# Sacramento Metropolitan Fire District

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## ADOPTED
## ACTION SUMMARY MINUTES

**EXECUTIVE COMMITTEE**
**SACRAMENTO METROPOLITAN FIRE DISTRICT**
**Thursday, March 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 absent: Secretary Rice. Staff present: Deputy Chief Mitchell 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 February 12, 2026.
   **Action:** Approved the Action Summary Minutes.

**PRESENTATION & DISCUSSION ITEMS**

1. **Classification & Compensation Study**
   (Chief Human Resources Officer Melisa Maddux)
   **Action:** CHO Maddux reported the final contract for the study with Gallagher Benefit Services is not yet complete; currently under legal review by both parties. Expected completion: within 1–2 weeks. The study will be conducted in two phases: Phase 1 – Compensation Study; the initial five weeks will focus on the Captain, EMT, and Paramedic ranks (priority for negotiations). Followed by all remaining classifications (day staff, represented and unrepresented). Phase 1 is expected to take approximately four months. Phase 2 – Classification Study; will consist of a comprehensive review of job descriptions, organizational structure and staffing levels across divisions. This may include individual employee meetings to validate that the job description matches their actual duties. The estimated duration of phase 2 is approximately 6 months. Gallagher will make a presentation to the Board upon the finalization of the contract.

2. **Strategic Plan Update**

*(Chief Development Officer Jeff Frye)*

**Action:** CDO Frye reported that following the recent Board workshop, several follow-up items were identified to advance development of the strategic plan. Subsequent discussions occurred between staff, including President Costa, and The Weiss Group to clarify the remaining scope of work and contractual obligations. It was determined that the original scope of work under the existing contract with the Weiss Group has been completed. Any additional work to finalize the Strategic Plan would require the execution of a new contract. Staff noted that the current Strategic Plan should be considered a strong preliminary outline rather than a finalized document. Additional work is needed to produce a comprehensive, professional plan reflective of the District and comparable to those of larger fire agencies within the state. To inform next steps, staff conducted research and reviewed strategic plans from agencies such as Cal Fire and the Los Angeles Fire Department. Based on this review and prior Board discussions, staff developed a general vision for the completed document, incorporating Metro Fire–specific priorities identified during the workshop. Staff proposed engaging Integrated Communications Strategies (ICS), a firm with which Metro Fire has an existing relationship. ICS has completed similar work for multiple agencies in the Sacramento Valley, including the City of Sacramento and other public sector organizations. Staff recommended initiating discussions with ICS to better understand Board expectations, define the scope of work, and determine a path forward for completing the Strategic Plan. It was noted that a direct conversation between the Executive Committee and the firm would be beneficial to ensure alignment with Board intent. The Executive Committee provided feedback to bring ICS to the next Executive Committee meeting.

3. **Board Goal #4: Strengthen & Expand Communications**

(Deputy Chief Mitchell & Chief Development Officer Jeff Frye)

**Action:** CDO Frye reported the executive committee identified four projects related to the strategic plan in to strengthen and expand communications. The following four projects were identified: Project #1: Executive Staff/Board Communications. Project #2: Labor Management Communications. Project #3: District to member communication. Project #4: External communication. We took that back to executive staff and to discuss how we're going to break up the work. CDO Frye will be taking projects number one and four. DC Mitchell will be taking projects number two and three. The approach is to break up each project into four phases and check in with the Executive Committee at each phase. There was a discussion on the frequency of labor management meetings and having the right people in the room. Staff will come back to the April meeting with some ideas on how to move project #1: Executive Staff/Board Communications and project #2: Labor Management Communications forward.

4. **Preliminary Budget Preparation**

*(CFO Dave O' Toole)*

**Action:** CFO O' Toole explained the Preliminary Budget Process and timelines. Divisions are invited to a kick-off meeting that took place on February 23, 2026 where Finance staff explained the current budget context (restrained budgets forecasted), the process to submit budgets, reminders on what's expected in Oracle and writing division narratives. Divisions have until this Friday, March 13 to input their requests in the budget system. Divisions will meet with executive staff to go over their budget requests on March 23 and March 24. Divisions must submit their narratives to Finance for the budget report by April 24. On April 27 staff will do a initial look at the Position Authorization Document (PAD) to make sure all sides, operations, HR, and Finance agree on what's been proposed and expected next year. On May 5 executive staff will meet to review the Preliminary budget and Preliminary CIP. On May 28 the Preliminary Budget and Preliminary CIP will go to the Finance and Audit Committee. On June 11 the Preliminary Budget and Preliminary CIP will go to full board. Board Clerk Rittburg will send the Boards budget worksheet to the full Board to get their input.

**ADJOURNMENT**

The meeting adjourned at 5:40 pm.

John M Costa
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John Costa, President

Marni Rittburg
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Marni Rittburg, Clerk of the Board