P-108

Adoption of Policies & Guidelines

P-108.1 PURPOSE & SCOPE
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.

P-108.2 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.

P-108.3 REFERENCES
N/A

P-108.4 PROCEDURES
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.

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):

- Central County Fire:
  - Burlingame
  - Hillsbourough

- Coastside Fire Protection District:
  - Half Moon Bay
  - Point Montara

- Colma Fire Protection District:
  - Menlo Park Fire Protection District:
    - Atherton
    - East Palo Alto
    - Menlo Park

- City of Millbrae

- City of Millbrae

- City of Redwood City

- City of San Carlos

- San Mateo County Fire

- North County Fire Authority:
  - Brisbane
  - Daly City
  - Pacifica

- City of San Bruno

- City of South San Francisco

- City of South San Francisco

- Woodside Fire Protection District