



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	City Council and Planning Commission Attendance		
<b>Policy Number:</b>	156	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	September 2010
<b>CFAI Reference:</b>	1A.6, 5B.4	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – September 2010 Formatted – May 2012		

### PURPOSE

The purpose of this policy is to provide chief officer attendance at regular city councilor meetings.

### POLICY

Regular meetings of the Rogers City Council are held on the second and fourth Tuesdays of each month. At a minimum the Fire Chief, or a Deputy Fire Chief in his absence, shall attend. The purpose of attendance shall be to ensure elected public officials have an opportunity to voice concerns or ask questions of the fire department.

If no senior member of the fire department is available to attend the meeting, notification shall be made to the Mayor.

Regular meetings of the Rogers Planning Commission are held on the first and third Tuesdays of each month. At a minimum, a member of the Fire Prevention Division shall attend meetings that have proposed projects that pertain to the Fire Department. The purpose of attendance shall be to ensure the Fire Department has an opportunity to voice concerns with a proposed project or for Planning Commission members to ask questions of the fire department.

If no one from the Fire Prevention Division is available to attend the meeting, notification shall be made to the Planning and Transportation Department.