



KURT P. HENKE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

ACTION SUMMARY – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT Thursday, September 12, 2013 10545 Armstrong Avenue – Board Room Mather, California

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by President Kelly. Board members present: Goold, Kelly, Monk, Pierson, Scheidegger, and Wood. Board members absent: Clark, Jones and Orzalli. Staff present: Fire Chief Henke, Interim Board Clerk Kelly, and General Counsel Lavra.

PLEDGE TO FLAG

PUBLIC COMMENT: None

CONSENT ITEMS:

Action: Moved by Goold, seconded by Pierson and carried unanimously by the members present to adopt the Consent Calendar as follows:

1. **Action Summary Minutes**

Recommendation: Approve the Action Summaries for Board meetings of August 22, 2013 and September 4, 2013.

Action: Approved Action Summaries as submitted.

2. **Lease Agreement – Emergency Vehicle Operations Course**

Recommendation: Approve Lease Agreement with McClellan Business Park in the amount of \$4,500 for use of the Mega Lot to provide Emergency Vehicle Operations Course (EVOC) and Driver Training.

Action: Approved Lease Agreement.

3. **Emergency Vehicle Operations Course Instructional Services**

Recommendation: Approve an Expenditure in the amount of \$45,000 with the California Fire and Rescue Training Authority (CFRTA) for Emergency Vehicle Operations Course (EVOC) Instructional Services.

Action: Approved Expenditure.

4. **Purchase – Leader Emergency Vehicle Type II Ambulances**

Recommendation: Approve the Purchase of four (4) Leader Emergency Vehicle Type II Ambulances in the amount of \$405,133.84.

Action: Approved Purchase.

5. **Purchase – SUV Vehicle Replacements**
Recommendation: Approve the Purchase of five (5) Chevrolet Tahoe SUVs with special service packages from Winner Chevrolet in the amount of \$166,823.75.
Action: Approved Purchase.

6. **Purchase – Mobile Equipment Type IV Wildland Units**
Recommendation: Approve the Purchase of two (2) Boise Mobile Equipment Type IV Wildland Units from Boise Mobile Equipment in the amount of \$272,453.
Action: Approved Purchase.

7. **Public Education Workshops**
Recommendation: Authorize the selection of the National Fire Protection Association (NFPA) as the provider for Public Education Workshops required under the Community Wildfire Protection Plan (CWPP) funded by an Assistance to Firefighters Grant (AFG) in the amount of \$66,800.
Action: Authorized selection of NFPA as provider for Public Education Workshops.

8. **California Surplus Property Program**
Recommendation: Adopt a Resolution designating the Fire Chief, Deputy Chiefs of Operations and Support Services and the Fleet Maintenance Manager as designated representatives authorized to acquire Surplus Property through the California State Agency for Surplus Property.
Action: Adopted Resolution No. 2013-108 designating Representatives.

9. **Cancellation of Board Meetings**
Recommendation: Approve cancellation of the November 28, 2013 and December 26, 2013 Board Meetings due to holidays.
Action: Approved cancellation of meetings.

ACTION ITEMS

1. **Records Retention Policy (Wells)**
Recommendation: Approve a Records Retention Management Policy.

Deputy Chief Mark Wells and Information Technology Director Mat Roseberry presented the staff report. They reported once the policy is approved, staff will have guidelines for retention and destruction of records and will be reviewing all records for compliance with this policy.
Action: Moved by Monk, seconded by Wood and carried unanimously by the members present to approve the Records Retention Management Policy.

2. **Family and Medical Leave Act Policy (Wells)**
Recommendation: Approve revisions to the Family and Medical Leave Act Policy.

Deputy Chief Mark Wells and Human Resources Supervisor Melisa Maddux presented the staff report. Ms. Maddux stated that staff is recommending the current policy be revised to require that employees must first use all vacation and sick leave accruals before electing to go on unpaid status. Chief Wells noted that the revised policy is in line with industry standards.

Action: Moved by Scheidegger, seconded by Wood and carried unanimously by the members present to approve revisions to Family and Medical Leave Act Policy.

PRESENTATION ITEM(S) - None

PRESIDENT'S REPORT— None

FIRE CHIEF'S REPORT— Fire Chief Henke

Chief Henke welcomed the Board to their new boardroom. He thanked Deputy Chief Cockrum, Mat Roseberry and the IT staff, and all the staff who were instrumental in getting the room up and running. He acknowledged that the trade unions did a great job in providing a quality product, under budget and ahead of schedule.

Retirements:

- Reserve Firefighter Paul Chapman – 28 years
- Captain Gordon Emde – 27 years
- Engineer Don Carroll – 25 years
- Board Clerk Charlotte Tilson – 19 years

Promotions:

- Assistant Fire Chief Bill Daniels who will be Fire Marshal for CRRD
- Captain Shawn Burke
- Accounting Supervisor Sarah Ortiz

Recruitments:

- Vehicle Mechanic closed September 6th
- Payroll Specialist closes September 20th

Meetings/Events Attended by Fire Chief or Staff:

- August 27th – Tour of Zinfandel Training Facilities by PG&E
- August 27th & August 29th – GEMT Workshops attended by staff
- August 29th – Representatives from Senator Boxer's Office toured the CESC
- September 3rd - CA Metro Fire Chiefs Board Meeting
- September 5th - CA Metro Fire Chiefs Conference Call
- September 8th – 9/11 Memorial Run to Remember
- September 9th – FEMA Press Conference for Fire Prevention and Safety Grant Award
- September 10th – Citrus Heights Chamber Luncheon
- September 11th – 9/11 Memorial Stair Climb

Upcoming Meetings/Events:

- September 14th – Safetyville Firefighters Chili Cook- Off – 12 p.m. to 4 p.m.
- September 15th – 11th Annual Northern California Fire Equipment and Memorabilia Swap Meet – 8 a.m. to 1 p.m., Drill Grounds
- September 18th to 20th – League of California Cities Annual Conference, Sacramento, Fire Chief will be speaking about "Fire Department EMS Cost Recovery"
- September 19th to 22nd – IAFF Memorial, Colorado Springs – Chiefs Cockrum and Wells will attend
- September 21st – Local 522 Gala, Sacramento Convention Center

- September 23rd to September 25th – CFCA Conference, Sacramento – Fire Chief, Deputy and Assistant Fire Chiefs will be speaking about the GEMT
- Fire Chief will be conducting WebEx meetings with staff throughout the month

Save the Date

October 5th – 11th Annual California Fire Fighters Memorial Ceremony, Capitol Park, 11:30 a.m.
 October 5th – 3rd Annual Carolyn Martinez Foundation Golf Tournament, Big Maloney Golf Course
 October 5 to 6 – California Capitol Airshow, Mather

OPERATIONS REPORT – Deputy Chief Holbrook

Deputy Chief Holbrook, Operations, reported there were 15 structure fires since the last report. He stated the most expensive of these was a \$1.5 million fire in a garage full of restored, antique automobiles.

He reported there are seven (7) personnel deployed to fires in California, outside of the District. At the height of the recent fire siege there were 13 engines and 70 personnel assigned to fires from Bakersfield to Sisters, Oregon.

The Sacramento County Operational Area Council Meeting, a group consisting of every agency in the County that has responsibility for public safety emergency preparedness, has agreed to a plan proposed by the District, to conduct an exercise for the County of Sacramento in September 2014.

GENERAL COUNSEL'S REPORT— None

SACRAMENTO METROPOLITAN FIRE DISTRICT – FIREFIGHTERS LOCAL 522 REPORT

Ty Bailey reported that they plan on going station by station, shift by shift, and also through the use of WebEx meetings to educate all their members, as well as retirees, and others about the different plans available during the Open Enrollment period, September 16th through October 11th.

COMMITTEE AND DELEGATE REPORTS

1. **Executive Committee**
 President Kelly reported that there are no meetings scheduled.
2. **Communications Center JPA**
 Deputy Chief Scott Cockrum reported that an RFP for the CAD project will be issued next week and that the first phase of the P25 Migration will begin on October 6th. He informed the Board that eight (8) dispatchers have been hired with an Academy starting in November. He reported that the JPA has received the *County Government Cyber Security Leadership and Initiative Award* from the National Center for Digital Government. The next meeting will be September 24, 2013 at 9:00 a.m.
3. **California Fire & Rescue Training JPA—(Kelly)**
 Director Goold reported that the JPA met on September 4th to approve changes to the contracts related to the Urban Search and Rescue Props project and that these changes were also approved by this Board at a special meeting the same night. The next meeting will be September 20, 2013 at 10:00 a.m.

4. Finance Committee

Director Scheidegger reported that the Finance Committee met this evening to receive a report from the Chief Financial Officer on the financial implications of the Actuarial Review of the Self-Insured Workers' Compensation Program. The next meeting will be October 10, 2013 at 5:00 p.m.

5. Policy Committee

Director Pierson reported that the two policies that were approved by the Board this evening were reviewed by the Policy Committee at its last meeting.

BOARD MEMBER QUESTIONS AND COMMENTS

Members of the Board expressed appreciation to all the staff and to the business trades that were involved in getting the new board room up and running.

Members also expressed appreciation to the firefighters that has been out of the area and those that have been covering the District during the high fire season. Members also thanked staff for their work on all the projects being worked on in the District.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 6:45 p.m. and reconvened to the Open Session at 6:55 p.m.

CLOSED SESSION GOVERNMENT CODE:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Significant Exposure to Litigation pursuant to Government Code Section 54956.9(b): Two (2) Cases

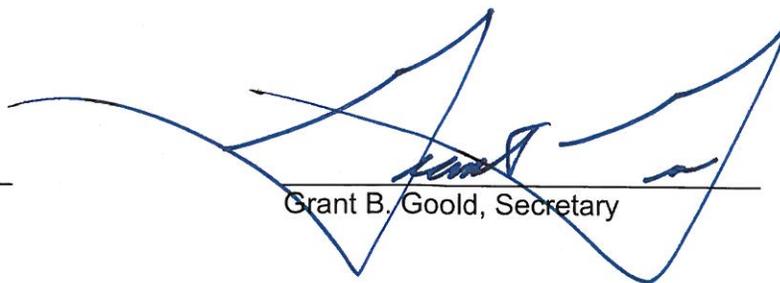
- A. Claim against Public Entity pursuant to Government Code Section 910
Carolyn Dorrough vs. Sacramento Metropolitan Fire District
Action: General Counsel Lavra reported that the Board, by a unanimous vote of members present, rejected the Claim.
- B. Claim against Public Entity pursuant to Government Code Section 910
Michael Methvin vs. Sacramento Metropolitan Fire District
Action: General Counsel Lavra reported that this Claim was removed from the Agenda.

ADJOURNMENT

The meeting adjourned at 6:58 p.m.



Matt Kelly, President



Grant B. Goold, Secretary



Sherry M. Kelly, Interim Clerk of the Board