



SHARED RESOURCE PROCEDURES

Procedure: Shared Resource Procedures (SCFPD C-90)

Effective Date: January 4, 2018

Revision Date: NEW

Author: Richard Scola, Battalion Chief

Purpose: To establish a standard for developing procedures that are operational in nature and effect those agencies participating in resource sharing.

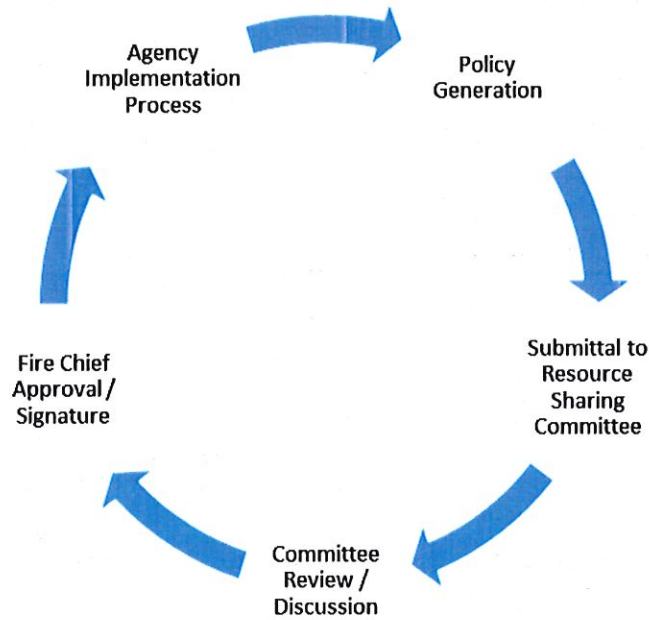
A) Procedure:

- 1) Recommend the intent and name of the procedure.
- 2) Write the narrative using Microsoft Word.
- 3) Submit the electronic version of the proposal to the Vice Chair of the Resource Sharing Committee identified as a "draft". The procedure will then be placed on the agenda for the next scheduled resource sharing committee meeting. Unless otherwise decided by the committee, the procedure will then be sent to each participating resource sharing agency for review and comment.
- 4) Each agency will have thirty (30) days to review the document. Any recommended changes will be submitted in writing to the Vice Chair for discussion at the next scheduled Resource Sharing Committee meeting.
- 5) After the document has been approved by the Resource Sharing Committee, it will be sent to each participating Fire Chief for final approval and signature.
- 6) The signed procedure will then be distributed within each agency consistent with their own disbursement procedure.
- 7) In the event of an emergency, the Fire Chief may have the discretion to change or modify a procedure for their Department that can be exempt from this process. That procedure change must be submitted to the Resource Sharing Committee Vice Chair to be placed on the agenda for the next regularly scheduled Resource Sharing Committee meeting.

8) The following sections must be included in each procedure submitted to the Resource Sharing Committee Vice Chair.

1. Procedure name
2. Author / Agency
3. Scope (example: This procedure shall apply to all Resource Sharing agencies)
4. Procedures

PROCEDURE PROCESS



Approved by: Michael Wapnowski

Michael Wapnowski, Acting Chief

Date: January 4, 2018