



British Columbia Fire Training Officers Association

Operational Guideline

Featured Fire Department Website	O.G. # 2.04.02	Page 1 of 1
	Eff: October 10, 2014	Initial of Pres DC

Purpose: It shall be the objective of the BCFTOA to have a featured fire department displayed on the Association website.

Scope: The BCFTOA membership.

Policy: All active BCFTOA fire department members may submit their department's information so that they can be featured on the Association's website as a means to strengthen the networking of the Association.

Procedure:

Departments may be featured on the Association's website using the following procedure:

- Each department can submit their department's information at any time to the BCFTOA. Selection of the fire department for the "featured" program will be based on date of submission or random selection.
- EBlasts will occur every six months from the Association to generate the featured fire department program
- This information shall be sent to the Administrative Assistant via email at admin@bcftoa.com
- The website will have a specific section that is titled "Featured Fire Department"
- The featured fire department shall be displayed on the website for not less than 6 weeks and not more than 8 weeks depending on the amount of fire department that wish to participate in the program
- If fire departments do not participate and the information becomes stale (greater than 8 weeks) the program will be removed from the website until additional fire departments participate in the program again
- Pictures of the fire department are required for the feature which includes your fire hall(s) and training activities.
- Fire department information shall include the following
 - o Fire Chief Name
 - o Training Officer(s) name
 - o Size of the department total membership
 - o Type of fire department Volunteer, Paid on Call, Composite or Career
 - o Any training initiatives that the department is undertaking

 Signature of President Signed: October 26, 2014	This OG replaces Issued: NA
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