



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE THURSDAY, DECEMBER 14, 2023 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: Goold. Staff present: Chief House 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:

- Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for meeting of November 9, 2023.
Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

- Revision of Administrative Policy 143-01 – Timekeeping & Attendance Policy (CFO Dave O'Toole)**
Recommendation: Review and provide comments on the Timekeeping and Attendance Policy.
Action: Reviewed the Timekeeping & Attendance Policy.
- Revision of Board Policy 01.013-01 – Travel & Conference Policy (CFO Dave O'Toole)**
Recommendation: Review and provide comments on the Travel and Conference Policy and move to the full Board for approval.
Action: Reviewed the Travel & Conference Policy and moved to the full Board for approval.
- Year-end Review of Completed Policy in 2023 & What's Coming (HR Manager Melisa Maddux)**
Recommendation: Receive Presentation
Action: Reviewed presentation; no action required.

ADJOURNMENT

The meeting adjourned at 5:51 pm.



Director Costa, Chair



Marni Rittburg, CMC, CPMC
Clerk of the Board