

**MEETING MINUTES
GOVERNING BOARD MEETING**

Tuesday, November 25, 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
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
Casey Quintard	Operations Manager
Katherine Shelton	Training Manager
Tara Poirier	EMS Manager
Marissa Shmatovich	Deputy Director of Administration

OTHERS IN ATTENDANCE

Robert Knaggs	Assistant Chief, Sacramento Fire Department
Ethan Retan	Counsel, SRFECC
Dr. Tressa Naik	Medical Director, SRFECC
Doug Kuramoto	Richardson & Company
Ingrid Shepline	Richardson & Company
Eric Kizzie	Dispatcher III, SRFECC
Jenn Edwards	Dispatcher III, SRFECC
Chia Vargo	Accounting Specialist II, SRFECC
Cierra Lewandowski	Payroll and Benefits Administrator, SRFECC
Courtney McClelland	HR Technician, SRFECC
Bayleigh Nichols	Office Specialist, SRFECC

The meeting was called to order and roll call was taken at 8:59 a.m.

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

PRESENTATION:

1. Richardson & Company FY 24/25 Audit presentation
2. Medical Director Update & Right Site Health Update – Dr. Tress Naik

CLOSED SESSION:

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

*INDICATES NO ATTACHMENT

Center Negotiator(s)

Ethan Retan, Counsel
Derek Parker, Chief Executive Director

Employee Organization(s)

Local 522 – Labor
Local 522 – Managers and Supervisors
Unrepresented Administrators

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 9:24 a.m.

The open session was reconvened at 10:51 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 Biliter and seconded by Chief Fiorica to approve the Consent Agenda for the following:

- a. Regular Board Meeting Synopsis (October 14, 2025)
- b. Generator Automatic Transfer Switch (ATS) repair (Staff report 25-32)

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

ACTION ITEMS:

1. LAIF Account for Long Term CIP Investment (Staff Report 25-31)

- a. A motion was made by Chief Biliter and seconded by Chief Freeman to approve and ratify resolution 25-31, Authorizing Investment of Monies in the Local Agency Investment Fund

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

NOES:

ABSENT:

ABSTAIN:

2. Dispatch Workstation Monitor Reconfiguration (Staff Report 25-33)

- a. A motion was made by Chief Fiorica and seconded by Chief Billiter to approve the Xybix quote 37458 at a cost of \$29,439.59 for materials to configure dispatch monitors on 11 workstations.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

3. Fleet Vehicle Purchase (Staff report 25-34)

- a. A motion was made by Chief Biliter and seconded by Chief Freeman to approve (3) Enterprise quotes at a total cost of \$73,437.68 to add 3 vehicles to the SRFECC fleet.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

4. Annex Locker Room Improvement Project – *Revised* (Staff report 25-22)

- a. A motion was made by Chief Biliter and seconded by Chief Freeman to authorize the Center to enter a contract with LnL Construction for locker room improvements in the amount of \$75,271.39 plus 10% contingency amount.

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 began by thanking the finance team for their diligence throughout the audit process and expressing appreciation to Richardson & Company for their longstanding partnership. She recognized the strong practices and accountability demonstrated by the finance

*INDICATES NO ATTACHMENT

team, noting that the organization once again received a clean audit report with no compliance issues—an achievement they emphasized as significant. She highlighted the ongoing efforts of the finance and HR teams, who have been working to refine budget figures to present a balanced and reasonable preliminary budget. They noted that they look forward to continued discussions and collaboration with member agencies and their finance divisions to finalize next year's budget in a way that meets all needs and requirements. She expressed gratitude for the Board's support in reviewing the day's staff reports and proposed projects and shared their enthusiasm for the continued positive momentum. She also welcomed Chief Freeman to the Board and back to the center and concluded by acknowledging several service anniversaries.

Operations Manager Casey Quintard: Call volume has been gradually decreasing as the colder months approach. Despite training activities and staffing limitations, call-answering performance has remained steady. IROC requests have also begun to slow. Additionally, there are several anniversaries to acknowledge and celebrate.

EMS Manager Tara Poirier: Tara welcomed Chief Freeman back and commended the finance team for their strong work. She reported collaborating with SFD and Sacramento International Airport to reduce responses to lower-acuity calls. As part of this effort, they analyzed how often units were cancelled before even arriving on airport property. In response, the teams worked together to adopt an approach similar to the Alpha, Bravo, and Omega system used by Engine 398, which now handles initial checks on a significant portion of calls that previously resulted in cancellations. They plan to review the process again to determine whether additional improvements can be made for next year.

She noted that the second month of transfers to 988 is nearing completion and is progressing well, though about half of reporting parties still decline transfer and request a transported response instead. Meetings continue every two weeks to review monthly data and share results. She also reported wrapping up the third month of using ghost units for violence, weapons, and psychiatric-related calls. In addition, they are reviewing lower-acuity Alpha and Omega calls as part of MIH program expansion and considering incorporating some of these call types into the broader response plan. The SOP committee is nearing the end of its one-year project to update and fully implement all policies and procedures. Beginning in 2026, the organization will shift to a two-year update cycle to ensure everything remains current. Tara praised the committee for its hard work over the year. She also shared that recognition for life-save events and newborn deliveries will continue and thanked the agencies that have included them in those celebrations. She shared that we have continued to meet Ace Compliance.

Training Manager Katherine Shelton: Katherine welcomed Chief Freeman back before providing an update on training activities. Three individuals are currently in Call Taker POD training, two are in Main Dispatch training, and one recently completed their Main Dispatch sign-off. Another trainee is scheduled to begin CRO training on December 4. She reported that new-hire interviews were conducted last week, with several candidates advancing to the next stage of the hiring process. Another round of interviews is planned for mid-December as they prepare for the next academy class scheduled for mid-February. She also noted that work is underway to finalize selections for the Be The Difference Conference in Knoxville, Tennessee, taking place in January, which they described as an excellent opportunity for everyone involved.

Chief Executive Director Derek Parker: Chief Parker shared that he appreciated the opportunity to observe the staff and their genuine interest in the agencies they support. He noted that the level of engagement shown by members of the organization is uncommon and emphasized the importance of highlighting to partner agencies how hard the dispatchers work on their behalf. He reported that the CAD project continues to progress, with strong communication and collaboration taking place with Peraton. As the project nears completion, he looks forward to presenting the final results. He expressed gratitude for being able to work alongside the team and affirmed their commitment to continuing forward momentum.

CORRESPONDENCE:

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

*INDICATES NO ATTACHMENT

BOARD MEMBER COMMENTS:

Chief McGee: He thanked the finance team for their work on the audit and the time invested in the process. He also expressed appreciation for the patience shown regarding the locker room staff report, noting the importance of ensuring due diligence and financial responsibility. He commended the team for their creative approach to financing the purchase of fleet vehicles. He encouraged continued OES deployments in the future, emphasizing that these assignments provide valuable experience and opportunities for dispatchers. He concluded by offering congratulations to those celebrating anniversaries.

Chief Fiorica: Expressed appreciation for the consistent hard work being put in.

Chief Freeman: He thanked everyone for the warm welcome back and expressed excitement at seeing how the organization’s vision has progressed during his absence. He echoed the appreciation for the finance team’s excellent work and offered congratulations to all those celebrating anniversaries. He also extended an invitation to dispatchers who may be interested in attending the CSD Academy’s 24-hour shift on December 19.

Chief Billiter: He echoed the comments of others and expressed appreciation for the team’s hard work, positive attitude, and strong work ethic. He congratulated everyone on the successful audit and thanked those who assisted with the high-rise drill. He concluded by wishing everyone a happy Thanksgiving and extended gratitude to those working during the holiday for their dedication to the mission.


ADJOURNMENT:

The meeting was adjourned at 11:20 a.m.

ATTEST:

Bayleigh Nichols

BAYLEIGH NICHOLS
CLERK OF THE BOARD

Signed by:


MATTHEW MCGEE
CHAIRPERSON

Signed by:
Joseph A. Fiorica

JOSEPH FIORICA
VICE CHAIRPERSON