



Todd Harms  
Fire Chief

Jennifer Sheetz  
Board President  
Division 5

Matt Kelly  
Board Vice President  
Division 7

Cynthia Saylor  
Board Secretary  
Division 1

Grant Goold  
Board Member  
Division 2

Randy Orzalli  
Board Member  
Division 3

Ted Wood  
Board Member  
Division 4

D'Elman Clark  
Board Member  
Division 6

Gay Jones  
Board Member  
Division 8

Vacant  
Board Member  
Division 9

# Sacramento Metropolitan Fire District

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

## BOARD OF DIRECTORS - REGULAR MEETING

Thursday, April 9, 2020 – 6:00 PM

Held Remotely at Cisco Webex Meetings

+1-408-418-9388

Access code: 963 959 866 #

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

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

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

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

Held Remotely at Cisco Webex Meetings

+1-408-418-9388

Access code: 963 959 866#

Note: The meeting is being held solely by telephonic means and will be made accessible to members of the public seeking to attend and to address the Board solely through the phone number set forth above, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Melissa Penilla  
Board Clerk  
(916) 859-4305

[Penilla.melissa@metrofire.ca.gov](mailto:Penilla.melissa@metrofire.ca.gov)

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

Serving Sacramento and Placer Counties



# Sacramento Metropolitan Fire District

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

## REGULAR BOARD MEETING AGENDA

THURSDAY, APRIL 9, 2020

### CALL TO ORDER

### METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Sunday, April 12<sup>th</sup> at 9:00 am and Monday, April 13<sup>th</sup> at 6:00 pm on Channel 14; Webcast at [www.sacmetro cable.tv](http://www.sacmetro cable.tv).

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

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

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

### CONSENT ITEMS

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

### CONSENT ITEMS

Page No.

1. **Action Summary Minutes** 4  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board meeting of March 26, 2020.
  
2. **Arden-Arcade Property and Business Improvement District (AAPBID)** 7  
**Recommendation:** Adopt a Resolution authorizing the Fire Chief to sign the attached petition on behalf of Metro Fire, and if successful authorize the Fire Chief to vote on the protest ballot.

### ACTION ITEMS

1. **Families First Coronavirus Response Act (Deputy Chief Casentini)** 13  
**Recommendation:** Adopt a Resolution authorizing employee leave related to the Families First Coronavirus Response Act.

### REPORTS

1. **PRESIDENT'S REPORT—(President Sheetz)**
  
2. **FIRE CHIEF'S REPORT—(Chief Harms)**  
**OPERATIONS' REPORT – (Deputy Chief Bridge)**
  
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT**



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## REGULAR BOARD MEETING AGENDA

THURSDAY, APRIL 9, 2020

### 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 Sheetz)**  
Next Meeting: TBD
- B. **Communications Center JPA – (DC Shannon)**  
Next Meeting: April 14, 2020 at 9:00 AM
- C. **California Fire & Rescue Training JPA – (DC Shannon)**  
Next Meeting: June 18, 2020 at 4:00 PM
- D. **Finance and Audit Committee – (Director Orzalli)**  
Next Meeting: TBD
- E. **Policy Committee – (Director Goold)**  
Next Meeting: TBD

## BOARD MEMBER QUESTIONS AND COMMENTS

### CLOSED SESSION

- 1. **PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**  
**Pursuant to California Government Code Section 54957**  
Fire Chief Employment

## ADJOURNMENT

### NEXT BOARD MEETING(S):

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

- Next Board Meeting – Special Meeting – April 23, 2020 at 6:00 PM

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

**ANTICIPATED AGENDA ITEMS:** Board Director Vacancy – Division 9

Posted on April 6, 2020

**Melissa Penilla, Clerk of the Board**

\* No written report

\*\* Separate Attachment

### DISABILITY INFORMATION:

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



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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

## ACTION SUMMARY MINUTES – REGULAR MEETING

**BOARD OF DIRECTORS  
SACRAMENTO METROPOLITAN FIRE DISTRICT  
Thursday, March 26, 2020  
Held Remotely at Cisco Webex Meetings  
+1-408-418-9388  
Access Code: 968 360 960**

### CALL TO ORDER

The meeting was called to order at 6:09 pm by President Sheetz. Board members present: Clark, Goold, Jones, Kelly, Orzalli, Saylor, Sheetz, and Wood. Board members absent: Division 9. Staff present: Chief Harms, General Counsel Layra, and Clerk Penilla.

**PUBLIC COMMENT:** None

### CONSENT ITEMS

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

- 1. Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board meeting of March 12, 2020.  
**Action:** Approved Action Summary Minutes.
- 2. Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Special Board meeting of March 19, 2020.  
**Action:** Approved Action Summary Minutes.

### ACTION ITEMS

- 1. RFP 19-05 Advanced Life Support (ALS) Ambulance Service (Deputy Chief Shannon)**  
**Recommendation:** Award RFP 19-05 to American Medical Response.  
**Action:** Moved by Clark, seconded by Goold, and carried unanimously by members present to award RFP 19-05 to American Medical Response.

### REPORTS

- 1. PRESIDENT'S REPORT:** No report.
- 2. FIRE CHIEF'S REPORT:**  
Chief Harms shares some efforts being made at the federal level to help with the Coronavirus response. An economic stimulus package of approximately \$2 trillion is making its way through government approvals, senate passed the Coronavirus Aid and Economic Security (CARES) Act yesterday, and is expected to be approved by the House tomorrow, and ultimately the President.

This stimulus package will include \$163 million designated to fire agencies, with a \$45 billion Disaster Relief Fund which CFO Thomas is already working on, \$100 million available in AFG which the grants team has been successful in obtaining in the past, and \$100 million available in Emergency Management Performance Grants.

To address the membership at Metro Fire, there has been one member who tested positive, along with his wife and four year old son, who are up and doing well. As of 0700 hours, there have been 4 members who tested negative, 1 who tested positive, 2 with results pending, 5 who are pending taking the test, and 6 who were experiencing similar symptoms and denied the test.

Chief Harms thanked IT for doing a great job in getting staff prepared to work from home. General Staff is currently meeting biweekly via teleconference. DC Casentini is working on new federal requirements related to FMLA and Coronavirus. Metro Fire is preparing for this to be a long-term event with the possibilities of lasting for another 6-12 weeks.

When people come to work ill there is a negative effect on membership, Chief Harms let the Board know per the County LEMSA we will be initiating a temperature check for all members at the beginning of each shift.

Lastly, he touched on the flow of information coming from the EOT which is currently ½ staffed, they are reinforcing guidelines and communication is becoming better.

### **OPERATIONS REPORT**

Deputy Chief Bridge shared with the Board that EMS call volume is trending downward. We typically see about 250 calls per day, and now we are receiving about 200, and transport rates are trending downward as well.

The Emergency Operation Team (EOT), led by AC House, is standardizing the flow of communication, the team is also tracking PPE. The EOT is also working on tracking the fiscal impacts with hopes of simplifying the cost recovery process. Lastly, he shares that everyone is doing a fantastic job and he is extremely proud of everyone!

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

Captain McGoldrick shared that service delivery in the number one priority of the membership right now. They are also focusing on member's health and full staffing. All other non-essential services are on hold right now.

#### **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 Sheetz)**

Next Meeting: TBD

##### **B. Communications Center JPA – (DC Shannon)**

Report Out: March 24, 2020 at 9:00 AM

DC Shannon shared that AC Wagaman has been in constant communication with Metro Fire and with other agencies' Board Members. They are extending the timelines for the dispatchers' academy.

Next Meeting: April 14, 2020 at 9:00 AM

- C. **California Fire & Rescue Training JPA** – *(DC Shannon)*  
Next Meeting: April 16, 2020 at 4:00 PM
- D. **Finance and Audit Committee** – *(Director Orzalli)*  
Next Meeting: TBD
- E. **Policy Committee** – *(Director Goold)*  
Next Meeting: TBD

**BOARD MEMBER QUESTIONS AND COMMENTS**

The Board collectively thanked staff for their continued efforts during this time. They appreciate the ability to connect via teleconference. They urged everyone to stay safe, and they especially appreciate those individuals serving the public and risking contracting the virus.

**ADJOURNMENT**

The meeting was adjourned at 6:40 pm

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Jenifer Sheetz, President

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Cynthia Saylor, Secretary

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Melissa Penilla, Board Clerk



# Sacramento Metropolitan Fire District

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

**TODD HARMS**  
*Fire Chief*

**DATE:** April 9, 2020  
**TO:** Board of Directors  
**SUBJECT:** Arden-Arcade Property and Business Improvement District (AAPBID)

## BACKGROUND

Property and business owners in the Arden-Arcade area have been concerned about the need for coordinated supplemental services in the area for several years. County services and efforts in the area have been welcomed, but limited resources have not allowed for a more comprehensive approach to managing the commercial area.

A service plan to provide special benefits to assessed properties was developed using several methods. A series of property owner meetings, a survey of property owners, and an analysis of current property conditions and needs were all conducted. The primary needs identified were: security, beautification, capital improvements, placemaking, and marketing. To meet those needs, property owners have proposed the formation of the Arden-Arcade Property and Business Improvement District (AAPBID), a benefit assessment district whose main goal is to provide improvements and activities which constitute and convey a special benefit to assessed parcels. A new nonprofit corporation, the Arden-Arcade Partnership (AAP), will be formed and contracted by the County to serve on behalf of the Owners' Association for the formation and management of the AAPBID.

The proposed AAPBID includes parcels generally in the unincorporated Arden-Arcade area of the County of Sacramento (see attached map). The boundary generally includes parcels along both sides of Arden Way between Ethan Way and Watt Avenue and parcels along Howe Avenue between Wyda Way and Hurley Way, as well as parcels south of Hurley Way, west of Howe Avenue. The proposed AAPBID intersects with the Fulton Avenue Property and Business Improvement District at the intersection of Arden Way and Fulton Avenue. The proposed service area includes approximately 226 properties with 143 property owners.

The Sacramento Metropolitan Fire District (Metro Fire) owns one (1) parcel within the project area totaling 0.83 acres located at 2101 Hurley Way (APN 285-0130-023-0000). As a property owner within the area, Metro Fire has a vote in the petition and ballot process as to whether the property and business district (PBID) should be established.

## DISCUSSION

The purpose of the AAPBID is to provide activities and improvements which constitute and convey a special benefit to assessed parcels. The AAPBID will provide a clean and safe program, infrastructure and capital improvements, and marketing and communications services directly and only to assessed parcels within its boundaries. The initial term of the AAPBID will five (5) years beginning August 1, 2020 through July 31, 2025. Services may be provided through December 31, 2025. Near the end of the term, the petition, ballot, and Board of Supervisors hearing process must be repeated for the AAPBID to be renewed.

Establishing the AAPBID will require a petition process and an election. If property owners who will pay more than fifty percent (50%) of the assessments proposed to be levied sign the petition in support of the AAPBID, the Sacramento County Board of Supervisors may adopt a resolution of intention to establish the AAPBID and ballots will be distributed for weighed votes to determine if the formation of the AAPBID will proceed. The "Right to Vote on Taxes Act" (also known as Proposition 218) requires a ballot vote in which more than 50% of the ballots received, weighted by assessment, be in support of the AAPBID.

The AAPBID annual assessment budget for the initial year of its five (5) year operation is anticipated to be \$557,726.16. The annual budget may be subject to an increase in assessment rates of no more than three percent (3%) per year, upon approval by the Arden-Arcade Partnership (AAP) Board of Directors. The assessment funds will be supplemented by non-assessment funds (such as grants and event income), so that the total budget for the initial year is estimated at \$598,157.66.

Funds from the assessments will be used as follows:

Clean and Safe	80%
Administration/Contingency	10%
Infrastructure/Capital Improvements	5%
Marketing/Communications	5%

The assessment rate (cost to the parcel owner) is based on parcel square footage and parcel type. The initial annual rate applicable to each parcel type is shown in the table below. Assessment rates may be subject to an increase of no more than three percent (3%) per year.

Parcel Type:	Annual Lot Rate/Sq. Ft.:
Fast Food/Service Station	\$0.055
Commercial	\$0.05
Apartment	\$0.045
Public/Non-Profit	\$0.0125
Other/Utility	\$0.01

### FISCAL IMPACT

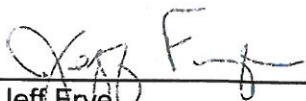
The total proposed annual assessment for Metro Fire's property (APN 285-0130-023-0000) is \$451.94 (36,155 sq. ft. @ \$0.0125/sq. ft.). The cost may be subject to an annual increase of no more than 3% per year.

### RECOMMENDATION

Staff recommends the adoption of the attached resolution authorizing the Fire Chief or his designee to sign the attached petition on behalf of Metro Fire allowing a voluntary annual assessment to be levied on Metro Fire's one (1) property located within the proposed AAPBID totaling \$451.94. In addition, if the petition process is successful and the Sacramento County Board of Supervisor's adopts a resolution of intention to establish the AAPBID, the attached resolution also authorizes the Fire Chief or his designee to vote on the protest ballot.

Submitted by:

\_\_\_\_\_  
Erin Castleberry  
Administrative Specialist

  
\_\_\_\_\_  
Jeff Frye  
Chief Development Officer





# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

## RESOLUTION NO. 2020-\_\_\_

### **AUTHORIZING THE FIRE CHIEF OR HIS DESIGNEE TO SIGN PETITION(S) AND BALLOT(S) FOR DISTRICT OWNED PROPERTY WITHIN THE PROPOSED ARDEN-ARCADE PROPERTY AND BUSINESS IMPROVEMENT DISTRICT (AAPBID)**

**WHEREAS**, the property owners in the Arden-Arcade area propose to establish a Property and Business Improvement District (AAPBID) pursuant to the Property and Business Improvement district Law of 1994 (Street and Highways Code 36600 et seq.) to provide an ongoing revenue stream and organizational framework for the revitalization efforts of the Arden-Arcade area; and

**WHEREAS**, the proposed AAPBID will oversee a clean and safe program, infrastructure and capital improvements, marketing and communications services, and related administrative services and programs that will be financed by the AAPBID; and

**WHEREAS**, there is one (1) District owned property within the proposed AAPBID that will have a total annual assessment of approximately \$451.94; and

**WHEREAS**, the Arden-Arcade area property owners are beginning the petition process for the formation of the AAPBID for a five (5) year term to further revitalization efforts within the Arden-Arcade area.

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

1. Authorize the Fire Chief or his designee to sign the attached Petition to form the Arden-Arcade Property and Business Improvement District (AAPBID); and
2. Authorize the Fire Chief or his designee to vote on the protest ballot in support of the creation of the AAPBID as part of the next step in the formation process, should the petition be successful.

**PASSED AND APPROVED** this 9<sup>th</sup> day of April, 2020, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**Sacramento Metropolitan Fire District**

\_\_\_\_\_  
President, Board of Directors

**Attested by:**

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

**PETITION TO SACRAMENTO COUNTY  
TO FORM THE ARDEN-ARCADE PROPERTY AND  
BUSINESS IMPROVEMENT DISTRICT**

We petition you to initiate special assessment proceedings to form a Property and Business Improvement District in accordance with the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq., for the purpose of providing improvements and services described in the Management District Plan summary attached as Exhibit A.

<b>Assessor Parcel Number(s)</b>	<b>Owner of Record</b>	<b>Site Address</b>	<b>Assessment</b>
28501300230000	SACRAMENTO METROPOLITAN FIRE DISTRICT	2101 HURLEY WAY	\$451.94
		<b>Total Assessment:</b>	<b>\$451.94</b>

The undersigned is the property owner or the authorized representative of the property owner and is the person legally authorized and entitled to sign this petition.

\_\_\_\_\_ TITLE

\_\_\_\_\_ DATE

**Exhibit A**  
**Management District Plan Summary**

**Location:** The proposed Arden-Arcade Property and Business Improvement District (AAPBID) includes parcels generally in the unincorporated Arden-Arcade area of the County of Sacramento. The boundary generally includes parcels along both sides of Arden Way between Ethan Way and Watt Avenue and parcels along Howe Avenue between Wyda Way and Hurley Way, as well as parcels south of Hurley Way, west of Howe Avenue. The proposed AAPBID intersects with the Fulton Avenue Property and Business Improvement District at the intersection of Arden Way and Fulton Avenue. See below for a more detailed boundary map.

**Purpose:** The purpose of the AAPBID is to provide activities and improvements which constitute and convey a special benefit to assessed parcels. The AAPBID will provide a clean and safe program, infrastructure and capital improvements, and marketing and communications services directly and only to assessed parcels within its boundaries.

**Budget:** The AAPBID annual assessment budget for the initial year of its five (5) year operation is anticipated to be \$557,726.16. The annual budget may be subject to an increase in assessment rates of no more than three percent (3%) per year, upon approval by the Arden-Arcade Partnership (AAP) Board of Directors. The assessment funds will be supplemented by non-assessment funds (such as grants and event income), so that the total budget for the initial year is estimated at \$598,157.66.

**Cost:** The assessment rate (cost to the parcel owner) is based on parcel type and size. The initial annual rate to each parcel is shown in the table below. Assessment rates may be subject to an increase of no more than three percent (3%) per year.

Parcel type	Assessment rate (per sq. ft.)
Fast Food/Service Station	\$0.055
Commercial	\$0.05
Apartment	\$0.045
Public/Non-profit	\$0.0125
Other/Utility	\$0.01

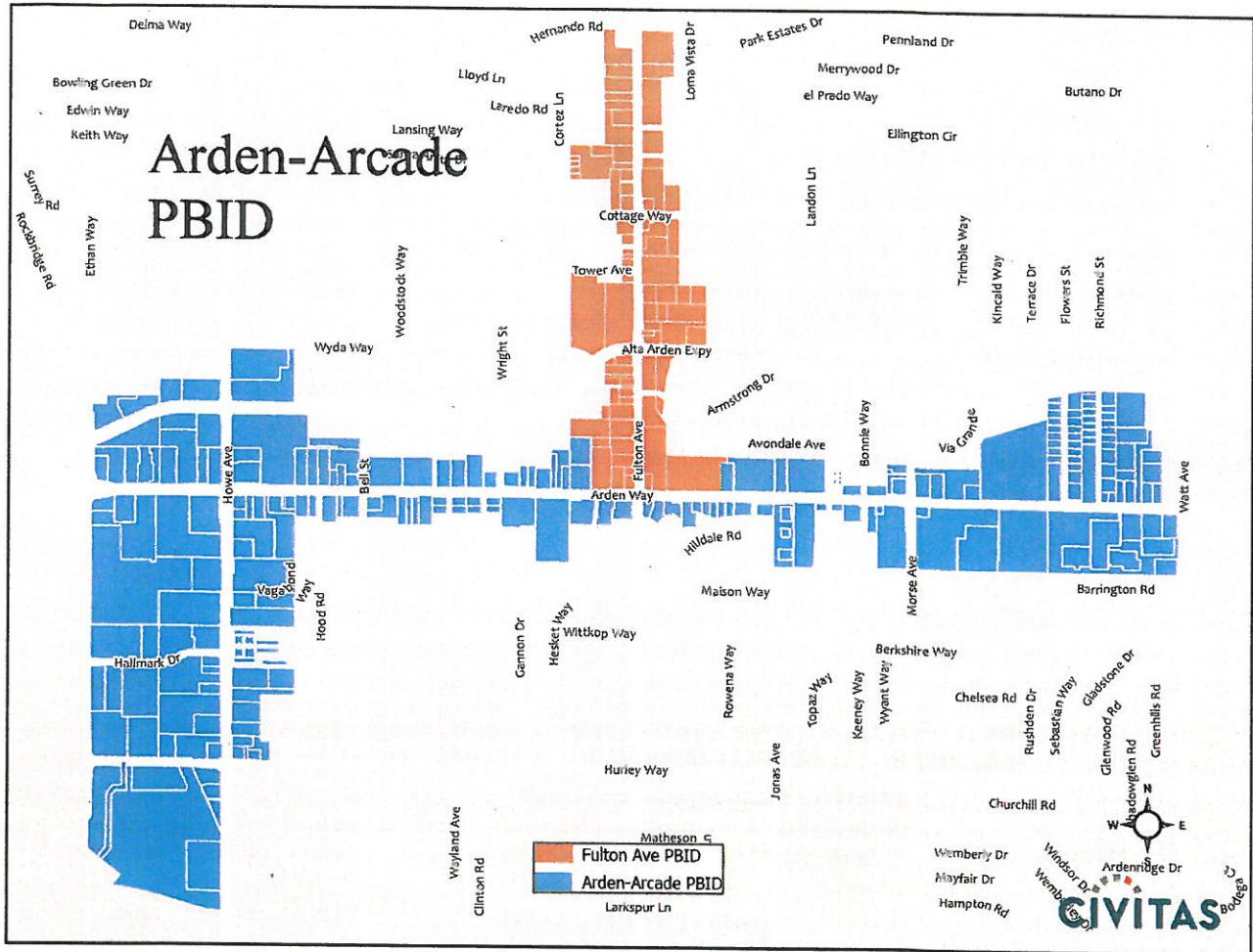
**Formation:** AAPBID formation requires submittal of petitions from property owners representing more than 50% of the total assessment. The "Right to Vote on Taxes Act" (also known as Proposition 218) requires a ballot vote in which more than 50% of the ballots received, weighted by assessment, be in support of the AAPBID.

**Duration:** The AAPBID will have a five (5) year life beginning August 1, 2020 through July 31, 2025. Services may be provided through December 31, 2025. Near the end of the term, the petition, ballot, and Board of Supervisors hearing process must be repeated for the AAPBID to be renewed.

**Management:** A new nonprofit corporation, Arden-Arcade Partnership (AAP), will be formed to serve as the Owners' Association to provide improvements and activities described in this Plan for the AAPBID. The County will enter into a contract with the AAP regarding the provision of improvements and services for the AAPBID.

**Exhibit A  
Management District Plan Summary**

**Boundary Map**



A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be submitted to:

Mike Middleton  
Associate Civil Engineer, Special Districts  
Office of Development & Code Services -  
County Engineering  
827 7th Street, Room 304  
Sacramento, CA 95814  
(916) 875-0704  
MiddletonM@saccounty.net



# Sacramento Metropolitan Fire District

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

**TODD HARMS**  
Fire Chief

**DATE:** April 9, 2020  
**TO:** Board of Directors  
**SUBJECT:** Families First Coronavirus Response Act

## BACKGROUND

The Families First Coronavirus Response Act (FFCRA) was signed into federal law on March 18, 2020 and is effective April 1, 2020 through December 31, 2020. Under the FFCRA, the District is required to provide additional paid leave to certain employees who are unable to work for specified reasons related to COVID-19.

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Additionally, an employee qualifies for expanded family leave under the FFCRA if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

For leave reasons (1), (2), or (3): full-time employees are eligible for up to 80 hours of leave paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): full-time employees are eligible for up to 80 hours of leave paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): full-time employees are eligible for up to 12 weeks of leave at 40 hours a week paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).

Notably, employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the FFCRA.

### DISCUSSION

Following similar proclamations at the federal, State, and County level, the District proclaimed a local emergency resulting from the COVID-19 pandemic on March 19, 2020. The needs of the District in responding to the COVID-19 pandemic emergency are best served by ensuring adequate staffing levels for all emergency response capabilities and, therefore, by excluding employees who are emergency responders from the FFCRA leave entitlements, as permitted by the FFCRA.

The health, safety, and well-being of the professional staff employees eligible for FFCRA leave is best served by ensuring full compensation for these employees during the period of leave. Additionally, implementing the partial pay provisions specified in the FFCRA would be administratively burdensome.

The attached resolution identifies the District position classifications that would be eligible for FFCRA leave and also authorizes the payment of full wages for any eligible leave under the FFCRA.

### FISCAL IMPACT

The number of FFCRA leave hours that would be taken is unknown, therefore the fiscal impact is unknown at this time.

### RECOMMENDATION

Staff recommends that the Board approve the attached resolution authorizing employee leave related to the Families First Coronavirus Response Act.

Submitted By:

Approved By:



Gregory Casentini  
Deputy Chief, Administration

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



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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

## RESOLUTION NO. 2020-\_\_\_\_

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT AUTHORIZING EMPLOYEE LEAVE RELATED TO THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

**WHEREAS**, the Governor of the State of California proclaimed on March 4, 2020, a State of Emergency to exist in California as a result of the threat from the rapid spread of a respiratory illness caused by novel coronavirus 2019 (COVID-19); and

**WHEREAS**, on March 5, 2020, the County of Sacramento Public Health Officer issued a Proclamation of Local Public Health Emergency and the County Executive issued a Proclamation of Local Emergency for Sacramento County in response to COVID-19, each of which was ratified by the County Board of Supervisors on March 10, 2020; and

**WHEREAS**, on March 13, 2020, the President of the United States issued a proclamation declaring the COVID-19 outbreak in the United States as a national emergency, beginning March 1, 2020; and

**WHEREAS**, on March 18, 2020, the President of the United States signed into law the Families First Coronavirus Response Act (FFCRA), which requires certain employers, including the District, to provide employees with emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19;

**WHEREAS**, on March 19, 2020, the Board of Directors found that the COVID-19 pandemic had caused, and would continue to cause, conditions of extreme peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, requiring the combined forces of other political subdivisions to combat, and proclaimed a local emergency and ratified the proclamation of local emergency by the County of Sacramento; and

**WHEREAS**, the FFCRA is effective April 1, 2020 through December 31, 2020 and specifies qualifying reasons for the use of emergency paid sick leave and expanded family and medical leave as well as provides limits for the number of additional leave hours and associated pay; and

**WHEREAS**, the FFCRA permits employers of health care providers and emergency responders to exclude these categories of employees from eligibility for emergency and expanded leave; and

**WHEREAS**, in order to best serve the needs of the District, the Board of Directors desires to clarify how the FFCRA will be implemented by the District.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT DOES HERBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference

**Section 2. Positions Eligible for Emergency and Expanded Leave Provisions of the Families First Coronavirus Response Act.** As permitted by the FFCRA and in order to best respond to the needs of the District during this emergency, health care providers and emergency responders employed by the District are excluded from the emergency and expanded leave provisions of the FFCRA. A listing of eligible positions is attached to this resolution and incorporated by reference herein.

**Section 3. Calculation of Pay.** In order to best protect the employees of the District as well as to reduce the District's administrative burden, all leave that would be eligible for at least partial pay under the FFCRA shall be paid at 100% of the employee's regular hourly rate, inclusive of incentives. That is, the District will supplement the per day or aggregate caps specified in the FFCRA with additional paid leave, as needed, in order to pay 100% of the employee's regular hourly rate, inclusive of incentives.

**Section 4. Other Provisions as specified in FFCRA.** Except as described above in Sections 2 and 3, all eligibility requirements, qualifying reasons for leave, duration of leave, and any other provisions of the FFCRA shall be implemented as specified in the FFCRA.

**Section 5. Authority to Implement.** The Fire Chief, or designee, is hereby authorized to further implement the FFCRA as needed.

**Section 6. Effective Date of Resolution.** This Resolution shall be effective as of April 1, 2020 through December 31, 2020.

**PASSED AND APPROVED** this 9<sup>th</sup> day of April, 2020, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**Sacramento Metropolitan Fire District**

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

**Attested by:**

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



**ATTACHMENT TO RESOLUTION NO. 2020-\_\_\_\_**  
**POSITION CLASSIFICATIONS ELIGIBLE FOR FFCRA LEAVE**

Accounting Specialist	Fire Marshal
Accounting Supervisor	Fire Mechanic
Accounting Technician	Fire Supervising Inspector
Administrative Analyst	Fleet Manager
Administrative Specialist	Geographic Information Specialist I & II
Assistant Fleet Manager	Grant / Economic Dev Coordinator
Assistant Logistics Manager	Health & Fitness Program Manager
Board Clerk	Help Desk Technician
Business Application Analyst	Human Resources Manager
Chief Development Officer	Human Resources Analyst
Chief Financial Officer	Human Resources Specialist
Chief Pilot	Logistic Technician
Communications Manager	Logistics Manager
Communications Technician II	Master Fire Mechanic
Communications Technician III	Network Systems Administrator
Community Relations Coordinator	Network Systems Engineer
Community Relations Specialist	Office Manager / Workers' Comp Spec
Computer Systems Supervisor	Office Technician
Computer Systems Technician	Parts Buyer
Controller	Payroll Analyst
CQI Manager	Payroll Specialist
Database Technician	Plan Intake Specialist
Deputy Fire Marshal	Procurement Specialist
Director of Information Technology	Public Education Technician
Economic Development Manager	Purchasing Agent
EMS Systems Technician	Safety Specialist
Facilities Assistant	Shop Assistant
Facilities Supervisor	Senior Staff Administrative Coordinator
Facilities Technician	Staffing Specialist
Facility Manager	Video Technician
Financial Analyst	Warehouse Supervisor
Fire Inspector I	
Fire Inspector II	