



# Sacramento Metropolitan Fire District

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DAN HAVERTY  
Interim Fire Chief

## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, March 9, 2023

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

### CALL TO ORDER

The meeting was called to order at 6:03 pm by President Clark. Board members present in person: Clark, Costa, Goold, Jones, Saylor, Webber, and Wood. Board members absent: Rice and Sheetz. Staff present: Interim Chief Haverty, General Counsel Lavra, and Board Clerk Penilla.

### PUBLIC COMMENT - None

President Clark announced a change in the order of the action items. The Board will hear action item number two first, prior to midyear budget.

### CONSENT ITEMS

**Action:** Moved by Jones, seconded by Wood, and carried unanimously by members present to adopt the consent calendar as follows:

1. **Action Summary Minutes**

**Recommendation:** Approve the Action Summary Minutes for the Regular Board meeting of February 23, 2023.

**Action:** Approved the Action Summary Minutes.

### PRESENTATION ITEM

1. **10 Years of Service to Director Wood** (*Interim Chief Haverty*)

**Recommendation:** Receive presentation, no action required.

**Action:** Presentation received, no action taken.

2. **MIH Program Update** (*Battalion Chief Perryman*)

**Recommendation:** Receive presentation, no action required.

**Action:** Presentation received, no action taken.

3. **Capital Improvement Plan Update** (*Erin Castleberry, Administrative Analyst and Jeff Frye, Chief Economic Development Officer*)

**Recommendation:** Receive presentation, no action required.

**Action:** Presentation received, no action taken.

4. **Roles of the Board and Fire Chief** (*Interim Fire Chief Haverty*)

**Recommendation:** Receive presentation, no action required.

**Action:** Presentation received, no action taken.

## ACTION ITEMS

### 1. Mid-Year Budget FY 2022/2023

*(CFO Dave O'Toole)*

**Recommendation:** Adopt FY 2022/23 Mid-Year Budget Resolutions.

#### A. Resolution – 2022/23 Mid-Year Budget for the General Operating Fund 212A

**Action:** Moved by Webber, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-013.

#### B. Resolution – 2022/23 Mid-Year Budget for the Capital Facilities Fund 212D

**Action:** Moved by Jones, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-014.

#### C. Resolution – 2022/23 Mid-Year Budget for the Grants Fund 212G

**Action:** Moved by Webber, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-015.

#### D. Resolution – 2022/23 Mid-Year Budget for the Leased Properties Fund 212L

**Action:** Moved by Jones, seconded by Costa, and carried unanimously by members present to adopt Resolution No. 2023-016.

#### E. Resolution – 2022/23 Mid-Year Budget for the Intergovernmental Transfer (IGT) Fund 212M

**Action:** Moved by Jones, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-017.

#### F. Resolution – 2022/23 Mid-Year Budget for the Special Projects Fund 212S

**Action:** Moved by Costa, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-018.

*Board took Action Item #2 – prior to 1<sup>st</sup> Action Item.*

### 2. FY2020 Homeland Security Grant Program – Urban Area Security

*(Erin Castleberry, Administrative Analyst)*

**Recommendation:** Adopt Grant Acceptance Resolution.

**Action:** Moved by Goold, seconded by Jones, and carried unanimously by members present to adopt Resolution No. 2023-012.

### 3. Termination of Emergency Work – Station 101 Repairs *(Deputy Chief Wagaman)*

**Recommendation:** Approve termination of emergency work pursuant to PCC Section 22050.

**Discussion:** DC Wagaman updated the Board that phase one of cleanup and debris removal has been completed. Phase two RFP is well underway. He recommended the emergency be terminated as it no longer exists. Engine and Medic 101 have safely reoccupied the dormitory, apparatus bay, office, and EMS storage rooms. This action requires a four fifths vote by the Board.

**Action:** Moved by Goold, seconded by Webber, and carried unanimously by members present to approve the termination of an emergency work authorization pursuant to PCC Section 22050.

### 4. California Special District Authority (CSDA) Nomination for the Sierra Network, Seat C *(Board Clerk Penilla)*

**Recommendation:** If the Board desires, nominate a member of the Board of Directors, or General Manager, to be placed on the election ballot for the Sierra Network, Seat C of the CSDA Board.

**Action:** No action taken.



## 5. Leadership Legacy Recognition Committee

*(President Clark)*

**Recommendation:** Appoint two Board Members, and a third as alternate, to serve on the Leadership Legacy Review Committee.

**Action:** Moved by Goold, seconded by Jones, and carried unanimously by members present to nominate Directors Wood and Saylor with Director Costa as the alternate.

## REPORTS

### 1. PRESIDENT'S REPORT - *(President Clark)*

Director Clark thanked Board Clerk Penilla for all of their years together. She has been an excellent Board Clerk and he will miss her.

President Clark, on behalf of the Board, and Interim Fire Chief Haverty presented Clerk Penilla with her 15 Years of Service pin.

Clerk Penilla made special mention to Directors Goold, Clark, Jones and Wood who have worked with her the whole time she's been Board Clerk and has appreciated their leadership and all of the inspiration they've given her. She wished her time with Directors Webber and Costa was longer and she can't wait to see what they do with their seats. Clerk Penilla told Director Saylor that it was an absolute pleasure to work with her as Board President the last year. Finally, she thanked Interim Fire Chief Haverty and expressed how she has really enjoyed working with him.

### 2. FIRE CHIEF'S REPORT - *(Interim Chief Haverty)*

#### Storm Preparedness Operational Report

Interim Fire Chief Haverty provided information on the upcoming storms in CA and how the department has started to prepare for that event. The County Emergency Operations Center will be opened to provide support and we have an OES preposition request submitted for our helicopter, three local government dispatchers and eight overhead positions. The Community Emergency Response Team (CERT) is available starting at 6:00pm that evening until noon tomorrow. There is also a CERT beginner class starting tomorrow.

The Department also has a contingency plan in place to staff the helicopter within one hour and the Support Services Division through the Community Risk Reduction Division (CRRD) has nine members ready to respond to hazard calls in order to relieve first responders, for incidents such as trees or lines down. Interim Fire Chief Haverty has asked all stations to check their generators in case of power outages. Fire Stations 54/64 have been given portable generators for partial power if needed during the storm. He has also notified managers to be available Saturday through Monday in case we need to stand up our own operations center.

#### Recruitment

Currently Hiring for:

- 2 – Office Technicians – just finished interviews
- 2 - Accounting Technicians
- Arson Investigator – job offered and in backgrounds
- Logistics Technician – job offered

Additional support positions, suppression/EMS positions and deployment will be presented to the Board at the next meeting.

Next Session of Brown Act and Conflicts of Interest

Board and staff training on Conflicts of Interest will be **April 13** (not March 23) from 3:00 – 5:00 pm.

Melissa Penilla, Board Clerk, advised the Board of a future offsite meeting on June 22<sup>nd</sup> at Fire Station 68.

**OPERATIONS REPORT** – No report.

**ADMINISTRATIVE REPORT** – No report.

**SUPPORT SERVICES REPORT**

DC Wagaman introduced lead Supervising Investigator Chris Rogers. The Fire Investigation Unit (FIU) falls within Community Risk Reduction Division and provides 24/7 service. They are responsible for conducting fire investigations, including identifying items that may need to be recalled and new building codes that have been created based on how fires spread. The FIU responds to fires that are suspected arson and actively follows up on those cases.

SI Rogers shared statistics from the FIU for the past two years.

- In 2021, FIU responded to 354 incidents, compared to 448 in 2022, an increase of 26.5%.
- In 2021, FIU generated to 369 case numbers, compared to 559 in 2022, an increase of 41.4%.
- In 2021, FIU classified as incendiary or arson 106 fire, compared to 126 in 2022, an increase of 18%.
- In 2021 responses related to transient activity were 53, compared to 112 in 2022, an increase of 111%.
- In 2021, the number of investigations closed by arrest were 19, compared to 22 in 2022, an increase of 20.2%. In those instances, 30.15% of fires were determined to be arson.

SI Rogers let the Board know the FIU has two full time investigators and one vacant position. He invited the Board members to schedule a ride along, in order to meet the investigators and see what they do.

**3. GENERAL COUNSEL REPORT** – No report.

**4. SMFD – FIREFIGHTERS LOCAL 522 REPORT**

Battalion Chief Matt Cole, Local 522 Vice President, reported that he, President Jamison, and the Directors have been meeting with other labor groups across the state focusing on PP-GEMT and the opportunities it will provide Metro Fire to bring in more investigators, inspectors, mechanics and professional staff resources.

BC Cole just returned from attending the legislative conference in DC. It was an honor and privilege to represent Local 522, CPF, IAFF and Metro Fire. Eight members attended from 522 with five Metro Fire members. They were able to visit members of Congress with a focus on public safety officers benefits associated with cancer. Seventy-five percent of Line of Duty deaths are tied to job related cancers. Congresswoman Dingell is sponsoring The Protecting



Firefighters from Adverse Substances (PFAS) Act, which will provide federal funding for research, development and to identify other options to be engineered as to not expose firefighters to cancer.

President Biden spoke to conference attendees and how important the turnout issue is to all the legislature and the need to protect those protecting the community. BC Cole felt they represented well and the information brought back would help them make good decisions, working with state and up to the federal level.

BC Cole returned to have a PFAS meeting with Chief Lozano and his team. After coordinating with Interim Fire Chief Haverty, they will get information out to the members to start making immediate changes.

Finally, BC Cole thanked and congratulated Clerk Penilla for always being there when needed, he appreciated her friendship and professional relationship.

## 5. COMMITTEE AND DELEGATE REPORTS

*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*

### A. **Executive Committee** – (President Clark)

Next Meeting: TBD

### B. **Communications Center JPA** – (DC Wagaman)

Report Out: February 28, 2023 at 9:00 AM

Communications Center JPA Board met on February 28<sup>th</sup> at Cosumnes Fire and they unanimously approved the following action items: a GIS Analyst job description, a contract for dispatch specific leadership and consulting services with Kimberly Miller, resolution for administrative staff benefits, and updates to the Administrative and Operations Manager's salary consistent with contract negotiations.

Next Meeting: March 28, 2023 at 9:00AM

Location: Metro Fire Headquarters, Room 385

### C. **Finance and Audit Committee** – (Director Wood)

Next Meeting: April 27, 2023 at TBD

### D. **Policy Committee** – (Director Costa)

Report Out: March 9, 2023 at 5:30 PM

Director Costa reported the committee received two presentations earlier that evening, the Reinstatement Policy and Policy Development and Implementation Process. Both were informational and no action was taken.

Next Meeting: TBD

## BOARD MEMBER QUESTIONS AND COMMENTS

Director Wood announced that the Amazon Smile program was cancelled last month. The Firefighter's Burn Institute was a member of this program. He asked with some of these passive ways to contribute going away, to keep in mind the Firefighter's Burn Institute and upcoming events like the Luau on the Links on Saturday, June 24<sup>th</sup>. Director Wood thanked Interim Fire Chief Haverty for the detailed Friday messages to the Board and he is happy to have a Board

meeting in the Fire Station, where the community will have the opportunity to attend. Lastly, he thanked Clerk Penilla for everything she's done over the years and wished her all the best.

Director Goold stated that the Board will never be the same. The Board is cohesive for one reason and that's due to Clerk Penilla. He thanked her for her leadership and welcomed her back with open arms at any time. Director Goold expressed his eternal gratefulness to Clerk Penilla.

Director Jones congratulated Clerk Penilla on her 15 Years of Service and how it's been a pleasure working with her. She also congratulated Director Wood on his 10 Years of Service.

Director Jones thanked Chief Perryman for his discussion on the MIH Program and appreciates his efforts over the years. She also thanked Administrative Analyst Erin Castleberry and Chief Economic Development Officer Jeff Frye for the Capital Improvement Program (CIP). She looks forward to all of the details and asked that they keep up the good work.

Finally, Director Jones thanked Dr. Haverty (Interim Fire Chief) for his presentation and she very much appreciated the educational opportunity.

Director Saylor thanked everyone for their presentations and recognized Clerk Penilla.

Director Webber thanked Clerk Penilla for bringing him up to speed, educating him and wished her the best.

Director Costa thanked everyone for their presentations that highlights the great work of the men and women of this organization. He also thanked Interim Fire Chief Haverty for his presentation and for all of the educational opportunities he's brought to the Board.

Director Clark congratulated Director Wood on 10 Years of Service and it demonstrates the dedication of this Board. He also recognized Clerk Penilla on her 15 Years of Service. Director Clark also thanked everyone for their presentations and noted the constituents are blessed by the hard work of the men and women of this organization.

**The Board recessed to closed session at 8:35 pm.**

#### **CLOSED SESSION**

1. **Pursuant to California Government Code Section 54956.9 (a) – one (1) matter of Workers Compensation Settlement Authority**  
Robert Raddigan and the Sacramento Metropolitan Fire District  
Claim # 4A21110DWQJ-0001 – Workers Compensation Settlement Authority  
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP  
**Action:** Moved by Webber, seconded by Jones, and carried unanimously by members present to give settlement authority to Metro Fire's third party administrator.
  
2. **PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**  
**Pursuant to California Government Code Section 54957**  
Board Clerk Selection Process  
**Action:** The Board took no reportable action.



3. **PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**  
**Pursuant to California Government Code Section 54957**

Fire Chief Selection Process

**Action:** The Board voted unanimously to retain the consulting firm of Bob Murray & Associates to assist with the selection and recruitment process for the permanent Fire Chief.

Counsel Lavra noted he has worked with Clerk Penilla the whole nine years on a weekly sometimes daily basis. She's a rock star!

**The board reconvened to open session at 9:22 pm.**

**ADJOURNMENT**

The meeting was adjourned at 9:25 pm.



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D'Elman Clark, President



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Ted Wood, Secretary



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Sherri Martucci, Interim Board Clerk