Sacramento Metropolitan Fire District

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ADAM A. HOUSE
Fire Chief

ACTION SUMMARY MINUTES

MEASURE O INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE
INAUGURAL SPECIAL MEETING
TUESDAY, SEPTEMBER 22, 2026

Held at the following location:

SACRAMENTO METROPOLITAN FIRE DISTRICT

CALL TO ORDER

The special meeting was called to order at 6:04 p.m. by Board Clerk Marni Rittburg.

ROLL CALL

Attendee Name	Title	Status
Amanda Ponce	Member	Present
Chuck Berdan	Member	Present
Joan Pederson	Member	Present
Jodie Monaghan	Member	Present
Joseph Waltz	Member	Present
Mario Rodriguez	Member	Present
Nick Bloise	Member	Absent
Sarah Toolajian	Member	Present
Taylor Haven	Member	Present
Brent Chapman	Alternate	Present
Darcy Blessing	Alternate	Present
Jodi Ash	Alternate	Present

Alternate Darcy Blessing filled in for Member Nick Bloise as a voting member.

PUBLIC COMMENTS

There were no public comments.

1. PRESENTATION ITEMS

- **Staff and Committee Introductions**
  (Director Shawn Stark & Acting Fire Chief Mitchell)

  Director of Government Affairs Kyle Macdonald introduced himself and welcomed Members to the Committee. Director Stark introduced himself and spoke regarding the purpose and importance of the committee. Acting Fire Chief Adam Mitchell introduced himself and expressed appreciation to the voters for passing Measure O and thanked the Members for helping maintain fiscal transparency. Other District staff introduced themselves to the Members. Committee Members each gave a brief introduction of themselves.

- **Metro Fire and Measure O Overview**
  (Administrative Analyst Erin Castleberry)

  Administrative Analyst Erin Castleberry introduced herself and provided an overview of how Metro Fire is organized and encouraged the committee members to visit the District's webpage. Ms. Castleberry provided an overview of the permitted use of general obligation bond proceeds, bond accountability, reviewing and reporting responsibilities, and how projects are identified and prioritized.

- **ICOC Overview**
  (Director of Government Affairs Kyle Macdonald)

  Director of Government Affairs Kyle Macdonald provided an overview of the Measure O ICOC purpose, responsibilities, eligibility, support and resources.

- **Conducting Committee Business: An Overview of the Brown Act, Committee Governance, and Committee Code of Conduct**
  (Director of Government Affairs Kyle Macdonald & General Counsel Ian Sangster)
  General Counsel Ian Sangster provided an overview of the Brown Act, the spirit of the Brown Act. Mr. Sangster explained all meetings shall be open to the public, held in the District's Board Chambers, conducted in compliance with open meeting laws, the Committee acts only on properly agendized items, and deliberates only in noticed open session. Mr. Sangster stated that serial communication among a majority of members outside a meeting — by email, text, or intermediary — is not permitted.

  Director of Government Affairs Kyle Macdonald explained the Committee will elect a Chairperson and a Vice Chairperson from its members annually, to facilitate meetings and represent the Committee in public forums; officers will serve one-year terms. Mr. Macdonald provided a brief overview of the Code of Conduct, Charter Compliance, Eligibility Verification Agreement, and Standards of Conduct.

2. ACTION ITEMS

- **Election of Officers**
  (Clerk of the Board Marni Rittburg & Committee)
  Recommendation: Nominate and elect a Chairperson (1-year term) to facilitate meetings and represent the Committee in public forums and nominate and elect a Vice Chairperson to act in absence of Chair (1-year term).
  Action: Motion by Rodriguez, seconded by Toolajian, and carried unanimously by members present to nominate Jodie Monaghan as Chairperson.
  Action: Motion by Berdan, seconded by Toolajian, and carried unanimously by members present to nominate Mario Rodriguez as Vice Chairperson.

- **Schedule Next Meeting**
  (Committee Chair & Clerk of the Board Marni Rittburg)
  Recommendation: Action/discussion to establish the date of the annual meeting.
  Action: Motion by Monaghan, seconded by Rodriguez, and carried unanimously by members present to set the next meeting for Wednesday, November 4, 2026.

3. Committee Member Comments

No additional comments.

4. Adjournment

The meeting adjourned at 7:18 p.m.

Jodie Monaghan, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board