Sacramento Metropolitan Fire District

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ADOPTED
ACTION SUMMARY MINUTES

EXECUTIVE COMMITTEE
SACRAMENTO METROPOLITAN FIRE DISTRICT
Thursday, July 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 4:00 pm by President Costa. Committee members present: President Costa and Vice President Webber. Committee members absent: Secretary Rice. 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 May 14, 2026.
   Action: Approved the Action Summary Minutes.

Director Rice arrived at 4:03 p.m.

PRESENTATION & DISCUSSION ITEMS

1. **Strategic Plan Update**
   (Chief Development Officer Jeff Frye)
   Action: Chief Development Officer Jeff Frye presented the updated Strategic Plan framework, acknowledging the contributions of Carmen Delgado for developing the document and ICS for assisting with strategy development and implementation planning. The presentation focused on transitioning the Strategic Plan from development to implementation and establishing a repeatable governance process for future strategic initiatives. CDO Frye presented a substantially complete Strategic Plan framework that includes: updated mission, vision, and values, an operational environment assessment, a planning framework aligned with Board enduring goals, four strategic goals, and an implementation template to guide execution. The proposed vision statement was discussed as a way to honor the District's history while emphasizing future direction. Staff indicated the language could be revised further based on Executive Committee and Board

feedback. Staff reviewed the operational assessment, identifying two primary organizational challenges: 1. Organizational cohesion and communication across all levels of the District. 2. A governance and planning gap requiring stronger Board participation in strategic planning and implementation. Committee members discussed the Board's role in addressing these organizational issues. The Executive Committee will serve as the collaborative forum for developing solutions, facilitating discussion, and guiding strategic implementation. The committee reviewed the implementation structure for each strategic goal. Goal 4 (Strengthen and Expand Communication) was presented as the model for implementation, while the remaining goals will be developed using the same process. Staff outlined a three-step collaborative process for completing the remaining strategic goals: 1. Facilitated working sessions with Executive Committee members, internal stakeholders and subject matter experts. 2. Development of a shared fact-based alignment through review of operating environment assessment and ensure common understanding. 2. Strategy development with tactics and assigned leads leading to recommended actions for Executive Committee review prior to Board consideration. The committee supported using Goal 4 (Strengthen & Expand Communication) as the implementation model for remaining strategic goals. Agreed that the Executive Committee will serve as the primary governance body for developing strategies and guiding implementation before matters are presented to the full Board. The committee requested continued refinement of the implementation process and future working sessions to complete Goals 1 through 3. Staff to present the Strategic Plan framework to the full Board for awareness at a future Board meeting for consideration.

2. **Board Goal #4 Strengthen & Expand Communications: Communications & Engagement Strategy**
(Chief Development Officer Jeff Frye)
Action: Chief Development Officer Jeff Frye presented a proposed Communications & Engagement Strategy to advance Board Goal #4 by establishing a proactive, organization-wide communications framework that strengthens public trust, strategic engagement, and institutional credibility. Staff emphasized that while Metro Fire has a strong operational reputation, communications have historically been reactive and decentralized. The proposed strategy shifts the organization toward proactive stakeholder engagement, broader community awareness, and strategic communications. The framework is organized around three integrated focus areas: 1. Emerging Trends 2. Critical Issues 3. Trust and Transparency. Implementation is envisioned as a 12 – 18 month operational plan with defined governance, executive ownership, performance measures, quarterly reporting, and continuous evaluation and adjustment. Committee members expressed strong support for the proposed framework and agreed it accurately reflects the Board's strategic direction.

3. **Fiscal Impact Analysis: Proposed Downtown DOVA Project**
(Chief Development Officer Jeff Frye)
Action: Chief Development Officer Jeff Frye provided a presentation focused on the proposed Downtown DOVA development in Rancho Cordova and the anticipated operational, financial, and service delivery impacts on Metro Fire.

CDO Frye explained that the Downtown DOVA project emerged as an emerging issue in early 2026 and quickly became a critical issue due to its potential operational impacts. The proposed development includes: a 7,500-seat indoor arena, more than 800 hotel rooms, approximately 640 residential units, and 140,000 square feet of commercial development. Staff described how the Strategic Plan framework guided the evaluation process by assessing service delivery impacts, estimating population and call volume increases, comparing anticipated demand against the District's adopted Standards of Cover, and identifying operational resource gaps. Operational analysis determined that while the long-range Fire Station Master Plan anticipates future resource additions, the proposed development would accelerate the timeline for those needs. Current analysis identified deficiencies in response capability requiring two additional truck companies and one additional Battalion Chief. These resources would be necessary to maintain adopted service standards if the project proceeds. CDO Frye reported that discussions with the City of Rancho Cordova resulted in agreement on pursuing an appropriate funding mechanism to offset new service costs. A fiscal impact consultant completed a preliminary analysis. Preliminary findings estimate approximately 79% of ongoing service costs would be covered through new property tax revenue, an estimated recurring annual funding deficit of approximately $471,000 would remain, and a Community Facilities District (CFD) is the preferred mechanism to fund the remaining personnel costs without shifting costs to existing taxpayers. CDO Frye advised that the fiscal analysis remains in draft form and will be refined through discussions with the City and project applicants before returning to the Board. The committee recognized the presentation as an example of proactive identification of emerging trends and early Board communication. The committee asked staff to continue evaluating the Community Facilities District (CFD) funding approach and asked staff to return the finalized Fiscal Impact Analysis to the Board for review and policy direction. Lastly, the Executive Committee and Board wishes to be informed as the project advances through City review.

ADJOURNMENT

The meeting adjourned at 4:59 pm.

John Costa, President

Marni Rittburg

Marni Rittburg, Clerk of the Board