



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, California 95655 • Phone (916) 859-4305 • Fax (916) 859-3715

MEASURE O INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE INAUGURAL SPECIAL MEETING AGENDA

Tuesday, September 22, 2026 – 6:00 p.m.

Sacramento Metropolitan Fire District

10545 Armstrong Avenue

Boardroom – 2nd Floor

Mather, California

This Inaugural Special Meeting Agenda of the Measure O Independent Citizens' Oversight Committee (ICOC) will be conducted in person and is compliant with provisions of the Brown Act. Members of the public may attend this meeting in person.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

Public Opportunity to Discuss Matters of Public Interest Within the Committee's Scope Regarding Items on the Agenda Only, Government Code §54954.3 (Maximum Of Three (3) Minutes Per Speaker).

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1. PRESENTATION ITEMS

- **Staff and Committee Introductions**
(Director Shawn Stark & Acting Fire Chief Mitchell)
- **Metro Fire and Measure O Overview**
(Administrative Analyst Erin Castleberry)
- **ICOC Overview**
(Director of Government Affairs Kyle Macdonald)
- **Conducting Committee Business: An Overview of the Brown Act, Committee Governance, and Committee Code of Conduct**
(Director of Government Affairs Kyle Macdonald & General Counsel Ian Sangster)

2. ACTION ITEMS

- **Election of Officers** **
(Clerk of the Board Marni Rittburg & Committee)
Recommendation: Nominate and elect a Chairperson (1-year term) to facilitate meetings and represent the Committee in public forums and nominate and elect a Vice Chairperson to act in absence of Chair (1-year term).



Sacramento Metropolitan Fire District

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MEASURE O (ICOC) SPECIAL MEETING

TUESDAY, SEPTEMBER 22, 2026

- **Schedule Next Meeting**

**

(Committee Chair & Clerk of the Board Marni Rittburg)

Recommendation: Action/discussion to establish the date of the annual meeting.

3. Committee Member Comments

4. Adjournment

Posted on September 17, 2026

Marni Rittburg

Marni Rittburg, CMC, CPMC
Clerk of the Board

** No written report

*  Separate Attachment

SACRAMENTO METROPOLITAN FIRE DISTRICT



Measure O Independent Citizens' Oversight Committee

Inaugural Meeting

September 22, 2026

PRESENTATION ITEMS

Agenda

- 01 Staff and Committee Introductions

- 02 Metro Fire and Measure O Overview

- 03 ICOC Overview

- 04 Conducting Committee Business



01



Welcome, and Staff & Committee Introductions

Director Shawn Stark & Acting Fire Chief Adam Mitchell

Staff and Committee Introductions

District staff

Staff supporting the Committee introduce themselves and the role each plays in Committee operations.

Committee members and alternates

Each appointed member introduces themselves: background, the part of the District they live in, and the professional or community experience they bring.

02

Metro Fire and Measure O Overview

Erin Castleberry, Administrative Analyst



About Metro Fire

720,000+

Residents served across 23
diverse communities

107,000+

Calls for service annually

359

Square miles in the service
area

41

Fire Stations

Metro Fire is a combination of 16 smaller fire departments that, over the years, merged to create this California Special District. The last merger was in December 2000, when American River Fire Department and Sacramento County Fire Protection District merged to form the Sacramento Metropolitan Fire District, pursuant to Government Code Section 56839.



How Metro Fire is organized

Administration

Air Operations, Finance, Human Resources, IT & Communications, Special Operations, and Training.

Support & Emergency Medical Services

Communications & Engagement, Community Risk Reduction, Fire Investigations, Emergency Medical Services, Mobile Integrated Health, Facilities, Fleet, Logistics, Planning & Development, and Government Affairs.

Operations

Suppression, Staffing, Wellness, Health & Safety, and RMS/NERIS.

As a special district, Metro Fire is governed by a Board of Directors; each member is elected by the voters within a geographical area, or division, of Metro Fire's operational area. The District comprises the Office of the Fire Chief and the three branches above.



The why behind Measure O

+30%

Medical calls over ten years

+40%

Fire calls over ten years

50%

Of stations are 50 or more
years old

73%

Of fleet near end-of-life

Increasing demand and aging infrastructure created urgent capital needs.



How Measure O came to be

DATE	ACTION
June 2024	Completed a revenue measure feasibility study
July 25, 2024	Board adopts Resolution 2024-102, ordering a general obligation bond election to meet the District's identified capital needs
November 5, 2024	Measure O passes by more than two-thirds of the votes cast
December 12, 2024	Board adopts Resolution 2024-137, recognizing passage and authorizing the District to implement Measure O
May 22, 2025	Board adopts Resolution 2025-031, authorizing the issuance and sale of the 2025 Series A Measure O General Obligation Bonds, not to exceed \$160 million
July 2, 2025	Issuance and sale of 2025 Series A Measure O General Obligation Bonds totaling \$160 million is completed



What the voters authorized

\$415M

In local general obligation
bonds authorized

69.11%

Voter support on November
5, 2024, exceeding the two-
thirds requirement

\$19

Estimated average tax rate
per \$100,000 assessed
valuation, about \$6.50 a
month for the average
homeowner

Estimated rate applies over the lifespan of the bonds. Bonds will be issued in more than one series to finance identified projects and certain costs in connection with their issuance.



Permitted uses of bond proceeds

Fire facilities

Construction, expansion, reconstruction, rehabilitation, replacement, furnishing, and equipping of fire facilities.

Real property

Acquisition or lease of real property for fire facilities.

Vehicles and equipment

Acquisition or lease of fire and emergency medical vehicles, apparatus, and capital equipment.

There are strict legal limits. Funds can only be used for capital facilities, vehicles, apparatus, and emergency equipment. Measure O stipulates that all expenditures will be subject to oversight by an independent oversight committee, composed of individuals appointed by the Board, to confirm that bond expenditures are consistent with Measure O's intent.



How projects are identified

Standards of Cover

In-depth study analyzing key metrics, call density, travel times, and emergency risks to establish data-driven service delivery needs.

Health & Safety Audits

Evaluates carcinogen exposure risks, station ventilation (HVAC), decontamination capabilities, and modern seismic standards.

Capital Improvement Plan

Annual engineering and operational master plan prioritizing structural repairs, station rebuilds, and apparatus retirement schedules.



Project prioritization matrix

1 • Life safety

Projects directly protecting responder and community safety, including auto-compression and decontamination units.

3 • Facility health

Replacing failing roofs, HVAC units, and aging infrastructure past economical repair.

2 • Response time

New stations and relocations positioned to reduce response delays in rapid growth areas.

4 • Cost efficiency

Full reconstruction versus repeated repairs, when long-term taxpayer value is maximized.



Phase 1 project allocation

107

New Apparatus

*33 ambulances, 20
Type I engines, 12
Type III engines,
ladder trucks, rescue
boats, HazMat and
wildland tenders.*

22

**Station
Improvements**
*Critical roof
replacements and
modern HVAC
installations across
active stations.*

5

**Station
Expansions or
Rebuilds**
*Rebuilding or
expanding high-
volume stations
(Stations 23, 42, 61,
67, 112).*

2

**Life-safety
Equipment Projects**
*Auto chest
compression devices
and specialized burn
training props.*



Fiscal accountability system

Dedicated fund structure

Bond proceeds are legally segregated into the Measure O Building Fund (Fund 212O) and Debt Service Fund (Fund 212N). No commingling with General Fund operating accounts.

Independent annual audits

Third-party certified public accountants perform annual financial and compliance audits to verify that expenditures strictly adhere to the voter-approved Bond Project List.



03

ICOC Overview

Kyle Macdonald, Director of Government Affairs



Committee purpose

To ensure transparency, accountability, and proper use of funds generated by Measure O bonds issued under the authority of the voters of the District, by reviewing the expenditure of bond funds and confirming whether the expenditures are consistent with Measure O's intent.

The Committee serves in an oversight and advisory role and does not approve spending decisions. It reviews District reports related to bond expenditures and makes annual findings to the Board.



Committee responsibilities

- Conducting and participating in public meetings as described in the Charter.
- Reviewing District reports related to bond expenditures.
- Making a finding to the District's Board of Directors on an annual basis as to whether or not bond funds were used in accordance with the bond measure's intended purposes.



Committee boundaries

The Committee does

- Review all financial reports on bond expenditures
- Participate in publicly noticed open meetings
- Issue an annual finding to the Board of Directors

The Committee does not

- Select contractors or approve vendor bids
- Make day-to-day operational decisions
- Reallocate statutory budget categories

The Committee serves in an independent oversight and advisory role to verify compliance with voter intent.



Membership and eligibility

Composition

Up to nine members and up to three alternates, appointed by the Board and selected to reflect a broad representation of the community:

- Geographic distribution within the District's jurisdiction
- Varied industry, professional and community expertise

Eligibility requirements

- Must reside within the District's jurisdiction
- Must be at least 18 years of age
- Independent of any employment or governance role of the District
- No material personal or financial interest in the District distinguishable from that of the general public



Support and resources

Clerk of the Board

Administrative support, including meeting coordination, recordkeeping, and public noticing.

Records for review

The District provides the financial reports, audits, and related documents necessary for the Committee to fulfill its purpose.

Other District staff

May provide presentations, education, and other support necessary for the Committee to fulfill its purpose.

The Charter may be amended by a majority vote of the District's Board of Directors, with input from the Committee, as needed to enhance effectiveness or comply with changes in law or policy.



04

Conducting Committee Business

Kyle Macdonald, Director of Government Affairs & Ian Sangster, District Counsel



Conducting Committee Business

The Brown Act

Open meetings, agenda and minutes posting, and how members may and may not communicate between meetings.

Committee Governance

Officers, meetings, quorum and voting, alternates, and the role of District staff.

Code of Conduct

What each member attests to, and the consequence of failing to abide by it.



The Brown Act

- All meetings shall be open to the public, held in the District's Board Chambers, and conducted in compliance with open meeting laws.
- Meeting agendas and minutes shall be published and made available to the public in accordance with the Brown Act.
- The Committee acts only on properly agendized items, and deliberates only in noticed open session.
- Serial communication among a majority of members outside a meeting — by email, text, or intermediary — is not permitted.
- Written materials distributed to the Committee are public records.



Committee governance

Officers

The Committee elects a Chairperson and a Vice Chairperson from its members annually, to facilitate meetings and represent the Committee in public forums. Officers serve one-year terms.

Quorum & voting

A quorum is a majority of appointed members. Actions of the Committee require a majority vote of the quorum.

Meetings

At least once annually, with additional meetings scheduled as needed at the discretion of the Committee, held in the District's Board Chambers.

Alternates

Alternates are used to meet quorum requirements and fill vacancies as needed, and are encouraged to attend all meetings.



Code of Conduct, Charter Compliance, and Eligibility Verification Agreement

- Has received, reviewed, and understands the Charter governing the Committee;
- Meets the eligibility requirements established in the Charter;
- Understands the Committee's purpose, responsibilities, and limitations;
- Agrees to uphold the ethical and professional standards expected of Committee members; and
- Acknowledges that continued participation is contingent upon ongoing compliance with the Charter and this Agreement.

Failure to comply with the Charter, eligibility requirements, Code of Conduct, law, or District policies may constitute cause for removal.



Standards of conduct

Professionalism & public representation

Professional, respectful and constructive conduct in all meetings, communications, public engagements and official Committee activities, recognizing that members serve as representatives of the community in an independent oversight role.

Integrity & ethics

Act honestly, ethically, and in good faith in all matters related to Measure O activities.

Respectful engagement

Treat fellow members, staff, elected officials, stakeholders and members of the public with dignity and respect, regardless of differing viewpoints.

Compliance with laws, Brown Act & Charter

Federal, state and local law, including the Ralph M. Brown Act, public records obligations, ethics and conflict-of-interest requirements, District policies, and the Charter.



Standards of conduct

Confidentiality

Respect the confidentiality of information deemed confidential or protected by law, and do not improperly disclose sensitive information acquired through participation.

Public trust

Participation associated with Measure O carries a responsibility to maintain public confidence, transparency, and accountability.

Conflict of interest disclosure

Promptly disclose any actual, potential, or perceived conflict of interest that could reasonably affect impartiality or participation.

Non-discrimination & harassment-free conduct

Contribute to an environment free from discrimination, harassment, intimidation, retaliation, or abusive conduct.



Eligibility verification

Certification

Each member certifies age, residency, independence from District employment or governance, and no material personal or financial interest distinguishable from the general public.

Documentation

- California Driver License or ID card
- Utility bill
- Property tax statement
- Residential lease
- Voter registration

Eligibility must be verified prior to appointment. The District may request additional documentation during continued service. Submission of false, incomplete, or misleading eligibility information may result in disqualification or removal.



SACRAMENTO METROPOLITAN FIRE DISTRICT

Thank you.

Your time, effort, and support will help ensure continued transparency.

