

**MEETING MINUTES
GOVERNING BOARD MEETING**

Tuesday, August 27, 2024

9:00 AM

**Sacramento Metropolitan Fire Department
10545 Armstrong Avenue, CA 95655**

GOVERNING BOARD MEMBERS PRESENT

Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Adam Mitchell, Alternate	Deputy Chief, Sacramento Metropolitan Fire District
Troy 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

Derek Parker	Executive Director
Casey Quintard	Interim Operations Manager
Marissa Shmatovich	Administration Manager

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Jenn Edwards	Dispatcher II, SRFECC
Michael Taylor	Deputy Chief, Sacramento Metropolitan Fire District
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

*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; 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 Williams and seconded by Chief Bair to approve the Consent Agenda for the following:
 - a. Regular Board Meeting Synopsis – July 23, 2024
 - b. Special Board Meeting Synopsis – August 22, 2024
 - c. Reserves Transfer (Staff Report 24-17)

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

ACTION ITEMS:

1. New Board Policy – 3.019 Budget Process (Staff Report 24-18)
 - a. The item was tabled for consideration at a future meeting, with no vote taken.

*INDICATES NO ATTACHMENT

2. Final Budget (Staff Report 24-19)

- a. A motion was made by Chief Bair and seconded by Chief Mitchell to approve the final budget FY 2024/2025 and adopt Resolution 24-01.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

3. Robert Half Technology Recruiting Agreement (Staff Report 24-20)

- a. A motion was made by Chief Williams and seconded by Chief Wilson to authorize the Chief Executive Director to enter into a contract with Robert Half Technology to recruit for the GIS Analyst position as a flat rate of \$17,000.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

4. HR Technician Job Description (Staff Report 24-21)

- a. A motion was made by Chief Wilson and seconded by Chief Williams to approve the HR Technician Job Description.

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

*INDICATES NO ATTACHMENT

CENTER REPORTS:

1. Administration Manager Marissa Shmatovich

Shmatovich reported on IBEW progress, noting that the project is moving forward, at a slower pace than anticipated due to wait time on furnishing and electrical quotes and proposals. Noting that once those are made available, they will be presented to the board. highlighted that the new Administration building has now been named "SRFECC Annex," with a grand opening planned for early 2025, where board members will be invited. Marissa concluded by welcoming Bayleigh and providing appreciation for the collaborative efforts in budget planning and expressing optimism for continued growth.

2. Interim Operations Manager Casey Quintard

Quintard expressed gratitude for the opportunity provided to him and his colleagues to temporarily fill in the rolls of Operations Manager, emphasizing the value of experience and knowledge gained. He announced a 3-day supervisor training course taking place to enhance knowledge and networking opportunities. Casey recognized service anniversaries: Yvonne Vazquez (7 years), Jenna Walkingstick (4 years). and Sara Rodriguez (4 years). He reported on the participation of two supervisors and two dispatchers at the APCO event, where they shared insights on PODS training and networked with PSAPs nationally. Ongoing training was mentioned with three dispatchers currently in radio training, six recruits in POD training, and an upcoming academy beginning on September 9th

3. Chief Executive Director Derek Parker

Parker shared insights from attending the National Fire Academy in Maryland, focusing on the Dispatch Center project for the next 2 years. Highlighted networking opportunities with other dispatch centers to gain a broader perspective and improve operations. Acknowledged the valuable experience gained by team members who deployed to wildland incidents, with positive feedback. Appreciated the board's feedback and support.

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

1. Chief Mitchell

Chief Mitchell thanked the team for their report outs. He welcomed Bayleigh and congratulated those celebrating service anniversaries while expressing appreciation for their dedication. Mitchel concluded by commending the finalization of the budget and acknowledging the collaborative efforts in labor and management negotiations.

2. Chief Bair

Chief Bair welcomed Bayleigh in her new role at the Center and thanked everyone at the Center for their hard work during a busy season.

3. Chief Williams

Chief Williams welcomed Bayleigh and appreciated the new Administration building name. He thanked Casey for recognizing service anniversaries and Marissa for her budget presentation. Williams expressed anticipation for future contributions from chief Parker and in the Center's work.

4. Chief Wilson

- Chief Wilson welcomed Bayleigh to her new role and commended the team on the new budget and progress on the Annex. He concluded the meeting by extending his appreciation for everyone's hard work.

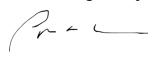
ADJOURNMENT:

The meeting was adjourned at 10:00 a.m.

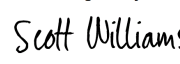
ATTEST:



MELLISA BERNETT
CLERK OF THE BOARD

DocuSigned by:


7F003638D2D5408
CHAD WILSON
CHAIRPERSON

DocuSigned by:


8DD277E0C9A841A
SCOTT WILLIAMS
VICE CHAIRPERSON