ADAM A. HOUSE
Fire Chief

John Costa
Board President
Division 9

Robert Webber
Board Vice President
Division 3

Brian Rice
Board Secretary
Division 7

Cinthia Saylors
Board Member
Division 1

Grant Goold
Board Member
Division 2

Ted Wood
Board Member
Division 4

Shawn Stark
Board Member
Division 5

D'Elman Clark
Board Member
Division 6

Gay Jones
Board Member
Division 8

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

BOARD OF DIRECTORS - REGULAR MEETING AGENDA

Thursday, October 22, 2026 – 6:00 p.m.
Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Suite 200
Boardroom – Second 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

The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. **To view the meeting via the Zoom Application, please click on the link above.**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Marni Rittburg
Board Clerk
(916) 859-4305
rittburg.marni@metrofire.ca.gov

The Board will convene in open session at 6:00 p.m.

Sacramento Metropolitan Fire District
10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

REGULAR BOARD MEETING **THURSDAY, OCTOBER 22, 2026**

- **CALL TO ORDER**
- **ROLL CALL**
- **PLEDGE TO FLAG**

METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District is recorded. The recording will be cablecast on Metro Cable Channel 14, the local government affairs channel on the Comcast and DirecTV U-Verse cable systems. The recording will also be closed captioned and video-streamed at metro14live.saccounty.gov. Today's meeting replays at **6:00 p.m. on Monday, October 26, 2026, and again at 9:00 a.m. on Thursday, October 29, 2026, on Metro Cable Channel 14.** Once posted, the recording of this meeting can be viewed on-demand at *youtube.com/metrocable14*.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA:

The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members wishing to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the number of public member presentations. Speakers' comments will be limited to ***three (3) minutes*** *(Per Section 31 of the Board of Directors Policies and Procedures).*

In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.

CONSENT ITEMS:

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

CONSENT ITEMS

Page No.

1. **Action Summary Minutes** 6
   Recommendation: Approve the Action Summary Minutes for the Regular Board Meeting of October 8, 2026.

2. **Revision of Board Policy 01.013.02 - Travel and Conference Expense** *16*
Recommendation: Approve the revised Travel and Conference Expense Policy.

PRESENTATION ITEMS:

1. **The Self-Insurance Reserve (Workers' Compensation Reserve)** *31*
(Deputy Chief Fiorica & Chief Financial Officer Dave O'Toole)

REPORTS:

1. **PRESIDENT'S REPORT** — *(President Costa)*

2. **FIRE CHIEF'S REPORT** — *(Acting Fire Chief Mitchell)*

OPERATIONS REPORT – (*Deputy Chief Wagaman)*

ADMINISTRATIVE REPORT – (*Deputy Chief Fiorica*)

SUPPORT & EMERGENCY MEDICAL SERVICES REPORT – (Acting Deputy Chief Aldrich)

3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT** – (*Captain Sean Scollard, Local 522 Vice President)*

4. **COMMITTEE AND DELEGATE REPORTS**
All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California, unless otherwise specified.

A. **Executive Committee** – *(President Costa)*
Next Meeting: November 12, 2026, at 4:30 p.m.

B. **Communications Center JPA** – (Deputy *Chief Fiorica)*
Next Meeting: October 27, 2026, at 9:00 a.m.
SRFECC Annex – 10240 Systems Parkway, Suite 200, Sacramento

C. **Finance and Audit Committee** – *(Director Jones)*
Next Meeting: January 28, 2027, at 5:30 p.m.

D. **Policy Committee** – *(Director Clark)*
Next Meeting: November 12, 2026, at 5:30 p.m.

BOARD MEMBER QUESTIONS AND COMMENTS

Sacramento Metropolitan Fire District
10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

CLOSED SESSION:

The Board will convene in closed session to meet on the following matter(s):

1. **CONFERENCE WITH LABOR NEGOTIATOR**
   Pursuant to California Government Code Section 54957.6

   A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Sacramento Area Fire Fighters Local 522

   B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Battalion Chiefs Bargaining Group,
   Sacramento Area Fire Fighters Local 522

   C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Administrative Support Personnel (ASP)
   Affiliate of Sacramento Area Fire Fighters Local 522

   D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Safety Senior Management, Management
   and Unrepresented Confidential Employees

   E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Non-Safety Senior Management, Management
   and Unrepresented Confidential Employees

   F. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: EMT and Paramedic Memorandum of Understanding

2. **PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54956.9 (a) – ONE (1) MATTER OF WORKERS' COMPENSATION SETTLEMENT AUTHORITY**

   Kim Fong and the Sacramento Metropolitan Fire District
   Claim # 25-189710
   Workers' Compensation Settlement Authority
   Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

3. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (d)(2): One Case**

   Claimant: Julia Virgen - AAA
   Ian Sangster, General Counsel

4. **Public Employee Performance Evaluation: Fire Chief**
   Pursuant to Government Code Sections 54957(b)(1)

Sacramento Metropolitan Fire District
10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

CLOSED SESSION REPORT OUT

ADJOURNMENT

NEXT BOARD MEETING:

Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District at 10545 Armstrong Avenue, Suite 200, Mather, CA 95655

- Regular Board Meeting – November 12, 2026, at 6:00 p.m.

Posted on October 19, 2026, by 4:30 p.m.

Marni Rittburg

Marni Rittburg, CMC, CPMC
Clerk of the Board

** No written report
* PDF **Separate Attachment**

DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility.

Sacramento Metropolitan Fire District

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

ADAM A. HOUSE
Fire Chief

ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO METROPOLITAN FIRE DISTRICT
Thursday, October 8, 2026, at 6:00 p.m.
Held at the following locations:
10545 Armstrong Avenue – Board Room
Mather, California
&
Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Vice President Webber. Board members present: Clark, Costa, Goold, Jones, Rice, Saylors, Stark, Webber, and Wood. Board members on Zoom: None. Board members absent: None. Staff present: Acting Fire Chief Mitchell and Board Clerk Rittburg.

PUBLIC COMMENTS

No public comments were received.

CONSENT ITEMS

Moved by Director Goold, seconded by Wood, 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 Regular Board Meetings of September 24, 2026.
   Action: Adopted the Action Summary Minutes.

2. **October Board Radar Report**
   Recommendation: Receive and file.
   Action: Received and filed.

3. **Adopt Resolution – FY 2026/27 Budget Amendment – Grants Fund 212G**
   Recommendation: Adopt Resolution approving the budget amendment reflecting the approved programmatic changes.
   Action: Adopted **Resolution 2026-074**.

4. **Adopt Resolutions – 2024 Retirement Commendations**
Recommendation: Adopt Resolutions commending the following individuals upon their retirement and for their years of skilled performance and commitment to the fire service.
Action: Adopted all 2024 Retirement Resolutions.

1.	Jason P. Cahill	Captain
2.	Mark Griffin	Firefighter
3.	David (Scott) Holman	Captain
4.	Mark Jones	Logistics Manager
5.	RMarie B. Jones	Grant Specialist
6.	James B. Lee	Engineer
7.	Loren Mansel	Fire Mechanic
8.	Charles A. Mull	Fire Mechanic
9.	Jordan Oakes	Captain
10.	Grant W. Russell	Battalion Chief
11.	Duane R. Walsh	Engineer
12.	Brian Watley	Captain

5. **Adopt Resolutions – 2025 Retirement Commendations**
Recommendation: Adopt Resolutions commending the following individuals upon their retirement and for their years of skilled performance and commitment to the fire service.
Action: Adopted all 2025 Retirement Resolutions.

1.	Brenden B. Brown	Engineer
2.	Eric J. Haus	Captain
3.	Jeffrey T. Hickman	Captain
4.	Christopher T. Hicks	Engineer
5.	Steven D. Johnson	Fire Investigator II
6.	Eric G. Kellenberger	Captain
7.	Barbara J. Law	Fire Marshal
8.	Michael S. Lowry	Engineer
9.	Michael D. Lozano	Assistant Chief
10.	Michael R. Gifford	Captain
11.	Michael Schanzenbach	Captain
12.	James Thomas	Logistics Technician
13.	Andrew L. Whaley	Captain

ACTION ITEMS

1. **Adopt Resolution – Contract Award – RFB 26-06 Fire Station 67 Construction 21**
(Administrative Analyst Erin Castleberry)
Recommendation: Adopt Resolution Denying the bid protest from D.G. Granade, Inc. and denying its request for consent to substitute an ineligible contractor with a different subcontractor. Make a finding that the bids received from D.G. Granade, Inc., Bobo Construction, Inc., and F&H Construction are non-responsive due to failure to meet the requirements of the RFB and reject those bids. Accept DL Falk Construction Inc.'s request that its bid be rejected as non-responsive on the basis of alternative administrative grounds. Make a finding that the lowest responsive and responsible bidder for the Fire Station 67 project is Diede Construction Inc. Authorize the Fire Chief, or his designee, to execute and administer a contract pursuant to RFB 26-06 Fire Station 67 Construction with the lowest responsive and responsible bidder, Diede Construction Inc. Authorize the Fire

Chief, or his designee, to execute, and administer a contract pursuant to RFB 26-06 Fire Station 67 Construction with the next lowest responsive and responsible bidder if, after ten (10) calendar days of the District's issuance of a Notice of Award, the lowest responsive and responsible bidder has failed to satisfy the conditions of award pursuant to the RFB.
Action: Motion by Wood, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2026-075** denying the bid protest from D.G. Granade, Inc., and deny its request for consent to substitute an ineligible contractor with a different subcontractor. Finding that the bids received from D.G. Granade, Inc., Bobo Construction, Inc., and F&H Construction are non-responsive due to failure to meet the requirements of the RFB and reject those bids. Accepting DL Falk Construction Inc.'s request that its bid be rejected as non-responsive on the basis of alternative administrative grounds. Finding that the lowest responsive and responsible bidder for the Fire Station 67 project is Diede Construction Inc. Authorize the Fire Chief, or his designee, to execute and administer a contract pursuant to RFB 26-06 Fire Station 67 Construction with the lowest responsive and responsible bidder, Diede Construction Inc. Authorize the Fire Chief, or his designee, to execute, and administer a contract pursuant to RFB 26-06 Fire Station 67 Construction with the next lowest responsive and responsible bidder if, after ten (10) calendar days of the District's issuance of a Notice of Award, the lowest responsive and responsible bidder has failed to satisfy the conditions of award pursuant to the RFB.

2. **Adopt Resolutions – Contract Award – RFP 26-07 Construction Management Services**

(Administrative Analyst Erin Castleberry)
Recommendation: Adopt Resolution approving a contract award to Kitchell/CEM, Inc. and authorizing the Fire Chief or his designee to negotiate, execute and administer an agreement materially similar to the attached agreement. Staff further recommends that the Board authorize the Fire Chief or his designee to negotiate, execute and administer an agreement with the next highest ranked proposer if, after having bargained in good faith, the District is unable to conclude a final agreement with the highest ranked proposer within ten (10) calendar days following issuance of the Notice of Award.
Action: Moved by Director Wood, seconded by Webber, and carried unanimously by members present to adopt **Resolution 2025-076**, approving a contract award to Kitchell/CEM, Inc. and authorize the Fire Chief or his designee to negotiate, execute and administer an agreement materially similar to the attached agreement. Staff further recommends that the Board authorize the Fire Chief or his designee to negotiate, execute and administer an agreement with the next highest ranked proposer if, after having bargained in good faith, the District is unable to conclude a final agreement with the highest ranked proposer within ten (10) calendar days following issuance of the Notice of Award.

3. **Adopt Resolutions – FY2025 Assistance to Firefighters Grant Program (AFG) Award**

Recommendation: Adopt Resolution accepting the FY25 AFG grant and requests that the Board authorize the Fire Chief or his designee to execute all required documents for the administration of the grant award. Staff further recommend the adoption of the attached resolutions to amend the FY 2026/27 Final Budget.
Action: Moved by Director Clark, seconded by Stark, and carried unanimously by members present to adopt **Resolution 2025-077**, accepting the FY25 AFG grant and requesting that the Board authorize the Fire Chief or his designee to execute all required documents for the administration of the grant award.
Action: Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2025-078**, adopting a Budget Amendment to the Final Budget For Grants Fund 212G for Fiscal Year 2026/27.

Action: Moved by Director Jones, seconded by Clark, and carried unanimously by members present to adopt **Resolution 2025-079**, adopting a Budget Amendment to the Final Budget for General Fund 212A for the Fiscal Year 2026/27.

REPORTS

1. PRESIDENT'S REPORT - *(President Costa)*

President Costa thanked Board Clerk Rittburg and staff for establishing a process to track Board questions, assign follow-up responsibility, and provide visibility to Directors. President Costa noted that the tracking process had helped the Board and staff monitor outstanding items and that one item was closed during the Executive Committee meeting.

2. FIRE CHIEF'S REPORT — *(Acting Fire Chief Mitchell)*

Acting Fire Chief Mitchell reported on the following District matters:

Temporary Out-of-Class Assignments

Acting Fire Chief Mitchell reported to ensure appropriate leadership coverage while he serves as Acting Fire Chief during Chief House's absence (through November 4), two temporary out-of-class assignments were made, effective, yesterday (October 7):

- Assistant Chief Joe Aldrich is serving as Deputy Chief, overseeing the Support and Emergency Medical Services Branch; and
- Battalion Chief Pittman is serving as Assistant Chief/Shift Commander for C Shift.

Chapter 1

Acting Fire Chief Mitchell reported EMSA is replacing the old Chapter 13 with a new Chapter 1.1, which governs EMS system administration for every fire agency, and the draft now in public comment (closing December 11, 2026) would make concurrent jurisdiction the default, require agencies to prove continuous sole-provider service since June 1, 1980, to keep .201 rights, and eliminate any administrative appeal if recognition is denied.

Acting Fire Chief Mitchell reported an internal working group has been established with himself, Chief Aldrich, Chief Rudnicki, Kyle Macdonald and District Counsel. The group met this week to discuss our strategy and next steps.

Acting Fire Chief Mitchell stated, in coordination with Cal Chiefs, the District is completing the .201 Rights Survey, gathering historical service records, and participating in the EMS Section workshops so Metro Fire can submit its own written comment before the deadline. More updates will be provided. Acting Chief Mitchell reported the District will engage Local 522 and California Professional Firefighters (CPF) to coordinate our efforts and ensure alignment on these proposed regulatory changes.

Workers' Compensation Reserve / General Fund Reserve Policy

Acting Chief Mitchell stated, in response to Director Stark's request at the last Board meeting, staff is preparing a presentation for the October 22 Board meeting to provide an overview of the District's workers' compensation reserve, its relationship to the 15% General Fund

reserve policy, and the District's overall reserve position. The presentation will also provide an opportunity for Board discussion.

California Firefighters Memorial

Acting Chief Mitchell reported that the California Firefighters Memorial Ceremony was held on October 3, followed by a procession to the memorial site. The annual ceremony honored California firefighters who have made the ultimate sacrifice in the line of duty. No Metro Fire personnel were among those added to the memorial wall this year.

Acting Chief Mitchell expressed appreciation to everyone who attended and represented the District in honoring the fallen firefighters recognized at this year's ceremony, as well as the crews and personnel who supported the event.

OPERATIONS REPORT – *(Deputy Chief Wagaman)*

Deputy Chief Wagaman reported on the following operational matters:

Operational Unification

DC Wagaman reported the quarterly Battalion Chiefs' meeting was held at headquarters on October 6, with 22 chiefs in attendance. The meeting focused on communication, operational alignment, priorities, and improving fire and EMS delivery. The next meeting was tentatively scheduled for January 2027.

Incidents

DC Wagaman reported Metro Fire and Sacramento City Fire Department crews experienced a particularly busy night and early morning, responding to four significant structure fires across the region.

DC Wagaman reported crews first worked to extinguish a well-involved residential structure fire in the North Highlands area. While that incident was underway, a second residential fire was reported in the Florin area, where crews encountered heavy fire extending from a residence to a large, detached garage. A second alarm was requested, bringing additional resources to the scene to assist in bringing the fire under control.

While the Florin incident remained active, Metro Fire and Sacramento City Fire crews responded to a fourplex fire in the Del Paso Heights area. Crews quickly extinguished the fire using the initial assignment of resources.

During the same timeframe, Metro Fire, Sacramento City Fire, West Sacramento Fire Department, and CSD Fire responded to a three-alarm commercial building fire in downtown Sacramento.

Collectively, these four incidents required a substantial regional response, totaling six alarms of resources across multiple jurisdictions in a compressed period. This level of simultaneous activity highlights the value of our regional partnerships, automatic and mutual aid through the boundary drop system, standardized regional operating guidelines, joint training, and the trust established among our agencies. These partnerships allow us to coordinate effectively, deploy resources efficiently, and deliver a unified response when regional demands are at their greatest.

External Engagement

DC Wagaman reported he and Chief Fiorica attended the Cal-JAC 26-1 EMT Academy graduation last night. The ceremony was well attended by agency representatives, family members, and other stakeholders. A total of 36 recruits graduated, achieving one of the academy's strongest overall success rates in both physical performance and academic achievement to date.

A particularly meaningful highlight of the evening was the introduction of the Captain Robert Bruce GRIT Award. This new award recognizes a recruit who exemplifies the highest levels of character, inspiration, and motivation. It is a fitting tribute to Captain Robert Bruce and the qualities he embodied throughout his life and career. DC Wagaman reported he and Chief Fiorica were honored to witness the continuation of Captain Bruce's legacy through this recognition. In a meaningful coincidence, the ceremony took place exactly three years to the day after Captain Bruce's passing. Seeing his name and the values he represented carried forward through the next generation of emergency services professionals was both humbling and deeply meaningful. The establishment of this award ensures that Captain Bruce's legacy will continue to inspire future generations of firefighters and EMS professionals.

Director Saylors asked DC Wagaman what Metro Fire is doing to prepare for El Niño projected flooding. DC Wagaman agreed to provide the Board with an update at the next meeting.

ADMINISTRATIVE REPORT – *(Deputy Chief Fiorica)*

Deputy Chief Fiorica highlighted Human Resources activities:

DC Fiorica reported that the classification study consultant is conducting one on one interviews with members who volunteered to discuss their Position Description Questionnaires as part of the classification study authorized by the Board which allows the consultant to have a clear understanding of the positions.

DC Fiorica introduced the newest member of the Human Resources team, Todd Cullen. Todd was hired to fill the vacant Worker's Compensation Coordinator position. Todd introduced himself and stated he previously worked as a workers' compensation adjuster.

DC Fiorica highlighted the recognition that was received for our improved workers' compensation process. Through the collaborative work of this Board (in particular Directors Webber and Saylors), Labor, Wellness, Health, and Safety, and Human Resources, revised processes were created to improve the way our workers' compensation claims were being handled to benefit our members. Chief Human Resources Officer Melisa Maddux was invited to the podium and reported she was pleased to share that the Sacramento Metropolitan Fire District has been recognized as a 2026 Theo Award winner by Risk & Insurance Magazine for our innovative approach to workers' compensation and employee support. The Theo Award is a national recognition named in honor of President Theodore Roosevelt. Which recognizes organizations that demonstrate innovation, creativity, and meaningful improvements in workers' compensation programs, particularly those that improve outcomes for injured employees. Metro Fire was 1 of 4 public agencies recognized in the Government and Public Sector category, which included the City of Los Angeles, the State of Nevada, and Larimar County in Colorado. Ms. Maddox described improvements developed through collaboration among the Board, District leadership, labor representatives, Human Resources, the Wellness, Health and Safety Division, and the third-party administrator, Intercare. The work focused on improving communication, streamlining claims processing, and developing

solutions suited to the fire service. Intercare's representative, Danielle, also addressed the Board and thanked the District for its collaboration.

SUPPORT & EMERGENCY MEDICAL SERVICES – (*Deputy Chief Mitchell*)

Chief Mitchell reported on the following Support and Emergency Medical Services Branch activities and updates:

Communications and Engagement

- Fire Prevention Week: Chief Mitchell reported Metro Fire continues to promote fire safety through community outreach and education focused on common fire hazards and prevention. As part of Fire Prevention Week, the District hosted an event at the Children's Museum in Rancho Cordova, with approximately 200 community members in attendance, providing an opportunity to engage families and share important fire and life safety information.
- Rio Linda Community Town Hall: Chief Mitchell reported the Rio Linda Community Town Hall was held to provide an update on Station 116 and give community members an opportunity to ask questions and share concerns. Approximately 30 community members attended, and the event was well received and questions raised by the community were being followed up on to ensure transparency.
- Cancer Awareness Engine: Chief Mitchell reported the Cancer Awareness Engine visited Rancho Cordova City Hall for a photo opportunity with city leadership as part of Metro Fire's ongoing cancer awareness and community outreach efforts. Additional community events are planned throughout October and November.

Planning & Development

Chief Mitchell reported he and Erin Castleberry attended the Rancho Cordova Planning Commission meeting concerning the proposed Downtown Dova Development Project meeting on September 30. The Rancho Cordova Planning Commission approved the project's design review and development agreement, and the project. Chief Mitchell reported the project was expected to go before the City Council for final approval on October 26, 2026.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT – (*Captain Sean Scollard, Local 522 Vice President)*

Captain Sean Scollard, Local 522 Vice President acknowledged the District's workers' Compensation process and the collaborative work that led to the national award. He recognized the involvement of District leadership, staff, labor partners, and the City of San Diego in sharing experience and resources related to improving the program.

4. COMMITTEE AND DELEGATE REPORTS

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

A. Executive Committee – *(President Costa)*

President Costa reported that the Executive Committee met today and General Counsel Sangster reviewed the Board's Policies and Procedures in relation to Rosenberg's Rules of Order and Robert's Rules of Order. The Committee concluded that the Board's policies and procedures were consistent with and complemented Rosenberg's Rules of Order. The Clerk was asked to distribute the policies to the Board. The item was marked closed on the Board's follow-up tracker.

President Costa reported that the Executive Committee also discussed Board Goal No. 3 – Provide Innovative Service Delivery: The Committee discussed the first two of four projects. For uninterrupted emergency service delivery, the Committee agreed to use the following working definition: "Uninterrupted service means sustaining planned emergency-response capability and station or unit availability without avoidable staffing-driven service interruptions." Staff were to continue evaluating processes, draft key performance indicators, and bring the work to a committee for further review. The Committee also discussed a proactive service-delivery dashboard to capture trends, opportunities, and budget considerations for Board visibility and direction. The Committee emphasized that operations must retain the ability to respond to staffing and operational needs while a more comprehensive, data-driven plan is developed.

President Costa reported since two items remained for discussion, the Executive Committee requested a special meeting to be held on October 22, 2026.

B. Communications Center JPA – *(Deputy Chief Fiorica)*

No Report

C. Finance and Audit Committee – *(Director Jones)*

No Report

D. Policy Committee – *(Director Clark)*

Director Clark reported that the Policy Committee met tonight and discussed revisions to the Travel and Conference Expense Policy. The policy is expected to come before the full Board at its next meeting. The next Policy Committee meeting was scheduled for November 12, 2026.

BOARD MEMBER QUESTIONS AND COMMENTS

Director Clark thanked District staff and the organization for their work supporting employee safety, workers' compensation improvements, and employee wellness. He also congratulated the retirees.

Director Saylors thanked staff who participated in the Rio Linda Community Town Hall concerning Station 116. Director Saylors requested that the District consider installing a fence around the vacant Station 116 property to improve security.

Director Goold congratulated the retirees and expressed hope that retirement commendations would be presented closer to the individuals' retirement dates in the future. He also congratulated the District, labor representatives, and staff on the workers' compensation program improvements and national recognition.

Director Webber congratulated the retirees and thanked Human Resources, the third-party administrator, Local 522, Chief House, Director Saylors, and the District team for their work on workers' compensation improvements. Director Webber also requested that, at a future meeting, the Fire Chief and General Counsel Sangster advise the full Board of all ongoing investigations, their status, whether outside entities were conducting any investigations, and the associated costs of outside investigations. Acting Fire Chief Mitchell acknowledged the request.

President Costa thanked the organization for its work and noted the District's efforts to respond to changing community needs.

CLOSED SESSION:
The Board recessed to closed session at 7:22 p.m. on the following matter(s):

1. **CONFERENCE WITH LABOR NEGOTIATOR**
   Pursuant to California Government Code Section 54957.6

   A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Sacramento Area Fire Fighters Local 522

   B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Battalion Chiefs Bargaining Group, Sacramento Area Fire Fighters Local 522

   C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Administrative Support Personnel (ASP) Affiliate of Sacramento Area Fire Fighters Local 522

   D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Safety Senior Management, Management and Unrepresented Confidential Employees

   E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: Non-Safety Senior Management, Management and Unrepresented Confidential Employees

   F. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
   Employee Organization: EMT and Paramedic Memorandum of Understanding

2. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –**
   Pursuant to California Government Code Section 54956.9: One Case
   Significant exposure to litigation pursuant to Paragraph (2) of subdivision (d) of section 54956.9. Pending confidential personnel investigation.

3. **Public Employee Performance Evaluation: Fire Chief**
   Pursuant to Government Code Sections 54957(b)(1)

CLOSED SESSION REPORT OUT:

The Board reconvened in open session at 8:26 p.m. General Counsel Ian Sangster reported that the Board met in closed session on six items:

1. Conference with Labor Negotiator; the Board met with its designated labor negotiator; no reportable action was taken in closed session.

2. Conference With Legal Counsel, Anticipated Litigation; no reportable action was taken in closed session.

3. Public Employee Performance Evaluation: Fire Chief; no reportable action was taken in closed session.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

https://metrofire.ca.gov/2026-10-08-board-meeting

https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA

ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

John Costa, Board President

Brian Rice, Secretary

Marni Rittburg, CMC
Board Clerk

Sacramento Metropolitan Fire District

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

Adam House
Fire Chief

DATE: October 22, 2026

TO: Board of Directors

SUBJECT: Revision of Board Policy 01.013.02 - Travel and Conference Expense

TOPIC

Proposed changes to Board Policy 01.013.02 - Travel and Conference Expense

BACKGROUND

The Travel and Conference Expense Policy provides direction on proper documentation of travel and conference expenses to employees and members of the Sacramento Metropolitan Fire District Board of Directors (Board). The proposed amendments seek principally to clarify permissible lodging and vehicle expenses while traveling, identify acceptable flight-related expenses, explain mileage reimbursement calculations, and elucidate the forms needed to process reimbursement requests.

DISCUSSION

Attached is the amended Travel and Conference Expenses Policy, which was last considered by the Board on January 11, 2024. The major updates to the policy:

- Add a definition for "regular workplace" in order to clarify the calculation for reimbursable mileage.
- Explicitly permit lodging at a conference or event host facility, specify documentation required when lodging costs exceed the General Services Administration rate, and prohibit lodging service charges.
- Define acceptable rental vehicle practices and sizes.
- Clarify the number of permissible checked bags and responsibility for upgrade expenses.
- Explain parameters for receiving meal stipends while traveling.
- Articulate the mileage reimbursement calculation to and from home and a transportation terminal.
- Prohibit certain forms of personal travel that will not be reimbursed.

- Specify reimbursement timelines for disallowed expenses.
- Explain the documentation required when seeking reimbursement.

This policy was reviewed by Finance, Human Resources, General Counsel, and Executive staff. The original policy and the revised policy with highlighted changes are included for your review.

The policy was reviewed by the Policy Committee on October 8 and approved for advancement to the Board of Directors.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Approve the changes to the Travel and Conference Expense Policy.

Submitted By:

Dave O'Toole
Dave O'Toole
Chief Financial Officer

Approved By:

Adam Mitchell
Acting Fire Chief

ATTACHMENTS:
Travel and Conference Expense Policy - Revised
Travel and Conference Expense Policy - Clean

Sacramento Metropolitan Fire District
BOARD POLICY

POLICY TITLE: Travel and Conference Expense~~s~~ OVERSIGHT: Administration

POLICY NUMBER: 01.013.02 EFFECTIVE DATE: 12/14/05 REVIEW DATE: ~~01/25/24~~10/8/26

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is established to ~~strengthen~~ ensure accountability for business travel and conference expenses, conformity to related District policies, ~~by~~ and indexing District expenses to federal General Services Administration (GSA) rates~~, while adhering to District credit card expenditure and reimbursement processes~~.

Purpose

The purpose of this policy is to give clear ~~written~~and consistent guidance~~, and consistent procedures, on~~ related to ~~the proper documentation of~~ travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District ("Board Members").

Scope

This policy applies to all District personnel and Board Members.

Definitions

1. Conference – For purposes of this policy, a conference is a meeting that brings together participants from various locations, may charge a registration fee, and has a published agenda.

2. Meals – Includes breakfast, lunch, and dinner.

3. Travel – The period when an employee or Board Member is enroute to, attending, or returning from a conference, training, remote business meeting, or other non-emergency, work-related assignment.

4. Travel Request Form (TRQ) – A document used to request authorization for travel.

~~3.~~5. Travel Reimbursement Form (TR~~F~~B) – A document used to seek reimbursement for per diem meals, mileage, and other out-of-pocket expenses.

6. Regular Workplace - T~~t~~he District's headquarters, office, or other facility to which an employee is regularly assigned for work.

Policy

1. Expenses for Meals

   a. Meal expenses shall be paid at the latest published GSA per-diem meal rate for the area of travel, regardless of whether a meal is provided as part of the conference or training. The maximum meal and incidental expenses for employees or Board Members is as identified by applicable GSA per-diem tables.

      The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75 percent normal rate unless travel begins before 7 AM or ends after 7 PM.

   b. Unless specifically authorized for Board Members, meal expenses shall not be paid using a District credit card or other District-managed payment tool.

2. Expenses Other Than Meals

   a. Actual and necessary expenditures for registration, lodging, transportation, and related business expenses other than meals incurred for participating in conferences or other business meetings in support of the District shall be paid to employees and Board Members through one of the following:

      i. District credit card, under the terms and authority for which it was issued.

      ii. Reimbursed following travel and submission of receipts deemed accurate, valid, and appropriate.

   b. Tips for taxi or ride-share services are permitted, and may be paid up to $1.50 or 15 percent of total ride cost, whichever is greater.

3. Expenditure claims for travel submitted by employees of the District shall be approved by Division Manager and the Fire Chief or the applicable Deputy Chief.

4. Travel and conferences, training, and business meetings attended by Board Members or the Fire Chief shall be disclosed to the Board of Directors in a public meeting.

5. Prior travel and expense authority is not required for Board Members for participation in business meetings incident to their duties as members of standing committees of the Board.

6. Registration Expenses

   a. Registration expenses will be for the actual cost of registration for conferences or trainings.

7. Lodging Expenses

a. In general, l~~L~~odging expenses should not exceed the single occupant daily government rate ~~as~~ identified in current ~~by applicable~~ GSA per-diem tables.

b. Lodging at the host facility shall not be subject to GSA per-diem table limits.

Formatted: Indent: Left: 0.82", No bullets or numbering

c. If lodging costs at ~~the host facility, or at~~ an alternate facility (if the host facility is not available)~~,~~ exceed the GSA per-diem rate, ~~then~~ prior authorization must be expressly provided from the Fire Chief or Deputy Chief with the travel authorization. Employees or Board Members must provide documentation that a reasonable effort was made to secure lodging at or below the GSA per-diem rate (for example, alternative price quotes demonstrating that no other lodging of comparable quality or proximity to the host facility was available at a lower price), but were unable to do so.

~~a.~~d. Lodging amenities for employees or Board Members will be authorized as expenditures or reimbursed when required in conjunction with District business.

e. Hotel in-room service, movies or amenity service charges, laundry services, toiletries, and other personal items will be the responsibility of the traveler.

8. Transportation Expenses

a. Transportation expenses for employees and Board Members will be for the actual costs of common carrier, taxi, parking, and tolls.

b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.

c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for ~~full~~mid-size~~d~~ or smaller economy automobiles. Hybrid or electric vehicles in the midsize or economy category are also eligible, provided the rental rate does not exceed the comparable gasoline-powered vehicle. Rental of sport utility vehicles (SUVs), luxury vehicles, or higher-cost vehicle classes is not permitted unless a clear business need exists, such as carrying equipment, accommodating a number of passengers exceeding the seating of a midsize or economy automobile, or when lower-cost vehicle classes are unavailable.

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.57" + Indent at: 0.82"

d. Any traffic violations or parking fines incurred by a traveler while operating a rental vehicle will be the responsibility of the traveler.

~~c.~~e. Transportation expenses are limited to the ~~most reasonable~~lowest-cost commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage. If the lowest-cost airfare rate does not include ticket transferability and up to two

checked bags, the next highest airfare rate with ticket transferability or refundability and up to two checked bags may be purchased.

f. The District will reimburse the cost of two checked bags each way. Additional baggage fees are the responsibility of the traveler unless there is a documented business need (e.g., transport of specialized equipment).

~~d.~~g. If a traveler elects optional upgrades (e.g., preferred seating or extra legroom) above the lowest available fare, the traveler is responsible for paying the difference with personal funds. If a traveler uses an indirect route or interrupts a direct route for personal convenience (including vacation), any additional costs above the lowest-priced direct route will be the responsibility of the traveler.

~~e.~~h. Departure and return times are used to determine the meal allowance and the District will pay meal allowances up to two hours before and after scheduled flight time. Arriving at the airport two hours prior to boarding is considered standard and sufficient time for employee to leave either their home or normal business location.

~~f. The District will reimburse the cost of two checked bags each way. Additional baggage fees are the responsibility of the traveler unless there is a documented business need (e.g., transport of specialized equipment).~~

~~g.~~i. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.

~~h.~~j. Mileage claims for personal vehicle use must be limited to the most direct route from origin to destination.

~~i.~~k. When an employee uses a personal vehicle to travel between their residence and a transportation terminal (e.g., airport, train station, or bus terminal) for authorized work-related travel:

i. Scheduled workday: If travel to or from the transportation occurs on a scheduled workday, reimbursable mileage shall be limited to the actual miles traveled between the residence and the transportation terminal, minus the employee's normal one-way commuting distance between the residence and the regular workplace.

~~ii.~~ ii. Non-workday: If travel to or from the transportation terminal occurs on a day the employee is not scheduled to work, reimbursable mileage shall be the actual miles traveled between the residence and the transportation terminal. ~~When an employee uses a personal vehicle to travel between their residence and a transportation terminal (e.g., airport, train station, or bus terminal) for authorized work-related travel, reimbursable mileage shall equal the actual miles traveled minus the employee's normal one-way commuting distance to the regular workplace when travel occurs on a scheduled workday. When travel occurs on a non-workday, the employee may be reimbursed for the full actual miles traveled between the residence and the transportation terminal.~~

ii.

Formatted: Indent: Left: 1.32"

9. Other Business

   a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or Board Members in conjunction with District business may be expensed or reimbursed at actual cost.

~~10. Travel Time~~

   ~~a. A maximum of one-day travel time each way is authorized for employees and Board Members.~~

   ~~b. Employees and Board Members traveling by personal vehicle are authorized one-day travel time for each 400-mile increment or portion thereof.~~

   ~~c. Employees in positions classified as exempt under the Fair Labor Standards Act receive aare paid their total compensation amount and is intended to cover all travel and conference time.~~

   ~~d. Employees in positions classified as nonexempt (overtime eligible) under the Fair Labor Standards Act may be eligible for compensation for the time spent traveling and attending an overnight conference.~~

10. Combining Personal and Business Travel

   a. Occasionally, travel may include both business and personal components, or may originate from or return to an alternate location for personal reasons. In such cases, the traveler is responsible for demonstrating that personal travel did not result in additional costs to the District. Any additional costs attributable to personal travel will be borne by the traveler.

   b. The traveler must provide comparable price quotes to substantiate any cost differences. These quotes must be obtained at the time the travel reservation is booked.

11. Reimbursement for Disallowed Expenses

   a. Any travel and conference expenses incurred that are not consistent with this policy must be reimbursed to the District by the employee within 30 calendar days.

Procedures

1. Direct payment, reimbursement claims or district credit card expenditures for travel, conference, and business expenses incurred or anticipated by employees and Board Members shall be authorized on the District's Travel Request Form (TRQ).

2. ~~Original~~ Itemized receipts must be submitted for all reimbursable expense claims other than meals. In the event of loss of ~~original~~ receipts by an employee or Board Member, a missing receipt form shall be submitted.

3. Completed ~~The final approved~~ Travel Reimbursement Form (TRB) along with all supporting documentation ~~must~~ should be submitted to the Finance Division – Travel Desk ~~within seven (7) days~~as soon as possible and no more than 30 days from ~~the~~ completion of the trip.~~:~~ ~~Supporting documentation includes the following, as applicable:~~

   a. Travel Reimbursement Form (TR~~F~~B)~~-~~
   b. A~~a~~pproved Travel Request Form (TRQ)
   c. Travel Request & Reimbursement Excel Workbook (TRR) ~~containing the TRQ and TRF~~
   d. Invoice for Registration
   e. Conference Brochure/Agenda
   f. Airfare Receipt - must show the departure & arrival time & date
   g. Airport parking receipt - must show the entry & exist time and date
   h. Transportation - Uber, Lyft, Taxi, ~~et~~cetc.
   i. Personal Vehicle Mileage - G~~g~~oogle map showing home address or duty station/HQ to airport
   j. Hotel Folio - check-in and check-out dates must match the conference dates
   k. Rental Car R~~r~~eceipt - ~~-~~if applicable
   l. Fuel for Rental Car~~,~~ - ~~-~~if applicable

4. If the actual costs for all travel expenses exceed the amount originally approved by 20 percent or more, an updated Travel Request Form (TRQ) must be approved by the Division Manager, and Fire Chief or the applicable Deputy Chief, before a PO change order may be processed. PO change order requests must be entered in the District's Enterprise Resource Planning system with the updated Travel Request Form (TRQ) and supporting documentation attached.

5. ~~Reimbursements will be processed through Finance - Accounts Payable.~~In accordance with IRS accountable plan regulations, ~~Failure to submit~~ documentation not submitted within 60 days will result ~~t~~ein the reimbursement being treated as taxable wages on the employees W-2 subject to withholding~~g~~ and ~~;~~ reimbursement will be paid through payroll.

~~3. Employees covered in the various bargaining agreements are required to submit reimbursement requests at the end of each month in which the required travel occurred.~~

~~Employees are responsible for accurately tracking, calculating, and reporting travel time on their timecards in accordance with this policy.~~

References

1. Documents App -Travel Request & Reimbursement Form

Formatted: Indent: Left: 0.32", Right: 0.12", Space After: 6 pt, Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.32" + Indent at: 0.57"

Formatted: Indent: Left: 0.32", No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.32"

2. Email – traveldesk@metrofire.ca.gov

~~4.~~3. GSA Per diem rates: www.gsa.gov/perdiem

4. Per diem FAQ: http://www.gsa.gov/portal/content/104208

~~U.S. Department of Labor www.dol.gov~~

~~Metroapps/documents/Travel Request & Reimbursement Form~~

~~tTraveldesk@metrofire.ca.gov~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.32"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.32"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.32"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.32"

Sacramento Metropolitan Fire District
BOARD POLICY

POLICY TITLE: Travel and Conference Expense OVERSIGHT: Administration

POLICY NUMBER: 01.013.02 EFFECTIVE DATE: 12/14/05 REVIEW DATE: 10/8/26

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is established to ensure accountability for business travel and conference expenses, conformity to related District policies, and index District expenses to federal General Services Administration (GSA) rates.

Purpose

The purpose of this policy is to give clear and consistent guidance, related to travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District ("Board Members").

Scope

This policy applies to all District personnel and Board Members.

Definitions

1. Conference – For purposes of this policy, a conference is a meeting that brings together participants from various locations, may charge a registration fee, and has a published agenda.

2. Meals – Includes breakfast, lunch, and dinner.

3. Travel – The period when an employee or Board Member is enroute to, attending, or returning from a conference, training, remote business meeting, or other non-emergency, work-related assignment.

4. Travel Request Form (TRQ) – A document used to request authorization for travel.

5. Travel Reimbursement Form (TRB) – A document used to seek reimbursement for per diem meals, mileage, and other out-of-pocket expenses.

6. Regular Workplace - The District's headquarters, office, or other facility to which an employee is regularly assigned for work.

Policy

1. Expenses for Meals

   a. Meal expenses shall be paid at the latest published GSA per diem meal rate

for the area of travel, regardless of whether a meal is provided as part of the conference or training. The maximum meal and incidental expenses for employees or Board Members is as identified by applicable GSA per diem tables.

The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75 percent normal rate unless travel begins before 7 AM or ends after 7 PM.

b. Unless specifically authorized for Board Members, meal expenses shall not be paid using a District credit card or other District-managed payment tool.

2. Expenses Other Than Meals

a. Actual and necessary expenditures for registration, lodging, transportation, and related business expenses other than meals incurred for participating in conferences or other business meetings in support of the District shall be paid to employees and Board Members through one of the following:

i. District credit card, under the terms and authority for which it was issued.

ii. Reimbursed following travel and submission of receipts deemed accurate, valid, and appropriate.

b. Tips for taxi or ride-share services are permitted, and may be paid up to $1.50 or 15 percent of total ride cost, whichever is greater.

3. Expenditure claims for travel submitted by employees of the District shall be approved by Division Manager and the Fire Chief or the applicable Deputy Chief.

4. Travel and conferences, training, and business meetings attended by Board Members or the Fire Chief shall be disclosed to the Board of Directors in a public meeting.

5. Prior travel and expense authority is not required for Board Members for participation in business meetings incident to their duties as members of standing committees of the Board.

6. Registration Expenses

a. Registration expenses will be for the actual cost of registration for conferences or trainings.

7. Lodging Expenses

a. In general, lodging expenses should not exceed the single occupant daily government rate identified in current GSA per diem tables.

b. Lodging at the host facility shall not be subject to GSA per diem table limits.

c. If lodging costs at an alternate facility (if the host facility is not available) exceed

the GSA per diem rate, prior authorization must be expressly provided from the Fire Chief or Deputy Chief with the travel authorization. Employees or Board Members must provide documentation that a reasonable effort was made to secure lodging at or below the GSA per diem rate (for example, alternative price quotes demonstrating that no other lodging of comparable quality or proximity to the host facility was available at a lower price), but were unable to do so.

d. Lodging amenities for employees or Board Members will be authorized as expenditures or reimbursed when required in conjunction with District business.

e. Hotel in-room service, movies or amenity service charges, laundry services, toiletries, and other personal items will be the responsibility of the traveler.

8. Transportation Expenses

a. Transportation expenses for employees and Board Members will be for the actual costs of common carrier, taxi, parking, and tolls.

b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.

c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for midsize or smaller economy automobiles. Hybrid or electric vehicles in the midsize or economy category are also eligible, provided the rental rate does not exceed the comparable gasoline-powered vehicle. Rental of sport utility vehicles (SUVs), luxury vehicles, or higher-cost vehicle classes is not permitted unless a clear business need exists, such as carrying equipment, accommodating a number of passengers exceeding the seating of a midsize or economy automobile, or when lower-cost vehicle classes are unavailable.

d. Any traffic violations or parking fines incurred by a traveler while operating a rental vehicle will be the responsibility of the traveler.

e. Transportation expenses are limited to the lowest-cost commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage. If the lowest-cost airfare rate does not include ticket transferability or refundability and up to two checked bags, the next highest airfare rate with ticket transferability or refundability and up to two checked bags may be purchased.

f. The District will reimburse the cost of two checked bags each way. Additional baggage fees are the responsibility of the traveler unless there is a documented business need (e.g., transport of specialized equipment).

g. If a traveler elects optional upgrades (e.g., preferred seating or extra legroom) above the lowest available fare, the traveler is responsible for paying the difference with personal funds. If a traveler uses an indirect route or interrupts a direct route for personal convenience (including vacation), any additional costs above the lowest-priced direct route will be the responsibility of the traveler.

h. Departure and return times are used to determine the meal allowance and the District will pay meal allowances up to two hours before and after scheduled flight time. Arriving at the airport two hours prior to boarding is considered standard and sufficient time for employee to leave either their home or normal business location.

i. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.

j. Mileage claims for personal vehicle use must be limited to the most direct route from origin to destination.

k. When an employee uses a personal vehicle to travel between their residence and a transportation terminal (e.g., airport, train station, or bus terminal) for authorized work-related travel:
    i. Scheduled workday: If travel to or from the transportation occurs on a scheduled workday, reimbursable mileage shall be limited to the actual miles traveled between the residence and the transportation terminal, minus the employee's normal one-way commuting distance between the residence and the regular workplace.
    ii. Non-workday: If travel to or from the transportation terminal occurs on a day the employee is not scheduled to work, reimbursable mileage shall be the actual miles traveled between the residence and the transportation terminal.

9. Other Business

a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or Board Members in conjunction with District business may be expensed or reimbursed at actual cost.

10. Combining Personal and Business Travel

a. Occasionally, travel may include both business and personal components, or may originate from or return to an alternate location for personal reasons. In such cases, the traveler is responsible for demonstrating that personal travel did not result in additional costs to the District. Any additional costs attributable to personal travel will be borne by the traveler.

b. The traveler must provide comparable price quotes to substantiate any cost differences. These quotes must be obtained at the time the travel reservation is booked.

11. Reimbursement for Disallowed Expenses

a. Any travel and conference expenses incurred that are not consistent with this policy must be reimbursed to the District by the employee within 30 calendar days.

Procedures

1. Direct payment, reimbursement claims or district credit card expenditures for travel, conference, and business expenses incurred or anticipated by employees and Board Members shall be authorized on the District's Travel Request Form (TRQ).

2. Itemized receipts must be submitted for all reimbursable expense claims other than meals. In the event of loss of receipts by an employee or Board Member, a missing receipt form shall be submitted.

3. Completed Travel Reimbursement Form (TRB) along with all supporting documentation should be submitted to the Finance Division – Travel Desk as soon as possible and no more than 30 days from completion of the trip. Supporting documentation includes the following, as applicable:

    a. Travel Reimbursement Form (TRB)
    b. Approved Travel Request Form (TRQ)
    c. Travel Request & Reimbursement Excel Workbook (TRR)
    d. Invoice for Registration
    e. Conference Brochure/Agenda
    f. Airfare Receipt - must show the departure & arrival time & date
    g. Airport parking receipt - must show the entry & exit time and date
    h. Transportation - Uber, Lyft, Taxi, etc.
    i. Personal Vehicle Mileage - Google map showing home address or duty station/HQ to airport
    j. Hotel Folio - check-in and check-out dates must match the conference dates
    k. Rental Car Receipt - if applicable
    l. Fuel for Rental Car - if applicable

4. If the actual costs for all travel expenses exceed the amount originally approved by 20 percent or more, an updated Travel Request Form (TRQ) must be approved by the Division Manager, and Fire Chief or the applicable Deputy Chief, before a PO change order may be processed. PO change order requests must be entered in the District's Enterprise Resource Planning system with the updated Travel Request Form (TRQ) and supporting documentation attached.

5. In accordance with IRS accountable plan regulations, documentation not submitted within 60 days will result in the reimbursement being treated as taxable wages on the employees W-2 subject to withholding and reimbursement will be paid through payroll.

References

1. Documents App -Travel Request & Reimbursement Form
2. Email – traveldesk@metrofire.ca.gov
3. GSA Per diem rates: www.gsa.gov/perdiem
4. Per diem FAQ: http://www.gsa.gov/portal/content/104208

Sacramento Metropolitan Fire District

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

Adam House
Fire Chief

DATE: October 22, 2026

TO: Board of Directors

SUBJECT: Responses to Questions Related to the Self-Insurance Reserve

TOPIC

Policy Requirements and Use of Funds from the Self-Insurance Reserve

BACKGROUND

At the Board of Directors meeting on September 24, 2026, Director Stark articulated a series of seven questions related to the authority, operation and history of the Self-Insurance Reserve, also known as the workers' compensation reserve. Acting Fire Chief Mitchell received the questions and directed staff to prepare responses.

DISCUSSION

This presentation item provides responses to the seven questions asked and includes additional context on the policies that guide the District on the use of Self-Insurance Reserve funds.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

This is a presentation item only that provides responses to questions and there is no recommendation.

Submitted By:

Dave O'Toole

Dave O'Toole
Chief Financial Officer

Approved By:

Adam Mitchell
Acting Fire Chief

The Self-Insurance Reserve

(AKA "Workers' Compensation Reserve")

- October 22, 2026 -

Board Policies on Reserves

Reserve Funding Policy

- Establishes target reserve levels necessary for maintaining Metro Fire's creditworthiness and support short-term and long-term financial planning.
- Specifies minimum General Fund reserves:

  The minimum amount of General Fund Operating Reserves shall be 1.8 months of Net Budgeted General Fund Operating Expenditures (15%).
- Specifies the minimum amount allocated for workers' compensation expenses in a separate reserve called the "General Fund Self-Insurance Reserve."

  To allow for future payment of workers' compensation claims, the minimum General Fund Self-insurance Reserves should equal the most recent short-term liability disclosed in Metro Fire's Audited Financial Statements.
- Permits use of Self-Insurance Reserve funds for workers' compensation claims, with a vote of the Board.

Financial Planning and Budget Policy

- Describes the annual budget process, including the process to calculate the General Fund reserve for budget

  "The District shall strive to maintain a reserve ratio in the General Fund set at 15 percent of General Fund expenditures for unplanned emergencies."
- Articulates the disposition of "excess reserves" (i.e., reserves above 15 percent).
- Describes the purpose and frequency of preparing a five-year budget forecast.

Question #1

QUESTION: One, is the district legally required to maintain a separate workers' compensation reserve? Please confirm in writing whether any statute, regulation, contract, self-insurance requirement, or other legal obligation requires this. If so, please identify the specific requirement and amount that must be maintained. If not, please state that explicitly.

RESPONSE:

The workers' compensation reserve is established by policy alone. There are no legal, regulatory, contract, or other external requirements to maintain a separate workers' compensation reserve.

The District has adopted policies directing the operation and calculation of the General Fund Reserve and the Self-Insurance Reserve.

Question #2

QUESTION: What is the basis for the approximately 5.265 million amount? Is it based on a current actuarial recommendation, a self-insurance requirement, board policy, historical practice, or another methodology?

RESPONSE:

The basis is Board Policy. The Self-Insurance Reserve calculation is in accordance with the Reserve Funding Policy, which states:

> *The minimum General Fund Self-insurance Reserves should equal the most recent short-term liability disclosed in Metro Fire's Audited Financial Statements.*

For calculating the workers' compensation reserve for FY 2026/27, the District will use the audited financial statements for FY 2025/26.

Question #3

QUESTION: Is any portion legally or externally restricted, or is it entirely board committed and available for redesignation by board action?

RESPONSE:

It is committed by policy and can be redesignated by Board action or policy change.

Under the Reserve Funding Policy, the workers' compensation reserve is classified as Committed Fund Balance, not a restricted fund balance.

- The Board may direct the use of the workers' compensation reserve, subject to the Policy, which may be amended by the Board.
- The Policy also provides that the Board may reclassify reserves as deemed appropriate during the budget process.

Question #4

QUESTION: How does this reserve relate to the District's roughly $36.8 million actuarially estimated liability, including the roughly $5.3 million current portion? Is the reserve intended to fund anticipated claims, backstop volatility, or serve another purpose?

RESPONSE:

- The Self-Insurance Reserve relates to the actuarially-estimated workers' compensation liability in that it is, per policy, calculated as *"equal to the most recent total liability of unpaid claims and expenses."*
- The roughly $5.3 million portion is also set in the same policy, which sets a minimum balance in the workers' compensation reserve tied to "*the most recent short-term liability disclosed in Metro Fire's Audited Financial Statements."*
- Historically, routine workers' compensation costs have been funded through annual appropriations, while the workers' compensation reserve has served as a financial backstop for significant unanticipated claims or other unexpected workers' compensation funding needs.

Question #5

QUESTION: How do comparable California public agencies and self-insured local governments treat workers' comp reserves? Do they include those resources when describing overall reserve levels?

RESPONSE:

Comparable California public agencies commonly establish workers' compensation reserves to fund unanticipated expenses or those exceeding budget appropriations and include those resources in reserve level calculations.

- The District examined the Metro 14 agencies and Cosumnes Community Services District and determined that 11 maintain a workers' compensation reserve.

Question #6

QUESTION: From an accounting, actuarial, legal, and risk management standpoint, would there be any disadvantage if the district maintained one overall reserve of at least 15 percent. while continuing to identify a portion for workers' comp risk.

RESPONSE:

From an accounting, actuarial, legal, and risk management standpoint, because the workers' compensation reserve is not tied to any specific standard there is no related advantage or disadvantage.

The District would have a lower overall level of financial protection than the current reserve structure if the policy was updated to one overall reserve.

Question #7

QUESTION: Please show our reserve position under both approaches, excluding the workers' compensation reserve from the 15 percent calculation, and including it.

RESPONSE:

The FY 2026/27 Final Budget projected reserve on June 30, 2027: **11.4%**

Projected reserve on June 30, 2027, including the $5,265,200 workers' compensation reserve balance: **12.8%**

Questions