



Sacramento Metropolitan Fire District

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KURT P. HENKE
Fire Chief

BOARD OF DIRECTORS – ACTION SUMMARY **Thursday, December 13, 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, Pierson, Scheidegger. Director Orzalli, absent. Staff: Fire Chief Henke, Board Clerk Tilson, General Counsel Lavra.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session meeting is videotaped for cablecast on Metro Cable 14. Replay on Saturday, December 15, 2012 at 1:00 PM and Monday, December 17, 2012 at 6:00 PM on Channel 14; Webcast at www.sacmetrofire.com.

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 None

CONSENT AGENDA:

1. Board Meeting Action Summary – November 8, 2012

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

ACTION ITEM(S):**1. Certified General Election Results – November 6, 2012 –
Board Members – Divisions 2, 4, 5, 6 and 9—(Board Clerk Tilson)**

- There were insufficient nominees for the Sacramento Metropolitan Fire District Divisions 2, 4, 5, 6 and 8 to require an election on November 6, 2012.
- In accordance with Elections Code §10515, the following persons who filed a declaration of candidacy shall take office and serve exactly as if elected at the General District Election.

DIVISION 2:

Grant B. Goold

Division 4:

No Candidate Filed

DIVISION 5:

Edward "Jack" Scheidegger

Division 6:

D'Elman Clark

DIVISION 8

Marguerite Gay Jones

- Staff recommended the Board accept the election results of the November 6, 2012 General Election as certified by the County of Sacramento Registrar of Voters.
- **Board Action:**
Kelly/Clark—Approve the staff recommendation. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Pierson, Scheidegger, AYE. Director Orzalli, absent. Motion passed.

**2. Designation of Board Member(s) to the Sacramento County
Board of Supervisors Interview Panel for Appointment of Sacramento
Metropolitan Fire District Division 4 Director—(Tilson/Jones)**

- President Jones stated updated information was just received that the Interview Panel will consist of two members from the County Board of Supervisors and two members from the Sacramento Metropolitan Fire District's Board, as well as a representative from the County Chief Executive's Office. Since we do not have any specific timelines or dates when these interviews will occur, it was requested that the Board also designate an Alternate on the Interview Panel.
- Following discussion, President Jones and Director Kelly stated they would like to participate on the Interview Panel; Director Pierson and Director Monk both expressed an interest as Alternates.
- **Board Action:**
Goold/Scheidegger—Assign Directors Jones and Kelly to the Interview Panel and Directors Pierson and Monk as alternates. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Pierson, Scheidegger, AYE. Director Orzalli, absent. Motion passed.

3. Bid Award – Firefighting Thermal Imaging Cameras—(A/C Walt White)

- In 2011, The Sacramento Metropolitan Fire District applied and received a \$1,249,720.00 grant, (\$999,776.00 Federal Share and the rest is a 20% share split between each participating agency, \$249,944.00), to purchase 122 firefighting thermal imaging cameras.
- The District worked together with Sacramento City Fire, Cosumnes CSD Fire and Folsom City Fire to jointly create a Memorandum of Understanding (MOU) wherein the specifics were put in place, with a proposal for purchase. The main intent was to use the same thermal imaging camera throughout the region.
- The proposal was published and a demonstration was held where all seven manufacturers were invited to present their cameras. Each vendor was asked to leave at least one camera for practical evaluations. Once the presentations were reviewed, the selected cameras were then evaluated for specific criteria.
- The District released a Request for Formal Proposal (RFFP) on October 17, 2012 for the purchase of 122 firefighting thermal imaging cameras, with responses from the following camera manufacturers:
 1. Avon ISI
 2. Bullard
 3. Draeger
 4. Scott
 5. ISG
 6. MSA
 7. Argus
- A demonstration from the seven camera manufacturers was held on November 1, 2012 at which time, the cameras submitted by Avon and Scott were eliminated from participating in the practical evaluations; cameras did not meet the initial broad specifics.
- Practical evaluations were conducted over a three-day period from November 5-9, 2012. Over 40 fire crews from all participating agencies evaluated the cameras in a real fire scene scenario located at the McClellan Brickyard. The scenario included three stations; cold smoke station, fire behavior station, and search and rescue station. In each station crews were evaluating the weight of camera, ability to use the camera with gloved hands, clarity of picture, screen readability and the overall ease of use of camera.
- The camera with the top score was selected and a request for quotes (RFQ) was disseminated on November 27, 2012, to the list of all vendors that provide fire equipment to the District for the ISG XR-HR Thermal Imaging Camera. The RFQ was also posted on the District's website. The RFQ submittal deadline was December 4, 2012.

- The District received the following three quotes:

ISG Infrasys	\$1,011,868.00
Allstar Fire Equipment	\$1,104,710.00
Diamondback Fire	\$1,104,710.00

- With the available grant funds, the District is able to place an order for 122 cameras for a total of \$1,011,868.00 plus tax. The total anticipated cost sharing for all four agencies will be \$218,057.55. The cost sharing portion is captured in our current FY13 budget.

- The 122 cameras being purchased will be distributed among the four agencies as follows:
 - Folsom City Fire - 4
 - Cosumnes CSD Fire - 14
 - Sacramento City Fire - 42
 - Sacramento Metropolitan Fire District - 62

- Staff recommended the Board award the bid to ISG Infrasys in the amount of \$1,011,868.00 plus tax for the ISG XR-HR thermal imaging camera. They submitted the lowest and most responsive, responsible bid that will meet the specifications of Metro Fire and the partnered agencies.

- Director Kelly requested that any surplus units be set aside for Fire Camp.

- Director Goold thanked the group that first donated a camera (Citrus Heights Women's Club) and would like to have them back. Also would like to look at other organizations that bought something of this magnitude together.

- **Board Action:**
Scheidegger/Clark—Approve the staff recommendation and award the bid to ISG Infrasys. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Pierson, Scheidegger, AYE. Director Orzalli, absent. Motion passed.

4. Resolution No. 2012-103 – Disposal of Surplus Firearm—(Steve Johnson)

- The following firearm is being phased out for removal from the fixed asset inventory due to standardization. The firearm will be sold to Personal Defense Weapons of El Dorado Hills, FFL #9-68-017-07-2K-02311, for \$650.

Make/Model	Caliber	Serial number	Condition
Sig Sauer P220	.45cal	G379332	Good

- Staff recommended the Board adopt the Resolution and surplus the listed firearm. Once approved, the firearm will be legally transferred to Chris Mitchell and removed from the District fixed assets.
- **Board Action:**
Kelly/Monk—Adopt the Resolution. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Pierson, Scheidegger, AYE. Director Orzalli, absent. Motion passed.

5. Resolution No. 2012-104 – Lease Agreement for 2101 Hurley Way, Sacramento, with County of Sacramento Sheriff’s Department—(Larry Davis)

- In early November the Sacramento County Real Estate Division contacted CB Richard Ellis (CBRE), the District’s list agents, regarding our former headquarters building at 2101 Hurley Way. The Sacramento County Sheriff’s Department (SSD) is in urgent need of leasing space to relocate their parking and red light enforcement division.
- This lease agreement contains some provisions that are not typical in the market but, taken as a whole, represent a fair and equitable solution to the needs of both parties. Typically the District would provide a new tenant with rent abatements of one month per year of lease and a tenant improvement (TI) allowance of approximately \$10-\$20 per square foot of leasable space. 2101 Hurley contains approximately 17,280 square feet of leasable so the typical TI allowance would be as much as \$345,600 and the value of the abated rent could be as high as \$200,000 depending on the type of lease. In addition, occupancy by the SSD will require the installation of a perimeter security fence and automatic gate.
- During the due diligence period it has been discovered that there will be Americans with Disabilities (ADA) upgrades required in order to lease the building, regardless of the tenant. The SSD has agreed to include some of these costs in their TI project. The District will pay for approximately \$80,000 of the cost of the ADA upgrades. Further, this lease will be to a single tenant as opposed to leasing the building as a multi-tenant office building which is more common in the market. This will save the District at least \$10-\$15 per square foot in costs to split and zone the heating, ventilation and air conditioning (HVAC) system, separate electrical panels, demising walls or the creation of interior suites.
- By mutual agreement, there are items that have not been fully negotiated, but these items do not significantly impact the overall deal. These items include the scope of the janitorial services provided. Both parties agree that the scope can be adjusted to reduce the cost of the service to the District and meet the needs of the SSD. Other examples are the final floor plans and construction details which are still being determined.

- In these unique circumstances, the District and the SSD have come to an agreement whereby the SSD has agreed to a ten (10) year lease term, will waive the typical abated rent and TI allowances, including the installation of the security fence. In addition, the SSD will pay their gas and electricity costs directly to the utility. In exchange for the above concessions the District has agreed to a lower than market rent amount.

Lease Details:

Access to premises:	Upon execution
Commencement of rent:	No later than February 1, 2013
Term:	10 years
Starting Monthly Rent:	\$12,268.80
Starting Annual Rent:	\$147,225.60 per year
Type:	Modified Gross Lease
Renewal:	No provision for renewal
Rent Escalation:	\$0.03 per square foot escalation per year

- The tenant is requiring significant tenant improvements (TI) in order to meet their operational needs. Total estimated cost for the TI is \$700,000, which will initially be paid by the District and fully reimbursed by the tenant upon completion of the TI in a lump sum payment within 45 days of receipt of an invoice. Water, sewer, garbage and janitorial service will remain the responsibility of the District; however, electricity and gas will be paid by the tenant, which will result in some savings on the utility costs the District is currently paying to maintain the building. The costs for which the District will be responsible have been accounted for in determining the rental rate.
- In addition to the approximately \$80,000 in ADA improvements described above, the District will also pay its real estate broker, CB Richard Ellis, a brokerage fee of \$63,763.20 as described in the listing agreement.
- Once stabilized, the lease will result in a positive cash flow to the District of approximately \$90,000 per year.
- Staff recommended the Board adopt the Resolution authorizing the Fire Chief or his designee to execute all documents necessary to enter into a lease agreement with the County of Sacramento Sheriff's Department.
- Fire Chief Henke commended Chief Development Officer Larry Davis, Deputy Chief Cockrum and staff for putting this deal together given the short timeframe of only 45 days.
- **Board Action:**
Goold/Monk—Adopt the Resolution. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Pierson, Scheidegger, AYE. Director Orzalli, absent. Motion passed.

6. Resolution No. 2012-105 – Engineer Vincent Elko—(Wells)

- Application filed with the Public Employees' Retirement System, effective December 28, 2012.
- Findings determine that the disability is a result of injury or disease arising out of and in the course of employment.
- Staff recommended adoption of the Resolution.
- **Board Action:**
Pierson/Clark—Adopt the Resolution. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Pierson, Scheidegger, AYE. Director Orzalli, absent. Motion passed.

7. Resolution No. 2012-106 – Industrial Disability Retirement – Retired Firefighter Frank Diaz—(Wells)

- Application filed with the Public Employees' Retirement System, effective June 1, 2011.
- Findings determine that the disability is a result of injury or disease arising out of and in the course of employment.
- Staff recommended adoption of the Resolution.
- **Board Action:**
Scheidegger/Monk—Adopt the Resolution. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Pierson, Scheidegger, AYE. Director Orzalli, absent. Motion passed.

8. Resolution No. 2012-107 – Engineer Matthew Jewett—(Wells)

- Application filed with the Public Employees' Retirement System, effective December 31, 2012.
- Findings determine that the disability is a result of injury or disease arising out of and in the course of employment.
- Staff recommended adoption of the Resolution.
- **Board Action:**
Kelly/Monk—Adopt the Resolution. Roll Call: Directors Clark, Goold, Jones, Kelly, Monk, Pierson, Scheidegger, AYE. Director Orzalli, absent. Motion passed.

9. Election of Board Officers, Term Commences January 1, 2013—(Jones)

- a. **President**
- b. **Vice President**
- c. **Secretary**

The following Board Officers were elected, annual term to commence January 1, 2013:

President	-	Matt Kelly
Vice President	-	Randall L. Orzalli
Secretary	-	Grant B. Goold

PRESENTATION ITEM(S) None

PRESIDENT'S REPORT—(Jones)

- Thanked each and every person present and all the members of the District as well as the public for supporting her in the position of President of the Board. Particularly thanked the Board Clerk, Charlotte Tilson, and Fire Chief Kurt Henke for their unwavering support and dedication. It's for the District and it makes the job of Executive Committee Officers so much more fulfilling because it brings you much closer to success when you have the support of all your senior staff as well as the directors. Congratulated Director Kelly.

FIRE CHIEF'S REPORT—(Fire Chief Henke)

- Expressed condolences to the families of Loran Wolcott and Chief Giblin.
- Congratulated Directors Clark, Goold, Jones, and Scheidegger for their election and being sworn in last week. Looking forward to working with each and every one of you. Congratulations to President-Elect Kelly who will take over along with Director Orzalli and Director Goold.
- The District was successful in getting the Wellness and Fitness Assistance to Firefighters (AFG) grant for \$462,000 and that will help fund the program already started and budgeted.

Also successful in getting a \$50,000 grant to replace the avionics in Helicopter 1.

Commended Larry Davis and his staff for doing a great job in grant writing and that is why we have been so successful.

- We have not moved out of this room because of delays in the Simulator Project. Announced that he received an e-mail today from the Secretary of CalEMA notifying us that we are approved to move on with construction of the Simulator Project commencing in January. Will be meeting with CalEMA over the next 30 days to work out a program whereby we turn over the running of that program to CalEMA. Construction will begin in early February.
- November 9, 2012 – Staff attended the Annual State of the City address for Rancho Cordova.
- November 10, 2012 – Station 32 had its Open House – first in a series of open houses that will be held.
- Continuing to meet with the labor unions about pre-funding of retiree medical. Hopeful to have something within the next couple months to make sure it is funded into the future.
- Continuing to meet with the Citizens Advisory Committee to the Fire Chief. Hope to have something to report in late January or February.
- November 28-30, 2012 – Attended the California Fire Chiefs Conference in Sacramento.
- December 3, 2012 – Attended the 23rd Annual Building Trades Holiday Party.
- December 11, 2012 – Attended the Approval Authority meeting where we got the \$50,000 grant for the helicopter.
- December 12, 2012 – Attended retirement luncheon for Deputy Chief Judy Gossner – Cal Fire after 43 years of service.
- December 12, 2012 – Attended the Rancho Cordova 2 x 2 meeting and stated we anticipate being out of their Council Chambers within the next six months.
- December 16, 2012 – California Regional Fire Academy Graduation – Crest Theatre, 4:00 p.m.
- December 18, 2012 – Sacramento Metropolitan Fire District Academy 12-2 Graduation – Crest Theatre, 4:30 p.m.
- January 12, 2013 – Guns & Hoses Crab Feed – Scottish Rite Center – dinner at 6:00 p.m.
- January 26, 2013 – Guns & Hoses Football Game – CSUS Stadium – 1:00 p.m. Kick Off
- January 26, 2013 – Pioneer Mutual Hook & Ladder – 22nd Annual Crab Feed – St. Mary's Church Hall, 7:00 p.m.

New Hires:

November 26, 2012 – Robin Almeida, Accounting Technician

December 3, 2012 – Sarah Turner, Computer Systems Supervisor

Retirements:

November 11, 2012 - Firefighter David Bartley – 22 years

December 12, 2012 - Database Technician Brynn Wren– 19 years

Public Information Officer (PIO) Team in addition to Michelle Eidam:

Captain Kim Fong

Captain Jon Rudnicki

Captain Chris Quinn

Engineer James (JB) Lee

Firefighter Rashawn Fulcher

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

Statistics since the last Board meeting:

- Metro Fire – 4,638 dispatches; transported 70% of the time
- AMR – 1,446 dispatches; transported 70% of the time

Fire Incidents –

- 39 structure fires since the last meeting.

Additional Primary Project Undertakings:**Operation Escape –**

Patient transportation/relocation exercise for the Department of Public Health. Metro Fire participates on the Type 3 Incident Management Team and shadowed behind and mentored them through that exercise. It was tremendously effective.

Leadership Initiative for Metro Fire –

The group led by Assistant Chief John Wagner was convened to address succession planning and influence the culture within this District. We have recruits all the way to chief officers sitting on this group. Meetings are scheduled weekly and the Board will be updated on its progress.

Department of Homeland Security and Science Technology Branch –

For the last three days we sat together and informed Homeland Security, parallel to our own effort on a simulator facility, on a way to initiate local modeling and simulation games to enhance police and firefighters ability to work together. This initiative will probably take years to execute for total cross cutting. This is the first city in the Nation to have this done.

Memorial Service for Firefighter Ronald Pike –

- Attended the service held today and represented the District.

GENERAL COUNSEL'S REPORT—(John Lavra)

- During the last year, it was a pleasure to work with President Jones on some of the issues we had to handle.
- Congratulated Directors Kelly, Orzalli, and Goold on their election and look forward to working with them in the upcoming year.

LOCAL 522 REPORT:

- Battalion Chief Maurice Johnson extended condolences to the families of Loran Wolcott, Chief Giblin, and Firefighter Pike.
- Congratulated President-Elect Kelly, Director Orzalli, and Director Goold.
- Happy Holidays to everyone.

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

- Next Meeting: TBD

Communications Center—(DC Cockrum)

- Reported that the new Comm Center Director is on board. There has been quite a turnover of personnel and job announcements will be going out for technical service personnel.

Director Monk stated last week on the news, there was a report about Center High School and their dispatcher training program. With the difficulty in finding dispatchers, this might be something to keep in contact with for future needs.

- The CAD system is outdated and the issue is moving forward regarding a changeover from analogue to digital. In the future, there will be a significant financial impact for Metro Fire and the other JPA agencies.
- Next Meeting: January 29, 2013 – 9:00 AM
Cosumnes CSD Board Chambers
8820 Elk Grove Boulevard
Elk Grove, CA

California Fire & Rescue Training Authority—(Kelly)

- Next Meeting: February 27, 2013 – 10:00 AM
Location: California Emergency Management Agency
3650 Schriever Avenue
Mather, CA

COMMITTEE AND DELEGATE REPORTS (continued):**Finance Committee—(Monk)**

- Met this evening. Received updates on October financial reports. Still having challenges in the Community Risk Reduction Division program and look forward to having Fire Marshal Iverson at some of our meetings to help us understand the numbers.
- Next Meeting: January 10, 2013 – 5:00 PM

Policy Committee—(Orzalli)

- No set meeting.

BOARD MEMBER QUESTIONS AND COMMENTS:**Board Members:**

- Wished everyone a Merry Christmas and Happy Holidays and New Year.
- Congratulated the Directors-Elect Kelly, Orzalli, and Goold, the new Executive Board members for 2013.
- Thanked Director Jones for her leadership this past year as President and performing an outstanding job with an unparalleled professional attitude.

Clark:

- Thanked the staff and personnel for their work and echoed the Fire Chief's comments about the good job that everyone is doing.

Scheidegger:

- Thanked Fire Chief Henke, Larry Davis and staff for their success on the grants discussed tonight for the Wellness and Fitness Program and the avionics.
- Thanked Michelle Eidam, Brenda Briggs, and other staff and volunteers for making a fantastic success of the open house at Station 32. The citizens of the community of Fair Oaks had a great time.

Monk:

- Congratulated Larry Davis on the new grants coming in from AFG.
- Thanked the City of Rancho Cordova for allowing the District to use its Council Chambers.
- Kudos to Fire Chief Henke for getting the CalEMA approval and to see the cooperation on the simulator project.
- Commended Larry Davis and Deputy Chief Cockrum for great work on the Hurley building especially in the short time period given to put it all together. It's great to help out our allied partners in times of limited budgets in a facility that accommodated their needs.
- Congratulated all the retirees who worked long and hard to get to that retirement level.

Goold:

- Would like to see a report on our Tactical EMS Group In the coming weeks.
- About two years ago a Board member that was with us encouraged him to come visit him in his office on a day he was full of energy and also actively fighting cancer. He lived the spirit of service and was most alive when he watched food come into a pantry or a warehouse. On his behalf and in his honor, he asked each of us to look for a moment in the next couple of weeks where we can make a difference in someone's life. He will forever be the essence of this holiday season to him because he lived it where most of us just talk about it.

Kelly:

- Congratulated the returning directors.
- Great news on Wellness grant and Avionics grant.
- Happy to hear the simulator project is moving forward and we will have a permanent home for our Board Directors soon.
- Thanked the City of Rancho Cordova for allowing us to use this space for so long.
- Congratulated Donald Terry who is a newly elected City Council member for the City of Rancho Cordova. He prevailed on a recount by a mere eight votes, so whoever is watching don't think your vote doesn't count.
- Director Goold touched on it. Tom Lawson was a friend of his who is missed tremendously. If you knew Tom, you cannot help but think about him this time of year. He would encourage you to help somebody who is less fortunate than you are.
- It is exciting to hear about the extra curricular activities done whether it is the Escape Project, the Leadership Project, or one yet to be named.
- To all of Metro Fire, the professionalism the men and women display on a daily basis on the line or in administration, it humbles him to be a part of such a wonderful organization.

Jones:

- Thanked the staff and the Clerk of the Board for the Swearing In on December 7 for herself and the Directors who are honored to serve another four years. It is an honor and a privilege to work together with everyone at the District.
- Attended the City of Rancho Cordova 2 x 2 Committee meeting. We continue to have a good working relationship.
- Thanked the City of Rancho Cordova for the use of this facility.
- Enjoyed the Open House by Local 522. It is a great networking opportunity and a good Holiday cheer.

CLOSED SESSION 6:10 PM**RECONVENE TO OPEN SESSION 6:45 PM**

[Taken Out of Order After Consent Items]

Report by General Counsel Lavra:

1. **CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION–(Counsel Lavra)**
Exposure to Litigation Pursuant to California Government Code Section 54956.9(b)

No action.

2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – (DC Wells)**
Pursuant to California Government Code Section 54956.9(a) – Three (3) cases of Industrial Disability Retirement and one (1) matter of Workers' Compensation Settlement Authority

- A. Vince Elko and the Sacramento Metropolitan Fire District
Claim #SMDH-547675 – Industrial Disability Retirement–(Attorney Colin Connor)

No action was taken. The Resolution will be considered in open session under Action Item No. 6.

- B. Frank Diaz and the Sacramento Metropolitan Fire District
Claim #SMDG-537935 – Industrial Disability Retirement and Workers' Compensation Settlement Authority–(Attorney Colin Connor)

With respect to the Industrial Disability Retirement, the Resolution will be considered in open session under Action Item No. 7.

Relative to the Workers' Compensation claim, the Board voted unanimously, with Director Orzalli absent, to grant the District's Third Party Administrator approval to settle the Claim.

- C. Matthew Jewett and the Sacramento Metropolitan Fire District
Claim #SMDG-543013 – Industrial Disability Retirement–(Deputy Chief Wells)

No action was taken. The Resolution will be considered in open session under Action Item No. 8.

ADJOURNMENT –The meeting was adjourned at 8:15 p.m. in memory of Loran Wolcott, Chief Giblin, and Ron Pines.

Gay Jones, President

Randy Orzalli, Secretary

Charlotte Tilson, Clerk of the Board