



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE
THURSDAY, NOVEMBER 14, 2019 – 5:30 P.M.
SACRAMENTO METROPOLITAN FIRE DISTRICT
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Director Goold. Committee members present: Barnes, Clark and Goold. Committee members absent: None. Staff present: Chief Harms and Clerk Penilla.

PUBLIC COMMENT: None

CONSENT AGENDA

Action: Moved by Clark, seconded by Barnes, 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 October 10, 2019

Action: Approved the Action Summary Minutes.

ACTION ITEM

1. **Family and Medical Leave** (*Melisa Maddux, HR Manager*)

Recommendation: Approve the revision to the Family and Medical Leave policy and refer to the full Board for approval.

Action: On a motion by Barnes, seconded by Clark, and carried unanimously by members present, to approve the revised policy and recommended it to the full Board for approval.

PRESENTATION ITEMS

1. **Administrative Policy Revisions** (*Melisa Maddux, HR Manager*)

- A. **Sick Leave Policy**
- B. **Leave of Absence Policy**
- C. **Modified Duty Policy**

Recommendation: Review the revised policies for informational purposes, no further action required.

Action: No action taken.

ADJOURNMENT

The meeting adjourned at _____ p.m.



Director Goold, Chair



Melissa Penilla, Clerk of the Board