

San Mateo County Fire Service
Policy & Guideline Manual

P-108

Adoption of Policies & Guidelines

P-108.1 PURPOSE & SCOPE

The purpose of this policy is to identify how policies and Guidelines that affect San Mateo Operational Area fire-rescue agencies are adopted and enforced.

P-108.2 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 adopting policies and guidelines that impact all San Mateo Operational Area fire -rescue agencies.

P-108.3 REFERENCES

N/A

P-108.4 PROCEDURES

1. After a unanimous approval a Policy will be required to be adopted by all San Mateo County Fire Agencies. Policies **must** be adopted by each fire agency. Guidelines do not need to be formally adopted, but are highly recommended to be adhered to.
2. The Fire Chief for each San Mateo Operational Area fire-rescue agency shall indicate their adoption of the Policy by signature. Each fire agency representative will sign the proposed policy before it becomes adopted county wide.
3. After adoption the Policy will go into effect as per the guidelines outlined in Policy 2003-02, "Creation of Policies and Standards".
4. An e-mail notification will be sent to all San Mateo County Fire Chiefs and to the presidents and committee chairs of the San Mateo County Fire Chiefs Adjunct Groups when policies or guidelines have been uploaded to the smc911dispatch.org website.
5. Each San Mateo Operational Area fire-rescue agency shall adhere to the adopted San Mateo County Fire Service Policy and ensure that its employees follow it. In addition to

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compliance with policies each individual agency will determine the level of compliance with San Mateo County Fire Service guidelines.

By signature the following agencies agree to adhere to the attached Policy (2009-01):

Central County Fire:

Burlingame

Hillsborough

Coastside Fire Protection District:

Half Moon Bay

Point Montara

Colma Fire Protection District

Menlo Park Fire Protection District:

Atherton

East Palo Alto

Menlo Park

City of Millbrae

North County Fire Authority:

Brisbane

Daly City

Pacifica

City of Redwood City

City of San Bruno

City of San Carlos

San Mateo County Fire

City of San Mateo

Belmont Fire Protection District

City of Foster City

City of South San Francisco

Woodside Fire Protection District