



Neighbors Helping Neighbors Since 1888

SCIO FIRE DISTRICT

P.O. Box 1 Scio, OR 97374 * 503-394-3000

Memo 24-1

Memos

This is a Memo. Memos are a formal method of communication and will be used for several reasons:

- To communicate Policy changes
- To communicate Operating Guideline changes
- To pass along information to district members

When used for Policy or Operating Guideline changes, the memo will indicate when the change takes effect. Memos may be used to immediately change district Policy or Operating Guidelines and will remain in effect until included in the Policy and Operating Guideline manual (POG). Memos may also establish changes to Policy and Operating Guidelines indicating a future date that those changes take effect.

Each memo will be given a unique number for tracking purposes. The number will consist of the year, a dash, and the memo number, assigned in sequential order.

A memo will expire or terminate in one of 3 ways:

- Will expire on June 30th
- Will expire on December 31st
- Will remain in effect until included in the Policy and Operating Guideline manual (POG)

Memos will hang on a clipboard in the alarm room. A copy will also be placed on the Share Drive at Network > DC2 > Shares > SFD Share Drive > Memos. In addition, the fire chief will introduce new memos at Monday drill and will include it in Tuesday morning's email when he sends out the Hot Topics.

It is each member's responsibility to stay up to date on information in district memos.

This memo will remain in effect until included in the Policy and Operating Guidelines manual (POG).

*BILYEU DEN * CRABTREE * SCIO*
WWW.SCIOFIRE.ORG

