

# **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 King County fire and emergency services.
- 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 promote safety practices in all phases of fire department activities.
- 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 January 1<sup>st</sup> following their election, or on the first day in the month following their appointment to a vacant position.

## **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 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. Comparison of expenses, revenue, and bank balance of the current year and the previous year
- D. Notes regarding unusual expenditures, revenues, or deviations from the budget.

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

Prepare an annual budget in consultation with the executive board, which is to be presented to the membership on or before the November meeting each year. The budget is to include supporting information, including a comparison with the budgets for the previous three years.

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 Treasurer shall ensure the contractual administrative support keep the financial records in the following manner:

- A. Ledger accounts showing credits and debits shall be maintained for the distribution of all funds accrued and distributed by the Association.
- B. A ledger account of all dues shall be maintained showing the following entries:
  - 1. The name of the organization issuing the dues.
  - 2. The date the dues are received.
  - 3. The date the dues are deposited.
- C. All monies received shall be recorded.
- D. Monthly report shall be provided to the Treasurer prior to each regular meeting. This report shall include:
  - 1. Monthly expenses and revenue or income or the current year,
  - 2. Bank balance.
  - 3. Comparison of expenses, revenue, and bank balance of the current year and the previous year
  - 4. Notes regarding unexpected revenue and expenses.
  - 5. Profit and Loss statement for each program on a quarterly basis.

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

- E. 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.

- F. 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 1000. 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. The Executive Board may change meeting

dates/times in consultation with the membership if doing so is believed to increase meeting attendance.

The following criteria will be considered when choosing meeting locations:

- Accessibility to the greatest number of members,
- Rotating locations to minimize impact on any particular host agency.
- Select locations to showcase new training facilities or equipment.

## **ARTICLE VII - MEMBERSHIP**

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

### **Active Members:**

Active members are agencies located in King County that meet one or more of the following criteria:

- A municipal fire department,
- King County fire district,
- Regional fire service consortium or authority that operates as a single service provider (i.e., Eastside Fire and Rescue comprises several different legal entities that operate as a single department).
- Industrial fire department
- A governmental emergency medical services provider if it is not otherwise included as a fire department (i.e., King County Medic One).
- A regional or state fire training provider that is not otherwise included as a fire department.

Member fire departments may be career, volunteer, or combination.

Departments who are members of training consortiums must join separately in order to vote or benefit from discounts in KCFTOA class registration fees.

Active members are voting members.

### **Associate Members:**

Associate members shall be any person, group, or organization with an interest in fire/EMS training who is not eligible to be an active member as defined above.

Associate members include fire and emergency and medical providers outside King County as well as and interested government agencies such as Labor and Industries.

Associate members shall be non-voting. Associate members are eligible for discounts on KCFTOA class registration fees.

**Active Status:**

Members shall be considered as "active" provided their dues are paid current.

**ARTICLE VIII - DUES**

The annual dues shall be \$200.00 per year per Agency for Active Members and \$150.00 per year per Agency for Associate Members. Dues are payable upon invoice for current calendar year.

The contracted administrative support person will prepare a report each month listing which departments have paid their annual dues.

Departments that have not paid for the current year as of March 31<sup>st</sup> will not be eligible for discounts on class registrations and will not be eligible to vote.

Once the member agency's dues has been paid, the department will be eligible to vote and receive a discount on course registration.

**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 1/3 of the Active Agency voting members. This number will be calculated annually at the April meeting based on the list of active (and paid up) member on March 31<sup>st</sup>.

As described in Dues, above, member agency's dues must be paid by March 31<sup>st</sup> to be eligible to vote. Voting rights will be rested when the member agency is current on dues.

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.

## 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 four (4) members in January; the Treasurer, two (2) Active Member, 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 the two Active 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 a minimum of five (5) 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. ODA committee members may include subject matter experts who are not the training officer for their agency. 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 2022. 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.

## **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 are - 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