

POLICY 1.3 MAINTENANCE AND DISTRIBUTION OF POLICY MANUALS

ADOPTED: FEBRUARY 1, 2013

REVISED: AUGUST 16, 2018

A. COMPILATION OF POLICY MANUALS

The Fire Chief shall compile all the Board Policies adopted by the Board into a District Board Policy Manual. The Fire Chief shall be responsible for updating the Manual regularly.

B. DISTRIBUTION OF POLICY MANUALS

Updated Board Policy shall be kept on the District's Web Page. The following persons shall maintain an updated Manual, either in an electronic PDF format or paper copy.

1. All Board members;
2. Fire Chief;
3. Other persons designated by the Fire Chief or the Board;

C. DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC

Board Policies are a public record and can be viewed by the public on the District's website, or at the Fire Districts business office during regular business hours