

**MEETING MINUTES
GOVERNING BOARD MEETING**

**Tuesday, February 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
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

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

Ethan Retan	Counsel, SRFECC
Mellisa Bennett	Office Specialist, SRFECC
Corbyn Brooker	Human Resources Manager, SRFECC
Jenn Edwards	Dispatcher II, SRFECC
Julia McDaniel	Dispatcher II, SRFECC
Summer Carrol	Dispatcher II, SRFECC
Yvonne Vazquez	Dispatcher II/Training Supervisor, SRFECC

The meeting was called to order and roll call was taken at 9:02 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:

*INDICATES NO ATTACHMENT

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

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

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 9:03 a.m.

The open session was reconvened at 10:33 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 Wagaman and seconded by Chief Williams to approve the Consent Agenda for the following:

- a. Regular Board Meeting Synopsis – December 12, 2023
b. Regular Board Meeting Synopsis – December 12, 2023
c. Executive Assistant Job Description – Staff Report 24-5
d. Launch Support Hours Purchase – Staff Report 24-4

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

ACTION ITEMS:

*INDICATES NO ATTACHMENT

None

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

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

CENTER REPORTS:

1. Operations Manager Julee Todd
 - a. Reported celebrating two CRO signoffs and two more lined up for training. Congratulated Laura Macias' 20 years of service and retirement this month, praising and thanking her for her dedication to excellence in supporting our team as well as our field personnel and community members with kindness and respect.
2. Administration Manager Marissa Shmatovich
 - a. Announced completion of restroom remodel and commencement of bull pen remodel and fencing project. Commended the IT team for their tremendous efforts in disassembling the entire bullpen and hard work to keep the project moving. Congratulated Julee on her 21-year service anniversary.
3. Chief Executive Director Josh Freeman:
 - a. Provided updates on ongoing projects and thanked staff for their patience. Discussed details of the fencing project.

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

1. Chief Wagaman

Chief Wagaman congratulated Laura and Julee. Appreciated staff's commitment to improvement and praised ongoing remodeling projects.

*INDICATES NO ATTACHMENT

2. Chief Bair

Chief Bair congratulated Julee and Laura and provided thanks for ensuring personnel safety with fencing.

3. Chief Williams

Chief Williams echoed sentiments and expressed appreciation for facility upgrades.

4. Chief Wilson

Chief Wilson congratulated Laura and Julee, expressed pride in the center's growth and accomplishments, and praised its national example status in emergency services.

ADJOURNMENT:

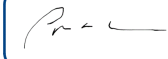
The meeting was adjourned at 10:33 a.m.

ATTEST:



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