



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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ADOPTED ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, September 28, 2023

Held at the following locations:

Fire Station 111

Engine Bay

16609 Rio Linda Blvd.

Rio Linda, California

&

Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:02 pm by President Clark. Board members present: Clark, Jones, Saylor, Sheetz, Webber and Wood. Board members absent: Costa, Gold, and Rice. Staff present: Chief House, and Board Clerk Rittburg.

PUBLIC COMMENTS

Public comment was received.

CONSENT ITEMS

Action: Moved by Director Jones, seconded by Wood, and carried unanimously by members present to adopt the consent calendar as follows:

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Regular Board Meeting of August 10, 2023.
Action: Approved the Action Summary Minutes
- 2. Adopt Resolution – Reimbursement For Tax Exempt Debt**
Recommendation: Staff recommends adoption of the reimbursement Resolution.
Action: Adopted **Resolution 2023-059** declaring the official intent of the District to reimburse itself for certain capital and other expenditures from the proceeds of proposed indebtedness.
- 3. Purchase of Motorola 800 MHz Radios**
Recommendation: Approve the Communications Division to purchase new Motorola 800 MHz Radio Equipment from Motorola Solutions Inc. at a total cost not to exceed the budgeted amount of \$147,000.

Action: Approved the purchase of new Motorola 800 MHz Radio Equipment from Motorola Solutions Inc. at a total cost not to exceed the budgeted amount of \$147,000.

4. **Adopt Resolution – Temporary License Agreement – Sandbag Filling Station**
Recommendation: Adopt Resolution authorizing the Fire Chief or his designee to execute and administer an agreement with the County of Sacramento materially similar to the Temporary License Agreement attached.
Action: Adopted **Resolution 2023-060** authorizing the Fire Chief or his designee to execute and administer an agreement with the County of Sacramento materially similar to the Temporary License Agreement attached.
5. **Engineer Kyle E. Rutherford Station 42 Dedication**
Recommendation: Adopt Resolution dedicating Station 42 in memory of Engineer Kyle E. Rutherford.
Action: Adopted **Resolution 2023-061** dedicating Station 42 in memory of Engineer Kyle E. Rutherford.
6. **Captain Miguel (Mike) A. Guzman Sr. Station 42 Dedication**
Recommendation: Adopt Resolution dedicating Station 42 in memory of Captain Miguel (Mike) A. Guzman Sr.
Action: Adopted **Resolution 2023-062** dedicating Station 42 in memory of Captain Miguel (Mike) A. Guzman Sr.
7. **Adopt Resolution – Response to County of Sacramento Request for Proposals 067**
Recommendation: Adopt Resolution to authorize the Fire Chief or his designee to submit a response to County of Sacramento RFP 067 Opioid Remediation Activities.
Action: Adopted **Resolution 2023-058** authorizing the Fire Chief or his designee to submit a response to County of Sacramento RFP 067 Opioid Remediation Activities.

PRESENTATION ITEMS:

1. **Battalion 5 Water Tender Deployment**
(Chief Development Officer Jeff Frye & Assistant Chief Joe Fiorica)
Recommendation: Receive presentation.
Action: Presentation received.
Public Comment was received from community member Richard Glover.

Director Goold arrived at 6:15 p.m.

REPORTS

1. **PRESIDENT’S REPORT - (President Clark)**
No Report

2. FIRE CHIEF'S REPORT - *(Interim Chief Haverty)*

1. Members

a. It is with much sadness that I inform you of the passing of:

- i. Retired Captain James Stewart. Captain Stewart began his fire service career with the Arcade Fire Department in the 1960s and retired from the American River Fire Protection District in 1995. Services for Captain Stewart will be held on Friday, October 27, at Holy Trinity Parish located at 3111 Country Club Drive, El Dorado Hills, 95762, at 11:00 a.m.
- ii. Retired Chief Ronny J. Coleman, State Fire Marshal, passed away peacefully on September 19, 2023, at Mercy General Hospital in Sacramento. Chief Coleman was a 50-plus-year fire service veteran, has authored more than 19 books, and was influential within our industry as an advisor, leader, and mentor. No service information is available at this time other than it will take place in San Clemente.

Please keep the Stewart and Coleman families in your thoughts.

b. Congratulations to the following members for being selected to join the US&R CA Taskforce Team effective September 20:

- Engineer Jason Baldwin
- Firefighter Matthew Dargan
- Captain Brendan Hogan
- Firefighter Alexander Pibl
- Firefighter Christopher Upchurch

c. LODD Station Dedication, Station 42

Earlier today, the District was honored to hold a station dedication at Station 42 for Captain Miguel "Mike" Arthur Guzman and Engineer Kyle Edward Rutherford. Plaques were installed at the station for both members and will serve as a constant memorial to honor the ultimate sacrifice for their dedication to duty and loyalty to the citizens they served. The significance of the contributions made by Mike and Kyle cannot be minimized, and while they will be dearly missed, their legacy lives on in the spirit of those who continue to serve.

Thank you to all the members who helped organize this important event and to the family, friends, and current and retired members who attended.

2. Recruitment(s)

a. The District is accepting:

- i. applications (external) for the position of Office Technician with a final filing date of October 13 by 4 PM

3. Miscellaneous & Meetings

- a. My meetings with the membership (45-day meeting goal) are coming to an end. I have met with the majority of members, with only two makeup meetings remaining.
- b. Labor Management Collaboration Meeting on the 20th was very productive. We covered numerous topics, resolved several items, and provided feedback and direction for others. Great conversation and collaboration among all attendees.
- c. Capital Air Show
Being present throughout the weekend at this year's Capital Air Show was an honor. The Air Show provided endless fun and activities for all attendees, and Metro Fire was well-represented throughout the weekend. This is only possible due to the dedication and support of our members at the event and behind the scenes – thank you to everyone who had a hand in making this year's event successful – I know there are many of you.
- d. I continue to meet with our external stakeholders and participated in several "meet-and-greets" since the last board meeting:
 - Fire Chief Maurice Johnson, El Dorado Hills Fire Department
 - The Niello Company
 - Fire Chief Brian Marshall, CalOES
 - EMS Medical Director Gregory KannThese meetings continue to go well, and we all share an interest in being collaborative partners when discussing matters of mutual interest.

OPERATIONS REPORT (*Deputy Chief Adam Mitchell*)

1. CA Capital Airshow

- Record attendance of 105,000 over two days
- What does it take to provide public safety at the airshow?
 - A team of 30 per day from SMFD, in addition to 11 members from Sac County Airports FD and 130+ from SSO.
 - Metro suppression: 8 members
 - Metro EMS: 7 members
 - Metro CERT: 20 members (363 hours volunteered)
 - Metro Logs: 3 members
 - ICP: 8 SSO reps and 1 SRFEC dispatcher
- In addition, Captain Tim White led a comprehensive recruitment for FF, MMP, Reserve FF, and CERT supported by 4 suppression members, 3 Reserve FFs, and our Explorers from Del Campo HS.

2. SSD Critical Incident Management Training

Twenty-three (23) members from Metro Fire participated in a Critical Incident Management training class hosted by Sac County Sheriff. The class provided us with great insight as to how critical law enforcement incidents are managed and how we can best integrate into their incident management system. BC Daly assisted as an instructor and was able to present information to our law enforcement partners on how we operate on our incidents. This was a great opportunity to strengthen our already solid relationship with the Sheriff's Department.

3. MIH Incident Presentation (BC Perryman)

DC Mitchell introduced BC Perryman who played a voice message from a thankful wheelchair bound couple in the Antelope area. The MIH team, Chief Aldrich, Captain Crawford and many others moved them to a bottom floor apartment.

ADMINISTRATIVE REPORT (CFO Dave O'Toole)

PUBLIC AFFAIRS:

- We had a station dedication for Captain Guzman and Engineer Rutherford at Station 42 this morning. Thank you to logistics, the honor guard, Captain Nunez, Chaplain Snider, Local 522, and everyone that made it a success.
- The Cancer Awareness Engine will be arriving on October 1 and traveling through all 5 Battalions as a front-line engine to bring awareness and early detection reminders to our community. Thank you to our sponsors; the Sacramento Kings, the cities of Rancho Cordova and Citrus Heights, our Firefighters Association, and Local 522.
- There will be a promotion ceremony scheduled for Tuesday, October 3 at headquarters starting at 5:30. 22 people will be recognized and promoted that evening.
- The California Firefighters Foundation Memorial is happening Saturday, October 14. Attendees will stage at 3pm at the Sheraton Hotel downtown. This year we will be adding Captain Jeffrey Vitti and Engineer Kyle Rutherford to the wall. Public Affairs asks that everyone come out and show your support. We plan to have a significant Metro Fire presence.
- A Transfer of Command Ceremony for Fire Chief House is scheduled at the Cordova High School Performing Arts studio on October 24 at 5:30. We hope to have a huge turnout to support Fire Chief House and Metro Fire as we honor this transition.

HUMAN RESOURCES:

HR is still meeting weekly with the new Third-Party Administrator transition team for the Workers' Compensation Contract. Progress is going as projected. The go-live date is anticipated for November 1.

An update on candidates in backgrounds

1. 5 Paramedics are in backgrounds for the October 9, 2023 MMP Academy.
2. 12 external AND 8 internal FF Paramedics are in backgrounds for the January 16, 2024 Academy.
3. HR also has 1 Fire Mechanic and 1 MIH provider in backgrounds.

Recruitments:

1. Paramedic recruitment closes tomorrow, September 29. Interviews are prescheduled for October 5, 12, and 19.
2. Data Analyst closes on October 13

Additionally, these policies are expected to reach the Policy Committee next couple of months:

- Drug and Alcohol Policy (currently working with LCW)
- EEO Policy
- Harassment Policy
- Workplace Violence Policy
- Non-Discrimination Policy
- Non-Retaliation Policy
- Sick Leave Policy
- FMLA Policy
- Timecard Policy
- Travel and Conference Policy

ECONOMIC DEVELOPMENT:

- Metro Fire was asked by CSDA to participate in their annual Special Districts Tour, which occurred on Tuesday and Wednesday this week. The tour consisted of visits to six special districts throughout the Bay Area.
- The 27-member traveling delegation is comprised of staffers from the California Legislature, the Legislative Analysts Office, the Senate Committee on Government and Finance, and special district associations.
- Metro Fire is the only special district who is traveling with the delegation, which is considered an honor for our district and fantastic opportunity for us to continue realizing the Board objective of increased external engagement. Kyle Macdonald is representing us on the tour and he's been asked to address the entire delegation and field questions about special districts from the participants.

- Follow up touch-ins will be completed later this week.
- This tour has allowed Metro Fire to enhance our presence not just among our special districts partners, but also with the state legislature and policy professionals, solidifying our status as a go-to resource within the Fire Service.

FINANCE

- After wrapping up the Final Budget and CIP Plan, Finance submitted excellence award applications this week for two budget awards, one state and one national, and a state award for the CIP. We should know about those in the Spring of 2024.
- Our annual audit is progressing well with our new third-party auditor. Board members should have or soon will receive a risk questionnaire from Badawi and Associates seeking information that will help them identify fraud risks, not the existence of risk itself. The audit will be completed in December.
- Finance is working on changes to the meal and refreshment policy, and the travel and conference policy, and expects to bring those to the Board in November.
- Finally, there was a recent addition to the Finance Family. Accounting Specialist Milton Mora and his wife Yvette welcomed their second son Andres Gabriel Mora-Gomez on September 7. Baby and family are doing well.

SUPPORT SERVICES REPORT (*Deputy Chief Tyler Wagaman*)

Facilities:

- Kitchens at Stations 108 and 105 will be finalized next week.
- Station 42 beautification, my hat goes off to the three crews and facilities team that worked tirelessly to beautify that station.
- With rain on the approach, Roofs at these five stations will be replaced: Stations 103, 108, 29, 114 and Hurley.
- With winter approaching, we will be looking at our back-up emergency generators at all stations to make sure we are ready for storms that may knock out the power.

Fleet:

- Two ambulances will be going into service very soon, Medic 41 and Medic 61 will be getting those new ambulances.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (*Firefighter Michael Gildone for Vice President Matt Cole*)

Labor/management

- 8 hours
- lots of great discussion from both sides -appreciate new leadership

CPF district 3&4

- Many local leaders
- CJAC Paramedic Program

Tuesday 9/26 squad meeting

- Great discussion
- Moving out of a pilot program
- Change in deployment

Wednesday E-Board

- Firefighter memorial 10/14
- Eng. Rutherford
- Capt. Vitti

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 – (President Clark)

Next Meeting: TBD

No Report.

B. Communications Center JPA – (AC Greene)

The Communications Center JPA Board met on September 26 for its Regular Board meeting and took the following actions:

- Approved the contract and subsequent implementation of Delphini Intelligence software.
- Approved the expenditure, not exceeding \$80,000 for the purchase and installation of an 8' steel fence encompassing the Center parking lot.

The Communications Center JPA Board will meet next on October 10, 2023 for its regularly scheduled meeting at SMFD's Boardroom.

C. Finance and Audit Committee – (Director Wood)

Next Meeting: October 26, 2023 at 5:00 PM

Today's meeting was cancelled, no report.

D. Policy Committee – (Director Costa)

Next Meeting: October 12, 2023

No Report.

BOARD MEMBER QUESTIONS AND COMMENTS

Director Jones thanked the hosts at Station 111 for opening their door and gates tonight. Director Jones thanked citizen Mr. Glover for his comments tonight. Thanked BC Perryman with MIH and all the volunteers for stepping up and all those that step up every day. I want to posthumously thank James Stewart for his guidance, knowledge and kindness and I want to express my deepest condolences to his family.

Director Saylor thanked Reserves Mark Siebert and Tim White for coming to the Country Fair and for always showing up for this community. Director Saylor expressed thanks for having the Board meeting in her District #1.

Director Webber thanked staff for their reports tonight.

Director Wood thanked Board Clerk Marni Rittburg, Art Hong and the IT department, and Logistics for all the extra work to have this Board meeting off-site at Station 111. Director Wood stated the Firefighters Burn Institute 50 Year Celebration will take place on Friday, October 20th at 7 p.m. at The Elks Tower in Sacramento to celebrate 50 years of supporting the burn community.

Director Sheetz thanked the crews at Station 111 for their hospitality this evening.

Director Gould congratulated Chief House as he wasn't present when he was installed as Fire Chief.

President Clark thanked Assistant Chief Chris Greene for the great day at the Capital Airshow and for including me in the meeting, it was a wonderful day and show. He thanked the men and women of Metro Fire and Chief House for his great leadership.

A moment of silence was held for Retired Captain James Stewart and Retired Chief Ronny J. Coleman.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2023-09-28-board-meeting>

https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA

ADJOURNMENT

The meeting was adjourned at 7:05p.m.



D'Elman Clark, President



Ted Wood, Secretary



Marni Rittburg, CMC, Board Clerk