



# POLICY MANUAL

## Daily Operations - Policy Meeting Schedule

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Book Chapter Subject

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4.0 Purpose: Establish Frequency of and Procedures for Department Meetings.

4.01 Scope: All Fire Department Personnel.

### 4.02 **COMPANY OFFICERS MEETING**

To be held when deemed necessary by the Fire Chief. Officers should submit agenda items to the Battalion Chief two weeks prior to each meeting. An agenda packet will be distributed one week prior to each meeting. The meeting may be canceled for lack of agenda items to discuss.

### 4.03 **CREW PERSONNEL**

Overtime personnel will be hired back to provide coverage for Company Officers attending the Company Officers meeting, thus leaving apparatus in their assigned response districts to continue normal daily schedules and respond to emergency calls.

### 4.04 **EMERGENCY RESPONSE**

In the event of a working incident requiring all units, Officers will assume command of their normal crews as soon as possible after arriving at the scene.

### 4.05 **SHIFT/SAFETY MEETINGS**

Shift/Safety meetings are held monthly by Officers with their crews.

### 4.06 **COMMAND TEAM MEETINGS**

Command Team meetings are held each Thursday, with the first Thursday Command Team meeting being mandatory.

### 4.07 **BATTALION MEETINGS**

Battalion Chiefs should hold Battalion meetings semiannually or as needed.