

This operating policy defines the sections of the East Niceville Fire District Policy Manual and who has responsibility for what is contained in each section.

A. Fire District Policy Letters

1. Policy letters are the objective statements for the Fire District. They set out goals and methods to reach these objectives.
2. Policy letters establish the structure and policies for the Board of Fire Commissioners.
3. Policy letters are written by the Board of Fire Commissioners and signed by the Chairman.
4. Policy Letters that have been converted into Operating Policies (OPs) or incorporated into an existing OP will be rescinded.

B. Fire District Operating Policies

1. Operating policies set out the Fire District organization, manpower and equipment policies, and administrative policies.
2. Operating policies will be written by either the Board of Fire Commissioners or the Fire Chief, but are approved by the Board of Fire Commissioners.

C. Fire District Operating Instructions

1. Operating instructions encompass the methods used to run the fire station, equipment usage, and procedures, protocols and strategies to be used as guides for various incidents and responses the department must deal with.
2. The Fire Chief writes operating instructions.