



ADAM A. HOUSE  
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 AGENDA

Thursday, December 12, 2024, 2024 – 6:00 PM

Sacramento Metropolitan Fire District

10545 Armstrong Avenue

Board Room – Second Floor

Mather, California

&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

 Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

Grant Goold  
Board President  
Division 2

Ted Wood  
Board Vice President  
Division 4

Vacant  
Board Secretary

Cynthia Saylor  
Board Member  
Division 1

Robert Webber  
Board Member  
Division 3

Elected Official  
Board Member  
Division 5

D'Elman Clark  
Board Member  
Division 6

Brian Rice  
Board Member  
Division 7

Gay Jones  
Board Member  
Division 8

John Costa  
Board Member  
Division 9

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

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. **To view the meeting via the Zoom Application, please click on the link above.**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Marni Rittburg

Board Clerk

(916) 859-4305

[rittburg.marni@metrofire.ca.gov](mailto:rittburg.marni@metrofire.ca.gov)

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

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

THURSDAY, DECEMBER 12, 2024

- CALL TO ORDER
- ROLL CALL
- PLEDGE TO FLAG

## METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District is recorded. The recording will be cablecast on Metro Cable Channel 14, the local government affairs channel on the Comcast and DirecTV U-Verse cable systems. The recording will also be closed captioned and video streamed at [metro14live.saccounty.gov](http://metro14live.saccounty.gov). Today's meeting replays at **1:30 p.m. on Saturday, December 14, 2024** and again at **6:00 p.m. on Monday, December 16, 2024**, on Metro Cable Channel 14. Once posted, the recording of this meeting can be viewed on-demand at [youtube.com/metrocable14](http://youtube.com/metrocable14).

## 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 wishing 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 (3) 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. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.*

## CONSENT ITEMS

Page No.

1. **Action Summary Minutes** 6  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board Meeting of October 24, 2024 & November 14, 2024.
2. **Revision of Board Policy 01.003.08 – Family and Medical Leave Policy** 17  
**Recommendation:** Approve the revisions to the Family and Medical Leave Policy.





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REGULAR BOARD MEETING

THURSDAY, DECEMBER 12, 2024

3. **Adopt Resolutions – Certified Election Results – General Election Results 28**  
**Recommendation:** Adopt Resolution canvassing the results of the District General Election held on November 5, 2024 in accordance with the Certificate of Facts from the Registrar of the County of Sacramento. Adopt Resolution canvassing the results of a General Obligation Bond Election held on November 5, 2024, in accordance with the Certificate of Facts from the Registrars of the Counties of Sacramento and Placer.
  
4. **Adopt Resolution – Surplus Equipment 41**  
**Recommendation:** Adopt Resolution approving disposal of the District's I.T. Division's surplus equipment.
  
5. **Adopt Resolution – Deferred Compensation Committee Appointments 44**  
**Recommendation:** Adopt Resolution appointing Cardiff Schmitz and Michelle Dehoney to the Deferred Compensation Committee.
  
6. **2025 Schedule of Regular Board and Committee Meetings 46**  
**Recommendation:** Approve the 2025 schedule of regular board and committee meetings and cancel meetings that fall on holidays.

## PRESENTATION ITEMS:

1. **Board Member Swearing-In Ceremony \*\***  
*(Board Clerk Rittburg)*  
**Recommendation:** Swear-In elected officials for Divisions 2, 4, 5, and 6.

## ACTION ITEMS:

1. **Election of Board Officers 48**  
*(Board Clerk Rittburg)*  
**Recommendation:** Nominate and elect members of the Board to serve as: a) President, b) Vice President, and c) Secretary for one (1) year terms to commence on January 1, 2025.
  
2. **Adopt Resolution – Industrial Disability Retirement – Captain Jordan Oakes \*\***  
**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Captain Jordan Oakes has suffered job related injuries incapacitating him for the performance of duties as Captain, and direct staff to continue working with Captain Oakes through his Industrial Disability Retirement process with CalPERS.



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REGULAR BOARD MEETING

THURSDAY, DECEMBER 12, 2024

## REPORTS:

1. **PRESIDENT'S REPORT** — *(President Goold)*
2. **FIRE CHIEF'S REPORT** — *(Chief House)*

**OPERATIONS REPORT** – *(Deputy Chief Mitchell)*

**ADMINISTRATIVE REPORT** – *(Out-of-Class Deputy Chief Johnson)*

**SUPPORT SERVICES REPORT** – *(Deputy Chief Bailey)*

3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT** – *Captain Sean Scollard, Local 522 Vice President)*

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 Goold)*  
Next Meeting: TBD
- B. **Communications Center JPA** – *(Deputy Chief Bailey)*  
Next Meeting: December 10, 2024 at 9:00 AM
- C. **Finance and Audit Committee** – *(Director Jones)*  
Next Meeting: January 23, 2025 at 5:30 PM
- D. **Policy Committee** – *(Director Costa)*  
Next Meeting: February 13, 2024 at 5:30 PM

## BOARD MEMBER QUESTIONS AND COMMENTS

### CLOSED SESSION:

The Board will convene in closed session to meet on the following matters:

1. **PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54956.9 (A) – ONE (1) MATTER OF WORKERS COMPENSATION SETTLEMENT AUTHORITY.**
  1. Jordan Oakes and the Sacramento Metropolitan Fire District  
Claim # 4A2304MR66N0001, – Workers Compensation Settlement  
Authority Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP





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REGULAR BOARD MEETING

THURSDAY, DECEMBER 12, 2024

2. **PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A) – ONE (1) MATTER OF INDUSTRIAL DISABILITY RETIREMENT:**
  1. Jordan Oakes and the Sacramento Metropolitan Fire District  
Claim # 4A2304MR66N0001 – Industrial Disability Retirement  
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

### CLOSED SESSION REPORT OUT

### ADJOURNMENT

#### NEXT BOARD MEETING(S):


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

- Regular Board Meeting – January 9, 2025 at 6:00 PM

**Posted on December 9, 2024, by 4:30 p.m.**

Marni Rittburg, CMC, CPMC  
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.



ADAM A. HOUSE  
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, 2024

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

### CALL TO ORDER

The meeting was called to order at 6:02 pm by President Goold. Board members present: Costa, Goold, Jones, Sheetz, Webber, and Wood. Board members absent: Clark, Rice, and Saylor. Staff present: Chief House and Board Clerk Rittburg.

### PUBLIC COMMENTS

One (1) public comment was received.

### CONSENT ITEMS

Moved by Director Wood seconded by Jones and carried unanimously by members present to adopt the consent calendar as follows:

- 1. Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board Meeting of September 26, 2024.  
**Action:** Adopted the Action Summary Minutes.
- 2. Adopt Resolution – Equipment Lease Financing for Six Ambulances**  
**Recommendation:** Adopt Resolution authorizing the Fire Chief and/or Chief Financial Officer to enter into an equipment lease with Banc of America Capital Corp.  
**Action:** Adopted **Resolution 2024-128**.
- 3. Exception to Formal Solicitation Process – Copter 1 External Hoist Rebuild**  
**Recommendation:** Authorize this exception to the formal solicitation process and authorize hoist overhaul services to be performed by the hoist manufacturer, Goodrich Corporation.  
**Action:** Approved.



## PRESENTATION ITEMS

1. **Opioid Crisis Presentation**  
(Assistant Chief Jon Rudnicki)  
**Recommendation:** Receive presentation.  
**Action:** Presentation received.

## ACTION ITEMS

1. **Adopt Resolution – Industrial Disability Retirement – Retiree Captain Jason Cahill**  
**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Retiree Captain Jason Cahill has suffered job related injuries and is eligible for an Industrial Disability Retirement.  
**Action:** None, item to be voted on after discussion in Closed Session.

## REPORTS

1. **PRESIDENT'S REPORT - (President Goold)**

No Report.

2. **FIRE CHIEF'S REPORT — (Deputy Chief Mitchell)**

Good evening, President Goold, Directors, Colleagues, and Members of the Public.

### New Hire:

Please join me in welcoming Brandon Heffley, hired for the position of Fire Inspector I, effective September 3. Brandon came to the podium and introduced himself to the Board and provided his background.

### Promotion:

Congratulations to:

- Brian Cowin for being promoted to Engineer effective September 6. Engineer Cowin came to the podium and introduced himself to the Board.
- Alejandro Ybarra for being promoted to Communication Supervisor effective October 9. Alex came to the podium and introduced himself to the Board.

### Other:

- Last week Staff and I attended the annual CalChiefs Conference in Orange County and the Public Safety & Community Appreciation Luncheon co-hosted by the DA's office.
- Congratulations to the 14 MMP 24-2 academy recruits who graduated last Friday.
- We lost Reserve Firefighter Terry Barnes on October 17, 2024. Over his 47 years of service, Terry's dedication to the community saved countless lives and protected property through his expertise and tireless efforts. His legacy of service, commitment, and pride in his community will always be remembered by all of us at Metro Fire. Chief House asked for a moment of silence before we adjourn

## OPERATIONS REPORT – (Deputy Chief Mitchell)

### 1. EMS Summit

- County LEMSA Medical Director Dr. Kann hosted the APOT Summit #2 here in our Boardroom on Thursday, October 3<sup>rd</sup>.
- It was well attended by LEMSA Staff, County Supervisor Hume, EMS and Fire agencies, and hospital staff and administration.
- Chief Rudnicki and EMS staff were recognized as leaders in the area of APOT reduction.
- Multiple presentations done, highlighting what processes hospitals have implemented to positively impact wall time process and reduce wall times significantly towards the standard.
- The County is still not at the standard of 20 minutes however, and there is an upcoming Board of Supervisors meeting in early November that will address this issue. The ask is for a large amount of attendance at this meeting to support Dr. Kann in keeping the standard at 20 minutes.

### 2. Statewide Responses This Year

- Our members support our community through highly skilled and professional emergency response day in and day out. Responding when our local community calls is always our primary focus.
- It is also important to note that in addition to the service delivery our members provide locally, we also answer the call when our neighbors throughout the state and the country are in need.
- This year, here is the support we have provided so far in 2024:

-Total Deployments: 29

- OEST1-7
- OES T3-8
- Preposition-1
- FEMA-1
- Single Resource/IMT Team-12

-Responded to 25 different incidents in CA, 1 in OR, and 1 in FL

-130 single resource positions deployed

-Average days deployed = 10

-12 deployments lasted 14 or more days.

-And all of those members deployed are backfilled by those still here at home to ensure our stations are covered.

- One final note. It is a little-known fact that when catastrophic wildfire incidents occur, well over 50% of the resources that respond to both state and federal incidents are provided by local government fire agencies like Metro Fire. We are the backbone of the system that provides emergency incident mitigation alongside our state and federal partners, and I'm extremely proud of Metro Fire and the role we play in the local, regional, statewide and federal system.



## **Shift Commander Spotlight** – (Assistant Chief Greene)

Tonight, we welcome one of our citizens, Mr. Brian Norwood who is joining us with his spouse, Jennifer to share an impactful story of how Metro Fire's actions contributed to a lifesaving event. The crew of Engine 28 was also present. This past Saturday, Station 29 hosted an Open House, where Mr. Norwood attended and met Fire Chief House and shared his story. We welcome Mr. Norwood to the Board of Director's meeting.

Mr. Brian Norwood shared his appreciation for Engine 28 and his current active role with the American Heart Association.

Engineer Scott Baird of Engine 28 provided comments on the crew's actions with Mr. Norwood's medical event.

## **ADMINISTRATIVE REPORT** – (Out-of-Class Deputy Chief Johnson)

### **Community Relations Division:**

1. We had a great turnout at the Station 28 open house last weekend. Thank you to Directors Wood and Webber for dropping by.
2. The firefighters have been very busy this month with fall festivals, Halloween haunts, and many school trunk-or-treat events. Thank you to the crews for their continued commitment to community engagement.
3. The cancer engine is in demand. We would usually have the cancer engine here at tonight's board meeting for photos, although the Citrus Heights Police Activity League is hosting its annual Trunk or Treat, and the crew is participating in their Halloween activities while supporting our law enforcement community partner.
  1. On October 25, the cancer engine will attend the Rancho Cordova Police Activity Leagues Trunk or Treat event at the Rancho Cordova Youth Center.
  2. On October 28, the cancer engine will be the top billing on the DOCO walkway for the Kings game. The engine and crew will be outside reminding Kings fans to get checked for cancer and to celebrate First Responder Day, while Community Relations will have a booth inside reminding fans to be fire safe.
4. We have launched a Station Decoration Contest to celebrate Halloween! On October 31, all stations are asked to pull their apparatus on the front ramp from 6-8 p.m., hand out candy, and engage with the community.
  1. In addition to the station decoration contest, we have launched a division challenge, and our professional staff members have stepped up.
5. In partnership with the Red Cross and CERT, we will conduct a smoke alarm canvass of the Florin Estates Mobile Home Park on Saturday, November 2, from 0900 to 1200 hrs.
6. Finally, we are excited to announce that our Metro Fire CERT program has won the Heroes of Human Service Award sponsored by the Board of Supervisors and the Human Services Coordinating Council. This award is given to people who have significantly impacted the Sacramento community through their dedication, service, and support of human services. Supervisor Frost will recognize CERT members at the November 5 Board of Supervisors meeting at 9:30 am.



**3. SMFD – FIREFIGHTERS LOCAL 522 REPORT** (Captain Sean Scollard, *Local 522 Vice President*)

Captain Scollard thanked Mr. Brian Norwood for sharing his story tonight. Condolences to the Barnes family, Terry was always helping whenever he was needed. Thank you to Retired Captain Jason Cahill for your mentorship. Regarding Cancer, it isn't going away; we need to be adaptable and keep working on it and take the next steps.

**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 Goold)**

No Report

**B. Communications Center JPA – (Deputy Chief Bailey)**

We met on October 22, 2024 and approved two action items:

1. Resolution To Fix Employer Health Care Contributions.
2. LOU Between SRFEC and Local 522 Dispatcher Group

Our next meeting is November 12, 2024 at 9 AM.

**C. Finance and Audit Committee – (Director Jones)**

Met tonight and heard a very in-depth presentation from CFO Dave O'Toole. Bottom line is we are on track for the first two months of this fiscal year.

**D. Policy Committee – (Director Saylor)**

The Policy Committee did not meet this week but we have some exciting policies upcoming.

**BOARD MEMBER QUESTIONS AND COMMENTS**

Director Webber expressed congratulations to the new hires and staff on their promotions.

Director Wood attended the California Firefighters Memorial earlier this month and I was very impressed with the turnout and support. The Firefighters Burn Institute will be holding a fundraising event called "Heroes, Hops and Hot Rods" on Saturday, November 2<sup>nd</sup> from 2 to 6 p.m. It's a great event and I will be volunteering during the event.

Director Goold mentioned that General Counsel Lavra has been participating in the meeting remotely via Zoom. A moment of silence in honor of Reserve Firefighter Terry Barnes was observed.

**CLOSED SESSION:**

The Board recessed to Closed Session at 7:35 p.m. on the following matter:

**1. PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (a) – ONE (1) MATTER OF INDUSTRIAL DISABILITY RETIREMENT:**

1. Jason Cahill and the Sacramento Metropolitan Fire District Claim # A2305MHPDS0001 – Industrial Disability Retirement Michael Johnson, Interim Deputy Chief Administration



## CLOSED SESSION REPORT OUT:

The Board reconvened to open session at 7:45 p.m. General Counsel John Lavra reported the Board met in closed session on one matter: 1. Industrial Disability Retirement of Jason Cahill, no reportable action was taken in closed session.

## ACTION ITEM CONTINUED TO AFTER CLOSED SESSION:

- 1. Adopt Resolution – Industrial Disability Retirement – Retiree Captain Jason Cahill**  
**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Retiree Captain Jason Cahill has suffered job related injuries and is eligible for an Industrial Disability Retirement.  
**Action:** Adopted **Resolution 2024-129**.

Moved by Director Wood, seconded by Director Jones, and carried unanimously by members present finding Jason Cahill has suffered job related injuries incapacitating him for the performance of duties.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2024-10-24-board-meeting>

[https://www.youtube.com/channel/UC9t-uKlc\\_oOUGNrmogdQ\\_QA](https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA)

## ADJOURNMENT

The meeting was adjourned at 7:47 p.m.

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Grant Goold, President

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Jennifer Sheetz, Secretary

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Marni Rittburg, CMC  
Board Clerk



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

**Thursday, November 14, 2024**

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

### CALL TO ORDER

The meeting was called to order at 6:00 pm by President Goold. Board members present: Costa, Goold, Saylor, Sheetz, Webber, and Wood. Board members absent: Clark, Jones and Rice. Staff present: Chief House and Board Clerk Rittburg.

### PUBLIC COMMENTS

One (1) public comment was received.

### CONSENT ITEMS

Moved by Director Wood seconded by Costa and carried unanimously by members present to adopt the consent calendar as follows:

- 1. Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board Meeting of October 10, 2024.  
**Action:** Adopted the Action Summary Minutes.
- 2. Revision of Board Policy 01.001.03 – Non-Discrimination Policy**  
**Recommendation:** Approve the revisions to the Non-Discrimination Policy #01.001.03.  
**Action:** Approved.
- 3. Adopt Resolution – Contract Award – Construction Management Services**  
**Recommendation:** Adopt Resolution approving a contract award to Kitchell/CEM, Inc. and authorize the Fire Chief or his designee to negotiate, execute and administer an agreement materially similar to the attached agreement. Authorize the Fire Chief or his designee to negotiate, execute and administer an agreement with the next highest ranked proposer if, after having bargained in good faith, the District



is unable to conclude a final agreement with the highest ranked proposer within 10 calendar days.

**Action:** Adopted **Resolution 2024-131**.

**4. Adopt Resolutions – Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act (CalPERS)**

**A.** Resolution – Fixing SMFD’s Vesting Contribution Under Section 22896 of the Public Employees’ Medical and Hospital Care Act - 000 All Employees

**B.** Resolution – Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act - 000 All Employees

**C.** Resolution – Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act - 700 All Employees (Non-PERS)

**Recommendation:** Adopt Resolutions establishing the health premium contributions to reflect the new benefit cap with CalPERS effective January 1, 2025.

**Action:** Adopted **Resolution 2024-132**, **Resolution 2024-133** and **Resolution 2024-134**.

**ACTION ITEMS**

**1. Adopt Resolution – 2024 Response Standards and Service Level Objectives**  
*(Planning & Development/Operations)*

**Recommendation:** Adopt Resolution adopting the 2024 Response Standards and Service Level Objectives.

**Action:** After a presentation, moved by Director Wood, seconded by Costa, and carried unanimously by members present to adopt **Resolution 2024-135** adopting the 2024 Response Standards and Service Level Objectives.

~~**2. Adopt Resolution – Commending Director Sheetz**~~  
~~*(Deputy Chief Bailey and Board Clerk Rittburg)*~~

~~**Recommendation:** Adopt Resolution commending Director Jennifer Sheetz for her eight years of service on the Board.~~

~~**Action:** This item was moved to the end of the meeting by President Goold.~~

**REPORTS**

**1. PRESIDENT’S REPORT - *(President Goold)***

No Report.

**2. FIRE CHIEF'S REPORT — *(Deputy Chief Bailey)***

Good evening, President Goold, Directors, Colleagues, and Members of the Public.

Regarding Director Sheetz:

- Chief House couldn’t be here this evening, but asked that I, on his behalf, thank Jennifer Sheetz for her years of dedicated service and leadership on the Metro Fire Board.

- Since joining the Metro Fire Board in 2016, Director Sheetz has shown unwavering dedication to our community, providing exceptional leadership as Board President and in her roles on the Finance and Policy Committees.
- Her focus on equity and inclusion has strengthened our commitment to serving all members of our diverse community.
- Jennifer's collaborative spirit and advocacy have built valuable partnerships that will benefit Metro Fire and the people we serve.
- On behalf of Metro Fire, we thank her deeply for her years of service and dedication.

Deputy Chief Bailey presented Director Sheetz with a gift from Chief House.

**OPERATIONS REPORT – (Deputy Chief Mitchell)**

Deputy Chief Mitchell introduced Assistant Chief Keeley who provided a demonstration and general overview of Tablet Command Pro and how it is used by our incident commanders.

**ADMINISTRATIVE REPORT – (Out-of-Class Deputy Chief Johnson)**

No Report

**SUPPORT SERVICES – (Deputy Chief Bailey)**

No Report

**3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (Captain Sean Scollard, Local 522 Vice President)**

Captain Scollard thanked Director Sheetz for her amazing service to the District and passed along gratitude from 522 President Trevor Jamison who couldn't be here this evening. The Measure O numbers are looking good and the next numbers will be released on Friday. Thank you to the Board, BC Matt Cole, the community, our political partners and the entire membership. It was a team effort.

**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 Goold)**

No Report

**B. Communications Center JPA – (Deputy Chief Bailey)**

We met on November 12, 2024 and our next meeting is December 10, 2024 at 9 AM.

**C. Finance and Audit Committee – (Director Webber)**

No Report



#### D. Policy Committee – (Director Costa)

The Policy Committee met tonight on two policies: 1. the revised Administrative District Vehicle Use Policy was approved. 2. Board Policy, Family Medical Leave Policy was moved forward and will come to the Board for approval at a future meeting.

### ACTION ITEM

#### 2. Adopt Resolution – Commending Director Sheetz

(Deputy Chief Bailey and Board Clerk Rittburg)

**Recommendation:** Adopt Resolution commending Director Jennifer Sheetz for her eight years of service on the Board.

**Action:** Moved by Director Wood, seconded by Costa, and carried unanimously by members present to adopt Resolution **2024-130**.

### BOARD MEMBER QUESTIONS AND COMMENTS

Director Costa thanked Director Sheetz for everything you've done. You were the first Board Members to introduce yourself and welcome me when I joined the Board.

Director Saylor commended Director Sheetz for always being very professional and you taught me how to be a better Board Member.

Director Webber stated he has learned a great deal from Director Sheetz in the short time we have been serving together. You always ask the right questions and sometimes the tough the questions.

Director Wood said he can't believe it's been eight years since Director Sheetz joined the Board. No matter the topic, you have always stayed steady and calm. I appreciate you and you will be missed.

Director Gould stated that Director Sheetz is a quality human being and we've been lucky to have her sit on the Board for the past eight years. We will feel the void when she is no longer on the dais. To say she will be missed is an understatement.

Director Sheetz spoke regarding her time on the Board and expressed her heartfelt gratitude to her family and to her wonderful husband for their unwavering support these past eight years. It has truly been an honor to serve this Board and our community. The experience and knowledge I've gained during my tenure have been invaluable though not without their challenges. You can listen to Director Sheetz full comments by viewing the meeting, the link is below.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2024-11-14-board-meeting>

[https://www.youtube.com/channel/UC9t-uKlc\\_oOUGNrmogdQ\\_QA](https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA)

## ADJOURNMENT

The meeting was adjourned at 7:09 p.m.

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Grant Goold, President

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Jennifer Sheetz, Secretary

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Marni Rittburg, CMC  
Board Clerk





# Sacramento Metropolitan Fire District

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

Adam A. House  
Fire Chief

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**SUBJECT:** Revision of Board Policy  
Policy 01.003.08 - Family and Medical Leave

## TOPIC

Adopt the proposed changes to the current 01.003.08 Board Policy regarding Family and Medical Leave.

## DISCUSSION

Attached is the Family and Medical Leave Policy that was reviewed by the Policy Committee on November 14, 2024. The revisions to the policy include an expansion to the list of qualified persons under the California Family Rights Act (CFRA) to cover a "Designated Person". A Designated Person is identified as any individual related by blood or whose association with the employee is equivalent of a family relationship.

While incorporating these revisions into the Family and Medical Leave Policy, the District was also undergoing a review of its Sick Leave Policy, 02.015.03 at the same time. There were extensive changes to the laws regarding sick leave that needed to be addressed within the Districts Sick Leave policy. Because sick leave is also addressed within the Family and Medical Leave Policy, these updates needed to be incorporated into it as well. The original Family and Medical Leave Policy with the tracked changes is attached for your review and mirrors the updated information outlined within the Sick Leave Policy reviewed by the Policy Committee in May of this year.

Additionally, at the beginning of 2024, SB-848 was introduced in California to provide employees with additional protected leave after a reproductive loss event. This Reproductive Loss Leave (RLL) can be utilized in addition to FMLA/CFRA protected leave and Pregnancy Disability Leave (PDL). The specific circumstances for requesting and utilizing Reproductive Loss Leave are outlined in the revised Family and Medical Leave Policy.

## RECOMMENDATION

Recommend the Board of Directors approve the revisions to the Family and Medical Leave Policy.

Submitted By:

  
\_\_\_\_\_  
Melisa Maddux  
Chief Human Resources Officer

Approved By:

  
\_\_\_\_\_  
Michael Johnson  
Interim Deputy Chief, Administration

# Sacramento Metropolitan Fire District BOARD POLICY

POLICY TITLE: Family and Medical Leave                      OVERSIGHT: Administration  
POLICY NUMBER: 01.003.09    EFFECTIVE DATE: 02/02/00    REVIEW DATE:  
~~06/08/236/25/24~~

---

## *Background*

The Sacramento Metropolitan Fire District (District) is required by law to comply with the Family Medical Leave Act (FMLA) of 1993 and its additional treatment under the California Family Rights Act (CFRA), the National Defense Authorization Act of 2008 (NDAA), ~~and~~ the Pregnancy Disability Leave Act (PDL), ~~and SB-848 Leave for Reproductive Loss (RLL)~~. The FMLA/CFRA/PDL/~~RLL~~ leaves are unpaid, and provide employment protection to qualified employees who take leave for qualified family or medical conditions.

## *Purpose*

To comply with the FMLA/CFRA/PDL/~~RLL~~, and to provide policy and procedure for employees to request such leave.

## *Scope*

This policy applies to all District employees.

## *Definitions*

1. **Family and Medical Leave Act of 1993 (FMLA):** United States federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons. Qualified medical and family reasons include: personal or family illness, family military leave, pregnancy, adoption, or the foster care placement of a child.
2. **California Family Rights Act (CFRA):** State law that was enacted from the Family and Medical Leave Act of 1993. The same qualifications and requirements apply ~~except that Domestic Partnerships and Designated Persons are recognized under CFRA, and not under FMLA~~. In order to claim CFRA for a domestic partner, a couple must have had previously filed a Declaration of Domestic Partnership with the California Secretary of State. ~~A Designated Person is defined as any individual related by blood or whose association with the employee is equivalent of a family relationship~~. Reasons for leave are serious personal health issues, ~~the care of a seriously ill child, sibling, parent, grandparent, grandchild, spouse, domestic partner, or designated person the care of a child, spouse, or parents with a serious health condition, or the birth, adoption, or foster care placement of a child. Additionally, leave to care for a grandparent, grandchild, sibling, parent-in-law, registered domestic partner, or "designated person" with a serious health condition is only available under the CFRA. A Designated Person is defined as any individual related by blood or whose association with the employee is equivalent of a family relationship.~~



3. **Pregnancy Disability Leave (PDL):** Under California's Pregnancy Disability Leave Law, employers are required to allow eligible employees up to four (4) months of unpaid leave if considered disabled by pregnancy, childbirth or conditions related to pregnancy.
4. **National Defense Authorization Act of 2008 (NDAA):** On January 28, 2008, President Bush signed into law new FMLA leave entitlements for military families amending the FMLA to provide two types of military family leave for "FMLA-eligible employees", ~~(1)~~ (1) Qualifying Exigency Leave, and (2) Military Caregiver Leave.
- ~~5.~~ **SB-848 Employment Leave for Reproductive Loss Leave:** Effective January 1, 2024 the Fair Employment and Housing Act (FEHA), enforced by the Civil Rights Department (CRD), protects the rights of California employees to take up to five (5) days of leave from work after a reproductive loss event.
- ~~5.6.~~ **Eligible Employee:** An employee who has twelve (12) or more months of continuous service and who has accumulated at least 1,250 hours of service in the previous twelve (12) consecutive month period qualifies for FMLA/CFRA. Employees are eligible for PDL upon hire. An employee is eligible to take Reproductive Loss Leave when they have worked for the employer for at least thirty (30) days.
- ~~6.7.~~ **Employment Protection:** Upon returning from leave, placing an employee in the same position or a position that has the same or similar duties and pay and that can be performed at the same or similar geographic location as the position held prior to the leave.
- ~~7.8.~~ **Qualified Family or Medical Condition under FMLA:** (A) The birth of a child of the employee, the placement of a child with the employee in connection with the adoption or foster care of the child by the employee, or the serious health condition of a child of the employee; (B) Care given by the employee to a parent or spouse who has a serious health condition; (C) Tending to the employee's own serious health condition which makes the employee unable to perform the functions of his/her position; (D) Leave for Qualifying Exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty; or (E) Covered service member Leave is provided to care for a service member with a serious injury or illness.
- ~~8.9.~~ **Qualified Family or Medical Condition under CFRA:** (A) The birth of a child of the employee, the placement of a child with the employee in connection with the adoption or foster care of the child by the employee, or the serious health condition of a child of the employee, or the child of an employee's domestic partner; ~~or designated person~~ (B) Care given by the employee to a parent, parent-in-law, grandparent, grandchild, sibling, spouse, domestic partner, or designated person who has a serious health condition; (C) Tending to the employee's own serious health condition which makes the employee unable to perform the functions of his/her position; (D) Leave for Qualifying Exigency

arising out of the fact that the employee's spouse, domestic partner, child, or parent is a covered military member on active duty; or (E) Covered service member Leave is provided to care for a service member with a serious injury or illness.

- 9-10. Serious Injury or Illness:** An illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
- 10-11. Authorized Health Care Provider:** A physician, surgeon, nurse practitioner, nurse midwife, or other person capable of providing health care services. This definition includes: podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (related to spinal manipulation). These professionals must be performing "within the scope of their practice as defined under state law."
- 11-12. Baby Bonding:** Leave for an employee, either male or female, to bond with his/her own child or with his/her adopted or foster child. All leave for baby bonding must conclude within one year of the birth of the child, or one year from the date a child under the age of 18 was placed with the employee for adoption or foster care.
- 12-13. Employee's Parent under FMLA:** A biological, foster or adoptive parent; a stepparent; a legal guardian; or an individual who stands or stood in "loco parentis" to an employee when the employee was a child.
- 13-14. Employee's Parent under CFRA:** A biological, foster or adoptive parent; or an individual who stands or stood in "loco parentis" to an employee when the employee was a child. This definition includes parent-in-law.
- 14-15. Employee's Child under FMLA:** A biological, adoptive, foster, or step child, or a legal ward of the employee. A child of a person standing in "loco parentis" who is under the age of 18, or 18 and older and incapable of self-care because of a mental or physical disability.
- 15-16. Employee's Child under CFRA:** A biological, adoptive, foster, or step child, or a legal ward of the employee, or a child of a person standing in loco parentis who is either of the following: under the age of 18, or an adult dependent child. This definition includes a child of registered domestic partners.
- 16-17. Employee's Spouse:** A legal marriage, to include husband and wife, and same-sex spouses.
- 17-18. Registered Domestic Partners:** Two adults over the age of 18 (same sex couples or opposite sex couples) who have registered their relationship with the California Secretary of State.
- 18-19. Designated Person under CFRA:** Any individual related by blood or whose association with the employee is the equivalent of a family relationship. A Designated Person must be identified at the time the employee requests the



leave and an employee may only designate one person per twelve 12\_-month period.

**19-20. Single 12-month Period:** Begins the first day the eligible employee takes leave and ends twelve (12) months after that date, regardless of the method used by the employer to determine the employee's twelve (12) workweeks of leave entitlement for other FMLA-qualifying reasons.

**20-21. Qualifying Exigency Leave:** The need for leave arising because the spouse, domestic partner, child, or parent of an employee is on active duty, or has been notified of an impending call to ~~active-duty~~active-duty status.

**21-22. Military Caregiver Leave:** Such leave may be taken by an eligible employee to care for a covered service member with a serious injury or illness. This type of FMLA leave is based on a recommendation of the President's Commission on Care for America's Returning Wounded Warriors.

**22-23. Covered Military Member:** The employee's parent, spouse, domestic partner, son, daughter (includes biological, adopted, foster, stepchild or legal guardianship of child), who is on active duty or call to ~~active-duty~~active-duty status.

**24. Covered Service Member:** Current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

**23-25. Reproductive Loss Event:** The day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

## Policy

1. ~~Under FMLA/CFRA, a~~An eligible employee may receive up to twelve (12) weeks of unpaid leave during a twelve (~~12-month~~) -month period for a qualified family ~~member's~~ or personal medical condition.

~~2. If the employee is on a leave of absence due to own illness or injury or the illness or injury of their qualified family member, the employee is required to use half (1/2) of their annually accrued sick leave benefits (see Sick Leave Policy for further details). Once half (1/2) of the annually accrued sick leave benefits have been exhausted and the employee is still on leave of absence, the employee will then be required to use their Sick Accruals, Vacation Accruals or combination of each. Only when the employee has exhausted all of their paid leave accruals can the employee go on an unpaid leave. Employees must use and exhaust their Accrued Sick Leave concurrently with FMLA, CFRA, and PDL and RLL to the same extent that employees have the right to use their Accrued Sick Leave~~



concurrently with FMLA, CFRA, and PDL and RLL with two (2) exceptions as described below:

- a. Employees are not required to use Accrued Sick Leave during leave pursuant to a disability plan that pays a portion of the employees' salary while on leave unless the employee agrees to use Accrued Sick Leave to cover the unpaid portion of the disability leave benefit; and
- b. An employee must agree to use Accrued Sick Leave to care for a child, parent, spouse or domestic partner, grandparent, grandchild, sibling, or designated person.

- i. In this instance, if the employee chooses not to utilize Accrued Sick Leave, they will be required to utilize Vacation/PTO and CTO Accruals or combination of each until those accruals are exhausted.

~~Employees are required to use Accrued Sick Leave concurrently with PDL. The employee may choose to also utilize Vacation/PTO and CTO Accruals concurrently with PDL.~~

2.3. For FMLA and CFRA, once the employee's Accrued Sick Leave benefits have been exhausted (if applicable) and the employee is still on a leave of absence, the employee will then be required to use their Vacation/PTO, CTO Accruals or combination of each. Only when the employee has exhausted all of their paid leave accruals can the employee go on an unpaid leave. For PDL, once Accrued Sick Leave is exhausted, the employee may choose to use any Vacation/PTO, and CTO Accruals, or to go on unpaid leave.

- a. An employee can elect to keep the following Sick Leave Accruals in their Sick Leave A Bank without having to exhaust Sick Leave prior to exhausting using their Vacation/PTO, and CTO Accruals or a combination of each.
  - i. Shift Personnel: 48 hours of Sick Leave
  - ii. Day Personnel: 34.28 hours of Sick Leave

~~3. If the employee is on intermittent leave of absence due to own illness or injury or the illness or injury of their qualified family member, the employee is required to use half (1/2) of their annually accrued sick leave benefits (see Sick Leave Policy for further details) for the hours and/or days missed due to their leave reasons. Once half (1/2) of the annually accrued sick leave benefits have been exhausted the employee will then be required to use their Sick Accruals, Vacation Accruals or combination of each for all the hours and/or days missed due to their leave reasons. Only when the employee has exhausted all of their paid leave accruals can the employee go on an unpaid leave.~~

- ~~a. An employee can elect to keep the following Sick Leave Accruals in their Sick Leave A Bank without having to exhaust Sick Leave prior to exhausting their Vacation/PTO Accruals or a combination of each.
  - i. Shift Personnel: 48 hours of Sick Leave~~



ii. Day Personnel: 34.28 hours of Sick Leave

4. Employees are eligible to take up to twelve (12) weeks of FMLA/CFRA within a twelve (12-month) -month period. However, if an employee is medically required to be absent from work for longer than the twelve (12-week) -week period granted under FMLA/CFRA rights, the District will go through an interactive process with the employee and attempt to provide reasonable accommodation. That reasonable accommodation will also include the employee remaining on leave for an extended period of time, not to exceed twelve (12) months from the original start date of the employee's leave. If the employee is medically required to be on leave for longer than twelve (12) months from the original start date of their leave and the employee is unable to return to work, the District will go through another interactive process with the employee to determine if reasonable accommodation can be provided. If it is determined that reasonable accommodation cannot be provided, the District will then terminate the employee once their leave has exceeded twelve (12) months from the original start date of their leave.
5. For information regarding how an employee's pay will be supplemented while on disability, please contact the Human Resources Division.
6. An eligible employee who is disabled because of pregnancy is entitled to Pregnancy Disability Leave (PDL). PDL provides up to four (4) months of leave. PDL is followed by a maximum of twelve (12) weeks of CFRA. CFRA and FMLA run concurrently, however PDL and CFRA do not run concurrently.
7. An eligible employee is entitled to take up to twenty-six (-26) workweeks of leave during a "single 12-month period" to care for a seriously injured or ill covered service member.
8. An eligible employee is entitled to two types of Military Family Leave: Qualifying Exigency Leave, and Military Caregiver Leave.
9. Under SB-848, Employment Leave for Reproductive Loss, an eligible employee is entitled to a minimum of five (5) days of leave for a reproductive loss event.
  - a. Employees are eligible to take leave when they have worked for the District for at least thirty (-30) days.
  - b. Employees can take leave following their own reproductive loss event or that of another person – such as a spouse or domestic partner – if the employee would have been the parent of the child born or adopted.
  - c. Employees can, but do not have to, take their leave days consecutively.
  - d. The leave must be completed within three (3) months of the reproductive loss event.
  - e. If an employee experiences more than one (1) reproductive loss event in a year, they are entitled to no more than twenty (20) days of reproductive

loss leave in that one (1)- year period. The period of time is defined as follows:

- i. Shift Personnel: Five (5) ~~day~~shifts of RLL per reproductive loss event up to a maximum of twenty (20) shifts per one (1) year period.
- ii. Day Personnel: Five (5) business days of RLL per reproductive loss event up to a maximum of twenty (20) business days per one (1) year period.

f. A reproductive loss event is defined as any of the following:

- i. Miscarriage
- ii. Stillbirth
- iii. Failed adoption – for example, if a birth mother or legal guardian breaches or dissolves an adoption agreement, or if an adoption is not finalized for another reason.
- iv. Failed surrogacy – for example, if a surrogate breaches or dissolves a surrogacy agreement, or if an embryo transfer fails.
- v. Unsuccessful assisted reproduction – for example, a failed intrauterine insemination or embryo transfer.

g. Reproductive loss leave is separate from, and in addition to FMLA/CFRA/PDL. If an employee is on another type of leave during the reproductive loss event, they can take reproductive loss leave within three (3) months of finishing the other form of leave.

h. Employees may use any available ~~Accrued Sick Leave~~, ~~Vacation/PTO~~, ~~Sick Leave~~ and CTO to cover their reproductive loss leave, however the employee can also choose to go unpaid during this timeframe.

9.10. FMLA will run concurrently with CFRA, PDL, ~~Protected Sick Leave (see Sick Leave Policy for details)~~, Qualifying Exigency Leave, and Military Caregiver Leave.

a. FMLA will also run concurrently with Workers' Compensation leave as long as the injury is one that meets the criteria for a "serious health condition", unless the employee is Safety Personnel receiving salary continuation in lieu of temporary disability payments under California Labor Code Section 4850.

~~b.~~ FMLA will not run concurrently with CFRA if the need for leave is due to a qualified medical reason for one of the following qualified family members: that does not fall under FMLA: grandparent, grandchild, sibling, parent-in-law, registered domestic partner, or designated person.~~sibling, grandchild, or grandparent.~~



~~10. An employee can elect to keep the following Sick Leave Accruals in their Sick Leave A Bank prior to exhausting their Vacation/PTO, CTO Accruals or a combination of each:~~

~~a. Shift Personnel: 48 hours of Sick Leave~~

~~b. Day Personnel: 34.28 hours of Sick Leave~~

### *Procedures*

The following procedures apply when requesting FMLA/CFRA/PDL/RLL. Contact the Human Resources Division as soon as you become aware of the need for leave.

1. If the event necessitating leave becomes known to the employee more than thirty (30) calendar days before the need for leave, the request must be submitted in writing at least thirty (30) days before the leave is needed.
2. If the need for leave is not foreseeable, the employee must provide as much advance notice as possible by submitting required certification from the authorized health care provider no later than five working days after learning of the need for leave.
3. If the leave is needed for a planned medical treatment, the employee must make a reasonable effort to schedule the treatment to avoid disruption to District operations, subject to the approval of the authorized health care provider.
4. If the leave is needed to care for an ill child, sibling, parent, grandparent, grandchild, spouse, domestic partner, or designated person, the employee must provide a certification completed by the authorized health care provider which can be obtained from the Human Resources Division, and must state the following:
  - a. date of commencement of the serious health condition;
  - b. probable duration of the condition;
  - c. estimate of the amount of time which the authorized health care provider believes the employee needs to care for the child, sibling, parent, grandparent, grandchild, spouse, domestic partner, or designated person; and
  - d. confirmation that the serious health condition warrants the participation of a family member.
  - e. The diagnosis, treatment or similar details shall not be included.
5. If the leave is needed for the employee's own serious health condition, the employee must provide a certification completed by the authorized health care provider which can be obtained from the Human Resources Division, and must state the following:
  - a. date of commencement of the serious health condition;
  - b. probable duration of the condition; and

- c. a statement that the employee is unable to perform the function of his/her position because of the serious health condition.
  - d. The diagnosis, treatment or similar details shall not be included.
6. The District will require recertification from the authorized health care provider if additional leave is required for the employee's own medical condition, or to care for an ill child, sibling, parent, grandparent, grandchild, spouse, domestic partner, or designated person.
7. The District will require certification by the employee's authorized health care provider that the employee is fit to return to his/her job. If the employee fails to provide a fit to return to work certification from the authorized health care provider, the employee may be denied reinstatement until such time as the certificate is obtained. (Note: This policy must be applied uniformly for return from any type of medical leave.)
8. If the leave is needed for Military Family Leave (Qualifying Exigency Leave/Military Caregiver Leave) employee must provide proof of active duty/deployment documentation for the covered service member.
- 8.9. If the leave is needed for Reproductive Loss, the employee is not required to submit medical documentation in support of their leave request.
- 9.10. An employee taking approved leave that is covered under FMLA/CFRA/PDL/RLL will be allowed to continue participating in any health benefit plans in which he/she was enrolled prior to the first day of the leave at the District's expense minus the employee contribution.
- 10.11. Under some circumstances employees may take FMLA/CFRA/PDL intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule as determined by the authorized health care provider.
- a. If on Intermittent FMLA, employee must notify their chain of command as well as the Human Resources Division prior to the Intermittent FMLA absence to ensure the absence(s) will be counted as FMLA. If there is an emergency situation, the employee must notify their chain of command immediately however can contact the Human Resources Division within 24 hours of the absence in order for that absence(s) to be counted as FMLA.
- 11.12. Upon return from FMLA/CFRA/PDL/RLL, an employee will be reinstated to his/her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. In addition, an employee's use of FMLA/CFRA/PDL/RLL will not result in the loss of any employment benefit that the employee earned or was entitled to before using leave.
- 12.13. Pursuant to federal and state law, reinstatement after FMLA/CFRA/PDL may be denied to employees:



- a. when the refusal is necessary to prevent substantial and grievous economic injury to the District's operations by declaration of the Board of Directors;
- b. when the refusal is related to misconduct -which would -have resulted in termination regardless of the leave taken; or
- c. when the employee does not return at the designated time.

For additional information about eligibility for FMLA/CFRA/PDL/RLL, contact the Human Resources Division.

### *References*

1. Family Medical Leave Act
2. California Family Rights Act
3. Pregnancy Disability Leave Act
4. United States Department of Labor-Title 38 United States Code (U.S.C.) Chapter 43 (4301-4335) — USERRA Code
5. United States Department of Labor -Title 20 Code of Federal Regulations (C.F.R.) part 1002 USERRA Regulations
6. The National Defense Authorization Act for FY 2008 ("NDAA"), Public Law 110-181
7. California Labor Code Sections 4850, 12945.2 and 230
8. Senate Bill 579
9. Senate Bill 1383
- ~~9.~~10. Senate Bill 848
- ~~10.~~11. Assembly Bill No. 1041
10. All current policies can be found in the Policy App.



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**SUBJECT:** Certified Election Results – General Election, November 5, 2024

### TOPIC

Request to adopt resolutions to canvass the results of the District General Election and a General Obligation Bond Election, in accordance with the attached Certificates of Facts from the Registrars of the Counties of Sacramento and Placer.

### BACKGROUND

On May 9, 2024, the Board of Directors (Board) of the Sacramento Metropolitan Fire District (District) adopted Resolution 2024-080 to consolidate the regularly scheduled General District Election with the Presidential General Election held on November 5, 2024, for the purpose of electing Directors for Divisions Two (2), Four (4), Five (5), Six (6), and Eight (8). Subsequently, the Board also adopted Resolution 2024-102 on July 25, 2024, to call an election for a general obligation bond authorization not to exceed \$415 million and consolidate that election with the Presidential General Election held on November 5, 2024.

### DISCUSSION

There were insufficient nominees for the office of Director in Divisions 2, 5, 6, and 8 to require an election on November 5, 2024. In accordance with Elections Code § 10515, the following persons who filed a declaration of candidacy shall take office and serve exactly as if elected in the General Election:

|   |   |   |                                       |
|---|---|---|---------------------------------------|
| <b><u>Division 2</u></b><br>Grant Goold | <b><u>Division 5</u></b><br>Shawn Stark | <b><u>Division 6</u></b><br>D'Elman Clark | <b><u>Division 8</u></b><br>Gay Jones |
|---|---|---|---------------------------------------|

In accordance with Elections Code § 15400, following are the official election results of the November 5, 2024 General Election certified by the Registrar of Voters of the County of Sacramento for the position of Director in Division 4:

|                           |                           |
|---------------------------|---------------------------|
| <b><u>Division 4:</u></b> | <b><u>Votes Cast:</u></b> |
| Ted Wood                  | 18,726                    |
| Lee Miller                | 7,800                     |

In accordance with Elections Code § 15400, following are the official election results of the November 5, 2024 General Election certified by the Registrars of Voters of the Counties of Sacramento and Placer for the authorization of a general obligation bond not to exceed \$415 million (Measure O):

|                                |                                 |                             |
|--------------------------------|---------------------------------|-----------------------------|
| <b><u>Combined Results</u></b> | <b><u>Sacramento County</u></b> | <b><u>Placer County</u></b> |
| Yes 192,312 // 69.11%          | Yes 192,224 // 69.12%           | Yes 88 // 53.01%            |
| No 85,944 // 30.89%            | No 85,866 // 30.88%             | No 78 // 46.99%             |



**FISCAL IMPACT**

There is no fiscal impact for the recommended action. Fiscal impacts related to future bond issuance(s) pursuant to the passage of Measure O will be presented to the Board at the time of recommended issuance(s).

**RECOMMENDATION**

Staff recommends the Board adopt a resolution to canvass the results of the District General Election Held on November 5, 2024, in accordance with the Certificates of Facts from the Registrar of the County of Sacramento.

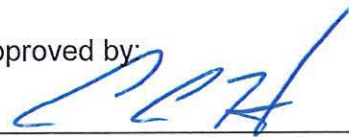
Staff further recommends that the Board adopt a resolution to canvass the results of a General Obligation Bond Election Held on November 5, 2024, in accordance with the Certificates of Facts from the Registrars of the Counties of Sacramento and Placer.

Submitted by:



Marni Rittburg  
Clerk of the Board

Approved by:



Adam A. House  
Fire Chief

Attachment 1: Resolution Canvassing the Results of the District General Election Held on November 5, 2025

Attachment 2: Resolution Canvassing the Results of a General Obligation Bond Election Held on November 5, 2025



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2024-XXX

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT CANVASSING THE RESULTS OF A DISTRICT GENERAL ELECTION HELD ON NOVEMBER 5, 2024

**RESOLVED**, by the Board of Directors (the "Board") of the Sacramento Metropolitan Fire District (the "District"), within Sacramento and Placer Counties, California (the "Counties"), as follows:

**WHEREAS**, on May 9, 2024, the Board adopted Resolution 2024-080 to consolidate the regularly scheduled General District Election with the Presidential General Election held on November 5, 2024, for the purpose of electing Directors for Divisions Two (2), Four (4), Five (5), Six (6), and Eight (8);

**WHEREAS**, there were insufficient nominees for the office of Director in Divisions 2, 5, 6, and 8 to require an election on November 5, 2024, and in accordance with section 10515 of the California Elections Code, the following persons who filed a declaration of candidacy shall take office and serve exactly as if elected in the General Election:

|            |             |               |            |
|------------|-------------|---------------|------------|
| Division 2 | Division 5  | Division 6    | Division 8 |
| Grant Goid | Shawn Stark | D'Elman Clark | Gay Jones  |

**WHEREAS**, Resolution No. 2024-080 was duly delivered to the County Registrars and the Clerks of the Boards of Supervisors of the Counties;

**WHEREAS**, on November 5, 2024, an election was duly held and conducted for the purpose of voting for a Director for Division 4; and

**WHEREAS**, in accordance with section 15400 of the California Elections Code, the Board has received from the County Registrar the Certificate of Facts for the election, attached hereto as **Exhibit A** and incorporated herein by this reference, that following are the official election results for the position of Director in Division 4:

|             |             |
|-------------|-------------|
| Division 4: | Votes Cast: |
| Ted Wood    | 18,726      |
| Lee Miller  | 7,800       |

**NOW, THEREFORE, it is hereby ORDERED and DETERMINED** by the Board of Directors of the Sacramento Metropolitan Fire District, as follows:

**Section 1.** The fact that Ted Wood is elected as Director for Division 4 is hereby entered upon the minutes of this meeting.

**Section 2.** Any prior entries upon the minutes by the Board regarding the election of the Director for Division 4 are hereby superseded by this Resolution.



**RESOLUTION NO. 2024-XXX**

Page 2

**Section 3.** That the Board determines that all proceedings of the District in connection with such election have been accomplished according to law.

**Section 4.** That the Clerk of the Board is hereby directed to deliver, or cause to be delivered, a copy of this Resolution to the Clerks of the Boards of Supervisors of the Counties.

**Section 5.** The Fire Chief, the Clerk of the Board, and other appropriate officials of the District and District consultants are hereby authorized and directed to take any actions and execute and deliver any and all documents as are necessary to accomplish the provisions and directives of this Resolution.

**Section 6.** This Resolution shall be effective upon adoption by the Board.

**PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of December, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

**ATTACHMENTS:**

Exhibit A: Certificate of Facts for the District General Election



# COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS CERTIFICATE OF FACTS

STATE OF CALIFORNIA }  
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the names of the candidates shown below were submitted to the known qualified electors in Sacramento County in the:

**Sacramento Metropolitan Fire District, Division 4**

for the purpose of electing:

**One (1) Director**

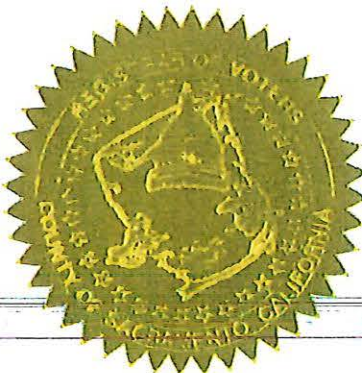
at the **November 5, 2024 Presidential General Election**

The results of the Official Canvass conducted by this office are as follows:

| Name             | Total<br>Votes Cast |
|------------------|---------------------|
| *Ted Daniel Wood | 18,726              |
| Lee Miller       | 7,800               |

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December 2024**, in accordance with the laws of the State of California.



HANG NGUYEN  
REGISTRAR OF VOTERS  
County of Sacramento  
State of California

\*Elected





# COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS CERTIFICATE OF FACTS

STATE OF CALIFORNIA }  
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the number of nominees for the office of:

### **Sacramento Metropolitan Fire Protection District, Division 2**

did not exceed the number of offices to be filled at the:

### **November 5, 2024 Presidential General Election**

A petition signed by 10% of the voters or 50 voters, whichever is the smaller number, in the district or trustee area if elected by trustee area, requesting that the district election be held was not presented to me.

In accordance with Elections Code §10515, I hereby request that the Board of Supervisors appoint to such office the following person who filed a declaration of candidacy, and who shall take office and serve exactly as if elected at the General Election.

|                        |                          |                |
|------------------------|--------------------------|----------------|
| <u><b>Director</b></u> | Number of Positions:     | 1              |
|                        | Number of Candidates:    | 1              |
|                        | Name(s) of Candidate(s): | Grant B. Goold |

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this  
**3rd day of December 2024**, in accordance with the laws of the State of California.



HANG NGUYEN  
REGISTRAR OF VOTERS  
County of Sacramento  
State of California



# COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS CERTIFICATE OF FACTS

STATE OF CALIFORNIA }  
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the number of nominees for the office of:

### **Sacramento Metropolitan Fire Protection District, Division 5**

did not exceed the number of offices to be filled at the:

### **November 5, 2024 Presidential General Election**

A petition signed by 10% of the voters or 50 voters, whichever is the smaller number, in the district or trustee area if elected by trustee area, requesting that the district election be held was not presented to me.

In accordance with Elections Code §10515, I hereby request that the Board of Supervisors appoint to such office the following person who filed a declaration of candidacy, and who shall take office and serve exactly as if elected at the General Election.

|                        |                                      |
|------------------------|--------------------------------------|
| <u><b>Director</b></u> | Number of Positions: 1               |
|                        | Number of Candidates: 1              |
|                        | Name(s) of Candidate(s): Shawn Stark |

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December 2024**, in accordance with the laws of the State of California.



HANG NGUYEN  
REGISTRAR OF VOTERS  
County of Sacramento  
State of California





# COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS CERTIFICATE OF FACTS

STATE OF CALIFORNIA }  
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the number of nominees for the office of:

### **Sacramento Metropolitan Fire Protection District, Division 6**

did not exceed the number of offices to be filled at the:

### **November 5, 2024 Presidential General Election**

A petition signed by 10% of the voters or 50 voters, whichever is the smaller number, in the district or trustee area if elected by trustee area, requesting that the district election be held was not presented to me.

In accordance with Elections Code §10515, I hereby request that the Board of Supervisors appoint to such office the following person who filed a declaration of candidacy, and who shall take office and serve exactly as if elected at the General Election.

|                        |  |
|------------------------|--|
| <u><b>Director</b></u> | Number of Positions: 1                 |
|                        | Number of Candidates: 1                |
|                        | Name(s) of Candidate(s): D'Elman Clark |

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December 2024**, in accordance with the laws of the State of California.



  
HANG NGUYEN  
REGISTRAR OF VOTERS  
County of Sacramento  
State of California



# COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS CERTIFICATE OF FACTS

STATE OF CALIFORNIA }  
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the number of nominees for the office of:

### **Sacramento Metropolitan Fire Protection District, Division 8**

did not exceed the number of offices to be filled at the:

### **November 5, 2024 Presidential General Election**

A petition signed by 10% of the voters or 50 voters, whichever is the smaller number, in the district or trustee area if elected by trustee area, requesting that the district election be held was not presented to me.

In accordance with Elections Code §10515, I hereby request that the Board of Supervisors appoint to such office the following person who filed a declaration of candidacy, and who shall take office and serve exactly as if elected at the General Election.

|                        |                                    |
|------------------------|------------------------------------|
| <u><b>Director</b></u> | Number of Positions: 1             |
|                        | Number of Candidates: 1            |
|                        | Name(s) of Candidate(s): Gay Jones |

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December 2024**, in accordance with the laws of the State of California.



HANG NGUYEN  
REGISTRAR OF VOTERS  
County of Sacramento  
State of California





# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2024-XXX

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT CANVASSING THE RESULTS OF A GENERAL OBLIGATION BOND ELECTION HELD ON NOVEMBER 5, 2024

**RESOLVED**, by the Board of Directors (the "Board") of the Sacramento Metropolitan Fire District (the "District"), within Sacramento and Placer Counties, California (the "Counties"), as follows:

**WHEREAS**, on July 25, 2024, the Board adopted Resolution 2024-102 ordering the Registrar of Voters of the Counties (the "County Registrars") to call an election for a general obligation bond authorization not to exceed \$415 million (the "Bond Election") and to consolidate that election with the Presidential General Election held on November 5, 2024;

**WHEREAS**, Resolution No. 2024-102 was duly delivered to the County Registrars and the Clerks of the Boards of Supervisors of the Counties;

**WHEREAS**, notice of the Bond Election was duly given;

**WHEREAS**, the Bond Election was called pursuant to the provisions of the California Constitution and California law;

**WHEREAS**, on November 5, 2024, the Bond Election was duly held and conducted for the purpose of voting on a measure to authorize the issuance of bonds of the District in the amount not to exceed \$415,000,000 (the "Bond Measure");

**WHEREAS**, in accordance with section 15400 of the California Elections Code, the Board has received from the County Registrars the Certificate of Facts for the Bond Election, attached hereto as **Exhibit A** and incorporated herein by this reference, that following are the official election results for the authorization of the Bond Measure, evidencing that that two-thirds or more of the votes cast were in favor of the Bond Measure:

| Combined Results      | Sacramento County     | Placer County    |
|-----------------------|-----------------------|------------------|
| Yes: 192,312 (69.11%) | Yes: 192,224 (69.12%) | Yes: 88 (53.01%) |
| No: 85,944 (30.89%)   | No: 85,866 (30.88%)   | No: 78 (46.99%)  |

**NOW, THEREFORE, it is hereby ORDERED and DETERMINED** by the Board of Directors of the Sacramento Metropolitan Fire District, as follows:

**Section 1.** The fact that the Bond Measure has been approved by two-thirds or more of the votes cast at the Bond Election is hereby entered upon the minutes of this meeting.

**Section 2.** Any prior entries upon the minutes by the Board that the Bond Measure has been approved by two-thirds or more of the votes cast at the Bond Election are hereby superseded by this Resolution.

**RESOLUTION NO. 2024-XXX**

Page 2

**Section 3.** That the Board determines that all proceedings of the District in connection with the Bond Election have been accomplished according to law.

**Section 4.** That the Clerk of the Board is hereby directed to deliver, or cause to be delivered, a copy of this Resolution to the Clerks of the Boards of Supervisors of the Counties.

**Section 5.** The Fire Chief, the Clerk of the Board, and other appropriate officials of the District and District consultants are hereby authorized and directed to take any actions and execute and deliver any and all documents as are necessary to accomplish the provisions and directives of this Resolution.

**Section 6.** This Resolution shall be effective upon adoption by the Board.

**PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of December, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:  
NOES:  
ABSENT:  
ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

**ATTACHMENTS:**

Exhibit A: Certificate of Facts for the Bond Election





**COUNTY OF SACRAMENTO  
VOTER REGISTRATION AND ELECTIONS  
CERTIFICATE OF FACTS**

STATE OF CALIFORNIA }  
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that **Measure O** (shown below) was submitted to the known qualified electors in Sacramento County in the **Sacramento Metropolitan Fire District** at the **November 5, 2024 Presidential General Election**.

**BALLOT QUESTION**

**“SACRAMENTO METROPOLITAN FIRE DISTRICT FIRE/EMERGENCY MEDICAL RESPONSE MEASURE. To maintain 911 fire/emergency medical response times, attract/retain qualified professional firefighters/paramedics, support local fire protection, and prevent firefighter exposure to cancer-causing air pollution by upgrading outdated/deteriorating lifesaving equipment, engines/stations, shall Sacramento Metropolitan Fire District's measure be adopted, authorizing \$415,000,000 in bonds at legal rates, levying approximately \$19/\$100,000 assessed value, generating approximately \$24,000,000 annually while bonds are outstanding, with annual audits, citizens' oversight and local control?”**

The results of the Official Canvass conducted by this office are as follows:

|                         | <u>YES VOTES</u> | <u>NO VOTES</u> |
|-------------------------|------------------|-----------------|
| Sacramento              | 192,224          | 85,866          |
| Placer                  | 88               | 78              |
| <b>Total Votes Cast</b> | <b>192,312</b>   | <b>85,944</b>   |

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December, 2024**, in accordance with the laws of the State of California.



HANG NGUYEN  
REGISTRAR OF VOTERS  
County of Sacramento  
State of California

**RYAN RONCO**  
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

**LISA CRAMER**  
ASSISTANT COUNTY CLERK

**STEPHEN AYE**  
ASSISTANT RECORDER-REGISTRAR



3715 ATHERTON ROAD  
ROCKLIN, CA 95765

**PLACER COUNTY ELECTIONS OFFICE**

530-886-5650 • Toll Free 800-824-8683 • Fax 530-886-5688  
www.placercountyelections.gov • election@placer.ca.gov

STATE OF CALIFORNIA }  
COUNTY OF PLACER } ss.

**CERTIFICATE OF FACTS**

I, RYAN RONCO, Clerk-Recorder-Registrar of Voters of the County of Placer, State of California, do hereby certify that on December 3, 2024, I canvassed the votes cast at the **November 5, 2024 General Election for Measure O.**

The results of the official canvass conducted by this office are as follows:

**Sacramento Metropolitan Fire District: Fire/Emergency Medical Response**

This measure requires 2/3 of votes for approval in Placer County to pass.

| County       | Yes     | No     |
|--------------|---------|--------|
| Placer       | 88      | 78     |
| Sacramento   | 192,224 | 85,866 |
| Overall vote | 192,312 | 85,944 |

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December, 2024**, in accordance with the laws of the State of California.

\_\_\_\_\_  
RYAN RONCO  
PLACER COUNTY CLERK-RECORDER-  
REGISTRAR OF VOTERS

State of California





ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

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

**DATE:** December 12th, 2024  
**TO:** Board of Directors  
**SUBJECT:** Surplus Equipment

## TOPIC

Disposal of the District's IT capital asset equipment.

## SUMMARY

The District's I.T. Division is decommissioning capital asset equipment from its inventory to be E-Wasted.

## FISCAL IMPACT


There will not be a fiscal impact to the District.

## RECOMMENDATION

Staff recommends the Board of Director's approve the disposal of the District's I.T. Divisions' surplus equipment.

Submitted by:

Approved by:

  
Mathew Roseberry  
Director of Technology

  
ty bailey (Dec 6, 2024 09:00 PST)

Ty, Bailey  
Deputy Chief, Support Services

## ATTACHMENTS:

Attachment 1: Resolution Agreement and List of Capital Assets to be Resolved



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2024-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT I.T. EQUIPMENT

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, the District's I.T. Division has old and unused capital assets that need to be E-Wasted; and

**WHEREAS**, the district requires all resolution of capital assets to be presented to the board for approval to E-Waste.

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District does hereby approve the resolution of IT equipment, as set forth in the attached **Exhibit "A"**.

**Exhibit A:**

| INCODE<br>ASSET # | ACQUISITION |             | DESCRIPTION                           | SERIAL NO    | DISPOSAL METHOD     | FAIR MARKET VALUE | RED INV TAG NO |
|-------------------|-------------|-------------|---------------------------------------|--------------|---------------------|-------------------|----------------|
|                   | DATE        | COST        |                                       |              | DISPOSAL DATE       |                   |                |
| 5047              | 10/6/17     | \$8,626.83  | iPlan Table FM-ELT494K                | 6PSLGK2      | E-Waste<br>01/01/25 | \$0               | 501119         |
| 3263              | 1/1/98      | \$26,725.55 | Switch BP-Flint-Rec01                 | BTT0305001XB | E-Waste<br>01/01/25 | \$0               | 501063         |
| 9680              | 10/6/17     | \$8,626.83  | iPlan Table FM-ELT494K                | 6PWL GKZ     | E-Waste<br>01/01/25 | \$0               | 501123         |
| 9681              | 10/6/17     | \$8,626.83  | iPlan Table FM-ELT494K                | 6PXNGK2      | E-Waste<br>01/01/25 | \$0               | 501120         |
| 5118              | 06/14/13    | \$6,912     | Mitsubishi Laser Pro WD82--U          | 0003333      | E-Waste<br>01/01/25 | \$0               | 501064         |
| 5124              | 03/16/11    | \$5,466     | IDP Cisco C3KX-MN-10G                 | FD01508R     | E-Waste<br>01/01/25 | \$0               | 501102         |
| 5117              | 03/16/11    | \$5,466     | Network Module COMJT00ARB             | FD01508Z     | E-Waste<br>01/01/25 | \$0               | 501103         |
| 9683              | 06/14/13    | \$7,764     | Blamp Systems AudioFLEX R00BAUDIA.IT2 | 02153172     | E-Waste<br>01/01/25 | \$0               | 501061         |
| 5116              | 06/14/13    | \$5,150     | AudioFLEX R00BAUDIA.IT2               | 02155777     | E-Waste<br>01/01/25 | \$0               | 5001062        |
|                   |             |             |                                       |              |                     |                   |                |



**PASSED, APPROVED AND ADOPTED** this 12<sup>th</sup> day of December 2024. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

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

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board



# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

DATE: December 12, 2024  
TO: Board of Directors  
SUBJECT: Vacancies on Deferred Compensation Committee

## TOPIC

Two vacancies exist on the Deferred Compensation Committee. The Board of Directors appoints members to this Committee upon recommendation of the Committee.

## BACKGROUND

The Board of Directors has approved a plan to provide employees an opportunity to participate in a voluntary Deferred Compensation Plan. Deferred Compensation, under the Internal Revenue Code 457, is a tax deferred supplemental retirement program that allows employees to contribute a portion of their salary to a retirement account, before federal and state taxes are deducted. The administrator of the Plan is a nine member committee appointed by the Board of Directors, comprised of employees, active and retired, who are participants in the Deferred Compensation Plan.

The Deferred Compensation Committee is responsible for the administration of the Deferred Compensation Plan in accordance with rules and regulations of Internal Revenue Code 457. Committee members are charged with the maintenance and oversight of the Plan. Responsibilities include, but are not limited to, evaluation of services provided by the Third-Party Administrator and performance of Investment Providers in addition to remaining informed on regulations related to Internal Revenue Code 457.

There are two vacancies on the committee due to the resignations of Retired Captain Randy Johnson and Captain Trevor Jamison. The committee voted unanimously to nominate Engineer Cardiff Schmitz and Human Resources Analyst Michelle Dehoney. The committee believes that Engineer Schmitz and Human Resources Analyst Dehoney are the best people to join the committee, from among a very good pool of qualified candidates applying for the position. The committee would also like to publicly acknowledge all of Mr. Johnson and Captain Jamison's hard work on the committee over the years.

## RECOMMENDATION

The Deferred Compensation Committee recommends that the Board of Directors adopt a Resolution appointing Cardiff Schmitz and Michelle Dehoney to the Deferred Compensation Committee.

Submitted By:

Mitch Thomas, Fire Fighter/Paramedic  
Chairperson, Deferred Compensation Committee

Approved By:

Adam House, Fire Chief





# Sacramento Metropolitan Fire District

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

ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2024-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT APPOINTING MICHELLE DEHONEY AND CARDIFF SCHMITZ TO THE DEFERRED COMPENSATION COMMITTEE

**WHEREAS**, the Board of Directors has established the Deferred Compensation Plan consisting of provisions relative to a Deferred Compensation Program under Section 457 of the Internal Revenue Service Code; and

**WHEREAS**, the Board of Directors has appointed a Deferred Compensation Committee charged with maintenance and administration of the Plan in accordance with the rules and regulations of the Internal Revenue Code; and

**WHEREAS**, the Deferred Compensation Committee has two vacancies due to the resignations of Retiree Randy Johnson and Captain Trevor Jamison; and

**WHEREAS**, the Deferred Compensation Committee has unanimously nominated HR Specialist Michelle Dehoney and Engineer/Paramedic Cardiff Schmitz as the most qualified candidates to fill these vacancies.

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District does hereby appoints Michelle Dehoney and Cardiff Schmitz, to serve on the Deferred Compensation Committee.

**PASSED, APPROVED AND ADOPTED** this 12<sup>th</sup> day of December 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

### SACRAMENTO METROPOLITAN FIRE DISTRICT

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

### ATTEST:

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

---

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

DATE: December 12, 2024  
TO: Board of Directors  
SUBJECT: 2025 Schedule of Regular and Committee Meetings

## TOPIC

Schedule of regular and committee meetings for 2025, and cancellation of meetings that fall on holidays.

## DISCUSSION

The regular meetings of the Board of Directors are scheduled for the second and fourth Thursday of each month. The fourth Thursdays in the months of November and December fall on November 27<sup>th</sup>, Thanksgiving Day, and December 25<sup>th</sup>, Christmas Day. It has been a past practice of the Board to cancel board meetings on dates that conflict with holidays. The Board of Directors Policies and Procedures, Paragraph 6(a), states that regular meetings may be cancelled or additional meetings may be scheduled with consent of the majority of the Board of Directors during a prior regularly scheduled Board meeting.

## RECOMMENDATION

Staff recommends the Board approve a schedule of regular and committee meetings for Calendar Year 2025 as shown in Attachment 1, including cancelling the meetings of November 27<sup>th</sup> and December 25<sup>th</sup>.

Submitted By:

---

Marni Rittburg, CMC, CPMC  
Board Clerk

Attachment (1) – 2025 Calendar of Meetings





ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

10545 Armstrong Avenue, Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916)859-3720

ATTACHMENT 1

## SACRAMENTO METROPOLITAN FIRE DISTRICT

### BOARD OF DIRECTORS SCHEDULE OF REGULAR AND COMMITTEE MEETINGS CALENDAR YEAR 2025

| COMMITTEE MEETINGS  | BOARD MEETINGS            |
|---|---------------------------|
| Thursday<br>5:00 pm or 5:30 pm<br>(Dependent upon<br>number of items) | Thursday<br>6:00 pm       |
| Executive   | January 9                 |
| Finance & Audit   | January 23                |
| Policy  | February 13               |
| Finance & Audit   | February 27               |
| Policy  | March 13                  |
| Finance & Audit   | March 27                  |
| Policy  | April 10                  |
| Finance & Audit   | April 24                  |
| Policy  | May 8                     |
| Finance & Audit   | May 22                    |
| Policy  | June 12                   |
| Finance & Audit   | June 26                   |
| Policy  | July 10                   |
| Finance & Audit   | July 24                   |
| Policy  | August 14                 |
| Finance & Audit   | August 28                 |
| Policy  | September 11              |
| Finance & Audit   | September 25              |
| Policy  | October 9                 |
| Finance & Audit   | October 23                |
| Policy  | November 13               |
| Finance & Audit   | November 27 Thanksgiving  |
| Policy  | December 11               |
| Finance & Audit   | December 25 Christmas Day |

NOTE: Policy, Finance & Audit, and Executive Committee meetings are held as needed.



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

---

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

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**SUBJECT:** 2025 Election of Officers

## TOPIC

Elect the President, Vice President, and Secretary to serve as the Executive Committee for calendar year 2025.

## DISCUSSION

The following excerpts have been taken from the Board of Directors Policies and Procedures to provide a brief overview:

Election of Officers. The Board shall elect a President, Vice President, and Secretary at the first regularly scheduled meeting in December of each year to serve throughout the subsequent calendar year. Upon the occurrence of a vacancy, the Board shall fill such vacancy. An interim election for Board Officers may be held upon approval by a majority of the Directors.

Responsibilities of the President. The President is responsible for the following:

Presiding at Meetings. The President, when present, shall preside at all meetings of the Board; shall take the chair at the time appointed for every Board meeting; and immediately call the members to order and proceed with the business of the Board.

General Direction. Have general direction of the boardroom and assign seats for the use of the Board members and members of the staff as required.

Order and Decorum. Preserve order and decorum; prevent demonstrations; and, in accordance with law, order removal from the boardroom of any person whose conduct is deemed objectionable; and order the boardroom cleared whenever deemed necessary.

Length of Time for Public Discussion. Allocate the length of time for public discussion of any matter in advance of such discussion with the concurrence of the Board.



Other Responsibilities. Other responsibilities as may be prescribed by the Board.

Official Spokesperson/Representative. Shall be the official spokesperson and representative for the Board and the principal contact with legal counsel and the media.

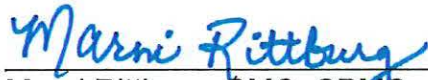
Vice President. The Vice President shall act as President in the absence of the President.

Secretary. The Secretary is responsible for signing Board Action Minutes and shall act as President in the absence of the President and Vice President.

### RECOMMENDATION

Staff recommends the Board nominate Board Members to be elected as the President, Vice President, and Secretary to serve as the Executive Committee for calendar year 2025.

Submitted By:



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Marni Rittburg, CMC, CPMC  
Board Clerk