



Todd Harms  
Fire Chief

# Sacramento Metropolitan Fire District

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

## BOARD OF DIRECTORS - REGULAR MEETING Thursday, February 14, 2019 – 6:00 PM

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

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

**Gay Jones**  
Board President  
Division 8

**Jennifer Sheetz**  
Board Vice President  
Division 5

**Matt Kelly**  
Board Secretary  
Division 7

**Cynthia Saylor**  
Board Member  
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

**Jim Barnes**  
Board Member  
Division 9

### CALL TO ORDER

### PLEDGE TO FLAG

### METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Sunday, February 17<sup>th</sup> at 9:00am and Monday, February 18<sup>th</sup> at 6:00pm on Channel 14; Webcast at [www.sacmetroable.tv](http://www.sacmetroable.tv).

The open session Meetings are also available for viewing on the District website at [www.metrofire.ca.gov](http://www.metrofire.ca.gov).

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

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

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

### CONSENT ITEMS

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

Serving Sacramento and Placer Counties



# Sacramento Metropolitan Fire District

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## REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 14, 2019

### CONSENT ITEMS

Page No.

1. **Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Board meeting of January 24, 2019. 5
  
2. **Disclosure of Material Expenditure – West Coast Frame**  
**Recommendation:** Accept the disclosure of material expenditure of \$111,309.43 to West Coast Frame for the repairs to Engine 111. 11

### PRESENTATION ITEM

1. **Community Risk Reduction Division Update**  
*(Supervising Inspector, Chrishana Fields)* 13  
**Recommendation:** Receive presentation, no action required.

### ACTION ITEM

1. **Formal Bid Award – Fire & Life Safety Building Plan Review Services**  
*(Fire Marshal, Lisa Barsdale)* 20  
**Recommendation:** Approve the non-exclusive contract for Fire & Life Safety Building Plan Review Services to Interwest Consulting Group, Inc.

### REPORTS

1. **PRESIDENT'S REPORT**—*(President Jones)*
2. **FIRE CHIEF'S REPORT**—*(Acting Fire Chief Shannon)*  
**OPERATIONS' REPORT** – *(Chief Bridge)*
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT**
4. **COMMITTEE AND DELEGATE REPORTS**  
*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*
  - A. **Executive Committee** – *(Jones)*  
Next Meeting: TBD
  
  - B. **Communications Center JPA** – *(AC Wagaman)*  
Report Out: February 12, 2019 at 8:00 AM  
Next Meeting: February 26, 2019 at 8:00 AM
  
  - C. **California Fire & Rescue Training JPA** – *(DC Shannon)*  
Next Meeting: April 18, 2019 at 4:00 PM  
Location: California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320  
Mather, CA 95655





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## REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 14, 2019

- D. **Finance and Audit Committee – (Kelly)**  
Next Meeting: February 28, 2019 at 5:30 PM
- E. **Policy Committee – (Orzalli)**  
Next Meeting: March 14, 2019 at 5:30 PM

## BOARD MEMBER QUESTIONS AND COMMENTS

## CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): One case**
  - A. Claim Against Public Entity Pursuant to Government Code Section 910  
Burton Andrew Olsen III v. Sacramento Metropolitan Fire District  
Greg Casentini, Deputy Chief Administration
2. **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

## 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 – February 28, 2019 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.*



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**REGULAR BOARD MEETING AGENDA**

**THURSDAY, FEBRUARY 14, 2019**

**ANTICIPATED AGENDA ITEMS: TBD**

**Posted on February 8, 2019**

*Michelle Dehoney*

**Michelle Dehoney, Interim Clerk of the Board**

\* No written report

\*\* PDF 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.



# Sacramento Metropolitan Fire District

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

**TODD HARMS**  
Fire Chief

## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT Thursday, January 24, 2019 10545 Armstrong Avenue – Board Room Mather, California

#### CALL TO ORDER

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

#### PLEDGE TO FLAG

**PUBLIC COMMENT:** Representatives from Service Employees International Union-United Service Workers West (SEIU-USWW), Ms. Rosario Ramirez, Ms. Lucila Toral, Ms. Leonor Chihuahua and Ms. Rosalina Garcia provided information packets to the Board of Directors and continued their discussion from the public comment during the 1/10/19 board meeting regarding their concerns with the recent SMFD Request for Proposals (RFP) for janitorial services. They encouraged Metro Fire to hire a union employer to provide janitorial services as union companies provide protection for their employees including healthcare, sick and holiday leave and fair wages.

#### CONSENT ITEMS

**Action:** Moved by Goold, seconded by Wood, and carried unanimously to adopt the Consent Calendar as follows:

- 1. Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Board meeting of January 10, 2019.  
**Action:** Approved the Action Summary Minutes.
- 2. Revision to Positions and Authorization Document for an Assistant Chief and Battalion Chief of Special Operations and Training**  
**Recommendation:** Authorize the Positions and Authorization Document to reflect staff's recommendation.  
**Action:** Approved the Positions and Authorization Document with staff's changes.

**Vice President Sheetz announced Action Item #1 would not be discussed and would be tabled to a subsequent meeting.**

#### ACTION ITEM

- 1. Adopt a Resolution to Retire Surplus Equipment (Controller Ron Empedrad)**  
**Recommendation:** Adopt a Resolution authorizing the retirement of twenty-five (25) Capital Assets as recommended by staff.  
**Action:** Item was not discussed and will be tabled to a subsequent meeting.



## PRESENTATION ITEMS

1. **Fiscal Year 2017/18 Community Annual Report (CAR)** (*Controller Ron Empedrad*)  
**Recommendation:** Receive presentation, no action required.  
**Action:** No action taken.
2. **Station 101 Dedication in Memory of James C. Saunders** (*Captain Andrew Whaley*)  
**Recommendation:** Receive presentation, no action required.  
**Action:** No action taken.

## REPORTS

1. **PRESIDENT'S REPORT:** No report.
2. **FIRE CHIEF'S REPORT:**  
**Appointment**  
Effective 2/1, Assistant Chief Adam House

### Upcoming

Fire Fighters Burn Institute Fill the Boot for Burns:

- 2/7 – 2/10 with the Chief's Challenge on Saturday 2/9 at 10 am

### Congratulations

On behalf of the Member of the Year Selection Committee, Chief Harms announced the following selections for Member of the year 2018 for each respective category to be presented at the Awards Gala on February 21, 2019. In addition to the names listed below, there were 15 additional staff who will receive Peer Recognition Awards and several groups who received awards or commendations throughout 2018 who will also be honored.

Firefighter Matt Sammons – Suppression recipient  
Payroll Analyst Robyn Almeida – Professional Staff recipient  
Administrative Specialist Carmen Gandara – EMS recipient  
No nominations were received for a Volunteer of the Year recipient

### 2018 Response Statistics

Total incidents in 2018 = 96,495

- A difference of 4,785 from 2017 (101,280 total incidents); an approx. 5% decrease.
- There were 3,043 fewer medic transports, which is a decrease of about 5.53% from 2017.
  - Fires = 2,713 – 2.9% of all calls
  - EMS = 65,013 – 70% of all calls
  - All other calls = 28,769
  - Busiest Engine = E53 with 4,682 calls
  - Busiest Medic = M53 with 4,860 calls
  - Busiest Battalion =

- B7 with 44,272 calls (all units in battalion)
- B7 Battalion Chiefs with 1,168 calls

Chief Harms discussed his thoughts on the response statistics in relation to workloads and relayed that generally speaking, a company who runs less than 3,500 calls per year allows for the members to do several things including: continuing in their first due area, training, station maintenance, and preparation for promotional opportunities. As the calls and workloads increase, these items become more difficult to focus on. He mentioned that during the EMS 2020 meetings, their main goal is to look at call volume and standards of coverage in order to balance workloads while still providing consistent transport rates.

### **Miscellaneous**

Chief Harms had discussions with the staff of each division and asked them to identify some achievements for 2018. During these discussions, the following were identified in addition to making service delivery a priority and putting an emphasis on training and support:

- Logistics replaced all extrication equipment
- Communications upgraded Mobile CAD
- Fleet performed 147 major services, an increase from 90 in 2017
- Information Technology reimaged 147 MDC's
- Facilities focused on cross-training and completed 1,200 facilities requests
- Operations implemented modified dispatch, returned to task level training, strengthened our relationship with the International Association of Fire Chiefs and initiated the authoring of a command book
- Community Risk Reduction Division successfully completed the fire code amendment cycle with the City of Rancho Cordova, City of Citrus Heights and Sacramento County
- Human Resources successfully consolidated all side letters with 522 into the contract
- Finance assumed all check writing and payroll data entry for Metro Fire from the County and completed the Comprehensive Annual report for its inaugural year

Lastly, Chief Harms challenged the Board to start thinking about items that need to be addressed in developing our new strategic plan when looking towards the future of Metro Fire. Some areas he identified for consideration were a capital facilities funding program in relation to our station assessment and addressing the health safety and mental health of our members.

### **OPERATIONS REPORT**

Assistant Chief Hein relayed that there have been 3,493 total calls since the last report on January 10<sup>th</sup> including six building fires. He discussed the Professional Development Program which continued this month focusing on "Command Philosophy" with four sessions being held over the last two days and the live fire training which took place last week at Station 52.

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

Vice President Jamison commended the representatives of SEIU-USWW who spoke during the public comment for their appeal to the Board. He also commended Captain Whaley for bringing his passion to the station dedication project and for his presentation to the Board. He discussed his recent attendance at the annual Affiliate Leadership Training Symposium (ALTS) conference in L.A. and expressed his pride in attending and representing Metro Fire. Occasions like these allow our agency to become more involved and identify opportunities for Metro Fire within the

region. He relayed that 522 understands that the negotiations are an immense process but they are motivated to have a good discussion and get things done.

#### 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 – (Sheetz)**  
Next Meeting: TBD

**B. Communications Center JPA – (AC Wagaman)**  
Report Out: January 22, 2019 at 8:00 AM  
Assistant Chief Wagaman reported that Executive Director Theusen and Deputy Director Soares contracts were unanimously approved by the Board and another individual has been identified for Admin Deputy Director position and will be announced soon.  
Next Meeting: February 12, 2019 at 8:00 AM

**C. California Fire & Rescue Training JPA – (DC Shannon)**  
Report Out: January 17, 2019 at 4:00 PM  
Fire Chief Harms reported on behalf of Chief Shannon that the CRFTA budget is on track, class enrollment is up 94% and they are looking at redoing their strategic plan in the near future.  
Next Meeting: April 18, 2019 at 4:00 PM  
Location: California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320  
Mather, CA 95655

**D. Finance and Audit Committee – (Kelly)**  
Report Out: January 24, 2019 at 5:30 PM  
Director Kelly reported that the Finance & Audit Committee received a report from Controller Ron Empedrad outlining the financial report through October 31, 2018 and held an election of officers for the Committee.  
Next Meeting: February 28, 2019 at 5:30 PM

**E. Policy Committee – (Goold)**  
Next Meeting: February 14, 2019 at 5:30 PM

#### BOARD MEMBER QUESTIONS AND COMMENTS

Director Saylor thanked staff for the evening's presentations and congratulated Chief House on his promotion.

Director Goold echoed the sentiments of Director Saylor in thanking staff for the evening's presentations.

Director Orzalli commended staff, in particular Captain Whaley, for all of the fantastic work being done.

Director Barnes discussed the 45<sup>th</sup> Annual Pig Bowl event which will be held Saturday, January 26<sup>th</sup> at Sacramento State. The event begins at 10AM and kickoff is at 1PM. The theme this year



is remembering the fallen heroes from law enforcement and fire. Director Barnes thanked Chief Harms and 522 for their support and relayed that over the years, the Pig Bowl has raised over 1.5 million dollars for local charities.

Director Clark congratulated Chief House on his promotion and commended Captain Whaley for the work he is doing with the station dedications. He suggested that Metro Fire should consider installing a wall of heroes for all those who have perished in the line of duty. He thanked staff for their reports during the meeting.

Director Kelly thanked the Finance division for their presentation on the Community Annual Report and congratulated Chief House on his promotion. He then suggested that consideration be given to agendize the concerns presented, during the public comment at the last two meetings, by the representatives of SEIU-USWW. He also requested further information from the Executive Staff on who we have decided to work with and their qualifications. He suggested a pre-qualification process for bidders in order to avoid hiring companies who may provide unfair treatment of their employees.

Director Sheetz thanked staff for their presentations during the meeting and relayed her enjoyment in hearing about the 2018 successes. She also congratulated Chief House on his promotion and relayed that she is looking forward to honoring the employees who will be recognized at the 2018 Awards Gala.

**Recessed to closed session at 7:06 pm with a moment of silence honoring fallen Davis police officer Natalie Corona.**

## **CLOSED SESSION**

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): Two cases**
  - A. Claim Against Public Entity Pursuant to Government Code Section 910  
Pamela Walton v. Sacramento Metropolitan Fire District  
Michelle Dehoney, Interim Board Clerk  
  
**Action:** Moved by Goold, seconded by Clark, and carried unanimously by members present to deny the claim and refer the matter to the District's insurance carrier.
  - B. Claim Against Public Entity Pursuant to Government Code Section 910  
Megan Davis v. Sacramento Metropolitan Fire District  
Michelle Dehoney, Interim Board Clerk  
  
**Action:** Moved by Goold, seconded by Clark, and carried unanimously by members present to deny the claim and refer the matter to the District's insurance carrier.

2. **CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION – Pursuant to California Government Code Section 54956.9 (a): Five (5) cases**

- A. Griffin v. Sacramento Metropolitan Fire District, et al.  
Case No. 34-2017-00214654
- B. Dandurand v. Sacramento Metropolitan Fire District, et al.  
Case No. 34-2018-00226577-CU-PA-GDS
- C. Hanes et al. v. Sacramento Metropolitan Fire District, et al.  
Case No. 34-2018-0226783
- D. Singh v. Sacramento Metropolitan Fire District, et al.  
Case No. 34-2018-00238753
- E. Garibay Valdes et al. v. Sacramento Metropolitan Fire District, et al.  
Case No. 34-2018-00237038

**Action:** No action taken.

**Reconvened to open session at 7:44 pm.**

**ADJOURNMENT**

The meeting was adjourned at 7:45 pm

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Gay Jones, President

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Matt Kelly, Secretary

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Michelle Dehoney, Interim Board Clerk



Todd Harms  
Fire Chief

# Sacramento Metropolitan Fire District

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**DATE:** February 14, 2019  
**TO:** Board of Directors  
**SUBJECT:** Disclosure of Material Expenditure to West Coast Frame

## BACKGROUND

The cost to repair damage to Engine 111 is covered by the District's insurance policy. Although the net cost incurred by the District is limited to the \$5,000 deductible, the total amount paid for repair work exceeds the threshold for disclosure to the Board.

## DISCUSSION

Due to the nature of the repairs, staff determined that it was not feasible to conduct a competitive bid for the engine repairs in advance because it was not readily known what work was required or what components needed to be replaced until the teardown was initiated and evaluated. Only after disassembly and evaluation did it become known what the scope of work would be.

West Coast Frame was mutually chosen after comparative analysis by the District and our Insurance Company, Special District Risk Management Authority (SDRMA), as the vendor to perform the teardown, inspection and repair of the damages. After the inspection process was completed, SDRMA authorized the repairs to be performed.

## FISCAL IMPACT

The total cost of the repairs came to \$111,309.43 which the District paid in full. After subtracting our \$5,000.00 deductible, SDRMA provided the District with the remaining balance of \$106,309.43. The net District cost for the repairs was \$5,000.




**RECOMMENDATION**

Staff recommends the Board of Directors accept the disclosure of material expenditure of \$111,309.43 to West Coast Frame.

Submitted by:

Approved by:

\_\_\_\_\_  
Shea Pursell  
Fleet Manager

  
\_\_\_\_\_  
Brian Shannon  
Deputy Chief, Support Services

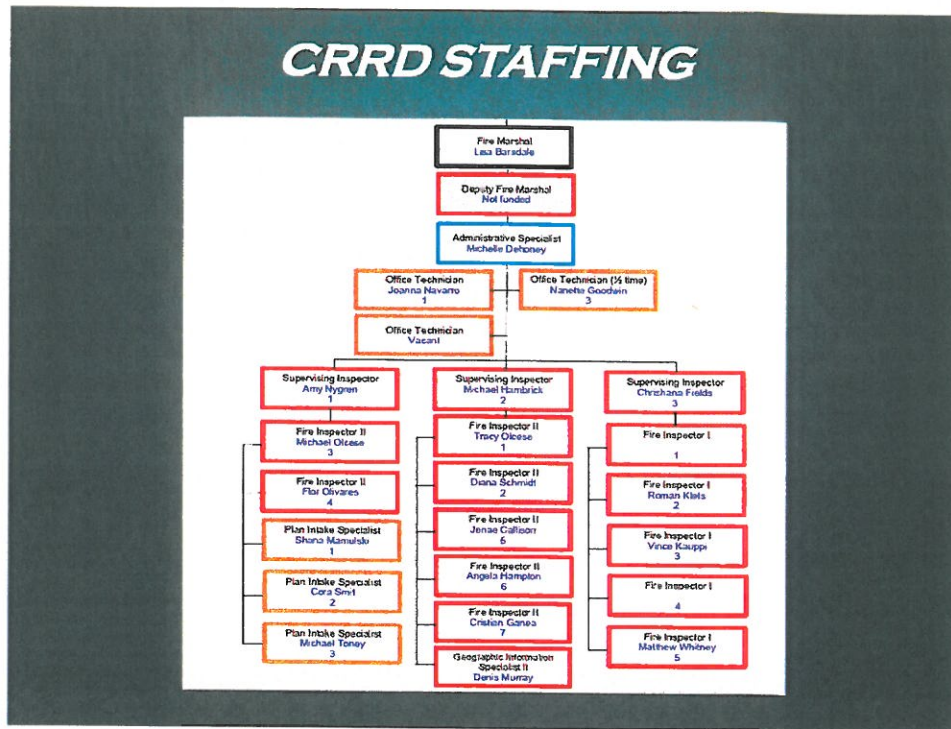
## **COMMUNITY RISK REDUCTION DIVISION**



*FEBRUARY 14, 2019  
SUPERVISING FIRE INSPECTOR, CHRISHANA FIELDS*

## **THE COMMUNITY RISK REDUCTION DIVISION (CRRD)**

- ▶ CRRD Staffing
- ▶ Division Responsibility
- ▶ CRRD Successes



- ### CRRD STAFFING
- Fire Marshal
  - 3 Supervising Inspectors
    - 1 Code Enforcement, 1 New Construction, 1 Inspector I training
  - 10 Fire Inspectors (14 available positions)
    - 7 Insp II's (New Construction, Plan Review, and State Mandated)
    - 3 Insp I's (Code Enforcement)
    - Currently in process of recruitment to fill 4 available Inspector positions
    - Anticipate retirement of 2 Insp II's in 2019
    - More than 1/2 Inspectors will have < 2 years with Metro



## ***DIVISION RESPONSIBILITIES***

- Plan Review and Construction Inspections
- Fire and Life Safety Inspections of Existing Occupancies
- Complaint investigation and resolution
- Exterior Hazard Mitigation (Weed Abatement)
- Fireworks inspection and enforcement

## ***PLAN REVIEW AND CONSTRUCTION INSPECTIONS***

- Review new building and tenant improvement projects to ensure compliance with Building and Fire Codes
- Perform construction inspections to ensure fire and life safety features are installed correctly and are operational
- YTD (fiscal) Statistics
  - 1,912 plans have been reviewed (48.5% outsourced)
  - 4,244 construction inspections completed

## ***FIRE & LIFE SAFETY INSPECTIONS***

On average, the District conducts 4,000 inspections of existing occupancies per year.

- State Mandated Inspections
  - Annual inspection of schools, hospitals, skilled nursing facilities, high rise, & multi-family dwellings/apartments
- Business Inspection Program
  - Annual (i.e. high-hazard occupancy inspections and businesses  $\geq$  5,000 sq.ft.)
  - Biennial (i.e. small businesses  $\leq$  5,000 sq.ft.)
- YTD (fiscal) Statistics
  - 1,561 fire & life safety inspections

## ***COMPLAINTS***

Complaints are received by members of the public and/or Operations Division

- 130 complaint inspections completed YTD (fiscal)
- 138 complaint inspections completed FY17/18



## ***EXTERIOR HAZARD MITIGATION***

Commonly referred to as weed abatement; program commences at transition to Wildland season.

- 545 inspections completed FY 17/18
  - No parcels sent to contractor for abatement
- 2019 fire season
  - Pro-active notification of identified parcels to be completed in March
  - Defensible space notification to high-hazard area parcels

## ***FIREWORKS***

FY 17/18

- 7 public display inspections
- 156 firework booth inspections
- In 2019 we're continuing to work with Law Enforcement and other Fire agencies on fireworks enforcement



## ***PRODUCTIVITY ANALYSIS***

### FY 17/18 Statistics

- By Division
  - 3,255 plan reviews were completed (38% outsourced)
  - 5,787 construction inspections
  - 3,056 fire & life safety inspections
    - 530 by Operations Branch resources (station level)
- By Inspector
  - 650 construction and/or field inspections
  - 155 plans reviewed

## ***CRRD GOALS***

Provide efficient fire and life safety inspection programs to reduce risk to human life, property and economic loss from fire, as well as intra-District coordination to deliver the best possible service

- Identify and correct potential fire and life safety hazards
  - It is our duty to ensure safe occupancies throughout the District for our residents, business owners, guests, and first responders
- Keep local businesses "in business"
  - Prevent economic loss and inconvenience due to reconstruction, wage loss, and loss of fiscal resource to public and private entities
- Assist in educating the community in proper fire prevention practices
  - Provide accurate and timely explanation so the community understands the "why"
- Coordination with the Operations Division
  - Identification and notification of target hazards is essential to ensuring personnel safety and efficient provision of emergency services

## ***CRRD SUCCESSES***

- Limited ability to measure the success of Fire Prevention efforts. However, through follow-up after fire incidents we are able to determine the effectiveness of passive (fire rated construction) and automatic (fire suppression systems) fire prevention features.
- Extensive collaboration with City and County Building Departments as well as Cosumnes Fire Department to simplify and adopt local amendments to the 2016 California Fire Code.
  - Adopted end of 2018
  - Beginning collaboration for amendments to 2019 California Fire Code
- Implementation of electronic plan review beginning March 1 to expedite plan review turnaround and communication between plan reviewers and contractors.





# Sacramento Metropolitan Fire District

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**Todd Harms**  
Fire Chief

**DATE:** February 14, 2019  
**TO:** Board of Directors  
**FROM:** Fire Marshal Lisa Barsdale  
**SUBJECT:** Award Contract for Fire & Life Safety Building Plan Review Services

## TOPIC

Staff proposes the Sacramento Metropolitan Fire District Board of Directors award a non-exclusive contract for Fire & Life Safety Building Plan Review Services to Interwest Consulting Group, Inc.

## BACKGROUND

Since July of 2003, the Community Risk Reduction Division (CRRD) has been augmenting its plan review staff with the use of outside plan review services. Approximately 3,200 commercial and residential plans are reviewed by CRRD each year. With the economic improvements over the last several years there has been an increase in plan review workload. Because the District's goal is to complete all plan reviews within 10 calendar days from the date of submission, given the current workload demands coupled with the fact that CRRD is still in the process of rebuilding the Division, we are unable to provide plan review services in an expeditious manner. In an effort to provide our community with expedient and quality plan reviews, the District is seeking a non-exclusive contract with interested and qualified persons and/or firms to provide plan review services on an as needed basis for CRRD.

## DISCUSSION

A Request for Qualifications (RFQ) for CRRD Building Plan Review Services was posted on November 8, 2018. Per the RFQ, the selected proposer shall provide plan review services as requested by the District for commercial and residential projects within the District's boundaries. All reviews must be in compliance with current local, state, and federal codes adopted by the District.



Five proposers responded to the RFQ. The proposers are as follows:

<b>Firm's Name</b>	<b>Hourly Rate</b>
Interwest Consulting Group, Inc	\$95.00
CSG Consultants, Inc.	\$115.00
Bureau Veritas North America, Inc	\$110.00
West Coast Consultants, Inc. (WC3)	\$125.00
4Leaf Inc.	\$105.00

The RFQ proposals were evaluated on January 7, 2019. Based upon the evaluators' final ranking, it is the intent of the District to award a one year, non-exclusive contract to Interwest Consulting Group, Inc. The contract may be extended for up to two additional 12 month periods beyond the primary contract period. The District may utilize services from the additional proposers based upon the complexity of a specific project and/or required time frames on an as needed basis. This will provide the District with the flexibility to choose a firm based upon a specific need or requirement; for example: revising a hazardous process at a pharmaceutical manufacturer with very tight time constraints.

### **FISCAL IMPACT**

The District reviews approximately 3,200 commercial and residential plans on an annual basis. It is estimated that approximately 38%, or 1200 plans, will need to be sent for outside review. The typical timeframe to complete each plan review can take up to 1.5 hours to complete. The District cost to outsource these plans will cost approximately \$175,000 on an annual basis. The cost for plan review services are offset by the Districts fee for services (cost recovery).


### **RECOMMENDATION**


Staff recommends the Sacramento Metropolitan Fire District Board of Directors award the Fire & Life Safety Plan Review Services non-exclusive contact to Interwest Consulting Group, Inc.

Submitted by:

\_\_\_\_\_  
Lisa Barsdale  
Assistant Chief, Fire Marshal

Approved by:

  
\_\_\_\_\_  
Greg Casentini  
Deputy Chief of Administration

  
\_\_\_\_\_  
Todd Harms  
Fire Chief