

MSFCA POLICY AND PROCEDURES MANUAL



Updated: 07/15/2026

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Minnesota State Fire Chiefs Association – Policy # 100

Title: Purpose and Use of the Policy and Procedures Manual

Date of Adoption: June 12, 2009

Date of Revision: October 21, 2020

Purpose:

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

Creation of Policy and Procedures Manual

The Communication and Policy Committee shall be charged with the creation and maintenance of this Policy and Procedures Manual. This document shall be used as a reference and guide for how the MSFCA conducts its operations. This document is a work in progress and will require changes and updates.

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 and Service Providers
400 Series	Volunteer Responsibilities
500 Series	Annual Conference
600 Series	Communications
700 Series	Legislative
800 Series	Membership and Membership Sections

The Communication and Policy 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 Communication and Policy Committee. The proposal shall be preferably in an electronic format that can be converted to the standard template of the manual.

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

Once acted upon by the MSFCA Board of Directors, and if adopted, the Communication and Policy 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 Communication and Policy Committee will strive to annually review the entire Policy and Procedures Manual and report to the MSFCA Board of Directors each year. This report would include a recommendation for any changes to the manual. The Communication and Policy Committee may additionally make recommendations for changes to the manual at any Board meeting provided all Board members have received notice of what changes will be proposed.



Minnesota State Fire Chiefs Association – Policy # 101

Title: Vision, Mission and Values

Date of Adoption: January 2010 **Date of Revision:** January 20, 2021

Purpose:

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

MSFCA Vision

Just as the fire service is founded on the core philosophy of service to others, our Association is focused on providing for the members who are committed to the long-term health and sustainability of the Minnesota fire service. MSFCA focuses on developing current and future leaders by providing the best training, education and professional development opportunities available so they can continue to serve their communities with the utmost honor and pride.

MSFCA Mission

To create strong, effective Minnesota fire service by engaging current and future leaders with the best training, education and professional development opportunities available.

MSFCA Values

We believe that leaders who want to make a lasting impact on the association should strive for proactive leadership. A strong sense of PRIDE is a key value that brings together such qualities as honesty, integrity, reliability and loyalty, which is the foundation of MSFCA:

Professionalism: All members demonstrate a sense of commitment, devotion to duty and a level of professionalism that align with our vision, mission, and goals.

Respect: We believe in the basic dignity of every individual and value all members of the organization and our partners.

Integrity: All association actions are carried out in a transparent and appropriate manner. We are honorable to our profession and we accept ownership for our actions and decisions.

Diversity: We believe that diversity and inclusion breed productivity as the ability to learn and grow from each other is exponentially expanded. A multicultural exchange of ideas bolsters innovation and creativity.

Ethics: Every member, with due deliberation, lives according to a high moral code and places the public's safety and welfare and the safety of members above all other concerns.

MSFCA Goals

- Build and maintain relationships with our members, allied associations, government officials, and valued stakeholders.
- Support members through the delivery of quality member services, educational opportunities, and professional development.
- Endorse, support and foster legislative and policy development initiatives that will enhance the fire service and advance firefighter, citizen and community safety.
- Provide programs that foster and promote quality improvement and professional development for fire service professionals and agencies.
- Seek out and recruit fire service leaders who will professionally and enthusiastically advance the vision, mission and values.



Minnesota State Fire Chiefs Association – Policy # 102

Title: Governing Body

Date of Adoption: January 2010 **Date of Revision:** May 26, 2021

Purpose:

The purpose of this policy is to outline the structure, responsibilities and expectations of the MSFCA governing body and its individual members.

Governing Body

The governing body of the MSFCA shall be the Board of Directors. The composition of the Board of Directors is provided for in the MSFCA Bylaws Article IV.

Executive Committee

The Executive Committee, as described in section 4.13 of the MSFCA Bylaws 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 Individual Board of Director Members

Individual Directors are expected to:

- attend Board of Director meetings and fully participate in discussions;
- adhere to the vision, mission and value statements defined in Policy #101;
- be informed and active in overseeing the MSFCA's operations and finances;
- represent their regions and/or constituents in a fair, honest, and accurate manner;
- be ethical, knowledgeable, and engaged individuals;
- base their decisions with the best interests of the MSFCA in mind.



Minnesota State Fire Chiefs Association – Policy # 103

Title: Minutes

Date of Adoption: January 2010 **Date of Revision:** May 26, 2021

Purpose:

The fundamental purpose of MSFCA minutes is to preserve an accurate and official record of the proceedings of the Association.

Parliamentary Rule *Reference bylaws section 8.1*

The rules contained in the current edition of *Robert's Rules of Order Newly Revised (Roberts Rules)* govern meetings of the MSFCA in all cases to which they are applicable and in which they are not inconsistent with MSFCA Bylaws and any special rules of order the Board of Directors may adopt.

What are Minutes

Minutes should be an accurate record of the discussions that transpired and should clearly state decisions made. These are legal documents, and are confidential in nature, until the time at which they are approved for official record-keeping by that working group.

Individual names are not to be recorded. Meetings are not to be electronically recorded without the advance, express permission of all participants. All notes, electronic documents and any other records are to be destroyed and discarded after the final, official version of the minutes are approved.

Meetings which Require Minutes

Minutes must be recorded and retained in accordance to Policy 106.

Minute Taking Responsibility

The Chair/Leader of any individual workgroup (or their designee) is responsible for capturing the minutes and ensuring the document (once approved) is provided to the MSFCA office for official record-keeping purposes.

Sample Agenda

Minutes should share the same general look and style and comply with customary content and format standards as dictated by *Roberts Rules*. Basic order of business for all meetings should generally follow:

- Call to Order/Roll Call
- Review/Acceptance of Prior Minutes
- Financial Report/Update
- Updates on Ongoing Business Matters/Projects
- New Business Matters
- Reports from Liaisons
- Items for the Good of the Order
- Adjournment

Minutes Accessibility

Minutes may be requested only by Members of the MSFCA, and may be released by MSFCA only after formal adoption.



Minnesota State Fire Chiefs Association – Policy # 104

Title: Code of Ethics

Date of Adoption: June 12, 2009

Date of Revision: July 15, 2026

Minnesota State Fire Chiefs Association (MSFCA) expects the highest possible ethical conduct from its officers and Board members. This Code of Ethics establishes the policy guidelines and procedures adopted by the Board of Directors of the Association to ensure compliance with legal and ethical standards governing Association business. Full compliance with this Code of Ethics and all MSFCA administrative policies is mandatory. This Code of Ethics supplements the 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 and Scope

This Code of Ethics applies to the Executive Director, President, Vice President, Board members, committee members, and any individual acting on behalf of the Association. It is the obligation of each covered individual to become familiar with this Code of Ethics, to adhere to the standards and restrictions contained within it, to conduct themselves accordingly, and to avoid both actual impropriety and the appearance of impropriety.

Definitions

Conflict of Interest: A situation in which a personal, financial, or professional interest interferes, or appears to interfere, with the best interests of MSFCA.

Immediate Family: A spouse or significant other, children, parents, in-laws, or any individual residing in the same household.

Material Financial Interest: Any ownership, compensation, investment, or financial arrangement that could reasonably influence judgment or decision-making.

Confidential Information: Non-public information obtained through Association service that is not authorized for disclosure.

Retaliation: Any adverse action taken against an individual for reporting concerns in good faith.

Policy Guidelines

1. Accurate Disclosure

The Association is committed to providing full, fair, accurate, timely and understandable disclosure in all periodic reports and communications. Covered individuals shall:

- Maintain accurate books and records that fairly reflect the Association's financial information.
- Prepare financial statements in accordance with generally accepted accounting principles.
- Maintain disclosure controls and internal controls sufficient to ensure accuracy and transparency.
- Prohibit undisclosed or unrecorded assets, funds or liabilities.
- Cooperate fully with internal auditors and the independent auditors..

2. Compliance with Law, Rules and Regulations

The Association is committed to conducting its business in accordance with all applicable laws, rules and regulations with high standards of business ethics. If a law conflicts with this Code of Ethics, the law shall govern. If local custom or practice conflicts with this Code of Ethics, this code shall govern.

Covered individuals also have a leadership responsibility to foster a culture of high ethical standards, encourage the reporting of concerns, and ensure timely and appropriate responses to compliance issues. Reports should ordinarily be made to the Executive Director. If the concern involves the Executive Director, reports should be made to the President or Ethics Committee Chair.

All individuals involved in an ethics inquiry are expected to maintain confidentiality to the extent permissible.



Minnesota State Fire Chiefs Association – Policy #105

Title: Conflict of Interest

Date of Adoption: July 15, 2026

Date of Revision:

Conflicts of interest must be disclosed promptly and fully when they arise.

Annual Disclosure Requirement

All officers, Board members, and committee members shall annually complete and sign a Conflict of Interest Disclosure Statement and shall update such disclosures as circumstances change.

Recusal Procedures

Any individual with an actual or perceived conflict of interest shall disclose the conflict and shall not participate in discussion or voting on the matter. Such disclosure and recusal shall be documented in the official meeting minutes.

Conflicts of interest include, but are not limited to:

- Improper personal benefits
- Financial interested in other businesses
- Business arrangements with the Association
- Corporate opportunities
- Immediate family members working in the industry

Fair Dealing and Confidentiality

Covered individuals must strive to deal fairly with customers, suppliers, competitors and employees and protect confidential or proprietary information. Confidential information shall not be used for personal gain or disclosed except when authorized or legally required.

Reporting of Violations of the Code of Ethics

If an individual knows of or suspects a violation of applicable laws, regulations, or this Code of Ethics, the matter must be promptly reported to the Executive Director, President, or a member of the Ethics Committee. Reports may be made confidentially.

Failure to disclose a conflict of interest may result in disciplinary action under the Code of Ethics.

Anti-Retaliation

Retaliation against any individual who reports concerns in good faith is strictly prohibited and constitutes a separate violation of this Code of Ethics.

Compliance with Code of Ethics

Violations of this Code may result in disciplinary action, including written warning or censure, removal from committee assignment, suspension, or removal from office or Board position. Disciplinary actions shall be documented and approved by the Board of Directors.

Ethics Committee

An Ethics Committee shall be appointed by the Board of Directors and consist of three to five individuals selected based on experience, independence, and governance expertise. The Committee may include past presidents, current Board members not serving as officers, or at-large members.

Ethics Committee Authority, Process and Duties

The Ethics Committee shall investigate reported matters, may request relevant information or testimony, and shall prepare written findings and recommendations for the review and final determination by the Board of Directors.

Waivers

Any waiver of the Code of Ethics must be fully disclosed and approved by the Board of Directors and may be subject to appropriate conditions or monitoring.

No Rights Created

This Code of Ethics does not create contractual rights or guarantees of continued service.

Acknowledgement

I acknowledge that I have received and read the Code of Ethics for the Minnesota State Fire Chiefs Association and agree to comply fully with its provisions.

Printed Name: _____

Signature: _____

Date: _____



Minnesota State Fire Chiefs Association – Policy # 106

Title: Whistleblower

Date of Adoption: June 12, 2009

Date of Revision: July 28, 2021

Purpose:

The Minnesota State Fire Chiefs Association (MSFCA) requires Directors, Officers and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of MSFCA must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable representatives and others to raise serious concerns internally so that MSFCA can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, Officers, representatives and volunteers to report concerns about violations of MSFCA's code of ethics or suspected violations of law or regulations that govern MSFCA's operations.

No Retaliation

It is contrary to the values of MSFCA for anyone to retaliate against any Board member, Officer, representative or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MSFCA. A representative who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

Reporting Procedure

MSFCA has an open door policy and suggests that representatives share their questions, concerns, suggestions or complaints with the President. If you are not comfortable speaking with the President or you are not satisfied with the President's response, representatives are encouraged to speak with the Executive Director, a Past President, or the Parliamentarian. Board members are required to report complaints or concerns about suspected ethical and legal violations in writing to one of these MSFCA Compliance Officers, who has the responsibility to investigate all reported complaints. Representatives with

concerns or complaints may also submit their concerns in writing directly to a MSFCA Compliance Officer.

Compliance Officer

MSFCA's Compliance Officers are the Executive Director, Parliamentarian, and Past President. The Compliance Officers responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officers will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

MSFCA's Compliance Officers shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved. This information is for educational and informational purposes only and should not be considered legal or other professional advice for specific matters.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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. 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

MSFCA's Compliance Officers will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



Minnesota State Fire Chiefs Association – Policy # 107

Title: Document Retention and Destruction

Date of Adoption: June 12, 2009

Date of Revision: May 26, 2021

Purpose:

Minnesota law requires the Minnesota State Fire Chiefs Association (MSFCA) to maintain certain types of corporate records, usually for a specified period. Failure to retain records for minimum periods could subject the MSFCA to penalties and fines, or other adverse consequences.

Corporate records

Annual reports to the secretary of state or attorney general	Permanent
Articles of incorporation	Permanent
Board meeting minutes	Permanent
Committee and other work group minutes	7 years
Board policies and resolutions	Permanent
Bylaws	Permanent
Fixed asset records	Permanent
IRS application for tax-exempt status (Form 1023)	Permanent
IRS determination letter	Permanent
State sales tax exemption letter	Permanent
Contracts	7 years after termination
General contracts and correspondence	7 years
Copyright and Trademark registrations	Permanent
Insurance policies	Permanent

Accounting and corporate tax records

Annual audits and year-end financial statements	Permanent
Depreciation schedules	Permanent
IRS Form 990 tax returns	Permanent
General ledgers	7 years
Business expense records	7 years
IRS Form 1099	7 years
Journal entries	7 years
Banking documentation	7 years

Employment and Human Resource records

Payroll and State unemployment tax records	Permanent
Employment and termination agreements	Permanent
W-2 statements and other Employment records	7 years

Donor and grant records

Donor records and acknowledgment letters	7 years
Grant applications and contracts	7 years after expiration



Minnesota State Fire Chiefs Association – Policy # 108

Title: Regional Representative Roles and Responsibilities

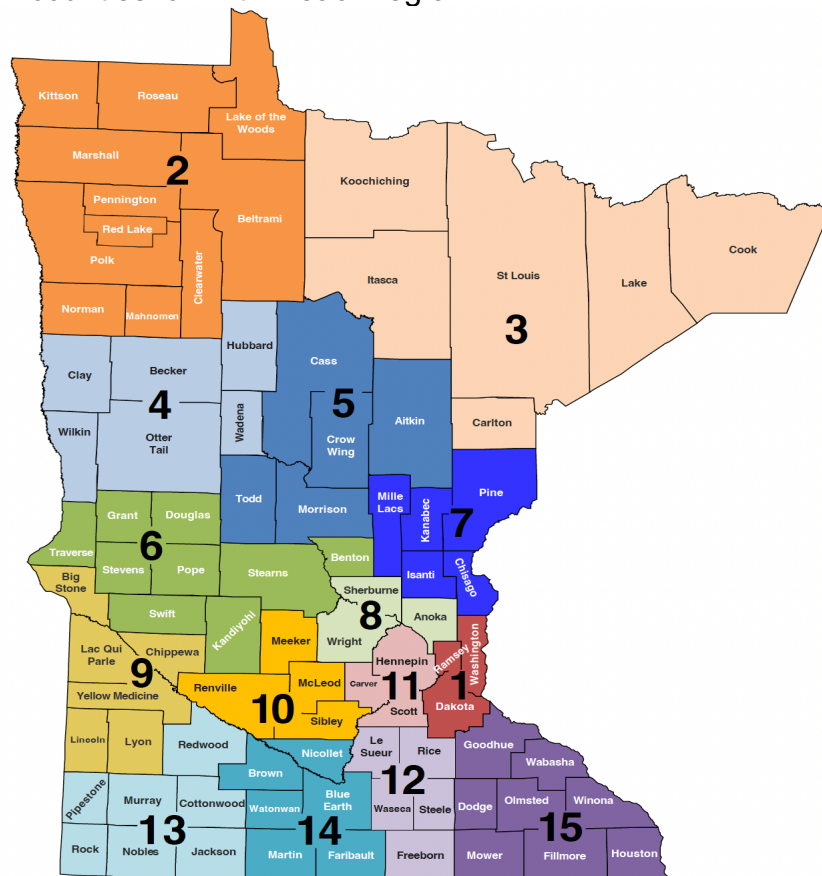
Date of Adoption: June 2010

Date of Revision: April 11, 2026

Purpose:

The purpose of this policy is to outline the boundaries for each region and the responsibilities of the Regional Representatives serving on the MSFCA Board of Directors

The MSFCA Board of Directors has 15 Regional Representatives. The boundaries for each region are shown in the map (below) and the following page details which counties fall within each region.



01-Capitol City Region

DAKOTA
RAMSEY
WASHINGTON

02-Northern Region

BELTRAMI
CLEARWATER
KITTSO
LAKE OF THE WOODS
MAHNOMEN
MARSHALL
NORMAN
PENNINGTON
POLK
RED LAKE
ROSEAU

03-Arrowhead Region

CARLTON
COOK
ITASCA
KOOCHICHING
LAKE
ST LOUIS

04-Northwest Region

BECKER
CLAY
HUBBARD
OTTERTAIL
WADENA
WILKIN

05-Cuyuna Region

AITKIN
CASS
CROW WING
MORRISON
TODD

06-Lake Region

BENTON
DOUGLAS
GRANT
KANDIYOHI
POPE
STEARNS
STEVENS
SWIFT
TRAVERSE

07-St Croix Valley Region

CHISAGO
ISANTI
KANABEC
MILLE LACS
PINE

08-North Suburban Region

ANOKA
SHERBURNE
WRIGHT

09-West Central Region

BIG STONE
CHIPPEWA
LAC QUI PARLE
LINCOLN
LYON
YELLOW MEDICINE

10-Central Region

MCLEOD
MEEKER
RENVILLE
SIBLEY

11-United Region

CARVER
HENNEPIN
SCOTT

12-MN Valley Region

FREEBORN
LE SUEUR
RICE
STEELE
WASECA

13-Southwest Region

COTTONWOOD
JACKSON
MURRAY
NOBLES
PIPESTONE
REDWOOD
ROCK

14-South Central Region

BLUE EARTH
BROWN
FARIBAULT
MARTIN
NICOLLET
WATONWAN

15-Southeast Region

DODGE
FILLMORE
GOODHUE
HOUSTON
MOWER
OLMSTED
WABASHA
WINONA

The Regional Representatives should actively promote the interests, positions and mission of the Association and shall have the following roles and responsibilities:

1. Abide by all Association policies and by-laws.
2. Be an active advocate of the Associations mission.
3. Attend each Board of Directors meeting and report on the issues, concerns, business and needs of the Region.
4. If 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 or submit a written report of the Region activities to the Executive Director ten days prior to the meeting.
5. Bring items of interest from the regional members to the Board of Directors and shall communicate to the region members the activities of the MSFCA Board of Directors, including decisions made at meetings of the Board of Directors.
6. Help coordinate the Minnesota FAST (Fire Chiefs Assistance and Support Team) deployments within his/her region. The Regional Representative shall promote FAST use and recruit fire officers, from his/her region, as members of the FAST.

Serve as the Regional Fire Coordinator for the MSFCA's "Fire Service Intrastate Mutual Aid Plan".

Minnesota State Fire Chief Association

Intra-State Mutual Aid / FAST Coordination Checklist

Intent: Provide effective regional coordination by sustaining accurate contacts, shared operational awareness, and clear communication across the region.

1. Readiness (Before Incidents)
 - Maintain awareness of regional resource availability
 - Maintain a current regional contact directory of:
 - i. Fire Chiefs (Cell phone numbers)
 - ii. Duty Officer/dispatch contact numbers
 - iii. FAST, emergency incident management, and specialty team contacts
 - iv. Regional coordination partners
 - Confirm departments understand how to request resources
2. When a Request Occurs
 - Confirm the requesting agency has contacted the State Duty Officer and the request has been initiated with the State Fire Marshal's office.
 - Assist (if requested) with identifying available regional resources
 - Communicate:
 - i. Resource capability and availability
 - ii. Travel times and arrival time considerations
 - iii. Regional operational limitations
 - Assist with regional FAST, Intra-State Mutual Aid, and specialty team requests
3. During a Deployment
 - Maintain situational awareness of your assigned region
 - Monitor regional coverage impacts and identify gaps
 - Assist with finding backfill resources if needed
 - Assist with communications between regional agencies
4. Post-Incident Evaluation
 - Gather regional lessons learned
 - Identify training or capability gaps
 - Share improvement recommendations with regional chiefs and the MSFCA



Minnesota State Fire Chiefs Association – Policy # 109

Title: Response to Firefighter LODD and Serious Injury

Date of Adoption: October 21, 2015 **Date of Revision:** April 30, 2025

Purpose:

The purpose of this policy is to outline the roles and responsibilities of the MSFCA Board of Directors Regional Representatives specific to events involving Line of Duty Deaths (LODD) or serious injuries of firefighters. Additionally, this policy sets forth what actions the Association will engage in when such an event occurs.

Region Representative Role to LODD or Serious Injury

As soon as practical, the Last Team, MN Fire Service Foundation and/or State Fire Marshal should notify the MSFCA President. The MSFCA President will notify the Region Representative and the MSFCA Executive Director. The role of the Region Representative is to assist the Last Team and the MN Fire Service Foundation as requested.

Emergency Management Committee Role to LODD or Serious Injury

As soon as practical, the MSFCA Board of Directors, Executive Director, Last Team/Foundation and/or State Fire Marshal should notify the MSFCA EM Committee Chair. The role of the EM Committee Chair is to notify and coordinate the FAST Team. The FAST Team may be used to support the local fire department or to support the Last Team / Foundation.

Association Response to Firefighter Serious Injury

When a firefighter is seriously injured in the line of duty in Minnesota, the MSFCA will gather information and decide on a case-by-case basis what assistance, if any, the Association can provide.



Minnesota State Fire Chiefs Association – Policy # 110

Title: Name and Logo Usage

Date of Adoption: July 23, 2025

Written approval from the MSFCA Executive Committee is required for any use of the MSFCA name or logo.

The MSFCA logo must be used in its original form and cannot be altered in any way.

The MSFCA reserves the right, at its sole discretion, to withhold approval and to modify or revoke permission to use its name or logo at any time.

Under no circumstances may the MSFCA logo be used in a manner that suggests or implies the Association's affiliation with, endorsement of, sponsorship of, certification of, or approval of any product, service, or organization without written approval.



Minnesota State Fire Chiefs Association – Policy # 200

Title: Rebuttable Presumption for Compensation

Date of Adoption: June 12, 2009

Date of Revision:

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 Chiefs Association – Policy # 201

Title: Gift Acceptance

Date of Adoption: January 2010 **Date of Revision:** April 30, 2025

Purpose:

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 (MSFCA) may receive gifts from any source with the approval of the Executive and Finance Committees. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities. The MSFCA Office and committee members 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.

1. The MSFCA Executive and Finance Committees must determine:
 - a. If the gift will benefit the MSCFA
 - b. If the gift conforms to MSFCA's 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 letter 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 Committees shall conduct and document a 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 Chiefs Association – Policy # 202

Title: Investments

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

Purpose:

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 than 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 Chiefs Association – Policy # 203

Title: Travel and Expense Reimbursement

Date of Adoption: June 12, 2009

Date of Revision: July 15, 2026

Purpose:

The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) recognizes that MSFCA board members, officers, and staff ("Personnel") may be required to travel or incur other expenses from time to time to conduct Association business. It is the policy of the MFSCA to reimburse only reasonable and necessary expenses actually incurred by Personnel.

Expense Reimbursement

The association shall reimburse all pre-approved expenses. Reimbursement requests must be submitted within 30 days following the conclusion of travel or event. The individual must submit the expense form with receipts to the Executive Director. All non-budgeted expenses for reimbursement request, should be approved in advance of expenditure by the Executive Committee.

Travel & Expense Requirements

Advance Approval

Before any trips involving air travel or at least one overnight stay must have prior approval from the Executive Committee.

Personal and Spousal Travel Expenses

Any additional expenses incurred as a result of personal travel will not be reimbursed by the MSFCA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by the MSFCA.

Mileage Reimbursement

Mileage reimbursement is available to volunteer leaders of MSFCA (at the Federal IRS Reimbursement rate per mile) who must travel more than 150 miles (round trip) to represent the association, if not being covered or reimbursed by another entity.

Per Diem

The Association will reimburse meals in incidental expenses on a Per Diem based on the General Services Administration (GSA) schedule published at the time the expense incurred for individuals traveling on behalf of the MSFCA that have met all other conditions and requirements of this policy.

Air Travel

The MSFCA will cover or reimburse reasonable airfare expenses for approved out-of-state travel. Travelers are encouraged to consider cost-effective options while exercising reasonable discretion in selecting airlines, considering schedule, convenience, and overall travel efficiency.

Lodging

Lodging will be arranged or reimbursed for volunteer leaders of the MSFCA who must travel over 150 miles round-trip to represent the association. Reimbursement will be provided at a reasonable rate for standard accommodation, with travelers encouraged to exercise discretion when selecting practical, cost-effective lodging. Expenses for deluxe or luxury accommodation will not be reimbursed.

Ground Transportation

Personnel are expected to use the most economical ground transportation appropriate under the circumstances.

Parking/Tolls

Parking and toll expenses, including charges for hotel and airport parking, incurred by Personnel traveling on Association business will be reimbursed.

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 Executive Committee.

Non-Reimbursable Expenditures

The MSFCA 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:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by the MSFCA and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the MSFCA.

Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.

- Limousine travel.
- Movies, liquor or bar costs.
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Participation in or attendance at golf, tennis or sporting events, without the advance approval of the Executive Committee.
- Purchase of golf clubs or any other sporting equipment.
- Spa or exercise charges.
- Clothing purchases.
- Business conferences and entertainment which are not approved by the Executive Committee.
- Valet service.
- Car washes.
- Toiletry articles.
- Expenses for spouses, friends or relatives.



Minnesota State Fire Chiefs Association – Policy # 204

Title: Procedures for Review and Approval of Partnerships, Sponsorships, and Endorsements

Date of Adoption: January 26, 2013 **Date of Revision:** July 15, 2026

Purpose:

The purpose of this policy is to establish a consistent, transparent, and accountable process for evaluating and approving partnerships, sponsorships, and endorsements that align with the MSFCA's mission, values, and strategic priorities.

Definitions:

Partnerships: A formal relationship between the MSFCA and another entity that provides a mutual benefit and supports the mission of the Association.

Sponsorships: A financial or in-kind contribution provided to the MSFCA in exchange for recognition, visibility, or participation in an MSFCA event, program, or initiative.

Endorsements: A formal statement of support or recommendation by the MSFCA for a product, service, or organization. Endorsements may or may not include financial consideration.

Procedure

When potential partnerships, sponsorships, or endorsements are proposed, they may be submitted to the Executive Committee for an initial review to include:

1. Reputation, mission alignment, and organizational credibility.
2. Nature of scope of the proposed relationship.
3. Benefit for the MSFCA and its membership.
4. Classification of the proposal (Partnership, Sponsorship, or Endorsement)
5. Financial stability and ability to meet commitments.

6. Identification of potential risks, liabilities, or conflicts of interest.

The Executive Committee will serve as the initial review body of all potential relationships with the MSFCA and decide whether it warrants further consideration. The Executive Committee may defer the proposal, request revisions, or recommend it to the Board of Directors.

The Board of Directors reserves the right to terminate any approved relationships at any time if it no longer aligns with the best interests of the MSFCA.

Documentation

All approved partnerships and sponsorships shall be documented in writing.

All endorsements must be governed by a written agreement outlining scope, duration, and limitations.

Additional

The MSFCA aims to develop mutually beneficial relationships that advance the fire service and support its members. All relationships must reflect the integrity, reputation, and professionalism of the Association.



Minnesota State Fire Chiefs Association – Policy # 205

Title: Fiscal Controls

Date of Adoption: March 20, 2015

Date of Revision: July 31, 2024

Purpose:

The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) has a fundamental fiduciary responsibility to ensure membership fiscal assets are protected and properly expended. The purpose of this Policy is to provide those specific guidelines, procedures, and requirements to accomplish this. The Association conducts an annual review resulting in the creation of a Financial Statement being provided to the Board every year. Every third year, the Association conducts a full audit.

Annual Budget

The annual budget for the ensuing year shall be prepared by the Finance Chair, working with the Office and input from every Section/Committee on their planned activities. The draft will be reviewed by the Executive Committee and presented for approval to the Board of Directors. Modifications to the approved budget may be submitted at any time for consideration by the Board.

Signatory Authorization

Signatory authorization on accounts is to include the President and Finance Chair and up to two (2) individuals within the management firm.

Expenditure Approval

Expenditures over \$5,000 or payable to the management firm or its representatives are to be approved by the Finance Chair and expenditures over \$10,000 are to also be approved by the President unless it is a fixed, recurring, contracted retainer already approved by the Board.

Credit Cards

A MSFCA credit card is to be held by the Executive Director.

Bank(s), Credit Card, and Investment(s) Statements

Statements are to be reconciled monthly and provided to the Finance Chair and Executive Committee for oversight.

Donations

Donation/contribution requests must be submitted using the MSFCA Donation Request Form to the MSFCA Office by June 30th annually. The Executive Committee will review the submissions and award donations.

Expense Reimbursement

The association shall reimburse all pre-approved expenses by the Board of Directors to individuals. No later than 30 days after the conclusion of the event, the individual must submit the expense form with receipts to the Executive Director.

Reports

The management firm provides monthly financial reports to the Executive Committee and Finance Chair which may include, but are not limited to the Balance Sheet, Income Statement, Investment Statement, Credit Card Statements, and Bank Statements.

Fundraising

The Minnesota State Fire Chiefs Association (MSFCA) does not do any direct fundraising. The Board of Directors must approve any fundraising efforts or contracts with fundraising companies.



Minnesota State Fire Chiefs Association – Policy # 206

Title: Legal and Advocacy Fund

Date of Adoption: October 21, 2015

Date of Revision:

Purpose:

The purpose of this policy is to outline the parameters of the Legal and Advocacy Fund specific to the generation of revenue and expenditures from the fund.

Background:

The MSFCA has had a long and very successful record in advocating for our members in political, agency, and judicial environments. Over the years the Association has engaged advocates and legal counsel to increase funding for training, fire pensions, State Fire Marshal's Office as well as state Response Teams, and firefighter recruitment and retention issues.

Agency related issues include non-profit status with the IRS for Fire Relief Associations and the adoption of the Residential Building Code which contains automatic sprinkler requirements for single family residences.

Judicial related issues include District Court decisions on definition of volunteer service for pension coverage.

Revenue Sources:

Minnesota State Statute 424A.05 Subd.3 (5) provides that the Special Fund of a volunteer fire relief association may pay "dues or assessments" to the Minnesota Fire Chiefs Association. There is no restriction on General Fund monies being used, thus, either fund is permitted to pay a "dues or assessment".

Other revenue sources include partner donations.

Expenditures:

Revenue received for this fund must be authorized for use by a majority of the Board and only may be used for the following:

1. Legal fees related to specific research on volunteer firefighter issues such as workers compensation benefits for volunteer firefighters or IRS 990 compliance.
2. Governmental relations efforts for fire service issues such as volunteer pensions, recruitment and retention, health care coverage, etc.
3. Marketing campaign specific to volunteer recruitment and retention issues.

4. A portion of the current governmental relations contract.



Minnesota State Fire Chiefs Association – Policy # 400

Title: Association Representation

Date of Adoption: March 20, 2015

Date of Revision: April 13, 2022

Purpose:

As a membership run Association, MSFCA elects and appoints members to serve as representatives to ensure that the mission and vision of MSFCA is carried out through these internal and external roles. The roles exist on a variety of standing committees, advisory councils, workgroups, task forces and more.

Representative Qualifications: In accordance with the Bylaws, all Committee Members shall be any class of MSFCA member or non-member (appointed by President), though eligible non-members must become members before they can be appointed committee members. Committee Chairs must be a voting MSFCA member.

Standing Committee Appointments: The quantity of individuals serving on MSFCA is defined by each Committee Chair (subject to approval by the Executive Committee). Committee Chairs are encouraged to recommend individuals for appointment to the President for consideration. Members may also express their interest to serve in writing.

Composition exceptions as defined by MSFCA Bylaws:

Executive Committee – comprised specifically of the President, Vice-President and Directors selected from among the Board of Directors (selected by President, subject to Board of Director approval) plus the Executive Director serving as an ex-officio member. *Reference Section 4.13.*

Nominations and Elections Committee – comprised of the Immediate Past President and two more active members of the Association (appointed by President) *Reference Section 7.2.* In absence of an Immediate Past President able to serve, another Board of Directors member may be appointed by the President in their place.

External Representation: Individuals interested in serving as an external representative shall notify MSFCA in writing. In accordance with the Bylaws, the President shall appoint official representatives as deemed advisable. (Subject to Executive Committee approval.) See *Reference Section 5.7.C.* Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.

Diversity of Representation: The Association is committed to utilizing the knowledge and talents of its members and appointed non-members and recognizes the diverse nature of that membership. When making appointments, every effort and means possible shall be used to ensure every members desire to serve, to achieve as much diversity as possible, and to eliminate or minimize any obstacles to participation as reasonably possible.

Representation Accommodations: It is recognized that MSFCA is a state-wide Association, and geographic challenges may rise as a potential barrier to representation. The use of electronic means to meet will be frequently used to increase the ability for all members to participate. When representation in person is prudent, MSFCA is committed to reimburse members for mileage, and if appropriate, overnight lodging for members who must travel more than 150 miles (round trip) to represent the association.



Minnesota State Fire Chiefs Association – Policy # 410

Title: Association Representation Summaries and Expectations

Date of Adoption: March 20, 2015

Date of Revision: April 13, 2022

Purpose:

Brief descriptions of the internal and external roles of representation for MSFCA are provided as a way to ensure those serving in the role have a clear understanding of the guidelines and expectations of their duties.

Meetings:

The frequency and length of Committee and other workgroup meetings are set by the Chair or governing body for that group at intervals, locations, methods, dates and times that work for the majority of its members in order to effectively carry out its objective.

Participation:

It is expected that representatives make all reasonable effort to participate in every meeting, or notify the Chair of their necessary absence. It is further expected that individuals serving in any role of representation have understanding and/or experience specifically related to that Committee or workgroup, and that they openly and effectively contribute in a manner aligned with the MSFCA mission.

Reporting:

Committee Chairs and all external representatives are responsible for reporting to their designated reporting representative, unless otherwise noted. Reports shall be submitted promptly, or within five days following meetings and/or notable actions of the Committee and/or workgroup they represent.

Reference: MSFCA_Policy_RepresentationGridData.xlsx

Current Standing Committees: *Updated as of January 14, 2026*

- Bylaws
- Code
- Communication and Policy
- Conference
- Education
- Emergency Management

EMS
Executive
Finance
Legislative
Nominations and Elections
Public Education

Current External Appointments: *Updated as of January 12, 2022*

Governor's Council on Fire Prevention and Control
Homeland Security Advisory Committee
International Association of Fire Chiefs, Great Lakes Division
Minnesota Ambulance Association
Minnesota Board of Fire Training and Education (MBFTE)
Minnesota Department of Public Safety, Emergency Communication Networks, 911
Telecommunicator Working Group
Metropolitan Emergency Services Board (MESB) – Technical Operations Committee
Minnesota Department of Public Safety, State Fire Marshal Division, Service Planning Grant Program
Minnesota Emergency Medical Services Regulatory Board (EMSRB)
Minnesota Fire Association Coalition (MnFAC)
Minnesota Fire Service Advisory Committee (FSAC)
Minnesota Fire Service Certification Board (MSFCB)
Minnesota Fire Service Foundation
Minnesota Propane Education & Research Council
Minnesota Towards Zero Deaths Stakeholder Group
National Volunteer Fire Council
Office of the State Auditor Volunteer Fire Relief Working Group
Public Employees Retirement Association (PERA) Volunteer State Pension Plan
Public Safety Commissioner's Fire Service Advisory Committee
State Fire Marshal, Certification Transition Committee
Statewide Emergency Communications Board (renamed from ARMER)
Minnesota Department of Labor and Industry, Construction Codes Advisory Council

Description and detail about each Committee and Appointed Position is retained in a separate document at the MSFCA Office.



Minnesota State Fire Chiefs Association – Policy # 415

Title: Apparel Policy for Committee and Board Members

Date of Adoption:

Date of Revision: July 27, 2022

Purpose:

The purpose of this policy is to establish the type of apparel for MSFCA leaders, quantity provided, and frequency of replacement.

The MSFCA recognizes the significant and substantive contributions made by members serving on our Board and Committees and where appropriate, want to ensure that prominent and branded apparel is provided.

Along with Board members, the following committees shall be provided with a collared shirt with the association logo and appropriate lettering depending on Board or Committee membership.

1. Board of Directors
2. Conference Committee
3. Education Committee
4. Public Education Committee
5. Other Committees or Appointees as approved by the Board

Quantity and Replacement:

The Association will provide branded apparel as approved through budget requests and subsequent appropriations.

Apparel will be issued upon appointment and as directed by the President or Chair.



Minnesota State Fire Chiefs Association – Policy # 500

Title: Executive Board Reciprocity Agreement at MSFCA and MSFDA Conferences

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

Purpose:

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.

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 Chiefs Association – Policy # 501

Title: Annual Memorial Service

Date of Adoption: January 26, 2013 **Date of Revision:** October 19, 2022

Purpose:

The purpose of this policy is to provide a general framework for the Annual Memorial Service, the criteria for recognition at the event and the procedure for submitting personnel to be recognized.

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Annual Memorial Service:

The purpose of the Annual Memorial Service is to remember and honor members of the Association who died during the past year. Families of the deceased members should be invited to the service as honored guests by the Conference Committee. The Conference Committee members remain the liaison between the families and the Chief who will be the primary liaison with the family.

The following is intended to be a general format for the service. Other components may be added as approved by the Memorial Service Committee.

- A. Procession of family members in attendance accompanied by an authorized honor guard contingent
- B. Presentation of Colors by an authorized honor guard contingent
- C. Presentation of symbols of the fire service tradition, e.g. Chiefs Memorial Service Helmet
- D. Invocation
- E. A speaker representing the fire service
- F. Bell ceremony
- G. Reading of the Fire Chiefs Prayer
- H. Benediction and Dismissal
- I. Recession of family members
- J. Recession of Colors

Criteria for Recognition:

1. The person being recognized must be, or have been, an active or associate member of MSFCA and/or a Chief Level Officer of a recognized Minnesota Fire Department.
2. Names must be submitted by a family member, a current member, or past member of the MSFCA following the procedure outlined in this policy.
3. The deadline for submitting a name for consideration of recognition shall be July 31st of each year. The Memorial Service will recognize qualifying members who have departed between August 1 of the previous year and July 31 of the current year. Submissions not received by the deadline will be honored the following year.
4. The Chief of the departed member's fire department in which they last served, the Regional Director or another proxy may serve in lieu of that Department, will be the primary contact with the family. That individual will escort the family personally or arrange a proxy on the day of the Annual Memorial Service. If the family of the departed member is unable to attend, the Regional Director is responsible for providing the memoriam item to the Chief, who will ensure it's delivered to the departed member's family.
5. The MSFCA will recognize all Minnesota Line of Duty Deaths (LODD) in the previous year regardless of rank and/or membership in the MSFCA.

Submission Procedure:

The MSFCA is not aware of the passing of all former members. The responsibility for submitting information for recognition is with the individual fire departments.

MSFCA members who wish to submit member information for consideration of recognition at the Annual Memorial Service shall complete the online submittal form no later than July 31 of each year.

The Conference Committee will review submissions and communicate with the family members in the month of August.

Any number of family members will be invited to the Annual Memorial Service, and up to two tickets will be provided to each family to attend the Annual Awards Banquet. Additional tickets to the banquet may be purchased by family members.



Minnesota State Fire Chiefs Association – Policy #502

Title: Event Room Reservations

Date of Adoption: March 20, 2015

Date of Revision: October 19, 2022

Purpose:

The purpose of this policy is to provide guidance and information for members in ensuring their rooming needs are met at the fall conference.

Procedure: To achieve the greatest balance between member's needs and hotel availability the MSFCA will work with the event cities to secure blocks of rooms for attendees.

Individuals or organizations wishing to take advantage of securing blocks of rooms of ten or more rooms for the Annual Conference shall do the following:

1. Notify the MSFCA Office by March 1 of the conference year.
2. Provide the number of rooms.
3. Two months prior to the first event day of the conference, provide the following to the MSFCA Office:
 - a. List of names for each of the rooms.
 - b. If no list is provided or incomplete list, then written confirmation of the rooms needed and attestation that individual or organization will be responsible for payment of all rooms requested.

Absent the list of names or attestation of responsibility the remaining rooms in the block will be released for booking/reservations to other individuals or groups.



Minnesota State Fire Chiefs Association – Policy #503

Title: Awards Banquet

Date of Adoption: March 20, 2015

Date of Revision: October 19, 2022

Purpose:

The MSFCA Board of Directors has a desire to ensure each individual member and guests a hassle-free dinner experience. The purpose of this Policy is to provide those specific guidelines, procedures, and requirements to accomplish this.

Award Banquet Tickets:

Each conference attendee will receive one Awards Banquet ticket with their registration. Additional tickets will be available for purchase on the website prior to the Annual Conference.

Conference attendees may reserve seating for the banquet at the registration booth during the conference.

MSFCA invited guests and all award winners, and their guests will have reserved seating at the banquet.

Memorial service attendees will be offered two banquet tickets. Additional tickets for memorial service attendees can be purchased online prior to the Annual Conference.

Banquet attendees must either have a ticket or be on the banquet guest list for admittance to the banquet hall. Door attendants will be posted to ensure authorized attendance.

Table Selection:

Reserved seating arrangements for the banquet may be made at the registration booth. These "reservations" will be made on a first come, first served basis.

Conference Committee Responsibilities:

The Conference Committee is responsible for:

1. The execution of this policy
2. Arranging for 1 to 3 individuals to handle ticket collection and Guest List verification beginning 30 minutes prior to dinner and continuing until dinner is served.
3. Ensuring a map of the banquet room is provided at the entrance to the banquet hall with table reference numbers.
4. Ensuring the banquet guest list is maintained.

MSFCA Office Responsibilities:

The MSFCA Office is responsible for:

1. Ensuring an accurate meal count is provided to the caterer based on the venue deadline.



Minnesota State Fire Chiefs Association – Policy # 504

Title: Event Cancellation

Date of Adoption: May 2016

Date of Revision: February 25, 2026

Purpose:

The purpose of this policy is to detail the guidelines and parameters for vendor and attendee cancellation at any MSFCA event where a fee is imposed

General:

The MSFCA Annual Conference and other events enjoy high levels of participation and both experience space limitations for vendors as well as attendees. This policy balances the need to ensure all classroom and vendor spaces requested, are accommodated while simultaneously recognizing external impacts on vendor and attendees planning.

Cancellation Policy for Vendors and Attendees:

A cancellation penalty of 50% shall be imposed if cancellation occurs between 30 and 60 days from the first event day. If cancellation occurs under 30 calendar days of the first event date, a 100% penalty shall be imposed.

Substitutions are permitted.

Exceptions for extenuating circumstances will be handled on a case-by-case basis.



Minnesota State Fire Chiefs Association – Policy # 600

Title: Outstanding Invoices

Date of Adoption: October 2010

Date of Revision: January 25, 2023

Purpose:

The purpose of this policy is to provide guidance for the MSFCA Office on when open invoices should be paid and what will constitute a late account.

All open invoices shall be paid no later than 60 days after an advertisement has been published, an event has taken place, invoice due date, etc. If an invoice has not been paid by 60 days, the organization or individual will not be able to register for other events, purchase advertisements, vendor booths, sponsorships, etc. until payment has been received.

The MSFCA Office will keep an accurate accounts receivable ledger and share with the Finance and Executive Committees monthly.



Minnesota State Fire Chiefs Association – Policy # 601

Title: MSFCA Website & Social Media

Date of Adoption: January 25, 2012 **Date of Revision:** January 25, 2023

Purpose:

The purpose of this policy is to establish guidelines and responsibilities for administration and publishing on the MSFCA website and social media platforms.

Website:

The MSFCA Office will be responsible for maintaining the site in accordance with commonly accepted Web practices and the policies of the Association. The Communications and Policy Committee and Executive Committee will have oversight of the website and content.

Duties of the MSFCA Office:

1. Posting information on a timely basis in a consistent and professional format.
2. Maintaining the design integrity of the site.
3. Purging information as required by the retention schedule.
4. Recommending changes and improvements to the site.
5. Post fire service-related job postings from MSFCA members at no charge.

Social Media:

MSFCA social media platforms currently include Facebook, Twitter, and LinkedIn. These platforms may serve as outlets for MSFCA members to connect with one another. Followers are encouraged to respectfully post information that can be of interest to others and actively engage in discussions.

Followers of MSFCA social media accounts are expected to be respectful, professional, and courteous. This includes refraining from defamatory language, harassment, and dissemination of copyrighted materials. MSFCA is not responsible for the opinions and information posted by members. However,

MSFCA reserves the right to monitor postings and discussions, and to restrict dissemination of opinions and information violating this policy.

This applies to the use of social media sites and the use of social media in general by members, committee chairs, and leadership of the Association.

Accessibility

Administrative capabilities shall be the responsibility of the MSFCA Office. If determined appropriate, specific Board of Director members or committee chairs shall be granted access.

Content

All content shall be approved by the MSFCA Office before being published. Social media posts shall mirror the content published through other avenues by the Association. Content may be sent/suggest/created by any member of the Association or public entity.

Content shall not be intended for formal communications, nor shall content be deemed private only to members/partners of the Association.

Committee Pages

Sub-groups of the MSFCA shall have the privilege of creating their own sites at their own discretion. This may include committees, regions, or other special groups under the umbrella of the Association. All content shall be managed by that group, though the Association shall have the right to delete and manage inappropriate or unapproved content. The Association supports the creation of these sub-pages to promote and carry out the mission of each committee, region, or group.

Disclaimer:

It is the policy of the MSFCA that any content that does not support the Association's mission, vision, and beliefs shall be removed at the discretion of the administration. Please contact the MSFCA Office at 800-743-0911 or office@msfca.org with concerns.



Minnesota State Fire Chiefs Association – Policy # 801

Title: Lifetime Membership Criteria

Date of Adoption: October 16, 2009 **Date of Revision:** April 11, 2026

Purpose:

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 (MSFCA).

Minimum Requirements: In order to apply for a Lifetime Membership in the MSFCA, 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 MSFCA member or member in good standing.
2. Applicants must meet one or a combination of the following criteria:
 - a. A minimum of two (2) years as a committee chair.
 - b. A minimum of four (4) years as a committee member.
 - c. MSFCA Board member for two (2) years
 - d. A minimum of four (4) years as a MSFCA external appointment.
3. Exceptions:
 - a. All MSFCA Past Presidents automatically receive a Lifetime Membership nomination.
 - b. Any person not meeting the above criteria for Lifetime Membership may be nominated by a current MSFCA member in good standing and may be approved by the Board of Directors.

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. Applications shall be submitted to the MSFCA

Office. The MSFCA Office will review all applications for accuracy, completeness and verify each applicant meets the minimum requirements.

Awarding Process and Criteria: The MSFCA Board of Directors shall review each application and consider the following criteria when reviewing applications:

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 reflect well 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 and approved by the MSFCA Board of Directors.

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

1. Complimentary membership dues (non-voting member), which includes a subscription to the MSFCA publications.
2. Complimentary registration for the Annual Conference trade show and a 20% discount if interested in attending the full Annual Conference.

The MSFCA Office will notify all applicants of the status of their applications once the Board of Directors has made its decision.

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

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 MSFCA President for the issue to be considered.

Revocation of a lifetime membership will require a majority vote by the 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 Office for follow-up or clarification of information provided.



Minnesota State Fire Chiefs Association Policy: #802

Title: Awards and Recognition

Date of Adoption: October 2010

Date of Revision: July 23, 2025

Purpose:

This policy has been established to recognize individuals and agencies who exceed or support the mission of the Minnesota State Fire Chiefs Association (MSFCA). It is the intent of this policy to establish guidelines to assure the selection process is fair and unbiased based on the information submitted to the association.

Definitions

A member is defined as an individual who meets the requirements for membership as outlined within the MSFCA By-Laws and is in good standing with the Association.

Nominations

- a. Anyone can nominate a member in good standing of our association. No one is excluded.
- b. All awards and recognition nominations must be submitted to the MSFCA Office no later than JULY 31st of each year.
- c. Nominations are to be submitted on the official form and can be accompanied with supportive information such as a recommendations, pictures, news articles, etc..

Exception: The President of the Association may elect to recognize individuals or agencies with a Leadership Award at their own will.
- d. If no nominations are submitted for a particular award, that award will not be given. Some award categories may not be presented every year.
- e. Awards may be presented at the Annual Conference Awards Banquet or at the discretion of the MSFCA President.

Awards Selection Committee

- a. The Executive Committee will appoint five members to the Awards Selection Committee. The members shall include:

- i. The Chair of the Public Education Committee
 - ii. One Member of the MSFCA Board of Directors
 - iii. Three MSFCA members.
- b. The Awards Selection Committee is responsible for vetting and reviewing nominations and selecting the top nominees in each category unless otherwise stated within this policy. They will present the list of nominees to the Executive Committee for final approval.
- c. The MSFCA Office and Executive Committee is responsible for selection, design and purchase of awards within the constraints of the budget.

Award Categories

1. Fire Officer of the Year

- a. Two Awards may be given.
 - i. One to a member whose department has a coverage area of less than 10,000 residents.
 - ii. One to a member whose department has a coverage area with a population greater than 10,000 residents.

Individuals who are eligible for nomination and selection of 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 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 five-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 material may include:

- i. Current resumes detailing the candidate's involvement in the fire service.
- ii. 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.

The recipients of this award will receive the following:

- b. A \$1,200.00 grant for an approved fire department purchase or stipend to attend a continuing professional education/development (Fire Rescue International, FDIC, Executive Edge, National Fire Academy, or other similar conferences of opportunities) or

registration and hotel expenses for that year's MSFCA Annual Conference.

- c. The event and expenses shall be approved by the Executive Committee prior to registering.
- d. The recipient will have one year to submit their receipts.

2. MSFCA Public Education Awards

- a. There are three awards available in this category.
 - i. Firefighter / Fire Department Recognition
 - ii. Community Partner Recognition
 - iii. Civilian Award
- b. The firefighter/ fire department recipient will receive up to a \$1,200.00 grant for an approved fire department fire prevention project or registration and hotel expenses for that year's MSFCA Annual Conference.
- c. The project shall be approved by the Executive Committee prior.
- d. The recipient will have one year to submit their receipts.
- e. Once award recipients in this category are selected, the Public Education Committee Chair is responsible for notifying the awardee and present the award at the banquet.

3. MSFCA 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 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* magazine has two award categories:

- a. Tony Richardson Photo Award: The Tony Richardson Photo Award is for the photo of the year that was used on the cover of the *Minnesota 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.)

- b. Frank Oberg Story Award: The Frank Oberg Story Award is for the story of the year in the *Minnesota Fire Chief* magazine 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 *Minnesota Fire Chief* magazine for a period 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.)

4. Leadership Award(s)

Leadership awards are presented at the discretion of the MSFCA President. This prestigious award is awarded to a person who has gone the extra mile to support the fire service. Recipients 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 are many support groups that have contributed to the success of the MSFCA and the promotion of the Fire Service.

The MSFCA President will arrange for the recipient(s) to be at the conference.

5. 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 their request(s) by July 31st of each year and will arrange for the recipient(s) to be at the conference.

6. 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 Committee.

7. MSFCA Membership Recognition

All members of the MFSCA are eligible for recognition based on the years of membership and levels of service to the organization. Recipients shall be identified by the MSFCA Office.

Years of Service pins shall be given for every five (5) years of membership in the MFSCA.

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No campaigning is permitted for any awards. Neither the nominee nor anyone representing him or her is to contact the Awards Selection 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.

MSFCA reserves the right to omit an award.

Winners will be announced, and presentations made at the banquet and photos published in the *Minnesota Fire Chief Magazine*.



Minnesota State Fire Chiefs Association – Policy # 803

Title: Sections

Date of Adoption: October 21, 2015

Date of Revision:

Purpose:

The Association strongly supports the inclusion of disciplines and diversity of the fire service and believes the creation and establishment of sections further professionalizes the fire service in Minnesota. This policy sets forth the process and requirements to establish a division, guidance on structure and general operating procedures.

Definition of a Section:

A Section is defined as a group of individuals who share a common mission or purpose on improving and strengthening the fire service in the State of Minnesota via a relationship with the Minnesota State Fire Chiefs Association.

Purpose:

The purpose of a section shall be to further the specific mission of that section by partnering with and operating within the parameters of the Minnesota State Fire Chiefs Association.

Section Limitations and Parameter:

Section members and operations are subject to all MSFCA policies and procedure, bylaws, and board decisions. Sections serve under the auspice of the Association and operate within the autonomy granted by the Board of Directors.

Section Make Up:

Sections will be comprised of individuals who must first become members of the MSFCA and then a section. Sections shall be governed by a Board of Directors comprised of no less than 5 members, one of whom shall be a MSFCA President nominated and Board approved director. This individual will serve as the liaison to the MSFCA Board. The board shall elects its own officers consisting of a President/Chair, Vice President/Vice Chair and Secretary.

A section must have a minimum of 25 members enrolled within the first 12 months of its creation in order to obtain official section status.

Section Finances.

Sections shall set their own dues which will be added to the MSFCA membership category dues. Dues revenue shall be credited to the Section account. Sections may engage in MSFCA Board approved activities that are designed to, in part, generate revenue. Fifty percent of net revenues from those activities shall be credited to the Section fiscal account.

Section Governance:

Sections shall be governed by their own adopted and MSFCA approved bylaws.

Section Meetings;

Section Board shall meet at least twice a year and hold at least one membership meeting per year.

Creation of a Section by an Existing Organization:

Any current fire service related organization interested in becoming a Section of the MSFCA shall complete the Section Application Form supplied by the Executive Director or Agent for MSFCA.

Requirements include;

1. Documentary evidence that the organization has legally dissolved.
2. Roster of potential members, signed by each individual.
3. Mission and Objective of Section.
4. Proposed Bylaws.
5. Proposed Board of Directors
6. Proposed Dues

Creation of a Section by Individuals:

A group of individuals of not less than 25 in number shall complete the Section Application Form supplied by the Executive Director or Agent for MSFCA.

Requirements include;

1. Roster of potential members, signed by each individual.
2. Mission and Objective of Section.
3. Proposed Bylaws.
4. Proposed Board of Directors
5. Proposed Dues

Board Action on Approving New Sections:

A majority of the Board at any duly called meeting can approve the creation of a section and shall determine the standing of an application upon complete

submission of the Application Form and all accompanying documentation. The approval of a section does not require a first and second reading.