	St. Clair Twp. New Miami Life Squad	Document No.: OPS-P-002	Revision: -	Pg. 1 OF 5
		Title: Policy, Department Meetings		

Revision History:				
Rev.	Description of change:	Initiated By:	Approved By:	Effective Date:
-	Initial Creation	S.Weigold	R.Bubemyre	07/27/05

1.0 PURPOSE

The purpose of is policy is to provide direction on the use of, and attendance at department meetings.

2.0 SCOPE

2.1 APPLICABILITY

This policy applies to all department members, regardless of rank.

2.2 RESPONSIBILITY


It is the responsibility of the Chief or other designated officer to ensure that meetings are conducted as directed by this policy. It is the responsibility of each member to ensure that they are compliant in meeting participation, and the responsibility of each Captain to enforce participation.

3.0 DEFINITION OF TERMS

Monthly Meeting – This is the term used to describe a once monthly meeting, held at a regular time, and on a regular basis.

Special Meeting – This term describes a meeting scheduled for a specific reason.

Supervising Officer – For a meeting to be recognized as an official function, at least one officer must be present. This officer will either be the Chief, or an officer designated by him.

	St. Clair Twp. New Miami Life Squad	Document No.: OPS-P-002	Revision: -	Pg. 2 OF 5
		Title: Policy, Department Meetings		

4.0 REFERENCE DOCUMENTS

No reference documents are required for compliance with this policy

5.0 EQUIPMENT USED

No equipment is required for compliance with this policy

6.0 SAFETY CONSIDERATIONS

There are no special safety considerations for compliance with this policy.

7.0 SPECIAL REQUIREMENTS

There are no special requirements for compliance with this policy.

8.0 POLICY/PROCEDURE

8.1 MONTHLY MEETING

8.1.1 SCHEDULING

Regular monthly meetings are held on the designated day of each month. This day will be selected by the Chief initially and may be changed as needed by membership vote, or majority agreement of the officers. The designated meeting day will be communicated to the membership in such fashion that it is common knowledge. The meetings begin promptly at the designated time at the Life Squad headquarters. Specific meeting location within the building is at the discretion of the supervising officer. It is not required to schedule a meeting for every month unless department business dictates the need for such.


8.1.2 CANCELLATION

Regular monthly meetings are not normally subject to cancellation. If a meeting must be cancelled, it must be done with the authorization of the Chief, and only under extreme circumstances.

8.1.3 CALL TO ORDER

The supervising officer shall call the meeting to order promptly at the designated time. This time shall be recorded as noted in the documentation section.

8.1.4 AGENDA

	St. Clair Twp. New Miami Life Squad	Document No.: OPS-P-002	Revision: -	Pg. 3 OF 5
		Title: Policy, Department Meetings		

The meeting agenda shall be established in advance. All members are welcome and encouraged to participate in meetings, but any items for discussion requiring more than five minutes must be added to the agenda by the supervising officer in advance of the meeting. If possible, the agenda should be presented to the meeting participants in writing at the start of the meeting.

8.1.5 ADJOURNMENT

The meeting shall be adjourned when all items on the agenda have been accomplished or tabled for a later meeting. A motion is not necessary to adjourn, but is recommended so as to alert all participants that the time for discussion is passed. If a motion is received, a formal vote is not required, provided there are no objections. The time of adjournment shall be noted as indicated in the documentation section.

8.1.6 MOTIONS


Since the meeting schedule is set in advance, there should be little need for impromptu motions. If one is received, it shall be noted in the minutes. It is at the discretion of the supervising officer to table or kill the motion if it is not in the best interest of the meeting agenda. Motions that are within the intent of the meeting agenda shall be brought to a formal vote for resolution, and the results noted in the minutes.

8.2 SPECIAL MEETING

8.2.1 SCHEDULING

Special meetings shall be scheduled as needed through the Chief. These meetings should only be called in the event that it is not appropriate to discuss the meeting material in a general meeting. Regular monthly meetings should be used whenever possible. Special meetings must be scheduled with at least 7 calendar days notice, and every effort should be made to ensure that all members are advised of the meeting. Provisions should be made for participation for those unable to attend, especially on short notice. The meeting time and date will be posted in writing in conspicuous locations in the station. The meetings begin promptly at the scheduled time at the Life Squad headquarters. Specific meeting location within the building is at the discretion of the supervising officer.

8.2.2 CANCELLATION

	St. Clair Twp. New Miami Life Squad	Document No.: OPS-P-002	Revision: -	Pg. 4 OF 5
		Title: Policy, Department Meetings		

Due to the special nature of these meetings, they should not be cancelled except in dire circumstances. In the event that a Special Meeting needs to be cancelled, it shall be done with the approval of both the Chief, and the parties responsible for requesting the Special Meeting.

8.2.3 CALL TO ORDER

The supervising officer shall call the meeting to order promptly at the scheduled time. This time shall be recorded as noted in the documentation section.

8.2.4 AGENDA

The agenda for a Special Meeting shall be set in advance, and limited to the topic at hand. Any business that can be delayed until the next regular monthly meeting should be delayed.

8.2.5 ADJOURNMENT

The meeting shall be adjourned when all items on the agenda have been accomplished or tabled for a later meeting. A motion is not necessary to adjourn, but is recommended so as to alert all participants that the time for discussion is passed. If a motion is received, a formal vote is not required, provided there are no objections. The time of adjournment shall be noted as indicated in the documentation section.

8.2.6 MOTIONS

Given the specialize nature of these meetings, impromptu motions are to be expected. These motions will be recognized by the supervising officer, recorded in the minutes, and a formal vote taken for disposition if needed.


8.3 GENERAL CONSIDERATIONS

8.3.1 ATTENDANCE

Attendance at all department meetings is mandatory unless a member has received approval in advance for an excused absence. Appropriate excused absences are indicated in section 8.3.2.

8.3.2 EXCUSED ABSENCE

A member may be given an excused absence from a meeting at the discretion of his supervising officer. It is the member's responsibility to contact his officer in advance and request the excusal. Reasons normally acceptable for an excused absence are:

	St. Clair Twp. New Miami Life Squad	Document No.: OPS-P-002	Revision: -	Pg. 5 OF 5
		Title: Policy, Department Meetings		

- ? Recent death in the family
- ? Conflicting school or work schedule
- ? Personal Illness
- ? Dependant child illness

This list is not all inclusive.

8.3.3 UNEXCUSED ABSENCE

A member will be considered unexcused from a meeting if he fails to contact his supervising officer and receive approval for an excused absence. Excessive unexcused absences will be dealt with using appropriate disciplinary action.

9.0 DOCUMENTATION

A designated member will record the minutes of the meeting. At a minimum, the minutes should include the following information:

- ? Date of meeting
- ? Meeting location
- ? Time called to order
- ? Time adjourned
- ? Members present
- ? Members excused
- ? List of guests
- ? Topics presented, name of presenter
- ? Any action items resulting from the meeting
- ? Any motions made and the disposition of same
- ? Date, time and location of next meeting

The minutes of the meeting shall be typewritten and made available at the station no later than 14 calendar days after the adjournment of the meeting. Minutes to all meetings will remain on file for review if necessary for a period of at least one year.