



Sacramento Metropolitan Fire District

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TODD HARMS
Fire Chief

ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, February 24, 2022

Held at the following locations:

10545 Armstrong Avenue – Board Room
Mather, California
&
Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:08 pm by President Saylor. Board members present in person: Saylor, Sheetz, White, and Wood, Board members present virtually via Zoom: Clark, Gould, Jones, Kelly. Board members absent: Orzalli. Staff present: Chief Harms, General Counsel Lavra, and Board Clerk Penilla

PUBLIC COMMENT: None

CONSENT ITEMS

Action: Moved by Clark, 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 February 10, 2022.
Action: Approved the Action Summary Minutes.
- 2. Capital Improvement Program Policy**
Recommendation: Adopt the proposed Capital Improvement Program policy and corresponding changes to the Reserve Funding Policy and Capital Asset Policy.
Action: Adopted the Capital Improvement Program policy, and approved the changes to the Reserve Funding and Capital Asset policies.
- 3. Parking Lot Lease – 7629 Greenback Lane**
Recommendation: Authorize the Fire Chief or his designee to execute the lease agreement for 7629 Greenback Lane.
Action: Authorized the Fire Chief to execute the lease agreement.

PRESENTATION ITEMS

- 1. James O. Page EMS Leadership Award - David Massengale**
(Battalion Chief Brian Gonsalves)
Recommendation: Receive presentation, no action required.
Action: Presentation received, no action taken.

Director Orzalli joined virtually at 6:16 pm, during the presentation to David Massengale.

2. **Fiscal Year 2020/21 Annual Comprehensive Financial Report (ACFR)**

(Dave O'Toole, Chief Financial Officer and Ingrid Sheipline, CPA)

A. Annual Comprehensive Financial Report (ACFR)

**PDF Separate Attachment

Recommendation: Receive Presentation. No action required.

B. Compliance Report

Recommendation: Receive Presentation. No action required.

C. Appropriations Limit Testing

Recommendation: Receive Presentation. No action required.

D. Governance Letter

Recommendation: Receive Presentation. No action required.

Action: Presentation received, no action taken.

3. **2021 Community Annual Report (CAR) and 2020 GFOA Award**

(Dave O'Toole, Chief Financial Officer)

Recommendation: Receive presentation, no action required.

Action: Presentation received, no action taken.

4. **Community Risk Reduction Division Update**

(Chrishana Fields, Deputy Fire Marshal)

Recommendation: Receive presentation, no action required.

Action: Presentation received, no action taken.

ACTION ITEMS

1. **California Senate Bill 1205 Compliance Report**

(Deputy Fire Marshal Fields and Supervising Inspector Schmidt)

Recommendation: Adopt a Resolution acknowledging receipt of the annual report regarding the inspection of public and private schools and certain residential occupancies for CY 2021.

Action: On a motion by White, seconded by Wood, and carried unanimously by the members present to adopt Resolution No. 2022-011.

2. **Sale of Real Property – 6131 Kenneth Avenue**

(Jeff Frye, Chief Development Officer)

Recommendation: Authorize the Fire Chief or his designee to effect the sale of 6131 Kenneth Avenue to Country Hill Montessori, Inc.

Action: On a motion by Wood, seconded by Sheetz, and carried unanimously by the members present to authorize the Fire Chief to effect the sale of 6131 Kenneth Avenue. Additionally, Resolution No. 2022-014 was adopted for this item.

3. **2021 Sacramento County Local Hazard Mitigation Plan Adoption**

(Deputy Chief Bailey)

Recommendation: Adopt a Resolution approving the 2021 Sacramento County Hazard Mitigation Plan.

Action: On a motion by Clark, seconded by White, and carried unanimously by the members present to adopt Resolution No. 2022-012.

4. **911 Ambulance Surge Protection Agreement**
(Deputy Chief Mitchell and Assistant Chief Law)
Recommendation: Approve the emergency ambulance surge protection agreement.
Action: On a motion by Goold, seconded by Clark, and carried unanimously by the members present to approve the emergency surge protection agreement.
5. **Guidelines for Observing Negotiations Meetings** *(President Saylor)*
Recommendation: Review the guidelines and complete a query of observers.
Action: On a motion by Clark, seconded by Goold, and withdrawn after discussion with General Counsel regarding a requested addition.

Discussion was had to add language related to a review timeframe, including for a review to take place when a cycle of negotiations is anticipated and ensure the guidelines in place are necessary and up to date for the upcoming cycle of negotiations.

General Counsel Lavra recommends adding the following, "This policy and these procedures shall be reviewed by the Board of Directors (Board) at any time the Board anticipates a cycle of negotiations between the District and any employee organization representing District employees. At that time the Board will decide whether an observer should be present at negotiations, and whether the procedures described in this policy should be confirmed, or modified in any respect."

Action: On a motion by Clark, seconded by Sheetz, and carried unanimously by the members present to approve the guidelines with General Counsel Lavra's suggested addition and have Directors Goold, Sheetz, Jones, and Orzalli join the observer list.

6. **Ratification of Resolution to Extend Teleconference of Board Meetings (Government Code 54953(e) (3))** *(President Saylor)*
Recommendation: Consider adopting a Resolution which would extend the ability to teleconference without compliance of Government Code paragraph (3) of subdivision (b) of section 54953 from February 24, 2022-March 25, 2022 or until further re-ratified.
Action: On a motion by Jones, seconded by Sheetz, and carried unanimously by the members present to adopt Resolution No. 2022-013.

REPORTS

1. **PRESIDENT'S REPORT**—*(President Saylor)*
No report.

2. **FIRE CHIEF'S REPORT**—*(Fire Chief Harms)*
Chief Harms welcomes the 46 new recruits who are attending new hire orientation across the hallway. They are beginning an eighteen week academy next week.

Reassignment

Congratulations to the following members who were selected to join the Water Rescue Team:
Engineer Holly Gardner
Captain Eric Kellenberger
Captain Vincent Purcell
Captain Eric Sacht

Meetings

Several meetings with Deputy Chiefs and CFO O'Toole leading up to the Finance and Audit Committee to finalize the mid-year budget.

2/15 Meeting with Holland and Knight to discuss upcoming Cap-to-Cap trip

2/16 Met with the 22-1 Fire Academy Cadre

2/23 Labor Management Meeting

Continue to meet with:

- Working with hospital CEOs related to Ambulance Patient Off-Load Time (APOT), currently meeting on a weekly basis
- Meeting with Director Basnett and Medical Director at EMSA

COVID Update

Last Wednesday, February 16th Metro Fire, in line with the California Department of Public Health, made a change and the indoor facial covering requirement and adopted the current mask mandate. Additionally, professional staff returned to the building this week.

OPERATIONS' REPORT – (DC Mitchell)

Deputy Chief Mitchell shared there have been 3,558 total incidents since our last report on February 10, 2022, which is down a little bit. This equates to 254 calls per day, with 70% being EMS related, and 7.6 calls per day for fires.

DC Mitchell introduced Captain Spiva as the new MIH pilot program manager. Captain Spiva was hired in 2006 and has been a Captain for four years. He takes over the MIH Program following Captain Perryman's promotion to Battalion Chief.

Captain Spiva discussed some details of the MIH Program, including the current statistics. MIH operates a single unit, an SUV staffed with an Advanced Provider (NP/PA), and a FF/P, Monday through Thursday from 0800 to 1600. MIH makes proactive visits to high utilizers of the 911 system in an attempt to bridge the gaps in their medical care. We've found many patients are using 911 because they may not know how to access the medical system properly. There have been several patients whose use of 911 has ceased or decreased dramatically after MIH began working with them.

SMFD EMS personnel have the ability to request the MIH team to respond to a low acuity call, but we have not been used in this capacity yet. Since the program launch on November 15, 2021 the MIH unit has visited patients 73 times with generated incident numbers, and 175 contacts (either phone calls, or non-medical visits) for a total of 248 contacts.

Looking forward, we are in discussions with health systems regarding how they can use MIH to assist with recently discharged patients, and patients who are frequenting the Emergency Department for non-emergent needs. Our goal with patients is to provide a whole-person approach to their care, so they are connected to the most appropriate health care and social services, without unnecessary use of the 911 system or the Emergency Department.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT

Local 522 Vice President Matt Cole announced Mike Gildone will be the interim third executive director. He also shared that he attended labor/management earlier this week, and 27 engineer candidates entered phase 3 of the engineer's exam, with results being released tomorrow he wished everyone the best of luck. He welcomed 57 new members, which brings union membership to just over 700. He thanked several members who are leaving for other agencies, he thanked them for being part of Metro fire and their membership. He is looking to April 1st to start the next round of negotiations, and was happy to report the union passed the contract extension with a 97% positive vote.

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 Saylor)

Next Meeting: TBD

B. Communications Center JPA – (DC Wagaman)

The JPA met yesterday for a special meeting and ratified two contracts, which will extend the MOUs to June 30, 2023. DC Wagaman also shared there were recently two resignations, and currently four members enrolled in the academy.

Next Meeting: March 8, 2022 at 9:00 AM

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

Report Out: February 17, 2022 at 10:00 AM

Chief Harms shared the classes for the training JPA will remain scheduled. There are plans to divide the revenue surplus between agencies. Chief also shared the OES will be the manager of all records pertaining to the JPA. They are working to close out the lease on the Gold Canal property. Lastly, General Counsel Lavra shared there is a meeting on March 3rd to finalize the dissolution agreement, which will ultimately come to this Board for approval.

Next Meeting: March 16, 2022 at 10:00 AM

Location: 3121 Gold Canal Drive
Mather, CA 95670

D. Finance and Audit Committee – (Director Orzalli)

Report Out: February 24, 2022 at 5:30 PM

The committee met earlier this evening and heard reports from the CFO. Director Orzalli appreciates staff's ability to make correct projections.

Next Meeting: TBD

E. Policy Committee – (Director Goold)

Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

Director Jones wished good luck to all the new members, and prospective engineers. She thanked Senior Staff for discussing a number of issues earlier in the week.

Director Kelly thanked all the presenters for their reports. The information received tonight speaks to the high performing team that is Metro Fire.

Director Sheetz welcomes the new members and wishes the best of luck to the engineer candidates.

Director Goold thanked everyone who contributed to the audit, this process enables Metro Fire to be a transparent agency and allows the Board to perform their fiduciary responsibility. He also congratulated Mr. Massengale of receiving such an incredible award.

Director White welcomed the forty six new recruits and wishes them all the best during academy training. He thanked Finance and CRRD for their reports, and Jeff Frye for his work on the Kenneth property sale. Lastly, he thanked the men and women of Metro Fire, especially the crew at Station 59 who responded to a family member in need and provided passionate and competent care.

Director Clark echoed the comments from previous Directors, he is happy to see the continued professionalism from Metro Fire.

Director Saylor congratulated staff on a standard of excellence apparent through all presentation received tonight.

The board recessed to closed session at 7:49 PM.

CLOSED SESSION

1. Conference with Labor Negotiator

Pursuant to California Government Code Section 54957.6

- A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Sacramento Area Fire Fighters Local 522

- B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Battalion Chiefs Bargaining Group,
Sacramento Area Fire Fighters Local 522

- C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Administrative Support Personnel (ASP)
Affiliate of Sacramento Area Fire Fighters Local 522

- D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Safety Senior Management, Management
and Unrepresented Confidential Employees

- E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Non-Safety Senior Management, Management
and Unrepresented Confidential Employees

Action: The Board took no reportable action.

The board reconvened to open session at 8:05 PM.

ADJOURNMENT

The meeting was adjourned at 8:08 pm.


Cynthia Saylor, Board President


Walt White, Secretary


Melissa Penilla, Board Clerk