

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Adoption of Policies and Guidelines

Policy No. 2009-01

Adopted 11/24/09

Revised XX/XX/XX

- Purpose:** The purpose of this policy is to identify how policies and Guidelines that affect San Mateo Operational Area fire-rescue agencies are adopted and enforced.
- Policy:** It is the policy of the San Mateo County Fire Chiefs that all San Mateo Operational Area fire-rescue agencies shall follow the procedures contained in this policy when adopting policies and guidelines that impact all San Mateo Operational Area fire -rescue agencies.
- Background:** In early 2009, a sub-committee was formed to identify how Policies and Guidelines were to be adopted and enforced by San Mateo County Fire Agencies. This policy will address how Policies are adopted and to distinguish a Policy from a Guideline.
- Each existing Policy will be evaluated by the committee to define it as a Policy or a Guideline. Policies shall be defined as any Policy that crosses both jurisdictional and operational boundaries and are critical to the safe emergency operation throughout the County. Each Policy identified is to be adopted by each San Mateo County Fire Agency and enforced within their governance. The remaining documents will be determined to be Guidelines and as such do not need to be adopted by each San Mateo County Fire Agency.
- Standard:**
1. After a unanimous approval a Policy will be required to be adopted by all San Mateo County Fire Agencies. Policies **must** be adopted by each fire agency. Guidelines do not need to be formally adopted, but are highly recommended to be adhered to.
 2. The Fire Chief for each San Mateo Operational Area fire-rescue agency shall indicate their adoption of the Policy by signature. Each fire agency representative will sign the proposed policy before it becomes adopted county wide.

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3. After adoption the Policy will go into effect as per the guidelines outlined in Policy 2003-02, "Creation of Policies and Standards".
4. An e-mail notification will be sent to all San Mateo County Fire Chiefs and to the presidents and committee chairs of the San Mateo County Fire Chiefs Adjunct Groups when policies or guidelines have been uploaded to the smc911dispatch.org website.
5. Each San Mateo Operational Area fire-rescue agency shall adhere to the adopted San Mateo County Fire Service Policy and ensure that its employees follow it. In addition to compliance with policies each individual agency will determine the level of compliance with San Mateo County Fire Service guidelines.

By signature the following agencies agree to adhere to the attached Policy (2009-01):

Belmont / San Carlos Fire Department

Central County Fire

Coastside Fire Protection District

Colma Fire Protection District

City of Foster City

Menlo Park Fire Protection District

City of Millbrae

North County Fire Authority

(Continued)

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By signature the following agencies agree to adhere to the attached Policy (2009-01):

City of Pacifica

City of Redwood City

City of San Bruno

San Mateo County Fire

City of San Mateo

City of South San Francisco

Woodside Fire Protection District