T MEETING MINUTES
GOVERNING BOARD MEETING

Tuesday, October 14, 2025 **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
Adam Mitchell, Alternate	Deputy Chief, Sacramento Metropolitan Fire District
Tilden Billiter, Board Member	Deputy Chief, Sacramento Fire Department
Matt DeMarco, Alternate	Assistant Chief, Cosumnes Community Services District

GOVERNING BOARD MEMBERS ABSENT

Joseph Fiorica, Vice Chairperson	Deputy Chief, Sacramento Metropolitan Fire District
Josh Freeman, Board Member	Deputy Chief, Cosumnes Community Services District

COMMUNICATIONS CENTER MANAGEMENT

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

OTHERS IN ATTENDANCE

Lindsey Moore	Counsel, SRFECC
Kerry Kier	Systems Engineer, SRFECC
Sarah Lee	GIS Analyst, SRFECC
Bayleigh Nichols	Office Specialist, SRFECC

The meeting was called to order and roll call was taken at 9:02 a.m.

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

PRESENTATION:

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 9:04 a.m.

The open session was reconvened at 9:31 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 Mitchell and seconded by Chief Billiter to approve the Consent Agenda for the following:

   a. Regular Board Meeting Synopsis (September 23, 2025)
   b. Pulsepoint Annual Licensing Invoice (Staff report 25-25)
   c. UKG Annual Contract Renewal Invoice (Staff Report 25-26)
   d. Time and Materials Consulting Services Agreement with Sidepath (Staff Report 25-28)

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

   Motion passed.

ACTION ITEMS:

1. Resolution to fix Employer Health Care Contributions (Staff Report 25-24)
   a. A motion was made by Chief Mitchell and seconded by Chief DeMarco to approve and ratify resolution 25-03, Fixing Employer Health Care Contributions.

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

   Motion passed.

2. Purchase of New GIS Workstation (Staff Report 25-29)
   a. A motion was made by Chief McGee and seconded by Chief Billiter to approve the purchase of a new high-performance workstation form Dell Computers to support the

Center's Geographic Information Systems (GIS) operations.

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

Motion passed.

3. VMware Licensing and Support Renewal – Five Year Term (Staff report 25-30)
   a. A motion was made by Chief Mitchell and seconded by Chief McGee to approve the purchase of VMware licensing and 24/7 support from Sidepath for a five-year term.

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:

CORRESPONDENCE:

1. Cosumnes Community Fire Department – Deputy Chief of Administration has been appointed as the primary representative to the Sacramento Regional Fire/EMS Communications Center Joint Powers Authority Governing Board. Assistant Chief of Support Services Matt DeMarco will be the alternative representative on the Governing Board in Chief Freeman's absence.

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

1. Chief McGee:

Noted that the meeting focused on several upgrades to system components, including both hardware and software, as well as critical infrastructure. It was noted that these improvements are similar to the type of long-term planning and maintenance the fire department must do for its fire trucks. Just like those vehicles, computer systems have a life cycle, making it essential for the communications center to maintain a replacement schedule. Appreciation was expressed for ensuring that dispatchers have the necessary tools to perform their duties, especially given the high technological demands required for system reliability.

*INDICATES NO ATTACHMENT

2. Chief Mitchell:

Mentioned that although he does not attend often, he wanted to acknowledge the staff's professionalism, responsiveness, and fiscal responsibility. He expressed appreciation for the team's efforts and confidence that the organization is in capable hands.

3. Chief DeMarco:

Echoed the comments made by previous board members, expressing appreciation for all staff and gratitude for their hard work.

ADJOURNMENT:

The meeting was adjourned at 09:46 a.m.

ATTEST:

Bayleigh Nichols

BAYLEIGH NICHOLS
CLERK OF THE BOARD

MATTHEW MCGEE
CHAIRPERSON

Joseph A. Fiorica
Joseph A. Fiorica (Dec 3, 2025 22:00:31 PST)

JOSEPH FIORICA
VICE CHAIRPERSON

*INDICATES NO ATTACHMENT

October 14, 2025 Regular Board Meeting Minutes

Final Audit Report 2025-12-08

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