

# **MSFCA**

# **POLICY AND PROCEDURES**

# **MANUAL**



Updated: October 26, 2016

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## **Minnesota State Fire Chief's Association – Policy # 100**

**Title: Purpose and Use of the Policy and Procedures Manual**

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

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

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### **Creation of Policy and Procedures Manual:**

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

### **Policy/Procedure Numbering and Index:**

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

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

700 Series	Legislative Policies and Procedures
800 Series	Membership Policies and Procedures
900 Series	MSFCA Position Statements
1000 Series	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 forward to the Board of Directors with a recommendation for or against adoption.

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



## **Minnesota State Fire Chief's Association – Policy # 101**

### **Title: MSFCA Vision, Mission and Values**

**Date of Adoption: January 2010      Date of Revision:**

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

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### **MSFCA Vision**

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

### **MSFCA Mission**

To create a stronger, more effective Minnesota fire service by engaging leaders with the best training, education and professional development opportunity available.

### **MSFCA Values**

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

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



## **Minnesota State Fire Chief's Association – Policy # 102**

### **Title: Governing Body**

**Date of Adoption: January 2010      Date of Revision:**

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

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### **Governing Body:**

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

### **Responsibilities of the Board of Directors:**

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

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

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



## **Minnesota State Fire Chief's Association – Policy # 103**

### **Title: Minutes Policy**

**Date of Adoption: January 2010      Date of Revision:**

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

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### **Minute Taking Guidelines**

Minutes Must . . .

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

### **Types of Minutes**

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

### **Recording Anecdotal Minutes**

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

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

## **Consistency**

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

## **Professional**

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

## **Readable**

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

## **Minutes Preservation**

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

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



## **Minnesota State Fire Chief's Association – Policy # 104**

**Title: Code of Ethics / Conflict of Interest Policy**

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

### **Scope:**

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

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

### **Applicability**

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

### **Policy Guidelines**

#### **1. Accurate Disclosure**

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

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

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

## 2. Compliance with Law, Rules and Regulations

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

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

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

### 3. Conflicts of Interest

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

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

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

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

#### 4. Fair Dealing and Confidentiality

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

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

## **REPORTING OF VIOLATIONS OF CODE OF ETHICS**

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

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

### **COMPLIANCE WITH CODE OF ETHICS**

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

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

### **CHANGES TO OR WAIVERS OF THE CODE OF ETHICS**

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

### **No Rights Created**

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

### **Acknowledgement**

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

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

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Printed Name

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Signature

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Date



## **Minnesota State Fire Chief's Association – Policy # 105**

### **Title: Whistle Blower Policy**

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

#### **Scope:**

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

#### **Reporting Responsibility**

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

#### **No Retaliation**

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

#### **Reporting Violations**

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

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

### **Compliance Officer**

The Organization's Compliance Officer is the chair Communication and Policy Committee.

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

### **Accounting and Policy and Auditing Matters**

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

### **Acting in Good Faith**

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

### **Confidentiality**

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

### **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



## **Minnesota State Fire Chief's Association – Policy # 106**

### **Title: Document Retention and Destruction Policy**

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

#### **Scope:**

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

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

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

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

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

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

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

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

- (ii) printed in hard copy and kept in the appropriate file; or
- (ii) downloaded to a computer file and kept electronically or on disk as a separate file.

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

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



## **Minnesota State Fire Chief's Association – Policy # 107**

### **Title: Accountability and Transparency**

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

### **Definitions**

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

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

### **Scope: Policy Statement**

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

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

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

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



## **Minnesota State Fire Chief's Association – Policy # 108**

**Title:** MSFCA Board of Directors Regional Representative  
Roles and Responsibilities

**Date of Adoption:** June 2010      **Date of Revision:**

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

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

1. The regional Representative shall poll regional members for items of interest for the association and bring those forward to the Board of Directors.
2. The regional Representative shall assure that an accurate recording of the minutes from each County Chiefs Association and/or Region meeting is promptly transmitted to the MSFCA Executive Director.
3. The Regional Representative shall create and maintain an annual calendar of meetings and events for the Region, and transmit to the MSFCA Executive Director.
4. The Regional Representative shall collect and disseminate to the Executive Director the name and contact information for all County Chiefs Associations and Regional Associations.
5. The Regional Representative shall attend each Board of Directors meeting and report on the issues, concerns, business and needs of the Region.

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



## **Minnesota State Fire Chief's Association – Policy # 109**

**Title:** MSFCA Response to FF LODD and Serious Injury Policy

**Date of Adoption:** October 21, 2015      **Date of Revision:**

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

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**Regional Director Role to Line of Duty Death or Serious Injury:**

As soon as practical, the Last Team/Foundation and/or State Fire Marshal should notify MSFCA Board members either directly or via the MSFCA Agents/Executive Director. The role of the Director is to assist the Last Team/Foundation as requested.

**Association Response to Line of Duty Death:**

When a firefighter dies in the Line of Duty in the State of Minnesota the MSFCA will endeavor to send one or more representatives to the Funeral. Additionally, the association will send flowers and purchase a brick on behalf of the fallen for placement in the Honor Walk located at the National Memorial on the ground of the National Fire Academy located in Emmitsburg, Maryland.

**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 Chief's Association – Policy # 200**

### **Title: Rebuttable Presumption for Compensation Policy**

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

#### **Scope:**

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

- (1) The compensation arrangement or the terms of the property transfer are approved in advance by the Minnesota State Fire Chiefs Association (MSFCA) composed entirely of individuals who do not have a conflict of interest (within the meaning of paragraph (c)(1)(iii) of this section) with respect to the compensation arrangement or property transfer, as described in paragraph (c)(1) of this section;
  - (2) The MSFCA Executive Committee obtained and relied upon appropriate data as to comparability prior to making its determination, as described in paragraph (c)(2) of this section; and
  - (3) The MSFCA Executive Committee adequately documented the basis for its determination concurrently with making that determination, as described in paragraph (c)(3) of this section.
- (b) *Rebutting the presumption.* If the three requirements of paragraph (a) of this section are satisfied, then the Internal Revenue Service may rebut the presumption that arises under paragraph (a) of this section only if it develops sufficient contrary evidence to rebut the probative value of the comparability data relied upon by the MSFCA Executive Committee. With respect to any fixed payment (within the meaning of §53.4958–4(a)(3)(ii)), rebuttal evidence is limited to evidence relating to facts and circumstances existing on the date the parties enter into the contract pursuant to which the payment is made (except in the event of substantial nonperformance). With respect to all other payments (including non-fixed payments subject to a cap, as described in paragraph (d)(2)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (C) The comparability data obtained and relied upon by the MSFCA Executive Committee and how the data was obtained; and
  - (D) Any actions taken with respect to consideration of the transaction by anyone who is otherwise a member of the MSFCA Executive Committee but who had a conflict of interest with respect to the transaction.
- (ii) If the MSFCA Executive Committee determines that reasonable compensation for a specific arrangement or fair market value in a specific property transfer is higher or lower than the range of comparability data obtained, the MSFCA Executive Committee must record the basis for its determination. For a decision to be documented concurrently, records must be prepared before the later of the next meeting of the MSFCA Executive Committee or 60 days after the final action or actions of the MSFCA Executive Committee are taken. Records must be reviewed and approved by the MSFCA Executive Committee as reasonable, accurate and complete within a reasonable time period thereafter.
- (d) *No presumption with respect to non-fixed payments until amounts are determined*—(1) *In general*. Except as provided in paragraph (d)(2) of this section, in the case of a payment that is not a fixed payment (within the meaning of §53.4958–4(a)(3)(ii)), the rebuttable presumption of this section arises only after the exact amount of the payment is determined, or a fixed formula for calculating the payment is specified, and the three requirements for the presumption under paragraph (a) of this section subsequently are satisfied. See §53.4958–4(b)(2)(i).
- (2) *Special rule for certain non-fixed payments subject to a cap*. If the MSFCA Executive Committee approves an employment contract with a disqualified person that includes a non-fixed payment (such as a discretionary bonus) subject to a specified cap, the MSFCA Executive Committee may establish a rebuttable presumption with respect to the non-fixed payment at the time the employment contract is entered into if—
- (i) Prior to approving the contract, the MSFCA Executive Committee obtains appropriate comparability data indicating that a fixed payment of up to a certain amount to the particular disqualified person would represent reasonable compensation;
  - (ii) The maximum amount payable under the contract (taking into account both fixed and non-fixed payments) does not exceed the amount referred to in paragraph (d)(2)(i) of this section; and
  - (iii) The other requirements for the rebuttable presumption of reasonableness under paragraph (a) of this section are satisfied.

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

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



## **Minnesota State Fire Chief's Association – Policy # 201**

### **Title: Fundraising**

**Date of Adoption: January 2010**

**Date of Revision:**

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

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### **Introduction**

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

### **Responsibilities**

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

### **Statement**

The MSFCA and each individual association member shall ensure that:

- a. Fund-raisers shall always act with fairness, honesty, integrity and openness.
- b. Fund-raisers comply, in all of their activities with the MSFCA's core principles, practices, and applicable laws and regulations.
- c. Fund-raisers hold themselves accountable to those from whom funds are received.

- d. Fund-raisers shall not exploit their position for personal gain. They shall accept compensation, if any, by salary or set fee only as determined by the MSFCA Board of Directors
- e. Above all else, donors have the right to obtain complete and timely information on how their funds are used.
- f. All funds raised will be used for the purpose for which they were raised, and within a reasonable timeframe.
- g. Fund-raising costs shall at all times be held to a percentage of revenue which is generally acceptable within the fund-raising profession and by the public. There shall be a proper balance between costs, revenue and quality.
- h. A recognized accounting method shall be used to track and control donations. Accurate and timely reports shall be available to the public, including the amounts raised, how it was spent, and the net proportion used for the purpose or cause.



## **Minnesota State Fire Chief's Association – Policy # 202**

### **Title: Gift Acceptance Policy**

**Date of Adoption: January 2010      Date of Revision:**

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

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

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

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



## **Minnesota State Fire Chief's Association – Policy # 203**

### **Title: Investment Policy**

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

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

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

### **GUIDELINES FOR INVESTING:**

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

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

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

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

The equity component of the portfolio will consist of high-quality, large capitalization, domestic (U.S.) equity securities traded on either the New York, NASDAQ or American Stock exchanges. The securities must be screened for their above average financial characteristics such as price-to-earnings, return-on-equity, debt-to-capital ratios, etc.

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

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

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

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

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

No more 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 Chief's Association – Policy # 204**

### **Title: Travel and Expense Reimbursement Policy**

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

**Date of Revision:**

#### **Scope:**

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

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

#### **Expense Report**

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

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

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

### **Per Diem**

The Association will reimburse meals in incidental expenses on a Per Diem based on the Government Administate Services (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.

### **Receipts**

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

Exception: Those expenses covered by the Per Diem provision.

## **General Travel & Expense Requirements**

### **A. Advance Approval**

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

President Travel shall be pre-approved by the Executive Committee.

### **B. Necessity of Travel**

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

### **C. Personal and Spousal Travel Expenses**

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

## **D. Air Travel**

### **(1) General**

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

### **(2) Saturday Stays**

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

### **(3) Frequent Flyer Miles and Compensation for Denied Boarding**

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

## **E. Lodging**

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

## **F. Out-Of-Town Meals**

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

## **G. Ground Transportation:**

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

### **Official Vehicle Travel**

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

### **Courtesy Cars**

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

### **Airport Shuttle or Bus**

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

## **Taxis**

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

## **Rental Cars**

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

## **H. Personal Cars**

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

## **I. Parking/Tolls**

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

## **J. Entertainment and Business Meetings.**

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

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

## **K. Non-Reimbursable Expenditures.**

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

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



## **Minnesota State Fire Chief's Association – Policy # 205**

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

**Date of Adoption: January 26, 2013      Date of Revision:**

**Scope:** The purpose of this policy is to define the process that will be used to review and ultimately approve or disapprove of potential partnerships, sponsorships, and endorsements by and for the MSFCA.

### **Definitions:**

**Partnerships:** For purposes of this policy, a partnership shall be defined as a relationship between the MSFCA and another entity that provides a mutual benefit for both the partner entity and the MSFCA membership. An example would be the existing partnership with Fire Rescue GPO.

**Sponsorships:** For purposes of this policy, a sponsorship shall be defined as a relationship with a business, organization, or individual that provides a direct payment for or towards an MSFCA expense in exchange for recognition as a sponsor of a particular item. An example would be an agreement to contribute to the expense of the MSFCA Annual Awards Banquet and being recognized for this contribution at the banquet.

**Endorsements:** For purposes of this policy, an endorsement would be defined as a recommendation by the MSFCA for a specific product or service. The endorsement may or may not involve any monetary or other consideration. An example would be a past endorsement made by the MSFCA for Minnesota Fire Pension Consultants.

### **Procedure:**

When potential partnerships, sponsorships, or endorsements are brought forward they shall be referred to the Executive Committee for an initial review. This review should include the following criteria:

1. Reputation, mission, history, and the principal officers of any organization, business or individual requesting to affiliate with the MSFCA.
2. Nature of relationship being proposed.
3. Benefit for the MSFCA in the proposed relationship.
4. Determine the category of the proposal (Partnership, Sponsorship, or Endorsement)
5. An evaluation of the financial stability of the proposed entity to meet any financial commitments that might be made.

The Executive Committee shall act as the first level of screening for all potential relationships with the MSFCA and determine if the proposed relationship merits further consideration.

If a proposed relationship is deemed to be worthy of further consideration, the Executive Committee may take any or all of the following actions:

1. Refer to an MSFCA Committee(s) for review and input.
2. Request changes or additions to the initial proposal.
3. Recommend the proposal to the Board of Directors.

All proposals that have completed the review process by the Executive Committee shall be forwarded to the Board of Directors with a recommendation for approval or denial. The Board of Directors shall review and discuss the proposals and either approve or deny.

**Additional:**

It is the intent of the MSFCA to be open to mutually beneficial relationships with other organizations and individuals. The goal should be to further the mission of the MSFCA.

In all cases, the Executive Committee and the Board of Directors shall always consider the integrity, reputation, and professionalism of the MSFCA when evaluating any relationships.



## **Minnesota State Fire Chief's Association – Policy # 206**

### **Title: Fiscal Controls**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

#### **SCOPE:**

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 audit resulting in the creation of a Financial Statement being provided to the Board every year. Every 3<sup>rd</sup> year, the Association conducts a full audit. This policy is specific to day-to-day operational fiscal control issues.

#### **CHECK SIGNATURE REQUIREMENT:**

For checks in excess of \$10,000 at least two signatures shall be required. The Executive Director and one of the following, current President, Vice President, or Finance Chair.

Exceptions to this policy include monthly association management fee to Fire Services Consulting, magazine editor fee, lobbyist fee and magazine printing cost.

#### **PURCHASE AUTHORIZATION:**

All business that is conducted on behalf of the MSFCA has to go through the Executive Director. This includes all training contracts, purchases, donations received / given, emergency expenses, etc. and includes budgeted and non-budgeted items.

The following thresholds shall apply when making purchases for the Association.  
\$0 to \$4,999 – Executive Director  
\$5,000 to \$9,999 – Executive Committee must approve  
Over \$10,000 – Full Board must approve

**CREDIT CARD, BANK, AND INVESTMENT STATEMENTS:**

Only Executive Director/Agent of MSFCA will have Association Credit Card. Statements are to be reviewed monthly by President, Vice President and Finance Chair. Investment statements shall be reviewed quarterly by same.

**LIST OF BILLS PAID:**

The Finance Committee shall be responsible for reviewing the list of bills paid on a monthly basis. A complete copy of bills paid shall always be made available in a print form at every board meeting.

**AUTHORIZED CREDIT CARD PURCHASES BY ASSOCIATION:**

The Association shall purchase or reimburse all budgetary, executive and board approved purchases in compliance with Association Policy #204 – Reimbursement.

**EXPENSE REIMBURSEMENT:**

The association shall reimburse all pre-approved expenses to individuals conditional upon the following requirements being met.

1. Association expense form completed.
2. All Receipt (s) attached.
3. Form and receipt must be submitted no later than 30 days after the conclusion of the event.

**REPORTS:**

The Association shall endeavor to ensure adequate reporting and oversight which includes the following;

1. Yearly – Consolidated financial reports shall be made available to any member who requests.
2. Monthly – The President, Vice President and Chair of the Finance Committee shall review the Balance Sheet, Income statement, Investment Statement, All Credit Card Statements, and Bank Statement.
3. Quarterly – The Finance Committee shall review the Balance Sheet and Income Statement.
4. Requests for additional reports shall be made to the Finance Chair who shall consult with leadership and committee members regarding need and content prior to responding to requests
5. Reasonable costs (retrieval, copying, mailing) shall be calculated, communicated, and collected prior to dissemination of information.



## **Minnesota State Fire Chief's Association – Policy # 207**

**Title:** Legal and Advocacy Fund

**Date of Adoption:** October 21, 2015      **Date of Revision:**

**Scope:** 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.

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### **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 Chief's Association – Policy # 400**

### **Title: Association Representation**

**Date of Adoption: March 20, 2015      Date of Revision:**

**Scope:** The Associations greatest strength is the membership. As a member run organization, this policy provides the vision and guidance to ensure we capitalize on those strengths, promote diversity, and establish clear expectations of appointees.

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#### **Representation**

The Minnesota Fire Chiefs Association has membership serving on the following committees, advisory councils, appointed positions, and task forces.

#### **Committees:**

Bylaws, Code, Communication and Policy, Conference, Education, Emergency Management, EMS, Executive, Finance, Health and Safety, Legislative, Marketing, Membership, and Public Education.

#### **Advisory Councils:**

Fire Service Advisory Committee (2), PERA Volunteer State Pension Plan, Office of the State Auditor Volunteer Fire Relief Working Group, Department of Labor and Industry Construction Codes Advisory Council,

#### **Appointed Positions:**

Minnesota Fire Service Foundation (3), Minnesota Fire Joint Council (3), Minnesota Fire Service LODD Determination Committee, EMS Regulatory Board , League of Minnesota Cities Policy Development Committees, Great Lakes Division of the IAFC State Representative, Great Lakes Division of the IAFC Vice President/President (every 12 years),

#### **Task Forces:**

Department of Public Safety Shared Services Task Force

#### **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be

notified in writing from the Executive Director and provided with a document detailing the expectations.

### **Diversity**

The Association is committed to utilizing the knowledge and talents of our more than 2,000 members and recognizes the diverse nature of that membership. Furthermore, we recognize and acknowledge the geographic challenges as well as the predominant volunteer component present in our membership.

The use of conference calls, web meetings, and forum discussion via our web page are all designed to increase the ability for all members to participate. The Association is also committed to paying mileage and if appropriate, overnight lodging for members who must travel more than 150 miles (round trip) to represent the association.

When making appointments, the Association shall make every effort and means possible to ensure we take advantage of every members desire to serve, to achieve as much diversity as possible, and to eliminate or minimize any obstacles to participation as reasonably possible.



## Minnesota State Fire Chief's Association – Policy # 410 Bylaws Committee

### Title: Appointee Guidance and Expectations for Bylaws Committee

**Date of Adoption:** March 20, 2015

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### Purpose of Bylaws Committee

The Bylaws Committee is responsible for oversight, review and recommending changes to the Executive Board, Board of Directors, and/or Membership as appropriate.

### Meetings

The Bylaws Committee meets on an as needed basis. Business/meetings can be accomplished via email or conference call for the majority of the tasks undertaken.

### Time Commitments

Typical meetings last 60 to 90 minutes, thus between 4 to 10 hours a year depending on budget development and special meetings. Additional time may be needed to conduct research, attend Board and/or Committee meetings, and annual membership meetings if a bylaw amendment is proposed.

### Bylaws Committee Chair

The Chair of the Bylaw Committee reports to the president.

### Expectations

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling meetings as required.
2. Act as the Parliamentarian for the Association, thus attend all Board meetings.
3. Have a strong understanding of Parliamentary Rules and the Associations Bylaws.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Have an advanced understanding of the association, its operations and business policies, and its bylaws.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Communication and Policy Committee**

**Title: Appointee Guidance and Expectations for Code Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of Code Committee**

The mission of the Code Committee is to provide policy recommendations to the MSFCA Board of Directors/State Fire Marshal on the Minnesota State Fire Code. Since the first fire code was adopted in 1984, the State Fire Marshals Office has partnered with the Minnesota State Fire Chiefs for assisting in promulgating and adopting the Minnesota State Fire Code.

### **Meetings**

The code Committee meets on a quarterly basis and much more frequently when a new code is going through the adoption process.

### **Time Commitments**

Typical meetings last two hours. Special meetings if needed last about the same. Thus, total of 8 hours plus travel time during non-code adoption cycles. Significant additional time will occur during those years a new code is being adopted.

### **Communication and Policy Committee Chair**

The Chair of the Code Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling meetings as required.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.
3. Assure accurate minutes are taken and delivered to the President and Executive Director.
4. Have a significant degree of knowledge regarding the Minnesota Fire Code and related documents.

5. The code committee chair also serves as the Liaison to the Construction Codes Advisory Council for the Department of Labor and Industry. This is an advisory council that meets quarterly.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Have an advanced understanding of the associations polices, magazine component, and website operation.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Communication and Policy Committee/Policy and Editing**

**Title: Appointee Guidance and Expectations for Communication and Policy Committee/Policy and Editing**

**Date of Adoption: March 20, 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Communication and Policy/& Editing Committee**

The mission of the Communications and Policy/& Editing Committee is to provide policy recommendations to the MSFCA Board of Directors, with an emphasis on promoting goals, directions and quality within the organization, to assist the Board of Directors in coordinating all of the Association's committees and to oversee all facets of the MSFCA website and *Minnesota Fire Chief* magazine operations that include, but are not limited to, publishing, editing and advertising. The Committee also ensures that all educational and informational content meets the needs of the Association's members.

### **Meetings**

The Communication and Policy Committee meets on a quarterly basis and more if needed.

### **Time Commitments**

Typical meetings last two hours. Special meetings if needed last about the same. Thus, total of 8 hours plus travel time.

### **Communication and Policy/& Editing Committee Chair**

The Vice President of the Association shall be the Chair and the Chair of the Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling meetings as required.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.

3. Assure accurate minutes are taken and delivered to the President and Executive Director.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Have an advanced understanding of the associations polices, magazine component, and website operation.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Conference Committee**

### **Title: Appointee Guidance and Expectations for Conference Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Conference Committee**

The Conference Committee is responsible for oversight of the Fall Meeting and Conference. Participants include representatives from each of the major components/functions occurring at the conference. These include; memorial service, partner's luncheon and events, awards ceremony, education, vendors, marketing, and staff functions such as registration and logistics.

### **Meetings**

The committee meets three to four times a year depending on issues. The process actually begins with a meeting shortly following the annual conference to conduct a hot wash or review which serves as the foundation for planning the next conference. Planning meetings are held in January/February, April/May if needed and September.

### **Time Commitments**

Three to four meetings that typically last two hours and are held at St. Paul Fire Station One. Thus, total of 6 to 8 hours plus travel time. Conference Committee members are expected to also attend the Fall Conference and assist in their various areas of duties and oversight.

### **Conference Committee Chair**

The Chair of the Code Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling meetings as required.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.

3. Assure accurate minutes are taken and delivered to the President and Executive Director.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Have an advanced understanding of the fall conference.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Education Committee**

### **Title: Appointee Guidance and Expectations for Education Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of Education Committee**

The Education Committee plans the entire education portion of the Fall Conference; pre-conference, break-out sessions, and symposium.

### **Meetings**

The Committee meets at least three times a year; January, late spring or early summer, and early September.

### **Time Commitments**

Typical meetings last 60 to 90 minutes, thus between 3 to 6 hours a year plus travel time. Committee members are expected to be in attendance at the Fall Conference as well.

### **Education Chair**

The Chair of the Education Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling meetings.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.
3. Assure accurate minutes are taken and delivered to the President and Executive Director.
4. Work closely with Executive Director on expenses related to speaker fees and costs.

Individuals serving as members shall be expected to:

1. Participate in meetings.

2. Assist with Education sessions at the Fall Conference.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Emergency Management Committee**

### **Title: Appointee Guidance and Expectations for Emergency Management Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Emergency Management Committee**

The Emergency Management Committee is an advisory committee responsible for assisting the Executive Director and Board of Directors in developing and managing programs to assist fire departments confronted with significant events that exceed local capabilities. The Committee is responsible for the management of the FAST Team which provides management and technical assistance for any event, emergency or non-emergency related where the Fire Chief has requested assistance.

### **Meetings**

The Emergency Management Committee meets at least quarterly and can do so via web ex, phone conference or a combination of both; or face-to-face.

### **Time Commitments**

Typical meetings last 60 to 90 minutes, thus between 4 to 10 hours a year.

### **EMS Chair**

The Emergency Management Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling quarterly meetings.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.
3. Assure accurate minutes are taken and delivered to the President and Executive Director.
4. Have significant knowledge and expertise in emergency management, incident management, and program management.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Be a member of the FAST team.
3. Assist in projects as needed.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 EMS**

### **Title: Appointee Guidance and Expectations for EMS Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of EMS Committee**

The EMS Committee is an advisory committee responsible for assisting the Board of Directors in developing and managing legislative positions, policies and membership guidance with respect to EMS issues.

### **Meetings**

The EMS Committee meets at least quarterly and can do so via web ex, phone conference or a combination of both; or face-to-face. The EMS Committee may also meet in addition to the quarterly meetings for the purpose of responding to legislation, regulatory changes, or other unforeseen issues.

### **Time Commitments**

Typical meetings last 60 to 90 minutes, thus between 4 to 10 hours a year. There is little out of meeting time commitment; reading materials and emails.

### **EMS Chair**

The Chair of the EMS Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling quarterly meetings.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.
3. Assure accurate minutes are taken and delivered to the President and Executive Director.
4. Have significant knowledge and expertise regarding Fire Based EMS issues.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Have a basic understanding of Fire Based EMS issues.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Executive Committee**

**Title: Appointee Guidance and Expectations for Executive Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Executive Committee**

The Executive Committee consists of the President and Vice President along with three members of the board nominated by the President and approved by the Board. The Executive Committee is the only committee created and mandated by the Associations Bylaws. The Executive Committee as decision making power as determined and granted to the Board. Historically the committee has been granted decision making authority to manage the Association when needed.

### **Meetings**

The Executive Committee meets six times a year and can do so via web ex, phone conference or a combination of both; or face-to-face. The Committee may also meet in addition to the six meetings for the purpose of focusing on specific issues or events that may arise.

### **Time Commitments**

Typical meetings last 1 to 2 hours thus between 6 and 12 hours a year plus travel time. Members should expect to spend additional time out of meetings responding to phone calls, emails, and dealing with day to day items that arise with the association.

### **Executive Committee Chair**

The Chair of the Executive Committee reports to the Board of Directors

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling quarterly meetings.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.

3. Assure accurate minutes are taken and provided to the Board of Directors

Individuals serving as members shall be expected to:

1. Participate in meetings.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## Minnesota State Fire Chief's Association – Policy # 410 Finance

### Title: Appointee Guidance and Expectations for Finance Committee

**Date of Adoption: March 20, 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### Purpose of Finance Committee

The Finance Committee is an advisory committee responsible for assisting the Executive Director and Board of Directors in developing and managing the budget. Additionally, the finance committee shall review and make recommendations to the investment policy and fund balance/reserve policy. Finally, the finance committee reviews the association fiscal condition on a quarterly basis and makes recommendations to the board on non-budgeted items.

### Meetings

The Finance Committee meets at least quarterly and can do so via web ex, phone conference or a combination of both; or face-to-face. The Finance Committee may also meet in addition to the quarterly meetings for the purpose of budget development and/or unexpected/unbudgeted expenditures.

### Time Commitments

Typical meetings last 60 to 90 minutes, thus between 4 to 10 hours a year depending on budget development and special meetings. The Chair will need considerable additional time reviewing monthly statements, preparing board reports, and assisting in development of the budget.

### Finance Chair

The Chair of the Finance Committee reports to the president.

### Expectations

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling quarterly meetings.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.

3. Assure accurate minutes are taken and delivered to the President and Executive Director.
4. Have an sound understanding of finances, Profit and Loss Statements, Balance Sheets, a basic understanding of investments, and basic accounting principles.
5. Act in a Fiduciary responsible manner.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Have a basic understanding of accounting and finances.
3. Act in a Fiduciary responsible manner.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Legislative Committee**

**Title: Appointee Guidance and Expectations for Legislative Committee**

**Date of Adoption: 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of Legislative Committee**

The Legislative Committee manages our legislative agenda and coordinates strategies with other fire associations and other supportive organizations as needed.

### **Meetings**

The Committee meets at least once per year to review the previous year and to discuss potential upcoming issues. The bulk of the rest of the communication is done via email and or conference calls.

### **Time Commitments**

Typical meetings last 1 to 3 hours thus between 1 to 3 hours a year. There can be substantial additional time during session to attend hearings, testify, participate in Fire Service Day at the Capitol, the Congressional Fire Service Caucus and other related legislative events.

### **Legislative Chair**

The Chair of the Legislative Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling meetings.
2. Be responsible for developing the legislative agenda for the MSFCA. .
3. Provide a report out to the Board as the agenda changes and the ongoing process at the legislature progresses.
4. Work closely with Executive Director on expenses.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Assist with activities related to legislative items.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. It is the desire to have legislative committee members throughout the state in order to help gain feedback from a wide range of department leaders and to more effectively distribute information as the legislative session is taking place. Ideally there would be at least one legislative committee member from each congressional district. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Marketing and Membership Committee**

**Title: Appointee Guidance and Expectations for Marketing and Membership Committee**

**Date of Adoption: 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Marketing and Membership Committee**

The Marketing and Membership Committee is an advisory committee responsible for assisting the Executive Director and Board of Directors in developing and promoting programs specific to promotion of membership drives, educational events, public fire safety education and fire service needs. The committee is also responsible for promotion and marketing of apparel and other goods the association offers for purchase.

### **Meetings**

The Marketing and Membership Committee meets at least quarterly and can do so via web ex, phone conference or a combination of both; or face-to-face. The Committee may also meet in addition to the quarterly meetings for the purpose of focusing on specific issues such as a membership drive, marketing of a training event, or some special event.

### **Time Commitments**

Typical meetings last 60 to 90 minutes, thus between 4 to 10 hours a year. Additional time as needed if the committee takes on additional projects as well as time spent at association conferences assisting with the sales of merchandise and assisting with member information.

### **Marketing & Membership Chair**

The Chair of the Marketing Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling quarterly meetings.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.

3. Assure accurate minutes are taken and delivered to the President and Executive Director.
4. Have significant knowledge and expertise regarding the association and a desire to grow membership and member involvement.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Assist in sales and membership marketing at the vendor booth during the annual conference and officer's school.
3. Assist in tracking inventory including but not limited to clothing and membership packets.

## **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Public Education Committee**

### **Title: Appointee Guidance and Expectations for Public Education Committee**

**Date of Adoption: March 20, 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Public Education Committee**

The Public Education Committee is an advisory committee responsible for assisting membership in developing and delivering public safety curriculum and programs in their communities. The Committee also engages in events designed to promote safety behaviors to the general public via such events as Fire Prevention Day at the Minnesota State Fair. Thanks to the generosity of grants and donations the Committee also manages a number of props such as the Kitchen Fire Safety Trailers that members can use at modest costs.

### **Meetings**

The Public Education Committee meets at least quarterly and can do so via web ex, phone conference or a combination of both; or face-to-face. On occasion, the Committee may form topic specific focus groups or a task force to focus on a specific project.

### **Time Commitments**

Typical meetings last two hours, thus 8 hours a year plus travel time. Additional time if attending Fire Prevention Day.

### **Public Education Chair**

The Chair of the Public Education Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling quarterly meetings.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.
3. Assure accurate minutes are taken and delivered to the President and Executive Director.
4. Have significant knowledge and expertise regarding the public fire and safety education.

Individuals serving as members shall be expected to:

1. Participate in meetings.
2. Assist at Fire Prevention Day at the Fair.
3. Assist in staffing the booth at the Fall Conference.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 410 Safety and Health Committee**

**Title: Appointee Guidance and Expectations for Safety and Health Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of Safety and Health Committee**

The Safety and Health Committee is an advisory committee responsible for assisting membership with programs and education specific to the health and safety of their members with a focus on emergency responders.

### **Meetings**

The Safety and Health Committee meets at least quarterly and can do so via web ex, phone conference or a combination of both; or face-to-face.

### **Time Commitments**

Typical meetings last 60 to 90 minutes, thus between 4 to 10 hours a year plus travel time. The Committee typically hosts a Health and Safety Conference at least once a year and members are expected to participate.

### **Safety and Health Chair**

The Chair of the Safety and Health Committee reports to the president.

### **Expectations**

The individual serving as chair shall be expected to and be responsible for the following:

1. Scheduling quarterly meetings.
2. Be responsible for developing the meeting agenda and assuring meeting is run professional and consistent with parliamentary procedure.
3. Assure accurate minutes are taken and delivered to the President and Executive Director.
4. Have significant knowledge and expertise regarding the firefighter health and safety issues.

Individuals serving as members shall be expected to:

Participate in meetings.

1. Assist and/or lead safety and health program initiatives as identified by the Committee.
2. Provide timely reports as to project status and completion.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. Appointments shall be determined by the President and confirmed by the Executive Committee. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.



## **Minnesota State Fire Chief's Association – Policy # 411 Construction Codes Advisory Council**

**Title: Appointee Guide and Expectations for Construction Codes Advisory Council**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of Construction Codes Advisory Council**

The Department of Labor and Industry (DLI) - Codes and Licensing Division is responsible for the promulgation and adoption of all safety codes in the State of Minnesota. As part of their processes, they determined that the creation of an overarching Advisory Code Council would assist and benefit designers, developers, contractors and regulators in refining the building/construction process. Thus, all stakeholders are represented and provide feedback for the Department on current and proposed code changes as well as administrative procedures.

### **Meetings**

The Council meets 4 times a year on the 3<sup>rd</sup> Thursday of the month, from 10:00 to Noon in St. Paul's at DLI Headquarter Office.

Meetings are typically conducted after relevant events or times of the year such as legislative session, rulemaking, code adoption, or other activity requiring member input or review. Tentative meeting dates will be confirmed or canceled with CCAC members 30 days in advance

### **Time Commitments**

Meetings last about two hours

### **Expectations**

4. Attend all meetings or advise the President and Executive Director if you cannot attend.
5. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Department of Public Safety (DPS) Commissioner Quarterly Meeting**

**Title: Appointee Guide and Expectations for DPS Commissioner  
Quarterly Meeting**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of DPS Commissioner Quarterly Meeting**

Commissioner Don Davis (1996-1998) started meeting with Fire Service Leaders on a quarterly basis and subsequent commissioners have continued to do so. Representatives from the Minnesota Fire Chiefs, Metro Fire Chiefs, Minnesota Fire Department Association, Minnesota Professional Firefighters, Chiefs of the Minneapolis and St. Paul Fire Departments and representatives of Task Force 1 meet to discuss contemporary issues.

### **Meetings**

The Commissioner holds these meetings once a quarter.

### **Time Commitments**

Meetings run for two hours and occur during the day, typically starting in the morning and finishing by lunch. Thus, 8 hours plus travel time. There is typically no out of meeting time.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

### **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



**Minnesota State Fire Chief's Association – Policy # 411  
Emergency Medical Services Regulatory Board (EMSRB)  
Title: Fire Chief Representative Appointee Guide and**

**Expectations for Emergency Medical Services Regulatory Board**

**Date of Adoption: 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

**Purpose of Emergency Medical Services Regulatory Board (EMSRB)**

The EMSRB is the State Agency responsible for licensing ambulance services, certifying emergency medical personnel, approving emergency medical services training programs, designation and funding eight regional EMS organizations that support emergency medical services, and administering the volunteer ambulance training grant program for volunteer ambulance personnel and the EMS for Children (EMSC) grant program.

**Meetings**

The Board is scheduled to meet six times per year and additional meetings are scheduled as needed. Further meetings are attended monthly i.e. Complaint Review Panel (CRP), and Executive Committee is held bi-monthly, or as required by special circumstances.

**Time Commitments**

The board meets from two to four hours during regularly scheduled Board meetings, of which most are held in Minneapolis at the EMSRB office. As a Governor appointed representative member of the EMSRB, there are requests to participate in additional committees i.e. Complaint Review Panel (CRP), Executive Committee, Education Committee, etc. As an example the CRP is a monthly commitment that involves up to six hours of outside preparatory reading for the meeting and one, two – four hour meeting per month. Other panel/sub-committee meetings vary in time commitment.

In total, time commitments can be upwards of 10 – 15 hours / month. Travel is usually limited to the Metro area, but some scheduled meetings do require travel to various locations in Minnesota. A yearly time commitment would be estimated at 130 hours.

## **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Fire Service Advisory Committee (FSAC)**

### **Title: Appointee Guide and Expectations for Fire Service Advisory Committee**

**Date of Adoption: March 20, 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of Minnesota Fire Service Advisory Committee**

The FSAC was created as part the 2006 Fire Safety Account enabling legislation which can be found in Minnesota Statute 299F. Funds collected via the insurance premium surcharge are deposited in a special revenue fund that once appropriated by the legislature, reside in the Fire Safety Account. The FSAC makes recommendation to the Commissioner of Public Safety specific to the expenditure of those funds. Typical/historical recipients include the State Fire Marshal's Office, Minnesota Board of Fire Training and Education, Minnesota Air Rescue Team, Chemical Assessment Teams, Shared Services Grants, and DNR.

### **Meetings**

The Committee meets four times a year, historically on the Wednesday of the first month of every quarter. The meetings start at 10:00 am and are finished by noon. The Committee typically meets at the League of Minnesota building on Rice Street and University Avenue located in St. Paul.

### **Time Commitments**

Four meetings at two hours equates to eight hours a year plus travel time. There can be and usually is additional time during the legislative session, especially in budget years.

## **Expectations**

1. Attend all committee meetings and if unable to do so, advise the President and Executive Director.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Fire Service Foundation**

### **Title: Appointee Guide and Expectations for Minnesota Fire Service Foundation**

**Date of Adoption: March 20, 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of Minnesota Fire Service Foundation**

The mission of the Minnesota Fire Service Foundation is threefold:

1. Provide scholarships for the children of current, retired, deceased and LODD Minnesota firefighters. This process is advertised in January of any given year and concludes with a random drawing of up to 6 names to be awarded a \$1,000 scholarship. The number of scholarships awarded is decided upon by the board and is based on the financial health of the foundation and it's near term financial prospects.
2. Support the families of LODDs in any way possible. At the time of an LODD this includes immediate support with funeral arrangements and the filing of both Federal and Minnesota LODD claims application forms.
3. Providing a statewide honor guard support system for both LODD and non-LODD funerals. The Foundation insures that fire service funeral traditions are provided when a fire department requests assistance in carrying out those traditional elements. The Foundation strives to remain in the background at these events and only take a role when asked by the local department chief to do so.

### **Meetings**

The Board meets three times a year with dates flexible but typically one is between April 15 and May 1<sup>st</sup> as that follows the scholarship application deadline. Board members are highly encouraged to attend the annual Memorial Service on the last Sunday in September as well as assist at any other events.

### **Time Commitments**

Board meetings last from one to two hours thus 3 to 6 hours plus travel time. The September Memorial Service runs from Noon until approximately 3:30.

## **Expectations**

1. Attend all committee meetings and if unable to do so, advise the President and Executive Director.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.
3. Participate in/or attend the September memorial service.
4. Participate in and/or attend as many other events as time permits.
5. Understand that you are part of a board that also includes three members from the MPFF and the MSFDA respectively

## **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Fire Marshals Association of Minnesota (FMAM) Board Delegate**

**Title: Appointee Guidance and Expectations for FMAM Board Delegate**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of FMAM – Fire Marshals Association of Minnesota**

The Fire Marshals Association of Minnesota is comprised of just under 300 individuals who have duties related to fire marshaling such as inspections, plan review, public education and investigation. Their bylaws provide a board seat to a designated member from the Minnesota State Fire Chiefs Association. FMAM focuses on training, networking and support, and provides leadership for those functions related to the profession of Fire Marshal/Inspector.

### **Meetings**

The Association holds meetings on a quarterly basis during the day typically in the metro area.

### **Time Commitments**

Meetings run from 2 to 6 hours thus 8 to 24 hours a year plus travel time. There is typically no out of meeting additional time required.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

### **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Governor's Council on Fire Protection and Control**

### **Title: Appointee Guidance and Expectations for Governor's Council on Fire Protection and Control**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Governor's Council on Fire Protection and Control**

Created by law under Governor Carlson's administration, the Council consist of numerous fire service organization, state agency, and private sector representatives who come together on a quarterly basis to share information, discuss issues, and build consensus around programs aimed at improving fire safety in Minnesota.

Just over a decade ago, the council undertook a major initiative; Fire Prevention Day at the Fire which has grown into the State Fair's largest "them event" during the twelve days of the Fair.

### **Meetings**

The Council meets quarterly in the Metro Area from 10 am until noon. On rare occasion, they will meet outstate in conjunction with another event.

### **Time Commitments**

Eight hours plus travel time. Members are encouraged but not required to attend the "Fire Prevention Day at the Fair" held the first Friday of the Fair.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Homeland Security Advisory Committee**

**Title: Appointee Guide and Expectations for Homeland Security Advisory Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Homeland Security Advisory Committee**

The U.S. Department of Homeland Security (DHS) requires every state have a governance process to guide the allocation of federal DHS preparedness grant funds. Part of this requirement is the establishment of a Senior Advisory Committee. Executive Order, 13-13, *Assigning Emergency Responsibilities to State Agencies*, directs the Minnesota Department of Public Safety division of Homeland Security and Emergency Management (HSEM) to establish a Homeland Security Advisory Committee (HSAC).

This committee determines strategies and priorities for homeland security activities across disciplines and ensures coordination of all available federal preparedness funding sources. It also directs state agencies, as identified by HSEM, to designate a staff member to serve on the HSAC.

The HSAC is subject to the open meeting law and will comply with M.S. Chapter 13D. Per 13D.05, subd.3. (d). meetings, or portions of meetings to discuss issues related to security briefings and reports, will be closed to the public. Meeting notices, agendas and documents will be posted to this website

### **Meetings**

The Committee meets at the call of the Commissioner or their designee, usually quarterly.

### **Time Commitments**

The Committee meetings generally last 3-4 hours with occasional additional meetings to address specific concerns of the Committee or Commissioner.

## **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 IAFC Great Lakes Representative**

**Title: Appointee Guide and Expectations for IAFC Great Lakes Division Representative**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

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### **Purpose of International Association of Fire Chiefs – Great Lakes Division Representative**

The International Association of Fire Chiefs (IAFC) is comprised of seven Divisions and eight Sections. Divisions are geographic and serve as the foundation for membership. Sections are similar to Committees but are more robust in that they have boards guiding them as well as their elected leadership. The IAFC Board of Directors is comprised of a member for all Divisions, four of the Sections and four members elected by membership. The IAFC boasts 12,000 members and focuses on education, legislation, code development and numerous other issues related to the nation's fire service.

The Great Lakes Division encompasses those states bordering on the Great Lakes; Minnesota, Wisconsin, Michigan, Ohio, Indiana and Illinois. The Board is comprised of a member from each of the six states along with an elected vice president, president and international director.

The Division acts as interface between the states and the International. Activities include educational programs, support and attendance at the Congressional Fire Service Caucus, and networking. The Division employs a part time executive director.

### **Meetings**

The Board meets face to face at least twice a year; during the Fire Rescue International (FRI) Conference held in August and at the Congressional Fire Service Caucus (CFSI) held in April or May of every year. The board has, on occasion, met a third time. Additionally, the board will meet via conference call at least two and as much as four more times a year.

## **Time Commitments**

Face to Face meetings are typically six to seven hours beginning mid-morning and finishing by late afternoon. Historically, members travel the night prior and along with the board meeting; subsequently attend activities at FRI or CFSI. Thus, these are two to three day events plus travel to and from Washington DC (CFSI) and the host city for FRI. Conference calls are typically one to two hours at the very most.

## **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Minnesota Joint Fire Council**

### **Title: Appointee Guide and Expectations for Minnesota Joint Fire Council**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Minnesota Joint Fire Council**

The exact origin of the Council is uncertain but records indicate meetings occurring for at least the past 20 years. The Joint Council consists of three members each from the Fire Chiefs Association, Fire Department Association and Minnesota Professional Firefighters.

The Council meets as determined by the group for the primary purpose of sharing information. Since 2006, the Council has “sponsored” the Fire Service Day at the Capitol. This event typically occurs in February or March during the legislative session and members from all associations travel to St. Paul to visit with their legislators and advocate for agreed upon fire service issues.

### **Meetings**

The Council meets on a somewhat irregular basis as needed. Meetings are typically in the Metro area and occur during the day.

### **Time Commitments**

Typically, meetings run from one to two hours with no more than three meetings having ever occurred in the past; thus 3 to 6 hours plus travel time.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.
3. Participate in and attend the Fire Service Day at the Capitol.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 League of Minnesota Cities (LMC) Human Resource Policy Committee**

### **Title: Appointee Guide and Expectations for LMC Human Resource Policy Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of LMC Human Resource Policy Committee**

The League of Minnesota Cities represents nearly all of the cities in the State of Minnesota. Their Board adopted a position years ago to form policy committees for their specific areas of interest of which Human Resources is one of them. Membership is very diverse on these committees, number between 15 and 25 members, and meet regularly to discuss, debate and then recommend to the League Board, their recommendations for legislative policy and administrative support.

### **Meetings**

Typically three to four time per year.

### **Time Commitments**

Meetings are typically held in St. Paul during the day at the League Office located at the North West corner of Rice and University Avenue. Meetings are typically late morning or early afternoon and last two to three hours.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

### **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Line of Duty Death Determination (LODD) Committee**

### **Title: Appointee Guidance and Expectations for Line of Duty Death Determination Committee**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Line of Duty Death Determination Committee**

Created as direct result of construction of the fallen firefighter memorial, this committee reviews all applications for the specific determination of qualifying individuals for inclusion on the Minnesota Firefighter Memorial. Chaired by the State Fire Marshal, committee members consisting of representatives from MPFF, MSFDA, Fire Service Foundation, MSFCA, and IAFC Health and Life Safety Division meet prior to August 1<sup>st</sup> of each year to review documentation submitted by departments or individuals for possible inclusion on the memorial.

### **Meetings**

One to two meetings a year, typically during the day and typically in the metro area.

### **Time Commitments**

Meetings can last one to three hours depending on the number of submissions. Thus, 2 to 6 hours plus attendance at the annual memorial ceremony. Additional work outside of committee may include assistance in obtaining documentation and reviewing documentation.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.
3. Participate in/or attend the September memorial service.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Minnesota Board of Fire Training and Education (MBFTE)**

**Title: Appointee Guidance and Expectations for Minnesota Board of Fire Training and Education Board Member**

**Date of Adoption: March 20, 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Minnesota Board of Fire Training and Education (MBFTE)**

The MBFTE was created by legislative action in the 2006 legislative session. The 14 member board consists of membership from the Chiefs Association (2), Fire Department Association (5), Minnesota Professional Firefighters (2), League of Cities (2), Township Association (2), and a Public Member. Individuals are nominated by their respective association and appointed by the Governor. Terms are 3 years. The enabling legislation requires that at least one Fire Chief Association representative be a volunteer.

The Board provides policy guidance for the Executive Director and staff on training reimbursements funded via the Fire Safety Account, Firefighter Licensing, funding for regional or other training, and instructor qualifications.

### **Meetings**

The Board meets on a quarterly basis starting at 10:00 am at the main Elk River Fire Station. The Board also has a number of committees such as the Executive and Training Committee that meet on an as needed basis.

### **Time Commitments**

Board meetings last from two to four hours thus 8 to 16 hours per year plus travel time. Membership on committees will increase the time a member spends.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) name (s) must then complete the online application form on the State site along with the Association’s letter of recommendation. The application is reviewed by staff and forwarded to the Governor for approval.



## **Minnesota State Fire Chief's Association – Policy # 411 Minnesota Fallen Firefighter Memorial Association (MFMMA)**

### **Title: Appointee Guidance and Expectations for Minnesota Fallen Firefighter Memorial Association (MFMMA)**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Minnesota Fallen Firefighter Memorial Association (MFMMA)**

The Association provides honor guard and funeral planning services for Line of Duty Deaths. The Association will also provide honor guard services at association memorial services such as the Minnesota Fire Chiefs Association annual Memorial Service held in conjunction with the Fall Conference.

### **Meetings**

The Association meets at the call of the Chair.

### **Time Commitments**

Minimal meeting time.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

### **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant(s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Minnesota Fire Service Certification Board (MFSCB)**

### **Title: Appointee Guidance and Expectations for Minnesota Fire Service Certification Board (MFSCB)**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Minnesota Fire Service Certification Board (MFSCB)**

Created in 1998 as a committee of the Fire Chiefs, the Certification Board incorporated as a stand-alone non-profit organization one year later. The Board is nationally accredited by both the Pro Board and IFSAC to issue certifications to individuals who successfully complete written and practical tests for one of the thirty-nine disciplines offered.

The Board consist of representatives from all of the fire service associations as well as a member from each of the fifteen regions. Additionally, the State Fire Marshal, MnSCU and the Fire Program Managers have a seat on the board.

The Board is responsible for setting policy, establishing fees and services, and monitoring activities and finances. The Board employs a full time executive director.

### **Meetings**

The Board meets three times a year from 10:00 am until no later than 2:00 pm, typically in the metro area. The Board has an active Executive Committee that meets six times of year; three face-to-face and three via conference call.

### **Time Commitments**

Board time equals 9 to 12 hours plus travel time. Executive Committee meetings last from two for four hours if face-to-face and typically two hours if conference; thus an additional 12 to 18 hours.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 National Volunteer Fire Council (NVFC)**

**Title: Appointee Guide and Expectations for National Volunteer Fire Council (NVFC)**

**Date of Adoption: March 20, 2015      Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of National Volunteer Fire Council (NVFC)**

The National Volunteer Fire Council is considered one of the major players at the National level. They have a significant presence on Capitol Hill, produce volumes of research and reports targeted at assisting volunteer firefighters and departments, and use a strong committee structure to provide guidance to staff and direction on policy development.

The Council has a board but uses a broader form of governance by having a designated individual from every state; typically from an association; to come together at their bi-annual meetings to provide direction. The Minnesota Fire Chiefs and Fire Department Association have combined our efforts and share the delegates (primary and secondary) and their respective costs.

### **Meetings**

The Council meets twice a year, typically for two days.

### **Time Commitments**

Two days for the meetings plus travel to and from location which occurs throughout all fifty states.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 State Auditor Volunteer Pension Plan Working Group**

### **Title: Appointee Guidance and Expectations for State Auditor Volunteer Pension Plan Working Group**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of State Auditor Volunteer Pension Plan Working Group**

Auditor Dutcher started the Working Group program which was continued by Auditors Anderson and Otto. The vast majority of laws pertaining to Relief Associations were written in the 1970's; thus in need of updating. The Working Group is comprised of various association and plan type representatives who gather to build consensus on those items to discuss and then to bring forward to the Legislature.

Past issues have included return to service provisions, authorized investment list, audit threshold, formula for required municipal contribution, deferred interest provisions, and numerous other changes. In a typical year, the group will forward six to ten items for legislative change and update.

Membership includes representatives from the Chiefs and Fire Department Association as well as League and plan type representatives; Defined Contribution, Monthly, Small Lump Sum, and Large Lump Sum. Since taking office, Auditor Otto has chaired the meetings.

### **Meetings**

The working group meets five to six times a year starting in November and typically finishing in early January.

### **Time Commitments**

The working group has always started at 11 and finished by 1. The meetings are held at the Office of the State Auditor located on Park Street in St. Paul just north of the State Capitol Building. Thus, the time commitment is 10 to 12 hours plus travel time. Additional time might include previewing meeting materials that are sent out prior to the meeting.

## **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting. Note – Auditor Staff post all minutes on their web site.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Public Employees Retirement Association (PERA) State Wide Volunteer Pension Advisory Board**

**Title: Appointee Guidance and Expectations for PERA State Wide Volunteer Pension Advisory Board**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of PERA State Wide Volunteer Pension Advisory Board**

In 2010 the State Legislature created the State-Wide Volunteer Pension Plan as an alternative for local relief associations who wanted to relieve themselves of pension operations. As part of the legislation, and advisory board was created consisting of 2 members from the Fire Chiefs and 2 members from the Fire Department Association along with League and Township Association representatives.

The board meets at the call of the Chair which is a full time PERA staff member when PERA needs direction on policy. Initially, the Board met two to three times a year; however as the plan continues to grow, stabilize and resolve issues related with a starting up; the meetings have decreased from zero to one a year.

### **Meetings**

One or none per year, depends on issues.

### **Time Commitments**

Meetings are held in St. Paul during the day at the PERA building on Empire Drive. Meetings are typically late morning or early afternoon and scheduled around attendees availability. They last from one to two hours. Thus, two to four hours per year plus travel time.

### **Expectations**

1. Attend all meetings or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the “MSFCA Application Form” and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Propane Education Council**

### **Title: Appointee Guidance and Expectations for Propane Education Council**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Propane Education Council**

The Propane Education & Research Council (PERC) is a check-off program established, operated, and funded by the propane industry. The only energy council of its kind, PERC leads safety and training efforts among propane retailers and consumers and drives technology development to expand adoption of propane as a clean, domestic, and affordable energy source. PERC programs benefit a variety of industries including fleet vehicle management, landscaping, residential and commercial building, agriculture, and material handling. The council has 6 committees; Auto Gas, Consumer Education, Conventions, Education & Safety, Executive and Governmental Affairs.

### **Meetings**

The Council has 8 Regional Meetings all which take place in February of each year in various locations around the State of Minnesota. In 2015 they will be held in Duluth, Bemidji, Detroit Lakes, Alexandria, Marshall, Mankato, Rochester and Princeton. In addition to the Regional meetings there is a winter conference held in January and a summer conference held in July.

### **Training**

The Council offers 30 training opportunities annually in various locations around the State of Minnesota. These trainings start in March and runs through September.

### **Time Commitments**

The Regional meetings are basically all the same so attendance at one Regional meeting will suffice, the meetings last approximately 2 ½ hours. The winter and summer conventions are 3 day events although the board only meets the first day for approximately 4 hours. The meeting and convention locations and times change annually and the current schedule can be viewed at [www.mnpropane.org](http://www.mnpropane.org). There is little to no out of meeting activity or work.

## **Expectations**

1. Attend one Regional Meeting and one Board meeting at the conference or advise the President and Executive Director if you cannot attend.
2. Complete liaison activity report and forward to executive director within two weeks of the meeting.
3. All communications are via e-mail, monitor communications and report as necessary.

## **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 411 Statewide Emergency Communications Board (SECB)**

### **Title: Appointee Guide and Expectations for Statewide Emergency Communications Board**

**Date of Adoption: March 20, 2015**

**Date of Revision:**

**Scope:** The Association relies heavily on its appointed members to carry out its mission. To ensure consistency and comprehension this policy provides applicants/members clear written guides and expectations.

### **Purpose of Statewide Emergency Communications Board**

The Statewide Emergency Communications Board (SECB) was created by the Minnesota Legislature in 2004 to implement the Statewide Interoperable Public Safety Radio and Communication System Plan. That plan evolved out of the implementation of a region-wide interoperable radio system in the Minneapolis/St. Paul metropolitan area in 2001.

At the time the SECB was created, the Statewide Interoperable Public Safety Radio and Communication System was given the name of Allied Radio Matrix for Emergency Response (ARMER).

The ARMER system is a major element of Minnesota's long-term interoperable communication planning, but not the only element. There is an immediate and pressing need for interoperable public safety communication planning among all emergency responders and the SECB is a broad forum representing all public safety disciplines from across the state.

### **Meetings**

The SECB meets on the fourth Thursday of each month.

### **Time Commitments**

Meetings run from approximately 12:30 p.m. to 2:30 p.m. Committees meet separately and report back to the SECB. All Board appointees are expected to participate on one or two committees of the Board. Those committees time commitment varies but are an additional 3-4 hours a month.

## **Expectations**

1. Attend all meetings or advise the President and Executive Director if you and/or the alternate representative cannot attend.
2. Actively participate and engage on topics brought forth to the SECB as a representative of the Minnesota State Fire Chiefs Association and its mission.
3. Bring forth concerns and/or suggestions to the SECB and/or the responsible committee issues concerning the Minnesota fire service.
4. Complete liaison activity report and forward to executive director within two weeks of the meeting.

## **Appointment Process**

Interested individuals shall complete the "MSFCA Application Form" and submit it to the Executive Director. The recommendation shall be determined by the President and confirmed by the Executive Committee. Successful applicant (s) will be notified by the Executive Director and an association press release will be issued.



## **Minnesota State Fire Chief's Association – Policy # 415**

### **Title: Apparel Policy for Committee and Board Members**

**Date of Adoption:**      **Date of Revision:**

**Scope:** The purpose of this policy is to establish the type of apparel for committee and board members, quantity provided, and frequency of replacement.

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#### **Policy:**

Recognition of member contributions, professional appearance and promotion of the association are critical components to a successful Professional Association. The Minnesota State Fire Chiefs recognizes the significant and substantive contributions made by members serving on our board and committees and where appropriate, want to ensure that professional apparel is provided for their efforts.

Along with Board members, the following committees shall be provided with a button down type dress shirt embroidered with the association logo and appropriate lettering depending on board or committee membership.

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

#### **Quantity and Replacement:**

The Association will provide professional apparel to the listed committees as approved through budget requests and subsequent appropriations.

Apparel will be issued upon appointment and then every other year.

#### **Process:**

The Association shall budget for apparel based on this policy. Committee Chairs are responsible for providing notification, quantity and size to the Executive Director when apparel is needed. The Executive Director will ensure Board members are provided with apparel per this policy.



## **Minnesota State Fire Chief's Association – Policy # 500**

### **Title: Executive Board Reciprocity Agreement at MSFCA and MSFDA Conferences**

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

**Scope:** The purpose of this policy is to outline the agreement between the MSFCA and MFSDA 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 Chief's Association – Policy # 501**

**Title: MSFCA Annual Memorial Service**

**Date of Adoption: January 26, 2013      Date of Revision:**

**Scope:** 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.

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 current member of the MSFCA following the procedure outlined in this policy.
3. The deadline for submitting a name for consideration of recognition shall be September 7<sup>th</sup> of each year. The Memorial Service will recognize qualifying members who have departed between September 1 of the previous year and August 31 of the current year. Submissions not received by the deadline will be honored the following year.
4. 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:**

MSFCA members who wish to submit member information for consideration of recognition at the Annual Memorial Service shall complete the attached Request for Recognition form and submit it to the MSFCA Executive Director no later than September 7 of each year.

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 ANNUAL MEMORIAL SERVICE

### REQUEST FOR RECOGNITION

Please complete the following form to have the person you are submitting be considered for recognition at the MSFCA Annual Memorial Service. Submission deadline is September 7<sup>th</sup> each year.

Person to be Recognized: \_\_\_\_\_

Department (s) Served: \_\_\_\_\_

Years of Service: From (Year): \_\_\_\_\_ To (Year): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Was this person a member of the MSFCA?      YES      NO

Highest rank attained: \_\_\_\_\_

Was this a Line of Duty Death?      YES      NO

Name of Person Submitting this Request for Recognition:

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Submitter's Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

In addition to the above form, the person submitting an individual for recognition must provide the following:

1. Electronic Image of the Deceased. File format must be .JPG, .TIF, .EPS. PDF files not acceptable.
2. Contact information for surviving family member(s): Name, relationship to deceased, mailing address, phone number. An email address should be provided if available.

Survivor Contact Information:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Home / Work / Cell

Email (If available): \_\_\_\_\_

\*\*\*\*\*

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Home / Work / Cell

Email (If available): \_\_\_\_\_

\*\*\*\*\*

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Home / Work / Cell

Email (If available): \_\_\_\_\_



## **Minnesota State Fire Chief's Association – Policy #502**

### **Title: Fall Meeting and Conference Room Reservation Policy**

**Date of Adoption: March 20, 2015      Date of Revision:**

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

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#### **PROCEDURE:**

In order to achieve the greatest balance between member's needs and hotel availability the Minnesota State Fire Chiefs Association will work with Conference/Visitor Bureau's in the Conference Host City to secure blocks of rooms below market rate for members who will be attending.

Individuals or Organizations wishing to take advantage of securing blocks of rooms of ten or more rooms shall do the following:

6. Notify the Executive Director by March 1 of the conference year.
7. Provide the number of rooms.
8. No later than 30 days prior to the first night (Wednesday night) of the conference, provide the following:
  1. List of names for each of the rooms.
  2. 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 Chief's Association – Policy #503**

**Title: Awards Banquet**

**Date of Adoption: March 20, 2015      Date of Revision:**

### **SCOPE:**

The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) 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 delegate will receive an Awards Banquet program ticket upon check-in at the conference. If attending with a guest, the delegate will receive two tickets. Additional tickets will be available for sale at the Marketing Booth during the conference.

Delegates desiring to reserve seating at the banquet may do so at the Marketing Booth during the conference.

Non-fire service guest speakers and all award winners and their guests will have reserved seating at the banquet, and will have their names will be placed on an Banquet Guest List.

Memorial service attendees will be offered meal tickets in advance for a price determined by the board. If Memorial service attendees purchase meal tickets, they will have reserved seating at the banquet, and their names placed on the Banquet Guest List.

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 arrangement for the banquet may be made at the Marketing Committee Booth. These “reservations” will be made on a first come, first served basis. The Marketing Committee will maintain a display of reserved seating assignments starting at 4:00 PM Thursday.

The Conference Chair will arrange for the doors of banquet hall to be open 30 minutes prior to dinner for ease of table selection for all delegates who have not previously reserved their seats.

**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, coordinated with the Educational Committee and Memorial Service Committee, and provided to the door attendants at least 30 minutes prior to the start of the banquet.

**EXECUTIVE DIRECTOR RESPONSIBILITIES:**

The Executive Director is responsible for:

1. Ensuring an accurate meal count is provided to the caterer by 12:00 noon Thursday based on tickets issued and purchased up to that time.



## **Minnesota State Fire Chief's Association – Policy # 504**

### **Title: Event Cancellation Policy**

**Date of Adoption: May 2016**

**Date of Revision:**

**Scope:** 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

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#### **General:**

The MSFCA Fall Conference and Fire Officer School enjoy high levels of participation in 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:

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

#### Cancellation Policy for Attendees:

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

Substitutions – Are permitted.

Exception – Extenuating circumstances such as a death in the family will be handled on a case-by-case basis.



## **Minnesota State Fire Chief's Association – Policy # 600**

**Title: Payments for Advertising - Minnesota Fire Chief Magazine**

**Date of Adoption: October 2010      Date of Revision:**

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

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**General:**

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

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

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

**Past Due Accounts:**

Past Due Accounts are defined as follows:

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

It shall be the job of the MFSCA Executive Director and the Magazine Editor to monitor all accounts and keep accurate records of receivables. Once the criteria has been met for an account to be classified as "Past Due" (definition above), collections shall be turned over to the Executive Director. The magazine Editor shall inform the appropriate sales staff of the status of their account.

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



## **Minnesota State Fire Chief's Association – Policy # 601**

**Title: MSFCA Web Site Policies and Procedures**

**Date of Adoption: 1/25/2012      Date of Revision: 10-17-2012**

### **Scope:**

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

### **Site Management:**

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

### **Duties of the Webmaster:**

1. Posting information on a timely basis in a consistent and professional format.
2. Maintaining the design integrity of the site.
3. Preparing quarterly reports on site activities.
4. Submit an annual report to the Communications and Policy Committee and the MSFCA Board of Directors.
5. Purgung information as required by the retention schedule.
6. Recommending changes and improvements to the site.
7. Ensuring assistants are informed when the Webmaster is unavailable for an extended period.
8. Administrative access passwords will be changed annually, unless necessary due to a change of the Webmaster or alternates with access to the site files.
9. Webmaster will provide all passwords to the Executive Director and Vice President to ensure continuity of the website if the webmaster is unexpectedly unavailable.

## **Content:**

1. Home Page - The Home Page is intended to call attention to new information of importance /interest to Association membership by providing basic information about the subject with a hyperlink to sub-pages containing details.
2. Links - Except for paid advertisements, the posting of links on the site will be limited to:
  - a. Federal government agencies
  - b. State Government agencies
  - c. Local government public safety agencies

- d. Private non-profit public safety service organizations
  - e. Member department Web sites
- 3. Paid Advertisement - The Association has established the following policies with regard to the posting of paid advertisements on the site:
  - a. Ads running for less than one year shall be pre-billed for their entire run. Billing for other ads shall be done annually. The billing date shall begin on the first day of the month following the ad appearing on the MSFCA web site. Renewals must be confirmed prior to the finish of the current run or a fee for set up may be re-assessed.
  - b. All ads will be listed alphabetically on the appropriate vendors, events, or classified ads pages.
  - C. All ads must be fire service related and/or of some value to the MSFCA membership.
- 4. As approved by the Board of Directors on March 23, 2012, Position Postings for fire service related positions will be provided to members of the MSFCA at no charge.



## **Minnesota State Fire Chief's Association – Policy # 602**

### **Title: Social Media**

**Date of Adoption: March 20, 2105      Date of Revision:**

#### **Scope:**

The use of social media and electronic transmissions has become challenging for public safety agencies and their personnel throughout the country. The proper use of social media can be beneficial to the department, personnel, and the public. However, improper use can potentially undermine the confidence of the public in the integrity of the department and its personnel. There is no presumption of privacy when information is posted on social media websites and/or transmitted electronically.

This policy 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.

#### **Definitions:**

Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies and functionalities. Post: Content a person shares on a social media site or the act of publishing content on a site.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights

Post: Content a person shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social media site<sup>1.8</sup>.

Discussion/Message Boards: An online discussion site where people can hold conversations in the form of posted messages. These forums can be posted to anonymously or with a login ID. A single conversation is called a 'thread'.

Web 2.0: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

Employees, Personnel and / or Members: These terms as used in this policy include all career, volunteer, contingent and non-uniformed personnel of the

### **Accessibility:**

Administrative capabilities shall be the responsibility of Executive Director/Association Management Firm or their designee. If determined appropriate, specific elected officers/board members of the Association or committee chairs shall be granted access.

### **Content:**

All content shall mirror that of the content published through other avenues by the Association. This may include the website, magazine, E-newsletter, and other bulk mailings sent to both members and public. Any new (unique) content shall be approved by FSC before made public. Content may be sent/suggest/created by any member of the association or public entity. Existing content published through other media forms shall not need to go through secondary approval to be posted. Media such as photo and video shall be reviewed before becoming public on any social media format. 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 Minnesota State Fire Chiefs Association 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 team.

**Disclaimer:**

A disclaimer shall be posted on the MSFCA media sites and amended as necessary. "It is the policy of the MSFCA that any content, comments, posts, or other communication via these social media sites that does not support the Association's mission, vision, and beliefs shall be removed at the discretion of the administration. We encourage sharing and the support of any and all content posted by the MSFCA. If you wish to communicate formally with the MSFCA, please contact our offices at 763-218-5678 or in writing to 2704 County Hwy 10 Mounds View, MN 55112."



## **Minnesota State Fire Chief's Association – Policy # 801**

**Title: Lifetime Membership Criteria Policy**

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

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

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

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

- e. A minimum of six (6) years or reaching term limit as an MSFCA representative to any Council, Board, Association or Committee of which the MSFCA can appoint a representative.

3. Exceptions:

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

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

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

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

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

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

1. Free lifetime subscription to the Associations magazine.
2. Reduced annual conference registration rate. Lifetime Members will pay only the Education and Memorial Fee portions of conference registration.
3. Certificate of Lifetime Membership and Lifetime Membership card.

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

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

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

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

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



## Minnesota State Fire Chief's Association

### Lifetime Membership Nomination Form

#### Candidate Information

Please provide the following information for the person being nominated:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MFCSA Membership Dates: \_\_\_\_\_

Please provide a narrative describing the service to the MSFCA of the candidate being nominated. Specifically address the minimum requirements contained in this policy. (Attach additional pages as required)

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### Nominator Information

Please provide the following information about the nominator:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

MFCSA Membership Dates: \_\_\_\_\_

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**Signature**

**Date**

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



## **Minnesota State Fire Chief's Association – Policy # 802**

### **Title: Awards Policy**

**Date of Adoption: October 2010**

**Date of Revision: 10-17-2012**

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

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#### **Nominations:**

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

#### **Awards Selection Committee:**

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

The Award Selection committee is made up of:

- The Chair of the Public Education Committee
- The Editor of the MSFCA Fire Chiefs Magazine
- One Member of the MSFCA Board of Directors

- Two members of the MSFCA appointed by the Executive Committee.

The awards will be designed and purchased by the Marketing Committee. The Executive Committee shall approve or disapprove all awards.

### **Award Levels:**

#### **Gold Award:**

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

#### **Silver Award:**

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

#### **Bronze Award**

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

### **Specific MSFCA Awards:**

Fire Officer of the Year – Population under 10,000

Fire Officer of the Year – Population over 10,000

Public Fire Education Awards

Magazine Awards

Fire Service Leadership Award

Legislative Awards

Friend of the MSFCA

MSFCA Membership Awards

**Award Descriptions:**

*Fire Officer of the Year Awards*

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

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

The application process is attached to this policy.

*MSFCA Public Education Awards*

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

The three awards under this category are:

Firefighter / Department Recognition

Community Partner Recognition

Civilian

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

1. Contact the person making the nomination on status of nomination. It is up to them to make sure the nominee is at the dinner.
2. Send a letter to recipients Chief if the Chief did not nominate the person

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

### *Magazine Awards*

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

- Tony Richardson Photo Award

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

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

- Frank Oberg Story Award

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

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

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

The winners of all awards will receive a Gold Level Award. Nominees will be selected by the Editor of the MSFCA Fire Chiefs magazine. The entries should be submitted by August 15 of each year to the Award Selection Committee. The winners will be selected by the selection committee.

#### *Leadership Award(s)*

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

#### *Legislative Award*

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

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

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

#### *Friend of the MSFCA Award*

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

Nominations for this award can be made by any member of the Executive Board and should be submitted on the standard nomination form attached to this policy.

Nominations are due by August 15<sup>th</sup> each year to the Awards Selection Committee. The Awards Selection Committee shall determine the recipients of this award and the appropriate award. Recipients of this award shall be presented an award at the Silver Award Level.

#### *MSFCA Membership Awards*

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

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

Past Presidents Award (Full 4 years of service) – Gold Award

Board Member (10 or more years) – Gold Award

Committee Chair (10 or more years) – Gold Award

Vice President (two years and did not become President) – Silver Award

Board Member (4 or more years) – Silver Award

Committee Chair (4 or more years) – Silver Award

Extended Membership Award – Silver Award

MFSCA Rep to various boards, commissions or committees – Bronze Award

Board Member (1-3 years of service) – Bronze Award

Committee Chair (1-3 years of service) – Bronze Award

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

The Extended Membership Award is reserved for people who have been a member of the MSFCA for greater than 25 years. The award will be presented when the member leaves the active fire service. This award may be presented at the Annual Awards Banquet or any other time the recipient is available and meets the criteria.

The Award Selection Committee shall annually determine the recipients of the MSFCA Membership Awards and select the appropriate award to be given each year. The Executive committee shall approve or disapprove all awards.

## **Recognition:**

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

## **Minnesota Fire Officer of the Year Nomination Information and Process**

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

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

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

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

### **Nomination Process**

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

### **Nomination Format**

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

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

## **The Selection Process**

The nomination packages will be reviewed by MSFCA Awards Selection Committee to select the winners. MSFCA reserves the right to omit an award. Winners will be announced and presentations made at the annual meeting of the MSFCA, and photos published in the November/December issue of the Minnesota Fire Chief Magazine.

### **Mailing Address Contact Information**

Theresa Zikmund, Nyle Zikmund	763-234-4332 Theresa Cell
Minnesota State Fire Chiefs Association	763-780-6321 Fax
2704 County Highway 10	800-743-0911 Toll-free
Mounds View, MN 55112	763-218-5678 Nyle Cell
<a href="mailto:tlzikmund@msfca.org">tlzikmund@msfca.org</a> or <a href="mailto:nzikmund@msfca.org">nzikmund@msfca.org</a>	

**Nominations deadline is August 31st of Each Year**



## **Minnesota State Fire Chief's Association – Policy # 1000**

**Title: MSFCA Sections**

**Date of Adoption: October 21, 2015      Date of Revision:**

**Scope:** 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.