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, June 11, 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, Goold, Jones, Rice, Saylors, Webber, and Wood. Board members absent: Costa, and Stark. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS

No public comments were received.

CONSENT ITEMS

Moved by Director Jones, seconded by Rice, 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 May 28, 2026.
   Action: Adopted the Action Summary Minutes.

2. **Professional Services Agreement – Integrated Communications Strategies, LLC**
   Recommendation: Authorize the Fire Chief to execute a Professional Services Agreement with Integrated Communications Strategies, LLC for a two-year term, with two one-year extension options, consistent with the terms outlines in the agreement.
   Action: Approved

3. **Adopt Resolutions – General District Election – November 3, 2026**
   Recommendation: Adopt Resolutions calling for the November 3, 2026 General District Election and requesting consolidation of this election with the Statewide General Election, and requesting that Sacramento County and Placer County provide election services for this election.
   Action: Adopted **Resolutions 2026-029 & 2026-030**.

4. **Disclosure of Material Expenditure – Excess Workers' Compensation Insurance – Safety National Casualty Corporation - $499,985.00**
Recommendation: Authorize a payment of $499,985.00 to Safety National Casualty Corporation for Excess Workers' Compensation Insurance.
Action: Approved

5. **Disclosure of Material Expenditure – Insurance Broker Services – USI Insurance Services - $50,000.00**
Recommendation: Authorize a payment of $50,000.00 to USI Insurance Services for insurance brokerage services.
Action: Approved

6. **Adopt Resolutions – Amendments to the 2025/26 Midyear Budget**
Recommendation: Adopt Resolutions amending the 2025/26 Midyear Budget.
Action: Adopted **Resolutions 2026-031, 2026-032, 2026-033, 2026-034, 2026-05, and 2026-036.**

7. **Adopt Resolution – Measure O Determinations for Reconstruction of Stations 23, 61, and 112**
Recommendation: Adopt Resolution determining that the reconstruction of Stations 23, 61, and 112 is more cost-effective and operationally efficient than repair and renovation, consistent with the requirements of Measure O.
Action: Adopted **Resolution 2026-037**.

8. **Adopt Resolution – Contract Award Recommendation – Employee Assistance Program**
Recommendation: Adopt Resolution approving a contract award to CONCERN: Employee Assistance Program and authorize the Fire Chief or his designee to negotiate, execute, and administer an agreement materially similar to the attached agreement. This contract shall be in effect for three years from the date of agreement and may be extended for up to two additional twelve-month periods.
Action: Adopted **Resolution 2026-038**.

PRESENTATION ITEMS

1. **Recruitment and Retention Update – AB 2561**
(Chief HR Officer Melisa Maddux, Captain Tim White & Captain Jim Ellis)
Recommendation: Receive the presentation.
Action: Presentation received.

ACTION ITEMS:

1. **Adopt Resolution – Measure O Independent Citizens' Oversight Committee Appointments**
(Director of Government Affairs Kyle Macdonald)
Recommendation: Adopt Resolution appointing the Measure O Independent Citizens' Oversight Committee (ICOC) and authorize the Clerk of the Board to serve as the Clerk of the ICOC.
Action: Moved by Director Wood, seconded by Jones, and carried unanimously by members present to adopt **Resolution 2026-039.**

2. **Adopt Resolution – Capital Improvement Plan FY 26/27 – 30/31**
(Administrative Analyst Erin Castleberry)
Recommendation: Receive presentation and adopt Resolution adopting the Capital Improvement Plan FY 2026/2027 – FY 2030/2031.
Action: Moved by Director Jones, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-040.**

3. **Adopt Resolutions – FY 2026/27 Preliminary Budget**
(Chief Financial Officer Dave O'Toole)
Recommendation: Receive presentation and adopt the Resolutions adopting the Preliminary Budget for the fiscal year ending June 30, 2027.

A. Resolution – 2026/27 Preliminary Budget for the General Operating Fund 212A
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-041.**

B. Resolution – 2026/27 Position Authorization Document
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-043.**

C. Resolution – 2026/27 Preliminary Budget for the Capital Facilities Fund 212D
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-042.**

D. Resolution – 2026/27 Preliminary Budget for the Grants Fund 212G
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-044.**

E. Resolution – 2026/27 Preliminary Budget for the Development Impact Fees Fund 212I
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-045**.

F. Resolution – 2026/27 Preliminary Budget for the Leased Properties Fund 212L
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-046**.

G. Resolution – 2026/27 Preliminary Budget for the Measure O Debt Service Fund 212N
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-047**.

H. Resolution – 2026/27 Preliminary Budget for the Measure O Building Fund 212O
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-048**.

I. Resolution – 2026/27 Preliminary Budget for the Special Projects Fund 212S
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-049**.

REPORTS

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

No report.

2. FIRE CHIEF'S REPORT — *(Chief House)*

Appointment
It is with great pride that I announce the appointment of Parker Wilbourn to the rank of Assistant Chief, effective June 15, 2026. Chief Wilbourn has been assigned as the Chief Executive Director of the Sacramento Regional Fire/EMS Communications Center (SRFECC) for a two-year term, commencing on July 1, 2026.

Professional Development
This week, I had the opportunity to attend the annual conference of the International Association of Fire Chiefs Metro Chiefs Section in Milwaukee. The conference was great and provided a valuable opportunity to collaborate with fire service leaders from across the country and internationally.

OPERATIONS REPORT – *(Deputy Chief Wagaman)*

DC Wagaman provided an update on the Metro Medic Program (MMP) staffing efforts. On May 18, Medic 626 was browned out, resulting in a significant reduction in mandatory callbacks. However, during the week of May 25 and June 1, we observed an uptick in mandatory callbacks. In response, we released an updated MMP staffing contingency bulletin on June 4, which identified an additional brownout on June 8 for Medic 661, allowing M61to be upstaffed with available suppression personnel on a voluntary basis. Since implementing these measures, we have seen a notable decrease in mandatory callbacks (0 in the last 4 day) within the MMP. With the next Fire Academy commencing in just over a week, we will continue to monitor MMP staffing and make necessary adjustments as needed.

Next, I would like to spotlight some upcoming promotions. I extend my heartfelt congratulations to:

> Captain Montgomery, who will be promoted to the position of Battalion Chief effective June 15.
>
> Firefighter Sweeters on his promotion to Fire Captain effective June 16.

<u>Engineer Promotional Process & Promotions</u>

I would also like to thank Human Resources, the Training Division, and the numerous assessors who aided in the recent engineer examination process. Congratulations are in order for the 25 candidates who successfully completed this process and are now on the eligibility list. We will be proceeding with the next round of engineer promotions on June 16.

Congratulations in advance to future engineers:

- Kevin Steward – A Shift, E23
- Thomas Atkins – A Shift, E53
- Jacob Koontz – A Shift, E105
- David Smith – A Shift, E108
- Filip Chayka – C Shift, E105

This eligibility list will been in effect until June 10, 2028

On June 3, Battalion Chief quarterly meeting was held here at headquarters, which had a record attendance of 23 chief officers. This three-hour meeting provided us with an opportunity to reinforce our communication processes, ensure that we are aligned in our objectives to maintain unity, and guarantee that our performance remains a high priority. The Battalion Chiefs also took this opportunity to report on the impressive work being accomplished in over 40 focus areas.

One significant focus area is our wildland annual refresher training initiative. Specifically, Battalion Chiefs Chris Vestal and Jason Vestal have developed a comprehensive wildland refresher training program for this year, which includes didactic sessions, tabletop exercises, and live fire training. This represents a significant undertaking, as it includes all suppression members. As of now, the didactic and tabletop portions have been completed, and we are moving into the live fire component, scheduled to occur this month.

To provide a more detailed report on the Battalion Chief focus areas, from the eyes of the 5 Operations Assistant Chiefs, as well as an in-depth overview of this year's wildland annual refresher training, Operations will be providing you a thorough presentation on July 9.

ADMINISTRATIVE REPORT – *(Deputy Chief Fiorica)*

No Report

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

No Report

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT

Captain Russ Gardner, Director, Local 522 congratulated the 25 members who successfully completed the engineer promotional process and recognized the significant preparation required to participate. Extended congratulations to all upcoming promotions, including Battalion Chief Montgomery, Captain Sweeters, and the newly promoted engineers. Recognized the launch of Academy 26-1 and thanked the Drill Instructor (DI) staff for their commitment to training future firefighters. Emphasized that academy staffing is a collaborative effort requiring members throughout the organization to fill vacancies created when personnel are assigned as DI. Thanked staff for the recruitment and retention presentation and acknowledged the ongoing challenges in attracting and retaining personnel. Stated that competitive wages, benefits, and working conditions remain critical factors in making Metro Fire an employer of choice. Encouraged continued investment in workforce development programs, citing the former paramedic intern program as an example of a successful long-term investment that produced many current leaders within the organization. Noted concerns that firefighter staffing levels are currently below the historical benchmark used to maintain operational coverage. Expressed concern that efforts to address MMP staffing shortages by closing ambulance units or relying on firefighter staffing may place additional strain on firefighter resources. Explained that maintaining ambulance coverage through firefighter staffing is dependent on overtime availability and employee willingness to work additional shifts. Reiterated Local 522's commitment to working collaboratively with administration to identify long-term staffing solutions. Mr. Gardner thanked staff for the budget presentation and reminded the Board that financial projections are estimates that may change over time and noted that the District has historically performed better than projected in some fiscal years

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)*

No Report

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

No Report

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

No Report

D. Policy Committee – *(Director Clark)*

The Policy Committee met tonight and moved two policies to the full Board at a future meeting. Those policies are the Reinstatement Policy and the Disruption of Telephonic or Internet Service During Public Meetings.

BOARD MEMBER QUESTIONS AND COMMENTS

No Reports.

CLOSED SESSION:

The Board recessed to closed session at 8:06 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

CLOSED SESSION REPORT OUT:

The Board reconvened in open session at 9:14 p.m. General Counsel John Lavra reported that the Board met in closed session on one item:

1. Conference with Labor Negotiator; the Board met with its designated labor negotiator; 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/2026-06-11-board-meeting

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

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

John Costa, Board President

Brian Rice, Secretary

Marni Rittburg, CMC
Board Clerk