



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

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

## EXECUTIVE COMMITTEE – SPECIAL MEETING THURSDAY, FEBRUARY 10, 2022 – 4:30 P.M.

Sacramento Metropolitan Fire District

Remotely Via Zoom

Phone: (669) 900-6833

Webinar ID: 819 1376 4093#

Passcode: 458 167 716#

### COMMITTEE MEMBERS

President Cinthia Saylor

Vice President D'Elman Clark

Secretary Walt White

### CALL TO ORDER

### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN COMMITTEE'S SCOPE INCLUDING ITEMS ON OR NOT ON AGENDA

### CONSENT AGENDA

1. **Action Summary Minutes**

**Recommendation:** Approve the Action Summary Minutes for meeting of January 13, 2022.

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### ACTION ITEMS

1. **Guidelines for Observing Negotiations Meetings**

*(President Saylor)*

**Recommendation:** Review the guidelines related to a Board Member observing negotiations meetings.

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### ADJOURNMENT

NEXT MEETING DATE: TBA

Posted on February 7, 2022

Melissa Penilla, Clerk of the Board



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## ACTION SUMMARY MINUTES

### EXECUTIVE COMMITTEE – SPECIAL MEETING SACRAMENTO METROPOLITAN FIRE DISTRICT Thursday, January 13, 2022 Held Remotely Via Zoom

#### CALL TO ORDER

The meeting was called to order at 5:30 p.m. by President Saylor. Committee members present: President Saylor, Vice President Clark, and Secretary White. Committee members absent: None. Staff present: Chief Harms and Board Clerk Penilla.

**PUBLIC COMMENT:** None

#### CONSENT AGENDA

1. **Action Summary Minutes**

**Recommendation:** Approve the Action Summary Minutes for meeting of January 14, 2021.

**Action:** Moved by Clark, seconded by White, and carried unanimously to approve the Action Summary Minutes.

#### ACTION ITEMS

1. **Board, Committee and Delegate Appointments** (*President Saylor*)

**Recommendation:** Appoint members to serve on the following:

- A. Finance and Audit Committee
- B. Policy Committee
- C. Regional Fire/EMS Communication Center JPA
- D. California Fire and Rescue Training Authority JPA
- E. City of Citrus Heights 2 x 2 Committee
- F. City of Rancho Cordova 2 x 2 Committee
- G. Sacramento County 2 x 2 Committee
- H. Reserve Firefighters Qualification Review Commission
- I. California Special Districts Association
- J. Fire Districts Association of California

**Action:**

On a motion by Director Clark it was recommended Director Clark be appointed as the alternate to the Finance and Audit Committee, and Director Saylor removed, seconded by White, and passed unanimously by members present.

#### ADJOURNMENT

The meeting adjourned at 5:37 p.m.

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Cinthia Saylor, President

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Melissa Penilla, Clerk of the Board



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**DATE:** February 10, 2022  
**TO:** Executive Committee  
**SUBJECT:** Guidelines for Observing Negotiations Meetings

## TOPIC

At the board meeting on January 27, 2022 the Board President brought forward and received support of the full board, to have a Board Member representative at negotiations meetings.

## DISCUSSION

The following will be used as guidelines for Board members to define the intent, actions, and expectations while observing negotiations meetings:

1. During an open meeting a query of observers will be completed.
2. The President and Board Clerk shall keep a list of said volunteers. Board members may remove themselves or add themselves at any time.
3. When negotiations meetings are scheduled, the Board Clerk will reach out to the Board Member volunteers to determine who can attend. It is the intent of the Board to not disrupt or prevent any negotiations meeting because of scheduling conflict. The first Board member available will be assigned.
4. Board members will arrive at the scheduled meeting place or Zoom link on time. If unable to be on time due to traffic or other issues, please call the Board clerk to notify.
5. The duties of the observer are limited to the following: listen, observe, take notes for personal use i.e. to jog one's memory. No recorders or video devices of any kind.
6. Observers are reminded not to intervene in the negotiation process. You are there to be an unimpassioned observer. It is important to follow Brown Act guidelines. Board Members will be asked to bring observations to agenda meetings.

## RECOMMENDATION

The Executive Committee will finalize guidelines and refer to the full Board for a query of observers.

Submitted by:

Cynthia Saylor  
Board President