

Florida Fire Chiefs' Association

Section and Committee Policy

Description and Bylaws



POLICY PURPOSE: To provide guidance and information regarding FFCA Section, Committee and Task Force assignments and responsibilities.	NUMBER: 102	POSTED DATE:	CATEGORY: Administration
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	AUTHORIZATION <i>Wm. Ray Colburn</i>		TOPIC: FFCA Section and Committee Policy
<hr/> Wm. Ray Colburn, Executive Director			

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PURPOSE STATEMENT

Members play a vital role in the association's governance, policy, and programs through the work of committees. Committee members are subject matter experts who gather critical information, produce reports and recommendations, and provide feedback to the FFCA Board of Directors. They perform a vital role in the association by sharing their expertise and providing valuable guidance to the board. Committees and task forces also offer a valuable leadership development service for the association by providing members the opportunity to get involved in association activities and acquire organizational knowledge, skills and abilities that will prepare them to become future association leaders.

Committees and task forces are appointed to serve the membership and are formed to carry out the strategic plan of the association. The most vital role a committee or task force plays is to make policy recommendations to the board of directors. An informed and active committee or task force looks out for the best interests of the FFCA.

A group of members with specialized interests may, on attaining not less than fifty (50) Active and/or Associate members, request to form a section of the association as described herein. Sections shall select their own section councils. Sections shall not have representation on the FFCA Board of Directors unless otherwise specified in the association's bylaws. Sections shall operate within the corporate structure of the association and their bylaws shall be approved by the FFCA Board of Directors and be consistent with the constitution and bylaws of the association.

CODE OF CONDUCT AND CONFLICTS OF INTEREST

It shall be the responsibility of all FFCA committee members to be familiar with, and ensure that, established codes of conduct and conflicts of interest policies are adhered to. The FFCA firmly believes that no individual should benefit personally or professionally from decisions of the board and/or any committee under its purview. Nor should they individually benefit from the activities of the organization at the expense of the greater good of the FFCA. Committee members that incur potential conflicts of interest must recuse themselves from discussion and voting on such matters. Such conflict will be deferred to the board of directors who will determine how to manage the potential conflict.

COMMITTEE INFORMATION

The FFCA establishes different types of committees to assist the association in fulfilling its mission and achieving its strategic goals. The FFCA constitution and bylaws require four (4) permanent committees. The president has the authority to create other committees and task forces necessary to accomplish the goals and objectives of the association.

Constitutional Committees - are required by the constitution and bylaws. They are:

- Audit, Budget, and Finance Committee – Chaired by the secretary/treasurer
- Election Committee – Chair appointed as needed by the president
- Membership Committee – Chaired by the first vice-president

- Strategic Planning Committee – Chaired by the second vice-president

Ad-hoc Committees - perform a continuing function to the association. They make policy recommendations to the board of directors, undertake long-term assignments and carry out the work of the association. FFCA ad-hoc committees include:

- Active Shooter Best Practices
- Bylaw/Policy Review
- Conference Planning
- Domestic Security Resource
- Legislative
- Emergency Response Committee (ERC)
- Wildland Fire

Task forces - are created by the FFCA president to address a specific issue, usually a new or current problem facing the association. They have definite charges and usually remain active from one to three years or until the task is completed.

Subcommittees - are temporary work groups designated by a committee or task force chair to conduct research, make recommendations or produce a work product for a committee or task force and then disband. Members of committees or task forces may serve as subcommittee members. Subcommittees may consist of FFCA members beyond committees or task forces and may also include non-FFCA members.

AD-HOC COMMITTEE SCOPES/MISSION

Active Shooter Best Practices – To provide the board of directors updated information regarding active shooter/active assailant response. The committee will monitor the development and implementation of NFPA 3000 with the intent of providing feedback along with recommendations for endorsement, modification and distribution.

Bylaw/Policy Review – The president shall convene the Bylaws and Policy Review Committee to review current not-for-profit association standards to ensure operational integrity while meeting the needs of the membership and fulfilling all regulatory requirements. The committee initiates and/or reviews proposed changes to the FFCA constitution and bylaws, and reports on the changes to the board of directors and to the FFCA membership. The committee also receives and reviews all resolutions submitted by the membership and makes a recommendation on each resolution in a report to the membership. The committee then submits resolutions to the general membership for a vote at the general business meeting.

Conference Program Planning – The Conference Program Planning Committee(s) develops a comprehensive, entertaining and informative educational program for the association's conferences. Each year, each committee develops a call for papers and then evaluates presentation proposals to determine applicability to the conference audience, as well as quality and level of material submitted. The committee searches and reviews proposals for the keynote and educational speakers and makes speaker recommendations.

Domestic Security Resource – The Domestic Security Resource Committee identifies terrorism and homeland security issues for FFCA advocacy, builds a reputation as a resource on homeland security issues, fosters and maintains crucial relationships with homeland security leaders and strengthens FFCA’s visibility as the fire service leader in the state on terrorism and homeland security issues.

Legislative – The Legislative Committee focuses local, state and federal issues that impact EMS, fire service and public safety. The committee analyzes current issues for their impact on the fire service and gives information and guidance to the board of directors; analyzes legislative proposals and bill drafts; works with our other public safety partners, especially the Florida Sheriff’s Association, State Fire Marshal’s Office, and the Department of Health; and analyzes and works with private sector organizations that develop proposals of interest to fire service and public safety.

Emergency Response – The Emergency Response Committee (ERC) is responsible for addressing issues of mutual aid and providing coordination and oversight of the FFCA’s Statewide Emergency Response Plan (SERP). As a standing ad-hoc committee of the FFCA, the ERC:

- Is the FFCA's point of contact for fire service emergency management issues.
- Provides advice and assistance as requested to the state as they exercise and maintain their mutual aid and response plans.
- Develops educational programming for chief fire officers on emergency management related topics.
- Maintains ongoing communications and relationships with the national emergency management associations specifically related to the Emergency Management Assistance Compact (EMAC) process.

Wildland Fire – The Wildland Fire Committee provides leadership and collaborates, cooperates and communicates with all interested parties in working towards two goals: 1) to effectively mitigate the costs and losses due to wildland fire and 2) to create a coordinated and integrated response to wildland fire, reducing costs and losses.

GENERAL EXPECTATIONS OF ALL INDIVIDUALS REPRESENTING THE FFCA

As leaders within the FFCA, committee, task force and section chairs, and members may occasionally be requested by the president and/or executive director to represent the association and address the public, media or federal government on technical matters related to the committee or task force’s scope of work. When requested to represent the association, all members will be expected to comply with the following general expectations:

1. Demonstrate conduct that is always professional and brings credit to the association and its membership.
2. Accept and act upon extemporaneous or ad hoc direction from the FFCA board in a timely manner.

3. Work with the executive director to ensure the alignment of association-wide efforts.
4. Reflect by their actions support of FFCA programs and work collaboratively with FFCA staff to provide service effectively and efficiently to the fire and emergency response community.
5. Reflect in their actions adherence to the FFCA's bylaws, policies and resolutions as well as the following adopted principles:
 - i) FFCA and its representatives will build and maintain relationships with its members, state agencies and other partner organizations.
 - ii) FFCA and its representatives will actively foster communications to enhance these relationships.
 - iii) FFCA and its representatives will endorse, support and foster legislative and policy development initiatives that will enhance the fire and emergency service, and advance firefighter, citizen and community safety.
 - iv) FFCA and its representatives will endorse programs that foster and promote quality improvement and professional development for fire and emergency service professionals and agencies.
 - v) FFCA and its representatives will seek out and utilize fire and emergency service leaders who will professionally and enthusiastically advance the mission, goals and objectives of the organization.

All statements made by committee and task force chairs or committee members must first be coordinated with the committee's board liaison to ensure they represent the FFCA's views and ensure the best interests of the entire association. All lobbying or government advocacy activity must be coordinated through the executive board to ensure the association's compliance with state and federal law.

If a committee or task force chair is making any statements about technical issues of strategic, political or national importance, she or he must notify the executive director in writing (via the board liaison) of any statements made to the public or the media within five working days. This is to ensure that all positions are communicated and coordinated between the committees and the FFCA board. The board reserves the right to reverse any statement made by a committee or task force chair or committee member.

GUIDELINES FOR COMMITTEE, TASK FORCE MEMBERS AND EXTERNAL REPRESENTATIVES

FFCA's vibrant member volunteer structure, with many strong and knowledgeable leaders and technical experts, contributes to the success of the association in many ways. However, the broad scale of the FFCA structure can also lead to confusion if clear parameters on individual roles are not established. The following are offered to provide a better understanding of historically misinterpreted roles or actions of those chosen to represent the FFCA on committees and task forces or as representatives to other organizations.

1. No committee member, task force member or other representative can commit the association to binding legislative, administrative, financial or policy positions without the approval of the board of directors.
2. While recommendations may be made to the FFCA president, only the president is authorized to add or expel members of an ad-hoc committee or task force.
3. Committee members, task force members and other FFCA representatives are not authorized to determine association staffing or appointments, including non-traditional staffing such as contractors or subject matter support. Committee and task force chairs, and sometimes other representatives ending an appointment term, are encouraged to provide recommendations and feedback on content and staffing issues, but responsibility for staffing and management lay solely with the executive director.
4. Federal grants, private sector sponsorships, vendor agreements and other funding mechanisms are the ultimate responsibility of the FFCA parent organization, and not under the purview of a committee or task force. While committees or task forces may provide feedback and recommendations for such contracts, final authority for their content – including, but not limited to, staff commitments, deliverables and funding levels – remain with FFCA staff with the oversight of the board. Sponsorships and vendor agreements must also be coordinated with the FFCA executive director and/or staff.
5. The FFCA president is the official spokesperson of the association. No other individual may present himself/herself as an FFCA spokesperson without coordinating those activities in advance with the president and/or executive director.
6. No individual may leverage his/her position for personal, financial, or political gain.

COMMITTEE OVERSIGHT, ROLES & RESPONSIBILITIES

FFCA President - The president oversees the governance of the FFCA, including committees and task forces. The president's responsibilities shall include:

1. Providing overall direction and policy-level guidance to all components.
2. Appointing all committee and task force chairs.
3. Approving all committee and task force member appointments, except for those for the constitutional committees.
4. The right to remove any committee member or chair who in the opinion of the president is not faithfully executing his or her committee duties.
5. Establishing any necessary committees and task forces not provided for in the constitution and bylaws.

Executive Director - The executive director oversees the management of the FFCA, including committees and task forces. The executive director's responsibilities shall include:

1. Ensuring the alignment of the association-wide efforts, including committees and task forces with the direction set by the board of directors, and the policies of the FFCA.
2. Assuring continuity of committee and task force actions and activity from year to year.
3. Working with competent leaders to strategize and implement activities and programs in accordance with FFCA policies and procedures.
4. Providing financial oversight.
5. Communicating routine progress and activities of committees and task forces to the board of directors.
6. Communicating to the committee and task force leaders any action the board of directors would like to have a committee or task force undertake (may be delegated to staff member).
7. Bringing pending policy issues or action items before the board for discussion with the assistance of the component chair and liaison.

Board Committee Liaisons - Each committee or task force will be assigned a board liaison. Board liaison responsibilities shall include:

1. Helping their committee or task force chair write action plans, annual budgets, board updates and annual accomplishment reports.
2. Acting as a central point of contact for their committee or task force regarding policy issues and questions to be discussed by the executive director and/or the board of directors.
3. Updating committee charters and sending them to all new committee members.
4. Assisting with administrative support for the committee or task force on matters relating to the work of the committee. This may include sending correspondence, arranging conference calls, providing resource materials, coordinating articles for publication in FFCA's *Florida Fire Service*, etc., as requested by the committee or task force chair.
5. Working with the committee or task force chair and members to ensure that the work of the committee or task force is accomplished between meetings.
6. Organizing the logistics of meetings, including hotel arrangements, travel and meals.
7. Aiding their committee and task force with financial matters. This includes reimbursements and financial reports.

COMMITTEE/TASK FORCE MEMBER APPOINTMENT PROCESS AND DUTIES

Committee and Task Force Chairs Appointment Process - Ad hoc committee and task force chairs are appointed by the FFCA president for two-year terms. An ad hoc committee and/or task force chair can serve up to a total of two (2) two-year terms at the discretion of the president. The president also may authorize a sitting chair to serve one additional two-year term.

A term-limited ad hoc committee chair may request reappointment for an additional one-year term by submitting an exception request in writing to the executive director. The exception request must provide justification regarding the unique circumstances which warrant approval. The request then shall be reviewed by the president, first vice-president, and second vice-president, and must be approved unanimously to be authorized. An ad hoc committee chair is limited under this process to a maximum of three one-year terms and a separate exception request must be submitted each year.

Constitutional committee chairs serve one-year terms and are appointed as described in the constitution and bylaws. All committees and task forces may decide to select a vice chair to help the chair. The FFCA president appoints task force chairs when the task force is formed and serves until the task force is disbanded unless there are extenuating circumstances requiring the chair to vacate the position. The term limits of a committee member start over upon his or her appointment as chair.

Committee and Task Force Chair Duties - The chair guides the committee or task force in its work by setting goals and action plans consistent with the FFCA strategic initiatives document, and acts as the primary contact for the committee to the association and other outside organizations. Committee chairs must sign and adhere to a conflict of interest statement. The chair reports to the president and/or executive director and works closely with the FFCA board in order to ensure the fulfillment of all adopted goals and strategies.

General duties and responsibilities of committee and task force chairs shall include:

1. Actively participating in and contributing to the function of the committee on behalf of the best interests of the entire FFCA and its membership.
2. Alerting the FFCA board and executive director of any emerging issues that may be of interest or concern to the association. Making action and policy recommendations to the board of directors.
3. Developing a proposed annual action plan and budget that will be reviewed and approved by the FFCA executive board to ensure the committee's work is consistent with the association's policies and strategic direction.
4. Supporting an environment in which committees actively contribute to FFCA members' ability to contribute to national discussions, network and develop professionally.
5. Collaborating, as appropriate, with other FFCA committees and initiatives that address fire and emergency service issues with common goals.

6. Conducting face-to-face committee meetings at FRE and EDC, participating in any conference calls as needed.
7. Developing committee meeting agendas and taking notes at committee-related meetings (including, but not limited to, committee meetings, meetings with the FFCA board, meetings with other FFCA committees, sections or FFCA staff) and preparing and distributing a report for committee members. The staff liaison will assist in these functions at the request of the chair.
8. Submitting all required reports on committee functions on time. This includes submitting the annual action plan (January in conjunction with FRE), the annual budget report (September), board updates and annual report of accomplishments to the board of directors via the liaison (July in conjunction with EDC).
9. Recommending ad hoc committee members for consideration by the FFCA president.
10. Serving as, and providing leadership to, subject matter experts from whom the FFCA board and staff can draw advice, strategic insights and technical expertise.
11. Recommending committee-related subject matter experts for consideration by the FFCA president for other presidential appointments (FFCA representatives to other organizations, etc.).
12. Conducting an annual review of participation of all committee and/or task force members.

Ad hoc Committee and Task Force Members Appointment Process – Any members of the association may serve as committee or task force members. Non-members with specific expertise may be appointed to an ad hoc committee or task force as an adjunct member. Ad hoc committees may have a maximum of 12 members, including the chair.

All committee and task force members must meet specific professional qualifications pertinent to the committee or task force appointed. The chair will review the committee and task force membership annually for participation in teleconferences and attendance at FFCA conferences. Lack of participation may warrant replacement.

Committee members may be appointed for a total of two (2) three-year terms at the discretion of the FFCA president. The president may also authorize a sitting committee member to serve one additional three-year term. The committee chair may request reappointment of a term-limited committee member for a one-year term by submitting an exception request in writing to the executive director. The exception request must provide justification regarding the unique circumstances which warrant approval. The request shall be reviewed by the FFCA president, first vice-president and executive director.

The FFCA president makes the final decision on any term extension. A committee member is limited under this process to a maximum of three (3) one-year terms and a separate exception request must be submitted each year.

Replacement of committee members should be staggered to avoid the attrition of multiple members, thereby losing multiple members with valuable experience the same year. Mentoring and succession planning is encouraged in all FFCA committees. Though the FFCA president may appoint committee chairs who are not already members of a committee, the development of committee members for succession to committee chair should be considered when appointments are made.

Permanent or Standing Committee Appointment Process - The appointment process for the Audit, Budget and Finance Committees, the Elections Committee, the Membership Committee and the Strategic Planning Committee are governed by the FFCA constitution and bylaws. Committee member participation, removal and terms apply to the permanent committees.

All Committee and Task Force Members Duties - General duties and responsibilities of committee and task force members shall include:

1. Actively participating in and contributing to the function of the committee on behalf of the best interests of the entire FFCA and its membership. This includes review of relevant materials and initiating topical recommendations to the chair before committee meetings.
2. Completing individual assignments made by the committee chair in a timely manner.
3. Contributing to the creation of policy and program recommendations that help the association members or the fire and emergency service.
4. Supporting an environment in which committees actively contribute to FFCA members' ability to contribute to national discussions, network and develop professionally.
5. Collaborating, as appropriate, with other FFCA committees and initiatives that address fire and emergency service issues with common goals.
6. Serving as a subject matter expert from whom the FFCA board and staff can draw advice, strategic insights and technical expertise.
7. Demonstrate commitment to the association through participation in FFCA conferences, strategic direction summits and other FFCA activities.

Adjunct Committee Members Appointment Process - Up to three (3) adjunct committee members may be appointed to the committee at the discretion of the committee chair. These are people with subject matter expertise, positions or titles that will benefit the committee. An adjunct member is not required to be a member of the FFCA to qualify for adjunct status. Commercial members and vendors may serve as adjunct committee members.

Adjunct committee members do not have voting privileges on the committee and expenses are not generally covered by the FFCA for participation on the committee (exceptions for expense reimbursement may be made under certain circumstances at the discretion of the board).

Adjunct Committee Members Duties - Adjunct members play a significant role on committees and must comply with all governance principles of the committee. Adjunct members must participate in at least 75% of all committee activities (meetings, conference calls, etc.). Adjunct

committee members are given three-year appointments, but the chair will conduct an annual review of all adjunct members and can remove such members for lack of participation.

Documents Distributed - All committee and task force members, including any adjunct members, will receive a copy of the committee purpose, mission and guidelines.

APPOINTMENT PROCESS

Committee and Task Force Chairs - The executive board will identify chairs whose terms are expiring. When established, a call for committee chairs will be issued in the *Florida Fire Service* and posted to the FFCA website. The call posts open positions and requires members to submit a letter of interest and a resume.

When membership of all applicants is confirmed, the president and executive director will review the applicant's paperwork and may conduct telephone interviews as part of the interview process. The first vice-president may be included in the review process at the discretion of the president.

Appointment letters, the committee guidelines document and leadership manuals are sent to new committee and task force chairs by the executive director. "Thank you" letters are sent to outgoing committee members by each committee liaison.

Task Force Members - Task force membership appointment may follow a similar process of calling for volunteers, or a select group may be identified to send a representative (e.g. a task force concerning sections may require each section to nominate one member to represent their interests). As task force chairs and members are typically appointed for the life of the task force, task force members are appointed by the president without recommendations from the chair (except in the event of a vacancy in a current task force). The president may also appoint task force members without a call for volunteers if the topic or timeline requires specific or immediate action.

The association may periodically solicit participation in task forces from the general membership. Members interested in task force participation will be referred to the appropriate chairs for consideration as prospective committee members. Their resumes and letters of interest may be held for future consideration.

APPOINTMENTS TO EXTERNAL ORGANIZATIONS

The FFCA has formal and informal relationships with government entities and other organizations involved in the fire service. These relationships serve the association by strengthening the coordination of activities within the fire and emergency services, increasing the leadership role of the FFCA, sharing information and gaining input from other organizations.

Appointment and Eligibility - The FFCA president appoints all official representatives to external organizations. All sections and committees shall submit nominations to the president for formal appointment when they are contacted by other organizations for FFCA representatives. Active members will be given priority consideration for appointment to external organizations; however, when special circumstances warrant, Associate members, Corporate members or Senior (retired) members may be considered for appointment when that member

offers expertise. Appointments will be made for three-year terms unless otherwise indicated. The association will maintain a list of appointments and the term of those appointments.

The representative is encouraged to use FFCA committees as a resource. Quite often representatives will serve on committees or have close ties with committees because the work is interdependent. Good communication among the related committees and representatives to other organizations is essential. It is important that all external representatives understand that they are representing the FFCA and must always maintain a professional demeanor and keep the best interests of the association in mind. Each representative must report their activities to the board of directors on a quarterly basis.

SPECIAL PURPOSE COMMITTEE

Members having special interests and less than fifty (50) Active and/or Associate members may request to form a special purpose committee of the association as described herein. Special purpose committees shall select their own section councils. Upon approval each special purpose committee will act in accordance with established policies and be consistent with the constitution and bylaws of the association.

SECTION INFORMATION

Members having specialized interests may, on attaining not less than fifty (50) Active and/or Associate members, request to form a section of the association as described herein. For consideration, the requester must demonstrate not less than twenty-four (24) months of active participation within the association. Active participation will be demonstrated to the executive director through meeting minutes, attendance records and preapproved section by-laws as a precondition to applying to become a section of the FFCA. Upon approval each section will act in accordance with established policies and be consistent with the constitution and bylaws of the association. Sections shall select their own section councils.

SECTIONS SCOPE/MISSION

Emergency Medical Services Section - The purpose of the EMS Section is to promote fire-based EMS by: (i) providing a focus for addressing fire service EMS issues, (ii) providing guidance to the FFCA board and its membership on fire service EMS issues and (iii) providing guidance and education on future of fire service EMS.

General Meetings – The section shall hold a minimum of two (2) meetings per year. Meetings of the section may be held in conjunction with the state scheduled EMS Advisory Board and Constituency Group meetings at the discretion of the chair.

Emergency Vehicle Technicians' Section - The purpose of the EVT Section is to provide a forum for all members of the association who share common interests and concerns about fire, EMS and emergency service equipment and emergency vehicles. Specific interests of the section include but are not limited to national certification of emergency vehicle technicians, promoting training and education regarding equipment and emergency vehicles, and exchange and distribution of Information regarding equipment and emergency vehicles.

General Meetings – The section shall hold a minimum of two (2) meetings per year coinciding with Fire-Rescue EAST and the EVT Training Academy. Other meetings of the section may be at the discretion of the chair.

Executive Fire Officers' Section - The purpose of the EFO Section is to provide support for the professional development efforts of the FFCA and to the National Fire Academy's Executive Fire Officer Program (EFOP). This will consist of, but not be limited to, education, training, mentoring and networking for individuals interested in becoming executive level officers within the fire service.

General Meetings – The section shall hold a minimum of two meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference.

Fire Prevention & Life Safety Section - The purpose of the Fire Prevention and Life Safety Section is to reduce injury, life loss and property loss by advancing the field of fire prevention and life safety with leadership and vision for fire safety professionals while creating an environment in which: (i) deaths from structure fires are reduced to zero and property damage from structure fires is limited to the area of origin, (ii) firefighter deaths due to fire ground

operations are reduced to zero and (iii) the public is clearly aware of the fire problem and their role in fire prevention.

General Meetings – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference. Other meetings of the section may be at the discretion of the chair.

Fire Rescue Cadets Section - The purpose of the Fire Rescue Cadets Section is to assist fire departments with sponsored youth programs that focus on the development of future firefighters and emergency medical providers. Cadets will receive specialized fire and EMS training and will become a continued source of qualified emergency responders for Florida fire rescue agencies.

General Meetings – This section shall hold meetings at such time and place as determined by the FFCA board and section chair. At least thirty (30) days' notice in writing shall be given to members prior to each business meeting. One business meeting each year shall be designated as the Annual Cadet Section Meeting.

HazMat Responders Section - The purpose of the HazMat Responders Section is to provide a unified, professional approach to classification, training, mobilization and accountability of hazardous materials response resources within the State of Florida. The section will provide for public education and an information network for local and state agencies to assure the coordination and logistical support necessary to accomplish hazardous materials response missions when called upon. In addition, the section will work to assure the safety and wellness of its members and all HazMat participants within the State of Florida.

General Meetings – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference. Other meetings of the section may be held at the discretion of the chair.

Honor Guard Section - The propose of the Honor Guard Section is to provide professional networking and educational opportunities to its members with a focus on carrying forth the historic and time-honored traditions of providing the highest quality ceremonial presentations with decorum and professionalism.

General Meetings – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Fallen Firefighter Memorial Ceremony in Ocala. Other meetings of the section may be held at the discretion of the chair.

Public Information Officer Section - The purpose of the PIO Section is to provide professional networking and educational opportunities to its members with a focus on public relations, media relations, community affairs, ethics and professionalism.

General Meetings – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference. Other meetings of the section may be held at the discretion of the chair.

Safety and Health Section – The purpose of the Safety and Health Section is to provide leadership, guidance and resources with a clear mission to reduce the number of preventable line-of-duty deaths and injuries in the fire and emergency services.

General Meetings – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference. Other meetings of the section may be held at the discretion of the chair.

Search and Rescue Section (AKA) The Florida Association for Search and Rescue

- The purpose of the Search and Rescue Section is to provide a unified, professional approach to classification, training, mobilization and accountability of search and rescue resources within the State of Florida. The section will provide for public education and an information network for local and state agencies to assure the coordination and logistical support necessary to accomplish search and rescue missions when called upon. In addition, the section will work to assure the safety and wellness of its members and all SAR participants within the State of Florida.

General Meetings - The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference. Other meetings of the section may be held at the discretion of the chair.

Training & Education Section (AKA) Florida Society of Fire Service Instructors -

The purpose of the Training and Education Section is to promote the science and methods of fire protection and prevention by increasing the knowledge and awareness of its members and the public; to obtain and circulate information on these subjects; to provide a means for interested members of the section to upgrade their professional capabilities; and to secure the cooperation of its members, the public and all interested parties in establishing effective means for the diminution of fire in terms of loss of life and property. The section will endeavor to: (i) participate in the development of uniform professional standards for fire service instructors, (ii) assist in the professional development of fire service instructors and (iii) provide the means for continuous upgrading of fire service instructors.

General Meetings – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference. Other meetings of the section may be held at the discretion of the chair.

Volunteer Fire Officers' Section - The purpose of the Volunteer Fire Officers Section is to unite and provide educational opportunities for volunteer fire officers interested in improving service delivery methods to their prospective communities through: (i) proactive planning, (ii) surplus resource sharing arrangements, (iii) recruitment and retention strategies, and (iv) standardized first responder personnel training requirements.

General Meetings – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Northwest Volunteer Weekend. Other meetings of the section may be held at the discretion of the chair.

Safety and Health Section - The purpose of the Safety and Health Section is to monitor and analyze issues related to fire service safety and health, including federal and state legislation, national standards and other health and safety-related trends as they apply to the Florida fire service. The section develops educational and support material for use by the members of the FFCA and the Florida fire service with the goal of increasing firefighter occupational safety and health.

General Meetings – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST, the Safety & Health Conference or the Executive

Development Conference. Other meetings of the section may be held at the discretion of the chair.

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SECTION BY-LAWS

EMERGENCY MEDICAL SERVICES SECTION

hereinafter referred to as the EMS Section.



Article I – Purpose

The purpose of the EMS Section is to promote fire-based EMS by: (i) providing a focus for addressing fire service EMS issues, (ii) providing guidance to the FFCA board and its membership on fire service EMS issues, and (iii) providing guidance and education on future of fire service EMS.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in the EMS Section. Failure to maintain association membership will result in loss of EMS Section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary and immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the EMS Section shall coincide with the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice-chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to

the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference of the Florida Fire Chiefs' Association. Other meetings of the section may be held in conjunction with the state scheduled EMS Advisory Board and Constituency Group meetings at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair, or majority of the executive committee.

Article X Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article XI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

EMERGENCY VEHICLE TECHNICIANS SECTION

hereinafter referred to as the EVT Section.



Article I – Purpose

The purpose of the EVT Section is to provide a forum for all members of the association who share common interests and concerns about fire, EMS, emergency service equipment and emergency vehicles. Specific interests of the section include but are not limited to national certification of emergency vehicle technicians, promoting training and education regarding equipment and emergency vehicles, and exchange and distribution of information regarding equipment and emergency vehicles.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in the EVT Section. Failure to maintain association membership will result in loss of EVT Section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary, immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the EVT Section shall coincide with that of the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year coinciding with Fire-Rescue EAST and the EVT Training Academy of the Florida Fire Chiefs' Association. Other meetings of the section may be at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair, or majority of the executive committee.

Article X Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article XI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

EXECUTIVE FIRE OFFICERS' SECTION

hereinafter referred to as the EFO Section.



Article I – Purpose

The purpose of the EFO Section is to provide support for the professional development efforts of the Florida Fire Chiefs' Association (FFCA) and to the National Fire Academy's Executive Fire Officer Program (EFOP). This will consist of, but not be limited to, education, training, mentoring and networking for individuals interested in becoming executive level officers within the fire service.

Article II – Membership

Section 1. *FFCA Membership* is required for regular membership in the EFO Section. Failure to maintain association membership will result in loss of EFO Section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary, immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) years. The section council shall be elected by ballot at the FFCA Executive Development Conference. Nominations for open positions shall be accepted at that meeting. The fiscal year of the EFO Section shall coincide with that of the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the EFO Section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference of the Florida Fire Chiefs' Association.

Section 2. *Special Meetings* – A special meeting may be called by the chair, or by a majority of the executive committee.

Article X Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article XI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

PREVENTION & LIFE SAFETY SECTION

hereinafter referred to as the Prevention Section.



Article I – Purpose

The purpose of the Fire Prevention and Life Safety Section is to reduce injury, life loss and property loss by advancing the field of fire prevention and life safety with leadership and vision for fire safety professionals while creating an environment in which: (i) deaths from structure fires are reduced to zero and property damage from structure fires is limited to the area of origin, (ii) firefighter deaths due to fire ground operations are reduced to zero and (iii) the public is clearly aware of the fire problem and their role in fire prevention.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in the Prevention Section. Failure to maintain association membership will result in loss of section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary, immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the section shall coincide with that of the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year coinciding with Fire-Rescue EAST and the Executive Development Conference of the Florida Fire Chiefs' Association. Other meetings of the section may be at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair, or a majority of the executive committee.

Article V Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article VI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

FIRE RESCUE CADETS SECTION

hereinafter referred to as the Cadet Section.



Article I – Purpose

The purpose of the Cadet Section is to assist fire departments with sponsored youth programs that focus on the development of future firefighters and emergency medical providers. Cadets will receive specialized fire and EMS training and will become a continued source of qualified emergency responders for Florida fire rescue agencies.

Article II – Membership

Section 1. Membership classifications: Within the section, there shall be the following membership classifications: Advisor and Cadet.

Section 2. Membership in the Cadet Section shall be limited to cadets and advisors associated with fire rescue departments.

Section 3. Affiliate membership shall be available to persons not covered in Section 2 of this article and who are associated with fire and emergency services. Affiliate members shall be entitled to all rights and privileges of membership except to vote and hold council positions.

Section 4. Application for membership - All applications for membership shall be made to the FFCA executive director in writing for processing and approval. In the case of extenuating circumstances, the executive director may bring an application to the board of directors for consideration.

Section 5. Transferability - Membership shall be limited to individuals and is not transferable.

Section 6. Termination of membership

(A) Any member may resign from the Cadet Section by submitting a written resignation to the chair. Such a resignation shall be effective as of the date received by the section chair, unless it specifies another date.

(B) Termination of Membership - Membership shall terminate upon: (i) resignation of the member, (ii) non-payment of dues within thirty (30) days after the date on which they are due, or (iii) subject to a determination by the board of directors, for violation of FFCA Professional Code of Conduct, association policies and procedures or Cadet Section Operating Guidelines. For termination under (iii), written notice shall be sent to the member charged with such violations, which notice shall specify the reasons for the proposed termination.

In accordance with procedures adopted by the board, the member in question shall be given an opportunity to respond to alleged violations in writing. The member's written information will be placed on the agenda of the next scheduled board meeting for consideration and final dispensation.

(C) Any member who resigns or is expelled shall forfeit any and all rights and privileges in the affairs and/or property of the FFCA or Cadet Section, including dues already paid. Any member who resigns or is expelled shall remain liable for any dues or other charges due and owing at the time of his resignation or expulsion.

Section 13. Members in good standing shall be defined as a member who meets the requirements in Article III Sections 2-8 and whose dues are current, registrations paid in full and no outstanding bills in excess of ninety (90) calendar days.

Article III – Council, Duties and Responsibilities

Section 1. The council of the Cadet Section shall consist of a chair, first vice chair, secretary, and regional representatives. The fiscal year of the Cadet Section shall coincide with that of the Florida Fire Chiefs' Association.

Section 2. Duties of the Chair - It shall be the duty of the chair to preside at meetings of the Cadet Section and all general meetings. The chair shall appoint all committees not otherwise provided for. The term for chair shall be two years with the election held at the annual meeting on even years.

Section 3. Duties of the First Vice Chair - The first vice chair shall assist the chair in conducting the business of the Cadet Section and perform such other duties as may be required in the absence or inability of the chair to perform prescribed duties. The term for the first vice chair shall be two years with the election held at the annual meeting on odd years.

Section 5. Duties of the Secretary - The secretary shall keep a complete record of all proceedings of the Cadet Section and have printed the minutes of the meetings for distribution upon request. The term for secretary shall be two years with the election held at the annual meeting on odd years.

Section 6. Duties of the Regional Representatives - Regional representatives will participate in Cadet Section meetings and shall have full voting rights. Regional representatives shall represent the regional membership at meetings and shall carry out such additional duties as directed by the chair. Regional representatives are appointed by the chair and have no term limitations.

Section 7. Vacancies - Chair - In the event a vacancy should occur in the position of chair, the first vice chair shall at once assume all duties and responsibilities of that position and the position of first vice chair will be voted upon at the next Cadet Section meeting.

Article IV – Regions

Section 1. Regions - To better serve and represent its members, the membership of Cadet Section shall be divided into the following regions:

(A) NORTHEAST REGION - Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union

(B) NORTHWEST REGION - Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

(C) EAST CENTRAL REGION - Brevard, Lake, Orange, Osceola, Seminole, Volusia

(D) WEST CENTRAL REGION - Citrus, Hernando, Hillsborough, Manatee, Pinellas, Pasco, Polk, Sumter

(E) SOUTHEAST REGION - Broward, Dade, Indian River, Martin, Monroe, St. Lucie, Okeechobee, Palm Beach

(F) SOUTHWEST REGION - Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Sarasota

Article V – Meetings

This Cadet Section shall hold meetings at such time and place as determined by the FFCA board and chair. At least thirty (30) day notice in writing shall be given to members prior to each business meeting. One business meeting each year shall be designated as the Annual Cadet Section Meeting.

Article VI – Committees

The chair may from time to time constitute or dissolve such committees or task forces as may be appropriate, determine their duration, size and responsibility, and appoint, remove and designate the terms of committee or task force members.

Article VII Rules of Order

In the event, any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article VIII – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

HAZMAT RESPONDER SECTION



Article I – Purpose

The purpose of the HazMat Responders Section is to provide a unified, professional approach to classification, training, mobilization and accountability of hazardous materials response resources within the State of Florida. The section will provide for public education, and an information network to local and state agencies to assure the coordination and logistical support necessary to accomplish hazardous materials response missions when called upon. In addition, the section will work to assure the safety and wellness of its members and all HazMat participants within the State of Florida.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in the HazMat Responder Section. Failure to maintain association membership will result in loss of section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary, immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the section shall coincide with that of the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to the section, and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year coinciding with Fire-Rescue EAST and the Executive Development Conference of the Florida Fire Chiefs' Association. Other meetings of the section may be held at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair or a majority of the executive committee.

Article V Rules of Order

In the event, any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article VI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

FIRE SERVICE HONOR GUARD SECTION

AKA Florida Fire Service Honor Guard Association.



Article I – Purpose

The propose of the Honor Guard Section is to provide professional networking and educational opportunities to its members with a focus on carrying forth the historic and time-honored traditions of providing the highest quality ceremonial presentations with decorum and professionalism.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in the Honor Guard Section. Failure to maintain association membership will result in loss of section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary, immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the section shall coincide with that of the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to

the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year coinciding with Fire-Rescue EAST and the Fallen Firefighter Memorial Ceremony in Ocala. Other meetings of the section may be held at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair, or majority of the executive committee.

Article V Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article VI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

PUBLIC INFORMATION OFFICER SECTION
hereinafter referred to as the PIO Section.



Article I – Purpose

The purpose of the PIO Section is to provide professional networking and educational opportunities to its members with a focus on public relation, media relations, community affairs, ethics and professionalism.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in the PIO Section. Failure to maintain association membership will result in loss of section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary and immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the section shall coincide with that of the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the Board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to

the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year coinciding with Fire-Rescue EAST and the Executive Development Conference of the Florida Fire Chiefs' Association. Other meetings of the section may be held at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair or a majority of the executive committee.

Article V Rules of Order

In the event, any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article VI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

TRAINING AND EDUCATION SECTION

AKA, *Florida Society of Fire Service Instructors.*



Article I – Purpose

The purpose of the Training and Education Section is to promote the science and methods of fire protection and prevention by increasing the knowledge and awareness of its members and the public; to obtain and circulate information on these subjects; to provide a means for the interested members of the section to upgrade their professional capabilities; and to secure the cooperation of its members, the public and all interested parties in establishing effective means for the diminution of fire in terms of loss of life and property. The section will endeavor to: (i) participate in the development of uniform professional standards for fire service instructors, (ii) assist in the professional development of fire service instructors and (iii) provide the means for continuous upgrading of fire service instructors.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in the section. Failure to maintain association membership will result in loss of section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary and immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the section shall coincide with that of the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year coinciding with Fire-Rescue EAST and the Executive Development Conference of the Florida Fire Chiefs' Association. Other meeting of the section may be held at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair, or majority of the executive committee.

Article V Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article VI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

SAFETY AND HEALTH SECTION

hereinafter referred to as the S&H Section.

Article I – Purpose

The purpose of the S&H Section is to provide leadership, guidance and resources with a clear mission to reduce the number of preventable line-of-duty deaths and injuries in the fire and emergency services.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in the S&H Section. Failure to maintain association membership will result in loss of S&H Section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary and immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the S&H Section shall coincide with the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice-chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to

the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year which may coincide with Fire-Rescue EAST and the Executive Development Conference of the Florida Fire Chiefs' Association. Other meetings of the section may be held in conjunction with the state scheduled EMS Advisory Board and Constituency Group meetings at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair, or majority of the executive committee.

Article X Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article XI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

THE FLORIDA ASSOCIATION FOR SEARCH AND RESCUE

AKA The Search and Rescue Section of the Florida Fire Chiefs' Association

Article I – Purpose

The purpose of the Florida Association for Search and Rescue (hereinafter referred as the "Section"), the Search and Rescue Section of the Florida Fire Chiefs' Association, is to provide a unified, professional approach to classification, training, mobilization and accountability of search and rescue resources within the State of Florida. This section will provide for public education and an information network to local and state agencies to assure the coordination and logistical support necessary to accomplish search and rescue missions when called upon. In addition, the section will work to assure the safety and wellness of its members and all SAR participants within the State of Florida.

Article II – Members

Section 1. *Active membership* shall consist of individuals involved with search and rescue within the State of Florida and shall be members of the Florida Fire Chiefs' Association (FFCA). Active members shall be entitled to all rights and privileges of membership.

Section 2. *Affiliate membership* shall consist of individuals involved with search and rescue who do not qualify for active membership and shall be members of the Florida Fire Chiefs' Association. Affiliate members shall be entitled to all rights and privileges of membership except to vote and hold office.

Section 3. *Voting* – Only Active members shall vote and hold elected office.

Section 4. *Termination of membership* – Failure to maintain membership in the Florida Fire Chiefs' Association shall result in termination of membership in the section.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the section council.

Section 2. *Section Council* – The section council, herein called the council, shall consist of the following voting members; a chair, a vice chair, a secretary, an immediate past chair, and one (1) representative from each of the seven (7) Statewide Emergency Response Plan regions. No member may hold (appointed and/or elected) more than one (1) position on the council. Liaisons who shall serve as ex-officio members without a vote include representatives from; the Florida Fire Chiefs' Association Board of Director's, the Florida Division of State Fire Marshal, the Florida Division of Emergency Management, and any other agencies as determined by the FFCA Board.

Section 3. *Council Member Removal* – A council member may be removed, with or without cause, by a two-thirds vote of the active members attending a scheduled meeting. The unexpired term so vacated shall be filled as defined in Section 4.

Section 4. Vacancies

(A) *Chair* - In the event a vacancy should occur in the office of the chair, the vice chair shall once assume all duties and responsibilities of that office for the duration of the term.

(B) *Vice Chair* - Should a vacancy occur in the office of vice chair; the council shall appoint a member of the council to fill the remainder of the term.

(C) *Secretary* - Should a vacancy occur in the office of secretary; the council shall appoint a member of the council to fill the remainder of the term.

(D) *Regional Representative* - Should a vacancy occur in one of the seven (7) regional representative positions on the council, the council shall appoint an active member from the region in which the vacancy occurred until the office is filled through the election process.

(E) *Immediate Past Chair* - If the immediate past chair position is vacated, the council shall appoint an active member to fill the remainder of the term.

Article IV – Terms of Office and Responsibilities

Section 1. Term of Office – All council members shall serve a term of two (2) years. Election for chair, secretary, and even-numbered regional representatives will be held in even-numbered years and for vice chair and odd-numbered regional representatives in odd-numbered years. There are no term limits.

Section 2. Responsibilities and Duties – The council shall establish the agendas for the general meetings scheduled during the calendar year. These agendas will determine the direction of the section and its activities. The authority of the council will include executing actions on behalf of the membership to conduct business and institute policies in emergency situations.

Section 3. Duties of the Chair – It shall be the duty of the chair to preside at all meetings. The chair shall have a general knowledge of parliamentary procedures and maintain supervision of the affairs of the section. The chair or designee will represent the section at events, meetings, and conferences. The chair shall, with the approval of the council, appoint all committees not otherwise provided for, if practical, and shall perform such other duties as may be incidental of the office or which shall be required.

Section 4. Duties of the Vice Chair – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible. The vice chair shall perform such other duties as may be required by the section.

Section 5. Duties of the Secretary – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 6. Duties of the Immediate Past Chair – This officer will participate in council meetings and shall carry out such duties as directed by the chair.

Section 7. Quorum – A simple majority of the council present shall constitute a quorum for the transaction of business at any meeting of the council.

Section 8. Meetings – The council should meet in advance of the scheduled general meetings to develop an agenda consisting of committee reports, old business, new business, and topics for the good of the organization. The council shall hold other meetings as deemed necessary. Minutes of the meetings shall be maintained and available to the membership.

Article V – Elections

Section 1. Election Committee – The chair shall select three (3) active members to serve as an election committee. Appointment shall be made not less than sixty (60) days before the election date. The election committee shall meet and select a committee chair. It shall be the duty of the election committee to receive the approval of the candidate before placing their name on the list of nominees and to provide the membership with those names at least thirty (30) days prior to Fire-Rescue EAST.

Section 2. Election of the Chair, Vice Chair, and Secretary - The chair shall be elected by the active members of the section in attendance at the general meeting of the section coinciding with the FFCA Fire Rescue East annual conference. The vice chair and secretary shall be elected from the council present at the general meeting coinciding with the FFCA Fire Rescue East annual conference.

Section 3. Election of the Regional Representatives – Each regional representative shall be elected by active members from their region present at the general meeting of the section coinciding with the FFCA Fire Rescue East annual conference.

Section 4. Election Results - The candidate(s) or candidates receiving the majority of votes cast shall be elected. All elections and appointments of the council shall be submitted to the FFCA Board of Directors for review and approval.

Section 5. Installation of New Council Members - The installation of those elected and approved by the Board of Director's shall take place during the general meeting of the section coinciding with the FFCA annual Executive Development conference. The election results shall be published in the minutes and other publications of the Florida Fire Chiefs' Association.

Article VI – Meetings

Section 1. General Meetings – The section shall hold a minimum of two meetings per year which may coincide with the winter and summer meetings of the Florida Fire Chiefs' Association.

Section 2. Special Meetings – A special meeting may be called by the chair, or by the majority of the council.

Section 3. Conferences – The section may hold training conferences at such times, dates, and locations as recommended and approved by the FFCA Board.

Section 4. Voting – Active members are entitled to vote. No proxy voting, written or otherwise, shall be allowed or accepted at any meeting of the section.

Article VII - Committees

The chair, with the approval of the council, may constitute or dissolve committees or task forces as may be appropriate, determine their duration, size, and responsibility, and appoint, remove, and designate the terms of committee or task force members.

Article VIII Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or by-laws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article IX Amendments

Amendments to these by-laws may be offered by any member of the section proposing the same in writing and providing the chair and secretary with a copy thereof. Members shall be notified of amendments at least 30 days prior to meeting. Amendments may be made to these by-laws only upon approval of two-thirds of the members present and voting. All amendments, alterations, or revisions of any part of the bylaws shall take effect upon their adoption at the conference unless otherwise provided. Amendments to the bylaws must not conflict with the by-laws of the Florida Fire Chiefs' Association.

Article X – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.

VOLUNTEER FIRE OFFICERS SECTION

hereinafter referred to as VFOS.



Article I – Purpose

The purpose of the Volunteer Fire Officers Section is to unite and provide educational opportunities for volunteer fire officers interested in improving service delivery methods to their prospective communities through: (i) proactive planning, (ii) surplus resource sharing arrangements, (iii) recruitment and retention strategies and (iv) standardized first responder personnel training requirements.

Article II – Membership

Section 1. *FFCA Membership* is required for membership in VFOS. Failure to maintain association membership will result in loss of section membership.

Article III – Governing Board

Section 1. *Governing Board* – The governing board of the section shall be called the "Section Council."

Section 2. *Section Council* – The section council shall consist of the chair, vice chair, secretary, immediate past-chair. All elections and appointments of the section council shall be submitted to the FFCA Board of Directors for review and approval.

Section 3. *Election and Term of Office* – Officers shall serve a term of two (2) year(s). The section council shall be elected by ballot at the Fire-Rescue EAST Winter Business Meeting. Nominations for open positions shall be accepted at that meeting. The fiscal year of the section shall coincide with the Florida Fire Chiefs' Association.

Section 4. *Officer Removal* – Members of the section council may be removed by FFCA Board of Directors, with or without cause, and a new officer selected at the discretion of the FFCA Board of Directors for the remainder of the term.

Section 5. *Vacancies* – If a vacancy on the council should occur, the position will be filled by an active member through appointment by the section council for the duration of the term.

Section 6. *Quorum* – A simple majority of the council shall constitute a quorum for the transaction of business at any meeting of the board.

Article III – Duties and Responsibilities

Section 1. *Duties of the Chair* – It shall be the duty of the chair to preside at all meetings and represent the section as required by the FFCA Board of Directors.

Section 2. *Duties of the Vice Chair* – In the absence of the chair, the vice chair shall perform all the duties of that office, and when the chair is presiding, shall assist that office in every way possible.

Section 3. *Duties of the Secretary* – It shall be the duty of the secretary to keep a complete record of all proceedings of the section, to receive and answer all communications pertaining to the section and to maintain a membership list. The secretary shall also preside over all voting procedures.

Section 4. *Duties of the Immediate Past Chair* – This officer will participate in board meetings and shall have full voting rights. This officer shall carry out such duties as directed by the chair.

Article IV – Meetings

Section 1. *General Meetings* – The section shall hold a minimum of two (2) meetings per year coinciding with Fire-Rescue EAST and the Northwest Volunteer Weekend. Other meeting of the section may be held at the discretion of the chair.

Section 2. *Special Meetings* – A special meeting may be called by the chair, or majority of the section council.

Article V Rules of Order

In the event any question comes before the council for which no provision has been made in the charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article VI – Dissolution

The section may be dissolved by action of the Florida Fire Chiefs' Association.