

# **KING COUNTY FIRE TRAINING OFFICERS' ASSOCIATION BYLAWS AND CONSTITUTION**

## **ARTICLE I – NAME AND MISSION STATEMENT**

### **NAME**

**King County Fire Training Officers' Association (KCFTOA)** is a non-profit organization of training officers from fire departments within King County, Washington. This Association works under the guidance of the King County Fire Chiefs' Association (KCFCA).

### **MISSION STATEMENT**

"Our mission is to Provide Vision and Leadership Through Training and Education of Today's Firefighters for Tomorrow's Needs"

## **ARTICLE II - PURPOSE**

The purpose of this Association will be:

To develop and implement training curriculum or programs as recommended by the King County Fire Chiefs' Association.

To promote uniform training practices throughout the County, State and Emergency Services industry.

To make available technical information and guidance to the members of this Association.

To promote instructional programs for training officers.

To exchange information and training resources.

To encourage the development of consistent fire service performance standards.

To promote safety practices in all phases of fire department activities.

To encourage uniformity in all fire service and fire related college curricula.

To provide ongoing support to the Washington State Fire Training Academy.

## **ARTICLE III - OFFICERS**

The officers (Executive Board) of this Association shall be a President, a Vice-President, a Secretary, and a Treasurer.

All officers shall enter upon their official duties on the first day of the month following the December election.

## **ARTICLE IV - DUTIES OF OFFICERS**

### **President**

It shall be the duty of the President to preside over Association meetings. The President shall have general management of the affairs of the Association and shall serve as direct liaison to the (KCFCA). The President shall sign and execute all necessary contracts and documents on behalf of the Association; and shall make available the approved annual budget to the KCFCA or Representative. The President shall also perform such other duties as are normally incidental to this office or as may be required by the Association.

The President, or their designee, of the (KCFTOA) shall be the official representative of the Association at meetings other than this Association's at which a representative is requested or required.

### **Vice-President**

It shall be the duty of the Vice-President to perform the duties of the President in their absence and to assist the President whenever required. The Vice President is responsible for the web site structure, content, and maintenance.

### **Secretary**

It shall be the duty of the Secretary to keep minutes of the proceedings of the Association and to keep a record of the members of the Association. The Secretary shall attend to or receive a photocopy of all communications pertaining to the Association and shall execute, along with the President or Vice-President, all written contracts of the Association and shall perform all such other duties as are incidental to this office. The Secretary shall be responsible for maintenance and storage of all non-financial records and documents of this Association.

### **Treasurer**

It shall be the duty of the Treasurer to oversee and manage the contractual administrative support person. The Treasurer shall oversee the management of Association funds and record of accounts, and shall submit them, together with all other papers, to the membership in a monthly report or upon request of the President.

This report shall include:

- A. Monthly expenditures and revenue or income.
- B. Bank balance.
- C. Accounts receivable report of accounts Quarterly.
- D. Profit and Loss statement for each program.

To facilitate this process, the Treasurer and contractual administrative support person shall meet quarterly to review the previous quarter's transactions. The Treasurer shall submit the following:

- ◆ An annual budget to the membership on or before the November meeting each year.
- ◆ All records of accounts to the Audit Committee upon request.

They also shall perform all such other duties as are incidental to this office.

- ◆ The Treasure shall ensure the contractual administrative support keep the financial records in the following manner:

1. Ledger accounts showing credits and debits shall be maintained for the distribution of all funds accrued and distributed by the Association.
2. A ledger account of all dues shall be maintained showing the following entries:
  - A. The name of the organization issuing the dues.
  - B. The date the dues are received.
  - C. The date the dues are deposited.
3. All monies received shall be recorded.
4. Monthly report shall be provided to the Treasurer prior to each regular meeting. This report shall include:
  - A. Monthly expenses and revenue or income.
  - E. Bank balance.
  - F. Accounts receivable report of accounts Quarterly.
  - G. Profit and Loss statement for each program.

This report shall be maintained in a ledger in addition to the minutes.

5. Administrative Support is authorized to purchase the necessary supplies to comply with the aforementioned items not to exceed the annual budget amount. Any individual purchase beyond three hundred dollars (\$300) shall be approved by the Executive Board prior to purchase.
6. Other duties as designated in the contractual agreement between the individual and the Association.

## **Executive Board:**

The annual review of the administrative support person's contract and recommendation to renewal or make changes to the contract will be completed by the Executive Board in conjunction with the ODA Committee Representative, and Audit Committee Representative and is to be submitted to the membership by the January meeting.

## **ARTICLE V - NOMINATIONS AND ELECTIONS**

The election of officers shall be held at the December Association meeting under Old Business.

At the September meeting, the President shall appoint a Nominating Committee consisting of three (3) members of the Association. This committee shall recruit and solicit nominations and make its first report of nominees from the floor at the October meeting.

In addition to those names submitted by the Nominating Committee, any member can submit another Active member's name from the floor for nomination.

The President shall appoint an Election Committee of at least two members, who are not on the Nominating Committee or being nominated for a position, whose duties shall be to arrange and conduct the election of officers. At the completion of the election, this committee shall count the ballots and report their findings to the President.

The President and Secretary terms shall begin on even years, and the Vice-President and Treasurer shall be begin on odd years by a majority vote of the members present and shall serve a term of two (2) years.

In the case of a vacancy in the office of the President, the Vice-President shall succeed to the office. In the case of a vacancy in the office of the Vice-President, Secretary, or Treasurer, the interim vacancy shall be filled by a majority vote of the members. This interim position will be permanently filled in the regular manner at the next position specific general election.

## **ARTICLE VI - MEETINGS**

The meetings of this Association shall be held the first Thursday of each month at 0900 acting in conjunction and in cooperation with the host fire department. If the first Thursday of the month falls on or near a holiday, the meeting will be moved to the second Thursday of the month.

## **ARTICLE VII - MEMBERSHIP**

The membership of this Association shall consist of two classes of membership defined as follows:

**Active Members:**

Active members are those officials who act as Training Officers representing King County fire departments, whether industrial or governmental; King County governmental emergency medical services providers, and who act as the Training Officer for any such department, whether as a full-time, part-time, or volunteer training officer.

**Associate Members:**

Associate members shall be any person, group, or organization who is not an active training officer as herein above having fire or emergency service training interests. Associate members shall be non-voting.

**Active Status:**

Members shall be considered as "active" provided their dues are paid current and a representative from their department or organization has attended six meetings in the past twelve months.

**ARTICLE VIII - DUES**

The annual dues shall be \$100.00 per year per Agency for Active Members and \$100.00 per year per Agency for Associate Members. Dues are payable upon invoice for current calendar year.

**ARTICLE IX - VOTING**

Voting shall be based on one vote per Active Agency membership, Only one (1) vote per Active Agency membership will count regardless of the number of agency personnel from the same agency attending. Additional members associated with an organization may participate in general Association business, but may not vote. Associate Members shall be non-voting, but may engage in general discussion and Association business.

A quorum shall be required for all voting. A quorum shall consist of a minimum of ten (10) Active Agency voting members.

Voting shall be by voice, show of hands, or by secret ballot.

The majority of the voting members who are present at the meeting shall decide all legal business before the Association. Only one (1) vote per Active membership will count regardless of the number of agency personnel from the same agency attending. If any member requests it, an accounting of the yeas and nays shall be taken and entered upon the minutes of the Association. During circumstances where there is a tied vote of the Active membership the tiebreaker shall be the (KCFCA) Representative or their designee.

In issues being decided by the Executive Board when the voting decision is tied, the official tiebreaker shall be determined by a vote of the Active membership.

## ARTICLE X - AMENDMENTS

No proposition to amend this Constitution or Bylaws thereto shall be acted upon unless written notice thereof has been given to the Executive Board at least thirty (30) days prior to the KCFTOA meeting. A copy or summary of such a proposition shall be made available to every member of the Association and to the KCFCA Representative at least fifteen (15) days before the date of the next KCFTOA meeting at which the amendment is to be voted upon. This Association shall have the full power at this meeting to alter, amend, and revise this constitution or any bylaws thereto; but it shall be necessary for two-thirds of the duly Active Members of the Association present to vote favorably thereon based on one vote per Active Agency membership.

## ARTICLE XI - COMMITTEES

Committees, whether standing or ad hoc, shall be designated by the President and they shall appoint the members of any and all committees as may be required. The President or their designee shall likewise fill any vacancy on a committee.

The President, with the concurrence of the Executive Board, shall establish the following Standing Committees:

A. Audit Committee.

The President shall appoint an Audit Committee of three (3) members in January; two (2) Active Members, and the liaison officer of the (KCFCA). Each Association's Active Member shall serve on this committee for 24 months.

The intent is to have members serve staggered terms. Upon appointment in January to the Audit Committee, one member shall serve their first year as a general member of the committee. The second member will be serving their second year as the Committee Chair until the closing of the audit in May at which time the general member becomes the Chair, and a new committee member is appointed to the committee in January.

This Committee shall conduct an audit of the Associations' financial transactions each year and provide the final report to the Executive Board at the May meeting for the previous years' transactions.

Other duties and responsibilities of this committee shall be outlined in the committee's Procedure Manual.

B. Officer Development Academy (ODA) Committee:

There shall be the intent to have a minimum of six (6) committee members from the Association's membership, whether volunteered or appointed by the President. Efforts shall be made to have a representative from every zone in King County sit on the committee. The Treasurer and contractual administrative support shall also sit on this committee. The intent is to have the Committee Chair serve a 24-month term, with the

next Chair being a general member of the committee with the objective to maintain consistency and familiarization with the function of the committee.

The Chair or their designee shall report on the status and issues related to the ODA at the monthly (KCFTOA).

Other duties and responsibilities of this committee shall be outlined in the committee's Procedure Manual.

C. Bylaws Committee:

The President shall appoint a Bylaws Committee of three (3) members in January. The next appointment of Committee Members will be in January 2017. Review and Approval of proposed Bylaws will take place every five years thereafter; unless the Executive Board votes to have a special committee to review Bylaws at intervals less than five years. The Appointment of Committee Members will be in January; Draft proposal presented at October's KCFTOA Meeting, and the final vote of approval in December beginning in 2017.

## **ARTICLE XII - CONDUCT OF BUSINESS**

Roberts' Rules of Order shall govern this Association in the conduct of its business unless otherwise specifically stated in the Bylaws.

The suggested order of Business of the Association meetings shall be:

1. Call to Order.
2. Signed Roll Call.
3. Approval of the Last Month's Meeting Minutes.
4. Treasurer's Monthly Report.
5. Chiefs' Association Report
6. Guest Speakers
6. Affiliate Reports
7. Committee Reports
8. Old Business.
9. New Business.
10. Good of the Order.
11. Adjournment.

## **ARTICLE XIII - INDEMNIFICATION OF DIRECTORS AND OFFICERS**

Each officer, now or hereafter, serving the Association and each person who at the request of, or on behalf of the Association is now serving or hereafter serves as an officer shall be indemnified by the Association against all costs, expenses, judgments, and liabilities. This includes, but is not limited to, attorney's fees reasonably incurred by or imposed upon him/her in connection with or resulting from any action, suit, or proceeding, civil or criminal, in which they is or may be made a party by reason of their being or having been such a director or officer. Also,

by reason of any action alleged to have been taken or committed by him/her as such officer, whether or not they is an officer at the time of incurring such costs, expenses, judgments, and liabilities, except in relation to matters as to which they shall be finally adjudged, without right of further appeal in such action, suit, or proceedings, to have been liable for willful misconduct in the performance of their duty as such director or officer. Such indemnification shall extend to settlements and compromises. The foregoing right of indemnification shall not be exclusive of other rights to which such officer may be entitled as a matter of law.

## **ARTICLE XIV – POLICY AND PROCEDURES**

It shall be the policy of the KCFTOA, its agents and contractors to abide by the Policy and Procedures in the Appendix of this document.

The policy and procedures govern the conduct and practices of personnel. These procedures are uniform in their application.

These procedures though complete in intent and in their present form as to subject matter, may hereafter be amended, repealed, extended and broadened by the addition of new articles or sections, amendments, as recommended by the KCFTOA and approved by the KCFCA.

It shall be the duty and responsibility of all personnel to become familiar with these procedures. The President of the KCFTOA will make interpretation when necessary in concurrence with the representative of the KCFCA.

The following Policy and Procedures are contained within the Bylaws and Constitution:

- Policy 1: American with Disabilities Act
- Policy 2: Harassment
- Policy 3: Affirmative Action, Equal Opportunity and Age Discrimination
- Policy 4: Confidentiality
- Policy 5: Record Keeping
- Policy 6: Security and Integrity of Testing Materials
- Policy 7: Appeals Process
- Policy 8: Selection of Skills Evaluators
- Policy 9: WISHA and NFPA Compliance
- Policy 10: Evaluation Process
- Policy 11: Performance Standards Evaluations
- Policy 12: Time Parameters



Appendix

**KING COUNTY FIRE CHIEFS ASSOCIATION  
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OFFICER DEVELOPMENT ACADEMY**

**POLICY AND PROCEDURES**

<b>TITLE:</b> Americans With Disabilities Act	<b>NUMBER:</b> 1
<b>EFFECTIVE DATE:</b> April 2007	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** The King County Officer Development Academy is committed not to discriminate against its employees, potential employees or clients who have a physical or mental impairment that substantially limits a major life activity.

**DESIRED OUTCOME:**

The King County Officer Development Academy will cooperate fully with all the associated Departments' policies on the American's with Disabilities Act (ADA).

The King County Officer Development Academy will continuously work with the host Departments to upgrade facilities to fully and completely comply with ADA regulations. These upgrades will be made by Departments, and will be implemented as quickly as funds and staff hours will allow.

**PROCEDURE:**

The King County Officer Development Academy shall have in its file, a letter signed by each host facility which states that they satisfy all current, and applicable ADA requirements.

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**POLICY AND PROCEDURES**

<b>TITLE:</b> Harassment	<b>NUMBER:</b> 2
<b>EFFECTIVE DATE:</b> April 2007	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To ensure that no student is subjected to harassment and that all Fire Training Instructors, Company Officers, and Support Personnel are aware of what constitutes harassment and the procedures for investigating all allegations.

**POLICY:** It is the policy of the King County Officer Development Academy to provide an educational environment for its support personnel, instructors, and students which is harmonious and free from intimidation. The Academy will not tolerate any form or degree of harassment on the basis of a person's race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental disability. Prohibited harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of the person's protected class membership, or which are promoted by the person's protected class membership. Harassment also includes negative actions based upon a person's participation in activities identified with, or promoting the interests of a protected group.

Sexual harassment is any deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature by any student, support personnel, or instructor which are unwelcome to the recipient, or which cause the recipient discomfort or humiliation. Any incident in which an individual uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, employment, or continued enrollment in the Academy of another person.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples are: remarks or jokes about a person's clothing, body, or sexual activity; unwanted touching, patting or brushing against a person; and verbal abuse or pressure for sexual activity.

Support personnel, instructors, and students have the right to use language other than English, and to adhere to cultural and ethnic origins, without being subjected to harassment.

#### PROCEDURE:

If a support personnel, instructor, or student believes he/she is a victim of harassment, the following complaint and investigation procedure should be observed:

Bring the matter to the attention of the immediate non-involved supervisor, or training site host. Include the specific allegation(s), date(s) the incident(s) occurred, the individual(s) involved, and any witness(es) to the incident. A non-involved supervisor is defined as the first person in the support personnel, instructor, or student's chain of command who is not the object of the complaint of harassment.

It is the responsibility of the non-involved supervisor to investigate the complaint in a timely manner to determine if it has merit. If the complaint is founded, the supervisor shall immediately inform the Officer Development Committee Chair, and a determination will be made as to the appropriate action. The supervisor shall inform both parties (complainant and offender(s)) of the results of the investigation and the nature of the action. Either party may appeal the decision to the Presiding Chair of the King County Training Officers Association if it is felt the findings were incorrect and/or needs further investigation or change in the action.

Any instructor, student, or support personnel who witnesses harassing behavior must report the situation to their supervisor; within 24 hours. The supervisor will investigate the complaint in a timely manner to determine if it has merit. If the complaint is founded, they shall immediately inform the Officer Development Committee Chair, and a determination will be made as to the appropriate action. The supervisor shall inform both parties (witness and offender(s)) of the results of the investigation and the nature of the action. Either party may appeal the decision as outlined above.

The King County Officer Development Committee will follow the King County Fire Chiefs Association's policies and procedures for investigating all incidents reported.

Nothing in this policy shall prevent a staff member or student from informally discussing any problem of harassment or any other discriminatory activity with any supervisor in his/her chain of command. The support personnel may take appropriate action commensurate with their role and authority to resolve the matter.

It is the right of all support personnel, instructors, or students to seek, at any time, redress by the Washington State Human Rights Commission, the Equal Employment Opportunity Commission, or through a court of Law. The administrative remedies outlined in this policy shall be exhausted before outside agencies are consulted.

The King County Officer Development Academy shall receive a signed acknowledgement form that states the Instructor has received a copy of this policy, has read it, understands it and will follow this policy.



## Appendix

### KING COUNTY FIRE CHIEFS ASSOCIATION KING COUNTY FIRE TRAINING OFFICERS ASSOCIATION OFFICER DEVELOPMENT ACADEMY

#### POLICY AND PROCEDURES

<b>TITLE:</b> Affirmative Action, Equal Opportunity, and Age Discrimination	<b>NUMBER:</b> 3
<b>EFFECTIVE DATE:</b> April 2007	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To establish a policy for the selection of staff members, instructors, and students that complies with the Equal Employment Act, Affirmative Action, and Age Discrimination Employment Act.

**POLICY:** No person will be denied participation as a staff member, instructor, or student in the Officer Development Academy on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability.

Staff members and instructors will be selected on the basis of meeting the requirements of the position, knowledge of the subject(s) to be taught, experience, past performance, education, committee recommendation, and the needs of the academy.

Students are selected by individual departments on the basis of need, position testing, and meeting the selection standards of the authority having jurisdiction. They are placed in the academy on the basis of the total number of slots available, and the number of slots allotted to individual departments.



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**POLICY AND PROCEDURES**

<b>TITLE:</b> Confidentiality	<b>NUMBER:</b> 4
<b>EFFECTIVE DATE:</b> April 2007	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To provide confidentiality of student records and comply with federal and state laws.

**POLICY:** The Academy shall not disclose educational records of any student without the prior written consent of the student, with the following exceptions:

Exception 1: Departments will be allowed to request the training for their jurisdiction. These records will only reflect the student's name, type and date of training, and the pass or fail status.

Exception 2: The attendance of classes by students and student scores will be utilized for the procurement of IFSAC certification.

Exception 3: Records may be released to comply with judicial order or a lawfully issued subpoena.

Upon written notification from a student, the Officer Development Academy will produce a transcript and send it to the address given by the student.

Educational records are exempt from public inspection and copying of personal information in any files maintained for students. (Ref: Chapter 42.17 RCW Public Records Act)

Test questions, scoring keys, and other examination data used to administer an academic examination are exempt from public inspection or copying. (Ref: 42.17.310(f) RCW)



The Academy will maintain a database of classes for which certificates are given. The records in this database will be kept indefinitely at the King County Fire Training Officers Association Office.

**PROCEDURES:**

All students entering the Officer Development Academy program shall be informed of the Academy guidelines on the confidentiality of student educational records.

Instructors will request all students to sign in on the class roster provided. The roster will be collected at the end of class and sealed in a self-addressed, stamped envelope to be mailed to the administrative support person of the King County Fire Training Officers Association.

The King county Officer Development Academy shall receive a signed acknowledgement form that states the Instructor has received a copy of this policy, has read it, understands it, and will follow this policy. All officers and employees of the Academy shall also sign and submit the acknowledgement form. These signed forms shall be kept with the records of the Academy.

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**POLICY AND PROCEDURES**

<b>TITLE:</b> Record Keeping	<b>NUMBER:</b> 5
<b>EFFECTIVE DATE:</b>	<b>APPROVED BY:</b>

**PURPOSE:** To establish a procedure for maintenance of student records and a record retrieval system.

**POLICY:** The Officer Development Academy shall meet all standards established by the Washington State Patrol Fire Protection Bureau in maintaining student records, curriculum history and revisions, and establishing a record retrieval system. The Officer Development Academy complies with the regulations established by the Family Education Right to Privacy Act and releases only standard information without a student release.

**PROCEDURES:**

Students will register using the established Officer Development Academy application system. At the completion of the course, a score will be assigned using both the written and skills evaluation results. This score will be the course completion record that will verify successful course completion. A passing score indicates that a Certificate of Completion was issued to the student. A passing score *does not* indicate that the student successfully passed the Washington State Fire Officer I and II exams. The WSP Fire Protection Board will issue the Fire Officer I and II certificates and maintain the Fire Officer I and II exam records.

Evaluation sheets for each student will be maintained in paper form in the Officer Development Academy archives for eight (8) years past the completion of the course. Intake and pre-requisite information will be kept in paper form in the Academy archives for eight (8) years past the completion of the course. The archived information will be organized and stored in such a way that individual student information will be accessible if needed.

The curriculum for each accredited program will be maintained in paper form in the Officer Development Academy archives for eight (8) years. The retained curriculum shall include the original program and all subsequent changes.

The principal officer responsible for the accredited program shall archive a copy of the curriculum, lesson plans, written test, and practical evaluations. Each year, additions, deletions, and updates shall be archived with the original curriculum. These documents shall be kept for a period of eight (8) years. The responsibility for maintenance of these documents shall be with the principal officer responsible for the administration of the accredited program.

The Officer Development Academy committee shall review and update its curriculum annually.

Should the Academy close, the Officer Development Academy Chair shall contact the WSP Fire Protection Bureau for materials needed and provide copies of designated materials to the Bureau.

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**POLICY AND PROCEDURES**

<b>TITLE:</b> Security and Integrity of Test Materials	<b>NUMBER:</b> 6
<b>EFFECTIVE DATE:</b> April 2007	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To establish procedures for safeguarding and handling controlled test materials, and outline requirements for investigating loss or compromise of controlled materials.

Controlled materials include:

- Test bank
- Written certification booklets
- Answer keys
- Completed answer sheets
- Demonstrated task sheets

**POLICY:** The Officer Development Academy shall meet all standards and requirements established by the Washington State Patrol Fire Protection Bureau in maintaining the security and integrity of all controlled test materials.

**PROCEDURES:**

**ACCESS:**

Access to controlled test materials will be restricted at all times and will be limited to the authorized individuals listed below:

1. Test Security Officer -
2. Test Control Officer - appointed by the Test Security Officer
3. Senior Test Evaluator - appointed by the Test Control Officer
4. Test Site Evaluators - appointed by the Senior Evaluator and supervised by the Test Control Officer.
5. Test Site Monitors - appointed by the Test Control Officer. Test monitors will have access to test materials only during actual test administration.

6. Non-testing fire service personnel - will have access to test materials only during actual test administration, supervised by Test Control Officer.
7. Administrative Support - Access to controlled test materials by other individuals is not authorized.

**STORAGE:**

Controlled test items will be stored in locked containers or rooms. When unlocked, those containers or rooms will be attended at all times.

**TRANSFER:**

Test booklets are given a serial number for test security purposes. When transferring those items to another individual or agency, the Test Security Officer will record the numbers. Booklet serial numbers are recorded on a test log.

**SHIPMENT:**

Test materials should be boxed and sealed securely with tape in such a way that a broken seal will be an indication that tampering has occurred.

Controlled test materials will be hand delivered, or sent by mail, or commercial carrier.

The cover of the package will clearly identify who is authorized to open the package and marked "CONFIDENTIAL".

An individual other than the addressee may open a package of controlled test materials only if authorized before hand by the Test Security Officer.

**RECEIPT:**

After receipt of test control materials, the recipient shall inspect the package for signs of tampering or prior opening. If such signs exist, the recipient should contact the State Certification Program Manager.

The recipient shall inspect the materials to be sure the order is complete and matches the shipping document.

The document for controlled test materials received should be signed by the test proctor and returned with the test materials to the Fire Protection Bureau. Return is either by hand carry, mail, or commercial carrier. The box should be re-sealed with tape and marked "CONFIDENTIAL" , and addressed to:

Certification Program Manager

WSP - Fire Protection Bureau

Fire Standards, Accreditation and Certification

P.O. Box 42600

Olympia, WA. 98504-2600

**DESTRUCTION:**

Controlled test materials are to be destroyed by order of the Certification Program Manager. Items are to be destroyed by shredding, or other method that prevents the recognition or reconstruction of the materials.

Destruction of test materials is recorded by serial number and date in the test control log. The person performing the destruction initials the log.

**INVENTORIES:**

Inventories are conducted whenever a new Test Security Officer is appointed. They are also conducted when the Test Security Officer directs it, or at minimum, on a biannual basis.

All receipted materials are inventoried after each usage to insure all test booklets have been returned.

If an investigation determines that a test version has been compromised, the test booklets for that version will be destroyed.

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**POLICY AND PROCEDURES**

<b>TITLE:</b> Appeals Process	<b>NUMBER:</b> 7
<b>EFFECTIVE DATE:</b> April 2007	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To establish a process for the resolution of disputed or contested skills task steps.

**POLICY:** The Officer Development Academy shall meet all standards and requirements established by the Washington State Patrol - Fire Protection Bureau for resolving disputed or contested examination steps.

**PROCEDURES:**

In the case of a disputed or contested task step, the evaluator will call for the Test Control Officer. The Test Control Officer will arbitrate the dispute and make the final decision at the testing site. If unable to resolve an on-site dispute through arbitration, or the candidate does not accept the Test Control Officer's decision, the candidate may ask for a review of the decision by the State Accreditation Manager.

The candidate must then submit a written request to the Fire Protection Bureau within 30 days after the test date, or date of the arbitration decision. The dispute report should include written statements from the candidate and evaluator. The Accreditation Manager will review the request and render a written decision with 30 days of receipt of the appeal.

The candidate may appeal the decision of the Fire Protection Bureau in accordance with RCW 34.05.410 through .494.

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**POLICY AND PROCEDURES**

<b>TITLE:</b> Selection of Skills Evaluators	<b>NUMBER:</b> 8
<b>EFFECTIVE DATE:</b> July 2010	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To establish a procedure for the selection of practical skills evaluators for certification examinations.

**POLICY:** The Officer Development Academy shall meet all standards and requirements established by the Washington State Patrol - Fire Protection Bureau for the selection of evaluators for the practical skills portion of certification examinations.

**PROCEDURES:**

The practical skills portion of all certification examinations will be administered by State Certified Evaluators. A training program has been established in order to maintain objectivity, consistency, and integrity in evaluating accredited certification programs in accordance with NFPA standards and IFSAC guidelines.

The following criteria are established for a person to qualify for the Certified Evaluator Training Program:

Provide documented evidence of experience in the level being evaluated.

Be actively involved in the administration of a fire training program.

Have written permission of their Chief or designee, to participate in the program.

Evaluator candidates must successfully complete evaluator training to become certified.

Evaluators and Proctors shall not be the same person(s) who instruct a given program of instruction.

Evaluators shall renew their affiliation with the Fire Protection Bureau annually when notified by the Fire Standards, Accreditation and Certification Unit.



Personnel involved in the Washington State certification program are subject to discipline as outlined in the WSP Fire Standards, Accreditation, and Certification policies, procedures, and guideline. Discipline is progressive in nature and can include actions taken up to and including dismissal from the state certification testing program. Personnel dismissed from the state certification program have the right of appeal.

All test personnel are required to sign an agreement form to comply with the testing policies and procedures according to the accreditation criteria of IFSAC and Washington State.

Appendix

**KING COUNTY FIRE CHIEFS ASSOCIATION  
KING COUNTY FIRE TRAINING OFFICERS ASSOCIATION  
OFFICER DEVELOPMENT ACADEMY**

**POLICY AND PROCEDURES**

<b>TITLE:</b> WISHA and NFPA Compliance	<b>NUMBER:</b> 9
<b>EFFECTIVE DATE:</b> July 2010	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To ensure that all students are aware of and follow the Officer Development Academy's operation guidelines relating to WISHA requirements and NFPA standards.

**POLICY:** The Officer Development Academy shall comply with all applicable WISHA requirements and NFPA standards.

**PROCEDURES:**

Students and Instructors shall be made aware of all applicable operational guidelines relating to WISHA requirements.

King County Training Officers Association Officer Development Academy will utilize NFPA or Washington state standards where applicable.

Anyone failing to comply with these operational guidelines will be counseled to correct the behavior.

Anyone failing to correct the behavior will not be allowed to participate further in the training session.

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**POLICY AND PROCEDURES**

<b>TITLE:</b> Evaluation Process	<b>NUMBER:</b> 10
<b>EFFECTIVE DATE:</b> July 2010	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To establish procedures and requirements for the testing and evaluation of students for certification.

**POLICY:** The Officer Development Academy shall comply with all requirements for evaluation and testing as set forth by the Washington State Patrol - Fire Protection Bureau.

**PROCEDURES:**

The Officer Development Academy shall issue training certificates to students who have successfully completed the training requirements in accordance with the conditions of accreditation.

The Officer Development Academy shall issue a training certificate within thirty (30) days of the completion of the training program to all students who have successfully completed the training requirements. The training certificate shall prominently display the accreditation number assigned to the accredited program by the Fire Protection Bureau.

The Officer Development Academy will allow open testing and evaluation to persons meeting the certification prerequisites. A maximum number of applications may be set by the Academy. Candidates must submit an application with supporting evidence of meeting the NFPA Fire Officer prerequisites.

**Fire Officer I Prerequisites:**

1. Firefighter I IFSAC accredited certification
2. Firefighter II IFSAC accredited certification
3. Hazardous Material Awareness and Operations IFSAC accredited certifications

Co-requisites:

1. Instructor I IFSAC accredited certification
2. Proof of training to Fire Officer I standard and verification of completion of skill sheets

Recommended Pre-Requisite Training:  
NFPA 1021 Fire Officer I

Fire Officer II Prerequisites:

1. Firefighter I and Firefighter II IFSAC accredited certification
2. Hazardous Material Awareness and Operations IFSAC accredited certifications
3. Fire Officer I IFSAC certification
4. Instructor I IFSAC certification
5. Proof of training to Fire Officer II standard and verification of completion of skill sheets

Recommended Pre-Requisite Training:  
NFPA 1021 Fire Officer I

Instructor I

Pre-requisite training to NFPA 1041

Testing is based on the adopted performance standards and requirements for Fire Officer I & II in NFPA 1021, 2009 edition. The Officer Development Academy will utilize written exams and practical skills evaluations as provided by the Fire Protection Bureau. These exams and skills evaluations measure performance objectives relating to the applicable standard.

Certification testing consists of written examination followed by a practical skills test. The written exams consist of 100 multiple choice questions for each level. Passing score for each level is 80%. A technical advisory group (TAG) has validated the test questions.

The practical exam is scored on a pass/fail basis. Candidates are responsible to have mastered all of the practical skills within the NFPA standard. The TAG also developed practical evaluation sheets. Testing stations are set up utilizing a random pick of the comprehensive skills and evaluated by 3<sup>rd</sup> party evaluators.

Candidates who fail the written examination will be allowed a re-test. The candidate will be administered a different version of the written examination.

Candidates who fail the practical portion (up to three failed tasks) of the test may request a re-test on the same day at the end of the testing process. Candidates who fail a fourth task or fail the same task twice have failed the practical exam and will have to re-test on a subsequent day.

Reference List for Fire Officer I:

1. IFSTA Fire Department Company Officer, 4<sup>th</sup> edition
2. Washington State Practical Skill Evaluation Sheets

Reference List for Fire Officer II:

1. IFSTA Fire Department Company Officer, 4<sup>th</sup> edition
2. NFPA 921 Guide for Fire and Explosion Investigations, 1998 edition
3. IFSTA Fire Inspection and Code Enforcement, 6<sup>th</sup> edition
4. IFSTA Fire Department Occupational Safety, 2<sup>nd</sup> edition
5. IFSTA Private Fire Protection and Detection, 2<sup>nd</sup> edition
6. Washington State Practical Skill Evaluation Sheets

The Academy shall confirm with the Fire Protection Bureau that the test banks are of sufficient size to allow generation of multiple written examinations.

The Academy shall confirm with the Fire Protection Bureau that the test bank items have been periodically reviewed for validity and reliability.

The Academy shall utilize a computerized test bank of questions to evaluate students at the end of each class.

Knowledge (written) examinations shall require a minimum 80% to pass. Practical skills evaluations shall require a minimum 100% of each step to pass.

The Academy shall permit a representative designated by Fire Standards, Accreditation, and Certification to observe any testing process upon receiving notice of intent to observe the test at least forty-eight (48) hours prior to the test.

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**POLICY AND PROCEDURES**

<b>TITLE:</b> Performance Standards	<b>NUMBER:</b> 11
<b>EFFECTIVE DATE:</b> July 2010	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To establish performance standards for training and certification testing.

**POLICY:** The Officer Development Academy shall comply with all requirements for performance standards as set forth by the Washington State Fire Protection Bureau and the Director of Fire Protection.

**PROCEDURES:**

The competencies for the Officer Development Academy and certification testing are based on NFPA or Washington State Performance Qualification standards. All standards in Washington are adopted by the Director of Fire Protection thru the Fire Standards, Accreditation and Certification process.

The Director has ruled to utilize only the NFPA standards if the NFPA professional qualification standard exists. In the event there is no NFPA standard then the state of Washington may build a state standard. In the event that NFPA later chooses to develop a standard then the state of Washington will change to the NFPA standard within a three year time frame from the date NFPA publishes its professional qualification standard.

The Officer Development Academy program will be updated within three years of any change in an applicable NFPA or Washington State standard.

**KING COUNTY FIRE CHIEFS ASSOCIATION  
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**POLICY AND PROCEDURES**

<b>TITLE:</b> Time Parameters	<b>NUMBER:</b> 12
<b>EFFECTIVE DATE:</b> December 2011	<b>APPROVED BY:</b> KCFTOA Membership

**PURPOSE:** To establish timeframes for training, reciprocity and certification testing.

**POLICY:** The Officer Development Academy (ODA) shall set time parameters for student training, reciprocity requests and Fire Officer testing.

**PROCEDURES:**

- ◆ Students starting the ODA Program shall complete the curriculum within four (4) years. Upon completion of each course, the student will receive a course certificate of completion. When the entire academy is completed, an official ODA certificate signed the King County Fire Training Officers' President will be issued up to a maximum of four (4) years.
- ◆ Students who continue beyond the four (4) years shall be reviewed by the ODA Committee on a case by case basis and will be required to complete the current year's curriculum.
- ◆ After completing the Officer Development Academy and having met other prerequisites set forth by the International Fire Service Accreditation Congress (IFSAC) in Washington State, students will be eligible to take the Fire Officer I & II test conducted by the ODA for a maximum period of four (4) years.
- ◆ Reciprocity is the recognition of the validity of certificates or transcripts awarded by other educational entities for the completion of courses meeting the same standard as those provided within the Officer Development Academy (ODA). Reciprocity will be considered for students who have successfully completed at least 50% of the courses offered by the KCFTOA Officer Development Academy.

A maximum of five (5) classes will be allowed to be applied toward reciprocal consideration to obtain the ODA certificate. Courses that were completed more than 5 years ago will be reviewed on a case by case basis. Requests must be made in writing at the time of registration to the ODA. The request must be made using the Reciprocity Request form provided by the KCFTOA.