

**SACRAMENTO COUNTY FIRE CHIEFS ASSOCIATION
CONSTITUTION & BYLAWS**

**ARTICLE I
NAME, PURPOSE, AND ORGANIZATION**

Section 1 – Name

This organization shall be known as the Sacramento County Fire Chiefs Association, herein called the Association.

Section 2 - Purpose

The purpose of this Association is to further the collaboration and professional advancement of the Sacramento County Fire Service to ensure and maintain greater prevention and protection of life and property from fire, natural and human caused disaster, or other sudden emergencies. To carry out this purpose, the Association shall:

- a. Provide for the assembling at regularly scheduled meetings, chief fire officers and other interested persons to discuss ways and means for the betterment of the fire service and to develop a bond of friendship and understanding among its members;
- b. Serve as the recognized body in the County of Sacramento, Northern California Region, and throughout the State of California for the collection and exchange of ideas, information, knowledge, and experience in areas affecting the fire service;
- c. Develop and provide programs dedicated to the betterment and continual well-being of the fire service and to the attainment of its goals and objectives;
- d. Cooperate with other stakeholder organizations to promote programs that further the goals and objectives of the fire service and the greater public safety of those served in Sacramento County and with our mutual aid partners in the region;
- e. Support and encourage an "all-hazard" response and mitigation model inclusive of the delivery of pre-hospital emergency medical services by the fire service.

Section 3 – Organization

The Association shall be composed a voting Association Board consisting of the Fire Chief of each respective voting member agency. There is one recognized subordinate Section, the Operations Chiefs Section, which reports directly to the Association Board.

There are also four recognized Subcommittees - Fire Prevention Officers Subcommittee, Emergency Medical Services (EMS) Officers Subcommittee, Training Officers Subcommittee, and Communications/Radio Taskforce Subcommittee.

These recognized Subcommittees report directly to the Operations Section. The Section and Subcommittees shall be governed by these Bylaws.

ARTICLE II MEMBERSHIP

Section 1 - Membership

Membership is divided into two categories, Voting and Associate.

Voting Membership

a. The agencies eligible for Voting Membership* are:

- Cosumnes Fire Department
- City of Folsom Fire Department
- City of Sacramento Fire Department
- Sacramento Metropolitan Fire District
- Sacramento County Department of Airports
- Courtland Fire Department
- Wilton Fire Protection District
- Walnut Grove Fire Protection District
- Herald Fire Protection District
- City of Isleton Fire Department
- River Delta Fire Protection District
- CAL Fire - Amador / Alpine / El Dorado / Sacramento Unit
- Sacramento Fire and EMS Communications Center

b. The voting member is the Fire Chief of the agency. S/he may send a delegate, at the Deputy Fire Chief or Assistant Chief rank, to represent the agency in his/her absence.

**Note: To maintain Voting Membership, annual dues must remain current.*

Associate Membership

Associate Membership includes other governmental or quasi-governmental public safety stakeholders and mutual aid partners interested in joining the Association. Associate Members must be approved by a simple majority of the Voting Members to join the Association in that category.

**Note: To maintain Associate Membership, annual dues must remain current.*

ARTICLE III DUES

Dues will be invoiced each year on July 1. Dues shall be assessed to each member and payable by August 31 of each year. The fee structure shall be:

Voting Membership \$100
Associate Membership \$50

Any Voting or Associate Member with dues unpaid after August 31 is delinquent and has no privileges of voting or other membership benefits of the Association until such dues are paid in full, provided that notice was provided in the Annual Dues Statement in July. Delinquent members that have not paid their outstanding dues by August 31 will be notified that their membership has been terminated, subject to Association Board's approval.

ARTICLE IV OFFICERS, DUTIES, AND ELECTION

The officers shall consist of Chair, Vice Chair, Secretary, and Treasurer, who shall be voting members of the Association.

Officer Duties

1. Chair

The Chair position can only be filled by the four principle career fire agencies in Sacramento County (Cosumnes Fire Department, City of Folsom Fire Department, City of Sacramento Fire Department, and Sacramento Metropolitan Fire District). It shall be the duty of the Chair to preside at all meetings of the Association and of the Board in accordance with parliamentary procedure, to call a special meeting when in his/her judgment it is necessary, to enforce the Constitution and Bylaws, and to install newly elected officers.

2. Vice-Chair

The Vice - Chair position can only be filled by the four principle career fire agencies in Sacramento County (Cosumnes Fire Department, City of Folsom Fire Department, City of Sacramento Fire Department, and Sacramento Metropolitan Fire District). In the absence or inability of the Chair, the Vice-Chair shall perform all the duties of that office, and when the Chair is presiding, shall assist that officer in every way possible. Should a vacancy occur in the office of Chair, the Vice-Chair shall at once assume all duties and responsibilities of that office.

3. Secretary

It shall be the duties of the Secretary to call the roll of voting members at every meeting and record a summary of proceedings of the meeting. S/he will have the responsibility to draft and post an agenda and take minutes. Agendas and minutes shall be posted to the Association website. S/he shall keep the records and file the papers pertaining to his/her office. S/he shall attend to all correspondence, submit a report at each meeting, and perform such other duties that are incidental to this office.

The Secretary position may remain vacant if the Chair can provide administrative support for those duties through their home agency staff.

4. Treasurer

The Treasurer shall keep the books and file the papers pertaining to his/her office. It shall be the duty of the Treasurer to pay all bills against the

Association by bank checks when authorized at a regular, special, or annual meeting, to keep a correct account of all receipts and disbursements and submit his/her accounts to the Association Board when called for. S/he shall make a report at each regular meeting showing all amounts received and expended and the date, purpose, and payee with respect to each expenditure. S/he shall also make a report each year at the August meeting covering the entire previous Fiscal Year.

The bank account shall be established in such a manner that withdrawals can only be made upon the signatures of the approved officers and with the majority approval of the Association Board.

The Treasurer shall be responsible for filing with agencies of the state and federal governments with regard to taxes, tax exempt status, or any other matter related to the Association's finances.

The Treasurer will make available to the Board, and or an auditor as designated by the Board, all financial records pertaining to the assets, liabilities, receipts, and disbursements of the Association, as well as any papers filed with any local, state, or federal government.

On the expiration of the Treasurer's term, the Treasurer shall turn over to his/her successor, or the Board, all property, books, papers, and money of the Association within his or her control.

Election of Officers

The election of the officers, also constituting the Board of Directors, shall occur at the December meeting of the Association, by nomination by a voting member. The officers shall hold office for a period of one calendar year. In the normal progression of offices, the Vice-Chair shall assume the position of Chair. The offices of Vice-Chair, the Secretary, and the Treasurer shall be chosen by majority vote of voting members of the Association. Officers shall normally assume office at the first meeting of the new calendar year.

Prior to the first meeting of the new calendar year, the outgoing Officers shall present any and all Association records to the incoming officers along with a report of past, current, and future duties and tasks. Vacancies on the Board shall be filled in the same manner as a regular election, in the normal progression of offices; the Vice-Chair shall assume the office of Chair. The offices of Vice-Chair, Secretary, and Treasurer shall be chosen by majority vote of voting members of the Association. Officers shall assume office at the next duly convened meeting of the Association. All replacements will hold office for the remainder of the term.

Removal of Officers

Any officer or Board Member may be removed from office for the following reasons:

- a. conviction of a felony; or
- b. malfeasance in office; or

- c. three successive unexcused absences.

Provided, however, that such removal shall not be effective unless and until the evidence has been reviewed and a determination made by the Board; and provided further, that the Board shall meet within 60 days of the date of filing of any charges made upon an officer to deliberate the issue, declare its findings, and take necessary action.

Association Board Meetings

- a. Bi-monthly Meetings - The regular meeting of the Association shall be held bi-monthly beginning in February of each calendar year. The place of the meeting shall be designated by the body at the previous meeting as notified by the Secretary at a later date.
- b. Quorum - Attendance by 50% of the eligible Voting Members, or their voting designee, shall constitute a quorum. If a quorum is not present then no legal business transactions of the Association can occur and the official meeting is canceled.
- c. Order of Business - The normal order of business shall be:
 - 1. Call to Order
 - 2. Roll call of Active Members
 - 3. Welcome of Guests
 - 4. Minutes of Previous Meeting
 - a. Approved as read, or
 - b. Approved with additions or corrections
 - 5. Treasurer's Report (bi-monthly)
 - a. Received as read and filed for audit
 - 6. Presentations
 - 7. Committee Reports
 - 8. Old Business
 - 9. New Business
 - 10. Adjournment
 - 11. Closed Session (Fire Chiefs or their designee, and anyone needed for the subject discussion as designated by the Chair only.)

ARTICLE V VOTING

- a. Each Member Agency eligible to be a voting member and current in dues payment shall be entitled to one vote.
- b. Votes reflecting action or policy of the Association shall be made by a majority vote of the Voting Members, or their voting designee, present at a duly convened meeting.
- c. All votes taken shall be by roll call and those votes recorded in the official minutes of the Association.

ARTICLE VI SECTIONS AND SUBCOMMITTEES

Sections

Subject to the approval of the voting board membership, a Section may be established to carry out detailed activities in specialized fire service-related fields consistent with the purpose of the Association. Sections will organize and operate in accordance with the Constitution and Bylaws and under the direction of the voting member Fire Chiefs. Sections report directly to the Voting Member Fire Chiefs of the Association.

Operations Section

Membership

Membership will include the primary Operations chief officer from the respective voting member agency or his/her delegate from the respective agency remaining current in annual dues payment. The Section may also include Associate Members who remain current in annual dues payment. Associate Members have no voting rights in the Section.

Meetings

The Operations Section shall meet regularly or as directed by the County Fire Chiefs Association. Meetings will be noticed a minimum of 72 hours in advance, whenever possible. Agendas and minutes shall be produced and posted to the Association website. Both agenda and minutes shall remain consistent, to the extent possible, with the format of the agenda and minutes of the Association Board.

Work Focus

Work focus will be collaboration and professional advancement of the County Fire Services and Sacramento region in field operations to include fire suppression, training, fire prevention, emergency medical services, and radio and other communications.

The Operations Section shall foster and enhance the collaborative mutual and automatic aid relationships, as well as boundary drop service delivery model in Sacramento County.

Direct Reports

Training, Emergency Medical Services, Fire Prevention Officers, and Radio/Communications Taskforce directly report to the Operations Chiefs Subcommittee. The Operations Chiefs shall offer a comprehensive report inclusive of the direct report subcommittees.

Subcommittees

Membership

Membership will include the primary chief officer with the subject matter expertise in the subcommittee's work focus from the respective voting member agency or his/her delegate from the respective agency remaining current in annual dues payment. The Subcommittee may also include

Associate Members who remain current in annual dues payment. Associate Members have no voting rights in the Subcommittee.

Meetings

The Subcommittee shall meet regularly or as directed by the Operations Section and/or County Fire Chiefs Association Board. Meetings will be noticed a minimum of 72 hours in advance, whenever possible. Agendas and minutes shall be produced and posted to the Association website.

Work Focus

Work focus will be collaboration and professional advancement of the County Fire Services and Sacramento region in field operations specialty to include fire suppression, training, fire prevention, emergency medical services, and radio and other communications.

The Subcommittees shall foster and enhance the collaborative mutual and automatic aid relationships, as well as boundary drop service delivery model in Sacramento County.

Reporting Structure

Training, Emergency Medical Services, Fire Prevention Officers, and Radio/Communications Taskforce Subcommittees directly report to the Operations Chiefs Section. The Operations Section shall consider all subcommittee reports and offer a comprehensive report inclusive of the direct report subcommittees and any recommendations for consideration by the Association Board.

ARTICLE VII AMENDMENTS

Section 1 – Amendment Process

The Association shall have full power at any regular meeting to alter, amend, or revise this Constitution and Bylaws, providing that notice of such alteration, amendment, or revision shall have been given in writing to the Chair of the Association at least sixty days prior to a regular meeting. The proposed amendment shall refer to specific sections and contain exact wording. The Chair shall see that the voting membership shall have at least thirty days notice of such proposed alteration, amendment, or revision previous to the date set for the item to be considered. A two-thirds majority vote of the members entitled to vote, which are present and voting, shall be necessary for the adoption of any such alteration, amendment, or revision.

Section 2 – Implementation of Amendments

All amendments, alternations, or revisions shall take effect immediately upon adoption by the membership unless otherwise provided.

**ARTICLE VIII
RULES OF ORDER**

Section 1 - The Chair shall preserve order and decorum. All questions of order shall be subject to an appeal to the Chair, and upon such an appeal, the vote shall be taken without debate. The Chair may state the reasons for the decision given and shall put the question as follows: "Shall the decision of the Chair be sustained?" A two-thirds majority of those present and voting shall be necessary to reverse the decision of the Chair.

Section 2 - Every member when speaking or offering a motion shall rise, state his or her name and department affiliation, and respectfully address the presiding officer, and, when finished speaking, shall at once resume his or her seat.

Section 3 - When two or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

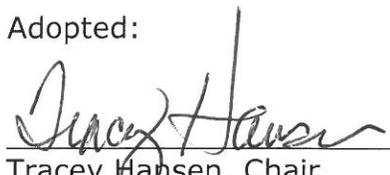
Section 4 - A member called to order shall immediately cease speaking and resume his or her seat until the point of order in question has been decided, when s/he shall again be entitled to the floor.

Section 5- A motion to take the previous question shall always be in order except when a member is in possession of the floor, and must be put without debate, and, if supported by a majority vote of the members present, voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

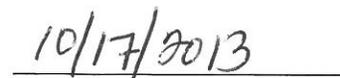
Section 6 - A motion to adjourn shall always be in order, except when a member is in possession of the floor, or a vote being taken, or it has been decided that a vote shall now be taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is open to debate.

Section 7 - Any question coming before the Association for which no provision has been made in this Constitution and Bylaws, the presiding officer shall be guided by the rules laid down in Robert's Rules of Order, Revised.

Adopted:



Tracey Hansen, Chair
Sacramento County Fire Chiefs Association



Date