Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

ADOPTED
ACTION SUMMARY MINUTES

EXECUTIVE COMMITTEE
SACRAMENTO METROPOLITAN FIRE DISTRICT
Thursday, May 14, 2026
Sacramento Metropolitan Fire District
10545 Armstrong Avenue
Boardroom – Second Floor
Mather, California
&
Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:00 pm by President Costa. Committee members present: President Costa, Vice President Webber and Secretary Rice. Committee members absent: None. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENT: None

CONSENT AGENDA

Action: Moved by Rice, seconded by Webber, and carried unanimously by members present to adopt the consent calendar as follows:

1. **Action Summary Minutes**
   Recommendation: Approve the Action Summary Minutes for meeting of April 9, 2026.
   Action: Approved the Action Summary Minutes.

PRESENTATION & DISCUSSION ITEMS

1. **Strategic Plan Update**
   (Chief Development Officer Jeff Frye & Integrated Communications Strategies)
   Action: CDO Frye introduced Bill Mueller and Jerry Azevedo with Integrated Communications Strategies (ICS) provided an overview of its strategic planning philosophy and approach, emphasizing that effective strategic planning requires a comprehensive assessment of both internal organizational conditions and the external operating environment. ICS identified several major external trends expected to influence Metro Fire over the next five years. The presentation was provided as an initial check-in with the Executive Committee to confirm that the consultants' assessment accurately reflects the District's current operating environment before proceeding to develop strategic goals and implementation strategies. Feedback from the Executive Committee will be incorporated into the next phase of the strategic planning process.

2. **Board Goal Strategic Projects**
(Deputy Chief Mitchell)

a. **Project #2: Labor Management Communications**

DC Mitchell reported that the project has progressed from the planning phase into implementation, with no additional board direction currently requested. Chief Mitchell stated that on April 17, district executive leadership and Local 522 leadership met to review the proposed labor-management communications framework. The framework received positive feedback, with agreed-upon revisions incorporated into the updated document. The revised framework has been returned to Local 522 leadership for final review. The objective is to establish a consistent communication process and unified messaging for district leadership, Local 522, board members, and the membership. Chief Mitchell stated that the revised process will be piloted at the next labor-management meeting, after which staff will report back to the Executive Committee on the results.

3. **Executive Committee Appointments**
(Vice President Webber)

Vice President Webber discussed the importance of maintaining continuity for the Executive Committee, noting that the committee's work represents a new approach for the District and that, after six months, initial progress has been made. VP Webber recommended extending the current Executive Committee's tenure by maintaining the existing committee membership for approximately 18 additional months. The recommendation included either extending the current President's term or otherwise preserving the committee's continuity to allow ongoing projects to progress. Staff reported that Board Policies and Procedures currently require Executive Committee nominations to occur annually. Two options were identified: 1. Amend the Board Policies and Procedures to allow longer committee terms; or 2. Continue with the existing annual nomination process and simply nominate the current Executive Committee members for another term. Committee members agreed to continue discussing the matter and indicated the issue could be brought before the full Board for consideration if changes to committee appointments are desired.

ADJOURNMENT

The meeting adjourned at 5:31 pm.

John Costa, President

Marni Rittburg

Marni Rittburg, Clerk of the Board