

# ROGUE VALLEY FIRE CHIEFS ASSOCIATION

<b>Document:</b>	<b>RVFCA Policy/Guidelines/Best Practices Manual</b>
<b>Section &amp; #:</b>	Organizational Policies #1.03
<b>Adoption Date / Updated Date:</b>	February 13, 2014 / December 2018
<b>Developed / Updated By:</b>	Chief Johnson
<b>Review Date:</b>	December 2023

## Purpose

To provide a systematic and consistent process for the creation, adoption, distribution and maintenance of Rogue Valley Fire Chief Association (RVFCA) organizational policies, best practices, model operational guidelines, mobilization documents, associated forms and lists, and an archive for relevant historical documents.

## Policy

It is the policy of the RVFCA to provide clear policy direction for the conduct of association business through the use of organizational policies. It is also the policy of the RVFCA to provide support to association membership in the form of adopted best practices, model operational guidelines, and coordination of resource mobilization.

## Procedure

The RVFCA has provided the following criteria and process for the creation, adoption, distribution and maintenance of association adopted documents and supporting materials.

## RVFCA Policy/Guideline/Best Practices Manual

All adopted association policies, guidelines and supporting materials will be maintained by the RVFCA Secretary/Treasurer or designee in accordance with RVFCA – By Laws 1.01.

All documents are to be kept in both hard copy and electronic format in the form of the **RVFCA Policy/Guideline/Best Practices Manual**.

The Secretary/Treasurer will manage the electronic distribution by means of email and website.

## Maintenance

Jackson County Fire District 3 Headquarters Station is the principle archive location for all foundational documentation and address of record for the RVFCA.

Grants Pass Fire/Rescue (Manual Administrator) is the agency designated as the principle archive agency for the maintenance of the RVFCA Policy/Guidelines/Best Practices Manual. All adopted Association documents will be routed to GPFR for official formatting, entry into the manual and electronic distribution. GPFR will provide the Secretary/Treasurer with a list of documents scheduled for review during the regular January meeting for the given year.

The Secretary/Treasurer will work with the various sub-committees and workgroups to ensure all association documents are reviewed in a timely manner and are maintained in relevant and applicable manner.

### **Manual Organization**

- **Organizational Policies 1.00 – 1.99**
  - Organizational policies are specific RVFCA policies that govern the manner in which the association is organized and functions.
- **Best Practices 2.00 – 2.99**
  - Best Practices are RVFCA recommended model policies or procedures to facilitate improvement in individual organizational development. Nothing requires member agencies to adopt in whole or in part best practices; they are intended to only provide guidance and direction.
- **Model Operational Guidelines 3.00 – 3.99**
  - Model Operational Guidelines are RVFCA model guidelines designed to provide consistency in inter-operability between member agencies participating in local mobilization and mutual assistance agreements. The adoption and use of these guidelines is strongly encouraged as a point of compliance with the two-county mutual assistance agreement and insuring continuity of operations and safety between member agencies. It is up to the individual agency to format, modify and formally adopt model operational guidelines.
- **Mobilization 4.00 – 4.99**
  - Mobilization documents are specific to the participation of association members in local and state level mobilization plans.
- **Forms 5.00 -5.99**
  - Forms or lists that provide supporting materials for association policies, best practices and model guidelines.
- **Archive List**
  - Archives are specific documents the RVFCA feel are important to maintain for historical or contextual purposes.

## **Document Format**

All documents will be placed on the RVFCA Document Format 5.21. The manual administrator will ensure all adopted documents are appropriately labeled, numbered and formatted prior to inclusion in the manual and distribution for use by the membership. All documents will be formatted in **Arial 12 pt.**

## **Adoption Process**

Any member, committee or recognized partner association (RITA, IAAI, Rogue Valley Chaplains, Etc.) may submit drafts of new Policies or Guidelines in writing at a regular meeting to be voted upon at the following regular meeting. Drafts must be related to the business of the Association and reflect its mission and purpose.

Such submissions are to be made with the knowledge of the Association President and as part of the Association official agenda.

Every effort should be made to provide working drafts to the Association membership at least two weeks prior to presentation for review. Drafts can be submitted to the Secretary/Treasurer for electronic distribution.

The Association President will preside and determine in due course the appropriate process following the RVFCA By-Laws #1.01- Roberts Rules of Order and Article IX – Policies & Guidelines.

Following the approval of adoption, a clean electronic copy of the document will be forwarded by the Secretary/Treasurer to the manual administrator for formatting and distribution. Distribution will occur within 7 days of adoption.

The Secretary/Treasurer will duly note in the designated section of the Association minutes (**Association Actions**) the vote results for all presented documents.