

# ***Snohomish County Fire Chiefs Association***

## **DOCUMENT 10-01-03**

### **THE CREATION, NUMBERING AND FORMAT OF OFFICIAL DOCUMENTS, POLICIES AND PROCEDURES OF THE ASSOCIATION**

#### **1.0 PURPOSE**

- 1.1** These policy and procedures are enacted by Snohomish County Fire Chiefs Association in order to further the following goals:
- (a) To foster cooperation and needed uniformity throughout Snohomish County Fire agencies.
  - (b) To provide guidance and recommendations that will enhance the working relationship enjoyed by the various fire and public service agencies.
  - (c) To assist management in the development of sound management practices and procedures, and to make effective, consistent use of resources throughout the County.
  - (d) To promote communication between all public service agencies.
  - (e) To provide a unified voice on matters affecting fire and emergency services provided by fire agencies of the county.
  - (f) To standardize and track all documents of the association that have adopted.

#### **2.0 AGENCIES AND PERSONNEL AFFECTED:**

- 2.1** All fire and related public service agencies.

#### **3.0 REFERENCE:**

- 3.1** Snohomish County Fire Chief Association by laws.
- 3.2** RCW as applicable.

#### **4.0 POLICY:**

- 4.1** It is the policy of the Snohomish Fire Chiefs Association to establish Policies and Procedures defining guidelines, recommendations and association policies; listing among other elements, responsibilities, procedures, and definitions.

- 4.2 It is the policy of the Snohomish County Fire Chiefs Association that adopted policies and procedures shall be equally applied to the membership agencies.
- 4.3 It is the policy of Snohomish County Fire chiefs Association that the Association specifically reserves the right to appeal, modify or amend these policies at any time, with notice to the membership. None of these provisions shall be deemed to create a contractual agreement.
- 4.4 It is the policy of Snohomish County Fire Chiefs that the format, outlines and numbering, of present and proposed Policy and Procedures shall conform to the format as outlined in this section.

## **5.0 DEFINITIONS:**

- 5.1 Policy: Statements of what shall normally be the associations position given a certain set of circumstances and conditions.
- 5.2 Procedure: Instructions and recommendations of the process used for the situation or matter being presented
- 5.3 Association Policy and Procedures: Used to set forth general and specific activities, operations, and recommendations within the agencies of Snohomish County.
- 5.4 Directive: Used to clarify issues or provide interim direction regarding specific issues
- 5.5 Association: Shall mean the Snohomish County Fire Chiefs Association.

## **6.0 RESPONSIBILITY:**

- 6.1 The Associations membership will approve all policy and procedure documents at a regularly scheduled meeting of the Association.
- 6.2 The member agencies are responsible for interrupting and implementing the adopted policy and procedures in to their organizations as they deem appropriate.
- 6.3 The President and executive board members are responsible for the implementation and conformance to matters affecting the Association.

## **7.0 PROCEDURE:**

- 7.1 The format for all sections of the Policy and Procedures manual shall be a follows:
  - 1.0 Purpose: (General statement of applicability)
  - 2.0 Agencies Affected: (Self-explanatory)
  - 3.0 References: (Denotes reference sources noted or used in the body of the section.)
  - 4.0 Policy: (Identifies basic Policy statement)

**([The "what" or goal])**

**5.0 Definitions: (Self-explanatory)**

**6.0 Responsibility: (Outlines specific responsibilities)**

**7.0 Procedure: (Lists step-by-step process for identifying and implementing the Policy statement.)**

**8.0 Appendix: (Supplemental material)**

**7.2** CATEGORY - The first section of the number shall indicate the area of the most applicable title based on the information contained within the document. This section shall be numbered using a series number described as follows:

(a) 10 – Administrative documents. (documents used to outline or direct the administration of the Association)

(b) 20 – Communications documents (documents used in addressing radio operations, dispatch organizations, radio terminology, radio identification, etc...)

(c) 30 – Disaster management

(d) 40 – Emergency Medical Services. (All documents related to the care and delivery of Emergency Medical Services)

(e) 50 – Fire Prevention / Public Education

(f) 60 – Operations

(g) 70 – Safety

(h) 80 – Special Operations (Haz Mat, Tech Rescue)

(i) 90 – Training.

(j) 100 – Miscellaneous

**7.3** DOCUMENT NUMBER - The second section under the numbering system shall indicate the number of the document in order of adoption for each category section.

(a) Each document shall be numbered beginning with the number 01 and continue progressively.

(b) In the event that a document is removed or deleted the number used for the document shall not be re-used. This shall indicate that a document did exist if any future reference is needed concerning the document.

**7.4** YEAR – The third section of the numbering system shall indicate the year of the document in which it was created and / or year of modification.

Thus this section shall change through the life of the document as the document is modified and updated.

(a) In the event that a document is modified or changed more than once within a calendar year, the year shall be amended with a .# with each change.

**7.5** A complete reference and history shall be maintained with all documents and there associated numbering system by the Secretary of the Chiefs Association. The reference shall include:

(a) Each documents number and title as approved by the association.

(b) Each approved version (History of the document).

(c) Each documents current status.

- Active – In effect
- Inactive – repealed
- Merged – subject matter addressed in another document making this document no longer applicable.

**7.6** Examples

(a) 10-01-03 (Administrative, first document adopted in this category, created or modified in 2003).

(b) 60-14-02.1 (Operations, fourteenth document adopted in operations category, second modification in 2002)

**7.7** Record management shall be maintained by the Snohomish County Fire Chiefs Association's secretary.

**7.8** All current adopted and approved documents shall be made available to the members of the Association upon request.

**7.9** Unless specifically exempted by the President of the Association, all current documents shall be made available on the official web site of the Association.

**7.10** All Policy and Procedure requested additions or revisions shall be forwarded to Policy and Procedure review committee.

**7.11** Identification numbers and titles for new Policy and Procedures sections shall be assigned by the Policy and Procedure Review Committee.

**7.12** The font used in the final documents adopted by the association in its official documents shall when possible be that of 11 size Arial font. Normal sentences structure shall be used in single line spacing.

**7.13** Microsoft Word shall be the word processing format of choice.

**7.14** Copies of approved policies and procedures shall be available to all members. All such records shall be maintained by the Association Secretary.

## **8.0 APPENDIX**

**8.1** None applicable