Sacramento Metropolitan Fire District

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KURT P. HENKE
Fire Chief

ACTION SUMMARY

POLICY COMMITTEE
SACRAMENTO METROPOLITAN FIRE DISTRICT
Thursday, August 22, 2013
City of Rancho Cordova City Hall-Council Chambers
2729 Prospect Park Drive
Rancho Cordova, California

1. **CALL TO ORDER**
The meeting was called to order at 5:00 p.m. by Vice Chair Orzalli. Committee members present: Orzalli and Monk (alternate). Members absent: Goold and Pierson. Pierson arrived at 5:15 p.m. Staff: Fire Chief Henke, Board Clerk Tilson and Interim Board Clerk Kelly.

2. **PUBLIC COMMENT:** None

3. **CONSENT AGENDA**
Action Summary of July 25, 2013
Action: Moved Monk, seconded Orzalli and carried (Absent - Goold, Pierson) to approve the Action Summary.

4. **RECORDS RETENTION POLICY**
Deputy Chief Mark Wells and Information Technology Director Matt Roseberry presented the staff report and responded to questions raised by committee members.

Deputy Chief Wells stated that the District does not have a Records Retention Policy and that an administrative committee has developed a policy, modeled after the State's guidelines for records retention. He reported that the District pays approximately $70,000 a year to lease a facility to store records, many of which may be eligible for destruction, per this policy.

Information Technology Director Roseberry stated that once a policy is in place, staff will have guidelines on how long to retain specific records and records that are eligible for destruction will be destroyed. He reported that the District is also in the process of acquiring an electronic records management system. He explained that when records are scanned into this system, they will be assigned the appropriate retention period. This system will make it more efficient to manage records as they move through their life cycle.

Committee member Pierson joined the meeting at 5:15 p.m.

Committee member Orzalli stated his desire to ensure that records not be kept beyond their retention period. Committee member Monk noted a correction on page 18 and questioned whether a custodian of records should be identified in the policy. Members expressed their desire to have a written process and policy in place both for the

destruction of records and the review of records that might have confidential or legal implications.

Action: Moved by Monk, seconded by Pierson and carried (Absent – Goold) to receive the report and direct staff to make the suggested changes and forward to the Board.

5. FAMILY AND MEDICAL LEAVE ACT POLICY REVISIONS

Deputy Chief Mark Wells and Human Resources Supervisor Melisa Maddux presented the staff report and responded to questions raised by committee members.

Deputy Chief Wells reported that staff is recommending the current policy be revised to require that employees must first use all vacation and sick leave accruals before electing to go on unpaid status. He stated this change aligns with industry standards.

Action: Moved by Monk, seconded by Pierson and carried (Absent – Goold) to receive the report and direct staff to forward to the Board.

6. NEXT MEETING DATE – September 12, 2013

7. ADJOURNMENT

The meeting adjourned at 5:32 p.m.

Sherry M. Kelly, Interim Board Clerk

Dave Pierson, Chair