



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, March 26, 2020 – 6:00 PM

Held Remotely at Cisco Webex Meetings

+1-408-418-9388

Access code: 968 360 960

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: 968 360 960

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

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

Serving Sacramento and Placer Counties



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, MARCH 26, 2020

CALL TO ORDER

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
Recommendation: Approve the Action Summary Minutes for the Regular Board meeting of March 12, 2020. | 4 |
| 2. | Action Summary Minutes
Recommendation: Approve the Action Summary Minutes for the Special Board meeting of March 19, 2020. | 9 |

ACTION ITEMS

- | | | |
|----|---|----|
| 1. | RFP 19-05 Advanced Life Support (ALS) Ambulance Service
<i>(Deputy Chief Shannon)</i>
Recommendation: Award RFP 19-05 to American Medical Response. | 11 |
|----|---|----|

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, MARCH 26, 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)**
Report Out: March 24, 2020 at 9:00 AM
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 Goad)**
Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

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 Regular Board Meeting – April 9, 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: TBD

Posted on March 23, 2020

Melissa Penilla

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

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ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO METROPOLITAN FIRE DISTRICT
Thursday, March 12, 2020
10545 Armstrong Avenue – Board Room
Mather, California

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Sheetz. Board members present: Clark, Jones, Orzalli, Saylor, Sheetz, and Wood. Board members absent: Goold, Kelly, Division 9. Staff present: Chief Harms, General Counsel Lavra, and Clerk Penilla.

PLEDGE TO FLAG

PUBLIC COMMENT:

Daniel Iniguez with American Medical Response thanked the Board and Metro Fire for the partnership over the years. He is extremely appreciative of the relationship we've built.

CONSENT ITEMS

Action: Moved by Clark, 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 Regular Board meeting of February 27, 2020.
Action: Approved Action Summary Minutes.
- 2. Resolution No. 2020-002 – Commending Director Barnes**
Recommendation: Adopt Resolution commending Director Barnes.
Action: Adopted Resolution No. 2020-002.
- 3. Resolution No. 2020-003 – Jim “Peet” Peterson Station 65 Dedication**
Recommendation: Adopt Resolution dedicating Station 65 in memory of Jim “Peet” Peterson.
Action: Adopted Resolution No. 2020-003.
- 4. Watt Avenue Property and Business Improvement District (PBID) Renewal Petition**
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: Adopted Resolution No. 2020-004.

PRESENTATION ITEMS

1. **Overview of ALS Ambulance Service and RFP 19-05 Process**
(Deputy Chief Shannon, Chief Harms, and Purchasing Manager Mark Jones)

Recommendation: Receive presentation, no action required.

Chief Harms presented significant information related to Metro Fire's EMS operations, including a general overview, and District wide considerations and needs. Mark Jones provided detailed information on the RFP 19-15 process.

Mr. Pierson, President and CEO of Medic Ambulance, publically commented thanking the Board for the RFP process.

Jacob Mendenhall thanked the Board for the RFP process.

Mark Mendenhall spoke about the 40 year history of Medic Ambulance, including that it is a family operated business with experience in several cities throughout California. Their patients come first and they are always looking at advancements in technology. He hope they are considered during the next bid process.

Action: Presentation received, no action taken.

ACTION ITEMS

1. **FY2019 State Homeland Security Grant Program (SHSGP) Award**
(Marie Jones, Accounting Specialist)

Recommendation: Adopt a resolution accepting the FY2019 SHSGP Award.

Action: Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2020-005.

2. **Fiscal Year 2019/20 Mid-Year Budget (CFO Amanda Thomas)**

A. Resolution – 2019/20 Mid-Year Budget for the General Operating Fund 212A

B. Resolution – 2019/20 Mid-Year Budget for the Capital Facilities Fund 212D

C. Resolution – 2019/20 Mid-Year Budget for the Grants Fund 212G

D. Resolution – 2019/20 Mid-Year Budget for the Development Impact Fees Fund 212I

E. Resolution – 2019/20 Mid-Year Budget for the Leased Properties Fund 212L

F. Resolution – 2019/20 Pay Schedule for Employees

Recommendation: Adopt FY 2019/20 Mid-Year Budget Resolutions.

Action:

A. Moved by Wood, seconded by Jones, and carried unanimously by members present to adopt Resolution No. 2020-006 for the General Operating Fund 212A.

B. Moved by Wood, seconded by Jones, and carried unanimously by members present to adopt Resolution No. 2020-007 for the Capital Facilities Fund 212D.

C. Moved by Wood, seconded by Jones, and carried unanimously by members present to adopt Resolution No. 2020-008 for the Grants Fund 212G.

D. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2020-009 for the Development Impact Fees Fund 212I.

- E. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2020-010 for the Leased Properties Fund 212L.
- F. Moved by Wood, seconded by Jones, and carried unanimously by members presents to adopt Resolution No. 2020-011 for the 2019/20 Pay Schedule for Employees.

3. **Board Vacancy – Division 9** (*Board Clerk Penilla*)

Recommendation: Direct the Board Clerk to start the process to fill the Board Vacancy with the approved provisions and set a Special Board Meeting date to interview, appoint, and administer the Oath of Office within Government Code §1780 timelines.

Action: Moved by Jones, seconded by Saylor, and carried unanimously by members present to approve a District wide recruitment with preference to applicants from Division 9.

Moved by Clark, seconded by Wood, and carried unanimously by members present to set a Special Board Meeting for Thursday, April 9, 2020 at 6:00 pm to interview candidates, make appointment, and administer the Oath of Office.

REPORTS

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

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

Promotion

Battalion Chief Jenkins, assigned to Special Operations

Meetings

3/2, Sac County Fire Chief's Meeting

3/7, Mardi Gras crab feed

3/11, Station Dedication to Jim "Peet" Peterson at Station 65. Thanked the Board Members who attended, and Captain Peterson's family.

COVID-19 Update

There has been a lot of activity surrounding COVID-19. AC Law is the main point of contact and has become the resident expert. She is very involved with Sacramento County EMS Authority. We are continuously putting out information, and following guidelines from the CDC or County Health, and the local Fire Chiefs have a standing conference call.

OPERATIONS REPORT

Deputy Chief Bridge reported out, sharing information since the last Board Meeting on February 27th. Metro Fire's busiest engine was Engine 53 with 200 responses, and Medic 24 with 209 responses, however there are 12 units competing for the busiest unit.

We are currently navigating the Coronavirus and setting up contingency plans trying to help our members feel confident. Metro Fire is making sure members who show symptoms get tested and we are working closely with Local 522.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT:

Captain McGoldrick thanked the Board for the Station Dedication program. He also appreciated the changes to the PPE program and allowing members to get extra gear. He publically thanked Director Barnes, and looks forward to supporting him in the future. He values the partnership we have with our AMR partners through the medic contract. However, there are concerns from the members with the additional medics, as it closely mimics the single role program. He hopes in the future we look at the values of the fire based medics and single role program. As a labor group he supports the employees of the medic contract, and hopes we look at the wages, benefits, and working conditions.

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 10, 2020 at 9:00 AM

They are planning the largest dispatch academy with 12-15 new hires, they will be a much needed addition to the dispatch center.

Next Meeting: March 24, 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: March 26, 2020 at 5:30 PM

E. Policy Committee

Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

Director Orzalli thanks staff for their efforts in bringing forward the bid presentation. He believes they did a fantastic job the first time around, and another fantastic job this time. He thanked the Finance Division for running their operation smoothly.

Director Clark thanked the presenters and the men and women of Metro Fire.

Director Jones thanked staff for the RFP Presentation, it was a detailed presentation on a complicated issue. She attended the Station Dedication at 65 the other day, great participation and respect shown. Lastly, she thanked staff for the 24/7 response to the coronavirus and their continued efforts.

Director Saylor thanked staff for their presentations and attention to details. She encouraged everyone to stay safe.

ADJOURNMENT

The meeting was adjourned at 7:13 pm

Jenifer Sheetz, President

Cinthia Saylor, Secretary

Melissa Penilla, Board Clerk



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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BOARD OF DIRECTORS ACTION SUMMARY MINUTES – SPECIAL MEETING THURSDAY, MARCH 19, 2020

Publicly Available Location:
Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Suite 200
Mather, California
Teleconference Option: (916)859-5890

CALL TO ORDER

The meeting was called to order at 3:00 pm by President Sheetz. Board members present via teleconference: Clark, Gould, Jones, Orzalli, Saylor, Sheetz, and Wood. Board members absent: Kelly. Staff present: Chief Harms, General Counsel Lavra, and Clerk Penilla.

PUBLIC COMMENT: None

ACTION ITEMS

1. **Resolution – Proclaiming a Local Emergency Regarding Novel Coronavirus (COVID-19) and Ratifying the Proclamation of Local Emergency by the County of Sacramento (Chief Harms)**

Recommendation: Adopt a resolution proclaiming a local emergency and ratifying the proclamation of local emergency by the County of Sacramento.

Action: Moved by Jones, seconded by Clark, to amend the resolution to include the ratification of the Order of the Health Officer of the County of Sacramento dated March 19, 2020.

Moved by Wood, seconded by Clark, to permit adjustment to the resolution as an emergency situation exists per the Government Code.

Moved by Clark, seconded by Jones, to adopt Resolution No. 2020-012.

2. **Board Vacancy – Division 9 (Board Clerk Penilla)**

Recommendation: Direct the Board Clerk to revise the timeline to fill the Board Vacancy, and reschedule the Special Board Meeting date to interview, appoint, and administer the Oath of Office within Government Code §1780 timelines.

Action: Moved by Wood, seconded by Jones to revise the timeline to fill the Board Vacancy, and reschedule the Special Board Meeting to April 23, 2020

REPORTS

1. **PRESIDENT'S REPORT:**

President Sheetz thanked the Board and staff for joining the teleconference today.

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

Chief Harms gave an overview of the recent activity related to Coronavirus which is changing rapidly. The first bulletin was sent to all personnel on March 3rd, and the area Fire Chiefs and EMS Chiefs met with Sacramento County EMS Authority and Sacramento Public Health on March 4th. Two more bulletins were sent on March 5th and March 11th. On March 12th due to increasing numbers we transitioned from isolation to mitigation.

Daily operational meetings, especially in the last five days, have been taking place to develop alternative plans for staffing. Executive and administrative staff who are able to work from home over the next 21 days will do so.

As for exposures, members have had 34 potential exposures, with 18 exposures still pending results, 8 exposures testing negative, 3 exposures were not tested after patients met with a doctor, and 5 exposures tested positive with one patient being transported twice. From this we've had 3 members develop minor symptoms and be placed in isolation.

Going forward, there are conference calls scheduled over the weekend, and we received a shipment of PPE today and it will be distributed appropriately.

Director Orzalli suggested staff work on a Frequently Asked Question section for our website. Chief Harms and Chief Law suggested we continue to direct the public to utilize information provided by Sacramento County and the Center for Disease Control.

At 3:24 Director Kelly thanked staff for allowing this teleconference opportunity.

ADJOURNMENT

The meeting was adjourned at 3:26 pm

Jenifer Sheetz, President

Cinthia Saylor, Secretary

Melissa Penilla, Board Clerk



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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Date: March 26, 2020
TO: Board of Directors
FROM: Brian Shannon, Deputy Chief Support Services
SUBJECT: RFP 19-05 Advanced Life Support (ALS) Ambulance Service

BACKGROUND

The District has not completed an RFP for ALS ambulance service since its inception in 2000. American Medical Response (AMR) provided these services for one of the District's predecessor agencies and has remained the provider through multiple agreement extensions. For transparency, the District staff felt it prudent to post an RFP for Advanced Life Support (ALS) ambulance services.

DISCUSSION

Metro Fire sought a single Contractor to staff 6 12-hour ALS units, seven days per week for a minimum of 26,280 unit hours per year. Each unit will be staffed with one Paramedic and one EMT or two Paramedics. For any services provided by the Contractor on behalf of the District, the District is responsible for billing the patient or any third-party payor for the services provided by the Contractor in order to recover the cost of the service.

On December 9, 2019, the District posted RFP 19-05 ALS Ambulance Services. Staff did extensive outreach notifying 44 different ambulance providers, and the California Ambulance Association.

The District received three proposals from the following ambulance companies: American Medical Response, Medic Ambulance and Falck Ambulance. Staff evaluated the vendors' proposals and qualifications and determined three proposers were deemed qualified to have their written proposals evaluated.

The written proposals were evaluated on the basis of; demonstrated success, reputation, understanding of district goals, staffing, familiarity and locality, organizational infrastructure, commitment to clinical quality, and unit hour cost. It was determined that all three proposers would be invited to the oral interviews to further distinguish the best provider for the District.

Interviews were conducted February 11th by a panel comprised of 4 persons with extensive fire service and EMS experience; 2 of whom were Metro Fire employees, and 2 of whom were from outside fire agencies. After the written evaluation and oral interviews, the proposals were numerically ranked as listed in the chart below. The numeric scoring placed AMR and Medic Ambulance in the first and second positions.

Proposer Ranking	Unit Hour Cost	Year 1	Year 2	Year 3
1) AMR	\$149.61	\$3,931,750.00	\$ 4,110,980.00	\$4,265,506.00
2) Medic Ambulance	\$134.00	\$3,521,520.00	\$ 3,626,640.00	\$3,731,760.00
3) Falck Ambulance	\$171.00	\$4,493,880.00	\$ 4,677,840.00	\$4,888,080.00

All scores, rankings, unit hour costs and total contract costs were delivered to Executive Staff for consideration and development of the final recommendation to the Board. After consideration of all the data, the Executive Staff determined that American Medical Response met all the criteria of the RFP, possesses extensive experience in the delivery of the services desired by Metro Fire, and demonstrated the ability to meet the service requirements of Metro Fire.

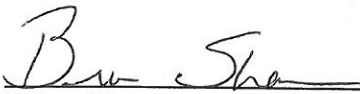
FISCAL IMPACT

The proposed cost of a 3-year Agreement with American Medical Response is \$12,308,236.00. There are no additional costs upfront, or otherwise, to be borne by the District, and there are two optional one-year extensions for years four and five.


RECOMMENDATION

Staff recommends the District award RFP 19-05 Advanced Life Support Ambulance Services to American Medical Response.

Submitted by:


 Brian Shannon
 Deputy Chief, Support Services

Approved by:


 Todd Harms
 Fire Chief