



MARK A. WELLS  
Fire Chief

# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – SPECIAL MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT THURSDAY, MAY 26, 2016 – 4:00 P.M. 10545 Armstrong Avenue – Board Room Mather, California

#### CALL TO ORDER

The meeting was called to order at 4:05 p.m. by President Scheidegger. Board members present: Clark, Goold, Jones, Orzalli, Scheidegger and Wood. Board members absent: Barnes, Kelly, and Mitchell. Staff present: Chief Wells, Board Clerk Penilla, Senior Staff and Command Staff.

#### PLEDGE TO FLAG

**PUBLIC COMMENT:** None

#### PRESENTATION ITEM:

##### 1. Annual Board Workshop

The workshop facilitators, Assistant Chief Casentini and Assistant Chief Shannon, welcomed Board Members and Chief Wells.

Chief Wells welcomed all attendees, and briefly described the history of the current Strategic Plan. He reminded everyone that the budget prescribes what we do and all projects must be linked to a budgetary line.

##### Strategy 1 – Presented by Assistant Chief Johnson

In summary, Chief Johnson discussed the implementing actions and how they have been applied over the first year to have clear policy criteria surrounding consolidation in the region which included development of an intergovernmental reorganization taskforce.

Director Barnes arrived at 4:19 p.m.

##### Strategy 2 – Presented by Deputy Chief Bridge

Deputy Chief Bridge talked about the new reporting system that captures customizable response time information, including wall-time and turn out time. With hopes of approving the preliminary budget, this system would be available within the next fiscal year. Director Goold recommends we work with the company to ensure this program will work with the new CAD system. Crew safety is always a concern, the Board hopes the program can also look at key safety indicators.

**The Board recessed for a break at 5:01 p.m. and reconvened at 5:15 pm.**

**Strategy 3 – Presented by Deputy Chief Holbrook**

Chief Holbrook notified the Board that the CSDA Transparency Certificate requirements are ready to be submitted for review. Staff has worked diligently to make sure Metro Fire is able to acquire this certificate, many of the requirements have been met, and submission will soon follow.

**Strategy 4 – Presented by Deputy Chief Taylor**

In summary, Chief Taylor has reached out to employees within Metro Fire to determine what organizations employees are involved with. He received a significant number of organizations back from the rank of Battalion Chief and above, and encourages staff to reach out beyond the rank of Battalion Chief for future surveys.

Additionally, Public Information Officer Eidam has been working with the regional PIO group to determine the best methods for reaching out to the public. Results show that web surveys are the best because they reach a broad audience, require low set-up/maintenance efforts, have a high response rate, and are relatively low in cost.

As an additional way to reach the public, Director Jones suggests the use of the application called Nextdoor.com. Director Barnes shared that the Sheriff's Department has been using this application and received good feedback.

**The Board recessed for a break at 5:55 p.m. and reconvened at 6:30 pm.**

**Strategy 5 – Presented by Melissa Penilla**

Board Strategy 5 focuses on two areas, Board Member training and policy evaluation. New Board Member training has been developed and will continue to evolve as Metro Fire grows and changes. Current Board Member training is budgeted for and throughout the year Directors will take advantage of passive and active training events.

Regular policy review is currently underway, with 14 policies current and up to date. Staff will continue to review Board policies until all are brought up to date and then put on a regular review cycle. Policies relative to Board Members will be incorporated into the Board Policies and Procedures. Director Goold suggested we make all Board Policies available on Metro Fire's website.

**Strategy 6 – Presented by Chief Holbrook, Chief Financial Officer Thomas, and Assistant Chief Lozano**

Chief Holbrook opened Board Strategy 6 by giving an overview of the importance of organizational sustainability, the organization's ability to achieve its mission. CFO Thomas focused on financial sustainability of Metro Fire, with hope that expected growth in revenues will meet or exceed the expected growth in expenses. AC Lozano discussed Metro Fire's professional sustainability by developing cultural values and procedures that promote long term solutions. Director Barnes suggested we encourage retirees meet with young employees to share their experiences and to alleviate some of the gap from long-term employees' retirements.

**Board Priorities – Presented by Assistant Chief Casentini and Assistant Chief Shannon**

Many of the Board priorities submitted in February 2015 were touched on throughout each of the Board Strategies. There were a four priorities that were not directly spoken to including, the strategies to provide pathways to employment for non-traditional employees, programs that help personnel transition to retirement, service to the community, and how to combat compassion fatigue. Each of these priorities was discussed and is being addressed by Metro Fire. Director Goold urged staff to continue to develop pathways for the non-traditional employees, so the workforce we employ is a representation of the community we serve.

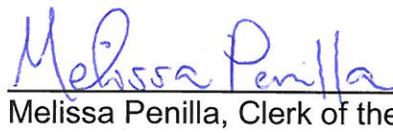
Director Scheidegger and Chief Wells closed the meeting by thanking staff and attendees. The work of all and dedication to this process is appreciated.

**ADJOURNMENT**

The meeting adjourned at 8:01 p.m.

  
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Jack Scheidegger, President

  
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Jim Barnes, Secretary

  
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Melissa Penilla, Clerk of the Board