

## MEETING MINUTES GOVERNING BOARD MEETING

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**Tuesday, October 24, 2023,                      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
Tyler Wagaman, Board Member	Deputy Chief, Sacramento Metropolitan Fire District
Troy A. Bair, Board Member	Deputy Chief, Cosumnes Community Services District

### GOVERNING BOARD MEMBERS ABSENT

Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
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### COMMUNICATIONS CENTER MANAGEMENT

Josh Freeman	Executive Director
Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

### OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Kristin Ellis	Executive Assistant, SRFECC
Casey Quintard	Dispatcher Supervisor, SRFECC
Corbyn Brooker	Human Resources Analyst, SRFECC
Mellisa Bernett	Office Specialist, SRFECC

**NOTE:** Because the Governor declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the Coronavirus) attendance by the public at this meeting was by telephonic means only and was made accessible to members of the public solely through the link set forth below.

The meeting was called to order and roll call was taken at 9:10 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

\*INDICATES NO ATTACHMENT

Center Negotiator(s)

Lindsay Moore, Counsel  
Josh Freeman, Chief Executive Director

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 9:02 a.m.

The open session was reconvened at 9:39 a.m.

1. For items one, two, and three, the Board met in closed session; updates were provided, and 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 Bair and seconded by Chief Wagaman to approve the Consent Agenda for the following:

- a. Regular Board Meeting Synopsis - August 26, 2023  
b. Regular Board Meeting Synopsis – September 24, 2023  
c. Side Letter between SRFEC and Teamsters, Local 150 (*Admin Supervisor Lunch Period*)  
d. Administrative Benefit Resolution 23-01 (*Revised Job Titles*)  
e. Amending Medical and Hospital Care Act 2024 Resolution 23-04 (*Revised Resolution Numbers*)

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

**NOES:**

**ABSENT:**

**ABSTAIN:**

Motion passed.

**ACTION ITEMS:**

None

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

None

**CENTER REPORTS:**

1. Operations Manager Julee Todd

Operations Manager Todd extended her gratitude to the Board for their approval of the Delphini project. She noted that the Center is currently finalizing details for the bull pen remodel that is tentatively scheduled for the end of January '24.

**SERVICE ANNIVERSARIES:**

Catherine Roman – 1 year  
Marissa Shmatovich – 6 years  
Tim Goodnow – 8 years

2. Administration Manager Marissa Shmatovich

Administration Manager Shmatovich provided an update on the financial audit's successful advancement with an anticipated completion in early November. Mentioned ongoing Q and A sessions regarding the strategic blueprint and growth plan. Shmatovich highlighted all of the capital improvement projects at the Center including the secure parking initiative and exploring contractor options or the bathroom facility remodel.

**IT UPDATES**

Administration Manager Shmatovich noted that the server operating system upgrade process is near completion. Alongside that project is the cloud backup solution that will require additional licensing before moving further.

3. Chief Executive Josh Freeman

Chief Freeman extended his appreciation to the Board for acknowledging the Strategic Growth Plan. He noted that the interaction with staff regarding this plan has been exceptionally positive. Freeman ended with emphasizing that the Strategic Plan serves as an invaluable document and it will consistently guide current and future projects.

**CORRESPONDENCE:**

None

\*INDICATES NO ATTACHMENT

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

None

**BOARD MEMBER COMMENTS:**

1. Chief Wagaman

Chief Wagaman made note of the positive atmosphere in the room attributing it to effective leadership. He acknowledged the necessity of incorporating new technology into the Communications Center for progress and ended with affirming confidence in the current team's ability to handle this task.

2. Chief Bair

Chief Bair echoed Chief Wagaman's sentiments regarding the positive atmosphere and enthusiasm among staff. He conveyed excitement about the engagement in the strategic plan and its active implementation. Chief Bair also extended congratulations to individuals celebrating service anniversaries.

3. Chief Williams

Chief Williams congratulated those with service anniversaries.

4. Chief Wilson

Chief Wilson extended his appreciation for everyone and their great work.

**ADJOURNMENT:**

The meeting was adjourned at 09:47 a.m.

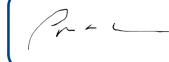
ATTEST:



MARISSA SHMATOVICH  
Signed on behalf of

KRISTIN D. ELLIS  
CLERK OF THE BOARD

DocuSigned by:



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CHAD WILSON  
CHAIRPERSON

DocuSigned by:



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SCOTT WILLIAMS  
VICE CHAIRPERSON

\*INDICATES NO ATTACHMENT