



Board Policy No. 236
Naming of District Facilities

SUBJECT CATEGORY: SECTION 230,
INVENTORY & PROPERTY MANAGEMENT

236: Naming of District Facilities

236.1 Purpose: These guidelines are intended to establish rules and procedures for naming District facilities (including fire stations), sections of facilities, or rooms within the facilities. This policy also applies to the naming of any exterior spaces of District facilities (e.g., training grounds, parking areas, front gardens) as deemed appropriate. The policy is intended for use in limited circumstances and to reflect the wishes of District operational personnel and leadership.

The intent of naming a Facility or Special Feature is for permanent recognition. Therefore, any request of the District to rename a Facility or Specific Feature should be subject to examination so as to not diminish the original justification for the name.

236.2 Definitions: "Facilities" are buildings or amenities owned and/or managed by the District to conduct District business.

"Specific features" are amenities that could be located within or as part of a facility.

236.3 Naming Policy: It is the policy of the District to name District facilities and Specific Features in honor of personnel who have made significant, unique and lasting contributions to the legacy of the District.

236.4 Procedures: The District's procedures for naming a Facility or Specific Feature are:

- a) Any active member of the District's operations personnel may propose to any District Battalion Chief that a District Facility or Specific Feature be named for a qualified honoree.
- b) The Battalion Chief works with the nominating personnel to prepare a written proposal describing how the suggested honoree made one or more significant, unique and lasting contributions to the legacy of the District.
- c) The Battalion Chief involved then presents the proposal to the rest of the Battalion Chiefs.
- d) If the Battalion Chiefs determine that the proposal should be submitted to the Board of Directors for approval, the Battalion Chiefs identify which of them will work with the Business Services Manager to prepare the proposal for consideration by the Board of an upcoming Board of Directors meeting.
- e) Before a proposal is made to the Board of Directors, the Fire Chief, or a designee, must get approval from the honoree, if living, or family of the honoree is deceased, to proceed with Board consideration.

- f) Upon approval of the honoree or family of the proposed honoree, the Board of Directors may grant or deny the request. The Board of Directors may choose to name a different Facility or Specific Feature for the proposed honoree with the concurrence of the Fire Chief and Battalion Chiefs.

Adopted: December 12, 2018


Clerk of the Board


Board President