

WESTERN FIRE CHIEFS ASSOCIATION
APPOINTMENT: International Code Action Committee (Western/Canadian)

Appointees' Names	Appointees' Organization	Appointees' Contact Info	Date Appointed	Length of Term
FP Engr Hal Key	City of Mesa Fire Dept 13 West First Street Mesa, Arizona 85201	hal.key@cityofmesa.org 480-644-3632	October 2008	One code cycle Can serve multiple terms if the WFCA desires to re-appoint.
FC Blair Camp	Provo Fire & Rescue 80 So 300 West Provo, UT 84601	BCamp@provo.utah.gov	November 2008	(same as above)
FC Eric Mohrmann	Capitol City Fire & Rescue 820 Glacier Avenue Juneau, Alaska 99801	Eric.Mohrmann@ci.juneau.ak.us 907-586-0261	October 2008	(same as above)
FC Mike Iacona	Flagstaff Fire Department 211 W. Aspen Avenue Flagstaff, AZ 86001	miacona@ci.flagstaff.az.us 928-779-7688	November 2008	(same as above)
DC Greg Megaard (Alternate)	Bozeman Fire Department PO Box 1230 Bozeman, MT 59771	gmegaard@bozeman.net 406-582-2350	November 2008	(same as above)

Purpose, Scope and Goals of the Committee	Purpose and Scope of Committee: Responsible for participating in the ICC code development process. Develops code changes for International Codes of interest to the fire service, and submits proposals to the ICC Joint Fire Service Review Committee. Each of the four International Code Action Committees is comprised of representatives from the two of the eight IAFC Divisions (e.g., Western Division and Canadian).
Frequency, Format and Location of Meetings	Frequency and Format of Meetings: Meets at least once in preparation of a code year. Location of Meetings: 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. Assess the International Codes for application in their jurisdiction with a focus on public and firefighter safety. Develop and offer proposals to improve the International Codes. Assess and vote on proposals made by other committee members; assist in amending proposals to gain consensus of the fire service, while enhancing safety.
Standing Expectations of WFCA Board	Appointed representatives of the WFCA are expected to: <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 Western/Canadian Code Action Committee, the appointees are expected to:</i></p> <ul style="list-style-type: none"> • Participate in a manner that benefits the states and agencies within the Western Division that have adopted the IFC and assists those entities in applying the code effectively • Use your training, experience and good judgment to participate in discussions, provide comment and vote on code change proposals, but refrain from advocating adoption or use of any one code over another • Advocate for fire sprinkler installations in a greater percentage of commercial and residential (single and multi-family) occupancies • Advocate for design and engineering efficiencies in fire sprinkler installations as well as the removal of common barriers to fire sprinkler installations (e.g., system development charges) • Advocate for firefighter as well as citizen safety • Advocate for fire service participation on all committees • Advocate for longer terms of service to promote continuity. • Bring to WFCFA's immediate attention any policy matters not articulated herein that have the potential to be damaging to fire prevention
<p>Participation and Reporting Requirements</p>	<p><i>Primary Committee Contacts:</i></p> <p>Bob Garrison – Staff Secretariat 503-329-3509 sebring@viclink.com</p> <p><i>Regular Reporting to the WFCFA Executive Board:</i> The appointees will maintain regular contact with and provide timely notification of emergent issues to the assigned WFCFA Board liaison listed below.</p> <p>WFCFA Board President – Deputy Chief Gary Aleshire Snohomish Fire District #1 (WA) galeshire@firedistrict1.org 425-551-1200</p> <p>In addition, the appointees will collectively ensure that a written briefing is submitted, preferably electronically, using the WFCFA Liaison Activity Report Form (available at www.wfca.com) to the same contact and wfca@wfca.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 appointees will review and collectively recommend changes to this document to ensure it accurately reflects the scope and requirements of the positions. The proposed changes will be submitted to the aforementioned WFCFA Board liaison (see above) for consideration by the WFCFA Board.</p>

Unusual Event Reporting and Review	<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>WFCFA Board President – Deputy Chief Gary Aleshire Snohomish Fire District #1 (WA) galeshire@firedistrict1.org 425-551-1200</p> <p>WFCFA Executive Director – Jeff Griffin wfca@wfca.com 800-785-3473</p> <p>WFCFA Vice-President –Deputy Chief Jim Critchley Tucson Fire Department (AZ) Jcritch1@ci.tucson.az.us 520-837-7039</p> <p>In the unlikely event of conflict or disagreement between the appointee’s actions or chosen approach and written directives from the WFCFA, the matter should be immediately brought to the attention of the WFCFA Executive Director and/or Board President for review by the Board at the earliest opportunity.</p>
Expense Reimbursement Policy	<p>The International Code Council funds the cost of participation, including travel, food, and lodging. Reimbursement forms and policies will be distributed before and at each meeting.</p>

SIGNATURES:

WFCFA Board President

Appointee

ATTACHMENTS:

- Western/Canadian Code Action Committee Roster
- IAFC/ICC Memorandum of Understanding

RESOURCES:

- Available at www.wfca.com:
 - ✓ WFCFA Liaison Activity Report Form
 - ✓ WFCFA Doctrine Statement, Strategic Plan, Bylaws, Policies, and Resolutions
- Available at www.iccsafe.org/cs/cc/cac:
 - ✓ Various committee specific materials/resources (e.g., roster, schedules, meeting minutes, etc.)

CREATED: April 2006

REVISED: November 2008