



DAN HAVERTY
Interim 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, June 8, 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 6:01 pm by President Clark. Board members present: Clark, Costa, Jones, Rice, Saylor, Webber and Wood. Board members absent: Goold and Sheetz. Staff present: Interim Chief Haverty, and Board Clerk Marni Rittburg.

PUBLIC COMMENTS

No public comments were received.

CONSENT ITEMS

Action: Moved by Webber, seconded by Wood, 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 Special Board Meeting of May 13, 2023.
Action: Approved the Action Summary Minutes
2. **Extension of Wittman Enterprises, LLC CRRD Regional Fire/EMS Inspection Billing Services Agreement**
Recommendation: Authorize the Fire Chief to enter into a one-year contract extension with Wittman Enterprises, LLC.
Action: Approved one-year contract extension.
3. **Medical Aid and Ambulance Transport User Fee Annual Adjustment for FY2023/24**
Recommendation: Adopt the attached Resolution amending the Ambulance Transport Fee Schedule.
Action: Adopted **Resolution 2023-031**.

4. **Disclosure of Material Expenditure – Insurance Brokerage Services – USI Insurance Services**
Recommendation: Authorize the payment of \$50,000 to USI Insurance Services for insurance brokerage services.
Action: Authorized the payment of \$50,000 to USI Insurance Services for insurance brokerage services.

5. **Disclosure of Material Expenditure – Aviation Liability Insurance – Insurance Services – Westchester Fire Insurance Company**
Recommendation: Authorize the payment of \$123,533 Westchester Fire Insurance Company for the purchase of Aviation Liability Insurance.
Action: Authorized payment of \$123,533 Westchester Fire Insurance Company for the purchase of Aviation Liability Insurance.

6. **FY 2021 Fire Prevention and Safety Grant – Award Acceptance**
(Erin Castleberry, Administrative Analyst)
Recommendation: Adopt Resolution accepting the FY 2021 Fire Prevention and Safety Grant.
Action: Adopted **Resolution 2023-032**.

PUBLIC HEARINGS:

1. **Amending Medical Aid and Ambulance Transport User Fee Ordinance**
(CFO Dave O’Toole and EMS Assistant Chief Rudnicki)
Recommendation: Conduct a Public Hearing to consider amending Ordinance 2017-01 updating the Fee Schedule Ordinance for Medical Aid and Ambulance Transport User Fees for the District. Upon conclusion of the Public Hearing, approve staff’s recommendations and adopt first reading of the Ordinance. Second reading scheduled for meeting of June 22, 2023.

Chief Financial Officer Dave O’Toole presented the item.

Director Clark opened the Public Hearing at 6:09 p.m., hearing no public comments, he closed the public hearing at 6:10 p.m.

Action: Moved by Wood, seconded by Costa, and carried unanimously by a roll call vote of members present to approve staff’s recommendations and adopt the first reading of the Ordinance.

ACTION ITEMS

1. **Fiscal Year 2023/2024 Capital Improvement Program Plan**
(Erin Castleberry, Administrative Analyst)
Recommendation: Receive Presentation and Adopt the Resolution adopting the Capital Improvement Program Plan Fiscal Year 2023/2024 – 2027/2028

Action: Moved by Jones, seconded by Wood, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-033** adopting the Capital Improvement Program Plan Fiscal Year 2023/2024 – 2027/2028.

2. **Fiscal Year 2023/24 Preliminary Budget** (CFO Dave O'Toole)

- A. Resolution – 2023/24 Preliminary Budget for the General Operating Fund 212A
- B. Resolution – 2023/24 Preliminary Budget for the Capital Facilities Fund 212D
- C. Resolution – 2023/24 Preliminary Budget for the Grants Fund 212G
- D. Resolution – 2023/24 Preliminary Budget for the Development Impact Fees Fund 212I
- E. Resolution – 2023/24 Preliminary Budget for the Leased Properties Fund 212L
- F. Resolution – 2023/24 Preliminary Budget for the IGT Fund 212M

Recommendation: Receive Presentation/Adopt FY 2023/24 Budget Resolutions.

Action: Moved by Costa, seconded by Webber, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-034** adopting the 2023/24 Preliminary Budget for the General Operating Fund 212A.

Action: Moved by Rice, seconded by Jones, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-035** adopting the 2023/24 Preliminary Budget for the Capital Facilities Fund 212D.

Action: Moved by Jones, seconded by Wood, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-036** adopting the 2023/24 Preliminary Budget for the Grants Fund 212G.

Action: Moved by Rice, seconded by Jones, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-037** adopting the 2023/24 Preliminary Budget for the Development Impact Fees Fund 212I.

Action: Moved by Jones, seconded by Costa, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-038** adopting the 2023/24 Preliminary Budget for the Leased Properties Fund 212L.

Action: Moved by Jones, seconded by Rice, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-039** adopting the 2023/24 Preliminary Budget for the IGT Fund 212M.

3. **Disclosure of Material Expenditure – Excess Workers' Compensation Insurance Safety National Casualty Corp.**

(DC Bailey)

Recommendation: Authorize the payment of \$477,047 to Safety National Casualty Corporation for Excess Workers' Compensation Insurance.

Action: Moved by Webber, seconded by Rice, and carried unanimously by roll call vote of members present to authorize the payment of \$477,047 to Safety National Casualty Corporation for Excess Workers' Compensation Insurance.

4 Consideration and Board Direction on Developing a Lift Assist Fee

(Interim Fire Chief Haverty)

Recommendation: Discuss and provide direction to staff.

Action: Board consensus to bring back recommendations to the Board at a future meeting.

REPORTS

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

No Report

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

1. New Hire

a. Please join me in welcoming:

- i. Milton Mora Zaragoza, hired as an Accounting Specialist in the Finance Division effective June 1;

2. Last week I had the honor of recognizing Engineer John Walsh for his 40 years of service with the District.

3. Recruitment

a. HR is accepting applications for:

- i. Paramedic (internal/external) with a final filing date of June 30 by 4 PM
- ii. Firefighter/Paramedic for the 24-1 fire academy tentatively scheduled for January or February 2024. Application deadline is July 7 by 4 PM
- iii. Metro Medic Program 23-1 Drill Instructors filing date extended to June 16. We have three instructors and need six.

b. Congratulations to the following personnel who successfully completed the 2023 Fire Captain examination in the order indicated below. The eligibility list will be effective immediately and will end on June 5, 2025.

C.

1	Nicholas	Covington
2	Andy	Field
3	Jeffrey	Miller
4	Kyle	Fritz
5	Tim	White
6	Jacob	Currie
7	Aaron	Wynne
8	Trevor	Jamison
9	Igor	Zalutskiy
10	Ryan	McDermott
11	Mark	Guseynov
12	Jacob	Buzzetta
13	Ryan	Van Brunt
14	Thomas	DeGrace
15	Daniel	Weld
16	Addam	Schwartz
17	Katie	Trimble
18	Chris	Gregory
19	Tyler	Oshiro
20	John	Cassara
21	Nathaniel	Hazlett
22	Kiegon	List

4. Miscellaneous

- a. Chief Bailey and I attended a kick-off fundraising meeting with Supervisor Frost, Roger Mitchell and Good Life to discuss the restoration of old fire station in Rio Linda.

- d. Tomorrow, June 9 the following two events will take place:
 - i. The Congressional Briefing and Tour of the Zinfandel Training with Congressman Ami Bera is scheduled for 9:30 AM.

 - ii. Celebration of life for BC John French, 11:30 AM at the Del Webb-Lincoln Sports Pavilion located at 1050 Del Webb Blvd. Lincoln, CA. 95648. Chief French retired in 1990 from the American River Fire District. He worked out of then Station 1, now Station 101. He began his career with the Arden Fire Department.

OPERATIONS REPORT (*Deputy Chief Adam Mitchell*)

1. SOC/STRATEGIC PLAN UPDATE

- A. SOC is nearing completion of final draft. Update is that completion is anticipated by end of this month.
- B. Once this document is complete, we will determine where the strengths and opportunities for improvement are across the District, then determine which opportunities should be prioritized to address immediate needs of the community.
- C. This is right in alignment with the strategic plan process that was discussed recently.
- D. Once this information is compiled and recommendations are developed with member input, we will come back to the Board with recommendations for review/adoption to support the strategic plan process.

2. SERVICE DELIVERY PLANNING UPDATE

- A. Thank you for the direction on how to proceed on transitioning some of our FDMs to MMP units at the last meeting.
- B. The intent is to work through this transition to lower mandatory callback and brownout potential in the near term, while allowing the more sustainable strategic planning decision process to take over towards the end of this calendar year and into next fiscal year.
- C. To finalize implementation of the transition as directed by the Board, we have an upcoming planning meeting to determine dates and workload for finishing phase 1 and parts of the phase 2 ASAP.

3. BURN INJURY UPDATE

- A. In the early morning hours of Sunday, June 4th, our members responded to structure fire in Battalion 5's area.
- B. A member sustained superficial and partial thickness burns to the ears, face, neck, wrists and leg as a result of this incident.
- C. I wanted to express our gratitude to the FFBI and the Liaison Response Team for their support of our members in receiving the highest level of care when these situations occur. They were there that morning when called and continue to follow up with our member.
- D. Happy to report the member was treated and released that same morning at UCD. I spoke with him yesterday and happy to say he is doing well and has been following up with the Burn Institute.

4. PUBLIC FEEDBACK

- A. A member of the public reached out to express her gratitude for services rendered by our crews at St. 32 on multiple occasions over the last couple months.
- B. Read an excerpt from an email sent in by a member of the public to Chief Haverty.

ADMINISTRATIVE REPORT *(Deputy Chief Ty Bailey)*

Community Relations Division

- Working with the City of Rancho Cordova and City of Citrus Heights to get fireworks safety messaging out. Will be filming a shoot with CHPD to use in our marketing. Will also be filming with Sac Sheriff and RCPD for fireworks messaging.
- 30 Metro engines now have firework decals on them – ‘Keep is Safe, Keep it Legal’
- Successful open house at station 68 on 5/27/23 – Thank you to CERT for providing ‘Hands Only CPRE education’ and the 68A crew for spraying water and engaging with the community. Flare the fire dog made an appearance. Special thanks to our Air Ops for having the helicopter flyover at the open house. Several hundred community members came out for the tour and it was well received by the Rancho Cordova community.
- Captain Wilbourn did a live interview with Fox, this evening June 8, 2023 at 5:00pm regarding wildfires.
- We continue to disseminate information to the community regarding the recent arson fires and continue to ask the community for assistance.

RFP for Workers Compensation

- Interviews are being held the last week of June.

Finance

- Finance welcome Milton Mora as an Accounting Specialist, who replaced Nati Manalo, who retired in March.
- Finance has also begun to meet with the District's new independent auditor, Badawi and Associates, who the Board at the May 25th Board meeting.
- Finance has commenced its biannual District equipment inventory, a process requiring visits to every District property and substantial coordination. Work will finish later this month.

Human Resources

- Administrative Specialist Interviews 6/22/23
- BC Exam's next week
- 1 Fire Investigator II – starting on 6/12/23
- 1 Office Technician – starting 6/12/23
- 1 Office Technician in backgrounds
- 1 Logistic Technician in backgrounds

Backgrounds

- MMP 23-1 Academy scheduled to start on July 10, 2023:
 - 10 EMTs
 - 15 Paramedics (background being completed for this group)
- MMP 23-2 Academy TBD
 - Background orientation being held on 6/12/23
 - 7 Paramedics

- Reserve Firefighters:
 - 4 Reserve Firefighters will be starting on 6/10/23

SUPPORT SERVICES REPORT (*Deputy Chief Tyler Wagaman*)

DC Wagaman gave a branch update on the efforts of the Community Risk Reduction Division (CRRD) fireworks enforcement and messaging. CRRD, Chief Law and our Fire Investigation Unit has been working tirelessly over the last several months with our regional partners to put a solid plan together to combat illegal fireworks. Chief Law and Deputy Chief Amy Nygren will be presenting this plan at the upcoming Board of Supervisors meeting. We have already been receiving an uptick in complaints on illegal fireworks. If you experience illegal fireworks activity in and around your community, in addition to your local law enforcement, please access the Metro Fire Website where we have links, phone numbers and emails for the various agencies and who to contact.

The Fire Investigation Unit has been tremendously busy. There is some relief ahead as a new Fire Investigator will be starting on June 12th who has years of law enforcement training and experience.

Facilities has been very busy installing A/C units, painting, bathroom remodels, Station 50 privacy project was awarded, and one of our newest Facilities Technicians will be installing a new countertop at Station 41.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (*Vice President Matt Cole*)

Firefighter/Paramedic Brian Cowin gave the report for Matt Cole and congratulated the 22 personnel that passed the Captains test and wished the personnel that will be taking the BC exam next week the best of luck. Local 522 is looking forward to scheduling a labor management meeting to discuss the detailed employment changes the Board approved during the last meeting.

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

No Report.

B. Communications Center JPA – (D.C. Wagaman)

Next Meeting: June 13, 2023 at 9:00 AM

No Report.

C. Finance and Audit Committee – (Director Wood)

Next Meeting: July 27, 2023 at 5:30 PM

No Report.

D. Policy Committee – (Director Costa)
Next Meeting: TBD

Director Costa reported the Policy Committee met tonight and moved the FMLA Policy forward for Board consideration and approval at a future meeting.

BOARD MEMBER QUESTIONS AND COMMENTS

Director Jones thanked Station 68 and staff for a great open house. It was a terrific opportunity for friends and neighbors to come together to see the new station.

Director Saylor congratulated the personnel who successfully completed the 2023 Fire Captain examination and wished the personnel good luck that will be taking the BC exam next week. Stay safe out there, grass season is upon on.

Director Rice thanked Interim Chief Haverty for bringing up BC John French and his many years with the fire service. He was such a sweet man and will be missed. Director Rice requested a presentation from Robert “Bobbie” Sestito of Logistics on the personal protective equipment program.

Director Wood thanked Station 62 for their time. Director Wood encouraged everyone to purchase a ticket to Luau On The Links on Saturday, June 24th from 7 to 11 p.m. which supports a great organization, the Firefighters Burn Institute.

Director Clark thanked staff for the hard work and dedication to Metro Fire and the fire service.

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

<https://metrofire.ca.gov/2023-06-08-board-meeting>

The Board recessed to Closed Session at 7:44 p.m. on the following matter:

CLOSED SESSION

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

CLOSED SESSION REPORT OUT:

The board reconvened to open session at 7:59 p.m. and reported:


1. The Board met on the Fire Chief Selection Process, and no reportable action was taken.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.



D'Elman Clark, President



Ted Wood, Secretary



Marni Rittburg, CMC, Board Clerk