



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 10, 2021 Held Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:01 pm by President Kelly. Board members present: Clark, Gould, Jones, Kelly, Orzalli, Saylor, White and Wood. Board members absent: Sheetz. Staff present: Chief Harms, General Counsel Lavra, and Interim Clerk Dehoney.

PUBLIC COMMENT: None.

CONSENT ITEMS

Action: Moved by Wood, seconded by Clark, 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 May 27, 2021.
Action: Approved Action Summary Minutes.
- 2. Special Services Agreement – Integrated Communications Strategies, LLC**
Recommendation: Authorize the Fire Chief to approve a one-year agreement with Integrated Communications Strategies for professional consulting services.
Action: Authorized the Fire Chief to approve the one-year agreement.
- 3. Professional Services Agreement Amendment – ALS Ambulance Services**
American Medical Response (AMR)
Recommendation: Approve the attached amendment for ALS Ambulance Services and authorize the Fire Chief to execute the agreement.
Action: Approved the amendment and authorized the Fire Chief to approve the agreement.
- 4. Disclosure of Material Expenditure – Insurance Brokerage Services – USI Insurance Services**
Recommendation: Authorize payment of \$40,000.00 to USI Insurance Services for brokerage services.
Action: Authorized payment not to exceed \$40,000.00 to USI Insurance Services.
- 5. Disclosure of Material Expenditure – Fiduciary Liability Insurance – RLI Insurance Company**
Recommendation: Authorize payment of \$18,025.00 to RLI Insurance for fiduciary liability insurance.
Action: Authorized payment not to exceed \$18,025.00 to RLI Insurance.

6. **Disclosure of Material Expenditure – Commercial Insurance – Special District Risk Management Authority**
Recommendation: Authorize payment of \$3,183,272.95 to Special District Risk Management Authority.
Action: Authorized payment not to exceed \$3,183,272.95 to Special District Risk Management Authority.

7. **Disclosure of Material Expenditure – Excess Workers' Compensation Insurance – Safety National Casualty Corporation**
Recommendation: Authorize payment of \$499,331.00 to Safety National Casualty Corporation.
Action: Authorized payment not to exceed \$499,331.00 to Safety National Casualty Corporation.

8. **Disclosure of Material Expenditure – Aviation Liability Insurance – Westchester Fire Insurance Co.**
Recommendation: Authorize payment of \$108,089.00 to Westchester Fire Insurance Co.
Action: Authorized payment not to exceed \$108,089.00 to Westchester Fire Insurance Co.

ACTION ITEMS

1. **Fiscal Year 2021/22 Preliminary Budget** (Interim *CFO Campo*)
****PDF** Separate Attachment
 - A. Resolution – 2021/22 Preliminary Budget for the General Operating Fund 212A
 - B. Resolution – 2021/22 Preliminary Budget for the Capital Facilities Fund 212D
 - C. Resolution – 2021/22 Preliminary Budget for the Grants Fund 212G
 - D. Resolution – 2021/22 Preliminary Budget for the Development Impact Fees Fund 212I
 - E. Resolution – 2021/22 Preliminary Budget for the Leased Properties Fund 212L
 - F. Resolution – 2021/22 Preliminary Budget for the IGT Fund 212M
 - G. Resolution – Adopting a Pay Schedule for Employees

Recommendation: Receive Presentation/Adopt FY 2021/22 Budget Resolutions.

Action:

- A. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2021-065 for the General Operating Fund 212A.
- B. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2021-066 for the Capital Facilities Fund 212D.
- C. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2021-067 for the Grants Fund 212G.
- D. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2021-068 for the Development Impact Fees Fund 212I.
- E. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2021-069 for the Leased Properties Fund 212L.
- F. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2021-070 for the IGT Fund 212M.
- G. Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2021-071 for the Pay Schedule for Employees.

PRESENTATION ITEMS

1. **California Fire Rescue Training Authority JPA Discussion**
(Fire Chief Todd Harms & General Counsel John Lavra)
Recommendation: Presentation only, no action required.
Action: No action taken.

REPORTS

1. **PRESIDENT'S REPORT:** No report.

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

Retirements

Engineer Kevin Summers, effective May 28, 27 years of service

Firefighter Craig Sweeney, effective May 28, 17 years of service

Supervising Inspector Michael Hambrick, effective June 2, 27 years of service

Promotions

Effective June 1, Fire Inspector II Roman Klets Supervising Inspector

Effective June 7, 2021 Jenae Smith Supervising Inspector

Miscellaneous

Metro Fire employees attending American River College Paramedic School are performing very well and are ranked at the top of their class in their cardiac unit.

Chief Harms attended the South Placer Fire District board meeting held 6/9/21 to discuss possibility for opportunity between our respective agencies, presentation was very poorly received and the board indicated there is not support for this at this time and took no action.

Meetings

5/27, Homeland Security Advisory Committee (HSAC) Meeting for CA Metro Fire Chiefs

6/8, Recruitment and Diversity Meeting (executive staff, HR, Local 522, District's Recruitment Committee)

- Discussion included current district recruitment practices and anticipated future needs and trends. Also discussion on bringing in a member from the line to days in order to have them focus on these efforts on a full-time basis as well as hiring an outside consultant to assist in this endeavor.

Return to Work in the Office (Professional Staff)

- Effective June 15, professional staff will be required to return to work full time in the office.
- Members who require time off may utilize accruals, or use the 80 hours of COVID Sick Leave if the time off is for one of the qualifying reasons.
- All the other types of protected leave (FMLA, CFRA, and PDL) would still apply if the member qualifies; however, members would need to utilize their own accruals for these types of leaves.
- A future telework program is being considered, but there is no timeline for implementation identified at this point.

OPERATIONS REPORT

Deputy Chief Mitchell presented response information for the 5 key areas where Metro Fire crews can make the most positive impact for patients. This information highlighted what is available to Metro from our CQI module. Since the last board meeting crews have run the following calls:

- 32 cardiac arrests, 6 of whom achieved ROSC in the pre-hospital setting
- 12 STEMI Alerts (patients who have a 12-Lead EKG indicating STEMI)
- 33 Stroke Alerts (patients with a positive Cincinnati Prehospital Stroke Scale assessment)
- 32 Sepsis Alerts (patients with known or suspected history of infection and any 2 sepsis criteria)
- 100 Critical Trauma Alerts (patients that meet any trauma triage criteria)

Additionally, EMS Staff provided basic first aid and emergency choking procedures training for admin staff who are new mothers as well as assisting Sutter Roseville with teaching their MICN class on June 7th.

The Single Role Paramedic 21-1 recruits have completed all phases of their academy. Four recruits will be ready to count as staffing as of June 14th. One recruit is going to continue in ride along status for additional training.

Chief Mitchell also relayed that on the Special Ops front, Air Operations performed a hoist rescue operation near Pollock Pines in El Dorado County on 6/3/21. The call came in at 11:10 am and four total hoists were performed safely including those for the injured victim, the victim's co-worker, and two firefighters who hiked into the incident. They were transported to the Pacific Helispot near Fresh Pond and Highway 50.

Since the last board meeting on May 27, 2021, there has been 4,141 total calls with 23 total building fires, of which 4 were Metro specific. The busiest engine was E53 with 248 responses and the busiest medic was M224 with 199 responses.

Chief Mitchell discussed that we are continuing to work closely with 522 on staffing and recognized that the Membership have stepped up and been integral in our success of being fully staffed in recent weeks.

Chief Mitchell closed with congratulating Captains Matt Cole, Bryan Barthel, Chris Vestal, Brian Gonsalves, Scott Perryman and Kim Fong on their successful completion of the Battalion Chief Promotional Exam. We currently have four total openings in the Battalion Chief rank.

3. GENERAL COUNSEL REPORT

General Counsel Lavra provided a follow-up to his presentation at the May 27th meeting with regards to the Brown Act Teleconference Waiver Rules. The governor's office relayed that the State of Emergency will remain in effect which will continue to allow the teleconference waivers post June 15th in order to give agencies the appropriate time to gear up to in person meetings. General Counsel Lavra relayed that he will continue to keep President Kelly and Chief Harms apprised as updates become available.

4. SMFD – FIREFIGHTERS LOCAL 522 REPORT:

Vice President McGoldrick congratulated the retirees and successful Battalion Chief candidates. He relayed that the members continue to be committed to working through the adjustments with the new staffing plan, and see the remedy as being additional recruiting which it sounds like the District is already moving forward with and communicated that the members are willing to help in any way they can.

5. 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 Kelly)

Next Meeting: TBD

B. Communications Center JPA – (DC Wagaman)

Report Out: June 8, 2021 at 9:00 AM

Chief Wagaman relayed that the JPA Board unanimously approved the amendment to the Medical Director contract with Dr. Mackey effective July 1, 2021 through the end of the year. They also received a quote from their CAD vendor who is working on interfacing with LiveMUM, a DECCAN product, to help manage move-ups throughout the Sacramento Region. Additionally, they approved their final budget for FY 21/22.

Next Meeting: July 13, 2021 at 9:00 AM

C. California Fire & Rescue Training JPA – (Chief Harms)

Report Out: June 8, 2021 at 4:00 PM

Chief Harms relayed that the Board met and discussed a letter received by the JPA from CalOES sharing their intent to withdraw from the JPA and coming up with a plan for possible dissolution. They approved an extension to the Gold Canal lease for 1 year, discussed COVID precautions in regards to current trainings, provided a wrap-up of the fiscal year and discussed their FY21/22 preliminary budget.

Next Meeting: September 16, 2021 at 4:00 PM

Location: 3121 Gold Canal Drive
Mather, CA 95670

D. Finance and Audit Committee – (Director Orzalli)

Next Meeting: June 24, 2021 at TBD

E. Policy Committee – (Director Gould)

Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

Director Orzalli thanked Interim CFO Ken Campo for his presentation and expressed his appreciation for keeping the Board informed on the budget.

Director White congratulated Sac County on their ability to keep a Guns & Hoses game alive this year despite all of the obstacles. He also discussed that the Amador County Softball

tournament has 2 openings and would love to see Metro Fire put together a team and participate in this league.

Director Jones acknowledged the promotions and retirements. She also thanked all staff who have assisted her with requests over the last few weeks and expressed her gratitude towards their positive responses.

Director Wood thanked Chief Harms and Mitchell for their assistance in coordinating his visit to the Air Operations Division. He also relayed his appreciation to Bryce Mitchell, Montie Vanlandingham, Josh Leonard, and Caylan Clark for their great hospitality and thoroughness while showing him around Air Ops.

Director Clark thanked staff for their presentations and congratulated the retirees and successful Battalion Chief candidates.

Director Saylor communicated that she had been contacted by a female Firefighter to discuss a recent resignation by another female Firefighter and on behalf of the 13 remaining female Firefighters, requested that a presentation be made at the next board meeting to discuss what the District is doing to resolve the single bathroom issues that exist within some of our fire stations. She reiterated that this is not just a gender issue, but a health and safety issue. She requested information on the specifics on the plan and timeline for completion of these projects so the board may become aware of this issue and have a chance to discuss. She also congratulated all of the retirees and those who were successful in the Battalion Chief promotional exam.

Director Kelly thanked Interim CFO Ken Campo and relayed that he provides an extra level of comfort knowing that he is looking out for the District.

The Board recessed to Closed Session at 7:15 pm.

CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION –** *
Pursuant to California Government Code Section 54956.9(d)(1): One case
Case No. 34-2020-00286706-CU-BC-GDS
Medic Ambulance Service, Inc. v. Sacramento Metropolitan Fire District
Action: No action taken.

The Board reconvened to Open Session at 7:31 pm.


REPORT OUT FROM CLOSED SESSION

ADJOURNMENT

The meeting was adjourned at 7:32 pm.


Matt Kelly, Board President


D'Elman Clark, Secretary


Michelle Dehoney, Interim Board Clerk