



Todd Harms  
Fire Chief

# 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, December 9, 2021 – 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: 873 4229 6460#

Passcode: 054 264 189#

Matt Kelly  
Board President  
Division 7

Cynthia Saylor  
Board Vice President  
Division 1

D'Elman Clark  
Board Secretary  
Division 6

Grant Goold  
Board Member  
Division 2

Randy Orzalli  
Board Member  
Division 3

Ted Wood  
Board Member  
Division 4

Jennifer Sheetz  
Board Member  
Division 5

Gay Jones  
Board Member  
Division 8

Walt White  
Board Member  
Division 9

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

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor issued Executive Order N-25-20 and N-29-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements.

On June 11, 2021, the Governor issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20, issued on March 19, 2020), as well as set the framework for a gradual, risk-based reopening of the economy. Given the new framework and to facilitate this process, the meeting of the Board will be available in person and via Zoom at the location and phone number listed above. 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 prefer viewing the meeting via the Zoom Application, please contact Interim Board Clerk Dehoney 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:

Michelle Dehoney  
Interim Board Clerk  
(916) 859-4305

[dehoney.michelle@metrofire.ca.gov](mailto:dehoney.michelle@metrofire.ca.gov)

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



# 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, DECEMBER 9, 2021

### CALL TO ORDER

### ROLL CALL

### PLEDGE TO FLAG

### METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Monday, December 13<sup>th</sup> at 6:00 pm and Wednesday, December 15<sup>th</sup> at 6:00 pm on Channel 14; Webcast at [metro14live.saccounty.net](http://metro14live.saccounty.net).

### 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

- |  | <u>Page No.</u> |
|--|-----------------|
| 1. <b>Action Summary Minutes</b><br><b>Recommendation:</b> Approve the Action Summary Minutes for the Regular Board meeting of November 9, 2021.   | 7               |
| 2. <b>2022 Schedule of Regular and Special Board Meetings</b><br><b>Recommendation:</b> Approve the 2022 schedule of regular and special board meetings and cancel meetings that fall on or near holidays. | 12              |
| 3. <b>Quarterly Investment Report from September 2021</b><br><b>Recommendation:</b> Receive and file the investment report for the 1 <sup>st</sup> quarter of Fiscal Year 2021-22.                         | 14              |

### PRESENTATION ITEMS

1. **Life Saving Commendation – Civilian Award (Chief Mitchell)**  
Rubin Romanov  
**Recommendation:** Receive presentation, no action required.

\*



# 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, DECEMBER 9, 2021

2. **Life Saving Commendation – Civilian Award** (Chief Mitchell) \*  
Lisa Geigle, Ramone Trejo, Latrese Avery  
**Recommendation:** Receive presentation, no action required.
3. **5 Years of Service to Director Sheetz** (Chief Mitchell) \*  
**Recommendation:** Receive presentation, no action required.
4. **Del Paso Manor Water District Grand Jury Report** (Chief Barsdale) \*  
**Recommendation:** Receive presentation, no action required.

## ACTION ITEMS

1. **Election of Board Officers** (Interim Board Clerk Dehoney) 16  
**Recommendation:** Nominate and elect members of the Board to serve as:  
a) President, b) Vice President, and c) Secretary for one (1) year terms  
to commence January 1, 2022.
2. **Ratification of Resolution to Extend Teleconference of Board Meetings (Government Code 54953(e) (3)).** (President Kelly) 18  
**Recommendation:** Consider adopting a Resolution which would extend the ability to teleconference without compliance with Government Code paragraph (3) of subdivision (b) of section 54953 from December 9, 2021-January 9, 2022 or until further re-ratified.
3. **Purchase Approval – Six North Star Ambulances** 20  
(Fleet Manager Shea Pursell)  
**Recommendation:** Approve the purchase of six North Star Ambulances from Braun Northwest in the amount of \$1,524,904.18.
4. **Notice of Award – RFP 21-08 Helicopter Maintenance Services** 30  
(Chief Greene)  
**Recommendation:** Approve the contract award to DynCorp International LLC and authorize the Fire Chief to execute the agreement in accordance with RFP 21-08.
5. **Notice of Award – RFB 21-09 Mechanical Rooftop Equipment Replacement** (Logistics Manager Mark Jones) 32  
**Recommendation:** Approve the contract award to Air Systems Service and Construction in the amount of \$529,290.00.
6. **Industrial Disability Retirement – Engineer Troy Nogosek** \*\*  
**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Engineer Troy Nogosek has suffered job related injuries and is eligible for an Industrial Disability Retirement.
7. **Industrial Disability Retirement – Firefighter John Carr** \*\*  
**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Firefighter John Carr has suffered job related injuries and is eligible for an Industrial Disability Retirement.



# 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, DECEMBER 9, 2021

## CLOSED SESSION

1. **Pursuant to California Government Code Section 54956.9 (a) –One (1) matter of Workers Compensation Settlement Authority** \*\*  
Kevin Summers and the Sacramento Metropolitan Fire District  
Claim # SMDS – 550441 – Workers Compensation Settlement Authority  
Colin Conner of Lenahan, Lee, Slater, Pearse & Majernik, LLP
  
2. **Conference with Labor Negotiator** \*  
**Pursuant to California Government Code Section 54957.6**
  - A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Sacramento Area Fire Fighters Local 522
  
  - B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Battalion Chiefs Bargaining Group,  
Sacramento Area Fire Fighters Local 522
  
  - C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Administrative Support Personnel (ASP)  
Affiliate of Sacramento Area Fire Fighters Local 522
  
  - D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Safety Senior Management, Management  
and Unrepresented Confidential Employees
  
  - E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Non-Safety Senior Management, Management  
and Unrepresented Confidential Employees
  
3. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): Four cases** \*\*
  - A. Claim Against Public Entity Pursuant to Government Code Section 910  
Marlene Jordan v. Sacramento Metropolitan Fire District  
Deputy Chief Casentini
  
  - B. Claim Against Public Entity Pursuant to Government Code Section 910  
David Engineering Construction Inc. v. Sacramento Metropolitan Fire District  
Deputy Chief Casentini
  
  - C. Claim Against Public Entity Pursuant to Government Code Section 910  
Ernest LaPorte (April 9, 2021) v. Sacramento Metropolitan Fire District  
Deputy Chief Casentini
  
  - D. Claim Against Public Entity Pursuant to Government Code Section 910  
Ernest LaPorte (September 10, 2021) v. Sacramento Metropolitan Fire District  
Deputy Chief Casentini



# 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, DECEMBER 9, 2021

4. **Pursuant to California Government Code Section 54956.9 (a) – two (2) matters** \*\*  
**of Industrial Disability Retirement.**
  - A. John G. Carr and the Sacramento Metropolitan Fire District  
Claim # SMDO – 549503 – Industrial Disability Retirement  
Deputy Chief Gregory Casentini
  - B. Troy J. Nogosek and the Sacramento Metropolitan Fire District  
Claim # SMDI – 8957A2 – Industrial Disability Retirement  
Deputy Chief Gregory Casentini
5. **Public Employee Performance Evaluation: Fire Chief** \*  
Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)

## REPORT OUT FROM CLOSED SESSION

### REPORTS

1. **PRESIDENT'S REPORT**—(*President Kelly*)
2. **FIRE CHIEF'S REPORT**—(*Acting Fire Chief Mitchell*)  
**OPERATIONS' REPORT** – (*DC Mitchell*)
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 Kelly*)  
Next Meeting: TBD
  - B. **Communications Center JPA** – (*DC Mitchell*)  
Next Meeting: December 14, 2021 at 9:00 AM
  - C. **California Fire & Rescue Training JPA** – (*DC Mitchell*)  
Report Out: November 18, 2021 at 1:00 PM  
Next Meeting: December 14, 2021 at TBD  
Location: 3121 Gold Canal Drive  
Mather, CA 95670
  - D. **Finance and Audit Committee** – (*Director Orzalli*)  
Next Meeting: January 27, 2021 at 5:30 PM
  - E. **Policy Committee** – (*Director Gould*)  
Next Meeting: TBD

## BOARD MEMBER QUESTIONS AND COMMENTS

## ADJOURNMENT

## NEXT BOARD MEETING(S):



# 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, DECEMBER 9, 2021

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

- Next Board Meeting – January 13, 2022 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 December 6, 2021**

**Michelle Dehoney, 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.



# Sacramento Metropolitan Fire District

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

TODD HARMS  
Fire Chief

## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Tuesday, November 9, 2021

Held at the following locations:

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

### CALL TO ORDER

The meeting was called to order at 6:00 pm by President Kelly. Board members present: Clark, Gould, Jones, Kelly, Orzalli, Saylor, Sheetz, White, and Wood. Board members absent: None. Staff present: Fire Chief Harms, General Counsel Lavra, and Interim Clerk Dehoney.

**PUBLIC COMMENT:** None.

### PRESENTATION ITEMS

1. **Life Saving Commendation – Civilian Award** (*Chief Harms*)  
Sarah Musser and Rachel Robertson  
**Recommendation:** Receive presentation, no action required.  
**Action:** No action taken.
  
2. **Life Saving Commendation – Civilian Award** (*Chief Harms*)  
Rubin Romanov  
**Recommendation:** Receive presentation, no action required.  
**Action:** Presentation to be rescheduled, no action taken.

The board recessed to closed session at 6:09 PM.

### CLOSED SESSION

1. **Conference with Labor Negotiator**  
**Pursuant to California Government Code Section 54957.6**
  - A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Sacramento Area Fire Fighters Local 522
  
  - B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Battalion Chiefs Bargaining Group,  
Sacramento Area Fire Fighters Local 522
  
  - C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Administrative Support Personnel (ASP)  
Affiliate of Sacramento Area Fire Fighters Local 522
  
  - D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Safety Senior Management, Management  
and Unrepresented Confidential Employees

E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Non-Safety Senior Management, Management  
and Unrepresented Confidential Employees

**Action:** No action taken.

**2. Pursuant to California Government Code Section 54956.9 (a) – one (1) matter of Industrial Disability Retirement.**

Peter J Danielski and the Sacramento Metropolitan Fire District  
Claim # SMDS - 550615 – Industrial Disability Retirement  
Deputy Chief Gregory Casentini

**Action:** No action taken.

**3. Public Employee Performance Evaluation: Fire Chief**

Pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)

**Action:** No action taken.

**The board reconvened to open session at 8:27 PM.**

**CONSENT ITEMS**

**Action:** Moved by Wood, seconded by Jones, 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 October 28, 2021.

**Action:** Approved Action Summary Minutes.

**2. Employer's Contribution Under the Public Employees' Medical and Hospital Care Act – CalPERS Resolutions**

A. Resolution – Fixing SMFD's Vesting Contribution Under Section 22896 of the Public Employees' Medical and Hospital Care Act - 000 All Employees

B. Resolution – Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act - 000 All Employees

C. Resolution – Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act - 700 All Employees (Non-PERS)

**Recommendation:** Adopt Resolutions establishing the health premium contributions to reflect the new benefit cap with CalPERS effective January 1, 2022.

**Action:** Adopted Resolution Nos. 2021-107 through 2021-109.

**3. Voluntary Rate Range Program (VRRP) – Intergovernmental Transfer (IGT) January 1, 2021 through December 31, 2021**

**Recommendation:** Adopt a resolution to authorize the Fire Chief to enter into necessary agreements to participate in the VRRP covering the period of January 1, 2021 through December 31, 2021.

**Action:** Adopted Resolution No. 2021-2021-110.



4. **Resolution No. 2021-106 – Donald Burton Station 26 Dedication**  
**Recommendation:** Adopt Resolution 2021-106 dedicating Station 26 in memory of Donald Burton.  
**Action:** Adopted Resolution No. 2021-106.

#### **ACTION ITEMS**

1. **Redistricting Divisional/Election Boundaries of the Sacramento Metropolitan Fire District** (*Chief Development Officer Jeff Frye*)  
**Recommendation:** Consider adopting a Resolution providing for the adjustment of the Divisional/Election Boundaries of the Sacramento Metropolitan Fire District.  
**Action:** Moved by Wood, seconded by Jones, and carried unanimously by members present to adopt Resolution No. 2021-111.
2. **Ratification of Resolution to Extend Teleconference of Board Meetings (Government Code 54953(e) (3)).** (*President Kelly*)  
**Recommendation:** Consider adopting a Resolution which would extend the ability to teleconference without compliance with Government Code paragraph (3) of subdivision (b) of section 54953 from November 9, 2021-December 9, 2021 or until further re-ratified.  
**Action:** Moved by Clark, seconded by White, and carried unanimously by members present to adopt Resolution No. 2021-112.
3. **Industrial Disability Retirement – Captain Peter Danielski**  
**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Captain Peter Danielski has suffered job related injuries and is eligible for an Industrial Disability Retirement.  
**Action:** Moved by Wood, seconded by Jones, and carried unanimously by members present to adopt Resolution No. 2021-113.

#### **REPORTS**

1. **PRESIDENT’S REPORT**—(*President Kelly*) – No report.
2. **FIRE CHIEF’S REPORT**—(*Chief Harms*)

#### **Retirements**

November 1<sup>st</sup> - Engineer Matthew Ellinwood after 26 years of service

November 2<sup>nd</sup> - Engineer Thomas Murphy after 29 years of service

November 3<sup>rd</sup> - Captain David Burnett after 34 years of service

#### **Reassignment**

November 19<sup>th</sup> - Captain Shannon Chamberlin was selected to fill the EMS Shift Captain, C Shift

#### **Meetings**

Fire Chief Forums ongoing throughout the month

November 5<sup>th</sup> - Fire Academy 21-1 (Let's Go) Graduation

November 9, 2021 Board Meeting Action Summary Minutes

Page 3 of 5

November 8<sup>th</sup> - LODD Station Dedication – Station 26 was dedicated to Captain Donald Burton. Chief Harms thanked Admin Specialist Erin Castleberry and Captain Andy Whaley for their work on putting this event together and also relayed his appreciation to all those in attendance.

November 8<sup>th</sup> - 21-2 Lateral Orientation Training first day

Chief Harms closed his report by congratulating Chief Greg Casentini on his impending retirement at the end of December after 27 years of service. Executive staff will be conducting Deputy Chief Interviews next week.

#### **OPERATIONS' REPORT – (DC Mitchell)**

Chief Mitchell began with a Training Division update by relaying that the Probationary Firefighters from academy class 21-1 started today and will be in the stations for their ride along period throughout the week. Additionally, the Lateral Orientation Training for 21-2 began yesterday with 21 firefighters. They will have a five week introduction before hitting the stations the week of December 13<sup>th</sup>. This means our agency will potentially see 40 new probationary firefighters in just over a month's time!

Chief Mitchell then discussed the MIH program which is in the final step of securing medical director insurance before going live. Initially the program will focus on post-discharge high utilizers and mental health requests for service in partnership with Sac County. He thanked staff for their hard work in getting this program off the ground.

#### **3. SMFD – FIREFIGHTERS LOCAL 522 REPORT**

Vice President McGoldrick congratulated the class of 21-1 and thanked the Board for their support of the Station Dedication Program.

#### **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 Kelly)**

Next Meeting: TBD

##### **B. Communications Center JPA – (DC Mitchell)**

Report Out: November 9, 2021 at 9:00 AM

Chief Mitchell reported that the Communication Center audit was completed and it was found that the fiscal responsibility of the center was top notch. Additionally, they have finalized the Executive Director contract with a Sac City Fire member being appointed as the next Director. They will also be performing a Dispatch Supervisor Promotional Exam in the near future. Lastly, they currently have 8 dispatch graduates who are continuing to work through their training program.

Next Meeting: December 14, 2021 at 9:00 AM

##### **C. California Fire & Rescue Training JPA – (Chief Harms)**

Next Meeting: November 18, 2021 at TBD

Location: 3121 Gold Canal Drive  
Mather, CA 95670

- D. **Finance and Audit Committee – (Director Orzalli)**  
Next Meeting: TBD
  
- E. **Policy Committee – (Director Goold)**  
Report Out: November 9, 2021 at 5:30 PM  
Director Goold relayed that the Policy Committee heard two policies including a Password Policy and Cyber Safety Policy during the committee meeting.  
Next Meeting: TBD
  
- F. **Redistricting Ad Hoc Committee – (Vice President Saylor)**  
Next Meeting: TBD

**BOARD MEMBER QUESTIONS AND COMMENTS**

Director Sheetz congratulated the recruits, retirees and Chief Casentini on his upcoming retirement.

Director Wood shared his excitement to be back in person and have the ability to recognize members of the public during the meeting and is looking forward to more opportunities for this in the future.

Director Jones congratulated the new hires coming on line and the retirees in addition to recognizing Sarah Musser and Rachel Robertson who were presented with Life Saving Commendations during the meeting this evening. She expressed her excitement for the start of the MIH Program and thanked Jacob Thompson of Redistricting Partners for his help with the SMFD Division Redistricting.

Director White congratulated Chief Casentini on his impending retirement.

Director Clark welcomed the recruits and congratulated Chief Casentini on his retirement. He also wished continued thoughts and prayers for Chief Wagamans recovery.

Director Kelly thanked Chief Casentini on his service to the District and relayed his appreciation for everything he has done during his tenure. He congratulated him on his 27 years of service.

**ADJOURNMENT**

The meeting was adjourned at 8:52 pm.

\_\_\_\_\_  
Matt Kelly, President

\_\_\_\_\_  
D’Elman Clark, Secretary

\_\_\_\_\_  
Michelle Dehoney, Interim Board Clerk



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: December 9, 2021  
TO: Board of Directors  
SUBJECT: 2022 Schedule of Regular and Special Board Meetings

## TOPIC

Schedule of regular and special board meetings for 2022, and cancellation of meetings that fall on holidays.

## DISCUSSION

The regular meetings of the Board of Directors are scheduled for the second and fourth Thursday of each month. Staff anticipates a special meeting on September 22<sup>nd</sup> for the annual workshop, with cancellation of the Finance and Audit Committee earlier that evening. The fourth Thursdays in the months of November and December fall on November 24<sup>th</sup>, Thanksgiving Day, and December 22<sup>nd</sup>. It has been a past practice of the Board to cancel board meetings on dates that conflict with holidays. The Board of Directors Policies and Procedures, Paragraph 6(a), states that regular meetings may be cancelled or additional meetings may be scheduled with consent of the majority of the Board of Directors during a prior regularly scheduled Board meeting.

## RECOMMENDATION

Staff recommends the Board approve a schedule of regular and special meetings for Calendar Year 2022 as shown in Attachment 1, including cancelling the meetings of November 24<sup>th</sup> and December 22<sup>nd</sup>.

Submitted By:

  
Michelle Dehoney, Interim Board Clerk

Attachment (1) – 2022 Calendar of Meetings

**BOARD AGENDA STAFF REPORT TIMELINES -2022**

Meeting Date	Agenda Line Item Description and Electronic Staff Reports/Resolutions/Attachments	Clerk – Signed Hard Copy (by 10 a.m.)	Staff Report to Clerk Posts Agenda and Packet
January 13	January 7	January 10	January 10
January 27	January 21	January 24	January 24
February 10	February 4	February 7	February 7
February 24*	February 17* (By 12:00 noon)	February 18* (By 10:00am)	February 18*
March 10	March 4	March 7	March 7
March 24	March 18	March 21	March 21
April 14	April 8	April 11	April 11
April 28	April 22	April 25	April 25
May 12	May 6	May 9	May 9
May 26	May 20	May 23	May 23
June 9	June 3	June 6	June 6
June 23	June 17	June 20	June 20
July 14	July 8	July 11	July 11
July 21	July 15	July 18	July 18
August 11	August 5	August 8	August 8
August 25	August 19	August 22	August 22
September 8*	September 1* (By 12:00 noon)	September 2* (By 10:00am)	September 2*
September 22	Reserved for Annual Workshop*	Annual Workshop*	September 20
October 13	October 7	October 10	October 10
October 27	October 21	October 24	October 24
November 10	November 4	November 7	November 7
December 8	December 2	December 5	December 5

\* Timelines moved up due to Holidays or Special Meeting needs

Meetings scheduled for November 24<sup>th</sup> (Thanksgiving) and December 22<sup>nd</sup> (Week of Christmas) are cancelled.

Agenda Line Item Description and Electronic Staff Reports/Resolutions/Attachments – A brief description of the recommendation and statement of placement on the agenda (consent, action, presentation) should be e-mailed to the Board Clerk no later than 5 p.m. on this date. Additionally, the staff report and any resolution/ordinance in word format along with any attachments in an electronic format (word, excel, pdf) should be e-mailed to the Board Clerk no later than 5 p.m. on this date.

Staff Report – Signed Hard Copy – The staff report, with all required signatures, along with any attachments should be delivered to the Board Clerk no later than 10 a.m. on this date. If hard copies are not delivered or not signed, the Board Clerk will publish the agenda packet using the unsigned electronic documents.



# Sacramento Metropolitan Fire District

---

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

TODD HARMS  
Fire Chief

DATE: December 9, 2021  
TO: Board of Directors  
FROM: Ronald Empedrad, Controller  
RE: Quarterly Investment Report – September, 2021

## Background

California Government Code §53646(b) requires the District's fiscal officer to submit a quarterly investment report. The report should contain information on all securities held, and include a statement to the effect that the District will be able to meet its expenditure requirement for the next six months.

## Discussion

Attachment A is the District's quarterly report for the quarter ended September 30, 2021. This report provides information on the cash and investment balances, the type of investment, maturity date, and yield of each investment. Based on the District's Mid-Year Budget as well as the dry period financing provided by the County, we project that the District has sufficient monies on hand, anticipated revenues, and/or liquid investments to meet the District's expenditure requirements for the next six months. Furthermore, the District is in compliance with the adopted investment policy which incorporates the Sacramento County's Investment Policy by reference.

## Recommendation

Staff recommends that the Board receive and file the investment report for the 1st quarter of Fiscal Year 2021-22.

Submitted by:

  
\_\_\_\_\_  
Ronald Empedrad, Controller

Attachments: Sacramento Metropolitan Fire District's September 2021 Quarterly Investment Report

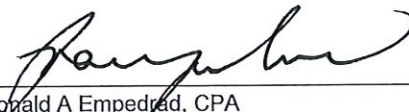


## QUARTERLY INVESTMENT REPORT AS OF SEPTEMBER 30, 2021

SECURITY TYPE	ISSUER	MATURITY	BALANCE	YIELD
<b><u>Investments Managed by Trustees</u></b>				
Money Market Mutual Funds - Equipment Financing	US Treasuries	1-Oct-2021	4,213,917	0.00%
Money Market Mutual Funds - Lease Bond Reserves	Federal Agencies	1-Oct-2021	676,067	0.01%
Government Securities - Pension Bond Fund	Various	Various	<u>9,433,860</u>	1.26%
	Total Managed Accounts		<u>14,323,844</u>	
<b><u>Cash in Banks</u></b>				
Wells Fargo Operating Account	Secured Deposit Acct	1-Oct-2021	1,399,916	0.00%
Wells Fargo Payroll Account	Secured Deposit Acct	1-Oct-2021	125,008	0.00%
Workers' Compensation Account	Secured Deposit Acct	1-Oct-2021	<u>270,790</u>	0.00%
	Total Cash in Bank		<u>1,795,713</u>	
	Total Cash in Bank and Managed Accounts		<u>16,119,558</u>	
<b><u>Pooled Investment Funds</u></b>				
Sacramento County	Sacramento County Treasurer	1-Oct-2021	<u>(24,331,304)</u>	0.69%
	<b>Total Cash and Investments</b>		<b><u>\$ (8,211,746)</u></b>	

*As part of managing the District's cash flow needs, the Sacramento County Treasurer allows dry period financing of up to 85% of estimated property tax revenues. The money is essentially loaned by the County's Investment Pool.*

I certify that this report accurately reflects all District investments, and is in conformance with the adopted District Investment Policy. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the District's budgeted expenditure requirements for the next six months.

Signed:   
 Ronald A Epedrad, CPA  
 Controller



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:** December 9, 2021  
**TO:** Board of Directors  
**SUBJECT:** 2022 Election of Officers

## TOPIC

Elect the President, Vice President, and Secretary to serve as the Executive Committee for calendar year 2022.

## DISCUSSION

The following excerpts have been taken from the Board of Directors Policies and Procedures to provide a brief overview:

Election of Officers. The Board shall elect a President, Vice President, and Secretary at the first regularly scheduled meeting in December of each year to serve throughout the subsequent calendar year. Upon the occurrence of a vacancy, the Board shall fill such vacancy. An interim election for Board Officers may be held upon approval by a majority of the Directors.

Responsibilities of the President. The President is responsible for the following:

Presiding at Meetings. The President, when present, shall preside at all meetings of the Board; shall take the chair at the time appointed for every Board meeting; and immediately call the members to order and proceed with the business of the Board.

General Direction. Have general direction of the boardroom and assign seats for the use of the Board members and members of the staff as required.

Order and Decorum. Preserve order and decorum; prevent demonstrations; and, in accordance with law, order removal from the boardroom of any person whose conduct is deemed objectionable; and order the boardroom cleared whenever deemed necessary.

Length of Time for Public Discussion. Allocate the length of time for public discussion of any matter in advance of such discussion with the concurrence of the Board.



Other Responsibilities. Other responsibilities as may be prescribed by the Board.

Official Spokesperson/Representative. Shall be the official spokesperson and representative for the Board and the principal contact with legal counsel and the media.

Vice President. The Vice President shall act as President in the absence of the President.

Secretary. The Secretary is responsible for signing Board Action Minutes and shall act as President in the absence of the President and Vice President.

### RECOMMENDATION

Staff recommends the Board nominate Board Members to be elected as the President, Vice President, and Secretary to serve as the Executive Committee for calendar year 2022.

Submitted By:

  
\_\_\_\_\_  
Michelle Dehoney, Interim 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

## RESOLUTION NO. 2021-XXX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT FOR THE PERIOD OF DECEMBER 9, 2021-JANUARY 9, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

**WHEREAS**, the Sacramento Metropolitan Fire District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of the Sacramento Metropolitan Fire District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, meeting in person would present imminent risk to health and safety of attendees; and

**WHEREAS**, the Board of Directors does hereby find that conditions causing imminent risk to attendees has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Sacramento Metropolitan Fire District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, all meetings will be held in a virtual manner where the public may access them via the virtual platform with all login information provided on each board meeting agenda.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person would present imminent risk.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The staff and legislative bodies of the Sacramento Metropolitan Fire District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) January 9, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Sacramento Metropolitan Fire District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED AND APPROVED** this 9th day of December 2021, by the following vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**Sacramento Metropolitan Fire District**

\_\_\_\_\_  
President, Board of Directors

**Attested By:**

\_\_\_\_\_  
Clerk of the Board



# 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:** December 9, 2021  
**TO:** Board of Directors  
**SUBJECT:** Purchase Approval – Six (6) North Star Ambulances

## TOPIC

Staff seeks Board approval for the purchase of six (6) 2022 North Star Ambulances from Braun Northwest.

## SUMMARY

This purchase is available through a nationwide government procurement service, the Houston-Galveston Area Council (H-GACBuy). Local governments are eligible to become participating members of HGACBuy. Metro Fire is a current member. Contract AM10-20 covers all types of Fire Service Ambulances. Braun Northwest is an awarded vendor on this contract. The Purchasing Division has reviewed the contract and determined it is consistent with Metro Fire purchasing policies and procedures.

## DISCUSSION

The vehicles being purchased will be replacing ambulances which are at the end of their service life due to age and mileage.

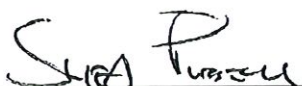
## FISCAL IMPACT

The total cost of the purchase for the six (6) 2022 North Star Ambulances is \$1,521,904.18. The funds for this purchase are included in the FY 2021/22 Final Budget.


## RECOMMENDATION

Staff respectfully recommends the Board approve the purchase of six (6) 2022 North Star Ambulances from Braun Northwest.

Submitted by:

  
\_\_\_\_\_  
Shea Pursell  
Fleet Manager

Approved by:

  
\_\_\_\_\_  
Todd Harms  
Fire Chief



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

HEADQUARTERS: 10545 Armstrong Ave. • Mather, CA, 95655 • Phone (916) 859-4300 • Fax (916) 859-3702  
Website: [www.metrofire.ca.gov](http://www.metrofire.ca.gov)  
PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

## REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS and DISCLOSURE STATEMENT

**Purchase Description:** Six (6) 2022 North Star Ambulances

**Proposed Vendor:** Braun Northwest

**Estimated Total Cost:** \$ 1,521,904.18

This form must accompany the purchase document whenever an exception to the competitive bidding process is requested. State and local laws subject the Sacramento Metropolitan Fire District to competitive bidding rules. Requests for goods and/or services from a specific vendor or that are limited to a specific brand, where substitutes to the recommended vendor or brand are not in the best interest of the District, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. Metro Fire employees who have a business relationship with or financial or personal interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Purchasing Manager or their authorized designee will determine whether the justification is appropriate. Requests for exceptions to the competitive bidding process must be supported by factual statements that will pass an audit.

1. Please check all applicable categories below and provide additional information where indicated.

a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment:

Manufacturer/Model Number:

Age:

Current Estimated Value:

b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

c. I have standardized the requested product, and the use of another brand/model would require considerable time and funding to evaluate.

EXCEPTION TO COMPETITIVE BIDDING AND DISCLOSURE STATEMENT

- d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- e. The requested product is used or demonstration equipment available at a lower-than-new cost.
- f. Repair/Maintenance service is available only from the manufacturer or designated service representative.
- g. Upgrade to or enhancement of existing software is available only from the manufacturer.
- h. Service proposed by vendor is unique, therefore, competitive bids are not available or applicable.
- i. Other factors

2. Provide a detailed explanation and pertinent documentation for each category checked in Section 1 above. Attach additional sheets if necessary:


Purchase will be made through HGACBuy purchasing contract number: AM10-20. All items on the HGACBuy contract are competitively bid.

3. Was an evaluation of other equipment, products, or services performed?  Yes  No  
*If yes, please provide all supporting documentation.*

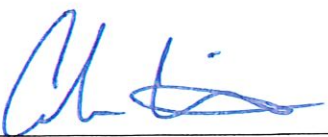
4. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional information if necessary. Each individual must submit a completed and signed Disclosure Statement (attached).

- 1. Shea Pursell
- 2.
- 3.
- 4.

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

  
\_\_\_\_\_  
Signature  
Shea Pursell  
\_\_\_\_\_  
Printed Name

Fleet Manager  
\_\_\_\_\_  
Budget Officer Title  
11-29-21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Branch Deputy Chief Signature

Approval

 12/1/21  
\_\_\_\_\_  
Printed Name Date



**DISCLOSURE STATEMENT TO ACCOMPANY  
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

When submitting a request for an exception to the competitive bidding process, each individual involved in evaluating and/or in making a recommendation to purchase the proposed good/service must complete, sign, and submit this Disclosure Statement. Filing an annual statement of economic interest does not exempt an employee from this requirement. Attach additional information if necessary.

**Purchase Description:** Six (6) 2022 North Star Ambulances

**Proposed Vendor:** Braun Northwest

1. Please list any income or gifts you received from this vendor during the past 12 months:  
None.
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this vendor:  
None.
3. Do you have any other type of business or personal relationship with this vendor?  
No.
4. To the best of your knowledge, does any member of your departmental staff have a business or personal relationship with this vendor?  
No.
5. Do you or any of your near relatives have any financial or personal interest in this vendor? If yes, please describe.  
No.
6. Please provide any additional information you believe should be disclosed at this time:  
N/A

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Shirley Purcell  
Signature

Shirley Purcell  
Printed Name

Fleet Manager  
Title

11-29-21  
Date



Helping Governments Across the Country Buy  
PO Box 22777 • 3555 Timmons Ln. • Houston, Texas 77227-2777 • 1-800-926-0234

---

---

CONTRACT PRICING VERIFICATION

---

---

TO:	FROM:
Mark Jones	Loleta Chappel
END USER:	DATE:
Sacramento Metropolitan Fire District, CA	11/15/2021
PHONE NUMBER:	
916-859-4360	
RE:	REFERENCE:
Price Verification	AM10-20 Ambulances, EMS, and Other Special Service Vehicles Worksheet Dated: 11/4/2021

---

---

We have reviewed the pricing provided through HGACBuy Contract AM10-20 Ambulances, EMS, and Other Special Service Vehicles. Our review verifies that the pricing provided is in compliance with the contract.

Once a purchase document is executed for this order, please email [Loleta.Chappel@h-gac.com](mailto:Loleta.Chappel@h-gac.com) a completed copy of all required documents for HGAC processing.

\*\*\*\*\***This is not an Order Confirmation**\*\*\*\*\*





150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

**REVISED HGAC PROPOSAL**

November 24<sup>th</sup>, 2021

Sacramento Metropolitan Fire District  
Attn: Shea Pursell  
4425 Dudley Blvd.  
McClellan, CA 95652  
[pursell.shea@metrofire.ca.gov](mailto:pursell.shea@metrofire.ca.gov)

**RE: Six (6) 2022 North Star 147-1 Ambulances**

Braun Northwest is pleased to offer the following proposal which is based upon HGAC contract AM10-20:

Six (6) 2022 North Star 147-1 Ambulances on a 2022 Ford F-350 4x4 Ambulance Prep diesel chassis per enclosed specifications dated 10/29/21 and drawings to follow.

Base price HGAC CA01.....	\$ 164,754.00
Published/Unpublished options taken.....	\$ 71,998.00
Multi-vehicle discount.....	<\$ 1,500.00>
Subtotal for one (1) vehicle.....	\$ 235,252.00
Subtotal for three (6) vehicles.....	\$ 1,411,512.00
Taxes based on 7.75%.....	\$ 109,392.18
HGAC Fee.....	\$ 1,000.00
Total F.O.B. McClellan, CA.....	<u>\$1,521,904.18**</u>

F.O.B.: McClellan, California  
Delivery: Approximately 320 – 360 days, based upon current manufacturing plan  
Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.


*\*Note: Pricing above includes roundtrip travel charges for 1 person flying out from Sacramento, CA to Portland, OR for Pre-Build meeting and for Final Inspection*  
*\*Note: The above pricing is valid until December 31<sup>st</sup>, 2021. Any proposal, signed and returned after this date will have a price increase associated with it, to be completed via change order.*

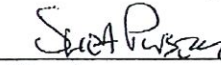
*(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.*

*Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.  
Braun Northwest, Inc. is a California dealer (16055) with insurance information available upon request.*

Respectfully Submitted by:  
Braun Northwest, INC.

We agree to accept the above proposal:  
Sacramento Metropolitan Fire District

  
\_\_\_\_\_  
Tami McCallum, V.P. Sales

 11-29-21  
\_\_\_\_\_  
Signature Date

Date:   
\_\_\_\_\_

 FLEET MANAGER  
\_\_\_\_\_  
Printed Name Title



**EMERGENCY VEHICLES**

TM  
cc MD/LM  
Enclosure: Specifications.

[www.braunnw.com](http://www.braunnw.com)

**CONTRACT PRICING WORKSHEET**  
For MOTOR VEHICLES Only

Contract No.: AM10-20 Date Prepared: 11/4/2021

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both the PO and the Worksheet MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	Sacramento Metropolitan Fire District	Contractor:	Braun Northwest, Inc.
Contact Person:	Shea Pursell	Prepared By:	Tami McCallum
Phone:	(916)859-4140	Phone:	(800) 245-6303, ext. 1014
Fax:		Fax:	(360)748-0256
Email:	pursell.shea@metrofire.ca.gov	Email:	tamimccallum@braunnorthwest.com
Product Code:	AM20CA01	Description:	North Star- Type 1 -Ford F-350 4x4 - Diesel Engine - 147"L x 94"W x 72" HR

A. Product Item Base Unit Price Per Contractor's H-GAC Contract: 164754

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.  
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Subtotal From Additional Sheet(s):			56250
Subtotal B:			56250

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.  
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Subtotal From Additional Sheet(s):			14248
Subtotal C:			14248

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). For this transaction the percentage is: 6%

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)

Quantity Ordered:	6	X Subtotal of A + B + C:	235252	=	Subtotal D:	1411512
-------------------	---	--------------------------	--------	---	-------------	---------

E. H-GAC Order Processing Charge (Amount Per Current Policy) Subtotal E: 1000

F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Sales Tax based upon 7.75%	109,392.18		
Subtotal F:			109392.18

Delivery Date: Appr. 300-320 days G. Total Purchase Price (D+E+F): 1521904.18

Code or Part No.	Published Option Description	Offered Price
1.02.36	Auxiliary Compressor with bracket and fittings Ford F-350	\$ 3,400.00
2.08	Compartment - Additional Compartment - <b>total of (2)</b>	\$ 1,200.00
2.08	Battery Drawer	\$ 450.00
2.08	Pocket in the door skin	\$ 200.00
2.08	Extra aluminum strip - <b>total of (5)</b>	\$ 500.00
2.09.08	Stainless steel on Entrance Doors, all	\$ 950.00
2.10	Standard Cabinet - additional - <b>total of (2)</b>	\$ 600.00
3.04	Chevrons, Standard Custom Colors - Entire Rear	\$ 1,375.00
3.04	5" Straight Scotchlite Stripe	\$ 500.00
3.04	1" Straight Scotchlite Stripe	\$ 150.00
4.17	Zico Electric Step	\$ 2,300.00
5.08	Cot - Stryker Power Loading System 6390 (for Power-Pro XT 6506 Cot)	\$ 30,100.00
5.08	Install customer supplied Stryker Power - LOAD system	\$ 850.00
5.10	Attendant Seat - Wise 1655 with 4 point - Aluminum Storage Cabinet	\$ 1,350.00
5.10	Attendant Seat - Wise 1611 with 2 point - Aluminum Storage Cabinet - <b>delete</b>	\$ (1,100.00)
5.17	Second Condenser	\$ 1,800.00
5.17	Hypothermic Hose	\$ 400.00
5.26	Waste/Sharp container recessed at the end of squad bench	\$ 350.00
5.32	Glove Butler - Cabinet Mount, per position - <b>total of (4)</b>	\$ 600.00
5.34	Bench End Web Restraint	\$ 475.00
6.09	Modifications to Switch Plate/Console	\$ 600.00
6.14	Cabinet LED Strip Lighting - Single Strip 12 to 28 Inches - <b>total of (2)</b>	\$ 250.00
6.15	Whelen 3" LED, 3SC0CDCR with Flange	\$ 200.00
6.15	Incandescent - Standard Light, if upgrading to another step light, deduct this amount - <b>delete</b>	\$ (50.00)
6.18	Radio Install - Customer Supplied, Dual Head Radio - <b>total of (2)</b>	\$ 2,000.00
6.24	Newmar BI-100 battery integrator	\$ 350.00
6.25	USB Port - <b>total of (2)</b>	\$ 200.00
6.30.04	Scenelights - M9 series, Super LED, M9LZC - <b>total of (4)</b>	\$ 2,400.00
6.30.04	Scenelights - M7 series, Super LED, M7ZC - <b>total of (2)</b>	\$ 500.00

6.30.06	Intersection Light - TIR 6 LED or WION LED (50R03ZRR ,50R03ZCR) - per light - <b>total of (2)</b>	\$ 500.00
6.30.08	Grille Light - TIR 6 LED - <b>total of (2)</b>	\$ 500.00
6.46	Exterior Audio/Visual Equipment - Back Up Camera - Recessed	\$ 850.00
6.48	Opticom - Surface Mount	\$ 1,500.00
	Total Changes	\$ 56,250.00

Code or Part No.	Unpublished Option Description	Offered Price
1.01	Chassis; changes to model year.	\$ 78.00
1.02	Chassis Modifications; changes to simulators	\$ (425.00)
2.00	Modular construction; cahnges to overall design	\$ 6,640.00
3.00	Coatings and Finishes; Changes to paint and graphics	\$ 360.00
4.00	Module Exterior; addition of miscellaneous exterior equipment	\$ 2,040.00
5.00	Module Interior; changes to interior layout	\$ 300.00
6.00	Electrical; changes to electrical and batteries	\$ 1,425.00
6.30	Emergency Warning Systems; changes to lighting package	\$ 3,745.00
	Travel	\$ 185.00
	Delivery	\$ 1,400.00
	Mutli-vehicle discount	\$ (1,500.00)
	Total Changes	\$ 14,248.00



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:** November 29, 2021  
**TO:** Board of Directors  
**SUBJECT:** Award Recommendation – RFP 21-08 Helicopter Maintenance Services

## TOPIC

Staff seeks Board of Directors' approval to award Request for Proposals (RFP) 21-08 Helicopter Maintenance Services to DynCorp International LLC.

## BACKGROUND

The current contractual service agreement for helicopter maintenance services expires on December 31, 2021 and does not include an option for extension. Staff has evaluated options to provide contracted maintenance personnel to maintain the four (4) Bell UH-1H helicopters operated by Air Operations.

## DISCUSSION

Staff issued Request for Proposal (RFP) 21-08 Helicopter Maintenance Services on October 20, 2021. The services requested in this RFP include, but are not limited to, maintenance, inspection and repair of the District's four (4) Bell UH-1H Helicopters. The requested services are to be completed by two full-time mechanics, one FAA Certified Airframe and Powerplant (A&P) Lead Maintenance Technician, and one FAA Certified A&P Journeyman Maintenance Technician, each working eight (8) hours per day, 40 hours per week. The contract term shall be in effect for three (3) years from the date of the agreement and may be extended for up to two additional 12-month periods beyond the initial contract period. A public proposal opening was conducted on November 12, 2021, and two proposals were received. An evaluation committee reviewed and scored both proposals and has identified Dyncorp International, LLC as the most responsible and responsive proposer, as reflected in the scores below:

DynCorp International, LLC	Score: 88.67
Advanced Helicopter Services	Score: 63.59

**FISCAL IMPACT**

Dyncorp International, LLC's proposed fee schedule is as follows:

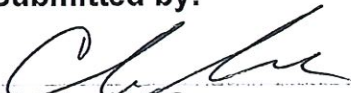
Labor Category	Standard Hourly Rate	Overtime Hourly Rate	Double-Time Hourly Rate
Lead Technician	\$82.33	\$99.46	\$132.61
Journeyman Technician	\$74.51	\$83.72	\$111.63

The above rates are subject to an annual increase of 3%. The anticipated cost over the first 12-months of the contract is \$360,500, which has been budgeted in FY2020-21.

**RECOMMENDATION**

Staff recommends that the Board authorize the Fire Chief or his designee to execute an agreement with the highest scoring proposer, DynCorp International, LLC.

**Submitted by:**

  
Christopher Greene  
Assistant Chief

**Approved by:**

  
Adam Mitchell  
Deputy Chief of Operations



# Sacramento Metropolitan Fire District

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

**TODD HARMS**  
*Fire Chief*

**DATE:** December 9, 2021  
**TO:** Board of Directors  
**SUBJECT:** Bid Award – RFB 21-9 Mechanical Rooftop Equipment Replacement

## BACKGROUND

The two 130-ton HVAC rooftop packaged units (RTU) currently installed at the District's headquarters (HQ) building located at 10545 Armstrong Avenue are 21 years old and have reached the end of their lifecycle. Three of the eight compressors have been replaced in the past few years at a cost of approximately \$12,000 each. Additionally, the type of refrigerant that gets replaced at each compressor is not manufactured anymore and becoming more expensive and harder to locate. The HQ HVAC system runs 24/7 with tenants downstairs, not just 9 to 5 Monday through Friday with regular operations. Due to these ongoing maintenance and repair issues and in consideration of the age of the units, staff determined that replacement of the units was necessary at this time.

## DISCUSSION

The District contracted with Peters Engineering to assess the building's HVAC needs and provide a scope of work and specifications for the replacement project. RFB 21-09 Mechanical Rooftop Equipment Replacement was issued on November 4, 2021 and a mandatory pre-bid job-walk was conducted on November 16, 2021. Representatives from 10 companies attended the job-walk. A public bid opening was conducted on November 30, 2021. The following four bids were received.

Bidder	Total Bid Amount
Air Systems Service and Construction	\$529,290
Division 5-15 A California Corporation	\$539,640
Mesa Energy Systems	\$633,066
California Environmental Systems Inc	\$723,080

After review of the bid submissions, Air Systems Service and Construction was identified as the lowest responsive and responsive bidder.

On December 1, 2021, the District received a Formal Bid Protest from Division 5-15 stating that Air Systems failed to list a sub-contractor for the Testing, Adjusting and Balance which was part of the scope, and failed to list a C-10 Electrical sub-contractor to perform the electrical work portion of the scope. The Public Contract Code specifies that a prime contractor must list in their bid all subcontractors whose portion of work exceeds one half of one percent of the total contract value. The District immediately contacted Air Systems with these two concerns.



Air Systems responded to the District's concerns on December 2, 2021 and indicated that they did not list the subcontractor for the testing and balancing work because that portion of the work did not exceed one half of one percent of the total contract value. Further, they indicated that they intend to self-perform the electrical scope and that a C-10 license is not required for this work by the Building Department in order to obtain the necessary permits. Air Systems additionally provided documentation of past performance of this scope in the greater Sacramento area without a C-10 license. The Request for Bid requires that the contractor/bidder possess a valid C-20 license, which Air Systems possesses. As a result, there is no indication that Air Systems was not responsive to the bid.

Staff believes that the response provided by Air Systems sufficiently addresses the concerns brought forward and discussed this matter with General Counsel. Staff has sent a letter to Division 5-15 advising them that there was no merit to the Bid Protest, explaining the reasons for the District's position, and stating that Staff would be recommending that the Board approve awarding the subject contract to Air Systems.


#### **FISCAL IMPACT**

Funds are allocated in the FY 21/22 budget for this project.

#### **RECOMMENDATION**

Staff recommends the Board approve awarding RFB 21-09 Mechanical Rooftop Equipment Replacement to Air Systems Service and Construction in the amount of \$529,290.

**Submitted by:**

  
\_\_\_\_\_  
Mark Jones  
Purchasing Manager