

SOG # : 100.001

Title: Standards Development and Review

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Date: 6/1/2009

PURPOSE

To ensure all new and proposed revisions to the Lancaster County Fire Chiefs Association (LCFCA) Standard Operating Guidelines (SOG) and Standards follow a common development, review, revision and adoption process.

SCOPE

This SOG applies to all new, current and proposed revisions Standard Operating Guidelines and Standards.

STANDARD

The following process shall be followed for all new and proposed changes to the Standard Operating Guidelines or Standards.

1. Proposal Stage

Any member, member organization or official entity may propose a new or revised Standard Operating Guideline or Standard to the LCFCA Standards Committee.

The proposed SOG or Standard or revision must be submitted in writing to the Committee for their review prior to presentation at a regular LCFCA meeting.

The Committee will review the new or proposed change or any conflicts within the SOG or Standard, or any conflicts that may exist with current SOGs, Standards, State Law or other regulations.

2. Comment Stage

After the Proposal Stage, the Committee will present the new or revised SOG at a regular LCFCA meeting to the member organizations.

At this meeting, the dates of the Comment period will be announced and member organizations will be given directions how to properly submit comments regarding the proposed SOG, Standard or revision.

All comments must be received within the comment period (minimum of 30 days), and be submitted in writing with a name and contact information for questions.

3. Approval Stage

After the Comment period has expired, the Committee will adjudicate all comments received regarding the proposed SOG, Standard or revision. The committee will make any necessary modification to the SOG, Standard or revision and develop the final draft for voting.

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Each member organization will be mailed a ballot along with the proposed SOG, Standard or revision with instructions and deadlines to submit their ballot.

Each member organization is only permitted one vote.

After the voting period has expired, the Committee will count the votes and the new or revised SOG or Standard will either be adopted or rejected by majority vote of returned votes. If adopted, the new or revised document will be placed on the LCFCA web site and a copy will be emailed to the LCFCA email list.