

Essex County Fire Standard Operating Guideline

Category: General Administration	SOG #	201.00
Issued by: ECFCA	Issued on:	11.15.2008
Revised by:	Revised on:	
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SOG Guidelines		

Purpose:

The purpose of this guideline is to ensure continuity in issuing, revising and maintaining Standard Operating Guidelines that are promulgated by the Essex County Fire Chief's Association and its divisions.

Promulgation:

County-wide guidelines may be recommended by the ECFCA membership as a whole, by any member in good standing, any committee, sub-committee, or division.

- Any Gold, Silver, or Platinum level member may submit a proposed operational guideline to the Board of Directors.
- Any committee or sub-committee may submit an operational guideline to the Board of Directors, after that committee has reached a consensus on its need and contents.
- The Board of Directors of any division may submit operational guidelines to the ECFCA Board of Directors. Division committees and subcommittees should submit their proposed guideline to the division BOD for preliminary approval before submitting such to the ECFCA Board of Directors.
- The Executive Director may submit administrative (#100 and 200) SOG's to the Board of Directors.
- The Board of Directors may promulgate guidelines.

Approval:

The Board of Directors may give final approval to administrative (#100 and 200) guidelines. All others shall be submitted to the membership for approval at a monthly business meeting. Wherever possible the membership shall be sent a copy of the proposed SOG in advance of the meeting.

A simple majority vote of the members eligible to vote shall be needed to approve a guideline. Article III, Section 3 of the ECFCA by-laws limits voting on operational issues affecting fire departments to Gold level members only.

All members may vote on administrative guidelines.

The Board of Directors will have final authority on any inconsistencies that may arise as to the clarification (operation or administrative) of any guidelines.

Categories:

Approved guideline shall be given a standard heading and be numbered in accordance with the method recommended by Chief John L. Cook, Jr. in “*Standard Operating Procedures and Guidelines*”.

The classifications are:

- #100 Rules and Regulations
- 200 General Administration
- 300 Hazardous Materials
- 400 Occupational Safety & Health
- 500 Maintenance
- 600 Emergency Operations
- 700 Emergency Medical Services
- 800 Communications
- 900 Fire Prevention
- 1000 Training
- 1100 – 1200 Allocated for expansion
- 1300 Appendix

The person(s) promulgating the guideline shall make a recommendation as to its classification. The BOD will make the final determination.

This numbering system is designed to easily categorize SOG’s. It is made up of the guideline number to the left of a decimal point and the revision number to the right. For example this SOG is #201.00 indicating that it is the first #200 guideline and has no revisions. If it is later revised it would become 201.01 and so forth.

Heading:

Each approved SOG will get the following heading:

**Essex County Fire
Standard Operating Guideline**

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Title		

General:

Each guideline should start with a stated purpose, allowing the reader to know its intent. Before issuing SOG's, the final form shall be re-approved by the originating party to insure that the final product meets this original intent.

The Executive Director shall maintain a master copy of all guidelines and shall be responsible for putting drafts into final form.

All guidelines will be posted on the Essex County Fire Chief's Association website upon final acceptance.