



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO METROPOLITAN FIRE DISTRICT
Thursday, November 14, 2019
10545 Armstrong Avenue – Board Room
Mather, California

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Jones. Board members present: Barnes, Clark, Gould, Jones, Saylor, Sheetz, and Wood. Board members absent: Kelly and Orzalli. Staff present: Chief Harms, Clerk Penilla, and General Counsel Lavra.

PLEDGE TO FLAG

PUBLIC COMMENT: None.

President Jones announced at the beginning of the meeting that Action Item #1 has been removed from the agenda.

CONSENT ITEMS

Action: Moved by Clark, 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 Board meeting of October 24, 2019.
Action: Approved Action Summary Minutes.
- 2. Temporary Construction Easement – Watt/Myrtle**
Recommendation: Adopt a resolution authorizing the execution of a temporary construction easement at Watt and Myrtle.
Action: Adopted Resolution No. 2019-089

PRESENTATION ITEMS

- 1. FY2017/18 Achievements from the Government Finance Officers Association**
(Amanda Thomas, Chief Financial Officer)
Recommendation: Receive presentation. No action required.
Action: Presentation received, no action taken.
- 2. Advanced Life Support Ambulance Service RFP Process**
(Mark Jones, Logistics/Purchasing Manager)
Recommendation: Receive presentation. No action required.

During the presentation Mr. Jones discussed future dates to present related items to the Board, a presentation item is planned for February 27, 2020, and an action item for the meeting on March 12, 2020. These dates may fluctuate due to negotiations with bidders.

Director Goold's Questions

What level of inter-rater reliability will you set, and who will monitor that inter-rater reliability?

Will there be a scoring rubric provided to the individual proposers? And will there be a rubric for the proposal review and interview review? Have the rubrics been developed, and again, will they be provided to the parties prior to the review? Will the rubric be weighted, or will each item have equal importance? He challenges staff to determine the best practice related to rubrics and ambulance procurement.

Have you identified how this new process is different than the last process, and if so what changes were made?

Related to negotiations, he inquired who we will negotiate with, all parties or the top ranked proposer? Mark Jones responded, staff will negotiate with the top ranked proposer first. Director Goold recognized we could exhaust the pool if negotiations with all proposers are unsuccessful.

Has staff reached out to any of the Directors to determine what criteria they would like to see in the responses, specific to the ambulance provision piece?

Director Goold publically stated that he has other questions, but will do those offline.

Director Saylor's Questions

Why do we need to do this RFP in the first place? Why can't Metro Fire's own medics do this? Chief Harms responds to this question, he explains the addition of surge protection in the system is key to staffing levels. Ultimately, would we like to maybe have all fire based medics in the system, yes. The ability in the SRP Program gives us a recruiting area of bringing people into the organization. An example of where the ambulance service contract could be beneficial is during the Kincaid Fire, or during the air show, when we need surge protection or up-staffing quickly. Staffing in 12-hour shifts gives us the flexibility to put additional medics in place during peak times at a beneficial cost.

In September we began running medic units with overtime paramedics, or Flex Medics. Is that correct?

Chief Harms responds, he explains we budget each year for six months for two flex medics. One of the issues this year involved a number of the SRP employees went into the fire academy in July, and a SRP academy running at the same time. To help with this we extended our flex medics until the SRP Academy was done.

What is the unit hour cost of flex medic units running with overtime paramedics?

Chief Harms does not have the numbers in front of him, but he offers that information along with fire base medics, SRP medics, overtime for fire and SRP units, and our contract with AMR.

Action: Presentation received, no action taken.

ACTION ITEMS

1. Contract Approval – Fuel and Lubricant Procurement

(Mark Jones, Logistics/Purchasing Manager)

Recommendation: Approve contract to allow Metro Fire participate in the Sacramento Area Council of Government regional fuel contract.

Action: This item was removed from the agenda, no action taken.

2. Purchase Approval – Three 2019 Leader Ambulances

(Shea Pursell, Fleet Manager)

Recommendation: Approve the purchase of three 2019 Leader Ambulances at an amount not to exceed \$630,878.52.

Action: Moved by Wood, seconded by Clark, and carried unanimously by members present to purchase of three 2019 Leader Ambulances at an amount not to exceed \$630,878.52

REPORTS

1. PRESIDENT'S REPORT:

President Jones reported on the recent 2X2 meeting with Sacramento County, it was a great meeting to share information and raise awareness levels, and thanked all who participated. She was also appreciative of the participation that took place during the strategic planning process this weekend. She and Director Saylor attended the Special District Advisory Committee to Sacramento County LAFCo, Metro Fire continues to be a leading special district in this group. President Jones attended the LAFCo conference two weeks ago, this event took place in Sacramento, and attendees had a chance to visit the West Sacramento regional fire museum.

2. FIRE CHIEF'S REPORT:

Recruitment

Single Role EMT and Paramedic, Final Filing Date 11/29, 4:00 PM

Reassignment

Effective 11/18, Captain/Paramedic Shani Cornell selected to fill the EMS Day Captain

Effective 10/21, Captain Brian Currie and Captain JD Flint are temporarily assigned to days through June 30, 2020. They will report to the Training Division and work on the Strategy & Tactics program. Their primary role is to assist the Operations Division in facilitating and delivering a consistent training package to the different battalion training locations.

Retirement

Effective 11/1, Captain Paul Burke – 29 years of service

Meetings

Fire Chief Forums: 20 sessions during the end of October through November 8th.

10/29, Count of Sacramento / Metro Fire 2x2 had a very positive first meeting

10/30, Labor Management Collaboration Meeting (LMCM)

10/30, Here for Tomorrow – Celebrating our Community Life Savers

- Hosted by Cosumnes Fire
- While off-duty, Captain Ed Henderson was at Bartholomew Sports Complex in Elk Grove when he witnessed a sudden cardiac arrest. He directed the other bystanders on what to do and, as Cosumnes units arrived, he took the iPad and completed all of the personal information from the family on scene. With his quick response, and being at the right place at the right time, there was a positive response for the patient.

10/30, Sacramento Kings First Responder Night

11/2, Pioneer Mutual Hook & Ladder Society – Grand Opening of the Sacramento Regional Fire Museum Learning & Event Center

11/9, Annual Workshop – Strategic Planning

OPERATIONS REPORT

Assistant Chief Lozano reported out for the Operations Division. Since the last Board Meeting on October 24th Metro Fire responded to 5,903 total calls, with about 4,337 being EMS related and a transport rate of 68%. The busiest medic unit was Medic 101 with 269 responses, and E53 was the busiest engine with 291 responses. Metro Fire responded to 17 building fires.

He highlighted a response that demonstrated teamwork in the Operations Division, this incident was a vegetation fire that took place on October 30th. Crews responded to Grant Line Road for a reported Vegetation Fire, with a vehicle into a pole, wires down, vehicle and grass on fire. Upon arrival, crews found a 1 acre grass fire, a fully involved vehicle, broken power pole with wires down, and victims who had self-extricated. Medic crews went to work right away, the Dozer Operator put a line around the fire, and crews assisted in extinguishing the fire. SMUD was contacted to shut the power off. In total the incident took about half an hour with a total of 3 acres burned.

Metro Fire responded to a major in-flight emergency at Mather Airport for a reported issue with the front landing gear. There were five people on board with three hours of loiter time to burn fuel. BC Jenkins and AC Wagaman were able to stage command, operations, medical, fire control, and plan for contingencies. The plane landed, to which the nose gear did collapse, but the pilot did an amazing job keeping the nose gear up as long as possible. All passengers were able to safely exit the plane with no injuries.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT:

FF/P Mitch Thomas assigned to Truck 106 on A shift, and A shift representative reported to the Board. VP Jamison along with the Executive Board is attending the California Firefighter Joint Apprenticeship Conference. A member, Holly Gardner, recently attended the Women's Conference in Boston. He is looking forward to the Board approving the changes to the Sick Leave and Leave of Absence policies, Metro Fire has become a very young department and many employees have growing families. Lastly, he reminds every one of the Dean Baker Crab Feed.

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 Jones)

Next Meeting: TBD

B. Communications Center JPA – (AC Wagaman)

Report Out: November 12, 2019 at 9:00 AM

The heard a presentation from the Center's GIS Staff, who are experts in the field, and what is to come in the future related to how we respond to calls.

- C. **California Fire & Rescue Training JPA – (DC Shannon)**
Next Meeting: January 16, 2020 at 4:00 PM

- D. **Finance and Audit Committee – (Director Kelly)**
Next Meeting: December 12, 2019 at 5:30 PM

- E. **Policy Committee – (Director Goold)**
Report Out: November 14, 2019 at 5:30 PM
The Committee met earlier and took action on the Family and Medical Leave Policy with changes coming to the full Board for consideration. We also heard changes on administrative policies related to the recently negotiated contract for Sick Leave, Leave of Absence, and Modified Duty.
Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

Director Saylors thanked CFO Thomas for the presentation and congratulated the Finance Division for the award. She thanked staff for the work done on Saturday, and their efforts during the workshop.

Director Goold congratulated the Finance Division for their award and hopes the awards are on Metro Fire's website, so the public can see the transparency efforts. He too appreciated the workshop on Saturday, and thanked staff for the great experience and shared ideas. Lastly, as the holiday season approaches, he urges people to reach out to those who are less blessed.

Director Wood congratulated CFO Thomas and staff, and thanked Mr. Pursell for all the work he does.

Director Clark echoed comments related to the Finance Division's award, and thanked Mark Jones and Shea Pursell for the presentations. He also enjoyed attending the strategic planning meeting over the weekend.

Director Barnes congratulated the Finance Division for being recognized for their great work. He wished a Happy Thanksgiving to everyone, and reminded people to hug their families a little tighter during the holiday season.

Director Sheetz congratulated Captain Burke and is looking forward to attending the academy graduation and Dean Baker Crab Feed. She also congratulated the Finance Division, and is confident we will continue to get more yearly medallions. She was pleased with the presentation from Mark Jones, specifically the slide that talked about decisions being kept internally.

Director Jones is looking forward to attending the Dean Baker Crab Feed and wished everyone a Happy Thanksgiving.

CLOSED SESSION

The Board convened to Closed Session at 6:55 pm.

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

- A. Claim Against Public Entity Pursuant to Government Code Section 910
Catherine Nevins v. Sacramento Metropolitan Fire District
Deputy Chief Casentini

Action: On a motion by Goold, seconded by Sheetz, and carried unanimously by members present to reject the claim.

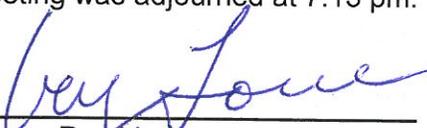
2. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT Pursuant to California Government Code Section 54957 Fire Chief Employment

Action: The Board took no reportable action.

The Board reconvened to Open Session at 7:10 pm

ADJOURNMENT

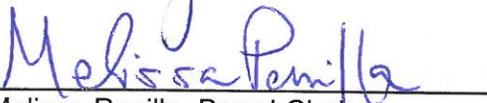
The meeting was adjourned at 7:13 pm.



Gay Jones, President



Matt Kelly, Secretary



Melissa Penilla, Board Clerk