



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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POLICY COMMITTEE – REGULAR MEETING AGENDA Thursday, March 13, 2025 – 5:30 PM

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

&

Remotely Via Zoom
Webinar ID: 827 3461 0232 #
Passcode: metro2101
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<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 February 13, 2025.

PRESENTATION ITEMS

1. Administrative Policy 02.017.03 – Policy Development and Implementation 3 (Chief Human Resources Officer Melisa Maddux)

Recommendation: Review the edited Policy Development and Implementation Policy for notification purposes only.

NEXT MEETING DATE: April 10, 2025

ADJOURNMENT

Posted on March 10, 2025

Marni Rittburg, CMC, CPMC
Clerk of the Board



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, FEBRUARY 13, 2025 SACRAMENTO METROPOLITAN FIRE DISTRICT & Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:30 pm by Director Clark. Committee members present: Clark, and Saylor. Committee members absent: Costa. 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 meeting of November 14, 2024.

Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

1. **Administration Policy 02.004.03 – Discipline Policy**

(Chief Human Resources Officer Melisa Maddux)

Recommendation: Review the edited Discipline Policy for notification purposes only.

Action: Director Saylor suggested adding the Drug & Alcohol Policy under the References section in the Discipline Policy.

ADJOURNMENT

The meeting adjourned at 5:36 pm.

Director Costa, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



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

DATE: March 13, 2025
TO: Policy Committee Members
SUBJECT: Administrative Policy
Policy 02.017.03 – Policy Development and Implementation

TOPIC

Review existing Administrative Policy 02.017.03 Policy Development and Implementation.

DISCUSSION

The Policy Development and Implementation Policy was created on May 10, 2018 and last revised on March 9, 2023. The Policy has been revised to reflect the appropriate divisions and coordinating branch oversight. In addition, language has been added to generally define what is a board policy and an administrative policy. The edited Policy Development and Implementation Policy is attached for your review.

RECOMMENDATION

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

Submitted By:

Approved By:


Melissa Maddux
Chief Human Resources Officer


Joseph Fiorica
Interim Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATIVE POLICY

POLICY TITLE: Policy Development and Implementation OVERSIGHT: Administration

POLICY NUMBER: 02.017.03 EFFECTIVE DATE: 05/10/18 REVIEW DATE: 03/13/2025

Deleted: 03/09/2023

Background

The Sacramento Metropolitan Fire District (District) is committed to providing the best quality services to the public and its employees. It is critical that all District services be provided in accordance with applicable laws, regulations, policies and procedures, including the policies and procedures of the District. To achieve this, District Management and the Board of Directors have developed procedures for the development, review, and maintenance of District policies.

Purpose

To clearly define the process and procedures for the development, implementation, approval, revision, and archiving of all District policies and procedures.

Scope

This policy applies to all District employees.

Definitions

1. **Header Block:** Contains administrative information concerning a policy document, including (a) the title of the policy; (b) identity of the branch responsible for drafting, reviewing, and enforcing the policy; (c) policy number; (d) effective date of the policy; (e) review date.
2. **Background:** This statement provides the context for the policy document, and precedes the statement of purpose. If the policy relates to a specific law, regulation, or compliance standard, this section can explain how the policy document is designed to address that issue. It can also be used to relate and/or differentiate the particular policy document to other written guidance.
3. **Scope:** The scope of policy should describe all those that fall under the policy. In some cases, it will be all employees, and in others, only a designated number or classification.
4. **Definitions:** In many cases, terminology will be used that require understanding and clarification in order to meet the intent of the policy. In those cases, a specific section of the policy will be used to provide definitions. These may be of a legal nature, or something specific to the organization. If a Policy does not require definitions, the Policy should include the section with the word "None" following the section heading.

5. **Policy:** This section should include general statements describing the objectives to be met by the implementation of the policy. In drafting the policy, sentences should be declarative, in an active voice, focused, and simple.
6. **Procedures:** This section should clearly define the specific tasks required to address the purpose and objectives of the policy in a step-by-step format.
7. **References:** This section can be used for legal and regulatory citations, as well as that of the organization. If the policy document was in response to legal or regulatory authority, that authority should be noted along with a list of supporting and source documentation used to validate the policy and procedure. This can also be used to reference other policy-related documents.

Policy

1. The Human Resources Division is responsible for ensuring that all District policies and procedures have been developed, implemented, and reviewed in accordance with this policy.
2. All policies will follow the District-approved policy format.
3. Current policies will be available to all personnel on the Policy App.
4. All policies that affect wages, hours, or conditions of employment require meet & confer and 522 review.
5. The initiating Manager should review and approve the proposed policy to ensure it addresses the applicable issue(s) without adversely affecting operations.
6. All Managers/Division Heads are responsible for the following:
 - a. Knowing applicable laws and regulations
 - b. Developing and maintaining policies/procedures to ensure compliance with all applicable laws and regulations
 - c. All policies will be reviewed every five years for relevance
 - d. Identifying and reviewing areas of organization risk and determining if existing policy/procedures address the risk issues
 - e. Developing new and revising existing policies as needed
 - f. Notifying Human Resources regarding policy updates

Procedures

1. Policy Management
 - a. The Human Resources Division will coordinate the development, revision, and archiving of all policies.

- b. The Human Resources Division tracks and modifies all fields in the header block.
- c. Prior to sending a policy to "all personnel," Human Resources will verify that the policy has met the requirements set forth in this policy.
- d. In the event the requirements set forth in this policy are not met, Human Resources will send the policy back to the Manager/Division Head or designee with the intent of having the policy meet the requirements set forth.

2. Policy Review

- a. Notification to Human Resources will be made when a policy is being developed, revised or archived.
- b. Policy oversight will fall under one of three branches: Operations, Administration, or Support Services. Within the oversight branch, policies may be assigned to specific divisions for divisional oversight.

Deleted: (Board policies fall under Administration)

- c. The three branches will have the following policy oversight:

- I. Administration: Board, Human Resources, Finance, ~~OFC, Wellness,~~ Health and Safety, Training, Community Relations

Deleted: IT,

- II. Operations: EMS, Air Ops, Spec. Ops, Staffing, Planning & Development

Deleted: Training, Safety,

- III. Support Services: Facilities, Fleet, Logistics, CRRD, IT

- d. Separate from the three oversight branches, the District has Board Policies, Administrative Policies, and Peace Officer Policies.

- I. Generally, a board policy is a larger policy statement on certain subjects that cover all employees on matters over which the board wants to set the basic rules. A policy that the Board does not want to leave to the discretion of management. Administration has division oversight of Board policies.

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- II. Generally, an administrative policy controls the specifics of day-to-day operations in which the Board does not want control over, and is left to the discretion of management. Any division can develop Administrative policies, with no single division assigned division oversight.

- e. Each branch/division will assign a designee(s) to be given permission to edit policies.

- I. Administrative Specialists are provided log-in access to the WORD and PDF versions of policies in the Policy App and forms in the Document App.

- f. Each branch/division is responsible for the review of all policies that fall within their oversight. Policies will be reviewed for the following: relevance, appropriate oversight assignment, content and accuracy, correct grammar, spelling, and punctuation.

- g. Procedures are designed to support policy. Current procedures should be incorporated into the corresponding policy. Separate documents containing procedures should be archived, and the contents included into the relevant policy.
 - h. In drafting policy, content should be declarative, focused, and simple.
 - i. Upon development or review of any policy, a policy review signature tracking form will be initiated by the person requesting policy review.
 - j. The Manager/Division Head, the Deputy Chief of the Division and all Manager/Division Heads that are affected by the policy/policy edits are required to review and sign the policy review signature tracking form.
 - k. The Deputy Chief of Administration has the final determination of the individuals required to review the final policy. Once reviewed, those individuals must sign the form indicating they have reviewed and approve. This completed form with all required signatures must be submitted to Human Resources with the final policy.
 - i. The Deputy Chief of Administration will determine oversight of new policies created.
 - j. If it is determined that a policy should be reassigned to another branch/division, (other than Board policies) the affected division will be notified by e-mail. Any change in oversight must be approved by Human Resources.
3. Formatting and Editing
- a. All policy documents will include:
 - I. Background
 - II. Purpose
 - III. Scope
 - III. Definition(s)
 - IV. Policy
 - V. Procedure(s)
 - VI. Reference(s)
 - b. Engage track changes when a policy is reviewed and any content changes are made.
 - I. The Manager/Division Head or designee provides the track changes version of the policy to the appropriate staff in need of review and approval.
 - II. The Manage/Division Head or designee provides the track changes version of the policy along with the completed policy review signature

tracking form to the Human Resources Division via email and hard copy.

- c. Upon policy review, if changes are necessary that do not involve the policy content (spelling, grammar, punctuation), the policy will not be saved as a new version number. The review date will only be updated.
 - d. If a policy revision is completed with no content changes, "formatting, spelling, grammar, etc. only" fill out a tracking sign off sheet with the Division Manager's signature and write "format changes only," on the form. Send revised policy and completed policy review signature tracking form to Human Resources.
 - e. Links are not permitted in policies, as links and versions of documents change frequently. Websites and all points of reference will be placed in the Reference Section of the policy.
4. Policy Committee
- a. The Board of Director's Policy Committee reviews and approves all "Board" policies.
 - b. Procedure to submit a policy to the Policy Committee:
 - I. The newly developed or revised policy shall be sent to Human Resources along with the completed policy review signature tracking form.
 - II. Track changes and accepted versions shall be submitted. This allows for easy viewing of presented changes
 - III. Human Resources will verify all requirements set forth in this policy have been met
 - IV. The initiating Division Manager will create the staff report
 - V. Staff report and appropriate documentation will be provided to the Board Clerk to place on the Policy Committee agenda
 - VI. The primary author/proponent of the policy should be prepared to make a presentation to the Policy Committee or Board, describing the issues in question, how the policy and procedure will address the issues and plan for implementation.
 - c. The Policy Committee will be notified of any updates to Administrative policies. This will be for "notification" only, not for review.
 - d. The Policy Committee will be notified of any Administrative policy re-assigned to another divisional oversight.

References:

- 1. Policy Template is available on the Documents App
- 2. Policy Review Signature Tracking Form is available on the Documents App