

POLICY - 1.3.1 - MAINTENANCE & DISTRIBUTION
SCOPE - ALL PERSONNEL

- A. **COMPILATION OF POLICY MANUALS:** The Fire Chief shall be responsible for the compilation of all policies adopted by the Board into a District Policy Manual. The Fire Chief shall be responsible for updating the Manual as necessary. It shall be the responsibility of each individual in possession of the Policy Manual to enter any changes distributed by the Fire Chief.

- B. **DISTRIBUTION OF MANUALS:** Updated Policy Manuals shall be kept at each fire station operated by the District. The following persons shall receive a copy of the Manual:
 - 1. Each Board member;
 - 2. Fire Chief;
 - 3. Fire District attorney;
 - 4. Each District volunteer and employee; and
 - 5. Other persons designated by the Fire Chief or the Board

- C. **AVAILABLE TO THE PUBLIC:** The Policy Manual is a public record. At least one copy of the updated Policy Manual shall be available for inspection and use by the public at the District's office during regular business hours.