



# Sacramento Metropolitan Fire District

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DAN HAVERTY  
Interim Fire Chief

## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, February 23, 2023

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 6:05 pm by President Clark. Board members present in person: Clark, Costa, Jones, Rice, Saylor, Sheetz, Webber, and Wood. Board members present virtually: Gould. Board members absent: none. Staff present: Interim Chief Haverty, General Counsel Lavra, and Board Clerk Penilla.

**PUBLIC COMMENT** - None

### CONSENT ITEMS

**Action:** Moved by Jones, 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 February 9, 2023.  
**Action:** Approved the Action Summary Minutes.
2. **2023 Annual Investment Policy**  
**Recommendation:** Receive and adopt the 2023 Annual Investment Policy for Sacramento County Pooled Investment Fund.  
**Action:** Adopted the 2023 Annual Investment Policy.

### PRESENTATION ITEM

1. **Fiscal Year 2021/22 Annual Comprehensive Financial Report (ACFR) and Accompanying Audit Reports**  
(Dave O'Toole, Chief Financial Officer and Ingrid Sheipline, CPA)
  - A. **Annual Comprehensive Financial Report (ACFR)**  
**Recommendation:** Receive Presentation. No action required.
  - B. **Compliance Report**  
**Recommendation:** Receive Presentation. No action required.
  - C. **Appropriations Limit Testing**  
**Recommendation:** Receive Presentation. No action required.
  - D. **Governance Letter**  
**Recommendation:** Receive Presentation. No action required.**Action:** Presentation received, no action taken.

2. **FY 2021/2022 Community Annual Report (CAR)**  
*(Dave O'Toole, Chief Financial Officer)*  
**Recommendation:** Receive presentation, no action required.  
**Action:** Presentation received, no action taken.
  
3. **Pre-employment Screening Process** *(Deputy Chief Bailey)*  
**Recommendation:** Receive presentation, no action required.  
**Action:** Presentation received, no action taken.
  
4. **Workers' Compensation Overview**  
*(Human Resources Manager, Melisa Maddux and  
Workers' Compensation Coordinator Candace Sarlis)*  
**Recommendation:** Receive presentation, no action required.  
**Action:** Presentation received, no action taken.
  
5. **Leadership Legacy Recognition – Jeff Wells** *(Interim Fire Chief Haverty)*  
**Recommendation:** Receive presentation, no action required.  
**Action:** Presentation received, no action taken.

#### **ACTION ITEMS**

1. **State Funding Acceptance – Zinfandel First Responder Training Facility**  
*(Erin Castleberry, Administrative Analyst)*  
**Recommendation:** Adopt the Funding Acceptance Resolution and Amendment to the FY2022/2023 Capital Improvement Plan Resolution.  
**Action:** Moved by Rice, seconded by Jones, and carried unanimously by members present to adopt Resolution Nos. 2023-008 and 2023-009.
  
2. **Emergency Work Approval – Station 101 Repairs** *(Deputy Chief Wagaman)*  
**Recommendation:** Approve that an emergency still exists and continue to authorize contracting without a competitive solicitation of bids pursuant to PCC Section 22050.  
**Discussion:** Deputy Chief Wagaman provided an update to the Board since the last meeting. Cleaning and debris removal identified additional asbestos in the dining area to be removed by February 24<sup>th</sup>. The RFB process for the fire station rebuild is ready when asbestos removal is complete. The continued expeditious repair is essential to ensure service delivery to the community.  
**Action:** Moved by Wood, seconded by Costa, and carried unanimously by members present to approve that an emergency still exists and continue to authorize without a competitive solicitation of bids pursuant to PCC Section 22050.
  
3. **Ratification of Resolution to Extend Teleconference of Board Meetings (Government Code 54953(e) (3))** *(President Clark)*  
**Recommendation:** Consider adopting a Resolution which would extend the ability to teleconference without compliance of Government Code paragraph (3) of subdivision (b) of section 54953 from February 23, 2023 – February 28, 2023 or until further re-ratified.  
**Discussion:** General Counsel Lavra provided an update to the teleconferencing changes per the California Government Code.  
**Action:** Moved by Jones, seconded by Wood unanimously by members present to adopt Resolution No. 2023-010.

4. **Industrial Disability Retirement – Captain Robert Raddigan**  
(*Interim Fire Chief Haverty*)

**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Captain Robert Raddigan has suffered job related injuries and is eligible for an Industrial Disability Retirement.

**Action:** Moved by Sheetz, seconded by Wood, and carried unanimously by members present to adopt Resolution No. 2023-011.

**REPORTS**

1. **PRESIDENT’S REPORT** - (*President Clark*) - No report.

2. **FIRE CHIEF'S REPORT** - (*Interim Chief Haverty*)

**Reassignment**

Congratulations to Battalion Chief Rosario Carollo for being selected to fill the Emergency Planning/Safety Battalion Chief assignment, effective February 26.

**Promotions**

Congratulations to Clarence (Joe) Eachus for his promotion to Facilities Manager, effective April 1<sup>st</sup>, following the pending retirement of the current Facilities Manager John Raeside.

Congratulations to Steven Davison for his promotion to Assistant Fleet Manager, effective April 1<sup>st</sup>, following the pending retirement of the current Assistant Fleet Manager Timothy Swank.

**Save-the-Dates**

March 15<sup>th</sup> 5:30pm: Promotion Ceremony at Rancho Cordova City Hall

March 30<sup>th</sup> 5:30pm: Annual Awards Gala at Arden Hills Country Club

**Brown Act Training**

Finished the second session of our Brown Act training today. Thank you to Mr. Pat Kernan and his associates for providing informative training that covered various aspects of governing boards and open meetings laws.

**Congratulations to our Planning and Development Division**

The District was notified by CalOES that we will be receiving the \$13 million grant for the Zinfandel Training Project.

Erin Castleberry, Kyle MacDonald and Jeff Frye have been working diligently on helping this funding come to Metro Fire and deserve a big congratulations! This Division is now working on the development plan for the project.

**Finance Division Update**

Some impressive news to share on Metro Fire’s recent financial reporting: the 2022/23 Final Budget, 2022/23 Capital Improvement Program (CIP) Plan, 2021/22 Annual Comprehensive Financial Report (ACFR), and 2021/22 Community Annual Report were all recently recognized by the independent oversight authorities for their accuracy, comprehensiveness, and commitment to the highest ethical standards of reporting.

Lastly, the Government Finance Officers’ Association recognized the District for excellence in our ACFR (8th year in a row), and the Community Annual Report (fourth year in a row).

Proposing two dates for the spring Board Workshop (4/29 or 5/13). Will poll the Board for availability.

### **OPERATIONS REPORT**

Deputy Chief Mitchell introduced Lara Kelley as Staffing Specialist. Lara has served the District for 19 years and the last nine of them have been as Staffing Specialist. Telestaff has evolved and is used for day-to-day staffing and time off for the 194 suppression and medic spots. Lara also works closely with Telestaff to write specialized code and to ensure the District's staffing needs are met.

### **ADMINISTRATIVE REPORT**

Deputy Chief Bailey provided the administrative report. Executive staff, HR and Shellie Anderson from Bryce Consulting, met with unrepresented staff, answered questions, explained the philosophy and intent moving forward. Deputy Chief Bailey thanked everyone who attended.

Recruitment is open for EMT/Paramedic Recruit, Facilities Technician, Logistics Technician, Fire Investigator, Mechanic, Office Technician, Accounting Specialist, Inspector, Supervising Inspector, and Board Clerk. Chief Bailey also thanked those who assisted with the interviews of 34 Paramedics. Congratulations to the 28 who passed and will move to the next phase of the process.

DC Bailey thanked CFO Dave O'Toole and the Finance team. The Midyear Budget will be presented at the March 9th meeting.

He also attended the labor relations and management meeting. He reported the items discussed focused on service delivery, expansion of the Metro Medic Program, adding new FTEs into the next budget cycle, and how to better serve the community.

### **SUPPORT SERVICES REPORT**

Deputy Chief Wagaman shared an update on the Fleet Division. DC Wagaman explained to the Board of Directors in order to maintain the fleet needed to support over 100,000 calls for service per year, a team of highly qualified mechanics and an orchestrator was needed to oversee the operations. DC Wagaman introduced Shea Pursell, Fleet Manger who started with American River Fire as a Fire Apparatus Repair Technician. After 11 years, he was promoted to Assistant Fleet manager, where he served another 11 years before being promoted in 2017 to Fleet Manger. The division currently has 15 total staff members, two locations, and over 396 collective years of mechanical repair experience. He invited the Board of Directors to visit anytime.

**3. GENERAL COUNSEL REPORT - No report.**

### **4. SMFD – FIREFIGHTERS LOCAL 522 REPORT**

Captain Sean Scollard, Director updated the board on Local 522. He has been working on a few projects with HR and 522. Thanks Directors Jones and Costa for visiting fire stations in Battalion 14. The crews appreciated it as well. 522 also had lunch with Dr. Mackey, Interim LEMSA Medical Director and they share a similar vision and direction. Multiple statewide meetings held on PP-GEMT to encourage non-contributors to participate in the program. Director Scollard also thanked those who participated in interviews. Labor and management

are working collaboratively on a clear vision. He also sees an opportunity to help guide member through workers' compensation process working hand in hand with HR.

## 5. 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 Clark)

Next Meeting: TBD

### B. Communications Center JPA – (DC Wagaman)

Report Out: February 14, 2023 at 9:00 AM

Deputy Chief Wagaman reported the JPA board approved a cyber security services, financial services, and technical service agreements. The JPA also approved tentative agreements with Locals 856 and 150. DC Wagaman also congratulated Julie Todd, Operations Manager on 20 years of service.

Next Meeting: February 28, 2023 at 9:00am Cosumnes CSD

### C. Finance and Audit Committee – (Director Wood)

Report Out: February 23, 2023 at 5:00pm

Director Wood reported the Committee received presentations on the Mid-Year Budget FY 2022/2023 and the Financial Report through 12/31/2022.

Next Meeting: April 27, 2023 at TBD

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

Next Meeting: March 9, 2023 at 5:30pm

## BOARD MEMBER QUESTIONS AND COMMENTS

Director Saylor thanked everyone for the presentations, including those behind the scenes.

Director Sheetz congratulated those employees who received promotions. She also thanked all for this evenings excellent reports and presentations.

Director Costa thanked Fire Station 51 for allowing him to participate for a day, where they train, eat, workout and how they respond to calls. Also thanked everyone for today's presentations and the workshop on the Brown Act, important to do as board members. Director Costa wants to see a clear and transparent process for the Fire Chief's replacement.

Director Jones recognized how much work has been done by staff for the last two hours. She also asked to end the meeting in a moment of silence for Jesus Romo, Battalion Chief from Sacramento Fire Department. BC Romo is known throughout the Sacramento area for the sculpture at Capital Park.

Director Wood echoed the other Directors. He expressed his gratitude to the crew at Fire Station 54 Captain Larson, Engineer Zumwalt, Firefighter Schumacher and the explorer who was doing a ride-along.

Director Webber thanked Deputy Chiefs, division managers and the behind the scenes staff.

**The Board recessed to closed session at 8:08 pm with moment of silence for Jesus Romo.**

**CLOSED SESSION**

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

Brian Swindler and the Sacramento Metropolitan Fire District  
Claim # SMDM-549969 – Workers Compensation Settlement Authority  
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

**Action:** Moved by Webber, seconded by Rice, and carried unanimously by members present to give settlement authority to Metro Fire’s third party administrator.

2. Pursuant to California Government Code Section 54956.9 (a) – One (1) matter of Industrial Disability Retirement.

Robert Raddigan and the Sacramento Metropolitan Fire District  
Claim # 4A21110DWQJ-0001 – Industrial Disability Retirement  
Ty Bailey, Deputy Chief Administration

**Action:** The Board took no reportable action, this item will be heard as action item number 4.

3. Pursuant to California Government Code 54957(a)  
Consultation with District Counsel and Cyber Security Manager  
**Action:** The Board took no reportable action.

4. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT  
Pursuant to California Government Code Section 54957  
Board Clerk Selection Process  
**Action:** The Board took no reportable action.

5. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT  
Pursuant to California Government Code Section 54957  
Fire Chief Selection Process  
**Action:** The Board took no reportable action.

The board reconvened to open session at 9:36 pm.

**ADJOURNMENT**

The meeting was adjourned at 9:40 pm.



D'Elman Clark, President



Ted Wood, Secretary



Melissa Penilla, Board Clerk