



Todd Harms
Fire Chief

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

Walt White
Board Member
Division 9

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, October 22, 2020 – 6:00 PM

Held Remotely Via Zoom

Phone: (669) 900-6833

Webinar ID: 991 1691 9581 #

Passcode: 850 509 276 #

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

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor issued Executive Order N-25-20 and N-29-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements.

The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available via Zoom at the phone number listed above. **If you prefer viewing the meeting via the Zoom Application, please contact Board Clerk Penilla via email at the address listed below.**

Note: The meeting is being held *solely* by remote means and will be made accessible to members of the public seeking to attend and address the Board *solely* through the phone number set forth above, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Melissa Penilla
Board Clerk
(916) 859-4305

Penilla.melissa@metrofire.ca.gov

The Board will convene in open session at 6:00 p.m.

Serving Sacramento and Placer Counties



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, OCTOBER 22, 2020

CALL TO ORDER

METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Monday, October 26th at 6:00 pm and Tuesday, October 27th at 2:00 pm on Channel 14; Webcast at www.sacmetrofire.com.

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.

CONSENT ITEMS

- | | <u>Page No.</u> |
|--|-----------------|
| 1. Action Summary Minutes
Recommendation: Approve the Action Summary Minutes for the Regular Board meeting of October 8, 2020. | 5 |
| 2. Appoint Primary Delegate and Alternate to Sacramento Regional Fire/EMS Communications Center JPA
Recommendation: Appoint Deputy Chief Tyler Wagaman as the primary delegate, and Deputy Chief Adam Mitchell as the alternate, to the Sacramento Regional Fire/EMS Communications Center JPA. | 9 |
| 3. 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. | 10 |
| 4. Copter 2 - Goodrich Rescue Hoist Overhaul
Recommendation: Acknowledge the single source expenditure to Goodrich Hoist and Winch not to exceed \$110,000. | 14 |



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REGULAR BOARD MEETING AGENDA

THURSDAY, OCTOBER 22, 2020

5. **Employer's Contribution Under the Public Employees' Medical and Hospital Care Act – CalPERS Resolutions** 15
 - A. Resolution – Fixing SMFD's Vesting Contribution Under Section 22896 of the Public Employees' Medical and Hospital Care Act - 000 All Employees 16
 - B. Resolution – Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act - 000 All Employees 18
 - C. Resolution – Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act - 700 All Employees (Non-PERS) 20

Recommendation: Adopt Resolutions establishing the health premium contributions to reflect the new benefit cap with CalPERS effective January 1, 2021.

ACTION ITEMS

1. **Development Impact Fee Report** 22
(Amanda Thomas, Chief Financial Officer)
Recommendation: Adopt a Resolution accepting the Development Impact Fee Report for FY 2019-20 and making the required findings pursuant to Government Code § 66000 et seq.

PRESENTATION ITEMS

1. **Certificate of Achievement Award for Excellence in Financial Reporting** 32
(Amanda Thomas, Chief Financial Officer)
Recommendation: Receive and file the award presentation.
2. **2020 Strategic Plan Review** (Todd Harms, Fire Chief) 36
Recommendation: Receive Presentation, no action required.

REPORTS

1. **PRESIDENT'S REPORT**—(President Sheetz)
2. **FIRE CHIEF'S REPORT**—(Chief Harms)
OPERATIONS' REPORT – (Assistant Chief Mitchell)
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)
Next Meeting: TBD
 - B. **Communications Center JPA** – (DC Shannon)
Report Out: October 13, 2020 at 9:00 AM
Next Meeting: November 10, 2020 at 9:00 AM



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REGULAR BOARD MEETING AGENDA

THURSDAY, OCTOBER 22, 2020

- C. California Fire & Rescue Training JPA – (DC Shannon)**
Next Meeting: TBD
Location: 3121 Gold Canal Drive, Rancho Cordova, CA 95670
- D. Finance and Audit Committee – (Director Wood)**
Report Out: October 22, 2020 at 5:00 PM
Next Meeting: TBD
- E. Policy Committee – (Director Gould)**
Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION –**
Pursuant to California Government Code Section 54956.9(a): One case
 - A. Medic Ambulance Service, Inc. v. Sacramento Metropolitan Fire District
General Counsel Lavra

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 Board Meeting – November 12, 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 October 19, 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

10545 Armstrong Ave., Suite 200 · Mather, CA 95655 · Phone (916) 859-4300 · Fax (916) 859-3702

ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT Thursday, October 8, 2020 Held Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Sheetz. Board members present: Clark, Goold, Jones, Orzalli, Saylor, Sheetz, Wood, and White. Board members absent: Kelly. Staff present: Chief Harms, General Counsel Lavra, and Clerk Penilla.

PUBLIC COMMENT: None

CONSENT ITEMS

Action: Moved by Goold, 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 September 24, 2020.
Action: Approved Action Summary Minutes.
- 2. Reimbursement Resolution – Tax-Exempt Debt**
Recommendation: Adopt a resolution authorizing the reimbursement for funds that have been or may be expended prior to issuing tax-exempt debt.
Action: Adopted Resolution No. 2020-063.
- 3. Certified Election Results – General Election, November 3, 2020**
Recommendation: Accept certified results of the November 3, 2020 Presidential General District Election as provided by the Certificate of Facts from the Registrar of Voters, County of Sacramento.

ACTION ITEMS

- 1. SCERS First Addendum and Amendment to Payment Agreement**
(Amanda Thomas, Chief Financial Officer)
Recommendation: Adopt a resolution authorizing the Fire Chief to execute the First Addendum and Amendment to the Payment Agreement with SCERS.
Action: On a motion by Goold, seconded by Clark, and carried unanimously by members present to adopt Resolution No. 2020-064.

REPORTS

- 1. PRESIDENT’S REPORT:** No report.

2. FIRE CHIEF'S REPORT:

Chief Harms thanks Deputy Chief Bridge for his four years of service as the Deputy Chief of Operations. We are going to miss him, and we congratulate him as he retires from a long great career.

Appointments

Adam Mitchell as the Deputy Chief of Operations effective November 1, 2020

Tyler Wagaman as the Deputy Chief of Support Services effective December 16, 2020

New Hires

Effective 10/5, Logistics Technician Barry Knapp

Reassignments

Effective 10/1, Firefighters Danielle Blaschke, Sean Post, and Christie Ravera have been selected to fill the Sacramento County COVID-19 Response Units.

Selection

Effective 9/29, Captain Bryce Mitchell was selected to fulfill the Air Operations Internal Pilot Career Track. Captain Mitchell has been part of air operations for many years, and we are looking forward to his opportunity.

Meetings

9/28, Executive Staff meeting with Sac City Fire, including Fire Chiefs and Deputy Chiefs

9/30, Labor Management Collaboration Meeting

10/1 EMS 2020 which focused on several topics including deployment models, regional feasibility study, update for JDC, .201, Chapter 13 Regulations and Sac MIH, and Culture of Area Fire Service.

10/5, AC interviews for an internal appointment, with several people being interviewed

10/7, Sacramento County / Metro Fire 2x2 meeting discussed a number of topics

10/7, CA Metro Fire Chiefs conference call

Fire Chief Forums are scheduled to take place during the month of October, due to COVID-19 we will follow a similar format as last time using Zoom. There will be 8 sessions in total – 2 for each shift and 2 for day staff.

Miscellaneous

We are working on the beginning stages of an internal paramedic program partnering with community colleges, more information will follow.

October is National Cancer Awareness Month and November is Men's Health Awareness Month. The District and Local 522 are working together to promote cancer awareness: All Cancer, All People. For the months of October and November, all members are permitted to wear a District approved pink or blue Metro Fire t-shirt or a pink 522 t-shirt

OPERATIONS REPORT

Deputy Chief Bridge reported out for the last time as Deputy Chief of Operations. Several members are returning today, previously there were over twenty members deployed, we are expecting ten back today.

COVID-19 is seeing less positive tests and less people in the ICUs. Currently, there are two members off with symptoms even though their first COVID test came back negative.

The EMS Division is currently conducting annual ALS and CPR training.

DC Bridge will be transitioning with Chief Mitchell over the next few weeks, and he has enjoyed working with the professionals at Metro Fire, it made his job easy!

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT:

Captain McGoldrick expressed his appreciation for the working relationship between labor and management, especially with the paramedic internship program. He congratulated Chief Bridge on his retirement, and the newly appointed Deputy Chiefs Mitchell and Wagaman.

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)

Next Meeting: TBD

B. Communications Center JPA – (DC Shannon)

Deputy Chief Shannon announced the Academy 20-2 graduated with four new dispatchers. They also completed the expansion of the center which moved some people around and allows for more space for call taking stations.

Next Meeting: October 13, 2020 at 9:00 AM

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

Report Out: September 28, 2020 at 4:00 PM

Deputy Chief Shannon reported the Training JPA adopted their budget, as expected COVID-19 brought challenges this year, they did access reserves to make up the difference. They are working to come up with a plan to adapt to the challenges that COVID-19 brings. Lastly, Brian Marshal with OES will serve as governing council chair for 2021.

Next Meeting: TBD

Location: 3121 Gold Canal Drive
Rancho Cordova, CA 95670

D. Finance and Audit Committee – (Director Orzalli)

Next Meeting: October 22, 2020 at 5:00 PM

E. Policy Committee – (Director Goold)

Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

The Board collectively congratulates Deputy Chief Bridge on his retirement and wish him all the best in his future endeavors. They welcome Assistant Chief Mitchell and Assistant Chief Wagaman as they are promoted to the roles of Deputy Chiefs.

Director Orzalli appreciates the time of Chief Harms and President Sheetz who met with him earlier today.

Director Wood attended the Sacramento County 2X2 meeting, it was a positive meeting and he appreciates the effort that goes into planning those meetings.

Director Clark hopes that those members who tested positive for COVID-19 are not experiencing any of the lingering symptoms, and wishes them all the best.

Director Jones echoed Director Clark. She also attended the Sacramento County 2X2, where they discussed several topics. She also thanked Chief Shannon for reporting on the Communications Center expansion.

Director Sheetz congratulated Captain Mitchell in the Air Operations Program, she knows that is an area he is passionate about. She welcomes home all of the members who were deployed, and congratulates all those at the Communications Center who graduated.

The Board recessed to Closed Session at 6:35 pm.

CLOSED SESSION

- 1. **Public Employee Performance Evaluation: Fire Chief**
Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)
Action: The Board took no reportable action.
- 2. **Public Employee Performance Evaluation: Board Clerk**
Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)
Action: The Board took no reportable action.

The Board reconvened to Open Session at 7:07 pm.

Director Goold did not join the regular meeting for the report out after closed session.

ADJOURNMENT

The meeting was adjourned at 7:09 pm.

Jenifer Sheetz, President

Cinthia Saylor, Secretary

Melissa Penilla, Board Clerk



Todd Harms
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, CA 95655 · Phone (916) 859-4300 · Fax (916) 859-3702

DATE: October 22, 2020
TO: Board of Directors
SUBJECT: Appoint Delegate and Alternate to the Sacramento Regional Fire/EMS Communications Center Joint Powers Authority

TOPIC

Metro Fire must appoint a new primary delegate and alternate to the Sacramento Regional Fire/EMS Communications Center (SRFECC) Joint Powers Authority.

DISCUSSION

In preparation for upcoming retirements, Deputy Chief Bridge on November 1, 2020 and Deputy Chief Shannon on December 16, 2020, Metro Fire has promoted Assistant Chief Adam Mitchell to Deputy Chief of Operations and Assistant Chief Tyler Wagaman to Deputy Chief of Support Services. With these retirements and promotions there is a need to appoint a new primary delegate and alternate to the SRFECC Joint Powers Authority. It is staff's recommendation that the primary delegate and alternate for these appointments be a Command Staff member who is familiar with the regular operations of the SRFECC and has the ability to participate in regularly scheduled meetings.

RECOMMENDATION

Staff recommends the Board appoint Deputy Chief Adam Mitchell effective November 1, 2020 as the new alternate delegate for the SRFECC Joint Powers Authority. Staff also recommends the Board appoint Deputy Chief Tyler Wagaman effective December 16, 2020 as the primary delegate for the SRFECC Joint Powers Authority.

Submitted by:

Brian Shannon
Deputy Chief, Support Services

Approved by:

Todd Harms
Fire Chief



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: October 22, 2020
TO: Board of Directors
SUBJECT: Surplus Vehicle Designation

TOPIC

Request Board authorization to surplus the below list of vehicles. In addition, give Staff direction to remove the vehicles from the District's permanent vehicle inventory.

DISCUSSION

The attached resolution recommends the removal of the following vehicles from the fleet due to age, safety concerns, maintenance costs and/or mechanical condition.

<u>Dist. I.D. #</u>	<u>Vehicle Description</u>	<u>Mileage</u>	<u>Condition</u>
818	1992 Ford F150	117578	Fair
2441	1988 LTI Aerial	110898	Fair
2454	1990 Ford Type V	58797	Fair
24113	1999 Ford Expedition	133290	Fair
24205	2003 Ford E350	78196	Fair
24206	2003 Ford E350	141938	Fair
24310	2008 Ford E350	66412	Fair

The District maintains a file of written requests for surplus equipment, as well as reaching out to small fire agencies throughout Northern California. All District vehicles will be processed through the District or private auction.

FISCAL IMPACT


None

RECOMMENDATION

Staff recommends that the Board approve the attached Resolution establishing a list of surplus vehicles. Once approved, steps will be taken to sell or donate the vehicles as deemed appropriate by the Fire Chief.

Submitted by:

Approved by:



Shea Pursell
Fleet Manager



Brian Shannon
Deputy Chief, Support Services



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

RESOLUTION NO. 2020-_____

A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT WHICH DECLARES SPECIFIC FLEET VEHICLES AS SURPLUS

WHEREAS, the Board of Directors has adopted a Fleet Vehicle Replacement Plan; and

WHEREAS, the District has purchased numerous vehicles from this fiscal year's budget; and

WHEREAS, several vehicles in the District's fleet are aged, have safety concerns, anticipated maintenance costs and/or mechanical conditions; and

WHEREAS, the District recognizes the cost effectiveness of removing excess apparatus and vehicles from the fleet inventory.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Sacramento Metropolitan Fire District that the following vehicles be declared as surplus:

ASSET #	ACQUISITION		DESCRIPTION	SERIAL NO	PLANNED	FAIR MARKET VALUE	RED INV TAG NO
	DATE	COST			DISPOSAL METHOD		
3180	1/1/92	\$13,674	1992 Ford F150	1FTEX15NXNKB44646	Auction 90 days	\$600	818
3114	1/1/88	-	1988 LTI Aerial	1D91D51F9J1008910	Auction 90 days	\$10,000	2441
3146	1/1/90	\$48,782	1990 Ford Type V	2FDLF47M5LCA94252	Auction 90 days	\$1,500	2454
3301	1/1/99	\$25,592	1999 Ford Expedition	1FMPU18L1XLB57614	Auction 90 days	\$800	24113
3502	1/1/03	\$20,614	2003 Ford E350	1FTSE34L83HA66477	Auction 90 days	\$800	24205
3503	1/1/03	\$20,614	2003 Ford E350	1FTSE34L63HA66476	Auction 90 days	\$800	24206
4081	11/6/07	20,855	2008 Ford E350	1FTSE34L58DA04758	Auction 90 days	\$1,200	24310

PASSED AND APPROVED this 22nd day of October, 2020, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

Attested:

By: _____
Clerk of the Board



Sacramento Metropolitan Fire District

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TODD HARMS
Fire Chief

DATE: October 22, 2020
TO: Board of Directors
SUBJECT: Goodrich Rescue Hoist Overhaul

TOPIC

The Goodrich Hoist, Model # 42305-103, for use in Copter 2 is in need of overhaul.

SUMMARY

Every Goodrich Rescue Hoist has service requirements that are required by the manufacturer. Those service requirements are supported by the FAA through aircraft maintenance standards that all aircraft must adhere to. The hoist in Copter 2 is due for the overhaul required every 10 years.

DISCUSSION

The maintenance standards require the hoist to be overhauled every 10 years, 3,300 cycles, or 111 hours of operation (whichever comes first). This hoist is currently at 9 years and will need to be overhauled this fiscal year to be ready for next fire season (2021).

FISCAL IMPACT

The fiscal impact to the Sacramento Metropolitan Fire District is an estimated \$110,000, which includes the cost of the overhaul at \$106,579.00 plus any shipping and handling cost. This overhaul will be done at the Goodrich overhaul facility in Diamond Bar, Ca. The funding will come from current budget line A.CPT.220500- Vehicle Maintenance Service, Hoist Overhaul.

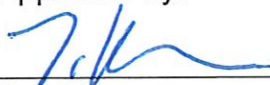
RECOMMENDATION

Goodrich is the only company authorized to overhaul Goodrich Hoists. Staff recommends Board of Director's acknowledgement of single source expenditure to Goodrich Hoist and Winch.

Submitted by:

Christopher Greene
Assistant Chief, B Shift

Approved by:



Todd Harms
Fire Chief



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, CA 95655 · Phone (916) 859-4300 · Fax (916) 859-3702

DATE: October 22, 2020
TO: Board of Directors
SUBJECT: A Resolution Adjusting the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act

TOPIC

Board authorization to adopt a resolution for the California Public Employees' Retirement System (CalPERS) to establish employer's contribution of 92% of the employee's and retiree's health premium at the third highest plan in CalPERS Region 1.

DISCUSSION

At the regular board meeting on April 25, 2013 the Board of Directors adopted the resolution establishing the employer's contribution of 92% of the employee's and retiree's health premium at the District cap. Effective January 1, 2021 the third highest plan in CalPERS Region 1 is changing and will continue to change every plan year thereafter. Therefore, a new resolution establishing the employer's contribution will need to be adopted by the Board of Directors and forwarded to CalPERS on a yearly basis around the open enrollment period.

In order to fully execute the medical premiums contributions to reflect the new benefit cap with CalPERS, the attached resolution must be adopted by the Board and forwarded to CalPERS Board of Administration.

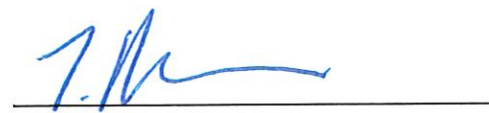
RECOMMENDATION

Recommend the Board adopt the attached resolution.

Submitted By:


Greg Casentini
Deputy Chief, Administration

Approved By:


Todd Harms
Fire Chief

RESOLUTION NO. 2020-____
FIXING SACRAMENTO METROPOLITAN FIRE DISTRICT'S VESTING CONTRIBUTION
UNDER SECTION 22896 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
000 ALL EMPLOYEES

- WHEREAS, (1) **Sacramento Metropolitan Fire District** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) **Sacramento Metropolitan Fire District** is a contracting agency has filed a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22896; and
- RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

PARTY RATE	MONTHLY EMPLOYER HEALTH CONTRIBUTION
1	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 1, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
2	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 2, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
3	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 3, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
4	UP TO PERS CARE REGION 1 PARTY RATE 4
5	UP TO PERS CARE REGION 1 PARTY RATE 5
6	UP TO PERS CARE REGION 1 PARTY RATE 6
7	UP TO 92% OF PORAC REGION 1 PARTY RATE 7, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
8	UP TO 92% OF PORAC REGION 1 PARTY RATE 8, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
9	UP TO 92% OF PORAC REGION 1 PARTY RATE 9, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
10	UP TO 92% OF ANTHEM BLUE CROSS SELECT REGION 1 PARTY RATE 10, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
11	UP TO 92% OF PORAC REGION 1 PARTY RATE 11, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
12	UP TO 92% OF ANTHEM BLUE CROSS SELECT REGION 1 PARTY RATE 12, OR 92% OF THE PREMIUM, WHICHEVER IS LESS

per month, but not less than the amounts prescribed by Section 22893(a)(1), plus Administrative fees and Contingency Reserve Fund assessments; and be it further,

- RESOLVED, (b) **Sacramento Metropolitan Fire District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of **Sacramento Metropolitan Fire District** shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **Sacramento Metropolitan Fire District** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of **Sacramento Metropolitan Fire District** all functions required of it under the Act.

PASSED AND APPROVED this 22nd day of October, 2020, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

Attested By:

Clerk of the Board

RESOLUTION NO. 2020-_____

**FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
000 ALL EMPLOYEES**

- WHEREAS, (1) **Sacramento Metropolitan Fire District** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

PARTY RATE	MONTHLY EMPLOYER HEALTH CONTRIBUTION
1	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 1, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
2	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 2, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
3	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 3, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
4	UP TO PERS CARE REGION 1 PARTY RATE 4
5	UP TO PERS CARE REGION 1 PARTY RATE 5
6	UP TO PERS CARE REGION 1 PARTY RATE 6
7	UP TO 92% OF PORAC REGION 1 PARTY RATE 7, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
8	UP TO 92% OF PORAC REGION 1 PARTY RATE 8, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
9	UP TO 92% OF PORAC REGION 1 PARTY RATE 9, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
10	UP TO 92% OF ANTHEM BLUE CROSS SELECT REGION 1 PARTY RATE 10, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
11	UP TO 92% OF PORAC REGION 1 PARTY RATE 11, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
12	UP TO 92% OF ANTHEM BLUE CROSS SELECT REGION 1 PARTY RATE 12, OR 92% OF THE PREMIUM, WHICHEVER IS LESS

per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) **Sacramento Metropolitan Fire District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of **Sacramento Metropolitan Fire District** shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **Sacramento Metropolitan Fire District** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of **Sacramento Metropolitan Fire District** all functions required of it under the Act.

PASSED AND APPROVED this 22nd day of October, 2020, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

Attested By:

Clerk of the Board

RESOLUTION NO. 2020-____
FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
700 ALL EMPLOYEES (NON-PERS)

- WHEREAS, (1) **Sacramento Metropolitan Fire District** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

PARTY RATE	MONTHLY EMPLOYER HEALTH CONTRIBUTION
1	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 1, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
2	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 2, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
3	UP TO 92% OF BLUE SHIELD ACCESS+ REGION 1 PARTY RATE 3, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
4	UP TO PERS CARE REGION 1 PARTY RATE 4
5	UP TO PERS CARE REGION 1 PARTY RATE 5
6	UP TO PERS CARE REGION 1 PARTY RATE 6
7	UP TO 92% OF PORAC REGION 1 PARTY RATE 7, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
8	UP TO 92% OF PORAC REGION 1 PARTY RATE 8, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
9	UP TO 92% OF PORAC REGION 1 PARTY RATE 9, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
10	UP TO 92% OF ANTHEM BLUE CROSS SELECT REGION 1 PARTY RATE 10, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
11	UP TO 92% OF PORAC REGION 1 PARTY RATE 11, OR 92% OF THE PREMIUM, WHICHEVER IS LESS
12	UP TO 92% OF ANTHEM BLUE CROSS SELECT REGION 1 PARTY RATE 12, OR 92% OF THE PREMIUM, WHICHEVER IS LESS

per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) **Sacramento Metropolitan Fire District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of **Sacramento Metropolitan Fire District** shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **Sacramento Metropolitan Fire District** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of **Sacramento Metropolitan Fire District** all functions required of it under the Act.

PASSED AND APPROVED this 22nd day of October, 2020, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

Attested By:

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) 859-3702

DATE: October 22, 2020
TO: Board of Directors
SUBJECT: Development Impact Fee Report FY 2019-20

SUMMARY

Fire capital facilities fee are collected at the time a building permit is issued. The purpose of the fee is to ensure that new development within District pays a proportionate share of the capital investments made by the District, which are necessary in providing fire protection, fire suppression, emergency medical services, and other emergency services adequate to accommodate a growing service population. Government Code §66000 et seq. require the District to review the status of collected development impact fees on an annual basis. The attached report provides information related to the status of development impact fee funds for the fiscal year ended June 30, 2020.

DISCUSSION

At the end of Fiscal Year 2019-20, the District has one development impact fee supported by a nexus study and accounted for in one separate fund. The fee is administered by the Sacramento County on behalf of the District.

The attached development impact fee report provides the revenues, expenditures, and fund balances for development impact fee fund for the fiscal year ended June 30, 2020 and the prior four fiscal years. It provides information showing that the fees are being spent timely and includes supporting information about each the District project used to make certain findings about the fees.

As of June 30, 2020, all reportable fees, collections and expenditures have been received, deposited, invested, and expended in compliance with the relevant sections of the California Government Code and all other applicable laws.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board approve the Resolution accepting the attached report and making the required findings pursuant to Government Code §66000 et seq.

Submitted By:



Amanda Thomas
Chief Financial Officer

Attachments:

1. Development Impact Fee Report FY 2019-20
2. Board resolution

SACRAMENTO METROPOLITAN FIRE DISTRICT

DEVELOPMENT IMPACT FEE REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020





Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, CA 95655 · Phone (916) 859-4300 · Fax (916) 859-3702

TODD HARMS
Fire Chief

October 22, 2020

Board of Directors
Sacramento Metropolitan Fire District
10545 Armstrong Ave, Suite 200
Mather, California 95655

Members of the Board:

State law requires any local agency that imposes development impact fees to prepare an annual report providing specific information about those fees and requires that the report be made available to the public within 180 days after the last day of each fiscal year. Development Impact Fees (DIF) are charged by local governmental agencies in connection with approval of development projects. The legal requirements for enactment of a DIF program are set forth in Government Code §66000-66025 (the "Mitigation Fee Act"), the bulk of which was adopted as 1987's AB 1600 and thus commonly referred to as "AB 1600 requirements".

In the District, DIFs are collected as fire capital facilities fee at the time a building permit is issued. The purpose of the fee is to ensure that new development within the District pays a proportionate share of the capital investments made by the District, which are necessary in providing fire protection, fire suppression, emergency medical services, and other emergency services adequate to accommodate a growing service population.

The current fee structure imposed on new development within the District was adopted in 2015. In 2013, a Fire Department Growth Analysis Report was prepared that identified the fire station, apparatus and staffing necessary to serve future development. The District then applied current fire station construction costs to facilities identified in the report to develop an overall facilities master plan for the District. This information was in turn used to perform a capital facilities impact fee study and analysis which determined the portion of the projected facilities cost attributable to new development over the ensuing 20-year planning horizon which was then used to derive the current fee schedule.

The Board of Directors must review the annual report at a regularly scheduled public meeting not less than fifteen days after the information is made available to the public. This report was filed with the Board Clerk's office and available for public review on September 24, 2020. Therefore, in accordance with the provisions of the California Government Code §66006(b) and 66001(d), as amended by Assembly Bill (AB) 518 and Senate Bill (SB) 1693, I hereby submit the Development Impact Fee (DIF) Report for Sacramento Metropolitan Fire District for the fiscal year ended June 30, 2020.

Respectfully submitted,

Amanda Thomas
Chief Financial Officer



LEGAL REQUIREMENTS FOR DEVELOPMENT IMPACT FEE REPORTING

A. California Government Code §66006(b)

This section defines the specific reporting requirements for local agencies that impose AB 1600 DIFs on new development. Annually, for each separate fund established for the collection and expenditure of DIFs, the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the information shown below for the most recent fiscal year. The applicable page numbers for the location where each item can be found in the report are provided for reference.

- A brief description of the type of fee in the account or fund. *(Page 2)*
- The amount of the fee. *(Page 2)*
- The beginning and ending balance of the account or fund. *(Page 3)*
- The amount of the fees collected and interest earned. *(Page 3)*
- An identification of each public improvement on which fees were expended and the amount of expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees. *(Page 4)*
- An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement. *(Page 4)*
- A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan. *(No interfund transfers or loans made)*
- The amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of reallocation of funds made due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded. *(No refunds were required to date)*

B. California Government Code §66001(d)

For all funds established for the collection and expenditure of DIFs, California Government Code §66001(d) has additional requirements. For the fifth fiscal year following the first deposit into the fund and every five years thereafter, the local agency shall make all of the following findings with respect to that portion of the fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put.
- Demonstrate a reasonable relationship between the fee and purpose for which it is charged.
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements.
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.



As of June 30, 2020, the District’s DIF Fund did not hold any funds past the fifth year of first deposit, therefore, no additional findings are required.

C. Current Major CIP Projects

The District has one current project for the construction of a new Station 68 at Cobble Brook Drive just west of Rancho Cordova Parkway. The project calls for an 11,131 square feet fire station on a 2.62-acre parcel. It also includes a 2,400 square feet storage building and various site improvements including parking, paving, landscaping, and lighting. The fire station will primarily service the Sunridge Anatolia neighborhood in the City of Rancho Cordova.



D. Current Fee Schedule

Capital Fire Facilities Fees provide for the funding of additional fire stations and fire equipment that will safeguard the lives and property of those who will occupy new developments at an acceptable level of service. The fee is updated annually to reflect changes in the Engineering News Record Building Cost Index. Below is the fee schedule effective as of March 1, 2020.

**SACRAMENTO METROPOLITAN FIRE DISTRICT
CAPITAL FIRE FACILITIES FEE**

Land Use	Fee Basis	Fee
Single-Family Residential	per dwelling unit	\$1,280
Multi-Family Residential	per dwelling unit	\$1,000
Commercial/Retail	per 1,000 sq. ft. of building space	\$675
Office	per 1,000 sq. ft. of building space	\$1,120
Industrial	per 1,000 sq. ft. of building space	\$607
Institutional/Other	per 1,000 sq. ft. of building space	\$1,072

At this time, all fees being collected pursuant to the DIF program have been earmarked for current or future capital projects necessary to maintain current levels of service within existing service areas to serve new development.



Sacramento Metropolitan Fire District
Statements of Revenues, Expenditures, and Changes in Fund Balances
Development Impact Fee Fund
Last Five Fiscal Years

	2020	2019	2018	2017	2016
REVENUES					
Development Fees	\$ 1,492,492	\$ 1,600,941	\$ 1,231,621	\$ 1,506,440	\$ 1,528,101
Interest Income	174,317	156,115	38,028	15,068	8,692
Total Revenues	<u>1,666,809</u>	<u>1,757,056</u>	<u>1,269,649</u>	<u>1,521,508</u>	<u>1,536,793</u>
EXPENDITURES					
Services and Supplies ⁽¹⁾	67,634	64,722	64,201	80,000	43,217
Capital Outlay	406,315	7,437	-	-	-
Total Expenditures	<u>473,949</u>	<u>72,159</u>	<u>64,201</u>	<u>80,000</u>	<u>43,217</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,192,861</u>	<u>1,684,897</u>	<u>1,205,448</u>	<u>1,441,508</u>	<u>1,493,576</u>
OTHER FINANCING SOURCE					
Transfers In (out)	-	-	-	-	-
Net Change in Fund Balance	1,192,861	1,684,897	1,205,448	1,441,508	1,493,576
Fund Balance, Beginning of Year	<u>5,825,429</u>	<u>4,140,532</u>	<u>2,935,084</u>	<u>1,493,576</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ 7,018,290</u>	<u>\$ 5,825,429</u>	<u>\$ 4,140,532</u>	<u>\$ 2,935,084</u>	<u>\$ 1,493,576</u>

Five-Year Revenue Test ⁽²⁾

Revenue Available:					
Current Fiscal Year	\$ 1,666,809	\$ 1,757,056	\$ 1,269,649	\$ 1,521,508	\$ 1,493,576
Prior Fiscal Year (2-yr old funds)	1,757,056	1,269,649	1,521,508	1,413,576	-
Prior Fiscal Year (3-yr old funds)	1,269,649	1,521,508	1,349,375	-	-
Prior Fiscal Year (4-yr old funds)	1,521,508	1,277,216	-	-	-
Prior Fiscal Year (5-yr old funds)	803,268	-	-	-	-
In Excess of Five Prior Fiscal Years	-	-	-	-	-
Total Revenue Available	<u>\$ 7,018,290</u>	<u>\$ 5,825,429</u>	<u>\$ 4,140,532</u>	<u>\$ 2,935,084</u>	<u>\$ 1,493,576</u>

Result: No excess funds held. Five-year revenue test met in accordance with Government Code §66001(d). No additional findings required.

Notes

- (1) Represents service fees charged by the County of Sacramento for collecting impact fees in behalf of the District.
- (2) For purposes of determining funds that have been held past the fifth year of first deposit, expenditures are deemed to come from the earliest source of funds (first-in first-out method). Any remaining funds past the fifth year must have findings reported in accordance with Government Code § 66001 (d).



Development Impact Fee Project Identification
As of June 30, 2020

Project Name	Project Phase	Estimated Construction Start Date	Estimated Completion Date	Estimated Project Cost ⁽¹⁾	Funding To Date ⁽¹⁾	Estimated % of Project Funded with Fees
Fire Station 68	Design	2020/21	2021/22	\$9,777,412	\$ 413,752	100%

Notes

- (1) Estimated project cost is the total estimated costs for the duration of the project and is subject to change as the project's design is being finalized. Funding to date is the amount of impact fees spent for the project from its inception.



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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

RESOLUTION NO. 2020-____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT TO RECEIVE AND FILE THE 2019/20 DEVELOPMENT IMPACT FEE REPORT AND MAKE CERTAIN FINDINGS, AS REQUIRED BY CALIFORNIA GOVERNMENT CODE §66006(b) AND §66001(d)

WHEREAS, California Government Code §66006(b) requires that for each separate account or fund established for the collection and expenditure of Development Impact Fees, the District shall make available to the public within one hundred eighty (180) days after the last day of each fiscal year a report; and

WHEREAS, California Government Code §66001(d) provides that for the fifth fiscal year following the first deposit into the fund, and every five years thereafter, the District shall make findings with respect to that portion of the fund remaining unexpended, whether committed or uncommitted; and

WHEREAS, when findings are required by California Government Code §66001(d), they shall be made in connection with the public information required by California Government Code §66006(b); and

WHEREAS, California Government Code §66006(b)(2) requires that the District review the information made available to the public at a regularly scheduled public meeting not less than 15 days after the information is made available to the public; and

WHEREAS, this report was filed with the Board Clerk's office and available for public review on September 24, 2020; and

WHEREAS, the District has complied with all of the foregoing provisions.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT DOES HERBY RESOLVE AS FOLLOWS:

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. That the Board of Directors of the Sacramento Metropolitan Fire District at a public meeting has reviewed the following information pursuant to California Government Code §66006(b)(1), as is required by California Government Code §66006(b)(2), including:

- (A) A brief description of the type of fee in the account or fund;
- (B) The amount of the fee;
- (C) The beginning and ending balance of the account or fund;

- (D) The amount of the fees collected and interest earned;
- (E) An identification of each public improvement on which fees were expended and the amount of expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees;
- (F) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement;
- (G) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan; and
- (H) The amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of reallocation of funds made due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

Section 3. That the Board of Directors hereby determines that all reportable fees, collections and expenditures have been received, deposited, invested, and expended in compliance with the relevant sections of the California Government Code and all other applicable laws for the fiscal year ended June 30, 2020.

Section 4. That the Board of Directors hereby determines that there are no additional findings with respect to excess funds held past the fifth year of first deposit and that there are no refunds and allocations of reportable fees deemed payable at this time, as required by California Government Code §66001.

PASSED AND APPROVED this 22nd day of October, 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sacramento Metropolitan Fire District

By: _____
President, Board of Directors

Attested by:

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) 859-3702

DATE: October 22, 2020
TO: Board of Directors
SUBJECT: Certificate of Achievement Award for Excellence in Financial Reporting

SUMMARY

The Sacramento Metropolitan Fire District's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019 was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA).

DISCUSSION

The Finance Division with the assistance of other divisions annually prepares the District's CAFR which is a thorough and detailed presentation of the District's financial story. The report is submitted to the GFOA for participation in its CAFR Award program.

The GFOA awarded a Certificate of Achievement for Excellence in Financial Reporting to the District for the fiscal year ended June 30, 2019. This was the sixth consecutive year that the District has achieved this prestigious award. The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting.

In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

We received two certificates, one for the District as a whole and another for the Finance Division as the division primarily responsible for preparing the CAFR.

FISCAL IMPACT

There is no cost to the District to receive this award.

RECOMMENDATION

Staff recommends that the Board receive and file the award presentation.

Submitted By:



Amanda Thomas
Chief Financial Officer

Attachments:

1. Announcement of Award
2. Award of Financial Reporting Achievement – Finance Division



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

9/8/2020

Todd Harms
Fire Chief
Sacramento Metropolitan Fire District, California

Dear Mr. Harms:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2019 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine
Director, Technical Services



The Government Finance Officers Association of
the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Division

Sacramento Metropolitan Fire District, California



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morill

Date: 9/8/2020



**METRO
FIRE**
SACRAMENTO

STRATEGIC PLAN



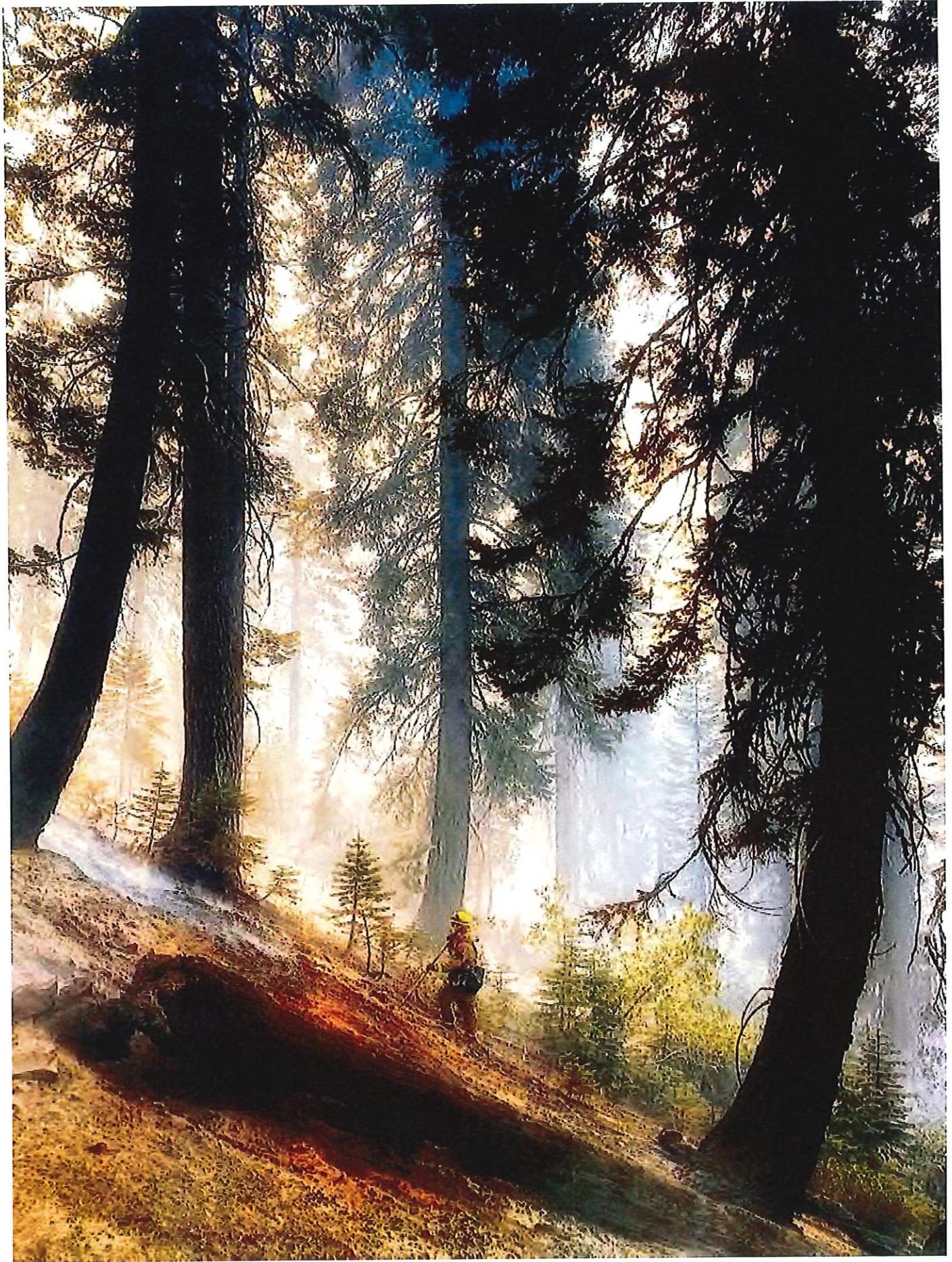


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Mission Statment

To provide professional and compassionate protection, education and service to our community.

Core Values

Integrity

With honesty as our foundation, we will always do what is right.

Professionalism

A personal commitment to exceed expectations of our profession in our attitude, ability and appearance.

Teamwork

A partnership of coordinated effort based on trust, empowerment, support and communication.

Dedication to Duty

Recognizing and placing the needs of others before our own.

Pillars of the Metro Way

#1 Service Delivery • High Trust State • Strong Communications
Adaptable • Individual Initiative • Continuous Improvement

FIRE CHIEF'S MESSAGE



COMMAND STAFF

Fire Chief

Todd Harms

Deputy Chiefs

Administration Greg Casentini

Operations Eric Bridge

Support Services Brian Shannon

Chief Financial Officer

Amanda Thomas

Assistant Chiefs

A Shift Mike Lozano

B Shift Chris Greene

C Shift Adam Mitchell

EMS Barbie Law

Training Adam House

Fire Marshal Lisa Barsdale

Comms Center Tyler Wagaman

Everything we do as a fire district relates to our number one priority, Service Delivery. To achieve this, the membership of Metro Fire strive to exemplify our Mission Statement - to provide professional and compassionate protection, education, and service to our community. To continue to meet the highest level of Service Delivery, the Board of Directors met with Command Staff to discuss the future of Metro Fire and provide a clear path moving forward.

I am pleased to present the Sacramento Metropolitan Fire District's 2020 Strategic Plan. The Board of Directors developed this Strategic Plan ensuring the needs of the public and membership are met, and to provide strategic goals to work towards. The initiatives set forth highlight areas where focus can be given to strengthen our agency and the services we provide.

The 2020 Strategic Plan was created with the intent of being a constant reference point for organizational decisions, and will be reviewed on a quarterly basis to ensure we are meeting the desired outcomes. The quarterly review approach provides the highest level of transparency and differs from previous strategic plans as those were reviewed and evaluated on an annual basis. The 2020 Strategic Plan will allow membership to prioritize projects, with many projects already underway, set budget priorities, and provide a common understanding of what the future holds for Metro Fire and the public we serve.

We welcome your questions, comments and suggestions to further strengthen Metro Fire.

Respectfully,

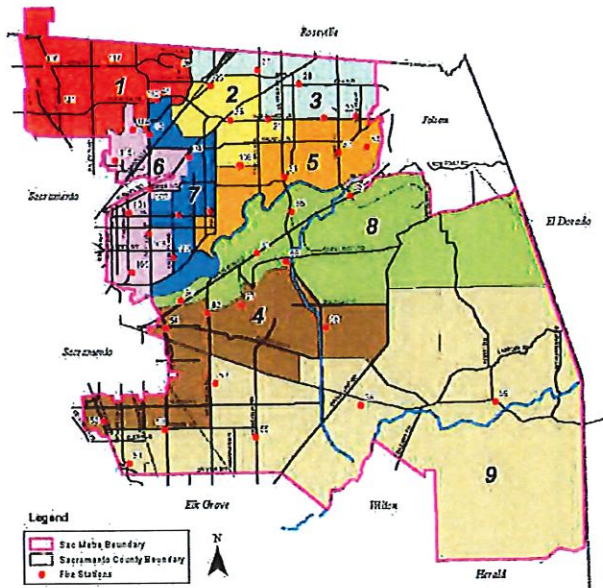
A handwritten signature in black ink, appearing to read 'T. Harms', written over a white background.

Todd Harms

Fire Chief

*as of February 27, 2020

ABOUT METRO FIRE



Sacramento Metropolitan Fire District was established on December 1, 2000 through the merger of the American River and Sacramento County Fire Protection Districts, which brought together 16 predecessor agencies. Metro Fire is governed by a nine-member Board of Directors duly elected by the citizens from each of the nine geographical divisions in Metro Fire's area of responsibility.

Today, Metro Fire is the largest fire agency in the County of Sacramento and one of the largest in the State. The combined District provides fire suppression and emergency medical services along with various other public safety and hazard mitigation community services to 757,000 residents in approximately 359 square miles. This area includes two cities, Citrus Heights and Rancho Cordova, most of the unincorporated area of Sacramento County, and a portion of Placer County.

The District is led by Fire Chief Todd Harms. He is assisted by three Deputy Chiefs who manage Operations, Administration and Support Services. The District has 717 authorized positions, this includes safety, prevention, and support personnel, to provide all-hazard fire suppression and emergency medical services from 41 fire stations and 51 front line apparatus. In 2019 Metro Fire responded to 96,059 emergency calls, with 68% being for medical aid. Additionally, the District is routinely deployed to local, state and federal emergencies, with 51 state deployments and 2 national in 2019.

ELECTED BOARD OF DIRECTORS

President **Vice President** **Secretary**



*as of February 27, 2020

2020 STRATEGIC PLAN OVERVIEW

The Sacramento Metropolitan Fire District's Board of Directors is pleased to present the 2020 Strategic Plan. This plan is intended to provide guidance from the Board of Directors in a collaborative approach by identifying key areas of focus, opportunity, and improvement.

The Board met during a Special Board Meeting on November 9, 2019, with the desire to create a new strategic plan. The Board worked with Tim Dunkin from Dunkinworks, Chief Harms, the Executive Team, and various members of General Staff to develop the new Strategic Plan that guides Metro Fire on a transparent and deliberate path going forward.

The goal of this Strategic Plan is to focus on key strategies reflective of Board Leadership in the following areas: maintaining the District in alignment with the mission, oversight of programmatic services, oversight of fiscal responsibility, and sustainability in a variety of ways including culture. One thing to keep in mind is for the Strategic Plan to not focus on the approximate 85% of the budget that is already dedicated to resources, but rather areas that can be given Board direction.

The mission of Metro Fire is to provide professional and compassionate protection, education, and service to our community. With that comes several broad areas of focus: members, service delivery, infrastructure or asset management, budget sustainability, forecasting for the future, partnerships and optics management, community engagement, and communication.

The Board decided on five key strategies:

Members People of Metro Fire
Capital Assets
Service Delivery All services & programs
Financial Management
External Engagement

Next, the Board assigned initiatives to each strategy, along with projects and desired outcomes. Lastly, the Board prioritized each of the projects with an A – already in process, B – coming soon, or C – on radar and will come at a later time.

This Strategic Plan becomes a tool used on an ongoing basis, potentially looked at on a quarterly basis, and utilized as a management tool. This helps the Board and staff know where Metro Fire is on the path going forward. It also gives the Board an opportunity to reprioritize, with a full review once per year.

MEMBERS

People of Metro Fire

The Board of Directors cares about the well-being of Metro Fire's members, the people who make up the District: future, present, and retired. To emphasize this, four initiatives are created with various projects and desired outcomes assigned:

Culture. Executive Staff will implement the Metro Way, specifically integrating the Metro Way throughout the organization. Executive Staff and Local 522 will implement the Member for Life Program (Priority B), which will be a means for continued participation in Metro Fire beyond retirement.

Professional Development (training, mentoring, and education). Training Division will review the professional development program (PDP), specifically provide an analysis of current activities and future options for enhancement.

Health and Well-Being (current and retired members). Health and Safety Division, Local 522, and Peer Support Team to collaborate and develop a Risk Management Analysis which is a review of current liability and safety trends. They will also work to develop a Wellness Center Plan (Priority C) which is a centralized resource for physical, emotional, psychological and life stages needs.

Recruitment and Retention. Deputy Chief of Administration, Human Resources, and Local 522 to collaborate on developing a hiring plan, specifically a comprehensive approach to career development and hiring, including diversity development plan, EMT to paramedic transitions, and K through 12 career exploration.



All projects are assigned an A priority, with the exception of the Member for Life Program and Wellness Center Plan.

SERVICE DELIVERY

All Services & Programs

The Board of Directors has a duty to the public they represent to ensure Metro Fire offers the best possible service held to the highest standards. There are four initiatives in the Service Delivery strategy:

Best Practices. All projects in this initiative are already in progress and therefore assigned an A Priority. The Assistant Chief of EMS will work on EMS Service Delivery, with consideration of best approach, processes and equipment. The Deputy Chief of Operations and Economic Development Manager will work on Emergency Response Suppression Allocation, with consideration of best resource allocation: human and equipment. They will also work on Special Operations with consideration of best approach and return on investment for special needs and events.

Administrative Coordination (inter disciplinary). An Assistant Chief has been assigned to the project in this initiative: Fire Dispatch Operational Analysis. The desired outcome for this project is to have an analysis and recommendation for enhanced effectiveness and efficiencies in communication, data and coordination. This project is already in progress and therefore assigned an A Priority.

Sustainability (including standards of coverage, and regulatory analysis). The Economic Development Manager will work towards the following: Standards of Coverage Analysis (Priority C) – a comprehensive analysis of current and future coverage; Data Analysis: Manual to Automation (Priority B) – transition from current manual systems to fully automated systems at multiple levels; and CRD Strategic Plan (Priority C) – have an articulated plan for current and future activities and resources.

Accreditation. With a Priority C assigned to this initiative, Metro Fire staff will research fire service accreditation by providing an initial analysis of requirements, processes and potential benefits of national accreditation.



CAPITAL ASSETS

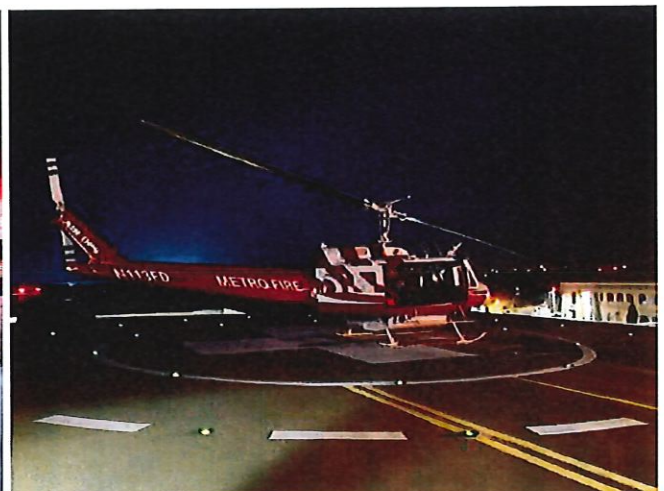
Metro Fire maintains a significant amount of Capital Assets, ranging from real estate to professional equipment, it is important to have a plan going forward for the funding, maintenance, repair & replacement of all future and current assets. Each area of Capital Assets is represented in the three initiatives:

Real Property. The Economic Development Manager, Chief Financial Officer and Facilities Manager will work on the Capital Improvement Plan by developing a comprehensive analysis and plan for maintenance, repair & replacement of all assets, including funding. They will also develop a Real Estate Plan by creating an analysis and recommending the utilization of all real property.

Vehicle and Apparatus. The Deputy Chiefs of Operations and Support Services will work on the Capital Improvement Plan by developing a comprehensive analysis and plan for maintenance, repair & replacement of all assets, including funding. They will also develop a Risk Management Analysis by looking at the current liability and safety trends with options to address each.

Professional Equipment. The Economic Development Manager and Chief Financial Officer will work on the Capital Improvement Plan by developing a comprehensive analysis and plan for maintenance, repair & replacement of all assets, including funding.

All projects are assigned an A priority.



FINANCIAL MANAGEMENT



Financial management is an ongoing strategy for the Board of Directors and apparent throughout the year in oversight of preliminary, final, and midyear budgets, and regular meetings of the Finance and Audit Committee. Each area of Financial Management is represented in the three initiatives:

New Revenues (all potential new sources). The Economic Development Manager and Chief Financial Officer will work on an Analysis of Future Consolidation Options (Priority B) by considering and evaluating expansion of Metro Fire. They will also develop an Analysis of New Revenue Opportunities which will include a catalog of sources and processes to access all revenue options.



Current Revenue Maintenance (both sources and budgetary management). The Economic Development Manager and Chief Financial Officer will work on Fee Studies by analyzing and recommending modifications to current fee structures.

Future Projections (any future impact study). The Economic Development Manager and Chief Financial Officer will work on an Annual Budget with Multi-Year Projections by adding multiple year projections and impact analysis for key annual budget elements.

All projects are assigned an A priority, with the exception of Analysis of Future Consolidation Options.



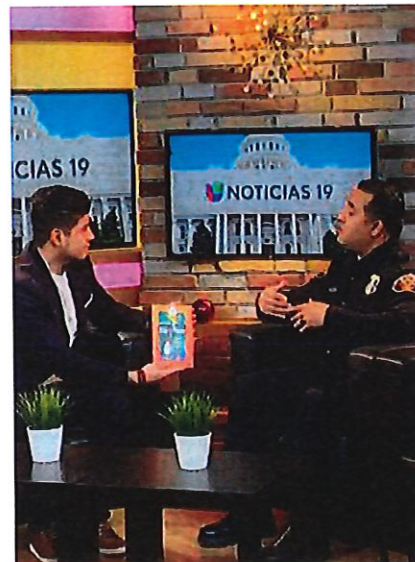
EXTERNAL ENGAGEMENT

External engagement is an ongoing process for Metro Fire staff to regularly engage and inform the community served. Each area of External Engagement is represented in the three initiatives:

Partners (formal and informal). The Community Relations Group will improve Metro Fire visibility by enhancing partners' awareness of Metro Fire's contributions at the federal, state, and local levels. The Community Relations Group are employees who perform professional and administrative public relations and communications work. These professionals coordinate with divisional subject matter experts in planning, organizing and/or implementing comprehensive public information/media relations, intergovernmental affairs and legislative advocacy, media/communication program and community relations.

Communications and Marketing. The Public Information Officer will work on a Communications Strategy by developing a comprehensive plan for consistent messaging, audience management and content.

Community Outreach. The Fire Marshal will work on K through 12 engagement by assessing current and future K through 12 options and activities, including educational services and career awareness.



All projects are assigned an A priority.



Attachment: 2020 Strategic Plan

Mission: To provide professional and compassionate protection, education, and service to our community.

Priority Descriptions: A – already in process, B – coming soon, or C – on radar and will come at a later time

MEMBERS – People of Metro Fire				
Initiatives	Projects	Outcome	Who	Priority
1 <i>Culture</i> (the values, principles & dynamics of Metro Fire)	1a Implementation of the Metro Way	1a Ongoing process of integrating Metro Way throughout the organization	1a Executive Staff 1b Executive Staff and Local 522	1a A
	1b Member for Life Program	1b Means for continued participation in Metro beyond retirement		1b B
2 <i>Professional Development</i> (training, mentoring, education)	2a Review of Professional Development Program (PDP)	2a Analysis of current activities & future options for enhancement	2a Training Division	2a A
3 <i>Health & Well-Being</i> (of all current & retired members)	3a Risk Management Analysis	3a Analysis of current liability & safety trends; options to address	3a and 3b Health & Safety, Local 522, Peer Support	3a A
	3b Wellness Center Plan	3b Centralized resource for physical, emotional, psychological & life stages needs		3b C
4 <i>Recruitment & Retention</i>	4a Hiring Plan	4a Comprehensive approach to career development & hiring, including diversity development plan, EMT to paramedic transitions & K-12 career exploration	4a DC of Admin, HR, Local 522	4a A

SERVICE DELIVERY – All services and programs				
Initiatives	Projects	Outcome	Who	Priority
1 <i>Best Practices</i> (ensuring high standards)	1a EMS Service Delivery	1a Consideration of best approach, processes & equipment for EMS	1a AC of EMS	1a A
	1b Emergency Response Suppression Allocation	1b Consideration of best resource allocation: human & equipment	1b and 1c DC of OPS, Economic Development	1b A
	1c Special Operations	1c Consideration of best approach & ROI for special needs & events		1c A
2 <i>Administrative Coordination</i> (interdisciplinary)	2a Fire Dispatch Operational Analysis	2a Analysis & recommendations for enhanced effectiveness & efficiencies in communication, data & coordination	2a AC Assigned	2a A

3 <i>Sustainability</i> (including standards of coverage, regulatory analysis)	3a Standards of Coverage Analysis	3a Comprehensive analysis of current & future coverage	3a, 3b, and 3c Economic Development	3a C
	3b Data Analysis: Manual to Automation	3b Transition from current manual systems to fully automated systems at multiple levels		3b B
	3c CRD Strategic Plan	3c Articulated plan for current & future activities & resources		3c C
4 <i>Accreditation</i>	4a Research Fire Service Accreditation	4a Initial analysis of requirements, processes & potential benefits of national accreditation	4a TBD	4a C

CAPITAL ASSETS

Initiatives	Projects	Outcome	Who	Priority
1 <i>Real Property</i>	1a Capital Improvement Plan (CIP)	1a Comprehensive analysis & plan for maintenance, repair & replacement of all assets, including funding	1a and 1b CFO, Economic Development & Facilities Mngr.	1a A
	1b Real Estate Plan	1b Analysis & recommendations for the utilization of all real property		1b A
2 <i>Vehicles & Apparatus</i>	2a CIP	2a Comprehensive analysis & plan for maintenance, repair & replacement of all assets, including funding	2a and 2b DC of OPS, DC of Support Services	2a A
	2b Risk Management Analysis	2b Analysis of current liability & safety trends; options to address		2b A
3 <i>Professional Equipment</i>	3a CIP	3a Comprehensive analysis & plan for maintenance, repair & replacement of all assets, including funding	3a CFO, Economic Development	3a A

FINANCIAL MANAGEMENT

Initiatives	Projects	Outcome	Who	Priority
1 <i>New Revenues</i> (all potential new sources)	1a Analysis of Future Consolidation Options	1a Consideration & evaluation for expansion of Metro Fire	1a and 1b CFO, Economic Development	1a B
	1b Analysis of New Revenue Opportunities	1b Catalog of sources & processes to access all revenue options		1b A
2 <i>Current Revenue Maintenance</i> (both sources & budgetary mgnt)	2a Fee Studies	2a Analysis & recommendations for modifications to current fee structures	2a CFO, Economic Development	2a A
3 <i>Future Projections</i> (any future impact study)	3a Annual Budget with Multi-year Projections	3a The addition of multiple year projections & impact analysis for key annual budget elements	3a CFO, Economic Development	3a A

EXTERNAL ENGAGEMENT

Initiatives	Projects	Outcome	Who	Priority
1 <i>Partners</i> (formal & informal)	1a Improved Metro Fire Visibility	1a Enhancement of partners' awareness of Metro's contributions at the federal, state & local levels	1a Community Relations Group	1a A
2 <i>Communications & Marketing</i>	2a Communications Strategy	2a Comprehensive plan for consistent messaging, audience management & content	2a PIO	2a A
3 <i>Community Outreach</i>	3a K-12 Engagement	3a Assessment of current & future K-12 options & activities, including both educational services & career awareness	3a Fire Marshal	3a A