



DAN HAVERTY  
Interim Fire Chief

# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, May 11, 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 6:00 pm by President Clark. Board members present: Clark, Costa, Goold, Jones, Saylor, Sheetz, Webber and Wood. Board members absent: Rice. Staff present: Interim Chief Haverty, General Counsel Lavra and Interim Board Clerk Martucci.

**PUBLIC COMMENT** - None

### CONSENT ITEMS

**Action:** Moved by Goold, 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 April 27, 2023.

**Action:** Approved the Action Summary Minutes.

2. **Action Summary Minutes**

**Recommendation:** Approve the Action Summary Minutes for the Special Board meeting of May 3, 2023.

**Action:** Approved the Action Summary Minutes.

3. **Resolution No. 2023-023 Lease Agreement – 2101 Hurley Way**

**Recommendation:** Adopt Resolution authorizing the Fire Chief or his designee to sign petition for the Fulton Avenue Business Improvement District renewal and to vote on the protest ballot.

**Action:** Approved the Resolution and to vote on the protest ballot.

### PRESENTATION ITEMS

1. **Behavioral Health Presentation**

*(Captain Manfredi)*

**Recommendation:** Receive presentation, no action required.

**Action:** Received presentation, no action taken.

## ACTION ITEMS

- 1. Budget Amendments Air Ops – 212A and 212D Mid-Year Budget for FY2022/23** (*Deputy Chief Mitchell*)  
**Recommendation:** Adopt the attached Budget Amendment Resolutions  
**Action:** Moved by Goold, seconded by Wood, and carried unanimously by members present to adopt Resolutions.
- 2. Budget Amendments Water Rescue – 212A and 212D Mid-Year Budget for FY2022/23** (*Deputy Chief Mitchell*)  
**Recommendation:** Adopt the attached Budget Amendment Resolutions  
**Action:** Moved by Goold, seconded by Wood, and carried unanimously by members present to adopt Resolutions.

## REPORTS

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

No Report.

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

Welcome to Peter Noble, hired May 8<sup>th</sup> as a Facilities Technician. HR is receiving letters of interest from, suppression Paramedics for Tactical EMS (TEMS) Paramedics. Final filing date is 4pm on May 31<sup>st</sup>.

Congratulations to the following personnel who successfully completed the Supervising Inspector test and have been placed on the eligibility list: Rebecca Leda and Christina Ganea.

In 2020, the Board adopted a strategic plan for the district which provides both guidance and policy direction for organizational planning and decision-making. We will work on this again on Saturday. One of the key strategies of the plan has to do with our own members, the people of Metro Fire, with an emphasis on the culture here at Metro Fire, which means the values, principles, dynamics that are part of the department. The Metro Way project was initiated to address this particular strategy by providing a set of values and principles that define the ideals of how we actually accomplish our mission and work together as well as it articulates our cultural philosophy, setting the framework for just about everything we do and all of our relationships. It's with great pleasure and humility that the official integration of The Metro Way into all district operations commenced yesterday. Although it became official yesterday, this department and its membership have been integrating the values and principles of the Metro Way long before the adoption of the plan and the finalization of The Metro Way document in 2020. This project was a significant undertaking and would really like to thank, recognize and applaud the hard work of all the members of this department who took part in bringing this project across the finish line.

The California Firefighters Memorial is on Sunday, October 14<sup>th</sup>, downtown. We received notification recently of the names of Metro Fire who will be added to the wall this year, including Kyle Rutherford, Jeffrey Vitti and we believe, Tim Mrozinski.

Today, I'd like to thank the Board and staff members who were present at the Fire Station 63 LODD dedication to Engineer Ronald Russell. It was quite a moving event and it was nice to dedicate another fire station to one of those past members who gave his all for us.

Saturday is the Strategic Planning Workshop, begins at 9:00 am.



## OPERATIONS REPORT

DC Mitchell provided the Operations report.

### 1. FA 23-1 GRADUATION

- A. Fire Academy 23-1 “Be Humble or Get Humbled” graduates Friday, May 19<sup>th</sup>.

### 2. SERVICE DELIVERY PRESENTATION

- A. We will be addressing your direction for service delivery proposals at the next regularly scheduled Board meeting on May 25<sup>th</sup>. This will be an action item and we look forward to that discussion.

### 3. STRATEGIC PLANNING MEETING

- A. Setting the stage for this Saturday’s workshop, I wanted to reinforce the idea of strategic planning as a sustainable process where the Board can be most effective in providing the vision for Metro Fire.
  - i. Relate it to ICS/Planning process to have a common operating platform that works well as a best practice
- B. Understanding and utilizing a standardized process for the organization allows for three distinct benefits:
  - i. Better and clearer communication
  - ii. Better understanding of the plan/vision for where we are going to support the community we serve, our members, and the organization in a balanced way
  - iii. Improved decision making for budget and policy development from your level now and into the future
- C. Intent is to make sure we fully integrate this process during this coming fiscal year (23/24) utilizing the framework and starting with the standards of cover, and anticipate fully making the change for next fiscal year (24/25) moving forward.
  - i. Metro Fire does A LOT of things VERY WELL, however a better framework is needed to pave a clear path forward, so understanding that this change will be incremental to reach success is critical.
- D. Saturday’s workshop will help us moving into the May 25<sup>th</sup> board meeting for the FDM/MMP Service Delivery proposals. Output from the May 25<sup>th</sup> meeting is anticipated to address three main items:
  - i. Brownout minimization and health and wellness of our members and their families this summer
  - ii. Being as close to cost neutral as possible, or actually recognizing a savings, to support fiscal accountability through the 23/24 fiscal year
  - iii. Providing the best service delivery for the community and support for our members

## **ADMINISTRATIVE REPORT**

DC Bailey provided the Administrative report. Sean Scollard was on administrative duty for thirty days. He was able to get a lot done, from workers' compensation to day-to-day personnel challenges. Community Relations division is hosting an Open House at Fire Station 68 on May 27<sup>th</sup> from 10:00 am – 12:00 pm. Fire Camp is coming in July.

Currently, the RFP (workers' compensation) is being evaluated, to be completed by May 17<sup>th</sup>. Finance is in the final stages of selecting a firm to complete the annual audit over the next three years. A recommendation will be coming on May 25<sup>th</sup>. Finance is also working on final adjustments for the Preliminary Budget. That will go to the Finance and Audit Committee on May 25<sup>th</sup> and will come to the Board for approval on June 8<sup>th</sup>. Logistics Technician interviews were from May 9<sup>th</sup> – 11<sup>th</sup>. BC promotional recruitment closes on May 26<sup>th</sup>. The Captain's written exam is tomorrow morning and he wished those going through the process good luck.

There are two MIH providers that are through backgrounds and ready to start soon, two Fire Inspectors will start on May 15<sup>th</sup>, and the Board Clerk position will start on May 22<sup>nd</sup>. There are also two Office Technicians in the process and an arson investigator with start dates in June. One Accounting Specialist should be through background process by the end of the month. There are three Paramedics and 11 EMTs that have completed backgrounds. DC Bailey also reported there are 18 Paramedics left in backgrounds; they started with 22. For the Reserve Firefighter recruitment, five have completed backgrounds.

## **SUPPORT SERVICES REPORT**

DC Wagaman provided the Support Services report. He welcomed new hire Pete Noble to Facilities division. Also on the facilities front, one of the big projects in the near future is replacing three AC units at Station 26. By having this expertise on our team, it saves money, which can cost more than \$100,000 if outsourced. Fire Station 22 will also have an AC replacement. DC Wagaman reported he recently walked the Zinfandel training site, with a OES transitioning out, it's a good time to clean up, do some weed abatement, fix the gate, and clean front signage, in preparation of the \$13 million project.

Six new ambulances have arrived and will be in service as soon as the communication division installs necessary comms equipment. Also, two type 5 fire engines are being put into service. One today, Fire Station 108 in Carmichael, and the other will be at Fire Station 111 serving Rio Linda/Elverta.

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

BC Cole, thanked the Fire Chief for having Captain Manfredi give his presentation this evening. The value that the whole team brings to this organization cannot be overstated and ensuring that we are taking care of our members both on and off duty. Thank you the organization for prioritizing that program and considering the need for a peer support coordinator/clinician position.

Last week, he attended the CPF legislative conference at the Capital, where he, 522 and labor leaders were present from up and down the state. Also attended Cap to Cap and CJAC, a lot of good conversation at each. BC Cole has had the opportunity to talk to a number of Chief candidates. President Jamison spoke on Measure H at the City of Rancho Cordova special board meeting held on Tuesday. A large percentage for their Measure H allocation is prioritized to Public Safety.



There was a shop steward meeting last week in B14 and a general membership meeting today. BC Cole attended the Fire Station dedication today and it was very impactful and meaningful. He appreciates the Chief talking about the Fallen Firefighter's Memorial on October 14<sup>th</sup>. Also, the IAFF Colorado Springs memorial will be held on September 16<sup>th</sup>. BC Cole wished good luck to all of those taking the Captain's test.

#### 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 Clark)**

Next Meeting: TBD

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

Report Out: May 9, 2023 at 9:00 AM

DC Wagaman reported the Comm Center Board had a meeting where the presentation item was presented by Dr. Kimberly Miller Consulting. Over the next 12 months, she will conduct an organizational analysis to help the Comm Center evaluate their strengths and weaknesses, growth areas, and develop an effective direction for the future of the center.

DC Wagaman also reported to Casey Quintard has been appointed by the US Department of Transportation to a position on the National Emergency Medical Services Advisory Council (NEMSAC) for the next two years. NEMSAC serves as an advisory body to the department concerning EMS activities. This is a very prestigious appointment and Casey Quintard is a perfect recipient of this, working for a dispatch center that handles over half a million calls and dispatches over 250,000 calls per year.

Next Meeting: May 23, 2023 at 9:00 AM

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

Next Meeting: May 25, 2023 at 5:30 PM

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

Next Meeting: TBD

#### BOARD MEMBER QUESTIONS AND COMMENTS

Director Costa thanked the training team for the opportunity to observe and participate in the recent fire training.

Director Sheetz thanked Sherri for filling in as interim board clerk. She also wished everyone a Happy Mother's Day. A special thank you for Chief Lozano and his team for getting her fit tested. She also thanked the fire and drill cadre. It was an amazing experience.

Director Jones thanked Director Sheetz for sharing her experience. She also thanked everyone for the positive aspects of their reports tonight. She is looking forward to Saturday's strategic planning workshop.

Director Goold thanked Captain Manfredi and the entire team, in particular those men and women, out of the kindness of their heart, have decided to take on the responsibility to take care of their own. He can't think of a higher calling than that, to take your free time, sacrifice yourself, taking care of other people. He fully supports this initiative; we need to continue to be preventative and to provide the resources needed.

Director Clark thanked everyone for their reports. He is very happy for the progress we are making as an organization. He thanked the Chief for his leadership and wished everyone a Happy Mother's Day.

**The Board recessed to closed session at 7:04 pm.**

**CLOSED SESSION**

1. **Pursuant to California Government Code 54957(a)**  
Consultation with District Counsel and Cyber Security Manager  
**Action:** The Board took no reportable action.
  
2. **PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**  
**Pursuant to California Government Code Section 54957**  
Board Clerk Selection Process  
**Action:** The Board took no reportable action.
  
3. **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 7:38 pm.**

**ADJOURNMENT**

The meeting was adjourned at 7:40 pm.

  
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D'Elman Clark, President

  
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Ted Wood, Secretary

  
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Sherri Martucci, Interim Board Clerk