



Formation of Rules and Regulations

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Revisions & Effective Date			
Letter	Description	Date	Prepared
A	Complete redesign of procedure	06/01/2004	TAB
6	Revised	06/12/2000	TAB
5	Revised	01/22/1997	TAB
4	Revised	05/01/1994	TAB
3	Revised	12/12/1990	TAB

Prepared By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 06/01/2004
Approved By: Keith Powell	Title: Chairman Standards Committee	Date: 06/27/2004
Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2004



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

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1.0 Purpose

- 1.1. To provide the all members of the Taylors Bridge Fire Department with a role in establishing and revising operation guidelines governing activities of the department.

2.0 Responsibilities

2.1. Membership

- 2.1.1. All members are responsible for the examination and familiarization with all policies and procedures established by the department.
- 2.1.2. The operating guidelines set forth for the Taylors Bridge Fire Department shall be made by the active members. Auxiliary, Probationary and other honorary membership categories will not have the power to cast votes to these procedures.
- 2.1.3. The general membership shall vote on the operating guideline. However, the Fire Chief will reserve the right to accept or reject any Standard Operating Guideline regardless of the membership vote.
- 2.1.4. Fire Department Members shall receive a reproduction of these guidelines upon approval in the department. Updates will be published as amended.

2.2. Standards Committee

- 2.2.1. Senior officers responsible for the integrity of the guideline as it relates to national fire standards and department operations.



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2.3. Fire Chief

2.3.1. The Fire Chief shall reserve the right to establish and/or amend policy with respect to fire department operations. However, these requirements shall be communicated to all department membership and Standards Committee for collaboration before implementation.

2.3.2. The final approval authority providing consistent direction to National, State and County requirements.

2.4. Board of Directors

2.4.1. The Taylors Bridge Fire Department Board of Directors shall review all guidelines and assure that the policies set forth are in agreement with Constitution and By-Laws of the corporation.

2.4.2. Shall be the governing body that resolves stalemate between the Standards Committee and the Fire Chief.

3.0 Definitions

3.1. NFPA National Fire Protection Agency

4.0 Requirements

4.1. Changes to these operating guidelines shall be made as necessary to maintain the integrity of the department with respect to personal safety, department moral and upgrades in emergency services for the community and surrounding areas.

4.2. No one shall change the standard operating guidelines herein without the approval process of the department and final approval by Fire Chief.

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5.0 Procedure

5.1. Originator

- 5.1.1. All members are encouraged to assist in the development of standard operating guidelines.
- 5.1.2. The procedure does not have to be written as to the procedural flow of a document but, must provide detailed descriptions of the process.
- 5.1.3. The originator shall gather all information available before submitting to the Standards Committee. Sources of information can be received from published literature, NFPA standards and/or emergency service policies.
- 5.1.4. Originators must refrain from writing guidelines based on personal thoughts and/or feeling. Your document must be based on facts and have merit.

5.2. Standards Committee

- 5.2.1. The Assistant Chief is designated as the chairman of the Standards Committee with members including Captains, Lieutenants and Safety Officer.
- 5.2.2. All preliminary documentation will be forwarded to the Standards Committee regardless of the originator. The committee must analyze and make determination whether to return for correction or recommendation to the Fire Chief for final approval.
- 5.2.3. Guidelines that are not approved by the committee shall be returned to the originator for correction. An explanation must accompany the returned document.



5.3. Fire Chief

- 5.3.1. The Fire Chief shall assure that operating guidelines of the Taylors Bridge Fire Department be established and maintained.
- 5.3.2. The Fire Chief shall be the final approval of any operating guideline. His determination must remain uniform with the Taylors Bridge Fire Department Incorporated Constitution and By-Laws and parameters established by its Board of Directors.
- 5.3.3. The Fire Chief must administrate all fire department activities as described herein, providing the department with consistent policy to established guidelines as accepted by the Fire Department Membership, Standards Committee and/or Board of Directors.

5.4. Final Disposition

- 5.4.1. In the event that the Standards Committee and the Fire Chief experience a stalemate in policy disposition, the Taylors Bridge Fire Department Board of Directors shall administrate the authority and/or establish the standard operating guideline.

6.0 Flow Chart Attached

