

Klamath County Fire Chiefs' Association
CONSTITUTION AND BYLAWS
2026 Revision

ARTICLE 1

Name, Purpose, and Authority

Section 1 – Name

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

Section 2 – Purpose

To further the professional advancement of fire and emergency services to ensure and maintain greater protection of life and property from fire, natural and man-made disasters and other emergencies in Klamath County. To carry out this purpose, the Klamath County Fire Chiefs' Association shall

- a. Serve as the recognized leadership group for Klamath County fire agencies for the exchange of ideas, information, knowledge and experience in areas affecting the safety of life and property from fires, disasters or other emergencies.
- b. Bring together persons interested in the purpose of the Klamath County Fire Chiefs' Association, to develop a bond of comradeship and understanding among the members of the Klamath County fire service.
- c. Develop and support legislation and regulations to improve the effectiveness and continual well-being of the fire service.
- d. Promote progressive development of the fire service through active programs of education, public awareness and research.
- e. Encourage and develop public fire prevention education for the preservation of human life and natural resources from destruction by fire.
- f. Support and encourage the delivery of pre-hospital emergency medical services by the fire service to mitigate human trauma and suffering.

Section 3 – Authority

The Klamath County Fire Chiefs' Association shall be governed and administered under the authority of the Oregon State Fire Marshal and the Oregon Fire Service Mobilization Plan, as required by ORS 476.510 through ORS 476.610 and 476.990, and any duly adopted mutual aid or automatic response agreements and these By-laws.

ARTICLE 2

Membership

Section 1 – Regular Membership

The Klamath County Fire Chiefs' Association consists of the fire departments and fire districts in Klamath County. The Regular Membership of the Klamath County Fire Chiefs' Association shall include all Fire Chiefs of all public fire protection districts or public fire departments within Klamath County. Regular Members are those agencies with resources that may contribute to the Oregon Fire Service Mobilization Plan. Voting rights shall be vested in the members of this section.

Individual agencies may designate any chief officer to represent them on the board, as assigned by their respective Fire Chief. Other chief officers or equivalent employees of organized public, governmental fire agencies are also eligible for membership. Regular and associate agencies shall be entitled to one vote on all matters requiring a vote unless otherwise prohibited by these constitution and bylaws.

Regular and associate members who become ineligible for membership as the result of consolidation of their departments or sources of eligibility with another organization shall be allowed to maintain active membership so long as they remain in the department or organization resulting from such consolidation. There shall be only one vote per organization.

Section 2 – Associate Membership

The Associate Membership of the Klamath County Fire Chiefs' Association shall consist of Fire Administrators of all state and federal fire protection agencies within Klamath County. Associate Members are those agencies with resources that may contribute to county mobilization. Voting rights shall be vested in the members of this section. For Associate Members see appendix A.

Section 3 – Ex-Officio Membership

Ex-Officio Membership of the Klamath County Fire Chiefs' Association shall consist of Administrators of all other allied county, regional, state and federal agencies within Klamath County. Voting rights shall not be vested in the members of this section. For Ex-Officio members see appendix A.

Section 4 – Quorum

A simple majority of the regular and associate members present and in good standing of the Klamath County Fire Chiefs' Association shall constitute a quorum for the conducting of business at a meeting.

ARTICLE 3
Officers

Section 1 – Election of Officers

- a. The elected officers of the Association shall consist of a President (KC Fire Chief), Vice President and Secretary/Treasurer. The Immediate Past President position shall be appointed upon successful completion of the President's term.
- b. The President, Vice President and Secretary/Treasurer shall be active members in good standing of the Association, elected by ballot process outlined in Section 2 and shall have a term of office of two years.
- c. President and Vice President shall hold the title of Fire Chief and will be in good standing within their respective departments.

Section 2 – Nominations and Elections

- a. The presiding officer shall call for nominations from the floor for all elective offices. Nominations from the floor shall require the nominee's concurrence.
- b. For any office for which there is only one nomination, the presiding officer may call for a motion for a unanimous ballot to be cast for that nominee and may declare that nominee elected.
- c. For all offices for which there are two or more nominations, an election, by secret ballot, shall be conducted. Active members in attendance at the meeting are qualified to vote upon certification by the Secretary/Treasurer that said members' department annual dues are current.
- d. In the elections of officers, the candidate receiving the highest number of votes for each position shall be elected.
- e. Voting for Officers will happen on odd calendar years.
- f. Only one officer will be eligible to be elected per department.

Section 3 – Vacancies and Resignations

In the event of a vacancy occurring in any elective office of the Klamath County Fire Chiefs' Association, an election shall be held in the following regular meeting to fill the vacancy for the remainder of the term.

Section 4 – Miscellaneous

- A. If any elected officer is found guilty of nonfeasance, misfeasance, or malfeasance of office, whether in this Klamath County Fire Chiefs' Association or his/her own department, he/she shall forthwith be removed from the position held in this Klamath County Fire Chiefs' Association.
- B. Any officer who fails to attend three consecutive meetings may be removed from an elective office by a majority vote of the membership present. Vacancies shall be filled as stated above.

ARTICLE 4

Duties of Elected Officers and Non-Elected Duty Chiefs

Section 1 – Duties

The duties of the executive officers are as follows:

The elected President (KC Fire Defense Board Association Chief) shall:

- a. Be the Executive Head of, and the official spokesman for the Klamath County Fire Chiefs' Association.
- b. Preside at meetings of the Klamath County Fire Chiefs' Association and the Executive Board.
- c. Shall be ex-officio member of, and appoint all committees, including those not provided for in these Constitution and Bylaws.
- d. Perform such other duties as prescribed by the membership in a regular meeting.
- e. Has the authority to assign other active Fire Defense Board Chiefs in good standing to attend meetings or act as representative on behalf of the Klamath County Fire Defense Board Association.
- f. Countersigns all checks used in carrying out business and expenses of the Klamath County Fire Chiefs Association.

The elected Vice President shall:

- a. In the absence or inability of the President, assume the duties of the President. Also will serve as the first alternate.
- b. Assist the President in conducting the business and carrying out the policies of the Klamath County Fire Chiefs' Association.

- c. Perform such other duties as prescribed by the membership in a regular meeting.
- d. Countersigns all checks used in carrying out business and expenses of the Klamath County Fire Chiefs Association.

The elected Secretary/Treasurer shall:

- a. Make and keep a full and correct record of the proceedings of all meetings and reports received from all committees and Executive Board.
- b. Prepare and send an electronic version of the meeting minutes to each member.
- c. With the advice and consent of the President, cause reports to be printed and distributed.
- d. Receive and answer all communications.
- e. Be custodian of all documents.
- f. Perform such other duties as may be required in the interest of the Klamath County Fire Chief association.
- g. Purchase all necessary stationery and supplies.
- h. Prepare and submit financial reports at each regular meeting and an annual report at the end of each fiscal year. Presented at the February meeting yearly
- i. Collect all monies due the Klamath County Fire Chiefs' Association, giving receipts thereof.
- j. Keep accounts in such a manner and upon demand exhibit receipts, disbursements, and balances.
- k. Ensure current elected officials are registered with the banking institution for signatures.
- l. Notify all members in arrears of their indebtedness.
- m. Submit to the membership, with assistance of regular members at large, all records of financial transactions, including resources and disbursements and documentation thereof, to present at the January Klamath County Fire Chiefs Association meeting. These records shall be collected from the December financial institution statements.

- n. Prepare and distribute the meeting agenda for each meeting of the Klamath County Fire Chiefs' Association.
- o. Countersigns all checks used in carrying out business and expenses of the Klamath County Fire Chiefs Association.

The Immediate Past President shall:

- a. Assist the President in conducting the business and carrying out the policies of the Klamath County Fire Chiefs' Association.
- b. Perform such other duties as prescribed by the membership in a regular meeting.

Non-Elected Duty Chief

The duty chief is a non-elected position that is utilized to assist with the weekly, daily, or as needed reporting of assets for Klamath, Lake and Harney Counties to the AOC. The Duty Chief (KDC) only has organizational oversight for Klamath County with the approval of the elected both the Klamath and Lake County Fire Defense Board Chiefs. Both Lake and Harney counties will continue to operate separately for the purposes of county fire needs within their respective counties.

Roles and Responsibilities

- a. Those wanting to serve as DCs will be approved by the elected Klamath and Lake County Fire Defense Board Chiefs prior to each fire season.
- b. KDCs provide a single point of contact for the Oregon State Fire Marshal's Agency Operations Center for Klamath, Lake and Harney Counties using Smartsheets for the purpose of mobilizing resources for Immediate Response, Prepositioning and Conflagration needs. This includes weekly, daily, and as needed reporting to the Agency Operations Center.
- c. When sourcing mutual aid within Klamath County, KDCs will work with Klamath County fire departments utilizing the most recent fire district submissions to Smartsheet documents. The KDC will work with the requesting department to assess needs utilizing the Klamath Task Force Request form.
- d. The KDC will call Lake County Fire Defense Board Chief prior to sending any Lake County resources to a Klamath County incident. If unable to contact the Lake County Chief or Deputy Lake County Chief, the KDC will go directly to fire districts to receive

mutual aid resources. In the event Lake County is requesting mutual aid from Harney or Klamath County, the Lake County Chief will go to the Harney County Fire Defense Board Chief and the KDC for resources. The GroupMe app is only for information on emerging incidents and should not be utilized as the primary availability tool in lieu of Smartsheets.

- e. When pulling resources for in-county task forces, utilize the “closest forces” concept. Department to department mutual aid requests will continue to be made between departments and might not need the assistance or coordination by the KDC.
- f. Utilize the Smartsheet submissions to report to the state every Monday before 1000 via the OSFM website’s reporting tool.

Section 2 – Authorization

No officer or member shall incur any expense or indebtedness of any kind in the name of the Klamath County Fire Chiefs’ Association without the authorization of the membership. In an emergency, the President may authorize an expenditure of Klamath County Fire Chiefs’ Association funds which shall be reviewed at the following regular meeting.

Section 3 – Action of the President

Nothing contained in this Constitution and Bylaws shall prohibit the President from taking action on matters affecting the betterment of the Klamath County Fire Chiefs’ Association. Any action of the President will be subject to review at the next meeting. A two-thirds majority vote of the active members present, and voting may override any action taken by the President.

ARTICLE 5 Executive Board

Section 1 – Executive Board

The Executive Board shall consist of the President, Vice-President, Secretary/Treasurer. It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of the Association. It shall have the authority to act in the name of the Association during intervals between meetings. Such acts may be subject to confirmation by the membership at the next meeting of the Association. It shall meet at the call of the President or on call of a majority of its members. A majority shall constitute a quorum.

ARTICLE 6 Meetings

Section 1 – Meetings

- a. A regular meeting shall be scheduled every month of the calendar year. Regular meetings shall be held on a rotating basis at each of the Klamath County Fire Chiefs' Association member fire agencies. If a meeting is cancelled, all business will be moved to the next occurring Regular meeting.
- b. Meetings of the Klamath County Fire Chiefs' Association shall occur on the 4th Thursday of the month, except for November and December, when the meetings shall occur on the 3rd Thursday.
- c. Meeting locations will have the capability to allow for virtual attendance or can make arrangements with the Klamath County Fire Defense Association to acquire needed equipment.

Section 2 – Special Meetings

- a. Other, special meetings of the Klamath County Fire Chiefs' Association shall be called at the discretion of the President who shall receive all such requests from members.

ARTICLE 7

Dues

Section 1 – Dues

- a. The dues for the Regular and Associate Member agencies shall be 100 dollars per year, payable on or before the February meeting of each year. There are no dues for Ex-Officio Members.

Section 2 – Members in Arrears

- a. Members in arrears of dues shall be ineligible to vote. Any members in arrears 180 days after due notice of such arrears can be removed from the membership roll by the Secretary/Treasurer.

ARTICLE 8

Rules of Order

Section 1 – Meeting Rules

- a. In general, when conducting meetings, the presiding officer shall follow the meeting rules as outlined in the most current edition of *Robert's Rules of Order Newly Revised*.

Section 2 – Order of Business

- a. The order of business at each meeting shall be as established by policy of the President.

Section 3 – Questions of Order

- a. All questions of order shall be decided by the presiding officer subject to an appeal to the members assembled at a meeting, and upon such an appeal the vote shall be taken without debate. The presiding officer may state the reason for the decision given and shall put the question before the membership. A two-thirds majority of those present and voting shall be necessary to reverse the decision of the President.

Section 4 – Motions

- a. Any motions will be made in accordance to the most current edition of *Robert's Rules of Order Newly Revised*. A member, when speaking or offering a motion, shall respectfully address the presiding officer, and shall speak only to the question under debate and avoid all personal or indecorous language and, if required, shall put the motion in writing.

ARTICLE 9

Amendments

Section 1 – Proposal of Amendments

- a. Presentation of all proposed amendments to the Constitution and Bylaws or to the Rules of Order, of which notice has been given prior to the opening of the meeting, shall be the first new business item of the meeting.

Section 2 – Notice of Proposed Amendments

- a. Notice of proposed amendments or revisions to the constitution and bylaws shall be submitted in writing to the President at least sixty days prior to the meeting where action is to be taken. The Secretary/Treasurer shall see that proposed amendments or revisions are electronically mailed to the general membership at least thirty days prior to the meeting date at which action is to be taken.

Section 3 – Power to Amend

- a. The Klamath County Fire Chiefs' Association shall have full powers at any meeting to amend or revise the Constitution and Bylaws, and Rules of Order, providing that notice of such proposed amendments or revisions shall have been submitted as

outlined in Article VIII Section 2 of these Bylaws. A two-thirds majority vote of the members present, and voting shall be required for the adoption of any amendment or revision.

Section 3 – Adoption

- a. All amendments or revisions to the Constitution and Bylaws shall take effect immediately upon adoption by the membership unless otherwise provided.

ARTICLE 10
Policies and Procedures

Section 1 – Policies

- a. To provide uniform and consistent accomplishment of the Articles of this Constitution and Bylaws, the membership shall develop and adopt policies clearly describing the methods and procedures. The officers of the Klamath County Fire Chiefs' Association and committee chairpersons shall be provided copies of Klamath County Fire Chiefs' Association policies within ninety days of adoption.

Section 2 – Policy Review

- a. The membership shall review all policies annually during the August meeting.

Appendix A

Regular Membership:

- Klamath County Fire District #1
- Klamath County Fire District #3
- Klamath County Fire District #4
- Klamath County Fire District #5
- Malin RFPD
- Merrill RFPD
- Keno RFPD
- Rocky Point Fire & EMS
- Bonanza FD
- Chemult RFPD
- Central Cascades Fire & EMS
- Crescent Fire District
- Oregon Outback RFPD
- Chiloquin Fire & Rescue
- Kingsley Field FD
- Bly RFPD

Associate Membership:

- Oregon Department of Forestry (ODF)
- United States Forest Service (USFS)
- National Park Service (NPS)
- Bureau of Land Management (BLM)
- United States Fish and Wildlife (USF&W)
- Klamath 911 Emergency Communication District
- Klamath Tribal Fire Program
- Tulelake FPD
- Klamath County Commissioner

Ex-Officio Membership:

- Oregon State Fire Marshal (OSFM)
- Klamath County Emergency Management (KCEM)
- Klamath County Ambulance Advisory Committee (KCAAC)
- Fire Prevention Co-op
- Air Link
- Oregon State Police (OSP)
- Oregon Department of Transportation (ODOT)
- Klamath Basin Public Safety Training Center (KBPSTC) KCC
- American Red Cross (ARC)
- Oregon Department of Resilience and Emergency Management (OREM)
- Oregon Department of Emergency Management (OEM)

Appendix B

Klamath County Fire Defense Board Chief Policy

Purpose

To establish guidance in management of regional resources, providing a method for requesting additional resources from and outside Klamath County in support of the Department of State Fire Marshal's Oregon Fire Service Mobilization Plan.

Scope

FDBC's and alternates will work within the scope of the policy, Department of State Fire Marshal's Oregon Fire Service Mobilization Plan and KCFCA mobilization procedures.

Procedure

This procedure shall define how individuals are selected and operate while in the capacity of Fire Defense Board Chief (FDBC)

I. Establishment of County Fire Defense Board Chiefs & Alternates

a. Fire Defense Board Chiefs

1. The body of the Klamath County Fire Chiefs shall elect a primary Fire Defense Board Chief/President every two years, for a two-year term, beginning in January 2025.
2. Eligibility: rank of Fire Chief or acting in capacity as Fire Chief. Acting in capacity is defined as designated by the fire agency governing body or chief operating officer.
3. Each fire agency will have one vote for their County FDBC selection.

b. Fire Defense Board Chief – Alternate

1. The Klamath County Fire Chief Association Vice President shall serve as the first alternate for the same two-year period. In the event the first alternate is unable, the Klamath County Fire Defense Board Chief shall appoint a Chief as acting in capacity.
2. All Fire Chiefs and eligible Chief Officers will be asked to volunteer (self-nominate), to serve as an alternate FDBC during the same two year period.
3. Eligibility: rank of Fire Chief; acting in capacity as Fire Chief; or a Chief Officer with Fire Chief approval to serve.

II. Responsibilities

1. Develop the Klamath County resource availability roster for sending resources to OSFM.
 2. Represent the local fire service at the State Fire Defense Board level.
 3. Represent the local fire service at the county level as it relates to coordination and preparedness.
 4. Evaluate need for resources for greater alarm incidents and for regional coverage during emergencies by coordinating with the local fire service agencies.
 5. When needed, request support from Department of the State Fire Marshal (OSFM) in concert with the local Fire Chief or Board of County Commissioners.
 6. Consider putting together "Make-Up" Task Forces as needed.
 7. Support local Fire Chiefs and ICs with managing incidents, staffing an organizational structure and the development of IAP's as needed.
 8. If ordering resources through OSFM, coordinate with the local OSFM Regional Mobilization Coordinator, Oregon Department of Emergency Management (ODEM), the Incident Commander of the assigned Incident Management Team (IMT), the local Fire Chief, and Oregon Department of Forestry (ODF) in regard to incident needs or response readiness.
 9. Assist the local Fire Chief/IC in preparing for the IMT In-Briefing.
 10. Coordinate resource utilization & demobilization with local agencies & OSFM.
 11. Maintain communication with the local Fire Chief/IC.
 12. Attend or delegate for planning meetings that occur during larger long-term incidents.
- . See "Local Fire Chief/IC, Fire Defense Board Chief" checklist*

III. General Operating Plan

An on-duty schedule of Duty Chiefs (KDC) shall be established by April 15th of each year. The schedule will assign coverage weeks to the various FDBC and alternates. Weeks will run Monday to Monday. They agree to be available for response to facilitate coordination between local jurisdictions, the County, and the State. The schedule will run from May 1st until October 31st of each year. During times outside of the above listed period, the system will be to contact the primary FDBC, and if no contact is made, then go through the list of alternates until contact is made.

A copy of the Schedule shall be sent to the following:

- Klamath 911
- Klamath County Emergency Manager
- Lakeview Interagency Fire Center
- Oregon Department of State Fire Marshal
- Walker Range Dispatch Center
- All regional participating fire agencies

Responsibility for developing the schedule each year shall be the responsibility of the primary Fire Defense Board Chief.

During large scale Emergencies:

1. During the “Fire Season” – Scheduled period – May 1st – October 31st FDBC and alternates that are available, that are not on the schedule, should contact the scheduled KDC and see what additional assistance is needed.
2. During the “Off Season” – November 1st – April 30th whichever FDBC or Alternate contacts 911 first shall be the FDBC for the remainder of the incident. The dispatch center shall communicate this info and send out a “Chiefs” page announcing who the FDBC is. Other available FDBC and Alternates can then contact the designated FDBC for additional information.

Appendix C

Response Guide

Response Guide is updated yearly in coordination with OSFM RMC.