



Todd Harms
Fire Chief

Sacramento Metropolitan Fire District

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

Jennifer Sheetz
Board President
Division 5

Matt Kelly
Board Vice President
Division 7

Cinthia Saylors
Board Secretary
Division 1

Grant Goold
Board Member
Division 2

Randy Orzalli
Board Member
Division 3

Ted Wood
Board Member
Division 4

D'Elman Clark
Board Member
Division 6

Gay Jones
Board Member
Division 8

Jim Barnes
Board Member
Division 9

BOARD OF DIRECTORS - REGULAR MEETING

Thursday, February 13, 2020 – 6:00 PM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

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

CALL TO ORDER

PLEDGE TO FLAG

METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Sunday, February 16th at 9:00 am and Monday, February 17th at 6:00 pm on Channel 14; Webcast at www.sacmetrocable.tv.

The open session Meetings are also available for viewing on the District website at www.metrofire.ca.gov.

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

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 AGENDA

THURSDAY, FEBRUARY 13, 2020

CONSENT ITEMS

- | | <u>Page No.</u> |
|--|-----------------|
| 1. Action Summary Minutes
Recommendation: Approve the Action Summary Minutes for the Regular Board meeting of January 23, 2020. | 4 |
| 2. Boundary Lot Adjustment – Future Fire Station 68
Recommendation: Adopt a resolution authorizing the Fire Chief to execute all necessary documents to complete the lot line adjustment. | 9 |
| 3. Agreement for Services of an Executive Director at SRF ECC
Recommendation: Approve the agreement and authorize the Fire Chief to execute the agreement for services. | 24 |
| 4. Revision to the Positions and Authorization Document (PAD)
Recommendation: Authorize the revisions to the PAD. | 35 |

PRESENTATION ITEMS

- | | |
|--|---|
| 1. 10 Years of Service to Director Orzalli (<i>Chief Harms</i>)
Recommendation: Receive presentation. No action required. | * |
|--|---|

REPORTS

1. PRESIDENT'S REPORT—(*President Sheetz*)
2. FIRE CHIEF'S REPORT—(*Chief Harms*)
OPERATIONS' REPORT – (*Deputy Chief Bridge*)
3. SMFD – FIREFIGHTERS LOCAL 522 REPORT

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 Sheetz*)
Next Meeting: TBD

- B. Communications Center JPA – (*DC Shannon*)
Report Out: February 11, 2020 at 9:00 AM
3121 Gold Canal
Rancho Cordova, CA 95670
Next Meeting: February 25, 2020 at 9:00 AM

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

- D. Finance and Audit Committee – (*Director Kelly*)
Next Meeting: February 27, 2020 at 5:30 PM

- E. Policy Committee – (*Director Goold*)
Next Meeting: TBD



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 13, 2020

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,
10545 Armstrong Avenue, Mather, CA*

- Next Regular Board Meeting – February 27, 2020 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 February 7, 2020

A handwritten signature in blue ink that reads "Melissa Penilla".

Melissa Penilla, 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.



TODD HARMS
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, January 23, 2020
**10545 Armstrong Avenue – Board Room
Mather, California**

CALL TO ORDER

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

PLEDGE TO FLAG

President Sheetz announced at the beginning of the meeting that Closed Session Item #1A DeFelice v. SMFD has been removed from the agenda.

PUBLIC COMMENT:

Ms. Katrina Rood thanked first responders for coming to her assistance when her home's fire sprinklers went off. They were very calming and reassuring that everything would be okay.

CONSENT ITEMS

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

1. Action Summary Minutes

Recommendation: Approve the Action Summary Minutes for the Regular Board meeting of December 12, 2019.

Action: Approved Action Summary Minutes.

2. Notice of Award – RFP 19-16 Microsoft Licenses

Recommendation: Award RFB 19-16 Microsoft Licenses to CDW Government LLC.

Action: Awarded RFB 19-16 Microsoft Licenses to CDW Government LLC.

REPORTS

1. PRESIDENT'S REPORT:

President Sheetz shared the executive committee met earlier and made no changes to the standing committees. However, if a Board Member wishes to change committees to let her know.

2. FIRE CHIEF'S REPORT:

Chief Harms opened by congratulating the members that were selected for Member of the Year, Peer Recognition and Commendation, and Company Commendation for 2019. Awards will be presented at our Awards Gala on February 20, 2020

Retirement

Retirements during the month of December included 312 total years of service.

- Firefighter Matt Randazzo – 25 years of service
- Firefighter Paul Isaacson – 26 years of service
- Engineer Craig Von Chance-Stutler – 28 years of service
- Engineer Anthony Fink – 29 years of service
- Firefighter David Farrell – 28 years of service
- Captain John Schanzenbach – 27 years of service
- Fire Inspector Tracy Olcese – 28 years of service
- Facilities Assistant Jamie Bedal – 21 years of service
- Logistics Technician Gary Lascelles – 26 years of service
- Captain Brian Evers – 28 years of service
- Engineer Mark Dezordo – 28 years of service
- Engineer James Mrozinski – 18 years of service

New Hire

Effective 1/6, Lateral Firefighter/Paramedic's Matthew Christensen and Calvin LaCurelle

Recruitment

Reassignment Opportunity: EMS Shift Captain, Final Filing Date 2/4

Reassignment

Effective 1/1, Assistant Chief Tyler Wagaman was assigned to the Communications Center to serve as the Chief Executive Director. Battalion Chief Chris Greene was selected to fill the B-Shift Shift Commander vacancy in an out-of-class upgrade assignment on a temporary basis.

Meetings

January 6th, Fire Station 32 Dedication to Fire Captain John de Graaff. John was hired by the Fair Oaks Fire District on November 1, 1977 at the age of 23, and had a very long and strong career with Metro Fire and predecessor agencies. This was the third station dedication, and his son asked to speak in his honor at the event.

January 13-14: UL & IAFF – Meeting the Safety Challenges of the Future Built Environment. The IAFF Foundation Burn Fund and UL are collaborating to present several topics at the Meeting the Safety Challenges of the Future Built Environment Forum. This event is an opportunity to network with business and industry leaders, discuss emerging issues and concerns in the fire service and provide input on efforts to ensure future technologies meet desired building performance levels. Topics include flammable refrigerants, FSRI Firefighter Safety Research Institute (FSRI), smoke alarms, tall wood buildings, and electric car buildings.

Upcoming Events

February 19, 20 & 21 - Metro Fire will be hosting an F.I.E.R.O. PPE Workshop and two Fire Department Safety Officers Association (FDSOA) certification classes, Incident Safety Officer (ISO) and Health and Safety Officer (HSO).

F.I.E.R.O. Fire PPE Regional Workshops are held periodically around the country, this class has capacity for 100 attendees and is already sold out. The workshops provide comprehensive instruction on the selection, care, and maintenance of your PPE in a single-day, close-to-home format. The workshops are geared for firefighters, training and safety officers and any staff who are responsible for PPE in your department. The NFPA 1851 standard on the selection, care and maintenance of firefighting PPE is the focus and your workshop topics will be tailor-made to fit your department's education needs.

The ISO and HSO classes are a two-day comprehensive and fast-paced programs that prepare members to understand the role of and serve as an Incident Safety Officer or Health and Safety Officer. These academies include situational exercises, ProBoard Certification exam, and a one-year membership to FDSOA.

The Sacramento Metropolitan Public Safety Foundation received a grant for \$11,500 to purchase additional supplies to continue the Milo and Moxie Program in schools.

Fill the Boot Reminder - Saturday, February 8th - The Chief's Challenge from 9:00am-10:00am

Strategic Plan Update

Since the Board met to develop a new strategic plan several initiatives have been worked on. Chief Harms reported the following:

People of Metro Fire – Culture – Focus groups development to aid in the Metro Way
People of Metro Fire – Professional Development – PDP four sessions on Tactics and Strategy
People of Metro Fire – Health and Well-Being – Attendance at a national meeting in Scottsdale
Service Delivery – Administrative Coordination – AC Wagaman has been assigned to the Comms Center
Capital Assets – Vehicles and Apparatus – Fleet went back east to inspect two new tenders
Capital Assets – Real Property – Reviewing development within Sacramento County and Metro Fire's jurisdictional boundaries
External Engagement – Communications – Processing public records requests

OPERATIONS REPORT

Deputy Chief Bridge reported out for the Operations Division. For 2019 Metro Fire responded to 97,366 total calls, of which 67,400 were for EMS services. Since the Board Meeting in December we have responded to 11,000 calls with over 30 structure fires. The busiest engine is E53 with 631 responses, and M23 with 556 responses. There are several units, including E41, M41, E24, M24, E101, M101, E23, M53, E103, and M103 that have a similar number of responses, meaning we've had a busy start to 2020.

The Professional Development Program is working to cross divisional boundaries with a focus on target hazards with Community Risk Reduction Division. Additionally, Chief Greene with oversight of Special Operations worked with Program Manager Hoy to develop a Hazmat newsletter.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT:

Vice President McGoldrick congratulated the retirees, and thanked Trevor Jamison for his leadership and dedication in the role of Vice President. Captain McGoldrick attended the station dedication at 32, and shared about the impact an individual can have on the community.

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 Sheetz)

Report Out: January 23, 2020 at 5:30 PM

Previously reported during the President's report.

Next Meeting: TBD

B. Communications Center JPA – (DC Shannon)

Report Out: January 14, 2020 at 9:00 AM

DC Shannon replaced AC Wagaman on the Communications Center's Board, and welcomes AC Wagaman as the Executive Director. The Board recently approved the Executive Director contract. Lastly, DC Shannon thanked Interim Director Bentovoja for his service out of retirement.

Next Meeting: January 28, 2020 at 9:00 AM

C. California Fire & Rescue Training JPA – (DC Shannon)

Report Out: January 16, 2020 at 4:00 PM

DC Shannon shared a snapshot on the training world, with plans to offer 129 courses and train 1,875 students in 2020, this is a significant improvement from the previous fiscal years. Additionally, the lease for the space they are currently in is coming to an end March 31st, they will begin looking for a new home.

Next Meeting: April 16, 2020 at 4:00 PM

D. Finance and Audit Committee – (Director Kelly)

Next Meeting: February 27, 2020 at 5:30 PM

E. Policy Committee – (Director Goold)

Next Meeting: TBD

BOARD MEMBER QUESTIONS AND COMMENTS

The Board collectively congratulated the retirees, and wished them all the best in retirement.

Director Goold shared his hopes for succession planning so information is passed to new members, it is difficult from an institutional standpoint to lose all that knowledge at once.

Director Wood thanked Ms. Rood for coming to the Board Meeting and sharing her thanks. He also expressed appreciation to the responding crews for the care of his niece and nephew who were involved in a vehicle accident.

Director Clark wished everyone a happy new year, and congratulated Director Sheetz in her role as Board President, and Captain McGoldrick in his role as Vice President. He also thanked the crew who came to the Star King Elementary School over the holidays.

Director Barnes thanked Chief Harms for inviting him to a meeting, he is impressed with his leadership. The Pig Bowl Guns and Hoses Game is this weekend, and he is very appreciative of the work everyone has put in to make this event come together. They will be honoring safety families and partnering with the Make-A-Wish Foundation to make a young man's wish come true. At 46 years, this is the longest running game of its kind, and he is very proud to be a part of it.

Director Saylor congratulated Director Sheetz on her role as Board President.

Director Kelly wishes everyone a great weekend.

Director Sheetz is looking forward to serving as the Board President, and she is planning on attending the Gala in February, and Fill-The-Boot campaign.

CLOSED SESSION

The Board convened to Closed Session at 6:35 pm.

General Counsel Lavra joined closed session via teleconference.

- 1. Conference with Legal Counsel – Pending Litigation – Pursuant to California Government Code Section 54956.9(a): 2 Cases**
 - A. DeFelice v. Sacramento Metropolitan Fire District, et al.
Case No. 34-2019-00248043
This item was removed from the agenda.
 - B. Cormier v. Sacramento Metropolitan Fire District, et al.
Case No. 34-2019-00247803
Action: The Board took no reportable action.

The Board reconvened to Open Session at 7:02 pm

ADJOURNMENT

The meeting was adjourned at 7:04 pm.

Jenifer Sheetz, President

Cinthia Saylor, Secretary

Melissa Penilla, Board Clerk



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: February 13, 2020
TO: Board of Directors
SUBJECT: Boundary Lot Adjustment – Future Fire Station 68

BACKGROUND

In 2012, the Sacramento Metropolitan Fire District (District) worked with the City of Rancho Cordova (City) and developer Douglas Cordova Commercial, LLC (Developer), to dedicate a site for a fire station, which was memorialized in an amendment (dated 6/18/12) to their existing development agreement. The amendment included the dedication of an approximate 2-acre parcel of land that the City was free to exchange for a fire station site. In 2013, the District retained Citygate Associates to complete a deployment study in order to identify the best location for a permanent site for Fire Station 68. The deployment study revealed that a location near Douglas Road and Rancho Cordova Parkway would best meet the District's operational needs and response time standards.

Growing development activity in the area east of current Station 68's 4 minute response zone triggered the need to finalize the permanent station location for Station 68. The District negotiated a land exchange agreement with the City for the desired site, and the District's Board of Directors approved the execution of that agreement on April 25, 2019.

DISCUSSION

Once the land exchange was complete, the District initiated the design process for the new station, and subsequently determined that although the site was a sufficient size, the configuration of the site was not ideal for the District's operations. Because of this, the District negotiated a lot line adjustment with the Developer in order to maximize operational and functional efficiency. The District contracted with MacKay and Samps Civil Engineers, Inc. to complete and file the Boundary Lot Adjustment (BLA) application with the City.

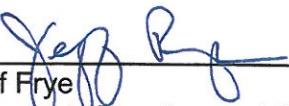
FISCAL IMPACT

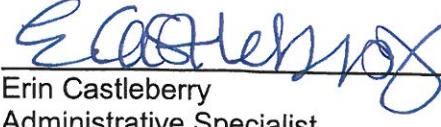
The cost to complete the BLA is approximately \$13,000 which is included in the FY2019/2020 budget for the Development Impact Fees Fund.

RECOMMENDATION

Staff recommends that the Board authorize the Fire Chief or his designee to execute all necessary documents to complete the Boundary Lot Adjustment for Future Fire Station 68.

Submitted by:


Jeff Frye
Economic Development Manager


Erin Castleberry
Administrative Specialist



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

RESOLUTION NO. 2020-_____

AUTHORIZING THE COMPLETION OF A BOUNDARY LOT ADJUSTMENT

WHEREAS, the Sacramento Metropolitan Fire District (District) provides fire protection, emergency medical services and hazardous material response to a population of over 745,000 throughout a 359 square mile area; and

WHEREAS, the District is the owner of certain unimproved real property comprised of approximately 2.8 acres of land in the City of Rancho Cordova, County of Sacramento, State of California, APN 067-1110-026-0000; and

WHEREAS, Douglas Cordova Commercial, LLC (Developer) is the owner of certain unimproved real property comprised of approximately 16.6 acres of land in the City of Rancho Cordova, County of Sacramento, State of California, APN 067-1020-003-0000; and

WHEREAS, the District and the Developer have mutually agreed to a Boundary Lot Adjustment to adjust the lot lines of the aforementioned properties; and

THEREFORE, BE IT RESOLVED, that the Sacramento Metropolitan Fire District, a public entity established under the laws of the State of California, does hereby:

1. Authorize the Fire Chief or his designee to execute all documents necessary to complete the Boundary Lot Adjustment.

PASSED AND APPROVED this 13th day of February, 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sacramento Metropolitan Fire District

President, Board of Directors

Attested by:

Clerk of the Board

**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL DOCUMENT
AND TAX STATEMENT TO:**

Sacramento Metropolitan Fire District
ATTN: Jeff Frye
10545 Armstrong Avenue, Suite 200
Mather, CA 95655

APN Ptn of 067-1110-026 and ptn of 067-1020-003

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S)

DOCUMENTARY TRANSFER TAX is \$0.00

No transfer tax due for this document pursuant to Revenue & Taxation Code Section 11922. Governmental agency acquiring title. No recording fee due for this document pursuant to Government Code Section 27383. Governmental agency acquiring title.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged.

Sacramento Metropolitan Fire District, a public agency duly organized and existing under the laws of the State of California

HEREBY GRANT(S) to

Sacramento Metropolitan Fire District, a public agency duly organized and existing under the laws of the State of California

the following described real property in the City of Rancho Cordova, County of Sacramento, State of California:

See legal description Exhibit "B-4" Description of Resultant Parcel "2" and Exhibit "C-4" plat to accompany description, attached hereto and made a part hereof.

Date: _____

Sacramento Metropolitan Fire District

By: _____
Todd Harms, Fire Chief

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____ } S.S.

On _____ before me, _____

a Notary Public, personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she /they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(This area for official notarial seal)

**EXHIBIT "B-4"
DESCRIPTION OF
RESULTANT PARCEL 2**

All that real property being situate in a portion of the Fractional Section 8, Township 8 North, Range 7 East, Mount Diablo Meridian, City of Rancho Cordova, County of Sacramento, State of California, being further described as a portion Lot "R" as shown on that certain Final Map entitled "Subdivision No. RC-04-132.0 Large Lot Map of Montelena" filed for record on October 25, 2018 in Book 406 of Maps, at Page 6, Sacramento County Records and a portion of Resultant Area "A" as described in that certain Boundary Line Adjustment recorded December 17, 2013 in Book 20131217, at Page 0825, Official Records of Sacramento County, and being more particularly described as follows:

Beginning at the Southwest corner of Lot "R" as shown on said Final Map; thence, from the POINT OF BEGINNING, along the West line of said Lot "R" and its Northerly prolongation, North 21°52'18" West a distance of 513.72 feet to an angle point on the South line of said Resultant Parcel "A"; said point being the Northeast corner of Lot 4 as shown on said Final Map; thence from said Northeast corner of Lot 4, South 87°06'10" East a distance of 292.07 feet; thence South 18°36'28" East a distance of 406.14 feet to a point on the South line of said Lot "R"; thence along said South line of Lot "R" for the following three (3) arcs, course and distance;

1. North 83°26'03" West a distance of 15.20 feet to a point of curvature;
2. from a radial line which bears North 06°23'31" West, 217.51 feet along the arc of a non-tangent 478.50-foot radius curve to the left through a central angle of 26°02'42"; and
3. 13.47 along the arc of a reverse tangent 821.00-foot radius curve to the right through a central angle of 00°56'25" to the Point of Beginning.

Containing 2.628 acres, more or less.

See Exhibit "C-4", plat to accompany description, attached hereto and made a part hereof.

This legal description was prepared by me or under my supervision pursuant to Section 8729 (2) of the Professional Land Surveyors Act.

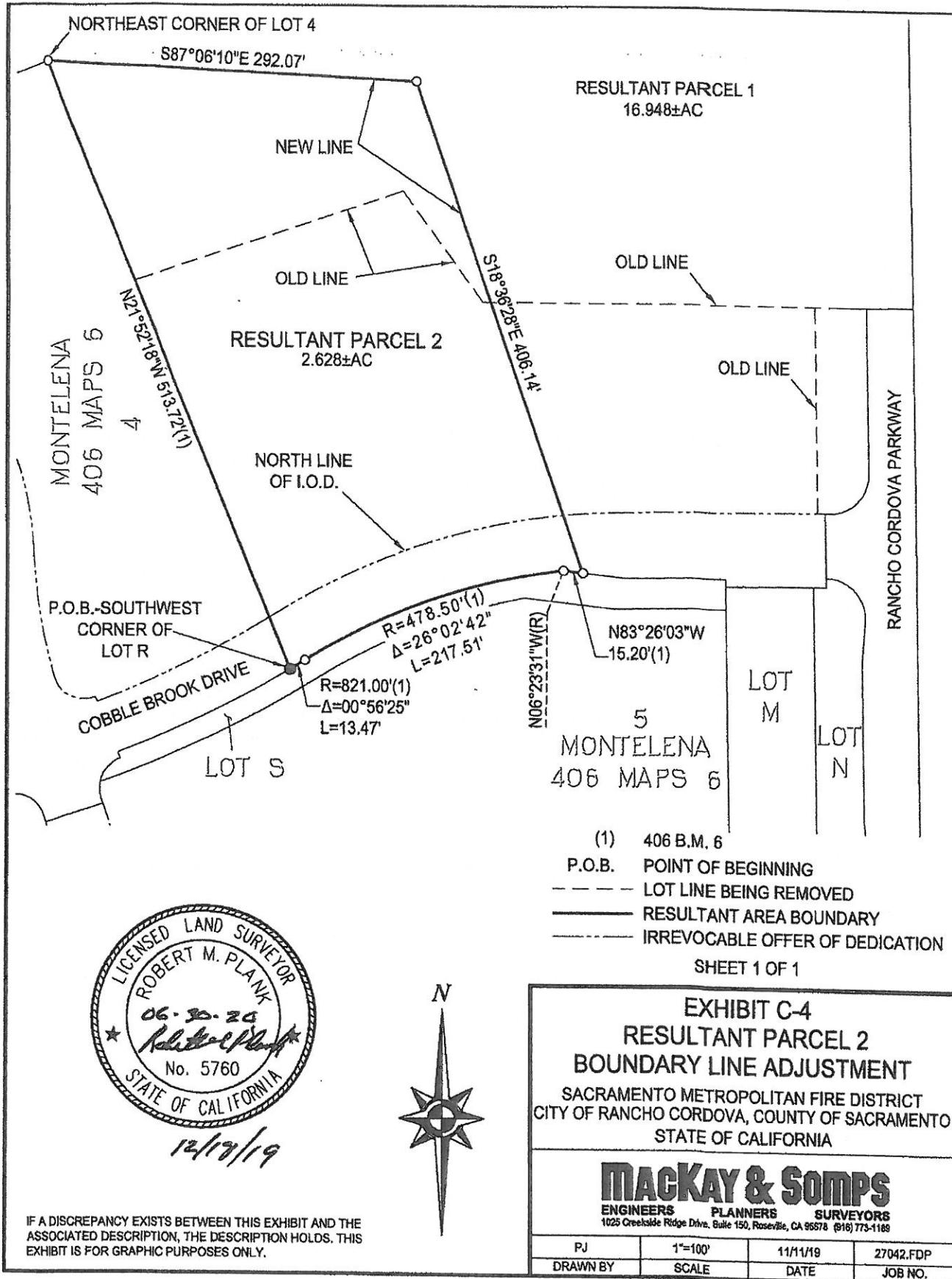


Robert M. Plank, PLS 5760
License Expiration Date: 06-30-2020

Date: 12/18/19



Description prepared by:
MACKAY & SOMPS CIVIL ENGINEERS, INC.
1025 Creekside Ridge Drive, Suite 150, Roseville, CA 95678
P:\27042\SRV\Mapping\Desc\BLA-FIRE STATIONM-BLA-FS-EXHIBIT B-4.docx



**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL DOCUMENT
AND TAX STATEMENT TO:**

Douglas Cordova Commercial, LLC
a California limited liability company
5241 Arnold Avenue
McClellan, CA 95652

APN Ptn of 067-1110-023 and ptn of 067-1110-026
to 067-1020-003
R & T Code: 11911
Value or consideration is less than \$100

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged.

Sacramento Metropolitan Fire District, a public agency duly organized and existing under the laws of the State of California

HEREBY GRANT(S) to

Douglas Cordova Commercial, LLC, a California Limited Liability Company

the following described real property in the City of Rancho Cordova, County of Sacramento, State of California:

See legal description Exhibit "B-1" Description of Transfer Parcel "A" and Exhibit "C-1" plat to accompany description, attached hereto and made a part hereof.

Date: _____

Sacramento Metropolitan Fire District

By: _____
Todd Harms, Fire Chief

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____ } S.S.

On _____ before me, _____

a Notary Public, personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she /they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(This area for official notarial seal)

**EXHIBIT "B-1"
DESCRIPTION OF
TRANSFER PARCEL "A"**

All that real property being situate in a portion of the Fractional Section 8, Township 8 North, Range 7 East, Mount Diablo Meridian, City of Rancho Cordova, County of Sacramento, State of California, being further described as all of Lot "O" and a portion of Lot "R" as shown on the certain Final Map entitled "Subdivision No. RC-04-132.0 Large Lot Map of Montelena" filed for record on October 25, 2018 in Book 406 of Maps, at Page 6, Sacramento County Records. and being more particularly described as follows:

Beginning at the Northeast corner of Lot "O" as shown on said Final Map; thence from said **POINT OF BEGINNING**, along the East and South lines of said Lot "O" for the following three (3) arc, courses and distances:

1. South $00^{\circ}44'24''$ East a distance of 130.68 feet to a point of curvature;
2. 48.69 feet along the arc of a tangent 31.00-foot radius curve to the right through a central angle of $90^{\circ}00'00''$; and
3. South $89^{\circ}15'36''$ West a distance of 4.00 feet to an angle point on the Easter line of the said Lot "R";

thence along said East line of Lot "R", South $00^{\circ}44'24''$ East a distance of 57.50 feet to the Southeast corner of said Lot R; thence along the South line of said Lot R for the following four (4) courses and distances:

1. South $89^{\circ}15'36''$ West a distance of 80.00 feet;
2. North $00^{\circ}44'24''$ West a distance of 6.00 feet;
3. South $89^{\circ}15'36''$ West a distance of 77.20 feet; and
4. North $83^{\circ}26'03''$ West a distance of 33.35 feet;

thence leaving said South line of Lot "R", North $18^{\circ}36'28''$ West a distance of 223.74 feet to a point on the North line of said Lot "R"; thence along said North Line of Lot "R" for the following two (2) courses and distances:

1. South $89^{\circ}54'52''$ East a distance of 277.95 feet; and
2. North $89^{\circ}15'36''$ East a distance of 16.00 feet to the Point of Beginning.

Containing 1.240 acres, more or less.

See Exhibit "C-1", plat to accompany description, attached hereto and made a part hereof.

This legal description was prepared by me or under my supervision pursuant to Section 8729 (2) of the Professional Land Surveyors Act.



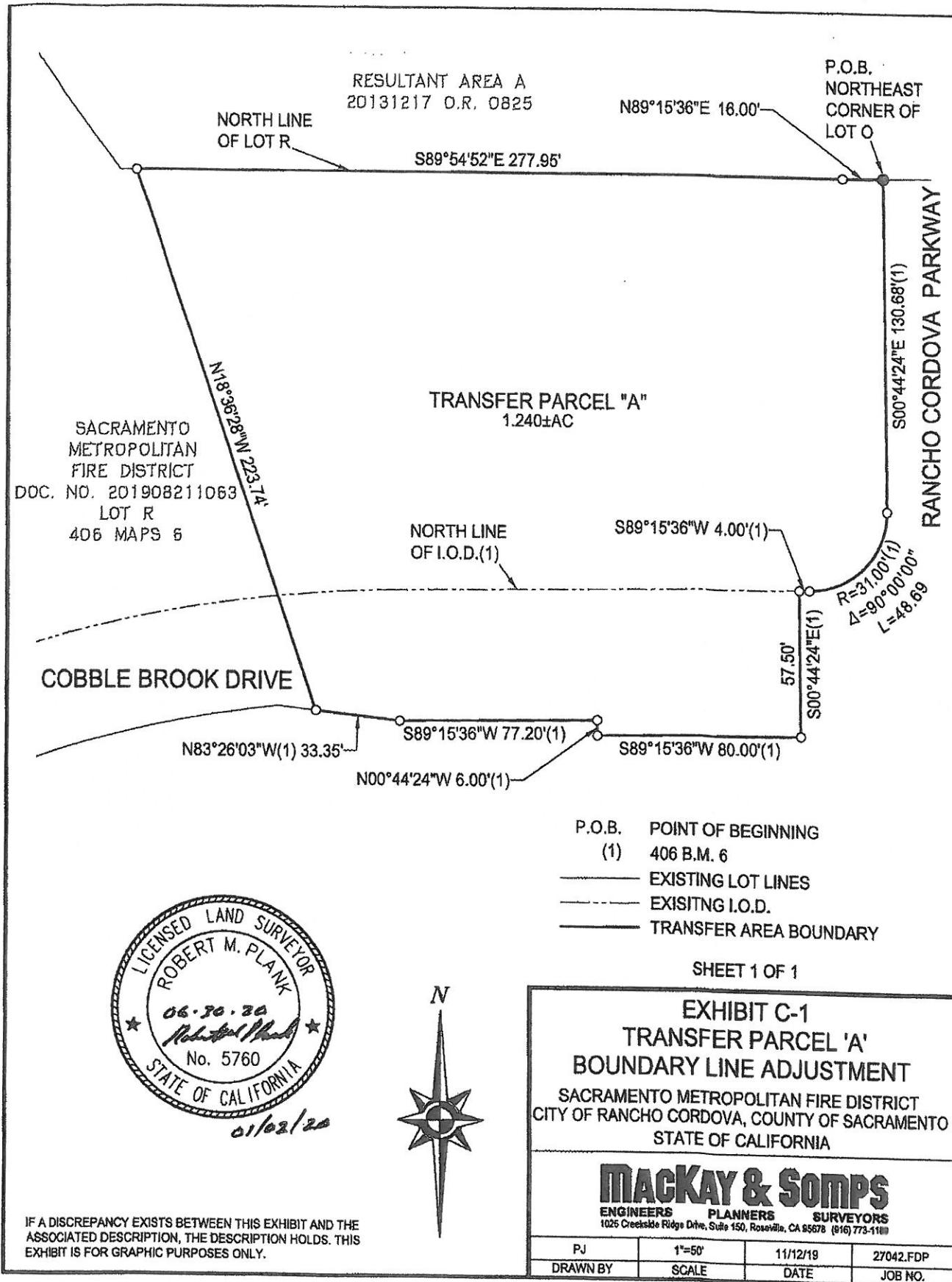
Robert M. Plank, PLS 5760
License Expiration Date: 06-30-2020
Date: 12/12/19



Description prepared by:

MACKAY & SOMPS CIVIL ENGINEERS, INC.

1025 Creekside Ridge Drive, Suite 150, Roseville, CA 95678
P:\27042\SRV\Mapping\Desc\BLA-FIRE STATION\M-BLA-FS-EXHIBIT B-1.docx



**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL DOCUMENT
AND TAX STATEMENT TO:**

Sacramento Metropolitan Fire District
ATTN: Jeff Frye
10545 Armstrong Avenue, Suite 200
Mather, CA 95655

ptn of APN 067-1020-003
to 067-1110-026

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S)

DOCUMENTARY TRANSFER TAX is \$0.00

No transfer tax due for this document pursuant to Revenue & Taxation Code Section 11922. Governmental agency acquiring title. No recording fee due for this document pursuant to Government Code Section 27383. Governmental agency acquiring title.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged.

Douglas Cordova Commercial, LLC, a California Limited Liability Company

HEREBY GRANT(S) to

Sacramento Metropolitan Fire District, a public agency duly organized and existing under the laws of the State of California

the following described real property in the City of Rancho Cordova, County of Sacramento, State of California:

See legal description Exhibit "B-2" Description of Transfer Parcel "B" and Exhibit "C-2" plat to accompany description, attached hereto and made a part hereof.

Date of Document: _____

**Douglas Cordova Commercial, LLC,
a California limited liability company**

By: Pilatus Properties, LLC,
a California limited liability company
Its: Manager

By: _____
Ronald Alvarado, Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____ } S.S.

On _____ before me, _____

a Notary Public, personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the instrument and acknowledged to me that he/she /they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(This area for official notarial seal)

27042.FDP
11/12/19
PJ

**EXHIBIT "B-2"
DESCRIPTION OF
TRANSFER PARCEL "B"**

All that real property being situate in a portion of the Fractional Section 8, Township 8 North, Range 7 East, Mount Diablo Meridian, City of Rancho Cordova, County of Sacramento, State of California, being further described as a portion of Resultant Area "A" as described in that certain Boundary Line Adjustment recorded on December 17, 2013 in Book 20131217, at Page 0825, Official Records of Sacramento County and being more particularly described as follows:

Commencing at the Southeast corner of said Resultant Area "A"; thence along the South line of said Resultant Area "A" for the following two (2) courses and distances:

1. South 89°15'36" West, a distance of 53.00 feet; and
2. North 89°54'52" West, a distance of 277.95 feet to the True Point of Beginning;

thence from said **TRUE POINT OF BEGINNING**, continuing along said South line of Resultant Area "A" for the following four (4) courses and distances:

1. North 89°54'52" West, a distance of 6.23 feet;
2. North 35°55'13" West, a distance of 107.02 feet;
3. South 71°24'52" West, a distance of 223.43 feet; and
4. North 21°52'18" West, a distance of 185.52 feet to the Northeast corner of Lot 4 as shown on that certain Final Map entitled "Subdivision No. RC-04-132.0 Large Lot Map of Montelena" filed for record on October 25, 2018 in Book 406 of Maps, at Page 6, Sacramento County Records;

thence leaving said South line of Resultant Area "A", South 87°06'10" East, a distance of 292.07 feet; thence South 18°36'28" East, a distance of 182.40 feet to the True Point of Beginning.

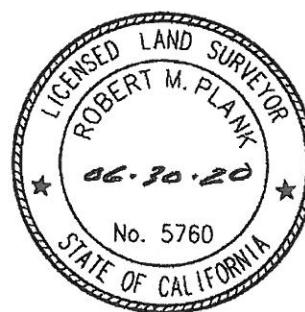
Containing 0.851 acres of land, more or less.

See Exhibit "C-2", plat to accompany description, attached hereto and made a part hereof.

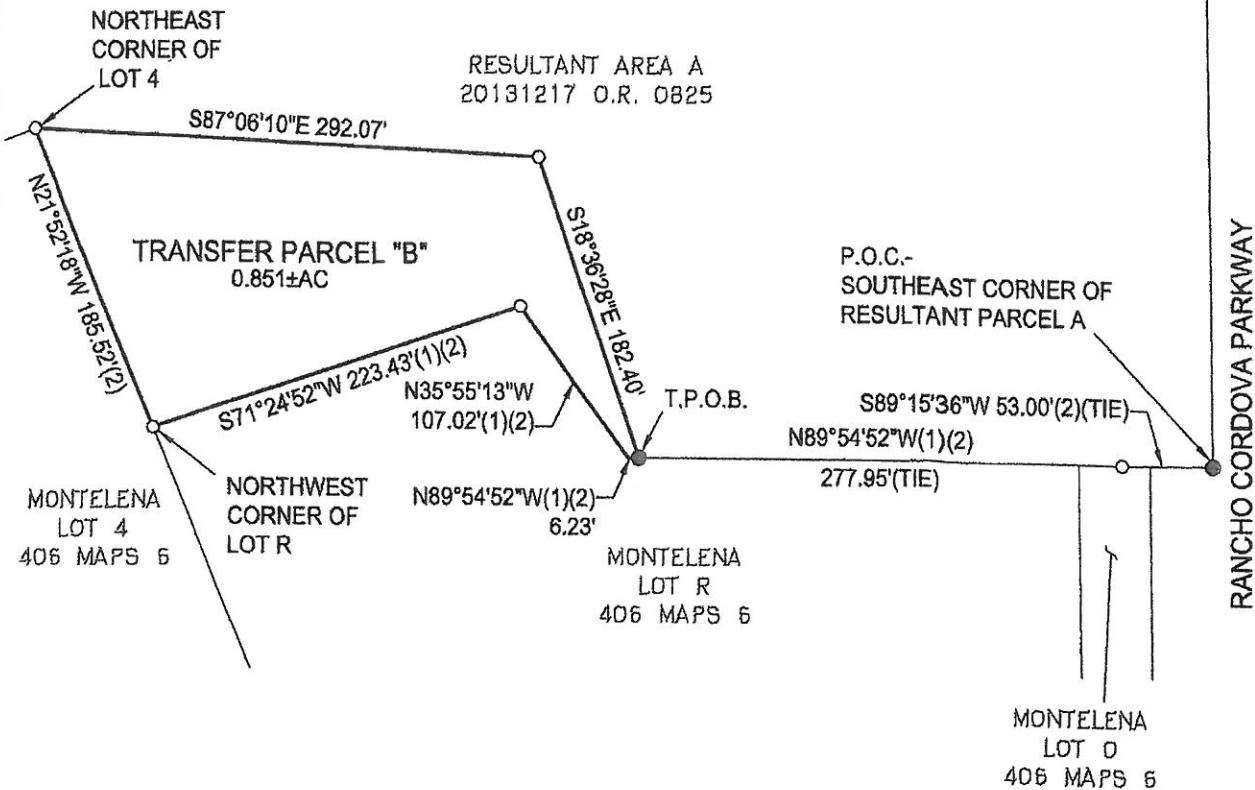
This legal description was prepared by me or under my supervision pursuant to Section 8729 (2) of the Professional Land Surveyors Act.



Robert M. Plank, PLS 5760
License Expiration Date: 06-30-2020
Date: 12/12/19



Description prepared by:
MACKAY & SOMPS CIVIL ENGINEERS, INC.
1025 Creekside Ridge Drive, Suite 150, Roseville, CA 95678
P:\27042\SRV\Mapping\Desc\BLA-FIRE STATION\M-BLA-FS-EXHIBIT B-2.docx



P.O.C. POINT OF COMMENCEMENT
 T.P.O.B. TRUE POINT OF BEGINNING
 (1) 406 B.M. 6
 (2) B.L.A - 20131217 O.R. 0825
 — EXISTING LOT LINES
 - - - TRANSFER AREA BOUNDARY

SHEET 1 OF 1

**EXHIBIT C-2
TRANSFER PARCEL "B"
BOUNDARY LINE ADJUSTMENT**

LANDS OF DOUGLAS CORDOVA COMMERCIAL, LLC
 CITY OF RANCHO CORDOVA, COUNTY OF SACRAMENTO
 STATE OF CALIFORNIA

MACKAY & SOMPS
 ENGINEERS PLANNERS SURVEYORS
 1025 Creekside Ridge Drive, Suite 150, Roseville, CA 95878 (916) 773-1160

PJ	1"=100'	11/11/19	27042.FDP
DRAWN BY	SCALE	DATE	JOB NO.

IF A DISCREPANCY EXISTS BETWEEN THIS EXHIBIT AND THE ASSOCIATED DESCRIPTION, THE DESCRIPTION HOLDS. THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY.



CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Grant Deed dated _____, from Douglas Cordova Commercial, LLC, a California Limited Liability Company, to the Sacramento Metropolitan Fire District, a public agency duly organized and existing under the laws of the State of California, is hereby accepted by the undersigned officer or agent on behalf of the Sacramento Metropolitan Fire District pursuant to authority conferred by Resolution 2020-001 adopted on February 13, 2020, by the Board of Directors for the Sacramento Metropolitan Fire District, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

By: _____

Name: Todd Harms

Title: Fire Chief



Sacramento Metropolitan Fire District

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

TODD HARMS
Fire Chief

DATE: February 13, 2020
TO: Board of Directors
SUBJECT: Agreement of Services of an Executive Director at SRFECC

TOPIC

The Sacramento Metropolitan Fire District agreed to provide an Assistant Chief to serve as Executive Director of the Sacramento Regional Fire/EMS Communications Center (SRFECC).

DISCUSSION

On January 14, 2020, the Governing Board of the SRFECC appointed Assistant Chief Tyler Wagaman as Executive Director. Metro Fire and the SRFECC will enter into this Agreement to allow AC Wagaman to serve as Executive Director while remaining an employee of Metro Fire. The term of this agreement is January 14, 2020 through June 30, 2021, with an optional one-year renewal period.

FISCAL IMPACT

For January to June 30, 2020, the SRFECC will reimburse Metro Fire for the cost of the salary and benefits, with January being pro-rated to the effective date of the agreement. For July 1, 2020 to June 30, 2021, the reimbursement for the fiscal year will be accounted for in each of the Member Agencies' assessments.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the Fire Chief to execute the Agreement for Services of an Executive Director with the SRFECC.

Submitted by:

Eric Bridge
Deputy Chief, Operations

Approved by:

Todd Harms
Fire Chief

**AGREEMENT FOR SERVICES OF AN
EXECUTIVE DIRECTOR
BETWEEN THE
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
AND
SACRAMENTO METROPOLITAN FIRE DISTRICT**

This Agreement (hereinafter "Agreement") for the services of an Executive Director is by and between the Sacramento Regional Fire/EMS Communications Center (hereinafter "Center"), and the Sacramento Metropolitan Fire District (hereinafter "Sac Metro"). The Center and Sac Metro shall be hereinafter referred to collectively as "parties."

**A.
RECITALS**

1. Tyler Wagaman ("Wagaman") is employed by Sac Metro as an Assistant Chief.
2. Wagaman has been appointed Executive Director ("ED") by the Center Governing Board ("Center Board"), and Sac Metro has agreed to allow Wagaman to accept this assignment.
3. The Center and Sac Metro enter into this Agreement in order to allow Wagaman to serve as ED, while remaining an employee of Sac Metro, under assignment to the Center.
4. While serving as ED, Wagaman shall serve at the direction of the Center Board and all communications regarding the Center shall be made through the Center Board.

**B.
TERMS AND CONDITIONS**

In consideration of the foregoing recitals, and the mutual promises and covenants contained in this Agreement, the Center and Sac Metro agree as follows:

1. Provision of Executive Director

Sac Metro shall make Wagaman available to serve as ED for the full term of this Agreement, and subsequent renewal periods, if any. If his employment as ED terminates at other than the end of the initial term of this Agreement or any subsequent renewal period, the Board shall promptly discuss options.

2. Duties of ED

As ED, Wagaman shall perform the duties and responsibilities which are set forth in the Job Description attached to this Agreement as Exhibit A.

3. Initial Term of Agreement

The initial term of this Agreement shall commence on January 14, 2020 and shall end on June 30, 2021.

4. Renewals

With mutual consent, this Agreement may be renewed for one (1) additional year.

The renewal period shall be governed by the same terms and conditions of this Agreement, unless the parties agree in writing otherwise.

5. Employee Status

While serving as ED, Wagaman shall remain an employee of Sac Metro for the purpose of receiving compensation, retirement benefits, state mandated requirements and other employer provided benefits. Any workers' compensation claim that Wagaman may have while performing services as ED shall be administered and paid, if at all, by Sac Metro.

6. Compensation

Center shall reimburse Sac Metro for the cost of the salary and benefits set forth in Exhibit B. Exhibit B shall be numbered sequentially (e.g. B-1, B-2, etc.), as the Parties mutually agree in writing to any increase in compensation.

Center's reimbursement to Sac Metro shall be at six (6) month intervals, within one (1) month of each semi-annual assessment. Reimbursement shall be for service provided to the Center by Wagaman during the preceding six (6) months.

7. Direction and Control

In his capacity as ED, Wagaman shall be solely under the direction and control of the Center Board.

8. Indemnity

The Center shall indemnify, defend, and hold harmless Sac Metro, its officers, directors, employees and agents from and against all claims, losses, actions, liabilities, suits, procedures, and damages, including attorney's fees and legal costs, arising out of or as a result of, the action or conduct, of the ED in the performance of his duties as ED for the Center under the terms and conditions of this Agreement. This Paragraph does not apply to any Worker's Compensation claim filed by ED.

Sac Metro shall indemnify, defend, and hold harmless the Center, its officers, directors, employees and agents from and against all claims, losses, actions, liabilities, suits, procedures, and damages, including attorneys' fees and legal costs, arising out of or as a

result of, the action or conduct, of Wagaman outside of the terms and conditions of this Agreement.

9. Complaints

Except as set forth below in Paragraph 9 of this Agreement, Wagaman does not waive any right to confidentiality under any provision of State or Federal law.

a. Complaint Received by Sac Metro

Any and all complaints, whether formal or informal, made to Sac Metro against Wagaman, shall be disclosed to the Center Board Chairperson within twenty-four (24) hours of receipt. By agreeing to serve as ED and agreeing to accept the terms and conditions of this Agreement, Wagaman authorizes Sac Metro to disclose to the Center Board, those complaints.

b. Complaint Received by Center

Any and all complaints, whether formal or informal, made to the Center against Wagaman, shall be disclosed to the Sac Metro Fire Chief within twenty-four (24) hours of receipt. By agreeing to serve as ED and agreeing to accept the terms and conditions of this Agreement, Wagaman authorizes the Center Board to disclose to Sac Metro, those complaints.

c. Investigation

As deemed appropriate by either Party, any complaint may be investigated. In the event that an investigation is deemed appropriate:

i. By the Center Board, the Center Board Chairperson shall keep the Sac Metro Fire Chief informed of the progress of the investigation and conclusion (e.g. sustained or not sustained).

Following an investigation by the Center of any such allegation or complaint, the Center Board may, in its sole discretion, either terminate this Agreement pursuant to Paragraph 10 below, or take other appropriate action. Nothing set forth in this Paragraph shall prohibit Sac Metro from imposing discipline against ED as it deems appropriate.

ii. By Sac Metro, Sac Metro shall keep the Center Board Chairperson informed of the progress of the investigation and conclusion (e.g. sustained or not sustained).

10. Termination of Agreement

This Agreement may be terminated by the Center Board or Sac Metro at any time whatsoever and with or without cause. Reimbursement to Sac Metro by the Center shall be prorated to the date of termination of this Agreement.

11. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may only be amended or modified by an agreement in writing signed by all the parties.

12. Waiver

None of the provisions of this Agreement shall be considered waived by either party unless such waiver is specified in writing.

13. Severability

Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

14. Attorney's Fees

Should a party to this Agreement bring a legal or equitable action to either enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover their reasonable attorney's fees and costs incurred in such action.

15. Governing Law/Venue

This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.

16. Execution

By executing this Agreement, Sac Metro and Center acknowledge that they have carefully read, and agree to be bound by, all terms and conditions contained in this Agreement.

17. Notices

Formal notices, communications or demands to a party shall be sufficiently given if either (a) personally delivered, (b) mailed by registered or certified mail, first class postage prepaid, return receipt requested, to the principal office of Center or Sac Metro, or (c) delivered by Federal Express or other reliable private express delivery service to the principal office of the Center or Sac Metro, as follows:

If to Center: Board Chairperson
The Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway
Sacramento, CA 95827

If to Sac Metro: Fire Chief
Sacramento Metropolitan Fire District
10545 Armstrong Avenue
Mather, CA 95655-4102

18. Counterparts

This Agreement may be executed in identical counterparts, each of which shall constitute a duplicate original.

[Signatures on the Following Page]

Dated: _____

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____

Attest: _____

Dated: _____

SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER

By: _____
Governing Board Chairperson

APPROVED AS TO FORM AND CONTENT

By: _____

John Lavra
General Counsel for
Sacramento Metropolitan Fire District

APPROVED AS TO FORM AND CONTENT

By: _____

Lindsay Moore
Kingsley Bogard, LLP
Attorneys for the Sacramento Regional Fire/EMS Communications Center

I, Tyler Wagaman, agree to serve as the Executive Director, and agree to the terms and conditions set forth in this Agreement.

Dated: _____

TYLER WAGAMAN

00131528.4

EXHIBIT A
AGREEMENT FOR SERVICES
EXECUTIVE DIRECTOR

JOB DESCRIPTION AND MINIMUM QUALIFICATIONS

POSITION SUMMARY:

This is a contractual, at-will position that is exempt under the guidelines of the Fair Labor Standards Act (FLSA) and is not represented by an employee bargaining unit. The incumbent serves as the executive officer for the fire and emergency medical systems communications center that provides services for participating fire agencies primarily serving the County of Sacramento under the general direction of the Governing Board.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The Executive Director should possess the following specific knowledge and abilities:

Knowledge of:

- The principles and practices of public administration, financial management, and personnel management.
- Regulatory agencies, laws, regulations, and policies that pertain to a public emergency communications agency.
- Complex computer, radio and telephone systems relating to public safety dispatching systems.

Ability to:

- Accomplish the essential functions specified in this job description.
- Recognize the need for the establishment of new or revised policies, procedures, and methods of operation to better maintain an effective public safety communications center.
- Work with the Governing Board, member agencies contracting agencies, other appropriate agencies and groups and the general public in a positive manner.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- Manage the communications center in an effective and efficient manner within the policy parameters established by the Governing Board.
- Develop and propose goals, objectives and strategies for consideration by the Governing Board.

- Implement administrative, operational and technical procedures that support the goals, objectives and strategies and policies approved by the Governing Board.
- Develop and propose preliminary and final budgets for consideration by the Governing Board.
- Implement financial procedures that support budgets approved by the Governing Board.
- Ensure compliance with laws, regulations and policies pertaining to the communications center.
- Participate in Governing Board meetings and provide comprehensive and timely reports to the Governing Board.
- Hire, counsel, discipline and terminate employees in accordance with accepted management practices, Board-adopted Position Authorization Document, and communications center policy.
- Provide general supervision of and review work completed by the Deputy Director, Technical Systems Manager and administrative staff for quality control and compliance with policies.
- Interpret policy parameters for and work with the communications center's legal counsel on labor, contractual and other legal issues.
- Advise and confer with members of the Governing Board and with the staff and governing bodies of member agencies.
- Coordinate the communications center's operational and technical procedures with appropriate agencies and groups, including the Member Agency Chiefs, the Sacramento County Fire Chiefs Association, the Communications Task Force Group, the Systems Management Group and the Geographic Information Systems Committee. This coordination excludes communications center policy and budget matters.
- Represent the communications center with other public agencies and the community at large.

MINIMUM QUALIFICATIONS:

Offers of employment are contingent upon successful completion of a background investigation and a physical examination to include a drug screen.

EDUCATION/EXPERIENCE:

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

Education/Training:

A Bachelor's Degree from an accredited college or university in public or business administration, fire service management, criminal justice or closely related field is required. A masters or higher degree in the same fields is preferred but not mandatory.

Experience:

A minimum of five years' experience in a public emergency fire communications agency, including at least two years at the managerial level with budgeting and planning experience is required.

PERSONAL QUALITIES:

The incumbent needs to possess the highest qualities of leadership and integrity.

PHYSICAL REQUIREMENTS:

- Physical abilities must be commensurate with essential functions of the position.
- No person shall pose a direct threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

LICENSE:

- Possession of, and ability to maintain, a current valid California Driver's License, Class C is a condition of employment.

SRFECC is an equal opportunity employer through Affirmative Action. The Immigration Reform and Control Act requires US Citizenship or authorization to work in the US. Documentation must be presented at the time of hire. Special testing arrangements may be made to accommodate disabilities.

SRFECC does not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other characteristic prohibited by federal, state or local law.

EXHIBIT B-1
AGREEMENT FOR SERVICES
EXECUTIVE DIRECTOR

A. Compensation

1. January 14, 2020 – June 30, 2020

Center shall reimburse Sac Metro Twenty-Thousand Two Hundred Forty-Four Dollars and Forty-Seven Cents (\$20,244.27), monthly. Such monthly payment shall be pro-rated, to the effective date of this Agreement.

2. July 1, 2020 – June 30, 2021

The Center's reimbursement for the fiscal year beginning July 1, 2020, shall be:

- a. agreed upon by the Center Board and Sac Metro; and
- b. accounted for in each of the Member Agencies' assessment.

B. Promotion and Cost of Living Increases

Should Wagaman be promoted or receive a cost of living increase from Sac Metro, the Center Board shall have the right to refuse to reimburse Sac Metro for the increase in salary and benefits as a result of such cost of living increase or promotion. If the Center Board refuses to reimburse for any such increase, Sac Metro shall pay all salary and benefits in excess of the compensation set forth in this Agreement.



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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

DATE: February 13, 2020

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 Operations Division, and the Facilities Division.

- Adding an Assistant Chief to the Operations Division to backfill for the Assistant Chief that has been assigned to serve as Executive Director of the Sacramento Regional Fire/EMS Communications Center (SRFECC). Metro Fire and the SRFECC have entered into a contract where Metro fire will provide an Assistant Chief to serve as Executive Director while remaining an employee of Metro Fire. Metro Fire will need to backfill the Assistant Chief position in the Operations Division to continue current operations and ensure service delivery.
- Un-funding the Facilities Assistant position, and adding a Facilities Technician position. Due to the vacancy of the Facilities Assistant position, the District would like to take the opportunity to fill the position with a Facilities Technician to perform a wide variety of repairs that require journeyman level employees. Current repairs at firehouses and administrative properties require journeyman level specialty trade skills inclusive of structural, electrical, mechanical, and plumbing.

FISCAL IMPACT

The FY 2019/20 fiscal impact of authorizing the additional Assistant Chief Position would be an additional monthly cost of \$23,901, less the reimbursement from the SRFECC of \$20,244, for a net increase of \$3,657 per month. The FY 2020/21 SRFECC reimbursement will be agreed upon by the Center Board and the District.

The FY 2019/20 fiscal impact of authorizing the Facilities Technician Position would be an additional monthly cost of \$2,300, as a result of higher wage and benefits costs.

The combined impact of these changes of approximately \$24,000 for the remaining 4 months of the fiscal year will reflected in the FY 2019/20 Mid Year budget.

RECOMMENDATION

Staff recommends that the Board authorize the revision to the PAD as reflected in the attached document.

Submitted by:

Greg Casentini
Deputy Chief, Administration

Approved by:

Todd Harms
Fire Chief

Attachment: Revised Position Authorization Document



POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

FY 2019/20 revised on 2/14/20

SUMMARY

Full-time Positions

	Authorized Positions	Actual Filled Positions	Funded Positions	Proposed Changes
Office of the Fire Chief	9	7	7	0
Operations	612	573	575	1
Support Services	45	43	45	0
Administration	50	44	49	0
Total	716	667	676	1



POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

FY 2019/20 revised on 2/14/20

OFFICE OF THE FIRE CHIEF

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Fire Chief	1	1	1		Todd Harms
Chief Deputy	0	0	0		vacant - not funded
Assistant Chief	1	0	0		vacant - not funded
Day Staff Captain, Staff Officer	1	0	0		vacant - not funded
Day Staff Captain, PIO (Ops oversight)	1	1	1		Chris Vestal
Community Relations Coordinator	1	1	1		Chris Dargan
Day Staff Local 522 VP-Representative	1	1	1		Michael McGoldrick
Sr Staff Administrative Coordinator	1	1	1		Jill Guzman
Administrative Specialist, Office of the Fire Chief	1	1	1		Erin Castleberry
Board Clerk	1	1	1		Melissa Penilla
	9	7	7	0	



POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

FY 2019/20 revised on 2/14/20

OPERATIONS BRANCH

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments			
Deputy Chief, Operations	1	1	1		Eric Bridge			
Administrative Specialist, Operations Branch	1	1	1		Mollie Meyer			
Assistant Chief, Operations (A-B-C)	3	3	3	1	M. Lozano	Vacant	A. Mitchell	T. Wagaman (assigned as Executive Director of SRFEFCC)
Day Battalion Chief, Special Operations	1	1	1		Chris Greene			
Staffing Specialist	1	1	1		Lara Kelley			
Office Technician, Operations Branch	1	1	1		Larsen Roundy			
FIRE SUPPRESSION					A	B	C	
Battalion Chiefs	15	15	15		T. Bailey C. Reed R. Carollo D. Durham K. Wegener	C. Simmons C. Jenkins J. Fiorica J. Vestal J. Rudnicki	D. Baker A. Peck M. Johnson J. Graf K. Keeley	
Fire Captains	135	131	132		Numbers do not include Day Staff & SRP Capt.			
Fire Engineers	135	127	132					
Firefighters	237	241	231					
SINGLE ROLE PARAMEDIC PROGRAM (SRPP)								
Captains	3	3	3		Stephen Craig, Shani Cornell, Brenden Hogan (filled with FF on temp basis)			
Paramedics (FT)	40	13	16					
Emergency Medical Technicians (EMT)	18	16	18					
EMERGENCY PREPAREDNESS - SPECIAL OPERATIONS								
Chief Pilot	1	1	1		Montie Vanlandingham			
EMERGENCY MEDICAL SERVICES (EMS)								
Assistant Chief, EMS	1	1	1		B. Law			
Day Staff Battalion Chief, EMS	1	1	1		B. Benton (filled with Captain on temp basis)			
Day Staff Captain, EMS	3	3	3		Shani Cornell, Ben Cargile, Phil Hart (filled with FF on temp basis)			
Administrative Specialist, EMS	1	1	1		Carmen Gandara			
EMS System Technician	2	2	2		Marcy Mateo, Cynthia Hamilton			
TRAINING/SAFETY								
Assistant Chief, Training	1	1	1		Adam House			
Day Staff Captain, Training	3	3	3		Daniel Hoy, Corey Kuebler, Jeff Malinowski			
Health & Fitness Program Manager	1	1	1		Patrick Gallagher			
Administrative Specialist, Training	1	1	1		Dana Lipps			
SAFETY								
Day Staff Captain, Safety	1	0	0		vacant - not funded			
Safety Specialist	2	1	2		Robert Sestito, Vacant			
ARSON								
Supervising Investigator	1	1	1		Chris Rogers			
Fire Investigator II	2	2	2		Steve Johnson, Paul Tualla			



POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

FY 2019/20 revised on 2/14/20

SUPPORT SERVICES BRANCH					
Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Deputy Chief, Support Services	1	1	1		Brian Shannon
LOGISTICS					
Logistics/Purchasing Manager	1	1	1		Mark Jones
Assistant Logistics Manager	1	1	1		Mark Siebert
Logistics Technician	7	6	7		Crusto, Lamons, Putman, Thomas, Spence, Brad Graham, Vacant
Procurement Specialist	1	1	1		Courtney Moore
Office Technician	1	1	1		Amanda Berkey
FACILITIES					
Facilities Manager	1	1	1		George Gravin
Facilities Technician	3	3	3	1	John Raeside, Joe Eachus, Aldrey Almeria, requesting to add
Facilities Assistant	1	0	1	-1	Requesting to un-fund
FLEET MAINTENANCE					
Fleet Manager	1	1	1		Shea Pursell
Assistant Fleet Manager	1	1	1		Tim Swank
Fire Mechanic	11	11	11		Courtney, Davison, Geaney, Mansel, Moose, Morell, Mull, Petrucci, Rhodes, Snuffer, Stites
Parts Buyer	1	1	1		Matthew Freeman
Accounting Technician	1	1	1		Amy Peterson
INFORMATION TECHNOLOGY (IT)					
Director, Information Technology	1	1	1		Mat Roseberry
Office Technician	0.5	0.5	0.5		Yuri Marroquin (1/2 time Comms & 1/2 time IT)
Business Applications Analyst	1	1	1		Sherri Martucci
Network Systems Engineer	1	1	1		Ken Lin
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 DIVISION					
Communications Manager	1	1	1		Steve Jordan
Communications Technician II	2	2	2		James Day, Alex Ybarra
Office Technician	0.5	0.5	0.5		Yuri Marroquin (1/2 time Comms & 1/2 time IT)
	45	43	45	0	



POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

FY 2019/20 revised on 2/14/20

ADMINISTRATIVE BRANCH

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Deputy Chief, Administration	1	1	1		Greg Casentini
HUMAN RESOURCES					
Human Resources Manager	1	1	1		Melisa Maddux
Administrative Specialist	1	1	1		Giovanna Read
Human Resources Analyst	1	1	1		Olesya Melnichuk
Human Resources Specialist	3	3	3		Julie Cole, Leslie Miller, Candace Sarlis
FINANCE					
Chief Financial Officer	1	1	1		Amanda Thomas
Controller	1	1	1		Ronald Empedrad
Payroll Supervisor	1	1	1		Sarah Ortiz
Payroll Analyst	1	1	1		Robyn Almeida
Financial Analyst	1	1	1		Tara Maeller
Accounting Specialist	1	1	1		Natividad Manalo
Accounting Technician	6	5	6		Brown, Cheung, Falls, Guerrero, Houston, <i>vacant</i>
DEVELOPMENT					
Economic Development Manager	1	1	1		Jeff Frye
Accounting Specialist (Grants)	1	1	1		R. Marie Bernal
COMMUNITY RISK REDUCTION					
Fire Marshal	1	1	1		Lisa Barsdale
Deputy Fire Marshal	1	0	0		<i>position unfunded</i>
Administrative Specialist	1	1	1		Michelle Dehoney
Plan Intake Specialist	3	3	3		Shana Mamulski, Cora Zielinski, Michael Toney
Office Technician	3	3	3		Joanna Navarro, Allie Zablotskiy, Nanette Goodwin
Supervising Inspector	3	3	3		A. Nygren, M. Hambrick, C. Fields
Fire Inspector II	14	5	7		Callison, Ganea, Hampton, Olivares, Schmidt (all vacant positions are filled with Inspector I)
Fire Inspector I		5	7		Aney, Batiz, Kauppi, Klets, Young (4 vacant between Inspector II & I)
Geographic Information Specialist II	1	1	1		Denis Murray
Community Relations Specialist	2	2	2		Brenda Briggs, Rebecca Alessandri
	50	44	49	0	



POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

FY 2019/20 revised on 2/14/20

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	6	11		
Reserve Firefighters	14	7	14		Barnes, Berry, Burwell, Driver, Golosinskiy, Manley, Siebert, Spiegelberg
Helicopter Pilot (part-time)	3	3	4		Combs, Cotter, Smith, Vacant
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	1	1	Jon Rudnicki, Reimbursed Position
	37	17	29	0

*Shown in two locations on the PAD