

<b>Scotts Valley Fire Protection District</b>	<b>Policy: 101</b>
<b>Subject: Policy Revision, Elimination and Additions</b>	<b>ADOPTED: September 8, 2004</b>

***Policy 101: Policy Revision, Elimination and Additions***

From time to time, revisions of these policies will be necessary to meet changing conditions. The purpose of this policy is to provide a process to create new policies, eliminate existing policies or to revise existing policies.

Policy changes will be proposed by the Board of Directors, the Fire Chief or a staff member designated by the Fire Chief. The proposed policy will be presented to the Board of Directors at a regular Board meeting unless the matter is urgent in which case the Chair of the Board may call a special meeting.

The Board will consider the proposed policy and will have the sole discretion on policy adoption. The Board will also have the ability to amend or revise any policy prior to its final adoption. The vote will be recorded in the minutes of the Board meeting.

The revision will be presented in the format contained herein. The purpose of the change will be communicated to the Board upon consideration of the change.

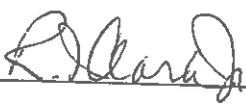
Policies will be effective immediately upon adoption, unless otherwise stated.

All policies, including revision, will be posted on the Scotts Valley Fire Districts website. All personnel are instructed to visit the District's website to review such policies.

All written personnel policies, procedures, and practices will be followed exactly as written.

Policies that affect wages, benefits or other terms and conditions of employment will require a meet and confer process as specified in the California Government Code prior to presentation for Board approval.

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Board Chairperson:  Fire Chief: 