



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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ADOPTED ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, December 14, 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 6:00 pm by President Clark. Board members present: Clark, Costa, Goold, Jones, Rice, Saylor, Sheetz, Webber and Wood. Board members absent: None. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS

Public comments were not received.

CONSENT ITEMS

Moved by Director Wood, seconded by Costa, and carried unanimously by members present to adopt the consent calendar as amended:

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Regular Board Meetings of October 26, 2023 and November 9, 2023.
Action: Approved the Action Summary Minutes
- 2. 2024 Schedule of Regular and Committee Board Meetings**
Recommendation: Approve the 2024 schedule of regular and committee board meetings and cancel meetings that fall on or near holidays.
Action: Approved the 2024 meeting schedule.
- 3. Adopt Resolution – Sale of Real Property – Oak Avenue, Orangevale**
Recommendation: Adopt Resolution authorizing the Fire Chief or his designee to affect the sale of the Property to the offeror.
Action: Adopted **Resolution 2023-077** authorizing the Fire Chief or his designee to affect the sale of the Property to the offeror.

4. **New Board Policy – Standards of Cover Policy**
Recommendation: Adopt the Standards of Cover Policy (Board Policy 01.021.01).
Action: Adopted the Standards of Cover Policy.

5. **Contract Amendment with Amentum Services Inc. for Aircraft Maintenance Services**
Recommendation: Authorize the Fire Chief to execute the contract amendment for Aircraft Maintenance Services with Amentum Services Inc.
Action: Authorized the Fire Chief to execute the contract amendment for Aircraft Maintenance Services with Amentum Services Inc.

6. **Adopt Resolution – Contract Award – Owner Advisor (Zinfandel Phase 3 Buildout Project)**
Recommendation: Adopt the Resolution approving a contract award to Benham Design, LLC and authorize the Fire Chief or his designee to execute and administer an agreement materially similar to the attached agreement.
Action: Adopted **Resolution 2023-078** approving a contract award to Benham Design, LLC and authorize the Fire Chief or his designee to execute and administer an agreement materially similar to the attached agreement.

PRESENTATION ITEMS

1. **Metro Fire Peer Support Canine Program**
(AC Greene)
Recommendation: Receive presentation.
Action: Presentation received.

2. **5 Years of Service to Director Saylor**
(Chief House)
Recommendation: Receive presentation, no action required.
Action: Presentation received.

ACTION ITEMS

1. **Adopt Resolution – Response Standards and Service Level Objectives**
(Chief Development Officer Jeff Frye & GIS Data Analyst Jake Whealen)
Recommendation: Adopt the Resolution approving the Response Standards and Service Level Objectives.
Action: Moved by Director Goold, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2023-079** approving the Response Standards and Service Level Objectives.

2. **Adopt Resolution – Labor Negotiations – Side Letters**

(DC Bailey)

Recommendation: Adopt the Resolution approving the Side Letters between Sacramento Metropolitan Fire District and Local 522, I.A.F.F. (AFL-CIO).

Action: Moved by Director Costa, seconded by Webber, and carried unanimously by members present to adopt **Resolution 2023-080** approving the Side Letters between Sacramento Metropolitan Fire District and Local 522, I.A.F.F. (AFL-CIO).

3. **Adopt Resolution – Senior Safety Management and Safety Management Employees**

(General Counsel Lavra)

Recommendation: Adopt the Resolution approving the amendment establishing compensation and benefits for Senior Safety Management and Safety Management Employees.

Action: Moved by Director Webber, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2023-081** approving the amendment establishing compensation and benefits for Senior Safety Management and Safety Management Employees.

4. **Election of Board Officers**

(Board Clerk Rittburg)

Recommendation: Nominate and elect members of the Board to serve as:

a) President, b) Vice President and c) Secretary for one (1) year terms to commence January 1, 2024.

Action: Moved by Director Wood, seconded by Jones, and carried unanimously by members present to nominate Director Goold as Board President.

Action: Moved by Director Clark, seconded by Webber, and carried unanimously by members present to nominate Director Wood as Vice President.

Action: Moved by Director Costa, seconded by Clark, and carried unanimously by members present to nominate Director Sheetz as Secretary.

5. **Disability Retirement – Anthony Benelisha**

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(DC Bailey)

Recommendation: After discussion in Closed Session, consider adopting a Resolution finding Firefighter Anthony Benelisha has suffered job related injuries and is eligible for a Disability Retirement.

Action: Moved by Director Wood, seconded by Sheetz, and carried unanimously by members present to adopt **Resolution 2023-082** finding Firefighter Anthony Benelisha has suffered job related injuries and is eligible for a Disability Retirement.

REPORTS

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

It's been a very good year and I treasure and am humbled by the support of my fellow Board Members and Chief House for his leadership and the Board Clerk has been indispensable.

2. **FIRE CHIEF'S REPORT** — *(Chief House)*

President Clark, Directors, Colleagues members of the public, good evening.

1. **Promotions (s)**

Congratulations to Kiley Keeley, appointed to Assistant Chief, Shift Commander B Shift, effective December 13th, 2023. Chief Keeley came to the podium and provided a brief personal history to the Board)

Congratulations to TJ DeGrace and Ryan Van Brunt who were promoted to Captain, effective November 21, 2023. (Captain Van Brunt came to the podium to provide a brief personal history to the Board. Captain DeGrace was unable to join us this evening.

2. **Reassignment(s)**

The following members were selected to join Drill Master Derrick Sheetz as Drill Instructors for the 24-1 Fire Academy, effective January 8, 2024:

- Captain Eric Gravin
- Captain Matt Sammons
- Engineer Alexander Carl
- Firefighter Chris Allen
- Firefighter Vito Gioiello

3. **Recruitment(s)**

The final filing date for Letters of Interest for the position of Chief Pilot, in the Air Operations Division, was extended to Friday, December 8th by 4:00pm.

4. **Retirement(s)**

Congratulations to Assistant Chief Carl Simmons on his retirement. Chief Simmons retired November 19th, after 22 years of service.

5. **Meetings**

- i. Staff and I continue to meet with representatives from the cities of Citrus Heights and Rancho Cordova and the County of Sacramento on a quarterly basis to discuss matters of mutual interest. Our most recent meeting was with the City of Rancho Cordova on 12/6.
- ii. Congratulations to Cal-JAC Paramedic Class 22-1 on their graduation on 12/7. 21 cadets graduated, and 3 of the cadets are members of Metro Fire. It was

an honor to speak at their graduation and celebrate this significant milestone with the cadets, their families and friends, and the staff who were instrumental in putting together this prestigious paramedic academy.

6. Miscellaneous

It is with a heavy heart that I pass along that (Ret.) Firefighter Bernie Necker passed away on November 17th. Bernie retired from Metro Fire in 2006. Firefighter Necker's dedication to our district and memory will forever be cherished. With further information to come, a celebration of life is scheduled to take place on January 13th, 2024. Chief House asked for a moment of silence before we adjourn to closed session.

OPERATIONS REPORT – (Deputy Chief Mitchell)

1. Decon 110

- In service 11/27/23, staffed with one FF – six month pilot program
- Close collaboration and support from 522
- Will respond to the scene of working fires at discretion of the incident commander
- Will collect contaminated PPE
- In addition to current StormStick usage
- Plan to add more robust decontamination bags next spring

2. EMS Team Introduction

- AC Rudnicki introduced EMS team members Adam Blitz, Jim Ellis, Eric Matteoli, Chris Kellogg, and Eric Sacht.

3. Commendation

- AC Fiorica will present commendation to BC Pittman

Pittman Commendation

Back on April 16th a vehicle accident with entrapment occurred on Highway 50 at Aerojet Road. Captain, now BC, Pittman was working an overtime shift at Engine 61 and he and his crew were on their way to Station 65 to complete some training when Captain Pittman heard Truck 23 get dispatched to the accident. Being aware of the extended response time for the closest available Truck for this incident he made contact with the Incident Commander and inquired about responding with Truck 65. The truck was in quarters but was unstaffed as the truck crew was already on a water rescue incident. The Incident Commander approved Captain Pittman's plan so Engine 61 responded to Station 65 and staffed the Truck and responded to the incident. Captain Pittman's decision had a significant positive impact on the response time to get the needed tools and equipment to this incident. Captain Pittman demonstrated outside of the box thinking and his decision is in line with the following pillars of the Metro Way: service delivery, adaptable, strong communications, and individual initiative.

**2023 END-OF-THE-YEAR MILESTONES
ADMIN BRANCH REPORT**
December 14, 2023

COMMUNITY RELATIONS DIVISION

- Assisted in establishing the first Emergency Operations Center (EOC) at HQ during the major storms at the beginning of 2023. Assisted Sac County OES at the county EOC and messaged safety and evacuation information that made national headlines.
- Partnered with CERT and Red Cross for smoke alarm canvassing in neighborhoods after the year-end fatal fires in Antelope, Rio Linda, and Rosemont.
- Metro Fire hosted the US Fire Administrator Dr. Lori Moore, the IAFF, the National Fallen Firefighter Foundation, and Cal OES, and held a national press conference at Station 68 acknowledging America's fire problem, and solutions.
- Super Special Fire Safety campaign in 2023
- **Cancer Awareness Engine:**
 - 10+ events
 - 6 Community partners
 - 5 Battalions and countless calls
- **Fire Camp 2023:**
 - \$13,400 in donations
 - \$125 Camp tuition
 - 80 Fire Campers
 - 20 Counselors
 - 5 Sponsors
- **Events January 1 – November 30, 2023**
 - 339 Community Relations events were scheduled. Metro Fire connected with 86,724+ people through these events.
 - 155 Special Events
 - 65 School Visits
 - 53 Station Tours
 - 8 Internal Events
 - 7 Community Room
 - 4 Garrison Flag Displays
 - 4 Engine Drive By
 - 3 Open Houses
 - 3 Station Dedications
 - 2 Fire Extinguisher Demos

- **Swag Items Distributed:**

- 2,700 coloring books, 3,800 helmets, 40,000 sticker badges

FINANCE

- Received its 10th consecutive excellence award from the Government Finance Officers Association (G.F.O.A.) for the fiscal year 2021/22 annual comprehensive financial report.
- Received excellence awards for its Capital Improvement Program Plan and annual budget from the California Society of Municipal Finance Officers.
- A major fraud risk assessment was completed, with no major findings discovered. Results will be presented next month.
- Ground emergency medical transport reports to the state Department of Health Care Services were submitted, allowing us to claim reimbursement for coordinating local agency payments to DHCS.
- Procurement published and carried out 8 formal bids, including a new third-party administrator for the Districts' workers' compensation program, as well as a new contract for our EMS transport billing services. Procurement also issued 20 informal bids and 1,905 purchase orders.

PLANNING & DEVELOPMENT

- Developed GIS mapping infrastructure to assist with District-wide data mapping and analysis.
- Completed Standards of Cover Update and implemented Standards of Cover Policy.
- Recommended adoption of new Response Standards and Service Level Objectives.
- Initiated Zinfandel First Responder Training Facility Phase 3 Buildout.
- Initiated design phase for Vineyard Springs Fire Station.
- Completed the sale of two surplus properties and negotiated the purchase of a future station site.
- Initiated the development of a coordinated External Engagement Plan.
- Initiated development of Legislative Action Plan.
- Represented the District as a member of the CSDA Legislative Committee, Cal Chiefs/FDAC Joint Legislative Committee, and the Cap-to-Cap Public Safety Team.
- Facilitated two congressional visits to the District.
- Facilitated 2023 Strategic Planning Board Workshop.

HUMAN RESOURCES

Backgrounds:

- 162 candidate backgrounds were conducted (In the last 10 years, the only other years we have had this many candidates were in 2021 and 2015)

Hired:

- 3 Safety/Non-Suppression employees
 - 13 Miscellaneous employees
 - 4 Part-time MIH Providers
 - 1 Reinstatement
 - 3 Rehires
 - 14 Firefighters
 - 16 Paramedics
 - 10 EMTs
 - 4 Reserve Firefighters

Policies:

- 32 policies were completed in 2023 (written/edited, approved, and posted to the Policy App)
- 21 policies are currently being worked on, and have not yet been approved and posted to the Policy App.

Miscellaneous:

- In process of applying for the District's Transparency Certificate Renewal for 2024-27
- New Workers' Compensation Carrier - Intercare
- New Employee Assistance Program - Concern
- New Insurance company FAIRA for Auto, Property, and General Liability
- 7 Labor Management Collaboration Meetings in 2023
- Negotiation contract extended

Leave of Absences:

- Assisted over 121 employees get on a protected Leave/leave of absence.

Workers Compensation:

- 316 claims have been submitted/processed from January 1 – November 30

SUPPORT SERVICES REPORT – (AC Law for Deputy Chief Wagaman)

1. CRRD staff received an appreciation email from the City of Citrus Heights, Casey Kempenaar, for assisting a customer with permitting and fire code violations to helping to get his business open. His grand opening was a success.
2. CRRD staff received an appreciation email from Mutual Housing of Sacramento, an affordable housing complex on Stockton Blvd., for assistance with meeting construction deadlines needed for financial purposes.
3. Probationary Inspector Hodel and Probationary Inspector Ono continue to work hard through their task books with sign offs completed for E occupancies (schools) and S occupancies (storage) respectively.
4. CRRD hosted the Sacramento Regional Fire Prevention Officers December meeting.

5. The Sacramento County Fireworks Taskforce met to discuss plans for the 2024 enforcement season.
6. Members of the FIU attended Advance Officer training (AOT), which is continued professional training for law enforcement officer and required by the State of California for all peace officers.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (*Sean Scollard for Vice President Matt Cole*)

Sean Scollard recognized and thanked Matt Cole for the last two years serving as Vice President. Thank you to the Board for adopting the Resolutions/side letters this evening.

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 Clark)

Next Meeting: TBD

No Report

B. Communications Center JPA – (AC Greene)

The Communications Center JPA Board met on December 12, 2023 for its Regular Board meeting and took the following actions:

- Approved the Tablet Command quote for a two-way data feed and Fire Mapper licenses.
- Approved renewing the contract with ICS for 2.5 years at \$5,000 per month.
- Approve the Streamline Platform – Subscription Agreement for website hosting and support services.
- Approved the Election/Reelection of Board Chairperson and Board Vice Chairperson positions to change to a new schedule mirroring the fiscal year calendar.
- Years of Service Recognition:
 - Elizabeth Strong 19 Years
 - Laura Macias 20 Years
 - Kylee Soares 27 Years

The Communications Center JPA Board will meet next on January 9, 2024 for its regularly scheduled meeting at SMFD’s Boardroom.

C. Finance and Audit Committee – (Director Wood)

Next Meeting: October 26, 2023 at 5:00 PM

None

D. Policy Committee – (Director Costa)

Next Meeting: November 9, 2023

Met tonight and reviewed Admin Policy and Board Policy and received presentation from HR Manager Melisa Maddux. She will present it to the Board in January.

BOARD MEMBER QUESTIONS AND COMMENTS

Director Costa stated he's been on the Board for one year now. He thanked his fellow Board Members their support.

Director Jones thanked President Clark for his service as President this year and for a good construction year.

Director Rice thanked the men and women of Metro Fire in uniform. Cancer is a scourge on this profession and the World Health Organization has re-evaluated firefighting and classified the occupational exposure as a group 1 carcinogen.

Director Wood thanked President Clark for his service as President. Director Wood thanked AC Fiorica for the recognition of our members. The Firefighters Burn Institute Fill the Boot Drive will take place February 8 – 11, 2024 and volunteers are needed.

Director Goold thanked his fellow Board Member for the opportunity to serve as President in 2024. He thanked his spouse for the sacrifice she is currently so that he can be here.

Director Sheetz echoed the comments regarding President Clark and thanked Board Clerk Marni Rittburg.

Director Webber thanked Chief House and his wife Gia. He thanked Jill Guzman for her hard work. He wished everyone Happy Holidays.

Director Saylor stated she feels blessed to service on this Board for 5 years. She requested a Resolution thanking Terry Barnes for his service and dedication. Director Saylor thanked the crews that are working on the holidays.

President Clark thanked everyone for the hard work and Chief House for his leadership. He thanked staff and gave a shout out to Computer Systems Supervisor Art Hong for running the technology during meetings.

A moment of silence was held for Retired Firefighter Bernie Necker.

CLOSED SESSION:

The Board recessed to Closed Session at 8:01 p.m. on the following matters:

PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A) – ONE (1) MATTER MATTERS OF INDUSTRIAL DISABILITY RETIREMENT:

Anthony Benelisha and the Sacramento Metropolitan Fire District
Disability Retirement – Ty Bailey – Deputy Chief

2. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): Two cases**

Claim Against Public Entity Pursuant to Government Code Section 910
Jesse Cisneros v. Sacramento Metropolitan Fire District
Deputy Chief Bailey

Action: Moved by Director Goold and seconded by Jones, and carried unanimously by members present to deny the 910 Claim.

3. **CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**
Decision Whether to Initiate Litigation pursuant to California Government Code 54956.9 (c).

Discussion whether to approve initiation of Petition/Complaint for Restraining Order under Code of Civil Procedure section 527.6.
General Counsel John Lavra

CLOSED SESSION REPORT OUT

The Board reconvened to open session at 8:58 p.m. and Counsel Lavra reported the Board met in closed session on three items: 1. Matter of industrial disability retirement, there was no reportable action, will be heard next for a vote. 2. Conference with Legal Counsel, 910 Claim, the Board unanimously rejected the claim. 3. Conference with Legal Counsel, the Board unanimously approved the restraining order.


To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2023-12-14-board-meeting>

https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA

ADJOURNMENT

The meeting was adjourned at 9:01 p.m.


D'Elman Clark, President


Ted Wood, Secretary


Marni Rittburg, CMC, Board Clerk