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MEETING MINUTES
GOVERNING BOARD MEETING

Tuesday, January 28, 2025 **9:00 AM** **Sacramento Metropolitan Fire Department**
10545 Armstrong Avenue, CA 95655

GOVERNING BOARD MEMBERS PRESENT

Ty Bailey, Chairperson	Deputy Chief, Sacramento Metropolitan Fire District
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Troy Bair, Board Member	Deputy Chief, Cosumnes Community Services District
Matt McGee, Board Member	Battalion Chief, Folsom Fire Department

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Derek Parker	Executive Director
Tara Poirier	Interim Operations Manager
Marissa Shmatovich	Deputy Director of Administration

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Kevin Snider	Senior Fire Chaplain, Sacramento Area
Bob Kiehne	Chaplaincy President, Sacramento Area
Bayleigh Nichols	Office Specialist, SRFECC
Mellisa Bernett	Executive Assistant, SRFECC

The meeting was called to order and roll call was taken at 9:00 a.m.

1. The Pledge of Allegiance was recited.
2. There were no agenda updates.
3. There was one public comment.

PRESENTATION:

None

CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*
   Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Derek Parker, Chief Executive Director

*INDICATES NO ATTACHMENT

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Employee Organization(s) Teamsters Local 150
Teamsters Local 856
Unrepresented Administrators

2. PERSONNEL ISSUES*
Pursuant to California Governing Code Section 54957

   a. Employee Evaluation: Chief Executive Director
   Administration Manager

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*
Pursuant to California Government Code Section 54956.9 (b) The Board will meet in closed session to discuss significant exposure to litigation.

   One (1) potential case(s)

The closed session was convened at 9:02 a.m.

The open session was reconvened at 9:50 a.m.

1. The Board received an update; no formal action was taken.
2. Direction was given to staff.
3. The Board received an update; no formal action was taken.

CONSENT AGENDA: Matters of routine approval including, but not limited to Board meeting synopsis, payroll reports, referral of issues to committee, other consent matters. A Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

1. A motion was made by Chief Williams and seconded by Chief Bair to approve the Consent Agenda for the following:

   a. Regular Board Meeting Synopsis –January 14, 2025

   AYES: Sacramento Fire Department, Sacramento Metropolitan Fire, Cosumnes Community Services District, Folsom Fire Department

   NOES:
   ABSENT:
   ABSTAIN:

   Motion passed.

ACTION ITEMS:

None

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

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CENTER REPORTS:

1. Deputy Director of Administration Marissa Shmatovich

   Shmatovich provided an update on the Annex, sharing that all administrative staff have fully transitioned. One of the final projects is completing the training room, which will house 12 workstations for academy training. The long-term vision is to develop a regional training center for partner agencies in the Sacramento region, with plans to host additional training classes. With the move, there is a significant amount of surplus from the previous administration building, and the board can expect communication regarding these items. The lease for the Old Placerville building expires at the end of April, and there are no anticipated issues with vacating on time. Looking ahead, once the training room project is completed, there will be a series of improvements at the Center, including a major project to upgrade the dispatch workstations with re-cabling, which will be a significant undertaking for the IT team. The goal is to create consistency across workstations. Before closing, Marissa acknowledged Roman Kukharets, CAD& Radio Technician, for his 13 years of service with the Center.

2. Interim Operations Manager Tara Poirier

   Poirier provided training and compliance updates. One employee has been signed off as a call taker and transitioned to night shift, while two employees are currently in CRO training and four are in call-taking pods. On February 3rd and 4th, Next Generation phone demos will take place at IBEW, with approximately 50 attendees confirmed from PSAPs in Northern California. ProQA updates are coming soon, introducing new protocols for handling first-party callers in crisis. These updates will provide dispatchers with additional tools to manage emotional crises and remove first-party callers from means of suicide. The Center has maintained strong ACE compliance since accreditation in April, with over 90% compliance for 2024. Several employees are celebrating service anniversaries, including Olivia LaFace and Julia McDaniel with three years of service, and Natalie Beletskiy, Jennifer Hottal, Abby Castillo, Mary White and Virginia (Leni) Sina with two years.

3. Chief Executive Director Derek Parker

   Parker reported that January was a busy month for fire service in California, and dispatch was no exception. Along with handling thousands of phone calls daily, personnel deployments and IROC order fulfillment kept operations running at high capacity. The Center successfully deployed out-of-county mutual aid. Roman Kukharets was sent as a Comm Tech trainee to a mobilization center, marking the first time in 20 years that California has established such a center. This was a valuable opportunity for professional development and collaboration with agencies beyond the state. Parker expressed appreciation for the hard work of the staff and continued support from the board.

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

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BOARD MEMBER COMMENTS:

1. Chief McGee

   McGee congratulated Roman and others on their service anniversaries and expressed appreciation for the Center's role in deploying resources to Southern California. He emphasized the sense of pride in providing mutual aid within the state and highlighted the positive experiences shared by personnel deployed to the mobilization center, where they handled complex intake and demobilization efforts, including out-of-state and international resources from Mexico and Canada.

2. Chief Williams

   Williams thanked Tara for her ongoing efforts with ACE ad expressed excitement about the program's continued success. She acknowledged how far the Center has come in achieving and maintaining compliance. He congratulated all employes celebrating service anniversaries.

3. Chief Bair

   Bair echoed the sentiments of the other board members, offering congratulations on the ACE accreditation, acknowledging the challenge of achieving and maintaining compliance. He emphasized the importance of recognizing employees working behind the scenes and specifically highlighted Roman's contributions.

4. Chief Bailey

   Bailey noted that many agencies face challenges in deploying personnel for extended fire incidents, but the Center's hiring and training efforts over the past few years have made a noticeable impact. He commended the Center not only for supporting mutual aid efforts but also for providing employees with valuable field experience. He also congratulated the team on ACE and the completion of the Annex transition. Finally, he thanked the chaplaincy for their support, emphasizing the vital role they play.

ADJOURNMENT:

The meeting was adjourned at 10:01 a.m.

ATTEST:

Mellisa Gingery

MELLISA GINGERY
CLERK OF THE BOARD

DocuSigned by:

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TY BAILEY
CHAIRPERSON

DocuSigned by:

Scott Williams

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SCOTT WILLIAMS
VICE CHAIRPERSON

*INDICATES NO ATTACHMENT