



Fire Chiefs & Firefighters Association of York County Standard Operating Policies

Standard Operating Policy Procedures

Policy Number: 12-01

Effective Date: July 1, 2012

1.0 SCOPE

This policy is applicable to all members of the Fire Chiefs and Firefighters Association of York County ("Association").

2.0 PURPOSE

The purpose of this policy is to establish a structured and consistent Standard Operating Policy creation, review, approval, and distribution procedure.

3.0 POLICY

3.1 Creation

- 3.1.1 Any current Association member or standing committee shall present their request to create or update a standard operating policy to the Association President in writing.
- 3.1.2 The Association President shall present the request to the Board of Governors to determine whether the request shall be forwarded to a committee for further review and development.
- 3.1.3 If a simple majority of the Board of Governors approves the request, the Association President shall delegate the request to a standing committee or, if necessary, appoint a special committee to further review and develop the requested policy or update.

3.2 Review and Development

- 3.2.1 The assigned committee shall review the request relative to conflict with current Association by-laws or policies and potential beneficial and adverse impacts to Association members. Solicitation of input from emergency service providers within and outside the Association shall be considered.
- 3.2.2 The committee shall formally develop a proposed policy or existing updated policy in a format approved by the Board of Governors for presentation to the Association membership.
- 3.2.3 The committee shall determine an effective date for the proposed policy considering notification and training requirements.

3.3 Approval

- 3.3.1 Once the proposed policy is completed, it shall be presented by the committee chairperson to the Association membership at a monthly Association meeting. Any questions posed at the meeting may be discussed. If the committee chairperson has not received any information that would necessitate a change in the proposed policy, the proposal shall be tabled for a general membership vote at the next general meeting.

- 3.3.2 The proposed policy (clearly indicated as DRAFT) shall be distributed with the monthly meeting minutes to all current members of the Association with indication that it will be voted on at the next monthly meeting.
- 3.3.3 At the following monthly meeting of the Association, the proposed policy shall be presented to the membership for approval. Any general discussion items may be heard before the vote, but the proposal shall not be revised before the vote is taken.
- 3.3.4 A simple majority vote shall approve or reject the policy.
- 3.4 Distribution
 - 3.4.1 The approved proposal shall be finalized by the Board of Governors Secretary with the effective date and signed by the Association President on behalf of the Association.
 - 3.4.2 The policy shall be distributed with the monthly meeting minutes and posted on the Fire School's website.
 - 3.4.3 Copies of the policy shall be forwarded to other affected agencies for informational purposes.
- 3.5 Review
 - 3.5.1 Standard operating policies shall be reviewed for applicability and relevancy every 5 years by a Policies Review Committee appointed by the Association President.

4.0 RESPONSIBILITIES

- 4.1 Association Member/Committee
 - 4.1.1 Proposes new policy or update to existing policy to the Association President in writing.
- 4.2 Association President
 - 4.2.1 Accepts proposal, presents it to the Board of Governors, and delegates it to a committee for further review and development.
 - 4.2.2 Appoints a special committee to review policy if necessary.
 - 4.2.3 Presents the policy to the Association members for approval after it has been widely distributed.
 - 4.2.4 Signs approved policy on behalf of the Association.
 - 4.2.5 Appoints Policies Review Committee to review current policies on a regular basis.
- 4.3 Committee
 - 4.3.1 Reviews proposed policy or change relative to conflict with current Association by-laws or policies and potential beneficial and adverse impacts to Association members.
 - 4.3.2 Formally develops a proposed policy or updated an existing policy.
 - 4.3.3 Determines effective date for policy considering notification and training requirements.
 - 4.3.4 Committee chairperson to the Association membership at a monthly Association meeting.
- 4.4 Association Secretary (or designee)
 - 4.4.1 Forwards draft copy of policy to Association members attached to meeting minutes.
 - 4.4.2 Forwards signed policy to Association members via email and posts on Fire School website.

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4.4.3 Forwards policy to other affected agencies for informational purposes.

4.5 Association Members

4.5.1 Approves or disapproves policy by simple majority vote at a meeting after it has been presented.

4.6 Policies Review Committee

4.6.1 Reviews policies for applicability and relevancy every 5 years.

Approved By:

Steven R. Buffington

Steven R. Buffington
President (on behalf of the Association)

Proposed Date: 05/21/2012	Approved Date: 06/18/2012	Issued Date: 06/22/2012
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