



Todd Harms
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

BOARD OF DIRECTORS - REGULAR MEETING Thursday, January 23, 2020 – 6:00 PM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

Jennifer Sheetz
Board President
Division 5

Matt Kelly
Board Vice President
Division 7

Cynthia Saylor
Board Secretary
Division 1

Grant Goold
Board Member
Division 2

Randy Orzalli
Board Member
Division 3

Ted Wood
Board Member
Division 4

D'Elman Clark
Board Member
Division 6

Gay Jones
Board Member
Division 8

Jim Barnes
Board Member
Division 9

The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.

CALL TO ORDER

PLEDGE TO FLAG

METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Sunday, January 26th at 4:00 pm and Monday, January 27th at 6:00 pm on Channel 14; Webcast at www.sacmetro cable.tv.

The open session Meetings are also available for viewing on the District website at www.metrofire.ca.gov.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA

*The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may in the interest of time and good order limit the number of public member presentations. Speakers' comments will be limited to **three minutes** (Per Section 31 of the Board of Directors Policies and Procedures).*

In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.

CONSENT ITEMS

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

Serving Sacramento and Placer Counties



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, JANUARY 23, 2020

CONSENT ITEMS

Page No.

1. **Action Summary Minutes** 4
Recommendation: Approve the Action Summary Minutes for the Regular Board meeting of December 12, 2019.

2. **Notice of Award – RFP 19-16 Microsoft Licenses** 10
Recommendation: Award RFB 19-16 Microsoft Licenses to CDW Government LLC.

REPORTS

1. **PRESIDENT'S REPORT—(President Sheetz)**

2. **FIRE CHIEF'S REPORT—(Chief Harms)**
OPERATIONS' REPORT – (Deputy Chief Bridge)

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

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 Sheetz)**
Report Out: January 23, 2020 at 5:30 PM
Next Meeting: TBD

 - B. **Communications Center JPA – (DC Shannon)**
Report Out: January 14, 2020 at 9:00 AM
Next Meeting: January 28, 2020 at 9:00 AM

 - C. **California Fire & Rescue Training JPA – (DC Shannon)**
Report Out: January 16, 2020 at 4:00 PM
Next Meeting: April 16, 2020 at 4:00 PM

 - D. **Finance and Audit Committee – (Director Kelly)**
Next Meeting: February 27, 2020 at 5:30 PM

 - E. **Policy Committee – (Director Gould)**
Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, JANUARY 23, 2020

CLOSED SESSION

1. **Conference with Legal Counsel – Pending Litigation – Pursuant to California Government Code Section 54956.9(a): 2 Cases**
 - A. DeFelice v. Sacramento Metropolitan Fire District, et al.
Case No. 34-2019-00248043
 - B. Cormier v. Sacramento Metropolitan Fire District, et al.
Case No. 34-2019-00247803

ADJOURNMENT

NEXT BOARD MEETING(S):

Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District, 10545 Armstrong Avenue, Mather, CA

- Next Regular Board Meeting – February 13, 2020 at 6:00 PM


The following action and presentation items are scheduled for the next board meeting agenda. Board members are requested to identify additional action or presentation items they desire to be scheduled on the agenda.

ANTICIPATED AGENDA ITEMS: TBD

Posted on January 17, 2020

Melissa Penilla, Clerk of the Board

* No written report

**  Separate Attachment

DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



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, December 12, 2019
10545 Armstrong Avenue – Board Room
Mather, California

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Jones. Board members present: Barnes, Clark, Goold, Jones, Kelly, Orzalli, Saylor, Sheetz, and Wood. Board members absent: None. Staff present: Chief Harms, Clerk Penilla, and General Counsel Lavra.

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PUBLIC COMMENT: None

CONSENT ITEMS

Action: Moved by Wood, seconded by Goold, 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 Special Board meeting of November 9, 2019.
Action: Approved Action Summary Minutes.
2. **Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Board meeting of November 14, 2019.
Action: Approved Action Summary Minutes.
3. **Resolution No. 2019-090 – John de Graaff Station 32 Dedication**
Recommendation: Adopt Resolution dedicating Station 32 in memory of John de Graaff.
Action: Adopted Resolution No. 2019-090.
4. **Appoint Delegate to Sacramento Regional Fire/EMS Comms Center JPA**
Recommendation: Appoint Deputy Chief Shannon as the delegate to the Sacramento Regional Fire/EMS Communications Center JPA.
Action: Appointed Deputy Chief Shannon as the delegate.
5. **2020 Schedule of Regular and Special Board Meetings**
Recommendation: Approve the 2020 schedule of regular and special Board Meetings, and cancel meetings that fall on or near holidays.
Action: Approved the 2020 schedule.
6. **Surplus Vehicle Designation**
Recommendation: Adopt a Resolution establishing a list of surplus vehicles and sell or donate the vehicles as deemed appropriate by the Fire Chief.
Action: Adopted Resolution No. 2019-092.

7. **Maintenance Contract – Lifepak 15 Monitor/Defibrillator Inventory**
Recommendation: Approve the one-year Stryker ProCare Program maintenance contract for the Lifepak 15 inventory.
Action: Approved the one-year Stryker ProCare Program maintenance contract.
8. **Revision of Board Policy – Family and Medical Leave**
Recommendation: As recommended by the Policy Committee, approve the revision to the Family and Medical Leave Policy
Action: Approved the revision to the policy.

PRESENTATION ITEMS

1. **5 Years of Service to Director Barnes (Chief Harms)**
Recommendation: Receive presentation. No action required.
Action: Presentation received, no action taken.

ACTION ITEMS

1. **Contract Approval – Fuel and Lubricant Procurement**
(Mark Jones, Logistics/Purchasing Manager)
Recommendation: Approve contract to allow Metro Fire participate in the Sacramento Area Council of Government regional fuel contract.
Action: Moved by Goold, seconded by Wood, and carried unanimously by members present to approve the contract for Metro Fire to participate in the Sacramento Area Council of Government regional fuel contract.
2. **Notice of Award – RFP 19-13 Future Fire Station 68 Construction Manager at Risk**
(Erin Castleberry, Administrative Specialist)
Recommendation: Adopt a Resolution authorizing the Fire Chief, or designee, to execute the agreement with Roebelen Construction Management Services, Inc.
Action: Moved by Wood, seconded by Sheetz, and carried unanimously by members present to adopt Resolution No. 2019-091.
3. **Sacramento LAFCo Run-Off – Selection of Alternate Special District Commissioner**
(President Jones)
Recommendation: Select one candidate for Alternate Special District Commissioner, Office No. 6 and 7.
Action: Moved by Saylor, seconded by Sheetz, and carried unanimously by the members present to select Charlea Moore as Alternate Special District Commissioner, Office No. 6 and 7.
4. **Election of Board Officers (Board Clerk Penilla)**
Recommendation: Nominate and elect members of the Board to serve as: a) President, b) Vice President, and c) Secretary for one year terms to commence January 1, 2020.

Action: Moved by Wood, seconded by Clark, and carried unanimously by the members present to elect Director Sheetz as President, Director Kelly as Vice President, and Director Saylor as Secretary.

REPORTS

1. PRESIDENT'S REPORT:

Thanked everyone for their support throughout the last year as she served as Board President. She was especially appreciative of the support from the Metro Fire Family in attending the memorial services for Firefighter Thacher, and for the personnel who covered City's area so that personnel could attend the service. She asked for a moment of silence to honor Firefighter Thacher at the end of the meeting.

2. FIRE CHIEF'S REPORT:

Chief Harms, and Executive Staff, attended the celebration of life for Sacramento Firefighter Tami Thacher, who passed away on November 26, 2019 after a battle with job-related cancer. The services on Monday were a great way to remember her contributions to the fire service, and he thanked all those members involved and who attended, especially those who provided coverage.

Recruitment

Reassignment Opportunity: EMS Shift Captain

We are also recruiting for Firefighter/Paramedic and Administrative Specialist.

Reassignment

Effective 12/6, Captain Corey Kuebler was selected to fill the Training Day Captain assignment.

Assistant Chief Wagaman has been assigned to the Sacramento Regional Fire/EMS Communication Center (SRFECC) as the Executive Director effective January 1st.

Meetings

11/15, Change of Command Ceremony for West Sac Fire – Chief Steve Binns

11/18 – 11/19, IAFC Chiefs Edge, this was a two-day training opportunity for different styles of leadership principles and management.

11/20, Labor Management Collaboration Meeting that looked at overtime opt out, EMTs, and Operational Plans.

11/20, Rio Linda Elverta Recreation and Park District Board Meeting, which included a discussion of partnership and future usage of the former Firehouse #111 and Old #2..

11/21, 19-2 Academy Family Night, first time something like this has been done, very well attended.

11/22, 19-2 Academy Graduation

Upcoming Events

January 13-14: Metro Fire is teaming up with Underwriters Laboratory & International Association Fire Chiefs – Meeting the Safety Challenges of the Future Building Environment. We recently sent Supervising Inspector Fields to this conference on the east coast, and are excited to partner with these agencies to bring the information to the west coast. Over the two day conference attendees will learn about emerging issues and concerns in the fire service related to future technologies and building performance levels.

December 12, 2019 Board Meeting Action Summary Minutes

Page 3 of 6

February 19, 20 & 21 - Metro Fire will be hosting an F.I.E.R.O. PPE Workshop and two Fire Department Safety Officers Association (FDSOA) certification classes, Incident Safety Officer (ISO) and Health and Safety Officer (HSO). This is very timely looking at exposures operationally and individually.

Metro Way Update related to the Strategic Plan. A survey went out to all members focusing on the Metro Way, and to ensure the future roll out meets the needs of the membership.

OPERATIONS REPORT

Deputy Chief Bridge reported out for the Operations Division for 2019. Metro Fire had a very successful and busy year operationally, including hosting the Chief's Summit, live fire trainings at Station 52, and the live fire drill at Denny's, about 40 new members through two academies, roll out of new SCBAs, EMS utilization of resources across the region, Mobile Integrated Health unit, shift commander oversight on each shift, two significant hoist rescues with the helicopter, several deployments with the UAV program, and members deployed with USAR Taskforce 7 during hurricane Dorian.

Call volume also increased during 2019, during this time last year there were 91,500 calls, and this year we are at 94,445. The busiest engine in 2019 was 53, and the busiest medic was 53, which were the same last year. Several units had competitive responses numbers, meaning we operate in a busy system with many busy units.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT:

VP Jamison discussed call volume, as it was recently talked about during the Operations report, this is something the union is interested in collaborating efforts to allow members to have proper rest and meal periods.

He reiterated the union support for members Firefighter Thacher and Captain John de Graaf, whose station dedication was on the consent agenda tonight, and reminds everyone that unions exist to take care of the members. He is hopeful Local 522 will continue to lead the way in caring for members.

Lastly, he thanked everyone for a great two years! He was not successful in the reelection as Vice President, but this has been a stressful yet fulfilling period of work. The Board unanimously thanked VP Jamison for his professionalism and look forward to staying in touch.

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 Jones)

Next Meeting: January 9, 2020 at 5:30 PM

B. Communications Center JPA – (DC Bridge)

Report Out: December 10, 2019 at 9:00 AM
Cosumnes Community Services District Board Chambers
8820 Elk Grove Boulevard
Elk Grove, CA 95624

DC Bridge reported that no action was taken at the meeting on December 10th and they have a special meeting scheduled for December 19th.

Next Meeting: December 19, 2019 at 2:00 PM
Conference and Training Center
3121 Gold Canal Drive
Rancho Cordova, CA 95670

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

Next Meeting: January 16, 2020 at 4:00 PM

D. Finance and Audit Committee – (Director Kelly)

Report Out: December 12, 2019 at 5:30 PM

The Committee met earlier and received an update on finances through October 2019, all is good.

Next Meeting: January 23, 2020 at 5:30 PM

E. Policy Committee – (Director Goold)

Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

Director Saylor thanked Metro Fire for coverage during Firefighter Thatcher's memorial service. She wished everyone a safe and Merry Christmas.

Director Goold thanked VP Jamison for his work over the years. He thanked his colleagues for their work over the year and serving the public, and congratulated the newly appointed Executive Committee. He reminded everyone the importance of caring for those less fortunate during the holiday season, and urges everyone to do something kind for someone else.

Director OZRalli expressed appreciation to all members of Metro Fire, and wishes everyone a happy holiday season.

Director Wood wishes everyone Merry Christmas and Happy Holidays. It is an honor and privilege to serve as a Director for Metro Fire.

Director Clark recognized the challenges over the year. He thanked Local 522 for their work this year. He sends condolences to the Thatcher family.

Director Barnes touched on the importance of strategies in the region, and how we should support one another. Metro Fire is working to be a leader in the industry related to ending line of duty deaths. He thanked Director Jones for her leadership throughout the year as Board President. He reminded everyone of the upcoming Pig Bowl Crab Feed on January 11th and the football game on January 25th. He wished everyone a Merry Christmas and Happy New Year, and thanks everyone for their partnership and friendship.

Director Kelly wished everyone peace and goodwill. He congratulated Director Sheetz on her appointment to Board President.

Director Sheetz wished everyone a safe and Merry Christmas. She thanked everyone for the nomination and is looking forward to 2020.

Prior to convening to closed session, a moment of silence was taken honoring Sacramento Firefighter Tamara Thacher.

CLOSED SESSION

The Board convened to Closed Session at 6:48 pm.

1. Workers' Compensation Settlement Authority - Two matters Pursuant to California Government Code Section 54956.9 (a)

- A. Randy Bowes and the Sacramento Metropolitan Fire District
Claim #s SMDN – 549157; SMDN – 54946
Workers Compensation Settlement Authority
Lenahan, Lee, Slater, Pearse & Majernik, LLP

Action: Moved by Wood, seconded by Barnes, and carried unanimously by members present to give settlement authority to Third Party Administrator.

- B. Jeffrey Dornbush and the Sacramento Metropolitan Fire District
Claim #s SMDN – 549055; SMDM -548975; SMDI – 548398; SMDO - 549322
Workers Compensation Settlement Authority
Lenahan, Lee, Slater, Pearse & Majernik, LLP

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

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): One case

- A. Claim Against Public Entity Pursuant to Government Code Section 910
Medic Ambulance Service, Inc. v. Sacramento Metropolitan Fire District
General Counsel Lavra

Action: On a motion by Wood, seconded by Clark, and carried unanimously by members present to reject the claim.

The Board reconvened to Open Session at 7:29 pm

ADJOURNMENT

The meeting was adjourned at 7:32 pm.

Gay Jones, President

Matt Kelly, Secretary

Melissa Penilla, Board Clerk



Sacramento Metropolitan Fire District

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TODD HARMS
Fire Chief

DATE: January 23, 2020
TO: Board of Directors
SUBJECT: Notice of Award – RFB 19-16 Microsoft Licenses

BACKGROUND

The District is required to renew their Microsoft licenses every three years. The District's current Microsoft licenses expire on January 31, 2020 and are in need of renewal. Rather than purchasing these licenses on an annual basis, purchasing three year licenses enables the District to secure the same pricing across three years while making one payment each year.

DISCUSSION

Staff issued Request for Bid (RFB) 19-16 Microsoft Licenses on November 14, 2019. The RFB announcement was made available on the Metro Fire website in addition to publicpurchase.com. A public proposal opening was conducted on January 9, 2020. Two bids were received by the submission deadline; one from CDW Government LLC. (CDW-G) and one from DVBE Connect, Inc.

Provider	Product	Annual Cost	3 Year Total
CDW-G	Microsoft Licenses	\$ 107,464.08	\$322,392.24
DVBE	Microsoft Licenses	\$ 155,707.44	\$467,122.32

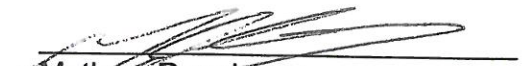
FISCAL IMPACT

The anticipated cost for this purchase is not to exceed \$107,464.08 annually. Funding for year-one of the license renewal has been budgeted in the 2019-2020 fiscal year budget.

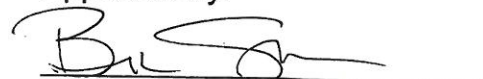
RECOMMENDATION

Staff recommends that the Board of Director's award RFB 19-16 Microsoft Licenses to CDW Government LLC.

Submitted by:


Mathew Roseberry
Director of Information Technology

Approved by:


Brian Shannon
Deputy Chief, Support Services