



# **FRESNO COUNTY FIRE**

## **PROTECTION DISTRICT**

### **PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK**

**POLICY NO.:** 100-03

**SUBJECT:** HANDBOOK REVIEW/REVISION PROCESS

**EFFECTIVE DATE:** November 1, 2009

**REVISION DATE:** October 1, 2013

**RESPONSIBILITY:** Fresno County Fire Protection District  
Paid-Call Firefighters

#### **POLICY/PROCEDURE:**

#### **PURPOSE:**

The Paid-Call Firefighter Policy and Procedure Handbook must contain accurate and up to date information. As necessary, any career staff or PCF Firefighter member may request that the Handbook be amended to reflect a revision of information, and/or change to policy, in order to comply with current standards of operation. In all cases, it is the Fire District's intent to maintain a well written and easily understood document which will continue to provide proper guidance for all members.

#### **POLICY:**

All requests for revision of the PCF Policy and Procedure Handbook shall be submitted in writing through the Chain of Command to the Fire District Executive Staff (Division Chiefs and Administrative Officer) for review and comment. Final determination for any change will be made by the Executive Committee, with input from the Fire District Executive Staff.

#### **Procedure**

1. All proposals for new policy or revision to existing PCF Handbook policy shall be submitted utilizing standard form FCO-60 and as a minimum include written details for the following: Background (history), Discussion (details of problem), Proposed language change (update or addition), Alternatives, Estimated costs and additional documents as necessary.
2. Proposals may be submitted at any time, but if approved, may only be incorporated during the yearly review process.

3. The Executive Committee will render a decision within 15 business days of receipt of the proposal from the Executive Staff.

**POLICY RESPONSIBILITY:**

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters.