



# Sacramento Metropolitan Fire District

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ADAM A. HOUSE  
Fire Chief

## EXECUTIVE COMMITTEE – REGULAR MEETING AGENDA

THURSDAY, MAY 14, 2026 – 5:00 p.m.

Sacramento Metropolitan Fire District

10545 Armstrong Avenue, Boardroom, Suite 200, 2nd Floor

Mather, California


&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

 Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

### COMMITTEE MEMBERS

President John Costa

Vice President Robert Webber

Secretary Brian Rice

### CALL TO ORDER & ROLL CALL

### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN COMMITTEE'S SCOPE INCLUDING ITEMS ON OR NOT ON AGENDA

### CONSENT AGENDA

Page No.

- |    |  |   |
|----|--|---|
| 1. | Action Summary Minutes   | 2 |
|    | Recommendation: Approve the Action Summary Minutes for the meeting of April 9, 2026. |   |

### PRESENTATION & DISCUSSION ITEMS

- |    |   |    |
|----|---|----|
| 1. | Strategic Plan Update   | ** |
|    | <i>(Chief Development Officer Jeff Frye &amp; Integrated Communications Strategies)</i> |    |
| 2. | Board Goal Strategic Projects   | 6  |
|    | <i>(Deputy Chief Mitchell)</i>  |    |
|    | a. Project #2: Labor Management Communications (DC Mitchell)                            |    |
| 3. | Executive Committee Appointments  | ** |
|    | <i>(Vice President Webber)</i>  |    |

### ADJOURNMENT

NEXT MEETING DATE: June 11, 2026

Posted on May 11, 2026

Marni Rittburg, CMC  
Clerk of the Board

\*\* No written report



# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES

### EXECUTIVE COMMITTEE SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, April 9, 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 4:30 pm by President Costa. Committee members present: President Costa, and Vice President Webber. Committee members on Zoom: Secretary Rice joined on Zoom at 4:57 p.m. Committee members absent: None. Staff present: Chief House and Board Clerk Rittburg.

**PUBLIC COMMENT:** None

#### CONSENT AGENDA

**Action:** Moved by Webber, seconded by Costa, 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 March 12, 2026.

**Action:** Approved the Action Summary Minutes.

#### PRESENTATION & DISCUSSION ITEMS

1. **Strategic Plan Update**

*(Chief Development Officer Jeff Frye)*

**Action:** CDO Frye reported on transition from the strategic planning workshop (December) to engagement with ICS for next-phase facilitation and development. Noted that President Costa and staff separately met with ICS to evaluate compatibility, approach, and alignment with organizational needs. Indicated ICS demonstrated a strong understanding of the organization and offered valuable insight on advancing strategic planning efforts. He noted ICS representatives were unable to attend the meeting due to a prior commitment but will participate in future discussions. Identified next steps as continued engagement with ICS and deeper discussion at upcoming Executive Committee meetings. Stated staff will begin drafting a preliminary strategic planning document, including defining the planning framework and outlining the Executive Committee's role in the process.

## 2. **Board Goal Strategic Projects**

*(Chief Development Officer Jeff Frye & Deputy Chief Mitchell)*

### **a. Project #1: Executive Staff/Board Communications (CDO Frye)**

CDO Frye outlined the project approach as an open and collaborative process with the Executive Committee to ensure alignment with Board intent before formalizing project charters. Project charters will define how each project will be completed and key performance metrics and success measures. Current discussions are focused on development of the project work plan. The proposed work plan includes revising how information is collected internally and from the community, defining categories and criteria for issues requiring Board awareness, and establishing processes for elevating information to the Board. Two key definitions were identified as critical to the project, “No surprises” and “Emerging issues”. The purpose of these definitions is to ensure the Board has broad awareness of matters that may require Board-level attention before escalation occurs, consistent with governance best practices. CDO Frye proposed piloting the process during the meeting through an “Emerging Issues/Trends Report” presentation by the Chief for evaluation and feedback. Discussion also addressed the need to establish a process for routing collected information through appropriate governance channels.

### **b. Project #2: Labor Management Communications (DC Mitchell)**

DC Mitchell updated the committee on the project which will include development of a structured labor-management meeting framework, accountability systems, communication pathways, and implementation planning. DC Mitchell stated improvements are already being implemented prior to full rollout of the framework and a recent collaborative CIP meeting included participation from Local 522 and was described as positive and productive. The committee reiterated the need for: structured labor-management meetings, standard agendas and attendance expectations, solution-oriented discussions, documentation of decisions and outcomes, issue tracking and closure accountability, reduced repetition of previously resolved issues, clear communication to both membership and the board and improved board visibility into challenges, opportunities, and successes. The Executive Committee confirmed support for a monthly meeting cadence maintaining alignment, addressing issues before agendas become unmanageable and supporting ongoing collaboration between labor and management. An Executive Committee representative will attend initial labor-management meetings in an observational/support role. Once processes are functioning effectively, Executive Committee involvement will scale back to avoid unnecessary interference. Leadership is authorized to begin detailed framework discussions with Local 522 leadership regarding meeting structure, roles and expectations and integration into the broader communications framework. Regular updates will be provided to the Executive Committee.

### 3. **Emerging Issues**

*(Chief House)*

Chief House provided an update concerning the Legal Services RFP evaluation process and requested direction from the Executive Committee as the selection phase approaches. Director Gould previously asked whether a board member should participate directly on the evaluation panel. Chief House reported that Procurement staff and General Counsel reviewed the issue and noted the process is operating under a tight timeline. Emphasized the need to finalize panel composition quickly to maintain the procurement schedule, noting proposals close Friday at noon. Staff recommendation was to have an evaluation panel member represent the board's collective interests. The Executive Committee provided direction to proceed with the staff-recommended evaluation panel structure and continue advancing the RFP process according to the established timeline.

#### **a. Financial Implications: Preliminary Budget Preparation**

Chief House outlined that the district is entering the annual spring budget cycle and is actively preparing the Preliminary Budget for presentation in May. The process includes evaluations of services and supplies budgets, Capital improvement planning, wages and benefits projections and new staffing requests. Chief House emphasized that the organization continues to face ongoing financial pressures while simultaneously engaged in active labor negotiations. Vice President Scollard expressed support for prioritizing operational necessities while also recognizing concerns about increasing labor costs during negotiations. The Executive Committee directed the Fire Chief and executive team to continue operating the organization based on operational necessity, proceed with required operational decisions as needed, defer selected non-essential budget requests where appropriate given current financial pressures and negotiations and continue transparent communication through regular reporting mechanisms.

#### **b. Interagency/Political Dynamics: Folsom Deployment Changes**

Chief House reported that conversations with the City of Folsom Fire Department have been ongoing over recent weeks regarding adjustments to their EMS deployment model due to internal budget shortfalls. Chief House outlined that Folsom has relocated medic units away from the shared jurisdictional boundary with Metro Fire to centralize resources within its city limits. Concerns were raised regarding potential imbalance in the automatic aid system, increased workload and operational strain on Metro Fire boundary battalions, and impacts to response reliability, staffing, and time-on-task metrics. The Executive Committee consensus was to refer the matter back to the 2x2 Committee for continued collaboration between Metro Fire and Folsom leadership and bring a future presentation back to the full Board at the appropriate time.

#### **c. Community Impact: Demolition of Station 116**

Chief House provided an update on provided an update on Station 116, an aging facility that has been out of service for several years following a significant fire that rendered the structure unusable. The Facilities Division has completed assessments and is prepared to move forward with demolition activities. A

recommended was given to add a public town hall meeting as an outreach strategy to allow residents to ask questions directly and receive project updates. Staff agreed to incorporate a town hall component and coordinate participation with Director Saylor. Executive Committee members expressed support for the proposed communication and demolition plan. Future updates will be provided as part of the Deputy Chief's report.

## **ADJOURNMENT**

The meeting adjourned at 5:31 pm.

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John Costa, President

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Marni Rittburg, Clerk of the Board

**18.**

<b>Discussion</b>	
<b>Requested Action</b>	
<b>Responsible Party</b>	
<b>Outcome / Next Step</b>	
<b>Status</b>	

**19.**

<b>Discussion</b>	
<b>Requested Action</b>	
<b>Responsible Party</b>	
<b>Outcome / Next Step</b>	
<b>Status</b>	

**20.**

<b>Discussion</b>	
<b>Requested Action</b>	
<b>Responsible Party</b>	
<b>Outcome / Next Step</b>	
<b>Status</b>	

**21.**

<b>Discussion</b>	
<b>Requested Action</b>	
<b>Responsible Party</b>	
<b>Outcome / Next Step</b>	
<b>Status</b>	