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**Department of Emergency Services  
Fire-EMS Division  
Standard Operating Procedures**

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## General Policies

Subject: Department Staff Meetings  
Revised: 8-21-02  
Section: 210.00

### 210.01 Purpose

To facilitate the efficiency and effectiveness of the Fire-EMS Division staff by establishing guidelines for the meetings.

### 210.02 Policy

- A. The scheduling of Fire-EMS Division staff meetings shall be determined by the Emergency Services Director and the Division Captain.
- B. There shall be a minimum of four (4) division meetings held per year.
- C. Questions for the meeting shall be submitted one week prior, to the division secretary, for review by the Emergency Services Director and Division Captain to facilitate the efficacy of the meeting.
- D. Dates and times of the meetings will be forwarded to the Fire-EMS Division staff by alpha-pager and a memo placed in each personnel's mailbox.