

MSFCA
POLICY AND PROCEDURES
MANUAL



Updated: January 25, 2012

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Minnesota State Fire Chief's Association – Policy # 100

Title: Purpose and Use of the Policy and Procedures Manual

Date of Adoption: June 12, 2009 Date of Revision:

Scope: The purpose of this policy is to establish a procedure for how the MFSCA Policy Manual shall be organized, maintained, and updated with relevant information for the ongoing operation of the MSFCA.

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Creation of Policy and Procedures Manual:

The Policy and Editing Committee shall be charged with the creation and maintenance of this association's Policy and Procedures Manual. This document shall be used as a reference and guide for how the Minnesota State Fire Chiefs Association conducts its operations. It is understood that this document is a work in progress and will require changes and updates from time to time as the environment in which the association operates is constantly changing.

Policy/Procedure Numbering and Index:

All policies or procedures shall be assigned a three digit number that correspond to the following general categories:

100 Series	Administration and Governance
200 Series	Financial
300 Series	Personnel Policies and Procedures
400 Series	Committee Responsibilities and procedures
500 Series	Annual Conference Procedures
600 Series	Association Communications Policies and Procedures

700 Series	Legislative Policies and Procedures
800 Series	Membership Policies and Procedures
900 Series	MSFCA Position Statements

The Policy and Editing Committee shall be charged with assigning all policies and procedures a number that corresponds with the established index.

Formalizing Policy and Procedures:

Whenever the need arises to either create a new policy or procedure or simply put into written form a long standing method of operation, the proposal shall be submitted to the Policy and Editing Committee. The proposal shall be preferably in an electronic format that can be converted to the standard template of the manual.

The Policy and Editing Committee shall place the new policy and/or procedure into the correct format, assign the appropriate number and forward to the Board of Directors with a recommendation for or against adoption.

Once acted upon by the MFSCA Board of Directors, and if adopted, the Policy and Editing Committee shall insert the appropriate adoption date, update the manual index, and insert the policy into the manual. It is anticipated that this manual will be an electronic document that will be easily updated and available to the membership.

Policy and Procedure Revisions

Once a policy or procedure is adopted by the Board of Directors, it can be amended, revised or deleted by following a similar procedure for adopting a policy or procedure. No policy or procedure may be amended, revised or deleted without approval of the Board of Directors.

Ongoing Maintenance and Updating of Policy and Procedures Manual

The Policy and Editing Committee shall annually review the entire Policy and Procedures Manual and report to the MSFCA Board of Directors at their first board meeting of each year. This report should include a recommendation for any changes to the manual. The Policy and Editing Committee may make recommendations for changes to the manual at any Board meeting provided all members have received notice of what changes will be proposed.



Minnesota State Fire Chief's Association – Policy # 101

Title: MSFCA Vision, Mission and Values

Date of Adoption: January 2010 Date of Revision:

Scope: This policy is to publically state the Vision, Mission and Values of the Minnesota State Fire Chiefs Association

MSFCA Vision

We envision a fire service focused on the safety of its members and those they serve. We envision a fire service based on innovation, cooperation and mutual respect. We strive to create a fire service that reflects the diversity of the communities we serve and exceeds expectations of the citizens who depend on us.

MSFCA Mission

To make this vision a reality, the MSFCA's mission is to provide proactive leadership and innovation, comprehensive continuing education while supporting leaders and mentoring aspiring leaders if the Minnesota fire service.

MSFCA Values

- Proactive leadership carried out in a cooperative, informed and progressive manner.
- Supportive relationships that foster honesty and trust among current and potential members.
- Positive, productive relationships with allied agencies and associations.
- Exemplary ethical and professional standards in everyday performance.
- Using new technology, safe work practices and proper codes and standards to increase the safety of our members and the citizens they serve.

- Effective public education on what to do before, during and after an emergency in order to protect lives, homes and businesses from fire.
- Positive relationships with executive and legislative branches of government; providing information and recommendations to shape public policy.
- Diversity among our membership and the fire service throughout Minnesota.



Minnesota State Fire Chief's Association – Policy # 102

Title: Governing Body

Date of Adoption: January 2010 Date of Revision:

Scope: The purpose of this policy is to outline the make up and responsibilities and expectations of the governing body of the MSFCA

Governing Body:

The governing body of the MSFCA shall be the Board of Directors. The make up of the Board of Directors is provided for in the MSFCA By-Laws Article 4. The Executive Board, as described in section 4.12 of the MSFCA By-Laws shall act in the absence of a Board of Directors meeting and have authority to oversee the responsibilities of the day-to-day operations of the Association as authorized by the Board of Directors.

Responsibilities of the Board of Directors:

All affairs of the MSFCA shall be managed by or under the direction of the Board of Directors. Board members are expected to attend board meetings and fully participate in discussions by the board. Individual Directors are expected to be informed and active in overseeing the MSFCA's operations and finances.

Individual Directors are expected to represent their regions and/or constituents in a fair, honest, and accurate manner at all times.

Individual Directors are expected to be ethical, knowledgeable, and engaged individuals who base their decisions with the best interests of the MSFCA in mind at all times.



Minnesota State Fire Chief's Association – Policy # 103

Title: Minutes Policy

Date of Adoption: January 2010 Date of Revision:

Scope: The fundamental purpose of MSFCA minutes is to preserve an accurate and official record of the proceedings of the Board of Directors or committee meetings.

Minute Taking Guidelines

Minutes Must . . .

- Be Kept
- Be Permanent
- Minutes should be an accurate and complete record of what took place at the meeting, they should cover both the decisions made and the thought process that led to them.
- Be Accessible to the Membership

Types of Minutes

- Anecdotal - decision and discussion summary
- The recommended standard, concise summaries – snapshots of the thought process that led to the decisions
- Decision only (appropriate for certain closed-sessions)

Recording Anecdotal Minutes

- Chairs are responsible to assure the minutes of the meeting are recorded and submitted to the Executive Director
- Listen to discussions and capture significant points made by the group
- Do not record a brief comment made by one person, not pursued by the group
- Record an idea or concern reinforced by several people

- A point that was made several times needs only to be recorded once
- Capture the key concepts or ideas
- Leave out emotions and conjecture
- Chairs could help by periodically summarizing key points
- Minutes must be a true and objective reflection of the discussion and actions

Consistency

Minutes should share the same general look and style and comply with content and format standards

Professional

Minutes should be reviewed thoroughly, and be free of typographical, grammatical or technical errors. Minutes should be concise but basically complete, neutral, well-balanced and objective.

Readable

Minutes should be in a language the average citizen can understand. Long paragraphs should be replaced by concise point-form summaries.

Minutes Preservation

The minutes of The Board of Directors and Committees shall be retained by the Executive Director of the association for a minimum of 10 years.

Note: Minor changes (typos, spelling, etc.) do not need to be made by motion or recorded in the minutes. Staff or Chairs will make the minor changes to the minutes or designate the recorder to make the changes.



Minnesota State Fire Chief's Association – Policy # 104

Title: Code of Ethics / Conflict of Interest Policy

Date of Adoption: June 12, 2009 Date of Revision:

Scope:

Minnesota State Fire Chiefs Association (MSFCA) expects the highest possible ethical conduct from its officers and Board members. This Code of Ethics contains the policy guidelines and procedures adopted by the Board of Directors of the Association for its officers relating to legal and ethical standards for conducting Association business. Your full compliance with this Code of Ethics and MSFCA's administrative policies is mandatory. This Code of Ethics supplements your obligations and responsibilities under the Code of Conduct and MSFCA's administrative policies.

This Code of Ethics applies to the Executive Director, the President, the Vice-President and all Board members. It is the obligation of each Board Member to become familiar with the Code of Ethics, to adhere to the standards and restrictions contained in it, to conduct him or herself accordingly and avoid both the fact and the appearance of impropriety.

Applicability

This Code of Ethics applies to the Executive Director, the President, the Vice-President and all Board members. It is the obligation of each Board Member to become familiar with the Code of Ethics, to adhere to the standards and restrictions contained in it, to conduct him or herself accordingly and avoid both the fact and the appearance of impropriety.

Policy Guidelines

1. Accurate Disclosure

The Association is committed to providing full, fair, accurate, timely and understandable disclosure in all periodic reports and documents that the

Association files, or submits to, the members of the MSFCA and in other public communications made by the Association. Accordingly, it is essential that you exercise the highest standard of care in preparing such reports in accordance with the following guidelines:

- Maintain accurate books and records that fully, fairly and accurately reflect the Association's financial information and reporting of transaction.
- Prepare the financial statements and other financial information included in periodic reports in accordance with generally accepted accounting principles and in a manner that fairly presents in all material respects the financial condition, results of operations and cash flows of the Association.
- Maintain disclosure controls and procedures adequate to make all material information relating to the Association known to management, particularly during the periods in which the Association's periodic reports are being prepared.
- Maintain internal controls and procedures for financial reporting sufficient to provide reasonable assurances that the Association's financial statements are fairly presented in conformity with generally accepted accounting principles, and comply with such internal controls and procedures.
- Prohibit the establishment or use of any undisclosed or unrecorded assets, funds or liabilities.
- Disclose material off-balance sheet transactions in compliance with applicable laws and regulations and with generally accepted accounting principles.
- Cooperate fully with the internal auditors and the independent auditors in their work and do not impede their efforts in any way or conceal information from them.

2. Compliance with Law, Rules and Regulations

The Association is committed to conducting its business in accordance with all applicable laws, rules and regulations and in accordance with high standards of business ethics. You are expected to comply, and ensure that the Association complies, with all applicable laws and regulations. Although you may not know the requirements of these laws, you are expected to act reasonably in obtaining advice from the Association's lawyers or outside legal counsel. You also have a responsibility to conduct yourself in an honest and ethical manner. You have leadership responsibilities that include creating a culture of high ethical standards and commitment to compliance, maintaining a work environment that encourages

employees to raise concerns, and promptly addressing employee compliance concerns.

If a law conflicts with a policy of this Code of Ethics, you must comply with the law; however, if a local custom or policy conflicts with this Code of Ethics, you must comply with this Code of Ethics. If you have any questions regarding whether a law conflicts with this Code, you should consult with our State Attorney General.

3. Conflicts of Interest

You must avoid any personal activity, investment or association that could interfere or even appear to interfere with your good judgment concerning MSFCA's best interests. You may not exploit your position or relationship with MSFCA for personal gain. You should avoid even the appearance of such a conflict. A conflict of interest occurs when your private interests interfere - - or even appear to interfere - - with the interests of MSFCA. You must conduct the Association's business in an honest and ethical manner, including the handling or avoidance of actual or apparent conflicts of interest between personal and professional relationships. You must never act in a manner that could cause you to lose your independence and objectivity or that could adversely affect the confidence of our customers and suppliers or your fellow members in the integrity of the Association.

Conflicts of interest include, but are not limited to the examples set forth below. Although we cannot list every conceivable conflict, you must disclose any material transaction or relationship that reasonably could be expected to give rise to a conflict of interest to the MSFCA's Board of Directors for proper consideration. If you are not sure whether a transaction or relationship may present a conflict of interest, you should consult with MSFCA's General Counsel.

- ***Improper Personal Benefits*** – Conflicts of interest arise when you or a member of your family receives improper personal benefits as a result of your position with the Association. You may not accept any benefits from the Association that have not been duly authorized and approved by the Finance Committee of the Board of Directors or generally available to all employees. Similarly, you may not accept improper personal benefits from any entity that does or seeks to do business with us.
- ***Financial Interests in Other Businesses*** – Neither you nor your immediate family members may have an ownership interest in any other enterprise if that interest compromises or appears to compromise your loyalty to the Association. For example, you may not own an interest in a business that competes or in which the Association has an investment. Similarly, you should not own an interest in a significant supplier or other companies that do business with the Association where your interest could create even the appearance of a conflict.

- ***Business Arrangements with the Association*** – Without the prior written approval of the Board of Directors, you may not participate in a joint venture, partnership, investment or other business arrangement with the Association or any of its affiliates.
- ***Corporate Opportunities*** – You owe a duty to the Association to advance its legitimate interests when the opportunity to do so arises. You are prohibited from (i) taking for yourself personally opportunities that are discovered through the use of Association property, information or position, (ii) using Association property, information or position for improper personal gain and (iii) competing with the Association.
- ***Family Members Working in the Industry*** – If your spouse or significant other, your children, parents or in-laws, or someone else with whom you have a family relationship is an employee, officer, director or significant stockholder (i.e., owns greater than a 5% equity interest) of a competitor, supplier or customer of the Association, you must disclose the situation to the Board of Directors of MSFCA. Where this is the case, you must be especially careful in guarding against inadvertently disclosing the Association’s confidential information and being involved in decision on behalf of the Association that involve the other Association.

4. Fair Dealing and Confidentiality

You must strive to deal fairly with the Association’s customers, suppliers, competitors and employees and to conduct our business with integrity, honesty and fairness. You must respect and protect any confidential or proprietary information shared with us by customers, suppliers and others. You may not take unfair advantage of others through dishonest, unethical or illegal practices, including manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or false or misleading statements. The Association seeks to conduct business fairly and honestly through superior performance, not through unethical or illegal business practices.

As an Officer or Board member, you have access to non-public information regarding the Association and other entities. You are not permitted to use or share that information for any purpose other than the conduct of our business. As a Board Member, you must maintain the confidentiality of non-public proprietary information entrusted to you by the Association, our customers and others with whom we transact business except when disclosure is authorized or legally mandated. Furthermore, to use non-public information for personal financial benefit or to “tip” others who might make an investment decision on the basis of this information is unethical and illegal. The misuse of confidential information may create substantial civil or even criminal liability for you and the Association. If you have any questions, please consult the General Counsel of the Association.

REPORTING OF VIOLATIONS OF CODE OF ETHICS

If you have questions about this Code of Ethics or are in doubt about the best course of action in a particular situation, you should seek guidance from the Association's General Counsel. If you know of or suspect a violation of applicable laws or regulations or this Code of Ethics, you must immediately report that information to the Association's General Counsel or a member of the Ethics Committee. Failure to report a suspected violation of this Code of Ethics is itself a violation of this Code of Ethics.

It is the policy of the Association not to allow retaliation for reports made in good faith by any employee of violations of this Code or any other illegal or unethical behavior. You are expected to cooperate in any internal investigations of misconduct.

COMPLIANCE WITH CODE OF ETHICS

All reported violations will be promptly investigated as appropriate and treated confidentially to the extent possible. The Association intends to use every reasonable effort to prevent the occurrence of conduct not in compliance with this Code of Ethics and to halt any such conduct that may occur as soon as reasonably possible after its discovery. Board Members who violate this Code of Ethics and/or other Association policies and procedures will be subject to disciplinary actions, up to and including suspension or discharge.

In addition, disciplinary measures, up to and including suspension or discharge, will be taken against any Board Member who directs or approves infractions or has knowledge of them and does not promptly report and correct them in accordance with Association policies.

CHANGES TO OR WAIVERS OF THE CODE OF ETHICS

If you would like to seek a waiver of the Code of Ethics you must make full disclosure of your particular circumstances to MSFCA Board of Directors. The Board of Directors will waive application of the policies set forth in this Code of Ethics only when circumstances warrant granting a waiver, and then only in conjunction with any appropriate monitoring of the particular situation. Only the Board of Directors may change or waive provisions in this Code of Ethics.

No Rights Created

This Code of Ethics is not intended to and does not constitute an employment contract or assurance of continued employment and does not create any rights in any Board Member, employee, customer, supplier, competitor, member of the Association or any other person or entity.

Acknowledgement

I have received and read the Code of Ethics for the Minnesota State Fire Chiefs Association and I understand its contents. I agree to comply fully with the standards contained in the Code of Ethics and the Association's related policies and procedures. I understand that I have an obligation to report to the

Association's Board of Directors any suspected violations of the Code of Ethics of which I am aware. I acknowledge that the Code of Ethics is a statement of policies for business conduct and does not, in any way, constitute an employment contract or an assurance of continued employment.

Printed Name

Signature

Date



Minnesota State Fire Chief's Association – Policy # 105

Title: Whistle Blower Policy

Date of Adoption: June 12, 2009 Date of Revision:

Scope:

The Organization's Code of Ethics and Conduct ("Code") required directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with

your supervisor's response, you are encouraged to speak with someone from the Board of Directors or anyone in management whom you are comfortable in approaching. Board Members and Employees are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

Compliance Officer

The Organization's Compliance Officer is the chair Policy and Editing Committee. The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall advise the Executive Director and/or the Policy and Editing committee. The Compliance Officer has direct access to the Policy and Editing committee of the board of directors and is required to report to the Policy and Editing committee at least annually on compliance activity.

Accounting and Policy and Auditing Matters

The Policy and Editing committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or Auditing. The Compliance Officer shall immediately notify the Policy and Editing committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will

be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



Minnesota State Fire Chief's Association – Policy # 106

Title: Document Retention and Destruction Policy

Date of Adoption: June 12, 2009

Date of Revision:

Scope:

The corporate records of the Minnesota State Fire Chiefs Association and its subsidiaries (hereafter the "MSFCA") are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires the MSFCA to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the MSFCA to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the MSFCA in contempt of court, or seriously disadvantage the MSFCA in litigation.

The MSFCA expect all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or the MSFCA informs you, that MSFCA records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the MSFCA Board determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the MSFCA Board.

From time to time the MSFCA establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that

bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- (a) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the MSFCA's revenues. Tax records should be retained for at least six years from the date of filing the applicable return.
- (b) Employment Records/Personnel Records. State and federal statutes require the MSFCA to keep certain recruitment, employment and personnel information. The MSFCA should also keep personnel files that reflect performance reviews and any complaints brought against the MSFCA or individual employees under applicable state and federal statutes. The MSFCA should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for six years.
- (c) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the MSFCA's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by the MSFCA.
- (d) Press Releases/Public Filings. The MSFCA should retain permanent copies of all press releases and publicly filed documents under the theory that the MSFCA should have its own copy to test the accuracy of any document a member of the public can theoretically produce against that MSFCA.
- (e) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- (f) Marketing and Sales Documents. The MSFCA should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(g) Contracts. Final, execution copies of all contracts entered into by the MSFCA should be retained. The MSFCA should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(h) Electronic Mail. E-mail that needs to be saved should be either:

(i) printed in hard copy and kept in the appropriate file; or

(ii) downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination.



Minnesota State Fire Chief's Association – Policy # 107

Title: Accountability and Transparency

Date of Adoption: October 17, 2009 Date of Revision:

Definitions

Accountability – The principle that the Association is obligated to demonstrate and take responsibility for its actions, decisions and policies and that it is answerable to the public at large.

Transparency – The principle that the Association will conduct its business in an accessible, clear and visible manner and that its activities are open to examination by its stakeholders.

Scope: Policy Statement

This policy provides guidance on how the Minnesota State Fire Chiefs Association (MSFCA) ensures business and organizational matters are approached in an accountable and transparent manner, with emphasis on openness, ethics, performance outcomes and fiscal responsibility. This policy will assist the leadership of the association to formulate and commit the organization to the highest ethical standards and comply with all laws. It requires fostering practices that create an environment of transparency, accountability and integrity. This policy will assist the MSFCA reassure our membership of the commitment of the association in upholding the trust of our membership and public vital to support and fulfilling our mission.

Creating an accountable and transparent organization is an ongoing process, board and staff members need to review recommended practices regularly, and adjust our rules, methods, processes and communications as needed.

The MSFCA will promote accountability and transparency guided by the following principles:

1. Decision-making will be open and transparent.
2. Association operations will be conducted in an ethical and accountable manner.
3. Financial and physical resources will be managed in an efficient and effective manner
4. Association information will be accessible so that it is consistent with fiscal and legislative requirements.
5. Inquiries, concerns and complaints will be responded to in a timely manner.
6. Financial oversight, service standards and performance reporting and all other accountability documents will be made available and accessible, in language that the public can understand, to increase the opportunity for public scrutiny and involvement in municipal operations.
7. Every new delegation of power or authority will have a corresponding accountability mechanism.



Minnesota State Fire Chief's Association – Policy # 108

Title: MSFCA Board of Directors Regional Representative
Roles and Responsibilities

Date of Adoption: June 2010

Date of Revision:

Scope: The purpose of this policy is to outline the roles and responsibilities of the Regional Representatives serving on the MSFCA Board of Directors

The MSFCA Board of Directors Regional Representative should actively promote the interests, positions and mission of the Association and shall have the following roles & responsibilities:

1. The regional Representative shall poll regional members for items of interest for the association and bring those forward to the Board of Directors.
2. The regional Representative shall have a copy of the Region and State Association's By-Laws. Region By-Laws shall be maintained in accordance with the By-Laws of the State Association.
3. The regional Representative shall assure that an accurate recording of the minutes from each Region meeting is promptly distributed to the MSFCA Executive Director.
4. The Regional Representative shall create and maintain an annual calendar of meetings and events for the Region, and provide the calendar to the MSFCA Executive Director.
5. The Regional Representative shall attend each Board of Directors meeting and report on the issues, concerns, business and needs of the Region.

6. The regional Representative shall serve as the regional representative to any standing committee of the MSFCA in the absence of a designated regional appointment to the committee.
 - a. President asks Directors to serve on committees.
 - b. Other assignments to committees done at March retreat.
7. The Regional Representative shall communicate to the region members the activities of the MSFCA Board of Directors, including decisions made at each called meeting of the Board.
8. If a Regional Representative is unable to attend a Board of Directors meeting, the Alternate Representative or other representative of the Region shall be in attendance to report for the Region.
9. If the Regional Representative, Alternate Representative or the other regional Representative are all unable to attend a Board of Directors meeting due to conflicts of prior commitments, the Representative may submit a written report of the Region activities to the Executive Director ten (10) days prior to the meeting.
10. The regional representative shall abide by all Association rules and policies.
11. The regional Representative shall be an active advocate of the Associations mission.
12. The regional Representative will help coordinate the Minnesota FAST Team deployments within his/her region. The Regional Representative shall promote FAST Team use and recruit fire officers, from his/her region, as members of the FAST Team.
13. The Regional Representative is the Regional Fire Coordinator for the MSFCA's "Fire Service Intrastate Mutual Aid Plan", unless their region elects someone else within their region to serve in this role.



Minnesota State Fire Chief's Association – Policy # 200

Title: Rebuttable Presumption for Compensation Policy

Date of Adoption: June 12, 2009

Date of Revision:

Scope:

In general. Payments under a compensation arrangement are presumed to be reasonable, and a transfer of property, or the right to use property, is presumed to be at fair market value, if the following conditions are satisfied—

(1) The compensation arrangement or the terms of the property transfer are approved in advance by the Minnesota State Fire Chiefs Association (MSFCA) composed entirely of individuals who do not have a conflict of interest (within the meaning of paragraph (c)(1)(iii) of this section) with respect to the compensation arrangement or property transfer, as described in paragraph (c)(1) of this section;

(2) The MSFCA Executive Committee obtained and relied upon appropriate data as to comparability prior to making its determination, as described in paragraph (c)(2) of this section; and

(3) The MSFCA Executive Committee adequately documented the basis for its determination concurrently with making that determination, as described in paragraph (c)(3) of this section.

(b) *Rebutting the presumption.* If the three requirements of paragraph (a) of this section are satisfied, then the Internal Revenue Service may rebut the presumption that arises under paragraph (a) of this section only if it develops sufficient contrary evidence to rebut the probative value of the comparability data relied upon by the MSFCA Executive Committee. With respect to any fixed payment (within the meaning of §53.4958-4(a)(3)(ii)), rebuttal evidence is limited to evidence relating to facts and circumstances existing on the date the parties enter into the contract pursuant to which the payment is made (except in the event of substantial nonperformance). With respect to all other payments (including non-fixed payments subject to a cap, as described in paragraph (d)(2)

of this section), rebuttal evidence may include facts and circumstances up to and including the date of payment. See §53.4958–4(b)(2)(i).

(c) *Requirements for invoking rebuttable presumption—(1) Approval by an MSFCA Executive Committee—(i) In general.* An MSFCA Executive Committee means—

(A) The governing body is the MSFCA board of directors

(B) A committee of the governing body, which is the MSFCA Executive Committee, to the extent that the committee is permitted by State law to act on behalf of the governing body; or

(C) To the extent permitted under State law, other parties authorized by the governing body of the organization to act on its behalf by following procedures specified by the governing body in approving compensation arrangements or property transfers.

(ii) *Individuals not included on MSFCA Executive Committee.* For purposes of determining whether the requirements of paragraph (a) of this section have been met with respect to a specific compensation arrangement or property transfer, an individual is not included on the MSFCA Executive Committee when it is reviewing a transaction if that individual meets with other members only to answer questions, and otherwise recues himself or herself from the meeting and is not present during debate and voting on the compensation arrangement or property transfer.

(iii) *Absence of conflict of interest.* A member of the MSFCA Executive Committee does not have a conflict of interest with respect to a compensation arrangement or property transfer only if the member—

(A) Is not a disqualified person participating in or economically benefitting from the compensation arrangement or property transfer, and is not a member of the family of any such disqualified person, as described in section 4958(f)(4) or §53.4958–3(b)(1);

(B) Is not in an employment relationship subject to the direction or control of any disqualified person participating in or economically benefitting from the compensation arrangement or property transfer;

(C) Does not receive compensation or other payments subject to approval by any disqualified person participating in or economically benefitting from the compensation arrangement or property transfer;

(D) Has no material financial interest affected by the compensation arrangement or property transfer; and

(E) Does not approve a transaction providing economic benefits to any disqualified person participating in the compensation arrangement or property transfer, who in turn has approved or will approve a transaction providing economic benefits to the member.

(2) *Appropriate data as to comparability*—(i) *In general.* An MSFCA Executive Committee has appropriate data as to comparability if, given the knowledge and expertise of its members, it has information sufficient to determine whether, under the standards set forth in §53.4958–4(b), the compensation arrangement in its entirety is reasonable or the property transfer is at fair market value. In the case of compensation, relevant information includes, but is not limited to, compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions; the availability of similar services in the geographic area of the applicable tax-exempt organization; current compensation surveys compiled by independent firms; and actual written offers from similar institutions competing for the services of the disqualified person. In the case of property, relevant information includes, but is not limited to, current independent appraisals of the value of all property to be transferred; and offers received as part of an open and competitive bidding process.

(ii) *Special rule for compensation paid by small organizations.* For organizations with annual gross receipts (including contributions) of less than \$1 million reviewing compensation arrangements, the MSFCA Executive Committee will be considered to have appropriate data as to comparability if it has data on compensation paid by three comparable organizations in the same or similar communities for similar services. No inference is intended with respect to whether circumstances falling outside this safe harbor will meet the requirement with respect to the collection of appropriate data.

(iii) *Application of special rule for small organizations.* For purposes of determining whether the special rule for small organizations described in paragraph (c)(2)(ii) of this section applies, an organization may calculate its annual gross receipts based on an average of its gross receipts during the three prior taxable years. If any applicable tax-exempt organization is controlled by or controls another entity (as defined in §53.4958–4(a)(2)(ii)(B)), the annual gross receipts of such organizations must be aggregated to determine applicability of the special rule stated in paragraph (c)(2)(ii) of this section.

(3) *Documentation*—(i) For a decision to be documented adequately, the written or electronic records of the MSFCA Executive Committee must note—

(A) The terms of the transaction that was approved and the date it was approved;

(B) The members of the MSFCA Executive Committee who were present during debate on the transaction that was approved and those who voted on it;

(C) The comparability data obtained and relied upon by the MSFCA Executive Committee and how the data was obtained; and

(D) Any actions taken with respect to consideration of the transaction by anyone who is otherwise a member of the MSFCA Executive Committee but who had a conflict of interest with respect to the transaction.

(ii) If the MSFCA Executive Committee determines that reasonable compensation for a specific arrangement or fair market value in a specific property transfer is higher or lower than the range of comparability data obtained, the MSFCA Executive Committee must record the basis for its determination. For a decision to be documented concurrently, records must be prepared before the later of the next meeting of the MSFCA Executive Committee or 60 days after the final action or actions of the MSFCA Executive Committee are taken. Records must be reviewed and approved by the MSFCA Executive Committee as reasonable, accurate and complete within a reasonable time period thereafter.

(d) No presumption with respect to non-fixed payments until amounts are determined—(1) In general. Except as provided in paragraph (d)(2) of this section, in the case of a payment that is not a fixed payment (within the meaning of §53.4958–4(a)(3)(ii)), the rebuttable presumption of this section arises only after the exact amount of the payment is determined, or a fixed formula for calculating the payment is specified, and the three requirements for the presumption under paragraph (a) of this section subsequently are satisfied. See §53.4958–4(b)(2)(i).

(2) Special rule for certain non-fixed payments subject to a cap. If the MSFCA Executive Committee approves an employment contract with a disqualified person that includes a non-fixed payment (such as a discretionary bonus) subject to a specified cap, the MSFCA Executive Committee may establish a rebuttable presumption with respect to the non-fixed payment at the time the employment contract is entered into if—

(i) Prior to approving the contract, the MSFCA Executive Committee obtains appropriate comparability data indicating that a fixed payment of up to a certain amount to the particular disqualified person would represent reasonable compensation;

(ii) The maximum amount payable under the contract (taking into account both fixed and non-fixed payments) does not exceed the amount referred to in paragraph (d)(2)(i) of this section; and

(iii) The other requirements for the rebuttable presumption of reasonableness under paragraph (a) of this section are satisfied.

(e) *No inference from absence of presumption.* The fact that a transaction between an applicable tax-exempt organization and a disqualified person is not subject to the presumption described in this section neither creates any inference that the transaction is an excess benefit transaction, nor exempts or relieves any person from compliance with any Federal or state law imposing any obligation, duty, responsibility, or other standard of conduct with respect to the operation or administration of any applicable tax-exempt organization.

(f) *Period of reliance on rebuttable presumption.* Except as provided in paragraph (d) of this section with respect to non-fixed payments, the rebuttable presumption applies to all payments made or transactions completed in accordance with a contract, provided that the provisions of paragraph (a) of this section were met at the time the parties entered into the contract.



Minnesota State Fire Chief's Association – Policy # 201

Title: Fundraising

Date of Adoption: January 2010

Date of Revision:

Scope: This policy addresses general responsibilities in fund-raising as well as specific responsibilities of fund-raisers and donors, and as related to the use of and accountability of funds.

Introduction

Representing the majority of Minnesota's Fire Chiefs, the Minnesota State Fire Chiefs Association (MSFCA) is proud of the high regard in which it is held by both the recipients of its services and its supporters. This policy is intended to provide fund-raisers for the MSFCA with principles and guidelines for raising money from all sources.

Statement

The MSFCA and each individual association member shall ensure that:

- a. Fund-raisers shall always act with fairness, honesty integrity and openness.
- b. Fund-raisers comply, in all of their activities with the MSFCA's core principles, practices, and applicable laws and regulations.
- c. Fund-raisers hold themselves accountable to those from whom funds are received.
- d. Fund-raisers shall not exploit their position for personal gain. They shall accept compensation, if any, by salary or set fee only as determined by the MSFCA Board of Directors
- e. Above all else, donors have the right to obtain complete and timely information on how their funds are used.
- f. All funds raised will be used for the purpose for which they were raised, and within a reasonable timeframe.

- g. Fund-raising costs shall at all times be held to a percentage of revenue which is generally acceptable within the fund-raising profession and by the public. There shall be a proper balance between costs, revenue and quality.
- h. A recognized accounting method shall be used to track and control donations. Accurate and timely reports shall be available to the public, including the amounts raised, how it was spent, and the net proportion used for the purpose or cause.

Responsibilities

This policy is applicable throughout the MSFCA, to all individuals who raise funds from private, corporate, public or other sources. Those who are employed as professional fund-raisers are required to sign and abide by a MSFCA Code of Ethics.



Minnesota State Fire Chief's Association – Policy # 202

Title: Gift Acceptance Policy

Date of Adoption: January 2010 Date of Revision:

Scope: The purpose of this policy is to formalize procedures so that gifts to the MSFCA are accepted in accordance with Minnesota State Fire Chiefs Association policies and procedures.

The Minnesota State Fire Chiefs Association may receive gifts from any source with the approval of the Executive and Finance committees. It is the policy of the Minnesota State Fire Chiefs Association that employees or members of committees shall not solicit or receive gifts for the Association unless specifically approved in advance by the Executive and Finance committees. Requests for approval to accept a gift must be made in writing and in accordance with the procedures stated below. The Minnesota State Fire Chiefs Association shall not accept any gift until the following requirements have been fulfilled:

1. Each offer of a gift shall be studied by the Executive and Finance committees to determine:
 - a. If the gift will benefit the MSCFA
 - b. If the gift conforms to MSFCA objectives
 - c. That the gift does not create additional financial obligations or that the financial obligations are outweighed by the benefits to the MSFCA
 - d. That acceptance of the gift does not create either a conflict of interest or an appearance of a conflict of interest

2. Each offer of a gift shall be accompanied by a completed Gift Acceptance Form with a description of the gift, terms and conditions of acceptance, its purpose, and the name, address and signature of the donor.
3. The Executive and Financial committee shall conduct and document a complete cost analysis of the gift, including:
 - a. Projected one-time costs, such as installation and training
 - b. Annual operating costs such as maintenance and utilities
 - c. Projected usage
 - d. Potential liabilities such as workers compensation
 - e. Useful life of the gift
 - f. Estimated replacement costs
 - g. Source of funding
 - h. Benefits to the MSFCA



Minnesota State Fire Chief's Association – Policy # 203

Title: Investment Policy

Date of Adoption: October 14, 2009 Date of Revision:

SCOPE: The purposes of the following investment guidelines, which are to be reviewed annually by the board of directors of the organization are to establish the investment objectives, policies, guidelines and eligible securities relating to any investments owned or controlled by the organization and any of its subsidiary organizations.

- Identify the criteria against which the investment performance of the organization's investments will be measured.
- Communicate the objectives to the Board, staff, investment managers, brokers, donors and funding sources that may have involvement.
- Serve as a review document to guide the ongoing oversight of the management of the organizations' investments.

GUIDELINES FOR INVESTING:

The investment goal of the total fund is preserve the capital as much as possible and to achieve a total return (income and appreciation) that exceeds inflation, over a full market cycle (3-5 years). The following guidelines apply to the three main investment asset classes:

Money Market Funds: Allowable range: Minimum 0%; Maximum 45% of total assets

A quality money market fund will be utilized for the liquidity needs of the portfolio whose objective is to seek as high a current income as is consistent with liquidity and stability of principal. The fund will invest in "money market" instruments with remaining maturities of one year or less, that have been rated by at least one nationally recognized rating agency in the highest category for short-term debt securities. If non-rated, the securities must be of comparable quality.

Equities: Allowable Range- Minimum 0%; Maximum 30% of total assets

The equity component of the portfolio will consist of high-quality, large capitalization, domestic (U.S.) equity securities traded on either the New York, NASDAQ or American Stock exchanges. The securities must be screened for

their above average financial characteristics such as price-to-earnings, return-on-equity, debt-to-capital ratios, etc.

No more than 5% of the equity portion of the account will be invested in any one issuer. As well, not more than 20% of the equity portion of the account will be invested in stocks contained within the same industry.

It is acceptable to invest in an equity mutual fund(s) adhering to the investment characteristics identified above, as long as it is a no-load fund, without 12(b)(1) charges, which maintains an expense ratio consistent with those other funds of similar investment styles as measured by the Lipper and/or Morningstar rating services. Prohibited equity investments include: initial public offerings, restricted securities, private placements, derivatives, options, futures and margined transactions.

EXCEPTIONS TO THE PROHIBITED INVESTMENT POLICY MAY BE MADE ONLY WHEN ASSETS ARE INVESTED IN A MUTUAL FUND(S), THAT PERIODICALLY UTILIZES PROHIBITED STRATEGIES TO MITIGATE RISK AND ENHANCE RETURN.

Fixed Income: Allowable Range- Minimum 0%; Maximum 75% of total assets

Bond investments will consist solely of taxable, fixed income securities that have an investment-grade rating (Baa or higher) that possess a liquid secondary market.

No more that 5% of the fixed income portfolio will be invested in corporate bonds of the same issuer. As well, not more than 20% of the fixed income portfolio will be invested in bonds of issuers in the same industry.

The maximum *average maturity* of the fixed income portfolio will be 10 years, with not more than 25% of the bond portfolio maturing in more than 10 years. Prohibited securities include: private placements, derivatives (other than floating-rate coupon bonds), margined transactions and foreign denominated bonds.

EXCEPTIONS TO THE PROHIBITED INVESTMENT POLICY MAY BE MADE ONLY WHEN ASSETS ARE INVESTED IN A MUTUAL FUND(S), THAT PERIODICALLY UTILIZES PROHIBITED STRATEGIES TO MITIGATE RISK AND ENHANCE RETURN.

III. PERFORMANCE MEASUREMENTS STANDARDS:

The benchmarks to be used in evaluating the performance of the two main asset classes will be:

Equities: *S&P 500 Index*- Goal: meet or exceed the average annual return of the index over a full market cycle (3-5 years)

Fixed Income: *Lehman Brothers Government/Corporate Index*- Goal: meet or exceed the average annual return of the index over a full market cycle (3-5 years).

It will be the responsibility of the Board of Directors Finance Committee to regularly review the performance of the investment account and investment policy guidelines, and report to the Board of Directors at least yearly with updates and recommendations as needed.



Minnesota State Fire Chief's Association – Policy # 204

Title: Travel and Expense Reimbursement Policy

Date of Adoption: June 12, 2009

Date of Revision:

Scope:

The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) recognizes that board members, officers, and employees ("Personnel") of MSFCA may be required to travel or incur other expenses from time to time to conduct Association business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of the MFSCA to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, the MSFCA expects Personnel to:

- (a) Exercise discretion and good business judgment with respect to those expenses.
- (b) Be cost conscious and spend the MSFCA 's monies carefully and judiciously.
- (c) Report expenses, supported by required documentation, as they were actually spent.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:

- (a) The individual's name
- (b) If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Association-related activity during the trip.

- (c) The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct MSFCA's business).
- (d) An itemized list of all expenses for which reimbursement is requested.

Receipts

Receipts are required for all expenditures billed directly to the MSFCA, such as airfare and hotel charges. No expense in excess of \$10.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

General Travel & Expense Requirements

A. Advance Approval

All trips involving air travel or at least one overnight stay must be approved in advance by the individual's supervisor; **however**, any out-of-state travel being paid for, in whole or in part by the MFSCA, must be approved by the MFSCA's President or his/her designee.

B. Necessity of Travel

In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which the MSFCA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to the MFSCA outweigh the costs, less expensive alternatives, such as participation by telephone, email or video conferencing, or the availability of local programs or training opportunities shall be considered.

C. Personal and Spousal Travel Expenses

Individuals traveling on behalf of the MFSCA may incorporate personal travel or business with their Association-related trips; **however**, Personnel shall not arrange Association travel at a time that is less advantageous to the MFSCA or involving greater expense to the MFSCA in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be

reimbursed by the MFSCA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by the MFSCA.

D. Air Travel

(1) General

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. The MFSCA will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

(2) Saturday Stays

Personnel traveling on behalf of the MFSCA are not required to stay over Saturday nights in order to reduce the price of an airline ticket. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.

(3) Frequent Flyer Miles and Compensation for Denied Boarding

Personnel traveling on behalf of the MFSCA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

E. Lodging

Personnel traveling on behalf of the MFSCA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

F. Out-Of-Town Meals

Personnel traveling on behalf of MFSCA are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of \$38 per day and the terms and conditions established by MFSCA relating to the per diem meal allowance.

G. Ground Transportation:

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Official Vehicle Travel

Many jurisdictions allow use of official vehicles for related association activities. Where applicable this is the preferred method of transportation where the MFSCA is expected to reimburse for ground transportation costs. In the case where the local jurisdiction requires reimbursement for use of the official vehicle then that reimbursement cost must be factored in when weighing the various transportation options.

Courtesy Cars

Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.

Airport Shuttle or Bus

Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

Taxis

When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.

Rental Cars

Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor and that the cost is less than alternative methods of transportation.

H. Personal Cars

Personnel are compensated for use of their personal cars when used for **pre-approved** Association business. When individuals use their personal car for such travel, including travel to and from approved meetings, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare. Approval for reimbursement will come from the Association President or his/her designee.

I. Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on Association business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

J. Entertainment and Business Meetings.

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the president of the MFSCA and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- (1) Date and place of entertainment.
- (2) Nature of expense.
- (3) Names, titles and corporate affiliation of those entertained.
- (4) Complete description of the business purpose for the activity including the specific business matter discussed.
- (5) Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

K. Non-Reimbursable Expenditures.

The MFSCA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable* include, but are not limited to:

- (1) Travel insurance.
- (2) First class tickets or upgrades.
- (3) When lodging accommodations have been arranged by the MFSCA and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the MFSCA. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- (4) Limousine travel.
- (5) Movies, liquor or bar costs.
- (6) Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- (7) Participation in or attendance at golf, tennis or sporting events, without the advance approval of the chairman of the board or his designee.
- (8) Purchase of golf clubs or any other sporting equipment.
- (9) Spa or exercise charges.
- (10) Clothing purchases.
- (11) Business conferences and entertainment which are not approved by the president of the MFSCA.
- (12) Valet service.
- (13) Car washes.
- (14) Toiletry articles.
- (15) Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- (16) Overnight retreats without the prior approval of the President or his/her designee.



Minnesota State Fire Chief's Association – Policy # 500

Title: Executive Board Reciprocity Agreement at MSFCA and MSFDA Conferences

Date of Adoption: October 2011 **Date of Revision:**

Scope: The purpose of this policy is to outline the agreement between the MSFCA and MSFDA concerning the conference registration fees that will be charged to each entity.

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The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) recognizes that executive board members, officers, and employees (“Personnel”) of MSFCA may be required to attend the MSFDA conference from time to time to conduct Association business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that a uniform and consistent registration fee discount is applied for each organizations annual conference.

Affected Board Members:

This policy relates to the Executive Board (maximum 5) members of the MSFCA and MSFDA, and the Executive Director and Support Specialist of these organizations.

Registration Fee:

The registration fee shall be 50% of the cost of the total conference registration fee for the affected Board members.

Association Membership:

This Policy is intended to address the situations when the Executive Board Member is not member of the Association that is hosting the conference.

Occasionally an Executive Board Member may not meet the requirements to be a member of the respective association. The respective associations will waive the membership requirements if that representative is on the Executive Board of the other Association.



Minnesota State Fire Chief's Association – Policy # 600

Title: Payments for Advertising - Minnesota Fire Chief Magazine

Date of Adoption: October 2010

Date of Revision:

Scope: The purpose of this policy is to provide guidance for staff as to when advertising should be paid for and what will constitute a late account.

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General:

Advertisements sold for the Minnesota Fire Chief magazine shall be paid for no later than 60 days after such ads have been published. In no case will any advertiser be allowed to run more than two consecutive advertisements without payment for these services being made.

Any advertiser is free to prepay their order up to one full year.

The Executive Director and the Magazine Editor shall coordinate and keep an accurate accounts receivable ledger.

Past Due Accounts:

Past Due Accounts are defined as follows:

- (1) More than 60 days has expired since an advertisement was run and no payment has been made.
- (2) Two consecutive advertisements have been run and no payments have been received.

It shall be the job of the MFSCA Executive Director and the Magazine Editor to monitor all accounts and keep accurate records of receivables. Once the criteria has been met for an account to be classified as "Past Due" (definition

above), collections shall be turned over to the Executive Director. The magazine Editor shall inform the appropriate sales staff of the status of their account.

Under no circumstances will any subsequent advertising be allowed to be published until the past due account is brought current.



Minnesota State Fire Chief's Association – Policy # 601

Title: MSFCA Web Site Policies and Procedures

Date of Adoption: 1/25/2012

Date of Revision: 5-1-2012

Scope:

The purpose of this policy is to establish guidelines and responsibilities for administration and publishing on the MSFCA Website.

Site Management:

1. The Communications and Policy Committee will designate a single Webmaster who will be charged with the responsibility of maintaining the site in accordance with commonly accepted Web practices and the policies of the Association.
2. The Communications and Policy Committee will designate a single individual who will be responsible for the posting of paid advertisements on the site.
3. Other individuals may be designated by the Committee to assist the Webmaster in order to ensure the timely posting of materials in the Webmaster's absence.

Duties of the Webmaster:

1. Posting information on a timely basis in a consistent and professional format.
2. Maintaining the design integrity of the site.
3. Preparing quarterly reports on site activities.

4. Submit an annual report to the Communications and Policy Committee and the MSFCA Board of Directors.
5. Purging information as required by the retention schedule.
6. Recommending changes and improvements to the site.
7. Ensuring assistants are informed when the Webmaster is unavailable for an extended period.
8. Administrative access passwords will be changed annually, unless necessary due to a change of the Webmaster or alternates with access to the site files.
9. Webmaster will provide all passwords to the Executive Director and Vice President to ensure continuity of the website if the webmaster is unexpectedly unavailable.

Content:

1. Home Page - The Home Page is intended to call attention to new information of importance /interest to Association membership by providing basic information about the subject with a hyperlink to sub-pages containing details.
2. Links - Except for paid advertisements, the posting of links on the site will be limited to:
 - a. Federal government agencies
 - b. State Government agencies
 - c. Local government public safety agencies
 - d. Private non-profit public safety service organizations
 - e. Member department Web sites
3. Paid Advertisement - The Association has established the following policies with regard to the posting of paid advertisements on the site:
 - a. Ads running for less than one year shall be pre-billed for their entire run. Billing for other ads shall be done annually. The billing date shall begin on the first day of the month following the ad appearing on the MSFCA web site. Renewals must be confirmed

prior to the finish of the current run or a fee for set up may be re-assessed.

b. All ads will be listed alphabetically on the appropriate vendors, events, or classified ads pages.

c. All ads must be fire service related and/or of some value to the MSFCA membership.

4. As approved by the Board of Directors on March 23, 2012, Position Postings for fire service related positions will be provided to members of the MSFCA at no charge.



Minnesota State Fire Chief's Association – Policy # 801

Title: Lifetime Membership Criteria Policy

Date of Adoption: October 16, 2009 Date of Revision:

Scope: The Lifetime Membership Criteria Policy shall define the minimum requirements, procedures for applying, awarding criteria, and benefits of a Lifetime Membership in the Minnesota State Fire Chief's Association.

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Minimum Requirements: In order to apply for a Lifetime Membership in the Minnesota State Fire Chief's Association, applicants must meet the following criteria:

1. Applicants must have been a member in good standing of the MSFCA for a period of not less than ten (10) years and be nominated for lifetime membership by a current member or member in good standing of the MSFCA.
2. In addition to years of membership requirement, all applicants must meet one of the following criteria:
 - a. A minimum of four (4) years as a committee chair.
 - b. A minimum of six (6) years as a committee member.
 - c. Past President of the MSFCA.
 - d. MSFCA Board member for four (4) years
 - e. A minimum of six (6) years or reaching term limit as an MSFCA representative to any Council, Board, Association or Committee of which the MSFCA can appoint a representative.

3. Exceptions:

Any person not meeting the above criteria for Lifetime Membership may be nominated by any member of the MSFCA and shall be accepted upon a two thirds vote of all members of the Board of Directors present at any meeting.

Application Procedure: Members of the MSFCA who desire to nominate a person meeting the criteria for a Lifetime Membership in the Association shall complete the application form that is a part of this policy. Applications shall be submitted to the Executive Director of the MSFCA for review. The Executive Director shall accept applications and cause them to be reviewed for accuracy and completeness. In addition, the Executive Director shall verify that each applicant meets the minimum requirements for application as described in this policy.

Awarding Process and Criteria: The Executive Director shall forward to the MSFCA Board of Directors all applications that have been reviewed and verified as meeting the minimum criteria as established. The MSFCA Board of Directors shall review each application. The MSFCA Board of Directors shall consider the following criteria when reviewing applications for Lifetime Membership:

1. Has the applicant contributed to the success of the MSFCA?
2. Has the applicant demonstrated a commitment to the Minnesota State Fire Service as a whole?
3. Has the applicant represented the MSFCA in a professional and forthright manner?
4. Would granting a Lifetime Membership to the applicant bring disrepute on the MSFCA?
5. Any other such criteria the Board of Directors deems would be appropriate and in keeping with the value and vision of the MSFCA.

Once applications are reviewed they shall be voted on by the MSFCA Board of Directors. It shall require a majority vote in the affirmative for and applicant to be awarded a Lifetime Membership in the MSFCA.

Benefits: All lifetime members shall be entitled to the following benefits and privileges:

1. Free lifetime subscription to the Associations magazine.

2. Reduced annual conference registration rate. Lifetime Members will pay only the Education and Memorial Fee portions of conference registration.

3. Certificate of Lifetime Membership and Lifetime Membership card. The Executive Director shall notify all applicants of the status of their applications once the Board of Directors has made its decision. The Executive Director shall work with the appropriate Regional Director to present the Lifetime Member award.

Current Lifetime Members: Any person who has been previously awarded a lifetime membership in the MSFCA at the time of this policy becoming effective shall remain a lifetime member of the MSFCA.

Revocation of Lifetime Membership: If any person who has been awarded a lifetime membership in this association should for any reason threaten to bring disrepute and dishonor to the MSFCA the Board of Directors may consider revoking the lifetime membership. This action should not be taken lightly and be used only in extremely egregious circumstances.

Revocation of lifetime membership can only be acted on by the MSFCA Board of Directors if a majority of Board Members petition the then President of the MSFCA for the issue to be considered.

Revocation of a lifetime membership will require a vote in the affirmative of 75% of the entire Board of Directors. The Executive Director shall notify the member of the result of the vote in writing.

Nominator Information

Please provide the following information about the nominator:

Name: _____

Address: _____

Telephone:

Home: _____ Work: _____ Cell: _____

E-mail: _____

MFCSA Membership Dates: _____

Signature

Date

Nominators may be contacted by the MSFCA Executive Secretary for follow-up or clarification of information provided.



Minnesota State Fire Chief's Association – Policy # 802

Title: Awards Policy

Date of Adoption: October 2010

Date of Revision: 5-1-2012

Scope: The purpose of this policy is to provide guidance in the recognition of Association members and other partners, colleagues and friends of the Association. Awards shall recognize outstanding contributions and achievements by an individual, group of individuals or an organization in the pursuit of, or for a major realization of, the objectives of Association.

Nominations:

Committee Chairs, Board Members the Executive Director or the general membership are eligible to nominate persons or organizations they believe are deserving of the awards. The Executive committee shall approve or disapprove the nominations.

Awards Selection Committee:

The award selection committee is a sub-committee of the Marketing/Membership Services Committee. The committee will be made up of six members of the MSFCA selected by the committee and appointed by the Executive Committee.

The Award Selection committee is made up of:

- The Chair of the Public Education Committee
- The Editor of the MSFCA Fire Chiefs Magazine
- One Member of the MSFCA Board of Directors
- Three members of the MSFCA appointed by the Executive Committee.

The awards will be designed and purchased by the Marketing Committee.

Award Levels:

Gold Award:

- Possible gifts include: plaque, axe, helmet, or other special gift (estimated value \$300)
- Possible recipients include:
 - President (served 2 years as President, 2 years as Vice-President)
 - Board Member (10 or more years)
 - Committee Chair (10 or more years)
 - Legislator who is instrumental in passing significant legislation

Silver Award:

- Possible gifts include: plaque, certificate, or gift (estimated value \$100)
- Possible recipients include:
 - Vice-President (2 years, did not move on to President)
 - Board Member (4 or more years)
 - Committee Chair (4 or more years)
 - Longevity Members (25 or more years)
 - Friends of MSFCA

Bronze Award

- Possible gifts: certificate, service pin, or similar (estimated value \$25)
- Possible recipients include:
 - Longevity Members (10 or more years, less than 25 years)
 - Committee Member (4 or more years)
 - MSFCA representative to various boards, commissions, committees
 - Board Member (1 – 3 years)
 - Committee Chair (1 – 3 years)

Specific MSFCA Awards:

Fire Officer of the Year – Population under 10,000

Fire Officer of the Year – Population over 10,000

Public Fire Education Awards

Magazine Awards

Legislative Awards

Fire Service Leadership Award

Legislative Awards

Friend of the MSFCA

MSFCA Membership Awards

Award Descriptions:

Fire Officer of the Year Awards

Two Awards will be given. One to an officer of a city of a population of less than 10,000 and one to an officer of a city with a population of over 10,000. The nomination criteria and process are attached to this policy. Nomination forms are available on the MSFCA web-site under the Awards tab.

The recipients of the Fire Officer Awards will receive a Gold Level Award and a \$1,200.00 grant/stipend to attend a continuing professional education/development event. The project must be approved by the MSFCA Awards Committee. Qualifying events would be those similar to Fire Rescue International, FDIC, Executive Edge, National Fire Academy, or other similar conferences or opportunities.

The application process is attached to this policy.

MSFCA Public Education Awards

There are three awards given in this category as listed below. All award recipients will receive a Gold Level Award. The firefighter/department recipient will also receive a \$1,200.00 grant for an approved fire department fire prevention project. The project must be approved by the MSFCA Awards Committee. The nomination form and process are located on the MSFCA website under the Awards tab.

The three awards under this category are:

Firefighter / Department Recognition
Community Partner Recognition
Civilian

Once award recipients in this category are selected the Public Education Committee Chair is responsible for completing the following steps:

1. Contact the person making the nomination on status of nomination. It is up to them to make sure the nominee is at the dinner.
2. Send a letter to recipients' Chief if the Chief did not nominate the person.
3. Get award recipient names to Marketing/Membership Services Committee Chair or other MSFCA member ordering the awards.

4. Contact MSFCA Executive Director or other MSFCA conference committee members coordinating banquet efforts to inform him of number of recipients who will be attending the banquet
5. If recipient is unable to attend the banquet, the Chief or a proxy may receive the award.
6. The awards are to be presented by Pub Ed Chair or designee
7. If recipient is outside the fire service, send a letter inviting them to the banquet for recognition. Award recipients do not pay for the banquet.

Magazine Awards

The *Minnesota Fire Chief Magazine* is a very important part of our organization. The articles submitted are mostly Minnesota based and contribute to the success of all of our fire departments. We appreciate the support of our firefighters, reporters, and advertisers that contribute to the success of the magazine. The Minnesota Fire Chief's Magazine has two award categories:

- Tony Richardson Photo Award

The Tony Richardson Photo Award is for the photo of the year that was used on the cover of the MN Fire Chief magazine. It goes to the photographer who captured an event that is indicative of our progressive fire service.

(Tony Richardson was the Editor of the MN Fire Chief magazine for a period of time in the 1970's and the 1980's. Tony provided valuable leadership, advice and editorial opinions to MSFCA members. Tony was the Director of the Fire Center at the University of MN before it became a part of MNSCU.)

- Frank Oberg Story Award

The Frank Oberg Story Award is for the story of the year in a Minnesota news publication and goes to a local who did a unique and/or favorable story concerning the Minnesota Fire Service.

(Frank Oberg was the Editor of the MN Fire Chief magazine for a period of time in the 1970's and the 1980's. Frank provided valuable leadership, advice and editorial opinions to MSFCA members. Frank was a Chief Officer in more than one fire department including St. Paul.)

Both awards may be given out annually, however neither must be given out if there is no outstanding article or photo – as judged by the Committee.

The winners of all awards will receive a Gold Level Award. Nominees will be selected by the Editor of the MSFCA Fire Chiefs magazine. The entries should

be submitted by August 15 of each year to the Award Selection Committee. The winners will be selected by the selection committee.

Leadership Award(s)

Leadership awards are presented at the wish of the President of The MSFCA. This prestigious award is awarded to a person who has gone the extra mile to support the fire service. They do not have to be a member of the fire service. These are individuals or groups that have made major contributions to the success of the fire service and fire service projects. There many support groups that have contributed to the success of the MSFCA and the promotion of the Fire Service. These people and group should be recognized for their service. The MSFCA President shall submit their request(s) to the committee by August 15 of each year. The appropriate award will be designed by the Marketing Committee. Recipients of this award will be at the Gold Award Level. The Marketing Committee will arrange for the recipient(s) to be at the conference.

Legislative Award

The projects of the Minnesota Fire Service need the support of our legislators. Financial projects, pension programs, fire codes, training programs, regional projects, and many other issues for and about the fire service are Government driven. Without the support of our local legislators and State officials we would not be able to function with the support we enjoy for our projects. Over the years our legislators have taken on the battles of public safety and provided us with the tools we need to most efficiently serve the citizens of Minnesota.

The Legislative Committee shall submit nominations for a legislative award to the Award Selection Committee by August 15th each year. This award is not required to be given out annually. Recipients of this award shall be at the Gold Award Level.

The Chair of the Legislative Committee shall be responsible for coordinating the recipient's availability at the annual conference awards banquet.

Friend of the MSFCA Award

On occasion, individuals or groups step forward and provide some level of service to our organization that helps promote our mission, vision, and values. The *Friend of the MSFCA Award* is a formal way to recognize those individuals and groups.

Nominations for this award can be made by any member of the Executive Board and should be submitted on the standard nomination form attached to this policy. Nominations are due by August 15th each year to the Awards Selection Committee. The Awards Selection Committee shall determine the recipients of

this award and the appropriate award. Recipients of this award shall be presented an award at the Silver Award Level.

MSFCA Membership Awards

All members of the MFSCA are eligible for awards based on the years of membership and levels of service to the organization. Award recipients shall be identified by the Executive Director in conjunction with the Marketing/Member Services Committee Chair(s).

Years of Service pins shall be given for every five years of membership in the MFSCA.

Past Presidents Award (Full 4 years of service) – Gold Award
Board Member (10 or more years) – Gold Award
Committee Chair (10 or more years) – Gold Award
Vice President (two years and did not become President) – Silver Award
Board Member (4 or more years) – Silver Award
Committee Chair (4 or more years) – Silver Award
25 Year Membership Award – Silver Award
MFSCA Rep to various boards, commissions or committees – Bronze Award
Board Member (1-3 years of service) – Bronze Award
Committee Chair (1-3 years of service) – Bronze Award

The above awards, with the exception of the 25 year Membership Award, shall be given out at the annual conference following the year when an individual completes their service and is no longer in one of the above positions. For example a Board Member who has completed four years on the Board but continues to serve on the Board would not receive an award until he or she is no longer on the Board of Directors.

The Award Selection Committee shall annually determine the recipients of the MSFCA Membership Awards and select the appropriate award to be given each year.

Recognition:

Awards may be presented at the Annual Conference Awards banquet (preferred) or at the discretion of the President of the Association.

Minnesota Fire Officer of the Year Nomination Information and Process

Up to two awards can be presented each year; one for a fire officer serving a small city or township (10,000 population or less), and one additional award open to officers representing large cities.

Individuals who are eligible for nomination and selection as Fire Officer of the Year are limited to active officers of departments. Qualified individuals include; Chief, Assistant Chief, Captain, Lieutenant, Training Officer, Fire Marshal, etc.

Selection criteria will emphasize leadership, pride in their organization and its people, innovation, professional development, integrity, service to the public and community and contributions to the fire service as a whole. We know that many of our officers are worthy of these awards

All of a nominee's fire service activities and accomplishments will be considered, but, because this is the Fire Officer of the Year award, special emphasis will be placed on the last three year period. A nominee's command role at a major emergency incident, while relevant, will not be enough to place that individual into contention for the award.

Nomination Process

Nominations may be only submitted through MSFCA Executive Director. The nominator is responsible for notifying their candidate and ensure that he/she is willing to participate in our final selection process and make sure they attend the awards banquet.

Nomination Format

1. Official nomination form is located on the MSFCA web-site. See "Awards".
2. Current resume detailing the candidate's involvement in the fire service.
3. Up to six other documents supporting the candidate's nomination, such as award citations, newspaper articles, or letters of recommendation from appropriate elected or appointed officials.

No campaigning is permitted. The nomination form and supporting documents comprise the entire documentation for a candidate's nomination. Neither the nominee nor anyone representing him or her is to contact the awards committee member(s) once the nomination has been made and before the final selection has been made. Any violations of this will subject the nominee to disqualification.

The Selection Process

The nomination packages will be reviewed by MSFCA Awards Selection Committee to select the winners. MSFCA reserves the right to omit an award. Winners will be

announced and presentations made at the annual meeting of the MSFCA, and photos published in the November/December issue of the Minnesota Fire Chief Magazine.

Mailing Address Contact Information

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Nominations deadline is August 31st of Each Year