

# Oregon Volunteer Firefighters Association

## Policies

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## OATH OF OFFICE

I, \_\_\_\_\_, do hereby solemnly promise to uphold the  
Constitution of the United States of America, the State of Oregon, and the  
Constitution and Bylaws of the Oregon Volunteer Firefighters Association.  
During my term of office, strive to increase the proficiency of the fire service;  
To reduce the loss of life and property by fire; and  
Strengthen the quality of the fire service.  
So help me God.

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### ELIGIBILITY, NOMINATIONS, CAMPAIGNS, ELECTIONS AND VOTING

#### **Eligibility Requirements**

To be eligible for office the candidate must be a member of a member department **in good standing**..

#### **Nomination/Eligibility Committee**

An eligibility committee will be established and comprised of the:

- One (1) Past President
- One (1) Director
- One (1) member at large

This committee will follow the established criteria from the application and Article V of the Constitution.

The committee shall present a slate of candidates to the membership:

1. Minimum of one name for President; one (1) year term
2. Minimum of one name for 1<sup>st</sup> Vice President; one (1) year term
3. Minimum of one name for 2<sup>nd</sup> Vice President; one (1) year term
4. Minimum of one name for Director; two (2) year term  
(To apply only on an out-going year)
5. Minimum of one name for Secretary/Treasurer; two (2) year term  
(To apply only on an out-going year)

Members may present nominations of candidates from the floor during the conference. Each candidate must be present at the time of nomination and voting. The chair of the Nomination Committee will call for floor nominations upon three (3) occasions before the closing of nominations and voting.

Each candidate will be allowed to give a brief speech prior to nominations being closed and is expected to give a brief speech not to exceed three (3) minutes prior to the election.

Any candidate who desires to withdraw their name may do so but will not make any address to the conference.

For any office for which there is only one candidate at the time nominations are closed, the presiding officer shall call for a motion of a unanimous ballot to be cast for the candidate and declare that candidate elected.

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### *Policy 2 continued*

#### **Campaigns**

Election campaigns are expected to be conducted in an ethical manner.

Any questions concerning ethics of the campaign are to be referred to the Nominations Committee, who shall investigate the charges and announce its decision and ruling to the conference assembled.

Executive Board members shall not endorse candidates or wear campaign material endorsing any particular candidate.

#### **Elections**

Refer to Article V of the Constitution.

#### **Voting**

Voting shall be by secret ballot prepared by the Secretary/Treasurer. Ballots shall be prepared in advance of elections.

All Executive Board members shall be entitled to one (1) vote each.

A delegate representing the Past Presidents shall be entitled to one (1) vote for their group.

Only those Delegates pre-approved by the Credentials Committee prior to voting will receive a ballot.

Ballots will be distributed, picked up and counted by the Nomination Committee, who shall deliver results to the presiding-officer.

The Secretary/Treasurer shall preserve all ballots until the close of the conference, in the event a recount is required. After such time the ballots shall be destroyed.

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## **EXECUTIVE BOARD COMMITTEE APPOINTMENTS**

The President, as specified in the Constitution and **Bylaws**, will make committee appointments. The Executive Board will make recommendations to the President for persons to serve on these committees and appointments will be made at the first Executive Board meeting held after the annual Conference.

In order to be eligible to receive an appointment to a committee, the person(s) must be an Active, Associate or Sustaining Member, in good standing with the OVFA. "Good standing" includes but is not limited to:

- Membership of a volunteer firefighter association that belongs to the OVFA;
- Must have no outstanding debts to the OVFA;
- Adhere to the OVFA Code of Ethics including, maintain the highest standard of personal integrity be honest and straight forward in dealing with others and the Association;
- Refrain from using the OVFA for personal gain or monetary benefit;
- Preserve the strength of the OVFA with regard to its reputation, corporate status, and financial solvency.

Volunteer Search and Rescue groups and will be considered active members and receive all benefits accordingly but do not have voting privileges. Members of volunteer search and rescue groups may not hold elected office.

Volunteer Ambulance Crews will be considered active members and receive all benefits accordingly but do not have voting privileges. Members of volunteer ambulance crews may not hold elected office.

[Is this the correct term? NOTE: Ambulance Crews are not mentioned in the Bylaws.]

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### RESOLUTIONS

All active members of the OVFA or any fire association are invited to present resolutions to the OVFA Conference.

1. Resolutions should be submitted to the Secretary/Treasurer of the OVFA 30 days prior to any Conference at which such resolutions will be acted upon. A cover letter should be sent to the Secretary/Treasurer indicating if resolution is to be acted on at the Conference, or if just informational to the Association. Any other Association that submits a resolution shall be responsible for seeing that a representative of their Association is in attendance at the Conference, unless the resolution is self-explanatory.
2. All resolutions must be typewritten on 8 ½ by 11” paper and signed by the person or group proposing the resolution.
3. The Secretary/Treasurer of the OVFA will then mail all resolutions to the Resolutions Committee of the OVFA within 15 days prior to the Conference for formatting and distribution.
4. Emergency or other resolutions shall be submitted to the Chairman of the Resolutions Committee or the Secretary/Treasurer of the OVFA by noon of the first full day of the Conference.

### **Emergency Resolutions**

Emergency resolutions are those that develop and require OVFA action after the normal 30-day deadline. Appeals to this process may be made to the OVFA Executive Board.

1. The Resolutions Committee may accept emergency resolutions after the closing date only if it is determined by action at the conference that the need for the resolution is required and in the best interest of the Association. The decision of the Resolutions Committee to accept or reject emergency resolutions may be appealed to the Executive Board.
2. After resolutions are received and reviewed by the Resolutions Committee prior to the first day of the conference they will be read to the Body and posted for view. On the final day of the Conference Business Session they will be read, discussion accepted, and action taken by the Body.

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## **PROPOSED CONSTITUTION AND BYLAW CHANGES**

### **Constitution and Bylaw Committee**

A Constitution and Bylaw Committee shall be convened at the request of the President to review and make proposed changes to the OVFA Constitution.

The proposed changes will be distributed no less than 90 days prior to the Annual Conference according to Article X of the Constitution and Bylaws.

This Committee will select a representative to present the proposed Constitutional changes at the Annual Conference.

Any further clarification may be referred back to the Constitution and Bylaw Committee for further investigation and re-submission.

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## COMMITMENT OF OVFA FUNDS

Expenses for the Committees, Subcommittees, Special Committees, and/or Task Forces will not be paid without prior approval of the Executive Board.

No persons shall incur any expense or indebtedness of any kind in the name of the Association without the authority of the Board.

Any member who violates this policy shall be personally responsible for repayment to the Association of any costs incurred. Failure to adhere to this policy shall be cause for removal from the Board.



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### MEAL AND TRAVEL REIMBURSEMENT

The President may authorize the expenditure of funds for guests who are in attendance at meetings at which meals are served.

The Board may approve reimbursement of meal and travel expenses for the following year at the time of the adoption of the Budget for that year. If approved, mileage reimbursement will be based on current IRS guidelines for charitable organizations.

When approved by the Executive Board, Executive Board members are expected to use discretion when ordering meals to be paid for with OVFA funds and to strive not to exceed \$25.00 per day.

When approved by the Executive Board, Lodging reimbursement will be paid only for those Board members travelling in excess of seventy-five (75) miles, unless the member cannot reach home or other lodging destination by 9:00 p.m. or other special circumstances exist. Lodging reimbursements will follow the guidelines of the U.S. General Services Administration referenced at <http://www.gsa.gov/portal/category/100120>.

Reimbursement for meals, travel expenses and other related expenses will only be paid when a corresponding receipt(s) is/are submitted.

Only with the prior approval of the Board, persons who are representing the OVFA at certain meetings, conferences or functions may have their expenses paid. Whenever possible a proposed budget of these expenses will be presented.

The Board may allow a specified amount to be spent in lieu of a proposed budget.

Travel expenses incurred in conjunction with the transport of the OVFA trailer shall be reimbursed upon submission of receipts for actual costs incurred. Mileage will be reimbursed based at twice the current standard mileage rates for non-profit organizations as determined by the IRS.

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## ENDORSEMENT OF CANDIDATES FOR PUBLIC OFFICE

The Executive Board may entertain recommendations from the membership to go on record as endorsing candidates for regional and national office. A two-thirds majority of the Executive Board will be required for candidate endorsement.

The Executive Board may offer a letter of appreciation to a particular candidate without endorsing them by a simple majority vote.

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## CERTIFICATE OF APPRECIATION

It shall be the policy of the OVFA to present a certificate and/or plaque of Appreciation to any member retiring in good standing from the Executive Board, who has served a minimum of two (2) years on the Board. This Certificate is to be awarded at the Annual Conference.

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## **DUTIES OF THE PRESIDENT**

In addition to the duties of the President specified in the Constitution and Bylaws or by specific policies, the President or his designee shall be responsible for the following:

1. Sign all Resolutions, Policies, and other official correspondence as deemed necessary.
2. Appoint committees using the following criteria where possible:
  - a) Instruct committee chairperson of the objectives they are to achieve.
  - b) Confirm all committee appointments.
  - c) Set timelines for results or culmination of committee's length.
3. Work with the Administrative Staff to prepare Board meeting agendas.
4. Sign and date all new policies.
5. Field suggestions, coordinate and disseminate information.
6. Increase awareness of volunteer issues.
7. Develop a calendar for Board meetings.
8. Authorize persons to speak on behalf of/or represent OVFA.

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### DUTIES OF THE FIRST VICE-PRESIDENT

In addition to the duties and responsibilities of the First Vice-President that are covered by the Constitution and Bylaws, or specific policies, the First Vice-President shall be responsible for the following:

1. Serve as ex-officio member of any standing or special committees as directed by the President.
2. Shall contact, at least every two months, the chairperson of each committee for a report of the actions, problems and progress of their respective committees.
3. Assist the President in the general oversight of the Association.

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## **DUTIES OF THE SECOND VICE-PRESIDENT**

In addition to the duties and responsibilities of the Second Vice-President that are covered by the Constitution and Bylaws, or specific policies, the Second Vice-President shall be responsible for the following:

1. Serve on any special committees the President may indicate;
2. Oversee the Ambassador Program.

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## **DUTIES OF THE IMMEDIATE PAST PRESIDENT**

In addition to the duties and responsibilities of the Past President that are covered by the Constitution and Bylaws, or by specific policies, the Past President shall be responsible for the following:

1. Serve and function on Association committees when requested.
2. Give reports regarding Association business whenever such reports are called for.
3. Help promote programs that are in the interest of the Association.
4. Coordinate Past Presidents dinner at annual conference.
5. Serve as Fire Fighter of the Year Selection Committee Chairperson. To include time line mailings, application and selection process.
6. Serve as Life Time Achievement Selection Committee Chairperson. To include time line mailings, application and selection process.
7. Assist the Secretary/Treasurer and Administrative staff in maintaining a current list of OVFA Past Presidents.
8. In the absence of a Historian, work with the Administrative Staff to record the history of the OVFA. The original files will be kept at an agreed location.

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### DUTIES OF THE SECRETARY/TREASURER

In addition to the duties and responsibilities of the Secretary/Treasurer that are covered by the Constitution and Bylaws , or by specific policies, the Secretary/Treasurer shall be responsible for the following:

1. Ascertain that all signature cards and bank forms have been properly handled.
2. Present a Treasurer's Report to include current expenditures and budget for regular meetings and conference.
3. Assist Budget Committee and Administrative Staff with the preparation of the Annual Budget prior to the October Executive Board meeting, including the Conference Budget.
4. Be bonded for a minimum of \$50,000.
5. In the absence of Administrative Staff, prepare meeting agendas to include the following;
  - a. Request agenda items from the Board.
  - b. Distribute agenda one (1) week in advance of meetings.
  - c. Agenda will indicate who will present items.
  - d. Agenda will indicate what action is necessary to dispose of each item.
  - e. Will have ready a packet to include: current correspondence, previous minutes and other documentation to bring before the board.
  - f. Following board meetings, a task list will be sent out to all board members detailing items to be completed or assigned. This will be sent out within two (2) weeks following the board meeting.



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## **DUTIES OF THE TWO (2) YEAR DIRECTORS**

In addition to the duties and responsibilities of the Director that are covered by the Constitution and-Bylaws , or by specific policies, the Director shall be responsible for the following:

1. Specific duties will be assigned to the individual directors at the first Executive Board meeting following the conference.
2. Shall attend all Executive Board meetings and actively take part in all Association business transacted by the Executive Board.
3. Shall serve and function on Association committees when requested to do so.
4. Give reports regarding Association business whenever such reports are called for.
5. Help promote programs that are in the interest of the Association.

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### DUTIES OF THE CHAPLAIN

In addition to the duties and responsibilities of the Chaplain that are covered by the Constitution and-Bylaws , or by specific policies, the Chaplain shall be responsible for the following:

1. Deliver invocations and guidance prayers at all meetings (attended) and conferences.
2. Serve as good will ambassador, representing OVFA to the general public.
3. Serve as a coordinator with the Host Department for the conference Memorial Service.
4. Serve as a non-voting member of the OVFA Executive Board.
5. Attend business meetings when possible.
6. Promote Chaplain programs for Volunteers and maintain involvement with the National Chaplain program.
7. Send correspondence of sympathy and support for ailing, injured or deceased members.
8. Serves as support to board members when requested.

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## VOID

**To be replaced with new policy on Conference planning and implementation including:**

- **Board Approval of Classes**
- **Board Approval of Site Selection**
- **Board Approval of all Expenditures**
- **Expectations of Host Department**

### CONFERENCE SITE SELECTION COMMITTEE

The appointed chair of the Conference Committee, or their designee, shall recommend to the Executive Board and voting body at the last business meeting of the conference, the location of the next years annual conference. The committee shall also offer to the membership proposed selection sights for three-year approval.

Prior to conference and in conjunction with requesting Department, a set time to inspect conference site will be arraigned.

*Refer to Committee Appointment worksheet for actual committee assignments*

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## CONFERENCE PLANNING AND IMPLEMENTATION

*Policy Statement:* The OVFA recognizes the importance of offering affordable training to volunteer firefighters throughout the state. While this core objective is a founding principal of the Association, the OVFA also recognizes that in the interest of responsible stewardship, the Conference must be self-sustaining. The OVFA Board and its staff shall make every effort to strike a balance between affordable training and the sustainability of the Association. With this principal in mind, the following guidelines and policies shall apply to Conference planning efforts:

- The OVFA Conference shall be known and marketed as the OVFA Training Conference and held for the following purposes:
  - Provide volunteer training;
  - Recognize and award volunteer firefighters for exemplary service;
  - Conduct OVFA business including election of officers, adoption of Bylaw amendments, review finances and other necessary business.
- All courses must be approved by a majority of the Board prior to confirmation and entering into a contract with the presenter/instructor. In making its decision, the Board shall consider the following:
  - Cost of course;
  - Need/demand for type of training considered;
  - Anticipated participation;
  - Qualifications of instructors;
  - Eligibility for DPSST certification;
  - Sustainability (will registrations cover the costs).
- Location and facility for the Training Conference shall be approved by a majority of the Board members prior to entering into any contract or agreement.
  - The Board may consider recommendations for Conference location from any OVFA member;
  - Conference location shall be confirmed for the following year prior to each Conference to allow for adequate promotion;
  - Whenever possible, the Board shall identify Conference locations for the following three years;
  - Prior to Conference and in conjunction with requesting Department or District, a set time to inspect conference site will be arranged.
- Any expenditure or commitment of OVFA funds or resources outside of approved budgeted amounts must be approved by a majority of the Board Members and documented in meeting minutes, without exception. Refer to policy on “Commitment of OVFA Funds”.

- OVFA shall enter into agreements with each and every presenter/trainer. Agreements shall address the following:
  - Cost of training, including whether travel costs and lodging are to be included;
  - Minimum number of participants for each class, if applicable;
  - Special needs and/or equipment required to facilitate each class.
  - Any agreements that includes a financial obligation from OVFA that is not included in the approved budget shall be signed by the President or the President's designee following approval by a majority of the Board.

Expectations of Hosting Department or District: The OVFA recognizes the importance of partnering with a host Department or District to assist with implementation of the Training Conference. Hosting Departments or Districts shall be responsible for the following:

- Social event for attendees;
- Assistance with identification of facilities for specific classes such as rope rescue, skid avoidance and other courses requiring non-classroom venues;
- On-site assistance, upon request, and as needed;
- Assist with procurement of auction items;
- Secure pre-approval by Executive Board for any expenditure of OVFA funds and/or resources;
- Promote Conference;
- Participate in Conference budgeting process upon request.

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## **BUDGET COMMITTEE**

The Budget Committee shall review the preceding year's expenses, forecast the upcoming need(s) and present a budget accordingly.

The OVFA budget cycle shall be based on a calendar year, January 1 through December 31.

The Budget Committee shall submit a proposed budget to three (3) individuals not currently OVFA Board members to recommend a budget be forwarded ~~on~~to the Executive Board.

A copy of the current year's budget will be distributed to each delegate at the annual conference.

This budget process shall incorporate the Host Department for the upcoming conference year and be submitted by February 28<sup>th</sup>.

*Refer to Committee Appointment worksheet for actual committee assignment. [NOTE REVISIT]*

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## SUCCESSION TO THE CHAIR

In the event the President is not in attendance at a meeting or caucus at which it is necessary that a member of the Executive Board chair the meeting, or be the spokesperson for the Oregon delegation, the following sequence shall be followed:

- 1) 1<sup>st</sup> Vice President
- 2) 2<sup>nd</sup> Vice President
- 3) Immediate Past President

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## CONTRACTED SERVICES

The OVFA may enter into an agreement for Contracted Services. If such a contract is let, it will be attached to these policies. Services will be provided as specified in the contract.



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## **FUND RAISING AND DONATIONS**

Each year the newly elected Executive Board shall revisit this policy. Historically fundraising and donations have been distributed as listed:

- The revenue from any fundraisers will be distributed to the OVFA.
- The revenue from the Banquet Auction will be distributed to the Oregon Burn Center Children's Fund.

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### BOARD MEMBER CLOTHING ALLOWANCE

The Board may approve purchase of Class A uniforms and/or other appropriate items for Board members for the following year at the time of the adoption of the Budget for that year. Board members must have served on the Board for a period of not less than one year before becoming eligible to receive a Class A uniform purchased by the Association. The uniform shall remain the property of the Association until such time as the Board member has served two full years on the Board. At that time, the Class A uniform shall become the property of the Board member.

A Board member or a Board member's Department may also choose to purchase a Class A uniform for the Board member. After service of two full years on the Board, the Board member or the member's Department shall be reimbursed for the full cost of the uniform upon presentation of the receipt for purchase. [NOTE; NEW PARAGRAPH]

Absent inclusion in the Budget for purchase of clothing items, an allowance of up to \$100.00 shall be reimbursed to Board members for the purchase of approved clothing items based on actual cost upon the presentation of a receipt.

The Executive Board may approve additional expense for replacement of approved dress uniform.

OVFA name badges and; polo shirts, shall be issued to new board members as soon as possible after their election to the board and replaced as necessary with no charge to the Board member.

Upon service on the Executive Board for a period of at least two years, any and all clothing, including Class A uniform, shall become the property of the Board member. If service is less than a year, any Class A uniform issued by the OVFA shall be returned to the Association.

The Board may approve purchase Class A uniforms and/or other appropriate items for Board members for the following year at the time of the adoption of the Budget for that year. Board members must have served on the Board for a period of not less than two years before becoming eligible to receive a Class A uniform purchased by the Association. The uniform shall remain the property of the Association until such time as the Board member reaches the level of First Vice President. At that time, the Class A uniform shall become the property of the Board member.

Absent inclusion in the Budget for purchase of clothing items, an allowance of up to \$100.00 shall be reimbursed to Board members for the purchase of approved clothing items based on actual cost upon the presentation of a receipt.

The Executive Board may approve additional expense for replacement of approved dress

uniform.

OVFA name badges and; polo shirts, shall be issued to new board members as soon as possible after their election to the board and replaced as necessary with no charge to the Board member.

Upon service on the Executive Board for a period of at least two years, any and all clothing, including Class A uniform, shall become the property of the Board member. If service is less than a year, any Class A uniform issued by the OVFA shall be returned to the Association.

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## AMBASSADOR PROGRAM

### *Vision Statement*

Representing Those Who Volunteer

### *Objective*

To assist the OVFA Executive Board in communicating with its membership and allied associations.

### *Eligibility*

A candidate for Ambassador must present a letter of support from their Chief stating she/he is a member in good standing of her/his member department.

- Complete the OVFA Ambassador Application.
- Attend New Ambassador Workshop/Orientation.
- Have the ability to travel to meet with departments.

### *Term*

Ambassadors are appointed by the OVFA Executive Board for a term of one year.

On a yearly basis, an existing Ambassador must present a letter of support from her/his Chief stating the ambassador is a member in good standing of her/his member department.

# Oregon Volunteer Firefighters Association

## Policies

APPROVED: -  
REVISION: 3.4.16  
REVISION: -

POLICY NUMBER: 23-A  
NUMBER OF PAGES: 2  
ADOPTED: DRAFT: -

### DUTIES OF THE AMBASSADOR

#### **Duties of an OVFA Ambassador include:**

- Be a spokesperson for OVFA through department visits and correspondence.
- Serve as direct contact with OVFA members and other allied associations in assigned region. Recruit new members to OVFA.
- Communicate with other Ambassadors.
- Provide quarterly report to Regional Director or designated Executive Board Member. Assist at identified OVFA functions and conferences **as requested**.
- Participate in assigned committees.
  - The level of involvement will be dependent upon time, location and demand.

#### ***Guidelines***

Ambassadors are representatives of the OVFA. As such, it is important to maintain a professional appearance and demeanor.

#### **Attire:**

When possible dark pants (slacks/jeans) and an official OVFA shirt should be worn.

#### **Public Presentations:**

Be adequately prepared, you may be asked to speak in front of groups on behalf of OVFA. Some main areas to focus on in preparation are listed below. Tailor it to meet your style:

- Know the Mission and History of the OVFA
- Explain current benefits of OVFA Membership
- Describe the goals of the OVFA
- Pass on information regarding legislative issues and emergency services

An Ambassador does not have the authority to make commitments on behalf of the OVFA Executive Board.

At times you may be asked questions to which you do not have answers. Be honest, tell the person you don't know, but will speak to the appropriate Executive Board Member and get back to them within a specified timeline.

# Oregon Volunteer Firefighters Association Policies

## **TO BE REVIEWED AT A LATER DATE**

### **Duties of the Ambassador** *continued*

#### ***Merchandise***

A container of OVFA merchandise (shirts, hats, window stickers, etc.) will be provided to you. Use your best discretion when distributing merchandise at department visits. When a sale or donation is **made a receipt must be generated** with the item name and amount charged/donated.

#### ***Quality Assurance***

A follow up “Contact Card” will be given to the host department to complete and return to the OVFA office for tracking purposes.

#### ***Benefits/Reimbursement***





1. Conference registration may be waived (lodging not included) for those Ambassadors or Regional Ambassador Directors who earn more than 25 points in the year beginning June 1 and ending May 31.

#### **Point System Ratings:**

##### **VALUE      TASK**

- |   |   |
|---|---|
| 1 | E-mail or phone call to current or potential member department<br>Attend OVFA Executive Board meeting   |
| 2 | Attend conference as an OVFA vendor within assigned geographic area<br>Attend meeting of an Allied Association within assigned geographic area.         |
| 3 | Attend conference as an OVFA vendor outside of assigned geographic area<br>Attend meeting of an Allied Association outside of assigned geographic area. |
| 4 | Member department visit.  |
| 5 | Non-Member department visit.  |

2. Registration waiver for OVFA outreach classes; limited to two (2) Ambassadors per class.
3. OVFA Ambassador shirt(s), name badges and other OVFA clothing.
4. Expense reimbursement at set rates with approval from Regional Ambassador Director.
  - Postage, mileage, meals, motels, etc.
5. Phone card usage for long distance calls on behalf of the OVFA.
6. Upon completion of an Ambassador Workshop/Orientation receive:
  - One (1) each;

 OVFA T shirt (gray or blue)	 Sweatshirt
 Hat	 Blue Ambassador polo shirt.

#### ***Ambassador Chain of Command***

1. OVFA Executive Board
2. Designated Executive Board Member
3. Regional Ambassador Director

# Oregon Volunteer Firefighters Association Policies

**TO BE REVIEWED AT A LATER DATE**

<b>OREGON VOLUNTEER FIREFIGHTERS ASSOCIATION</b>					
<i>Representing Those Who Volunteer</i>					
<b>DEPARTMENT VISIT SURVEY CARD</b>					
Please fill in and mail to the OVFA.					
Your comments will assist us to represent you more efficiently.					
Base your comments on a scale of 1-5 with 5 being the highest.					
Was the representative knowledgeable?	1	2	3	4	5
Was the information clearly explained?	1	2	3	4	5
Were all of your questions answered?	1	2	3	4	5
If not, what information would you require?					
<hr/>					
Has an OVFA representative visited your agency before? <b>Yes</b> <b>No</b>					
Agency Name				OVFA	
representative				Date	
<hr/>					
<b>OREGON VOLUNTEER FIREFIGHTERS ASSOCIATION</b>					
<i>Representing Those Who Volunteer</i>					
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Were all of your questions answered?	1	2	3	4	5
If not, what information would you require?					
<hr/>					
Has an OVFA representative visited your agency before? <b>Yes</b> <b>No</b>					
Agency Name				OVFA	
representative				Date	

# Oregon Volunteer Firefighters Association

## Policies

APPROVED: .  
REVISION: .  
REVISION: .

POLICY NUMBER: 23-B  
NUMBER OF PAGES: 1  
ADOPTED:           DRAFT:.

### REGIONAL AMBASSADOR DIRECTOR DUTIES

1. Coordinate the Ambassador Program within the assigned region.
2. Communicate information between the OVFA Executive Board and the Ambassadors in their region
3. Provide quarterly report to the OVFA Executive Board of current status and activities of the Ambassadors.
4. Assist in regional planning for Ambassador visits.
5. Assist with Ambassador training as necessary.
6. Assist Ambassadors with tracking member departments in their region.
7. Attend at least one department meeting every month.
8. Call on other departments by phone, a minimum of at least three departments every month.
9. Submit a quarterly report to area coordinator detailing your visits, concerns brought up and listing the number of OVFA merchandising items distributed.



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POLICY NUMBER: 24  
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ADOPTED: DRAFT: -

**VOID**

## **OVFA EMERGENCY FUND CHECKING ACCOUNT**

1. The account shall be maintained and kept with the OVFA Secretary/Treasurer.
2. The account shall be used only for small purchases.
3. Dollar amount expended should be no more than \$100.00 per occurrence.

# Oregon Volunteer Firefighters Association Policies

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REVISION: .

POLICY NUMBER: 25  
NUMBER OF PAGES: 1  
ADOPTED:           DRAFT:.

## **NVFC DIRECTOR AND ALTERNATE DIRECTOR JOB DESCRIPTION**

### Job Description:

Represent the Oregon Volunteer Firefighters Association at all official NVFC functions and advise the OVFA of national issues.

### Expectations:

#### Reports and meeting attendance:

- Provide a written report to the OVFA Executive Board within 30 days of any NVFC conference attended.
- If available, attend OVFA Executive Board meeting immediately following any NVFC conference attended.
- Attend OVFA Executive Board meetings quarterly.
- Advise the OVFA Board of national legislation and action that require OVFA support.
- Assist the OVFA in coordination of strategies and objectives pursuant to national issues.
  - o This may consist of forwarded e-mails, phone calls, teleconferences or assistance in drafting letters.

### Correspondence:

- All correspondence the NVFC Director and/or Alternate submit on behalf of the OVFA shall be copied to the OVFA office for record keeping and maintenance of fluid communication.
- NVFC point of contact information shall be sent to the official OVFA address.
- Any official NVFC correspondence received by the NVFC Director and/or Alternate will be forwarded to the OVFA office within seven (7) days of receipt.

### Nominations and Committee Appointments:

- Before accepting any nomination or committee appointment the NVFC Director and/or Alternate will to contact the President or the First Vice President of the OVFA Executive board for endorsement.

### Reimbursement:

- Expenses for travel, conference registration and phone calls made on behalf of the OVFA will be reimbursed to the NVFC Director and/or Alternate per OVFA policy.

### Clothing:

- Official OVFA clothing and nametags will be provided to the NVFC Director and/or Alternate free of charge.

# Oregon Volunteer Firefighters Association Policies

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NUMBER OF PAGES: 1  
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## USE OF OFFICIAL OVFA STATIONARY/LOGO

Use of official OVFA letterhead and/or logo shall be limited to Executive Board and administrative staff unless otherwise authorized by the President.

# Oregon Volunteer Firefighters Association Policies

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NUMBER OF PAGES: 2

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## CONDUCT POLICY

### ***This document is not intended to replace the use of common sense.***

The intent of this policy is to promote safety, appropriate behavior and the overall success of functions sanctioned by the Oregon Volunteer Firefighters Association.

It is incumbent upon all attendees to monitor the actions of themselves and others, ensure that a safe environment is maintained, and to intervene where necessary and/or practical.

Chief Officers and Volunteer Association Presidents will be made aware of this policy and asked to review it with their members prior to attending any Association function. They should encourage and remind their firefighters that they are to represent their fire department/district in an appropriate manner. By the voluntary act of registering for any OVFA function, attendees will accept and agree to comply with this policy. Everyone is a guest of the agency hosting the event, their department/district, and their community. Attendees should demonstrate respect by conducting themselves in a professional and appropriate manner. Any actions that are deemed contrary to this could result in the attendee being asked to leave.

The individual(s) shall be asked to stop the behavior. If individual(s) does not stop the behavior, the individual(s) shall be required to leave the function as directed by any member of the Executive Board.

Grounds for removal from an OVFA function shall be any acts or actions that are deemed inappropriate or would bring discredit to the Association, including such actions of malfeasance, misfeasance or nonfeasance. Such actions will be addressed as soon as they are brought to the attention of any OVFA Executive Board member.

Examples of inappropriate behavior may include, ***but not limited to***, the following:

- *Use of inappropriate or harassing language*
- *Creating a commotion or disruption*
- *Harassment of other guests or attendees*
- *Supplying alcohol to a minor*
- *An individual showing visible signs of intoxication*

***Such action does not entitle the agency of the dismissed individual(s) to any refund of registration fees.***

As soon as possible following the incident, the Board will convene an Executive session to address the incident. If deemed necessary, following the close of the conference the OVFA President shall prepare a written incident report outlining the circumstances of the incident and

# Oregon Volunteer Firefighters Association

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the individual(s) involved in the expulsion. A copy of the incident report shall be sent via certified mail to the Chief of the agency involved explaining the cause of the expulsion from an event and describing future actions.

A panel comprised of members of the Oregon Volunteer Firefighters Association and others identified by the President of the OVFA may contemplate further punitive action against the individual or the agency they represent. Individuals and agencies will have the opportunity to meet with the review panel to address any proposed action prior to the panel rendering a final decision.

**Again, this document is not intended to replace the use of common sense.**

### **Oregon Volunteer Firefighters Association**

#### **Code of Ethics**

**In regards to ethics the purpose of the Oregon Volunteer Firefighters Association is to actively support the safety and education of volunteer responders throughout the State of Oregon. Towards this endeavor every member of the Oregon Volunteer Firefighters Association shall, with due deliberation, live according to ethical principles consistent with professional conduct and shall:**

- Maintain the highest standard of personal integrity be honest and straight forward in dealing with others.
- Be mindful of the needs of peers and assist them freely in developing their skills, abilities and talents to their fullest extent; offering encouragement to those trying to better themselves and the emergency services.
- Place the welfare and the safety of emergency personnel and the public above all other concerns. Be supportive of training and dedication that promotes life safety.
- Ensure that the lifesaving services offered under the members direction be provided fairly and equitably to all, without regard to other considerations.
- Foster creativity and be open to consider innovations that may better enable the performance of our duties and responsibilities.
- Encourage and support volunteerism in their community.