



# **NORTH IDAHO FIRE CHIEFS ASSOCIATION KOOTENAI COUNTY FIRE CHIEFS DIVISION**

OPERATING PROTOCOL  
Adopted this date: October 14<sup>th</sup>, 2016

## ARTICLE I

### Name, Purpose, Affiliation

#### Section 1. Name.

This organization shall be known as the Kootenai County Fire Chiefs Association.

#### Section 2. Purpose.

To bring together the emergency service departments, whose primary responsibility is within Kootenai County, through education, training and legislation, to ensure the protection of life and property from fire, or other emergencies. To carry out this purpose the division shall:

1. Promote common goals and encourage cooperation by way of automatic and mutual aid agreements throughout Kootenai County and neighboring agencies.
2. Support and cooperate with fire and EMS agencies in surrounding Counties and States.
3. Encourage the exchange of ideas, information, knowledge, and experiences in areas affecting the fire service.
4. Promote public awareness through fire education.

Engage in the model code and procedure development process promoting a common response among agencies.

#### Section 1. Affiliation.

This association shall be a division of the North Idaho Fire Chiefs Association, and shall be bound by the Constitution and Bylaws of the North Idaho Fire Chiefs Association for as long as it elects to remain a division thereof.

## ARTICLE II

### Membership

#### Section 1. Active Membership.

Active membership in the Association shall be limited to those persons whose agency meets the qualifications for active membership in the North Idaho Fire Chiefs Association, and is a Chief Officer (or their designee) of a fire or EMS agency within Kootenai County. Active members shall be voting members

#### Section 2. Associate Member

Associate members shall include interested persons and entities that are not eligible for active membership. Associate members shall be non-voting.

#### Section 3 Life Membership.

Life members shall be those who were active members for 10 years of this Association upon retirement. Life members shall not be eligible to hold elective office, but may serve on a committee at the pleasure of the President. Life members shall be non-voting members.

#### Section 4. Officers Eligibility.

To be eligible to be a President, Vice-president or Secretary a person must be an active member.

## ARTICLE III

### Voting

#### Section 1. Voting.

Those entitled to vote shall be the active members in attendance at any general business meeting. Voting shall be on the basis of one vote per member.

## ARTICLE IV

### Officers

#### Section 1. Officers.

The Officers of the association shall be: President, Vice-President, and Secretary.

#### Section 2. Board of Directors.

There shall be a board of directors consisting of the President, Vice-President, and Secretary.

#### Section 3. Election of Officers.

The President, Vice-President, and Secretary, shall hold office for two (2) years or until their successors have been qualified, elected, and installed.

- The election of the Office for President will be conducted at the December meeting in even numbered years.
- The Offices for Vice-President and Secretary will be conducted at the December meeting in odd numbered years.

#### Section 4. Vacancies and Resignations.

For the positions of President, Vice-President, and Secretary, any of whom leaves active duty, may upon two-thirds approval of the membership present, be allowed to continue in office until expiration of his or her term. In the event of a vacancy occurring in the office of President or his successors, the next officer in line shall immediately be directed by the Board of Directors, in writing or formal session, to assume all the duties and authorities of the vacant office; and an acting Vice-President shall be immediately filled through appointment by the active membership.

## ARTICLE V

### Duties of Officers

#### Section 1. Duties of Officers.

All officers shall follow the operating procedures as adopted and revised by the Association.

#### Section 2. President.

The President Shall:

- Be the official representative and spokesperson for the Association.
- Preside at meetings of the Association and at meetings of the Board of Directors.
- Appoint all committees.
- Perform other such duties as may be required of the office as prescribed by the Board of Directors.
- Develop and disseminate a monthly meeting agenda.

#### Section 3. Vice-President.

The Vice-President Shall:

- In the absence of inability of the President, perform all duties of the office of President.
- Assist the President in conducting meetings, business, and policies of the Association.
- Perform such other duties as are prescribed by the President and Board of Directors.

#### Section 4. Secretary.

The Secretary Shall:

- Attend all meetings of the Board of Directors and all meetings of the Association and record all the proceedings of the meetings in a book to be kept for that purpose.
- Give or cause to be given, notice of all meetings of the Association and special meeting of the Board of Directors.
- Keep a record of the membership with current contact information.
- Provide meeting minutes to the membership in written form.

#### Section 5. Board of Directors.

The Board of Directors:

- Is expressly authorized to have general charge of the affairs of the Association.
- Review the work of the Association.
- Develop board policy for the operation of the Association.

## ARTICLE V

### Committees

#### Section 1. Committees.

The President may appoint special committees should he/she deem it necessary. Each committee shall be appointed during a regularly scheduled meeting of the Association and:

- Be appointed by the President
- State it's intended purpose
- Establish a Chairperson
- Remain in effect until its intended purpose is complete or as directed by the President of the association.

#### Section 2. Chairperson.

Each Chairperson shall be responsible for submitting a report of activities at regular meeting(s).

## ARTICLE VI

### Revisions to the Operating Protocol

#### Section 1. Revisions to the Operating Protocol.

The Association shall have full power at a regular meeting to alter, amend, or revise this Operating Protocol given the following conditions are met:

- Provide appropriate notice of such proposed alteration, amendment or revision.
- Give notice to the active members at least ten (10) days prior to a regular meeting.
- A two-thirds (2/3) affirmative vote of the eligible members who are present and voting shall be necessary for the adoption of any such alteration, amendment, or revision.

## ARTICLE VII

### Nominations and Elections

#### Section 1. The Nominations Committee.

A nomination committee shall be established during each election period during a regularly scheduled business meeting during its regular business meeting in November. The Nomination Committee shall collect nominations for each position. During the meeting in December the Nomination Committee shall

- Present its report during the business session of the regular December meeting, before the members assembled, giving a complete list of the nominations being elected.
- The Nomination Chairperson shall then call for any further nominations from the floor.
- Nominations from the floor shall require the nominee's concurrence in writing, or his/her verbal concurrence from the floor, at the time of nomination.
- After calling three (3) times for further nominations, the presiding officer shall declare the nominations closed.

Section 2. Any nominee who desires to withdraw his/her name may do so at the time of nomination verbally or in a written and signed statement, but shall not make any address nor request his/her sponsors to support any other candidate.

Section 4. In the case of a tie vote, the regular membership shall cast a re-vote secret ballot, given to the Secretary for counting.

Section 5. All ballots shall be preserved until the close of the regular meeting in case a recount should be required.

Section 6. The newly elected officers shall be noted in the minutes.

## ARTICLE VIII

### Dues

#### Section 1. Dues for the Association.

Dues will be collected each year from active departments of the Association. Any expenditure will be voted on by the active members present at the meeting.

- Collected in January of each year
  - \$25 for departments with twelve (12) full time employees or less.
  - \$50 for departments with thirteen (13) full time or more employees.
- Dues will be collected by the Vice President
- Collected dues will be sent to the NIFCA for accounting on our behalf
- Any funds from NIFCA will be requested in writing
- In January of each year a financial report will be submitted from the NIFCA.

## Appendix

### Appendix “A” Retirement Program Medical Benefit

#### **Qualifying factors for eligibility in Kootenai County Fire Chief Association Medical benefit plan:**

- Full Time employee (> 30 hours per week) working at a Qualified Fire District that is a member of KCFCA
- Must be under Medicare Eligible age, have worked more than 30 hours per week and is a member of KCFCA Qualified Fire District
- Elected Commissioners would be eligible for Retiree medical plan after completing a fifth year of service as Commissioner
- Must be in good standing with Kootenai County Fire Chiefs Association
- Individual Medical Coverage will not be recognized as a Bona fide Waiver for Employees employed with a Qualified Fire District in KCFCA

#### **Exclusions for eligibility in Kootenai County Fire Chief Association Medical benefit Plan:**

- Part-Time employees (< 30 hours per week)
- Volunteer Fire Fighters
- Fire Departments covered under a city’s benefit plan
- Group Medical Coverage will be recognized as a Bona fide Waiver for Employees employed with a Qualified Fire District in KCFCA
- Medicare eligible

Newly hired employees and their eligible dependents have 30 days from the date they first become eligible to submit an application for Enrollment/Change. Open Enrollment is available to eligible employees, dependents and newly eligible Fire Districts annually coinciding with the Association Medical benefit plan renewal. The insurance carrier reserves the right to re-underwrite the Associations Medical benefit plan if a change of more than 20% of the insured participants takes place.

Eligible Fire Districts must select a medical plan from the multiple benefit plan offerings through Kootenai County Fire Chief Association.

The Association Medical benefit plan will be treated by the insurer as a single large group including the early retirees. Due to this, there will be rate subsidy to the early retiree component of the Kootenai County Fire Chief Association Medical benefit plan pool.

#### **Qualifying factors for retiree medical gap plan:**

- Eligible firefighters/EMT must obtain PERSI retirement through the Rule of 80
- Eligible General Membership Staff must obtain PERSI retirement through the Rule of 90
- Retirees must enroll within 60 days of date of eligibility. A break in coverage for more 60 days disqualifies an enrollee from continuing on the retiree benefit program