



## EASTERN IDAHO FIRE CHIEFS ASSOCIATION CONSTITUTION AND BYLAWS

### SECTION I. NAME AND PURPOSE

1. **NAME:** This organization shall be known as the Eastern Idaho Fire Chiefs Association.
2. **PURPOSE:** The purpose of this organization is to further the professional advancement of the fire service to insure and maintain greater protection of life and property from All-Hazard incidents. To carry out this purpose the Association shall:
  - a. Bring together agencies interested in preventing and managing All-Hazard emergency incidents to discuss ways and means to prevent loss of life and property.
  - b. Develop a bond of friendship, camaraderie and understanding among members of the fire, EMS, and emergency management services in Eastern Idaho and the state of Idaho.
  - c. Conduct research and studies of major problems affecting the fire, EMS and emergency management services at community or regional levels.
  - d. Encourage the exchange of ideas, information, knowledge and experiences in areas affecting the fire, EMS and emergency management services.
  - e. Facilitate training exercises or simulations to facilitate better interagency coordination.
  - f. Improve radio communications between all entities.
  - g. Encourage and develop public education for the preservation of life and property due to the risks associated with All-Hazards emergency incidents. This includes collaborative fire prevention, education, and mitigation efforts to promote interface codes and fire-adapted communities.
  - h. Cooperate with all organizations to promote programs that further the goals and objectives of the fire, EMS and emergency management services.

- i. Support, coordinate and encourage the delivery of prehospital emergency medical services by the fire service to relieve trauma and suffering.
- j. Promote the development of the fire service through a progressive program of education, public relations, and research.
- k. Propose and support sound progressive legislation at all levels of government to assure the advancement and development of the fire and EMS service in the protection of life and property.
- l. Support and encourage the delivery of emergency services in the event of an All-Hazards sudden emergency.
- m. Maintain a unified approach in responding to All-Hazard incidents through an Eastern Idaho Fire Chiefs Association Mutual Aid Agreement and maintain an Operating Plan for the association through continual collaboration of its members and partners.

## **SECTION II. MEMBERSHIP**

1. **MEMBERSHIP:** The Association shall include active members of a fire department, fire management agency, law enforcement agency, emergency management entity or EMS agency whose area of jurisdiction is relative to Eastern Idaho with a primary focus on regions six and seven.
2. **MEMBERSHIP LEVELS:** The membership levels of the Association shall consist of:

### **A. ACTIVE MEMBER**

#### **ELIGIBILITY:**

1. Must be a member of a fire department or fire management agency.
2. Job responsibility must include any one of the following:
  - a. The chief of the fire department and/or all chief officers of regularly organized public, private, governmental, or industrial fire departments; or
  - b. Fire commissioners and/or fire directors who devote full time to administration and firefighting or EMS operations.

#### **PRIVILEGES:**

1. Eligible to hold elective office within the organization.
2. Eligible to serve on committees.
3. May vote on all organizational matters as set forth in the Constitution and Bylaws.
4. Receive all mailings from the Eastern Idaho Fire Chiefs Association.

### **B. ASSOCIATE MEMBER**

#### **ELIGIBILITY:**

1. Individuals or firms interested in the goals and objectives of the Eastern Idaho Fire Chiefs Association but not eligible for active membership.

#### **PRIVILEGES:**

1. Participate in the organization.
2. Eligible to serve on committees.
3. Receive all mailings from the Eastern Idaho Fire Chiefs Association.
4. Participate as a vendor and/or sponsor during all Eastern Idaho Fire Chiefs Association conferences and/or training academies.

**LIMITATIONS:**

1. Not eligible to hold elective office.
2. Not eligible to vote

**C. LIFE MEMBER**

**ELIGIBILITY:**

1. Past President of the Eastern Idaho Fire Chiefs Association; and/or
2. Retired from the fire service and has been an active member of the Association in good standing immediately preceding their retirement.
3. Not eligible for active or associate membership.
4. Anyone recommended by the Board, voted by the membership by a two-thirds (2/3) consensus, and who has rendered conspicuous service to the betterment of the Association.

**PRIVILEGES:**

1. Eligible to serve on committees.
2. Receive all mailings from the Eastern Idaho Fire Chiefs Association.
3. Those meeting Eligibility Item #1 and #2 are eligible to vote on all Eastern Idaho Fire Chiefs Association organizational matters.

**LIMITATIONS:**

1. Not eligible to hold elective office.
2. Not eligible to vote (except as specified in #3 above).

**SECTION III.  
OFFICERS**

1. **OFFICERS:** The officers of the Association shall be President, Vice President, Secretary and/or Treasurer.
2. **ELIGIBILITY:** Any member of the Eastern Idaho Fire Chiefs Association seeking election to any of the elected offices specified in Section III, #1, shall, on the day of election, be a Chief Officer of a fire department or fire agency and an active member in good standing of the Association.
3. **BOARD OF DIRECTORS:** There shall be a board of directors consisting of the President, Vice President, Secretary, and/or Treasurer and Member at Large, qualified, elected, and installed at the annual meeting. The annual meeting shall be held during the month of January each year.
4. **VACANCIES AND RESIGNATIONS:** For the positions of President, Vice President, Secretary, and Treasurer, 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.

**SECTION IV.  
DUTIES OF OFFICERS**

1. **DUTIES OF OFFICERS:** All officers shall follow the guidelines as adopted and revised by the Association Board of Directors.

**A. The President shall:**

1. Be the official representative and spokesperson for the Association.
2. Preside at meetings of the Association and at meetings of the Board of Directors.
3. Appoint all committees not otherwise provided for.
4. Perform other such duties as may be required of his/her office as prescribed by the Board of Directors.

**B. The Vice President shall:**

1. In the absence or inability of the President to perform all duties of the office, assume the duties of the President.
2. Assist the President in conducting the meetings, business, and policies of the Association.
3. Assist the President and Secretary and/or Treasurer in the development of the annual budget.
4. Perform such other duties as are prescribed by the Board of Directors.

**C. The Secretary and/or Treasurer shall:**

1. Attend all meetings of the Board of Directors and all meetings of the Association and record all the proceedings of the meetings of the Association by way of published minutes.
2. Give, or cause to be given, notice of all meetings of the Association and special meetings of the Board of Directors.
3. Keep a record of the membership with current mailing lists.
4. Read the minutes from the previous meeting at each monthly meeting or provide the minutes to the membership in written form.

**D. The Member at Large**

1. The Member at Large shall work with the President, Vice President, Secretary and/or Treasurer, and attend Board of Directors meetings.
2. May be assigned to head up or assist the President on committees, or special programs/projects.
3. May be assigned to respond to specific divisions, (i.e., fire training, fire prevention, arson, EMS, etc.).

**E. The Board of Directors**

1. Is expressly authorized to have general charge of the affairs of the Association.
2. Review the work of the Association.
3. Develop broad policy for the operation of the Association.

## **SECTION V. MEETINGS**

1. **ANNUAL MEETING:** There shall be regular meetings of the members at a location approved by the members. The date for such meetings shall be determined by the elected officers.
2. **MEETING TIME/PLACE:** The elected officers shall have the authority to change the time and place of the meetings if, in their judgment, it is in the best interest of the Association.
3. **MEETING DATES:** The regular meetings of the Association shall be held on the first Thursday of the month at a location announced by the President.



## SECTION VI. BYLAWS

1. One representative per Active Member Agency shall be allowed to vote, and also Life Members as per eligibility and privileges stipulated.
2. Every member, when speaking or offering a motion, shall state his/her name and respectfully address the presiding officer, and when finished speaking, shall at once resume his/her seat.
3. No officer or member shall incur any expenses in the name of the Association without the authority of the elected officers, or the members assembled at a regular meeting.
4. The fiscal year of the Association shall extend from the first day of January through the 31<sup>st</sup> day of December.
5. All resolutions which are to be considered at a regular meeting shall be presented or mailed to the Secretary/Treasurer no later than thirty (30) days prior to the opening of the meeting and shall include the signature of the active member submitting it, and the name of the department or organization with which he/she is affiliated. However, the thirty (30)-day requirement may be waived for resolutions which are of such emergency nature that compliance with the thirty (30)-day requirement is impossible, provided the elected officers or members approve of the resolution being of an emergency nature. A resolutions committee may also prepare and submit resolutions they determine are appropriate for consideration by the membership.
6. The Association shall have full power at a regular meeting to alter, amend, or revise this Constitution and Bylaws, providing appropriate notice of such proposed alteration, amendment or revision shall have been given to the active members at least ten (10) days prior to the 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.

## SECTION VII. COMMITTEES

1. The following committees may be established, whose chairperson and members shall hold office until replaced, or changed, by the President or elected officers. The chair of each committee is responsible for giving reports on their work in regularly scheduled meetings, making recommendations to the board for any changes, edits, or new programs and being actively engaged in the purpose of the committee. Committees include but are not limited to:
  - A. **Audit Committee:** review income, expenses and balances of accounts and organization finances.
  - B. **Constitution and Bylaw Committee:** review and keep updated the Constitution and Bylaws; review membership requirements; organize yearly nominations.
  - C. **Training Committee:** organize “Chiefs Academy;” establish RT-130 outline each year; organize interagency trainings; encourage community level engagement and training with fire agencies and fire managers; promote programs such as “Training Tuesdays” or “WUI Wednesdays.”
  - D. **Public Outreach Committee:** engage in public education; promote/develop urban interface and fire codes; promote “Ready, Set, Go”; promote all aspects of having fire-wise communities; promote fuel reduction to reduce risk of wildfires impacting values at risk; promote home hardening initiatives; promote the overall effort for community risk reduction and create fire-adapted communities.
  - E. **Response Committee:** review and update the yearly operation plan; promote better radio communications; monitor the mutual aid agreement for needed updates; streamline procedures for incident response and management; promote safe and effective wildfire response.
  - F. **Emergency Manager Committee:** promote the collaboration of grants to fulfill common goals; educate fire managers on FEMA, FMAG, and other processes; keep fire managers aware of the need for EOCs during larger incidents; provide education regarding cost share agreements.
2. The President may appoint special committees should he/she deem it necessary to do so for his/her term of office.
3. Each Committee shall be responsible for submitting a report of activities and/or discoveries at the regular meeting.

**SECTION VIII.  
NOMINATIONS AND ELECTIONS**

1. The Nominations Committee shall present their report during the business session of the regular December meeting, before the members assembled, giving a complete list of the nominations for elective offices of the Association. The presiding officer 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.
2. Any nominee who desires to withdraw his/her name may do so at the time of nomination but shall not make any address nor request his/her sponsor to support any other candidate.
3. For any office for which there is only one nomination, the presiding officer shall instruct the chairperson of the Nominations Committee, as the representative of the membership assembled, to cast a ballot for such nominee, and shall thereupon declare such nominee elected.
4. In the case of a tie vote, the regular membership shall cast a re-vote secret ballot, given to the Secretary for counting.
5. All ballots shall be preserved until the close of the regular meeting in case a recount should be required.
6. **OATH:** Officers elected shall swear to the following oath of office before the close of the annual meeting:

"I, \_\_\_\_\_ hereby swear that I will support the Constitution and Bylaws and at all times bear true allegiance to the goals and purposes of the Eastern Idaho Fire Chiefs Association. I further swear to perform the duties and responsibilities of my office to the best of my ability and, at the end of my term of office, I will deliver to my successor all records of said office, so help me God."

**SECTION IX.  
RULES OF ORDER**

1. The presiding officer shall preserve order and decorum and shall not take part in debates while presiding. All questions of order shall be subject to appeal to the members assembled and, upon such an appeal, the vote shall be taken without debate. The presiding officer may state the reasons for the decisions given, and shall put the question as follows: "Shall the decision of the Chair be sustained?" A two-thirds (2/3) majority of those present and voting shall be necessary to reverse the decision of the Chair.
2. Every member, when speaking or offering a motion, shall state his/her name and respectfully address the presiding officer, and when finished speaking, shall at once resume his/her seat.
3. When two or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.
4. A member called to order shall immediately cease speaking and resume his/her seat until the point of order in question has been decided, and then he/she shall again be entitled to the floor.
5. A motion to take the previous question shall always be in order except when a member is in possession of the floor, and must be put without debate, and if supported by a majority vote of the members present, voting shall be declared carried, and no further debate or amendments shall be in order until the main question has been decided.
6. A motion to adjourn shall always be in order, except when a member is in possession of the floor, or a vote is being taken. A motion to adjourn is not debatable, but a motion to adjourn at a given time is open to debate.
7. The reading of all proposed amendments to the Constitution or Bylaws, of which notice has been given prior to the opening of the regular meeting, shall be at the business session of the regular meeting.
8. ROBERT'S RULES OF ORDER SHALL APPLY WHEN CONFLICT IN RULE OF ORDER IS EXPERIENCED.

**SECTION X.  
ADOPTION**

1. These Constitution and Bylaws were read, accepted, and implemented at the regular meeting held at South Fremont Fire Department, St. Anthony, Idaho on Thursday, March 7, 2024, as shown by the minutes of the regular meeting of the Association.
  
2. **WE HEREBY CERTIFY** that we are the duly elected board members of the Eastern Idaho Fire Chiefs Association and further certify that the above Bylaws were passed by two-thirds majority vote in a regularly scheduled meeting of the association.

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Corey R. Child  
President

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Brian O'Donnell  
Vice President

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Brady Austin  
Secretary/Treasurer