



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS  
SACRAMENTO METROPOLITAN FIRE DISTRICT  
Thursday, February 27, 2020  
10545 Armstrong Avenue – Board Room  
Mather, California

### CALL TO ORDER

The meeting was called to order at 6:01 pm by President Sheetz. Board members present: Barnes, Clark, Gould, Jones, Kelly, Saylor, Sheetz, and Wood. Board members absent: Orzalli. Staff present: Chief Harms, General Counsel Lavra, and Clerk Penilla.

### PLEDGE TO FLAG

President Sheetz announced at the beginning of the meeting that Action Item #2, Nomination to Sacramento LAFCo's Special District Advisory Committee has been removed from the agenda.

**PUBLIC COMMENT:** None.

### CONSENT ITEMS

**Action:** Moved by Kelly, 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 February 13, 2020.  
**Action:** Approved Action Summary Minutes.
- 2. 2020 Strategic Plan**  
**Recommendation:** Approve the 2020 Strategic Plan as recommended during the Special Board Meeting on November 9, 2019 and authorize staff to create a workbook.  
**Action:** Approved the 2020 Strategic Plan and authorized staff to create a workbook.
- 3. Image Trend Contract Renewal & NFIRS Uplift**  
**Recommendation:** Approve the Image Trend contract renewal and uplift for an amount not to exceed \$148,248.  
**Action:** Approved the Image Trend contract renewal and uplift not to exceed \$148,248.

## PRESENTATION ITEMS

1. **Fiscal Year 2018/19 Annual Reports**  
(*Amanda Thomas, Chief Financial Officer and Ingrid Sheipline, CPA*)
  - A. **Comprehensive Annual Financial Report (CAFR)**  
**Recommendation:** Receive Presentation. No action required.
  - B. **Governance Letter**  
**Recommendation:** Receive Presentation. No action required.
  - C. **Compliance Report**  
**Recommendation:** Receive Presentation. No action required.
  - D. **Appropriations Limit Testing**  
**Recommendation:** Receive Presentation. No action required.

**Action:** Presentation received, no action taken.
  
2. **Fiscal Year 2018/19 Community Annual Report (CAR)**  
(*Amanda Thomas, Chief Financial Officer*)  
**Recommendation:** Receive presentation, no action required.  
**Action:** Presentation received, no action taken.

## ACTION ITEMS

1. **Award Recommendation – RFB 19-14 Structural Firefighting Particulate Blocking Hoods and Structural Firefighting Gloves** (*Mark Jones, Purchasing Manager*)  
**Recommendation:** Award RFB 19-14 to the recommended vendors for each corresponding garment.  
**Action:** Moved by Wood, seconded by Jones, and carried unanimously by members present to award RFB 19-14 to the recommended vendors for each corresponding garment.
  
2. **Nomination to Sacramento LAFCo's Special District Advisory Committee** (*Board Clerk Penilla*)  
**Recommendation:** Nominate a Board Member to be considered for appointment by Sacramento Local Agency Formation Commission (LAFCo) to their Special District Advisory Committee (SDAC).  
**Action:** This item was removed from the agenda, no action taken.
  
3. **California Special District Authority (CSDA) Nominations for the Sierra Network, Seat C** (*Board Clerk Penilla*)  
**Recommendation:** Nominate a member of the Board of Directors to be placed on the election ballot for the Sierra Network, Seat C on the CSDA Board.  
**Action:** No action taken.

## REPORTS

1. **PRESIDENT'S REPORT:** No report.

## **2. FIRE CHIEF'S REPORT:**

Chief Harms thanked CFO Thomas and the Finance Division for their work on tonight's presentations. It was an advantage to have the Division's expertise when he arrived as the new Fire Chief, and now he looks forward to working with them as we look forward financially at the next five years. A special thank you to Ron and Marie for their work on the CAR. This is the second year they've completed this report, and it is a great tool to use within the organization and in the community.

### **Appointment**

Effective 2/14, Assistant Chief Chris Greene as Shift Commander on the B Shift

### **Promotion**

Effective 2/14, Battalion Chief Shawn Daly, assigned to B 14, A Shift

### **Recruitment**

Facilities Technician

Career Development Opportunity – Special Ops Battalion Chief

Career Development Opportunity – EMS Day Captain

Reassignment Opportunity – EMS Shift Captain

Reassignment Opportunity – Training Day Captain

### **Meetings**

2/18, Met with the County of Sacramento in a 2x2 Meeting and discussed the following:

- Milo & Moxie Update
- Mobile Integrated Health (MIH) Update
- Fire/EMS Service in Natomas
- Airport Operations
- Jackson Highway Corridor Plan
- Community Annual Report: FY 2018/19

2/19, Metro Fire hosted the Sacramento Regional Fire PPE Workshop (F.I.E.R.O.). This one-day conference was well attended by vendors, experts, and fire personnel from the region. They learned about reducing exposure through new technologies and cleaning methods. This is a very important aspect of the fire service industry, and the reason you see our members being offered two options in particulate blocking hoods and structural firefighting gloves.

2/20-2/21 Metro Fire hosted Health and Safety Officer and Incident Safety Officer Certification Classes. These classes were designed to prepare fire officers to serve as *Incident Safety Officers* or *Health and Safety Officers*, and because it was local, several of our members were able to attend.

2/24, Executive Staff meeting with Sac City Fire, including Fire Chiefs and Deputy Chief's

2/26, Labor Management Collaboration Meeting (LMCM) and discussed the following:

- Flex Medic Callback Change
- Medic 224 – 20 Days Review
- Changes in the Staffing Document

### **Strategic Plan Update**

Chief Harms reported on several initiatives from the strategic plan that have been worked on including:

- People of Metro Fire – Health and Well-Being – Heartfit for Duty, held two sessions teaching members how to make it to retirement and still be healthy
- People of Metro Fire – Hiring Plan – Administrative Specialist, FF/P and Lateral FF/P interviews taking place, and recruitment for Facilities Technician
- Service Delivery – Best Practices – EMS Service Delivery – Correspondence from Sacramento County Fire Chiefs to SCEMSA regarding calls outside of the 9-1-1 system
- Service Delivery – Best Practices – EMS Service Delivery and Emergency Response Suppression Allocation – Jeff Frye working on the build out of the Jackson Highway Corridor
- Service Delivery – Sustainability – Standards of Coverage and Data Analysis – DC Bridge working on medic deployment and coverage through Deccan International
- External Engagement – Community Outreach – K-12 Engagement – Milo and Moxie Program scheduled to reach 600 students in March

### **OPERATIONS REPORT**

Deputy Chief Bridge reported out, sharing information since the last Board Meeting on February 13<sup>th</sup>. Metro Fire has responded to approximately 4,000 total calls, and the busiest engine was Engine 109 with 188 responses or 13 calls per day, and Medic 24 with 206 responses or 15 calls per day.

DC Bridge shared what precautions members are taking to stay safe against the coronavirus. He also talked about the support we are giving to Porterville, including sending an engine with four members to tomorrow's service, and Captain Whaley has been there for about a week supporting their needs. Lastly, he thanked Mollie Meyer, who has been the Operations Admin Specialist since he became Deputy Chief of Operations, she is moving out of state and he wishes her all the best.

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

Captain McGoldrick shared further details about Porterville, including that Captain Whaley was sent there on behalf of the Last Alarm Team with the Association, and has been keeping Captain McGoldrick updated on the timeline of events.

### **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)**

Report Out: February 27, 2020 at 5:00 PM

President Sheetz shared that Director Jones has been appointed to the Finance and Audit Committee.

Next Meeting: TBD

- B. Communications Center JPA – (DC Casentini for DC Shannon)**  
Report Out: February 25, 2020 at 9:00 AM  
The Comms Center is beginning Phase 2 of Westnet implementation, the automatic voice dispatch system.  
Next Meeting: March 10, 2020 at 9:00 AM
- C. California Fire & Rescue Training JPA**  
Next Meeting: April 16, 2020 at 4:00 PM
- D. Finance and Audit Committee**  
Report Out: February 27, 2020 at 5:15 PM  
Director Jones reported the Finance and Audit Committee chose Director Orzalli as the chair, and Director Wood as the vice-chair. They received reports from CFO Thomas that the CERBT fund has made great progress with \$48 million of the \$240 million liability, and reserves anticipated at 13.6% at the end of the FY.  
Next Meeting: March 26, 2020 at 5:30 PM
- E. Policy Committee – (Director Goad)**  
Next Meeting: TBD

## **BOARD MEMBER QUESTIONS AND COMMENTS**

Director Barnes announced that tonight will be his last meeting, as he has moved out of Division 9 and is no longer eligible to serve as a Board Member. He has enjoyed every minute serving of the last five years. He talks about the core value that speaks most to him, which is service before self, he loves serving the community and his family. He thanks many people including, General Counsel Lavra, Chief Harms for being able to learn from his leadership, the Board especially for the meetings they challenged one another because those are some of the best times, Clerk Penilla for direction as a new Board Member, Local 522 for being a professional organization even when we disagree, the members and reminds them it's a dangerous job and how important it is to stay healthy, the support staff for keeping the organization running, and to the community in Division 9, thank you for letting me serve you and demonstrate to his daughter Gianna the important role of being an elected official.

The Board collectively thanks Director Barnes for his service, his continued service with his work in law enforcement, and sincerely thanks him for his dedication to the community, he will be greatly missed. They look forward to working closely with him in the future!

Director Jones thanks Chief Harms for the dashboard update to the strategic plan. She appreciated the recent productive 2X2 meeting with Sacramento County. Lastly, she thanks staff for their work on the CAR, and for the ability to bring this information to her constituents.

Director Clark thanked CFO Thomas for her presentations and the overview of the financial situation. He sends thoughts and prayers to the community of Porterville and the loved ones of those who died.

Director Wood sends thoughts and condolences to the Porterville community. He congratulates AC Greene, thanks Ron and Marie for the CAR, and through this report the ability to understand dense financial material.

Director Goold is proud and honored to work for the professional staff, and thanks all those going to Porterville to support the community in their time of need.

Director Sheetz thanked staff for the reports, and congratulated those who received promotions.

**Prior to convening to closed session a moment of silence was held honoring Porterville Fire Department Captain Ramon Figueroa and Firefighter Patrick Jones who tragically lost their lives battling a fire in a library in the City of Porterville on Tuesday, February 18<sup>th</sup>.**

**The Board convened to Closed Session at 6:57 pm.**

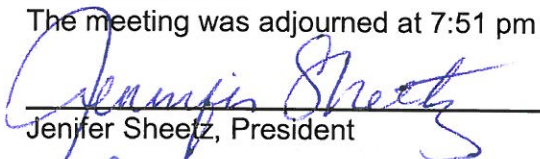
#### **CLOSED SESSION**


1. **Pursuant to California Government Code Section 54956.9 (a) –one (1) matter of Workers Compensation Settlement Authority.**  
Ryan Lowry and the Sacramento Metropolitan Fire District  
Claim # SMDI – 549687 – Workers Compensation Settlement Authority  
Colin Connor of Lenahan, Lee, Slater, Pearce & Majernik.  
**Action:** Moved by Goold, seconded by Barnes, and carried unanimously by members present to give settlement authority to the District's third party administrator.
  
2. **PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**  
**Pursuant to California Government Code Section 54957**  
Fire Chief Employment  
**Action:** The Board took no reportable action.

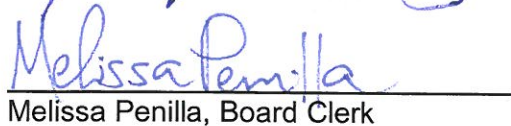
**The Board reconvened to Open Session at 7:49 pm.**

#### **ADJOURNMENT**

The meeting was adjourned at 7:51 pm

  
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Jennifer Sheetz, President

  
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Cinthia Saylor, Secretary

  
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Melissa Penilla, Board Clerk