Sacramento Metropolitan Fire District

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

ADAM A. HOUSE
Fire Chief

EXECUTIVE COMMITTEE – REGULAR MEETING AGENDA
THURSDAY, MARCH 12, 2026 – 4:30 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=SFlLQ1Znd25RSmlhdXZVQVh4d1VWZz09

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 February 12, 2026.

PRESENTATION & DISCUSSION ITEMS

1. **Classification & Compensation Study** — **
   (Chief Human Resources Officer Melisa Maddux)
2. **Strategic Plan Update** — **
   (Chief Development Officer Jeff Frye)
3. **Board Goal #4: Strengthen & Expand Communications** — **
   (Deputy Chief Mitchell & Chief Development Officer Jeff Frye)
4. **Preliminary Budget Preparation** — **
   (CFO Dave O' Toole)

ADJOURNMENT

NEXT MEETING DATE: April 9, 2026

Posted on March 9, 2026

Marni Rittburg
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, February 12, 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. 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 January 8, 2026.
   Action: Approved the Action Summary Minutes.

PRESENTATION & DISCUSSION ITEMS

1. **Board Policies & Procedures – Developments/Updates**
   a. Board Policy on Executive Committee to meet more frequently
   Action: Direction was provided to amend the Board of Directors Policies & Procedures, page nine, 29 a. Board Committees, to convene monthly at 4:30 p.m. on the second Thursday of each month. In addition, amend Appendix B, Executive Committee Charter to reflect the frequency of meetings. Will bring to the full Board for adoption at a future meeting.

2. **Strategic Plan Discussion**
   Action: President Costa and Office of Fire Chief to email Strategic Planning Consultant Mr. Weiss, directing him to work directly with Chief Development Officer Jeff Frye to get the final two documents needed to move the strategic plan forward.

3. **Concise Communication**
   a. Priorities
   b. Due Dates
   c. Direction

Action: Discussed internal communications, transparency between labor and management, external communications, and communications with stakeholders to ensure everyone understands what our goals and priorities are. Discussed streamlining communications, developing a communication plan, and an operational dashboard. Will discuss expanding communications at the March meeting.

ADJOURNMENT

The meeting adjourned at 5:14 pm.

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John Costa, President

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Marni Rittburg, Clerk of the Board