

## **MEETING MINUTES GOVERNING BOARD MEETING**

**Tuesday, August 25, 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, Alternate Board Member | Deputy Chief, Sacramento Fire Department            |
| Josh Freeman, Board Member              | Deputy Chief, Cosumnes Community Services District  |

### **GOVERNING BOARD MEMBERS ABSENT**

|                            |                                          |
|----------------------------|------------------------------------------|
| Derek Parker, Board Member | Deputy Chief, Sacramento Fire Department |
|----------------------------|------------------------------------------|

### **COMMUNICATIONS CENTER MANAGEMENT**

|                    |                                   |
|--------------------|-----------------------------------|
| Parker Wilbourn    | Executive Director                |
| Marissa Shmatovich | Deputy Director of Administration |
| Casey Quintard     | Deputy Director of Operations     |

### **OTHERS IN ATTENDANCE**

|                     |                                            |
|---------------------|--------------------------------------------|
| Lindsay Moore       | Counsel, SRFECC                            |
| Tara Poirier        | EMS Manager, SRFECC                        |
| Kylee Soares        | Operations Manager, SRFECC                 |
| Brad Dorsett        | IT Manager, SRFECC                         |
| Corbyn Brooker      | HR Manager, SRFECC                         |
| Bayleigh Nichols    | HR Technician, SRFECC                      |
| Bayleigh Nichols    | HR Technician, SRFECC                      |
| Courtney McClelland | Payroll and Benefits Administrator, SRFECC |
| Tyler Stoddard      | Data Technician, SRFECC                    |
| Kerry Kier          | Systems Engineer, 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:**

1. A presentation was provided by Corbyn Brooker, HR Manager, on the vacancy, recruitment, and retention report for SRFECC.

### **CLOSED SESSION:**

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

\*INDICATES NO ATTACHMENT

Center Negotiator(s)

Lindsay Moore, Counsel

Employee Organization(s)

Derek Parker, Chief Executive Director  
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 9:03 a.m.

The open session was reconvened at 10:10 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 McGee and seconded by Chief Freeman to approve the Consent Agenda for the following:
  - a. Regular Board Meeting Synopsis (July 28, 2026)
  - b. NV5 GIS Support Block Renewal (Staff Report 26-38)

AYES: Sacramento Fire Department, Sacramento Metropolitan Fire, Folsom Fire Department

NOES:

ABSENT:

ABSTAIN:

Motion passed.

**ACTION ITEMS:**

1. Board Chair Positions
  - a. A motion was made by Chief Freeman and seconded by Chief McGee to maintain Chief McGee as the Board Chairperson and 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. Memorandum of Understanding by and Between Sacramento Regional Fire/EMS Communications Center and Local 522 (Staff Report 26-38)

- a. A motion was made by Chief McGee and seconded by Chief Freeman to approve a three-year

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 provided an update on the Center's annual fiscal audit, which has officially begun. Appreciation was expressed to the Finance and Payroll team for their efforts in managing the audit alongside preliminary budgeting, payroll and year-end responsibilities. The audit presentation is anticipated to be brought before the Board at the November meeting. An update was also provided regarding chaplain vehicles. Following completion of the insurance and contractual requirements, the vehicles are now insured and available for use by the Chaplains. The AVL project continues to make progress on schedule and is currently live in CAD. Staff are actively monitoring its performance and coordinating with the Operations team to ensure the system is functioning as expected and remains on track. Marissa also provided an update on the Center's second annual Dispatcher Resilience event, scheduled for October 15 at the Harris Center. Appreciation was expressed to the Peer Support team for their significant efforts in organizing the event, securing speakers and sponsorship, and developing the event website.

Deputy Director of Operations Casey Quintard: Casey provided an update on Operations, noting that July and August have remained busy due to ongoing grass fires and continued IROC activity and resource orders. Approximately 70 single resources or pieces of equipment were placed on resource orders in July, with more than 50 additional orders in August. Staff participated in a river training day, providing valuable area familiarization and training in water rescue operations. The Center also welcomed field crews from Isleton and River Delta, providing an opportunity for dispatchers and field personnel to connect and strengthen working relationships. EMS Manager Poirier and Dispatcher Edwards participated in an airport drill simulating an aircraft emergency, providing an opportunity to collaborate with regional partners and gain insight into airport emergency operations. The upcoming September Dispatch Academy was also highlighted, along with the Sacramento Fire Captain's Academy and the Capitol Airshow scheduled for October. Casey recognized Supervisor Vazquez for nine years of service and Dispatcher Walkingstick for six years of service. Casey concluded by expressing appreciation for staffs continued hard work, positive attitudes, and commitment to the Center during the busy summer months.

Chief Executive Director Parker Wilbourn: Chief Wilbourn provided an update on the Center's 2030 Strategic Blueprint, highlighting three key priorities: Member Mission, Future Readiness, and External Engagement. Work is underway to develop a two-year strategic outline aligned with the Board's focus areas of personnel, performance, resilience, and partnerships, with the blueprint expected to be shared with staff in the coming weeks. Under Member Mission, improvements to staffing during peak call periods have resulted in significant reductions in call-taking times, despite increased summer call volume and deployments. The Center is also exploring opportunities to update its visual identity and branding, with strong support received from represented and unrepresented staff. Under Future Readiness, the Center continues to collaborate with surrounding public safety communications centers to evaluate best practices related to staffing, CAD, radio operations, and other areas. Progress also continues on the CAD project, including ADL, with additional system improvements and CAD solutions under evaluations. Under External Engagement, the Center continues to strengthen relationships with regional partners and increase public awareness of the work performed by dispatchers. The Executive Director highlighted a recent visit by a local news outlet that provided an in-depth look at the Center's

\*INDICATES NO ATTACHMENT

## CORRESPONDENCE:

None

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

## BOARD MEMBER COMMENTS:

Chief McGee: Chief McGee expressed appreciation to the Finance team for their continued efforts during the Center's busy budget and audit period, noting that their work supports the operations of member agencies. He also expressed support for employee deployments to assist with mutual aid requests, recognizing the value of providing staff with opportunities to gain experience while maintaining the Center's commitment to serving Sacramento County. He concluded by expressing support for the Center's rebranding efforts and anticipation for the final result.

Chief Fiorica: Chief Fiorica expressed appreciation for the continued hard work of Center staff, noting that much of their work occurs behind the scenes and may not always be visible. He also congratulated Amanda on her recent promotion.

Chief Billiter: Chief Billiter expressed that he was happy to be present and participate in the meeting.

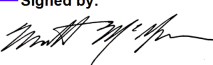
Chief Freeman: Chief Freeman expressed continued appreciation and pride in the Center and its staff, recognizing their ongoing work and accomplishments. He congratulated the Center on the completion of the Local 522 contract and emphasized the importance of strengthening regional partnerships and maintaining preparedness for the fire season and upcoming flood season.

## ADJOURNMENT:

The meeting was adjourned at 10:33 a.m.

ATTEST:

  
MELLISA GINGERY  
CLERK OF THE BOARD

Signed by:  
  
MATTHEW MCGEE  
CHAIRPERSON

Signed by:  
  
JOSEPH FIORICA  
VICE CHAIRPERSON