



DAN HAVERTY  
Interim Fire Chief

D'Elman Clark  
Board President  
Division 6

Grant Goold  
Board Vice President  
Division 2

Ted Wood  
Board Secretary  
Division 4

Cinthia Saylors  
Board Member  
Division 1

Robert Webber  
Board Member  
Division 3

Jennifer Sheetz  
Board Member  
Division 5

Brian Rice  
Board Member  
Division 7

Gay Jones  
Board Member  
Division 8

John Costa  
Board Member  
Division 9

# Sacramento Metropolitan Fire District

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

## BOARD OF DIRECTORS - REGULAR MEETING

**Thursday, March 23, 2023 – 6:00 PM**  
**Sacramento Metropolitan Fire District**

**10545 Armstrong Avenue**  
**Board Room – Second Floor**  
**Mather, California**  
**&**

**Remotely Via Zoom**  
**Phone: (669) 900-6833**  
**Webinar ID: 821 6883 6981#**  
**Passcode: 301 688 654#**

**Teleconferencing location:** 605 N. Loafer Canyon Drive, Elk Ridge, Utah 84651

*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. If you would like to view the meeting via the Zoom Application, please contact Interim Board Clerk Martucci via email at the address listed below.

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:

**Sherri Martucci**  
**Interim Board Clerk**  
**(916) 859-4305**  
**[martucci.sherri@metrofire.ca.gov](mailto:martucci.sherri@metrofire.ca.gov)**

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

Serving Sacramento and Placer Counties



# Sacramento Metropolitan Fire District

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

REGULAR BOARD MEETING

THURSDAY, MARCH 23, 2023

## 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 on Sunday, March 26<sup>th</sup> at 2:00pm and Monday, March 27<sup>th</sup> at 6:00pm 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 desiring 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 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. 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 March 9, 2023.

### 2. Bid Award Recommendation – RFB 23-01 Station 105 Kitchen Remodel

**12**

**Recommendation:** Approve the bid award recommendation for RFB 23-01 Station 105 kitchen remodel and authorize the Fire Chief or his designee to administer the project in accordance with the approved project budget.

## PRESENTATION ITEMS

### 1. Property & Casualty Insurance Program Marketing Update for SMFD

**\***

*(Brad Svennungsen, USI Insurance Services)*

**Recommendation:** Receive presentation, no action required.

### 2. Strategic Plan-Standards of Cover Update (*Deputy Chief Mitchell*)

**\***

**Recommendation:** Receive Presentation. No action required.



## Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, MARCH 23, 2023

### ACTION ITEMS

1. Revision to Positions and Authorization Document (PAD) (*Deputy Chief Bailey*) 13  
Recommendation: Authorize the revisions to the Position and Authorization Document (PAD).

### REPORTS

1. PRESIDENT'S REPORT—(*President Clark*)
2. FIRE CHIEF'S REPORT—(*Interim Fire Chief Haverty*)  
OPERATIONS REPORT – (*Deputy Chief Mitchell*)  
ADMINISTRATIVE REPORT – (*Deputy Chief Bailey*)  
SUPPORT SERVICES REPORT – (*Deputy Chief Wagaman*)
3. SMFD – FIREFIGHTERS LOCAL 522 REPORT – (*Captain Pete Votava, Local 522 Director*)
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
  - B. Communications Center JPA – (*DC Wagaman*)  
Next Meeting: March 28, 2023 at 9:00 AM
  - C. Finance and Audit Committee – (*Director Wood*)  
Next Meeting: April 27, 2023 at 5:30 PM
  - D. Policy Committee – (*Director Costa*)  
Next Meeting: April 13, 2023 at 5:30 PM

### BOARD MEMBER QUESTIONS AND COMMENTS

### CLOSED SESSION

1. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT  
Pursuant to California Government Code Section 54957  
Board Clerk Selection Process
2. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT  
Pursuant to California Government Code Section 54957  
Fire Chief Selection Process

### CLOSED SESSION REPORT OUT

### ADJOURNMENT



## Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, MARCH 23, 2023

### NEXT BOARD MEETING(S):

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

- Regular Board Meeting – April 13, 2023 at 6:00 PM

*The following action and presentation items are scheduled for the next board meeting agenda. Board members are requested to identify additional action or presentation items they desire to be scheduled on the agenda.*

**ANTICIPATED AGENDA ITEMS:** TBD

Posted on March 20, 2023

A handwritten signature in blue ink that reads "Sherri Martucci".

**Sherri Martucci, Interim Clerk of the Board**

\* No written report

\*\* 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.



DAN HAVERTY  
Interim Fire Chief

# Sacramento Metropolitan Fire District

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

## ACTION SUMMARY MINUTES – REGULAR MEETING

**BOARD OF DIRECTORS**  
**SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**Thursday, March 9, 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 6:03 pm by President Clark. Board members present in person: Clark, Costa, Goold, Jones, Saylor, Webber, and Wood. Board members absent: Rice and Sheetz. Staff present: Interim Chief Haverty, General Counsel Lavra, and Board Clerk Penilla.

### PUBLIC COMMENT - None

President Clark announced a change in the order of the action items. The Board will hear action item number two first, prior to midyear budget.

### CONSENT ITEMS

**Action:** Moved by Jones, seconded by Wood, and carried unanimously by members present to adopt the consent calendar as follows:

**1. Action Summary Minutes**

**Recommendation:** Approve the Action Summary Minutes for the Regular Board meeting of February 23, 2023.

**Action:** Approved the Action Summary Minutes.

### PRESENTATION ITEM

**1. 10 Years of Service to Director Wood (*Interim Chief Haverty*)**

**Recommendation:** Receive presentation, no action required.

**Action:** Presentation received, no action taken.

**2. MIH Program Update (*Battalion Chief Perryman*)**

**Recommendation:** Receive presentation, no action required.

**Action:** Presentation received, no action taken.

**3. Capital Improvement Plan Update (*Erin Castleberry, Administrative Analyst and Jeff Frye, Chief Economic Development Officer*)**

**Recommendation:** Receive presentation, no action required.

**Action:** Presentation received, no action taken.

**4. Roles of the Board and Fire Chief (*Interim Fire Chief Haverty*)**

**Recommendation:** Receive presentation, no action required.

**Action:** Presentation received, no action taken.

## ACTION ITEMS

### 1. Mid-Year Budget FY 2022/2023

(CFO Dave O'Toole)

**Recommendation:** Adopt FY 2022/23 Mid-Year Budget Resolutions.

**A. Resolution – 2022/23 Mid-Year Budget for the General Operating Fund 212A**

**Action:** Moved by Webber, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-013.

**B. Resolution – 2022/23 Mid-Year Budget for the Capital Facilities Fund 212D**

**Action:** Moved by Jones, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-014.

**C. Resolution – 2022/23 Mid-Year Budget for the Grants Fund 212G**

**Action:** Moved by Webber, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-015.

**D. Resolution – 2022/23 Mid-Year Budget for the Leased Properties Fund 212L**

**Action:** Moved by Jones, seconded by Costa, and carried unanimously by members present to adopt Resolution No. 2023-016.

**E. Resolution – 2022/23 Mid-Year Budget for the Intergovernmental Transfer (IGT) Fund 212M**

**Action:** Moved by Jones, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-017.

**F. Resolution – 2022/23 Mid-Year Budget for the Special Projects Fund 212S**

**Action:** Moved by Costa, seconded by Goold, and carried unanimously by members present to adopt Resolution No. 2023-018.

*Board took Action Item #2 – prior to 1<sup>st</sup> Action Item.*

### 2. FY2020 Homeland Security Grant Program – Urban Area Security

(Erin Castleberry, Administrative Analyst)

**Recommendation:** Adopt Grant Acceptance Resolution.

**Action:** Moved by Goold, seconded by Jones, and carried unanimously by members present to adopt Resolution No. 2023-012.

### 3. Termination of Emergency Work – Station 101 Repairs (Deputy Chief Wagaman)

**Recommendation:** Approve termination of emergency work pursuant to PCC

Section 22050.

**Discussion:** DC Wagaman updated the Board that phase one of cleanup and debris removal has been completed. Phase two RFP is well underway. He recommended the emergency be terminated as it no longer exists. Engine and Medic 101 have safely reoccupied the dormitory, apparatus bay, office, and EMS storage rooms. This action requires a four fifths vote by the Board.

**Action:** Moved by Goold, seconded by Webber, and carried unanimously by members present to approve the termination of an emergency work authorization pursuant to PCC Section 22050.

### 4. California Special District Authority (CSDA) Nomination

for the Sierra Network, Seat C (Board Clerk Penilla)

**Recommendation:** If the Board desires, nominate a member of the Board of Directors, or General Manager, to be placed on the election ballot for the Sierra Network, Seat C of the CSDA Board.

**Action:** No action taken.

**5. Leadership Legacy Recognition Committee**

*(President Clark)*

**Recommendation:** Appoint two Board Members, and a third as alternate, to serve on the Leadership Legacy Review Committee.

**Action:** Moved by Goold, seconded by Jones, and carried unanimously by members present to nominate Directors Wood and Sailors with Director Costa as the alternate.

**REPORTS**

**1. PRESIDENT'S REPORT - (President Clark)**

Director Clark thanked Board Clerk Penilla for all of their years together. She has been an excellent Board Clerk and he will miss her.

President Clark, on behalf of the Board, and Interim Fire Chief Haverty presented Clerk Penilla with her 15 Years of Service pin.

Clerk Penilla made special mention to Directors Goold, Clark, Jones and Wood who have worked with her the whole time she's been Board Clerk and has appreciated their leadership and all of the inspiration they've given her. She wished her time with Directors Webber and Costa was longer and she can't wait to see what they do with their seats. Clerk Penilla told Director Sailors that it was an absolute pleasure to work with her as Board President the last year. Finally, she thanked Interim Fire Chief Haverty and expressed how she has really enjoyed working with him.

**2. FIRE CHIEF'S REPORT - (Interim Chief Haverty)**

Storm Preparedness Operational Report

Interim Fire Chief Haverty provided information on the upcoming storms in CA and how the department has started to prepare for that event. The County Emergency Operations Center will be opened to provide support and we have an OES preposition request submitted for our helicopter, three local government dispatchers and eight overhead positions. The Community Emergency Response Team (CERT) is available starting at 6:00pm that evening until noon tomorrow. There is also a CERT beginner class starting tomorrow.

The Department also has a contingency plan in place to staff the helicopter within one hour and the Support Services Division through the Community Risk Reduction Division (CRRD) has nine members ready to respond to hazard calls in order to relieve first responders, for incidents such as trees or lines down. Interim Fire Chief Haverty has asked all stations to check their generators in case of power outages. Fire Stations 54/64 have been given portable generators for partial power if needed during the storm. He has also notified managers to be available Saturday through Monday in case we need to stand up our own operations center.

Recruitment

Currently Hiring for:

- 2 – Office Technicians – just finished interviews
- 2 - Accounting Technicians
- Arson Investigator – job offered and in backgrounds
- Logistics Technician – job offered

Additional support positions, suppression/EMS positions and deployment will be presented to the Board at the next meeting.

Next Session of Brown Act and Conflicts of Interest

Board and staff training on Conflicts of Interest will be **April 13** (not March 23) from 3:00 – 5:00 pm.

Melissa Penilla, Board Clerk, advised the Board of a future offsite meeting on June 22<sup>nd</sup> at Fire Station 68.

**OPERATIONS REPORT** – No report.

**ADMINISTRATIVE REPORT** – No report.

**SUPPORT SERVICES REPORT**

DC Wagaman introduced lead Supervising Investigator Chris Rogers. The Fire Investigation Unit (FIU) falls within Community Risk Reduction Division and provides 24/7 service. They are responsible for conducting fire investigations, including identifying items that may need to be recalled and new building codes that have been created based on how fires spread. The FIU responds to fires that are suspected arson and actively follows up on those cases.

SI Rogers shared statistics from the FIU for the past two years.

- In 2021, FIU responded to 354 incidents, compared to 448 in 2022, an increase of 26.5%.
- In 2021, FIU generated to 369 case numbers, compared to 559 in 2022, an increase of 41.4%.
- In 2021, FIU classified as incendiary or arson 106 fire, compared to 126 in 2022, an increase of 18%.
- In 2021 responses related to transient activity were 53, compared to 112 in 2022, an increase of 111%.
- In 2021, the number of investigations closed by arrest were 19, compared to 22 in 2022, an increase of 20.2%. In those instances, 30.15% of fires were determined to be arson.

SI Rogers let the Board know the FIU has two full time investigators and one vacant position. He invited the Board members to schedule a ride along, in order to meet the investigators and see what they do.

**3. GENERAL COUNSEL REPORT** – No report.

**4. SMFD – FIREFIGHTERS LOCAL 522 REPORT**

Battalion Chief Matt Cole, Local 522 Vice President, reported that he, President Jamison, and the Directors have been meeting with other labor groups across the state focusing on PP-GEMT and the opportunities it will provide Metro Fire to bring in more investigators, inspectors, mechanics and professional staff resources.

BC Cole just returned from attending the legislative conference in DC. It was an honor and privilege to represent Local 522, CPF, IAFF and Metro Fire. Eight members attended from 522 with five Metro Fire members. They were able to visit members of Congress with a focus on public safety officers benefits associated with cancer. Seventy-five percent of Line of Duty deaths are tied to job related cancers. Congresswoman Dingell is sponsoring The Protecting

Firefighters from Adverse Substances (PFAS) Act, which will provide federal funding for research, development and to identify other options to be engineered as to not expose firefighters to cancer.

President Biden spoke to conference attendees and how important the turnout issue is to all the legislature and the need to protect those protecting the community. BC Cole felt they represented well and the information brought back would help them make good decisions, working with state and up to the federal level.

BC Cole returned to have a PFAS meeting with Chief Lozano and his team. After coordinating with Interim Fire Chief Haverty, they will get information out to the members to start making immediate changes.

Finally, BC Cole thanked and congratulated Clerk Penilla for always being there when needed, he appreciated her friendship and professional relationship.

## 5. 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

**B. Communications Center JPA – (DC Wagaman)**

Report Out: February 28, 2023 at 9:00 AM

Communications Center JPA Board met on February 28<sup>th</sup> at Cosumnes Fire and they unanimously approved the following action items: a GIS Analyst job description, a contract for dispatch specific leadership and consulting services with Kimberly Miller, resolution for administrative staff benefits, and updates to the Administrative and Operations Manager's salary consistent with contract negotiations.

Next Meeting: March 28, 2023 at 9:00AM

Location: Metro Fire Headquarters, Room 385

**C. Finance and Audit Committee – (Director Wood)**

Next Meeting: April 27, 2023 at TBD

**D. Policy Committee – (Director Costa)**

Report Out: March 9, 2023 at 9:00 AM

Director Costa reported the committee received two presentations earlier that evening, the Reinstatement Policy and Policy Development and Implementation Process. Both were informational and no action was taken.

Next Meeting: TBD

## BOARD MEMBER QUESTIONS AND COMMENTS

Director Wood announced that the Amazon Smile program was cancelled last month. The Firefighter's Burn Institute was a member of this program. He asked with some of these passive ways to contribute going away, to keep in mind the Firefighter's Burn Institute and upcoming events like the Luau on the Links on Saturday, June 24<sup>th</sup>. Director Wood thanked Interim Fire Chief Haverty for the detailed Friday messages to the Board and he is happy to have a Board

meeting in the Fire Station, where the community will have the opportunity to attend. Lastly, he thanked Clerk Penilla for everything she's done over the years and wished her all the best.

Director Goold stated that the Board will never be the same. The Board is cohesive for one reason and that's due to Clerk Penilla. He thanked her for her leadership and welcomed her back with open arms at any time. Director Goold expressed his eternal gratefulness to Clerk Penilla.

Director Jones congratulated Clerk Penilla on her 15 Years of Service and how it's been a pleasure working with her. She also congratulated Director Wood on his 10 Years of Service.

Director Jones thanked Chief Perryman for his discussion on the MIH Program and appreciates his efforts over the years. She also thanked Administrative Analyst Erin Castleberry and Chief Economic Development Officer Jeff Frye for the Capital Improvement Program (CIP). She looks forward to all of the details and asked that they keep up the good work.

Finally, Director Jones thanked Dr. Haverty (Interim Fire Chief) for his presentation and she very much appreciated the educational opportunity.

Director Sailors thanked everyone for their presentations and recognized Clerk Penilla.

Director Webber thanked Clerk Penilla for bringing him up to speed, educating him and wished her the best.

Director Costa thanked everyone for their presentations that highlights the great work of the men and women of this organization. He also thanked Interim Fire Chief Haverty for his presentation and for all of the educational opportunities he's brought to the Board.

Director Clark congratulated Director Wood on 10 Years of Service and it demonstrates the dedication of this Board. He also recognized Clerk Penilla on her 15 Years of Service. Director Clark also thanked everyone for their presentations and noted the constituents are blessed by the hard work of the men and women of this organization.

**The Board recessed to closed session at 8:35 pm.**

#### **CLOSED SESSION**

- 1. Pursuant to California Government Code Section 54956.9 (a) – one (1) matter of Workers Compensation Settlement Authority**  
Robert Raddigan and the Sacramento Metropolitan Fire District  
Claim # 4A21110DWQJ-0001 – Workers Compensation Settlement Authority  
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP  
**Action:** Moved by Webber, seconded by Jones, and carried unanimously by members present to give settlement authority to Metro Fire's third party administrator.
  
- 2. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**  
**Pursuant to California Government Code Section 54957**  
Board Clerk Selection Process  
**Action:** The Board took no reportable action.

**3. PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**

**Pursuant to California Government Code Section 54957**

Fire Chief Selection Process

**Action:** The Board voted unanimously to retain the consulting firm of Bob Murray & Associates to assist with the selection and recruitment process for the permanent Fire Chief.

Counsel Lavra noted he has worked with Clerk Penilla the whole nine years on a weekly sometimes daily basis. She's a rock star!

**The board reconvened to open session at 9:22 pm.**

**ADJOURNMENT**

The meeting was adjourned at 9:25 pm.

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D'Elman Clark, President

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Ted Wood, Secretary

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Sherri Martucci, Interim Board Clerk



# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite #200, Mather, CA 95655 • (916) 859-4300 • Fax (916) 859-3700

**DATE:** March 23, 2023

**TO:** Board of Directors

**SUBJECT:** Bid Award Recommendation – RFB 23-01 Station 105 Kitchen Remodel

## BACKGROUND

A kitchen fire at Station 105 has prompted the need for this kitchen remodel project. Restoration and clean-up activities were performed immediately after the fire took place, and the Facilities Division has provided Station 105 with a temporary kitchen. The District is now ready to move forward with the remodeling of the kitchen. The scope of the work required includes, but is not limited to, the installation of drywall, cabinets, countertops, backsplash, sink, hood ducting, and flooring; painting; insulation placement; and the repair and replacement of charred or blacked wood members.

## DISCUSSION

Request for Bid (RFB) 23-01 Station 105 Kitchen Remodel was issued on January 20, 2023. A mandatory pre-bid conference and job walk was conducted on February 1, 2023 and was attended by representatives from 10 different companies. A public bid opening was conducted on February 22, 2023, and three bids were received. The three bids received were from All About Building Inc. at \$93,998.50, Pride Industries at \$95,500.00, and TPM Construction at \$118,000.00. All About Building, Inc. was identified as the lowest responsible and responsive bidder. References for All About Building, Inc. were provided to and followed up on by the Facilities Division. All references for All About Building Inc. came back positively.

## FISCAL IMPACT

A claim has been filed with the District's insurance provider, Special District Risk Management Authority (SDRMA). The District will be responsible for the \$1,000.00 deductible. SDRMA will be responsible for the balance.

## RECOMMENDATION

Staff recommends the Board approve the bid award for RFB 23-01 Station 105 Kitchen Remodel to All About Building, Inc. and authorize the Fire Chief or his designee to administer the project in accordance with the approved project budget.

Submitted by:

*John Raeside*  
John Raeside  
Facilities Manager

Approved by:

*Tyler Wagaman*  
Tyler Wagaman  
Deputy Chief – Support Services



Dan Haverty  
Interim Fire Chief

# Sacramento Metropolitan Fire District

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

**DATE:** March 23, 2023

**TO:** Board of Directors

**SUBJECT:** Revision to Positions and Authorization Document (PAD)

## TOPIC

Board approval is needed to revise the Positions and Authorization Document (PAD), which authorizes the number of positions that may be filled for each classification.

## DISCUSSION

Staff is requesting to make changes to the Support Services Branch, the Operations Branch, the Fleet Division, and the Information Technology Division.

### Existing Positions – Request to Authorize Effective 7/1/23:

- Authorize one additional position - Administrative Specialist – Support Services
- Authorize one additional position - Network System Engineer – Information Technology
- Authorize two additional positions - Mechanic – Fleet

### New Positions – Request to Authorize Effective 7/1/23:

- Authorize one new position - Communications Technician I – Information Technology
- Authorize one new position - Data Analyst – Operations

### Metro Medic Program:

- Intend to fill 11 additional Paramedics effective 7/1/23
- Requesting to authorize one additional Emergency Medical Technician effective 7/1/23

## FISCAL IMPACT

The fiscal impact for FY 23/24 for all positions including wages and benefits is \$3,936,912.55 and will be ongoing into proceeding years. If approved, the District requests to begin the recruitment processes which is within the FY 22/23 budget.

**RECOMMENDATION**

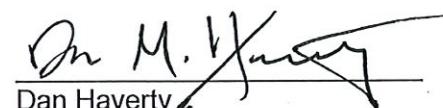
Staff recommends that the Board authorize the revisions to the PAD.

Submitted by:

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Ty Bailey  
Deputy Chief, Administration

Approved by:



Dan Haverty  
Interim Fire Chief

Attachments: Revised Position Authorization Document



## POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

Budget 2022-23

SUMMARY				
Full-time Positions				
	Authorized Positions	Actual Filled Positions	Funded Positions	Proposed Changes
<b>Office of the Fire Chief</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>0</b>
<b>Operations</b>	<b>626</b>	<b>584</b>	<b>601</b>	<b>2</b>
<b>Support Services</b>	<b>77</b>	<b>71</b>	<b>76</b>	<b>5</b>
<b>Administration</b>	<b>29</b>	<b>27</b>	<b>28</b>	<b>0</b>
<b>Total</b>	<b>737</b>	<b>685</b>	<b>709</b>	<b>7</b>



## POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

Budget 2022-23

### OFFICE OF THE FIRE CHIEF

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Fire Chief	1	1	1		Dan Haverty
Assistant Chief	1	1	1		Chris Greene (fund through end of FY)
Day Staff Captain, Staff Officer	1	0	0		<i>Vacant - not funded</i>
Executive Assistant to the Fire Chief	1	1	1		Jill Guzman
Board Clerk	1	0	1		<i>Vacant</i>
	5	3	4	0	



## POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

Budget 2022-23

OPERATIONS BRANCH							
Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments		
Deputy Chief, Operations	1	1	1		Adam Mitchell		
Administrative Specialist, Operations Branch	1	1	1		Carmen Delgado		
Assistant Chief, Operations (A-B-C)	3	3	3		J. Fiorica	C. Simmons C. Jenkins	
Day Battalion Chief, Special Operations	1	1	1		Grant Russell		
Staffing Specialist	1	1	1		Lara Kelley		
Data Analyst				1	Requesting to authorize - effective 7/1/23		
FIRE SUPPRESSION					A	B	
Battalion Chiefs	15	13	15		B5 - B. Gonsaves B13 - C. Reed B7 - R. Carollo B9 - B. Barthel B14 - S. Daly	B5 - K. Fong B13 - J. Vestal B7 - B9 - C. Vestal B14 - A. House	
Fire Captains	132	123	132		Numbers do not include 7 Day Staff & 3 SRP Capt.		
Fire Engineers	132	132	132				
Firefighters	258	249	258		*Actual filled includes 2 Day Staff (Skaggs, White) *Authorized & Funded increased by 21 due to Grant *6 FF's added to funded positions to match the Auth'd - due to adding Medic 51		
METRO MEDIC PROGRAM (MMP)							
Captains	3	3	3		Shawn Burke, Matthew Smotherman, Shannon Chamberlin		
Paramedics	40	16	16		Intend to fill 11 additional postions effective 7/1/23		
Emergency Medical Technicians (EMT)	18	21	18	1	Requesting to authorize 1 additional position effective 7/1/23		
EMERGENCY PREPAREDNESS - SPECIAL OPERATIONS							
Chief Pilot	1	1	1		Montie Vanlandingham		
Day Staff Captain, Air Ops	1	1	1		Bryce Mitchell		
EMERGENCY MEDICAL SERVICES (EMS)							
Assistant Chief, EMS	1	1	1		Jon Rudnicki		
CQI Manager	1	1	1		Adam Blitz		
Day Staff Captain, EMS	3	3	3		Jeremy Crawford, Brendan Hogan, Brett Randle		
Administrative Specialist, EMS	1	1	1		Yuri Torres		
EMS System Technician	2	2	2		Cynthia Hamilton, Daniel Ortiz-Medina		
TRAINING/SAFETY							
Assistant Chief, Training	1	1	1		Michael Lazano		
Day Staff Captain, Training	4	4	4		Daniel Hoy, Russell Gardner, Tim Beard, Jason Cahill		
Health & Fitness Program Manager	1	1	1		Patrick Gallagher		
Administrative Specialist, Training	1	1	1		Dana Lipps		
SAFETY							
Day Staff Battalion Chief, Emergency Planning - Safety	1	1	1		Rosario Carollo		
Day Staff Captain, Safety	1	0	0		Vacant - not funded		
Safety Specialist	2	2	2		Robert Sestito, Brian Spence		
	626	584	601	2			



## POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

Budget 2022-23

### SUPPORT SERVICES BRANCH

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Deputy Chief, Support Services	1	1	1		Tyler Wagaman
Assistant Chief	1	0	0		Chief Executive Director of SRF ECC
Administrative Specialist	0	0	0	1	Requesting to authorize effective 7/1/23
<b>LOGISTICS</b>					
Logistics Manager	1	1	1		Mark Jones
Assistant Logistics Manager	1	1	1		Mark Siebert
Logistics Technician	7	6	7		Crusto, Knapp, Lamons, Putman, Thomas, Graham, Vacant
Purchasing Agent	1	1	1		Courtney Moore
Procurement Specialist	0	0	0		Vacant
Office Technician	1	0	1		Vacant
<b>FACILITIES</b>					
Facilities Manager	1	1	1		John Raeside
Facilities Technician	4	4	4		Joe Eachus, Aldrey Almeria, Dave Koopmeiners, Tim Miller
<b>FLEET MAINTENANCE</b>					
Fleet Manager	1	1	1		Shea Pursell
Assistant Fleet Manager	1	1	1		Tim Swank
Master Fire Mechanic	2	2	2		Joshua Snuffer, Robert Petruzzi
Fire Mechanic	9	9	9	2	Christian, Davison, Geaney, Mansel, Moose, Mull, Purcell, Rhodes, Stites, requesting to authorize 2 additional effective 7/1/23
Parts Buyer	1	1	1		Matthew Freeman
Accounting Technician	1	1	1		Amy Peterson
<b>COMMUNITY RISK REDUCTION / ARSON</b>					
Fire Marshal	1	1	1		Barbara Law
Deputy Fire Marshal	1	1	1		Amy Nygren
Administrative Specialist	1	1	1		Lisa Gates
Plan Intake Specialist	3	3	3		Amanda Burkey, Anthony Burkey, Shana Mamulski
Office Technician	4	4	4		Nanette Goodwin, Kendra Clark, Chelsea Harlow, Vacant (moved from OPS)
Supervising Inspector	3	3	3		Angela Hampton, Janet Smith, Diana Schmidt
Fire Inspector II	13	7	4		Batiz, Christensen, Ganea, Klets, Leda, Rieger, Smittle Reclassified 1 Fire Inspector II to Fire Investigator II

Fire Inspector I		4	9		Aney, Lim, Olivares, Wheeler (2 Vacant between Inspector II & I)
Supervising Investigator	1	1	1		Chris Rogers
Fire Investigator II	3	2	3		Steve Johnson, Alex Morton, Vacant
<b>INFORMATION TECHNOLOGY (IT) / COMMUNICATIONS</b>					
Director, Information Technology	1	1	1		Mat Roseberry
Office Technician	1	1	1		Rachel Roberson
Business Applications Analyst	2	2	2		Marquise Tucker, Giovanna Read
Network Systems Engineer	1	1	1	1	Ken Lin, requesting to authorize 1 additional effective 7/1/23
Network Systems Administrator	2	2	2		May Foroudi, Ben Miller
Computer Systems Supervisor	1	1	1		Arthur Hong
Computer Systems Technician	2	2	2		Santiago Naranjo, Alex Vasquez
Help Desk Technician	1	1	1		Ethan Foster
Communications Manager	1	1	1		Steve Jordan
Communications Technician I				1	Requesting to authorize effective 7/1/23
Communications Technician II	2	2	2		James Day, Alex Ybarra
	77	71	76	5	



## POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

Budget 2022-23

### ADMINISTRATIVE BRANCH

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Deputy Chief, Administration	1	1	1		Ty Bailey
Day Staff Local 522 VP-Rep.	1	1	1		BC Matt Cole
<b>HUMAN RESOURCES</b>					
Human Resources Manager	1	1	1		Melisa Maddux
Administrative Specialist	1	1	1		Alla Zablotskiy
Human Resources Analyst II	3	3	3		Olesya Melnichuk, Leslie Miller, Michelle Dehoney
Human Resources Analyst I	0	0	0		Vacant <i>not funded</i>
Workers Compensation Coordinator	1	1	1		Candace Sarlis
<b>FINANCE</b>					
Chief Financial Officer	1	1	1		Dave O'Toole
Finance Manager	1	1	1		Ronald Empedrad
Payroll Supervisor	1	1	1		Sarah Ortiz
Payroll Analyst	1	1	1		Robyn Almeida
Payroll Specialist	1	1	1		Emily Brown
Financial Analyst	1	1	1		Tara Maeller
Accounting Specialist	2	2	2		RMarie Jones, Natividad Manalo
Accounting Technician	6	5	5		Cheung, Falls, Guerrero, Houston, 2 Vacant
<b>PLANNING &amp; DEVELOPMENT</b>					
Chief Development Officer	1	1	1		Jeff Frye
Administrative Analyst	1	1	1		Erin Castleberry
Geographic Information Data Analyst	1	1	1		Jake Whealen
<b>COMMUNITY RELATIONS</b>					
Day Staff Captain, PIO	1	1	1		Parker Wilbourn
Community Relations Coordinator	1	1	1		Brenda Briggs
Community Relations Specialist	2	1	2		Allison Mayhew, Vacant
	29	27	28		



## POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

Budget 2022-23

### PART-TIME, TEMPORARY, RETIRED ANNUITANTS, RESERVE & REIMBURSED

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Retired Annuitants (part-time)	17	13	11		
Reserve Firefighters	14	7	14		Barnes, Berry, Burwell, Golosinskiy, Manley, Prince, Siebert
Medical Director	1	1	1		Alex Schmalz (previously vendor contract)
Physician Assistant (PA) - MIH Program	6	4	6		Mathis, Ortiz, Schoendienst, Sloan
Helicopter Pilot (part-time)	4	4	4		Bicknell, Cotter, Matischak, Russell
Part-Time Helicopter Maintenance Program Manager	1	0	0		
Air Ops Manager/Special Ops Capt	1	1	0		<i>Not Funded - part-time position filled by a suppression Captain</i>

### California Fire and Rescue Training Authority (CFRTA)

Deputy Executive Director, Planning and Facilities	1	0	0		Vacant
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### Urban Area Security Initiative

Planning and Exercise Coordinator	1	0	0		Vacant
	46	30	36	0	

\*Shown in two locations on the PAD

## Support Documentation Only Funded Positions Reflected on Division Sheets

Position	Authorized Positions	Actual Filled Positions	Funded Positions	Employee(s) / Comments
<b>Office of the Fire Chief</b>				
Day Staff Captain - Staff Officer	1	0	0	
Day Staff Captain - Public Information Officer	1	1	1	Parker Wilbourn
<b>Emergency Medical Services (EMS)</b>				
Day Staff Captain - EMS	3	3	3	Jeremy Crawford, Brendan Hogan, Brett Randle
<b>Training / Safety</b>				
Day Staff Captain - Training	4	4	4	T. Beard, D. Hoy, R. Gardner, J. Cahill
<b>Safety</b>				
Day Staff Captain - Safety	1	0	0	Vacant
Total Day Staff Captains	10	8	8	
Suppression Fire Captains	132	123	0	Numbers do not include 7 Day Staff & 3 SRP Capts.
Total Captains (Suppression and Day Staff)	142	131	8	

## Support Documentation Only Funded Positions Reflected on Division Sheets