



Sacramento Metropolitan Fire District

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KURT P. HENKE
Fire Chief

BOARD OF DIRECTORS – ACTION SUMMARY Thursday, August 8, 2013 – 6:00 p.m.

City of Rancho Cordova City Hall-Council Chambers
2729 Prospect Park Drive
Rancho Cordova, California

CALL TO ORDER

The meeting was called to order by President Kelly. Board Members present: Clark, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger, Wood. Director Goold, absent. Staff: Fire Chief Henke, Board Clerk Tilson, General Counsel Lavra.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session meeting is videotaped for cablecast on Metro Cable 14. Replay on Saturday, August 10, 2013 at 1:00 PM and Monday, August 12, 2013 at 6:00 PM on Channel 14; Webcast at www.sacmetro cable.tv.

The open session meetings are also available for viewing on the District website at www.metrofire.ca.gov

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

CONSENT AGENDA:

1. Board Meeting Action Summary – July 25, 2013
2. Disclosure of Material Expenditure—Sacramento County Radio Services – \$145,750
3. Sacramento County Fiscal Documents-District Signatory List

- **Board Action:**

Pierson/Scheidegger—Approve the Consent Agenda. Roll Call: Directors Clark, Jones, Monk, Orzalli, Pierson, Scheidegger, Wood. AYE. Director Kelly, abstained. Director Goold, absent. Motion passed.

ACTION ITEM(S):**1. Sacramento Local Agency Formation Commission – Nomination for Special District Representation – (Kelly)****(1) Special District Commissioner Office No. 7****• Board Action:**

Pierson/Wood—Nominate Director Gay Jones for reelection. Roll Call: Directors Clark, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger, Wood, AYE. Director Goold, absent. Motion passed.

(2) Alternate for Offices No. 6 and 7

- No action was taken.

Director Jones invited fellow Board Members to participate in the Special District Advisory Committee which conducts public meetings quarterly.

2. Bid Award – Community Wildfire Protection Plan Consultant – (Cockrum)

- Metro Fire is seeking a consultant to prepare a fully integrated Wildland-Urban Interface (WUI) analysis report and develop a District-wide Community Wildfire Protection Plan (CWPP) for the Community Risk Reduction Division (CRRD).
- Funds for this expense have been allocated in the Fire Prevention and Safety (FP&S) Grant Award.
- The following companies submitted a response to a Request for Qualifications (RFQ):

1. TSS Consultants	\$199,601
2. Dudeck	\$406,420
3. Ascent Environmental, Inc.	\$625,515
- A review panel comprised of eight representatives from the CRRD, IT and Purchasing Divisions evaluated the proposals based on ten categories: company profile, staffing, project understanding, methodology, experience and qualifications, website development, past performance, references, GIS & Environmental, and fee proposal. Each category was assigned a point value adding to a total of one hundred maximum points per evaluator.
- All evaluators gave Ascent Environmental, Inc. the highest total score and Ascent was the most responsive company in each category.
- Curtis Alling with Ascent Environmental explained the comprehensive response provided in the RFQ, including a web interface that had a GIS presentation of risk factors and stated it is in compliance with the California Environmental Quality Act.

- Staff recommended the Board award the bid to Ascent Environmental, Inc.
- **Board Action:**
Wood/Clark—Approve the staff recommendation. Roll Call: Directors Clark, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger, Wood, AYE. Director Goold, absent. Motion passed.
- Director Jones invited Ascent Environmental representatives to attend the American River Parkway Coalition monthly meeting.

3. Reserve Policy – (McFarlane)

- A two-page staff report was submitted accompanied by an eleven-page Draft Reserve Policy.
- The Policy has been reviewed by the Finance and Policy Committees.
- The Policy will lay the foundation for the financial sustainability of the organization. Its scope covers all of Metro Fire's reserves including unassigned fund balance, committed fund balance, and restricted reserves. These three areas have a minimum and maximum amount assigned.
- Both Committees and Management want flexibility for the Board to build the reserves through the budget process, without specified datelines.
- Director Orzalli previously requested an additional column be placed in the Appendix showing the current percentage toward the minimum and maximum in each reserve.
- Local 522 was included on the development of this policy.
- Items 4 and 7 in the Reference section were duplicates. Item No. 7 will be deleted.
- Staff and the Policy and Finance Committees recommended approval of the Reserve Funding Policy.
- **Board Action:**
Scheidegger/Pierson—Approve the staff recommendation. Roll Call: Directors Clark, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger, Wood, AYE. Director Goold, absent. Motion passed.

PRESENTATION ITEM(S)**1. NexLevel IT Assessment – (Terry Hackelman)**

- Terry Hackelman of NexLevel gave a presentation which provided the results of the IT Assessment.
- NexLevel worked closely with the IT Division to gather information and provide feedback. This interactive process included a tour of the facility, a satisfaction survey from 218 District technology users, gathering of documentation, and interviews of the Deputy Chief of Administration and all IT Division personnel.
- There were 75 recommendations in this report. It was pointed out that the IT Division was doing several things right such as providing reliable service, having best practices in place, adequate budget and staffing, stable and secure operations. A few areas for improvement included network speed and aging equipment.
- Nextel looked at several dimensions:
 - Technology Governance: processes to ensure people, equipment, and investment are in line with the priorities of the operation. It was recommended that the process be formalized to increase the transparency of how decisions are made and where people are spending their time.
 - Business Technology: the core applications are proven and strong. No recommendations in this area.
 - Service Delivery: some recommendations focused on establishing an IT service catalog. This will allow users to understand the commitment of the IT Division employees and timelines for solution of issues.
 - Infrastructure: the network requires continued support.
 - Security: recommended an external security company periodically verify that the network is secure.
 - Administration and Documentation: managing and maintaining paperwork, no significant recommendations.
- Board President Kelly stated the positive feedback was a compliment to the IT Division.

2. Retirement of Board Clerk Charlotte Tilson and Process for Filling the Vacancy – (Kelly/Henke)

- Fire Chief Henke expressed his sense of sadness and excitement for Board Clerk Charlotte Tilson on her anticipated retirement after many years of loyal service to the District. Her 20 years of experience will be exceedingly hard to replace.

A luncheon is planned on August 22, 2013, at 10545 Armstrong Avenue, Suite 200. An award presentation will be given that evening at the Board Meeting.

- In an attempt to gain institutional information, Melissa Penilla in Human Resources has been assigned as an internal employee to work with Charlotte over the coming weeks.
- The Board is working with General Counsel to review the job description and structure of the Board Clerk position. An internal and external recruitment will take place once the job description is completed.
- The HR Division reached out to find a temporary Interim Board Clerk for the next four to six months until a permanent employee can be retained. The Interim Board Clerk will begin on August 12, 2013, and be present at the next Board Meeting.

PRESIDENT'S REPORT—(Kelly)

- Encouraged the Directors to determine which day works best for the Board of Directors' group photo and respond back to the Board Clerk immediately.

FIRE CHIEF'S REPORT—(Fire Chief Henke)

- **Retirements:**
Effective August 1, 2013 – Firefighter Casey Peterson - 22 years of service
- **Promotions:**
Effective August 1, 2013 – Accounting Specialist Meda Angeles (Finance Division)

OPERATIONS REPORT – Assistant Chief Darren Taylor

Overhead Team –

- Metro Fire sent one Type III Strike Team and one company officer to the Silver Fire in Riverside, California. This team included five Type III engines, one strike team leader and one company officer. Metro Fire will be reimbursed for this activity.

EMS –

Statistics since the last Board meeting:

Metro Fire: 2,271 dispatches; transported 74.5% of the time.

AMR: 1 dispatch; transported 100% of the time.

Fire Incidents –

17 structure fires since the last meeting.

GENERAL COUNSEL'S REPORT—(John Lavra) None

LOCAL 522 REPORT – Mike McGoldrick

- Working with Human Resources and Administration to clarify language in the Memorandum of Understanding due to multiple revisions.

COMMITTEE AND DELEGATE REPORTS:**Executive Committee—(President Kelly)**

- No meetings

Communications Center JPA—(DC Cockrum)

- No report
- Next Meeting: August 27, 2013 – 9:00 AM
Location: Cosumnes CSD Board Chambers
8820 Elk Grove Boulevard
Elk Grove, CA

California Fire & Rescue Training Authority—(Kelly)

- Next Meeting: September 4, 2013 – 10:00 AM
Location: 9320 Tech Center Drive
Sacramento, CA

Finance/Audit Committee—(Scheidegger)

- Reported on today's meeting. The general fund revenue was \$149 million with expenses of \$146 million, leaving \$3 million to apply toward reserves. This is a tribute to staff on the management of the funds during uncertain times.
- A new financial system has a targeted operational date of October 28, 2013. This system will provide greater fiscal detail, review of purchase orders and operational workflow, and better financial reports.
- Next Meeting: September 12, 2013 – 5:00 PM

Policy Committee—(Pierson)

No meetings scheduled.

BOARD MEMBER QUESTIONS AND COMMENTS:**Pierson:**

- Personally thanked Charlotte for all her work, especially when he was a newly elected Director.

Jones:

- Thanked Charlotte Tilson for all her support throughout the years. She has worked with Charlotte since the inception of Metro Fire and appreciated her continued support throughout those years.

Clark:

- Charlotte is irreplaceable and he hoped to have time during the coming weeks to talk about her many accomplishments.

Scheidegger:

- Echoed comments of the other directors about Charlotte. Personally thanked her.
- Looking forward to having the Reserve Policy and new financial system in place.

Orzalli:

- Expressed his appreciation to Charlotte for her help. He was sad and excited to see Charlotte retire. Looked forward to remaining in contact.

Kelly:

- Reiterated how responsive Charlotte has been; always had answers to all his questions. Thanked her for her service.

CLOSED SESSION 6:11 PM**RECONVENE TO OPEN SESSION 6:56 PM**

[Taken out of order]

Report by General Counsel Lavra

**1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –
Significant exposure to litigation pursuant to California Government Code
Section 54956.9 (b): One (1) case**

Claim Against Public Entity Pursuant to Government Code Section 910
Bobby Watkins vs. Sacramento Metropolitan Fire District

The Board voted 8-0, with Director Goold absent, to deny the claim and refer the matter to Metro Fire's insurance carrier for further action.

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Pursuant to California Government Code Section 54956.9 (a) – one (1) matter of Workers’ Compensation Settlement Authority

Frank Miranda and the Sacramento Metropolitan Fire District
Claim #SMDH-547697- Settlement Authority – (Attorney Colin Connor)

The Board voted 8-0, with Director Goold absent, to give authority to the District’s Third Party Administrator to settle the claim.

3. PUBLIC EMPLOYEE DISMISSAL/RELEASE – (General Counsel Lavra) Pursuant to California Government Code Section 54954.5(e) and 54957

No action was taken.

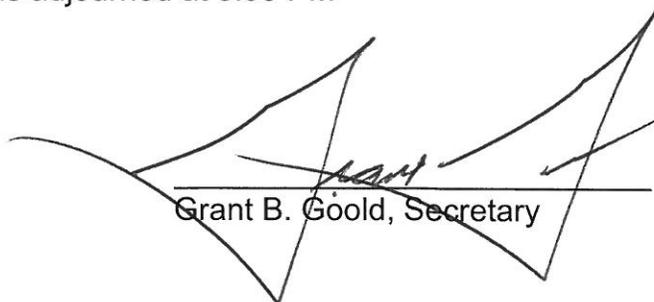
4. PERSONNEL ISSUE – (General Counsel Lavra) Pursuant to California Government Code Section 54957(b)(1)

No action was taken.

ADJOURNMENT –The meeting was adjourned at 8:03 PM



Matt Kelly, President



Grant B. Goold, Secretary



Charlotte Tilson, Clerk of the Board