Sacramento Metropolitan Fire District

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ADAM A. HOUSE
Fire Chief

ADOPTED
ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO METROPOLITAN FIRE DISTRICT
Thursday, October 8, 2026, at 6:00 p.m.
Held at the following locations:
10545 Armstrong Avenue – Board Room
Mather, California
&
Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Vice President Webber. Board members present: Clark, Costa, Goold, Jones, Rice, Saylors, Stark, Webber, and Wood. Board members on Zoom: None. Board members absent: None. Staff present: Acting Fire Chief Mitchell and Board Clerk Rittburg.

PUBLIC COMMENTS

No public comments were received.

CONSENT ITEMS

Moved by Director Goold, seconded by Wood, and carried unanimously by members present to adopt the consent calendar as follows:

1. **Action Summary Minutes**
   Recommendation: Approve the Action Summary Minutes for the Regular Board Meetings of September 24, 2026.
   Action: Adopted the Action Summary Minutes.

2. **October Board Radar Report**
   Recommendation: Receive and file.
   Action: Received and filed.

3. **Adopt Resolution – FY 2026/27 Budget Amendment – Grants Fund 212G**
   Recommendation: Adopt Resolution approving the budget amendment reflecting the approved programmatic changes.
   Action: Adopted **Resolution 2026-074**.

4. **Adopt Resolutions – 2024 Retirement Commendations**
Recommendation: Adopt Resolutions commending the following individuals upon their retirement and for their years of skilled performance and commitment to the fire service.
Action: Adopted all 2024 Retirement Resolutions.

1.	Jason P. Cahill	Captain
2.	Mark Griffin	Firefighter
3.	David (Scott) Holman	Captain
4.	Mark Jones	Logistics Manager
5.	RMarie B. Jones	Grant Specialist
6.	James B. Lee	Engineer
7.	Loren Mansel	Fire Mechanic
8.	Charles A. Mull	Fire Mechanic
9.	Jordan Oakes	Captain
10.	Grant W. Russell	Battalion Chief
11.	Duane R. Walsh	Engineer
12.	Brian Watley	Captain

5. **Adopt Resolutions – 2025 Retirement Commendations**
Recommendation: Adopt Resolutions commending the following individuals upon their retirement and for their years of skilled performance and commitment to the fire service.
Action: Adopted all 2025 Retirement Resolutions.

1.	Brenden B. Brown	Engineer
2.	Eric J. Haus	Captain
3.	Jeffrey T. Hickman	Captain
4.	Christopher T. Hicks	Engineer
5.	Steven D. Johnson	Fire Investigator II
6.	Eric G. Kellenberger	Captain
7.	Barbara J. Law	Fire Marshal
8.	Michael S. Lowry	Engineer
9.	Michael D. Lozano	Assistant Chief
10.	Michael R. Gifford	Captain
11.	Michael Schanzenbach	Captain
12.	James Thomas	Logistics Technician
13.	Andrew L. Whaley	Captain

ACTION ITEMS

1. **Adopt Resolution – Contract Award – RFB 26-06 Fire Station 67 Construction 21**
(Administrative Analyst Erin Castleberry)
Recommendation: Adopt Resolution Denying the bid protest from D.G. Granade, Inc. and denying its request for consent to substitute an ineligible contractor with a different subcontractor. Make a finding that the bids received from D.G. Granade, Inc., Bobo Construction, Inc., and F&H Construction are non-responsive due to failure to meet the requirements of the RFB and reject those bids. Accept DL Falk Construction Inc.'s request that its bid be rejected as non-responsive on the basis of alternative administrative grounds. Make a finding that the lowest responsive and responsible bidder for the Fire Station 67 project is Diede Construction Inc. Authorize the Fire Chief, or his designee, to execute and administer a contract pursuant to RFB 26-06 Fire Station 67 Construction with the lowest responsive and responsible bidder, Diede Construction Inc. Authorize the Fire

Chief, or his designee, to execute, and administer a contract pursuant to RFB 26-06 Fire Station 67 Construction with the next lowest responsive and responsible bidder if, after ten (10) calendar days of the District's issuance of a Notice of Award, the lowest responsive and responsible bidder has failed to satisfy the conditions of award pursuant to the RFB.
Action: Motion by Wood, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2026-075** denying the bid protest from D.G. Granade, Inc., and deny its request for consent to substitute an ineligible contractor with a different subcontractor. Finding that the bids received from D.G. Granade, Inc., Bobo Construction, Inc., and F&H Construction are non-responsive due to failure to meet the requirements of the RFB and reject those bids. Accepting DL Falk Construction Inc.'s request that its bid be rejected as non-responsive on the basis of alternative administrative grounds. Finding that the lowest responsive and responsible bidder for the Fire Station 67 project is Diede Construction Inc. Authorize the Fire Chief, or his designee, to execute and administer a contract pursuant to RFB 26-06 Fire Station 67 Construction with the lowest responsive and responsible bidder, Diede Construction Inc. Authorize the Fire Chief, or his designee, to execute, and administer a contract pursuant to RFB 26-06 Fire Station 67 Construction with the next lowest responsive and responsible bidder if, after ten (10) calendar days of the District's issuance of a Notice of Award, the lowest responsive and responsible bidder has failed to satisfy the conditions of award pursuant to the RFB.

2. **Adopt Resolutions – Contract Award – RFP 26-07 Construction Management Services**
(Administrative Analyst Erin Castleberry)
Recommendation: Adopt Resolution approving a contract award to Kitchell/CEM, Inc. and authorizing the Fire Chief or his designee to negotiate, execute and administer an agreement materially similar to the attached agreement. Staff further recommends that the Board authorize the Fire Chief or his designee to negotiate, execute and administer an agreement with the next highest ranked proposer if, after having bargained in good faith, the District is unable to conclude a final agreement with the highest ranked proposer within ten (10) calendar days following issuance of the Notice of Award.
Action: Moved by Director Wood, seconded by Webber, and carried unanimously by members present to adopt **Resolution 2025-076**, approving a contract award to Kitchell/CEM, Inc. and authorize the Fire Chief or his designee to negotiate, execute and administer an agreement materially similar to the attached agreement. Staff further recommends that the Board authorize the Fire Chief or his designee to negotiate, execute and administer an agreement with the next highest ranked proposer if, after having bargained in good faith, the District is unable to conclude a final agreement with the highest ranked proposer within ten (10) calendar days following issuance of the Notice of Award.

3. **Adopt Resolutions – FY2025 Assistance to Firefighters Grant Program (AFG) Award**
Recommendation: Adopt Resolution accepting the FY25 AFG grant and requests that the Board authorize the Fire Chief or his designee to execute all required documents for the administration of the grant award. Staff further recommend the adoption of the attached resolutions to amend the FY 2026/27 Final Budget.
Action: Moved by Director Clark, seconded by Stark, and carried unanimously by members present to adopt **Resolution 2025-077**, accepting the FY25 AFG grant and requesting that the Board authorize the Fire Chief or his designee to execute all required documents for the administration of the grant award.
Action: Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2025-078**, adopting a Budget Amendment to the Final Budget For Grants Fund 212G for Fiscal Year 2026/27.

Action: Moved by Director Jones, seconded by Clark, and carried unanimously by members present to adopt **Resolution 2025-079**, adopting a Budget Amendment to the Final Budget for General Fund 212A for the Fiscal Year 2026/27.

REPORTS

1. PRESIDENT'S REPORT - *(President Costa)*

President Costa thanked Board Clerk Rittburg and staff for establishing a process to track Board questions, assign follow-up responsibility, and provide visibility to Directors. President Costa noted that the tracking process had helped the Board and staff monitor outstanding items and that one item was closed during the Executive Committee meeting.

2. FIRE CHIEF'S REPORT — *(Acting Fire Chief Mitchell)*

Acting Fire Chief Mitchell reported on the following District matters:

Temporary Out-of-Class Assignments

Acting Fire Chief Mitchell reported to ensure appropriate leadership coverage while he serves as Acting Fire Chief during Chief House's absence (through November 4), two temporary out-of-class assignments were made, effective, yesterday (October 7):

- Assistant Chief Joe Aldrich is serving as Deputy Chief, overseeing the Support and Emergency Medical Services Branch; and
- Battalion Chief Pittman is serving as Assistant Chief/Shift Commander for C Shift.

Chapter 1

Acting Fire Chief Mitchell reported EMSA is replacing the old Chapter 13 with a new Chapter 1.1, which governs EMS system administration for every fire agency, and the draft now in public comment (closing December 11, 2026) would make concurrent jurisdiction the default, require agencies to prove continuous sole-provider service since June 1, 1980, to keep .201 rights, and eliminate any administrative appeal if recognition is denied.

Acting Fire Chief Mitchell reported an internal working group has been established with himself, Chief Aldrich, Chief Rudnicki, Kyle Macdonald and District Counsel. The group met this week to discuss our strategy and next steps.

Acting Fire Chief Mitchell stated, in coordination with Cal Chiefs, the District is completing the .201 Rights Survey, gathering historical service records, and participating in the EMS Section workshops so Metro Fire can submit its own written comment before the deadline. More updates will be provided. Acting Chief Mitchell reported the District will engage Local 522 and California Professional Firefighters (CPF) to coordinate our efforts and ensure alignment on these proposed regulatory changes.

Workers' Compensation Reserve / General Fund Reserve Policy

Acting Chief Mitchell stated, in response to Director Stark's request at the last Board meeting, staff is preparing a presentation for the October 22 Board meeting to provide an overview of the District's workers' compensation reserve, its relationship to the 15% General Fund

reserve policy, and the District's overall reserve position. The presentation will also provide an opportunity for Board discussion.

California Firefighters Memorial

Acting Chief Mitchell reported that the California Firefighters Memorial Ceremony was held on October 3, followed by a procession to the memorial site. The annual ceremony honored California firefighters who have made the ultimate sacrifice in the line of duty. No Metro Fire personnel were among those added to the memorial wall this year.

Acting Chief Mitchell expressed appreciation to everyone who attended and represented the District in honoring the fallen firefighters recognized at this year's ceremony, as well as the crews and personnel who supported the event.

OPERATIONS REPORT – *(Deputy Chief Wagaman)*

Deputy Chief Wagaman reported on the following operational matters:

Operational Unification

DC Wagaman reported the quarterly Battalion Chiefs' meeting was held at headquarters on October 6, with 22 chiefs in attendance. The meeting focused on communication, operational alignment, priorities, and improving fire and EMS delivery. The next meeting was tentatively scheduled for January 2027.

Incidents

DC Wagaman reported Metro Fire and Sacramento City Fire Department crews experienced a particularly busy night and early morning, responding to four significant structure fires across the region.

DC Wagaman reported crews first worked to extinguish a well-involved residential structure fire in the North Highlands area. While that incident was underway, a second residential fire was reported in the Florin area, where crews encountered heavy fire extending from a residence to a large, detached garage. A second alarm was requested, bringing additional resources to the scene to assist in bringing the fire under control.

While the Florin incident remained active, Metro Fire and Sacramento City Fire crews responded to a fourplex fire in the Del Paso Heights area. Crews quickly extinguished the fire using the initial assignment of resources.

During the same timeframe, Metro Fire, Sacramento City Fire, West Sacramento Fire Department, and CSD Fire responded to a three-alarm commercial building fire in downtown Sacramento.

Collectively, these four incidents required a substantial regional response, totaling six alarms of resources across multiple jurisdictions in a compressed period. This level of simultaneous activity highlights the value of our regional partnerships, automatic and mutual aid through the boundary drop system, standardized regional operating guidelines, joint training, and the trust established among our agencies. These partnerships allow us to coordinate effectively, deploy resources efficiently, and deliver a unified response when regional demands are at their greatest.

External Engagement

DC Wagaman reported he and Chief Fiorica attended the Cal-JAC 26-1 EMT Academy graduation last night. The ceremony was well attended by agency representatives, family members, and other stakeholders. A total of 36 recruits graduated, achieving one of the academy's strongest overall success rates in both physical performance and academic achievement to date.

A particularly meaningful highlight of the evening was the introduction of the Captain Robert Bruce GRIT Award. This new award recognizes a recruit who exemplifies the highest levels of character, inspiration, and motivation. It is a fitting tribute to Captain Robert Bruce and the qualities he embodied throughout his life and career. DC Wagaman reported he and Chief Fiorica were honored to witness the continuation of Captain Bruce's legacy through this recognition. In a meaningful coincidence, the ceremony took place exactly three years to the day after Captain Bruce's passing. Seeing his name and the values he represented carried forward through the next generation of emergency services professionals was both humbling and deeply meaningful. The establishment of this award ensures that Captain Bruce's legacy will continue to inspire future generations of firefighters and EMS professionals.

Director Saylors asked DC Wagaman what Metro Fire is doing to prepare for El Niño projected flooding. DC Wagaman agreed to provide the Board with an update at the next meeting.

ADMINISTRATIVE REPORT – *(Deputy Chief Fiorica)*

Deputy Chief Fiorica highlighted Human Resources activities:

DC Fiorica reported that the classification study consultant is conducting one on one interviews with members who volunteered to discuss their Position Description Questionnaires as part of the classification study authorized by the Board which allows the consultant to have a clear understanding of the positions.

DC Fiorica introduced the newest member of the Human Resources team, Todd Cullen. Todd was hired to fill the vacant Worker's Compensation Coordinator position. Todd introduced himself and stated he previously worked as a workers' compensation adjuster.

DC Fiorica highlighted the recognition that was received for our improved workers' compensation process. Through the collaborative work of this Board (in particular Directors Webber and Saylors), Labor, Wellness, Health, and Safety, and Human Resources, revised processes were created to improve the way our workers' compensation claims were being handled to benefit our members. Chief Human Resources Officer Melisa Maddux was invited to the podium and reported she was pleased to share that the Sacramento Metropolitan Fire District has been recognized as a 2026 Theo Award winner by Risk & Insurance Magazine for our innovative approach to workers' compensation and employee support. The Theo Award is a national recognition named in honor of President Theodore Roosevelt. Which recognizes organizations that demonstrate innovation, creativity, and meaningful improvements in workers' compensation programs, particularly those that improve outcomes for injured employees. Metro Fire was 1 of 4 public agencies recognized in the Government and Public Sector category, which included the City of Los Angeles, the State of Nevada, and Larimar County in Colorado. Ms. Maddox described improvements developed through collaboration among the Board, District leadership, labor representatives, Human Resources, the Wellness, Health and Safety Division, and the third-party administrator, Intercare. The work focused on improving communication, streamlining claims processing, and developing

solutions suited to the fire service. Intercare's representative, Danielle, also addressed the Board and thanked the District for its collaboration.

SUPPORT & EMERGENCY MEDICAL SERVICES – (*Deputy Chief Mitchell*)

Chief Mitchell reported on the following Support and Emergency Medical Services Branch activities and updates:

Communications and Engagement

- Fire Prevention Week: Chief Mitchell reported Metro Fire continues to promote fire safety through community outreach and education focused on common fire hazards and prevention. As part of Fire Prevention Week, the District hosted an event at the Children's Museum in Rancho Cordova, with approximately 200 community members in attendance, providing an opportunity to engage families and share important fire and life safety information.
- Rio Linda Community Town Hall: Chief Mitchell reported the Rio Linda Community Town Hall was held to provide an update on Station 116 and give community members an opportunity to ask questions and share concerns. Approximately 30 community members attended, and the event was well received and questions raised by the community were being followed up on to ensure transparency.
- Cancer Awareness Engine: Chief Mitchell reported the Cancer Awareness Engine visited Rancho Cordova City Hall for a photo opportunity with city leadership as part of Metro Fire's ongoing cancer awareness and community outreach efforts. Additional community events are planned throughout October and November.

Planning & Development

Chief Mitchell reported he and Erin Castleberry attended the Rancho Cordova Planning Commission meeting concerning the proposed Downtown Dova Development Project meeting on September 30. The Rancho Cordova Planning Commission approved the project's design review and development agreement, and the project. Chief Mitchell reported the project was expected to go before the City Council for final approval on October 26, 2026.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT – (*Captain Sean Scollard, Local 522 Vice President)*

Captain Sean Scollard, Local 522 Vice President acknowledged the District's workers' Compensation process and the collaborative work that led to the national award. He recognized the involvement of District leadership, staff, labor partners, and the City of San Diego in sharing experience and resources related to improving the program.

4. COMMITTEE AND DELEGATE REPORTS

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

A. Executive Committee – *(President Costa)*

President Costa reported that the Executive Committee met today and General Counsel Sangster reviewed the Board's Policies and Procedures in relation to Rosenberg's Rules of Order and Robert's Rules of Order. The Committee concluded that the Board's policies and procedures were consistent with and complemented Rosenberg's Rules of Order. The Clerk was asked to distribute the policies to the Board. The item was marked closed on the Board's follow-up tracker.

President Costa reported that the Executive Committee also discussed Board Goal No. 3 – Provide Innovative Service Delivery: The Committee discussed the first two of four projects. For uninterrupted emergency service delivery, the Committee agreed to use the following working definition: "Uninterrupted service means sustaining planned emergency-response capability and station or unit availability without avoidable staffing-driven service interruptions." Staff were to continue evaluating processes, draft key performance indicators, and bring the work to a committee for further review. The Committee also discussed a proactive service-delivery dashboard to capture trends, opportunities, and budget considerations for Board visibility and direction. The Committee emphasized that operations must retain the ability to respond to staffing and operational needs while a more comprehensive, data-driven plan is developed.

President Costa reported since two items remained for discussion, the Executive Committee requested a special meeting to be held on October 22, 2026.

B. Communications Center JPA – *(Deputy Chief Fiorica)*

No Report

C. Finance and Audit Committee – *(Director Jones)*

No Report

D. Policy Committee – *(Director Clark)*

Director Clark reported that the Policy Committee met tonight and discussed revisions to the Travel and Conference Expense Policy. The policy is expected to come before the full Board at its next meeting. The next Policy Committee meeting was scheduled for November 12, 2026.

BOARD MEMBER QUESTIONS AND COMMENTS

Director Clark thanked District staff and the organization for their work supporting employee safety, workers' compensation improvements, and employee wellness. He also congratulated the retirees.

Director Saylors thanked staff who participated in the Rio Linda Community Town Hall concerning Station 116. Director Saylors requested that the District consider installing a fence around the vacant Station 116 property to improve security.

Director Goold congratulated the retirees and expressed hope that retirement commendations would be presented closer to the individuals' retirement dates in the future. He also congratulated the District, labor representatives, and staff on the workers' compensation program improvements and national recognition.

Director Webber congratulated the retirees and thanked Human Resources, the third-party administrator, Local 522, Chief House, Director Saylors, and the District team for their work on workers' compensation improvements. Director Webber also requested that, at a future meeting, the Fire Chief and General Counsel Sangster advise the full Board of all ongoing investigations, their status, whether outside entities were conducting any investigations, and the associated costs of outside investigations. Acting Fire Chief Mitchell acknowledged the request.

President Costa thanked the organization for its work and noted the District's efforts to respond to changing community needs.

CLOSED SESSION:
The Board recessed to closed session at 7:22 p.m. on the following matter(s):

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to California Government Code Section 54957.6

A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Sacramento Area Fire Fighters Local 522

B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Battalion Chiefs Bargaining Group, Sacramento Area Fire Fighters Local 522

C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Administrative Support Personnel (ASP) Affiliate of Sacramento Area Fire Fighters Local 522

D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Safety Senior Management, Management and Unrepresented Confidential Employees

E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Non-Safety Senior Management, Management and Unrepresented Confidential Employees

F. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: EMT and Paramedic Memorandum of Understanding

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –
Pursuant to California Government Code Section 54956.9: One Case
Significant exposure to litigation pursuant to Paragraph (2) of subdivision (d) of section 54956.9. Pending confidential personnel investigation.

3. Public Employee Performance Evaluation: Fire Chief
Pursuant to Government Code Sections 54957(b)(1)

CLOSED SESSION REPORT OUT:

The Board reconvened in open session at 8:26 p.m. General Counsel Ian Sangster reported that the Board met in closed session on six items:

1. Conference with Labor Negotiator; the Board met with its designated labor negotiator; no reportable action was taken in closed session.

2. Conference With Legal Counsel, Anticipated Litigation; no reportable action was taken in closed session.

3. Public Employee Performance Evaluation: Fire Chief; no reportable action was taken in closed session.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

https://metrofire.ca.gov/2026-10-08-board-meeting

https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA

ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

John Costa, Board President

Brian Rice, Secretary

Marni Rittburg, CMC
Board Clerk