



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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POLICY COMMITTEE – REGULAR MEETING AGENDA

Thursday, August 13, 2026 – 5:30 p.m.

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Boardroom, Suite 200, 2nd Floor
Mather, California

&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

☎ Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

COMMITTEE MEMBERS

Director D'Elman Clark - Chair

Director Cinthia Saylor

Director Ted Wood

Director Grant Goold - Alternate

CALL TO ORDER & ROLL CALL

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

CONSENT AGENDA

The Consent Agenda is acted upon with one motion unless a committee member requests separate discussion and/or action.

Page No.

1. Action Summary Minutes

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Recommendation: Approve the Action Summary Minutes for the meeting of July 9, 2026.

ACTION ITEMS

1. Policy 127.01 – Anonymity and Confidentiality Policy

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(Chief Human Resources Officer Melisa Maddux)

Recommendation: Approve Board Policy 127.01 Anonymity and Confidentiality Policy be archived. Provide direction on the Policy Committee's role in the review and approval process for archiving Board policies.

NEXT MEETING DATE: September 10, 2026

ADJOURNMENT

Posted on August 10, 2026

Marni Rittburg

Marni Rittburg, CMC, CPMC
Clerk of the Board

** No written report



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE

THURSDAY, JULY 9, 2026

SACRAMENTO METROPOLITAN FIRE DISTRICT

&

Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:32 p.m. by Director Clark. Committee members present: Clark, Saylor, and Wood. Committee members absent: None. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS: None

CONSENT AGENDA

Action: Moved by Wood, seconded by Saylor, 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 meeting of June 11, 2026.

Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

1. **Administrative Policy 02.003.03 – Investigations Policy**

(Chief Human Resources Officer Melisa Maddux)

Recommendation: Administrative Policy review is for informational purposes only as previously directed by the Policy Committee.

Action: Mrs. Maddox presented revisions to the existing Investigations Policy. She explained that the revisions are intended to clarify existing practices and responsibilities related to employee investigations. As an administrative policy, the item was presented for committee review only and does not require Board action.

ADJOURNMENT

The meeting adjourned at 5:38 p.m.

Director Clark, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: August 13, 2026
TO: Policy Committee Members
SUBJECT: Archive Board Policy
Policy 127.01 – Anonymity and Confidentiality Policy

TOPIC

Archive Board Policy 127.01 Anonymity and Confidentiality Policy. Discussion on procedures for archiving Board policies.

DISCUSSION

Attached is Board Policy 127.01 Anonymity and Confidentiality Policy. The purpose of the policy is to provide guidance regarding anonymous and confidential reporting.

The District has determined that the Anonymity and Confidentiality Policy 127.01 should be archived. The policy is not being replaced by a single all-encompassing policy. Rather, all the provisions addressing anonymous reporting and confidentiality are already incorporated into several existing policies, including the Non-Discrimination Policy, Non-Retaliation Policy, Workplace Harassment Policy, and Workplace Violence Policy. As a result, the standalone policy is no longer necessary.

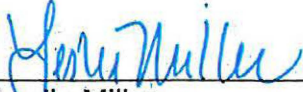
Currently, the District does not have an established procedure for archiving Board policies. As part of this discussion, the District is requesting the Policy Committee's input on whether the Committee would like to participate in the review and approval process for archiving Board policies. Establishing a formal procedure will provide consistency and clarity for future policy maintenance.

RECOMMENDATION

Approve Board Policy 127.01 Anonymity and Confidentiality Policy be archived.

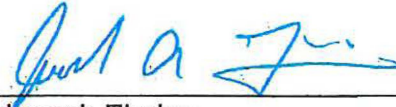
Provide direction on the Policy Committee's role in the review and approval process for archiving future Board policies.

Submitted By:



Leslie Miller
Human Resources Analyst II

Approved By:



Joseph Florica
Deputy Chief of Administration

Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Anonymity – Confidentiality OVERSIGHT: Administration
POLICY NUMBER: 127.01 EFFECTIVE DATE: 04/23/09 REVIEW DATE:

Background

The District encourages a system for employees to report problems, violations, and concerns. This policy is designed to promote this culture by permitting employees to report anonymously or in confidence, problems, concerns, and potential violations of federal, state, local laws, regulations, Code, and policies and procedures by contacting the District's General Counsel and/or Human Resources Manager directly.

Purpose

To provide written guidance relating to anonymous and confidential reporting.

Related Policy

1. Non-Retaliation Policy

Policy

1. All employees are encouraged to report misconduct and concerns in the workplace, including actual or potential violations of law, regulation, policy, procedure, or the Code either anonymously or in confidence.
2. Employees who report problems and concerns in good faith will be protected from any form of retaliation or retribution.
3. Employees cannot exempt themselves from the consequences of their own misconduct by reporting the issue, although self-reporting may be taken into account in determining the appropriate course of action.
4. Callers may remain anonymous and if they identify themselves, shall have their confidentiality protected to the limit of the law.

Procedures

1. Anyone with knowledge of a potential violation of law, regulation, District Code, policies or procedures, are encouraged to report that information to the Office of General Counsel and/or Human Resources Manager. Having knowledge of and failing to report a potential violation may result in appropriate disciplinary action.
2. Reporting anonymously can be done by calling directly to the Fire Chief, Human Resources Manager, General Counsel, or any member of the Board of Directors.
3. No attempt will be made to identify callers who requests anonymity and when they disclose their identity, it shall be held in confidence to the fullest extent practical or allowed by law.

4. Determinations as to the limit of confidentiality under the law will be made by the Fire Chief in consultation with the District's General Counsel.