



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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

POLICY COMMITTEE – REGULAR MEETING AGENDA

Thursday, May 14, 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 Ted Wood – Vice Chair

Director Cinthia Saylor

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.

- | | | |
|----|---|-----------------------------|
| 1. | Action Summary Minutes | <u>Page No.</u>
2 |
| | Recommendation: Approve the Action Summary Minutes for the meeting of April 9, 2026. | |

ACTION ITEMS

- | | | |
|----|---|----------|
| 1. | Board Policy 01.024.02 – Fraud, Theft, and Corruption Policy
<i>(Chief Human Resources Officer Melisa Maddux)</i>
Recommendation: Approve the revisions to the Fraud, Theft, and Corruption Policy, and refer to the full Board for approval. | 4 |
|----|---|----------|

NEXT MEETING DATE: June 11, 2026

ADJOURNMENT

Posted on May 11, 2026

Marni Rittburg, CMC, CPMC
Clerk of the Board

** No written report



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, APRIL 9, 2026 SACRAMENTO METROPOLITAN FIRE DISTRICT & Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Director Saylor. 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 Clark, 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 February 12, 2026.

Action: Approved the Action Summary Minutes.

ACTION ITEMS

1. **Election of Officers**

Recommendation: Elect a Chair and Vice Chair to the 2026 Policy Committee.

Action: Moved by Saylor, seconded by Wood, and carried unanimously by members present to nominate Director Clark as Chair of the 2026 Policy Committee.

Action: Moved by Saylor, seconded by Clark, and carried unanimously by members present to nominate Director Wood as Vice Chair of the 2026 Policy Committee.

PRESENTATION ITEMS

1. **Administrative Policy – 02.024.02 Public Records Act Policy**

(Chief Human Resources Officer Melisa Maddux)

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

Action: Approved

ADJOURNMENT

The meeting adjourned at 5:42 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: May 14, 2026
TO: Policy Committee Members
SUBJECT: Revision of Board Policy
Policy 01.024.02 – Fraud, Theft, and Corruption Policy

TOPIC

Review edited Board Policy 01.024.02 Fraud, Theft, and Corruption Policy.

DISCUSSION

Attached is the edited Fraud, Theft, and Corruption Policy 01.024.02. The District supports values that promote responsibility and respect for the property of others. The District expects all employees, service providers, and others working in and around District facilities and property to conduct themselves honestly and fairly in all dealings. The District is committed to the prevention, deterrence, detection, and investigation of all forms of fraud, theft, and corruption.

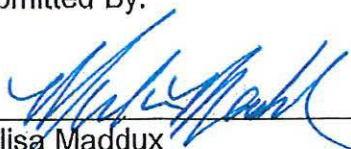
The Policy establishes employee responsibilities for safeguarding District property and reporting suspected fraud, theft, corruption, or other misconduct involving District property or operations. The policy is intended to: promote honesty and ethical conduct; protect District property and assets; deter fraud, theft, and corruption, promptly detect suspected misconduct; ensure allegations are investigated appropriately and efficiently; and ensure proper resolution of reported incidents, including referral to law enforcement agencies, when appropriate. Edits have been made to the policy to clarify policy and procedure statements.

This policy applies to all District employees and members of the Board of Directors.

RECOMMENDATION

Recommend the Policy Committee approve the revisions to the Fraud, Theft, and Corruption Policy, and refer to the full Board for approval.

Submitted By:



Melisa Maddux
Chief Human Resources Officer

Approved By:



Joseph Fiorica
Deputy Chief of Administration

Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Fraud, Theft, and Corruption

OVERSIGHT: Administration

POLICY NUMBER: 128-0401.024.02

EFFECTIVE DATE: 04/23/2009

REVIEW DATE: 05/14/2026

Background

The Sacramento Metropolitan Fire District ("District") supports ~~the values which that~~ promote ~~a sense of~~ responsibility and respect for the property of others. The District expects all ~~staff, employees, suppliers, service providers, and others who~~ working in and ~~about around~~ District facilities and property to ~~conduct themselves honestly and fairly~~ be honest and fair in ~~their all~~ dealings. The District is committed to the prevention, deterrence, detection, and investigation of all forms of ~~F~~fraud, ~~T~~theft, and ~~c~~Corruption, ~~within the District.~~

Purpose

~~To E~~establish employee responsibilities ~~for safeguarding y for securing and protecting~~ District property ~~from theft and for and~~ reporting suspected fraud, theft, corruption, or other misconduct involving and reimbursement procedures for stolen District property or operations. This policy ~~has also been implemented~~ is intended to:

- a. Promote ~~Encourage~~ honesty and ethical conduct;
- b. Protect District property and assets; ~~Promote detection of these offenses;~~
- c. ~~Ensure property protection;~~
- d.c. Deter fraud, theft, and corruption ~~in the first instance;~~
- e.d. Promptly Ddetect ~~offenses~~ suspected misconduct; ~~quickly;~~
- f.e. Ensure allegations are ~~investigated appropriately~~ them efficiently and efficiently; and
- g.f. Ensure proper resolution of reported ~~incidents, problems~~ including referral to law enforcement agencies, when ~~where~~ appropriate.

Scope

This policy applies to all District employees and members of the Board of Directors.

Definitions

1. **Fraud:** deception by persons internal or external to the District which is carried out for profit or to gain some unfair or dishonest advantage.

2. **Theft:** the dishonest taking of property belonging to another with the intention of depriving the owner permanently of its possession.
3. **Corruption:** under this policy is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person.

Policy

1. Any ~~instance act~~ of dishonesty, ~~whether including fraud,~~ theft, ~~fraud~~ or corruption, ~~involving the in the workplace or among~~ District ~~or its~~ employees, shall be considered ~~extremely~~ serious ~~misconduct and may and if proven,~~ ~~will~~ result in ~~disciplinary adverse~~ action up to and ~~possibly~~ including termination, and referral to ~~the appropriate~~ law enforcement agency~~ies~~ for ~~investigation and possible~~ prosecution.
2. This policy is intended to ~~comply establish reporting with the District requirements and streamline the notification process for suspected fraud, theft, corruption, and related misconduct. for reporting thefts while simplifying the overall notification process (see Stolen District Property Policy 138.01)~~
3. ~~It is T~~the District ~~may refer matters involving suspected policy to file a formal complaint for prosecution for anyone found to be engaged in~~ fraud, theft, or corruption ~~to the appropriate law enforcement agency for investigation and possible prosecution.~~

Procedures

1. The District has established policies and procedures for confidentially reporting ~~of~~ suspected misconduct ~~to encourage employees to report concerns regarding fraud, theft, corruption, or other improper conduct. Employees are responsible for safeguarding District assets and are encourage to report suspected misconduct to management without fear of retaliation. Confidential reporting is established to encourage the reporting of concerns, especially if they feel that their line management does not take their concerns seriously. While employees are responsible for ensuring that they follow the instructions of their immediate Supervisor, particularly in relation to the safekeeping of the District's assets, they should be aware of the possibility that dishonesty may exist in the workplace and be able to share their concerns with management.~~
2. Employees play an important role in ~~detecting identifying and reporting suspected fraud, theft, fraud and corruption, or other irregularities involving District personnel, operations, or property. Employees who~~

~~become aware of or reasonably suspect misconduct should promptly notify their immediate supervisor. They may have suspicions about colleagues they work with, or those in different sections who they deal with, or outside persons or bodies with which they have dealings. All employees should be encouraged to discuss their concerns with their immediate supervisor if they suspect financial or other irregularities involving personal or District property.~~

3. ~~It is the e~~Employee's responsibility to ~~shall~~ immediately report **any suspected irregularities suggesting** fraud, theft, corruption, or other serious misconduct ~~related to the District,~~ through ~~their immediate supervisor within their chain~~**their chain** of command. Reports ~~should~~**shall** be made to the ~~e~~Employee's immediate supervisor, who shall **advise promptly notify** their chain of command up to and including their respective Deputy Chief. ~~That~~**The** Deputy Chief shall notify the Fire Chief and General Counsel of the allegation.
4. The **District's** General Counsel, at the direction of the Fire Chief, will serve as the central contact point for investigating any cases of potential wrongdoing on the part of District employees.
5. During the course of an investigation, it may be necessary for the investigators to speak to employees to obtain information. District employees are **encouraged-expected** to co-operate with the investigators as part of their obligations under ~~the Code of Ethics and~~ District policies. The investigators will ~~be trying to ascertain what has happened and what procedures have been followed~~**seek to determine the facts surrounding the allegation**. They may also require access to property, documents, correspondence and data held on the District's computers. The District has rights of access to District premises and property in order to investigate suspected theft, fraud, or corruption. The District, by and through this process, shall abide by all applicable state and federal laws, statutes, and regulations.
5. ~~Retaliation against any employee who reports suspected misconduct in good faith or participates in any investigation is prohibited.~~
6. The Fire Chief, in consultation with the General Counsel, will determine whether an incident ~~should~~**shall** be reported. The following factors will be taken into account:
 - a. Extent of the fraud, theft or corruption in financial terms;
 - b. Sufficiency and adequacy of the evidence; and
 - c. Public interest affected.
7. The final results of all internal inquiries and investigations of suspected

theft will be reported to the Fire Chief, who shall keep ~~Senior Staff~~Executive Staff ~~within the District~~, informed of the final resolution of the incident (s).

8. Theft, ~~f~~Fraud and ~~c~~Corruption are serious offenses against the District, as well ~~as~~ California state law. For offenses classified as gross misconduct, employees will face serious disciplinary action if there is evidence that they have been involved. Disciplinary action may be taken in addition to, or instead of, criminal proceedings, depending upon the circumstances of each case.

References

1. District Policy - Discipline Policy
2. District Policy - Disclosure ~~of Misconduct Policy~~to Law Enforcement Agencies
3. ~~Reporting Misconduct Policy~~
- 4.3. District Policy - Report of Occurrence Policy 374.01
- 5.4. District Policy – Rules and Regulations Policy ~~Conflicts of Interest Policy~~
- 6.5. District Policy - Stolen District Property Policy 138.02
- 7.6. 522 MOUs Article 39, Disciplinary Actions, Memorandum of Understanding by and between the Sacramento Metropolitan Fire District and the Sacramento Area Fire Fighters Local 522, IAFF (AFL-CIO), January 1, 2007 through December 31, 2011.