



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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POLICY COMMITTEE – REGULAR MEETING AGENDA

Thursday, November 13, 2025 – 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 John Costa

Director Cinthia Saylor

Director D'Elman Clark

Director Grant Goold - Alternate

CALL TO ORDER

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**

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Recommendation: Approve the Action Summary Minutes for the meeting of October 9, 2025.

ACTION ITEMS

1. **Board Policy 01.023.02 – Non-Retaliation Policy**

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(Chief Human Resources Officer Melisa Maddux)

Recommendation: Review the edited Non-Retaliation Policy and move to the full Board for approval.

NEXT MEETING DATE: December 11, 2025

ADJOURNMENT

Posted on November 10, 2025

Marni Rittburg

Marni Rittburg, CMC, CPMC
Clerk of the Board



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ADOPTED ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, OCTOBER 9, 2025 SACRAMENTO METROPOLITAN FIRE DISTRICT & Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Director Costa. Committee members present: Clark, Costa, and Saylor. Committee members absent: None. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS: None

CONSENT AGENDA

Action: Moved by Clark, 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 September 11, 2025.

Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

1. **Board Policy 01.004.03 – Equal Employment Opportunity Policy**

(Human Resources Analyst II Leslie Miller)

Recommendation: Review the Equal Employment Opportunity Policy and move to the full Board for approval

Action: Moved the policy to the full Board for approval.

ADJOURNMENT

The meeting adjourned at 5:36 p.m.

Director Costa, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



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ADAM A. HOUSE
Fire Chief

DATE: November 13, 2025
TO: Policy Committee Members
SUBJECT: Revision of Board Policy
Policy 01.023.02 – Non-Retaliation Policy

TOPIC

Review edited Board Policy 01.023.02 Non-Retaliation Policy.

DISCUSSION

Attached is the edited Non-Retaliation Policy 01.023.02. The District is committed to a work environment where employees can raise concerns, report misconduct, and participate in investigations without fear of retaliation. Open communication supports effective public service, operational integrity, and community trust. Individuals who report concerns in good faith are protected under applicable federal, state, and local laws. This policy reinforces those protections, encourages early reporting, and promotes a safe, professional, and respectful environment by prohibiting retaliation in any form.


This policy applies to all employees, volunteers, vendors, and the Board of Directors, regardless of work location or assignment.

RECOMMENDATION

Recommend the Policy Committee approve the revisions to the Non-Retaliation Policy and refer to the full Board for approval.

Submitted By:

Approved By:



Melisa Maddux
Chief Human Resources Officer



Joseph Fiorica
Deputy Chief of Administration

2. **Confidentiality:** The protection of information related to reports or investigations to the extent allowed by law and operational needs, shared only with personnel who have a legitimate need to know.
3. **Good Faith Action:** An action taken with a reasonable belief that the information reported or concern raised is true, even if it is later found to be inaccurate, and without intent to mislead or cause harm.
4. **Good Faith Report:** A report made with a reasonable belief that information disclosed is true, even if later provide inaccurate.
5. **Protected Activity:** Any good faith action by an employee to report misconduct, violations of law or policy, unsafe practices, harassment, discrimination, fraud, or other wrongdoing; to participate in an investigation, grievance, or appeal; or to refuse to engage in illegal or unsafe conduct.
6. **Retaliation:** Any adverse action, direct or indirect, taken against an employee because they engaged in a protected activity. Examples include, but are not limited to discipline, demotion, termination, harassment, unfavorable reassignment, denial of promotion, or other interference with employment.

Policy

1. The District maintains aAn "open-door policy." shall be maintained at all levels of management for eEmployees should report concerns regarding possible violations of District policy or federal, state or local lawsproblems, grievances to their immediate supervisor. ,and concerns. If the problem is not resolved, satisfactorily resolved, the employee may proceed-elevate the issue through the up the supervisory chain to higher-levelof command., or to the Human Resources Division.
2. Employees cannot exempt themselves from the consequences of wrongdoing by reporting their own wrongdoing, although self-reporting may be taken into account in determining the appropriate course of action.
- 3.2. The District prohibits There shall be no retribution, retaliation, or reprisaladverse employment action against an employee who, in good faith report concerns,for exercising a right to grieve, appeal, or files a grievance or complaint, or participates in an investigation or appeal process. through established procedures. Retaliation is unlawful and will result in corrective or disciplinary action, up to and including termination.
3. Employees may not avoid disciplinary or corrective action by self-reporting their own misconduct. However, voluntary disclosure may be considered as a mitigating factor when determining the appropriate response.
4. Any supervisor, manager or employee who engages in, directs, conducts or condones retaliation, retribution, retaliation or harassment against an employees, in any way, for

~~filing reports in good faith reporting or participation in any related process is subject to disciplinary action, will be subject to adverse action up to and may including e termination.~~

Procedures

1. Employee Reporting Procedures:

~~a. Employees who become aware of actual or potential wrongdoing, misconduct, or policy violations must report their concern Knowledge of actual or potential wrongdoing, misconduct, or violations of the Code should be immediately reported to their employee's Supervisor.~~

~~a.b. If the supervisor is involved or the employee believes reporting to the supervisor is not appropriate, the report should be made to the next level in the chain of command, or to:~~

~~i. Chief Human Resources Officer~~

~~Phone: (916) 859-4533~~

~~Email: hr@metrofire.ca.gov~~

~~a.~~

~~i.ii. Confidential Employee Complaint Phonenumber at (916) 202-1835, or~~

~~iii. California Civil Rights Department~~

~~651 Bannon Street, Suite 200~~

~~Sacramento, CA 95811~~

~~(Voice) (800) 884-1684~~

~~(TTY) (800) 700-2320 or California's Relay Service at 711~~

~~Contact.center@calcivilrights.ca.gov~~

~~www.cacivilrights.ca.gov~~

~~ii. _____~~

~~unless that person is involved in the potential wrongdoing. In that situation, the employee shall report such conduct to their next level of Supervisor within the employee's chain of command, or the Human Resource Department, or the employee hotline (916) 202-1835.~~

~~2. All Managers and supervisors must actively support and reinforce this policy by promoting an environment where open communication is encouraged and respected.~~

~~1. take aggressive measures to encourage the reporting of problems and that employees will not "get into trouble" for doing so. The following actions should be taken by managers:~~

~~a. Brief subordinates on this policy.~~

- ~~b. Post the non-retaliation policy on employee bulletin boards.~~
 - ~~c. Promote a work environment that permits open communication.~~
 - ~~d. Require all lower level managers to personally meet with their employees and complete the above actions.~~
- ~~2.3. All managers and employees must understand that no retaliation or reprisal adverse action against any employee who reports a concern or participates in an investigation is strictly prohibited. All reports of retaliation will be investigated promptly, and individuals responsible for retaliatory conduct are subject to disciplinary action, up to and including termination. related to an employee raising/reporting a problem or raising a grievance, either in the immediate workplace or at the District level will not be tolerated. Reports of this nature must be investigated thoroughly and expeditiously, with appropriate disciplinary actions taken, up to and including termination of employment.~~
- ~~3.4. All Supervisors and managers must promote/maintain an "open-door approach" attitude aboutto employee problems and concerns. They must listen objectively, discuss reasonable options for resolving issues, and refer matters promptly when additional review or investigation is needed. at all times and receive all employee concerns, problems and opinions and explore with the employee suggestions for resolving the issue.~~
- ~~4.5. The Fire Chief and, Chief Human Resources Manager-Officer and General Counsel must be informed-notified of all serious allegations of wrongdoing misconduct. in the workplace through written memorandum by the employee's respective Deputy Chief.~~
- ~~5.6. The District will protect confidentiality to the extent allowed by law and operational necessity. Information will be shared only with individuals who have a legitimate need to know. of employee concerns and problems must be respected and protected at all times, insofar as legal and practical, informing only those personnel who have a need to know.~~
- ~~3. The Human Resources Manager and General Counsel must ensure the confidentiality of an employee raising a concern and problem at all times, insofar as legal and practical, informing only those personnel who have a need to know.~~
- ~~6.7. Allegations and/or concerns related to personnel, conduct, or and management practices will be reviewed and must be investigated within five (5) business days of notification or and resolved within a reasonable period of time, timeframe, depending on the nature and complexity of the concern.~~
- ~~8. The Chief Human Resources Manager-Officer and General Counsel will be is responsible for-the investigating reports of retaliation. Investigation findings will be reported on and follow up of any reported retaliation against an employee and report the results of an investigation into suspected retaliation to the Fire Chief and Board, if deemed when appropriate.~~

~~7. 9. Knowingly filing false, malicious, or harassing complaints is prohibited and may result in disciplinary action, up to and including termination.~~

~~8. Vexatious (harassing) complaints will not be tolerated by the District.~~

References

1. California Labor Code §1102.5, §12940, §6310

2. District Policy – EEO Policy

3. District Policy – Non-Discrimination Policy

4. District Policy – Workplace Harassment Policy

5. FEHA §12940(h)