



Madeira Beach Fire Department Standard Operating Protocol

Date Issued: 10/1/01
Change Order: 1/09, 8/15
SOP Number: 100-05
Subject: Meetings

Purpose: To establish a procedure for relaying the short-term information, operational changes and general bulletins that are needed to be knowledgeable and to function effectively and efficiently; to provide a pathway for consistent leadership and supervision of personnel through the open exchange of ideas, definitions of operational issues and policy interpretation.

Scope: Lieutenant and Department meetings will be held as needed to ensure the proper flow of information in all directions of the Organization and to maintain clear, consistent information to all Department members. Anyone having a topic that they would like to have discussed should submit it through the proper chain of command.

The Lieutenant, or the Officer of the Day, will meet with the Chief each shift for any exchange of information necessary.