

WESTERN FIRE CHIEFS ASSOCIATION
APPOINTMENT: IAFC Constitution, By-laws and Resolutions Committee

Appointee's Names	Appointee's Organization	Appointee's Contact Info	Date Appointed	Length of Term
FC Ed Widdis	Snohomish Fire Dist 1 12310 Meridian Ave. Everett, WA 98208	ewiddis@firedistrict1.org 425-551-1200	October 4, 2007	3-year term (expires October, 2010)

Purpose, Scope and Goals of Committee	<p><i>Purpose and Scope of Committee:</i> Initiates and /or reviews, and reports to the IAFC Board and membership on proposed changes to the IAFC Constitution and By-laws. Additionally, reviews and reports to the membership recommendations for changes to resolutions; submits resolutions to the general membership for a vote at the general meeting. Essentially does the "background work" before these items go to ballot.</p> <p>Consists of one (1) representative from each IAFC Division appointed by the Division Presidents, and three (3) at-large members appointed by the Association President. The committee chair is appointed from the membership by the Association President.</p> <p><i>Goals and Objectives of Committee:</i> Informally, the goal of the committee is to ensure that these documents remain current, viable, and relevant.</p>
Frequency, Format and Location of Meetings	<p><i>Frequency and Format of Meetings:</i> Face-to-face meetings twice annually with a frequent exchange of electronic communications between meetings.</p> <p><i>Location of Meetings:</i> Spring meeting at the IAFC office in Virginia and a meeting at the IAFC's Annual Conference (Fire Rescue International - location varies).</p>
Specific Duties of Appointment	<p>Attend the formal committee meetings in person. Actively participate in and contribute to the function of the committee on behalf of the best interests of the WFCA and its membership. Review relevant materials and complete tasks as assigned by the committee leadership within specified timeframes. Alert the WFCA Board of any emergent issues that may be of interest or concern to the Western Division.</p> <p>The typical workload is not heavy and is estimated at 15-20 hours annually (not including meeting attendance or travel time). As electronic communications are frequent, the appointee should monitor their e-mail on a regular basis.</p>
Standing Expectations of WFCA Board	<p><i>Appointed representatives of the WFCA are expected to:</i></p> <ul style="list-style-type: none"> • Demonstrate conduct that is at all times professional and brings credit to the association and its membership. • Accept and act upon extemporaneous or ad hoc direction from the WFCA Board in a timely manner and with the same credence afforded the direction received herein. • Reflect in their actions adherence to the WFCA's bylaws, policies, and resolutions as well as the following adopted principles: <ul style="list-style-type: none"> ✓ WFCA (and its representatives) will build and maintain relationships with our members, our state associations, the IAFC, and other partner organizations. WFCA will actively foster communication to enhance these relationships. ✓ WFCA (and its representatives) will endorse, support, and foster legislative and policy development initiatives that will enhance the fire service and advance firefighter, citizen, and community safety. <p>(continued on next page)</p>

	<ul style="list-style-type: none"> ✓ WFCFA (and its representatives) will endorse programs that foster and promote quality improvement and professional development for fire service professionals and agencies. ✓ WFCFA (and its representatives) will seek and utilize fire service leaders who will professionally and enthusiastically advance the mission, goals and objectives of our organization. 		
<p>Specific Direction from WFCFA Board</p>	<p><i>While serving as the WFCFA representative to the IAFC Constitution, By-laws and Resolutions Committee, the appointee is expected to:</i></p> <ul style="list-style-type: none"> • Advocate for departmental membership for large agencies vs. individual membership billings. • Support and initiate provisions that allow limited and qualified membership for non-chief officers. • Promote voting mechanisms that are inclusive of and maximize participation by all IAFC members. • Support initiatives that require an “active chief” status to hold key positions within the association. • Support efforts to refine and clarify election rules within IAFC sections. • Support terms of office in excess of one year for elected IAFC officials to promote consistency of message and efforts. • Take all actions necessary to preserve the role and viability of the Divisions’ function within the IAFC structure while still allowing their independent action. 		
<p>Participation and Reporting Requirements</p>	<p><i>Committee Participation Requirements:</i> Physical attendance is expected at the two aforementioned meetings each year.</p> <p><i>Primary Committee Contacts:</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Chief Larry Grorud – Committee Chair Janesville Fire Department (WI) (608) 755-3051 grorudl@ci.janesville.wi.us</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Gioia Albi – IAFC Staff Liaison 703-273-9815 ext. 304 galbi@iafc.org</p> </td> </tr> </table> <p><i>Regular Reporting to the WFCFA Executive Board:</i> The appointee will maintain regular contact with and provide timely notification of emergent issues to the assigned WFCFA Board liaison listed below.</p> <p style="padding-left: 40px;">WFCFA International Director – Chief Joe Perry UC Davis Fire Department wfcainternationaldir@wfcfa.com 530-752-3850</p> <p>In addition, the appointee will submit a written briefing (preferably electronically) using the WFCFA Liaison Activity Report Form (available at www.wfcfa.com) to the same contact and wfcfa@wfcfa.com within two weeks after a committee meeting or event.</p> <p><i>Initial and Annual Review of Appointment Document:</i> Initially, upon commencement of the appointment, and prior to December 1st of each year of service on the committee, the appointee will review and recommend changes to this document to ensure it accurately reflects the scope and requirements of the position. The proposed changes will be submitted to the aforementioned WFCFA Board liaison (see above) for consideration by the WFCFA Board.</p>	<p>Chief Larry Grorud – Committee Chair Janesville Fire Department (WI) (608) 755-3051 grorudl@ci.janesville.wi.us</p>	<p>Gioia Albi – IAFC Staff Liaison 703-273-9815 ext. 304 galbi@iafc.org</p>
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<p>Unusual Event Reporting and Review</p>	<p>In the event of unusual circumstances or emergent events, the appointee will immediately contact one of the following for direction (listed in order of priority):</p> <p>WFCA International Director – Chief Joe Perry UC Davis Fire Department jmperry@ucdavis.edu 530-752-3850</p> <p>WFCA Board President – Chief Ed Wilson Lake Oswego Fire Department ewilson@ci.oswego.or.us 503-635-0275</p> <p>WFCA Executive Director – Jeff Griffin wfca@wfca.com (800) 785-3473</p> <p>In the unlikely event of conflict or disagreement between the appointee’s actions or chosen approach and written directives from the WFCA, the matter should be immediately brought to the attention of the WFCA Executive Director and/or Board President for review by the Board at the earliest opportunity.</p>
<p>Expense Reimbursement Policy</p>	<p>All expenses associated with attending the Spring committee meeting in Virginia (only) are paid by the IAFC in a manner consistent with the IAFC’s expense reimbursement policy. The appropriate forms are made available by the aforementioned Staff Liaison.</p> <p>The IAFC does not cover the expenses associated with attendance at the committee meeting held in conjunction with the Annual Conference (Fire Rescue International) as it is assumed that the participant’s agency will have already paid the expenses for attendance at the Annual Conference.</p>

SIGNATURES:

WFCA Board President

Appointee

ATTACHMENTS:

- IAFC Constitution and Bylaws (2004): Section II – Committees
- IAFC Policy: Constitutional Committees

RESOURCES:

- Available at www.wfca.com:
 - ✓ WFCA Liaison Activity Report Form
 - ✓ WFCA Doctrine Statement, Strategic Plan, Bylaws, Policies, and Resolutions
- Available at www.iafc.org:
 - ✓ IAFC Constitution and By-Laws (2004)

CREATED: April 2006

REVISED: October 5, 2007