

0.00.060 Amendments and Revisions

Any member of the District may make suggestions for amendments and revisions. All suggestions shall be typewritten and submitted to the immediate supervisor, who will then forward to the Administrative Assistant. All suggestions/revisions shall include:

What is to change

Why it should change

Appropriate language

0.00.061 Revisions Part 1 (Board Manual) and Part 2 (Administrative Manual)

The Administrative Assistant will present the suggestion to the Fire Chief. After review, and possible amendments or changes, a draft of the revision will be date stamped, and a copy forwarded, for additional input, by District mailbox, or in person, to the Board of Commissioners and the individual making the suggestion. The Commissioners and submitter will have the opportunity to reply in writing on the proposed changes, within fifteen (15) working days, based on a Monday through Friday schedule. Correspondence received from the Commissioners and/or submitter will be taken into consideration for approval of the revision and/or addition. If there is no reply, the revision will be forwarded to the Fire Chief for content approval as written.

Upon approval of the Fire Chief, the Administrative Assistant will prepare the suggestion in proper form for inclusion in the next Board of Commissioners regular meeting. If necessary, a temporary explanation sheet will accompany the new policy, procedure, rule, or regulation to explain the methodology or need.

Upon approval and adoption by the Board of Commissioners, the Administrative Assistant will distribute the revision(s), District Manual Revision Order and the explanation sheet (if applicable) to all locations listed in Section 0.00.024.

0.00.062 Revisions Part 3 (Operations Manual), Part 4 (SOGs) and Part 5 (Misc.)

The Administrative Assistant will present the suggestion to the Fire Chief. After review and possible amendments or changes, a draft of the revision will be date-stamped and a copy forwarded for additional input, by District mailbox or in person, to the employee representative, or designee, and the individual making the suggestion. The submitter and representative will have the opportunity to reply in writing on the proposed changes, within fifteen (15) working days, based on a Monday through Friday schedule.

Correspondence received will be taken into consideration for approval of the revision. If there is no reply, the revision will be returned to the Fire Chief for final approval, as written.

Upon approval of the Fire Chief, the Administrative Assistant will prepare the suggestion in proper form for inclusion in the Manual. If necessary, a temporary explanation sheet will accompany the new policy or procedure to explain the methodology. The Administrative Assistant will distribute the revisions, District Manual Revision Order, and the explanation sheet (if applicable) to all locations listed in Section 0.00.024.

0.00.063 Posting Revisions

Each recipient of the revision(s) will:

Post the revision for fifteen (15) calendar days.

Place the new revision in its proper numerical place in the Manual and make an entry in the District Manual Revision Log after the fifteen (15) day posting period.

The Administrative Assistant will maintain an archive file of all removed policy language, adopted revisions and ensure that the District Manual, in both printed and electronic formats, is updated not less than every six (6) months. At the same time these updates are made, all Board approved motions, resolutions and ordinances affecting this Manual shall also be included in the update.

DISTRICT MANUAL REVISION ORDER

NUMBER 2016 - 014

___/___/___

Issue

Date:

Copy To:

- District Board of Commissioners
- Fire Station 1
- Fire Chief
- Fire Station 2
- Administrative Assistant
- Fire Station 3

Follow the procedures as outlined in section 0.00.063 of the District Manual in making the following changes.

Remove	Insert
2.02.030 Revisions (1/1/2016) 1 page	2.02.030 Revisions 1 page

