

Daggett Community Services District & Daggett Water Company – General

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1000

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote. Adopted policies apply to the Community Services District (CSD) all departments of the CSD, unless explicitly stated otherwise. The departments are: water company, parks & recreation, street lighting, and fire.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

1000.4.1 A policy manual specific to the Fire Department shall be developed and maintained. The Fire Chief is responsible for creating the proposed policies. The policies considered, proposed, and adopted in the manner described above.

1000.4.2 The initial policy manual at a minimum shall contain the following:

- DEPARTMENT INFORMATION
 - PURPOSE
 - MISSION STATEMENT
 - VISION STATEMENT
 - OBJECTIVES
- GENERAL RULES
 - STANDARD OPERATING PROCEDURES ADMINISTRATION
 - CODE OF CONDUCT
 - PUBLIC RELATIONS
 - GENERAL CONDUCT
 - ALL OFFICERS
 - VOLUNTEER
 - EMERGENCY SCENE/FIRE GROUND GENERAL ADMINISTRATION
 - STATIONS, APPARATUS, AND EQUIPMENT

- SHIFT OPERATIONS
- ATTENDANCE
- UNIFORMS
- PROMOTIONS
- FIRE PREVENTION AND HOME SAFETY INSPECTIONS
 - FIRE PREVENTION AND SAFETY EVENTS
 - SMOKE DETECTOR PROGRAM
- JOB DESCRIPTIONS
- SAFETY AND HEALTH
 - OCCUPATIONAL SAFETY AND HEALTH
 - STATION SAFETY
 - HEAT GUIDELINE
 - HIGH VISIBILITY VEST
 - HEARING PROTECTION
- TESTING AND COMPLIANCE
 - VEHICLE OUT OF SERVICE AND REPAIR REQUESTS
 - HOSE TESTING
 - PUMP SERVICE TESTING

1000.4.3 The initial policy manual for Fire Department shall be presented to the Board of Directors no later than 90 days after approval of this policy.