

<b>Standard Operating Procedure</b>  <b>CITY MANAGER AND CITY COUNCIL EVENT NOTIFICATION</b>	<b>PEORIA FIRE-MEDICAL DEPARTMENT</b>  <b>Administration</b>  <b>100.24</b>  <b>Initial 06/01/2018      Page 1 of 1</b>
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**PURPOSE**

To provide the Mayor, Council and City Manager’s office appropriate notification of upcoming events associated with the Fire-Medical Department.

**COORDINATOR RESPONSIBILITY**

The event coordinator is responsible for notifying the Fire Chief and his assistant of any upcoming events held on or off of City property that could include the public, Chief Officers, or other dignitaries.

**POLICY**

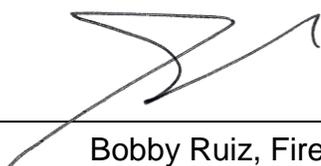
It is the responsibility of the event coordinator to notify and provide the Fire Chief and his assistant a description of any upcoming events held on or off of City property that could include the public, Chief Officers, or other dignitaries

This notification should be at least one month prior to the event in order to give the City Manager’s Office and/or Mayor and City Councilmembers the option and availability to attend the event, especially when other dignitaries within the community will be in attendance. Events that meet these criteria are Awards Ceremonies, Citizen’s Academies, Chief level retirements, ribbon-cutting ceremonies, graduations and any other large events coordinated by the Fire-Medical Department.

The notification should include the following:

- Event Name
- Location
- Estimate number of attendees
- Time frame

It is at the Chief’s discretion to deviate from this notification process if the event does not meet the timeline of one-month notification. Events such as Lifesaving recognition awards or smaller events coordinated by other outside entities could meet this criteria.

Approved:  \_\_\_\_\_ 06/19/2017  
Bobby Ruiz, Fire Chief Date