



# Pine-Strawberry Fire District Administrative Policy

1.1

**Subject:** Policy and SOG Management

**Page:** 1 of 9

**Board Approval Date:** 03/22/2022

**Effective Date:** 04/06/2022

**Revision Approval Date:** 03/20/2025

**Revision Effective Date:**

4/3/2025

**Board Chair Signature:**

## I. POLICY:

A. The Pine-Strawberry Fire District (PSFD) is committed to establishing and maintaining policies and standard operating guidelines (SOGs) designed to serve the District as essential tools for effective and quality administration, management, and operations.

1. The size and scope of our organization and the complexity of federal laws, state laws, and county ordinances and regulations require strict adherence to PSFD policies.
2. District policies and SOGs will be available for all District personnel, the Board, and the public.

B. District policies are established and adopted by the Pine-Strawberry Fire District Board within the scope of Arizona Revised Statutes (ARS) 48-805.

1. Policies are a guide for the management, administration, and operation of the District and may not cover all circumstances and situations.
  - a. In circumstances not specifically covered by policy, the best interest of the District and welfare of its residents and visitors shall prevail in the spirit of fairness, equity, effectiveness, respect, accountability, and professionalism.

C. SOGs are established by the District Fire Chief to supplement, guide, and standardize the management, operation, and administration of PSFD in accordance with policy.

1. SOGs are maintained separately from this policy manual.

2. SOGs shall be in writing, in the prescribed format and may be adopted, changed, added, or deleted at the discretion of the Fire Chief with adequate notice to District personnel and the Board.
  3. Only the most current policy revision shall be valid.
  4. In case of conflict between a policy and a SOG, the policy shall prevail.
  5. SOGs are a guide for the conduct of administrative, fire suppression, emergency medical care and transport, regulatory, and other day-to-day operations of the District and may not cover all circumstances and situations.
    - a. In circumstances not specifically covered by policy, the best interest of the District, welfare of its residents and visitors, shall prevail in the spirit of fairness, equity, effectiveness, respect, accountability, and professionalism.
- D. Policies and SOGs are subject to the provisions and requirements of applicable federal and state laws and Gila County ordinances and regulations.
- E. Should any part of these policies or SOGs be deemed contrary to law, ordinance, or regulation by competent authority, that portion shall be considered separated.
1. All other portions shall remain in effect as adopted by the Board or established by the Fire Chief.

## **II. PURPOSE:**

- A. The purpose of PSFD policies and SOGs includes but is not limited to the following:
1. To ensure uniform understanding, practice, and application of the principles, rules, and guidelines formulated and/or adopted by PSFD.
  2. To standardize the handling of Board, personnel, management, financial, and administrative matters.
  3. To establish guidelines and reference points for administration and management of the District, while ensuring compliance with federal laws, state laws, and county ordinances and regulations.

4. To establish the organizational layout and definition of policies and standard operating guidelines.
  5. To identify the responsibility and authority for the development, approval, implementation, administration, maintenance, and distribution of PSFD policies and standard operating guidelines.
- B. The expectations, obligations, and duties of PSFD and its personnel should be clear and administered in a fair and equitable manner.
- C. Policies and SOGs are not a part of any employment agreement and shall not be construed as creating an express or implied contract.

### **III. ORGANIZATION:**


A. PSFD Policy Manuals will be organized as follows:

- |                      |                           |              |
|----------------------|---------------------------|--------------|
| 1. Table of Contents |                           |              |
| 2. Section 1         | Policy and SOG Management | Numbered 1.X |
| 3. Section 2         | Employment Practices      | Numbered 2.X |
| 4. Section 3         | Employee Relations        | Numbered 3.X |
| 5. Section 4         | Compensation and Benefits | Numbered 4.X |
| 6. Section 5         | Financial Policy Manual   | Numbered 5.X |

B. Each policy section will contain a boxed header with the following information (as the example below):

1. PSFD Logo
2. Section Title
3. Section Number
4. Subject of the Section
5. Number of Pages in the Section
6. Board Approval Date
7. Effective Date
8. Revision Approval Date (if applicable)
9. Revision Effective Date (if applicable)
10. Board Chair Signature

**Example:**

	<b>Pine-Strawberry Fire District</b> <b>Section XX</b> <b>Policy/SOG Number</b>
<b>Subject: Policy and SOG Management</b>	<b>Page: 1 of 8</b>
<b>Board Approval Date: xx/xx/xxxx</b>	<b>Effective Date: xx/xx/xxxx</b>
<b>Revision Approval Date: xx/xx/xxxx</b>	<b>Revision Effective Date: xx/xx/xxxx</b>
<b>Board Chair or Fire Chief Signature:</b>	

C. Where practical, each policy or SOG will contain the following major topics, generally identified by a sequential Roman numeral:

1. Policy
  - a. A simple statement of the policy or SOG.
  - b. The statement of policy or SOG may be supported by numbered subsections.
2. Purpose
  - a. The objective(s) of the policy or SOG.
3. Scope
  - a. The personnel, practice, and/or area addressed or included.
4. Definitions
  - a. The meaning of terminology contained in the policy or SOG, especially if the terminology is unique, infrequently used, or vague.
5. Responsibility
  - a. Identifying who is responsible for the adoption, application, or

- b. District personnel are responsible for compliance with all policies and SOGs.
- 6. A policy or SOG may contain other sections, attachments, or appendices as needed.
- 7. If related to or dependent upon another Policy or SOG, that policy or SOG should be cited.
- 8. Standard operating guidelines and forms will be maintained separately but should follow the same general format and contain a boxed header as described for policies. SOGs relating directly to a policy should clearly reference that policy.

#### **IV. DEFINITIONS:**

##### **A. Policies:**

- 1. Principles, rules, and guidelines formulated and/or adopted by PSFD to reach and maintain its long-term goals.
  - a. Policies are designed to influence and determine all major decisions, actions, and activities taking place within the organization.
  - b. They translate the governing body administration and management direction of an organization.
  - c. Policies provide the "what and why" and can, as needed, address "who, when, and how".

##### **B. Standard Operating Guidelines:**

- 1. Principles, rules, and guidelines formulated and/or adopted to express specific methods of operation within the day-to-day activities of an organization.
  - a. SOGs provide the "who, when, and how" and can, as needed, address the "what and why" and support policies.

##### **C. Employee:**

- 1. Any person duly employed by PSFD who is engaged, for wages or salary, to perform work in the furtherance of the mission(s), goal(s), or objective(s) of the District.

- a. As used here, the term "employee" includes, unless otherwise indicated, full or part-time administrative, emergency medical, and fire suppression positions. This includes reserve members but not vendors, suppliers, independent contractors, or volunteers.

**D. Personnel:**

1. Employees and others, including volunteers, who are engaged to perform work in the furtherance of the mission(s), goal(s), or objective(s) of PSFD. It does not include vendors, suppliers, or independent contractors.

**E. Pronouns:**

1. All pronouns are applied as gender neutral.

**V. DEVELOPMENT AND AUTHORIZATION:**

**A. Policies:**

1. Policy may be drafted or revised by the Board, Fire Chief, or committee authorized by the Board but shall not be effective until properly approved by the Board and an effective date established.
  - a. District personnel may draft and suggest policies or policy changes through the chain of command to the Fire Chief.
2. All policies, new or revised, must be submitted to the Board for review, discussion, and possible action as a scheduled meeting agenda item.
  - a. Adoption of policy shall be by majority vote of the Board and an effective date established during a regular or special Board meeting.
    - i. Board discussion and vote on a policy agenda item will be memorialized in the Board meeting minutes.
  - b. Newly approved or revised policy will be made available for review by PSFD personnel and the public at least 15 days before the effective date or within 15 days following approval, whichever comes first.

3. As laws, ordinances, regulations, accepted practices, and situations change from time to time, policies may be amended, revised, added, or repealed by action of the Board and shall be effective at the time prescribed by the Board.

**B. Standard Operating Guidelines (SOGs):**

1. SOGs require the approval and signature of the Fire Chief.
  - a. A new or interim Fire Chief will review and/or modify existing SOGs as soon as practical.
    - i. This will be recorded by signing the new employee form indicating that the employee has read and understands the SOGs.
    - ii. SOGs properly in place at the time of assumption of duties by a new Fire Chief will remain in effect until adoption or modification by the incoming Fire Chief.
2. All SOGs must contain an Approval Date, Effective Date, Page # of #, Revision Date, Revision Effective Date, and the Fire Chief's Signature in a format similar to the PSFD Policy boxed header.
3. SOGs may be drafted and/or rewritten by the Fire Chief or designee.
  - a. SOGs must be approved, signed, and have an effective date assigned by the Fire Chief and notice provided to all personnel prior to implementation.
  - b. Newly approved or revised SOGs will be made available for review by PSFD personnel and the public at least 15 days before the effective date or within 15 days following approval, whichever comes first.
4. The Fire Chief will notify the Board of new, revised, or deleted SOGs at the next regularly scheduled Board meeting.
  - a. The notification and briefing of the new or revised SOG will be placed in the Board meeting minutes.

**VI. RESPONSIBILITY:**

**A. It is PSFD Board responsibility:**

1. To establish PSFD policies for the effective management of PSFD.

2. To ensure all PSFD policies are current and comply with all federal, state, and county laws, ordinances, and applicable regulations.

**B. It is PSFD Fire Chief's responsibility:**

1. To establish PSFD SOGs for operations and supplements to PSFD policies.
2. To ensure all PSFD policies and SOGs are current and comply with all federal, state, and county laws, ordinances, and applicable regulations.
3. To inform PSFD Board of the need for any changes to policies.
4. To inform PSFD Board of any new or revised SOGs.
5. The administration, application, and enforcement of PSFD policies and SOG's.
6. To communicate policies and SOGs to all members.
7. To ensure that policies and SOGs are properly administered and enforced in an efficient, effective, fair, and equitable manner.

**C. It is each supervisor's responsibility:**

1. To communicate all policies and SOGs to subordinates.
2. To ensure compliance with all policies and SOGs.

**D. It is the responsibility of all PSFD personnel:**

1. To be knowledgeable and familiar with all PSFD policies and SOGs.
2. To comply with all PSFD policies and SOGs.
3. To know that it is a condition of their employment to adhere to and comply with all PSFD policies and SOGs.

**D. Failure to comply with and/or enforce approved policies and/or SOGs may result in corrective action up to and including termination.**



## **VII. DISTRIBUTION:**

- A. Policy and SOG Manuals will be kept current and accessible to all District personnel, the public, and the Board in a currently accepted electronic and/or printed format.
  - 1. Reasonable accommodation for accessibility will be made for those who may require it.
- B. A historic record of all adopted policies and approved SOGs and revisions will be maintained by the District subject to the requirements of public records retention.
- C. PSFD Policies and SOGs will be available to the public in accordance with existing Public Record Laws under ARS Title 39 Public Records, Printing, and Notices.
  - 1. A current non-editable copy of PSFD policies will be posted on the District's website or other publicly accessible electronic location/s, on or before the effective date.
  - 2. Reasonable accommodation for members of the public without computer access or with other special needs will be made by the District upon proper request and prior arrangement.
  - 3. Printed copies of District policies and SOGs will be made available to the public, upon request and arrangement, in accordance with existing law, and subject to established fees and costs.