

WASHINGTON FIRE ADMINISTRATIVE SUPPORT OPERATIONAL PROTOCOLS

ARTICLE I: NAME

- 1.1 This Association shall be known as Washington Fire Administrative Support, hereafter referred to as Section, a Section of the Washington State Association of Fire Chiefs, Inc doing business as Washington Fire Chiefs; hereafter referred to as WFC.

ARTICLE II: OBJECTIVES

- 2.1 The objectives of this Section shall be to further enhance the education of all administrative support staff by conducting workshops and seminars; to increase the proficiency of fire administrative support staff by establishing a network to share information through various channels of communication; and to facilitate statewide standardization, wherever possible, in all phases and aspects of the fire administrative support field for the benefit of the fire service. In addition, the Section shall promote interagency collaboration among regional, state and national partners.

ARTICLE III: OFFICERS

- 3.1 The Officers of the Section shall be the Chair, Vice Chair, Secretary, Treasurer, four Regional Representatives, Communications Representative, and the Past Chair, who shall collectively be known as the Executive Board.
- 3.2 All Officers shall enter into their official duties following their installation at the Annual Conference.
- 3.3 All Officers shall be active members, unless further restricted per Article IV: Duties of Officers.

ARTICLE IV: DUTIES OF OFFICERS

- 4.1 It shall be the duty of the Chair to preside over the meetings of the Section; attend WFC Executive Board Meetings, as required, and be prepared to present a report of the activities of the Section to the WFC Board; to be the official representative of the Section; and to perform such other duties as are ordinarily performed by a presiding Officer.

The Chair has the responsibility to review the section budget, or to assign such authority to a designee. They will review all necessary contracts and documents on behalf of the Section and recommend action to the Executive Director of WFC.

The Chair has the authority to appoint all Committee Coordinators.

The Chair shall be a qualified member of the Section. (See Article IX: Membership)

The Chair will establish a three (3) member committee to review all scholarship applications submitted and appropriate funds as available.

- 4.2 It shall be the duty of the Vice Chair to perform the duties of the Chair, as necessitated by their absence, and to assist the Chair whenever needed.

The Vice Chair oversees Operational Protocols to ensure compliance.

The Vice Chair will act as the liaison with the WFC Office on matters pertaining to the Admin of the Year recognition.

The Vice Chair shall be a qualified member of the Section. (See Article IX: Membership)

- 4.3 It shall be the duty of the Secretary to keep minutes of the proceedings of the Section and the Executive Board; to attend to communications pertaining to the Section, as directed by the Chair.

- 4.4 It shall be the duty of the Treasurer to be responsible for keeping an account of all Section income and expenditures and reconciling those items with WFC monthly reports. The Treasurer has the responsibility to prepare and maintain the Section budget in collaboration with the Chair.

The WFC staff person assigned is responsible to receive and account for all cash, credit card payments and checks at conferences, workshops and official events. In the absence of a WFC staff person, the Section Treasurer may be designated by the WFC Executive Director to fulfill the role of the WFC staff person or to assist the WFC staff person in these efforts.

- 4.5 It shall be the duty of the Regional Representatives to keep in contact with fire administrative support personnel in their respective areas, to prepare and maintain a welcome packet for new members to the Section, to correlate information; and assist with the coordination of regional workshops. Representatives are responsible for providing a written report following each workshop to the Chair. (See Article VIII: Education)

- 4.6 It shall be the duty of the Communications Representative to ensure collaboration on all Section communications and marketing, and to include management of the Section website and social media accounts.

ARTICLE V: EXECUTIVE BOARD

- 5.1 Each member of the Executive Board shall be elected for a two-year term (unless a vacancy occurs, in which the protocols in Article VII: Filling a Vacancy shall apply).
- 5.1.1 In even numbered years, the Chair, Secretary and two Regional Representative shall be elected.
- 5.1.2 In odd numbered years, the Vice-Chair, Treasurer, two Regional Representatives and the Communications Representative shall be elected.
- 5.1.3 If the immediate Past Chair does not wish to serve on the Board, the position may be left vacant.
- 5.2 The Executive Board shall generally meet at least four (4) times annually, as scheduled by the Chair, to conduct business of the Section. Additional meetings may be scheduled at the call of the Chair, or upon the written petition of any four (4) Executive Board members.
- 5.3 Minutes of Executive Board meetings shall be made available to all members of the Section. The Secretary shall prepare and submit to the Chair a report of the Sections activities to be submitted to the members of the Section at least annually.
- 5.4 The Executive Board shall hold an annual planning retreat to conduct business of the Section, review the upcoming year's budget and to help plan the Section's annual Conference. (See Article XI: Budget and Finance).
- 5.5 Any Executive Board member failing to attend two consecutive meetings during a term year, without an excuse approved by the Chair, shall be dismissed from their position and that office declared vacant. Approval of excused absences shall be reflected in the minutes.

ARTICLE VI: ELECTIONS AND NOMINATIONS

- 6.1 To be eligible to be elected to an Officer position, the nominee must be a qualified (if nominated for Chair or Vice Chair), active member of the Section and have written approval to hold such office by their Fire Chief, or designee, prior to

the start of elections. The Election Committee Coordinator shall certify the eligibility of all nominees.

- 6.1.1 Nomination forms shall be made available to Section members at Conference, as well as on the Section website. Any active Section member may submit nominations for Executive Board positions. Nomination forms shall be accepted by the Election Committee Coordinator via email or in person.
- 6.1.2 During the conference, at open calls for nominations, the Election Committee Coordinator shall announce and introduce nominees, at which time, nominations will be accepted from the floor. A 'second' is not required for nominations.
- 6.1.3 In the event that the Election Committee Coordinator is nominated for a position, the Chair shall appoint an alternate.
- 6.2 All active members in attendance at the annual conference shall be entitled to one vote.
- 6.3 Election of officers, as well as the installation of the newly elected Executive Board shall be held and completed by the close of the annual conference
 - 6.3.1 In the event that only one member is running for an open position, the Election Committee Coordinator shall declare that member duly elected to the office. This shall be done at the time that the election is scheduled to be held.
 - 6.3.2 At the completion of elections, ballots shall be tabulated and certified. The candidate garnering the greatest number of votes shall be elected. Election results will be announced by the Election Committee Coordinator upon conclusion of the tabulation.

ARTICLE VII: FILLING A VACANCY

- 7.1 In the event of a vacancy in the office of the Chair, the Vice Chair shall succeed to the office. If the Vice Chair is unable to fill this position, an emergency Executive Board meeting shall be called to fill the position. The vacancy shall be filled by a majority vote of the Executive Board.
- 7.2 In case of vacancy in the office of any other Executive Board position, it is the Chair's responsibility to seek and accept nominations for the vacant position.
- 7.3 All vacancies shall be filled by a majority vote of the Executive Board. The vacant position shall be filled until the next annual conference, at which point an election

shall be held for the remaining (one-year) term (unless the position is up for a full two-year term).

ARTICLE VIII: EDUCATION

- 8.1 The Conference of the Section shall be held annually at the time designated by the Executive Board.
- 8.2 The Regional Representatives shall coordinate the Section's workshops. It shall be the responsibility of the representatives to submit a training proposal to the Executive Board for approval of the training concept. A written report shall be submitted to the Executive Board following the workshop. The workshop report shall include a summary of revenue and expenses, the total number of registrants, and a training evaluation summary.

ARTICLE IX: MEMBERSHIP

- 9.1 Membership shall be available to all persons interested in promoting the mission and objectives of the Section.
- 9.2 Affiliate members shall be defined as those members who have paid their annual Affiliate Section membership dues, and are not part of a member fire service agency.
- 9.3 Qualified members shall be defined as those active members who belong to a member fire service organization. Only qualified members are eligible for the positions of Chair and Vice Chair.
- 9.4 No member shall use the Section name and/or logo for any purpose not authorized by the Executive Board.

ARTICLE X: MEMBERSHIP DUES

- 10.1 Annual dues to this Section shall be determined by the Washington Fire Chiefs and shall be payable to that Organization.

ARTICLE XI: BUDGET AND FINANCE

- 11.1 The fiscal year of the Section shall be October 1 – September 30, in accordance with the WFC fiscal year.
- 11.2 The Section Chair and Treasurer shall work with the WFC office to prepare and submit an annual budget request for review by the WFC Financial Committee or WFC Board. The budget request shall contain a list of necessary expenditures, including justification for such expenditures.

- 11.3 The Executive Board will meet annually to discuss and approve the upcoming year's budget. All Board members and Committee Coordinators shall prepare and submit a preliminary forecast of their projected revenues and necessary expenditures for review at the annual planning retreat. (See Article V: Executive Board Section 5.4)
- 11.4 Should the need arise for an expenditure not allowed for in the budget, the Chair shall direct a request for the expenditure to the WFC. The final decision for approval of the request shall rest with the WFC. The Chair will then, per the WFC decision, approve or deny the requested expenditure. No financial commitments shall be made, by any member, without prior Executive Board authorization.
- 11.5 All expenses must be submitted to the Chair for approval on a WFC Personal Reimbursement Form.
- 11.6 The Executive Board's and Committee Coordinator's reasonable travel expenses to attend required meetings may be covered or reimbursed as Section budget restrictions allow. Additionally, the budget restrictions of said member's individual departments may be taken into consideration.
- 11.7 The Treasurer shall review all financial reports provided monthly by the WFC and report to the Executive Board the current financial status of the Section.

ARTICLE XII: COMMITTEES

- 12.1 Committees, whether standing or ad hoc, shall be designated by the Chair. All Committee Coordinators shall be active members of the Section and shall appoint additional active members to their committee, as needed. Any vacancy on a committee shall be filled by the Committee Coordinator, unless committee designations are otherwise outlined in the Operational Protocols. Committee Coordinators shall annually submit a report of committee goals, estimated completion dates, and budget requirements for the annual planning retreat.
- 12.2 Committee Coordinators unable to attend scheduled Board meetings shall provide written reports to the Chair in advance of each Board meeting.
- 12.3 Standing Committees are as follows: Conference, Communication, Education, Historical, and Election.
 - 12.3.1 The Conference Committee is responsible for the coordination and planning of the annual Conference with the assistance of the Education Committee and the Executive Board. The Conference Committee

Coordinator shall coordinate, in conjunction with the Executive Board, the annual planning retreat.

- 12.3.2 The Communication Committee is responsible to collect and compile contributions from the Section Board and general membership for publication. The Committee shall also organize requests for web site and social media postings relating to Section business. The Communications Representative shall serve as the Chair of this Committee. Items submitted for publication shall be approved by the Chair.
- 12.3.3 The Education Committee is responsible for the coordination and planning of the educational programs for all Section events. The Committee shall assist the Conference Committee with planning and the respective Representatives with the planning of any workshops.
- 12.3.4 The Historical Committee is responsible for compiling information regarding past Section activities and conferences, and developing a way to display information at the Section annual Conference and events.
- 12.3.5 The Election Committee is responsible for receiving nominations and facilitating elections at the annual conference. (Refer to Article VI). The Past Chair shall be the Chair of the Election Committee, and shall serve as Nominations Coordinator. (See Article VI: Elections and Nominations). If the Past Chair is unable to perform this function, the Vice Chair will fill in as needed.
- 12.4 The Special Projects Committee may be created, as needed, to organize special events or fundraising activities not covered by another Committee's duties.

ARTICLE XIII: CONDUCT OF BUSINESS

- 13.1 Robert's Rules of Order shall govern the Section in the conduct of its business unless otherwise specifically stated in the Operational Protocols.

ARTICLE XIV: AWARDS & RECOGNITION

- 14.1 Special awards or recognition of members for outstanding performance or contributions may be approved by the Executive Board within Section budget limitations.

ARTICLE XV: AMENDMENTS

- 15.1 The Section shall have the power to amend and revise any portion of these Operation Protocols. The Vice Chair shall bring any proposed revisions before

the Section Board for discussion and review. Proposed changes will then be forwarded to the WFC for comment and approval.

15.2 Thirty days prior to the annual Conference, notice of any proposed changes shall be distributed to the general membership. Changes shall require a two-thirds vote of approval by the active members present at the conference.

15.3 All protocol changes are subject to the review and approval of the WFC Board.