



POLICY MANUAL

Updated 2013

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INFORMATION & COMMUNICATIONS

Mailing Lists



Purpose: To establish a policy on providing mailing lists to members of the Washington Fire Chiefs (WFC).

Policy: The WFC, will only give out physical address mailing lists, as part of the Associate Membership program unless deemed necessary and a benefit to the WFC by the Executive Director.

WFC Email lists will not be shared with members or non-members at any time, although the WFC Office may offer to email material out to the membership at the request of members or member agencies. In circumstances where it would be advantageous to the WFC and its members, the WFC Email lists may be shared with an outside organization upon approval from the Executive Committee.

Revised: *July, 2013*

INFORMATION & COMMUNICATIONS

Endorsements of Products and Services



Purpose: To provide guidance to members of the Association regarding endorsements of products by the Washington Fire Chiefs (WFC).

Policy: The endorsement of products and services may be authorized either by the membership at the annual meeting or by the Board of Directors. Such authorization shall require a two-thirds affirmative vote of the appropriate body.

Members and Sections are prohibited from representing the WFC as endorsing specific products that are offered for sale by private businesses or individuals.

Products offered for sale by the Association or Sections shall not constitute an endorsement of such products by the Association or Section.

Note: Partnership Agreements and Associate Memberships are not endorsements of service or products.

Revised: *July, 2013*

INFORMATION & COMMUNICATIONS

Position Papers



Purpose: To establish a standard procedure for the preparation, adoption and distribution of Position Papers by the Washington Fire Chiefs (WFC).

Policy: Position Papers may be prepared and submitted to the Association by any member on any subject of interest to the Association.

Position Papers, when received by the Executive Director, shall be stamped draft and sent to the Board of Directors; additionally, Section & Committee Chairs shall be consulted as appropriate for review and recommendation.

Position Papers adopted by the Board shall be distributed to the Board, Section Chairs, Committee Chairs and County Association Presidents as well as published by the Association.

Adopted Position Papers shall serve as the Association position on the specified issue.

Revised: *July, 2013*

INFORMATION & COMMUNICATIONS

Resolutions



Purpose: To establish a standard procedure for the preparation, adoption and distribution of Resolutions by the Washington Fire Chiefs (WFC).

Policy: Resolutions shall be printed legibly on standard paper, or submitted electronically, and organized in the following format:

1. Title Describes subject and intent.
2. Rationale Reason and factual support for the resolution.
3. Statement The “motion” of the resolution; i.e., statement of position or policy.
4. Directive (Optional) Statement of action expected to support or to effectuate the resolution.
5. Submitter Name(s) and signature(s) of member(s) submitting the resolution. A resolution may also originate with the Board of Directors or a Section.
6. Endorsements: Name(s) and signature(s) of member(s) endorsing the resolution.

Resolution shall be submitted to the Executive Director of the Association a minimum of thirty days prior to the opening of the annual meeting.

The Executive Director shall:

1. Assess the proposed resolution for fiscal impact and for conflict with existing Association bylaws and policies.
2. Give a verbal or written report of this assessment along with a recommendation for action.
3. Consult with the chair of any affected committee or section for further assessment and recommendation by that group.

All resolutions, together with any accompanying assessments and recommendations, will be presented to the Board of Directors at its annual pre-conference board meeting for consideration, assessment and recommendation to the membership.

Resolutions not submitted in accordance with the times prescribed in the above documentation shall be considered late. Late resolutions may only be forwarded to the membership at the annual meeting provided they have the endorsements and recommendations of the Executive Director, the chair of any affected Section of Committee, and the Executive Committee of the Board of Directors. It shall be the sole responsibility of the member(s) proposing the late resolution to secure all required endorsements. Without the required endorsements, a proposed resolution may only be considered as a simple motion by the membership.

Revised: July, 2013

INFORMATION & COMMUNICATIONS

Board Resolutions



Purpose: To establish a standard procedure for the preparation, adoption and distribution of Board Resolutions by the Washington Fire Chiefs (WFC) Board of Directors.

Policy: Board Resolutions shall be printed legibly on standard paper, or submitted electronically, and organized in the following format:

1. Title Describes subject and intent.
2. Rationale Reason and factual support for the resolution.
3. Statement The “motion” of the resolution; i.e., statement of position or policy.
4. Directive (Optional) Statement of action expected to support or to effectuate the resolution.
5. Submitter Name(s) and signature(s) of member(s) submitting the resolution. A resolution must originate with a board member.
6. Endorsements: Name(s) and signature(s) of member(s) endorsing the resolution.

Resolution shall be submitted by a member of the WFC Board to the Executive Director of the Association a minimum of thirty days prior to the next board meeting.

The Executive Director shall:

1. Assess the proposed resolution for fiscal impact and for conflict with existing Association bylaws and policies.
2. Give a verbal or written report of this assessment along with a recommendation for action to the WFC Board.
3. Consult with the chair of any affected committee or section for further assessment and recommendation by that group.

All resolutions, together with any accompanying assessments and recommendations, will be presented to the full Board of Directors at its next regularly scheduled board meeting for consideration, assessment and recommendation.

Board Resolutions are the views of the WFC Board, and it is understood that this sort of resolution will only be used to address a pressing issue, where a full membership resolution will not be able to be accomplished within the time constraints given. The WFC Board must have a unanimous vote to pass a Board Resolution.

Revised: July, 2013

INFORMATION & COMMUNICATIONS

Death, Illness & Injury of Fire Service Personnel



Purpose: This policy is to provide guidance to the Washington Fire Chiefs (WFC) Staff & Board members.

Policy: Upon notification of the death or serious illness of members of the Fire Service, either active or retired, the following actions may be taken at the discretion of the Executive Director:

1. In the case of the death or serious injury of a Board Member, Staff Member or an individual within their immediate family, the Board will be notified as soon as possible, and the WFC will send flowers or make a contribution to a charity in the name of the person.
2. In all other cases the Executive Committee will be notified as soon as practical and a sympathy or get well card shall be sent on behalf of the WFC.

Notification of memorial services with specific information may be sent out to the membership upon request of the family or affected department.

If it is determined this is related to a Line of Duty Death, the Line of Duty Death policy will be applicable.

Note: The LAST Team and LODD Model Policies may be used as resources for non Line of Duty Deaths as well.

Revised: *July, 2013*

INFORMATION & COMMUNICATIONS

Line of Duty Death Response



Purpose: The purpose of this policy is to establish guidelines that may be utilized by the Washington Fire Chiefs (WFC) in the event of a line of duty death (LODD). It is our intent to provide all fire chiefs, members and non-members, with vital information and resources in coping with a LODD.

Policy: Early notification of an LODD is vital for an appropriate response. It is critical that the members of the Fire Service communicate any LODD immediately to the WFC office. The WFC's Executive Director will then disseminate the information as necessary. The level of response will vary depending on the time of notification and the scope of the LODD incident. This level of response will be determined at the discretion of the WFC Executive Committee and Executive Director.

As soon as possible the Executive Director will contact both the affected department and the LAST team coordinator. The LAST team coordinator will determine the needs of the department, be an on site presence to assist the department in as much or as little as is needed, and help disseminate information back to the WFC.

Note: The LAST Team and LODD Model Policies may be used as resources for non Line of Duty Deaths as well.

Once this contact has been made, the Executive Director will work with the LAST team to determine details and circumstances surrounding the LODD. It is critical that timely and accurate information be gathered from the fire department affected by a LODD. The LAST team will assist in implementing the response as recommended in the Joint Model Line of Duty Death Guidelines published by the WFC, WSFFA, WFCA & WSCFF.

The Executive Director shall consult the President and/or the Executive Committee as to an appropriate response and recommended practices that Washington fire departments will be advised to follow. The following are options:

- Shroud badges until (*WFC will specify date – generally a memorial service date*)
- Fire State flags flown at half mast (*WFC will specify date – generally a memorial service date*)
- Shroud vehicle logo's (*WFC will specify date – generally a memorial service date*)
- Other

Once the decision has been made, the Executive Director shall notify member departments of the recommendations through appropriate channels (ie Email Blast, Phone, etc.) as well as memorial and/or processional information.

A sympathy card should be sent to the Department and/or the survivor. Flowers may be

sent if appropriate (for example to a member department that has been very involved in WFC activities.)

For high profile responses (incidents of state impact, multiple firefighter fatalities, fatalities involving unusual/special circumstances or fatalities involving distinguished WFC members) the following actions will take place:

- The WFC will designate a board member as a responsible point of contact for incident information.
- A letter will be sent from the WFC President to the affected fire chief.
- A letter will be sent on behalf of the Executive Director to the affected fire chief.
- The Executive Director may request a letter from the Governor, Senator & Legislative Representatives

For all responses the following actions will take place:

- An initial phone call from the Executive Director to the affected department offering assistance.
- A brick on the National Fallen Firefighter Memorial and NFFF flag will be ordered in honor of the deceased.
- The WFC will make arrangements to have a representative of the WFC attend and present the brick certificate and flag at the memorial service (either privately to the family, or during the service agenda, at the discretion of the Department.)
- Information on the LODD, memorial service, procession and any WFC recommended action will be disseminated to the membership through Email Blasts and other appropriate channels.

Revised: *July, 2013*

AWARDS & RECOGNITIONS

Chief Dan Packer Fire Chief of the Year Award



Purpose: To recognize an association member who has exemplified qualities the Washington Fire Chiefs (WFC) values in its membership and emulated the Fire Chief Dan Packer's strong leadership characteristics of loyalty, determination, strength in action and relationships.

Policy: The following establishes a process for selecting the "Chief Dan Packer Fire Chief of the Year Award"

1. The WFC shall accept nominations for the award from January 1st, through April 15th (this due date may be adjusted due to weekends). *Note: This is not an annual award, but may be presented as frequently as annually if the Selection Committee feels it is warranted.*
2. All fire chiefs who are members of the WFC are eligible for the award.
3. Nominations may be submitted by any individual within a member department for a fire chief who is a member in good standing.
4. All nominations will be submitted in writing to the Washington Fire Chief's Executive Director (or directly to the nominations chair, should the Executive Director so choose). It shall include, at a minimum, the nomination criteria.
5. If a Selection Committee member is nominated, the President and Executive Director shall be informed, and that nominee will be replaced on the committee.

Nominee Criteria

1. The nominee will have met one or more of the following criteria:
 - i. Exceptional performance and accomplishments.
 - ii. Contributed above and beyond the normal call of duty.
 - iii. Contributed significantly to the safe and effective operations of the Fire Service as a member of the WFC.
2. The nominee will have met all of the following criteria:
 - i. Emulated Fire Chief Dan Packer's strong leadership characteristics of loyalty, determination, strength in action and relationships.
 - ii. Professional performance consistent with the WFC Code of Ethics.
 - iii. Extended courtesy and respect to the community, fellow employees and members of the WFC.

Selection Procedure

1. The President of the WFC shall establish a Selection Committee each year to review the nominations. The committee can include any or all of the following recommended members:
 - i. Executive Director of the WFC
 - ii. WFC Board Member(s)
 - iii. CEO/Community Member

- iv. State Fire Marshal's Office Representative
 - v. Volunteer & Career Firefighter Representative
- 2. The Selection Committee will meet in April to review nominations and select a recipient.
- 3. The Committee's selection will be forwarded to the Washington Fire Chief's Executive Director, who will coordinate procuring the award, and the attendance of the recipient at the Annual Conference.
- 4. The name of the award recipient will be engraved on a perpetual trophy, which will be on display for the year after it is awarded, at the recipient's department. The trophy will then be returned in May and on display during the Annual Conference. The recipient will also receive a permanent symbolic plaque reflecting their achievement.

Revised: *July, 2013*

AWARDS & RECOGNITIONS

Award of Valor



Purpose: To recognize extraordinary heroic efforts of Washington State firefighters at emergency incidents by the Washington Fire Chiefs (WFC).

Policy: The WFC “Award of Valor” is reserved exclusively for members of the Fire Service in the state of Washington. The Award of Valor is to be presented on an as needed basis, but not to exceed annually.

The award may be presented to a firefighter(s) to recognize an extraordinary life saving effort during an emergency incident. The award may be presented to a firefighter(s) for actions on or off duty, which also fall within accepted safety practices and policies adopted within the State. Nominations may be submitted by any active WFC member and shall be forwarded to the WFC Executive Director, who will disseminate to the Executive Committee for consideration.

The recipient(s) of this award will be selected by the Board of Directors based upon recommendation from the Executive Committee.

Revised: *July, 2013*

AWARDS & RECOGNITIONS

Membership Recognitions



Purpose: To establish guidelines to recognize membership who have devoted additional time, energy and expertise to serve the Washington Fire Chiefs (WFC).

Policy: Some members of the WFC devote additional time, energy and expertise to serve in elected and/or appointed positions within the organization. This extra service often requires great personal sacrifices to be made by these members that ultimately benefit the WFC as a whole.

In recognition of this service above self, the WFC will formally recognize members of the WFC who serve in elected and/or appointed positions according to the following criteria:

Recognitions shall be determined by the Executive Committee together with the Executive Director. Members may be recognized in the following ways:

- Letter of Appreciation
- Certificate of Recognition
- Wall Plaque

Member Recognitions will be made at the Annual Conference whenever possible. If a member should pass away prior to recognition, the member will receive recognition during the memorial at the Annual Conference.

Revised: *July, 2013*

AWARDS & RECOGNITIONS

Legislative Recognitions



Purpose: To establish guidelines to recognize Legislators who have worked with the Washington Fire Chiefs (WFC) on legislation and gone above and beyond supporting Washington Fire Service in the legislature.

Policy: Some legislators devote additional time, energy and expertise to assist the Washington Fire Service and the WFC.

In recognition of this service above self, the WFC will formally recognize members of the legislature as “Honorary Fire Chief”

Recognitions shall be determined by the Legislative Committee together with the Executive Director. Legislators will be recognized in the following ways:

- White Helmet with brass plaque.
- Presentation at the WFC Annual Banquet
- Press release describing their assistance with WFC accomplishments, and the merit they displayed to receive this award.

Note: This is not an annual award, but may be presented as frequently as annual if the Legislative Committee feels it is warranted and may be presented to more than one Legislator at a time.

Revised: *July, 2013*

AWARDS & RECOGNITIONS

Otto & Betty Jensen Scholarships



Purpose: To establish guidelines to award the Otto & Betty Jensen Scholarship for one volunteer chief to attend the Washington Fire Chiefs (WFC) conference each year.

Policy: In honor of and at the request of Otto and Betty Jensen, a fund was established in 1996 to pay all the costs (registration, lodging and mileage) to a Volunteer fire chief and spouse to attend the WFC Annual Conference. This volunteer chief, due to financial limitations of their organization, would otherwise not be able to attend. The WFC will begin the nomination process in January, and will accept applications for the scholarship until April for the Annual Conference.

Scholarship recipient shall be determined by the Executive Director together with the Executive Committee. Once a scholarship recipient has been determined the WFC office will make arrangements to cover their registration, lodging and travel. Recipient will also be recognized during the conference social night.

Revised: *July, 2013*

FINANCE

Budget Guidelines



Purpose: To establish guidelines for the administration of the Washington Fire Chiefs (WFC) Budget

Policy: The WFC shall operate utilizing an “Integrated Budget” process, combining facets of programmatic, line item, and zero based budget principles, where applicable.

The WFC will work to maintain a primary checking account with sufficient average balance to provide adequate resources to manage cash flow and current obligations.

The yearly budgeted expenses shall at no time exceed anticipated revenue.

WFC Budgeting process will be executed as documented in the **WFC Procedural Manual**.

Revised: *July, 2013*



FINANCE

Per Diem

Purpose: To establish guidelines for the Washington Fire Chiefs (WFC) Per Diem, and set a process as to when to update.

Policy: The WFC maintains a per diem rate for all travel and meal costs for its boards and staff. This is broken into two parts; mileage per diem and meal per diem.

Mileage per diem will be set by U.S. General Services Administration (GSA) standards, and updated when new rates are released.

Meals per diem is at the discretion of the WFC Executive Director and may be increased or decreased as appropriate with the approval of the Executive Director and Executive Committee.

Revised: *July, 2013*

FINANCE

Expense Reimbursement



Purpose: To establish guidelines for reimbursing expenses resulting from authorized Washington Fire Chiefs (WFC) activities.

Policy: Expenses may be budgeted for Board Members not authorized to collect reimbursement from their agency for Board meetings and other authorized functions. Conference registration fees for WFC Board & Section Board Members are not reimbursable by the WFC.

The following expenses shall be considered for reimbursement (with the applicable pre and post approval):

- Air Fare (coach class only)
- Lodging
- Mileage (current IRS allowed rate)
- Common Carrier (i.e. bus, subway, taxi)
- Meals (Per diem rate or actual expenses not to exceed the per diem rate)
- Registration and fees charged for training, conference or seminar (this excludes any WFC sponsored events)
- Other necessary and required expenses subject to the review and approval of the Executive Director.

All expenses shall be reviewed and approved by the Executive Director. If the expenses are generated at a Section Level, a Section Chair signature is also required for approval.

The formal process for expense reimbursement claims will be documented and maintained in the **WFC Procedural Manual**.

Revised: *July, 2013*

FINANCE

Electronic Newsletter & Website Advertising Fees



Purpose: To establish a process for setting fees related to newsletter and website advertisements placed with the Washington Fire Chiefs (WFC).

Policy: The WFC Executive Director and staff will set newsletter and website advertising related fees. These fees will be reviewed on an annual basis to keep them current and competitive.

The WFC will continue their existing policy to allow active member departments and associate members to post advertisements that deal with classifieds, job announcements or events at no cost.

Revised: *July, 2013*

FINANCE

Investment Authority



Purpose: To establish the authority to invest Washington Fire Chiefs (WFC) funds and create an investment plan.

Policy: The Executive Director is authorized to invest any funds in excess of those needed to operate the WFC in any federally insured financial agency. To invest, the Executive Director must submit an Investment Plan to the WFC Executive Committee, specifying the length of time of the investment, the monetary amount and risk. Once approved, the Executive Director shall report periodically to the Financial Committee on the progress of the investment. Periodically will be determined by the length of the investment and rate of return.

Revised: *July, 2013*

FINANCE

Contract Administration



Purpose: To establish a policy for the execution of contracts that binds the Washington Fire Chiefs (WFC) or its Sections.

Policy: The Executive Director, or the President of the WFC are authorized to sign contracts on behalf of the WFC.

Proposed contracts must be submitted to the Executive Director at least 30 days prior to the scheduled activity. Individuals who obligate the WFC for costs and fail to obtain prior approval from the WFC may be held liable for such costs.

See the **WFC Procedural Manual** for process details on how to submit a contract for review and signature.

Revised: *July, 2013*

FINANCE

Audit and Oversight of Financial Records



Purpose: To establish a process for the timely audit and oversight of the Washington Fire Chiefs (WFC) financial records.

Policy: The WFC shall appoint a Financial Committee to provide oversight on the financial activities of the WFC. This Financial Committee shall be appointed by the Executive Committee. The WFC Vice President shall be the liaison to the Financial Committee of the WFC.

The WFC shall choose a Financial Consultant/Accountant to perform a monthly review of the WFC's financial records. The Financial Consultant/Accountant will report directly to the Financial Committee on a periodic basis.

The Financial Committee shall assure that a full outside audit is performed in the event that a new Executive Director is selected.

Revised: *July, 2013*

FINANCE

Section Conferences



Purpose: To establish a standard policy for Washington Fire Chiefs (WFC) Sections to follow relating to Conferences and Workshops.

Policy: Sections will be responsible for developing their own conference and workshop agendas, educational classes and other functions. They will work with the WFC office to set reasonable registration fees (See Registration Fee Policy) that will allow them to meet or exceed their expenses. The Section Board may waive registration fees for the Conference Coordinator, Conference Staff or Speakers with the approval of the Executive Director. Flyers should be approved and distributed through the WFC office.

The WFC will administer all registration forms, collect all registration fees, issue receipts and pay expenses of the conferences or workshops. Payment of expenses shall be made after the approval of the Section Chair and the Executive Director.

The WFC office will maintain a full accounting of income and expenses, and create a “Post Event Financial Summary” showing the financial status of the event once all revenue is collected and expenses are paid.

See also the **Section Event Planning Guide** and the **WFC Procedural Manual** for more information on planning a Section event.

Revised: *July, 2013*

FINANCE

Registration Fees



Purpose: To standardize the method of setting registration fees for the Washington Fire Chiefs (WFC).

Policy: Fees for educational seminars and/or offerings shall be established to encompass the following expenses:

1. Facility expenses
2. Instructional expenses
3. Meal expenses
4. Food & Beverage expenses for breaks
5. Other incidental expenses
6. Small profit margin

All sections will work with the WFC Office to determine a reasonable registration fee that will allow for all anticipated expenses, and include a small profit margin to cover unanticipated charges or a reduction in estimated attendance.

All registration fees will be reviewed and approved by the WFC Executive Director. In case of section events, the registration fee will also be reviewed and approved by the Section Chair.

Revised: *July, 2013*

FINANCE

Section Fund Raisers



Purpose: To establish a standard policy for Washington Fire Chiefs (WFC) Sections to follow regarding special fundraisers.

Policy: Sections may engage in fund raising projects as part of their conference activities, subject to approval by the Executive Director.

The WFC is a 501(c)6 and cannot qualify for donations to be tax exempt. Fund derived from fundraisers will be sent to the WFC office with a full accounting of quantity of items sold, unit price, number of donations, and any other applicable information. This revenue will be added to the Section budget as income.

Revised: *July, 2013*

OPERATIONS

Committee Membership



Purpose: To establish guidelines for Washington Fire Chiefs (WFC) committee membership.

Policy: Any interested person may serve on a WFC committee subject to approval by the committee chair.

Only active members of the WFC are eligible to vote on committee actions or serve as the committee chair.

Committee Chairs will be appointed by the WFC Board of Directors.

Revised: *July, 2013*

OPERATIONS

State Boards, Commissions & Committees



Purpose: To establish guidelines for individuals who are appointed to represent the Washington Fire Chiefs (WFC) on State Boards and Commissions or to Committees of other state agencies or Organizations.

Policy: Members who are appointed to represent the WFC shall:

1. Make a determined effort to attend all meetings of the Board, Commission or Committee to which they are appointed.
2. Determine the policy for the WFC by referring to adopted Position Papers or contacting the Executive Director or members of the Executive Committee for direction.
3. Keep the WFC Executive Director & Board advised on any subject under consideration that might have an impact on the Fire Service of the state or the WFC.
4. Provide a written report to the Executive Director to be shared at the next scheduled WFC board meeting.

Members are appointed to serve on the WFC behalf by the WFC Board of Directors. The WFC, and interests of Washington State must be represented at all times.

Revised: *July, 2013*

OPERATIONS

Legislative Committee



Purpose: To provide direction to the Washington Fire Chiefs (WFC) Legislative Committee during the legislative session to ensure an effective legislative program.

Policy: The Legislative Committee shall represent the Board of Directors and membership in the management of the Washington Fire Chief's legislative program.

Based upon the direction of the Board of Directors, the Legislative Committee shall:

1. Provide direction to the lobbyist(s) on specific issues.
2. Evaluate input from outside resources, agencies and individuals.
3. Screen proposed legislation to determine the appropriate WFC position.
4. Review, interpret and adjust the WFC's positions based upon current legislative information.
5. Keep the Board of Directors informed on legislative issues.

The chair of the Legislative Committee shall be appointed by the WFC Board of Directors.

Revised: *July, 2013*

OPERATIONS

Nominating Committee



Purpose: To provide direction to the Washington Fire Chiefs (WFC) Nominating Committee.

Policy: The Nominating Committee shall ensure that notification of open positions and the nomination process will be sent to the membership 30 days or greater before the annual meeting at the WFC Annual Conference.

In addition to the notification, a verbal call for floor nominations will be made at the annual meeting, prior to the elections taking place.

Following this final call for nominations, each candidate shall have the opportunity to present his/her qualifications to the general membership in the form of a speech lasting five minutes or less.

Campaign related materials may be made available by the nominee to any member individually, but shall be prohibited from the business meeting room, educational classrooms, and the Expo floor.

The election process shall be in conformance with the Washington Fire Chief's adopted "Code of Ethics."

The chair of the Nominating Committee will be the Immediate Past President of the WFC Board of Directors. If an Immediate Past President is not available or not a member in good standing, the President of the WFC shall appoint a Nominating Committee Chair.

Revised: *July, 2013*

OPERATIONS

Fire Code Development Representation



Purpose: To clarify the status of the applicable Fire Code representation and how it fits within the structure of the Washington Fire Chiefs (WFC).

Policy: The Washington Fire Chief's fire code representation will be done through a partnership with the Washington State Association of Fire Marshals (WSAFM). The WFC will assist WSAFM during code change meetings to find the appropriate grant funding that will allow individuals to attend in person.

Members of the WSAFM attending code change meetings and speaking on behalf of the WFC must be voting members of the WFC. Voting members shall either be active members of the WFC or its Sections.

To be eligible for reimbursement of expenses through these grants or available funds, in accordance with the WFC policy, WSAFM members must be eligible to vote in the applicable code process. The President of WSAFM and the WFC's Executive Director shall both review and approve such claims prior to reimbursement.

See also the formal process for expense reimbursement claims that is documented and maintained in the **WFC Procedural Manual**.

Revised: *July, 2013*

OPERATIONS

Partnership Agreements



Purpose: This policy establishes protocols governing the development, approval and implementation of partnership agreements between the Washington Fire Chiefs (WFC) and interested companies. These companies may be interested in using the WFC's name, logo, mission and/or programs in their sales promotion efforts and provide financial support or member benefits to support the WFC's mission.

Policy: The WFC will work only with reputable companies who wish to incorporate using of the WFC's name, logo, mission and/or programs in their sales promotion efforts. Support may be financial, reputation enhancement, program support or benefits for the WFC membership.

Companies entering into a partnership agreement with the WFC must be financially sound. They must have a good record with the Better Business Bureau and be free from significant legal action. A background check of a company should include, following references, consulting chiefs that may have worked with the business and/or researching on the internet for complaints or serious allegations. Products and services must not conflict with the policies, standards, positions or principles of the WFC. If appropriate the products must meet a recognized third party laboratory testing approval.

All partnership agreements must be approved by the WFC Board of Directors in accordance with the Bylaws of the WFC. All agreements must be reviewed by the Executive Director and when appropriate legal council should be consulted prior to the signing of the contract. The partnership agreement shall be signed by the Executive Director. Each agreement shall include a mutual cancellation policy that will allow either the WFC or the company to cancel the contract should termination be desired. Systems for income reporting and tracking should be in place to ensure the WFC receives agreed upon benefits. The WFC must be held harmless for any claims arising regarding the company or any product or service of the company. Partnership agreements must also include a hold harmless clause, that states that the WFC be held harmless against any and all loss, cost, liability and expense arising from a claim. The partnership agreement shall be governed by the laws of the State of Washington. Exclusivity is not implied or given, and the WFC may seek similar partnership agreements with other competing companies. All use of marks, logos and the WFC name must be approved prior to publishing.

The Executive Director is responsible for managing the operations of all royalty agreements. It is the role of the Executive Director to ensure conformity with WFC Policies and guidelines and protect the interest of the WFC.

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