



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

Grant Goold
Board President
Division 2

Ted Wood
Board Vice President
Division 4

Jennifer Sheetz
Board Secretary
Division 5

Cinthia Saylors
Board Member
Division 1

Robert Webber
Board Member
Division 3

D'Elman Clark
Board Member
Division 6

Brian Rice
Board Member
Division 7

Gay Jones
Board Member
Division 8

John Costa
Board Member
Division 9

BOARD OF DIRECTORS - REGULAR MEETING AGENDA

Thursday, January 25, 2024 – 6:00 PM

Sacramento Metropolitan Fire District

10545 Armstrong Avenue

Board Room – Second Floor

Mather, California

&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

☎ Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. To view the meeting via the Zoom Application, please click on the link above.

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Marni Rittburg
Board Clerk
(916) 859-4305
rittburg.marni@metrofire.ca.gov

The Board will convene in open session at 6:00 p.m.



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REGULAR BOARD MEETING

THURSDAY, JANUARY 25, 2024

- CALL TO ORDER
- ROLL CALL
- PLEDGE TO FLAG

METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District will be cablecast on Metro Cable 14, the local government affairs channel on Comcast, Consolidated Communications and AT&T U-Verse cable systems. This meeting is also webcast at metro14live.saccounty.gov. Today's meeting replays at 2:00 p.m. on Sunday, January 28, 2024 and again at 6:00 p.m. on Monday, January 29, 2024, on Channel 14. This meeting can also be viewed at youtube.com/metrocable14.

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

The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members wishing to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the number of public member presentations. Speakers' comments will be limited to three (3) minutes (Per Section 31 of the Board of Directors Policies and Procedures).

In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.

CONSENT ITEMS:

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

CONSENT ITEMS

Page No.

- | | | |
|----|---|----|
| 1. | Action Summary Minutes | 5 |
| | Recommendation: Approve the Action Summary Minutes for the Regular Board Meeting of December 14, 2023. | |
| 2. | Parking Lot Lease – 7629 Greenback Lane | 16 |
| | Recommendation: Authorize the Fire Chief or his designee to execute the attached lease agreement. | |



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, JANUARY 25, 2024

PRESENTATION ITEMS:

- | | | |
|----|---|-----------|
| 1. | Government Affairs Winter Update
<i>(Director of Government Affairs Kyle Macdonald)</i> | 21 |
| | Recommendation: Receive presentation, no action required. | |

ACTION ITEMS:

- | | | |
|----|---|-----------|
| 1. | Adopt Resolution - California Senate Bill 1205 Mandatory Inspections & Compliance Reporting
<i>(AC Barbie Law)</i> | 35 |
| | Recommendation: Adopt the Resolution acknowledging receipt of the annual report regarding the inspection of public and private schools and certain residential occupancies for the calendar year 2023. | |
| 2. | Revision of Board Policy 01.013.01 – Travel & Conference Expenses
<i>(CFO Dave O'Toole)</i> | 51 |
| | Recommendation: Approve the Travel & Conference Expenses Policy changes. | |

REPORTS:

1. **PRESIDENT'S REPORT —** *(President Goold)*
2. **FIRE CHIEF'S REPORT —** *(Chief House)*
OPERATIONS REPORT — *(Deputy Chief Mitchell)*
ADMINISTRATIVE REPORT — *(Deputy Chief Bailey)*
SUPPORT SERVICES REPORT — *(Deputy Chief Wagaman)*
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT —** *(Captain Sean Scollard, Local 522 Vice President)*
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 Goold)*
Next Meeting: TBD, Met Today
 - B. **Communications Center JPA —** *(AC Greene)*
Next Meeting: January 23, 2024 at 9:00 AM
 - C. **Finance and Audit Committee —** *(Director Wood)*
Met Today: January 25, 2024 at 5:00 PM
Next Meeting: February 22, 2024



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REGULAR BOARD MEETING

THURSDAY, JANUARY 25, 2024

D. Policy Committee – (*Director Costa*)

Next Meeting: February 8, 2024

BOARD MEMBER QUESTIONS AND COMMENTS

ADJOURNMENT

NEXT BOARD MEETING(S):

Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District at 10545 Armstrong Avenue, Mather, CA

- Regular Board Meeting – February 8, 2024 at 6:00 PM

Posted on January 22, 2024 by 4:30 p.m.



Marni Rittburg, CMC, CPM^E

Clerk of the Board

** No written report

** [PDF](#) Separate Attachment

DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, December 14, 2023

Held at the following locations:

10545 Armstrong Avenue – Board Room
Mather, California
&
Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Clark. Board members present: Clark, Costa, Goold, Jones, Rice, Sailors, Sheetz, Webber and Wood. Board members absent: None. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS

Public comments were not received.

CONSENT ITEMS

Moved by Director Wood, seconded by Costa, and carried unanimously by members present to adopt the consent calendar as amended:

1. Action Summary Minutes

Recommendation: Approve the Action Summary Minutes for the Regular Board Meetings of October 26, 2023 and November 9, 2023.

Action: Approved the Action Summary Minutes

2. 2024 Schedule of Regular and Committee Board Meetings

Recommendation: Approve the 2024 schedule of regular and committee board meetings and cancel meetings that fall on or near holidays.

Action: Approved the 2024 meeting schedule.

3. Adopt Resolution – Sale of Real Property – Oak Avenue, Orangevale

Recommendation: Adopt Resolution authorizing the Fire Chief or his designee to affect the sale of the Property to the offeror.

Action: Adopted Resolution 2023-077 authorizing the Fire Chief or his designee to affect the sale of the Property to the offeror.

4. **New Board Policy – Standards of Cover Policy**
Recommendation: Adopt the Standards of Cover Policy (Board Policy 01.021.01).
Action: Adopted the Standards of Cover Policy.
5. **Contract Amendment with Amentum Services Inc. for Aircraft Maintenance Services**
Recommendation: Authorize the Fire Chief to execute the contract amendment for Aircraft Maintenance Services with Amentum Services Inc.
Action: Authorized the Fire Chief to execute the contract amendment for Aircraft Maintenance Services with Amentum Services Inc.
6. **Adopt Resolution – Contract Award – Owner Advisor (Zinfandel Phase 3 Buildout Project)**
Recommendation: Adopt the Resolution approving a contract award to Benham Design, LLC and authorize the Fire Chief or his designee to execute and administer an agreement materially similar to the attached agreement.
Action: Adopted **Resolution 2023-078** approving a contract award to Benham Design, LLC and authorize the Fire Chief or his designee to execute and administer an agreement materially similar to the attached agreement.

PRESENTATION ITEMS

1. **Metro Fire Peer Support Canine Program**
(AC Greene)
Recommendation: Receive presentation.
Action: Presentation received.
2. **5 Years of Service to Director Sailors**
(Chief House)
Recommendation: Receive presentation, no action required.
Action: Presentation received.

ACTION ITEMS

1. **Adopt Resolution – Response Standards and Service Level Objectives**
(Chief Development Officer Jeff Frye & GIS Data Analyst Jake Whealen)
Recommendation: Adopt the Resolution approving the Response Standards and Service Level Objectives.
Action: Moved by Director Goold, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2023-079** approving the Response Standards and Service Level Objectives.
2. **Adopt Resolution – Labor Negotiations – Side Letters**
(DC Bailey)
Recommendation: Adopt the Resolution approving the Side Letters between Sacramento Metropolitan Fire District and Local 522, I.A.F.F. (AFL-CIO).

Action: Moved by Director Costa, seconded by Webber, and carried unanimously by members present to adopt **Resolution 2023-080** approving the Side Letters between Sacramento Metropolitan Fire District and Local 522, I.A.F.F. (AFL-CIO).

3. Adopt Resolution – Senior Safety Management and Safety Management Employees

(General Counsel Lavra)

Recommendation: Adopt the Resolution approving the amendment establishing compensation and benefits for Senior Safety Management and Safety Management Employees.

Action: Moved by Director Webber, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2023-081** approving the amendment establishing compensation and benefits for Senior Safety Management and Safety Management Employees.

4. Election of Board Officers

(Board Clerk Rittburg)

Recommendation: Nominate and elect members of the Board to serve as:

a) President, b) Vice President and c) Secretary for one (1) year terms to commence January 1, 2024.

Action: Moved by Director Wood, seconded by Jones, and carried unanimously by members present to nominate Director Goold as Board President.

Action: Moved by Director Clark, seconded by Webber, and carried unanimously by members present to nominate Director Wood as Vice President.

Action: Moved by Director Costa, seconded by Clark, and carried unanimously by members present to nominate Director Sheetz as Secretary.

5. Disability Retirement – Anthony Benelisha

**

(DC Bailey)

Recommendation: After discussion in Closed Session, consider adopting a Resolution finding Firefighter Anthony Benelisha has suffered job related injuries and is eligible for a Disability Retirement.

Action: Moved by Director Wood, seconded by Sheetz, and carried unanimously by members present to adopt **Resolution 2023-082** finding Firefighter Anthony Benelisha has suffered job related injuries and is eligible for a Disability Retirement.

REPORTS

1. PRESIDENT'S REPORT - (President Clark)

It's been a very good year and I treasure and am humbled by the support of my fellow Board Members and Chief House for his leadership and the Board Clerk has been indispensable.

2. FIRE CHIEF'S REPORT — (*Chief House*)

President Clark, Directors, Colleagues members of the public, good evening.

1. Promotions (s)

Congratulations to Kiley Keeley, appointed to Assistant Chief, Shift Commander B Shift, effective December 13th, 2023. Chief Keeley came to the podium and provided a brief personal history to the Board)

Congratulations to TJ DeGrace and Ryan Van Brunt who were promoted to Captain, effective November 21, 2023. (Captain Van Brunt came to the podium to provide a brief personal history to the Board. Captain DeGrace was unable to join us this evening.

2. Reassignment(s)

The following members were selected to join Drill Master Derrick Sheetz as Drill Instructors for the 24-1 Fire Academy, effective January 8, 2024:

- Captain Eric Gravin
- Captain Matt Sammons
- Engineer Alexander Carl
- Firefighter Chris Allen
- Firefighter Vito Gioiello

3. Recruitment(s)

The final filing date for Letters of Interest for the position of Chief Pilot, in the Air Operations Division, was extended to Friday, December 8th by 4:00pm.

4. Retirement(s)

Congratulations to Assistant Chief Carl Simmons on his retirement. Chief Simmons retired November 19th, after 22 years of service.

5. Meetings

- i. Staff and I continue to meet with representatives from the cities of Citrus Heights and Rancho Cordova and the County of Sacramento on a quarterly basis to discuss matters of mutual interest. Our most recent meeting was with the City of Rancho Cordova on 12/6.
- ii. Congratulations to Cal-JAC Paramedic Class 22-1 on their graduation on 12/7. 21 cadets graduated, and 3 of the cadets are members of Metro Fire. It was an honor to speak at their graduation and celebrate this significant milestone with the cadets, their families and friends, and the staff who were instrumental in putting together this prestigious paramedic academy.

6. Miscellaneous

It is with a heavy heart that I pass along that (Ret.) Firefighter Bernie Necker passed away on November 17th. Bernie retired from Metro Fire in 2006. Firefighter Necker's dedication to our district and memory will forever be cherished. With further

information to come, a celebration of life is scheduled to take place on January 13th, 2024. Chief House asked for a moment of silence before we adjourn to closed session.

OPERATIONS REPORT – (*Deputy Chief Mitchell*)

1. Decon 110

- In service 11/27/23, staffed with one FF – six month pilot program
- Close collaboration and support from 522
- Will respond to the scene of working fires at discretion of the incident commander
- Will collect contaminated PPE
- In addition to current StormStick usage
- Plan to add more robust decontamination bags next spring

2. EMS Team Introduction

- AC Rudnicki introduced EMS team members Adam Blitz, Jim Ellis, Eric Matteoli, Chris Kellogg, and Eric Sacht.

3. Commendation

- AC Fiorica will present commendation to BC Pittman

Pittman Commendation

Back on April 16th a vehicle accident with entrapment occurred on Highway 50 at Aerojet Road. Captain, now BC, Pittman was working an overtime shift at Engine 61 and he and his crew were on their way to Station 65 to complete some training when Captain Pittman heard Truck 23 get dispatched to the accident. Being aware of the extended response time for the closest available Truck for this incident he made contact with the Incident Commander and inquired about responding with Truck 65. The truck was in quarters but was unstaffed as the truck crew was already on a water rescue incident. The Incident Commander approved Captain Pittman's plan so Engine 61 responded to Station 65 and staffed the Truck and responded to the incident. Captain Pittman's decision had a significant positive impact on the response time to get the needed tools and equipment to this incident. Captain Pittman demonstrated outside of the box thinking and his decision is in line with the following pillars of the Metro Way: service delivery, adaptable, strong communications, and individual initiative.

ADMINISTRATIVE REPORT – (Deputy Chief Bailey)

2023 END-OF-THE-YEAR MILESTONES ADMIN BRANCH REPORT

December 14, 2023

COMMUNITY RELATIONS DIVISION

- Assisted in establishing the first Emergency Operations Center (EOC) at HQ during the major storms at the beginning of 2023. Assisted Sac County OES at the county EOC and messaged safety and evacuation information that made national headlines.
- Partnered with CERT and Red Cross for smoke alarm canvassing in neighborhoods after the year-end fatal fires in Antelope, Rio Linda, and Rosemont.
- Metro Fire hosted the US Fire Administrator Dr. Lori Moore, the IAFF, the National Fallen Firefighter Foundation, and Cal OES, and held a national press conference at Station 68 acknowledging America's fire problem, and solutions.
- Super Special Fire Safety campaign in 2023
- **Cancer Awareness Engine:**
 - 10+ events
 - 6 Community partners
 - 5 Battalions and countless calls
- **Fire Camp 2023:**
 - \$13,400 in donations
 - \$125 Camp tuition
 - 80 Fire Campers
 - 20 Counselors
 - 5 Sponsors
- **Events January 1 – November 30, 2023**
 - 339 Community Relations events were scheduled. Metro Fire connected with 86,724+ people through these events.
 - 155 Special Events
 - 65 School Visits
 - 53 Station Tours
 - 8 Internal Events
 - 7 Community Room
 - 4 Garrison Flag Displays
 - 4 Engine Drive By
 - 3 Open Houses
 - 3 Station Dedications
 - 2 Fire Extinguisher Demos
- **Swag Items Distributed:**
 - 2,700 coloring books, 3,800 helmets, 40,000 sticker badges

FINANCE

- Received its 10th consecutive excellence award from the Government Finance Officers Association (G.F.O.A.) for the fiscal year 2021/22 annual comprehensive financial report.

- Received excellence awards for its Capital Improvement Program Plan and annual budget from the California Society of Municipal Finance Officers.
- A major fraud risk assessment was completed, with no major findings discovered. Results will be presented next month.
- Ground emergency medical transport reports to the state Department of Health Care Services were submitted, allowing us to claim reimbursement for coordinating local agency payments to DHCS.
- Procurement published and carried out 8 formal bids, including a new third-party administrator for the Districts' workers' compensation program, as well as a new contract for our EMS transport billing services. Procurement also issued 20 informal bids and 1,905 purchase orders.

PLANNING & DEVELOPMENT

- Developed GIS mapping infrastructure to assist with District-wide data mapping and analysis.
- Completed Standards of Cover Update and implemented Standards of Cover Policy.
- Recommended adoption of new Response Standards and Service Level Objectives.
- Initiated Zinfandel First Responder Training Facility Phase 3 Buildout.
- Initiated design phase for Vineyard Springs Fire Station.
- Completed the sale of two surplus properties and negotiated the purchase of a future station site.
- Initiated the development of a coordinated External Engagement Plan.
- Initiated development of Legislative Action Plan.
- Represented the District as a member of the CSDA Legislative Committee, Cal Chiefs/FDAC Joint Legislative Committee, and the Cap-to-Cap Public Safety Team.
- Facilitated two congressional visits to the District.
- Facilitated 2023 Strategic Planning Board Workshop.

HUMAN RESOURCES

Backgrounds:

- 162 candidate backgrounds were conducted (In the last 10 years, the only other years we have had this many candidates were in 2021 and 2015)

Hired:

- 3 Safety/Non-Suppression employees

- 13 Miscellaneous employees
- 4 Part-time MIH Providers
- 1 Reinstatement
- 3 Rehires
- 14 Firefighters
- 16 Paramedics
- 10 EMTs
- 4 Reserve Firefighters

Policies:

- 32 policies were completed in 2023 (written/edited, approved, and posted to the Policy App)
- 21 policies are currently being worked on, and have not yet been approved and posted to the Policy App.

Miscellaneous:

- In process of applying for the District's Transparency Certificate Renewal for 2024-27
- New Workers' Compensation Carrier - Intercare
- New Employee Assistance Program - Concern
- New Insurance company FAIRA for Auto, Property, and General Liability
- 7 Labor Management Collaboration Meetings in 2023
- Negotiation contract extended

Leave of Absences:

- Assisted over 121 employees get on a protected Leave/leave of absence.

Workers Compensation:

- 316 claims have been submitted/processed from January 1 – November 30

SUPPORT SERVICES REPORT – (AC Law for *Deputy Chief Wagaman*)

1. CRRD staff received an appreciation email from the City of Citrus Heights, Casey Kempenaar, for assisting a customer with permitting and fire code violations to helping to get his business open. His grand opening was a success.
2. CRRD staff received an appreciation email from Mutual Housing of Sacramento, an affordable housing complex on Stockton Blvd., for assistance with meeting construction deadlines needed for financial purposes.
3. Probationary Inspector Hodel and Probationary Inspector Ono continue to work hard through their task books with sign offs completed for E occupancies (schools) and S occupancies (storage) respectively.
4. CRRD hosted the Sacramento Regional Fire Prevention Officers December meeting.
5. The Sacramento County Fireworks Taskforce met to discuss plans for the 2024 enforcement season.
6. Members of the FIU attended Advance Officer training (AOT), which is continued professional training for law enforcement officer and required by the State of California for all peace officers.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (*Sean Scollard for Vice President Matt Cole*)

Sean Scollard recognized and thanked Matt Cole for the last two years serving as Vice President. Thank you to the Board for adopting the Resolutions/side letters this evening.

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 Clark)

Next Meeting: TBD

No Report

B. Communications Center JPA – (AC Greene)

The Communications Center JPA Board met on December 12, 2023 for its Regular Board meeting and took the following actions:

- Approved the Tablet Command quote for a two-way data feed and Fire Mapper licenses.
- Approved renewing the contract with ICS for 2.5 years at \$5,000 per month.
- Approve the Streamline Platform – Subscription Agreement for website hosting and support services.
- Approved the Election/Reelection of Board Chairperson and Board Vice Chairperson positions to change to a new schedule mirroring the fiscal year calendar.
- Years of Service Recognition:
 - Elizabeth Strong 19 Years
 - Laura Macias 20 Years
 - Kylee Soares 27 Years

The Communications Center JPA Board will meet next on January 9, 2024 for its regularly scheduled meeting at SMFD's Boardroom.

C. Finance and Audit Committee – (Director Wood)

Next Meeting: October 26, 2023 at 5:00 PM

None

D. Policy Committee – (Director Costa)

Next Meeting: November 9, 2023

Met tonight and reviewed Admin Policy and Board Policy and received presentation from HR Manager Melisa Maddux. She will present it to the Board in January.

BOARD MEMBER QUESTIONS AND COMMENTS

Director Costa stated he's been on the Board for one year now. He thanked his fellow Board Members their support.

Director Jones thanked President Clark for his service as President this year and for a good construction year.

Director Rice thanked the men and women of Metro Fire in uniform. Cancer is a scourge on this profession and the World Health Organization has re-evaluated firefighting and classified the occupational exposure as a group 1 carcinogen.

Director Wood thanked President Clark for his service as President. Director Wood thanked AC Fiorica for the recognition of our members. The Firefighters Burn Institute Fill the Boot Drive will take place February 8 – 11, 2024 and volunteers are needed.

Director Goold thanked his fellow Board Member for the opportunity to serve as President in 2024. He tanked his spouse for the sacrifice she is currently so that he can be here.

Director Sheetz echoed the comments regarding President Clark and thanked Board Clerk Marni Rittburg.

Director Webber thanked Chief House and his wife Gia. He thanked Jill Guzman for her hard work. He wished everyone Happy Holidays.

Director Saylor stated she feels blessed to service on this Board for 5 years. She requested a Resolution thanking Terry Barnes for his service and dedication. Director Saylor thanked the crews that are working on the holidays.

President Clark thanked everyone for the hard work and Chief House for his leadership. He thanked staff and gave a shout out to Computer Systems Supervisor Art Hong for running the technology during meetings.

A moment of silence was held for Retired Firefighter Bernie Necker.

CLOSED SESSION:

The Board recessed to Closed Session at 8:01 p.m. on the following matters:

PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A) – ONE (1) MATTER MATTERS OF INDUSTRIAL DISABILITY RETIREMENT:

Anthony Benelisha and the Sacramento Metropolitan Fire District
Disability Retirement – Ty Bailey – Deputy Chief

- 2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): Two cases**

Claim Against Public Entity Pursuant to Government Code Section 910
Jesse Cisneros v. Sacramento Metropolitan Fire District
Deputy Chief Bailey

Action: Moved by Director Goold and seconded by Jones, and carried unanimously by members present to deny the 910 Claim.

3. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Decision Whether to Initiate Litigation pursuant to California Government Code 54956.9 (c).

Discussion whether to approve initiation of Petition/Complaint for Restraining Order under Code of Civil Procedure section 527.6.

General Counsel John Lavra

CLOSED SESSION REPORT OUT

The Board reconvened to open session at 8:58 p.m. and Counsel Lavra reported the Board met in closed session on three items: 1. Matter of industrial disability retirement, there was no reportable action, will be heard next for a vote. 2. Conference with Legal Counsel, 910 Claim, the Board unanimously rejected the claim. 3. Conference with Legal Counsel, the Board unanimously approved the restraining order.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2023-12-14-board-meeting>

https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA

ADJOURNMENT

The meeting was adjourned at 9:01 p.m.

D'Elman Clark, President

Ted Wood, Secretary

Marni Rittburg, CMC, Board Clerk



Sacramento Metropolitan Fire District

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ADAM A. HOUSE
Fire Chief

DATE: January 25, 2024
TO: Board of Directors
SUBJECT: Parking Lot Lease – 7629 Greenback Lane

TOPIC

Request to approve the execution of a lease agreement to utilize a parking area on a property adjacent to Station 21 to support Academy 24-1.

BACKGROUND

The Sacramento Metropolitan Fire District's (District) Board of Directors has previously approved the execution of short-term leases of real property adjacent to Fire Station 21 to accommodate the additional parking needs for academies on an as-needed basis. There are currently no leases in effect.

DISCUSSION

Firefighter Academy 24-1 began their 18-week training at Station 21 this month. In order to meet the parking needs of these academies, staff reached out to the owner of the adjacent property and negotiated a new lease agreement under the same terms as the previous leases.

Lease Details:

Term Commencement:	January 26, 2024
Term:	Four (4) Months (through May 26, 2024)
Monthly Rent:	\$1,500.00
Security Deposit:	\$1,500.00 (refundable)

FISCAL IMPACT

The cost of the lease will be \$6,000 with an initial security deposit of \$1,500.00 to be refunded at term expiration. These costs will be paid out of the Training Division budget.

RECOMMENDATION

Staff recommends the Board of Directors authorize the Fire Chief or his designee to execute the attached lease agreement.

Submitted by:

A handwritten signature in black ink, appearing to read "Mike Lozano".
Mike Lozano
Assistant Chief, Training

Approved by:

A handwritten signature in black ink, appearing to read "Jeff Frye".
Jeff Frye
Chief Development Officer

ATTACHMENT:

Attachment 1: Parking Lot Lease

Parking Lot Lease

THIS LEASE AGREEMENT ("Lease") is dated this 16th day of January, 2024, by and between Gabor and Octavia Kovac ("Lessor"), and Sacramento Metropolitan Fire District, an autonomous Special District established under California Health and Safety Code Section 13800 ("Lessee").

In consideration of the mutual covenants in this Lease, Lessor and Lessee agree as follows.

1. The Premises. Lessor leases to Lessee, and Lessee takes from Lessor, the following property located in Citrus Heights, California:

A 17,651 square foot vacant lot located at 7629 Greenback Lane (APN# 243-0150-012- 0000) as shown on the attached Exhibit A ("Premises").

2. Term. The term of this Lease ("Term") shall commence upon January 26, 2024 and run for an initial term through May 26, 2024, unless terminated earlier in accordance with this Lease.

3. Use. Lessee shall use the Premises as a parking lot. Lessee shall not use or allow others to use the Premises for any other purpose without the prior written consent of Lessor, which consent will not be unreasonably withheld.

4. Rent. Effective upon the commencement of the Lease, Lessee shall pay Lessor rent in the amount of fifteen hundred dollars per month (\$1,500/month), payable on the fifteenth (15th) day of the following month in which the parking spaces were used.

5. Security Deposit. Lessee shall pay Lessor a refundable deposit of \$1,500.00 for use of the Premises. The deposit shall be returned to Lessee upon the termination of the Lease.

6. Maintenance and Repair. Lessor is solely responsible for all maintenance and repair of the Premises and shall keep the Premises in a neat and safe condition. Lessor and Lessee shall not store or release any hazardous or toxic substances of any kind at the Premises. Lessor shall maintain the Premises in compliance with all laws, ordinances, or regulations governing the Premises.

7. Assumption of Risk. Parking is solely at the risk of the vehicle owner. Lessor is not assuming any risk. Any security, if necessary, is to be provided by Lessee.

8. Condition. Lessee has had the opportunity to inspect the Premises prior to signing this Lease and accepts the Premises in AS IS condition without any representation from Lessor as to its condition or suitability for Lessee's intended use. If a condition subsequently arises, including a hidden defect, which substantially interferes with Lessee's use of the Premises, Lessee may terminate the Lease by providing 30-days written notice to Lessor.

9. Alterations. Lessee shall not make any alterations, additions, or improvements to the Premises without first obtaining the written consent of Lessor, which consent will not be unreasonably withheld.

DS
Okt

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10. Liability; Indemnification. Each party agrees that they shall indemnify, defend and hold the other party and its governing body, officers, agents and employees, harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorneys' fees and costs, incurred in connection with or in any manner arising out of the indemnifying party's performance of this Agreement. The indemnifying party, at the indemnifying party's own expense and risk shall defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the other party, the members of its governing body, officers, agents, and employees for any such claims, damages, losses, demands, liabilities, costs or expenses incurred in connection with or in any manner arising out of the indemnifying party's performance of this Agreement. The indemnifying party shall not be liable for damage or injury occasioned by the sole negligence or willful misconduct of the non-indemnifying party and its officers, agents, or employees. It is the intention of the parties that where comparative fault is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate cost of any damage attributable to the fault of that party, its elected and appointed officials, officers, directors, employees, representatives, agents, subcontractors, and volunteers. These indemnification provisions shall survive the termination of the Lease.

11. Insurance. Lessee shall maintain at all times commercial general liability insurance insuring Lessor and Lessee against all claims or demands for personal injuries to or death of any person, and damage to or destruction or loss of property, that may be claimed to have occurred on the Premises as a result of Lessee's use thereof. The policies shall cover such risks and be in such amounts as Lessor from time to time may reasonably request, but in any event with a combined single limit for bodily injury and property damage per occurrence of not less than Two Million Dollars (\$2,000,000.00).

Lessee's insurance shall be issued by an insurer licensed to do business in the State of California and shall contain a waiver of subrogation endorsement. Lessee shall deliver to Lessor certificates of such insurance coverage and evidence of payment of all premiums promptly upon demand by Lessor, which certificates shall show Lessor as an additional insured and shall provide that no cancellation, reduction in amount, or material change in coverage shall be effective until at least thirty (30) days after receipt of written notice to Lessor.

12. Assignment; Sublease. Lessee may assign this Lease and Lessee may sublease the Premises in whole or in part with Lessor's written approval which shall not be unreasonably withheld.

13. Lessor's Right of Access. Lessor and Lessor's employees or agents, shall have the right to enter the Premises in a reasonable manner upon reasonable advance notice to Lessee to inspect the Premises or to conduct surveys, testing, or studies in connection with any engineering, design, financing, or permitting activities related to potential development of the Premises; provided, however, that no notice will be required in emergency circumstances where it is impractical to provide Lessee with advance notice. Lessor shall use reasonable efforts to minimize any disruption of Lessee's activities.

14. Default. Each of the following shall constitute an Event of Default:

- a. Lessee fails to maintain at all times the insurance required by this Lease.
- b. Lessee fails to comply with any agreement or requirement in this Lease for a period of thirty (30) days after notice from Lessor.

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If an Event of Default has occurred and continues, Lessor may terminate Lessee's rights to the use the Premises and pursue any other remedies available under California law.

15. Termination. Either party may terminate the Lease for cause by providing the other party not less than ninety (90) days' notice. On the expiration of the Term, or any earlier termination of this Lease, Lessee shall: (a) immediately vacate the Premises; (b) repair all damage to the Premises caused by Lessee's removal of its equipment and property from the Premises; and (c) restore the Premises to the same condition that existed at the commencement of the Term, reasonable wear and tear excepted.

16. Entire Agreement, Applicable Law. This Lease contains the entire agreement of the parties with respect to the leasing of the Premises and any supplements or amendments to the agreement must be in writing and signed by both parties to be enforceable. This Lease shall be governed by and interpreted in accordance with the laws of the State of California.

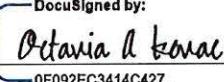
17. Notwithstanding anything to the contrary, Lessor shall have the right to terminate this agreement, for no cause whatsoever, by giving 30 days' notice in writing.

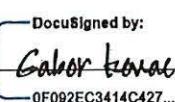
IN WITNESS WHEREOF, the Lessor and the Lessee have caused this Lease to be executed by their duly authorized agents on the dates set forth below.

Lessee:
Sacramento Metropolitan Fire District By: _____

Date: _____

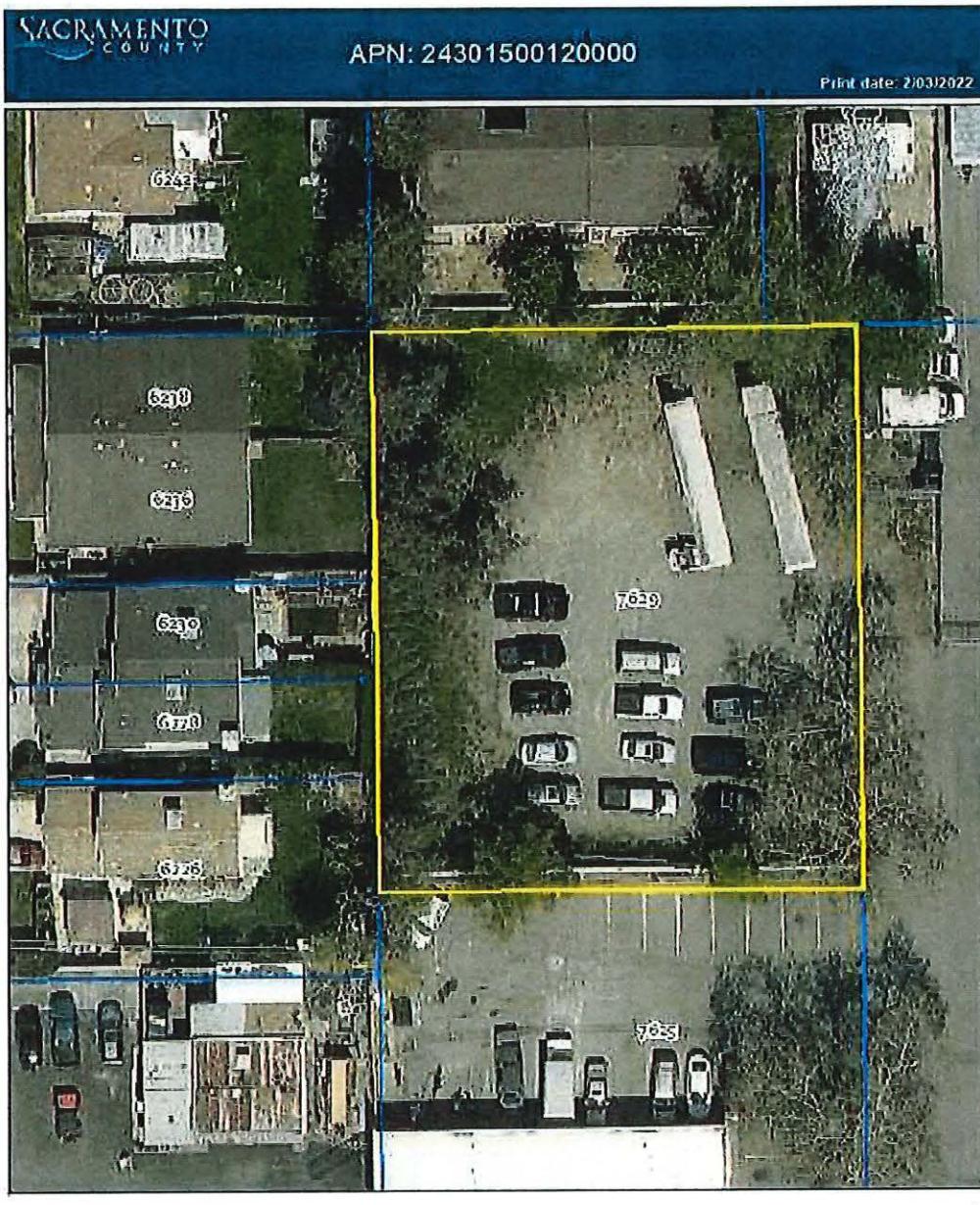
Lessor:
Gabor and Octavia Kovac

By: 
Octavia Kovac
0F092EC3414C427...

By: 
Gabor Kovac
0F092EC3414C427...

Date: 1/17/2024 | 10:47 AM PST

EXHIBIT A



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Government Affairs Winter Update

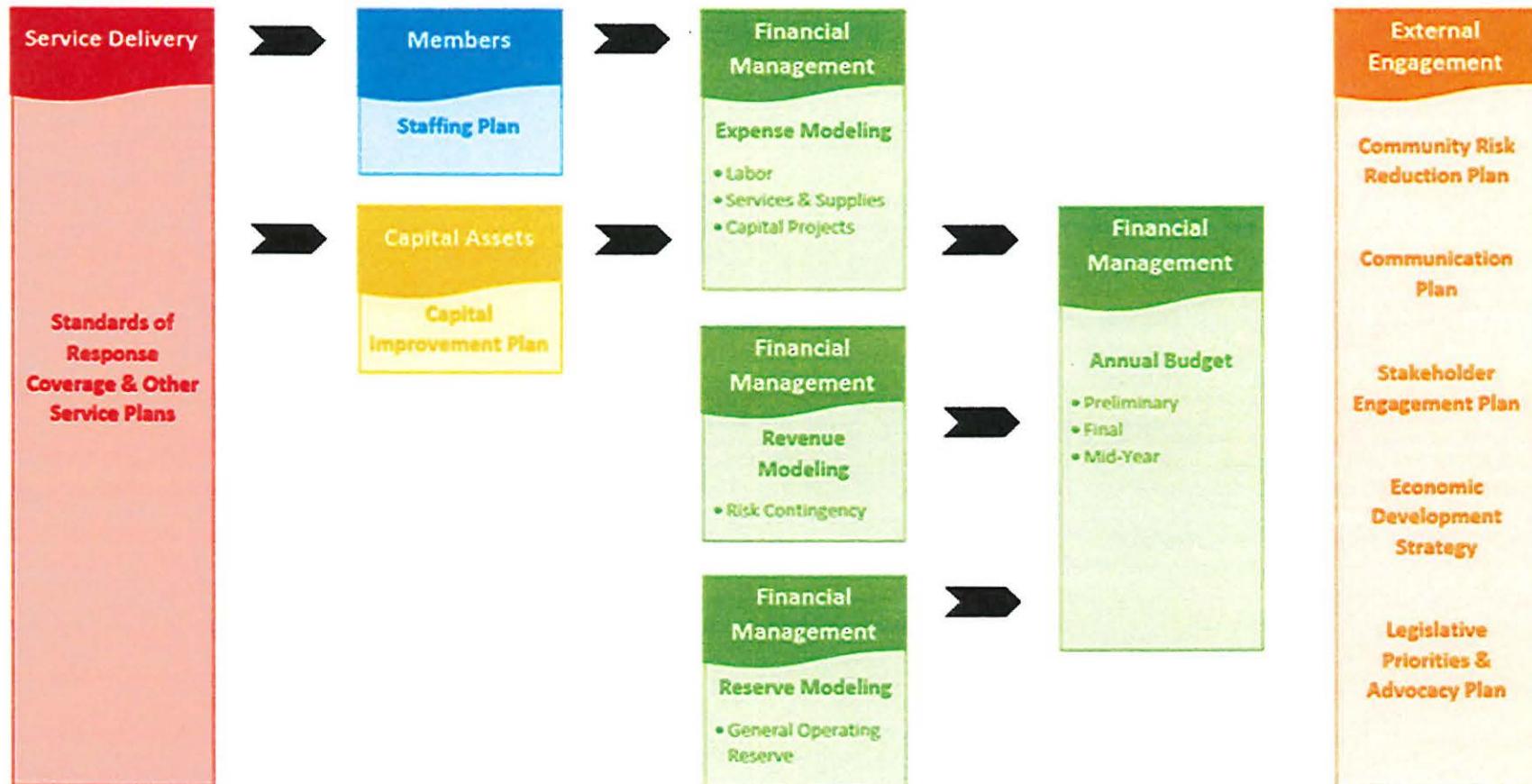
Presented by:

Kyle Macdonald, Director of Government Affairs

January 25, 2024



Strategic Planning Process and Framework





Background

- In Fall, I provided an overview of Government Affairs specific to Metro Fire
 - Definitions
 - Essentials of Effective Advocacy
 - Organizational Roles
 - Next Steps:
 - Increased Awareness
 - Increased Collaboration
 - Increased Engagement



Winter Update

➤ Increased Awareness:

- Proactive Flagging of Critical Issues / Topics
- Seeking Feedback
- Reporting Out



Winter Update

- **Increased Collaboration:**
 - Collaboration is Key
 - Sustained and Substantive Collaboration both Internally and Externally
 - Identifying Subject Matter Experts – and Engaging



Winter Update

- **Increased Engagement:**
 - Coordinated Meet and Greets
 - Diligent Follow Ups
 - Sustained Presence at All Levels of Government



Winter Update

- **State and Federal Priorities → Legislative Principles**
 - Highlighting the most pressing *LEGISLATIVE/POLICY* issues facing Metro Fire
 - A high-level summary as opposed to a Bill-specific deep dive
- **Grants and Funding**
- **Health and Wellness**
- **Policies**
- **Training / Zinfandel First Responder Training Facility**



Legislative Principles

➤ Grants and Funding:

- Ensuring a Well-Staffed, Highly-Trained, and Sustainable Agency
- SUPPORT the continued funding of grant opportunities for firefighter recruitment, first responder training, and emergency response capabilities
- SUPPORT funding opportunities for fire station construction and renovations



Legislative Principles

- **Health and Wellness:**
 - Standing with Our First Responders
 - SUPPORT the women and men who answer the call and serve their communities



Legislative Principles

➤ Policies:

- Working Towards Public Safety Solutions to Serve our Entire Community
- ADVOCATE for legislation and rule making to tackle “wall time” issues
- SUPPORT funding streams for ambulance services and paramedics recruitment
- SUPPORT efforts at the Federal level to establish a universal definition of “Special District”



Legislative Principles

- **Training / Zinfandel First Responder Training Facility:**
 - Committing the Resources for the Future
 - SUPPORT regionally-important investments into first responder training and education and ENSURE that these critical funds remain available to Metro Fire



2024 Legislative Lookahead

➤ State:

- **January 31:** Last day for each house to pass bills introduced in that house in the odd-numbered year
- **February 16:** Last day for bills to be introduced
- **March 21 - April 1:** Spring Recess
- **May 14:** Governor's Budget Revise Deadline
- **June 15:** California Budget Deadline

➤ Federal:

- **January 19:** Continuing Resolution I Deadline
- **February 2:** Continuing Resolution II Deadline
- **March 7:** State of the Union Address
- **March 25 - April 5:** Spring Recess
- **April 13 - April 17:** Capitol to Capitol 2024



Next Steps

- **On Pace for Winter / Spring Timeline**
 - Thank, Reassess, Reprioritize
 - Legislative Implementation
 - New Year Engagement and Collaboration
- **Legislative Analysis**
 - Defining the Process
 - Seeking Better Communication and Collaboration
 - Formation of internal Legislative and Policy Team
 - Identifying those Involved vs. Informed



Contact:

Kyle Macdonald, *Director of Government Affairs*
Sacramento Metropolitan Fire District

macdonald.kyle@metrofire.ca.gov



Adam House
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: January 25, 2024
TO: Board of Directors
FROM: Barbie Law, Assistant Chief-Fire Marshal
SUBJECT: California Senate Bill 1205 Mandatory Inspections & Compliance Reporting and Resolution for CY 2023

TOPIC

Compliance with California Senate Bill 1205 California Health and Safety Code Section 13146.4 regarding mandatory inspection of public and private schools and certain residential occupancies for the calendar year 2023.

DISCUSSION

California Health & Safety Code Section 13145 specifies that the State Fire Marshal, the chief of any city, county, or city and county fire department or district providing fire protection services shall enforce in their respective areas building standards relating to fire and panic safety adopted by the State Fire Marshal and published in the California Building Standards Code and other regulations that have been formally adopted by the State Fire Marshal for the prevention of fire or for the protection of life and property against fire or panic.

California Health & Safety Code Section 13146 identifies the responsibility for enforcement of building standards adopted by the State Fire Marshal and published in the California Building Standards code relating to fire and panic safety and other regulations of the State Fire Marshal.

California Health & Safety Code Section 13146.2 requires every city or county fire department or district providing fire protection services required by Sections 13145 and 13146 to enforce building standards adopted by the State Fire Marshal and other regulations of the State Fire Marshal to annually inspect all structures subject to subdivision (b) of Section 17921 for compliance with building standards and other regulations of the State Fire Marshal. Subdivision (b) of Section 17921 pertains to the rules and regulations for fire and panic safety in all hotels, motels, lodging houses, apartment houses and dwellings, buildings, and structures accessory thereto.

California Health & Safety Code Section 13146.3 requires the chief of any city or county department or district providing fire protection services and authorized representatives to inspect every building used as a public or private school within the jurisdiction for the purpose of enforcing regulations promulgated pursuant to Section 13143, not less than once each year.

In September of 2018, Senate Bill 1205 (SB 1205) added a new section to the California Health & Safety code which affected every city or county fire department or district required to perform the above-described inspections. The bill requires every fire department or district to report annually to its administering authority their compliance with the above-described annual inspection requirements.

Additionally, SB 1205 requires the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. SB 1205 holds jurisdictional policy makers accountable to make progress on fire prevention resource requests, and ensures fire department funding allocations account for the longstanding needs of resource deficient fire prevention bureaus.

During Calendar year 2023, the Sacramento Metropolitan Fire District completed the annual inspection of 385 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period. It should be noted that 37% of Group E occupancies were compliant with no violations noted during the inspection, while 63% of them required one or more re-inspections to resolve violations.

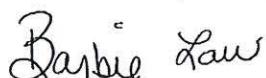
During Calendar year 2023, the Sacramento Metropolitan Fire District completed the annual inspection of 1878 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period. It should be noted that 46% of Group R Occupancies were found to be compliant with no violations noted during the inspection, while 54% of them required one or more re-inspections to resolve violations.

A focus of attention for the Board of Directors in future fiscal years should be augmenting staffing levels for Inspector I (code enforcement) to assist with the workload and to improve the percentage of occupancies found to be in compliance on the first inspection.

RECOMMENDATION

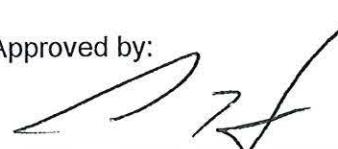
Pursuant to the requirements contained in SB 1205, staff recommends that the Board of Directors adopt a resolution acknowledging receipt of the annual report regarding the inspection of public and private schools and certain residential occupancies for the calendar year 2023.

Submitted by:



Barbie Law, Assistant Chief-Fire Marshal

Approved by:



Adam House, Fire Chief



Adam house
Fire Chief

Sacramento Metropolitan Fire District

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

RESOLUTION NO. 2024-XXX

A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE MARSHAL OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTION 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Sacramento Metropolitan Fire District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments, including the Sacramento Metropolitan Fire District, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Sacramento Metropolitan Fire District's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sacramento Metropolitan Fire District that said Board expressly acknowledges the measure of compliance of the Sacramento Metropolitan Fire District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Sacramento Metropolitan Fire District, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the Sacramento Metropolitan Fire District, there lie 385 Group E occupancies, buildings, structures and/or facilities.

During Calendar year 2023, the Sacramento Metropolitan Fire District completed the annual inspection of 385 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purposes of this resolution, are those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the Sacramento Metropolitan Fire District, there lie 1878 Group R (and their associated sub-categories) occupancies of this nature.

During Calendar year 2023, the Sacramento Metropolitan Fire District completed the annual inspection of 1878 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

PASSED, APPROVED AND ADOPTED this 25th day of January, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

Community Risk Reduction Division



January 25, 2024

Deputy Fire Marshal Amy Nygren

Overview

- Senate Bill 1205
- Plan Intake & Inspection Staffing
- State Mandated Inspections
- CY 2023 Inspection Compliance



What is SB 1205?

- SB 1205 went into effect September 27, 2018
 - Health and Safety Code §13146.4
- Requires every fire agency to report their compliance with State Mandated Inspections to their governing authority
- Requires the governing authority to acknowledge receipt of the report
- Holds jurisdictional policy makers accountable to make progress on fire prevention resource requests, and ensures fire department funding allocations account for the longstanding needs of resource deficient fire prevention bureaus



Inspection & Plan Intake Staffing

- 3 Supervising Inspectors
 - 1 Code Enforcement, 1 New Construction, 1 Training
- 13 Fire Inspectors (13 funded positions)
 - 7 Inspector II's (New Construction, Plan Review, and State Mandated)
 - 6 Inspector I's (Code Enforcement and Mandates)
 - Since June 29, 2023 1 Inspector I has been providing coverage in the FIU for a long-term vacancy & unavailable for inspector duties
- 3 Plan Intake Specialists
 - Coverage provided at the City of Citrus Heights, City of Rancho Cordova, and Metro Fire HQ



State Mandated Inspection Group E Occupancies

Group E Occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade.

Within Metro Fire's Jurisdiction Inspections:

- 197 Public Schools
- 83 Private Schools
- 105 Daycares



State Mandated Inspection Group R Occupancies

Residential occupancies are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), as well as residential care facilities housing more than 6 clients.

Within Metro Fire's Jurisdiction Inspections:

- 46 Hotel/Motels
- 882 Apartment complexes
- 889 4-Plex buildings
- 61 Residential Care Facilities (>6)



State Mandated Inspection

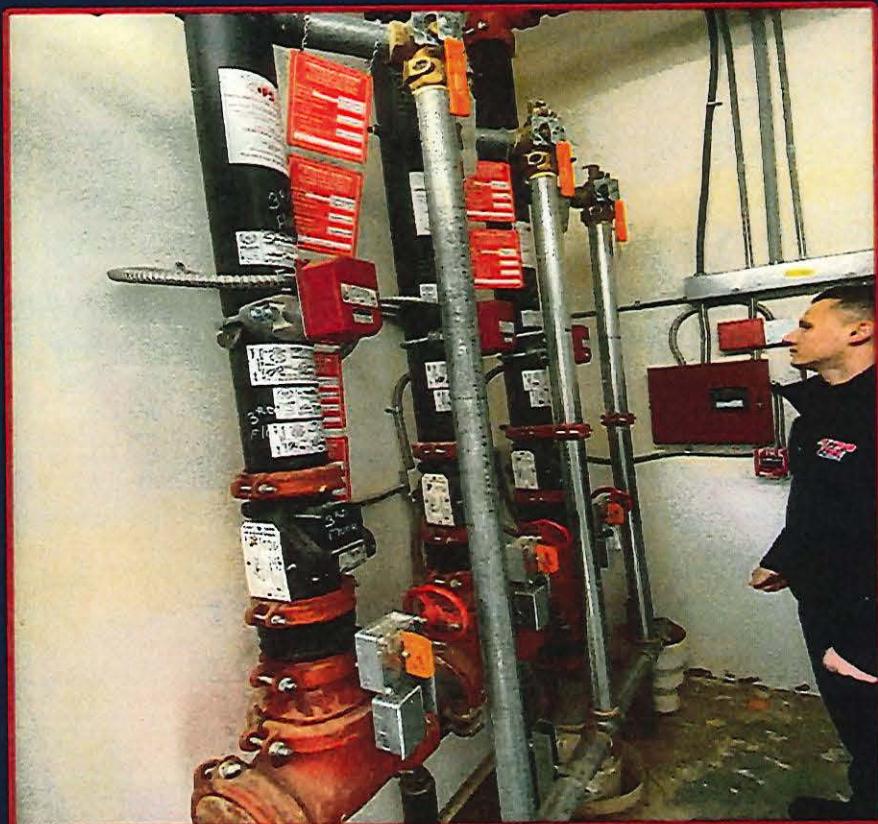
High Rise

Any building having floors used for human occupancy located more than 75 feet above access.

Within Metro Fire's Jurisdiction

Inspection:

- 1 Residential High Rise



CY 2023 Inspections Statistics

GROUP E OCCUPANCIES

(Public/Private Schools and Daycares)

385 Total E Occupancies

385 Inspections Completed

100 % Compliance Rate



CY 2023 Inspections Statistics

GROUP R OCCUPANCIES

(Hotels/Motels, Apartments, 4-Plexes, and Residential Care Facilities >6)

1878 Total R Occupancies

1878 Inspections Completed

100% Compliance Rate



Putting It Into Perspective

- Annually there are a significant number of mandate inspections that require one or more re-inspections to achieve 100% code compliance
 - 63% of Group E required reinspection
 - At the close of 2023, 244 have open violations with ongoing inspector follow up
 - 54% of Group R required reinspection
 - At the close of 2023, 1009 have open violations with ongoing inspector follow up
- Additional Fire Inspector I positions would assist with clearing open violations while continuing to provide rapid response to new complaints



Staff Recommendation:

- Staff recommends the Board adopt the resolution acknowledging the receipt of the report regarding the performance of annual inspections as outlined in Health and Safety Code §13146.2 and §13146.3.



QUESTIONS?





Adam House
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: January 25, 2024
TO: Board of Directors
SUBJECT: Revision of Board Policy 01.013.01 - Travel and Conference Expenses

TOPIC

Proposed changes to Policy 01.013.01 - Travel and Conference Expenses

BACKGROUND

The Travel and Conference Expenses Policy provides direction on proper documentation of travel and conference expenses to employees and members of the Sacramento Metropolitan Fire District Board of Directors (Board). These amendments seek principally to replace meal receipt retention and submission with per diem meal payments after travel has occurred.

DISCUSSION

Attached is the amended Travel and Conference Expenses Policy, which was last considered by the Board on April 14, 2016. This policy was reviewed by Finance, Human Resources, General Counsel, and Executive staff, and sections amended to reflect the Federal General Services Administration allowances on per diem reimbursements. The original policy and the revised policy are included for your review.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Approve the Travel and Conference Expenses Policy changes.

Submitted By:



Dave O'Toole
Chief Financial Officer

Approved By:



Adam House
Fire Chief

Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Travel and Conference Expenses OVERSIGHT: Administration
POLICY NUMBER: EFFECTIVE DATE: REVIEW DATE:

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is established to strengthen accountability for business travel and conference expenses by indexing District expenses to federal General Services Administration (GSA) rates, while adhering to District credit card expenditure and reimbursement processes.

Purpose

The purpose of this policy is to give clear written guidance and consistent procedures on the proper documentation of travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District ("Board Members").

Scope

This policy applies to all District personnel and Board Members.

Definitions

1. Conference – For purposes of this policy, a conference is a meeting that brings together participants from various locations, may charge a registration fee, and has a published agenda.
2. Meals – Includes breakfast, lunch, and dinner.
3. Travel – The period when an employee or Board Member is enroute to, attending, or returning from a conference, training, remote business meeting, or other non-emergency, work-related assignment.
4. Travel Request Form – A document used to request authorization for travel.
5. Travel Reimbursement Form – A document used to seek reimbursement for per diem meals, mileage, and other out-of-pocket expenses.

Policy

1. Expenses for Meals

- a. Meal expenses shall be paid at the latest published GSA per diem meal rate for the area of travel, regardless of whether a meal is provided as part of the conference or training. The maximum meal and incidental expenses for employees or Board Members is as identified by applicable GSA per-diem tables.

The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75 percent normal rate unless travel begins before 7 AM or ends after 7 PM.

- b. Unless specifically authorized for Board Members, meal expenses shall not be paid using a District credit card or other District-managed payment tool.

2. Expenses Other Than Meals.

- a. Actual and necessary expenditures for registration, lodging, transportation, and related business expenses other than meals incurred for participating in conferences or other business meetings in support of the District shall be paid to employees and Board Members through one of the following:

- i. District credit card, under the terms and authority for which it was issued.
 - ii. Reimbursed following travel and submission of receipts deemed accurate, valid, and appropriate.

- b. Tips for taxi or ride-share services are permitted, and may be paid up to \$1.50 or 15 percent of total ride cost, whichever is greater.

3. Expenditure claims for travel submitted by employees of the District shall be approved by Division Manager and the Fire Chief or the applicable Deputy Chief.

4. Travel and conferences, training, and business meetings attended by Board Members or the Fire Chief shall be disclosed to the Board of Directors in a public meeting.

5. Prior travel and expense authority is not required for Board Members for participation in business meetings incident to their duties as members of standing committees of the Board.

6. Registration Expenses

- a. Registration expenses will be for the actual cost of registration for conferences or trainings.

7. Lodging Expenses

- a. Lodging expenses should not exceed the single occupant daily government rate as identified by applicable GSA per-diem tables.

- b. If lodging costs at the host facility, or at an alternate facility if the host facility is not available, exceed the GSA per-diem rate, then prior authorization must be expressly provided from the Fire Chief or Deputy Chief with the travel authorization. Employees or Board Members must provide documentation that a reasonable effort was made to secure lodging at or below the GSA per-diem rate, but were unable to do so.

- c. Lodging amenities for employees or Board Members will be authorized as expenditures or reimbursed when required in conjunction with District business.

8. Transportation Expenses

- a. Transportation expenses for employees and Board Members will be for the actual costs of common carrier, taxi, parking, and tolls.

- b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.

- c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for full sized automobiles.

- d. Transportation expenses are limited to the most reasonable commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage.

- e. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.

- f. Mileage claims for personal vehicle use must be limited to the most direct route from origin to destination.

9. Other Business

- a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or Board Members in conjunction with District business may be expensed or reimbursed at actual cost.

10. Travel Time

- a. A maximum of one-day travel time each way is authorized for employees and Board Members.

- b. Employees and Board Members traveling by personal vehicle are authorized one-day travel time for each 400-mile increment or portion thereof.

Procedures

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1. Direct payment, reimbursement claims or district credit card expenditures for travel, conference, and business expenses incurred or anticipated by employees and Board Members shall be authorized on the District's Travel Request Form.
2. Original itemized receipts must be submitted for all reimbursable expense claims other than meals. In the event of loss of original receipts by an employee or Board Member, a missing receipt form shall be submitted.
3. The final approved Travel Reimbursement Form along with all supporting documentation must be submitted to the Finance Division within seven (7) days from the completion of the trip.

References

1. GSA Per diem rates: www.gsa.gov/perdiem
2. Per diem FAQ: <http://www.gsa.gov/portal/content/104208>

Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Travel & Conference Expenses OVERSIGHT: Administration
POLICY NUMBER: 01.013.01 EFFECTIVE DATE: 12/14/05 REVIEW DATE: 04/14/16

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is designed to strengthen accountability for travel and conference expenses by indexing to GSA rates while maintaining both District credit card expenditure and reimbursement processes.

Purpose

The purpose of this policy is to give clear written guidance and consistent procedures on the proper documentation of travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District.

Scope

This policy applies to all employees and members of the Board of Directors of the Sacramento Metropolitan Fire District.

Policy

1. Employees and members of the Board of Directors of the Sacramento Metropolitan Fire District shall either be authorized to utilize a district credit card or reimbursed for actual and necessary expenditures for registration, lodging, meals, transportation, and other business expenses incurred while participating in conferences or other business meetings in support of the District.
2. Claims or expenditures for travel, conference, and business expenses submitted by employees of the District shall be approved by the Fire Chief or the applicable Deputy Chief.
3. Travel, conference, and business meetings attended by members of the Board of Directors or the Fire Chief shall be disclosed to the Board of Directors' in a public meeting.
4. Prior travel and expense authority is not required for members of the Board of Directors for participation in business meetings incident to their duties as members of standing committees of the Board.
5. Registration Expenses
 - a. Registration expenses will be for the actual cost of registration for conferences or professional and vocational meetings.
6. Lodging Expenses

- a. Lodging expenses should not exceed the single occupant daily government rate as identified by applicable GSA per-diem tables.
- b. If lodging costs at the host facility, or at an alternate facility if the host facility is not available, exceed the GSA per-diem rate then prior authorization must be expressly provided with the travel authorization. The employees or members of the Board of Directors will provide proof that a reasonable effort was made to make arrangements, but were unable to do so.
- c. Lodging amenities for employees or members of the Board of Directors will be authorized as expenditures or reimbursed when required in conjunction with District business.

7. Meals and Incidental Expenses

- a. The maximum meal and incidental expenses for employees or members of the Board of Directors is as identified by applicable GSA per-diem tables.
- b. The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75% normal rate unless travel begins before 7 AM or ends after 7 PM.
- c. Meals included with registration or meeting fees will not be separately expensed or reimbursed.

8. Transportation Expenses

- a. Transportation expenses for employees and members of the Board of Directors will be for the actual costs of common carrier, taxi, parking, and tolls.
- b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.
- c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for full sized automobiles.
- d. Transportation expenses are limited to the most reasonable commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage.
- e. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.
- f. Mileage claims for personal vehicle use must conform to reasonable distance standards.

9. Other Business

- a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or members of the Board of Directors in conjunction with District business may be expensed or reimbursed at actual cost.

10. Travel Time

- a. A maximum of one-day travel time each way is normally authorized for employees and members of the Board of Directors in conjunction with District business conducted more than 500 miles outside the District.
- b. Employees and members of the Board of Directors traveling by personal vehicle are authorized one-day travel time each way for each 400-mile increment or portion thereof.

11. Travel and Conference Expenses Claims

- a. Claims or district credit card expenditures for travel, conference, and business expenses incurred by employees and members of the Board of Directors shall be documented on the District's Travel and Conference Expense Form.
- b. Original itemized receipts must be submitted for all expenses claimed. In the event of loss of original receipts by an employee or member of the Board, submission of a missing receipt form shall be required.

References

1. GSA Per diem rates: www.gsa.gov/perdiem
2. Per diem FAQ: <http://www.gsa.gov/portal/content/104208>