



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, California 95655 • Phone (916) 859-4305 • Fax (916) 859-3715

AGENDA

POLICY COMMITTEE – REGULAR MEETING
THURSDAY, OCTOBER 10, 2019 – 5:30 P.M.
SACRAMENTO METROPOLITAN FIRE DISTRICT
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

COMMITTEE MEMBERS

Director Barnes
Director Clark
Director Goold

CALL TO ORDER

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN
COMMITTEE'S SCOPE INCLUDING ITEMS ON OR NOT ON AGENDA**

CONSENT AGENDA

The Consent Agenda is acted upon with one motion unless a committee member requests separate discussion and/or action.

1. **Action Summary Minutes**

Recommendation: Approve the Action Summary Minutes for meeting of September 12, 2019.

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PRESENTATION ITEM

1. **Notice of Parking Violation Policy (Fire Marshal Lisa Barsdale)**

Recommendation: Review the revised Notice of Parking Violation Policy, no further action necessary.

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NEXT MEETING DATE: TBD

AGENDA ITEMS: TBD

ADJOURNMENT

Posted on October 7, 2019

Melissa Penilla, Clerk of the Board

* No written report



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE
THURSDAY, September 12, 2019 – 5:30 P.M.
SACRAMENTO METROPOLITAN FIRE DISTRICT
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

CALL TO ORDER

The meeting was called to order at 5:38 p.m. by Director Goold. Committee members present: Barnes, Clark and Goold. Committee members absent: None. Staff present: Chief Harms and Clerk Penilla.

PUBLIC COMMENT:

CONSENT AGENDA

Action: Moved by Clark, seconded by Barnes, and carried unanimously by members present to adopt the Consent Calendar as follows:

1. **Action Summary Minutes**

Recommendation: Approve the Action Summary Minutes for meeting of June 13, 2019

Action: Approved the Action Summary Minutes.

2. **Credit Card Acceptance Policy**

Recommendation: Review the new administrative policy for notification purposes, per the Policy Development and Implementation Policy.

Action: Reviewed the policy.

ACTION ITEM

1. **Nepotism Policy** (*Melisa Maddux, HR Manager*)

Recommendation: Approve the revision to the Nepotism policy and refer it to the full Board for approval.

Action: On a motion by Clark, seconded by Barnes, and carried unanimously by members present, to approve the revised policy and recommended it to the full Board for approval.

ADJOURNMENT

The meeting adjourned at 5:44 p.m.

Director Goold, Chair

Melissa Penilla, Clerk of the Board



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: October 10, 2019
TO: Policy Committee Members
SUBJECT: Administrative Policy 17.003.01 Notice of Parking Violation Policy

TOPIC

Policy Committee notification of Administrative Policy 17.003.01 Notice of Parking Violation Policy, which is an update to Policy 246.01 which took effect in 2003.

DISCUSSION

Employees of the District, including CRRD Safety Staff and Fire Suppression personnel, who have completed the necessary requirements will be issuing Parking Citations to members of the public who may hinder the fire departments access to fire protection equipment or fire hydrants. The Administrative Policy 17.003.01, Notice of Parking Violation, was created to provide an update to Policy 246.01. The new Administrative Policy 17.003.01 provides the updated language and processing procedure for issuing citations and references the Fire Code Requirements which allow the District to issue these citations. The intent of the parking violation program is to educate and change the behavior of the public when it comes to parking in fire lanes and in front of fire hydrants.

RECOMMENDATION

Administrative Policy reviews are for informational purposes only as previously directed by the Policy Committee.

Submitted By:

Approved By:

Lisa Barsdale
Fire Marshal

Greg Casentini
Deputy Chief, Administration



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POLICY COMMITTEE MEETING AGENDA

THURSDAY, OCTOBER 10, 2019

Presentation Item #1

Notice of Parking Violation Policy

Revised Version

Sacramento Metropolitan Fire District

ADMINISTRATIVE POLICY

POLICY TITLE: Notice of Parking Violation
(Parking Citation)

OVERSIGHT: CRRD

POLICY NUMBER: 17.003.01 EFFECTIVE DATE: 09/01/19 REVIEW DATE: 08/22/19

Background

The Sacramento Metropolitan Fire District's (District) Community Risk Reduction Division (CRRD) is responsible for the enforcement of laws and regulations for the safeguarding, to a reasonable degree, of life and property from the hazards of fire and explosion and from conditions hazardous to life and property in the use of occupancy of buildings or premises and their contents.

Purpose

To provide CRRD Safety Staff and Fire Suppression personnel a standardized procedure for issuing and processing a Notice of Parking Violation (parking citation). It is the policy of this District to educate and to change the behavior of the public when it comes to parking in fire lanes and in front of fire hydrants.

Scope

This policy applies to all District employees who are issued a parking citation book.

Fire Code Requirements

The following California Fire Code (2016) [Sacramento County Code Section 1626, Rancho Cordova Code Section 20-2018, and Citrus Heights Code Section 2018-006] requirements should be used when issuing parking citations:

- 507.5.4 Posts, fences, vehicles, growth, trash, storage and other materials or objects shall not be placed or kept near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being readily accessible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants.

- 503.4 Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. Minimum widths and clearances established in section 503.2.1 shall be maintained at all times.
- 504.1 Exterior doors and openings required by this code or the California Building Code shall be maintained readily accessible for emergency access by the fire department.

Policy

1. Only those members of the District who have completed Penal Code 832 training may be issued a parking citation book. The issuing of a parking citation book is under the control of CRRD. If you are issued a parking citation book it is your responsibility to maintain control of the parking citation book at all times.

Procedures

1. The parking citation has three copies for each citation. You must press hard enough to transfer the information to the third copy.
2. The mandatory areas of the citation that must be filled out are as follows:
 - a. Name of Issuing Officer
 - b. Employee ID Number
 - c. Date and Time
 - d. Location – Specific Address or City Name if Address is Unavailable
 - e. Vehicle License Number or full Vehicle Identification Number (VIN), if no license plate is present
 - f. State/Month/Year of Registration
 - g. Vehicle make & model
 - h. Last 4 of the Vehicle Identification Number (VIN)
 - i. Color of vehicle
 - j. A Check Mark in the Appropriate Violation(s) Box
 - k. Circle the appropriate "Penalty" amount(s)
3. Once the citation has been written the yellow copy (Offender Copy), which has the envelope attached, is removed from the citation book and placed on the vehicle in a manner which will secure it to the vehicle.

4. The pink copy "Processing Agency Copy" is removed from the citation book and sent via interoffice mail to CRRD. Digital photos are to be emailed to: (SMFD) FPB CRRD Supervisors.
5. The white copy "Department File" shall remain in the citation book. Once all of the citations have been issued the citation book shall be returned to CRRD.
6. Photographs (three in total) of the vehicle clearly showing: the visible violation, vehicle license plate, and citation secured to the vehicle should be taken, if possible, with each citation, and emailed to (SMFD) CRRD Supervisors.
7. If you need to have a parking citation issued immediately for someone parked in a fire lane or in front of a fire hydrant, and do not have a parking citation book available, you may contact the appropriate Parking Enforcement Detail depending on your current location. Contact information is as follows:
 - a. Sacramento County Sheriff's Non-Emergency Dispatch: 916-874-5115
 - b. Rancho Cordova Police Department: 916-875-9600
 - c. Citrus Heights Police Department: 916-725-2845
8. If you have any questions, contact any of the Community Risk Supervising Inspectors, Deputy Fire Marshal, or Fire Marshal.

Reference

1. California Fire Code
2. Rancho Cordova Municipal Code, Title 17, Chapter 17.04
3. Sacramento County Code, Title 17, Chapter 17.04
4. City of Citrus Heights Code, Chapter 38



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POLICY COMMITTEE MEETING AGENDA

THURSDAY, OCTOBER 10, 2019

Presentation Item #1

Notice of Parking Violation Policy

Current Version

Sacramento Metropolitan Fire District

OPERATIONS POLICY

POLICY TITLE: Notice of Parking Violation (Parking Citation) OVERSIGHT: Administration

POLICY NUMBER: 246.01 EFFECTIVE DATE: 12/18/03 REVIEW DATE: 12/12/08

Purpose

To provide Fire Prevention Bureau and Fire Suppression personnel a standardized procedure for issuing and processing a Notice of Parking Violation (parking citation).

Policy Statement

The Fire Prevention Bureau (FPB) and selected suppression personnel who have the appropriate training are responsible for issuing and processing of parking citations. It is the policy of this district **to educate and to change the behavior of the public** when it comes to parking in fire lanes and in front of fire hydrants.

Fire Code Requirements

The FPB shall be responsible for the enforcement of laws and regulations for the safeguarding, to a reasonable degree, of life and property from the hazards of fire and explosion and from conditions hazardous to life and property in the use of occupancy of buildings or premises and their contents. The following Fire Code (2007) [Sacramento County Code section 1704] requirements are used in issuing parking citations:

- 508.5.4 Posts, fences, vehicles, growth, trash, storage and other materials or objects shall not be placed or kept near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernable. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants.
- 503 Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. Minimum widths and clearances established in section 503.2.1 shall be maintained at all times.
- 504.1 Exterior doors and openings required by this code or the California Building Code shall be maintained readily accessible for emergency access by the fire department.

Training Requirements

Only those members of the Fire District who have completed Penal Code 832 training may be issued a parking citation book. The issuing of a parking citation book is under the control of the

FPB. If you are issued a parking citation book it is your responsibility to maintain control of the parking citation book at all times.

Procedure For Writing A Parking Citation.

The parking citation has three copies for each citation. You must press hard enough to transfer the information to the third copy. A photograph of the vehicle clearly showing the violation should be taken, if possible, with each citation. There are mandatory areas of the citation that must be filled out. They are:

1. Name of Issuing officer
2. Badge Number
3. Date and time
4. Vehicle license number
5. State/month/year of registration
6. Color of vehicle
7. Which violation is noted

Once the citation has been written the third copy, which has the envelope attached, is removed from the citation book and placed on the vehicle in a manner which will secure it to the vehicle.

The green copy is removed from the citation book and sent via interoffice mail to FPB. Digital photos are to be emailed to: (SMFD) FPB Supervisors.

The white copy shall remain in the citation book. Once all of the citations have been issued the citation book shall be returned to FPB.

If you have any questions you can contact any of the Fire Prevention Supervising Inspectors.

Sheriff's Department - Parking Enforcement Detail

If you need to have a parking citation issued immediately for someone parked in a fire lane or in front of a fire hydrant, and have no parking citation book available, you may also contact the Parking Enforcement Detail for assistance. They are available from approximately 0900-2030, 362 days a year (unavailable Easter, Thanksgiving and Christmas). To contact them call the Office at 876-6642 or call the Parking Enforcement Team Leader on his/her cell phone at 606-2023. In the future (not now) you will be able to contact them on the 800 MHz radio on SDD A Mode, Channel A – Parking Enforcement Detail.

They are very willing to enforce fire access issues and have already issued 1000's of citations for fire lane and hydrant violations. If you have an on-going area of concern please notify them of the problem by contacting the Parking Enforcement Team Leader, in addition to notifying the FPB Supervisor. The Fire Prevention Bureau may be able to work with the property owner to correct a design problem.