

# Miami Township Fire and EMS Operating Procedures



<b>TITLE:</b>	OPERATING PROCEDURE MAINTENANCE	#103	
<b>EFFECTIVE DATE:</b>	11/15/2013	<b>DATE AMENDED:</b>	08/24/2015
<b>REVIEW DATE:</b>	02/24/2016	<b>APPROVED BY:</b>	Chief Steve Kelly

*This Operating Procedure shall take effect immediately and shall remain in effect until superseded.*

## PURPOSE

Operating Procedures are not static documents. Once implemented, Operating Procedures must be reviewed and revised to assure they stay current and are pertinent to department operations.

## SCOPE

This Procedure applies to all Operating Procedures established by Miami Township Fire and EMS (MTF&EMS). A process of evaluation, review, development and implementation will be used to ensure that the department's Operating Procedures are applicable to department operations, are kept up-to-date and are developed as needed.

## PROCEDURES

### A. Evaluation

All Operating Procedures developed for MTF&EMS will be evaluated to determine their overall effectiveness. The evaluation is a "results based" process that asks the following questions:

1. What were the employee behaviors and actions before the Operating Procedure (OP) was implemented?
2. What administrative or operational problem was the OP designed to address?
3. Was the new OP fully implemented, or were there unexpected barriers?
4. How did the employee behaviors and actions change after introduction of the OP?
5. Were the changes in behaviors and actions what were intended? Was the purpose of the OP accomplished?
6. Is the OP still applicable and relevant? Is the current OP still the best solution?

### B. Operating Procedures Committee

A review team/committee will be established by the Fire Chief. The Fire Chief will designate one person to serve as the Committee Chair.

The review team should include representation of all levels of the department:

1. At least one officer from the rank of shift captain or lieutenant.
2. At least one full-time employee from each shift.
3. At least one part-time employee.
4. At least one member of the training division to serve as a liaison only.
5. At least one member who is responsible for Run Carding.



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On a scheduled, off-set basis, existing members of the Operating Procedures Committee will be replaced. No member will serve a term of less than two years, but no more than three years except as determined by the Fire Chief.

## C. Review

A periodic review of the Operating Procedures will assist MTF&EMS in determining if the current Operating Procedures are effective, efficient and safe.

Once implemented for use, any new OP will be reviewed after six months. Two types of review will be used:

1. Periodic Review – a periodic review will be scheduled for all Operating Procedures on an annual basis. The Fire Chief will determine if a more frequent review of the Operating Procedures is required.
2. Special Review – an unscheduled or immediate review of an OP may be conducted on an as needed basis. The indication of this need may be in response to an unforeseen event, unexpected outcome, a specific operational function, or any other reason determined by the department.
  - a. Any change disputed by a department member must be formally submitted to the Operating Procedures Committee.

## D. Development

The development of an OP may be determined as the result of a situation not otherwise specified in an already existing and current OP. The following process will be used to ensure the efficient and accurate development of an OP:

1. Obtain organizational support.
2. Gather information and identify alternatives.
3. Analyze and select alternatives.
4. Write the OP.
5. Review and test the OP.
6. Revise, approve, implement and train department members on the OP.

## E. Implementation

Prior to implementation of a new or amended OP, training will be provided to all personnel.

1. A new or amended OP will be under a 15-day review.
2. After the 15-day review, the OP will be amended, as needed, with any pertinent information received during the review period.
3. Training will be conducted via classroom or through an educational email.
  - a. A notification will be made to all MTF&EMS personnel about the final adoption, implementation and distribution of any new or amended OP, including any changes that were made as a result of the review period.



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### **F. Submittal Process**

The development of an OP can be done by any department member, but must be submitted to the Operating Procedures Committee for review. The proposed OP, once reviewed, will follow the Implementation Process as outlined in this Procedure.

### **G. Amendment Process**

All personnel will be notified whenever an OP is amended. Notification will be conducted through email and training as necessary.