



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, November 14, 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 Saturday, November 16th at 2:00 pm and Monday, November 18th at 6:00 pm on Channel 14; Webcast at www.sacmetro cable.tv.

The open session Meetings are also available for viewing on the District website at 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, NOVEMBER 14, 2019

| | <u>Page No.</u> |
|---|-----------------|
| CONSENT ITEMS | |
| 1. Action Summary Minutes Recommendation: Approve the Action Summary Minutes for the Board meeting of October 24, 2019. | 4 |
| 2. Temporary Construction Easement – Watt/Myrtle Recommendation: Adopt a resolution authorizing the execution of a temporary construction easement at Watt and Myrtle. | 9 |
| PRESENTATION ITEMS | |
| 1. FY2017/18 Achievements from the Government Finance Officers Association <i>(Amanda Thomas, Chief Financial Officer)</i> Recommendation: Receive presentation. No action required. | 14 |
| 2. Advanced Life Support Ambulance Service RFP Process <i>(Mark Jones, Logistics/Purchasing Manager)</i> Recommendation: Receive presentation. No action required. | * |
| ACTION ITEMS | |
| 1. Contract Approval – Fuel and Lubricant Procurement <i>(Mark Jones, Logistics/Purchasing Manager)</i> Recommendation: Approve contract to allow Metro Fire participate in the Sacramento Area Council of Government regional fuel contract. | 15 |
| 2. Purchase Approval – Three 2019 Leader Ambulances <i>(Shea Pursell, Fleet Manager)</i> Recommendation: Approve the purchase of three 2019 Leader Ambulances at an amount not to exceed \$630,878.52. | 19 |
| REPORTS | |
| 1. PRESIDENT'S REPORT — <i>(President Jones)</i> | |
| 2. FIRE CHIEF'S REPORT — <i>(Chief Harms)</i> OPERATIONS' REPORT – <i>(Assistant Chief Lozano)</i> | |
| 3. SMFD – FIREFIGHTERS LOCAL 522 REPORT | |
| 4. COMMITTEE AND DELEGATE REPORTS <i>All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.</i> | |
| A. Executive Committee – <i>(President Jones)</i> Next Meeting: TBD | |
| B. Communications Center JPA – <i>(AC Wagaman)</i> Report Out: November 12, 2019 at 9:00 AM | |



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, NOVEMBER 14, 2019

- C. **California Fire & Rescue Training JPA – (DC Shannon)**
Next Meeting: January 16, 2020 at 4:00 PM
- D. **Finance and Audit Committee – (Director Kelly)**
Next Meeting: December 12, 2019 at 5:30 PM
- E. **Policy Committee – (Director Goold)**
Report Out: November 14, 2019 at 5:30 PM
Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): One case**
 - A. Claim Against Public Entity Pursuant to Government Code Section 910
Catherine Nevins v. Sacramento Metropolitan Fire District
Deputy Chief Casentini
2. **PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT Pursuant to California Government Code Section 54957**
Fire Chief Employment

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 Regular Board Meeting – December 12, 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 November 8, 2019

Melissa Penilla

Melissa Penilla, Clerk of the Board

* No written report

**PDF 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, October 24, 2019
10545 Armstrong Avenue – Board Room
Mather, California

CALL TO ORDER

The meeting was called to order at 6:04pm by President Jones. Board members present: Barnes, Clark, Goold, Jones, Kelly, Saylor, Sheetz, and Wood. Board members absent: Orzalli. Staff present: Chief Harms and Clerk Penilla.

PLEDGE TO FLAG

President Jones announced at the beginning of the meeting that Presentation Item #1 has been removed from the agenda.

PUBLIC COMMENT:

Mr. Warren approached the Board about a recent EMS bill, and shared his experience with staff and the billing agency not returning his calls. He recommended we hire someone competent and responsive to handle our medical billing.

Mrs. Helen Pierson, CEO of Medic Ambulance Service, commented on consent item three, the Proposal Rejection for RFP 19-04 Advanced Life Support Ambulance Service. She is disappointed this item is listed on the consent agenda, rather than a discussed action item. Medic Ambulance Service followed the RFP process, they were the lowest most responsive bidder, and the review committee recommended Medic Ambulance. She questioned why Metro Fire did an RFP at all, and reminded the Board that comments made by AMR during the June 13, 2019 meeting were false and slanderous. Lastly, Medic Ambulance did not contact the Board during the RFP process, unlike the AMR Union, because Medic Ambulance was following the rules. As a business person and a resident of Sacramento, she is very disheartened by the way she was treated, and for the rules of the RFP being rewritten and thrown out.

PRESENTATION ITEM

1. **20 Years of Service to Director Goold (Chief Harms)**
Recommendation: Receive presentation. No action required.
Action: This item was removed from the agenda.

Taken out of order, the Board convened to Closed Session at 6:13pm.

The Board reconvened to Open Session at 6:37pm.

CONSENT ITEMS

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

1. **Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Board meeting of October 10, 2019.
Action: Approved Action Summary Minutes.

2. **REVISED - Purchase Approval – 4G Titan III Tri Modems**
Recommendation: Approve the sole-source purchase of 78 4G Titan III Tri Modems for all frontline Physio-Control LIFEPAK 15 (LP-15) cardiac monitor/defibrillators not to exceed \$145,333.74.
Action: Approved the sole-source purchase of 78 4G Titan III Tri Modems not to exceed \$145,333.74.

3. **Proposal Rejection – RFP 19-04 Advanced Life Support Ambulance Service**
Recommendation: Adopt a resolution rejecting all proposals for RFP 19-04 Advanced Life Support Ambulance Service.
Action: Adopted Resolution No 2019-087 making record that no contract is being awarded per RFP 19-04, and closing RFP 19-04.

ACTION ITEMS

1. **Sale of Real Property – Kenneth/Greenback, Citrus Heights CA**
(Economic Development Manager, Jeff Frye)
Recommendation: Adopt a resolution authorizing the Fire Chief to effect the sale of the property to the Citrus Heights Water District.
Action: Moved by Wood, seconded by Clark, and carried unanimously by the members present to adopt Resolution No. 2019-088 authorizing the Fire Chief, or his designee, to effect the sale of Kenneth/Greenback to the Citrus Heights Water District.

2. **Sacramento Local Agency Formation Commission (LAFCo) Election *(Penilla)***
 - A. **Special District Commissioner, Office No. 6**
 - B. **Alternate Special District Commissioner, Office No. 6 & 7****Recommendation:** The Board select for one candidate to be elected as Special District Commissioner, Office No. 6, and one candidate as the Alternate for Office No. 6 & 7.

Brandon Rose from Sacramento Municipal Utility District - Ward 1, commented during this action item, sharing his experience with SMUD, previous experience with the Fair Oaks Park and Recreation District, and current work for the State related to public health and diesel related relations. He also served on the Special District Advisory Committee for LAFCo, and previously served as the Special District Representative for the Sacramento County Treasury Oversight Committee. He is fundamentally a fan of Special Districts, and knows the community, and hopes to protect the power of Special Districts if elected to this office.

Action: Moved by Jones, seconded by Wood, and carried unanimously by the members present to select Brandon Rose from Sacramento Municipal Utility District as Special District Commissioner, Office No. 6.

Action: Moved by Jones, seconded by Clark, and carried unanimously by the members present to select Charlea Moore from Rio Linda Elverta Recreation and Park District as Alternate Special District Commissioner, Office No. 6 and 7.

REPORTS

1. **PRESIDENT’S REPORT:**
 President Jones attended the Rancho Cordova 2X2 Meeting which shared a terrific exchange of ideas and cooperation.

2. FIRE CHIEF'S REPORT:

Promotion

Effective 10/19, 22 engineers were promoted

Effective 11/6, Battalion Chief Ty Bailey

Effective 11/1, Assistant Chief Mike Lozano

Reassignment

Effective 10/15, Captain Brian Benton has been selected to fill the EMS Day Battalion Chief assignment

New Hire

Effective 10/21, Fire Inspector I Emmanuel Batiz

Meetings

10/12 & 10/13, Officer Tara O'Sullivan charity soccer game where the Metro Fire Soccer team took 2nd in the fire bracket

10/16, Las Vegas Fire Department Executive and Command Staff visited and discussed operations, and shared some common challenges.

10/17, Sacramento County Fire Chiefs Association meeting

10/22 & 10/13 Professional Development Program kicked off, there were four sessions, talking about "What's on Your Mind". It was very positive and the Chief was able to sit down and talk to about 125 members.

OPERATIONS REPORT

Deputy Chief Bridge reported out for the Operations Division. Since the last Board Meeting the numbers appear to be about the same, with Medic 23 being the busiest medic with 187 responses, and Engine 53 being the busiest engine. He shared information about recent deployments, including the Briceburg Incident in Mariposa County where members were deployed from October 8th through October 13th, and currently there is a large resource order pending in Geyserville and evacuations are in progress.

Lastly, he thanked the crew from Station 32 for bringing the cancer awareness engine to the Board Meeting.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT:

Vice President Jamison agrees the nomination for Brandon Rose was good for Metro Fire and Special Districts. VP Jamison recently worked with Chief Harms and the 522 Executive Board to sponsor three female members from local fire agencies, including one from Metro Fire, to attend a conference in Boston dedicated to women in the fire service. Lastly, he extends condolences to our brothers in blue, as they remember Deputy Brian Ishmael. He is reminded to hug your families, and the mutual respect among fire and law enforcement agencies.

4. COMMITTEE AND DELEGATE REPORTS

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

- A. **Executive Committee – (President Jones)**
Report Out: October 24, 2019 at 4:45 PM
No action was taken during tonight’s meeting.
Next Meeting: TBD

- B. **Communications Center JPA – (DC Bridge)**
Report Out: October 22, 2019 at 9:00 AM
DC Bridge reported out for AC Wagaman, they recently approved some temporary adjustments to the position authorization document to fill some gaps in the organization.
Next Meeting: November 12, 2019 at 9:00 AM

- C. **California Fire & Rescue Training JPA – (DC Shannon)**
Next Meeting: January 16, 2020 at 4:00 PM

- D. **Finance and Audit Committee – (Director Kelly)**
Report Out: October 24, 2019 at 5:30 PM
Director Kelly reported the Finance and Audit Committee met earlier and received a report on the past two months, it is still early in the budget year and they will continue to review finances.
Next Meeting: December 12, 2019 at 5:30 PM

- E. **Policy Committee – (Director Goold)**
Next Meeting: November 14, 2019 at 5:30 PM

BOARD MEMBER QUESTIONS AND COMMENTS

Director Barnes thanked Local 522 and Chief Harms for sponsoring women in the fire service to attend the conference in Boston, being in a male dominated profession this speaks volumes to the support from Metro Fire. He shared that he learned about Deputy Ishmael during his drive to drop his daughter off at school, seeing the support from membership on freeway overpasses, and them knowing the procession was coming down the hill, is much appreciated and he thanked everyone.

Director Goold sends his thoughts and prayers to the family and friends of the fallen deputy. He also recognized that they are wearing pink tonight for cancer awareness, and supports anyone battling the disease, and believes we should wear pink every day.

Director Saylor thanks Chief Harms for bringing the women’s conference in Boston to the attention of Local 522, and thanks Local 522, she appreciates the support of women in the fire service. She also thanked Local 522 for the support she received one year ago as she was campaigning for the Director seat. Lastly, her thoughts are with the Deputy who passed.

Director Jones echoes comments by fellow Directors regarding the support from Local 522 for supporting women in the fire service. As a founding member in 1982, she appreciates the sustained support from the fire service and firefighter unions for women in the fire service.

CLOSED SESSION

General Counsel Lavra joined closed session via teleconference.

- 1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to California Government Code Section 54956.9 (b) (1) (3) (B):**
Recommendation: Confer with and receive advice from legal counsel regarding Request for Proposal (RFP: 19-04) involving legal allegations made by a proposer concerning the RFP process and District Board's decision on the proposal.
Action: The Board took no reportable action.

ADJOURNMENT

The meeting was adjourned at 7:12 pm with a moment of silence honoring El Dorado Sheriff Deputy Brian Ishmael.

Gay Jones, President

Matt Kelly, Secretary

Melissa Penilla, Board Clerk



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: November 14, 2019
TO: Board of Directors
SUBJECT: Temporary Construction Easement – Watt/Myrtle

BACKGROUND

Pacific Gas and Electric Company (PG&E) has identified a need to perform a Gas Pipeline Hydrostatic Test (Project) on its natural gas transmission system near McClellan Airfield. To that end, PG&E would like to use a portion of Metro Fire's vacant lot at Watt Avenue and Myrtle Avenue as a laydown and staging area for the Project.

DISCUSSION

Entering into a Temporary Construction Easement (TCE) with PG&E would grant PG&E temporary use of Metro Fire's parcel with the following key terms.

TCE Key Terms:

| | |
|--------------------|---|
| Term Commencement: | May 1, 2020 |
| Term: | Three (3) months |
| Monthly Rent: | \$1,500 |
| Use: | A fenced workspace for staging and laydown yard |

FISCAL IMPACT

Total compensation for the temporary use of Metro Fire's property is \$4,500.

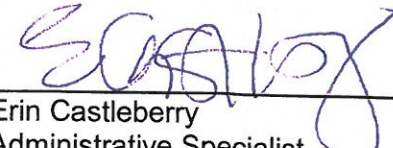
RECOMMENDATION

Staff recommends that the Board of Directors adopt and approve the Resolution to authorize the execution of a Temporary Construction Easement.

Submitted by:



Jeff Frye
Economic Development Manager



Erin Castleberry
Administrative Specialist



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

RESOLUTION NO. 2019-___

AUTHORIZING THE EXECUTION OF A TEMPORARY CONSTRUCTION EASEMENT WITH THE PACIFIC GAS AND ELECTRIC COMPANY

WHEREAS, the Sacramento Metropolitan Fire District (Metro Fire) owns parcel 240-0660-010-0000, in North Highlands, California (Property); and

WHEREAS, the Pacific Gas and Electric Company (PG&E) desires the temporary use of the Property to conduct PG&E business; and

WHEREAS, Metro Fire is willing to grant the same to PG&E, upon the promises, terms, conditions, and covenants set forth in the attached Temporary Construction Easement;

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

1. Approve the attached Temporary Construction Easement
2. Authorizes the Fire Chief or his designee as its Authorized Agent(s) to execute all necessary documents to enter into this agreement.

PASSED AND APPROVED this 14th day of November, 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

TEMPORARY CONSTRUCTION EASEMENT

SACRAMENTO METROPOLITAN FIRE DISTRICT

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, a temporary construction easement, as defined below, (and hereinafter referred to as "TCE") to be used in connection with Grantee's Gas pipeline hydrostatic test project, upon, over, under, and across that certain real property in the City of Sacramento, unincorporated area of the County of Sacramento, State of California, identified as County Assessor's Parcel Number 240-0660-010.

The purpose(s) for the TCE is/are defined as follows:

(a) use for working, laydown and staging areas, including the right to locate construction trailers and construction equipment thereon; parking of vehicles belonging to Grantee and its employees, within the area outlined in red on the map attached hereto and made a part hereof.

The areas or parcels designated above are hereafter collectively referred to as "easement area".

1. **Term** - The term of this TCE shall be for a period of 3 months commencing on May 01, 2020 or date of mobilization and shall terminate on July 31, 2020 or 90 days after mobilization. Grantee shall have the right, subject to the terms herein, to extend the term of this TCE for up to (3) month(s) by giving the Grantor written notice of its intention to do so not less than ten (10) days prior to the expiration of the initial term.
2. **Compensation** - Grantee shall pay Grantor One Thousand Five Hundred Dollars (\$1500.00) per month for a total amount of Four Thousand Five Hundred Dollars (\$4500.00) as compensation for the TCE within 30 days of the execution of this document and upon Grantee's receipt from Grantor of the IRS W-9. Owner shall provide a completed IRS W-9 Form for processing payment of the compensation at the same time it executes the TCE document. If Grantee extends the term of the TCE, Grantee will pay Grantor One Thousand Five Hundred Dollars (\$1500.00) per month and shall continue thereafter per month or for any portion thereof.
3. **Ingress/Egress, Fencing** - During the term of this instrument, Grantee shall have the exclusive right to use the easement area, along with the right of ingress and egress thereto. Grantee shall have the further right to erect and maintain temporary fencing and gates with a locking device to enclose the easement area, and shall remove such fencing and gates at the end of the term of this TCE. The TCE hereunder will be irrevocable during the term of this agreement, except in the case of a material breach of the terms of this agreement.
4. **Indemnification** - Grantee agrees to indemnify Grantor against any loss and damage which shall be caused by any wrongful or negligent act or omission of Grantee or of its agents or employees in the course of their employment, provided, however, that this indemnity shall not extend to that portion of such loss or damage that shall have been caused by Grantor's comparative negligence or willful misconduct.

5. **Compliance with Laws** - In exercising the rights granted under this TCE, Grantee shall comply with all laws, ordinances, and regulations pertaining to its use. Grantee is required under State and local law to re-stabilize any disturbed project location in order to control soil erosion and sediment runoff, in accordance with applicable project permits. Interpretation and enforcement of the TCE shall be governed by the laws of the State of California.
6. **Restoration** - Upon completion of its type of project, Grantee shall repair and mitigate any damage and restore the easement area to a condition as nearly as practicable to its condition prior to its use by Grantee. Grantee shall remove all personal property.
7. *Grantor agrees to provide secondary rights, if needed, to allow for activity (ies) under 5 and 6 above to occur until such time that Grantee has complied with its permit requirements.*
8. **Insurance**- *Grantee certifies it is insured under a major risk management program with large self-insured retentions, with the minimum amount of \$1,000,000 covering Grantee use of the easement area under this TCE.*
9. **Representation** - Grantor represents and warrants the easement area is vacant and free from any encumbrances that would interfere with Grantee's full enjoyment of this TCE.
10. **Entire Agreement** - This TCE supersedes all previous oral and written agreements between and representation by or on behalf of the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof.
11. **Authority of Signatory** - Each party to this TCE warrants to the other that it has the right and authority to enter into and consummate this Temporary Easement and all related documents.
12. **Successors, Heirs, and Assigns** -The Rights provided for herein shall inure to successors, heirs and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
13. **Execution in Counterparts** - *This TCE may be signed in identical counterpart copies, (including copies sent to a party by facsimile transmission or as a "pdf" file attached to an electronic mail transmission) each of which shall be an original, but all of which taken together shall constitute one and the same agreement.*

GRANTOR(S)

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

Date: _____

Date: _____

Temporary Construction Easement Exhibit

Sacramento Metropolitan Fire District

APN: 240-0660-010

Use: approximately 20,000 sq. ft. as a temporary staging and laydown area





Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: November 14, 2019
TO: Board of Directors
SUBJECT: FY2017/18 Achievements from the Government Finance Officers Association

The Government Finance Officers Association of the United States and Canada (GFOA) has awarded the District its fifth consecutive **Certificate of Achievement for Excellence in Financial Reporting** for its FY 2017/18 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The District's FY 2017/18 CAFR has been judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" to clearly communicate the District's financial story and motivate potential users and user groups to read the CAFR.

The GFOA has also awarded the District the **Award for Outstanding Achievement in Popular Annual Financial Reporting** (PAFR) for its first Community Annual Report for the FY 2017/18. To be considered for this award, the District must first submit its comprehensive annual financial report (CAFR) for the same fiscal year and receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for that report.

The PAFR is an abbreviated version of the CAFR and must include two components – 1) a theme or narrative which explains a significant interest or concern to the community; and 2) specific financial information derived from the actual generally accepted accounting principles (GAAP) data of the CAFR. This financial information must be reported in an easily understandable format to the general public and other interested parties that do not have a background in public finance.

The PAFR was reviewed by selected members of the GFOA professional staff and outside reviewers with experience in governmental accounting and financial reporting. The award recognizes individual governments that are successful in achieving all goals.


Staff plans to continue to prepare and submit both reports annually.

Submitted by:



Ronald Empedrad
Controller

Approved by:



Amanda Thomas
Chief Financial Officer



Sacramento Metropolitan Fire District

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

DATE: November 14, 2019
TO: Board of Directors
SUBJECT: Fuel and Lubricant Procurement

TOPIC

Board notification of Metro Fire opting in to a Sacramento Area Council of Government regional automotive fuel procurement contract.

BACKGROUND

In May of 2019, the Sacramento Area Council of Governments (SACOG) released a bid for automotive fuel and lubricants, allowing local governments to opt in to the contract agreement.

DISCUSSION

The bid was for an automotive fuel and lubricant agreement seeking a 3 year contract with two additional one year options. SACOG contacted local agencies to see who may be interested in participating in the cooperative contract. Metro Fire elected to take advantage of this contract in order to receive substantial savings for our fuel purchases. SACOG selected Hunt and Sons Inc. as the provider and entered into a regional fuel agreement for 3 years, allowing participating agencies to enter into a sub agreement. Hunt and Sons Inc. has been providing fuel for Metro Fire, so there will not be any operational change in our fuel delivery or any negative impact to our agency. In addition to local taxes for fuel, the price for Diesel and Unleaded is based on the Sacramento unbranded daily rack price reported by the Oil Price Information Service (OPIS) plus the contractors margin. The margin negotiated for Metro Fire is .024 cents per gallon.

FISCAL IMPACT

The 19/20 budgeted amount for Diesel is \$800,000 and Unleaded is \$175,000.

RECOMMENDATION

Staff recommends the Board to allow Metro Fire as a participating agency in the SACOG regional fuel contract.

Submitted by:

Mark Jones
Purchasing Manager

Brian Shannon
Deputy Chief - Support Services

Exhibit "A-12"
FORM OF PARTICIPATING AGENCY SUB AGREEMENT

FUEL PROCUREMENT SUB-AGREEMENT

between

Hunt & Sons, Inc. and Participating Agency

THIS FUEL PROCUREMENT AGREEMENT (the "Agreement"), is made and entered into this _____ day of _____, 20____, by and between the *Insert Name of Participating Agency*, a *describe form of entity* (hereinafter "Participating Agency"), and *Hunt & Sons, Inc.*, a *California Corporation* (the "Contractor").

RECITALS:

A. The Sacramento Area Council of Governments ("SACOG") has entered into a Standard Agreement with Contractor, dated September 1st, 2019 to provide various forms of fuel products to certain participating SACOG member agencies and other eligible entities (the "SACOG Agreement"); and

B. The Participating Agency desires to purchase fuel products from Contractor pursuant to the terms and conditions set forth below.

AGREEMENT:

NOW, THEREFORE, the parties agree as follows:

1. The provisions of the SACOG Agreement are incorporated into this Agreement as though set forth in full herein. Except as otherwise expressly set forth herein, the terms and conditions of the SACOG Agreement are made applicable to Contractor's provision of services to the Participating Agency.

2. Contractor shall perform the scope of work attached to this Agreement as Exhibit A and incorporated herein. The estimated fuel requirements set forth on Exhibit A are estimates only and do not bind the Participating Agency to purchase that amount of fuel products.

3. The Participating Agency shall pay Contractor in arrears for fuel delivered in accordance with the rate schedule set forth in Exhibit A. Payments shall be made pursuant to the payment provisions set forth in the SACOG Agreement.

4. Insurance Requirements. **Choose one of the following:**

(a) Contractor shall obtain and maintain the insurance required under Section 15 of the SACOG Agreement and shall cause the Participating Agency to be named as an additional insured thereunder.

(b) *If the Participating Agency has different insurance requirements, they should be inserted here in place of the foregoing text.*

5. *Insert any other special terms and conditions.*

6. The Participating Agency shall have the right to terminate this Agreement for any reason, with or without cause, at any time, by giving Contractor fifteen (15) days written notice. The notice shall be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to Contractor at the address set forth next to its signature, below.

7. Project Manager:

The Participating Agency's project manager for this Agreement is _____, unless Participating Agency otherwise informs Contractor. Any notice, report, or other communication required by this Agreement shall be **mailed by first-class mail** to the Participating Agency Project Manager at the following address:

Project Manager, Title

Participating Agency

Address

Address

Contractor's project manager for this Agreement is Josh Hunt. No substitution of Contractor's project manager is permitted without the prior written agreement of Participating Agency, which agreement shall not be unreasonably withheld. Communication to Contractor required by this Agreement shall be **mailed by first-class mail** to:

*Josh Hunt, General Manager
Hunt & Sons, Inc.
5750 So. Watt Avenue
Sacramento, CA 95829*

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first above written.

PARTICIPATING AGENCY (insert):

Name, Title

HUNT & SONS, INC.:

Josh Hunt, General Manager



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: November 14, 2019
TO: Board of Directors
SUBJECT: Purchase Approval – Three (3) 2019 Leader Ambulances

TOPIC

Staff seeks Board approval for the purchase of three (3) 2019 Leader Ambulances from Leader Emergency Vehicles.

SUMMARY

This purchase is available through the Sourcewell cooperative purchasing, contract No: 120716-NAF. The Purchasing Division has reviewed the contract and has determined that this purchase is in the best interest of the District.

DISCUSSION

These vehicles will be replacing ambulances removed from service due to age and mileage.

FISCAL IMPACT

Funds for this purchase are allocated in the FY 2019/20 Final Budget.

RECOMMENDATION

Staff respectfully recommends the Board approve the purchase of these three (3) Ambulances. The total cost of this purchase is \$630,878.52.

Submitted by:

Shea Pursell
Fleet Manager

Approved by:

Brian Shannon
Deputy Chief, Support Services