

Augusta County Emergency Services Officers Association

*Augusta County Government Center
P.O. Box 590 – 18 Government Center Lane
Verona, Virginia 24482*



Fire-EMS Standard Operating Guideline

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| Section: | General |
| Title: | SOG Committee |
| Date: | 10/29/13 – Draft, Revised 2/5/2014 APPROVED 3/25/2014 by ACESOA |

SOG Committee Responsibilities

Objective

To provide structure to the functionality of the Augusta County Emergency Services Officers Association SOG Committee, the committee selection process, and a guide for drafting, approving, and implementing new SOGs.

1. Purpose of the SOG Committee

This committee is designed to work collectively to ensure that the best operational, administrative, and communication practices are followed by members of the fire and rescue agencies serving Augusta County. The committee is charged with drafting and revising new and current SOGs as needed and conducting a bi-annual review of all current SOGs. The SOG Committee should meet monthly to discuss old and new business and be prepared to accept feedback at the following ACESOA Meeting. The time and place of this meeting will be set by the committee chairperson.

2. Committee Selection Process

The ACESOA SOG Committee will consist of the following representatives:

- Augusta County Fire Rescue Administration (1)
- Augusta County Emergency Communications Center (1)
- Volunteer Fire Department (1)*
- Volunteer Rescue Squad (1)*
- Central Shenandoah EMS Council (1) Advisory
- Operational Medical Directors (1) Advisory
- Augusta County Fire-Rescue Chief (1) Advisory
- ACESOA Secretary (non-voting member)

* Only one representative per agency (combination stations cannot have a representative from fire and rescue both).

Representatives from ACFR, AECC, and CSEMS will be chosen by the department head. Representatives from volunteer fire and EMS agencies will be chosen by the ACESOA President. All appointments to the SOG Committee, as well as a designated committee chairperson, will be made annually at the January meeting.

In the event the assigned representative is unable to attend, a delegate may be chosen from the organization to speak and vote on behalf of the organization. It is understood that this individual is representing that agency and has full voting privileges as would the appointed representative.

3. New or Revised SOG Implementation

Recommendations for new SOGs or updates to current SOGs can be made at any time from the body of the ACESOA, during open meeting or through verbal, written or electronic communication. The President of the ACESOA will determine if the recommendation is passed on to the SOG Committee. Recommendations may also be made by the ACFR Chief or the AECC Director and passed on to the SOG Committee for review.

- Upon receipt of the recommendation, the SOG Committee will draft or revise the SOG with primary consideration being the greater good of the citizens of Augusta County.
- Completed SOG drafts will be forwarded via electronic mail by the committee chairperson to the members of the ACESOA for their review and input. All input is requested to be submitted in writing prior to the following ACESOA Meeting (30 days maximum).
- If at any time questions arise from a legal standpoint, the County Attorney will be involved to answer such questions and provide guidance.
- Any changes that are made during final approval will be communicated to the SOG Committee and ACESOA members.
- Any SOG approved by the ACESOA will be forwarded to the County Attorney and Board of Supervisors for final review and any further recommendations.
- All new or revised SOGs will become effective immediately following final approval unless otherwise specified (within 60 days of initial proposal)

Once approval is granted for new and revised SOGs and the implementation is effective, they will be placed on the Augusta County website, under Fire Rescue Volunteer Information, for everyone to reference. This will be done within 30 days of approval.