



Fire Chiefs Association of _____
FIRE PREVENTION OFFICERS SECTION Santa Cruz County

FIRE PREVENTION STANDARDS	DATE: 04/11/02	NUMBER: FP0-000
	APPROVED:	REVISED:
	TITLE: Guide for Adopting Standards	

PURPOSE:

The purpose of this Standard is to acquaint the membership with the process for adoption of a standard to be included within this book. This book of standards should be considered a dynamic document. As technology changes, codes and ordinances change, so should the affected standards contained within.

THE PROCESS:

Any member may bring forth an item for consideration. The Fire Chiefs' Association may also request that we develop a standard at any time. . The development of a standard is a group effort, and anyone with input is encouraged to participate.

Many items brought forth at the regular monthly FPO meeting are deferred to the standing committees. Those items dealing with standards are then discussed at the standards committee level.

The committee discussion should lead to one of two paths. No action to be taken, or a standard should be developed. In some situations, it may be agreed that something needs to be done, however, the committee may look to both the Fire Chiefs' Association, and the FPO Association for guidance and input prior to the development of a standard.

In the situation of NO ACTION, the committee chair will report back to the FPO Association at the next regular meeting, the outcome of the discussion, and the reason(s) for NO ACTION. In the situation where the committee decides that it would be in the best interest of the fire prevention efforts of the county, or for clarification of an ordinance or code, a standard will be developed. This may take a few months to develop a draft document that is considered to be presentable for comment.

The draft document is then brought before the entire FPO Association for input. This may result in further refinement by the committee. In either case, the proposed document should then be voted upon by the FPO Association in accordance with the Association By-Laws. Once a standard has been through this process it is ready to be presented to the Santa Cruz County Fire Chiefs' Association. The Fire Chiefs' Association has the opportunity to provide input, ask for clarification, accept as presented, modify as presented, or reject the proposed standard (ratify, modify or deny).

In the cases of ratification or modification, the standard can then be placed in this book and become enforceable. Should a proposed standard be denied, depending on the reasons, and the direction given by the Fire Chiefs, the standard should either be abandoned or corrected. If corrections or further modifications are needed, the standard will go through the process again ending with the Fire Chiefs' Association approval.

All standards will receive an initial implementation date. This date should not change, unless significant changes and modifications are made after implementation. In the event that a standard is modified for typographical errors, or other non-substantial changes, then only a revision date should be made.

All standards will be signed by the President of the Fire Prevention Officers Association prior to being implemented.

All standards shall use this format. Any changes to this format shall be approved by the Fire Chiefs' Association.

As standards are developed and implemented, an original copy shall be produced for all member agencies, and those associate members wishing a copy.

The cost for production and reproduction shall be born by the FPO Association as funded by the Fire Chiefs' Association.