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Ocean City Fire Department  
Standard Operating Guidelines

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## General Policies

Subject: Fire/EMS Division Staff Meetings  
Revised: 4-24-2012  
Effective: 9-01-2012  
Approved: 4-24-2012  
Section: 210.00

### 210.01 Purpose

To facilitate the efficiency and effectiveness of the Career 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 Fire Chief and/or the Fire-EMS Deputy Chief.
- B. As the budget allows, an annual Fire-EMS Division personnel meeting is recommended.
- C. Questions for the meeting may be submitted one week prior, to the Division secretary, for review by the Fire Chief and Deputy Chief to facilitate the efficiency of the meeting.
- D. Dates and times of the meetings will be forwarded to the Fire-EMS Division staff by electronic mail.
- E. Off duty personnel will be compensated for their attendance.