Sacramento Metropolitan Fire District

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KURT P. HENKE
Fire Chief

ACTION SUMMARY MINUTES

EXECUTIVE COMMITTEE – SPECIAL MEETING
SACRAMENTO METROPOLITAN FIRE DISTRICT
Thursday, June 26, 2014
10545 Armstrong Avenue
Mather, California

CALL TO ORDER
The meeting was called to order at 5:03 p.m. by President Orzalli. Committee members present: President Orzalli, Vice President Goold, and Secretary Pierson. Committee members absent: None. Staff present: Fire Chief Henke and Board Clerk Penilla.

PUBLIC COMMENT: None

CONSENT AGENDA

1. **Action Summary Minutes**
   Recommendation: Approve the Action Summary Minutes for the meeting of February 27, 2014.
   Action: Moved by Goold, seconded by Pierson and carried unanimously to approve the Action Summary Minutes.

ACTION ITEM

1. **Annual Calendar of Matters before the Board** (Orzalli)

   Recommendation: Discuss recommending to the Board, formalizing preparation of an Annual Calendar of matters to be scheduled on a regular basis, including, but not limited to, elections, fees, budget, evaluations, report on salaries and benefits, and bi-annual report on status of litigation.

   Discussion: President Orzalli opened the discussion with hope to standardize a calendar for items that occur on a regular basis. This will allow board members to know when items are scheduled, and so items will not be lost in day-to-day activities. The draft before you is open to suggestions and changes.

   Chief Henke asks the question of when evaluations take place, for example the Fire Chief evaluation. Timing may not allow for a full year to have gone by before an evaluation is completed for the position. Director Goold suggests the calendar stay set despite the timing of evaluations, so the calendar is consistent.

   Discussion took place about the General Counsel evaluation and when it should take place based upon when the litigation review is scheduled. It was suggested and agreed

that litigation review take place in September and the General Counsel Evaluation take place in November.

Discussion took place about the need to develop an evaluation for the General Counsel, the evaluation will be different than that of the Fire Chief and Board Clerk since the General Counsel is an independent contractor.

Moved by Goold, seconded by Pierson, and carried unanimously to have the Board Clerk incorporate the suggested change and bring to the next regular Board Meeting.

ADJOURNMENT
The meeting adjourned at 5:17 p.m.

Randy Orzalli, President

Melissa Penilla, Clerk of the Board