

MONTEREY COUNTY FIRE CHIEFS ASSOCIATION, INC.
FOUNDED APRIL 14, 1976

CONSTITUTION AND BYLAWS

Adopted October 18, 2006
Revised February 22, 2016

ARTICLE I

SECTION 1 – NAME

This organization shall be known as the MONTEREY COUNTY CHAPTER OF THE CALIFORNIA FIRE CHIEFS ASSOCIATION, herein called the “Chapter” and the organization name shall be MONTEREY COUNTY FIRE CHIEFS ASSOCIATION, INC.

SECTION 2 – DEFINITION

The California Fire Chiefs Association shall hereinafter be referred to as the “Association”.

SECTION 3 – Purpose

The MISSION of the Fire Chief’s Association is to improve and enhance the fire services within the Monterey County and the region.

The purpose and objective of this organization is to further enhance the professionalism of the Association through development of local programs, to insure greater protection of life and property from fire, medical, disasters, and other emergency situations. The fire service is an all risk provider.

To accomplish this purpose, the Chapter shall:

- A. Within the Chapter develop a professional relationship that will encourage exchange of ideas and experiences that will promote and improve the fire service of Monterey County.
- B. Provide for the assembly of Fire Chiefs and other Chapter members at regularly scheduled meetings to discuss matters pertinent to the fire service with special emphasis on those that have impact upon the local, region and state level.
- C. Develop programs and provide timely response to subjects including but not limited to more effective deliver of fire agency services, such as safety, fire prevention, fire investigation, public education, emergency response, training, emergency medical services, funding and legislation.

- D. Establish annual goals and objectives for the Monterey County Fire Service.

ARTICLE II

MEMBERSHIP

SECTION 1 – MEMBERSHIP

Membership of this Chapter shall consist of:

A. Active Members

- 1. Active Members shall mean active members of a Fire Agency, as represented by the Fire Chief who shall be the voting member, and any subordinate chief officers.
- 2. Active Members shall be entitled to all privileges and benefits provided by the Chapter and all elected officers shall be selected from this group.

Those eligible for active membership shall be as follows

- a. Any Chief Officer (Fire Chief, Assistant Chief, Deputy Chief, Battalion Chief, Fire Marshal, or equivalent) in a paid or volunteer, or any organized public, private, or Federal fire department or district in Monterey County.
- b. The Monterey County Fire Warden (If and when established)
- c. The United States Forest Service officers with field responsibilities comparable to those listed in item A above.

B. Associate Members

- 1. Associate Members shall include managers of Federal, State, City, and District agencies who manage emergency related services. Associate Members shall be approved by the Executive Board. Associate Members will also include employees of private companies whose sole duties relate to fire prevention, fire suppression, or emergency medical care and transport, who do not qualify for Active Membership.

C. Life Members

- 1. Life Members shall be those members who are appointed by the Executive Board and shall be reflective of Active Members only.

D. Honorary Members

1. Persons known for their outstanding service rendered in the field of fire protection of fire safety may be elected for one year to an Honorary Membership when voted in by a Majority of Active Members present at the regular meeting.

A membership roster will be maintained by the Secretary-Treasurer and passed on from year to year.

SECTION 2 – VOTING

All members desiring input shall be heard on all subjects of discussion. Each Monterey County fire agency (federal, state, city, district and volunteer company) present, and current in dues, shall be permitted one (1) vote. A roll call vote may be requested by any Active Member. When requested, time for caucus of members of individual agencies shall be provided. Proxy votes are allowed.

SECTION 3 – AUTHORITY OF CLASSIFICATION

The Executive Board of the Chapter shall be the final authority in the determination of persons eligible for various classifications of membership, subject to appeal at a regular meeting.

ARTICLE III

SECTION 1 – OFFICERS AND EXECUTIVE BOARD

The Officers and Executive Board of this Chapter shall be the President, Vice-President, Secretary-Treasurer, and Immediate Past-President.

- A. Nomination of Officers- The President shall appoint a Nominations Committee at the September meeting.
- B. The Nominations Committee shall present nominations at the October meeting and the President shall accept all nominations from the floor.
- C. Election of Officers shall be held during the November meeting. Candidates receiving a majority of votes shall be considered elected for a one (1) year term beginning on January 1st after the election.
- D. Installation of Officers shall be held during the January meeting.

SECTION 2 – VACANCIES

In the event of a vacancy occurring in the Office of the President, the Vice-President shall assume all presidential duties. The permanent assumption of the Office of President by the Vice-President shall constitute a vacancy in the Office of Vice-President. A vacancy occurring in the Office of Vice-President shall be filled by a nomination and a vote of the membership present at the next regular meeting. A Vice-President moving to the Office of President or elected to complete an un-expired term of Vice-President may be selected by the membership to a subsequent full term.

ARTICLE IV

DUTIES of OFFICERS

SECTION 1 – PRESIDENT

It shall be the duty of the President to preside at all Chapter and Executive Board meetings, appoint Committee Chairpersons, provide an agenda to the Secretary-Treasurer for mailing to the membership and shall perform such other duties as may be required of the Office of President.

SECTION 2 – VICE-PRESIDENT

In the absence or inability of the President, the Vice-President shall perform all of the duties of that office. It shall be that person's duty to assist the President in every way possible to further the goals and objective of the Chapter, and to act as liaison to other Fire Chief organizations.

SECTION 3 – SECRETARY-TREASURER

It shall be the duty of the Secretary-Treasurer to keep a complete record of the proceedings and all policy statements, of the Chapter; to collect all funds belonging to the Chapter; to keep accurate accounting of all funds; to disburse funds as directed by the Executive Board; to provide minutes of the previous meeting and an agenda to the membership prior to the next meeting. At each Chapter meeting, the Secretary-Treasurer shall submit a statement of receipts and disbursements.

The Secretary-Treasurer shall ensure by April 15th of each calendar year, all required paperwork for the Internal Revenue Service and State of California Franchise Tax Board are complete to maintain non-profit status.

SECTION 4 – IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall serve as parliamentarian of the Chapter and shall make final decisions on all matters of parliamentary procedure when called upon to do so by the President. The Immediate Past-President shall serve as the principal officer of the Chapter for legislative review and shall receive, analyze and advise the Executive Board and Chapter of all legislation presented for enactment during legislative sessions.

SECTION 5 – EXECUTIVE BOARD

The Executive Board of the Chapter shall comprise the officers listed in Article III, Section 1.

- A. In January each year the Executive Board shall meet with the outgoing Officers to transfer control of records, to perform the annual audit of records and to develop the budget and organizational objectives for presentation at the February meeting.
- B. At the February meeting each year, the Board shall present an audit of fund expenditures; recommend a budget and organizational objectives. It is the purpose of the Executive Board to meet and provide leadership to the organization and members about issues requiring policy decisions
- C. The President may convene the Executive Board as necessary. Minutes of any Board meeting will be presented to the membership at the next regular meeting of the Chapter.

ARTICLE V

MEETINGS

SECTION 1 – CHAPTER MEETINGS

The Chapter will normally hold monthly meetings during routine business hours in the months of January through June and September through November. It is the intent of this Chapter to hold periodic dinner meetings with a formal program and to meet with the County Chiefs.

Meetings shall routinely consist of a period open to active members and a period open to associate members and guests.

SECTION 2 – ATTENDANCE

All active members may attend any meeting of a business or social nature, as specified by the Chapter's Executive Board.

SECTION 3 – SPECIAL MEETINGS

Special meeting can be called by the President or by the Executive Board. The purpose of the Special Meeting shall be stated in the Special meeting notice. Except in cases of emergency, at least five (5) days' notice shall be given.

SECTION 4 – QUORUM

A minimum of three (3) voting members of County fire agencies are required to constitute a quorum for the transaction of policy at all meetings.

SECTION 5 – AGENDA ITEMS

Any active member may place a subject on the agenda for future meetings, but must submit the subject to the President one (1) week prior to the meeting. Emergency addition of subjects may be added with less notice when approved by the President prior to the meeting.

SECTION 6 – ACTIONS

All items voted by the Chapter shall be by minute action or resolution.

ARTICLE VI

DUES

SECTION 1 – DUES

Upon formation of this Chapter, each County Fire Agency shall pay the sum of \$75.00 per year for the Agency and Fire Chief or Director, and an additional \$25.00 per year for additional active members from that Agency, which shall be paid by January 1st of each year. (Effective January 2008)

Dues not paid by March 1s shall become delinquent and the agency shall lose its voting privilege.

Dues may be modified from time to time by a majority vote of the membership at any regular meeting.

The Secretary-Treasurer shall send each agency a dues statement in November of each year.

Associate members shall pay membership dues \$35.00 per year, effective January 2008.

ARTICLE VII

AMENDMENTS

SECTION 1

The Chapter shall have the power at any time to alter, amend or revise this Constitution and Bylaws after written notification, which shall precede, by at least twenty (20) days, the next monthly meeting. Such alteration, amendment or revision shall not be ordered, except by a majority vote by County Fire Agency members at the next meeting. Any amendments shall not be in conflict with the Association's Constitution and Bylaws.

ARTICLE VIII

RULES OF ORDER

Robert's Rules of Order shall be taken as a guide for conducting meetings and on all matters not herein provided for.

ARTICLE IX

COMITTEES AND SUBCOMITTEES

SECTION 1

The following committees and subcommittees are established. The committee chair shall appoint the Chapter's liaison to the respective section dealing with the same areas assigned to the committee:

- A. Nominating Committee – see Article III, Section 1.
- B. Operations Committee – The Operations Committee shall be responsible for maintaining the Monterey County Fire Agencies Operations Manual that will include the various policies, procedures and plans necessary for the efficient and effective utilization of fire resources, including but not limited to:

- 1. Monterey County Fire Mutual Aid Plan

2. Monterey County Fire Communications Plan
3. Multi-Casualty Incident Plan
4. Coastal Incident Response Plan
5. High-Rise and Low-Rise Plan
6. Fire ground Safety Program

The Special Operations will be a subcommittee of Operations committee

- C. Emergency Medical Services Committee – This committee shall consist of the representatives to the Emergency Medical Care Committee, EMS Council, (MAC), and Operations Committees and serve as the principal representative contact to the Monterey County EMS Agency and in concert with the EMS LIAISON Committee shall develop, review and make recommendations to the Chapter in matters involving Emergency Medical Services.
- D. UASI Joint Selection Committee- The Urban Area Security Initiative (UASI) Joint Selection Committee will be comprised of two (2) representatives of the MCFCA and two (2) representatives of the Monterey County Chief’s Law Enforcement Officers Association (MCCLEOA). This joint committee shall meet and determine proposed projects for funding consideration through the UASI process.

SECTION 2 – OTHER COMMITTEES

Such other committees shall be appointed by the President from the Active members from time to time as determined necessary to carry on the work of the Chapter. The President shall be an ex-officio member of all committees except the Nominating Committee.

SECTION 3 – INDIVIDUAL MEMBERSHIP AND POSITIONS

The Chapter may be asked to provide representation and membership on various emergency related committees, task forces or groups. The president shall appoint individuals from the Chapter who shall be approved at any regular meeting by a majority vote of those present. Currently there are several such memberships and positions:

- A. Monterey County EMCC. There is one ALS and one BLS representative position from the fire service recommended by the Chapter. The positions are nominated by the Association and appointed by the Monterey County Board of Supervisors.
- B. Monterey County MAC. There is one position with one alternate position that the Association appoints.
- C. Monterey County EMS Operations (chapter shall appoint one representative and may appoint alternate)
- D. Monterey County Fire Warden. The Chapter presents to the Monterey County Board of Supervisors its recommendation for the position of Fire Warden.

- E. Monterey County Operational Area Fire Coordinator. The Chapter appoints the agency or individual to represent Monterey County as the County's Operational Area Fire Coordinator and alternates.
- F. Monterey County Emergency Communications Users Advisory Committee. Chapter shall appoint three representatives, one member at large, one city and one district.

ARTICLE X

SECTIONS

SECTION 1 – ESTABLISHMENT

Sections shall be established under the Chapter's Bylaws for detailed activity in special fields related to the fire service, provided that all activities of said Sections shall be subservient to the Chapter, including:

- A. Fire Prevention Officers Section
- B. Fire Training Officers Section
- C. Fire Investigation Section

SECTION 2 – CHAPTER SANCTION

A Section may be sanctioned by the Chapter at any regular meeting of the Chapter. In order to become sanctioned the Section must submit a set of the Bylaws and a list of current Officers of that Section. Sections shall submit to the Chapter President annually, prior to the February regular meeting, and list their current officers and Bylaws if revised from the previous year.

Section Bylaws will become an attachment to the Chapter Bylaws.

SECTION 3 – SECTION MEETINGS AND DUES

These sanctioned sections may meet periodically for the purpose of furthering the activities in their respective fields. Reports, recommendations and requests shall be made to the Chapter. These sanctions may charge dues necessary for their proper operation and to fund expenses necessary for achievement of their goals. These dues and funds will be separate and independent from the finance of the parent chapter.

Each section is responsible in providing a report at a regular monthly meeting of this Chapter. Representatives from each section shall attend the February and August regular Chapter meeting, to provide a semiannual report.

CONSENT ADOPTING BYLAWS

We, the undersigned, are the officers named in the Articles of Incorporation of Monterey County Fire Chiefs Association, Inc., a California non-profit corporation and pursuant to the authority granted by these Bylaws to take action by consent of the Chapter to, and hereby do, adopt the foreign Bylaws consisting of ten (10) pages as Bylaws of this corporation.

Edmond A. Rodriguez, President

Date

Gaudenz Panholzer, Vice President

Date

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly amended and adopted by the Chapter of said corporation on the date set forth above.

Brian Dempsey, Secretary

Date