

Revised: March 2008

**CALIFORNIA FIRE PREVENTION OFFICERS' ASSOCIATION**

**A SECTION OF  
THE CALIFORNIA FIRE CHIEFS' ASSOCIATION**

**CONSTITUTION**

**ARTICLE I**

**CONSTITUTION OF THIS ORGANIZATION**

- Section 1. This Organization shall be constituted as a section of the California Fire Chiefs' Association and be divided into Divisions. This Organization shall be organized for nonprofit purposes and individual members will not derive profit therefrom.
- Section 2. The California Fire Chiefs' Association may determine the course of any meeting of this Organization and assign to this Organization topics for discussion and committee research. A report shall then be made to the California Fire Chiefs' Association of such activity. Unless otherwise directed, a copy of the minutes of the meeting shall be deemed to suffice for the required report.
- Section 3. Any program, plan, activity, or other action, may be suspended at any time by action of the Board of Directors of the California Fire Chiefs' Association. Such suspension shall remain in effect until the next regular meeting of the California Fire Chiefs' Association Board, at which time it may be raised, extended, or made permanent by action of the next regular California Fire Chiefs' Association Board meeting when such actions are directed by the Board of the California Fire Chiefs' Association, the President or designee of this Organization shall appear and present pertinent information concerning such deliberation. If no action is taken by the California Fire Chiefs' Association Board at the next Board meeting, then this Organization may continue its activity as though the suspension had never been invoked.

**ARTICLE II**

**NAME OF THIS ORGANIZATION**

- Section 1. This Organization shall be known as the California Fire Prevention Officers' Association, a section of the California Fire Chiefs' Association.

**ARTICLE III**

**OBJECTIVES OF THIS ORGANIZATION**

- Section 1. Through the mutual association and joint effort of the members, to develop and make available information that can be used to safeguard life and property against the ravages of fire and related hazards.
- Section 2. Coordinate efforts and develop solutions to fire prevention problems.
- Section 3. Solicit the Chief of each City, County, City and County, District, State, or Federal fire department or agency in California to assign members to join and participate in fire prevention matters. For purposes of this Section, California shall be divided into two Divisions. One Division is to include all those counties that are north of Kern and San Luis Obispo Counties and west of Mono and Inyo Counties. The second Division shall include the counties of Mono, Inyo, San Luis Obispo, Kern, and all others to the south.
- Section 4. Subject to the authority of the California Fire Chiefs' Association, to propose, support, or oppose legislation which may have an effect upon the efforts of this Organization or the California Fire Chiefs' Association in safeguarding and protecting life and property from the ravages of fire or related hazards.
- Section 5. From time to time, make recommendations and communicate to the California Fire Chiefs' Association through the Joint Board of Directors of these Divisions on matters of importance to fire prevention.

**ARTICLE IV**

**MEMBERSHIP**

- Section 1. Membership shall be open to all persons interested in the objectives of this Organization.

**ARTICLE V**

**MEETINGS**

- Section 1. Meeting dates. The regular meeting of this Organization shall be held monthly, unless otherwise determined by the Board of Directors of either Division and approved by the membership.

**ARTICLE VI**

**AMENDMENTS**

- Section 1. This Constitution may be amended upon recommendation of either the Northern or Southern Board of Directors with the approval of a majority of both memberships present at any regular meeting, or by presentation of a resolution by any regular member stating in detail the proposed amendment and adoption of the resolution by a majority of both memberships present at any regular meeting. No amendment shall be adopted at the time of presentation, but shall be held over until the next regular meeting, at which time it shall be voted on. All such amendments shall be approved by the California Fire Chiefs' Association board.

**ARTICLE VII**

**ASSOCIATIONS**

- Section 1. This Organization has established itself as a Chapter of the International Fire Marshals Association (IFMA), a membership section of the National Fire Protection Association.
- Section 2. When this Organization conducts business related to IFMA they shall comply with and adhere to all applicable requirements and restrictions of the Constitution and Bylaws of the International Fire Marshals Association as such pertain to chapters thereof. Including without being limited to, those requirements set forth in Article 7 of the Bylaws of the International Fire Marshals Association or any successor article thereto.
- Section 3. This Organization will hold harmless and indemnify the National Fire Protection Association and/or the International Fire Marshals Association from and against any and all suits, damages, loss, costs, or other liabilities which may threaten or accrue to the International Fire Marshals Association or the National Fire Protection Association, as a result of the acts or activities or failure to act by this Organization.
- Section 4. This Organization has also established itself as a Chapter of the International Code Council.
- Section 5. This Organization has also established itself as a member of the Uniform Fire Code Association which is a section of the Western Fire Chiefs Association.

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## **PURPOSE OF POLICY STATEMENTS**

Policies are adopted by the Joint Board of Directors for the purpose of informing the members of interpretations of the By-Laws, and for guiding decisions of the Board concerning the operations of the Association.

Nothing in these policy statements shall be in conflict with the Constitution of this Organization, or that of its parent body.

When a policy is established, it shall be prepared as a formal document and attested to by each President and Secretary. Copies shall be provided to each member via hard copy or by website posting.

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**POLICY NO. 1**

**GUIDELINES FOR FIRE DEPARTMENTS  
HOSTING THE FIRE PREVENTION OFFICERS  
MONTHLY GENERAL MEMBERSHIP MEETING**

The following guide should be used for Host Cities.

1. In line with our Organization's promotion and support of fire sprinkler systems, a meeting facility protected by such systems shall be selected whenever possible.
2. Elect a facility having the capability of seating 50-100 people comfortably. Separate rooms for committee meetings are desirable, but not mandatory. A separate meeting room for the Executive Board is mandatory. Hours: 0830 – 3:00 p.m.
3. A good reliable public address system for the rostrum.
4. A U.S. and California flag in the meeting room.
5. A large well lighted rostrum, capable of holding an open binder.
6. A head table, which will accommodate Officers and dignitaries, both for the meeting and luncheon.
7. A host city that finds that it will be unable to honor its obligation to host a meeting shall notify the Director of Operations for the Northern Division or the Second Vice-President for the Southern Division, in writing, at least 30 days in advance of the scheduled meeting.
8. A registration fee shall be charged to all individuals attending a general membership meeting only. This fee is to defray the normal costs of the meeting and the Organization, such as room rental, coffee and rolls.
9. The meeting fee, with lunch included, will be determined by the Board of Directors.
10. The Host City should keep fees in mind when negotiating room and meal costs. If the host city is unable to obtain prices (including tax and tip) that are below those requested by the Organization, the Director of Operations for the Northern Division or the Second Vice-President for the Southern Division shall be notified, in writing, at least 30 days in advance of the meeting. The notification shall include exact cost to the organization per person, including tax and tip. The final authority to run the meeting at a deficit is solely held by the respective Board of Directors.
11. Arrange for a maximum leeway above or below number of lunches anticipated. Avoid making a "guarantee" if possible and merely state average attendance. Attendance may vary considerably, depending upon distance traveled, time of year (vacations), last minute commitments (major fires, etc.). Use minimum guarantee where possible. If a guarantee is

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necessary, no more than fifty (50) shall be guaranteed.

12. The host Fire Marshal Shall:

- (a) Give assistance to the Treasurer by providing someone to help register members at the door.
- (b) Provide a detailed map and instructions on how to reach the meeting place to the Secretary for website posting along with the meeting notice.
- (c) Provide an electronic copy of the RSVP list to the treasurer at least two (2) days prior to the meeting.

13. The host Fire Marshal may seek donated gifts for the purpose of increasing revenue. Should donated gifts be unavailable, up to \$150.00 may be expended for this purpose. Money expended will be reimbursed by the Treasurer upon presentation of a receipt. Note: Refer to Policy No. 21.

**POLICY NO. 2**

**MEMBERSHIP DUES**

1. Dues. Article VI, Section 3 of the By-Laws specifies that the annual membership dues for each member classification of this organization shall be fixed by the Joint Board of Directors. Therefore, by action of the Board of Directors, the following rates are established:

Regular Membership	\$45.00/year
Associate Membership	\$75.00/year
Retired Membership	\$25.00/year
Student Membership	\$25.00/year
Retired Past Presidents	no charge
Honorary Membership	no charge

- (\*) New Regular and Associate Membership shall be assessed a one-time \$10.00 charge (above normal dues) for a new membership packet which includes an association pin, association roster, and miscellaneous information.
  - (\*\*) Student membership does not include a membership badge or lapel pin. If the Student member desires same, a \$10.00 fee shall accompany a written request.
2. Payment. To assist in the timely collection of annual dues, each organization shall send an application form and statement for annual dues to each member sometime after April 1 of each calendar year. Membership applications submitted after the due date on the invoice shall be assessed a \$5.00 late fee. Those membership renewals not received within 30 days of the due date on the invoice may not be included in the annual roster. Memberships shall be valid for the following fiscal year July 1 – June 30<sup>th</sup>.
  3. Review. Each Secretary shall review all new applications for membership. Such membership application review shall be to assure that the membership status sought by the applicant is in accordance with criteria established in the Constitution and By-Laws. Each organization shall resolve (with the applicant) questions resulting from any membership status request that is denied by the Board of Directors; the amended application (which reflects the appropriate status and dues payment) may be resubmitted for consideration to the respective Board of Directors. Once membership applications are processed and approved, the respective Secretary shall be provided with current mailing information for the new member.
  4. Transfer of Membership. A Regular or Associate membership may be transferred from one member of a department or other interest of the same department or other interest described under Article I of the Constitution and By-Laws. A fee of \$10.00 will be assessed for a new membership packet.

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**POLICY NO. 3**

**TRAVEL AND EXPENSE REPORTING**

1. Only authorized travel will be funded by the respective Board of Directors. Budgeted travel will be reimbursed by the Organization. Other than budgeted travel, the respective Board shall authorize travel prior to it being undertaken.
2. Only those persons necessary for the completion of the function will be funded.
3. Upon return, an Expense Report must be submitted to the Business Manager or Treasurer for reimbursement. The Expense Report is available on the website at [www.firepreventionofficers.org](http://www.firepreventionofficers.org) or from the Treasurer. The form shall include:
  - (a) Purpose of the meeting, and our reason for attending
  - (b) When it was held
  - (c) Itemized expenses and receipts
4. Authorized travel will be paid at the Standard Mileage Rate set by the Internal Revenue Service for business miles driven in the current year. Mileage is paid point to point.
5. In addition to approved hotel accommodations, an approved per diem rate for meals and miscellaneous items will be paid.

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**POLICY NO. 4**

**LUNCHEON EXPENSE ALLOWANCES**

1. The Association will pay for luncheon for industry representatives who have been requested to attend an organization meeting.
2. At the discretion of the Executive Board members, the organization may also pay for luncheon for any visiting dignitaries or guests.

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**POLICY NO. 5**

**FINES**

1. Each President may impose a fine on any member with the maximum fine not to exceed one dollar (\$1.00).

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**POLICY NO. 6**

**BADGE POLICY**

1. Upon receipt of dues from a new member, the respective organization shall forward the member's name to the firm designated by the respective Board to create name badges.
2. It shall be the responsibility of the member to maintain his/her badge and wear it at each meeting or official function of the California Fire Prevention Officers' Association.
3. Members not wearing badges at regular meetings of the Association shall pay a \$1.00 fine. Members who lose their badge must order a replacement badge from the respective organization at actual cost.
4. Each Treasurer will make available stick-on type visitor "badges" and appropriate marking pens at the registration table at each meeting.

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**POLICY NO. 7**

**RESPONSIBILITY FOR COMMITTEE ADMINISTRATION**

1. Each First Vice President and Second Vice President shall divide the responsibility of overseeing and performing administrative duties for committees amongst the respective board members.
2. When special or ad-hoc committees are formed, each President shall determine which board member will assume administrative responsibility for those committees.
3. Each designated board member shall maintain regular contact with their assigned committees and shall attend at least one meeting per year of each committee.
4. Unless otherwise assigned per item (1) above, the President shall oversee the Legislative Committee and the Webmaster; the First Vice President shall oversee the Building Standards and Fire Service Education Committees; the Second Vice President shall oversee the Fire Code and Hazardous Materials Committees; the Secretary shall oversee the Wildland-Urban Interface and Fire Equipment & Devices Committee; the Treasurer shall oversee the Director of Marketing, and the Public Education Committee; the Judge Advocate shall oversee the Past-Presidents Committee.

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**POLICY NO. 8**

**CALIFORNIA FIRE PREVENTION OFFICERS'  
ANNUAL WORKSHOP/MEETING**

1. The Southern California Fire Prevention Officers' Association will be the responsible Division for the Annual Workshop/Meeting.
2. The Southern Division will solicit input regarding instructors, classes to be held, vendors, etc., from the Northern Division.
3. The Southern Division will appoint a Southern Workshop Committee that will be charged with the responsibility for all activities related to the workshop. The Workshop Committee chair will report to the Presidents of the Northern/Southern Fire Prevention Officers' Association Divisions. The Southern Workshop Committee will be comprised of as many members as the Southern California Fire Prevention Officers' Association finds necessary to accomplish its goals.
4. The Southern California Fire Prevention Officers' Association will appoint a person or persons to act as the Workshop Committee's Finance Officer who will provide both the Northern California and Southern California Fire Prevention Officers' Associations with a detailed financial report at the Joint Northern/Southern Annual Board Meeting held each year.
5. Both Northern California and Southern California Fire Prevention Officers' Associations will share equally in the cost of the Annual Workshop/Meeting, with any and all profits kept in a separate account to be used as "seed money" for the subsequent Annual Workshop/Meeting. In the event that a negative cash flow exists, both the Northern California and Southern California Fire Prevention Officers' Associations will share an equal amount in paying any outstanding debt.
6. During the Annual Northern California/Southern California Fire Prevention Officers' Association meeting held each year, the Executive Boards will make a joint decision, with input from the Workshop Committee, whether or not to proceed with the following year's meeting, to alter it due to financial considerations, and to set a maximum dollar amount to be used as seed money for the following workshop.

**POLICY NO. 9**

**EXECUTIVE BOARD AND COMMITTEE  
COORDINATION/NORTH & SOUTH**

**Executive Board**

1. Each Board of Directors recognizes the necessity of coordinating certain Executive Board functions between both North and South Boards. No final recommendations will be forwarded to the California Fire Chiefs' Association without first ensuring that the Joint Board of Directors concurs with the recommendation.
2. The Joint Board of Directors may meet twice per year. One meeting shall occur at the beginning of the annual workshop. One meeting shall occur in the fall. The fall meeting will alternate between North (even years) and South (odd years). Each Board shall pay their own travel expenses. The host Board shall pay the lunch expenses. Responsibility for the agenda and the minutes shall be the North's in the spring and the South's in the fall.
3. Standing Agenda items are: the CFPI Workshop, Inspector Guides, and any upcoming California Fire Chiefs' Association meetings.
4. The meeting agendas will consist of items submitted from both Boards and shall be published 10 days prior to the meeting along with any background information or reports for items to be acted upon by the Boards.

**Committees**

1. The Board of Directors recognizes the necessity of coordinating committee functions between both North and South committees. Joint North and South Committee meetings will be held once per year at the annual workshop. No final recommendations will be forwarded to the California Fire Chiefs' Association without first ensuring that the North and South concur on the recommendation.
2. Each committee chairperson is directed to:
  - (a) Telephone his/her counterpart at least one monthly;
  - (b) Provide written minutes of each committee to their counterparts in the other Division;
  - (c) Report to the general membership such activities, particularly those requiring California Fire Chiefs' Association approvals; and
  - (d) Personal visits, beyond the annual joint committee meetings, may be required for committee consistency.
3. When necessary, and when approved by the responsible Vice President, expenditures will be paid by this Association.

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**POLICY NO. 10**

**COMMITTEES AND CONTROVERSIAL ISSUES,  
AND EXCLUSIVE REPRESENTATION AT  
PUBLIC MEETINGS OR HEARINGS**

1. Individual members of committees and subcommittees shall notify their Chairperson of any issues that may be considered controversial or sensitive to the Association. The Chairperson shall evaluate the issue and promptly notify their designated Vice-President when deemed necessary. The Chairperson shall then be guided by the Vice-President's direction.
2. All official communication concerning issues that have been deemed to be sensitive or controversial shall be approved through the appropriate Vice-President and the Executive Board prior to being released.
3. This policy in no way is meant to inhibit normal committee activities, correspondence, or communication.
4. When an authorized representative of the California Fire Prevention Officers' Association attends a meeting or hearing, they may only represent the California Fire Prevention Officers' Association.
5. If there will be a conflict with a particular position of the California Fire Prevention Officers' Association with the individual's own department, another organization or personal beliefs, that individual must make that information known to the appropriate Co-Chair or Vice President of the Board of Directors. An individual with such a conflict may not represent the California Fire Prevention Officers' Association on that particular issue.
6. The purpose for having an exclusive representative at the hearing or meeting is to present a united and consistent position from the California Fire Prevention Officers' Association. This eliminates confusion and conflict within our own Organization on positions taken, as well as with outside organizations.

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**POLICY NO. 11**

**WRITTEN REPORTS AND COMMITTEE MEETING  
AGENDAS AND MINUTES**

1. The President of each Division shall compile a joint North/South report to be presented at the California Fire Chiefs' Association annual conference.
2. Committee Chairpersons shall provide written minutes of each meeting held by the committee, forwarding copies to the respective Secretary, responsible board member and committee members.
3. Committee Chairpersons shall present a brief written status report, based upon the goals and objectives established for the committee, to the responsible Vice President annually. Specific deadlines will be provided each year, thereby enabling reports to be received on time. The annual report shall be received not later than the last regular meeting of March.
4. Committee Chairpersons shall prepare an agenda prior to each meeting and control the agenda during the meeting.
5. In order to have a subject introduced into the agenda, the person so desiring shall obtain permission from the Committee Chairperson prior to the convening of the meeting.
6. If time permits, and all business on the agenda is completed, Committee Chairpersons, at their discretion, may open the meeting to subjects not on the agenda.
7. For unscheduled subjects, Chairpersons should give first priority to requests for technical or interpretive assistance. If an immediate accurate answer is not possible, the subject should be included on the agenda for the next committee meeting.

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**POLICY NO. 12**

**CODE DEVELOPMENT MEETINGS – ATTENDANCE**

1. The Chairs of all committees involved in code development, or a representative recommended by the Chairpersons of the respective committees and approved by the respective Board of Directors, shall attend the annual meetings of the Model Code Development and Final Action conferences. Attendance at the Annual Business Meeting is at the discretion of the Executive Board.
2. The Chairpersons are also responsible for attending other scheduled or unscheduled meetings held for the stated purpose of fire code development.
3. Budgeted expenditures and those others approved in advance by each Board of Directors will be paid by this Association.
4. At the discretion of the Executive Board, one or more members of the Executive Board may attend the annual Model Code Development and Final Action conferences, and/or the Annual Business Meeting.
5. The Chairpersons of the Building Code Committee or a representative recommended by the Chairpersons and approved by the respective Board of Directors shall attend the annual meeting of the Model Code Organization for California, and Code Development Committee hearings for the purposes of reviewing changes to the California Model Building Code.
6. Budgeted expenditures and those others approved in advance by the respective Board of Directors will be paid by the Organization.

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**POLICY NO. 13**

**LEGISLATIVE ACTION POLICY**

1. The Northern California Fire Prevention Officers will be the responsible Division for Legislative Action.
2. The Northern Division will solicit input as to bills to watch and comment on, positions to be taken, etc., from the Southern Division.
3. The Northern Division will appoint Legislative Committee Chairpersons who will be charged with the responsibility for all activities related to the legislation affecting the California Fire Prevention Officers' Association. The Legislative Committee Co-Chairs will report to the Presidents of the Northern/Southern Fire Prevention Officers' Associations. The Legislative Committee will be comprised of as many members as necessary to accomplish its goals, within the parameters of Policy Number (Committee Membership Policy).
4. The goals of the Legislative Committee are as follows:
  - (a) Make recommendations to the Northern President on committee membership from either Division. The Northern President will appoint the committee members.
  - (b) To contact or hold meeting with the members of the committee as often as necessary. Exchange information with the Northern and Southern memberships through the Executive Boards, legislative updates, listserves, website and oral reports at general meetings.
  - (c) To continually monitor state legislation through the State Fire Marshal's Office, California Fire Chiefs' Association Legislative Committee, the League of California Cities, the Fire Service Coordination Council and other sources to stay abreast of legislative issues that may have an impact on the California Fire Prevention Officers' Association.
  - (d) Make position recommendations regarding the impact of proposed legislative bills on statewide fire service issues. Focus of the committee shall be directed primarily toward legislation dealing with issues of importance to the accomplishment of the mission of the California Fire Prevention Officers' Association. Recommendations shall be forwarded to the parent organization through appropriate channels as necessary when directed.
  - (e) Provide to the general membership, at least monthly during the legislative session, a report on the status of active bills and a short analysis of the intent of the legislation and any possible effects upon fire services.
  - (f) To provide copies of the current legislative roster to the Executive Board. Such rosters shall be provided to the membership when deemed necessary by each President.
  - (g) Due to the difficulty of responding in a unified and timely manner to legislative matters

that affect the fire service, a Legislative Action Network is hereby established. This network will consist of the members of the California Fire Prevention Officers' Association. The purpose of the network is to take appropriate collective action on legislative matters when the Presidents deem it in the best interest of the Organization. The action may consist of generating letters, e-mails and telephone calls to appropriate local and state officials. When requested, each member of the organization shall make every effort to expedite said actions.

- (h) Funding for this committee shall be sufficient to cover personal out of pocket expenses of committee members for parking, bridge tolls, postage, duplication, registrations, and other incidentals necessary for necessary communications, attendance at meetings, and at state hearings or legislative activities in Sacramento. Legislative services such as software for computer access, lobbyist and legislative roster publications, or Bill Room Service may be requested annually via the committee budget process and will be provided, if approved, on a cost shared arrangement by both Divisions.
- (i) Members of the Legislative Advisory Committee and Executive Board members, when practical, shall acquire training and skills by:
  - (i) Attending legislative training sessions when offered
  - (ii) Obtaining hands-on experience by attending hearings and sessions
  - (iii) Attending California Fire Chiefs' Association "Legislator Day"

5. To accomplish the above stated goals the following objectives are necessary:

- (a) There shall be two Co-Chairs from the Northern Division.
- (b) The Co-Chairs shall endeavor to monitor proposed legislation by previously mentioned methods and by attending the monthly meetings of the California Fire Legislative Task Force.
- (c) Due to the rapidity with which legislation changes, most committee work will be done by email, listserv, FAX and telephone with monthly written reports.
- (d) The Co-Chairs will be responsible for making a cursory review of any legislation that they deem to be in the area of fire prevention and assign significant bills to committee members for detailed review. The assigned committee member will become the Bill Incident Commander, who will write a detailed report of the impacts of the bill, a recommended position, and recommended changes to the bill. The Bill I.C. will also monitor that bill as it moves through the legislature and report its progress to the Co-Chairs for the purpose of the monthly written report. The information included by the Bill I.C. may be recommended position changes due to changes in the bill, current location, and any negotiations that have taken place.
- (e) At any time, any member of the committee or either Executive Board may request of the Co-Chairs to have a Bill I.C. assigned to a bill due to its significance. If a member of either Division wishes to have the California Fire Prevention Officers' Association assign

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a Bill I.C., they must make their request through their respective Executive Board.

- (f) The monthly written report, which will be provided to both Board of Directors, shall contain the following information, if known:
  - (i) Bill Number
  - (ii) Bill Author
  - (iii) Introduced or the Last Amended Date that the report is based on. (This is very critical due to changes, i.e., “today we may be neutral or even like a bill, while tomorrow we may hate the bill.”)
  - (iv) Code sections involved, i.e., Health and Safety Code Sec. 13146
  - (v) FPO Position/Notes. The position can range from strongly support to strongly oppose. Many bills may simply be “watch” or “watch until the second house.” Also, the notes might contain information such as 1 of 10 bills on this subject matter.
  - (vi) Groups supporting and opposing the bill
  - (vii) FPO Bill Operations Officer (Name, Phone, and fax numbers)
  
- (g) The Executive Boards, due to the possible length, can choose the method of dissemination to the membership, i.e., placed at the head table, mailed in general meeting minutes, etc.

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**POLICY NO. 14**

**CERTIFICATE AND PROCLAMATIONS**

It is the policy of the Joint Board of Directors to recognize the service that people dedicate to this Organization or to the fire prevention effort in some formal way.

1. Certificates of Appreciation.

- (a) These are issued to guest speakers who have been requested by the Program Chairman to present a lecture, seminar or conduct a luncheon program.
- (b) The President may issue certificates annually to those Officers and Chairpersons serving in his/her administration.

2. Proclamations.

- (a) These may be issued at the direction of the respective Board of Directors to anyone who has served this Organization, the fire service or fire prevention efforts in a significant way. Recipients need not be restricted to members of this of this Organization.
- (b) This is the highest public recognition for service rendered that this Organization can proclaim. Presentation should take place, when possible, at a public gathering where the full impact of the award can be felt.
- (c) This award is not limited to retiring or departing members, but may include Fire Chiefs, Legislators, or citizens who have significantly represented or contributed to fire prevention efforts in California.
- (d) Sample format: Proclamations may be hand-printed (calligraphy), typed, or otherwise prepared on parchment and suitably framed for the occasion. (See sample on following page.)

**A PROCLAMATION COMMENDING RETIRED ASSISTANT FIRE CHIEF \_\_\_\_\_ ON HIS/HERMANY DEDICATED YEARS OF FIRE SERVICE IN THE FIELD OF FIRE PREVENTION**

**WHEREAS,** \_\_\_\_\_ was born in \_\_\_\_\_ on \_\_\_\_\_; and

**WHEREAS,** \_\_\_\_\_ entered the Fire Service as a Fire Engineer for the \_\_\_\_\_ Fire Department on \_\_\_\_\_; and

**WHEREAS,** \_\_\_\_\_ was promoted to the rank of Captain on \_\_\_\_\_ with the \_\_\_\_\_ Fire Department; and

**WHEREAS,** \_\_\_\_\_ was appointed Fire Prevention Officer on \_\_\_\_\_ with the \_\_\_\_\_ Fire Department; and

**WHEREAS,** \_\_\_\_\_ was promoted to the rank of Assistant Fire Chief in charge of Fire Prevention with the \_\_\_\_\_ Fire Department and has served in that capacity since \_\_\_\_\_; and

**WHEREAS,** \_\_\_\_\_ has been involved as an active member of the Uniform Fire Code Committee and Uniform Building Code Committee of the California Fire Chiefs' Association, Fire Prevention Officers' Section (Northern Division).

**NOW, THEREFORE,** I, President of the Fire Prevention Officers' Association (Northern Division) of the California Fire Chiefs' Association, on behalf of the Board of Directors, Committee Chairpersons, and the General Membership do hereby recognize and pay tribute to \_\_\_\_\_ for the significant role he/she has played over the years of dedicated service in the field of Fire Prevention.

**BE IT FURTHER PROCLAIMED,** that we hereby extend our best wishes to \_\_\_\_\_ and \_\_\_\_\_ on his/her retirement from the California Fire Service and Fire Prevention.

Date: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
First Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Second Vice President

\_\_\_\_\_  
Treasurer

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**POLICY NO. 15**

**ADVERTISING**

Members or Associate members may place advertisements in the monthly minutes. The rates shall be as follows and shall be for one fiscal year, or may be prorated to the end of the fiscal year:

BUSINESS CARD	\$ 45.00
ONE FOURTH PAGE	\$ 67.50
ONE HALF PAGE	\$ 135.00
ONE FULL PAGE	\$ 262.50

One month or short-term ads will be accepted at the following rates:

BUSINESS CARD	\$ 12.00
ONE FOURTH PAGE	\$ 18.00
ONE HALF PAGE	\$ 30.00
ONE FULL PAGE	\$ 54.00

The ads will be the same color ad format as the minutes. Logos or camera-ready art work will be accepted. Inserts will not be accepted. No charge will be levied for job announcements.

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**POLICY NO. 16**

**RIGHTS OF ASSOCIATE AND RETIRED MEMBERS  
ON COMMITTEES**

1. Article V of the By-Laws permits, at the discretion of each President, either a Retired or Associate member to serve on or chair a committee. However, committees of five members shall have not more than one Associate member thereon, while committees of seven members shall not have more than two Associate members thereon.
2. An Associate or Retired member of the California Fire Prevention Officers' Association may serve as a Co-Chair for a committee in cooperation with a Regular member of the Organization. The Associate Co-Chair shall not be a voting member of the committee and shall not represent the California Fire Prevention Officers' Association in public and legislative matters.

**POLICY NO. 17**

**COMMITTEE GOALS & OBJECTIVES**

1. Committee Chairpersons shall present their written goals and objectives to their responsible Vice President prior to the Installation meeting held in April of each year.
2. Committee assignments will be formalized at the first regular meeting in May, wherein the Goals and Objectives become those reportable in the Annual Report to the California Fire Chiefs' Association.
3. Definitions:
  - (a) **GOALS:** A goal is a general statement developed to provide organizational direction from a single goal or multiple goals. What is the broad, comprehensive purpose (or purposes) of the program? A single goal for a business enterprise may be to "show a profit return on investments". This is certainly not definitive, but provides a frame or reference within which all subsequent elements of the program must be developed. In other words, it provides organizational direction.
  - (b) Well stated goals have the following characteristics:
    - (i) They are broad and general
    - (ii) They will provide organizational direction for an extended period of time
    - (iii) They are un-measurable
    - (iv) They are never fully attainable
  - (c) **OBJECTIVES:** An objective is a specific, measurable statement describing methods of attaining a goal. An objective must tell **WHAT** you would like to have happen to the problem if some action is taken; it does not however, tell what action is to be taken. The objective (or objectives) must relate to the problem identified.
  - (d) Measurable performance objectives must:
    - (i) State in specific terms the results to be achieved
    - (ii) Describe criteria for successful results in terms of time, quality and/or quantity
    - (iii) Be feasible
    - (iv) Serve as a means of communication and motivation for employees
  - (e) Basic types of objectives include:
    - (i) Routine Objectives are statements, which derive from the regular responsibilities of a job. For example, here is a responsibility from which routine objectives flow:
      1. An Engineer will keep his/her apparatus and equipment ready for response at all times.

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(ii) Problem Solving Objectives also flow from job responsibilities. Naturally every manager is responsible to see that deviations in the areas he/she controls are correct. Some conditions which might give rise to Problem Solving Objectives are:

1. High rate of fire loss in apartments
2. Excessive down time for apparatus

(Note that these are not objectives, but rather conditions that might give rise to objectives.)

(iii) Improvement objectives are objectives of the highest order. They are the objectives, which, if accomplished, move an organization to a new and higher level of performance. Here are examples of Improvement Objectives:

1. We will computerize all training records by December 3.
2. We will reduce injury accidents by 50%.
3. We will complete development of a California Fire Code by 11:48 p.m. on November 2, 2006.

(f) CAUTIONS:

- (i) Objectives should tell what is to be accomplished but must never tell how. If they tell how, they will limit your ability to consider alternatives.
- (ii) Objectives should avoid discussions of process and should focus on end results to be achieved.

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**POLICY NO. 18**

**MEETING FUND RAISER**

1. Each Board of Directors, in attempt to keep dues at a minimum, does endorse the collection of monies by the Treasurer or his/her representative, in exchange for tickets that enable the attendee a chance to win a door prize.

**POLICY NO. 19**

**CHARLES H. GRAY MEMORIAL AWARD  
MARY ERIKSEN-RATTAN AWARD**

1. Annually, the Northern Board of Directors may present the Charles H. Gray Memorial Award. This award shall be presented to a person or persons for outstanding service to this Organization. The award will be presented to the recipient at the CFPI Workshop each year.
2. The Charles H. Gray Memorial Award Selection Committee shall consist of the Northern Board of Directors and any other person(s) as the President deems necessary. The Selection Committee shall select a recipient(s) from among the nominations received at their regular January Board of Directors meeting.
3. Any member of the Organization may make nominations. The nomination shall be submitted in writing setting forth the reasons for the nominations. Nominations may be submitted at any time throughout the term of the incumbent President of the North, with final nomination acceptance being no later than adjournment of the January regular meeting. Nominations shall be addressed and delivered to the Northern President.
4. The award shall consist of an individual plaque presented to the recipient and the recipient's name and year of honor being engraved on the perpetual Charles H. Gray plaque. The award shall also be presented to the recipient at the next Northern Division regular general membership meeting if the recipient is present. Should the recipient not be present, the President will select another time and place for the presentation.
5. Annually, the Southern Board of Directors may present the Mary Eriksen-Rattan Award. This award shall be presented to a person or persons for outstanding service to this Organization. The award will be presented to the recipient at the CFPI Workshop each year.
6. The Mary Eriksen-Rattan Award Selection Committee shall consist of the Southern Board of Directors and any other person(s) as the President deems necessary. The Selection Committee shall select a recipient(s) from among the nominations received at their regular January Board of Directors meeting.
7. Any member of the Organization may make nominations. The nomination shall be submitted in writing setting forth the reasons for the nominations. Nominations may be submitted at any time throughout the term of the incumbent President of the South, with final nomination acceptance being no later than adjournment of the January regular meeting. Nominations shall be addressed and delivered to the Southern President.
8. The award shall consist of an individual plaque presented to the recipient and the recipient's name and year of honor being engraved on the plaque. The award shall be presented to the recipient at the CFPI Workshop if the recipient is present. Should the recipient not be present, the President will select another time and place for the presentation.

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**POLICY NO. 20**

**PROCEDURE FOR RESOLVING ISSUES  
TO BE HEARD AT PUBLIC HEARINGS**

1. When representing the California Fire Prevention Officers' Association at public hearings, representatives of the North and South Divisions shall maintain a united front.
2. When differences in support of proposed issues occur between the North and South Divisions prior to a hearing, a meeting between representatives of the North and South shall take place to ensure that the California Fire Prevention Officers' Association presents a united stand. If consensus cannot be achieved, the California Fire Prevention Officers' Association shall take no formal position, at which time the Liaison Chief will determine the position to be taken.
3. When necessary, a Board representative from the North and South shall attend code hearings on an alternative basis of North one hearing, South the next hearing. The Board member shall be responsible for bringing consensus between the North and South when the two Divisions are not in agreement on a position.
4. The North/South chairperson, prior to any hearing shall develop a joint position paper. The paper shall include the Organization's position (i.e., support, oppose, further study). A brief reason for the position should be stated, including the precise wording of the proposed amendment vs. the old wording.
5. A brief meeting shall be scheduled prior to the hearing to distribute the position paper and answer questions regarding the items scheduled for hearing.
6. When it appears that a conflict between North and South has developed on the floor during a hearing or new testimony is introduced which changes the Organization's original position, the North/South chairperson shall request a recess caucus. A consensus position will then be developed and presented when the hearing reconvenes.

Revised: March 2008

**POLICY NO. 21**

**ICC VOTING MEMBERSHIP DUES**

1. The Co-Chairs of the code development committees shall be voting governmental members of the ICC.
2. Dues for membership in ICC shall be paid for by the Co-Chairs respective jurisdiction unless the Co-Chair's sponsoring agency will not support such membership.
3. In the case of #2 above, upon written request from the Co-Chair, and upon approval by the Executive Board, membership dues for membership of ICC may be paid by the Organization.
4. Membership in ICC shall be held in the name of the individual Co-Chair and the organization they represent (not Northern California Fire Prevention Officers' Association). As such, they shall exercise due diligence in performing duties required of them in their capacity as a "voting member" and as Co-Chair of their respective code development committee.

**POLICY NO. 22**

**TREASURER'S RESPONSIBILITIES**

1. Each Treasurer will prepare or help to prepare and maintain financial documents for the respective Division.
2. The Southern Division Treasurer will reconcile each monthly bank account statement with the respective Quicken account. The Northern Division Treasurer will serve as liaison to the Association Management Company to assist in reconciliation and accounting.
3. The Southern Division Treasurer will prepare a monthly "Treasurer's Report" for the Southern Board of Directors to review. The Northern Division Treasurer will work in conjunction with the Association Management Company to produce the required reports. The monthly report package will at least include the following reports:
  - (a) Account Balances Report
  - (b) YTD Budget Report
  - (c) Monthly Summary Report
  - (d) Transaction By Category Report

Additional reports may be generated at the will of each Board.

4. The Southern Division Treasurer and the Northern Association Management Company will prepare a comprehensive financial report for the Financial Review Committee. This report shall be generated semi-annually, in June and in November. The report package shall include all of the individual reports listed in item three above, as well as an Account Register Report. Copies of all bank account statements shall also be provided to the Committee.
5. Each Treasurer or appropriate association representative will sign the necessary tax forms on or before September 30 (due date to IRS is November 15<sup>th</sup>) of each year.
6. Each Treasurer will process all justified claims for reimbursement in a timely fashion.
7. Each Treasurer will process and deposit all checks and cash in a timely manner.
8. Each Treasurer will coordinate with the Host Agency prior to each monthly general membership meeting, collect attendance fees from members/guests, and distribute checks, as appropriate, prior to departure.

Revised: March 2008

**POLICY NO. 23**

**FINANCIAL AUDIT COMMITTEE**

1. A Financial Review Committee shall be established comprised of members of each Board of Directors. The committee member will be the President, the First Vice President, and the Second Vice President of each respective Division.
2. The purpose of the Financial Review Committee is to monitor all financial activities of the Organization.
3. The Financial Review Committee shall review the comprehensive report provided by the respective Treasurer on a semi-annual basis. The financial reports will be reviewed and compared to all bank statements. Should any questions or discrepancies arise, they should be directed to the appropriate Treasurer for resolution.

Revised: March 2008

**POLICY NO. 24**

**REFUNDS FOR SEMINARS & CLASSES**

1. The host of the class in conjunction with a Fire Service Education Committee Co-Chair shall review any request for a refund after the applicant has paid for the class or seminar.
2. The reasons for requesting a refund shall be submitted in writing to a Fire Service Education Co-Chair for review.
3. A decision will be made by the Co-Chair to: obtain credit for a future class, refund the total or a partial fee amount(e.g. if books were purchased for the class or printing of documents were required a partial refund would be in order so that Nor Cal would not incur a loss) or deny the refund (e.g. if the class would have to be cancelled due to this person not attending the refund would be denied).
4. If a refund is granted, the Fire Service Education Committee Co-Chair shall give a check request form and a letter or email, with an explanation for the refund, to the Treasurer for reimbursement to the applicant.

Revised: March 2008

**POLICY NO. 25**

**NOR CAL FPO LISTSERVE EMAIL SYSTEM**

1. The listserv email distribution system is intended to provide a quick and efficient method of communicating important information to all members.
2. It shall be the responsibility of each member to provide an up to date email address to the Secretary, who will forward the information to the System Administrator.
3. Communications distributed through the listserv email distribution system shall be related to official business of the California Fire Chiefs' Association, including all of its Sections.
4. The system may also be used to distribute information related to employment opportunities, educational courses and fire service events. **The system is not intended to be used for private advertising.**
5. All listserv communications shall be authorized by the 1<sup>st</sup> Vice President prior to distribution.

**POLICY NO. 26**

**DIRECTOR OF MERCHANDISE AND MARKETING**

1. The Position. Each Board of Directors will appoint a member to the position of Director of Merchandise and Marketing. This position shall be a voluntary position and shall report to the respective board member. Stipend or reimbursement for expenses shall be made in accordance with this policy.
2. Reporting. The Director of Merchandise and Marketing will provide a written report to the respective Board of Directors monthly and more frequently as deemed necessary by the Board to report on matters regarding purchasing, planning and budgeting.
3. Responsibilities. The Director of Merchandises and Marketing shall prepare a budget annually and submit to the respective Board of Directors for approval. The budget should include but not be limited to:
  - (a) Merchandise – new and re-stock
  - (b) Supplies and materials relative to implementing the Marketing Plan
  - (c) Hotel accommodations for Monday – Thursday at the CFPI Workshop
  - (d) Other expenses

The Director of Merchandise and Marketing shall assist the respective Board in preparing the Marketing Plan and suggest changes to the Plan that are in concert with and support the goals of the Organization. This includes, but shall not be limited to, applicable portions of the approved Financial Strategic Plan.

The Director of Merchandise and Marketing shall communicate with the Southern Division to coordinate marketing and merchandising matters that will take place at the annual CFPI Workshop. This shall include but not be limited to:

- (a) Creating a schedule for the staffing of the merchandise table at the conference with Northern and Southern FPO members
- (b) Contacting the CFPI Workshop Committee and placing a needs request for the merchandise table(s) and location
- (c) Staff the merchandise table from Monday through Thursday at the workshop
- (d) Provide and maintain costs and expenses associated with the merchandise sold at the workshop and provide a detailed financial summary for the Treasurer of the Board
- (e) Merchandise shall include clothing, novelty items, Inspector Guides, membership applications and other items as deemed appropriate by the Board and CFPI Committee

The Director of Merchandise and Marketing shall be responsible for ordering, storing, and transporting to and from monthly meetings all merchandise that is to be displayed and sold at monthly membership meetings and at the CFPI Workshop. All revenues received by the Director of Merchandise and Marketing shall be submitted to the appropriate Treasurer along with a detailed financial summary.

Revised: March 2008

**POLICY NO. 27**

**ANNUAL JOINT MEETINGS**

1. Joint meetings of the Board of Directors of the Northern and Southern Divisions of this Organization shall be held in the spring and fall of each year.
2. A joint installation of new officers shall be held in conjunction with the five day workshop conducted on a Monday through Friday at a location mutually acceptable to both Divisions. The installations will occur at a joint banquet as scheduled during the CFPI Annual Workshop.
3. Training and education programs shall be conducted during the joint workshop.

**PAST PRESIDENTS – NORTHERN DIVISION**

Revised: March 2008

<b>President</b>	<b>Year</b>	<b>Jurisdiction</b>
Jim Sweeney	1953	Oakland
Rod Barth	1954,1955	Stockton
Babe Wade	1956,1957	Redding
Al Hanson*	1958,1959	Berkeley
Herb Scales*	1960,1961	Monterey
John Reynolds	1962	Monterey
Bruce Wiggins	1963	Santa Clara Co.
Pat Parker	1964	Arden
Matt DePauli	1965	Arcade
Gene Nunes	1966	Oakland
Dan Hollywood	1967	Menlo Park
Les Johnson	1968	Salinas
John Gearhart	1969	San Jose
Nick Arhontes	1970	Hayward
Gene Borden	1971	Campbell
Lonnie Johnson	1972	Florin
Jes Rodgers	1973	Santa Clara
Emmet Condon	1974	San Francisco
Jim Luce	1975	Napa
Sal Leonardi	1976	Campbell
Charlie Gray*	1977	Santa Rosa
Jim McLaughlin	1978	Palo Alto
Al Forbes	1979	Monterey
John Buchanan	1980	Sac. Co. JPA
Ken Mazza*	1981	San Rafael
Jim McLaughlin	1982	Palo Alto
Steve Hart	1983	Monterey
Hank Schmidt	1984	So. County Fire
Bill Greene	1985	U.C. Davis Fire
Ted Camicia	1986	Corte Madera
Darrell Harguth	1987	Contra Costa Co.
Dave Milanese	1988	Foster City
Robert Kinney*	1989	Vallejo
Keith Schoenthal	1990	San Rafael
Larry Larson	1991	U.C. Davis
Larry Agee	1992	Chico
Tom Elliott	1993	Novato
Michael Argo	1994	Contra Costa Co.
Eduardo Saiz	1995	Daly City
Fort Hartsfield	1996	San Ramon Valley
Tonya Hoover	1997	UC Berkeley
Rick Rodewald	1998	Monterey
Larry Monette	1999	Santa Clara
Rick Terry	2000	San Ramon Valley FPD
Danielle Stefani	2001	Livermore-Pleasanton
Forrest Craig	2002	Novato FPD

**PAST PRESIDENTS – NORTHERN DIVISION**

Revised: March 2008

Mike Stewart	2003	Sacramento Metro FPD
Weston Arvin	2004	UC Davis Fire Department
Dennis Mathison	2005	Roseville Fire Department

\*Denotes Deceased Member

PAST PRESIDENTS – SOUTHERN DIVISION

Revised: March 2008

<b>President</b>	<b>Year</b>	<b>Jurisdiction</b>
William E. Fox	1949	Inglewood
Thomas H. Brown	1950	Downey
Robert W. Gain	1951	Downey
Al W. Hunt	1952	Glendale
Milan A. Priest	1953	Los Angeles County
Leonard V. Foster	1954	Long Beach
Harry E. Wainwright	1955	San Bernardino City
Karl Saunders	1956	Santa Barbara City
William C. McDade	1957	Santa Monica
George S. Figley	1958	Los Angeles County
Robert H. Beech	1959	Montebello
Leslie L. McCloud	1960	Monrovia
Robert R. Ballentine	1960	Los Angeles County
Fred C. Hardesty	1961	San Marino
William I.J. Coulter	1962	El Segundo
Ira A. Anderson	1963	Rialto
William R. Tripp	1964	San Gabriel
James M. Hammaek	1965	Los Angeles City
Russ Granger	1966	Whittier
Sam Tanksley	1967	Los Angeles County
Charles Anderson	1968	Buena Park
Paul Wohlers	1969	Santa Monica
Bernard Dickey	1970	Los Angeles County
Gaford Medley	1971	Ontario
Richard Pfeiffer	1972	Inglewood
Robert Richter	1973	Los Angeles City
Jean F. Slaughter	1974	Pasadena
Angelo Minchella	1975	Santa Ana
Joseph Warren	1976	La Habra
Bill Tomes	1977	San Diego
Walley Trotter	1978	Orange County
Joseph Warren	1979	La Habra
Jim Timmons	1980	Torrance
Don Oaks	1981	Santa Barbara County
Robert Miller	1982	San Diego
Albert (Bud) Moody	1983	Brea
Mikal J. Parks	1984	San Bernardino City
Lynne Michaelis	1985	Fountain Valley
Denny Haas	1986	Torrance
Homer Miller	1987	Los Angeles City
Joseph Piscioneri	1988	Ontario
Ted Wackerman	1989	Oceanside

## PAST PRESIDENTS – SOUTHERN DIVISION

Revised: March 2008

Oystein (Sam) Husoe	1990	Long Beach
Eileen Salmon	1991	Hawthorne
Allen Thomason	1992	San Diego
Dennis Stangeland	1993	Los Angeles County
Carl Thibeault	1994	Palm Springs
Michael T. Bennett	1995	Santa Barbara County
Dennis Lockard	1996	Newport Beach
Carolyse Phieffer-Acedo	1997	Redondo Beach
Bruce Kerl	1998	La Mesa
Sheri Benge	1999	Anaheim
Steve Locati	2000	Rancho Cucamonga
Scott Corrin	2001	University of California, Riverside
Tom Oakes	2002	Orange County Fire Authority
Penni Overstreet-Murphy	2003	San Bernardino County
Laura Blaul	2004	Orange County Fire Authority
Karyn Vaudreuil	2005	Oceanside