a term of agreement from January 1, 2019 through December 31, 2021.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

### SACRAMENTO METROPOLITAN FIRE DISTRICT

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

Attested By:

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



# Sacramento Metropolitan Fire District

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

## RESOLUTION NO. 2019-\_\_\_

Adopted by the Board of Directors of the

### SACRAMENTO METROPOLITAN FIRE DISTRICT

#### A RESOLUTION ADOPTING THE LETTER OF UNDERSTANDING BY AND BETWEEN THE SACRAMENTO METROPOLITAN FIRE DISTRICT AND THE SINGLE ROLE PARAMEDIC PROGRAM (SRP) AN AFFILIATE OF ASP

**WHEREAS**, the Board of Directors pursuant to California Government Code Section 3500 et seq., enacted by resolution an Employer-Employee relations policy; and

**WHEREAS**, under the terms of that policy representatives for the District have met and conferred with representatives of Sacramento Area Firefighters Local 522, a recognized employee organization; and

**WHEREAS**, these parties have reached agreement on matters relating to the employment conditions of the employees in said unit, as reflected by the written Letter of Understanding attached hereto; and

**WHEREAS**, the Board of Directors finds that the provisions and agreements contained in the Letter of Understanding are fair and proper and in the best interest of the District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors shall adopt, in full, the terms and conditions contained in the attached Letter of Understanding with a term of agreement from January 1, 2019 through December 31, 2021.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

### SACRAMENTO METROPOLITAN FIRE DISTRICT

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

Attested By:

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



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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

## RESOLUTION NO. 2019-\_\_\_\_

### A RESOLUTION AFFECTING SENIOR SAFETY MANAGEMENT AND SAFETY MANAGEMENT EMPLOYEES

#### Adopted by the Board of Directors of the SACRAMENTO METROPOLITAN FIRE DISTRICT

On September 12, 2019

**WHEREAS**, the Board of Directors of the Sacramento Metropolitan Fire District (Board) recognizes the importance of codified provisions relating to wages, hours, and other terms and conditions of employment to employees who are not members of recognized bargaining groups, and

**WHEREAS**, this resolution supersedes Resolution No. **08-07**, adopted by the Board of Directors of the Sacramento Metropolitan Fire District on January 11, 2007, all amendments thereto, and all prior resolutions governing the terms and conditions of employment for Senior Safety Management and Safety Management employees, and

**WHEREAS**, the Board wishes to clarify and modify the wages and benefits available to Senior Safety Management and Safety Management employees, excluding the Fire Chief who is covered by individual contract.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT:**

#### 1. POSITIONS COVERED UNDER THIS RESOLUTION

- A. The members of Senior Safety Management include any person employed in, or assigned to, the following classifications:

Chief Deputy  
Deputy Chief  
Assistant Chief  
Fire Marshal

- B. The members of Safety Management include any person employed in, or assigned to, the following classifications:

Chief Pilot

**2. FLSA STATUS & BUSINESS HOURS**

- A. Employees are exempt from Fair Labor Standards Act (FLSA) overtime requirements and are therefore paid a salary.
- B. Employees are responsible for keeping their supervisors apprised of their work schedules and location. Employee’s work schedule must satisfy work place requirements as determined by their supervisor.
  - 1. As used in this Resolution, “day” personnel, or “day” assignments refer to those employees regularly assigned to a 40 hour work week, on average. This regular assignment does not in any way impact the exempt nature of the employee’s FLSA status.
  - 2. As used in this Resolution, “shift” personnel, or “shift” assignments refer to those employees regularly assigned to a 24-hour shift schedule (amounting to 192 scheduled hours in a 24 day work period). This regular assignment does not in any way impact the exempt nature of the employee’s FLSA status.

**3. ADMINISTRATIVE LEAVE**

In express recognition of being “exempt” under the provisions of Federal and State Law, each employee assigned to a 40-hour per week “day” assignment shall receive forty (40) hours of administrative leave each calendar year; and each employee assigned to a 56-hour per week “shift” assignment shall receive fifty-six (56) hours of administrative leave each calendar year. Administrative leave shall be accrued annually on January 1 as a credit to vacation leave.

**4. COMPENSATION**

For the three (3) year term covering January 1, 2019 through December 31, 2021, employees covered by this Resolution are subject to the following wage increases.

Effective the first full pay period following the Board of Directors’ adoption of this resolution, employees will receive a 4.3% base wage increase. The monthly wage scale below includes this base wage increase.

Effective January 1, 2021, employees will receive a base wage increase between 1.0% and 3.0% if the percentage change in net taxable value of property in the District based on the Sacramento County Assessor FY 2020/21 Combined Tax Rolls compared to the FY 2019/20 Combined Tax Rolls exceeds 3%. The amount of the January 1, 2021 base wage increase will be governed by the following chart:

FY 2020/21 Net Taxable Value Increase	2021 Base Wage Increase
3.0% or less	0%
3.1% to 4.0%	1.0%
4.1% to 5.0%	2.0%
5.1% or more	3.0%

The Fire Chief on an annual basis shall grant step increases after a successful evaluation. The Fire Chief is granted the authority to withhold step increases; however, those affected employees may request reconsideration by the Board.

The pay scale applicable to employees covered by this resolution is reflected in the salary table below.

**Salary Table Reflecting Monthly Pay Scale:  
Effective the first full pay period following adoption of this Resolution**

	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Deputy					21,856.53
Deputy Chief					20,815.74
Assistant Chief				18,216.67	19,123.73
Fire Marshal				18,216.67	19,123.73
Chief Pilot	8,674.01	9,104.27	9,555.47	10,028.77	10,526.49

The pay scale reflects base pay and is exclusive of incentives.

**5. UNIFORM ALLOWANCE**

Uniform allowance is included in base pay.

**6. VACATION LEAVE**

- A. Employees shall accrue vacation leave (VL) as shown in the schedule below. The hours shown reflect full-time employment. Accrual steps are as follows:

MONTHS OF SERVICE	DAY PERSONNEL	SHIFT PERSONNEL
1 to 60	103 hours/year (8.58 hours/month)	144 hours/year (12 hours/month)
61 to 120	154 hours/year (12.83 hours/month)	216 hours/year (18 hours/month)
121 to 180	189 hours/year (15.75 hours/month)	264 hours/year (22 hours/month)
181 to 240	206 hours/year (17.17 hours/month)	288 hours/year (24 hours/month)
241 or more	223 hours/year (18.58 hours/month)	312 hours/year (26 hours/month)

- B. Employees' use of vacation leave normally must be approved in advance by their supervisor. Partial day use of VL is allowed with the approval of the employee's supervisor.
- C. At the time of termination or retirement, any unused VL in the employee's account shall be paid out to the employee at the employee's total hourly rate of pay, inclusive of all incentives.

- D. Maximum Accrual. The maximum accrual shall be limited to no more than twenty (20) months of accrual time, at which time employee will not earn additional VL time until the employee's balance is below the twenty (20) month maximum. The maximum accrual balance shall be adjusted for employees eligible for Administrative Leave by adding 66.67 hours for day personnel and 93.33 hours for shift personnel. In no event shall the District be required to pay an employee more than the maximum accrual.
- E. Vacation Sell-Back. At the option of the employee, and with the approval of the Fire Chief, employees may sell back up to a maximum of one hundred and twenty (120) hours of vacation leave each April. Payments will be made at a rate of one hundred percent (100%) of each employee's base wage plus incentive pays.

**7. HOLIDAYS**

- A. Employees shall receive those holidays that are recognized for all other employees of the District. Employees will not accrue any Holiday Leave.

1.	New Year's Day	(Jan. 1)
2.	Martin Luther King, Jr. Day	(3 <sup>rd</sup> Mon. in Jan.)
3.	Lincoln's Birthday	(2 <sup>nd</sup> Mon. in Feb.)
4.	Washington's Birthday	(3 <sup>rd</sup> Mon. in Feb.)
5.	Memorial Day	(last Mon. in May)
6.	Independence Day	(July 4)
7.	Labor Day	(1 <sup>st</sup> Mon. in Sept.)
8.	Veteran's Day	(Nov. 11)
9.	Thanksgiving Day	(4 <sup>th</sup> Thurs. in Nov.)
10.	Day After Thanksgiving	
11.	Christmas Eve	(Dec. 24)
12.	Christmas Day	(Dec. 25)

- B. If an employee's scheduled day off is either Friday or Monday during a standard District workweek in which a recognized holiday occurs, the following shall apply:

- 1. If the holiday occurs on a Friday, the employee's preceding work day may be recognized; if the holiday occurs on a Monday, the employee's following work day may be observed.

- C. When a holiday occurs on a Saturday, the preceding workday that is not a holiday, shall be deemed to be that holiday. When a holiday occurs on a Sunday, the following workday that is not a holiday, shall be deemed to be that holiday.

**8. BEREAVEMENT LEAVE**

Employees shall be eligible for up to five (5) consecutive working days of leave for day personnel, and three (3) consecutive 24-hour shifts off for shift personnel, without loss of pay or benefits for the purposes of arranging for and attending the funeral of a member of the immediate family and/or for the purpose of coping

with the emotional consequences of death in the immediate family. For the purposes of this section, immediate family includes spouse, child, mother, father, grandchild, grandmother, grandfather, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any person domiciled in the employee's household. However, accrued leave and/or a leave of absence may also be available if additional time away is required and can be accommodated by the District. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives.

## 9. SICK LEAVE

Employee's accumulation and disposition of sick leave shall be as follows:

A. Full-time employees shall accumulate and may use sick leave at the following rates:

1. For calendar year 2019, shift personnel shall accumulate sick leave at the rate of 132 hours per calendar year (11 hours per month) until the end of their third year of employment. Thereafter, shift personnel shall accumulate sick leave at the rate of 264 hours per calendar year (22 hours per month).

Starting January 1, 2020, shift personnel shall accumulate sick leave at the rate of 288 hours per calendar year (24 hours per month).

2. For calendar year 2019, day personnel shall accumulate sick leave at the rate of 7.88 hours per month until the end of their third year of employment. Thereafter, day personnel shall accumulate sick leave at a rate of 189 hours per calendar year (15.75 hours per month).

Starting January 1, 2020, day personnel shall accumulate sick leave at the rate of 206.64 hours per calendar year (17.22 hours per month).

- B. Sick leave shall be accrued and recorded at the end of each month.
- C. Sick leave shall be accumulated on an unlimited basis.
- D. In the event that an employee exhausts his/her sick leave accrual, other leave banks will be exhausted in the following order: 1. Vacation accrual, 2. Catastrophic leave pursuant to District policy, 3. Unpaid leave status.
- E. No sick leave will be allowed unless the employee uses due diligence in reporting his/her/family member's illness/injury and contemplated absence per the established policy.

F. Subject to the following conditions, the District shall compensate any requesting employee for accrued, unused sick leave:

1. First, no employee shall be eligible to receive compensation for accrued, unused sick leave unless they have "banked" the required number of hours in their "A" bank.

The "A" Bank must contain at least 1000 hours for all shift personnel, and at least 741 hours for all day personnel, with measurement made as of each June 30 and notification to the employee no later than July 15.

2. The employee at his/her sole option, must notify the District no later than October 31 of their election to be compensated, including the total number of hours the employee wishes to sell. The notice shall be on a form provided by the District. Failure to submit a form by the deadline constitutes waiver of the right to sell sick leave hours for the calendar year.
3. An employee who has satisfied the requirements identified above may request to be compensated once per year, in aggregate, up to fifty percent (50%) of the hours accrued in the previous year (July 1 - June 30) at one hundred percent (100%) of the employee's base monthly compensation, inclusive of all incentives, on November 30.
4. Any hours used in the previous year (July 1 - June 30) shall reduce the number of hours which the employee may relinquish.
5. Relinquishment shall be at the employee's sole option.
6. If an employee elects to sell any hours, all remaining hours from the year's accrual are placed in the employee's "B" Bank. Such hours may only be used either in the event of a catastrophic illness after exhaustion of the employee's "A" Bank and/or for additional service credit at retirement;
7. If an employee elects to sell no hours, all remaining hours shall be placed in the employee's "A" Bank. Such hours may be used for normal sick leave.

G. At the employee's option, upon service retirement or disability retirement, the District will compensate up to forty percent (40%) of the employee's accumulated "A" Bank sick leave.

The employee must notify the District no later than 30 days from their employment separation of their intention to be paid for sick leave. Failure to notify the District within 30 days will result in all unused sick leave being reported to the Public Employees' Retirement System (PERS) as additional service credit.



1. The total compensation to be made is that accrued sick leave in the employee's account at the employee's total hourly rate of pay, inclusive of all incentives.
2. All remaining accumulated sick leave in the employee's account will, upon retirement, be applied for retirement credit under the provisions of 20965 of the Public Employee's Retirement System Law, which reads as follows:

A local miscellaneous member and a local safety member, whose effective date of retirement is within four months of separation from employment with the employer which granted the sick leave credit, shall be credited at his or her retirement with 0.004 year of service credit for each unused day of sick leave certified to the board by his or her employer.

## 10. HEALTH BENEFITS

### A. Dental

The District shall, subject to availability, provide full-time employees and dependents with a dental plan. The District pays the premium for the Basic dental plan. Employees who select the Premium dental plan pay the difference between the Premium and Basic monthly premiums.

### B. Vision Care Plan

The District shall, subject to availability, provide full-time employees and dependents with a vision care plan. The District will provide up to \$18.75 per month per employee toward the cost of the District's plan.

### C. Medical

For employees or retirees who are enrolled in the Basic or Combination plans, the District shall contribute 92% of the medical premium towards the employees or retirees selected health plan. Employees and retirees will be responsible for the remaining 8% of the premium, and any additional amount above the premium, and any additional amount above the premium cap. These contributions amounts will be effective 7/1/13.

For retirees that are enrolled in the Medicare plan, the District shall contribute an amount equal to 100% of the third highest plan in CalPERS Region 1 at the tier that the employee selects. Retirees will be responsible for any additional amount above the premium cap. For retirees who are Medicare age who were hired prior to March 31, 1986 and are not eligible to enroll in Medicare due to a lack of credits, the District shall provide a stipend that equals an amount equal to 8% of the premium at the tier that the employee selects up to the third highest plan in CalPERS Region 1.

The premium cap will be the third highest plan in CalPERS Region 1 rates at the tier that the employee selects, i.e. employee, employee plus one, employee plus family.

- D. The District will provide the medical insurance benefits listed in C. above through PERS.
- E. Should any plan selected by an employee cost more than the District's required contribution, each covered employee is required to sign a payroll deduction form.
- F. The District has established the following Flexible Spending Accounts (FSA) as permitted by the Internal Revenue Service regulations:
  - 1. Out-of-Pocket costs for District-sponsored health and dental insurance premiums;
  - 2. Unreimbursed health care expenses up to the statutory limit per plan year effective January 1;
  - 3. Dependent care reimbursement;
  - 4. Administrative costs shall be paid by the employees participating in FSA for subparagraphs (2) and (3); and
  - 5. Employees will be informed about the procedures, rules, and forfeiture of funds left unused in FSA.
- G. The District agrees to pay the premium cost to provide a twenty thousand dollar (\$20,000.00) life insurance benefit policy commencing the first of the month after hire and continuing until the employee has completed one year of continuous service. The District agrees to pay the premium cost to provide a one hundred thousand dollar (\$100,000.00) life insurance benefit policy for each full time employee at the conclusion of one (1) year of continuous employment.
- H. Transition Coverage
  - 1. Pursuant to Federal Law (COBRA), an employee who terminates or is terminated (except for gross misconduct) is entitled to continue group health plan coverage at the group rate for up to 18 months. Group health plan includes the package of Health, Dental, and Vision coverage.
  - 2. In certain circumstances, an employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to 36 months.
  - 3. All such continued coverage is at the sole cost of the employee or other qualified individual. Continued coverage may be subject to an administrative fee levied by Insurance Program Administrators.

4. All benefits provided under COBRA will be in accordance with those provided by law on the date of the qualifying event.

I. Retirement Medical

1. Upon retirement, medical coverage will be paid by the District for both the employee and dependents in accordance with Section 22831 of the Government Code which provides:

*“...An annuitant may, as provided by regulations of the board, continue his or her enrollment, enroll within 60 days of retirement, enroll within 60 days of the death of the member, or enroll during any future open enrollment period without discrimination as to premium rates or benefit coverage. If the survivor of an annuitant is also an annuitant as defined in this part, he or she may enroll within 60 days of the annuitant's death or during any future open enrollment period, as provided by regulations of the board.”*

2. Except for employees retiring for service connected disability, all employees hired after December 1, 2011 who qualify as annuitants will obtain twenty-five percent (25%) credit towards retiree medical upon reaching five (5) years of service with the District. Qualifying annuitants will receive an additional five percent (5%) credit towards retiree medical up to one hundred percent (100%) at the completion of twenty (20) years of employment with the District, for each additional year of service, as set forth in Section 22896 of the Government Code.

- J. Effective July 1, 2013, the savings associated with the 8% employee and retiree premium contributions, and effective January 1, 2014, the savings associated with lowering the premium cap, as outlined in paragraph 10(C) above, shall be contributed into the OPEB trust established by the District with CalPERS to prefund retiree medical benefits. In consideration for employee contributions above each existing retiree, future retirees, and their survivors shall have a vested right to receive the maximum retiree health benefits that were provided as of July 1, 2013 and to receive the maximum amount of annual increases in subsidies or reimbursements for retiree health benefits in all subsequent years thereafter. This vested retiree health benefit right is promised to current retirees and future retirees, i.e. active employees when they retire even beyond the term of this resolution.

**11. RETIREMENT BENEFITS**

- A. Employees shall make PERS member contributions as follows:

1. For employees who do not meet the definition of a “new member” under PEPRA (“classic safety members”), the full member’s PERS

contribution shall be nine percent (9%) of the employee's compensation reported to PERS.

2. For employees who meet the definition of a "new member" under PEPRA, the member's PERS contribution shall be 50% of normal cost, as determined by PERS.
3. In addition to paying the member contributions identified in paragraph 11(A) above, classic safety members shall engage in cost-sharing, pursuant to Government Code section 20516 (a), by contributing an additional three percent (3%) of the employee's compensation reported to PERS towards the employer's PERS cost.
4. The District shall in accordance with Internal Revenue Code Section 414 (h) (2) pass the necessary Resolution(s), which allow for employee retirement contributions (both member contributions and cost-sharing) to be paid on a tax deferred basis).

#### B. Specified Benefits

Upon meeting the statutory requirements, all employees shall be covered by the Public Employee's Retirement System (PERS). The District's contract with PERS includes the following provisions:

1. The District will provide 1959 Survivor's Benefit at Level 4, with the employees paying the two dollars (\$2.00) employee contribution.
2. One-half Continuance Benefit;
3. All remaining accumulated sick leave in the employee's account may, upon retirement, be applied for retirement credit under the provisions of Section 20965 of the California Government Code;
4. Benefit Levels:
  - 1) Classic Safety members shall be three percent (3%) at age fifty (50) and
  - 2) Safety Employees who qualify as new members under PEPRA shall be 2.7% at age 57.

## 12. EDUCATION INCENTIVES

### A. Accreditation Standards

For an individual to earn the total allowable educational incentive, the individual must have registered, earned and obtained it through a nationally recognized institution of education that falls into the following agency:

1. United States Department of Education

<http://ope.ed.gov/accreditation/>

The same language is applicable for those who submit for an incentive that is "commensurate" with the knowledge and abilities of the job position held. The degree must have been obtained through a nationally recognized institution of education.

The submittals must include a sealed official transcript from the accrediting college. Each submittal will be reviewed on a case by case basis

- B. Safety managers (who do not include senior safety managers) who possess an approved certification from a Certificate Program that is commensurate with the scope of job classification, including but not limited to the State Fire Marshal Certification Programs, shall receive an additional one-half of one percent (.5%) of base pay for programs eighty (80) hours or less. For Certificate Programs exceeding eighty (80) hours, the employees shall receive one percent (1%) of base pay for each Certificate Program. FF1 and FF2 Certifications are excluded from the State Fire Marshal Certification Incentive.
- C. Safety managers who possess a certificate in Fire Science or Fire Technology from a Community College shall receive an additional three percent (3%) of base pay.
- D. Safety managers who possess one or more Associate Degrees shall receive an additional three and one-half percent (3.5%) of base pay for the degree(s). Multiple degrees will not result in more than 3.5%.
- E. Safety managers who possess an Associate Degree in Fire Science or a Fire Science Certificate and any other Associate Degree shall receive an additional six and one-half percent (6.5%) of base pay.
- F. All above referenced education incentives listed in paragraphs B through E combined shall not exceed five percent (5%) for the first three (3) years of employment for new employees hired after March 24, 2011. After three (3) years of employment, the employee may be brought up to seven percent (7%) of base pay.
- G. Safety managers who possess a Bachelor's Degree or higher from an accredited college or university shall receive an additional seven and one-half percent (7.5%) of base pay. All above certificates and degrees, B through G shall not exceed seven and one-half percent (7.5%) of base pay.
- H. Safety managers who possess a Bachelor Degree in Fire Science shall receive an additional three percent (3%) of base pay.
- I. The maximum amount an employee may receive in educational incentives shall not exceed five percent (5%) for the first three (3) years of employment for new employees hired after March 24, 2011. After three

(3) years of employment, the employee may receive ten and one-half percent (10.5%) of base pay. Senior Management employees shall no longer receive any education incentive.

- J. In addition to the above educational incentives, safety managers shall be eligible for Continuing Education (CE) incentive at five percent (5%) of base salary. CE criteria shall be at the sole discretion of the Fire Chief.
- K. Senior safety management employees shall not receive any Continuing Education (CE) incentive, or other education incentives or allowances described by this section.

### **13. AT-WILL EMPLOYMENT**

All senior safety management and safety management employees are employed at-will, meaning that the Fire Chief has the right to terminate employment at any time, for any reason, and with or without cause for any reason and/or notice.

At-will employees in senior safety management positions who are terminated, shall receive either a six (6) month severance at the time of termination, or reassignment to their previous position through exercise of Bump Back rights so long as the reassignment does not violate the terms of any existing Collective Bargaining Agreement, Memorandum of Understanding, or other agreement applicable to that position. The decision shall be at the sole discretion of the Fire Chief, and in no case shall these options be available in the event the Fire Chief, in his sole discretion, determines good cause exists for the termination.

Nothing stated herein shall effect the at will status of any senior safety management employee.

### **14. DAY SHIFT CONVERSION**

As this resolution shall affect employees working both a forty (40) hour workweek and a 24-hour shift schedule, the 1.4 conversion factor will be applied where appropriate.

### **15. LONGEVITY PAY**

Safety management employees shall be entitled to longevity pay at the rate of two percent (2%) of base salary effective upon ten (10) years of continuous service pursuant to the District's seniority roster. Upon fifteen (15) years of continuous service there shall be another two percent (2%) of base salary incentive applied, such that the total incentive is four percent (4%) of base pay. Upon seventeen (17) years of continuous service there shall be another two percent (2%) of base salary incentive applied, such that the total incentive is six percent (6%) of base pay. Upon twenty (20) years of continuous service there shall be an additional three percent (3%) of base salary incentive applied, such that the total incentive is 9% of base pay. Upon twenty-five (25) years of continuous service there shall be another three percent (3%) of base salary applied, such that the total incentive is 12% of base pay. The entire longevity

pay incentive shall not exceed a maximum of twelve percent (12%) of base salary.

Senior safety management employees are excluded from this provision and are not entitled to longevity pay.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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

## RESOLUTION NO. 2019-\_\_\_\_\_

### A RESOLUTION AFFECTING NON-SAFETY SENIOR MANAGEMENT, MANAGEMENT, and UNREPRESENTED CONFIDENTIAL EMPLOYEES

#### Adopted by the Board of Directors of the SACRAMENTO METROPOLITAN FIRE DISTRICT

On September 12, 2019

**WHEREAS**, the Board of Directors of the Sacramento Metropolitan Fire District (Board) recognizes the importance of codified provisions relating to wages, hours, and other terms and conditions of employment to employees who are not members of recognized bargaining groups; and

**WHEREAS**, this resolution supersedes Resolution No. **07-07**, A Resolution Affecting Non-Safety employees in the categories of Senior Management, Management and Unrepresented Confidential Employees, adopted by the Board of Directors of the Sacramento Metropolitan Fire District on January 11, 2007, all amendments thereto, and all prior resolutions governing the terms and conditions of employment for Non-Safety employees in the categories of Senior Management, Management, and Unrepresented Confidential Employees; and

**WHEREAS**, the Board wishes to clarify and modify the wages and benefits available to Non-Safety employees in the categories of Senior Management, Management, and Unrepresented Confidential Employees;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT:**

#### 1. POSITIONS COVERED UNDER THIS RESOLUTION

- A. Non-Safety Senior Management employees include any person employed in, or assigned to, the following classifications:

Chief Financial Officer  
Chief Development Officer

- B. Non-Safety Management employees include any person employed in, or assigned to, the following classifications:

Director of Information Technology  
Economic Development Manager  
Facility Manager



Controller  
Fleet Manager  
Human Resources Manager  
Logistics Manager  
Communications Manager  
CQI Manager  
Grant / Economic Development Coordinator  
Assistant Logistics Manager  
Assistant Fleet Manager

- C. Non-Safety Unrepresented Confidential employees who are FLSA exempt include any person employed in, or assigned to, the following classifications:

Network Systems Engineer  
Computer Systems Supervisor  
Purchasing Agent  
Accounting Supervisor  
Human Resources Analyst  
Facilities Supervisor  
Administrative Analyst  
Business Application Analyst  
Payroll Analyst  
Financial Analyst  
Board Clerk  
Office Manager / Workers' Compensation Specialist  
Staffing Specialist  
Senior Staff Administrative Coordinator / Fire Chief's Secretary  
Procurement Specialist  
Accounting Specialist  
Human Resources Specialist  
Payroll Specialist  
Administrative Specialist

- D. Non-Safety Unrepresented Confidential employees who are FLSA non-exempt include any person employed in or assigned to the following classifications:

Network Systems Administrator  
Database Technician  
Communications Technician III  
Communications Technician II  
Computer Systems Technician  
Warehouse Supervisor  
Health & Fitness Program Manager  
Help Desk Technician

## 2. FLSA STATUS & BUSINESS HOURS

- A. All Non-Safety Senior Management, Non-Safety Management, Non-Safety Unrepresented Confidential Employees, and the Board Clerk/Chief's Secretary are exempt from Fair Labor Standards Act (FLSA)

over time requirements and are therefore paid a salary, with the exception of those classifications listed above in Section 1 (D), which are non-exempt and subject to compensation for overtime.

- B. For non-exempt employees, all hours worked in excess of the employee's regularly scheduled hours shall be compensated at the rate of one and one-half times the employee's base wage exclusive of incentives. CTO hours will be compensated at the employee's base hourly compensation rate, including incentives.

Effective each employee's first full FLSA work period beginning on or after September 1, 2019, all paid leave will be considered "hours worked" for purposes of determining District overtime.

- C. Employees are responsible for keeping their supervisors apprised of their work schedules and location. Employee's work schedule must satisfy work place requirements as determined by their supervisor.

**3. ADMINISTRATIVE LEAVE**

In express recognition of being "exempt" under the provisions of Federal and State Law each Senior Management, Management, and Exempt Unrepresented Confidential employee (those listed in sections 1(A)-(C) above) shall receive forty (40) hours of Administrative Leave each calendar year. Administrative Leave shall be accrued annually on January 1 as a credit to PTO.

**4. COMPENSATION**

For the three (3) year term covering January 1, 2019 through December 31, 2021, employees covered by this Resolution are subject to the following wage increases.

Effective the first full pay period following the Board of Directors' adoption of this resolution, employees will receive a 4.3% base wage increase. The monthly wage scale below includes this base wage increase.

Effective January 1, 2021, employees will receive a base wage increase between 1.0% and 3.0% if the percentage change in net taxable value of property in the District based on the Sacramento County Assessor FY 2020/21 Combined Tax Rolls compared to the FY 2019/20 Combined Tax Rolls exceeds 3%. The amount of the January 1, 2021 base wage increase will be governed by the following chart:

FY 2020/21 Net Taxable Value Increase	2021 Base Wage Increase
3.0% or less	0%
3.1% to 4.0%	1.0%
4.1% to 5.0%	2.0%
5.1% or more	3.0%

The Fire Chief on an annual basis shall grant step increases after a successful evaluation. The Fire Chief is granted the authority to withhold step increases; however, those affected employees may request reconsideration by the Board.

The pay scale applicable to employees covered by this resolution is reflected in the salary table below

**Salary Table Reflecting Monthly Pay Scale:  
Effective the first full pay period following adoption of this Resolution**

	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Financial Officer				15,801.35	16,588.62
Chief Development Officer				15,801.35	16,588.62
Director of Information Technology	10,618.34	11,146.31	11,701.00	12,283.61	12,895.31
Economic Development Manager	8,844.94	9,284.51	9,746.18	10,231.11	10,739.30
Facility Manager	8,844.94	9,284.51	9,746.18	10,231.11	10,739.30
Controller	8,844.94	9,284.51	9,746.18	10,231.11	10,739.30
Fleet Manager	8,844.94	9,284.51	9,746.18	10,231.11	10,739.30
Human Resources Manager	8,844.94	9,284.51	9,746.18	10,231.11	10,739.30
Logistics Manager	8,844.94	9,284.51	9,746.18	10,231.11	10,739.30
Communications Manager	8,844.94	9,284.51	9,746.18	10,231.11	10,739.30
CQI Manager	8,765.86	9,200.78	9,657.81	10,138.10	10,641.60
Grant / Economic Development Coordinator	8,655.40	9,085.67	9,536.86	10,011.32	10,509.05
Assistant Logistics Manager	7,861.14	8,251.87	8,661.22	9,091.49	9,542.67
Assistant Fleet Manager	7,861.14	8,251.87	8,661.22	9,091.49	9,542.67
Network Systems Engineer	8,494.92	8,917.06	9,360.10	9,825.27	10,313.67
Computer Systems Supervisor	7,983.25	8,379.79	8,796.10	9,233.35	9,691.52
Purchasing Agent	7,441.35	7,809.96	8,197.22	8,604.23	9,031.00
Accounting Supervisor	7,245.97	7,605.32	7,982.09	8,378.63	8,794.95
Human Resources Analyst	7,107.59	7,459.94	7,829.75	8,218.13	8,626.34
Facilities Supervisor	7,009.91	7,357.60	7,722.76	8,106.51	8,508.86

Administrative Analyst	6,969.21	7,314.59	7,677.39	8,058.83	8,458.87
Business Application Analyst	6,969.21	7,314.59	7,677.39	8,058.83	8,458.87
Payroll Analyst	6,969.21	7,314.59	7,677.39	8,058.83	8,458.87
Financial Analyst	6,969.21	7,314.59	7,677.39	8,058.83	8,458.87
Board Clerk	6,376.13	6,692.43	7,023.84	7,371.57	7,736.72
Office Manager / Workers' Compensation Specialist	6,376.13	6,692.43	7,023.84	7,371.57	7,736.72
Staffing Specialist	6,376.13	6,692.43	7,023.84	7,371.57	7,736.72
Senior Staff Administrative Coordinator / Fire Chief's Secretary	5,885.38	6,177.26	6,483.11	6,804.07	7,141.31
Procurement Specialist	4,705.06	4,937.64	5,181.84	5,437.68	5,706.31
Accounting Specialist	4,705.06	4,937.64	5,181.84	5,437.68	5,706.31
Human Resources Specialist	4,705.06	4,937.64	5,181.84	5,437.68	5,706.31
Payroll Specialist	4,705.06	4,937.64	5,181.84	5,437.68	5,706.31
Administrative Specialist	4,705.06	4,937.64	5,181.84	5,437.68	5,706.31
Network Systems Administrator	7,680.89	8,062.33	8,462.35	8,882.16	9,322.88
Database Technician	7,245.97	7,605.32	7,983.25	8,379.79	8,796.10
Communications Technician III	6,477.30	6,798.25	7,135.50	7,489.02	7,861.14
Communications Technician II	6,316.81	6,629.63	6,958.73	7,304.11	7,666.95
Computer Systems Technician	5,305.09	5,567.92	5,842.35	6,131.93	6,435.44
Warehouse Supervisor	5,243.47	5,502.78	5,774.91	6,060.98	6,361.01
Health & Fitness Program Manager	4,966.70	5,212.07	5,470.23	5,741.18	6,024.93
Help Desk Technician	4,170.12	4,375.97	4,591.11	4,817.87	5,056.26

The pay scale reflects base pay and is exclusive of incentives.

#### 5. UNIFORM ALLOWANCE

Uniform allowance is included in base pay.

## 6. PAID TIME OFF (PTO)

- A. Employees shall accrue Paid Time Off (PTO) as shown in the schedule below. The hours shown reflect full-time employment. PTO shall be credited monthly on the last day of the month. Employees hired on a day other than the first of the month shall have their accrual of PTO for that month adjusted on a pro-rata basis. Accrual steps are as follows:

Months of Continuous Service with the District	Accrual Rate	Maximum Accrual Balance
1 to 60	228 hours/year (19 hours/month)	380 hours
61 to 120	276 hours/year (23 hours/month)	460 hours
121 to 180	288 hours/year (24 hours/month)	480 hours
181 to 240	336 hours/year (28 hours/month)	560 hours
241 or more	360 hours/year (30 hours/month)	600 hours

- B. Employees' use of PTO normally must be approved in advance by their supervisor. Partial day use of PTO is allowed with approval of supervisor.
- C. At the time of termination or retirement, any unused PTO in the employee's account shall be paid off at the employee's hourly rate of pay.
- D. Maximum Accrual. The maximum accrual shall be limited to no more than twenty (20) months of accrual time, at which time employee will not earn additional PTO leave time until the employee's balance is below the twenty (20) month maximum. The maximum accrual balance shall be adjusted for employees eligible for Administrative Leave by adding 66.67 hours. In no event shall the District be required to pay an employee more than the maximum accrual.
- E. PTO Sell-back:
- At the option of the employee, and with the approval of the Fire Chief, employees may sell back up to a maximum of one hundred and twenty (120) hours of PTO leave each April. Payments will be made at a rate of one hundred percent (100%) of each employee's base wage plus incentive pays.

## 7. HOLIDAYS

The District shall observe official holidays in accordance with the following designated holiday schedule. The District's offices may be closed on observed

days for designated holidays and employees who would otherwise have worked on such days shall utilize PTO, unless otherwise mutually agreed to by the Fire Chief or his designee and the employee. The designated holidays shall be as follows:

- |     |                             |                                  |
|-----|-----------------------------|----------------------------------|
| 1.  | New Year's Day              | (Jan. 1)                         |
| 2.  | Martin Luther King, Jr. Day | (3 <sup>rd</sup> Mon. in Jan.)   |
| 3.  | Lincoln's Birthday          | (2 <sup>nd</sup> Mon. in Feb.)   |
| 4.  | Washington's Birthday       | (3 <sup>rd</sup> Mon. in Feb.)   |
| 5.  | Memorial Day                | (last Mon. in May)               |
| 6.  | Independence Day            | (July 4)                         |
| 7.  | Labor Day                   | (1 <sup>st</sup> Mon. in Sept.)  |
| 8.  | Veteran's Day               | (Nov. 11)                        |
| 9.  | Thanksgiving Day            | (4 <sup>th</sup> Thurs. in Nov.) |
| 10. | Day After Thanksgiving      |                                  |
| 11. | Christmas Eve               | (Dec. 24)                        |
| 12. | Christmas Day               | (Dec. 25)                        |

- A. When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday, not a holiday, shall be deemed to be that holiday.

## 8. BEREAVEMENT LEAVE

Employees shall be allowed up to five (5) consecutive work days off with pay, in the event of death in the immediate family. For the purposes of this section, immediate family includes the employee's spouse, child, mother, father, grandchild, grandmother, grandfather, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any person domiciled in the employee's household. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives. This leave shall not be deducted from sick leave or PTO leave. However, accrued leave and/or a leave of absence may also be available if additional time away is required and can be accommodated by the District.

## 9. SICK LEAVE

- A. Employee's accumulation and disposition of sick leave shall be as follows:
1. For calendar year 2019, personnel shall accumulate sick leave at the rate of 7.88 hours per month until the third year of employment. Thereafter, personnel shall accumulate sick leave at a rate of 15.75 hours per month (189 hours per calendar year).

Starting January 1, 2020, personnel shall accumulate sick leave at the rate of 206.64 hours per calendar year (17.22 hours per month).

2. Sick leave shall be accrued and recorded at the end of each month, and such leave shall be accumulated on an unlimited basis.

- B. Sick leave may be used for any of the reasons outlined in the District's Sick Leave Policy (Policy Number 02.2015.01).
- C. In the event that an employee exhausts his/her sick leave accrual, other leave banks will be exhausted in the following order: 1. PTO accrual, 2. CTO accrual, 3. Catastrophic leave pursuant to District policy, 4. Unpaid leave status.
- D. Employees shall use due diligence in reporting the foreseeable and unforeseeable need to use sick leave, as outlined in the District's Policies Manual. When the use of such leave is unforeseeable, the employee shall report the need for leave by 0815 hours.
- E. Employees may be compensated by the District for accrued, unused sick leave subject to the following conditions:

- 1. First, no employee shall be eligible to receive compensation for accrued, unused sick leave unless they have "banked" the required number of hours in their "A" bank.

The "A" Bank must contain at least 567 hours, with measurement made as of each June 30 and notification to the employee no later than July 15.

- 2. The employee at his/her sole option, must notify the District no later than October 31 of their election to be compensated, including the total number of hours the employee wishes to sell. The notice shall be on a form provided by the District. Failure to submit a form by the deadline constitutes waiver of the right to sell sick leave hours for the calendar year
- 3. An employee who has satisfied the requirements identified above may request to be compensated once per year, in aggregate, up to fifty percent (50%) of the hours accrued in the previous year (July 1 - June 30) at one hundred percent (100%) of the employee's base monthly compensation, inclusive of all incentives, on November 30.
- 4. Any hours used in the previous year (July 1 - June 30) shall reduce the number of hours which the employee may relinquish.
- 5. Relinquishment shall be at the employee's sole option.
- 6. If an employee elects to sell any hours, all remaining hours from the year's accrual are placed in the employee's "B" Bank. Such hours may only be used either in the event of a catastrophic illness after exhaustion of the employee's "A" Bank and/or for additional service credit at retirement;

7. If an employee elects to sell no hours, all remaining hours shall be placed in the employee's "A" Bank. Such hours may be used for normal sick leave.
- F. At the employee's option, upon service retirement or disability retirement, the District will pay off up to forty percent (40%) of the employee's accumulated "A" Bank sick leave.

The employee must notify the District no later than 30 days from their employment separation of their intention to be paid for sick leave. Failure to notify the District within 30 days will result in all unused sick leave being reported to the Public Employees' Retirement System (PERS) as additional service credit.

1. The total compensation to be made is that accrued sick leave in the employee's account at the employee's total hourly rate of pay, inclusive of all incentives.
2. All remaining accumulated sick leave in the employee's account will, upon retirement, be applied for retirement credit under the provisions of 20965 of the Public Employee's Retirement System Law, which reads as follows:

A local miscellaneous member and a local safety member, whose effective date of retirement is within four months of separation from employment with the employer which granted the sick leave credit, shall be credited at his or her retirement with 0.004 year if service credit for each unused day of sick leave certified to the board by his or her employer.

## 10. HEALTH BENEFITS

### A. Dental

The District shall, subject to availability, provide full-time employees and dependents with a dental plan. The District pays the premium for the Basic dental plan. Employees who select the Premium dental plan pay the difference between the Premium and Basic monthly premiums.

### B. Vision Care Plan

The District shall, subject to availability, provide full-time employees and dependents with a vision care plan. The District will provide up to \$18.75 per month per employee toward the cost of the District's plan.

### C. Medical

For employees or retirees who are enrolled the Basic or Combination plans, the District shall contribute 92% of the medical premium towards the employees or retirees selected health plan. Employees and retirees



will be responsible for the remaining 8% of the premium, and any additional amount above the premium cap. These contribution amounts will be effective 7/1/13.

For retirees that are enrolled in the Medicare plan, the District shall contribute an amount equal to 100% of the third highest plan in CalPERS Region 1 at the tier that the employee selects. Retirees will be responsible for any additional amount above the premium cap. For retirees who are Medicare age who were hired prior to March 31, 1986 and are not eligible to enroll in Medicare due to a lack of credits, the District shall provide a stipend that equals an amount equal to 8% of the premium at the tier that the employee selects up to the third highest plan in CalPERS Region 1.

The premium cap will be the third highest plan in CalPERS Region 1 rates at the tier that the employee selects, i.e. employee, employee plus one, employee plus family.

- D. The District will provide the medical insurance benefits listed in C. above through PERS.
- E. Should any plan selected by an employee cost more than the District's required contribution, each covered employee is required to sign a payroll deduction form.
- F. The District has established the following Flexible Spending Accounts (FSA) as permitted by the Internal Revenue Service regulations:
  - 1. Out-of-Pocket costs for District-sponsored health and dental insurance premiums;
  - 2. Unreimbursed health care expenses up to the statutory limit per plan year effective January 1;
  - 3. Dependent care reimbursement;
  - 4. Administrative costs shall be paid by the employees participating in FSA for subparagraphs (2) and (3); and
  - 5. Employees will be informed about the procedures, rules, and forfeiture of funds left unused in FSA.
- G. The District shall continue to provide each miscellaneous employee participating in the PERS retirement plan for a paid long-term disability benefit plan at least equal to the current plan. Specific provisions and conditions of such benefits are contained in and available to applicable employees, in the plan document.
- H. The District agrees to pay the premium cost to provide a twenty thousand dollar (\$20,000.00) life insurance benefit policy commencing the first of the month after hire and continuing until the employee has completed one

year of continuous service. The District agrees to pay the premium cost to provide a one hundred thousand dollar (\$100,000.00) life insurance benefit policy for each full time employee at the conclusion of one (1) year of continuous employment.

I. Transition Coverage

1. Pursuant to Federal Law (COBRA), an employee who terminates or is terminated (except for gross misconduct) is entitled to continue group health plan coverage at the group rate for up to 18 months. Group health plan includes the package of Health, Dental, and Vision coverage.
2. In certain circumstances, an employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to 36 months.
3. All such continued coverage is at the sole cost of the employee or other qualified individual. Continued coverage may be subject to an administrative fee levied by Insurance Program Administrators.
4. All benefits provided under COBRA will be in accordance with those provided by law on the date of the qualifying event.

J. Retirement Medical

1. Upon retirement, medical coverage will be paid by the District for both the employee and dependents in accordance with Section 22831 of the Government Code which provides:

*"...An annuitant may, as provided by regulations of the board, continue his or her enrollment, enroll within 60 days of retirement, enroll within 60 days of the death of the member, or enroll during any future open enrollment period without discrimination as to premium rates or benefit coverage. If the survivor of an annuitant is also an annuitant as defined in this part, he or she may enroll within 60 days of the annuitant's death or during any future open enrollment period, as provided by regulations of the board."*

2. Except for employees retiring for service connected disability, all new employees hired after March 25, 2011 and retiring from the District will obtain five percent (5%) credit per year towards retiree medical up to one hundred percent (100%) at the completion of twenty (20) years of employment with the District.

- K. Effective July 1, 2013, the savings associated with the 8% employee and retiree premium contributions, and effective January 1, 2014, the savings associated with lowering the premium cap, as outlined in paragraph 10(C) above, shall be contributed into the OPEB trust established by the District

with CalPERS to prefund retiree medical benefits. In consideration for employee contributions above each existing retiree, future retirees, and their survivors shall have a vested right to receive the maximum retiree health benefits that were provided as of July 1, 2013 and to receive the maximum amount of annual increases in subsidies or reimbursements for retiree health benefits in all subsequent years thereafter. This vested retiree health benefit right is promised to current retirees and future retirees, i.e. active employees when they retire even beyond the term of this resolution.

## 11. RETIREMENT BENEFITS

A. Employees shall make PERS member contributions as follows:

1. For employees who do not meet the definition of a "new member" under PEPRA ("classic miscellaneous members"), the full member's PERS contribution shall be eight percent (8%) of the employee's compensation reported to PERS.
2. For employees who meet the definition of a "new member" under PEPRA, the member's PERS contribution shall be 50% of normal cost, as determined by PERS.

B. Specified Benefits

Upon meeting the statutory requirements, all employees shall be covered by the Public Employee's Retirement System (PERS). The District's contract with PERS includes the following provisions:

1. The District will provide 1959 Survivor's Benefit at Level 4, with the employees paying the two dollars (\$2.00) employee contribution.
2. One-half Continuance Benefit;
3. All remaining accumulated sick leave in the employee's account may, upon retirement, be applied for retirement credit under the provisions of Section 20965 of the California Government Code;
4. Benefit Levels:
  - 1) Classic Miscellaneous members' shall be three percent (3%) at age sixty (60).
  - 2) Employees who qualify as "new members" under PEPRA, shall be two percent (2%) at age 62.
5. The District shall in accordance with Internal Revenue Code Section 414 (h) (2) pass the necessary Resolution(s), which allow for employee retirement contributions (both member contributions and cost-sharing) to be paid on a tax deferred basis.

## 12. SALARY CONTINUATION

An employee who is classified as a Miscellaneous (non-public safety) Employee and who is injured or disabled in the performance of his or her duties shall be entitled to injury leave with full pay and benefits for up to three (3) months from the date that injury leave commences should disability continue for that period. If an employee's disability is not permanent and stationary at the end of the three (3) months, the employee may use accrued leave or accrued Short Term Disability benefits on a coordinated basis with any workers' compensation up to full pay. When this option is used, any benefits from workers' compensation shall be assigned to the District with the leave used charged on a pro-rata share. Employment benefits will be maintained for such employees while receiving workers' compensation benefits whether or not such benefits are supplemented by other District leave benefits.

## 13. EDUCATION INCENTIVES

### A. Accreditation Standards

For an individual to earn the total allowable educational incentive, the individual must have registered, earned and obtained it through a nationally recognized institution of education that falls into the following agency:

#### 1. United States Department of Education

<http://ope.ed.gov/accreditation/>

The same language is applicable for those who submit for an incentive that is "commensurate" with the knowledge and abilities of the job position held. The degree must have been obtained through a nationally recognized institution of education.

The submittals must include a sealed official transcript from the accrediting college. Each submittal will be reviewed on a case by case basis

- B. Employees who possess an approved certification from a Certificate Program that is commensurate with the scope of job classification, including but not limited to the State Fire Marshal Certification Programs, shall receive an additional one-half of one percent (.5%) of base pay for programs eighty (80) hours or less. For Certificate Programs exceeding eighty (80) hours, the employees shall receive one percent (1%) of base pay for each Certificate Program. FF1 and FF2 Certifications are excluded from the State Fire Marshal Certification Incentive.

**Fire Chief shall have sole discretion in determining education certificate programs that qualify. An appendix shall be added to this resolution to identify and track Fire Chief approved education courses/programs and the appropriate incentives.**

- C. Employees who possess one or more Associate Degrees shall receive an additional three and one-half percent (3.5%) of base pay for the degree(s). Multiple degrees will not result in more than 3.5%.
- D. Employees who possess an Associate Degree in Fire Science or a Certificate commensurate with the knowledge and abilities of the job position held and any other Associate Degree shall receive an additional six and one-half percent (6.5%) of base pay.
- E. The above referenced Certification Programs and Degrees (Paragraphs 13(B) through 13(D)) combined shall not exceed seven percent (7%) of base pay.
- F. Employees who possess a Bachelor's Degree or higher from an accredited college or university shall receive an additional seven and one-half percent (7.5%) of base pay.
- G. The maximum amount an employee may receive in educational incentives and allowances (Certification Programs and Degrees listed in Paragraphs 13(B) through 13(F)) is five percent (5%) for the first three (3) years of employment. After three (3) years, the maximum amount an employee may receive in educational incentives and allowance is seven and one-half percent (7.5%) of base pay (the maximum benefit allowed by Paragraph 13(F)).
- H. Senior Management employees shall not receive any Continuing Education (CE) incentive.
- I. Unrepresented Management and Confidential employees covered by this Resolution (employees described by Paragraphs 1(B) through (C)) shall be eligible for Continuing Education (CE) incentive at five percent (5.0%) of base salary. CE's shall be granted per District Policy #141.01, Continuing Education Program – Unrepresented.

**14. STANDBY PAY**

- A. Tech Services assigned to be on stand-by shall be paid two hundred dollars (\$200.00) per week.

**15. AT-WILL EMPLOYMENT – SENIOR MANAGEMENT AND MANAGEMENT EMPLOYEES**

All Senior Management and Management employees are employed at-will, meaning that the Fire Chief has the right to terminate employment at any time, for any reason, and with or without cause for any reason and/or notice.

At-will employees in management or senior management positions who are terminated without cause shall receive either a six (6) month severance at the time of termination, or reassignment to their previous position through exercise of Bump Back rights so long as the reassignment does not violate the terms of any existing Collective Bargaining Agreement, Memorandum of Understanding, or

other agreement applicable to that position. The decision shall be at the sole discretion of the Fire Chief, and in no case shall these options be available in the event the Fire Chief, in his sole discretion, determines good cause exists for the termination.

Nothing stated herein shall effect the at will status of any management or senior management employee.

#### **15A. NON-AT-WILL EMPLOYMENT – CONFIDENTIAL EMPLOYEES**

Confidential employees do not serve at will, and may be disciplined or discharged only for cause. The causes for discipline and procedure for imposing or appealing from such discipline shall be as set forth in the most current Memorandum of Understanding between the District and the Administrative Support Personnel, Local 522.

#### **16. LONGEVITY PAY**

Non-Safety Management and Unrepresented Confidential employees shall be entitled to longevity pay at the rate of two percent (2%) of base salary effective upon ten (10) years of continuous service pursuant to the District's seniority roster. Upon fifteen (15) years of continuous service there shall be another two percent (2%) of base salary incentive applied, such that the total incentive is four percent (4%) of base pay. Upon seventeen (17) years of continuous service there shall be another two percent (2%) of base salary incentive applied, such that the total incentive is six percent (6%) of base pay. Upon twenty (20) years of continuous service there shall be an additional three percent (3%) of base salary incentive applied, such that the total incentive is nine percent (9%) of base pay. Upon twenty-five (25) years of continuous service there shall be another three percent (3%) of base salary applied, such that the total incentive is twelve percent (12%) of base pay. The entire longevity pay incentive shall not exceed a maximum of twelve percent (12%) of base salary.

Senior Non-Safety Management employees are excluded from this provision and are not entitled to longevity pay.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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



## Sacramento Metropolitan Fire District

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

REGULAR BOARD MEETING AGENDA

THURSDAY, SEPTEMBER 12, 2019

# **\*\* FDF Separate Attachment**

## **Action Item #1 Fiscal Year 2019/20 Final Budget**





# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

**RESOLUTION NO. 2019-\_\_\_\_**  
**BEFORE THE GOVERNING BOARD OF**  
**THE SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**County of Sacramento, State of California**

**RESOLUTION ADOPTING THE FINAL BUDGET**  
**FOR THE GENERAL OPERATING FUND 212A FOR**  
**FISCAL YEAR 2019/2020**

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the General Operating Fund 212A for Fiscal Year 2019/2020 were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 13890 of the Health and Safety Code, the Final Budget for General Operating Fund 212A for the Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2019/20
10	212A	2129212	2129212000	SALARIES & EMPLOYEE BENEFITS	\$186,832,348
20	212A	2129212	2129212000	SERVICES & SUPPLIES	29,884,576
30	212A	2129212	2129212000	OTHER CHARGES	4,615,038
50	212A	2129212	2129212000	OPERATING TRANSFER OUT (To 212D)	6,835,895
50	212A	2129212	2129212000	OPERATING TRANSFER OUT (To 212G)	89,470
59	212A	2129212	2129212000	OPERATING TRANSFER IN (From 212M)	-9,220,000
					<b><u>\$219,037,327</u></b>

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

**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212A for Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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

**ATTACHMENTS:**  
212A Final Budget Summary for FY2019/20 Schedule  
212A Revenue Detail Schedule  
212A Expenditure Detail Schedule



# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

**RESOLUTION NO. 2019-\_\_**  
**BEFORE THE GOVERNING BOARD OF**  
**THE SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**County of Sacramento, State of California**

**RESOLUTION ADOPTING THE FINAL BUDGET**  
**FOR THE CAPITAL FACILITIES FUND 212D FOR**  
**FISCAL YEAR 2019/2020**

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Capital Facilities Fund 212D for Fiscal Year 2019/2020 were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 13890 of the Health and Safety Code, the Final Budget for the Capital Facilities Fund 212D for the Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2019/20
10	212D	2123000	2123000000	SALARIES & EMPLOYEE BENEFITS	\$ -
20	212D	2123000	2123000000	SERVICES & SUPPLIES	-
30	212D	2123000	2123000000	OTHER CHARGES	6,026,421
41	212D	2123000	2123000000	CAPITAL ASSETS-LAND	-
42	212D	2123000	2123000000	CAPITAL ASSETS-STRUCTURES	85,000
43	212D	2123000	2123000000	CAPITAL ASSETS-EQUIPMENT	6,522,734
44	212D	2123000	2123000000	CAPITAL ASSETS-SOFTWARE	575,000
59	212D	2123000	2123000000	OPERATING TRANSFER IN (From 212A)	-6,835,895
					<b>\$6,373,260</b>

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

**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212D for Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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

**ATTACHMENTS:**  
212D Final Budget Summary for FY2019/2020 Schedule



# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

**RESOLUTION NO. 2019-\_\_\_\_**  
**BEFORE THE GOVERNING BOARD OF**  
**THE SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**County of Sacramento, State of California**

**RESOLUTION ADOPTING THE FINAL BUDGET**  
**FOR THE GRANTS FUND 212G FOR**  
**FISCAL YEAR 2019/2020**

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Grants Fund 212G for Fiscal Year 2019/2020 were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 13890 of the Health and Safety Code, the Final in the Grants Fund 212G for the Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2019/20
10	212G	2126000	2126000000	SALARIES & EMPLOYEE BENEFITS	\$ -
20	212G	2126000	2126000000	SERVICES & SUPPLIES	529,843
30	212G	2126000	2126000000	TAXES, LICENSES, DEBT SRVC & OTHERS	2,250,237
43	212G	2126000	2126000000	CAPITAL ASSETS-EQUIPMENT	1,867,339
59	212G	2126000	2126000000	OPERATING TRANSFER IN (From 212A)	-89,470
					<b>\$ 4,557,949</b>

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

**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212G for Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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

**ATTACHMENTS:**  
212G Final Budget Summary for FY 2019/20 Schedule



# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

**RESOLUTION NO. 2019-\_\_\_\_**  
**BEFORE THE GOVERNING BOARD OF**  
**THE SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**County of Sacramento, State of California**

**RESOLUTION ADOPTING THE FINAL BUDGET**  
**FOR THE DEVELOPMENT IMPACT FEES FUND 212I FOR**  
**FISCAL YEAR 2019/2020**

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Development Impact Fees Fund 212I for Fiscal Year 2019/2020 were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 13890 of the Health and Safety Code, the Final Budget for the Development Impact Fees Fund 212I for the Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2019/20
20	212I	2129000	2129000000	SERVICES & SUPPLIES	\$ 70,000
42	212I	2129000	2129000000	CAPITAL ASSETS-STRUCTURES	3,800,000
					<b>\$ 3,870,000</b>

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

**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212I for Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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

**ATTACHMENTS:**  
212I Final Budget Summary for FY 2019/20 Schedule





# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

**RESOLUTION NO. 2019-\_\_\_\_**  
**BEFORE THE GOVERNING BOARD OF**  
**THE SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**County of Sacramento, State of California**

**RESOLUTION ADOPTING THE FINAL BUDGET**  
**FOR THE LEASED PROPERTIES FUND 212L FOR**  
**FISCAL YEAR 2019/2020**

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the Leased Properties Fund 212L for Fiscal Year 2019/2020 were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 13890 of the Health and Safety Code, the Final Budget in the Leased Properties Fund 212L for the Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2019/20
10	212L	2127000	2127000000	SALARIES & EMPLOYEE BENEFITS	\$ -
20	212L	2127000	2127000000	SERVICES & SUPPLIES	405,008
30	212L	2127000	2127000000	OTHER CHARGES	296,582
41	212L	2127000	2127000000	CAPITAL ASSETS-LAND	-
42	212L	2127000	2127000000	CAPITAL ASSETS-STRUCTURES	-
59	212L	2127000	2127000000	OPERATING TRANSFER IN (From 212A)	-
					<b>\$ 701,590</b>

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

**BE IT FURTHER RESOLVED** that the Final Budget for Fund 212L for Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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

**ATTACHMENTS:**  
212L Final Budget Summary for FY2019/20 Schedule



# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

**RESOLUTION NO. 2019-\_\_**  
**BEFORE THE GOVERNING BOARD OF**  
**THE SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**County of Sacramento, State of California**

**RESOLUTION ADOPTING THE FINAL BUDGET**  
**FOR THE IGT FUND 212M**  
**FOR FISCAL YEAR 2019/2020**

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for the IGT Fund 212M for Fiscal Year 2019/2020 were made;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 13890 of the Health and Safety Code, the Final Budget in the IGT Fund 212M for the Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2019/20
20	212M	2121100	2121100000	SERVICES & SUPPLIES	\$ 6,500,000
50	212M	2121100	2121100000	OPERTING TRANSFER OUT (To 212A)	9,220,000
					<b>\$ 15,720,000</b>

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

**BE IT FURTHER RESOLVED** that the Final for Fund 212M for Fiscal Year 2019/2020 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2019, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

Attested By:

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

**ATTACHMENTS:**  
212M Final Budget Summary for FY 2019/20 Schedule