

# SOP Committee meeting minutes

Location: Virtual Teams

Date: 11/23/2022

Time: 10:00 am - 1:30 pm

Attendees: Lori Cherry, Robbie Jones, Tracy Shaw, Courtney Shannon, Anita Austin, Tonya Bagley, {Bernice Robinson - Absent}

## Agenda items

1. Online SOPs
  - a. A/C Cherry has submitted a work request to IT to provide Captain Jones with access to online SOPs. Not yet complete.
2. SOP Committee Email Address
  - a. No emails received since last meeting.
3. Policy Discussion
  - a. SOP 101.11 - Open Shift Scheduling
    - i. Reviewed changes made by Directors. Committee agreed with all changes.
    - ii. Policy will be forwarded to IAFF when properly formatted.
  - b. SOP 101.07 - Leave
    - i. Reviewed changes made by Directors. Committee agreed with all changes.
    - ii. Policy will be forwarded to IAFF when edits are incorporated.
  - c. SOP 100.35 - Minimum Staffing
    - i. This policy has been tabled for the arrival and comments of Chief Ross.
    - ii. Leadership decided to keep the SOP and amended it accordingly.
    - iii. The SOP workgroup reviewed and agreed to all changes.
    - iv. Policy will be forwarded to IAFF for review.
  - d. SOP 401.06 - Mandatory Holdover Policy
    - i. Significant changes were made to SOP by Chief Ross to mirror Howard County's holdover practices.
    - ii. The SOP Workgroup reviewed and agreed to all changes.

Owner(s)	Deadline	Status
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## Action items

Obtain access to online SOPs	IT Work Request	In progress
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	Owner(s)	Deadline	Status
<b>Action items</b>			
Correct HIPAA spelling	Captain Jones		Pending access
SOP 101.11 to IAFF	Chief Cherry		In progress
SOP 101.07 to IAFF	Chief Cherry		In progress
SOP 100.35 to IAFF	Chief Cherry		In progress
SOP 401.06 Formatting	Chief Cherry		In progress
SOP 401.06 to IAFF	Chief Cherry		Pending formatting
SOP 101.11 Posting	Captain Jones		Pending IAFF Approval
SOP 101.07 Posting	Captain Jones		Pending IAFF Approval
SOP 100.35 Posting	Captain Jones		Pending IAFF Approval
SOP 401.06 Posting	Captain Jones		Pending IAFF Approval

## Next Meeting

Thursday, Jan. 12, 2023 at 10:00 am via MS Teams