



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – REGULAR MEETING

### POLICY COMMITTEE THURSDAY, APRIL 11, 2024 AT 5:30 PM SACRAMENTO METROPOLITAN FIRE DISTRICT & Remotely Via Zoom

#### CALL TO ORDER

The meeting was called to order at 5:30 pm by Director Costa. Committee members present: Costa and Saylor. Committee members absent: D'Elman Clark. Staff present: Deputy Chief Bailey and Board Clerk Rittburg.

**PUBLIC COMMENT:** None

#### CONSENT AGENDA

**Action:** Moved by Saylor seconded by Costa, 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 February 8, 2024.  
**Action:** Approved the Action Summary Minutes.

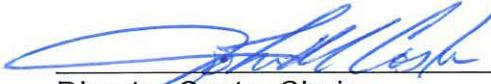
#### PRESENTATION ITEMS

- 1. Revised Administration Policy 02.016.04 – Donated Leave Bank – Represented Employees**  
*(HR Manager Melisa Maddux)*  
**Recommendation:** Review the Policy for informational purposes only.  
**Action:** Reviewed the Policy.
- 2. Revised Administration Policy 02.012.03 – Donated Leave Bank – Unrepresented Employees**  
*(HR Manager Melisa Maddux)*  
**Recommendation:** Review the Policy for information purposes only.  
**Action:** Reviewed the Policy.

Director Clark arrived at 5:38 p.m.

## ADJOURNMENT

The meeting adjourned at 5:41 pm.

  
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Director Costa, Chair

  
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Marni Rittburg, CMC, CPMC  
Clerk of the Board