



ADAM A. HOUSE  
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 AGENDA

Thursday, January 11, 2024 – 6:00 PM

Sacramento Metropolitan Fire District

10545 Armstrong Avenue

Board Room – Second Floor

Mather, California


&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

 Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

Grant Goold  
Board President  
Division 2

Ted Wood  
Board Vice President  
Division 4

Jennifer Sheetz  
Board Secretary  
Division 5

Cynthia Saylor  
Board Member  
Division 1

Robert Webber  
Board Member  
Division 3

D'Elman Clark  
Board Member  
Division 6

Brian Rice  
Board Member  
Division 7

Gay Jones  
Board Member  
Division 8

John Costa  
Board Member  
Division 9

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

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 view the meeting via the Zoom Application, please click on the link above.**

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:

Marni Rittburg

Board Clerk

(916) 859-4305

[rittburg.marni@metrofire.ca.gov](mailto:rittburg.marni@metrofire.ca.gov)

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

Serving Sacramento and Placer Counties



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REGULAR BOARD MEETING

THURSDAY, JANUARY 11, 2024

- CALL TO ORDER
- ROLL CALL
- PLEDGE TO FLAG

## METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District will be cablecast on Metro Cable 14, the local government affairs channel on Comcast, Consolidated Communications and AT&T U-Verse cable systems. This meeting is also webcast at [metro14live.saccounty.gov](http://metro14live.saccounty.gov). Today's meeting replays at 2:00 p.m. on Saturday, January 13, 2024 and again at 6:00 p.m. on Monday, January 15, 2024, on Channel 14. This meeting can also be viewed at [youtube.com/metrocable14](http://youtube.com/metrocable14).

## 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 wishing 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 (3) 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. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.*

## CONSENT ITEMS

Page No.

1. **Action Resolution – Terry Barnes** \*\*  
**Recommendation:** Adopt Resolution honoring Reserve Firefighter Terry Barnes.

## PRESENTATION ITEMS:

1. **Year-end Review of Completed Policies in 2023 & What's Coming** 5  
*(HR Manager Melisa Maddux)*  
**Recommendation:** Receive Presentation



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REGULAR BOARD MEETING

THURSDAY, JANUARY 11, 2024

## ACTION ITEMS:

- 1. Adopt Resolution – Prequalified Short List – Design Build Entities** 13  
*(Administrative Analyst Erin Castleberry)*  
**Recommendation:** Adopt the Resolution establishing a prequalified short-list of the three highest scoring design-build entities for the Zinfandel Phase 3 Buildout project.

## REPORTS:

- 1. PRESIDENT'S REPORT** — *(President Goold)*
- 2. FIRE CHIEF'S REPORT** — *(Chief House)*  
**OPERATIONS REPORT** – *(Deputy Chief Mitchell)*  
**ADMINISTRATIVE REPORT** – *(Deputy Chief Bailey)*  
**SUPPORT SERVICES REPORT** – *(Deputy Chief Wagaman)*
- 3. SMFD – FIREFIGHTERS LOCAL 522 REPORT** – *(Captain Sean Scollard, Local 522 Vice President)*
- 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, Met Today
  - B. Communications Center JPA** – *(AC Greene)*  
Next Meeting: TBD at 9:00 AM
  - C. Finance and Audit Committee** – *(Director Wood)*  
Met Today: January 25, 2024 at 5:00 PM
  - D. Policy Committee** – *(Director Costa)*  
Next Meeting: February 8, 2024

## BOARD MEMBER QUESTIONS AND COMMENTS



# Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, JANUARY 11, 2024

## CLOSED SESSION:

The Board will convene in closed session to meet on the following matters:

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): One case**

Claim Against Public Entity Pursuant to Government Code Section 910  
Rose Phillips v. Sacramento Metropolitan Fire District  
General Counsel John Lavra

## CLOSED SESSION REPORT OUT

## ADJOURNMENT

### NEXT BOARD MEETING(S):

*Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District at 10545 Armstrong Avenue, Mather, CA*


- Regular Board Meeting – January 25, 2024 at 6:00 PM

Posted on January 8, 2024 by 4:30 p.m.

Marni Rittburg, CMC, CPMC

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.



Sacramento Metropolitan Fire District  
Human Resources  
10545 Armstrong Ave., Ste. 200  
Mather, CA 95655

# District Policies 2023 Year End Review



# Completed Policies

- Completed 32 Policies:
  - 13 Administrative
  - 3 Board
  - 3 General
  - 3 Operations
  - 7 Peace Officer
  - 3 Support Services



# Administrative Policies

- Password Policy
- Policy Development and Implementation
- Reinstatement Policy
- Reinstatement Rehire Policy
- Financial Planning and Budget Policy
- 8 Job Descriptions





# Board Policies

- FMLA Policy
- Purchasing and Contracting Policy
- Meal and Refreshment Policy



# Policies in Process

- 21 Policies Currently in Process
  - 6 Administrative
  - 10 Board
  - 1 General
  - 2 Operations
  - 1 Peace Officer
  - 1 Support Services



# Administrative Policies

- Sick Leave Policy
- Donated Leave – Represented Policy
- Donated Leave – Unrepresented Policy
- 56-Hour Alternate Position Policy
- Timekeeping Policy
- Job Description



# Board Policies

- FMLA Policy
- Drug and Alcohol Policy and Procedures
- EEO Policy
- Workplace Harassment Policy
- Workplace Violent Policy
- Non Discrimination Policy
- Non Retaliation Policy
- Purchasing and Contracting Policy
- Standards of Coverage Policy
- Travel and Conference Policy





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ADAM A. HOUSE  
Fire Chief

**DATE:** January 11, 2024  
**TO:** Board of Directors  
**SUBJECT:** Prequalified Short-List – Design-Build Entities

### TOPIC

Request to approve the establishment of a prequalified short-list of design-build entities as part of the District's design-build best value procurement process for the Zinfandel Phase 3 Buildout.

### BACKGROUND

The Sacramento Metropolitan Fire District's (District) Board of Directors has adopted Resolution 2023-065 which determined that it was in the best interest of the District to use the design-build construction delivery method for the Zinfandel Phase 3 Buildout project (Project) and authorized the use of a two-step best value procurement process to solicit potential design-build entities.

### DISCUSSION

On October 13, 2023, the District issued Request for Qualifications (RFQ) 23-07 for the purpose of establishing a prequalified short-list of design-build entities who will be invited to submit proposals in response to a planned Request for Proposals (RFP) to be issued for the completion of the Project using a design-build project delivery. The District received a total of six submittals in response to the RFQ from the following design-build entities:

Bobo Construction, Inc.	Gilbane Building Company
Creekside Commercial Builders, Inc.	Roebbelen Contracting, Inc.
Diede Construction, Inc.	Swinerton Builders

One submittal was deemed non-responsive after the evaluation panel determined that the submittal did not conform with the submittal requirements outlined in the RFQ. The remaining five submittals were evaluated and scored by the evaluation panel based on the two-part evaluation process outlined in the RFQ.

In accordance with best practices for best value design-build procurement, staff recommends the establishment of a prequalified short-list that includes the following three highest scoring design-build entities: Diede Construction, Inc., Roebbelen Contracting, Inc., and Swinerton Builders.


### FISCAL IMPACT

There is no fiscal impact for establishing the prequalified short-list of design-build entities.

### RECOMMENDATION

Staff recommends the Board adopt a resolution to establish a prequalified short-list of the three highest scoring design-build entities for the Zinfandel Phase 3 Buildout project.

Submitted by:  
  
Erin Castleberry, Administrative Analyst

Approved by:  
  
Jeff Frye, Chief Development Officer

**ATTACHMENT:**  
Attachment 1: Resolution – Prequalified Short-List – Design Build Entities



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ADAM A. HOUSE  
Fire Chief

## RESOLUTION NO. 2024-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ESTABLISHING A PREQUALIFIED SHORT-LIST OF DESIGN-BUILD ENTITIES FOR THE ZINFANDEL PHASE 3 BUILDOUT PROJECT

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, the District adopted Resolution 2023-065 which determined that it was in the best interest of the District to use the design-build construction delivery method for the Zinfandel Phase 3 Buildout project ("Project") using a two-step best value procurement process; and

**WHEREAS**, the District issued Request for Qualifications 23-07 ("RFQ") for the purpose of establishing a prequalified short-list of design-build entities who will be invited to submit proposals in response to a planned Request for Proposals (RFP) to be issued for the completion of the Project using a design-build project delivery; and

**WHEREAS**, after the evaluation and scoring of responsive submittals, the District desires to establish a prequalified short-list that includes the three highest scoring design-build entities.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District does hereby establish a prequalified short-list of the following design-build entities: Diede Construction, Inc., Roebbelen Contracting, Inc., and Swinerton Builders.

**PASSED, APPROVED AND ADOPTED** this 11<sup>th</sup> day of January, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

### SACRAMENTO METROPOLITAN FIRE DISTRICT

By: \_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board