



# **Wisconsin State Fire Chiefs Association**

## **Policies and Procedures**

Updated June 2011

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

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## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 201

**Topic:** Purpose and Use of the Policy and Procedures Manual

**Adopted by the Board of Directors:** March 17, 2006

In 1999, the Officers of the Wisconsin State Fire Chiefs' Association determined a need for a Policy Manual. The general purposes were to establish a reference to standardize actions, establish references to previous activities and procedures so as to make more informed decisions, which may affect or effect the actions of the Association's elected officials and the membership as a whole.

Each Officer and employee of the Association will be issued a Policies and Procedures Manual. The Manual remains the property of the Wisconsin State Fire Chiefs' Association. The Officer or employee is expected to maintain and update the manual with the most current information. It is highly suggested that all Officers and employees bring the Manual to each official function and meeting of the WSFCA.

The Policies and Procedures Manual is divided into major topic headings, with a Master Topic List contained in Set #100. Each numbered section of the Policies and Procedures Manual shall have an index to the individual Policies and Procedures contained in that section.

A Policy and/or Procedure shall not become effective until reviewed by the WSFCA Executive Board, voted at a WSFCA meeting and signed by the President of the Association. Each Policy and/or Procedure shall also be published in the official publication of the Association so as to keep the membership informed.

The Manual is considered to be a fluid reference requiring continual maintenance and review.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 202

**Topic:** Attendance at the International Association of Fire Chiefs Conference

**Adopted by the Board of Directors:**

To promote the Wisconsin State Fire Chiefs Association (WSFCA) and acquire state-of-the-art knowledge of fire department leadership/management, the WSFCA shall support the attendance of the current President of the Association to the International Association of Fire Chiefs (IAFC) annual conference.

The current WSFCA President shall arrange for attendance at the annual IAFC conference with attendance request form being completed. Only the President is eligible for expense reimbursement, which includes:

- Registration Fee
- Transportation Fee (the least costly between airline and mileage. Mileage to be computed at the Internal Revenue Service (IRS) allowable rates.)
- Lodging
- Meals

All expenses must be documented with receipts.

The President shall provide a report to the entire WSFCA Board at the Board meeting immediately following the IAFC conference, identifying benefits of attendance. A copy of the completed expense form shall also be provided to the WSFCA Board for review and recorded into the meeting minutes.

Unique opportunities or needs may arise for other Board Members or WSFCA Employees that would benefit the WSFCA with attendance at the IAFC Conference. Those situations or requests can be reviewed, on a case-by-case basis and approved/denied by a vote of the entire WSFCA Board. Attendance Request form must be completed.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 203

**Topic:** Attendance at Conferences or Special Meetings/Functions

**Adopted by the Board of Directors:**

There are at times special functions or educational conferences that will benefit the WSFCA and/or the Association's Membership, which may require or warrant attendance by a WSFCA Board Member or Employee. Those situations or requests can be reviewed, on a case-by-case basis and approved/denied by a vote of the entire WSFCA Board. Attendance request form must be completed.

The Board appointed member selected to attend a special function or educational conference shall make their arrangements to attend the function utilizing attendance request form being completed. Only the Board appointed member shall be eligible for expense reimbursement, which includes:

- Registration Fee
- Transportation Fee (the least costly between airline and mileage. Mileage to be computed at the Internal Revenue Service (IRS) allowable rates)
- Lodging
- Meals

All expenses must be documented with receipts.

The Board Member shall provide a report to the entire WSFCA Board at the Board meeting immediately following the special function or conference, identifying benefits of attendance. A copy of the completed expense form shall also be provided to the WSFCA Board for review and recorded into the meeting minutes. A copy of all pertinent material obtained as a result of attendance shall be provided the WSFCA Board and become the property of the WSFCA.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 204

**Topic:** Service Awards for Members

**Adopted by the Board of Directors:** June 22, 2011

WSFCA wishes to recognize significant anniversaries for members and the Fire Departments of members.

WSFCA will prepare a certificate for the following occasions to be presented by the local member department:

- for individual members upon retirement acknowledging years of active service
- for departments upon reaching a significant anniversary (25, 50, 75 or 100 years of existence)
- other significant achievements can be recognized at the discretion of the Board

Please allow adequate notice to the WSFCA Business Office to provide the certificate by U.S. postal service (minimum of one week).

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 301

**Topic:** Agenda, Minutes and Financial Report Distribution

**Adopted by the Board of Directors:**

The Agenda, Minutes of the Previous Board Meeting and all Budgetary and Fiscal Reports to be discussed at a WSFCA Board meeting shall be provided all members of the Board at least seven (7) days in advance of the Board Meeting. These may be transmitted electronically or via U.S. First Class Mail/United Parcel Service (UPS)/Federal Express (Fed Ex) or similar service.

Each Board member is responsible for bringing their copies of the Agenda, Minutes and Budget/Fiscal Reports to the Board Meeting. Limited copies may be obtained at the meeting location.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 302

**Topic:** Mailing List Policy

**Adopted by the Board of Directors:** March 17, 2006

Requests for the WSFCA mailing list shall be made in writing by mail, fax, or email to the WSFCA Business Office. Requestors should include the mailing piece or message to be transmitted to members. Messages must be appropriate and in support of the mission of WSFCA and will be approved by the President.

One set of mailing labels (or electronic format) of the WSFCA membership list will be available for purchase at a cost of \$50 for members or \$125 for non-members. The list will include only mailing information (no phone numbers, faxes or email addresses will be distributed).

**No reproduction of the membership list information is permitted or authorized.**

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 303

**Topic:** Reimbursement Policy

**Adopted by the Board of Directors:**

## Expense Reimbursement Policy

**Purpose:** This policy establishes the basic guidelines and associated form(s) for members representing WSFCA that may be eligible for financial reimbursement.

**Procedures:** Members incurring costs associated with official WSFCA business that request financial reimbursement must submit the **Expense Reimbursement Form** within 30 days of the associated expense. Requests should be submitted to the WSFCA business office.

Active and Life members incurring mileage and meal expenses for associated Committee meetings are eligible to submit expense requests. If savings can be obtained, conference calls may be authorized for Committee meetings.

The review of all expense requests, by the Treasurer and President may be conducted on a quarterly basis. This review should provide an adequate audit of current activity and associated budget constraints.

**Board Meetings:** Full board meetings are eligible for a \$50 reimbursable meeting fee. The original intent of this reimbursement has been to reimburse board members that attend on their own personal time.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 304

**Topic:** Election Procedures

**Adopted by the Board of Directors:**

1. Items required to conduct the elections at the WSFCA annual conference.
  - A. Ballot box/ballets
  - B. Highlighters
  - C. Master list of active members
  - D. Punch
  - E. Signs must be posted indicating date, time, and location of elections throughout conference hotel
  - F. Lock and key for ballot box
2. When members come in to vote they should display their current WSFCA membership card to provide proof of membership.
3. Verify their membership status by viewing card and checking their name against the WSFCA master name file.
4. Highlight their name on the WSFCA master name file and punch their membership card to indicate that they have voted.
5. If the member does not have a membership card then check for their name on the WSFCA master name file and check them off. If their name does not appear on the WSFCA master name file then they cannot vote.
6. Ballot should be deposited in the locked ballot box.
7. The nominations committee and the immediate past president should count the ballots immediately following the elections.
8. The committee will inform the President of the winners and the vote totals but will not reveal the number of votes any member received to the membership, unless challenged.
9. Should there ever be a challenge to the number of votes received by any candidate, the chair of the Nominating Committee shall announce the results of the votes each candidate received.
10. During the Sunday morning business meeting a motion should be made by someone to destroy the ballots and certify the election.

#### **WSFCA Election Committee Job Tasks**

1. Count the total number of ballots and compare to the number of people who were highlighted on the WSFCA master membership list. The votes should be equal.
2. Votes shall be tallied for each person and double-checked by at least one other committee member.

3. Once the ballots have been counted and the winners determined the ballots shall be locked in the ballot box and wait to be destroyed following approval by the membership at the Sunday morning business meeting.
4. In the event of multiple people running for multiple offices, the candidate with the most votes shall be given the most senior position available and the candidates shall be appointed in order of the votes received.
5. Results shall be given to the President and then posted through out the conference hotel.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 305

**Topic:** Code of Ethics for WSFCA Board Members and Employees

**Adopted by the Board of Directors:**

**Objective:** To encourage high standards of ethics among WSFCA Board members and employees; to promote the confidence of WSFCA members and supporting municipal employers in the operation of WSFCA; to administer the Code of Ethics.

**Statement of Economic Interest and Conflict of Interest:** All WSFCA Board members, employees of the Board (whether contractual or casual) and all association members nominated for Board positions will submit an State of Economic Interest and Conflict of Interest Form.

**Ethics Board:** Membership is composed of nine WSFCA members: one Board member, one alternate Board member or former Board member, one retired WSFCA member, two active career members, two active combination members and two active volunteer members.

**Selection:** The seven members of the Ethics Board will be appointed for a term of three years at the annual business meeting of WSFCA. The Board member and alternate/former Board member will be appointed by the three most senior WSFCA Board members not involved in any charge of ethics violations at the time an ethics charge is filled.

**Standards of Conduct:** WSFCA Board members, contractual employees or casual employees are prohibited from:

1. Using WSFCA owned equipment, vehicles, materials or property for personal reasons without prior authorization
2. Giving special treatment to any member beyond that available to any other member
3. Soliciting or accepting anything of value given to influence official actions or duties
4. Engaging in substantial, office business or transaction in which he or she has a personal or financial interest and which presents or may present a conflict with official or assigned duties
5. Engaging in private employment or service for personal interest, which is incompatible with official job duties, unless permitted by law or prior disclosure and Board approval made
6. Disclosing or using confidential information for private gain or to the detriment of WSFCA
7. Using the WSFCA office to obtain unlawful benefits, gifts, favors or services
8. Entering into WSFCA contracts without previous disclosure of personal interest
9. Taking official WSFCA action where material conflict of interest is present without prior disclosure and approval of the Board of Directors
10. Not disclosing knowledge of unrecorded funds, false or misleading entries onto or into the books or records of the WSFCA, or funds used for any purpose other than that shown on supporting payment documentation
11. Not complying fully with Wisconsin statutes equal to a felony charge and/or conviction

**Advisory Opinions:** Anyone subject to this Ethics Code may request of the Ethics Board written advice regarding the appropriateness of any matter to which he or she may become a party.

**All Requests for Advice are CONFIDENTIAL:** No member or employee of the Board may make public the identity of the person requesting the advisory opinion or of persons mentioned in the advisory opinion.

A Board member or employee may request the Ethics Board to investigate his or her own conduct or allegations made by other persons as to his or her conduct.

**Complaints of Misconduct:** Any person may start a proceeding against a WSFCA Board member, employee or casual employee's misconduct by filling a verified complaint that:

1. Is in writing
2. Is signed under oath, and
3. States a plain and concise set of facts upon which the complaint is based

**Filing of Complaints of Misconduct:** Any person may file a verified complaint with any three WSFCA Board members that are not named in the complaint

The three WSFCA Board members will call for a special meeting of the Board, excluding the named parties of the verified complaint for the purpose of appointing the Ethics Board members and turn over to them the Verified complaint. The special meeting of the WSFCA Board shall meet within fourteen days of receiving the verified complaint.

The senior WSFCA Board member will contact all Ethics Board members to establish a date, place and time to review the verified complaint. Said meeting is to be conducted within 30 days.

The Ethics Board may then investigate the Ethics Code's alleged violation utilizing the information contained in the verified complaint as the basis for their investigation.

If the Ethics Board finds probable cause of a violation of the Ethic's code, it may conduct hearing that may result in a recommendation to the Association's Board of Directors for disciplinary action, including reprimand, suspension, discharge or removal from office or employment.

All WSFCA Board members' addresses and telephone numbers are listed in the Directory, on the website and in all publications of WSFCA. Questions about Ethics Codes applying to the Association officials and employees should be directed to a Board of Directors member.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 306

**Topic:** Web Site Postings

**Adopted by the Board of Directors:** December 8, 2006

**Objective:** To determine the appropriate materials to be posted on the WSFCA web site and included in the monthly membership broadcast email.

**Job Postings:** Members may post open positions in their departments or organizations to the WSFCA web site at no charge. These posting will be listed in the monthly email blast to members with a link to the appropriate web page. The posting must contain a deadline and will be taken off the web page on that date. Non-members may only post job opportunities to the web site if the Chief's position is currently vacant at a cost of \$25.

**Training Opportunities:** Training opportunities related to fire service and prevention may be posted on the WSFCA web site if of benefit to members. The training cannot be within one week of a WSFCA sponsored training or conference.

**Legislative Updates:** Legislative information will be posted to the web site if requested by the legislative liaison, President-Elect or legislative counsel (currently Quarles and Brady). Content should be summarized in 1-2 paragraphs and provided in Microsoft Word or PDF format.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 307

**Topic:** Wisconsin Fire Chief Magazine

**Adopted by the Board of Directors:** September 2006 (*Updated September 2010*)

**Objective:** To specify the format, content deadlines and advertising for a quarterly magazine for WSFCA.

**Frequency:** Quarterly – February, May, August, November

**Deadlines:** January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup>

**Size:** 36 pages of which 40%, 14.5, will be allocated for advertising.

**Quality:** glossy stock, full color cover, color advertising available through publication.

**Editorial Content:** An editor or editorial board would be appointed from the membership to generate articles and review the content for technical accuracy. Regular features could be assigned to volunteers, content to include: President's message, Legislative update, WSFCA update, new members, retired members, meet the Chief (profile of a member), Safety Corner, Member news, Featured Fire (most interesting fire of the last quarter), and classified ad section. Should include at least two articles of substantive content per issue.

**Rates:** Ad rates should be set to cover the cost of printing, postage and development of editorial content.

#### Wisconsin Fire Chief

Color	One time		Four time	
	Member	Non-Member	Member	Non-Member
Full page	\$400	\$600	\$1,360	\$2040
Half page	\$225	\$340	\$765	\$1150
Third page	\$190	\$285	\$645	\$975
Quarter page	\$130	\$195	\$445	\$665

Black & White	One time		Four time	
	Member	Non-Member	Member	Non-Member
Full page	\$300	\$450	\$1,020	\$1530
Half page	\$175	\$265	\$595	\$890
Third page	\$125	\$190	\$425	\$640
Quarter page	\$85	\$130	\$290	\$435

#### Membership Directory

Color	Black and White			
	Member	Non-Member	Member	Non-Member
Full page	\$500	\$750	\$400	\$600
Half page	\$275	\$415	\$250	\$375
Third page	\$225	\$340	\$175	\$265
Quarter page	\$150	\$225	\$125	\$190

• 15% discount to recognized advertising agencies

**Launch Strategy:** Staff and board members are to be active in promoting the publication to exhibitors. Mailings are sent to all associate members. Board members should ask their suppliers to consider advertising. It is always much harder to say no to a customer.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 308

**Topic:** Sponsorship Packages

**Adopted by the Board of Directors:** September 2007 *(Updated September 2010)*

#### **Gold Sponsorship - \$3,500 (a \$5,235 value)**

Wisconsin Fire Chief Magazine – full page color ad in all four issues	\$1,360
(preferred placement)	\$150
(Thank you in all four issues with logo)	\$600
Web site advertisement of your logo on home page (one year)	\$1,000
<i>(available to Gold Sponsors only)</i>	
Membership Directory – full page color ad in directory	\$500
State Conference Exhibit Booth	\$525
(preferred placement)	\$150
Membership in WSFCA – one year	\$75
Special signage & Recognition at State Conference	\$250
25% off any sponsorship at the State Conference	\$625

#### **Silver Sponsorship - \$2,250 (a \$3,340 value)**

Wisconsin Fire Chief Magazine – 1/2 page color ad in all four issues	\$765
(preferred placement)	\$150
(thank you in all four issues)	\$400
Website link and logo displayed in sponsor box (Not on home page - one year)	\$500
Membership Directory – 1/2 page color ad in directory	\$275
State Conference Exhibit Booth	\$525
(preferred placement)	\$150
Membership in WSFCA – one year	\$75
Special signage & Recognition at State Conference	\$250
10% off any sponsorships at the State Conference	\$250

#### **Bronze Sponsorship - \$1,750 (a \$2,795 value)**

Wisconsin Fire Chief Magazine – 1/3 page color ad in all four issues	\$646
(preferred placement)	\$150
(thank you in all four issues)	\$400
Web site link on sponsor page (one year)	\$250
Membership Directory – 1/3 full page color ad in directory	\$225
State Conference Exhibit Booth	\$525
(preferred placement)	\$150
Membership in WSFCA – one year	\$75
Special signage & Recognition at State Conference	\$250
5% off any sponsorships at the State Conference	\$125

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 309

**Topic:** Active Life Members Approval

**Adopted by the Board of Directors:** December 8, 2006

Members of more than five years active service as a chief and membership in the WSFCA shall be eligible for Active Life Member status.

Members requesting Active Life Membership shall apply in writing to the Business Office and include years of service and years of membership on the request. The business office will circulate requests to the Board of Directors for approval.

Active Life Members have the following privileges and restrictions.

- Allowed access to all publications of the organization at no charge
- Exempt from the payment of dues
- May serve on Committees
- May not vote
- May not hold office
- May not currently serve as a fire chief**
- May attend the annual conference at no charge, but must pay for all meals and activities (golf, spouse program, etc.)

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**ARTICLE IV**

**Classification of Membership**

The Wisconsin State Fire Chiefs' Association Incorporated shall consist of Active, Associate, Honorary, and Active Life Members.

- 4. Active Life Members:** All retired Fire Chiefs with five (5) years of active service as Chief, in good standing, shall be an Active Life Member without the right to vote or hold office. Active Life Members shall be exempt from dues and may serve on committees.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 310

**Topic:** Broadcast Emails

**Adopted by the Board of Directors:** December 8, 2006

**Objective:** To determine the appropriate materials to be included in the monthly membership broadcast email.

**Email Blasts:** WSFCA will produce a monthly email blast to members starting in the last quarter of 2006. These blasts will include WSFCA updates, member news, training opportunities and legislative Updates. The WSFCA President will be asked to provide content by the first Friday of each month.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 311

**Topic:** Endorsements/Collaboration/Joint Ventures

**Adopted by the Board of Directors:** December 14, 2007

From time to time, the WSFCA Board of Directors may be asked to:

- Endorse a product, service or activity
- Provide technical advice to a vendor
- Collaborate or promote an educational opportunity
- Participate in a joint venture

All of the above requests must be submitted in writing to the Board of Directors.

**Each requested will be reviewed against the following criteria:**

WSFCA will NOT endorse or recommend any commercial product, service or venture of any kind (defined as provided by a for-profit company).

Benefits are provided to Associate Members (for-profit companies) through the WSFCA Sponsorship program. Associate members are encouraged to take advantage for the sponsorship program.

**Future consideration will be given to proposal when:**

The program or service furthers the mission and goals of WSFCA.

The program or service will offer real and substantive value to the active Fire Chief members of WSFCA.

The Sponsor is offering support beyond the Sponsorship program and will provide substantial value to the program (for example, financial support equal to 1/2 the speaker cost or the equivalent in-kind donations).

WSFCA will remain in control of the program content, promotion and attendance.

The approval of the Board of Directors is received.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 312

**Topic:** Wisconsin Fire Service Administration Association Support

**Adopted by the Board of Directors:** December 14, 2007

WSFCA recognizes the important and mutual support between the Wisconsin Fire Service Administration Association (WFSAA) and WSFCA. In addition to support at the WSFCA State Conference, WFSAA may provide additional support for WSFCA projects.

**WFSAA has provided the following support to WSFCA:**

- Preparation of the Conference attendee packets on Wednesday afternoon or night prior to the conference
- Staffing the registration area during Thursday and Friday of the conference including distribution of the meeting packets, preparation of badges and general assistance to the WSFCA staff
- Assistance with the purchasing of door prizes for the conference
- Assistance with the spouse program
- Other projects as requested by the WSFCA Board of Directors, such as compiling a list of available Fire Service Grants

**WSFCA will continue to provide the following support to WFSAA:**

- A section of the WSFCA web site for posting information on the organization
- A hotel room(s) to accommodate 4 persons for two nights (Wednesday and Thursday)
- Meals during the day at the Conference on Thursday and Friday and beverages in the registration area for volunteers.
- Dinner on Thursday night of the conference for WFSAA volunteers at a restaurant of their choice

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 313

**Topic:** Logo/Name Usage by Members

**Adopted by the Board of Directors:** May 21, 2009

WSFCA recognizes members (both Chief and Associate) will occasionally advertise their support of WSFCA by proudly displaying the WSFCA logo and name on printed items, including advertising.

Non-members may NEVER use the WSFCA name or logo in conjunction with any printed, web or other communication materials.

Members may state, "Member of WSFCA" on their business cards or on website without the logo at any time provided such membership is up to date.

**Permission to use the WSFCA logo is required and granted on a case-by-case basis.** Details for requesting permission to use the logos are below. The WSFCA logo must be used as it appears, i.e., it may not be altered in any way. The WSFCA must be informed where and how the logo will appear prior to publication or inclusion on your website or in printed materials. The logo cannot be used in connection with any endorsement of a product or service. The WSFCA must provide permission for logo use, prior to its use. WSFCA reserves the right to revoke permission at any time.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 314

**Topic:** County Association Support Initiative

**Adopted by the Board of Directors:** June 28, 2009

A Partner Wisconsin County Fire Chiefs' Association (registered with the WSFCA) will receive \$10.00 for each of their members currently registered as active members in good standing of the Wisconsin State Fire Chief's Association (WSFCA). This program will begin January 2010.

#### **Stipulations**

1. One WSFCA County Partner payment per member (even if person is a member of multiple County Associations)
2. County Chief's Association will register members with WSFCA by January 15th.
3. Payments begin on January 31st each year, and are concluded by March 15th.

#### **Benefits**

Encourage membership in County Associations; funds available for the discretionary use of the locals associations (educational opportunities, prevention efforts, equipment needs); shared information for the County Associations; statewide notification of educational offerings; possible development of a resource guidance document for county associations and County Associations newsletters or section in WSFCA magazine.

#### **Implementation**

WSFCA members will be asked to update their County membership information on the website 'members only' section. They will indicate their county association membership(s) on one of the fields of the directory update section.

#### **OR**

WSFCA members will be able to update their County Association membership(s) on their dues renewal form or membership application.

WSFCA will provide each County Association a list of WSFCA members registered with their County Association for review by December 31.

The County Association must review and approve the list after which a check will be sent to the County Association in the amount of \$10.00 for each joint WSFCA/County Association member.

Partner County Associations will be encouraged to submit information for the WSFCA website County page and the Wisconsin Fire Chief magazine.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 315

**Topic:** Funeral Gifts and Donations

**Adopted by the Board of Directors:** June 22, 2011

It shall be the policy of WSFCA to send flowers or contribute a memorial in an amount not to exceed \$75 upon the death of a board member, his/her immediate family member or a former board member and his/her immediate family member. Flowers or memorial may also be sent upon the death of a prominent or highly active member of WSFCA.

Special individual acknowledgement of a death beyond those cited above shall be approved and authorized by the President.

A fruit basket or flowers may also be sent by the staff on behalf of WSFCA upon the extended hospitalization or serious illness or injury to a board member or member of his/her immediate family. The cost shall not exceed \$50.00. An appropriate "get well" card shall be sent to others designated by an officer of WSFCA.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 316

**Topic:** Ownership of Electronic Information and Materials

**Adopted by the Board of Directors:** June 22, 2011

WSFCA recognizes the importance of all electronic and physical materials distributed to the Board of Directors for management of the organization. This would include all electronic and hardcopy internal documents including but not limited to policies and procedures, position statements, financial records including copies of bank and investment documents, minutes, legislative advocacy program information and any other confidential or limited release information (not distributed to the WSFCA membership).

During tenure on the Board, Board members are requested to maintain all information, both electronic and hardcopy, in a confidential manner appropriate to the type of information.

At the end of tenure on the Board, Board members are asked to return to the WSFCA Business Office, or destroy at the direction of the Business office, all hardcopy and electronic materials.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 401

**Topic:** WSFCA Performance Appraisals

**Adopted by the Board of Directors:**

**PURPOSE:** The Secretary/Treasurer and the Legislative Liaison deserves annual feedback on their performance. Their employment contracts call for an annual appraisal and possible salary adjustment. The appraisal should be based upon published Position Descriptions and Employment Contract language.

**PROCEDURE:** The WSFCA Employee shall be provided with a Pre-Review Input Form. The employee shall be required to complete said form and return it to the President on or before the first day of the Annual Conference.

The President (holding office for the time period being evaluated), in consultation and conjunction with the Executive Board, shall conduct a formal, face-to-face and written performance appraisal. The Performance Appraisal shall be conducted during the annual WSFCA Conference or as soon thereafter wherein all Board Members and the Employee can meet for this purpose.

The President, based on the performance appraisal, shall make a recommendation to the WSFCA Board of Directors of any potential salary adjustments. Normally, any salary adjustments should occur during the anniversary of employment. Salary adjustments shall have to be reflected in the Association's annual budget.

#### **APPLICABLE FORMS/DOCUMENTS:**

Position Description and Contract.

Pre-Review Input Form.

Employee Performance Evaluation Form.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 402

**Topic:** Chaplin Duties and Responsibilities

**Adopted by the Board of Directors:** June 21, 2007

The Chaplin will be appointed by the President for a two-year term as a non-voting member of the Board of Directors. Applications for the position shall be made in writing to the President. The duties of the Chaplin include:

1. Hosts an ecumenical service on Saturday night at the Conference.
2. Swears in the new Board of Directors each year.
3. Assists departments across the state in the event of Line of Duty Deaths -- especially in regard to Chief Officers.
4. Represents the WSFCA at Chief Officers' funerals (if available).
5. Writing articles for publications.
6. Attend quarterly meetings of the Board and assist with prayers, etc. -- attend in an "advisory capacity."
7. Promote the WSFCA on a local level to community/county agencies and functions.

The Chaplain receives the same support provided for travel and meeting attendance given to all board members. In addition, the Chaplain received complimentary registration to the state conference and hotel room for four nights.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 403

**Topic:** IAFC-GLD/Sergeant at Arms Policy & Reimbursement

**Adopted by the Board of Directors:** February 20, 2009

#### **The Sergeant of Arms shall:**

- Attend all regular and special meetings of the Board of Directors.
- Be available for special telephone conferences when called.
- Assist the President in maintaining order at all meetings.

#### **Conference Duties**

- Be available on Conference floor whenever the Association is in session to provide assistance, as directed by the President.
- See the National and State Flags are properly posted at all Conference meetings.
  - National Flag on the President's **RIGHT** hand side.
  - State Flag on the President's **LEFT** hand side.
- Post Associations banner at all Association meetings.
- Assist Business Agent with BELL prior to each conference. Place BELL and GAVEL at conference sessions, and banquet.
- Ensure that all PA systems are working **PROPERLY** prior to the opening of the meetings, general sessions, and banquet.
- Be responsible for all security needs.
- NOTE: All contracted security, as well as Board Members with security problems, shall report directly to this position, and notify the President of the problem.

#### **IAFC-GLD/Sergeant at Arms:**

- Attend IAFC/GLD Board meetings as WSFCA Representative voting member.
- Attend Fire-Rescue International (FRI) annual conference.
- Review any/all issues requiring a vote as IAFC-GLD WSFCA Representative with Executive Committee (i.e. President, V.P.) prior to voting.
- Provide oral/written informational updates regarding IAFC-GLD to WSFCA Board and membership.

#### **Reimbursement**

- WSFCA shall provide the Sgt. Of Arms/IAFC-GLD Representative with Fire-Rescue International (FRI) reimbursement;
  - FRI Conference registration;
  - FRI Airfare;
  - FRI Hotel;

**POLICIES AND PROCEDURES**

**Wisconsin State Fire Chiefs Association**

**Reference Code:** 500

**Topic:** Legislative Procedures

**Adopted by the Board of Directors:**

To be completed

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 501

**Topic:** WSFCA Endorsement of Candidate for Political Office

**Adopted by the Board of Directors:** April 1, 2010

This policy covers the endorsement of political candidates for elected positions.

WSFCA may endorse the candidacy of persons for elected office provided the following criteria are met:

1. The candidate must be a former Chief Officer or served in the fire service.
2. The candidate must be personally recommended by a member of the WSFCA Board of Directors. This Board sponsor must know the person personally and professionally and vouch for the candidate's character.
3. The majority of the Board of Directors must approve the motion to endorse the candidate.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 601

**Topic:** Registration Desk Checklist

**Adopted by the Board of Directors:**

### **WSFCA Registration Checklist**

- Sign In sheet for new Chiefs (clipboard)
- List to add to 'final call' (clipboard)
- Packet for each workshop to include instructions, evaluations – given to moderator
- Certificates for pre-conference attendees
- Raffle tickets (two part)
- Cash box
- Cash-Include the following: 40 - 1.00 dollar bills; 20 - 5.00 dollar bills; 20 - 10.00 dollar bills; 2 - Rolls of quarters
- Check stamp for “**DEPOSIT to WSFCA**” or words to that effect
- Signs-(6 new plastic signs with holders) Include the following:
  - All signs to be preprinted now, and brought to conference**
  - Registration
  - Opening Session; Business meeting; Exhibits (2)
  - Breakouts (for each room)
  - Tickets (spouse Program, Banquet, and Lunch)
  - Banquet table seating
- List of attendees (alpha order by last name/by department)
- 3-ring binder made up of table location actual table locations in banquet hall for Saturday's banquet
- Copy of this check list
- Alphabetized envelopes of all pre-paid attendees packages, which include the following:
  - Conference program
  - Voting card
  - Ribbons (except New Chief – distributed at opening ceremony)
  - Annual pin (WSFCA pin)
  - Name Badge for attendee and their spouses
  - Receipt for turning into their department(s) – upon request
  - Tickets as ordered
  - Ticket for Hardcopy Directory
- Order sheet for recording sales of: Lunch tickets, Friday dinner, Saturday banquet, Friday spouse program, Saturday spouse program
- Copy of registration policy
- Blank name tags/holders
- Computer and printer for making name tags
- Cork Board with easel
  - Sign: Message Center**
  - Thumbtacks

- ❑ Office Supplies
  - Pencils, Pens (red and black)
  - 3-hole punch and 1-hole punch
  - Scissors
  - Various sizes of yellow stick notes
  - Stapler, staples, staple puller
  - Paper clips
  - Duct tape, Masking tape
  - Blank paper: White, Various colors, One color VERY DISTINCTIVE (for elections)
  - Thumbtacks
- Receipts (book and preprinted)**
- ❑ Extra tickets for lunches
- ❑ Extra tickets for Friday dinner
- ❑ Extra tickets for Saturday banquet
- ❑ Extra tickets for Friday spouse program
- ❑ Extra tickets for Saturday spouse program
- ❑ Sign indicating times for bus schedule for the Broadway Dinner theater
- ❑ Sign indicating when exhibits are open
- ❑ Envelopes for **Exhibitors** information, tickets, ribbons and nametags, Wisconsin Fire Chief advertising, Directory ticket
- ❑ 2 Banners (one at registration/one on stage)
- ❑ Pins from prior years

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 602

**Topic:** Opening Ceremony Checklist & Guidelines

**Adopted by the Board of Directors:**

#### **WSFCA Opening Ceremony Checklist**

- Hang association banner on pipe and drape back of stage (black)
- Bell
- White roses for deceased members
- Red roses for line of duty death symbol
- Large floral arrangement for head table
- table to put coat, boots, and helmet
- Coat, boots, and helmet
- Business Manager to take minutes for business portion of meeting
- 2-microphones for business portion of meeting in audience (on floor)
- Podium and Microphone for head table
- Microphone for keynote speaker – lav.
- Water pictures and glasses
- Color Guard
- Someone to sing National Anthem
- American, Wisconsin, and WSFCA flags, with poles and stands
- Bag pipers
- Administrative Assistants for carrying down the roses for deceased members
- Color Guard members to escort secretaries
- Roster of deceased members
- Nomination Committee member to announce nominations for office
- Roster of special guests
- Helmets for special awards to Senators and House of Representatives
- Audio/visual for keynote speaker
- Agenda for opening ceremony
- Ribbons new chiefs

## WSFCA Opening Ceremony Agenda

**On the stage:** skirted head table for 12 people, podium with microphone in middle, stands for flags (brought in by color guard), pipe and drape backdrop to hold banner, skirted table in front to hold bell and flowers. There should be two standing microphones in the aisles for the business meeting (immediately following).

Color guard arranged for by host city. WSFCA now owns a set of flags the bases can be placed on the stage in advance. American flag on the left hand side as you face the stage, Wisconsin flag on the right and WSFCA flag on the right also.

**Head table:** Board members and business manager sit at head table and are requested to be in the room by 8:15am SHARP!

- 1.0 Ring bell five times – provided by Sergeant at Arms
- 2.0 President opens with his welcome – President
- 3.0 Introduction of Dignitaries (if any) – President & Host Chief
  - 3.1 Welcome by Dignitaries
- 4.0 Bagpiper enters by center aisle.
- 5.0 Presentation of flags by Honor Guard, stand in front of stage.  
(Aisle should be wide enough for two men to walk down side by side)
- 6.0 Singer leads attendees in national anthem (Star Spangled Banner) – (needs microphone)
- 7.0 Pledge of allegiance to the flag
- 8.0 Opening invocation – Chaplin
- 9.0 Bagpiper and Honor Guard leave
- 10.0 Memorial address given by Chaplin (ten minutes)
- 11.0 Roll call of deceased members by the 1st Vice President. (Ring bell 3 times for each name with a microphone by bell – Sergeant at Arms)
- 12.0 Honor Guard and Secretaries bring a white rose to the table for each member called. The last rose is red for all the deceased Firefighters.
- 13.0 Introduction of the Keynote – President
  - 13.1 Keynote presentation
  - 13.2 President thanks Keynote Speaker

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 603

**Topic:** Annual Business Meeting Guidelines (Friday)

**Adopted by the Board of Directors:**

### WSFCA Friday Business Meeting Guidelines

**On the stage:** Skirted head table for 12 people, podium with microphone in middle, stands for flags (brought in by color guard), pipe and drape backdrop to hold banner, skirted table in front to hold bell and flowers. Table will also hold firefighters coat boots and helmet. Flags are on stage (American, Wisconsin and WSFCA)

**Head table:** Board members and business manager sit at head table and are requested to be in the room and sitting at head table by 10:15am SHARP!

- 1.0 President calls the meeting to order – President
- 2.0 Introduction of the Board & Business Manager – President
- 3.0 Request self introductions of new chiefs – First VP and Second VP gives the new Chiefs a ribbon and capture the names
- 4.0 IAFC Great Lakes Division Report – Sergeant at Arms
- 5.0 Legislative Report – Legislative Liaison
- 6.0 Legislator of the Year – Legislative Liaison (President to present award)
- 7.0 Resolutions – President to call for resolutions from floor
- 8.0 Nominating Report – Nominating Committee Chair
  - 8.1 The candidates and positions are announced
  - 8.2 Nominations from the floor are invited.  
**Nominations from the floor MUST be accepted by the Nominee at the meeting.**
  - 8.3 The voting place is REGISTRATION from 2:00pm Friday to Noon on Saturday
  - 8.4 Nominating Committee Chair to call for additional candidates. If none, call for a motion to close nominations.
  - 8.5 President gives all candidates for any positions an opportunity to speak (5 minutes)  
Timekeeper: Sergeant at Arms.
- 9.0 Reports from Other Organizations
  - 9.1 Ron Naab, Wisconsin Firefighters Memorial (5 Minutes)
  - 9.2 Russ Sanders, NFPA (5 minutes)
  - 9.3 Dan Gengler Wisconsin Alliance for Fire Safety (5 minutes)
  - 9.4 Matt Davies, Wisconsin Emergency Services Academy (5 minutes)
  - 9.5 Pete Silva, Jr., Wisconsin Technical College System (5 minutes)
- 10.0 Announcements by President
  - 10.1 Donation Requests to be handled at Sunday business meeting
  - 10.2 Vendor Meeting will be Saturday at 7:00am in the General Session room
- 11.0 Other business from the floor
- 12.0 Meeting recesses until Sunday morning
- 13.0 Sergeant at Arms takes the Bell, Coat, and Helmet

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 604

**Topic:** Annual Business Guidelines & Agenda (Sunday)

**Adopted by the Board of Directors:**

### **WSFCA Sunday Business Meeting Guidelines**

**On the stage:** Skirted head table for 12 people, podium with microphone in middle, stands for flags (brought in by color guard), pipe and drape backdrop to hold banner, skirted table in front to hold bell.

**Head table:** Board members and Business Manager sit at head table and are requested to be in the room and sitting at head table by 7:45am SHARP!

- 1.0 President calls the meeting to order
- 2.0 Have the bell and banner at the main table before the meeting
- 3.0 Follow the agenda for the meeting
- 4.0 Tickets for the IAFC trip handed out
- 5.0 Resolutions are read by the 2nd VP
- 6.0 Vote on the resolution. 2/3 votes needed
- 7.0 Drawing for the IAFC trip
- 8.0 Adjournment.

### **Annual Business Meeting Agenda**

- 1.0 Call to reconvene Business Meeting – President
- 2.0 Introduction of New Board Members
- 3.0 Conference Review (Comparison from Last Year)
- 4.0 Approval of the Minutes from prior business meeting (distribute at door)
- 5.0 Presidential Goals – President
- 6.0 Business Manager Update
- 7.0 Financial Report – Year To Date – Secretary/Treasurer
- 8.0 Adoption of Association Budget
  - 8.1 Budget – Distributed at door
- 9.0 Resolutions to be approved – if any
- 8.0 Reports from Standing Committees
- 9.0 Old Business
- 10.0 New Business
  - 10.1 Donation Requests
  - 10.2 Drawing for IAFC Trip
- 11.0 Announcement of next year's convention dates and location
- 12.0 Adjournment

**The first business meeting of the new board convenes immediately after the Sunday morning business meeting.**

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 605

**Topic:** Banquet Checklist & Agenda

**Adopted by the Board of Directors:**

#### **Annual Banquet Checklist**

- Agenda
- Reserved tables for Board members/spouses, chaplain, entertainment
- 3-ring binder indicating table arrangements and seating assignments
- Table numbers
- Table decorations
- Floral arrangement from opening ceremony to be placed in front of speaker platform
- Association banner
- Menu for dinner
- Microphone for speakers
- If pork is one of the dinner items, make sure it is NOT the only item
- Speaker for entertainment
- Have attendees print name and department on back of banquet tickets for drawing
  - Social hour bars (at least 2)
  - Tables and chairs
  - Background music
  - Room should be separate from banquet room
  - Mixed drinks
  - Keg beer
  - Microphone for announcements
- Dance floor
- Band
- Bars (at least 2)
- Microphone for announcements
- Door prizes
- \$1,750 (or certain amount) for door prizes
- Main door prize (TV or something larger)
- Box or drum for door prize tickets

## Annual Banquet Agenda

- 1.0 Welcome – President
- 2.0 Prayer – Chaplain
- 3.0 Dinner
- 4.0 Introduction of Board and special guest's (dignitaries) – President
- 5.0 Introduce Past Presidents in attendance – President
- 6.0 Awards
  - 6.1 Heroism Award(s) – if any
  - 6.2 Fire Chief of the Year – Wisconsin Fire Inspectors Association representative  
(two awards: volunteer and paid)
- 7.0 Recognize outgoing Board Members – President
- 8.0 Swearing in of new WSFCA officers – Chaplain
- 9.0 Outgoing president's comments – President
- 10.0 Outgoing president's award – Immediate Past-President
- 11.0 Incoming President's comments – 1<sup>st</sup> Vice President
- 12.0 Announcements
  - 12.1 Sunday morning business meeting
  - 12.2 Next year's conference dates
  - 12.3 Conference evaluation forms – on-line survey
- 13.0 Band and entertainment

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 606

**Topic:** Host Department Responsibilities and Checklist

**Adopted by the Board of Directors:**

#### **The Host City Is Responsible For The Following At The Annual Conference.**

- Arrange spouse programs – itinerary for both days
- Arrange for flowers (banquet head table and other events)
- Be local contact for City/WSFCA
- Arrange for fencing for outdoor vendor's area if required
- Setup and remove fencing on Thursday and Saturday
- Assist with registration/details
- Arrange for dance bands Friday and Saturday evening
- Purchase door prizes for Friday and Saturday spouse luncheon and Friday and Saturday dances
- Arrange for church services
- Notify local media of Conference
- Local resources coordinator – Here to get things done (Printing, copies, parts, etc.)
- Golf outing arrangements – Tickets, registration, banquet, door prizes, awards, and tee times
- Arrange for Color Guard and Honor Guard/memorial service for opening ceremony
- Singer for National Anthem
- Provide transportation for speakers
- American and Wisconsin Flags with poles and stands
- Radios or cell phones for Board members and registration
- Transportation if required
- Mayor and other dignitaries

#### **Host Department Checklist**

- Color Guard
- Door prizes for Friday
- Door prizes for Saturday
- Singer for National Anthem
- Floral arrangement for head table
- Spouse Friday program
- Spouse Saturday program
- Xerox copy capabilities
- Apparatus for Friday parade if required
- Pike pole and axe for Color Guard
- Walkie-talkies (handheld radios) minimum one for each executive board member including executive secretary and legislative liaison if cell phones are not available
- Transportation if required
- Mayor and dignitaries

**POLICIES AND PROCEDURES**

**Wisconsin State Fire Chiefs Association**

**Reference Code:** 607

**Topic:** Site Selection Committee Guidelines

**Adopted by the Board of Directors:**

SELECTION SITE COMMITTEE

The information on this form is the terms agreed to between the Hotel Representative, Host Chief, and Selection Site Committee, for the preparation of a Contract.

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

- 1. Hotel Representative: \_\_\_\_\_
- 2. Host Chief: \_\_\_\_\_
- 3. Committee Chairman: \_\_\_\_\_

Reservation cards shall be required to obtain a room; the cards or forms shall be furnished by the Hotel or Convention Bureau. Main Hotel must have a minimum of 175 rooms.

4. Number of Rooms required: Minimum of 450 total. Cost for rooms:
- |              |       |           |       |         |       |
|--------------|-------|-----------|-------|---------|-------|
| Main Hotel:  | _____ | Single:   | _____ | Double: | _____ |
| No. 2 Hotel: | _____ | Single:   | _____ | Double: | _____ |
| No. 3 Hotel: | _____ | Single:   | _____ | Double: | _____ |
| No. 4 Hotel: | _____ | Single:   | _____ | Double: | _____ |
| Total Rooms: | _____ | Comments: | _____ |         |       |

5. Meeting Room Requirements:
- |  |            |           |
|--|------------|-----------|
| Capacity Theater Style: Minimum 800 people | Yes: _____ | No: _____ |
| Stage with P.A. system and Podium:         | Yes: _____ | No: _____ |
| Floor Microphones (2):                     | Yes: _____ | No: _____ |
| Electrical Connections at Stage Area:      | Yes: _____ | No: _____ |

Comments: \_\_\_\_\_

6. Workshop and/or Seminar Room and Space Requirements:
- |   |            |           |
|---|------------|-----------|
| Workshop Rooms (4) Able to seat 150 people        |            |           |
| Theater Style:                                    | Yes: _____ | No: _____ |
| Keynote Speaker Main Room Seating for 600 people: | Yes: _____ | No: _____ |
| Vendors Demonstration Area Outside:               | Yes: _____ | No: _____ |
| Stage with P.A. System and Podium:                | Yes: _____ | No: _____ |

Comments: \_\_\_\_\_

7. Board of Directors Meeting Room with Seating For 15 people Conference Style. Must be Available Wednesday Afternoon and Sunday morning: Yes: \_\_\_\_\_ No: \_\_\_\_\_

8. Banquet Facilities:

Friday Continuous Buffet with Seating for 400: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Saturday Evening Banquet: Seating for 600  
 At Round Tables: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 a. Dance Floor adequate for group: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 b. Band Area with Stage: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 c. Electrical Connections at Stage: Yes: \_\_\_\_\_ No: \_\_\_\_\_

9. Executive Secretary Business Room:  
 A room for the Executive Secretary to store  
 Equipment and to be able to lock: Yes: \_\_\_\_\_ No: \_\_\_\_\_

10. Exhibit Area:  
 Inside exhibit space minimum 25,000 square feet: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Must have a capacity of 130 (8' X 10')  
 Exhibit booths. Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Booths must have an electrical outlet, one  
 8 foot table with table cloth, and two chairs: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Cost For Exhibit Space \_\_\_\_\_

Comments: \_\_\_\_\_

Outside Exhibit Space: Minimum square footage must be  
 Capable of parking at least 60 vehicles in individual  
 20 foot X 40 foot spaces: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Comments: \_\_\_\_\_

11. Draping of Booths:  
 How will Draping be accomplished? On Site Equipment: \_\_\_\_\_  
 Outside Agency: \_\_\_\_\_  
 Cost of providing Draping and signs per each booth: \_\_\_\_\_

12. Golf Course: Golf Outing is On Thursday.  
 Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Cost of Golf: 9 Holes: \_\_\_\_\_ 18 Holes: \_\_\_\_\_  
 Cost of Cart: 9 Holes: \_\_\_\_\_ 18 Holes: \_\_\_\_\_  
 Golf Banquet: Minimum Seating 250 people  
 Location: \_\_\_\_\_

13. Bussing:  
 If facilities for all events are not within three blocks of the hotels bussing shall be required:  
 Type of Busses available: \_\_\_\_\_ Cost of Busses: \_\_\_\_\_

Comments: \_\_\_\_\_

14. Ladies Programs:  
 Required for both Friday and Saturday:  
 Please give examples of possible Ladies Programs: \_\_\_\_\_

15. Contact Representative of Fire Department or Fire Chiefs Organization:

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

16. Representative of Convention Visitors Bureau:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

17. Additional Information:

Date Proposal submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Return proposals to:

Wisconsin State Fire Chiefs Association  
6737 West Washington Street, #1300  
Milwaukee, WI 53214  
Phone: 1-800-375-5886

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 608

**Topic:** Conference or Educational Seminar Evaluation Form

**Adopted by the Board of Directors:**

Each WSFCA Conference or Educational Seminar sponsored in whole or in part by the WSFCA shall be evaluated by the attendees. An Evaluation Form shall be provided each registered attendee.

The Executive Secretary shall compile the data obtained from these Evaluations and provide them to the WSFCA Board at their next Board Meeting.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 609

**Topic:** IAFC Trip Drawing and Winner

**Adopted by the Board of Directors:**

**Purpose:** In order to promote the Wisconsin State Fire Chiefs' Association and acquire state-of-the-art knowledge of fire department leadership and management, the WSFCA shall support the attendance of the one member whose name is drawn at our Annual Chiefs Conference Business Meeting.

**Procedure:** The current WSFCA winning member shall make his or her own arrangements for attendance at the annual IAFC conference. Form 1.01b must be completed for reimbursement.

**MEMBER ONLY**, expenses are eligible for reimbursement up to \$1,500.00.

1. Registration Fee
2. Transportation Fee - (least cost of airline or mileage)
3. Lodging
4. Meals

**(Receipts are required.)**

A copy of the completed expense form shall be provided to the Board for review and recorded into the meeting minutes.

**If attendance to the IAFC conference is not possible a payment in lieu of attendance at the International Association of Fire Chiefs Annual Conference may be made according this the following policy.**

**Purpose:** It is the intention of the Wisconsin State Fire Chiefs Association to promote education of Wisconsin's Fire Service leaders by offering a ticket drawing to attend the International Association of Fire Chiefs "Fire Rescue International Conference". This drawing will take place at the Sunday morning "Business Meeting" of the annual WSFCA Conference. Recognizing that not every winner will be able to take advantage of this opportunity to attend Fire Rescue International the WSFCA will provide up to \$1,000 for the purchase of training materials (may include: TV, VCR, DVD, Video Camera, etc.) for the winner's Fire Department.

**Procedure:** The current WSFCA winning member shall purchase up to \$1,000 worth of training aids and/or materials. The winner shall then submit the receipts to the Board of Directors for reimbursement of their respective out of pocket expenses. All receipts must be received not later than March 31<sup>st</sup> of **the year following** the conference year.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 610

**Topic:** Conference Support for Board of Directors, Volunteers and Speakers

**Adopted by the Board of Directors:**

#### **Board of Directors:**

The WSFCA Board receives the following support for participation in the state conference:

- Complimentary registration for the Thursday pre-conference session
- Wednesday night hotel (Board Members)
- \$50 for one business meeting

There is no mileage or meal reimbursement. There may be a group dinner for the Board on Wednesday evening. Board members are expected to pay the conference registration, the spouse program and are on their own for all other travel expenses.

In addition, the President and 1<sup>st</sup> Vice President shall receive:

- Four nights hotel, mileage and complimentary registration for President
- Four nights hotel, mileage and complimentary registration for serving as conference chair to the 1<sup>st</sup> Vice President

**Volunteers - Exhibit Area:** Two volunteers will be selected by the Conference Chair to assist in the placement of exhibits and trucks and to provide service to the Exhibitors. These two individuals will each receive two nights hotel. The volunteers will be on site during the entire move in and move out of the exhibit area and will be available to assist with the exhibit floor plan in advance of the conference.

#### **Speakers**

As part of the Conference budget and at the discretion of the 1<sup>st</sup> Vice President, all speakers not charging an honorarium will be offered one night's accommodation provided by the organization.

Keynote and general session speakers will be paid travel expenses, and honorarium as required by their contract.

Spouse program speakers will be provided travel expenses and honorarium as necessary and fees charged shall be adequate to cover expenses.

There will be no reimbursement to members of the Golf Committee. Up to five members of the Golf Committee will receive a free round of golf during the outing.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 611

**Topic:** WSFCA Convention Events Standards

**Adopted by the Board of Directors:** April 1, 2010

This policy covers the hosting of all satellite events by WSFCA vendors, members and attendees at any and all WSFCA educational programs such as the annual state Convention and Chiefting 101.

**All satellite events associated with WSFCA must adhere to the following standards:**

WSFCA shall be notified in advance of all satellite events.

Organizations are expected to maintain appropriate standards of conduct that are commensurate with those expected of members of a Fire Department.

Dress of participants and planned social or athletic activities must not be suggestive, lewd or sexually provocative as defined by members of the WSFCA Board of Directors.

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during an organization event, in any situation sponsored or endorsed by the WSFCA, or in any event an observer would associate with WSFCA, must be in compliance with any and all applicable laws of the state, country, and city and must be provided by a third party vendor.

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during an organization event or at any event that an observer would assist with the WSFCA, is strictly forbidden.

Failure to adhere to this policy shall result in the barring of the organization and individuals from any future satellite events being held during WSFCA activities.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 612

**Topic:** Conference Supported Exhibits

**Adopted by the Board of Directors:** September 9, 2010

**Support Vendors:** Certain organizations and agencies provide a benefit to WSFCA members by being available at the annual conference. To these organizations WSFCA will provide an exhibit booth, without requiring the organization to pay the exhibitor registration fee.

The following organizations are eligible for WSFCA supported exhibit booths:

- Wisconsin Emergency Management (WEM)
- Department of Commerce
- Wisconsin Fire Fighter Memorial
- International Association of Fire Chiefs (IAFC)
- Department of Natural Resources (DNR)
- Department of Transportation (DOT)

The organizations may be asked to pay the cost of providing the booth by the WSFCA exhibit area decorator (usually between \$35-\$70); all other requirements including electricity will be provided at cost.

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 801

**Topic:** Financial Policy

**Adopted by the Board of Directors:** March 17, 2006

**Audit:** An audit by a certified public accountant of the WSFCA financials shall be conducted every three years at the Board's discretion, with a committee review conducted two years after the CPA audit. Proposals for the audit shall be requested from two potential vendors (accounting firms or individual CPAs). The results of the audit or review shall be distributed to the WSFCA Board.

**Check Signing:** All checks under \$1,000 for budgeted items may be signed by the Business Manager. All checks over \$1,000 or payable to Svinicki Association Management, Inc. must be approved by the Executive Secretary/Treasurer. The Executive Secretary/Treasurer may approve the checks by signing the check or by returning a fax back form authorizing the bill to be paid.

**Investment Policy:** The investment policy of WSFCA shall be that the cash assets of the organization be invested in conservative, stable investment instruments such as money market accounts and certificates of deposit to gather the best rate of return. The Executive Secretary/Treasurer and Business Manager shall be responsible for putting the funds into an interest bearing money market fund or other suggested investment options. They both have the authority to make transfers between operational and approved investment accounts, to maximize interest on WSFCA funds. The WSFCA Board of Directors will review and approve the investment policy and allocation of investments annually. These investment funds shall be of low to moderate risk with no more than 33.3% of investment funds in any single fund.

**Reporting to the Treasurer and Board:** Financial reports will be provided to the Board of Directors in advance of each meeting. The Treasurer shall receive balance sheet, balance sheet detail, profit and loss statement, profit and loss detail and budget summary comparison prior to each Board meeting. The Treasurer will also receive a copy of each account reconciliation statement within ten days of receipt of the statements.

**Budgeting:** The Executive Secretary/Treasurer and Business Manager shall prepare an annual budget. Budget requests for the coming year shall be solicited from the WSFCA Board on or before May 1st. The proposal budget shall be presented to the WSFCA Board at the June pre-conference Board meeting (in person or by mail or fax if no Board meeting takes place). The budget shall be approved no later than June 30.

**Reserve Fund:** It is the policy of WSFCA to strive to hold a reserve fund equal to 100% of the annual operating expenses.

**Financial Policy Addendum (added 5/1/2006):**

The payment to the WSFCA legislative consultant (currently David Bloom) of \$1,000 for lobbying activities and \$100 for cell phone support, will be forwarded on the 1<sup>st</sup> of each month. David Bloom will continue to provide monthly expenses report and forward it to the WSFCA Business Manager. A check for the balance of the outstanding expenses will be disbursed.

The legislative consultant will be responsible for filing the twice yearly report with the Wisconsin state Ethics Board on lobbying activities, including the activities of the WSFCA lobbyist (currently Pete Christenson at Quarles and Brady).

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 802

**Topic:** Credit Card Policy

**Adopted by the Board of Directors:** May 21, 2009

The following policy is in effect regarding the acquisition and use of business credit cards. The following are eligible to obtain individual credit cards in the name of the Wisconsin State Fire Chiefs' Association.

- President (\$2,500)
- Legislative Liaison (\$2,500)
- Business Manager (\$13,000 limit)

The Business Manager shall obtain credit cards with an established limit of \$25,000.00 (total of all cards). A card will be issued to the President, Legislative Liaison and Business Manager where it will be their responsibility to insure the safekeeping of such card.

The following guidelines and authorized uses are in place and shall be followed or credit card privileges may be revoked.

Guidelines and authorized uses of the WSFCA credit card:

- Paying for hotel lodging and expenses while on Association business **for the cardholder**
- Single purchases under \$2,500
- Budgeted purchases where a purchase order is not accepted
- No personal purchases maybe made with the credit card
- The card shall not be used to circumvent the required check signing procedure (see policy 801)

It shall be the policy of the Association to pay the credit card each month as it comes due as not to incur late fees. **To insure no delay in payment, automatic withdrawal of the credit card payment from the association checking account shall be done by ACH debit set up by the Business Office.**

**Original receipts (showing the items/service purchased) with the expense account number shall be submitted to the WSFCA office on a report form within 15 days of the credit card usage. Failure to submit original receipts will result in cancellation of the card.** These forms will be attached to the monthly credit card invoice on file at the Business Office. If there are receipts that have not been turned in or no written statement detailing the purchase, that portion of the bill may not be paid.

Noncompliance to any of the above or misuse of the authorized credit card may result in losing privileges of the credit card. The Business office shall review the charges and bring to the attention of the Board of Directors any discrepancies observed in the use of the credit card. Making unauthorized personal purchases with the card may result in disciplinary action, possibly up to and including dismissal and possible legal action.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 803

**Topic:** Travel Budgeting and Reimbursement for travel on behalf of WSFCA

**Revised by the Board of Directors:** May 14, 2010

The WSFCA has provided for the travel support of its staff, Board and Volunteers representing WSFCA at meetings both in the state of Wisconsin and Nationally. The President shall have the right to authorize approved travel on behalf of individuals on WSFCA business.

The following categories are reviewed during each budget cycle and a determination be made of the funding level.

**Mileage:** All mileage is to be reimbursed at the allowable mileage rate as interpreted by the IRS.

**Board of Directors:** Board members will receive reimbursement for regularly scheduled Board and strategic planning meetings. For multiple day meetings, the Board members will receive overnight accommodation, or if the meeting starting time requires more than four hours travel on the same day.

**Board of Directors – State Conference:** Complimentary registration for the Thursday pre-conference session; Wednesday night hotel; \$50 for one business meeting; There is no mileage or meal reimbursement. There may be a group dinner for the Board on Wednesday evening. Board members are expected to pay the conference registration, the spouse program and are on their own for all other travel expenses.

**President-State Conference:** Four nights hotel, mileage and complimentary registration for President

**President-IAFC Conference:** Registration fee, transportation fee (the least costly between airline and mileage), hotel and meals. (Mileage to be computed at the Internal Revenue Service (IRS) allowable rates).

**1<sup>st</sup> Vice President-State Conference:** Four nights hotel, mileage and complimentary registration for serving as conference chair as the 1<sup>st</sup> Vice President

**Legislative Liaison:** Travel on behalf of the legislative interests/representation of WSFCA issues around the state of Wisconsin as needed to the budget limit established annually. Additional funds may be allocated by the Board. In addition, \$100 for cell phone support will be forwarded on the 1<sup>st</sup> of each month.

**IAFC-GLD/Sergeant at Arms – IAFC Conference:** WSFCA shall provide the Sgt. Of Arms/IAFC-GLD Representative with IAFC reimbursement; registration fee, transportation fee (the least costly between airline and mileage) and hotel. Mileage to be computed at the Internal Revenue Service (IRS) allowable rate.

**Chaplain:** The Chaplain receives the same support provided for travel and meeting attendance given to all board members. In addition, the Chaplain receives complimentary registration to the state conference and hotel room for four nights.

**CFSI Annual Conference & Dinner:** WSFCA will support the members to attend the CFSI meeting and dinner in the spring of each year as follows: airfare, ½ hotel room, one seat at the officially sponsored dinner table. The amount of support for the dinner and travel will be determined annually by the WSFCA Board of Directors.

**Reimbursement:** Reimbursement will be upon the receipt of a written request for reimbursement by the Business Office after expense has occurred (can be before the actual event). Receipts must show the actual item/service purchased. Credit card monthly statements are NOT adequate documentation for reimbursement.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 804

**Topic:** Financial Procedures

**Adopted by the Board of Directors:** April 9, 2010

#### **WSFCA Financial Procedures**

This policy covers the procedures for financial matters within the WSFCA Business Office.

**1.0 Internal control of received funds:** The Business Office staff will strive to provide adequate separation of duties among accounting personnel to insure oversight of cash, check and credit card handling. A different staff person will open the mail and endorse the checks from the staff person who prepares the deposits. The Business Office financial coordinator (a third person) will post deposits to the Quickbooks accounting software and the Business Manager will review the bank reconciliation reports and bank statements. Bank reconciliations will also be sent to the Treasurer with the reconciliation report from the Quickbooks accounting software.

**2.0 Oversight of disbursements:** The financial coordinator will prepare the checks for disbursement according to the WSFCA Financial policy. The Treasurer will approve checks over \$1,000. The Business Manager will sign checks under \$1,000, except for checks payable to him/herself, which will require the approval of the Treasurer. The Treasurer will review the checks monthly using the WSFCA online banking website to insure that the payees and amounts are as represented in the accounting system.

## **POLICIES AND PROCEDURES**

### **Wisconsin State Fire Chiefs Association**

**Reference Code:** 901

**Topic:** WSFCA Email List Serve

**Adopted by the Board of Directors:** October 9, 2009

#### **Email List Serve Policy**

This policy covers the participation in, use of and material placed on the WSFCA email list serve. Members of WSFCA are eligible to participate the WSFCA list serve. Additions and deletions to the list serve shall be made by WSFCA staff upon joining or exiting the association.

The Business Manager and staff shall be responsible monitoring the posted items on the email list serve to ensure they are consistent with the WSFCA policies. The WSFCA Board shall be responsible for reviewing the email list serve policy on a regular basis. The WSFCA list serve may contain information regarding all aspects of fire service management.

Acceptable postings to the WSFCA list serve include:

- Positions available
- Requests for information or assistance on fire service topics
- Promotion of WSFCA programs and services
- Training opportunities
- Department events
- Line of Duty Deaths

Unacceptable postings to the WSFCA list serve include (but not limited to):

- Solicitations of business by Associate members
- Political positions for or against legislative actions, except those approved by the WSFCA Board of Directors