



Sacramento Metropolitan Fire District

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

ADAM A. HOUSE
Fire Chief

POLICY COMMITTEE – REGULAR MEETING AGENDA Thursday, July 9, 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.

1. Action Summary Minutes

Page No.

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Recommendation: Approve the Action Summary Minutes for the meeting of June 11, 2026.

PRESENTATION ITEMS

1. Administrative Policy 02.003.03 – Investigations Policy

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(Chief Human Resources Officer Melisa Maddux)

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

NEXT MEETING DATE: August 13, 2026

ADJOURNMENT

Posted on July 6, 2026

Marni Rittburg, CMC, CPMC
Clerk of the Board

** No written report



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, JUNE 11, 2026 SACRAMENTO METROPOLITAN FIRE DISTRICT & Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Director Clark. Committee members present: Clark, and Saylor. Committee members absent: Wood. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS: None

CONSENT AGENDA

Action: Moved by Saylor, 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 May 14, 2026.

Action: Approved the Action Summary Minutes.

ACTION ITEMS

1. **Board Policy 01.025.06 – Reinstatement Policy**

(Chief Human Resources Officer Melisa Maddux)

Recommendation: Review the Reinstatement Policy and move to the full Board for approval.

Action: Moved by Saylor, seconded by Clark, and carried unanimously by members present to move the Reinstatement Policy to the full Board for approval.

2. **Proposed Board Policy – Disruption of Telephonic or Internet Service During**

Public Meetings Policy

(Board Clerk Marni Rittburg)

Recommendation: Review the proposed policy, provide direction as appropriate, and refer to the full Board for approval.

Action: Moved by Saylor, seconded by Clark, and carried unanimously by members present to move the Disruption of Telephonic or Internet Service During Public Meetings Policy to the full Board for approval.

ADJOURNMENT

The meeting adjourned at 5:44 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: July 9, 2026
TO: Policy Committee Members
SUBJECT: Revision of Administrative Policy
Policy 02.003.03 – Investigations Policy

TOPIC

Review edited Administrative Policy 02.003.03 Investigations Policy.

DISCUSSION

Attached is the edited Investigations Policy 02.003.03. The District is committed to a work environment in which employees can raise concerns, report misconduct, and participate in investigations without fear of retaliation. Open communication supports effective public service, operation integrity, and community trust. The policy establishes guidelines for conducting investigations within the District and when assisting duly authorized regulatory and law enforcement agencies.

The Policy provides responsibilities for directing and or coordinating investigations of allegations of wrongdoing, including potential violations of the District policies, procedures, laws, rules and regulations; as well as cooperating with any regulatory or law enforcement investigation involving the District and its employees. In any case where the allegation may be a violation of law or regulation, the matter must be brought in a timely manner to the attention of the Chief Human Resources Officer for determination as to whether there is sufficient evidence to support an investigation/fact finding and/or referral to a duly authorized law enforcement agency. Edits have been made to the policy to clarify investigation procedures.

This policy applies to all District personnel.

RECOMMENDATION

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

Submitted By:



Melisa Maddux
Chief Human Resources Officer

Approved By:



Joseph Fiorica
Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATIVE POLICY

POLICY TITLE: Investigations Policy

OVERSIGHT: Administration

POLICY NUMBER: 02.003.02-3

EFFECTIVE DATE: 04/23/09 REVIEW DATE: 07/09/202606/28/42

Background

The Sacramento Metropolitan Fire District (District) is committed to a work environment in which employees can raise concerns, report misconduct, and participate in investigations without fear of retaliation. Open communication supports effective public service, operation integrity, and community trust. The ~~Human Resources Manager~~ Chief Human Resources Officer, under the direction of the Fire Chief, shall be responsible for facilitating the review of employee concerns, complaints, and allegations of misconduct. ~~the duties and responsibilities that include in part, acting as a facilitator of issues and problems arising from expressed employee concerns, complaints and allegations. In addition, in carrying out these responsibilities, the Human Resources Manager~~ Chief Human Resources Officer may identify information generate information that warrants closer further examination or corrective action and may engage other personnel to assist in resolving issues as needed. ~~steps to resolve problems. The Human Resources Manager will often engage others to assist in resolution of issues on an ad hoc basis.~~ It is imperative that all allegations of workplace wrongdoing in the work place received by anyone any employee be acted upon in shall be addressed in a timely manner. This includes all potential violations of the District policies/ and procedures, as well as applicable laws, rules and regulations. Prompt attention is especially critical in matters involving alleged criminal conduct. ~~This is particularly true of any allegations of criminal wrongdoing.~~ This policy sets forth the guidelines applicable to the conduct of such conducting investigations within the District. These guidelines must be followed by apply to all employees who receive reports of alleged misconduct or wrongful behavior, and to those who participate in as well as employees who or assist in with any investigation.

Purpose

This policy establishes guidelines for conducting is designed to give written guidance to internal inquiries and investigations conducted by within the District and when assisting duly authorized regulatory and law enforcement agencies.

Scope

This policy is applicable to all District personnel.

Definitions

- ~~4.~~ **Corrective Actions:** Corrective actions include verbal warnings, counseling memos, and discipline up to, and including termination. A verbal warning or counseling memo with respect to performance deficiencies and similar matters shall not constitute disciplinary action, but are part of corrective actions and may be initiated at the Division Supervisor or Captain level. A verbal warning and/or counseling memo puts the employee on notice, and if properly documented, provides an important record of facts that such notice has been given.

- 2.1. **Fact Finding:** Discovery phase or determination of facts related to issues and problems arising from expressed employee concerns, complaints and allegations to determine if a formal investigation is warranted. Fact Finding may be completed by an outside investigator or through the chain of command at the direction of the Fire Chief.
2. **Subject of the Investigation:** The employee (s) who is being investigated arising from an issue or complaint. The employee will be notified in writing by the Human Resources Manager/Chief Human Resources Officer or designee that they are the subject of an investigation.
3. Witness: Any person who has knowledge of, observed, or may possess information relevant to the matter being investigated. The person will be notified in writing by the Chief Human Resources Officer or designee that they are a witness of an investigation.

Policy

1. Under the direction of the Fire Chief, the Human Resources Manager/Chief Human Resources Officer has overall responsibility for directing and/or coordinating investigations/fact findings of allegations of wrongdoing, including potential violations of the District policies/procedures, laws, rules and regulations; as well as cooperating with any regulatory or law enforcement investigation involving the District and its employees.
2. In any case where the allegation may be a violation of law or regulation, the matter must be brought in a timely manner to the attention of the Human Resources Manager/Chief Human Resources Officer for determination as to whether there is sufficient evidence to support an investigation/fact finding and/or referral to a duly authorized law enforcement agency.

Procedures

1. All information gathered as a result of obtained through internal inquiries and or investigations conducted at the direction of the Fire Chief must be held shall be treated as confidential. in confidence. Discussion of investigative matters shall be should be limited to individuals with a legitimate business a "need to know," standard. The Confidentiality of the source of individuals of providing information must be protected to the extent permitted by law. Investigative matters shall be handled in a manner in each case, the facts of the situation will dictate the appropriate manner in which the issue will be handled to the circumstance.
2. All communications received by the Human Resources Manager/Chief Human Resources Officer regarding potential violations of the District policies/procedures, laws, rules, and regulations will be processed and retained by the Human Resources Division.
3. An individual making a complaint, allegation, or report of possible wrongdoing

shall be fully questioned on supporting facts or evidence before taking any other action in conjunction with all applicable laws. The Fire Chief and/or ~~Human Resources Manager~~Chief Human Resources Officer shall designate the appropriate investigator and/or supervisor to conduct the questioning.

4. Fact finding requires a review of all pertinent documents and interviews with employees.
5. At the initiation of fact finding or an internal investigation, the following principles shall be followed:
 - a. A fair and impartial review of all relevant facts;
 - b. Discussion will be restricted to those necessary to resolve the issues;
 - c. The gathering of pertinent facts shall be done discreetly;
 - d. Fact finding investigation must stay focused on the scope of the investigation relating to the complaint;
6. The scope of an internal inquiry or investigation depends on several factors, including the availability of individuals who may have been involved; the time frame of the possible issue; whether the issue appears to be an isolated incident or a pattern of improper conduct; whether the issue indicates a systemic or procedural deficiency; and the time available for completing the inquiry. (Reference is made to the Firefighters Bill of Rights. Government Code Section 3250 et.seq.)
7. No single approach to conducting an investigation or inquiry will be appropriate under all circumstances. The ~~Human Resources Manager~~Chief Human Resources Officer will assign a fact-finding investigator who is organizationally removed from the employee's immediate chain of command, and who is free from prior involvement of the particular issue.
8. Interviews of employees who are the subjects of the investigation that ~~could maylead-result into~~ disciplinary actions should be conducted by no more than two (2) District representatives. Interviews of witnesses may be conducted by a single District representative. All interviews shall be conducted in-privately and individually, with one (1) interviewee present at a time.
9. Members of all collective bargaining units shall have the right to Union or legal representation during an investigatory at the interview when the employee is the subject of the investigation. It is the employee's responsibility to request and coordinate representation to ensure their attendance at the interview.
10. In general, an employee who has been identified as a witness is not legally entitled to union representation unless they are notified that they are the subject of the investigation or where their statements given could reasonably lead to the imposition of separate discipline against the employee being interviewed. However, if a who has been identified as a witness requests representation, one it shall be provided.

11. Any employee who is noticed for an interview who does not wish to have union representation shall ~~appear for and~~ proceed with the interview without union representation. During the interview, if the person conducting the interview determines, based upon the information received, that the employee could reasonably be subject to disciplinary action, the interview shall be stopped, and the employee shall be entitled to representation for the remainder of the interview, if they so desire.
12. The employee ~~and/or~~ their representative ~~has the right to~~ may take independent notes and ~~or may~~ record the interview in accordance with applicable law and any applicable Memorandum of Understanding. ~~meeting.~~
- ~~9-13.~~ In any interview where a union representative is present, ~~during an interview,~~ the representative shall not interfere with the conduct of the investigation, including ~~making unnecessary objections to questions,~~ coaching the witness, suggesting answers, ~~to interview questions,~~ engaging in any intimidating contact, or ~~engage in any conduct which otherwise undermines~~ the integrity of the investigation. If ~~this such~~ conduct occurs, the person conducting the interview shall stop the interview. The union representative's role ~~should only be~~ is limited to assisting and clarifying. The union representative attending an interview shall ~~keep the contents of the interview~~ maintain confidentiality of the interview and shall not disclose ~~any information from the interview to any~~ its contents to any third party.
- ~~10-14.~~ Those conducting an internal inquiry or investigation should fully explore and understand the issues of the complaint(s) or allegation(s) before initiating fact finding or investigation.
- ~~11-15.~~ As part of fact finding or an investigation the interviewers should:
- ~~a.~~ Ensure that Labor or Legal representation is present if requested.
 - ~~b.a.~~ Obtain employee's full name, title, assignment, and supervisor's name.
 - ~~c.b.~~ Treat those being interviewed with respect and dignity.
 - ~~d.c.~~ Explain that the purpose of the interview is to gather facts on behalf of the District.
 - ~~e.d.~~ State that the interview will remain in confidence to the extent compatible with a proper resolution of all issues, correction of any improprieties, and the requirements of law and regulations.
 - ~~f.e.~~ Make no threats and offer no opinions on whether the employee has a problem, or how the matter under review would be resolved.
 - ~~g.f.~~ Remind employees that are the subject of the investigation that they are free to have Union or legal representation.
 - ~~h.g.~~ Suspend the interview immediately if the employee requests Union or legal ~~counsel~~ representation, and notify the ~~Human Resources Manager~~ Chief Human Resources Officer.
 - ~~i.h.~~ The interviewer should organize the facts into a written report under the assumption that it may eventually be read by an outside party. Do not

assume the reader will be familiar with the nature of the business of the District and specifically, the fire service.

- j.i. It is the responsibility of the ~~Human Resources Manager~~Chief Human Resources Officer to report and advise senior management, and if applicable and warranted, the Board of Directors in closed session, contingent upon being duly noticed on the Board of Director's agenda about the facts, circumstances, and alternative courses of action.
- k.j. The resolution process should include an analysis of the situation and a decision, within twenty (20) business days from receipt of the written report. Not all matters can be reasonably foreseen, therefore there may be circumstances that warrant a continuation of this time frame.
- h.k. If a potential violation of law or regulation exists, the ~~Human Resources Manager~~Chief Human Resources Officer will determine whether to refer the matter to an appropriate regulatory or law enforcement agency.
- m.l. The subject of the investigation shall be informed that their Supervisor, Fire Chief and/or Fire Chief's designee have been apprised of the findings and are in agreement with the conclusions. Every effort must be made to protect the privacy of those contacted during the investigation. Under no circumstances will the complainant be advised of corrective actions which resulted from the investigation.
- n.m. If a Supervisor's recommendation is not sustained following a fact finding or investigation, the reasons must be reviewed with that Supervisor by their chain of command.
- o.n. All final documentation will be filed with the Human Resources Division. It will include a summary of the individual's complaint, a chronology of events, the investigator's findings, and factual findings.

References

1. ~~Metro Fire District~~ Policy - 100.0-Rules and Regulations
2. ~~Metro Fire Policy District Policy - 139.01~~ Firefighter Bill of Rights
3. ~~Metro Fire District~~ Policy 22.004.02 -Discipline Policy