

TOWN OF AUBURN

ADOPTION OF FIRE DEPARTMENT POLICY

This policy is intended to provide a formal public record of the process to be utilized in the development, adoption and implementation of written formal policies or operating guidelines for the Town of Auburn Fire Department.

SCOPE

Pursuant to the provisions of R.S.A. 154:5, II, the appointed Fire Chief of the Auburn Fire Department, operating under such written formal policies as may be adopted by the Board of Selectmen as the appointing authority, shall have the authority to direct and control all employees of his or her department in their normal course of duty and shall be responsible for the efficient and economical use of all department equipment.

POLICIES

The Auburn Fire Department has historically operated under formal Standard Operating Guidelines (SOGs) in similar fashion to what would normally be referred to as Standard Operating Procedures (SOPs).

These SOGs or SOPs are the written formal policies for the operation of the Auburn Fire Department.

PROMULGATION OF POLICIES

The SOGs or SOPs of the Auburn Fire Department shall generally be developed through a process that involves the administration and membership of the Department, and the Board of Selectmen as the appointing authority.

The process for promulgating SOGs or SOPs shall, in general, involve the following:

- 1) The Fire Chief or an officer or committee of members of the Department designated by the Fire Chief, shall draft any proposed SOG or SOP or amendments to existing SOGs or SOPs. The proposal shall be tentatively approved by the Fire Chief, before being posted internally for a minimum period of 30 days for an amendment to an existing SOG or SOP or a minimum period of 60 days for a new SOG or SOP in order to allow the members of the Fire Department to review and offer comments on the proposed SOG or SOP or amendments thereto.
- 2) Based on the input received from the members of the Department, the Fire Chief or designated officer or committee of members of the Department, may make adjustments to the proposed SOG or SOP or amendment before providing it to

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the Fire Chief for his or her review and signature of recommendation for adoption. The Fire Chief's recommendation shall also certify that the proposal has gone through the internal development process outlined above.

- 3) The proposed SOG or SOP or amendment thereto as recommended by the Fire Chief shall be presented to the Board of Selectmen for consideration of adoption. The Board of Selectmen may consider the adoption of any proposed SOG or SOP or amendment as a posted agenda item at any properly noticed meeting of the Board. The Board's consideration of and vote on the proposed SOG or SOP or amendment shall be held in public session.

The Board of Selectmen may solicit input and review of the proposed SOG or SOP or amendment from legal counsel, risk management representatives or other professionals if the Board determines it is required as part of their consideration of the proposal(s).

- 4) The proposed SOG or SOP or amendment may be adopted by a majority vote of the Board of Selectmen and will then be considered part of the written formal policies adopted by the appointing authority pursuant to RSA 154:5, II.

UNUSUAL OR EMERGENCY CIRCUMSTANCES

In the event either the Fire Chief or the Board of Selectmen determines there are unusual or emergency circumstances requiring the immediate adoption or amendment of an SOG or SOP to avoid potential harm, injury or loss to the Town, its employees or the public, the Board of Selectmen, upon a specific finding that such unusual or emergency circumstances exist, may place a proposed SOG or SOP or amendment on the agenda of a properly noticed Board meeting for immediate action.

The provision for unusual or emergency circumstances is intended to allow for the handling of items needing immediate attention. This is not intended to be used on a regular basis and is not to be the normal course of business.

APPROVAL OF EXISTING POLICES

Upon the adoption of this policy, the Fire Chief will present the existing SOGs or SOPs of the Auburn Fire Department to the Board of Selectmen for their review and information. The Fire Chief shall include his recommendations regarding the adoption of the current SOGs and SOPs. The Board will consider the adoption of the current SOGs or SOPs as an immediate first order of business.

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COMPLIANCE WITH STATUE

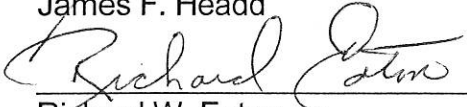
This policy shall require the Fire Chief and the Board of Selectmen as the appointing authority to remain in compliance with the provisions of RSA 154:5 and other related statutes, rules and regulations as they may from time to time be amended by the Legislature.

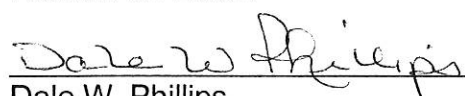
EFFECTIVE DATE

This policy shall take effect upon approval. This policy shall remain in effect until specifically rescinded by the Board.

Adopted by the Board of Selectmen the 28th day of Aug., 2017.


James F. Headd


Richard W. Eaton


Dale W. Phillips

AUBURN BOARD OF SELECTMEN

Received and recorded this 30th day of August, 2017


Kathleen A. Sylvia, Town Clerk