

# San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Creation of Policies and Standards

Policy No. 2003-02

Adopted 09/08/03

Revised 05/24/10

- Title:** Creation of Policies and Standards
- Purpose:** The purpose of this policy is to identify how policies and standards that affect San Mateo Operational Area fire-rescue agencies are created.
- 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 creating future policies and standards that impact all San Mateo Operational Area fire - rescue agencies.
- Background:** In early 1999, driven by service delivery changes within the San Mateo Operational based on responding the closest available fire-rescue resource to an intra-operational area request for service regardless of jurisdiction, the first in a series of operational policies and standards was crafted by the San Mateo County Fire Chiefs' Association for use by all San Mateo Operational Area fire-rescue agencies. In early 2003, it was the consensus of San Mateo County Fire Chiefs' Association present to craft a policy/standard to address how all-subsequent policies and standards were to be created.
- Standard:**
1. Notwithstanding the origin of a policy or standard, each proposed policy or standard shall be reviewed by each adjunct group of the San Mateo County Fire Chiefs' Association prior to formal action being taken by the San Mateo County Fire Chiefs' Association.
  2. The Fire Chief for each San Mateo Operational Area fire-rescue agency shall indicate their support or opposition to a proposed policy or standard.
  3. A supermajority (2/3's plus one) of all San Mateo Operational Area fire-rescue agencies shall be required to adopt a proposed policy or standard.
  4. Each San Mateo Operational Area fire-rescue agency shall adhere to the adopted policy or standard and ensure that its employees follow it.

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5. Policies and Standards approved by the San Mateo County Chiefs' Association will go into effect within the following time-frame.
  - a. 1<sup>st</sup> Quarter – Effective Date April 15<sup>th</sup>
  - b. 2<sup>nd</sup> Quarter – Effective Date July 15<sup>th</sup>
  - c. 3<sup>rd</sup> Quarter – Effective Date October 15<sup>th</sup>
  - d. 4<sup>th</sup> Quarter – Effective Date January 15<sup>th</sup> of the subsequent year.
6. The San Mateo County Fire Chiefs' Association may take an "Emergency" exception to this procedure and designate an effective date upon approval of said policy or standard.
7. 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 standards have uploaded to the [www.smcfireservice.org/chiefs/policies.htm](http://www.smcfireservice.org/chiefs/policies.htm) website.