

**MEETING MINUTES
GOVERNING BOARD MEETING**

Tuesday, March 24, 2026

9:00 AM

**Sacramento Regional Fire/EMS
Communications Center Annex
10240 Systems Pkwy Suite 200, CA 95827**

GOVERNING BOARD MEMBERS PRESENT

Matt McGee, Chairperson	Assistant Chief, Folsom Fire Department
Joseph Fiorica, Vice Chairperson	Deputy Chief, Sacramento Metropolitan Fire District
Tilden Billiter, Board Member	Deputy Chief, Sacramento Fire Department
Josh Freeman, Board Member	Deputy Chief, Cosumnes Community Services District

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Derek Parker	Executive Director
Marissa Shmatovich	Deputy Director of Administration
Casey Quintard	Operations Manager
Katherine Shelton	Training Manager
Tara Poirier	EMS Manager

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Corbyn Brooker	HR Manager, SRFECC
Courtney McClelland	HR Technician, SRFECC
Brad Dorsett	IT Manager, SRFECC
Bayleigh Nichols	Office Specialist, SRFECC
Mellisa Gingery	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 were no public comments.

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
Employee Organization(s)	Local 522 – Labor Local 522 – Managers and Supervisors Unrepresented Administrators

*INDICATES NO ATTACHMENT

2. PERSONNEL ISSUES

Pursuant to California Governing Code Section 54957

- a. Employee Evaluation: Chief Executive Director
Deputy Director of Administration
Dispatch Managers

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 9:01 a.m.

The open session was reconvened at 9:44 a.m.

1. The Board received an update; no formal action was taken
2. The Board received an update; no formal action was taken
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 Freeman and seconded by Chief Fiorica to approve the Consent Agenda for the following:
 - a. Regular Board Meeting Synopsis (February 24, 2026)
 - b. Special Board Workshop of the Governing Board of SRFECC Synopsis (February 24, 2026)
 - c. Resolution 26-01, Resolution to Adopt Administrative Benefits

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

ACTION ITEMS:

1. Board Chair Positions
 - a. A motion was made by Chief Billiter and seconded by Chief Freeman to maintain Chief McGee as the Board Chairperson and maintain Chief Fiorica as the Board Vice Chairperson.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

2. Administrative Analyst Job Description (Staff Report 26-10)

- a. A motion was made by Chief McGee and seconded by Chief Billiter to approve the Administrative

*INDICATES NO ATTACHMENT

Analyst Job Description.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

3. NEOGOV (Staff Report 26-11)

- a. A motion was made by Chief Freeman and seconded by Chief Fiorica to approve the NEOGOV Proposal.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CENTER REPORTS:

Deputy Director of Administration Marissa Shmatovich: Marissa reported on recent organizational updates, including the promotion of Bradley Dorsett to IT Manager and the successful completion of the CAD workstation upgrade project, which standardized dispatch floor equipment and improve maintenance efficiency. She thanked the IT team for their long hours and significant efforts to make this project come to fruition. She also noted the completion of the locker room project, increased staff utilization of the gym, and upcoming implementation of NEGGOV to enhance recruitment and compliance processes. Marissa concluded by recognizing employee service anniversaries for March.

Operations Manager Casey Quintard: Casey reported that February call volume was consistent with typical trends when adjusted for the shorter month. Routine annual console cleaning was completed to maintain equipment and support a healthy work environment. Preparations are underway for National Public Safety Telecommunicators Week in April, with staff engagement activities being planned by our Employee Experience Team (EET). Additionally, staff continue to support public education efforts, including participation by Tim Goodnow in the Every 15 Minutes Drill at Cosumnes. Casey concluded by recognizing employee service anniversaries.

Training Manager Katherine Shelton: Katherine reported continual progress with Academy 26-1, including classroom instruction, dispatch floor shadowing, and coordination of field training assignments. Three trainees from Academy 25-2 successfully completed training and are now independently assigned to shifts. Additional updates included advancement of staff into acting supervisory roles, ongoing trainer support, and coordination of upcoming training and conference opportunities. The report also highlighted Barbara's selection as California EMSA Dispatcher of the Year, with plans underway to support her recognition at the upcoming awards ceremony.

EMS Manager Tara Poirier: Tara reported on EMS updates, including the recent ProQA system update and completion of quarterly in-person dispatcher training with the main auditor and Dr. Naik. Efforts are focused on improving CPR initialization times, particularly in barrier cases, and evaluating protocol enhancements for interfacility transport requests.

*INDICATES NO ATTACHMENT

Ongoing collaboration includes participation in regional meetings, coordination with 988 partners, and support of a regional approach to behavioral health response initiatives currently under consideration.

Chief Executive Director Derek Parker: Parker acknowledged the Center's recent growth and organizational advancements, highlighting new initiatives, positions and systems. He expressed appreciation to the Board for their support and leadership in approving key projects that have enabled the Center to progress and better serve the region.

CORRESPONDENCE:

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

BOARD MEMBER COMMENTS:

Chief McGee: McGee congratulated Barbara on winning award and employees celebrating service anniversaries noting longevity as a mark of success and acknowledging the challenges and efforts involved in managing the Center's growth.

Chief Fiorica: Fiorica congratulated Barbara on her award and employees with service anniversaries, attributing longevity to culture change. Thanked Tara for her involvement in Metro Fire's behavioral health working group.

Chief Freeman: Freeman highlighted the positive atmosphere of congratulating staff every meeting, emphasizing staff engagement beyond just a paycheck. Encouraged board members to participate in Telecommunications Week. Noted upcoming developments in Cosumnes (parking garage, hotel ground breaking at Sky River Casino) and the Luke Bryan concert in Elk Grove (May 16th) as potential significant events.

Chief Billiter: Billiter expressed appreciation for the transparency, diligence, and thoroughness of the staff, making it easy to support them.

ADJOURNMENT:

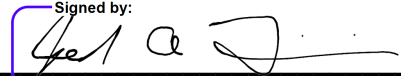
The meeting was adjourned at 10:05 a.m.

ATTEST:


MELLISA GINGERY
CLERK OF THE BOARD

Signed by:

MATTHEW MCGEE
CHAIRPERSON

Signed by:

JOSEPH FIORICA
VICE CHAIRPERSON