

# **Klamath County Fire Chiefs' Association**

## **CONSTITUTION AND BYLAWS**

**2025 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(4), 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.

### 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 member's department annual dues are current.

- D. In the elections of officers, the candidates receiving the highest number of votes for each position shall be elected.

### 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 Officers

### Section 1 – Duties

The duties of the executive officers are as follows:

The President(KC Fire 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. Countersign all checks used in carrying out business and expenses of the Klamath County Fire Chiefs' Association.

The Vice President shall:

- A. In the absence or inability of the President, assume the duties of the President.
- 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.

The 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 the custodian of all documents.
- F. Perform such other duties as may be required in the interest of the Klamath County Fire Chiefs' 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.
- 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. Notify all members in arrears of their indebtedness.

- L. Submit to the membership, with the assistance of a regular member 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.
- M. Prepare and distribute the meeting agenda for each meeting 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.

## 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 and the Klamath County Fire Defense Board Chief. 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

There shall be a regular meeting held 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.

Meetings of the Klamath County Fire Chiefs' Association shall occur on the 4<sup>th</sup> Thursday of the month, except for November and December, when the meetings shall occur on the 3<sup>rd</sup> Thursday.

#### Section 2 – Special Meetings

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 6**

### **Dues**

#### Section 1 - Dues

The dues for the Regular and Associate Member agencies shall be fifty and no/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

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

# **ARTICLE 7**

## **Rules of Order**

## Section 1 – Meeting Rules

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

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

## Section 3 – Questions of Order

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

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 8**

### **Amendments**

#### **Section 1 – Proposal of Amendments**

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**

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**

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**

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

## **ARTICLE 9**

### **Policies and Procedures**

#### **Section 1 – Policies**

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**

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 Communications District
- Klamath Tribal Fire Program
- Tule Lake FPD

### Ex-Officio Membership:

- Oregon State Fire Marshal (OSFM)
- Klamath County Commissioners
- 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)
- American Red Cross (ARC)

## Appendix B

# Klamath County Fire Defense Board Chief Policy

## Purpose

To establish the 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. All eligible Fire Chiefs will be asked to volunteer (self-nominate), to serve as the primary FDBC for the county. Nominations will be opened during the regularly scheduled October Chiefs meeting in the year prior to the end of the 2-year term.
3. 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
4. Each fire agency will have one vote for their County FDBC selection.

## B. Fire Defense Board Chief – Alternates

1. The body of the Klamath County Fire Chiefs shall elect a total of three alternates for the same two-year period.
2. All Fire Chiefs and eligible Chief Officers will be asked to volunteer (self-nominate), to serve as an alternate FDBC. Nominations will be opened during the regularly scheduled November Chiefs meeting in the year prior to the end of the 2-year term. Nominations will be closed 1 week prior to the December Chiefs meeting. Voting will be conducted via electronic voting means with the results being ratified at the December Chiefs meeting.
3. Eligibility: rank of Fire Chief; acting in capacity as Fire Chief; or a Chief Officer with Fire Chief approval to serve.
4. Each fire agency will have one vote per alternate position.

## C. Filling Vacancies

- Vacancies shall be filled by the body as the need arises **using the same electronic voting system noted above.**

## II. Responsibilities

- A. Develop the Klamath County resource availability roster for sending resources to OSFM.
- B. Represent the local fire service at the State Fire Defense Board level.
- C. Represent the local fire service at the county level as it relates to coordination and preparedness.
- D. Evaluate need for resources for greater alarm incidents and for regional coverage during emergencies by coordinating with the local fire service agencies.
- E. When needed, request support from Department of the State Fire Marshal (OSFM) in concert with the local Fire Chief or Board of County Commissioners.
- F. Consider putting together “Make-Up” Task Forces as needed.

- G. Support local Fire Chiefs and ICs with managing incidents, staffing an organizational structure and the development of IAP's as needed.
- H. 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 regards to incident needs or response readiness.
- I. Assist the local Fire Chief/IC in preparing for the IMT In-Briefing.
- J. Coordinate resource utilization & demobilization with local agencies & OSFM.
- K. Maintain communication with the local Fire Chief/IC.
- L. 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 shall be established by April 15<sup>th</sup> 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 15<sup>th</sup> until October 1<sup>st</sup> 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:

1. Klamath 911
2. Klamath County Emergency Manager
3. Klamath ODF Dispatch Office
4. Oregon Department of State Fire Marshal
5. 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:

A. During the “Fire Season” – Scheduled period – May 15<sup>th</sup> – October 1<sup>st</sup> FDBC and alternates that are available, that are not on the schedule, should contact the scheduled FDBC and see what additional assistance is needed.

B. During the “Off Season” – October 1<sup>st</sup> – May 14<sup>th</sup> 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 B

### Quick Checklist Local Fire Chief/Fire Defense Board Chief

#### **Local Fire Chief/ Incident Commander (LFC/IC) Quick Checklist**

1. Evaluate extent of problem.
2. Evaluate resources required vs available.
3. Coordinate response with ODF.
4. Request Mutual Aid – apply pre-programmed alarm levels up to one (1) Regional Task Force/ Strike Team.
5. Contact FDBC for assistance in arranging additional response.
6. In coordination with FDBC, and local State Fire Marshal Regional Mobilization Coordinator, request State Mobilization / Conflagration. Complete the appropriate Conflagration Request Form and documents and participate in the mobilization request phone call.
7. Ensure requirements and expectations of Oregon Fire Service Mobilization Plan will be met.
8. Establish Incident Command System / request IMT assistance / prepare to delegate authority if necessary.
9. Maintain communication with unified wildland agency Incident Commander.
10. Maintain communication with Fire Defense Board Chief (FDBC) as necessary.
11. Coordinate demobilizations with FDBC/IMT – non preprogrammed resources.
12. Ensure coordination with emergency services & other local agencies.

#### **Extended Incidents**

1. Develop Extended ICS Organizational Structure Command & General Staff, Division/Groups and Task Forces, as required.
2. Provide input into the development of the Incident Action Plan (IAP).

Make decisions that will be required for the development of the IAP, what positions are desired from the local area that will be tied into the overall organizational structure, how local task force/ strike teams will be integrated into the IAP and any objectives that are specific to the mission of protecting structures. Request IMT

assistance and designate specific personnel to work with Wildland Agency personnel in developing the IAP. Include maps as available.

3. Assign key overhead transition resources.

Make decisions on how the transition of command will take place and specific personnel that will be assigned in order to assure that the transition is seamless. Specific attention should be placed on those personnel that are familiar with the location and priority for structural protection. List types of roles that personnel may be assigned, for example – Local Guide for Task Force Leaders and Division/ Group Supervisors.

4. Complete Conflagration Request Form and In-Briefing document if necessary.

Work with or assign personnel to request OSFM resources and prepare for the IMT in-briefing. General topics for structural agencies are; local personnel that are to be part of the organizational structure both long-term and short-term (transition) and any other pertinent information that needs to be shared with the entire IMT.

5. Attend or delegate someone to attend Planning Meetings.

Planning meetings are generally held twice in a 24-hour period for each operational period – find the schedule of these meetings and make sure you attend or have someone attend on your behalf.

### **Fire Defense Board Chief (FDBC) Quick Checklist**

1. Evaluate incident needs and availability of local resources.
2. When needed, request OSFM support – Complete Conflagration Request Form.

If in fire protection district or municipality, contact by FDBC is adequate, when in unprotected area, this request must be made with the Board of County Commissioners/County Administrator. Follow flow chart and request protocols as outlined in Conflagration Request Packet.

3. \*Compile list of Incident Resources.



This list should only show those resources that will be remaining on the incident beyond transition of command.

4. Ensure adequate resources are available within the county.

Once task force/ strike teams are committed, put together another task force (make up task force) until the resources are released and become available.

5. Assist Local Fire Chief/ IC (LFC/IC) with decisions regarding Organization & IAP Assist and prompt the LFC/IC to make decisions that will be required for the development of the IAP, what positions are desired from the local area that will be tied into the overall organizational structure, how local task force/ strike teams will be integrated into the IAP and any objectives that are specific to the mission of protecting structures. Request IMT assistance and designate specific personnel to work with Wildland Agency personnel in developing the IAP. Include maps as available.

6. \*Ensure contact is made with IC from OSFM IMT prior to arrival of IMT. Participate in mobilization phone call.

After confirmation of an assignment of IMT is made by OSFM, make contact with the IC of the IMT and discuss the desires of the LFC/IC and get a list of personnel arriving with the IMT and work out the Organizational Structure so that it makes it into the IAP for the next operational period.

7. \*Assist Local Fire Chief/ IC prepare for IMT In-Briefing.

Assist and prompt the LFC/IC to work with or assign personnel to prepare for the IMT in-briefing. General topics for structural agencies are; local personnel that are to be part of the organizational structure both long-term and short-term (transition) and any other pertinent information that needs to be shared with the entire IMT. If both the LFC/IC and the FDBC plan on speaking at the in-briefing; work out what each one is covering.

8. Coordinate resource utilization & demobilization with local agencies & OSFM.

9. Maintain communication with Local Fire Chief/ IC.

10. Attend or delegate someone to attend Planning Meetings.

Planning meetings are generally held twice in a 24-hour period for each operational period – find the schedule of these meetings and make sure you attend or have someone attend on your behalf.

\*Extended Incidents – these typically apply when the incident management level is 1, 2 or 3.