

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Service Level Change

Policy No. 2003-03

Adopted 09/08/03

Revised XX/XX/XX

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Purpose: The purpose of this policy is to identify how a San Mateo Operational Area fire-rescue agency is to notify all other San Mateo Operational Area fire-rescue agencies about potential/actual resource reductions that could/would result in a reduction in service provided by a San Mateo Operational Area fire-rescue agency.

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 potential/actual resource reductions are identified within their respective fire-rescue agency.

Background: In early 2003, the San Mateo County Fire Chiefs' Association regarding potential resource reduction(s) driven by local economic conditions received the first San Mateo Operational Area fire-rescue agency advisory. On that occasion, it was the consensus of the San Mateo County Fire Chiefs' Association members present to craft a policy/standard to address all subsequent potential/actual resource reduction events.

Standard:

1. Each San Mateo Operational Area fire-rescue agency that experiences a potential/actual resource reduction event shall notify all other San Mateo Operational Area fire-rescue agencies about said reduction at the earliest opportunity possible both orally – at a San Mateo County Fire Chiefs' Association general membership meeting – and in writing.
2. Each potential/actual resource reduction event shall be transmitted in writing by the affected San Mateo Operational Area fire-rescue agency to the Communications/Technology Committee of the San Mateo County Fire Chiefs' Association at the earliest opportunity possible. Said written transmittal shall include a detailed description of the actual/proposed resource reduction and the affected San Mateo Operational Area fire-rescue agency's internal analysis of anticipated operational impacts.

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3. The Communications/Technology Committee of the San Mateo County Fire Chiefs' Association shall conduct an analysis of the impacts to San Mateo Operational Area resource deployment driven by the actual/proposed resource reduction event. This analysis shall be transmitted in writing to the membership of the San Mateo County Fire Chiefs' Association and to the San Mateo Operational Area Fire-Rescue Mutual Aid Coordinator.