



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, California 95655 • Phone (916) 859-4305 • Fax (916) 859-3715

POLICY COMMITTEE – REGULAR MEETING

THURSDAY, March 11, 2021 – 5:30 PM

Held Remotely Via Zoom

Phone: (669) 900-6833

Webinar ID: 925 4344 7343 #

Passcode: 494 168 439 #

COMMITTEE MEMBERS

Director Grant Goold - Chair

Director D'Elman Clark – Vice Chair

Director Walt White

Director Jennifer Sheetz - Alternate

CALL TO ORDER

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN COMMITTEE'S SCOPE INCLUDING ITEMS ON OR NOT ON AGENDA

CONSENT AGENDA

The Consent Agenda is acted upon with one motion unless a committee member requests separate discussion and/or action.

1. Action Summary Minutes

Recommendation: Approve the Action Summary Minutes for meeting of February 11, 2021.

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ACTION ITEMS

1. Family and Medical Leave (*Melisa Maddux, HR Manager*)

Recommendation: Approve the revision to the Family and Medical Leave Policy and refer to the full Board for approval.

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2. Purchasing and Contracting (*Mark Jones, Purchasing Manager*)

Recommendation: Approve the revision to the Purchasing and Contracting Policy and refer to the full Board for approval.

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NEXT MEETING DATE: TBD

ADJOURNMENT

Posted on March 8, 2021

Melissa Penilla, Clerk of the Board

* No written report



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, FEBRUARY 11, 2021 – 5:30 P.M. SACRAMENTO METROPOLITAN FIRE DISTRICT Held Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Director Goold. Committee members present: Goold, Clark, and White. Committee members absent: None. Staff present: Chief Harms and Clerk Penilla.

PUBLIC COMMENT: None

CONSENT AGENDA

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

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for meeting of December 10, 2020.
Action: Approved the Action Summary Minutes.

ACTION ITEMS

- 1. Election of Officers** (*Clerk Penilla*)
Recommendation: Elect a Chair and Vice Chair to the Policy Committee for 2021.
Action: Moved by Clark, seconded by White, and carried unanimously by members present for Director Clark to remain as Vice Chair for the 2021 Committee.
Moved by Clark, seconded by White, and carried unanimously by members present for Director Goold to remain as Chair for the 2021 Committee.
- 2. Family and Medical Leave** (*Melisa Maddux, HR Manager*)
Recommendation: Approve the revision to the Family and Medical Leave policy and refer to the full Board for approval.
HR Manager Maddux shared with the Committee minor edits were made to the policy to correct acronyms that were misspelled.
Action: Moved by Clark, seconded by White, and carried unanimously by members present to refer the policy to the full Board for approval.

ADJOURNMENT

The meeting adjourned at 5:41 p.m.

Director Goold, Chair

Melissa Penilla, Clerk of the Board



Todd Harms
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, CA 95655 · Phone (916) 859-4300 · Fax (916) 859-

DATE: March 11, 2021
TO: Policy Committee Members
SUBJECT: Revision of Board Policy
Policy 01.003.08 - Family and Medical Leave

TOPIC

Review the proposed changes to the current 01.003.08 Board Policy regarding Family and Medical Leave.

DISCUSSION

Attached is the Family and Medical Leave Policy that was approved by the Board on December 12, 2019. This policy was reviewed by the Human Resources Division, and language has been added to reflect the expansion of family and medical leave under California Family Rights Act (CFRA). The original policy and the newly revised policy are attached for your review.

RECOMMENDATION


Recommend the Policy Committee approve the revision to the Family and Medical Leave policy and refer to the full Board for approval.

Submitted By:

Approved By:



Melisa Maddux
Human Resources Manager



Greg Casentini
Deputy Chief, Administration

eligible employees”, (1) Qualifying Exigency Leave, and (2) Military Caregiver Leave.

5. **Eligible Employee:** An employee who has 12 or more months of continuous service and who has accumulated at least 1,250 hours of service in the previous 12 consecutive month period qualifies for FMLA/CFRA. Employees are eligible for PDL upon hire.
6. **Employment Protection:** Upon returning from leave, placing an employee in the same position or a position that has the same or similar duties and pay and that can be performed at the same or similar geographic location as the position held prior to the leave.
7. **Qualified Family or Medical Condition under FMLA:** (A) The birth of a child of the employee, the placement of a child with the employee in connection with the adoption or foster care of the child by the employee, or the serious health condition of a child of the employee; (B) Care given by the employee to a parent or spouse who has a serious health condition; (C) Tending to the employee’s own serious health condition which makes the employee unable to perform the functions of his/her position; (D) Leave for Qualifying Exigency arising out of the fact that the employee’s spouse, child, or parent is a covered military member on active duty; or (E) Covered service member Leave is provided to care for a service member with a serious injury or illness.
- ~~7-8.~~ **Qualified Family or Medical Condition under CFRA:** (A) The birth of a child of the employee, the placement of a child with the employee in connection with the adoption or foster care of the child by the employee, or the serious health condition of a child of the employee, or the child of an employee’s domestic partner; (B) Care given by the employee to a parent, grandparent, grandchild, sibling, spouse, or domestic partner who has a serious health condition; (C) Tending to the employee’s own serious health condition which makes the employee unable to perform the functions of his/her position; (D) Leave for Qualifying Exigency arising out of the fact that the employee’s spouse, domestic partner, child, or parent is a covered military member on active duty; or (E) Covered service member Leave is provided to care for a service member with a serious injury or illness.
- ~~8-9.~~ **Serious Injury or Illness:** An illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
- ~~9-10.~~ **Authorized Health Care Provider:** A physician, surgeon, nurse practitioner, nurse midwife, or other person capable of providing health care services. This definition includes: podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (related to spinal manipulation). These professionals must be performing "within the scope of their practice as defined under state law."
- ~~10-11.~~ **Baby Bonding:** Leave for an employee, either male or female, to bond with his/her own child or with his/her adopted or foster child. All leave for baby

bonding must conclude within one year of the birth of the child, or one year from the date a child under the age of 18 was placed with the employee for adoption or foster care.

- 12. Employee's Parent under FMLA:** A biological, foster or adoptive parent; a stepparent; a legal guardian; or an individual who stands or stood in "loco parentis" to an employee when the employee was a child.
- ~~14,13.~~ Employee's Parent under CFRA:** A biological, foster or adoptive parent; or an individual who stands or stood in "loco parentis" to an employee when the employee was a child. This definition includes parent-in-law.
- 14. Employee's ~~Son or Daughter~~Child under FMLA:** A biological, adoptive, foster, or step child, or a legal ward of the employee. A child of a person standing in "loco parentis" who is under the age of 18, or 18 and older and incapable of self-care because of a mental or physical disability. ~~This definition includes a child of registered domestic partners.~~
- 15. Employee's Child under CFRA:** A biological, adoptive, foster, or step child, or a legal ward of the employee, or a child of a person standing in loco parentis who is either of the following: under the age of 18, or an adult dependent child. This definition includes a child of registered domestic partners.
- ~~12.~~
- 16. Employee's Spouse/Domestic Partner:** ~~The District defines the term spouse as a~~ legal marriage, to include husband and wife, and same-sex spouses, partner, being either a husband or wife.
- ~~13,17.~~ Registered Domestic Partners:** ~~are defined as Two adults over the age of 18 (same sex couples or opposite sex couples) with one partner over age 62 who~~ have registered their relationship with the California Secretary of State.
- ~~14,18.~~ Single 12-month Period:** Begins the first day the eligible employee takes leave and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons.
- ~~15,19.~~ Qualifying Exigency Leave:** The need for leave arising because the spouse, domestic partner, child, or parent of an employee is on active duty, or has been notified of an impending call to active duty status.
- ~~16,20.~~ Military Caregiver Leave:** Such leave may be taken by an eligible employee to care for a covered service member with a serious injury or illness. This type of FMLA leave is based on a recommendation of the President's Commission on Care for America's Returning Wounded Warriors.
- ~~17,21.~~ Covered Military Member:** The employee's parent, spouse, domestic partner, son, daughter (includes biological, adopted, foster, stepchild or legal guardianship of child), who is on active duty or call to active duty status.

18-22. Covered Service Member: Current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

Policy

1. An eligible employee may receive up to 12 weeks of unpaid leave during a 12 month period for a qualified family or medical condition.
2. If the employee is on a leave of absence due to own illness or injury or the illness or injury of their qualified family member, the employee is required to use half (1/2) of their annually accrued sick leave benefits (*see Sick Leave Policy for further details*). Once half (1/2) of the annually accrued sick leave benefits have been exhausted and the employee is still on leave of absence, the employee will then be required to use their Sick Accruals, Vacation Accruals or combination of each. Only when the employee has exhausted all of their paid leave accruals can the employee go on an unpaid leave.
 - a. An employee can elect to keep the following Sick Leave Accruals in their Sick Leave A Bank without having to exhaust Sick Leave prior to exhausting their Vacation/PTO Accruals or a combination of each.
 - i. Shift Personnel: 48 hours of Sick Leave
 - ii. Day Personnel: 34.28 hours of Sick Leave
3. If the employee is on intermittent leave of absence due to own illness or injury or the illness or injury of their qualified family member, the employee is required to use half (1/2) of their annually accrued sick leave benefits (*see Sick Leave Policy for further details*) for the hours and/or days missed due to their leave reasons. Once half (1/2) of the annually accrued sick leave benefits have been exhausted the employee will then be required to use their Sick Accruals, Vacation Accruals or combination of each for all the hours and/or days missed due to their leave reasons. Only when the employee has exhausted all of their paid leave accruals can the employee go on an unpaid leave.
 - a. An employee can elect to keep the following Sick Leave Accruals in their Sick Leave A Bank without having to exhaust Sick Leave prior to exhausting their Vacation/PTO Accruals or a combination of each.
 - i. Shift Personnel: 48 hours of Sick Leave
 - ii. Day Personnel: 34.28 hours of Sick Leave
4. Employees are eligible to take up to 12 weeks of FMLA/CFRA within a 12 month period. However, if an employee is medically required to be absent from work for longer than the 12 week period granted under FMLA/CFRA rights, the District will

go through an interactive process with the employee and attempt to provide reasonable accommodation. That reasonable accommodation will also include the employee remaining on leave for an extended period of time, not to exceed 12 months from the original start date of the employee's leave. If the employee is medically required to be on leave for longer than 12 months from the original start date of their leave and the employee is unable to return to work, the District will go through another interactive process with the employee to determine if reasonable accommodation can be provided. If it is determined that reasonable accommodation cannot be provided, the District will then terminate the employee once their leave has exceeded 12 months from the original start date of their leave.

5. For information regarding how an employee's pay will be supplemented while on disability, please contact the Human Resources Division.
6. An eligible employee who is disabled because of pregnancy is entitled to Pregnancy Disability Leave (PDL). PDL provides up to four months of leave. PDL is followed by a maximum of 12 weeks of CFRA. CFRA and FMLA run concurrently, however PDL and CFRA do not run concurrently.
7. An eligible employee is entitled to take up to 26 workweeks of leave during a "single 12-month period" to care for a seriously injured or ill covered service member.
8. An eligible employee is entitled to two types of Military Family Leave: Qualifying Exigency Leave, and Military Caregiver Leave.
9. FMLA will run concurrently with CFRA, PDL, Protected Sick Leave (*see Sick Leave Policy for details*), Qualifying Exigency Leave, and Military Caregiver Leave.
 - a. FMLA will also run concurrently with Workers' Compensation leave as long as the injury is one that meets the criteria for a "serious health condition", unless the employee is Safety Personnel receiving salary continuation in lieu of temporary disability payments under California Labor Code Section 4850.
 - a.b. FMLA will not run concurrently with CFRA if the need for leave is due to a qualified medical reason for one of the following qualified family members: that does not fall under FMLA: sibling, grandchild, or grandparent.
10. An employee can elect to keep the following Sick Leave Accruals in their Sick Leave A Bank prior to exhausting their Vacation/PTO Accruals or a combination of each:
 - a. Online Suppression: 48 hours of Sick Leave
 - b. Day Staff: 34.28 hours of Sick Leave

Procedures

The following procedures apply when requesting FMLA/CFRA/PDL. Contact the Human Resources Division as soon as you become aware of the need for leave.

1. If the event necessitating leave becomes known to the employee more than 30 calendar days before the need for leave, the request must be submitted in writing at least 30 days before the leave is needed.
2. If the need for leave is not foreseeable, the employee must provide as much advance notice as possible by submitting required certification from the authorized health care provider no later than five working days after learning of the need for leave.
3. If the leave is needed for a planned medical treatment, the employee must make a reasonable effort to schedule the treatment to avoid disruption to District operations, subject to the approval of the authorized health care provider.
4. If the leave is needed to care for an ill child, sibling, parent, grandparent, grandchild, spouse, or domestic partner, the employee must provide a certification completed by the authorized health care provider which can be obtained from the Human Resources Division, and must state the following:
 - a. date of commencement of the serious health condition;
 - b. probable duration of the condition;
 - c. estimate of the amount of time which the authorized health care provider believes the employee needs to care for the child, sibling, parent, grandparent, grandchild, spouse, or domestic partner; and
 - d. confirmation that the serious health condition warrants the participation of a family member.
 - e. The diagnosis, treatment or similar details shall not be included.
5. If the leave is needed for the employee's own serious health condition, the employee must provide a certification completed by the authorized health care provider which can be obtained from the Human Resources Division, and must state the following:
 - a. date of commencement of the serious health condition;
 - b. probable duration of the condition; and
 - c. a statement that the employee is unable to perform the function of his/her position because of the serious health condition.
 - d. The diagnosis, treatment or similar details shall not be included.
6. The District will require recertification from the authorized health care provider if additional leave is required for the employee's own medical condition, or to care for an ill child, sibling, parent, grandparent, grandchild, spouse, or domestic partner.
7. The District will require certification by the employee's authorized health care provider that the employee is fit to return to his/her job. If the employee fails to

provide a fit to return to work certification from the authorized health care provider, the employee may be denied reinstatement until such time as the certificate is obtained. (Note: This policy must be applied uniformly for return from any type of medical leave.)

8. If the leave is needed for Military Family Leave (Qualifying Exigency Leave/Military Caregiver Leave) employee must provide proof of active duty/deployment documentation for the covered service member.
9. An employee taking approved leave that is covered under FMLA/CFRA/PDL will be allowed to continue participating in any health benefit plans in which he/she was enrolled prior to the first day of the leave at the Districts expense minus the employee contribution.
10. Under some circumstances employees may take FMLA/CFRA/PDL intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule as determined by the authorized health care provider.
 - a. If on Intermittent FMLA, employee must notify their chain of command as well as the Human Resources Division prior to the Intermittent FMLA absence to ensure the absence(s) will be counted as FMLA. If there is an emergency situation, the employee must notify their chain of command immediately however can contact the Human Resources Division within 24 hours of the absence in order for that absence(s) to be counted as FMLA.

~~11. When leave is used for baby bonding and both parents work for the District, the District may limit the two employees to a combined total of 12 weeks of FMLA/CFRA. The employees determine how the time will be split.~~

~~12.11.~~ Upon return from FMLA/CFRA/PDL, an employee will be reinstated to his/her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. In addition, an employee's use of FMLA/CFRA/PDL will not result in the loss of any employment benefit that the employee earned or was entitled to before using leave.

~~13.12.~~ Pursuant to federal and state law, reinstatement after FMLA/CFRA/PDL may be denied to employees:

- a. when the refusal is necessary to prevent substantial and grievous economic injury to the District's operations by declaration of the Board of Directors;
- b. when the refusal is related to misconduct which would have resulted in termination regardless of the leave taken; or
- c. when the employee does not return at the designated time.

For additional information about eligibility for FMLA/CFRA/PDL, contact the Human Resources Division.

References

1. Family Medical Leave Act

2. California Family Rights Act
3. Pregnancy Disability Leave Act
4. United States Department of Labor-Title 38 United States Code (U.S.C.) Chapter 43 (4301-4335) — USERRA Code
5. United States Department of Labor -Title 20 Code of Federal Regulations (C.F.R.) part 1002 USERRA Regulations
6. The National Defense Authorization Act for FY 2008 (“NDAA”), Public Law 110-181
7. California Labor Code Sections 4850, 12945.2 and 230
8. Senate Bill 579
- 8-9. Senate Bill 1383
109. All current policies can be found in the Policy App.



Sacramento Metropolitan Fire District

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TODD HARMS
Fire Chief

DATE: March 11, 2021
TO: Policy Committee Members
SUBJECT: Revision of Board Policy
Policy 01.010.02 Purchasing and Contracting

TOPIC

Review the proposed changes to the current 01.010.02 Board Policy regarding Purchasing and Contracting.

DISCUSSION

Attached is the Purchasing and Contracting Policy that was reviewed and approved by the Board in June of 2014. This policy was reviewed by the Purchasing Division and updated to include language required by the Code of Federal Regulations Title 2, Part 200 (2 CFR 200): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 2 CFR 200 outlines the requirements for non-federal entities who receive federal grant awards. While the District was already in compliance with the requirement to have a written procurement policy, the policy needed to be updated to include specific language regarding procurements using federal grant funding, in accordance with 2 CFR 200 requirements.

Staff is still in the process of making further revisions to this policy which are anticipated to be brought to the Board later this year; however, the current requested changes are being presented for approval in advance of the full policy revision in order to ensure immediate compliance with the terms and conditions of the District's current and future grant awards, at the recommendation of the District's auditor.

RECOMMENDATION

Recommend the Policy Committee to approve the revision to the Purchasing and Contracting Policy and refer to the full Board for approval.

Submitted by:

Mark Jones
Purchasing Manager

Tyler Wagaman
Deputy Chief - Support Services

6. **Fire Chief's Designee:** An employee of the Sacramento Metropolitan Fire District who has been authorized to requisition and contract on behalf of the District.
7. **Formal Bidding Process:** The process of receiving sealed written bids for purchases exceeding the minimum amount prescribed by the County of Sacramento's Purchasing Ordinance (any amount in excess of \$100,000).
8. **Informal Bidding Process:** The process of receiving a minimum of three written bids, if available, for purchases in excess of \$45,000 but less than the minimum amount prescribed in the County of Sacramento's Purchasing Ordinance (any amount in excess of \$100,000) that would require the formal bidding process.
9. **Lowest Responsible Bidder:** The bidder who's responsive and responsible bid offers the best value to the District at the most competitive price.
10. **Personal Property:** Includes goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article required for the conduct of the business of the District.
11. **Purchase or Purchases:** Any contractual arrangement or transaction involving payment for the acquisition of title to real or personal property; the use by rental, lease or otherwise of real or personal property, the provision of services by independent contractor or otherwise; or any combination of the foregoing.
12. **Request for Formal Bid:** Used when the personal property or services to be purchased is in excess of \$100,000 and can be clearly defined with specifications.
13. **Request for Informal Bid:** Used when the personal property or services to be purchased is in excess of \$45,000 but less than \$100,000 and can be clearly defined with specifications.
14. **Request for Formal Proposal:** Used when the specific personal property or service is not easily identified or detailed specifications are not available and the anticipated cost is expected to be in excess of \$100,000. Suppliers are asked to propose their own solution to achieve the desired results.
15. **Request for Informal Proposal:** Used when the specific personal property or service is not easily identified or detailed specifications are not available and the expected cost is expected to be in excess of \$45,000 but less than \$100,000. Suppliers are asked to propose their own solution to achieve the desired results.
16. **Request for Qualifications:** Used when the District is seeking to obtain information to qualify firms and/or their proposals in order to decide which company would be the most beneficial to do business with, or to establish a qualified vendor list.
17. **Special Services:** Any service of a specialized nature required in the conduct of operations of the District, which may include services in the areas of accounting,

administration, ambulance, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District.

18. **Surety:** A financial guarantee to insure the performance of a contract. Surety requirements are mandated for construction and can be optional for personal property and services.
19. **Fixed Asset:** Assets of significant value that extends beyond the current year and that are broadly classified as land, buildings and improvements, infrastructure, equipment and intangible assets, and exceed a capitalization amount of \$5,000.

Policy

1. The Fire Chief shall designate purchasing authority to certain individuals, giving each the ability to make a purchase or enter into an agreement once all applicable purchasing procedures have been followed as described in this policy.
2. All District personnel having purchasing authority shall conduct themselves in such a manner as to foster public and Board confidence in the integrity of the District's purchasing procedures.

Procedures

1. General Purchasing and Procurement Procedures
 - a. The Purchasing Manager (Purchasing) may review all procurement requests (requisitions) for supplies and services prior to the order being placed with the vendor to determine if the best value to the District is being met. This will include determining if the best vendor has been selected. Purchasing and the Budget Officer are jointly responsible for identifying acceptable vendors for a specific product or service. The Budget Officer is responsible for technical aspects of the evaluation and Purchasing is responsible for the financial and service aspects. Once acceptable vendors have been established, Purchasing in conjunction with the Budget Officer, shall be responsible for selection of a vendor who can best respond to the requirements of each particular order.
 - b. A Purchase Order is required for all procurements that exceed \$1,000.
 - c. Purchasing will review all requisitions to assure compliance with bidding, contracting, and fixed asset policies.
 - d. Purchasing will conduct all correspondence with vendors involving prices or quotations for formal bids. Only Purchasing is authorized to release information relative to vendor prices, quotations, questions, or any other formal bidding information.

- e. Purchasing, in conjunction with the budget officer, will be responsible for all communication with suppliers regarding performance issues.
- f. Purchasing will review all contracts for services and supplies prior to the contract being finalized.
- g. Purchasing will assume responsibility for issuing all Requests for Formal Bids, Formal Proposals and Formal Qualifications for supplies and services through a coordinated effort with the involved division.

2. Purchases of Personal Property or Supplies

- a. Except as otherwise provided by law, all purchases shall be made in the name of the District.
- b. Amounts included in the annual budget approved by the Board for the purchase of specifically identified items of personal property shall constitute spending authority to the Fire Chief or Fire Chief's Designee for such items of personal property up to the approved amounts. All such purchases shall meet the requirements, if any, of the formal or informal bidding procedure prior to purchase and the contracting limits as specified in sections 3, 4, 5 and 6 of this policy.
- c. Where the cost of personal property is any amount in excess of \$45,000 but is less than \$100,000, the Fire Chief or Fire Chief's Designee shall be required to follow the informal bidding process set forth in section 5 herein.
- d. Where the cost of personal property is any amount in excess of \$100,000 the Fire Chief or Fire Chief's Designee shall be required to follow the formal bidding process set forth in section 7 herein.

3. Special Services

- a. The District may contract for special services (as defined in the Definitions section of this policy) with persons or expert firms specially trained, experienced, and competent to perform the special service.
- b. The Fire Chief or Fire Chief's Designee is hereby authorized to enter into agreements, by which independent contractors provide such special services to the District. Any special service contract or agreement that is less than \$100,000 can be entered into without the informal bid process, providing the Fire Chief or the Fire Chief's Designee has researched all options and has determined that the decision is based on the best value for the District.
- c. Any Special Service contract or agreement as defined herein, which is expected to exceed \$100,000 shall be solicited through the formal bidding process.

4. Purchases-Services Less Than \$45,000

- a. These purchases are known as "Best Judgment Purchases". This means that individual purchases for personal property or services less than \$45,000 can be completed using the purchaser's best judgment. Informal bidding is encouraged at this level by getting phone quotes or by using the internet to research pricing and make sure the District is receiving the best value. A purchase order is required for any transaction over \$1,000.
 - b. For those purchases of personal property and services that do not require the formal or informal bidding process, staff is encouraged to research, evaluate to make sure the District is getting the best value, and assure that the best price is obtained for the particular goods or service taking into consideration the total cost of ownership (TCO).
 - c. This can be achieved by obtaining, if available, a minimum of three comparison bid evaluations using verbal and/or written quotations, or any other method of obtaining comparison costing or estimates.
5. Informal Bidding Process
- a. When the expenditure required for the purchase of personal property or services is in excess of \$45,000 but less than \$100,000 District staff is required to obtain personal property or services through the informal bidding process.
 - b. Procedure:
 1. Fill out the Informal Bid Form found at P:_Forms\Purchasing Forms\Informal Bid Form.
 2. Obtain at least three (3) quotes.
 3. Submit Informal Bid Form and all quotes to Purchasing for review and enter into INCODE a requisition for the purchase. Upon approval from Purchasing, a purchase order will be issued.
6. Informal Proposal Process
- a. When the expenditure required for the purchase of personal property or services is in excess of \$45,000 but less than \$100,000, and detailed specifications are unknown or a solution is being sought, District staff is required to obtain personal property or services through the informal proposal process.
 - b. Procedure:
 1. Fill out the Informal Proposal Form found at P:_Forms\Purchasing Forms\Informal Proposal Form.
 2. Obtain at least three (3) quotes.
 3. Submit Informal Proposal Form and all quotes to Purchasing for review and enter into INCODE a requisition for the purchase. Upon approval from Purchasing, a purchase order will be issued.

7. Formal Bidding Process

- a. Except as otherwise provided herein, when the expenditure required for the purchase of personal property or services exceeds \$100,000, the District shall utilize the formal bidding process and award the contract to the lowest responsible bidder at the best value to the District.
- b. Procedure:
 1. Fill out the Formal Bid Form found at P:_Forms\Purchasing Forms\Formal Bid Form.
 2. Submit completed form to Purchasing for publishing and solicitation for sealed bids.
 3. Purchasing will handle all further actions required.

8. Formal Proposal Process

- a. When the expenditure required for the purchase of personal property or services is in excess of \$100,000, and detailed specifications are unknown or a solution is being sought, District staff is required to obtain personal property or services through the formal proposal process.
- b. Procedure:
 1. Fill out the Formal Proposal Form found at P:_Forms\Purchasing Forms\Formal Proposal Form.
 2. Submit completed form to Purchasing for publishing and solicitation for sealed bids.
 3. Purchasing will handle all further actions required.

9. Request for Qualification

- a. When the District is seeking individual firms to do business with, to establish a multiple award schedule, or to establish a qualified vendor list, staff is required to follow the Request for Qualification process outlined herein.
- b. Procedure:
 1. Fill out the Request for Qualification Form found at P:_Forms\Purchasing Forms\Vendor Request for Qualification Form.
 2. Submit completed form to Purchasing for publication and solicitation of firms.
 3. Purchasing will handle all further actions required.

10. Contracts

- a. When the Board determines that it is in the public interest, the District may contract with any other public or private agency for fire protection services,

rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and any other emergency services for the protection of lives and property.

- b. All contracts for consulting services shall require review by Legal Counsel.
 - c. All contracts for goods and services over the informal bid amount of \$45,000 shall require the review and approval of Purchasing.
11. Conflict of Interest
- a. The Fire Chief, Fire Chief's Designee, or Board of Directors shall ensure that any purchase of any personal property or special services shall be in compliance with Government Code Section 87100 et. seq., pertaining to Conflict of Interest. All transactions over \$10,000 will require an additional Disclosure Statement to safeguard against any financial interest or personal relationship with the vendor that may be deemed a conflict.
12. Bid Splitting Prohibited
- a. It is unlawful, for the purpose of evading any requirements herein, to split or separate into smaller units of purchase any purchase covered by this policy.
13. Former District Employees
- a. For the three (3) year period from the date the former District employee left District employment, no former District employee may enter into or participate in a contract in which they engaged in any of the negotiations, transactions, planning arrangements or any part of the decision making process relevant to the contract while employed in any capacity by the District.
14. Construction Contracting
- a. The District has adopted the procedures outlined in the Uniform Public Construction Cost Accounting Act and as such requires a bid process for the construction or completion of any building, structure, or improvement. When the expenditure required for the project is expected to exceed \$45,000 but less than \$100,000, it shall be contracted for and awarded to the lowest responsible bidder by the District's informal bidding process in conjunction with the procedures of the Uniform Public Construction Cost Accounting Act.
 - b. For construction projects estimated to be more than \$100,000, the District's formal bidding process will be followed in conjunction with the procedures of the Uniform Public Construction Cost Accounting Act.
 - c. Procedure:
 - 1. Fill out the Formal Bid Form found at P:_Forms\Purchasing Forms\Formal Bid Form
 - 2. Submit completed form to Purchasing for publishing and solicitation for sealed bids.

3. Purchasing will handle all further actions required by the Uniform Public Construction Cost Accounting Act.

15. Emergency

- a. In the case of an emergency, the Board may adopt by resolution or motion and by a majority vote of all members of the Board, to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.
- b. Before the Board takes any action pursuant to section 15a of this policy, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay for the purposes of a competitive solicitation for bids, and that the action is necessary to respond to the emergency.
- c. If the Fire Chief or Fire Chief's Designee orders any action specified in section 15a of this policy, that person shall report to the Board at its next meeting the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

16. District Purchasing Card

- a. The District issues a purchasing card to certain individuals for District use only. Requests for a purchasing card will be sent to the Controller. All purchases made with the District Purchasing Card must first meet ALL procurement requirements stated in this document.
- b. A Purchase Order is required for all procurements that exceed \$1,000.

17. Fixed Asset Policy

- a. The District has a Fixed Asset Policy to provide a mechanism for controlling property acquisition, availability, transfer, disposal and proper documentation. Specifics can be found in the Fixed Asset Policy 106.01.

18. Purchases Made With Federal Grant Funds

- a. Grant Purchases shall follow all procurement standards as outlined in 2 Code of Federal Regulations (CFR) Part 200, specifically sections 200.317 through 200.326. If this policy deviates from the Federal procurement standards as set forth in 2 CFR 200 in any way, the District shall follow the more restrictive standard for all procurements involving Federal funds.

References

1. Sacramento Metropolitan Fire District Fixed Asset Policy 106.01
2. Grants Management Procedures
3. All current policies can be found at P:_Policies Manual