



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 10, 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

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 Goid - 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 June 12, 2025.

PRESENTATION ITEMS

1. Administrative Policy 02.024.01 – Public Records Act Policy (Chief Human Resources Officer Melisa Maddux)

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Recommendation: Review the new Public Records Act Policy for notification purposes only.

NEXT MEETING DATE: August 14, 2025

ADJOURNMENT

Posted on June 9, 2025

Marni Rittburg, CMC, CPMC
Clerk of the Board



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, JUNE 12, 2025 SACRAMENTO METROPOLITAN FIRE DISTRICT & Remotely Via Zoom

CALL TO ORDER

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

PUBLIC COMMENTS: None

CONSENT AGENDA

Action: Moved by Clark seconded by Goold, and carried unanimously by members present to adopt the Consent Calendar as follows:

- Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for meeting of May 8, 2025.
Action: Approved the Action Summary Minutes.

ACTION ITEMS

- Board Policy 01.010.03 – Purchasing and Contracting Policy**
(Chief Financial Officer Dave O’Toole)
Recommendation: Approve the revisions to the Purchasing and Contracting Policy and refer to the full Board for approval.
Action: Moved by Goold, seconded by Clark, and carried unanimously by members present to approve the revised policy as amended by the committee and refer to the full Board for approval.
- Board Policy 01.012.01 – Debt Management Policy**
(Chief Financial Officer Dave O’Toole)
Recommendation: Approve the revisions to the Debt Management Policy and refer to the full Board for approval.
Action: Moved by Goold, seconded by Clark, and carried unanimously by members present to approve the revised policy as amended by the committee and refer to the full Board for approval.

ADJOURNMENT

The meeting adjourned at 5:47 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: July 10, 2025
TO: Policy Committee Members
SUBJECT: Administrative Policy
Policy 02.024.01 – Public Records Act Policy

TOPIC

Review new Administrative Policy 02.024.01 Public Records Act Policy.

DISCUSSION

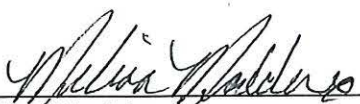
Attached is the new Public Records Act Policy 02.024.01. This Policy will replace the existing Public Records Policy 114.01 established on March 3, 1991. The Public Records Act Policy establishes a standardized process for handling public records requests. The District responds to public records request pursuant to the California Public Records Act (CPRA) and has modeled its public records act policy to comply with the CPRA, Government Code Section 7920-7931 et. seq., enacted to provide the public with the right to access records held by state and local agencies. The policy includes procedural language regarding the denial of a public record request due to an allowable exemption per the CPRA.

RECOMMENDATION

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

Submitted By:

Approved By:



Melisa Maddux
Chief Human Resources Officer



Joseph Fiorica
Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATIVE POLICY

POLICY TITLE: Public Records Act Policy

OVERSIGHT: Administration

POLICY NUMBER: 02.024.01 EFFECTIVE DATE: 03/01/1991

REVIEW DATE: 07/10/2025

Background

The Sacramento Metropolitan Fire District (District) is committed to transparency and compliance with California Public Records Act (CPRA) while protecting exempt and confidential information. The District responds to public records requests pursuant to the CPRA and has modeled its public records act policy to comply with the CPRA, Government Code Section 7920 – 7931 et seq., enacted to provide the public with the right to access records held by state and local agencies.

Purpose

This policy ensures that District employees understand their responsibilities in responding to public records requests. It establishes a standardized process for handling requests efficiently and in accordance with the law.

Scope

The policy applies to all District employees who create, receive, maintain, or store public records, regardless of format.

Definitions

1. **Exempt Records:** Records or portions thereof that are not subject to disclosure under CPRA due to legal exemptions (Referred to as exemptions).
2. **Public Record:** Any writing containing information relating to public business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
3. **Requestor:** Any member of the public, organization, or entity submitting a CPRA request.
4. **Writing:** Any form of recorded communication, including paper documents, emails, text messages, photographs, maps, and electronic records.

Policy

1. Right to Access
 - a. The District recognizes the public's right to inspect or obtain copies of public records unless a specific exemption applies.

2. Timely Response

- a. The District must respond to CPRA requests within ten (10) calendar days, stating whether the records exist and are available for disclosure.
- b. In certain cases, a fourteen (14) day extension may be applied with written notice to the requester explaining the reason for the delay.

3. Format of Records

- a. Public records must be provided in their existing format. If a record exists in an electronic format, it must be provided in that format if requested.
- b. The District is not required to create new records or compile data in a format not already maintained.

4. Exemptions and Redactions

- a. If a record contains exempt information, the District will redact the exempt portions and provide a written explanation for the redactions or denial.
- b. Legal counsel may be consulted to determine whether an exemption applies.
- c. The CPRA provides exemptions that give the District discretion to withhold certain records from production in whole or in part. The following list is only a guide and specific laws may further restrict or authorize the availability of a specific record:
 - i. Personnel
 - ii. Medical
 - iii. Pending litigation and claims
 - iv. Grievances
 - v. Labor negotiations
 - vi. Confidential communications
 - vii. Pending bidder lists
 - viii. Unopened bids
 - ix. Preliminary drafts, notes, internal memoranda or personal notes
 - x. Supplemental incident reports
 - xi. Investigation reports whereby disclosure of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation.

5. Fees for Copies

- a. The District may charge a reasonable fee for copying and duplication, consistent with state law.

The following fees shall be charged:

- i. \$0.10 copied records per page
 - ii. Printed hard copy incident reports will be released free of charge unless the total cost exceeds \$5.00
 - iii. \$15.00 per flash drive (if requested)
 - iv. Free of charge, emailed records
 - v. Free of charge, viewing records in person
 - b. Fees must be communicated to the requester before processing the request.
 - c. Accepted payment methods include: checks, money orders, credit cards, and other forms of electronic payment specified by the District. Payments shall be paid to the order of:

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Suite 200
Mather, CA 95655
 - d. Available method to pay online with a credit card is via Stripe link. There will be a 3% charge, plus an additional \$0.50 per transaction convenience fee.
6. Employee Responsibility
- a. Employees must promptly forward CPRA request to the designated District Public Records Designee.
7. Retention of Records
- a. Employees must follow the District's records retention policy to ensure compliance with CPRA and other applicable laws.
 - b. All information contained in a CPRA request, including the requester's information, is considered public record, and may be subject to public inspection, pursuant to California Government Code.

Procedures

1. Receiving Requests
 - a. Requests should be submitted in writing, although may also be made verbally.
 - b. The District prefers written requests for clarity. Requests can be submitted through the online Information Request Form, available at:

Website: Metrofire.ca.gov
Via email: CPRArequest@metrofire.ca.gov

- c. Employees receiving a request must immediately forward it to the Public Records Designee.

2. Processing Requests

- a. The Public Records Designee will log and review the request.
- b. A determination will be made regarding disclosure, exemptions and applicable fees.

3. Providing Records

- a. Records will be provided in the requested format when feasible.
- b. If exemptions apply, the requester will receive an explanation along with any non-exempt records.

- i. If a PRA request is denied due to the District's allowable exemption per the CPRA, the District's Public Records Designee will notify the requesting party of the denial. If the requesting party is not satisfied with the District's denial of the public record request, the requesting party may retain an attorney and file a lawsuit at their own cost.

- c. Public records may be inspected in person during regular business hours at:

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Suite 200
Mather, CA 95655
Business Hours: Monday – Friday, 8:00 AM to 5:00 PM
Phone: (916) 859-4300

- d. Requesters will be notified when records are available for pickup. If copies are requested, any applicable fees must be paid before records are released.

4. The public may request the following specific District reports:

a. Fire Inspection Report

- i. A Fire Inspection Report provides the most recent inspection that has occurred at a specific address and will include any current open fire code violations.
- ii. There is no fee associated with this request.
- iii. If the requesting party requires history of inspections or plans/other files, a File Research Application shall be completed.

b. Medical Report Request (Ambulance Medical Record)

- i. All requests for medical records are handled by the District's medical billing vendor, Wittman Enterprises. An individual looking to obtain their own or a family's member's ambulance medical record, should contact Wittman Enterprises at:

Phone: 1-800-906-6552

- ii. Attorney's office and copy service requests for medical and/or billing records are handled by Wittman Enterprises. Wittman Enterprises fulfills records requests electronically via ChartSwap.
- iii. ChartSwap is a HIPAA compliant platform launched to facilitate electronic medical and billing record exchange between medical providers and law firms, and other requesting parties. It is free to register and the requesting party can use ChartSwap to request, track, pay for and download records.
- iv. To submit request via ChartSwap, complete the following steps:
 - A. Register at www.chartswap.com as a record requestor;
 - B. Sign in and search for a provider, enter request details, then upload supporting documents;
 - C. Once the request has been reviewed and records are available, the requestor will receive a notification and invoice, which shall be paid with a check or credit card.
 - D. All questions shall be directed to Wittman Enterprises.
- c. Incident Report Request
 - i. All requests for incident reports will be processed within the allowed response time of the request. Incomplete or inaccurate information may delay processing or receiving the report.
 - ii. If choosing to pick up the report in person, the requesting party will be contacted when the report is available for pick up.
- d. File Research Application (Not a PRA fee)
 - i. This fee is only applicable to the costs to a property owner in connection with activities related to their property or services provided by the District, and not a third party seeking records through a PRA request.
 - ii. A file research plan is records for plans, including but not limited to, sprinkler and fire alarm plan sets.
 - iii. A \$157.00 administrative fee is required with this application. The payment covers one half hour of District staff time; additional fees may apply.
- e. Storage Tank and Hazardous Materials Storage/History
 - i. The District does not maintain environmental records such as storage tank information and hazardous material storage/history. Please reach out to Sacramento County Environmental Management at (916) 875-8484.

References

1. California Public Records Act
2. California Government Code Section 7920 – 7931 et seq.

3. District's Fee Schedule
4. District Policy - Records Retention Policy