

**WESTERN FIRE CHIEFS ASSOCIATION
APPOINTMENT: IAFC Elections Committee**

| Appointee's Names | Appointee's Organization | Appointee's Contact Info | Date Appointed | Length of Term |
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| Paul Adams, EFO, CPM Fire Chief | Avondale Fire-Rescue 1825 N 107 th Avenue Avondale, AZ 85392 | padams@avondale.org 623-333-6100 | August 13, 2007 | 3-year term Expires: August 13, 2010 |

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| Purpose, Scope and Goals of Committee | <i>Purpose and Scope of Committee:</i> Administer the IAFC election process, all on-site conference elections, and all balloting. Ensure fairness of adopted processes. Consists of one representative of each IAFC Division as appointed by the Division President. |
| Frequency, Format and Location of Meetings | <i>Frequency and Format of Meetings:</i> Meets face-to-face once a year with regular exchange of electronic communication throughout the remainder of the year. <i>Location of Meetings:</i> Meets at the IAFC's Annual Conference (Fire Rescue International) – location varies. |
| Specific Duties of Appointment | 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. |
| Standing Expectations of WFCA Board | <i>Appointed representatives of the WFCA are expected to:</i> <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. ✓ WFCA (and its representatives) will endorse programs that foster and promote quality improvement and professional development for fire service professionals and agencies. ✓ WFCA (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>(continues on next page)</p> |

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| <p>Specific Direction from WFCB Board</p> | <p>While serving as the WFCB representative to the IAFC Elections Committee, the appointee is expected to:</p> <ul style="list-style-type: none"> • Promote voting rules and mechanisms that are inclusive of and maximize participation by all IAFC members. • Support efforts to refine and clarify election rules within IAFC sections, including application of advancing technologies. • Continuously represent the best interests of the Western Division and the IAFC throughout the election process. | | |
| <p>Participation and Reporting Requirements</p> | <p>Committee Participation Requirements: The IAFC expects appointees to attend the annual meeting in person and to maintain active participation in committee activities. Repeated lack of attendance or diminished participation could impact the appointee's position on the committee.</p> <p>Primary Committee Contacts:</p> <table border="0"> <tr> <td>Chief Michael Chiaramonte – Committee Chair Lynbrook Fire Department (NY) – Chief Fire Inspector (919) 552-1956 (note: resides in North Carolina) lynbrookfd@verizon.net</td> <td>Gioia Albi – IAFC Staff Liaison 703-273-9815 ext. 304 galbi@iafc.org</td> </tr> </table> <p>Reporting to the WFCB Executive Board: The appointee will maintain regular contact with and provide timely notification of emergent issues to the assigned WFCB Board liaison listed below.</p> <p style="padding-left: 40px;">WFCB International Director – Chief Joe Perry UC Davis Fire Department wfcainternationaldir@wfcab.com 530-752-3850</p> <p>In addition, the appointee will submit a written briefing (preferably electronically) using the WFCB Liaison Activity Report Form (available at www.wfcab.com) to the same contact and wfcab@wfcab.com within two weeks after a committee meeting or event.</p> <p>Initial and Annual Review of Appointment Document: 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 WFCB Board liaison (see above) for consideration by the WFCB Board.</p> | Chief Michael Chiaramonte – Committee Chair Lynbrook Fire Department (NY) – Chief Fire Inspector (919) 552-1956 (note: resides in North Carolina) lynbrookfd@verizon.net | Gioia Albi – IAFC Staff Liaison 703-273-9815 ext. 304 galbi@iafc.org |
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| <p>Unusual Event Reporting and Review</p> | <p>In the event of unusual circumstances or significant emergent issues, the appointee will immediately contact one of the following for direction (listed in order of priority):</p> <p style="padding-left: 40px;">WFCB International Director – Chief Joe Perry UC Davis Fire Department wfcainternationaldir@wfcab.com 530-752-3850</p> <p style="padding-left: 40px;">WFCB Board President – Chief Ed Wilson Lake Oswego Fire Department ewilson@ci.oswego.or.us 503-635-0275</p> <p style="padding-left: 40px;">WFCB Executive Director – Jeff Griffin wfcab@wfcab.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 WFCB, the matter should be immediately brought to the attention of the WFCB Executive Director and/or Board President for review by the Board at the earliest opportunity.</p> | | |

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| Expense Reimbursement Policy | The IAFC does not cover expenses for attendance at the annual committee meeting. Since it is held in conjunction with the IAFC's Annual Conference (Fire Rescue International), the assumption is that the appointee's agency will already be covering the cost for their participation in the conference. |
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SIGNATURES:

WFOA Board President

Appointee

ATTACHMENTS:

- IAFC Constitution and Bylaws (2004): Section II – Committees
- IAFC Policy: Constitutional Committees (specific to Section 2 – Elections Committee)

RESOURCES:

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

CREATED: August, 2007

REVISED: October, 2007