

CALIFORNIA FIRE PREVENTION OFFICERS' ASSOCIATION
A SECTION OF THE CALIFORNIA FIRE CHIEFS' ASSOCIATION
CONSTITUTION

ADOPTED 1995

ARTICLE I

CONSTITUTION OF THE ORGANIZATION

- SECTION 1. This Organization shall be constituted as a section of the California Fire Chief's Association and be divided into Divisions. This Organization shall be organized for nonprofit purposes and individual members will not derive profit there from.
- SECTION 2. The California Fire Chiefs may determine the course of any meeting of this Organization and assign to this Organization the topics for discussion and committee research.
- A report shall then be made to the California Fire Chiefs 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. Such suspension shall remain in effect until the next regular meeting of the California Fire Chiefs Board, at which time it may be raised, extended to a time certain, or made permanent by action of the next regular California Fire Chiefs Board meeting. When such actions are directed by the Board of the California Fire Chiefs, 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 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 THE ORGANIZATION

- SECTION 1. This Organization shall be known as the California Fire Prevention Officer's Association, a section of the California Fire Chiefs.
- SECTION 2. For purposes of this Section, California shall be divided into two Division,, they shall be known as the Northern and Southern Divisions. The Northern Division to include those counties north of Kern and San Luis Obispo County and west of Mono and Inyo County. The Southern Division shall include the counties of Mono, Inyo, San Luis Obispo, Kern, and all others to the south.

ARTICLE III

OBJECTIVES OF THE 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 effort and develop solutions to fire prevention problems common to all members.

- SECTION 3. Solicit the Chief of each City, County, City and County, District, State, or Federal fire department or agency in California to assign one or more of their members to work full or part time on fire prevention matters.
- SECTION 4. Subject to the authority of the California Fire Chief's Association to propose, support, or oppose legislation which may have an effect upon the efforts of this Organization or the California Fire Chief's 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 Chief's Association through the Joint Board of Directors of these Divisions on matters of importance to the art of fire prevention.

ARTICLE IV

MEMBERSHIP

- SECTION 1. Membership shall be open to all persons interested in the objectives of the 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 the Board of Directors with the approval of a majority of the membership 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 the membership 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 Chief's Board.

CALIFORNIA FIRE PREVENTION OFFICERS ASSOCIATION
SOUTHERN DIVISION
California Fire Chiefs Association

BY-LAWS

ARTICLE I

MEMBERSHIP

- SECTION 1. Regular membership shall be limited to any paid or volunteer of an employee of any CITY, COUNTY, CITY AND COUNTY, FIRE PROTECTION DISTRICT, STATE or FEDERAL FIRE SUPPRESSION or FIRE PREVENTION AGENCY, or any employee of ANOTHER GOVERNMENTAL AGENCY. Membership shall be denied only upon recommendation of the Board of Directors.
- SECTION 2. Retired membership shall be open to those persons who have held regular membership in this Organization and are honorably retired from their Department, agency or company. This membership shall be granted upon application by such retired persons.
- SECTION 3. Associate membership is open to Fire Protection Engineers, to persons employed in private fire prevention or education programs or companies, and to any other interested person in accord with the aims and purposes of this Organization.
- Retired members, who represent any fire related businesses, shall be classed as an associate member. This membership shall be granted only upon recommendation of the Board of Directors. Such members are urged to act as advisors for the Organization.
- SECTION 4. Honorary membership to this Organization shall be as recommended by the Board of Directors and approved by two-thirds majority vote of the members present at any regular meeting of the Organization.
- SECTION 5. Student membership is a non-voting membership open to those persons interested in, and actively seeking employment in the fire service by enrollment in a curriculum leading towards a degree in Fire Service e Technology or a similar major.
- SECTION 6. Revocation of Membership. This Organization is considered to be composed of persons of high principles, good moral character, dedication to the objectives of the Organization, and professional integrity above criticism. It is the right of this Organization to purify itself and to this end it is hereby established that any alleged trespass against its good name may be investigated, and if the facts indicate, the trespasser shall be tried in accordance with the procedure established in Robert's Rules of Order.
- Any member of the Organization, who, after due investigation and hearing, shall have been found guilty of any dishonest, fraudulent, or criminal conduct, or who shall offend against the Constitution, By-Laws, any rules, regulation, or resolution of this Organization, may upon the recommendation of the Board of Directors be expelled by a two-thirds vote of the members present at any regular meeting of the Organization.

ARTICLE II

OFFICERS

SECTION 1. The Board of directors shall consist of the following Officers: President, 1st vice-President, 2nd Vice-President, Secretary, Treasurer, Operations Director and Judge Advocate.

(A) Nomination of Officers. The nominating committee shall be the Board of Directors.

(B) The Committee shall submit its recommendations to the membership no later than the November membership meeting.

(C) Election of Officers. Officers shall be elected to serve a term of one year. Such elections shall be held no later than the January membership meeting of the Organization. The candidate for a particular office receiving a plurality vote shall be considered elected.

SECTION 2. Installation of Officers shall be made at the annual Workshop of the California Fire Prevention Institute (CFPI), currently held in February.

ARTICLE III

DUTIES OF THE OFFICERS

SECTION 1. Duties of all Officers.

Officers shall attend all monthly general membership meetings. Officers who are unable to attend shall notify the President of their absence and contact another officer to confirm obligations of their position are performed at the monthly meeting.

Officers shall attend all monthly executive board meetings. Officers who are unable to attend shall notify the President of their absence and contact another officer to confirm obligations of their position are performed at the monthly meeting.

Officers shall attend the annual California Fire Prevention Institute workshop and actively participate in the activities associated with that event.

Periodically, officers will be requested to attend code hearings and events on behalf of the Organization. Officers are to represent the best interests and position of the Organization when attending in an official capacity.

Officers shall review the by-laws annually and make recommendations on any changes to the by-laws by May of each year.

Officers are responsible for the duties and obligations of the Board and shall assist in completing all of the functions of the Executive Board. Officers are responsible for mentoring other Board Members to ensure the duties and obligations of the Board and each position are accomplished.

SECTION 2. Duties of the President

The President shall be the principle spokesperson for the Organization during their term in office.

The President shall maintain close direct communication with the Northern FPO President and the ~~Present~~ President of the parent California Fire Chief's Organization.

The President shall preside at all meetings of the organization when present.

The President shall approve the Chairman or Co-Chairman of all committee as well as the voting membership of such committees following the President's installation in March. Such appointments shall be made not later than the May membership meeting.

If the immediate Past President is no longer a member of this Organization, the President shall appoint a former member of the Board of Directors as the Judge Advocate.

The President shall have the power to constitute and appoint members to other committees that the President deems advisable, or that is authorized by action of the membership, subject to the conditions as set forth in these By-Laws.

SECTION 3. Duties of the First Vice-President.

The First Vice-President shall be responsible for tracking and assisting Board members in meeting deadlines and responsibilities within their respective positions.

The First Vice-President shall track the progress of the Board on projects and goals for their term in office.

It shall be the duty of the First Vice-President, in the absence of the President, to perform the duties pertaining to that office. In the event the office of President is vacant for any cause, the First Vice-President shall automatically become President, and complete the unexpired term as President.

The First Vice-President shall be responsible to the President for all standing committee administration and co-ordination.

The First Vice-President shall be responsible for coordinating any required activities related to the operation of the SoCaFPO Web site. This includes monitoring the activities of any task groups of interested members and periodically review and report to the Board of Directors the development and operation of the site.

SECTION 4. Duties of the Second Vice-President

It shall be the duty of the Second Vice-President, in the absence of the President and the First Vice-President to preside at meetings.

The Second Vice-President shall act as Program Coordinator and provide programs that are in accord with the aims and purposes of this Organization, as authorized by the Board of Directors.

The Second Vice-President shall determine the location of the general membership meeting and confirm the locations for the following calendar year no later than November. Announcement (schedule) of those locations and dates shall be provided to the Secretary for publication in the monthly minutes of the Organization.

It shall be the duty of the Second Vice-President to select and establish the monthly meeting locations and to co-ordinate with any host organization. If a host organization is involved with a monthly meeting, they shall be made aware of Board policy regarding meal costs, attendance guarantees, personnel to staff sign-in table, etc.

The Second Vice-President shall ensure announcements (flyers) for the successive two months are available at the general membership meetings and included in the minutes of the Organization. The announcement shall announce the date, time, location, directions and program for that meeting.

SECTION 5. Duties of the Secretary

It shall be the duty of the Secretary to keep a true and faithful account of the minutes of all meetings; to keep all records for the Organization; maintain a current list of the names of the members; notify each member of an impending meeting, where and when the meeting is to be held. It shall be the duty of the Secretary to prepare all communications authorized to be sent by the Organization or by the President.

The Secretary shall submit minutes to the printer for publication by the fourth Friday of the month and confirm minutes are mailed no later than last day of the month or as needed to assure delivery to the membership prior to the next scheduled monthly meeting.

SECTION 6 Duties of the Treasurer

It shall be the duty of the Treasurer to receive all dues, donations and other monies for the Organization and deposit same in the California Fire Prevention Officers checking account. The Treasurer shall disburse all funds by check when such disbursements are authorized by the Board of Directors by vote or policy.

It shall be the duty of the Treasurer to invoice all members for membership renewal no later than June 15th. Final notices for membership renewal shall be announced at monthly meetings and reflected in the meeting minutes during July, August, & September and any non-paid members shall be removed from the roster and mailing list on October 1st.

The Treasurer shall prepare a monthly report of the financial activities of the Organization including income, by source and expenses by committee or activity. The report shall also reflect the total revenue and expenses of the Organization and the ending balances in each account. This monthly report shall be provided at the general membership meeting to the secretary for publication in the monthly minutes of the Organization.

The Treasurer shall annually compile a roster of current members, showing name, department or organization, address and phone number. The annual roster shall be distributed to members of record, during October of each year.

SECTION 7. Duties of the Operations Director

It shall be the duty of the Operations Director to arrive at 9:00 A.M. and deliver the ticket box, raffle and lunch tickets, American Flag and base, FPO Banner and base to each General membership meeting.

The Operations Director shall also be responsible for the selection of the Sergeant at Arms, the person giving the invocation, the person leading the flag salute, provide the name of the person hosting the meeting as well as any dignitaries to the President prior to the start of the meeting.

The Operations Director shall also assist the host organization in the operation of the sign-in table and provide any other assistance that may be necessary during the meeting.

SECTION 8. Duties of the Judge Advocate

It shall be the duty of the Judge Advocate to serve as parliamentarian of the Organization, and shall make final decisions on all matters of parliamentary procedure when called upon to do so by the Chair.

The Judge Advocate shall co-ordinate and maintain contact with the Northern FPO's and the California Fire Chiefs Legislative Task Force. The Judge Advocate shall review, evaluate, and report on all bills presented for enactment during the regular session of the State Legislature when such bills affect the fire service.

The Judge Advocate shall act as liaison to the workshop committee.

The Judge Advocate shall perform such other duties as the President shall prescribe.

SECTION 9 Duties of the Board of Directors

A majority of the Board of Directors shall be necessary to constitute a quorum for transaction of business.

The Board of Directors shall prepare a budget report prior to JUNE 1, each year to be presented to the membership at the JUNE meeting. Such report shall reflect the necessary dues structure.

The Board of Directors shall have the power to expend the funds of the Organization as deemed necessary and direct the Treasurer to dispense funds as directed.

The Board shall maintain a policy directive book wherein decisions made by the Board on subjects not otherwise spoken to in this document shall be maintained.

Those policies which are of a type to be incorporated in the by-laws, shall be submitted to the Fire Prevention Officers Board of directors for consideration and approval at the Joint February or September semi-annual executive board meeting. (is this still followed ?)

SECTION 10. The Right to Hold Office. Only regular members shall be eligible to hold any office in this Organization.

SECTION 11. Vacancies in elective offices may be filled for the remainder of the un-expired term by a majority vote of the Board of Directors.

ARTICLE IV

MEMBERSHIP MEETINGS

SECTION 1 The Second Vice-President shall recommend for approval at the first meeting of the newly elected Board of Directors, the cities in which the next twelve successive general membership meetings are to be held.

Should a selected city wish to cancel its privilege to host the Organization, its representative shall so notify the Second Vice-President no later than two months in advance. It shall then be the duty of the Second Vice-President to recommend a substitute city to the Board.

SECTION 2 Quorum. No business of this Organization shall be conducted at any regular membership meeting unless there is present at least 12 regular members.

SECTION 3 The first order of business, after the call to order, shall be the Pledge of Allegiance to the Flag of the United States.

SECTION 4 Voting. The right to vote, submit motions, second motions, or offer resolutions shall be confined to those persons holding regular membership.

SECTION 5 Regular, retired, associate, and honorary members may submit subjects for consideration to the membership or through the Board of Directors. All such members are expected to assist this Organization in whatever way possible in order to better our actions and make this association more responsive.

ARTICLE V

COMMITTEES

SECTION 1 Appointment and Tenure. The President shall approve the members of all committees. All committee appointments shall be deemed to expire with the end of the term of the President who makes them. The President may remove any committee member. The President shall designate the Chairman or Co-Chairman of all committees, but may consider any recommendation made by a standing committee.

When it is deemed necessary to have a co-chairman, at least one shall be a regular member and the other may be a regular, associate or retired member.

SECTION 2 Standing Committees. The President is allowed to form such committees as deemed necessary to fulfill the activities of this Organization. Standing committees shall include:

- Building Code
- Fire Code
- Fire Protection Equipment and Devices
- NFPA Liaison
- Fire Service Education
- Public Education
- Urban Wildland Interface
- CFPI Workshop

SECTION 3 Membership of Committees. The Building Standard, Fire Code, N.F.P.A., Fire Protection Equipment & Devices, and Urban Wildland Interface committees shall be comprised of voting and advisory members. The number of voting members shall be either five (5), seven (7), nine (9), or eleven (11) members as the appointing President shall desire. Not more than 33% of the voting membership may be associate members.

The Fire Service Education, Public Education, and Workshop Committees shall not be limited in size or composition.

Retired members of the Board of Directors and Honorary members are not regulated by this section.

Elected officers of the Organization are ex-officio members of all committees.

SECTION 3 Attendance at Committee Meetings. Attendance shall be restricted to members of the committee,

members of other committees having a related interest in the subject under discussion, officers of the Organization, and guests invited by the Chairman when authorized by the Committee. The Chairman, with the approval of the Committee, may hold open meetings to which the public is invited, unless the President directs otherwise.

- SECTION 4 Conduct of Committee Meetings. Meetings shall be conducted according to the procedures established in the Rules of Order specified in Article VII. Only duly appointed committee members shall vote on any subject being considered. Persons in attendance, other than Committee members, shall not be privileged to speak, except by permission of the Chairman. Ex-officio members may speak, but may not vote. The Chairman shall be diligent in the conduct of meetings and shall not allow guests to unduly impose upon the time of the Committee.
- SECTION 5 Notification and Report. The President shall be advised of any committee meeting held during the previous month, and it shall be the duty of the President to require entry in the record of each committee meeting. When deemed necessary by the President, a full report shall be given to the membership.
- SECTION 6 Records. Each committee shall select a Secretary who shall keep a record of all proceedings and actions of the committee. It shall be the duty of the Chairman to retain such records and hand them over, in good order, to the successor. The Chairman shall forward committee meeting minutes to the Secretary, by no later than the third Friday of each month, to be published in the monthly newsletter.

ARTICLE VI

FUNDS

- SECTION 1 Soliciting for Funds. No member of this Organization shall solicit funds for the Organization.
- SECTION 2 Funds may be accepted from donors for the purpose of conducting research projects, tests or other work within the meaning and intent of the objectives of this Organization. It is expressly implied that no benefit shall be derived by donors, and no obligation is incurred by the Organization in accepting funds for any purpose whatsoever.
- SECTION 3 In general, funds shall be derived from dues, fines, donations, and other planned activities approved by the membership.
- SECTION 4 Dues. Dues shall be payable to the Treasurer upon receipt of the annual invoice, not later than July 1, of each year. Dues not paid by September 1, shall be delinquent and the member shall be notified by the Treasurer that the member is no longer entitled to the privileges of this Organization.

The Board of Directors shall periodically, upon recommendation of the Treasurer, review the dues structure and rates.

The dues for all membership classifications shall be set by the Board of Directors and be approved by a vote of the membership.

ARTICLE VII

RULES OF ORDER

SECTION 1 The most recent edition of Robert's Rules of Order shall govern the conduct of this Organization, except when they may be inconsistent with these By-Laws.

ARTICLE VIII

AMENDMENTS

SECTION 1 These By-Laws may be amended upon recommendation of the Board of Directors with the approval of a majority of the membership 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 the membership 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 upon.

PURPOSE OF POLICY STATEMENTS

Policies are adopted by the Board of Directors for the purpose of informing and guiding the members of interpretations of the By-Laws and 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 the President and Secretary. Copies shall be provided to each member.

POLICY STATEMENTS

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Policy No. 1

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

Host cities should endeavor to arrange for meetings without rigid guarantees as far as meals served. When a guarantee is required, it should normally be at a minimum (this is normally 30-40). Contact with the Treasurer will provide an estimate of monthly lunches served which is influenced by location, time of year, etc.

The following guide should be used for Host Cities.

1. A facility capable of seating 75 to 100 persons comfortably at tables. Separate rooms for the meeting and luncheon are desirable, but not mandatory. Hours are from 9:00 a.m. to 3:00 p.m.
2. A good, dependable public address system.
3. United States and California flags in meeting rooms.
4. A well-lighted lectern large enough for an average open notebook.
5. A head table for officers and dignitaries (6 officers, plus your official guests).
6. The total cost of luncheons, coffee and rolls should be kept as low as possible. Tickets sold to members shall allow a minimum \$1.00 return to the Association.
7. The Organization will conduct a 50-50 drawing by selling raffle tickets.
8. Host Fire Marshal shall arrange to have the necessary money to make change and someone from his department to sell the luncheon tickets, give accounting of tickets sold, and money collected to the Treasurer and return the tickets.
9. Arrange for a maximum leeway above or below number of lunches anticipated. Avoid making a "Guarantee" if possible. 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.
10. Provide detailed map to the Secretary at least 90 days in advance of the meeting so that it can be published in the monthly newsletter 60 days prior to the meeting.
11. Generally a fee of \$20.00 will include the cost of the meeting, including lunch. On some occasions the cost will be greater. A registration fee of \$10.00 shall be charged to all individuals attending a general membership meeting only.

Policy No. 2

MEMBERSHIP DUES

Dues: Article VI, Section 4 of the By-Laws specify the amount for each member classification of this Organization shall be fixed by the Board of Directors. Therefore, by action of the Board of Directors, the following rates are established:

Regular Membership	\$45.00
Associate Membership	\$80.00

Retired Membership	\$12.00
Student Membership	\$16.00
Honorary Membership	\$ 0.00

New Regular and Associate Memberships shall be assessed a one-time \$10.00 charge (above normal dues) for a new membership packet which includes association pin, policy booklet, Constitution and By-Laws, Association Roster, and miscellaneous information.

Student memberships does not include a membership badge or lapel pin. If the student member desires same, a \$10.00 fee shall accompany a written request for same.

Payment: The Association fiscal year begins on July 1, of each year. To assist in the timely collection of annual dues, the Treasurer shall send an invoice for annual dues to each member of the Organization sometime after June 1, of each fiscal year with payment due on July 1, with the dues becoming delinquent if not paid by September 1 of each year.

Review: The Treasurer shall review all 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. The Treasurer may recommend denial to the Board of Directors when the criteria is not met.

If the Board of Directors agree with the Treasurer, an appropriate category shall be offered to the applicant by the Treasurer. If accepted by the applicant, a new application reflecting the approved classification may then be resubmitted with payment for membership.

Transfer of Membership: A regular or Associate membership may be transferred from one member of a department or organization to another member of the same department or organization as described under Article I of the By-Laws. The transfer of membership shall become effective after a membership transfer form is submitted to the Treasurer to be approved by the Board of Directors. A fee of \$10.00 will be assessed for a new membership packet.

Policy No. 3

TRAVEL FUNDS / REPORTS / ETC.

1. Only authorized travel will be funded by the Board of Directors. Budgeted travel must be approved prior to departure or incurring any expenses.
2. Only those individuals authorized by the Board of Directors to represent this Organization will be paid for their expenses.
3. On return, a travel report must be submitted to the Board of Directors. Such report will include:
 - (a) Value of the meeting to the Association.
 - (b) Purpose of the meeting, and our reason for attending.
 - (c) When it was held.
 - (d) Major accomplishments of the meeting.
 - (e) Expenses.
4. Authorized travel will be paid at \$.26 per mile or coach fare, whichever is less. Mileage is paid point to point. Vicinity mileage is paid when using private vehicles when the mileage exceeds 50 miles and is less than 500. (50 miles or less - no reimbursement). If it is necessary to rent a car, it will be an economy car.
5. The approved form shall accompany all travel reports, and shall be signed by the Treasurer.
6. If necessary, a Committee Chairperson may incur expenses which will be reimbursed by the Association,

not to exceed \$20.00 per month. Such expenses may include telephone calls, copier expense, mailing expense, etc. which are required to complete the Committee's function.

7. Any funds, when requested, may be denied or reduced, if the Board of Directors determines there are insufficient funds available.

Policy No. 4

LUNCHEON EXPENSE ALLOWANCES

1. Luncheon for Industry representatives requested to attend a committee meeting for the purpose of presenting information for a project under study by the committee will be paid by the Association.

The First Vice-President shall be notified in advance of the meeting for approval.
2. Luncheon expenses, incurred while performing as President of this Association, may be paid by the Association.
3. The President shall authorize payment of lunches for guest speakers and V.I.P.'s.

Policy No. 5

FINES

The President may impose a fine on any member with the maximum fine not to exceed three dollars (\$3.00). Such funds collected shall be shown on the Treasurer's Report, separate from other funds.

Policy No. 6

BADGE POLICY

Each new member shall be issued a name badge as part of their membership packet. It shall be the responsibility of the member to maintain their badge and wear it at each meeting or official function of the California Fire Prevention Officers Association. Badge and/or pin shall be obtained from the Treasurer at a general membership meeting.

Members not wearing badges at regular meetings of the Association shall pay a \$1.00 fine. Members who lose their badge may purchase a replacement badge from the Treasurer. Cost to be \$5.00.

Policy No. 7

RESPONSIBILITY FOR COMMITTEE ADMINISTRATION

1. The First Vice-President shall have the responsibility of overseeing and performing administrative duties for Association committees.
2. Unless directed otherwise by the President, the First Vice-President shall be responsible for the Fire Code, Building Code, N.F.P.A., Fire Service Education, Public Education, Fire Protection Equipment & Devices, and Urban Wildland Interface Committees.
3. When special committees are formed, the President shall determine which Vice-President will assume the administrative responsibility.
4. The designated Vice-President shall maintain regular contact with all assigned committees and shall attend at least one meeting per year of each committee.
5. The Building Standards Committee will be responsible for the Building Code and the California Code of Regulations Title 24, Part 2 as well as other Titles of the California Code of Regulations as assigned.

The Fire Code committee will be responsible for the Fire Code and the California Code of Regulations

- Title 24, Part 9 as well as other title of the California Code of Regulations as assigned.
6. The Judge Advocate shall be the liaison to the workshop committee.

Policy No. 8

CALIFORNIA FIRE PREVENTION OFFICERS
ANNUAL WORKSHOP/MEETING
(dba : California Fire Prevention Institute - CFPI)

The California Fire Prevention Officers, southern division, will be responsible for the annual workshop/meeting.

The southern division will solicit input regarding; instructors, classes to be held, vendors, etc., from the northern division.

The southern division will appoint a southern workshop committee which 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. The southern workshop committee will be comprised of as many members as the So-California Fire Prevention Officers find necessary to accomplish its goals.

The So-California Fire Prevention Officers will appoint a person or persons to act as the workshop committee's finance officer who will provide both the Nor-California and So-California Fire Prevention Officers with a detailed financial report at the joint northern/southern annual meeting held each year during the month of September.

Both Nor-California and So-California Fire Prevention Officers 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 Nor-California and So-California Fire Prevention Officers will share an equal amount in paying any outstanding debts.

During the annual Nor-California/So-Cal Fire Prevention Officers meeting held in September 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

COMMITTEE COORDINATION/NORTH & SOUTH

The Board of Directors recognizes the necessity of coordinating committee functions with our counterparts in the North. No final recommendations will be forwarded to the California Fire Chiefs Association without first having written documentation from the Northern Division.

Therefore each committee chairperson is directed to:

1. Telephone their counterpart at least once monthly.
2. Provide written minutes of each committee meeting.
3. Report to the Board of Directors as well as to the general membership such activities and programs that particularly require California Fire Chiefs Association approvals.
4. Additional meetings, beyond the annual joint committee meetings, may be required for committee consonance.

When necessary, and approved by the responsible Vice-President, expenditures will be paid by this Association.

Policy No. 10

COMMITTEES AND CONTROVERSIAL ISSUES

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 which have been deemed to be sensitive or controversial shall be approved by the President or the Board of Directors, prior to being released.
3. No Committee Chairperson or member shall state a Committee or Organizational position on any controversial issue unless first obtaining approval of the Board of Directors or membership.
4. This policy is not meant to inhibit normal committee activities, correspondence, or communications.

Policy No.11

WRITTEN REPORTS; MONTHLY, QUARTERLY, ANNUALLY

1. Committee Chairpersons along with their respective committee members shall develop goals and objectives to be submitted to the Board of Directors for approval by April 1 of each year. In addition, there should be a brief, written status report based upon their previously approved goals and objectives established for that committee.
2. Committee chairpersons shall report the total membership of the committee and designating those that are voting members by category. This report shall be submitted to the Board of Directors by April 1, of each year.
3. Committee Chairpersons shall submit to the Board of Directors a list of meeting times, dates and locations for the next fiscal year by April 1, of each year.
4. Committee Chairpersons shall provide written minutes of each meeting held by their Committee, forwarding copies to the Secretary, responsible Vice-President, President, and Committee members.
5. Committee chairpersons shall submit a preliminary budget request to the Treasurer no later than April 1, of each year for Board of Directors approval.
6. Committee budgets shall be considered by the Board of Directors prior to the regular June membership meeting.
7. The President, in cooperation with the Vice-President, shall prepare an annual written report for presentation to the California Fire Chiefs Association at their annual conference.
8. .
9. The President of each Division shall compile a joint north/south report to be presented at the California Fire Chiefs Association annual conference on an every other year basis. The Southern President on even years, (conferences planned for southern area), and the Northern President on odd years, (conferences planned for northern area).

Policy No. 12

CODE DEVELOPMENT MEETINGS - ATTENDANCE OF

The co-chairs of the Fire code committee are the designated representatives to the fire code development meetings.

The co-chairs are also responsible for attending other scheduled or unscheduled meetings held for the stated purpose of fire code development.

Expenditures must be approved in advance by the Board of Directors.

Policy No. 13

LEGISLATIVE ACTION POLICY

The California Fire Prevention Officers, northern division will be responsible for legislative action.

The northern division will solicit input ~~to~~ regarding legislative bills to watch, comment on, positions to be taken, etc., from the southern division.

The northern division will appoint legislative committee chairpersons which will be charged with the responsibility for all activities related to the legislation affecting the California Fire Prevention Officers. The legislative committee co-chairs will report to the Presidents of the northern/southern FPO's. The legislative committee will be comprised of as many members as necessary to accomplish its goals, within the parameters of Article V of the Organization by-laws.

The goals of the legislative committee are as follows:

1. Make recommendations to the northern President on committee membership from either division. The northern President will appoint the committee members.
2. To contact or hold meetings with members of the committee as often as necessary. Exchange information with the north and south membership through the Board of Directors, legislative updates, and oral reports at general meetings.
3. To continually monitor state legislation through the State Fire Marshal's Office, California Fire Chiefs Legislative Task Force, The League of California Cities, the Fire Service Coordinating Council, and other sources to stay abreast of legislative issues that may have an impact on the California Fire Prevention Officers.
4. Make position recommendations regarding the impact of proposed legislative bills on statewide fire service issues. Focus of this committee shall be directed primarily toward legislation dealing with issues of importance to the accomplishment of the mission of the California Fire Prevention Officers. Recommendations shall be forwarded to the parent organization through the California Fire Chiefs Legislative Task Force.
5. 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.
6. To provide copies of the current legislative roster to the Board of Directors. Such rosters shall be provided to the membership when deemed necessary by the Presidents.
7. Due to the difficulty of responding in a unified and timely manner to legislative matters which affect the fire service, a Legislative Action Network is hereby established. This Network will consist of the member of this Organization. The purpose of the Network will be to take appropriate collective or individual action on legislative matters, when the President deems it in the best interest of the Organization. Such actions may consist of passing resolutions and motions, contacting our Northern/Southern Division, notifying the California Fire Chiefs Association, letters, telegrams, and phone calls to appropriate local and state officials.

Upon the majority vote of the membership at any regular meeting, the Legislative Action Network can be activated for due cause. When so activated, each member of the Organization shall make every effort to expedite the said action.

8. 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 attendance at meetings, necessary communications, and at state hearings or legislative activities in Sacramento. Legislative services such as: computer software, 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.
9. Members of the Legislative Advisory Committee and the Board of Directors when practical, shall acquire training and skills by:
 - Attending legislative training sessions when offered.
 - Obtain hands-on experience by attending hearings and sessions.
 - Attending California Fire Chiefs Association, annual "Legislative Day".

To accomplish the above stated goals, the following objectives are necessary:

1. There shall be two Co-chairs from the Northern Division who are either Past Presidents or senior regular members.
2. The co-chairs shall endeavor to monitor proposed legislation as stated in goal number three and by attending the monthly meetings of the California Fire Chiefs Legislative Task Force and the Fire Service coordinating Council.
3. Due to the rapidity with which legislation changes, most committee work will be done by FAX and telephone with monthly written reports.
4. 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 Operations Officer who will write a detailed report of the impacts of the bill, a recommended position, and recommended changes to the bill. The Bill Operations Officer will also monitor the bill as it moves through the legislature and report its progress to the Co-chairs for the purpose of the monthly reports. The information included by the Bill Operations Officer may be recommended position changes due to changes in the bill, current location, and any negotiations that have taken place.
5. At any time, any member of the committee or either Board of Directors may request of the co-chairs to have a Bill Operations Officer assigned to a bill due to its significance. If a member of either division wishes to have the California Fire Prevention Officers assign a Bill Operations Officer they must make their request through a member of the Board of Directors, or a committee member who will forward the request to the Co-chairs.
6. The monthly written report, which will be provided to both Boards of Directors, shall contain the following information, if known.
 - (a) Bill number.
 - (b) Bill Author.
 - (c) Date 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.")
 - (d) Code sections involved, i.e.; Health and Safety Code Sec. 13146.
 - (e) 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.

- (f) Groups supporting and opposing the bill.
- (g) Bill Operations Officer (Name, Phone and FAX numbers).
- (h) The Board of Directors may determine the method of dissemination.

Policy No. 14

CERTIFICATES AND PROCLAMATIONS

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

1. Certificates of Appreciation
 - a) These may be given 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 annual to those Officers and Chairman serving in the administration. Such presentation should take place at the annual installation banquet.
 - c) Certificates are pre-printed and should be in the same format as those issued by the Northern Division.
2. Proclamations
 - a) These may be issued at the discretion of the Board of Directors to anyone who has served the California Fire Prevention Officers, the fire service or fire prevention effort in a significant way. Recipients need not be restricted to members 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 suitable framed for the occasion (see sample).

Policy No. 15

ADVERTISING

Advertisements may be placed in the monthly minutes and on the web page by members or associate members. The rates shall be as determined by the Executive Board ~~follows~~ and shall be for one year, or may be prorated to the end of the fiscal year. One month or short term ads will be accepted on an individual basis. Monthly fee to be prorated at 25% of the annual fee, to the nearest higher dollar amount.

Advertising rates shall be available to all interested parties. Annual advertising shall run from July 1 through June 30 of the following year.

~~The~~ Print ads will be the same color and format as the minutes. Web ad format shall be determined by the webmaster. Logos or camera-ready art work will be accepted.

Monthly minutes may be sponsored at a rate determined by the Executive Board. This sponsorship provides for a one-half page ad on the cover and a full page ad inside for the printed minutes and a banner on our home page with a

link to their web site..

Policy No. 16

TELEPHONE TREE

Southern President - Liaison Chiefs

1st Vice-President
2nd Vice-President
Secretary
Treasurer
Northern President

1st Vice-President - His Committee Chairperson

Northern 1st Vice-President
Judge Advocate

2nd Vice-President - His Committee Chairperson

Northern Vice-President

Secretary - Northern Secretary

F.P.O. Officers of San Luis Obispo
San Bernardino, Santa Barbara, and Ventura Counties

Treasurer - Southern Treasurer

F.P.O. Officers of Los Angeles, Orange, Riverside, San Diego, and Imperial Counties

County F.P.O. - All Their Members

Officers - All County Chiefs

Committee Chairperson - All Their Members

Policy No. 17

COMMITTEE MEETING AGENDAS

Committee Chairpersons shall prepare an agenda prior to each meeting and control the agenda during the meeting.

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.

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.

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.

Policy No. 18

RIGHTS OF ASSOCIATE AND RETIRED MEMBERS, COMMITTEES

Article V of the By-laws permit, at the discretion of the President, either a retired or associate member to serve on or chair a committee. However, committees of five or seven members shall not have more than 33% associate membership thereon.

An Associate or Retired Member of the California Fire Prevention Officers 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 in public and legislative matters.

Policy No. 19

COMMITTEE GOALS AND OBJECTIVES

- A. Committee Chairpersons shall present their written goals and objectives to their responsible Vice-President prior to the executive board meeting held in January of each year.
- B. Committee assignments will be formalized at the first regular meeting in April, wherein the Goals and Objectives become those reportable in the Annual Report to the California Fire Chiefs Association.
- C. Definitions:

GOALS: A Goal is a general statement developed to provide organizational direction. A program may gain its direction from a single goal or multiple goals. Where 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.

Well stated goals have the following characteristics:

- 1. They are broad and general.
- 2. They will provide organizational direction for an extended period of time.
- 3. They are un-measurable.
- 4. They are never fully attainable.

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 of 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.

Measurable performance objective must:

- 1. State in specific terms the results to be achieved.

Policy No. 20

TOPIC: BUILDING CODE DEVELOPMENT MEETINGS

The Co-Chairs of the Building Code Committee are the designated representatives to the code development meetings.

The Co-Chairs are also responsible for attending other scheduled or unscheduled meetings held for the stated purpose of building code development.

Expenditures must be approved in advance by the Board of directors.

Policy No. 21

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 a proposed issue 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, no formal position shall be taken by the California Fire Prevention Officers' Association.
3. When necessary, a Board of Directors representative from the North and South shall attend code hearings on an alternating basis. (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. A position paper shall be developed jointly by the North/South Chairman prior to any hearing. 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 schedule 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 shall confer and a consensus position developed and presented .

Policy No. 24

ANNUAL JOINT MEETINGS

1. Joint meetings of the Board of Directors of the Northern and Southern Divisions of this Organization shall be held in February and September 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 installation 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.

Policy No. 25

EXCLUSIVE REPRESENTATION AT PUBLIC MEETINGS OR HEARINGS

1. When an authorized representative of the California Fire Prevention Officers attends a meeting or hearing they may only represent the California Fire Prevention Officers.
2. If there will be a conflict with a particular position of the FPO's with the individual's own department, another organization or personal beliefs that individual must make 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.
3. 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. This eliminates confusion and conflict within our own organization on positions taken, as well as with outside organizations.