



Sacramento Metropolitan Fire District

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KURT P. HENKE
Fire Chief

BOARD OF DIRECTORS – ACTION SUMMARY Thursday, August 9, 2012 – 6:00 p.m.

City of Rancho Cordova City Hall-Council Chambers
2729 Prospect Park Drive
Rancho Cordova, California

CALL TO ORDER

The meeting was called to order by President Jones. Board Members present: Clark, Goold, Jones, Kelly, Monk, Orzalli, Pierson. Directors Newcomer, Scheidegger, absent. Staff: Fire Chief Henke, Board Clerk Tilson, General Counsel John Lavra.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session meeting is videotaped for cablecast on Metro Cable 14. Replay on Sunday, August 12 at 1:00 PM and Monday, August 13 at 6:00 PM on Channel 14; Webcast at www.sacmetroable.tv.

The open session meetings are also available for viewing on the District website at www.metrofire.ca.gov

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

OLD FIRE STATION NO. 111 – RIO LINDA FIRE TRUCK RESTORATION TOUR— Roger Mitchell

Roger Mitchell provided copies of the newsletter from the Northern California Regional Group of the Horseless Carriage Club of America which contained an article on the Rio Linda Fire Truck Restoration Tour held Saturday, July 28, 2012. A fundraiser “Get out of Jail” event was held and several dignitaries who attended including Supervisor Roberta MacGlashan, former Congressman Doug Osi, and Director Gary Monk were arrested by Ed Rose and his band of Keystone Kops.

He thanked the Board and Fire Chief Henke for their continuing support which has made this project possible.

Director Monk stated that Roger Mitchell was also arrested. The money raised to get out of jail went to the fire truck restoration fund. This type of event is a great example of community spirit and the support from the Horseless Carriage Club which has plans to come back next year.

CONSENT AGENDA:

1. **Board Meeting Action Summary – July 26, 2012**
2. **Purchase of Stryker Gurneys for Single Role Paramedic (SRP) Units**
3. **Disclosure of Material Expenditure – Sacramento Regional Fire/EMS Communications Center JPA - Member Agency Contribution**

- **Board Action:**

Goold/Monk—Approve the Consent Agenda. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Orzalli, Pierson, AYE. Directors Newcomer, Scheidegger, absent. Motion passed.

ACTION ITEM(S):

1. **Board/Committee Meeting Schedule—(Jones/Orzalli)**

- Director Orzalli stated it was proposed that the Policy Committee meet only when there are key issues to be reviewed and these could be brought forward by the Committee itself or by staff. It seems the most efficient way to move forward would be to schedule the meetings as needed.
- President Jones noted that the second Board meeting in November is on Thanksgiving and the second Board meeting on December 27 is close to the holidays. Traditionally the Board cancels these meetings reserving the last one in December in case there is a time-sensitive issue. Recommended it would be appropriate now to cancel both meetings unless notified otherwise.
- **Board Action:**
Goold/Pierson—Approve the recommendation to schedule Policy Committee meetings only as needed and cancel the Board meetings of November 22, 2012 and December 27, 2012 due to the holidays. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Orzalli, Pierson, AYE. Directors Newcomer, Scheidegger, absent. Motion passed.

PRESENTATION ITEM(S)**1. Cost Allocation Plan-NBS—(CFO McFarlane/Greta Davis-NBS)**

- A one-page staff report was submitted by Chief Financial Officer McFarlane outlining the Cost Allocation Plan by NBS authorized by the Board last spring.

In the new Plan about \$140.7 million in district-wide overhead costs (also known as indirect costs) are allocated to the various Divisions that directly serve the public. Costs are from both support Division expenditures and infrastructure costs. Information from the Plan helps the District fully recover costs, when appropriate, by allowing the District to properly set fees, bill cost reimbursements (example Ground Emergency Medical Transport program), and request, when available, additional grant funds for overhead.

- An eleven-page Full Cost Allocation Plan for Fiscal Year 2012-2013 was submitted by NBS with two attachments containing a breakdown of the total allocation of districtwide administrative and support services and the allocation inventory expenditures from Fiscal Year 2011-2012.
- Greta Davis of NBS gave a PowerPoint presentation outlining the Cost Allocation Plan and the final results in detail:
 - Plan Scope includes two Versions:
 - Full cost iteration: Internal analytical tool used in the budget process
 - OMB A-87 Iteration: Documentation for claiming reimbursement of overhead costs from State and Federal grants
 - Method:
 - Organizational analysis to identify departments, divisions or functions providing indirect services broadly or specifically
 - Identification of line-item expenditures linked to indirect services and establishment of allocable cost pools for each indirect service
 - Assignment of allocation factors for each indirect service cost pool
 - Allocation of cost pools
 - Generation of various outcomes
 - Uses:
 - Define Interfund Transfers – reimbursement for support services
 - Recover costs through direct billings of labor time, and other forms of internal or external cost recovery

- Outcomes from Full Cost Allocation Plan to be applied in FY 2012/2013 Budget Process:
 - 97% allocated to special services – Operations; including Fire Stations, HazMat, Community Risk Reduction, EMS, Helicopter and Strike
 - 3% allocated to Special Revenue Funds
- Final Results
 - The Full Cost version of the Plan has been completed, reviewed and finalized
 - The OMB A-87 version of the Plan is in process
- Implications and Considerations:
 - Final results for the Cost Allocation Plans represent the maximum amount recoverable
- Fire Chief Henke stated we can be challenged since we can't be in the "for profit" business. We are in the cost-recovery business and need to justify our fees with accurate data to show there is no overcharging. This study plan covers the total indirect and direct costs which is important to provide to the community for transparency and clarity.

PRESIDENT'S REPORT—(Jones) None

FIRE CHIEF'S REPORT—(Fire Chief Henke)

- Update on retired Deputy Chief Duane Arend – he is at home resting after his surgery and expected to make a full recovery.
- Extended congratulations to Firefighter Kevin Summers and Engineer Tom Chen who won again this year in the Firefighter Cook-Off at the California State Fair. We have won our second Golden Bear competition and hope to win a third next year.
- He will be serving on a panel in September at the California League of Cities in San Diego along with a Chief Deputy of Los Angeles County, a Chief Financial Officer of the City of San Diego, and a Fire Chief from Cathedral City. Our whole issue is the importance of fire-based EMS to cities and municipalities in California and the transition to the new health care system. It is important for municipalities to be a part of that system and not disown their EMS system. We are in the medical business because it is the best for patient care and it provides a cost recovery opportunity to help support the services that are critical in fire and all-risk emergency services.
- August 14, 2012 @ 6:00 p.m. – Promotion Ceremony for 40 personnel at Rancho Cordova City Hall.

- September 9, 2012 – 9/11 Memorial Run Event
- September 11, 2012 – Stair climb – 9:11 a.m.

Reinstatement

August 1, 2012 Leslie Miller – Public Education Technician

Promotions

August 7, 2012 R. Marie Bernal – Accounting Specialist

Recruitment

- Firefighter/Paramedic –
- 52 invited to Background Orientation on July 26
 - Candidates currently going through the background Process
 - Looking to hire two classes of 25 in this fiscal year

- Single Role EMT and Single Role Paramedic –
- August 6, 2012 – On-line written exam for EMT/P
 - Week of August 13, 2012 – Oral interviews

Accounting Technician – Internal Only – Final filing date of August 10 at 5 p.m.

Payroll Specialist – Internal and External – Final filing date of August 20 at 5 p.m.

OPERATIONS REPORT – Deputy Chief Chris Holbrook**EMS –**

Statistics since the last Board meeting:

- Metro – 1,688 dispatches – transported 72% of the time.
- AMR – 573 dispatches – transported 71% of the time.

Fire Incidents –

- 19 structure fires since the last meeting.

Operational/Public Information Officer –

- Strike teams/Overhead deployed –

The District has members of Nor Cal Team 2 and other overhead sprinkled throughout the fires in the Northern State. It is not just the engines that go up there. Today we have Finance, Logistics, Planning, and Public Information Officers spread across the Northern State that are helping the incident management teams bring these mitigation efforts forward. That is a tremendous source of pride for this agency to be able to contribute at the State and National level.

- We have had two Tactical Emergency Medical Support deployments in the last two weeks and all personnel returned home safe.

GENERAL COUNSEL'S REPORT – John Lavra

None

LOCAL 522 REPORT – Engineer Matt Cole

- Reported on the 9-11 Run to Remember and the 9-11 Stair Climb. Thanked the members of the Board for actively helping to put last year's run together. Members of this Board were actually out while they placed the 2,977 names on the Pentagon Memorial that was built in the park so when runners finished, they placed a flag in front of each person's name.
- An update for this year, the Run to Remember takes place on September 9 and the memorial stair climb on September 11 at the Renaissance Tower, 801 "K" Street, Sacramento. The poster for the event was shown on the screen for information to the public. Local 522 is coordinating the efforts of law and fire in this event. Registration stands at 388 runners and the challenge this year since it is not the ten-year anniversary is to get the word out to as many people as possible to attend. If anyone wants to volunteer to help, there is much opportunity. Their website to register for the run is www.sac911run.com. The proceeds from this event are split between law enforcement and fire, with the fire portion going to the Sacramento Area Fire Fighters Widows and Orphans Fund to help families in need.
- Director Goold requested a list with dates and times of things we can do to assist with this event.

He also suggested putting something on the District apparatus in the future to get the word out since it is so closely tied to what we do every day. This may also be an opportunity for our community partners to help get the word out.

COMMITTEE AND DELEGATE REPORTS:**Executive Committee—(President Jones)**

- Next Meeting: TBD

Communications Center—(DC Cockrum)

- Close to settling the labor negotiations.
- August 3rd was the final filing date for the Comm Center Manager position, with 21 applications.
- Next Meeting: August 28, 2012 – 9:00 AM

California Fire & Rescue Training Authority—(Kelly)

- Next Meeting: September 12, 2012 – 10:00 AM
- Location: California Emergency Management Agency, Media Room
3650 Schriever Avenue, Mather CA 95655

Finance Committee—(Monk)

- At today's meeting, CFO McFarlane gave an update on the Period 13 financials. We are heading in a positive direction.
- Next Meeting: September 13, 2012 – 5:00 PM

Policy Committee—(Orzalli)

- The Policy Committee will now meet on an "as needed" basis.
- Next Meeting: TBA

BOARD MEMBER QUESTIONS AND COMMENTS:**Monk:**

- Congratulated all those promoted.
- Congratulated Local 522 on pulling the 9-11 event together. It's great to see law enforcement included and nice to see us working together.
- Congratulated the Finance Division for their work..

Goold:

- Thanked Greta Davis of NBS for her report. Looking forward to the next one.
- The other day he woke up to a fire truck taking care of a fire in a neighbor's yard. It was impressive on how they took great care of the people in that home especially those with some physical and mental challenges. It overwhelmed the neighbors to see the level of response that we provide and he wanted to share it with the personnel that responded. The neighbor was very appreciative of how it was handled.
- He supports the restrictions that the County Supervisors have placed relative to drinking on the American River. Equally important, it is unacceptable that these people put our personnel at risk by throwing rocks at them when they are there to save lives. He fully supports the efforts of the Supervisors in trying to restrict that behavior.
- The Run to Remember is a great effort. This is another example of doing things in the community that allow us to remember how fortunate we are to have liberty in this country when others are trying to take it away. Kudos to the men and women that are working so hard to help us remember.

Kelly:

- Complimented the format of the Finance Committee report with clear and concise information.
- Attended the Firefighters Cook-Off at the California State Fair.
- Earlier today he received an e-mail forwarded by the Board Clerk from the family of Wayne Crowder who suffered a heart attack while driving July 26th on El Camino Avenue and 9-1-1 was called. The family said SMFD 101 and a medic responded. The Captain made a call to his wife and gave her the news while he was being transported to Kaiser. He is now at Mercy General and still in critical condition. This family was very thankful because they have a little more time with him. It was wonderful to see someone showing their appreciation. There are many reasons to be extremely proud of being affiliated with this organization.

Pierson:

- He spent a weekend in Philadelphia with a group of firefighters in an international organization. The problems we are facing aren't much different across the nation and internationally. What makes our District unique is the way we handle those problems. Our staff looks for solutions and continually pushes until it works. Here we compliment the staff and the labor organizations because they deserve it. We have a nice balance and are working together. He stated he was proud of the men and women here and thanked them for their work.

Clark:

- Congratulated CFO McFarlane and staff for doing a fantastic job.
- Looking forward to the August 14 Promotion Ceremony and the 5K walk on September 9, 2012.
- Wished retired Deputy Chief Arend a speedy recovery and will continue to keep him in his prayers.

Orzalli:

- Extended his appreciation to the Finance Division team for all their efforts.
- Expressed his pleasure at Chief Arend's recovery and happy to hear he is doing well.
- Looking forward to the 9-11 walk.

Jones:

- The City of Rancho Cordova will be hosting an artist reception for the "Genesis" exhibit celebrating local artists at the same time as our next Board meeting on August 23 from 5:00 p.m. – 9:00 p.m.

CLOSED SESSION 7:05 PM

RECONVENE TO OPEN SESSION 8:50 PM

Report by Board President Jones:

1. **PERSONNEL MATTER --**
Pursuant to California Government Code Section 54957

Title: Fire Chief's Evaluation

No action taken.

ADJOURNMENT –The meeting was adjourned at 8:52 p.m.

Gay Jones, President

Randy Orzalli, Secretary

Charlotte Tilson, Clerk of the Board