

# NORTH WHATCOM FIRE AND RESCUE

## FIRE DISTRICT POLICY & PROCEDURES

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<b>Number:</b>	<b>0100.0001.00</b>	<b>Date:</b>	<b>3/12/09</b>
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### 1.0 General

North Whatcom Fire and Rescue (NWFR) provides direction to all members through the use of Fire District Policy and Procedures. Policies are written directions approved by the Board of Fire Commissioners and are intended to be the written organizational processes necessary to operate the fire district in a safe, organized and efficient manner.

It is important for all members of North Whatcom Fire and Rescue to realize and understand the importance of policies and procedures. However, it is also important for all members to understand that there may be a time where there lacks a policy or procedure to address a situation, or there may be times when strict adherence to a policy or procedure may not be the best solution to a situation. It is during those times that one's individual skills, knowledge, and ability along with experience and good judgment should prevail.

### 2.0 Purpose

It is the purpose of this policy to provide the reader with an overview of how policies are to be originated and implemented, and are intended to provide guidance to all NWFR members in the performance of their duties in the workplace.

### 3.0 Scope

This policy applies to all members of North Whatcom Fire and Rescue, unless specifically exempted.

### 4.0 Policy

#### 4.1 Definitions

*Policy* – a formal statement of principles established and approved by the Board of Fire Commissioner that provide guidance to the administration regarding the rules regulating the operation of the fire district.

*Procedure* – a series of clearly defined decisions, techniques or steps that explains or describes in detail how the fire district completes a task.

*Directive* – A temporary written instruction communicating policy and/or procedure in the form of orders, regulations, bulletins, circulars, handbooks, manuals, notices, numbered memorandums, and similar issuances.

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**Cancels: New**

**Revised:**

**Reviewed:**

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*Member* – Any individual who is employed by, or serves as a volunteer firefighter of the fire district and therefore, officially represents NWFR when performing his/her duties and responsibilities.

### **4.2 Policy Statement – Policy Management**

- 4.2.1 North Whatcom Fire and Rescue policy shall be identified as written direction from the Board of Fire Commissioners to the Fire Chief on how the fire district shall function and operate.
- 4.2.2 The fire district policy system shall be developed to provide direction to all NWFR members in the performance of their specific duties and responsibilities.
- 4.2.3 Fire district policy shall serve as the authority for all actions, decisions, or direction for organizational management and operational decisions. As such, policy shall serve as a record of the practices of North Whatcom Fire and Rescue at the time of the enactment of a particular policy.
- 4.2.4 Fire District policy shall be the only means by which permanent rules and regulations of NWFR are established. Any variation from policy must have the expressed approval of the Fire Chief.
- 4.2.5 Fire district policy shall be considered valid until revised or replaced by another policy or repealed by written notice from the Fire Chief.
- 4.2.6 When there is a perceived conflict between two sections or subsections of a policy, the more specific section/sub-section shall apply. If there is a question as to which section is more specific, the Fire Chief shall interpret the policy.
- 4.2.7 Fire district policy shall not supersede current labor agreements or local, state or federal law.
- 4.2.8 It shall be understood by all members of NWFR that it is not possible to address all potential situations with policy; therefore where policy does not adequately address a subject, the knowledge, skill and ability along with good judgment shall govern.

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### **4.3 Policy Statement – Policy Responsibilities**

- 4.3.1 All members of NWFR shall comply with policies applicable to their job description, assigned tasks, organizational goals and objectives, and/or to other policies applicable to their employment/membership with the organization.
- 4.3.2 Members, who because of specific circumstances, deviate from fire district policy or procedure, shall submit to the fire chief through the proper chain of command a complete and detailed written explanation of the occurrence and reasons for not following policy and/or procedure. Such explanation shall be submitted within twenty-four hours from the time the deviation occurred.
- 4.3.3 All officers and supervisors shall ensure that all members under their supervision are informed of fire district policy, any material change to a policy, the addition of a policy, or the deletion of a policy.
- 4.3.4 Command staff officers that oversee various operations within the fire district shall be responsible for ensuring that fire district policies addressing their area of operations and functions are kept current and applicable.
- 4.3.5 It shall be the responsibility of the Fire Chief or his/her designee to ensure that the proper coding for the twelve functional areas is maintained in good order with the appropriate numbering in place.

## **5.0 Procedures**

### **5.1 Procedural Statement – Policy Manual Organization**

The fire district policy manual shall be organized in accordance with the twelve functional areas of within the organization as follows:

- 0100 Administrative Services
- 0200 Planning
- 0300 Public Relations
- 0400 Personnel Management
- 0500 Financial Management
- 0600 Facility Management
- 0700 Vehicle and Equipment Management
- 0800 Information Management

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- 0900 Emergency Readiness and Response
- 1000 Code Management
- 1100 Community Services
- 1200 Investigation Services

### **5.2 Procedural Statement – Policy Creation and Approval**

- 5.2.1 Policies shall be created in the format demonstrated in this policy.
- 5.2.2 Completed draft policies shall be submitted to the Department Manager of the functional area to which the policy applies.
- 5.2.3 The Department Manager shall review the policy and coordinate corrections and changes.
- 5.2.4 The Department Manager shall confer with the Assistant Chief of Operations to determine if the policy shall be submitted to the IAFF Local E-Board for review.
- 5.2.5 When the policy is approved by the Department Manager, and IAFF Local E-Board if necessary, the final draft policy shall be submitted to the Administrative Assistant to the Fire Chief for formatting and grammar review.
- 5.2.6 The Administrative Assistant to the Fire Chief shall then submit the policy to the Fire Chief for review.
- 5.2.7 The Fire Chief shall then submit the policy to the Board of Fire Commissioners for approval.
- 5.2.8 Pending Board of Fire Commissioner approval, the Fire Chief may issue the policy to the members as a Directive.
- 5.2.9 The Board of Fire Commissioners shall approve the policy by motion and the approval shall be recorded in the minutes.

### **5.3 Procedural Statement – Policy Amendment**

- 5.3.1 Requested policy changes shall be submitted to the Department Manager of the functional area to which the policy applies.

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- 5.3.2 The Department Manager shall review the policy and coordinate corrections and changes.
- 5.3.3 The Department Manager shall confer with the Assistant Chief of Operations to determine if the requested changes shall be submitted to the IAFF Local E-Board for review.
- 5.3.4 When the policy is approved by the Department Manager, and the IAFF Local E-Board if necessary, the final draft policy shall be submitted to the Administrative Assistant to the Fire Chief for formatting and grammar review.
- 5.3.5 The Administrative Assistant to the Fire Chief shall then submit the policy to the Fire Chief for review.
- 5.3.6 If the requested changes are procedural in nature, the Fire Chief shall approve the amended policy.
- 5.3.7 If the requested changes affect district policy, the Fire Chief shall then submit the amended policy to the Board of Fire Commissioners for approval.
- 5.3.8 Pending Board of Fire Commissioner approval, the Fire Chief may issue the amended policy to the members as a Directive.
- 5.3.9 The Board of Fire Commissioners shall approve the amended policy by motion and the approval shall be recorded in the minutes.

Approved: \_\_\_\_\_  
Chairman, Board of Fire Commissioners  
North Whatcom Fire & Rescue

Date: \_\_\_\_\_

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**Cancels: New**

**Revised:**

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