



# Sacramento Metropolitan Fire District

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

**MARK A. WELLS**  
*Fire Chief*

September 12, 2016

Honorable Kevin R. Culhane, Presiding Judge  
Sacramento County Superior Court  
720 Ninth Street, Department 47  
Sacramento, CA 95814

**RE: Response to Findings in 2015 – 2016 Final Report of the Sacramento County Grand Jury**

Dear Honorable Judge Culhane,

The Sacramento Metropolitan Fire District (Metro Fire) appreciates the commitment of the Sacramento County Grand Jury to ensure that government agencies in Sacramento County are managed efficiently, honestly and fairly.

Attached is Metro Fire's response to the findings presented in the Grand Jury's 2015 – 2016 Final Report.

We are proud of the hard work and integrity of the men and women of Metro Fire and welcome the opportunity to communicate our efforts to the Grand Jury. Please do not hesitate to contact my office at (916) 859-4501 if you have any questions.

Respectfully,

A handwritten signature in blue ink that reads "Mark A. Wells".

Mark A. Wells  
Fire Chief

cc: Sacramento County Clerk-Recorder's Office  
Becky Castaneda, Grand Jury Coordinator

Attachments

**Findings 1:** There is little accountability or administrative control of fire permit cards.

**District's Response:** Metro Fire is in agreement with this finding.

**Recommendation 1:** The District should develop written policies and procedures for issuing, completing and tracking fire permit cards, including sequential numbers printed on the cards.

**District's Response:** Metro Fire is in concurrence with this recommendation.

Fire permit cards have been ordered with sequential numbers. (See attached sample R-1) Written procedures have been developed to include when a permit card should be issued, the information to be included on permit card and the process to document the sequential number to specific permit. This document is in the final editing stage and will be distributed to staff by September 12, 2016.

**Findings 2:** There is no written procedure for communication or coordination between the building departments and the Fire Inspectors about a passing fire inspection.

**District's Response:** Metro Fire is in agreement with this finding.

**Recommendation 2:** The District should develop a written procedure to notify the appropriate building department of the final fire inspection approval.

**District's Response:** Metro Fire is in concurrence with this recommendation.

Our electronic inspection management system will send an automated email notification to the respective building departments when a project has been finalized. We are working with the software company to narrow the types of final inspections that send the automatic notification. Once that process has been completed, we will provide automatic notification to the appropriate building department. This process is expected to be complete by October 31, 2016. (See attached sample (R-2) of data included in the email.)

**Findings 3:** Supervising Fire Inspectors do not make scheduled or unannounced field reviews of inspectors' work after the initial probation period unless there is a question by the inspector or a complaint is filed.

**District's Response:** Metro Fire is in agreement with this finding.

**Recommendation 3:** Supervising Fire Inspectors should conduct regularly scheduled and unannounced field inspections and evaluations of the Fire Inspectors.

**District's Response:** Metro Fire is in concurrence with this recommendation.

Verbal and written direction has been provided to Supervising Fire Inspectors to conduct unannounced field inspections with each of their assigned staff at least once per quarter. Although a formal evaluation process would be subject to a meet and confer process, the Supervising Fire Inspector would provide valuable feedback to the Fire Inspectors and identify any training needs, whether individual or global. Documentation is the responsibility of the Supervising Fire Inspector. Currently, all of our inspection staff has been observed on a minimum of one field inspection. In addition, we follow the same procedure for evaluating in house plan review.

**Findings 4:** There is no formal written procedure for Fire Inspectors to report any offer of gratuities or bribes by property owners or contractors.

**District's Response:** Metro Fire is in partial agreement with this finding.

A Metro Board Policy does exist to address such situations, (Fraud, Theft and Corruption); however, the policy is in need of revision.

**Recommendation 4:** The District should develop a written policy and procedure to identify and report conflicts of interest and potential bribery situations.

**District's Response:** Metro Fire is in concurrence with this recommendation.

Metro Fire Staff will update the policy currently in place to provide clear direction on identifying and reporting conflicts of interest and potential bribery situations. This policy will require additional updates from various divisions prior to presentation to the Board for consideration. We anticipate the entire process to be completed by the end of November 2016. (See attached sample of current policy (R-4).)

**Findings 5:** There is no ongoing periodic or refresher ethics training for Fire Inspectors.

**District's Response:** Metro Fire is in agreement with this finding.

**Recommendation 5:** The District should implement periodic ethics training for all Fire Inspectors and Supervising Fire Inspectors.

**District's Response:** Metro Fire is in concurrence with this recommendation.

An annual ethics training module has been incorporated into mandatory training for our staff. Training is delivered electronically through our online training system, Target Solutions. In addition, all Fire Inspectors will be required to complete ethics AB 1234 Local Ethics Training as provided by the State Fair Political Practices Commission. This training will be scheduled for completion during the month of October 2016 and will occur on an annual basis thereafter.

**Findings 6:** Fire Inspectors and Supervising Fire Inspectors are not required to complete FPPC Form 700 (Statement of Economic Interest) to identify and report potential conflicts of interest.

**District's Response:** Metro Fire is in agreement with this finding.

**Recommendation 6:** Fire Inspectors and Supervising Fire Inspectors should complete the FPPC Form 700 (Statement of Economic Interest).

**District's Response:** Metro Fire is in concurrence with this recommendation.

On an annual basis, Fire Inspectors and Supervising Fire Inspectors will complete the FPPC Form 700. The responsibility for administration of this process is assigned to our Board Clerk.

**Findings 7:** A Fire Inspector's continuous assignment to the same geographic area may lead to inspection irregularities.

**District's Response:** Metro Fire is in agreement with this finding.

**Recommendation 7:** The District should consider negotiating a geographic assignment rotation program for Fire Inspectors.

**District's Response:** Metro Fire is in concurrence with this recommendation.

The District is currently working with Firefighters Local 522 to modify the contract language as it relates to geographic assignments for Fire Inspectors. The proposed language would cause the inspection staff to rotate areas every three years. This proposal is subject to a meet and confer process. The expected completion date for this process is no later than October 31, 2016. With recent reassignments of inspection staff, this new bid process would take effect in September 2019.

# R-1 ATTACHMENTS

**POST THIS CARD IN A CONSPICUOUS PLACE**

**SACRAMENTO METROPOLITAN FIRE DISTRICT  
COMMUNITY RISK REDUCTION DIVISION**

10545 Armstrong Avenue - 200, Mather, California 95655  
PHONE (916) 859-4330 FAX (916) 859-3717

FOR INSPECTIONS CALL \_\_\_\_\_ AT (916) \_\_\_\_\_  
48-HOUR NOTICE REQUIRED FOR ALL INSPECTIONS

PERMIT # \_\_\_\_\_ CARD # 0001  
PROJECT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
APPROVED BY \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

- 1) DO NOT COVER WALLS, CEILINGS OR PIPING UNTIL THE FOLLOWING ITEMS ARE SIGNED OFF:
- 2) EMERGENCY ACCESS ROADWAYS AND FIRE HYDRANTS (IN SERVICE) SHALL BE PROVIDED PRIOR TO ANY COMBUSTIBLE CONSTRUCTION OR STORAGE ON SITE.
- 3) APPROVED FIRE DISTRICT PLANS SHALL BE MAINTAINED ON SITE AT ALL TIMES.

REQ'D	INSPECTIONS	SITE	INITIALS	DATE
↓				
		UNDERGROUND PIPING / RETAINING		
		HYDROSTATIC TEST OF UNDERGROUND PIPING		
		FLUSHING OF UNDERGROUND PIPING		
		TEST CERTIFICATION FOR PRIVATE FIRE SERVICE MAIN		
		FIRE HYDRANTS		
		FIRE LANES / ACCESS		
		FENCES OR GATES		
		KNOX / CLICK-TO-ENTER		
		ILLUMINATED ADDRESS		

FIRE & LIFE SAFETY				
		EXITING SYSTEMS		
		FIRE DOORS		
		SMOKE / HEAT VENTING		
		FIRE / SMOKE DAMPERS		
		HIGH PILED STOCK		
		FLAMMABLE LIQUIDS		
		HAZARDOUS MATERIALS		
		SPECIAL HAZARDS		
		INTERIOR FINISH		
		POSTED SIGNS FOR OCCUPANT LOAD		

EQUIPMENT				
		FIRE SPRINKLER WELDED OUTLETS		
		FIRE SPRINKLER SYSTEM VISUAL		
		FIRE SPRINKLER HYDROSTATIC TEST		
		TEST CERTIFICATION / 5-YEAR CERTIFICATION		
		STANDPIPES		
		FIRE ALARM TEST		
		FIXED FIRE EXTINGUISHING SYSTEM		
		MONITORING CONTRACT/REC OF COMPLETION/UL CERT		
		FIRE EXTINGUISHERS		
		800 MHZ		

SPECIAL REQUIREMENTS				
		LP GAS SYSTEM		
		EMERGENCY CONTACT INFORMATION		

FINAL APPROVAL				
		TEMPORARY CERTIFICATE OF OCCUPANCY		
		OCCUPANCY GRANTED/ BID APPROVAL		

FAILURE TO COMPLY WITH AN ORDER OF THE FIRE DEPARTMENT MAY RESULT IN THE ISSUANCE OF A CITATION AND/OR DISCONTINUED USE OF THE BUILDING OR PREMISES.

**WITHOUT FIRE DISTRICT ACTIVITY, PERMIT EXPIRES IN 1 YEAR**  
THIS IS YOUR RECORD OF FIELD INSPECTIONS



# Sacramento Metropolitan Fire District

Community Risk Reduction Division

[www.metrofire.ca.gov](http://www.metrofire.ca.gov)

10545 Armstrong Ave., Suite 310 • Mather, CA 95655 • Phone (916) 859-4330 • Fax (916) 859-3717

MARK A. WELLS

*Fire Chief*

## Fire Permit (Red) Card Procedures

- All District Red Cards will be numbered in sequential order.
- Red cards will only be issued to inspectors who perform plan review. Any additional requests can be made through the appropriate Supervising Inspector.
- Inspectors will be issued a specified number of red cards. Requests for additional cards will be made via email to the Administrative Specialist.
- The Administrative Specialist will document the sequence of cards issued to each inspector in order to track all red cards which are dispersed.
- Upon issuance of a red card, the inspector will record the card number into a project tracking software (dapulse) to ensure there is one specific number associated with each individual project. This Red Card will remain on the job site and as the inspector(s) complete an inspection the card is to be updated with the date and initials of the individual completing the inspection. The electronic inspection notice, containing the signature of the inspector and business representative will be delivered via email.
- Review types which require a red card are:
  - Tenant Improvement
  - Basic Construction
  - Certificate of Release
  - Large Family Day Care
  - New Building Plan
  - Residential Care Facility
  - Haunted House
  - Commercial Solar Panel
  - Temporary Building Use
  - Temporary Sales Trailer
  - Fire Sprinkler Subdivision Production Home (red card issued directly from Mobile Eyes Software)
  - Any project that requires a building permit to be issued.

\*If an error is made on a red card (ie: wrong address, occupant, etc), please record the red card number in dapulse under the "red card #" column and write "error" after it. Once you have the correct red card, please also record that number in the dapulse column labeled "red card #" (after the incorrect #) and shred the incorrect red card\*

### Recording in Project Tracking Software:

1. Once a plan review has been completed and approved on a project which requires a red card, complete all information at the top of the card through the "Approved By" section. The "Approved By" section refers to the employee who completed the plan review.

**POST THIS CARD IN A CONSPICUOUS PLACE**  
**SACRAMENTO METROPOLITAN FIRE DISTRICT**  
**COMMUNITY RISK REDUCTION DIVISION**  
 10545 Armstrong Avenue - 200, Mather, California 95655  
 PHONE (916) 859-4330 FAX (916) 859-3717

FOR INSPECTIONS CALL \_\_\_\_\_ AT (916) \_\_\_\_\_  
**48-HOUR NOTICE REQUIRED FOR ALL INSPECTIONS**

PROJECT # \_\_\_\_\_ DATE \_\_\_\_\_  
 REVIEWER \_\_\_\_\_

2. Then place a check mark by requirements under "Site", "Fire & Life Safety", "Equipment", "Special Requirements" and "Final Approval" headings in the far left check box as applicable per the plan review.

**SITE**

**FIRE & LIFE SAFETY**

**EQUIPMENT**

**SPECIAL REQUIREMENTS**

**FINAL APPROVAL**

3. Once all of the information is complete on the red card, you will record the number provided at the top of the red card in the project tracking software dapulse.

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PROJECT # \_\_\_\_\_ DATE \_\_\_\_\_  
 REVIEWER \_\_\_\_\_

0104 ←

4. To record the number in dapulse, locate the project address and plan type, then type the card number into the "Red Card #" column.

Project #	Reviewer	Status	Red Card #	Plan Picl
7-125	MD	Plan Input		
7-155	LB	Completed-Not Approved	0104	00000



# R-2 ATTACHMENT

**Barsdale, Lisa**

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**From:** Inspector-NoReply@mobile-eyes.org  
**Sent:** Tuesday, September 06, 2016 8:24 AM  
**To:** Barsdale, Lisa  
**Subject:** Sacramento Metro Fire - Inspection Notification for 6600 Mercy Court - Lurie DDS Summary

<b>Address:</b>	6600 Mercy Court Fair Oaks CA 95628
<b>Occupant:</b>	Lurie DDS
<b>Inspector:</b>	Diana Schmidt
<b>Contractor:</b>	Woo Cheong (AE Modo Design)
<b>Job #:</b>	160210005
<b>Permit #(s):</b>	160210005-P01
<b>Date of Inspection:</b>	9/2/2016 9:56:29 AM
<b>Type of Inspection:</b>	1) NC-TI Final
<b>Status of Inspection:</b>	Approved

# R-4 ATTACHMENT

<b>SACRAMENTO METROPOLITAN FIRE DISTRICT</b>			
<b>BOARD POLICIES</b>			
SECTION TITLE:	<b>Fraud, Theft, and Corruption</b>	ISSUED BY:	General Counsel
SECTION NUMBER:	128.01	EFFECTIVE DATE:	04/23/09
		REVISION DATE:	

**BACKGROUND**

The Sacramento Metropolitan Fire District (“District”) supports the values which promote a sense of responsibility and respect for the property of others. The District expects all staff, employees, suppliers, service providers and others who work in and about District facilities and property to be honest and fair in their dealings. The District is committed to the prevention, deterrence, detection, and investigation of all forms of Fraud, Theft and Corruption within the District.

**RELATED POLICIES**

This is an updated, expanded, and revised policy previously titled “Stolen District Property”

- Stolen District Property Policy 138.02
- Reporting Misconduct Policy
- Incident Reporting Policy 374.01
- Investigation Policy
- Discipline Policy
- Disclosure of Misconduct Policy
- Conflicts of Interest Policy

**PURPOSE**

Establish employee responsibility for securing and protecting District property from theft and for reporting and reimbursement procedures for stolen District property. This policy has also been implemented to:

- encourage honesty;
- promote detection of these offenses;
- ensure property protection;
- deter fraud, theft and corruption in the first instance;
- detect offenses quickly;
- investigate them efficiently; and
- ensure proper resolution of reported problems including referral to law enforcement agencies, where appropriate.

**DEFINITIONS**

**Fraud** is defined as deception by persons internal or external to the District which is carried out for profit or to gain some unfair or dishonest advantage.

<b>SACRAMENTO METROPOLITAN FIRE DISTRICT</b>			
<b>BOARD POLICIES</b>			
SECTION TITLE:	<b>Fraud, Theft, and Corruption</b>	ISSUED BY:	General Counsel
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**Theft** is defined as the dishonest taking of property belonging to another with the intention of depriving the owner permanently of its possession.

**Corruption** under this policy is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person.

### POLICY

1. Any instance of dishonesty, whether theft, fraud or corruption, in the workplace or among District employees shall be considered extremely serious and if proven, will result in adverse action up to and possibly including termination and referral to law enforcement agencies for prosecution.
2. This policy is intended to comply with the District requirements for reporting thefts while simplifying the overall notification process (see Stolen District Property Policy 138.01).
3. It is the District policy to file a formal complaint for prosecution for anyone found to be engaged in fraud, theft, or corruption.

### PROCEDURES

1. The District has established policies and procedures for confidentially reporting suspected misconduct. Confidential reporting is established to encourage the reporting of concerns, especially if they feel that their line management does not take their concerns seriously. While employees are responsible for ensuring that they follow the instructions of their immediate Supervisor, particularly in relation to the safekeeping of the District's assets, they should be aware of the possibility that dishonesty may exist in the workplace and be able to share their concerns with management.
2. Employees play an important role in detecting theft, fraud and corruption. They may have suspicions about colleagues they work with, or those in different sections who they deal with, or outside persons or bodies with which they have dealings. All employees should be encouraged to discuss their concerns with their immediate supervisor if they suspect financial or other irregularities involving personal or District property.
3. It is the employee's responsibility to immediately report any irregularities suggesting fraud, theft, corruption, or other serious misconduct related to the District, through their immediate supervisor within their chain of command.

<b>SACRAMENTO METROPOLITAN FIRE DISTRICT</b>			
<b>BOARD POLICIES</b>			
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Reports should be made to the Employee's immediate supervisor, who shall advise their chain of command up to and including their respective Deputy Chief. That Deputy Chief shall notify the Fire Chief and General Counsel of the allegation.

4. The General Counsel, at the direction of the Fire Chief, will serve as the central contact point for investigating any cases of potential wrongdoing on the part of District employees.
5. During the course of an investigation it may be necessary for the investigators to speak to employees to obtain information. District employees are encouraged to co-operate with the investigators as part of their obligations under the Code of Ethics and District policies. The investigators will be trying to ascertain what has happened and what procedures have been followed. They may also require access to property, documents, correspondence and data held on the District's computers. The District has rights of access to District premises and property in order to investigate suspected theft, fraud, or corruption. The District, by and through this process, shall abide by all applicable state and federal laws, statutes, and regulations.
6. The Fire Chief, in consultation with the General Counsel, will determine whether an incident should be reported. The following factors will be taken into account:
  - Extent of the fraud, theft or corruption in financial terms;
  - Sufficiency and adequacy of the evidence; and
  - Public interest affected.
7. The final results of all internal inquiries and investigations of suspected theft will be reported to the Fire Chief, who shall keep Senior Staff within the District, informed of the final resolution of the incident (s).
8. Theft, Fraud and Corruption are serious offences against the District, as well California state law. For offenses classified as gross misconduct, employees will face serious disciplinary action if there is evidence that they have been involved. Disciplinary action may be taken in addition to, or instead of, criminal proceedings, depending upon the circumstances of each case.

### **REFERENCES**

Article 39, Disciplinary Actions, Memorandum of Understanding by and between the Sacramento Metropolitan Fire District and the Sacramento Area Fire Fighters

**SACRAMENTO METROPOLITAN FIRE DISTRICT  
BOARD POLICIES**

SECTION TITLE:	<b>Fraud, Theft, and Corruption</b>	ISSUED BY:	<b>General Counsel</b>		
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Local 522, IAFF (AFL-CIO), January 1, 2007 through December 31, 2011.