



FOREST LAKES FIRE DISTRICT ADMINISTRATIVE POLICY AND STANDARD OPERATING GUIDELINES POLICY NUMBER 0001



Purpose

In accordance with ARS 48-805 the Forest Lakes Fire District Board oversees the financial procurement and expenditures and establishes policies for the fire district.

Definitions

Fire District: The Forest Lakes Fire District is governed by a five member non-partisan board elected at large by the registered voters of the Fire District. Board members are elected to alternating four-year terms so there are at least two members elected every two years. The Board establishes policy and approves the annual budget. As a fire district of Coconino County, the Forest Lakes Fire District must comply with all applicable Arizona Revised Statutes such as the Open Meeting Laws. The Fire District holds open public meetings on the third Saturday of the month during the summer (March through October) and on the second Saturday of the month during the winter (November through February) at the new fire station located at 1508 Merzville Road.

By Laws: Written and approved by the board to assure the board and its members adhere to the requirements specified in the Arizona Statues Revised (ARS) and Coconino County regulations.

Policies: Written and approved by the board outlining the responsibilities of administrating the Fire District and its personnel.

SOGs: (Standard Operational Guidelines) Written by the Fire Chief and approved by the board to assure that Fire District personnel follow state adopted procedures for the proficiency, safety and welfare of the public and the Fire District personnel.

Policy

Both By Laws and Policies are written, corrected, updated and approved by the Forest Lakes Fire District Board. The SOGs are written, corrected, and updated by the Fire



FOREST LAKES FIRE DISTRICT ADMINISTRATIVE POLICY AND STANDARD OPERATING GUIDELINES POLICY NUMBER 0001



Chief and staff then approved by the Fire Board. All By Laws, Policies and SOGs are filed at the Fire District office and available to the public, upon request.

.Below are listed the documents dealing with the Bylaws, Guidelines and Policies of the Forest Lakes Fire District.

	Public Notice of Meetings
	Bylaws of Forest Lakes Fire District
	Administrative Policies and Standard
0001	Operating Guidelines
0002	Fire Board and Chief Policy
0003	Recruiting and Hiring
0004	New Hires
0005	Disciplinary Measures and Dismissals
0006	Sexual Harassment
0007	Drugs and Alcohol
0008	Education and Training
	Failure/Withdrawal from Training
0009	Classes
0010	Infection Control Program
0011	Public Information
0012	Grievance Procedure
0013	Personnel Records
0014	HIPPAA Regulations
0015	Sick Leave Accrual and Use
0016	Vacation Accrual and Use
0017	Medical Leave
0018	Procurement Policy
0019	Capital Equipment and Projects Policy
0020	Warrant Signature Policy
0021	Pay Scale
	Non Criminal Justice Fingerprinting
0022	Policy and Handling as Such
0023	Fee Schedule Policy
0024	Donations Policy



**FOREST LAKES FIRE DISTRICT
ADMINISTRATIVE POLICY AND
STANDARD OPERATING
GUIDELINES
POLICY NUMBER 0001**



Approved by the Forest Lakes Fire District Board on: ___November 9, 2019____.

A handwritten signature in cursive script that reads "John Hennessey".

John Hennessey, Clerk