

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Policies and Procedures

Policy Number: 1300	Approved By: Board of Commissioners
Effective Date: August 6, 2013	Revision Date: February 16, 2021
Pages: 3	Attachments: 2

1 PURPOSE

- 1.1 To establish a procedure for the adoption, review and amendment of District policies and procedures.

2 REFERENCES

- 2.1 RCW 52.02.020 (1), *Districts authorized*
- 2.2 RCW 52.14.100, *Meetings – Powers and duties of the board*
- 2.3 RCW 42.56.040, *Duty to publish procedures*

3 RESPONSIBILITY

- 3.1 The Board of Commissioners maintains the sole statutory authority to establish policies of the District as they relate to service levels and operational goals. The Board is responsible for the adoption, amendment and rescission of District policies.
- 3.2 The Fire Chief is responsible for the development of administrative and operational policies and procedures, including policy sections 2000 to 7000.
- 3.3 District members of the organization must be familiar and comply with the provisions of all District policies.

4 DEFINITIONS

- 4.1 **POLICY:** a declared intent or objective used as a basis for decision making. Policies define “what” will be done regarding a specified area of operation or practice.
- 4.2 **PROCEDURE:** a prescribed or acceptable routine or method of performing or implementing a desired course of action. Procedures define “how” objectives of any given policy or practice will be accomplished.

5 POLICY

- 5.1 The District shall adopt and maintain policies and procedures that govern District operations.
 - 5.1.1 Established policies and procedures shall not violate any laws or regulations or the collective bargaining agreement with IAFF Local 2459.
- 5.2 Policies and procedures shall be named and indexed in a manner that provides for easy identification of their content.
 - 5.2.1 1000 series policies and procedures will be maintained and available to all members and the public in a read-only format on the District’s SharePoint

- and website.
- 5.2.2 2000 through 7000 series policies and procedures will be maintained by the Fire Chief and available to all members of the public in a read-only format and all District members on the District's SharePoint site.
- 5.2.3 All policies and procedures, including previous versions of amended policies and procedures, will be maintained and available for review on the District's SharePoint site.
- 5.2.4 Policies and Procedures shall be made available for public inspection and copying.
- 5.3 The Board may adopt, amend or suspend organizational policies and procedures by majority vote.
 - 5.3.1 New and amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.
 - 5.3.2 Copies of the policies or procedures adopted or amended at a meeting shall be made a part of the minutes.
- 5.4 New, amended or rescinded policies or procedures shall be announced to the members by special notice.
 - 5.4.1 Upon notification, members shall be required to review any changes to a policy or procedure.
- 5.5 Policies and procedures shall be reviewed on a regular basis. The review cycle may vary depending on the policy or procedure type and its scope.
 - 5.5.1 A three year review cycle would be typical; however, it shall be no more than five years between reviews.
- 5.6 Members are encouraged to identify areas where policies and procedures contain gaps, inconsistencies or outdated information and bring forward recommendations for necessary amendments.

6 PROCEDURES/GUIDELINES

- 6.1 District policies and procedures shall be written in a standard format to provide consistency. The standard format shall include the following sections:
 - 6.1.1 **HEADER** – the header section of the policy shall contain the policy name and number, approved by, effective date, revision date, number of pages and attachments.
 - 6.1.2 **PURPOSE**– a general statement that provides an overview of the policy and why it was created.
 - 6.1.3 **REFERENCES**– a list of references that may provide justification or guidance into the development of the policy, or other policies that may be directly related.
 - 6.1.4 **RESPONSIBILITY**–A statement that identifies those affected by the policy and those responsible for its operation.
 - 6.1.5 **DEFINITIONS** – a list of terms in alphabetical order that are used in the policy or procedure that may not be readily understood or that require a precise description.
 - 6.1.6 **POLICY**–a written statement that articulates the District's position on a

specific issue.

6.1.7 PROCEDURE – a written statement or sequence of statements that describe the District’s process for accomplishing its policy objectives.

EXCEPTION: Board policies that do not have associated procedures will be written in paragraph format.

6.2 Policies shall be given a number within the appropriate policy grouping. The following are the current groups

6.2.1 1000 Series–Board of Commissioners

6.2.2 2000 Series–Personnel

6.2.3 3000 Series–Community Relations

6.2.4 4000 Series–Operations

6.2.5 5000 Series–Non-Service Operations

6.2.6 6000 Series–Fiscal Management

6.2.7 7000 Series–Facilities

6.3 Policies and procedures shall be reviewed as stated in section 5.6. The review process will address the following questions:

6.3.1 Is the policy and/or procedure still consistent with best practices, strategic direction, and/or changes in national standards or legislation;

6.3.2 Do current practices comply with the existing policy and/or procedures;

6.3.3 Are there inconsistencies between the existing policy and/or procedures with other policies and procedures;

6.3.4 Is the policy obsolete and no longer needed;

6.4 New policies should be proposed or existing policies amended or rescinded whenever gaps, inconsistencies, or changes have occurred that affect the appropriateness or accuracy of current policy or procedure.

6.4.1 Members’ recommendations for the creation of a new, or the amendment or rescission of a current, policy or procedure must be submitted to the Fire Chief on the Policy Amendment Recommendation Form, 1300-A2.

6.5 Whenever deemed necessary, the process for adopting a new, or amending or repeal of an existing, policy shall be as follows:

6.5.1 A draft of the proposed new 1000 series policy or amendment of an existing policy shall be provided to the Board. The proposal shall be added to the agenda of a regular or special Board meeting for a first reading and discussion.

6.5.2 The Board would move to adopt, amend or reject or the draft proposal at a subsequent regular or special Board meeting, unless immediate action is deemed necessary.

6.5.2.1 If immediate action is required, approval must be by a majority plus one.

6.5.3 The adoption, amendment or rescission of administrative or operational policies and procedures proposed by the Chief may be approved at the first meeting as part of the Consent Calendar after the Board has been provided a copy of the proposed changes.