



KURT P. HENKE
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, December 12, 2013 10545 Armstrong Avenue – Board Room Mather, California

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Vice President Orzalli. Board members present: Goold, Jones, Monk, Orzalli, Pierson, Scheidegger and Wood. Board members absent: Clark and Kelly. Staff present: Fire Chief Henke, Interim Board Clerk Kelly and General Counsel Larva.

PLEDGE TO FLAG

PUBLIC COMMENT: None

AWARDS

1. **Civilian Life Saving Commendations:**

- A. Doug Smith
- B. Denis Svinarenko
- C. Ruslan Kiselev

Action: Chief Henke presented a Civilian Life Saving Commendation to Doug Smith. Denis Svinarenko and Ruslan Kiselev were not present. Chief Henke read these commendations.

CONSENT ITEM:

Action: Moved by Goold, seconded by Jones, and carried unanimously by the members present to adopt the Consent Calendar as follows:

1. **Action Summary Minutes**

Recommendation: Approve the Action Summary for the Board meeting of November 14, 2013.

Action: Approved Action Summary Minutes.

2. **Purchase – Ford Service Truck**

Recommendation: Approve the purchase of one (1) Ford F550 Service Truck from Downtown Ford Sales in the amount of \$76,051.

Action: Approved purchase.

3. **Purchase – Emergency Vehicle Equipment**

Recommendation: Approve the purchase and installation of Emergency Code 3 Equipment in an amount of \$43,505 to be installed in five (5) recently purchased Chevy Tahoe SUVs.

Action: Approved purchase.

4. **Purchase – Computer Hardware and Software**
Recommendation: Approve the purchase of Computer Hardware and Software from Dell Inc. for a five (5) year period in an amount of \$93,683 per year.
Action: Approved purchase.
5. **Bid Award – Microsoft Licenses and Software Assurance**
Recommendation: Award Bid to PCMG Inc. for Microsoft Licenses and Software Assurance for a three (3) year period in an amount of \$32,743 per year.
Action: Awarded bid.
6. **Bid Award – Fleet and Radio Shop HVAC Replacement**
Recommendation: Award Bid to James Heating and Air in the amount of \$164,576 for replacement of HVAC systems for the Fleet and Radio Shop at 4425 and 4427 Dudley Blvd.
Action: Awarded bid.
7. **Bid Award – Fleet Carport Concrete Work**
Recommendation: Award Bid to M.C. White Construction in an amount not to exceed \$21,462 for installation of concrete footings and flat work in preparation for a new Carport at the Fleet Maintenance facility.
Action: Awarded bid.
8. **Schedule of 2014 Board Meetings**
Recommendation: Approve the 2014 Schedule of regular Board Meetings and cancel meetings that fall on holidays.
Action: Approved 2014 Meeting Calendar.
9. **Honoring Rancho Cordova City Manager Ted Gaebler**
Recommendation: Adopt a Resolution in honor of Rancho Cordova City Manager, Ted Gaebler, upon his retirement.
Action: Adopted Resolution No. 2013-119 honoring Ted Gaebler.

ACTION ITEMS

1. **Fire Inspection Program and Fees (Daniels)**
Recommendation: Conduct a Public Hearing to consider: a) eliminating the Small Business Self-Inspection Program and conducting fire inspections on commercial buildings under 5,000 square feet with trained fire personnel on a biennial basis and b) amending the Fee Schedule Ordinance. Upon conclusion of Public Hearing, approve staff's recommendations and adopt first reading of the Ordinance. Second reading scheduled for meeting of January 9, 2014.

Presentation: Deputy Chief Cockrum presented the staff report. Nicole Kissam from NBS presented a power point presentation of the study they performed to assist in the establishment of user and regulatory fees for service with particular focus on the Community Risk Reduction Division of the District.

Public Hearing: The Vice President opened the Public Hearing. **Speakers:** Suzanne Baxter asked if business owners would get a refund of fees already paid under the self-inspection program. Timothy Cahill, Charles C. Bell, Inc., stated that business owners are upset about the proposal for the Fire District to conduct inspections. There being no other speakers, the Vice President closed the public hearing.

Actions: Moved by Jones, seconded by Wood and carried unanimously by the members present to approve staff's recommendation to eliminate the Small Business Self-Inspection Program and to adopt first reading of an Ordinance amending the Fee Schedule. Second reading scheduled for the meeting of January 9, 2014.

2. **Tax Assessment Refunds (Henke)**

Recommendation: Approve authorizing the Fire Chief to refund Special Fire Tax Assessments collected in error from Fiscal Year 2009/10 through Fiscal Year 2012/13 for a maximum of \$1,580,000 in refunds and expenses.

Action: Moved by Goold, seconded by Scheidegger, and carried unanimously by the members present to adopt Resolution No. 2013-222 authorizing refunds of the Special Fire Tax Assessments.

3. **Assessment Engineers Report (Holbrook)**

Recommendation: Approve the development and delivery of an Assessment Engineers Report from Willdan Financial Services.

Action: Moved by Goold, seconded by Wood, and carried unanimously by the members present to approve development and delivery of an Assessment Engineers Report.

4. **Employment of Retired Annuitant (Wells)**

Recommendation: Adopt a Resolution requesting an exception from CalPERS to the 180 day wait period and approving the hiring of retired annuitant, Debbie Kelly, to mentor and train the new Finance and Accounting Supervisor.

Action: Moved by Goold, seconded by Wood, and carried unanimously by the members present to adopt Resolution No. 2013-220 requesting exception and approving hiring of annuitant.

5. **Election of Board Officers (Kelly)**

Recommendation: Nominate and elect members of the Board to serve as: a) President, b) Vice President and c) Secretary for one (1) year terms to commence January 1, 2014.

Actions: Moved by Jones, seconded by Wood, and carried unanimously by the members present to elect Director Orzalli as President. Moved by Scheidegger, seconded by Wood, and carried unanimously by the members present to elect Director Goold as Vice President. Moved by Scheidegger, seconded by Wood, and carried by unanimous vote of the members present to elect Director Pierson as Secretary.

6. **Nomination to Sacramento LAFCo's Special District Advisory Committee (Kelly)**

Recommendation: Consider nominating a Board Member to be considered for appointment by Sacramento Local Agency Formation Commission (LAFCo) to their Special District Advisory Committee (SDAC).

Action: Moved by Monk, seconded by Goold, and carried unanimously by the members present to nominate Director Monk to be considered for appointment by Sacramento LAFCo to their Special District Advisory Committee.

7. **Nomination to California Special Districts Association Board of Directors (Kelly)**

Recommendation: Consider nominating a Board Member to be considered for appointment by California Special Districts Association Board of Directors to fill a vacancy for Region 2, Seat C Director, for the remainder of the 2012-2014 term.

Action: Moved by Jones, seconded by Wood, and carried unanimously by the members present to nominate Director Pierson to be considered by the CSDA for appointment to fill a vacancy on the Board.

8. Industrial Disability Retirement (Wells)

Recommendation: After discussion in Closed Session, consider adopting a Resolution finding that Firefighter Doug Bine suffered a job related injury and direct staff to continue working with Firefighter Bine through his Industrial Disability Retirement process with CalPERS.

Action: After discussion in closed session, moved by Monk, seconded by Wood, and carried unanimously by the members present to adopt Resolution No. 2013-221.

PRESENTATION ITEM(S) - None

PRESIDENT'S REPORT

No report.

FIRE CHIEF'S REPORT

Fire Chief Henke wished the board members and all the staff of the District happy holidays and a great new year and provided the following information regarding meetings, events, retirements and recruitments.

CA Metro Fire Chiefs

- December 3rd – Chiefs –Firefighters Cal/OSHA Working Group Meeting
- December 4th – State Threat Assessment System (STAS) Advisory Board Meeting
- December 5th – Conference Call

Meetings/Events attended by Staff:

- November 26th – Sacramento County Grand Jury meeting
- December 10th – Local 522 Holiday Celebration
- December 11th – Rancho Cordova 2x2 Meeting
- December 12th – League of California Cities conference call

Upcoming Meetings/Events to be attended by Staff:

- December 19th - Sacramento County Fire Chiefs Association Meeting
- December 19th – Retirement Luncheon – Cal Fire Unit Chief Kelly Kennan

Save the Date:

- January 11th – Pig Bowl Crab and Shrimp Feed
- January 25th – Guns and Hoses Football Game

Retirements Effective:

December 1st - Firefighter Larry Arellanez, 25 years

December 1st – Engineer Chris Anaya, 24 years

December 2nd – Captain Dale Angelo, 29 years

December 4th – Captain Curtis Gray, 25 years

December 8th – Captain Greg Tonin, 27 years

Recruitments:

Firefighter-Paramedic – Promotional Opportunity, Internal Only

23 Single Role Paramedics successfully completed the oral interview examination process and will be eligible to participate in the next Fire Academy scheduled for March 2014.

OPERATIONS REPORT

Assistant Chief of Operations, Darren Taylor, reported that since the last Board meeting there has been 5,106 EMS dispatches, with a 74% transport rate, and 27 structure fires.

GENERAL COUNSEL'S REPORT

No report.

SACRAMENTO METROPOLITAN FIRE DISTRICT –FIREFIGHTERS LOCAL 522 REPORT

No report.

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.

1. **Executive Committee** — (Kelly)
Next Meeting: January 9, 2014 – 4:30 P.M. – Tentative

2. **Communications Center JPA**—(Cockrum)
Next Meeting: December 18, 2013 – 1:00 P.M.

3. **California Fire & Rescue Training JPA** — (Kelly)
Next Meeting: December 18, 2013 – 9:00 A.M.
Location: 9320 Tech Center Drive
Sacramento CA 95826

4. **Finance Committee**—(Scheidegger)
Next Meeting: January 9, 2014 – 5:00 P.M.

5. **Policy Committee** — (Pierson)
Next Meeting: January 23, 2014 – 5:00 P.M.

BOARD MEMBER QUESTIONS AND COMMENTS

Members of the Board wished District staff happy holidays and recognized their efforts over the past year.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 6:10 p.m. to discuss Item No. 1 A through D and reconvened to the Open Session at 6:30 p.m. The Board recessed to Closed Session at 8:07 p.m. to discuss Items No. 2 and 3 and reconvened to Open Session at 8:48 p.m.

CLOSED SESSION GOVERNMENT CODE:

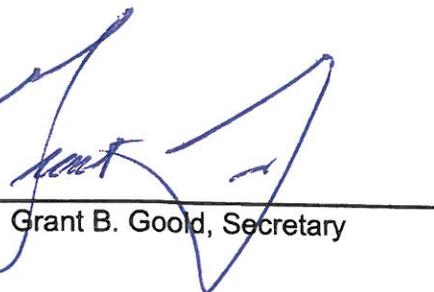
1. Pursuant to California Government Code Section 54956.9(a) – four (4) matters of Workers Compensation Settlement Authority and one (1) matter of Industrial Disability Retirement

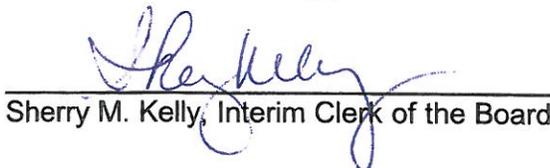
- A. Michael Lozano and the Sacramento Metropolitan Fire District**
 Claim No. SMDE-481702 – Workers Compensation Settlement Authority (Wells)
Action: Moved by Wood, seconded by Pierson, and carried by unanimous vote of the members present to give the District's Third Party Administrator settlement authority.
- B. Kevin Summers and the Sacramento Metropolitan Fire District**
 Claim No. SMDH-547678 – Workers Compensation Settlement Authority (Connor)
Action: Moved by Scheidegger, seconded by Monk, and carried by unanimous vote of the members present to give the District's Third Party Administrator settlement authority.
- C. Timothy Maybee and the Sacramento Metropolitan Fire District**
 Claim No. SMDH-547548 – Workers Compensation Settlement Authority (Connor)
Action: Moved by Wood, seconded by Scheidegger, and carried (Ayes – Jones, Monk, Orzalli, Scheidegger, Wood, Pierson; Noes – None; Abstain – Goold; Absent – Clark, Kelly) to give the District's Third Party Administrator settlement authority.
- D. Doug Bine and the Sacramento Metropolitan Fire District**
 Claim No. SMDH-5447799 – Workers Compensation Settlement Authority and Industrial Disability Retirement (Connor)
Action: Moved by Wood, seconded by Goold, and carried unanimously by the members present to give the District's Third Party Administrator settlement authority.
- 2. Employee Discipline/Dismissal/Release**
 Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)
Action: No reportable action.
- 3. Public Employee Performance Evaluation: Fire Chief**
 Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)
Action: No reportable action.

ADJOURNMENT

The meeting adjourned at 8:55 p.m.


 Matt Kelly, President


 Grant B. Goold, Secretary


 Sherry M. Kelly, Interim Clerk of the Board