



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, June 14, 2018  
10545 Armstrong Avenue – Board Room  
Mather, California

### CALL TO ORDER

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

### PLEDGE TO FLAG

**PUBLIC COMMENT:** None

### CONSENT ITEMS

**Action:** Moved by Wood, seconded by Jones, and carried (Ayes: Barnes, Clark, Jones, Kelly, Sheetz, and Wood; Abstain: Gayle; Absent: Goold and Orzalli) to adopt the Consent Calendar as follows:

- 1. Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Board meeting of May 10, 2018.  
**Action:** Approved the Action Summary Minutes.
- 2. Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Special Board meeting of May 24, 2018.  
**Action:** Approved the Action Summary Minutes.
- 3. Revision to Positions and Authorization Document**  
**Recommendation:** Authorize the Positions and Authorization Document to reflect changes made to the Community Risk Reduction, Training, and Operations Divisions.  
**Action:** Approved the Positions Authorization Document and changes made.
- 4. Medical Aid and Ambulance Transport User Fee Annual Adjustment**  
**Recommendation:** In accordance with Ordinance No. 2017-01, adopt the resolution amending the Ambulance Fee Schedule effective July 1, 2018.  
**Action:** Adopted Resolution No. 2018-056.
- 5. Grants Fund Mid-Year 17/18 Budget Amendment**  
**Recommendation:** Adopt the resolutions to transfer appropriation to the correct Fund and increase the budgeted expenditures and revenues for the Grants Fund.  
**Action:** Adopted Resolution Nos. 2018-057 and 2018-058.

- 6. Special Services Agreement – General EMS Consulting with AP Triton, LLC**  
**Recommendation:** Authorize the Fire Chief to approve a two-year agreement with AP Triton, LLC for professional consulting services.  
**Action:** Authorized the Fire Chief to approve the two-year agreement.
- 7. Special Services Agreement – Hermocillo-Azevedo Strategic Communications LLC**  
**Recommendation:** Authorize the Fire Chief to approve a one-year agreement with Hermocillo-Azevedo Strategic Communications, LLC for professional consulting services.  
**Action:** Authorized the Fire Chief to approve the one-year agreement.
- 8. Disclosure of Material Expenditure – Aviation Liability Insurance – Ace Westchester Fire Insurance Company**  
**Recommendation:** Authorize payment of \$80,953 to ACE Westchester Fire Insurance Company for aviation liability insurance.  
**Action:** Authorized payment to ACE Westchester Fire Insurance Company.
- 9. Disclosure of Material Expenditure – Insurance Brokerage Services – USI Insurance Services**  
**Recommendation:** Authorize payment of \$40,000 to USI Insurance Services for brokerage services.  
**Action:** Authorized payment to USI Insurance Services.
- 10. Disclosure of Material Expenditure – Fiduciary Liability Insurance – RLI Insurance Company**  
**Recommendation:** Authorize payment of \$14,590 to RLI Insurance for fiduciary liability insurance.  
**Action:** Authorized payment to RLI Insurance.
- 11. Disclosure of Material Expenditure – Storage Tank Pollution Liability – ACE/Illinois Union Insurance Company**  
**Recommendation:** Authorize payment of \$5,631.32 to ACE/Illinois Union Insurance Company for storage tank pollution liability.  
**Action:** Authorized payment to ACE/Illinois Union Insurance Company.
- 12. Surplus Equipment – Information Technology Division Switches**  
**Recommendation:** Adopt a resolution authorizing the designation of surplus IT equipment and the disposal of equipment as deemed appropriate by the Fire Chief.  
**Action:** Adopted Resolution No. 2018-059.
- 13. Surplus Equipment – Communications Division Satellite Phones**  
**Recommendation:** Adopt a resolution authorizing the designation of surplus outdated/inoperable satellite phones and the disposal of equipment as deemed appropriate by the Fire Chief.  
**Action:** Adopted Resolution No. 2018-060.

14. **Surplus Vehicles – Fleet Division**  
**Recommendation:** Adopt resolution establishing a list of surplus vehicles and authorizing the Fire Chief to sell or donate the vehicles as deemed appropriate.  
**Action:** Adopted Resolution No. 2018-061.
  
15. **Intergovernmental Transfer (IGT) Program - July 1, 2017 through June 30, 2018**  
**Recommendation:** Adopt a resolution to authorize the Fire Chief enter into necessary agreements to participate in the IGT Program covering the period of July 1, 2017 through June 30, 2018.  
**Action:** Adopted Resolution No. 2018-062.

## **ACTION ITEMS**

1. **Disclosure of Material Expenditure – Commercial Insurance – Special District Risk Management Authority**  
*(Brad Svernungsen, USI Insurance Services Representative)*  
**Recommendation:** Receive Presentation and approve staff's recommendation.  
**Action:** Moved by Kelly, seconded by Wood, and carried unanimously by the members present to authorize payment of \$638,225.87 to Special District Risk Management Authority for commercial insurance.
  
2. **Disclosure of Material Expenditure – Excess Workers' Compensation Insurance – Safety National Casualty Corporation**  
*(Brad Svernungsen, USI Insurance Services Representative)*  
**Recommendation:** Receive Presentation and approve staff's recommendation.  
**Action:** Moved by Wood, seconded by Jones, and carried unanimously by the members present to authorized payment of \$418,542 to Safety National Casualty Corporation for excess workers' compensation insurance.
  
3. **Fiscal Year 2018/19 Preliminary Budget (CFO Thomas)**
  - A. Resolution – 2018/19 Preliminary Budget for the General Operating Fund 212A
  - B. Resolution – 2018/19 Preliminary Budget for the Capital Facilities Fund 212D
  - C. Resolution – 2018/19 Preliminary Budget for the Committed Fund Balance for the Pension Obligation Bond 212E
  - D. Resolution – 2018/19 Preliminary Budget for the Pension Obligation Bond Fund 212E
  - E. Resolution – 2018/19 Preliminary Budget for the Grants Fund 212G
  - F. Resolution – 2018/19 Preliminary Budget for the Development Impact Fees Fund 212I
  - G. Resolution – 2018/19 Preliminary Budget for the Leased Properties Fund 212L
  - H. Resolution – 2018/19 Preliminary Budget for the IGT Fund 212M**Recommendation:** Receive Presentation/Adopt FY 2018/19 Budget Resolutions.  
  
**Action:**
  - A. Moved by Wood, seconded by Kelly, and carried unanimously by the members present to adopt Resolution No. 2018-063 for the General Operating Fund 212A.

- B. Moved by Wood, seconded by Kelly, and carried unanimously by the members present to adopt Resolution No. 2018-064 for the Capital Facilities Fund 212D.
- C. Moved by Wood, seconded by Kelly, and carried unanimously by the members present to adopt Resolution No. 2018-065 for the Committed Fund Balance for the Pension Obligation Bond 212E.
- D. Moved by Wood, seconded by Kelly, and carried unanimously by the members present to adopt Resolution No. 2018-066 for the Pension Obligation Bond Fund 212E.
- E. Moved by Wood, seconded by Kelly, and carried unanimously by the members present to adopt Resolution No. 2018-067 for the Grants Fund 212G.
- F. Moved by Wood, seconded by Kelly, and carried unanimously by the members present to adopt Resolution No. 2018-068 for the Development Impact Fees Fund 212I.
- G. Moved by Wood, seconded by Kelly, and carried unanimously by the members present to adopt Resolution No. 2018-069 for the Leased Properties Fund 212L.
- H. Moved by Wood, seconded by Kelly, and carried unanimously by the members present to adopt Resolution No. 2018-070 for the IGT Fund 212M.

**4. Industrial Disability Retirement – Ron Phillips**

**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding retired Engineer Ron Phillips has suffered job related injuries and direct staff to work with retired Engineer Phillips through his Industrial Disability Retirement process with CalPERS.

**Action:** Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2018-071.

**REPORTS**

1. **PRESIDENT’S REPORT:** No report.

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

Chief Harms was out of town last week celebrating his daughter’s wedding, he is happy to have a new son-in-law.

The Battalion Chief promotional exam had five successful candidates, with Captain Keely being one of the five and in the audience tonight. Congratulations to all of them!

**Retirement**

Effective 5/17, Engineer Todd Stafinbil – 31 years of service

Effective 6/1, Captain Clay Elledge – 28 years of service

Effective 6/1, Logistics Technician Vince Lawrence – 18 years of service

Effective 6/6, Engineer Michael Angotti – 28 years of service

### **Recruitment**

Firefighter/Paramedic – Final Filing Date 7/8, 10:00 PM

### **New Hire**

Effective 6/11, Health & Fitness Program Manager Patrick Gallagher

### **Meetings Attended**

5/16 Citrus Heights 2x2 Meeting

5/22, CSDA Special Legislative Days, attendees on behalf of Metro Fire were Rusty Dupray and Jeff Frye

5/31, Ranch Cordova 2x2 Meeting

6/13, IAFC Fellowship Graduation

- Cohort “10”, consisting of seven fellows are leaving Metro Fire with significant fire experience. They started their formal orientation with Metro Fire on 1/15, with release to fire station on 2/12.
- Metro Fire accepted the opportunity to host the Fellowship to allow employees to provide leadership and mentorship, internal career development opportunities, and foster a healthy relationship with the IAFC.

### **Upcoming**

Fire Camp this runs the week of 6/18, most of camp takes place at Station 21.

### **Mission Driven Culture**

Oklahoma State University conducted a survey on behalf of MCS. The survey results have been tabulated, with 75% of Metro Fire’s membership participating. The results are going to give leadership a starting point to measure culture and leadership within the organization. The results will be sent to you by Board Clerk Penilla via email.

### **OPERATIONS REPORT**

Deputy Chief Bridge gave the Operations Report letting everyone know as of a few weeks ago Metro Fire responded to approximately 8,000 calls, of which 6,800 were EMS related with a 72% transport rate.

Fire season is here, with the vegetation acreage burned this year already surpassing last year’s acreage burned. There have been several grass fires driving this total, including 52 acres, 562 acres in the south area, a 37 acre fire and 24 acre fire one hour apart in the Rancho Cordova area, and 7 acres in Rio Linda that was threatening a house.

A plane had an emergency landing at Mather Airport today. The landing gear was not down and the plane caught fire when it landed. The crew members were able to get out safety, and the airport units were able to extinguish the fire.

Lastly, the firefighter who received 2<sup>nd</sup> degree burns on his hands during an overhaul is expected to be off work for a few weeks while he heals.

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

Vice President Jamison reminded the Board they would be hearing about a settlement in closed session later this evening. Throughout the process, Local 522 has been striving for a resolution favorable to both parties.

Additionally, with the approval of the revised PAD tonight, he urged the Board to return positions to the PAD when future funding becomes available.

Lastly, VP Jamison has served in his role for six months, it has been great to witness Board Members participate in Metro Fire events throughout the community.

### **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 – (Barnes)**

Next Meeting: TBD

#### **B. Communications Center JPA – (AC Johnson)**

Report Out: Special Meeting, Wednesday, May 30, 2018

During the last meeting the Board voted to extend the interim Communications Center Director's contract for six months. Also, on May 31<sup>st</sup> Congressman Bera visited the Communications Center and participated in their daily duties.

Next Meeting: Tuesday, June 26, 2018 at 9:00 AM

#### **C. California Fire & Rescue Training JPA – (DC Shannon)**

Next Meeting: Thursday, June 21, 2018 at 4:00 PM

Location: California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320  
Mather, CA 95655

#### **D. Finance and Audit Committee – (Kelly)**

Next Meeting: Thursday, June 28, 2018

#### **E. Policy Committee – (Goold)**

Next Meeting: TBD

### **BOARD MEMBER QUESTIONS AND COMMENTS**

Director Kelly thanked Mr. Svennungsen from USI for his presentation and for answering all questions.

Director Clark reminded everyone in the community to be extra cautious during fire season and take measures to avoid putting our members at additional risk.

Director Wood congratulated all of the employees who were placed on the Battalion Chief promotional list. He attended the Rancho Cordova 2X2 Meeting and felt it was very productive. Lastly, he reminded everyone of the Tropical Affair benefiting the Firefighters Burn Institute on June 23<sup>rd</sup>.

Director Sheetz congratulated all those who received promotions, and sends well wishes to the retirees. She is very excited that her youngest daughter will be attending fire camp, ever since her older sisters attended she has been wanting to go. Lastly, Director Sheetz will be recusing herself from Closed Session Item #3.

Director Barnes congratulated the retirees, there were 105 years of service leaving our agency. He is looking forward to the Tropical Affair. Lastly, for all the fathers on Father's Day, he wishes them well, and all the working fathers that day he hopes they find time to celebrate with their loved ones.

Director Jones supports all the positive comments made by her fellow Directors this evening. She thanked DC Shannon and Fleet Manager Pursell for their assistance in researching a potential grant opportunity.

**The Board recessed to Closed Session at 6:53 PM.**

## **CLOSED SESSION**

**1. Pursuant to California Government Code Section 54956.9 (a) – 1 matter of Workers' Compensation Settlement Authority**

Frank Miranda and the Sacramento Metropolitan Fire District  
Claim # SMDH – 7697A1 – Workers Compensation Settlement Authority  
Jessica Valenti of Lenahan, Lee, Slater and Pearse, LLP

**Action:** Moved by Wood, seconded by Clark, and carried unanimously by members present to give settlement authority to the District's Third Party Administrator.

**2. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION  
Pursuant to California Government Code Section 54956.9 (a) – One (1) matter of Industrial Disability Retirement**

Ron A Phillips Jr. and the Sacramento Metropolitan Fire District  
Claim # SMDN - 549213 – Industrial Disability Retirement  
Gregory Casentini, Deputy Chief Administration

**Action:** No action taken.

**3. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION  
Pursuant to California Government Code Section 54956.9 (a) – One (1) case  
Tracey Valentine v. SMFD – Case No. 2:17-CV-00827-KJM-EFB**

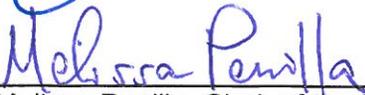
**Action:** The Board decided to give authority to its attorney in the Valentine v. SMFD case, currently pending in Federal court in the Eastern District, and authority to its management staff, to take the necessary steps to effectuate settlement of the action as required by Federal law and to obtain Federal Court approval of the settlement.

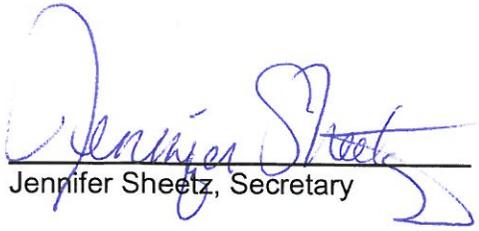
**Reconvened to Open Session at 7:45 PM.**

**ADJOURNMENT**

The meeting was adjourned at 7:50 PM

  
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Jim Barnes, President

  
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Melissa Penilla, Clerk of the Board

  
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Jennifer Sheetz, Secretary