



MARK A. WELLS
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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE
THURSDAY, NOVEMBER 12, 2015 – 5:30 P.M.
SACRAMENTO METROPOLITAN FIRE DISTRICT
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chairperson Scheidegger. Committee members present: Barnes, Goold, and Scheidegger. Committee members absent: None. Staff present: Chief Wells and Board Clerk Penilla.

PUBLIC COMMENT: None

CONSENT AGENDA

Action: Moved by Goold, seconded by Barnes, 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 October 8, 2015.

Action: Approved the Action Summary Minutes.

ACTION ITEM

1. **Travel and Conference Policy (DC Holbrook)**

Recommendation: Consider revisions to the Travel and Conference Expenses Policy and refer to the Board.

Director Goold requests staff review the flexibility of hotel choice, due to functionality, safety concerns, and travel time with approval by the employees' supervisor. While 6B does allow some flexibility, this section will be elaborated on.

Director Scheidegger requests staff to review Section 8, Transportation Expenses to allow for flexibility in vehicle choice, for example the ability to choose a van when multiple employees are traveling together and more cost effective.

Action: Moved by Goold, seconded by Barnes, and carried unanimously to approve the revisions with suggested changes to the Travel and Conference Policy and forward to the full Board for consideration.

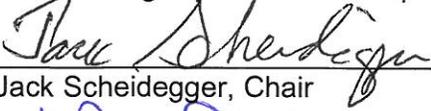
2. **Procurement Card Policy (CFO Thomas)**

Recommendation: Consider revisions to the Procurement Card Policy and refer to the Board.

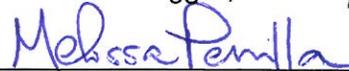
Action: Moved by Goold, seconded by Barnes, and carried unanimously to approve the revisions to the Procurement Card Policy and forward to the full Board for consideration.

ADJOURNMENT

The meeting adjourned at 5:42 p.m.



Jack Scheidegger, Chair



Melissa Penilla, Clerk of the Board