

**MEETING MINUTES  
GOVERNING BOARD MEETING**

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**Tuesday, July 23, 2024      9:00 AM      Sacramento Metropolitan Fire Department  
10545 Armstrong Avenue, CA 95655**

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**GOVERNING BOARD MEMBERS PRESENT**

Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
Troy Bair, Board Member	Deputy Chief, Cosumnes Community Services District

**GOVERNING BOARD MEMBERS ABSENT**

None

**COMMUNICATIONS CENTER MANAGEMENT**

Derek Parker	Executive Director
Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

**OTHERS IN ATTENDANCE**

Lindsay Moore	Counsel, SRFECC
Jenn Edwards	Dispatcher II, SRFECC
Corbyn Brooker	Human Resources Analyst, 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 no 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
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\*INDICATES NO ATTACHMENT

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  
Operations Manager  
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 9:01 a.m.

The open session was reconvened at 9:46 a.m.

1. The Board received an update; direction given.
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 Williams and seconded by Chief Greene to approve the Consent Agenda for the following:
  - a. Regular Board Meeting Synopsis – June 6, 2024
  - b. Medical Director Contract Update (Staff Report 24-11)
  - c. Mindbase Software Agreement (Staff Report 24-12)

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

**NOES:**

**ABSENT:**

**ABSTAIN:**

Motion passed.

**ACTION ITEMS:**

1. NV5 GIS Support Block (Staff Report 24-13)
  - a. A motion was made by Chief Bair and seconded by Chief Greene to approve the renewal of the GIS support block with NV5 for \$60,000 of GIS support hours.

\*INDICATES NO ATTACHMENT

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

NOES:  
ABSENT:  
ABSTAIN:

Motion passed.

2. Olvera Cleaning Contract Renewal (Staff Report 24-14)

- a. A motion was made by Chief Wilson and seconded by Chief Williams to approve the Olvera Contract renewal for fiscal year 24/25, with no changes in cost or service level.

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

NOES:  
ABSENT:  
ABSTAIN:

Motion passed.

3. CalPERS UAL Payment (Staff Report 24-15)

- a. A motion was made by Chief Greene and seconded by Chief Bair to approve the lump sum payment of CalPERS Unfunded Accrued Liability (UAL).

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:**

1. Operations Manager Julee Todd

\*INDICATES NO ATTACHMENT

Todd reported the successful graduation of new recruits who are progressing well in POD training. The 4<sup>th</sup> of July saw a significant increase in call volume, with the month-to-date figures up by over 1,500 calls. The team is currently assessing staffing levels and planning for the next academy. An after-action report from the 4<sup>th</sup> of July is being prepared, with a presentation by Operations Supervisor Quintard scheduled at a later date.

2. Administration Manager Marissa Shmatovich

Shmatovich provided an update on negotiations with 522, stating that it is near completion and a final budget presentation will be provided once it concludes. The IBEW building project is progressing, with the breakroom area under construction and furnishings in their final stages. While October is an ambitious target for move-in, the team is committed to meeting it. Plans are underway for the grand opening of the new building. Projects expected after moving in include the launch of a new training area, updated office PCs for the dispatch floor and replacement of old CAD machines. The wellness program is working to expand and improve wellness opportunities. Many projects are ongoing, thanks to the staff for forward momentum and high-quality output.

3. Chief Executive Director Derek Parker

Parker explained his excitement from the last 23 days, emphasizing the importance of understanding the Center's operations and highlighting the impressive performance of staff on the 4<sup>th</sup> of July. Noted the growth opportunities for the Center and agencies that make up the Center. Outreach to CalOES was initiated and may provide opportunities to update our 911 to E-911. Continued discussions are planned around CAD improvements and grant funding to support ongoing initiatives. Will be meeting with city Councils and boards to introduce dispatch services and is -and-greet opportunities at the center to gather input for future plans.

**CORRESPONDENCE:**

None

**ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:**

None

**BOARD MEMBER COMMENTS:**

1. Chief Greene

Chief Greene thanked Julee for the Centers support at the command post during the recent air show. Highlighted the importance of integrated dispatch operations in reducing response times at this event.

2. Chief Williams

Chief Williams congratulated staff on their service anniversaries, appreciating the long-term commitment of those who have worked for many years. He expressed excitement for the contributions of the IBEW building planning team and thanked everyone for their efforts.

3. Chief Bair

Chief Bair expressed gratitude for the consistent information reports and commended the smooth handling of the increased call column on the 4<sup>th</sup> of July. He highlighted the critical importance of the wellness initiatives and congratulated staff on their service anniversaries.

4. Chief Wilson

Chief Wilson reflected on the increased call volume on the 4<sup>th</sup> of July, which was managed smoothly. He was impressed with the academy graduation and the enthusiasm of the new recruits and their families. Wilson emphasized the unique strengths of the Center and the county. He congratulated staff on their service anniversaries, particularly noting Summer's 24 years of service. Concluded by thanking Lindsay for all her efforts in keeping them on track.

**ADJOURNMENT:**

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

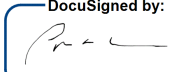
ATTEST:



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MELLISA BERNETT  
CLERK OF THE BOARD

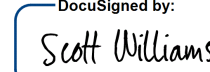
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CHAD WILSON  
CHAIRPERSON

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SCOTT WILLIAMS  
VICE CHAIRPERSON