

## MEETING MINUTES GOVERNING BOARD MEETING

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**Tuesday, January 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 A. Bair, Board Member	Deputy Chief, Cosumnes Community Services District

### GOVERNING BOARD MEMBERS ABSENT

None

### COMMUNICATIONS CENTER MANAGEMENT

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

### OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Dr. Tressa Naik	Medical Director, SRFECC
Mellisa Bernett	Office Specialist, SRFECC
Jenn Edwards	Dispatcher II, SRFECC

The meeting was called to order and roll call was taken at 9:03 a.m.

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

### PRESENTATION:

Dr. Naik delivered a comprehensive year-end update, highlighting call statistics and commending the dedication of the dispatchers.

### CLOSED SESSION:

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

Center Negotiator(s)

Lindsay Moore, Counsel

\*INDICATES NO ATTACHMENT

Josh Freeman, Chief Executive Director

Employee Organization(s)	Teamsters Local 150 Teamsters Local 856 Unrepresented Administrators
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2. PERSONNEL ISSUES\*

Pursuant to California Governing Code Section 54957

- a. Employee Evaluation: Chief Executive Director  
Operations Manager  
Administration Manager

Employee Discipline/Dismissal/Release: (1) position

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 9:06 a.m.

The open session was reconvened at 10:47 a.m.

- 1. The board met in closed session; 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 Williams to approve the Consent Agenda for the following:

- a. Regular Board Meeting Synopsis – December 12, 2023

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

\*INDICATES NO ATTACHMENT

**INFORMATION:**

1. Communications Center Statistics
2. Financial Reports
  - a. Budget to Actuals
  - b. Monthly Credit Card Usage Statement
  - c. Cash Flow Report
  - d. Monthly Lease Update
  - e. PAD Update

**CENTER REPORTS:**

1. Operations Manager Julee Todd
  - a. Provided training updates, with two ongoing CRO trainings and plans for a spring academy. Delphini radio transcription project progressing. Service anniversaries: Celebrating one year is Abby Castillo, Jennifer Hottal, Natalie Beletskiy, Lauren Beck, Mary White and Lenny Sina. Celebrating 2 years is Olivia LaFace, Julia McDaniel and Megan Wright. Celebrating 12 years is Roman Kukharets.
2. Administration Manager Marissa Shmatovich
  - a. Shared project updates, including the commencement of the restroom remodel. The fencing project is set to begin mid-February. Server operating system and cloud-based backup projects are on track for completion by month-end. Bullpen remodel preparations underway, with PC and workstation projects to follow. Budget work in progress, aiming for a preliminary budget presentation soon.
3. Chief Executive Director Josh Freeman:
  - a. Acknowledged staff adaptability during ongoing projects, emphasizing their significant contributions to advancing the center.

**CORRESPONDENCE:**

None

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

None

**BOARD MEMBER COMMENTS:**

1. Chief Greene

Chief Greene expressed appreciation for everyone's hard work and thanked the team for hitting the ground running in 2024.
2. Chief Bair

\*INDICATES NO ATTACHMENT

Chief Bair congratulated service anniversaries and commended the swift movement of Ace Accreditation, providing kudos to Tara and those who worked with her on that endeavor. Anticipated positive impacts in the future.

3. Chief Williams

Chief Williams expressed excitement for the future, citing pride in the centers accreditation achievements.

4. Chief Wilson

Chief Wilson congratulated service anniversaries and emphasized the transformative impact of ongoing projects, urging everyone to lean in to the coming year.

**ADJOURNMENT:**

The meeting was adjourned at 11:06 a.m.

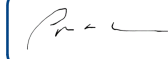
ATTEST:



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MELLISA BERNETT  
CLERK OF THE BOARD

DocuSigned by:



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CHAD WILSON  
CHAIRPERSON

DocuSigned by:



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SCOTT WILLIAMS  
VICE CHAIRPERSON