

MSFCA

POLICY AND PROCEDURES

MANUAL



Updated: 4/13/2022

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Minnesota State Fire Chiefs Association – Policy # 100

Title: Purpose and Use of the Policy and Procedures Manual

Date of Adoption: June 12, 2009

Date of Revision: October 21, 2020

Scope: The purpose of this policy is to establish a procedure for how the MSFCA Policy and Procedure Manual shall be organized, maintained, and updated with relevant information for the ongoing operation of the MSFCA.

Creation of Policy and Procedures Manual

The Communication and Policy Committee shall be charged with the creation and maintenance of this Policy and Procedures Manual. This document shall be used as a reference and guide for how the MSFCA conducts its operations. This document is a work in progress and will require changes and updates.

Policy/Procedure Numbering and Index

All policies or procedures shall be assigned a three digit number that correspond to the following general categories:

100 Series	Administration and Governance
200 Series	Financial
300 Series	Personnel and Service Providers
400 Series	Volunteer Responsibilities
500 Series	Annual Conference
600 Series	Communications
700 Series	Legislative
800 Series	Membership and Membership Sections

The Communication and Policy Committee shall be charged with assigning all policies and procedures a number that corresponds with the established index.

Formalizing Policy and Procedures

Whenever the need arises to either create a new policy or procedure or simply put into written form a long standing method of operation, the proposal shall be submitted to the Communication and Policy Committee. The proposal shall be preferably in an electronic format that can be converted to the standard template of the manual.

The Communication and Policy Committee shall place the new policy and/or procedure into the correct format, assign the appropriate number and present to the Board of Directors with a recommendation for or against adoption.

Once acted upon by the MSFCA Board of Directors, and if adopted, the Communication and Policy Committee shall insert the appropriate adoption date, update the manual index, and insert the policy into the manual. It is anticipated that this manual will be an electronic document that will be easily updated and available to the membership.

Policy and Procedure Revisions

Once a policy or procedure is adopted by the Board of Directors, it can be amended, revised or deleted by following a similar procedure for adopting a policy or procedure. No policy or procedure may be amended, revised or deleted without approval of the Board of Directors.

Ongoing Maintenance and Updating of Policy and Procedures Manual

The Communication and Policy Committee will strive to annually review the entire Policy and Procedures Manual and report to the MSFCA Board of Directors each year. This report would include a recommendation for any changes to the manual. The Communication and Policy Committee may additionally make recommendations for changes to the manual at any Board meeting provided all Board members have received notice of what changes will be proposed.



Minnesota State Fire Chiefs Association – Policy # 101

Title: MSFCA Vision, Mission and Values

Date of Adoption: January 2010 Date of Revision: January 20, 2021

Scope: This policy is to state the Vision, Mission and Values of the Minnesota State Fire Chiefs Association

MSFCA Vision

Just as the fire service is founded on the core philosophy of service to others, our Association is focused on providing for the members who are committed to the long-term health and sustainability of the Minnesota fire service. MSFCA focuses on developing current and future leaders by providing the best training, education and professional development opportunities available so they can continue to serve their communities with the utmost honor and pride.

MSFCA Mission

To create strong, effective Minnesota fire service by engaging current and future leaders with the best training, education and professional development opportunities available.

MSFCA Values

We believe that leaders who want to make a lasting impact on the association should strive for proactive leadership. A strong sense of PRIDE is a key value that brings together such qualities as honesty, integrity, reliability and loyalty, which is the foundation of MSFCA:

Professionalism: All members demonstrate a sense of commitment, devotion to duty and a level of professionalism that align with our vision, mission, and goals.

Respect: We believe in the basic dignity of every individual and value all members of the organization and our partners.

Integrity: All association actions are carried out in a transparent and appropriate manner. We are honorable to our profession and we accept ownership for our actions and decisions.

Diversity: We believe that diversity and inclusion breed productivity as the ability to learn and grow from each other is exponentially expanded. A multicultural exchange of ideas bolsters innovation and creativity.

Ethics: Every member, with due deliberation, lives according to a high moral code and places the public's safety and welfare and the safety of members above all other concerns.

MSFCA Goals

- Build and maintain relationships with our members, allied associations, government officials, and valued stakeholders.
- Support members through the delivery of quality member services, educational opportunities, and professional development.
- Endorse, support and foster legislative and policy development initiatives that will enhance the fire service and advance firefighter, citizen and community safety.
- Provide programs that foster and promote quality improvement and professional development for fire service professionals and agencies.
- Seek out and recruit fire service leaders who will professionally and enthusiastically advance the vision, mission and values.



Minnesota State Fire Chiefs Association – Policy # 102

Title: Governing Body

Date of Adoption: January 2010

Date of Revision: May 26, 2021

Scope: The purpose of this policy is to outline the structure, responsibilities and expectations of the MSFCA governing body and its individual members.

Governing Body:

The governing body of the MSFCA shall be the Board of Directors. The composition of the Board of Directors is provided for in the MSFCA Bylaws Article IV.

Executive Committee:

The Executive Committee, as described in section 4.13 of the MSFCA Bylaws shall act in the absence of a Board of Directors meeting and have authority to oversee the responsibilities of the day-to-day operations of the Association as authorized by the Board of Directors.

Responsibilities of the Individual Board of Director Members: Individual Directors are expected to:

- attend Board of Director meetings and fully participate in discussions;
- adhere to the vision, mission and value statements defined in Policy #101;
- be informed and active in overseeing the MSFCA's operations and finances;
- represent their regions and/or constituents in a fair, honest, and accurate manner;
- be ethical, knowledgeable, and engaged individuals;
- base their decisions with the best interests of the MSFCA in mind.



Minnesota State Fire Chiefs Association – Policy # 103

Title: Minutes Policy

Date of Adoption: January 2010

Date of Revision: May 26, 2021

Scope: The fundamental purpose of MSFCA minutes is to preserve an accurate and official record of the proceedings of the Association.

Parliamentary Rule *Reference bylaws section 8.1*

The rules contained in the current edition of *Robert's Rules of Order Newly Revised (Roberts Rules)* govern meetings of the MSFCA in all cases to which they are applicable and in which they are not inconsistent with MSFCA Bylaws and any special rules of order the Board of Directors may adopt.

What are Minutes

Minutes should be an accurate record of the discussions that transpired and should clearly state decisions made. These are legal documents, and are confidential in nature, until the time at which they are approved for official record-keeping by that working group.

Individual names are not to be recorded. Meetings are not to be electronically recorded without the advance, express permission of all participants. All notes, electronic documents and any other records are to be destroyed and discarded after the final, official version of the minutes are approved.

Meetings which Require Minutes

Minutes must be recorded and retained in accordance to Policy 106.

Minute Taking Responsibility

The Chair/Leader of any individual workgroup (or their designee) is responsible for capturing the minutes and ensuring the document (once approved) is provided to the MSFCA office for official record-keeping purposes.

Sample Agenda

Minutes should share the same general look and style and comply with customary content and format standards as dictated by *Roberts Rules*. Basic order of business for all meetings should generally follow:

- Call to Order/Roll Call
- Review/Acceptance of Prior Minutes
- Financial Report/Update
- Updates on Ongoing Business Matters/Projects
- New Business Matters
- Reports from Liaisons
- Items for the Good of the Order
- Adjournment

Minutes Accessibility

Minutes may be requested only by Members of the MSFCA, and may be released by MSFCA only after formal adoption.



Minnesota State Fire Chief's Association – Policy # 104

Title: Code of Ethics / Conflict of Interest Policy

Date of Adoption: June 12, 2009 Date of Revision:

Scope:

Minnesota State Fire Chiefs Association (MSFCA) expects the highest possible ethical conduct from its officers and Board members. This Code of Ethics contains the policy guidelines and procedures adopted by the Board of Directors of the Association for its officers relating to legal and ethical standards for conducting Association business. Your full compliance with this Code of Ethics and MSFCA's administrative policies is mandatory. This Code of Ethics supplements your obligations and responsibilities under the Code of Conduct and MSFCA's administrative policies.

This Code of Ethics applies to the Executive Director, the President, the Vice-President and all Board members. It is the obligation of each Board Member to become familiar with the Code of Ethics, to adhere to the standards and restrictions contained in it, to conduct him or herself accordingly and avoid both the fact and the appearance of impropriety.

Applicability

This Code of Ethics applies to the Executive Director, the President, the Vice-President and all Board members. It is the obligation of each Board Member to become familiar with the Code of Ethics, to adhere to the standards and restrictions contained in it, to conduct him or herself accordingly and avoid both the fact and the appearance of impropriety.

Policy Guidelines

1. Accurate Disclosure

The Association is committed to providing full, fair, accurate, timely and understandable disclosure in all periodic reports and documents that the Association files, or submits to, the members of the MSFCA and in other public communications made by the Association. Accordingly, it is essential that you

exercise the highest standard of care in preparing such reports in accordance with the following guidelines:

- Maintain accurate books and records that fully, fairly and accurately reflect the Association's financial information and reporting of transaction.
- Prepare the financial statements and other financial information included in periodic reports in accordance with generally accepted accounting principles and in a manner that fairly presents in all material respects the financial condition, results of operations and cash flows of the Association.
- Maintain disclosure controls and procedures adequate to make all material information relating to the Association known to management, particularly during the periods in which the Association's periodic reports are being prepared.
- Maintain internal controls and procedures for financial reporting sufficient to provide reasonable assurances that the Association's financial statements are fairly presented in conformity with generally accepted accounting principles, and comply with such internal controls and procedures.
- Prohibit the establishment or use of any undisclosed or unrecorded assets, funds or liabilities.
- Disclose material off-balance sheet transactions in compliance with applicable laws and regulations and with generally accepted accounting principles.
- Cooperate fully with the internal auditors and the independent auditors in their work and do not impede their efforts in any way or conceal information from them.

2. Compliance with Law, Rules and Regulations

The Association is committed to conducting its business in accordance with all applicable laws, rules and regulations and in accordance with high standards of business ethics. You are expected to comply, and ensure that the Association complies, with all applicable laws and regulations. Although you may not know the requirements of these laws, you are expected to act reasonably in obtaining advice from the Association's lawyers or outside legal counsel. You also have a responsibility to conduct yourself in an honest and ethical manner. You have leadership responsibilities that include creating a culture of high ethical standards and commitment to compliance, maintaining a work environment that encourages employees to raise concerns, and promptly addressing employee compliance concerns.

If a law conflicts with a policy of this Code of Ethics, you must comply with the law; however, if a local custom or policy conflicts with this Code of Ethics, you must comply with this Code of Ethics. If you have any questions regarding whether a law conflicts with this Code, you should consult with our State Attorney General.

3. Conflicts of Interest

You must avoid any personal activity, investment or association that could interfere or even appear to interfere with your good judgment concerning MSFCA's best interests. You may not exploit your position or relationship with MSFCA for personal gain. You should avoid even the appearance of such a conflict. A conflict of interest occurs when your private interests interfere - - or even appear to interfere - - with the interests of MSFCA. You must conduct the Association's business in an honest and ethical manner, including the handling or avoidance of actual or apparent conflicts of interest between personal and professional relationships. You must never act in a manner that could cause you to lose your independence and objectivity or that could adversely affect the confidence of our customers and suppliers or your fellow members in the integrity of the Association.

Conflicts of interest include, but are not limited to the examples set forth below. Although we cannot list every conceivable conflict, you must disclose any material transaction or relationship that reasonably could be expected to give rise to a conflict of interest to the MSFCA's Board of Directors for proper consideration. If you are not sure whether a transaction or relationship may present a conflict of interest, you should consult with MSFCA's General Counsel.

- ***Improper Personal Benefits*** – Conflicts of interest arise when you or a member of your family receives improper personal benefits as a result of your position with the Association. You may not accept any benefits from the Association that have not been duly authorized and approved by the Finance Committee of the Board of Directors or generally available to all employees. Similarly, you may not accept improper personal benefits from any entity that does or seeks to do business with us.
- ***Financial Interests in Other Businesses*** – Neither you nor your immediate family members may have an ownership interest in any other enterprise if that interest compromises or appears to compromise your loyalty to the Association. For example, you may not own an interest in a business that competes or in which the Association has an investment. Similarly, you should not own an interest in a significant supplier or other companies that do business with the Association where your interest could create even the appearance of a conflict.
- ***Business Arrangements with the Association*** – Without the prior written approval of the Board of Directors, you may not participate in a joint

venture, partnership, investment or other business arrangement with the Association or any of its affiliates.

- **Corporate Opportunities** – You owe a duty to the Association to advance its legitimate interests when the opportunity to do so arises. You are prohibited from (i) taking for yourself personally opportunities that are discovered through the use of Association property, information or position, (ii) using Association property, information or position for improper personal gain and (iii) competing with the Association.
- **Family Members Working in the Industry** – If your spouse or significant other, your children, parents or in-laws, or someone else with whom you have a family relationship is an employee, officer, director or significant stockholder (i.e., owns greater than a 5% equity interest) of a competitor, supplier or customer of the Association, you must disclose the situation to the Board of Directors of MSFCA. Where this is the case, you must be especially careful in guarding against inadvertently disclosing the Association’s confidential information and being involved in decision on behalf of the Association that involve the other Association.

4. Fair Dealing and Confidentiality

You must strive to deal fairly with the Association’s customers, suppliers, competitors and employees and to conduct our business with integrity, honesty and fairness. You must respect and protect any confidential or proprietary information shared with us by customers, suppliers and others. You may not take unfair advantage of others through dishonest, unethical or illegal practices, including manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or false or misleading statements. The Association seeks to conduct business fairly and honestly through superior performance, not through unethical or illegal business practices.

As an Officer or Board member, you have access to non-public information regarding the Association and other entities. You are not permitted to use or share that information for any purpose other than the conduct of our business. As a Board Member, you must maintain the confidentiality of non-public proprietary information entrusted to you by the Association, our customers and others with whom we transact business except when disclosure is authorized or legally mandated. Furthermore, to use non-public information for personal financial benefit or to “tip” others who might make an investment decision on the basis of this information is unethical and illegal. The misuse of confidential information may create substantial civil or even criminal liability for you and the Association. If you have any questions, please consult the General Counsel of the Association.

REPORTING OF VIOLATIONS OF CODE OF ETHICS

If you have questions about this Code of Ethics or are in doubt about the best course of action in a particular situation, you should seek guidance from the Association's General Counsel. If you know of or suspect a violation of applicable laws or regulations or this Code of Ethics, you must immediately report that information to the Association's General Counsel or a member of the Ethics Committee. Failure to report a suspected violation of this Code of Ethics is itself a violation of this Code of Ethics.

It is the policy of the Association not to allow retaliation for reports made in good faith by any employee of violations of this Code or any other illegal or unethical behavior. You are expected to cooperate in any internal investigations of misconduct.

COMPLIANCE WITH CODE OF ETHICS

All reported violations will be promptly investigated as appropriate and treated confidentially to the extent possible. The Association intends to use every reasonable effort to prevent the occurrence of conduct not in compliance with this Code of Ethics and to halt any such conduct that may occur as soon as reasonably possible after its discovery. Board Members who violate this Code of Ethics and/or other Association policies and procedures will be subject to disciplinary actions, up to and including suspension or discharge.

In addition, disciplinary measures, up to and including suspension or discharge, will be taken against any Board Member who directs or approves infractions or has knowledge of them and does not promptly report and correct them in accordance with Association policies.

CHANGES TO OR WAIVERS OF THE CODE OF ETHICS

If you would like to seek a waiver of the Code of Ethics you must make full disclosure of your particular circumstances to MSFCA Board of Directors. The Board of Directors will waive application of the policies set forth in this Code of Ethics only when circumstances warrant granting a waiver, and then only in conjunction with any appropriate monitoring of the particular situation. Only the Board of Directors may change or waive provisions in this Code of Ethics.

Ethics Committee

An Ethics Committee shall be established concurrent with the term of the President and consist of three past Presidents, chosen in chronological order, starting with the previous past president (not the immediate President), as verified by the Agent/Executive Director in serving the Organization in the capacity of an Ethics Committee Member.

Ethics Committee Authority, Process and Duties

1. The Committee shall act upon all written violations provided to them.
2. The Committee shall request legal counsel if needed from the Executive Committee unless a conflict exists then from the Policy and Communication Committee who will select the Counsel and appropriate up to \$5,000 for costs incurred. Costs above \$5,000 must be approved by the Board.
3. The Committee shall investigate and can compel any member to provide information and or testimony. Failure to do so will result in xxxx of that member.

4. The Committee shall determine if a violation has occurred, subsequent punishment

No Rights Created

This Code of Ethics is not intended to and does not constitute an employment contract or assurance of continued employment and does not create any rights in any Board Member, employee, customer, supplier, competitor, member of the Association or any other person or entity.

Acknowledgement

I have received and read the Code of Ethics for the Minnesota State Fire Chiefs Association and I understand its contents. I agree to comply fully with the standards contained in the Code of Ethics and the Association's related policies and procedures. I understand that I have an obligation to report to the Association's Board of Directors any suspected violations of the Code of Ethics of which I am aware. I acknowledge that the Code of Ethics is a statement of policies for business conduct and does not, in any way, constitute an employment contract or an assurance of continued employment.

Term and Signature

By signing This Code of Ethics you agree to abide by all requirements for the term of your appointment.

Printed Name

Signature

Date



Minnesota State Fire Chief's Association – Policy # 105

Title: Whistle Blower Policy

Date of Adoption: June 12, 2009

Date of Revision: July 28, 2021

The Minnesota State Fire Chiefs Association (MSFCA) requires Directors, Officers and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of MSFCA must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable representatives and others to raise serious concerns internally so that MSFCA can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, Officers, representatives and volunteers to report concerns about violations of MSFCA's code of ethics or suspected violations of law or regulations that govern MSFCA's operations.

No Retaliation

It is contrary to the values of MSFCA for anyone to retaliate against any Board member, Officer, representative or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MSFCA. A representative who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

Reporting Procedure

MSFCA has an open door policy and suggests that representatives share their questions, concerns, suggestions or complaints with the President. If you are not comfortable speaking with the President or you are not satisfied with the President's response, representatives are encouraged to speak with the Executive Director, a Past President, or the Parliamentarian. Board members are required to report complaints or concerns about suspected ethical and legal violations in writing to one of these MSFCA Compliance Officers, who has the responsibility to investigate all reported complaints. Representatives with concerns or complaints may also submit their concerns in writing directly to a MSFCA Compliance Officer.

Compliance Officer

MSFCA's Compliance Officers are the Executive Director, Parliamentarian, and Past President. The Compliance Officers responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officers will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

MSFCA's Compliance Officers shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved. This information is for educational and informational purposes only and should not be considered legal or other professional advice for specific matters.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

MSFCA's Compliance Officers will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



Minnesota State Fire Chiefs Association – Policy # 106

Title: Document Retention and Destruction Policy

Date of Adoption: June 12, 2009

Date of Revision: May 26, 2021

Scope

Minnesota law requires the Minnesota State Fire Chiefs Association (MSFCA) to maintain certain types of corporate records, usually for a specified period of time. Failure to retain records for minimum periods could subject the MSFCA to penalties and fines, or other adverse consequences.

Corporate records

Annual reports to the secretary of state or attorney general	Permanent
Articles of incorporation	Permanent
Board meeting minutes	Permanent
Committee and other work group minutes	7 years
Board policies and resolutions	Permanent
Bylaws	Permanent
Fixed asset records	Permanent
IRS application for tax-exempt status (Form 1023)	Permanent
IRS determination letter	Permanent
State sales tax exemption letter	Permanent
Contracts	7 years after termination
General contracts and correspondence	7 years
Copyright and Trademark registrations	Permanent
Insurance policies	Permanent

Accounting and corporate tax records

Annual audits and year-end financial statements	Permanent
Depreciation schedules	Permanent
IRS Form 990 tax returns	Permanent
General ledgers	7 years
Business expense records	7 years
IRS Form 1099	7 years
Journal entries	7 years
Banking documentation	7 years

Employment and Human Resource records

Payroll and State unemployment tax records	Permanent
Employment and termination agreements	Permanent
W-2 statements and other Employment records	7 years

Donor and grant records

Donor records and acknowledgment letters	7 years
Grant applications and contracts	7 years after expiration



Minnesota State Fire Chief's Association – Policy # 108

Title: MSFCA Board of Directors Regional Representative Roles and Responsibilities

Date of Adoption: June 2010

Date of Revision: October 2016

Scope: The purpose of this policy is to outline the roles and responsibilities of the Regional Representatives serving on the MSFCA Board of Directors

The MSFCA Board of Directors Regional Representative should actively promote the interests, positions and mission of the Association and shall have the following roles & responsibilities:

1. The regional Representative shall poll regional members for items of interest for the association and bring those forward to the Board of Directors.
2. The regional Representative shall assure that an accurate recording of the minutes from each County Chiefs Association and/or Region meeting is promptly transmitted to the MSFCA Executive Director.
3. The Regional Representative shall create and maintain an annual calendar of meetings and events for the Region, and transmit to the MSFCA Executive Director.
4. The Regional Representative shall collect and disseminate to the Executive Director the name and contact information for all County Chiefs Associations and Regional Associations.
5. The Regional Representative shall attend each Board of Directors meeting and report on the issues, concerns, business and needs of the Region.

6. The regional Representative shall serve as the regional representative to any standing committee of the MSFCA in the absence of a designated regional appointment to the committee.
 - a. President asks Directors to serve on committees.
 - b. Other assignments to committees done at March retreat.
7. The Regional Representative shall communicate to the region members the activities of the MSFCA Board of Directors, including decisions made at each called meeting of the Board.
8. If a Regional Representative is unable to attend a Board of Directors meeting, the Alternate Representative or other representative of the Region shall be in attendance to report for the Region.
9. If the Regional Representative, Alternate Representative or the other regional Representative are all unable to attend a Board of Directors meeting due to conflicts of prior commitments, the Representative may submit a written report of the Region activities to the Executive Director ten (10) days prior to the meeting.
10. The regional representative shall abide by all Association rules and policies.
11. The regional Representative shall be an active advocate of the Associations mission.
12. The regional Representative will help coordinate the Minnesota FAST deployments within his/her region. The Regional Representative shall promote FAST use and recruit fire officers, from his/her region, as members of the FAST.
13. The Regional Representative is the Regional Fire Coordinator for the MSFCA's "Fire Service Intrastate Mutual Aid Plan", unless their region elects someone else within their region to serve in this role.



Minnesota State Fire Chief's Association – Policy # 109

Title: MSFCA Response to FF LODD and Serious Injury Policy

Date of Adoption: October 21, 2015

Date of Revision:

Scope: The purpose of this policy is to outline the roles and responsibilities of the Regional Representatives serving on the MSFCA Board of Directors specific to events involving Line of Duty Deaths or serious injuries of firefighters. Additionally, this policy sets forth what actions the Association will engage in when such an event occurs.

Regional Director Role to Line of Duty Death or Serious Injury:

As soon as practical, the Last Team/Foundation and/or State Fire Marshal should notify MSFCA Board members either directly or via the MSFCA Agents/Executive Director. The role of the Director is to assist the Last Team/Foundation as requested.

Association Response to Line of Duty Death:

When a firefighter dies in the Line of Duty in the State of Minnesota the MSFCA will endeavor to send one or more representatives to the Funeral. Additionally, the association will send flowers and purchase a brick on behalf of the fallen for placement in the Honor Walk located at the National Memorial on the ground of the National Fire Academy located in Emmitsburg, Maryland.

Association Response to firefighter serious injury:

When a firefighter is seriously injured in the line of duty in Minnesota, the MSFCA will gather information and decide on a case-by-case basis what assistance, if any, the Association can provide.



Minnesota State Fire Chief's Association – Policy # 200

Title: Rebuttable Presumption for Compensation Policy

Date of Adoption: June 12, 2009 Date of Revision:

Scope:

In general. Payments under a compensation arrangement are presumed to be reasonable, and a transfer of property, or the right to use property, is presumed to be at fair market value, if the following conditions are satisfied—

(1) The compensation arrangement or the terms of the property transfer are approved in advance by the Minnesota State Fire Chiefs Association (MSFCA) composed entirely of individuals who do not have a conflict of interest (within the meaning of paragraph (c)(1)(iii) of this section) with respect to the compensation arrangement or property transfer, as described in paragraph (c)(1) of this section;

(2) The MSFCA Executive Committee obtained and relied upon appropriate data as to comparability prior to making its determination, as described in paragraph (c)(2) of this section; and

(3) The MSFCA Executive Committee adequately documented the basis for its determination concurrently with making that determination, as described in paragraph (c)(3) of this section.

(b) *Rebutting the presumption.* If the three requirements of paragraph (a) of this section are satisfied, then the Internal Revenue Service may rebut the presumption that arises under paragraph (a) of this section only if it develops sufficient contrary evidence to rebut the probative value of the comparability data relied upon by the MSFCA Executive Committee. With respect to any fixed payment (within the meaning of §53.4958–4(a)(3)(ii)), rebuttal evidence is limited to evidence relating to facts and circumstances existing on the date the parties enter into the contract pursuant to which the payment is made (except in the event of substantial nonperformance). With respect to all other payments (including non-fixed payments subject to a cap, as described in paragraph (d)(2) of this section), rebuttal evidence may include facts and circumstances up to and including the date of payment. See §53.4958–4(b)(2)(i).

(c) *Requirements for invoking rebuttable presumption*—(1) *Approval by an MSFCA Executive Committee*—(i) *In general.* An MSFCA Executive Committee means—

(A) The governing body is the MSFCA board of directors

(B) A committee of the governing body, which is the MSFCA Executive Committee, to the extent that the committee is permitted by State law to act on behalf of the governing body; or

(C) To the extent permitted under State law, other parties authorized by the governing body of the organization to act on its behalf by following procedures specified by the governing body in approving compensation arrangements or property transfers.

(ii) *Individuals not included on MSFCA Executive Committee.* For purposes of determining whether the requirements of paragraph (a) of this section have been met with respect to a specific compensation arrangement or property transfer, an individual is not included on the MSFCA Executive Committee when it is reviewing a transaction if that individual meets with other members only to answer questions, and otherwise recues himself or herself from the meeting and is not present during debate and voting on the compensation arrangement or property transfer.

(iii) *Absence of conflict of interest.* A member of the MSFCA Executive Committee does not have a conflict of interest with respect to a compensation arrangement or property transfer only if the member—

(A) Is not a disqualified person participating in or economically benefitting from the compensation arrangement or property transfer, and is not a member of the family of any such disqualified person, as described in section 4958(f)(4) or §53.4958-3(b)(1);

(B) Is not in an employment relationship subject to the direction or control of any disqualified person participating in or economically benefitting from the compensation arrangement or property transfer;

(C) Does not receive compensation or other payments subject to approval by any disqualified person participating in or economically benefitting from the compensation arrangement or property transfer;

(D) Has no material financial interest affected by the compensation arrangement or property transfer; and

(E) Does not approve a transaction providing economic benefits to any disqualified person participating in the compensation arrangement or property

transfer, who in turn has approved or will approve a transaction providing economic benefits to the member.

(2) *Appropriate data as to comparability*—(i) *In general.* An MSFCA Executive Committee has appropriate data as to comparability if, given the knowledge and expertise of its members, it has information sufficient to determine whether, under the standards set forth in §53.4958–4(b), the compensation arrangement in its entirety is reasonable or the property transfer is at fair market value. In the case of compensation, relevant information includes, but is not limited to, compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions; the availability of similar services in the geographic area of the applicable tax-exempt organization; current compensation surveys compiled by independent firms; and actual written offers from similar institutions competing for the services of the disqualified person. In the case of property, relevant information includes, but is not limited to, current independent appraisals of the value of all property to be transferred; and offers received as part of an open and competitive bidding process.

(ii) *Special rule for compensation paid by small organizations.* For organizations with annual gross receipts (including contributions) of less than \$1 million reviewing compensation arrangements, the MSFCA Executive Committee will be considered to have appropriate data as to comparability if it has data on compensation paid by three comparable organizations in the same or similar communities for similar services. No inference is intended with respect to whether circumstances falling outside this safe harbor will meet the requirement with respect to the collection of appropriate data.

(iii) *Application of special rule for small organizations.* For purposes of determining whether the special rule for small organizations described in paragraph (c)(2)(ii) of this section applies, an organization may calculate its annual gross receipts based on an average of its gross receipts during the three prior taxable years. If any applicable tax-exempt organization is controlled by or controls another entity (as defined in §53.4958–4(a)(2)(ii)(B)), the annual gross receipts of such organizations must be aggregated to determine applicability of the special rule stated in paragraph (c)(2)(ii) of this section.

(3) *Documentation*—(i) For a decision to be documented adequately, the written or electronic records of the MSFCA Executive Committee must note—

(A) The terms of the transaction that was approved and the date it was approved;

(B) The members of the MSFCA Executive Committee who were present during debate on the transaction that was approved and those who voted on it;

(C) The comparability data obtained and relied upon by the MSFCA Executive Committee and how the data was obtained; and

(D) Any actions taken with respect to consideration of the transaction by anyone who is otherwise a member of the MSFCA Executive Committee but who had a conflict of interest with respect to the transaction.

(ii) If the MSFCA Executive Committee determines that reasonable compensation for a specific arrangement or fair market value in a specific property transfer is higher or lower than the range of comparability data obtained, the MSFCA Executive Committee must record the basis for its determination. For a decision to be documented concurrently, records must be prepared before the later of the next meeting of the MSFCA Executive Committee or 60 days after the final action or actions of the MSFCA Executive Committee are taken. Records must be reviewed and approved by the MSFCA Executive Committee as reasonable, accurate and complete within a reasonable time period thereafter.

(d) No presumption with respect to non-fixed payments until amounts are determined—(1) In general. Except as provided in paragraph (d)(2) of this section, in the case of a payment that is not a fixed payment (within the meaning of §53.4958-4(a)(3)(ii)), the rebuttable presumption of this section arises only after the exact amount of the payment is determined, or a fixed formula for calculating the payment is specified, and the three requirements for the presumption under paragraph (a) of this section subsequently are satisfied. See §53.4958-4(b)(2)(i).

(2) Special rule for certain non-fixed payments subject to a cap. If the MSFCA Executive Committee approves an employment contract with a disqualified person that includes a non-fixed payment (such as a discretionary bonus) subject to a specified cap, the MSFCA Executive Committee may establish a rebuttable presumption with respect to the non-fixed payment at the time the employment contract is entered into if—

(i) Prior to approving the contract, the MSFCA Executive Committee obtains appropriate comparability data indicating that a fixed payment of up to a certain amount to the particular disqualified person would represent reasonable compensation;

(ii) The maximum amount payable under the contract (taking into account both fixed and non-fixed payments) does not exceed the amount referred to in paragraph (d)(2)(i) of this section; and

(iii) The other requirements for the rebuttable presumption of reasonableness under paragraph (a) of this section are satisfied.

(e) No inference from absence of presumption. The fact that a transaction between an applicable tax-exempt organization and a disqualified person is not subject to the presumption described in this section neither creates any inference that the transaction is an excess benefit transaction, nor exempts or relieves any

person from compliance with any Federal or state law imposing any obligation, duty, responsibility, or other standard of conduct with respect to the operation or administration of any applicable tax-exempt organization.

(f) *Period of reliance on rebuttable presumption.* Except as provided in paragraph (d) of this section with respect to non-fixed payments, the rebuttable presumption applies to all payments made or transactions completed in accordance with a contract, provided that the provisions of paragraph (a) of this section were met at the time the parties entered into the contract.



Minnesota State Fire Chief's Association – Policy # 201

Title: Fundraising

Date of Adoption: January 2010
2016

Date of Revision: October

Scope: This policy addresses general responsibilities in fund-raising as well as specific responsibilities of fund-raisers and donors, and as related to the use of and accountability of funds.

Introduction

Representing the majority of Minnesota's Fire Chiefs, the Minnesota State Fire Chiefs Association (MSFCA) is proud of the high regard in which it is held by both the recipients of its services and its supporters. This policy is intended to provide fund-raisers for the MSFCA with principles and guidelines for raising money from all sources.

Responsibilities

This policy is applicable throughout the MSFCA, to all individuals who raise funds from private, corporate, public or other sources. Those who are employed as professional fund-raisers are required to sign and abide by a MSFCA Code of Ethics.

Statement

The MSFCA and each individual association member shall ensure that:

- a. Fund-raisers shall always act with fairness, honesty integrity and openness.
- b. Fund-raisers comply, in all of their activities with the MSFCA's core principles, practices, and applicable laws and regulations.
- c. Fund-raisers hold themselves accountable to those from whom funds are received.

- d. Fund-raisers shall not exploit their position for personal gain. They shall accept compensation, if any, by salary or set fee only as determined by the MSFCA Board of Directors
- e. Above all else, donors have the right to obtain complete and timely information on how their funds are used.
- f. All funds raised will be used for the purpose for which they were raised, and within a reasonable timeframe.
- g. Fund-raising costs shall at all times be held to a percentage of revenue which is generally acceptable within the fund-raising profession and by the public. There shall be a proper balance between costs, revenue and quality.
- h. A recognized accounting method shall be used to track and control donations. Accurate and timely reports shall be available to the public, including the amounts raised, how it was spent, and the net proportion used for the purpose or cause.



Minnesota State Fire Chief's Association – Policy # 202

Title: Gift Acceptance Policy

Date of Adoption: January 2010 Date of Revision:

Scope: The purpose of this policy is to formalize procedures so that gifts to the MSFCA are accepted in accordance with Minnesota State Fire Chiefs Association policies and procedures.

The Minnesota State Fire Chiefs Association may receive gifts from any source with the approval of the Executive and Finance committees. It is the policy of the Minnesota State Fire Chiefs Association that employees or members of committees shall not solicit or receive gifts for the Association unless specifically approved in advance by the Executive and Finance committees. Requests for approval to accept a gift must be made in writing and in accordance with the procedures stated below. The Minnesota State Fire Chiefs Association shall not accept any gift until the following requirements have been fulfilled:

1. Each offer of a gift shall be studied by the Executive and Finance committees to determine:
 - a. If the gift will benefit the MSCFA
 - b. If the gift conforms to MSFCA objectives
 - c. That the gift does not create additional financial obligations or that the financial obligations are outweighed by the benefits to the MSFCA
 - d. That acceptance of the gift does not create either a conflict of interest or an appearance of a conflict of interest
2. Each offer of a gift shall be accompanied by a completed Gift Acceptance Form with a description of the gift, terms and conditions of acceptance, its purpose, and the name, address and signature of the donor.

3. The Executive and Financial committee shall conduct and document a complete cost analysis of the gift, including:
 - a. Projected one-time costs, such as installation and training
 - b. Annual operating costs such as maintenance and utilities
 - c. Projected usage
 - d. Potential liabilities such as workers compensation
 - e. Useful life of the gift
 - f. Estimated replacement costs
 - g. Source of funding
 - h. Benefits to the MSFCA



Minnesota State Fire Chief's Association – Policy # 203

Title: Investment Policy

Date of Adoption: October 14, 2009 Date of Revision:

SCOPE: The purposes of the following investment guidelines, which are to be reviewed annually by the board of directors of the organization are to establish the investment objectives, policies, guidelines and eligible securities relating to any investments owned or controlled by the organization and any of its subsidiary organizations.

- Identify the criteria against which the investment performance of the organization's investments will be measured.
- Communicate the objectives to the Board, staff, investment managers, brokers, donors and funding sources that may have involvement.
- Serve as a review document to guide the ongoing oversight of the management of the organizations' investments.

GUIDELINES FOR INVESTING:

The investment goal of the total fund is preserve the capital as much as possible and to achieve a total return (income and appreciation) that exceeds inflation, over a full market cycle (3-5 years). The following guidelines apply to the three main investment asset classes:

Money Market Funds: Allowable range: Minimum 0%; Maximum 45% of total assets

A quality money market fund will be utilized for the liquidity needs of the portfolio whose objective is to seek as high a current income as is consistent with liquidity and stability of principal. The fund will invest in "money market" instruments with remaining maturities of one year or less, that have been rated by at least one nationally recognized rating agency in the highest category for short-term debt securities. If non-rated, the securities must be of comparable quality.

Equities: Allowable Range- Minimum 0%; Maximum 30% of total assets

The equity component of the portfolio will consist of high-quality, large capitalization, domestic (U.S.) equity securities traded on either the New York, NASDAQ or American Stock exchanges. The securities must be screened for their above average financial characteristics such as price-to-earnings, return-on-equity, debt-to-capital ratios, etc.

No more than 5% of the equity portion of the account will be invested in any one issuer. As well, not more than 20% of the equity portion of the account will be invested in stocks contained within the same industry.

It is acceptable to invest in an equity mutual fund(s) adhering to the investment characteristics identified above, as long as it is a no-load fund, without 12(b)(1) charges, which maintains an expense ratio consistent with those other funds of similar investment styles as measured by the Lipper and/or Morningstar rating services. Prohibited equity investments include: initial public offerings, restricted securities, private placements, derivatives, options, futures and margined transactions.

EXCEPTIONS TO THE PROHIBITED INVESTMENT POLICY MAY BE MADE ONLY WHEN ASSETS ARE INVESTED IN A MUTUAL FUND(S), THAT PERIODICALLY UTILIZES PROHIBITED STRATEGIES TO MITIGATE RISK AND ENHANCE RETURN.

Fixed Income: Allowable Range- Minimum 0%; Maximum 75% of total assets

Bond investments will consist solely of taxable, fixed income securities that have an investment-grade rating (Baa or higher) that possess a liquid secondary market.

No more than 5% of the fixed income portfolio will be invested in corporate bonds of the same issuer. As well, not more than 20% of the fixed income portfolio will be invested in bonds of issuers in the same industry.

The maximum *average maturity* of the fixed income portfolio will be 10 years, with not more than 25% of the bond portfolio maturing in more than 10 years. Prohibited securities include: private placements, derivatives (other than floating-rate coupon bonds), margined transactions and foreign denominated bonds.

EXCEPTIONS TO THE PROHIBITED INVESTMENT POLICY MAY BE MADE ONLY WHEN ASSETS ARE INVESTED IN A MUTUAL FUND(S), THAT PERIODICALLY UTILIZES PROHIBITED STRATEGIES TO MITIGATE RISK AND ENHANCE RETURN.

III. PERFORMANCE MEASUREMENTS STANDARDS:

The benchmarks to be used in evaluating the performance of the two main asset classes will be:

Equities: *S&P 500 Index*- Goal: meet or exceed the average annual return of the index over a full market cycle (3-5 years)

Fixed Income: *Lehman Brothers Government/Corporate Index*- Goal: meet or exceed the average annual return of the index over a full market cycle (3-5 years).

It will be the responsibility of the Board of Directors Finance Committee to regularly review the performance of the investment account and investment policy guidelines, and report to the Board of Directors at least yearly with updates and recommendations as needed.



Minnesota State Fire Chief's Association – Policy # 204

Title: Travel and Expense Reimbursement Policy

Date of Adoption: June 12, 2009
2016

Date of Revision: October

Scope:

The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) recognizes that board members, officers, and employees ("Personnel") of MSFCA may be required to travel or incur other expenses from time to time to conduct Association business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of the MFSCA to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, the MSFCA expects Personnel to:

- (a) Exercise discretion and good business judgment with respect to those expenses.
- (b) Be cost conscious and spend the MSFCA 's monies carefully and judiciously.
- (c) Report expenses, supported by required documentation, as they were actually spent.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:

- (a) The individual's name

- (b) If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Association-related activity during the trip.
- (c) The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct MSFCA's business).
- (d) An itemized list of all expenses for which reimbursement is requested.

Per Diem

The Association will reimburse meals in incidental expenses on a Per Diem based on the Government Administrative Services (GSA) schedule published at the time the expense incurred for individuals traveling on behalf of the MSFCA that have met all other conditions and requirements of this policy.

Receipts

Receipts are required for all expenditures billed directly to the MSFCA, such as airfare and hotel charges. No expense in excess of \$10.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

Exception: Those expenses covered by the Per Diem provision.

General Travel & Expense Requirements

A. Advance Approval

All trips involving air travel or at least one overnight stay must be approved in advance by the individual's supervisor; **however**, any out-of-state travel being paid for, in whole or in part by the MFSCA, must be approved by the MFSCA's President or his/her designee.

President Travel shall be pre-approved by the Executive Committee.

B. Necessity of Travel

In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which the MSFCA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to the MFSCA outweigh the costs, less expensive alternatives, such as participation by telephone, email or

video conferencing, or the availability of local programs or training opportunities shall be considered.

C. Personal and Spousal Travel Expenses

Individuals traveling on behalf of the MFSCA may incorporate personal travel or business with their Association-related trips; **however**, Personnel shall not arrange Association travel at a time that is less advantageous to the MFSCA or involving greater expense to the MFSCA in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by the MFSCA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by the MFSCA.

D. Air Travel

(1) General

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. The MFSCA will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

(2) Saturday Stays

Personnel traveling on behalf of the MFSCA are not required to stay over Saturday nights in order to reduce the price of an airline ticket. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.

(3) Frequent Flyer Miles and Compensation for Denied Boarding

Personnel traveling on behalf of the MFSCA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

E. Lodging

Personnel traveling on behalf of the MFSCA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

F. Out-Of-Town Meals

Personnel traveling on behalf of MFSCA are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of \$38 per day and the terms and conditions established by MFSCA relating to the per diem meal allowance.

G. Ground Transportation:

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Official Vehicle Travel

Many jurisdictions allow use of official vehicles for related association activities. Where applicable this is the preferred method of transportation where the MFSCA is expected to reimburse for ground transportation costs. In the case where the local jurisdiction requires reimbursement for use of the official vehicle then that reimbursement cost must be factored in when weighing the various transportation options.

Courtesy Cars

Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.

Airport Shuttle or Bus

Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

Taxis

When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.

Rental Cars

Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor and that the cost is less than alternative methods of transportation.

H. Personal Cars

Personnel are compensated for use of their personal cars when used for **pre-approved** Association business. When individuals use their personal car for such travel, including travel to and from approved meetings, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare. Approval for reimbursement will come from the Association President or his/her designee.

I. Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on Association business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

J. Entertainment and Business Meetings.

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the president of the MFSCA and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- (1) Date and place of entertainment.
- (2) Nature of expense.
- (3) Names, titles and corporate affiliation of those entertained.
- (4) Complete description of the business purpose for the activity including the specific business matter discussed.
- (5) Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

K. Non-Reimbursable Expenditures.

The MFSCA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable* include, but are not limited to:

- (1) Travel insurance.
- (2) First class tickets or upgrades.
- (3) When lodging accommodations have been arranged by the MFSCA and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the MFSCA. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- (4) Limousine travel.
- (5) Movies, liquor or bar costs.
- (6) Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- (7) Participation in or attendance at golf, tennis or sporting events, without the advance approval of the chairman of the board or his designee.
- (8) Purchase of golf clubs or any other sporting equipment.
- (9) Spa or exercise charges.
- (10) Clothing purchases.
- (11) Business conferences and entertainment which are not approved by the president of the MFSCA.
- (12) Valet service.
- (13) Car washes.
- (14) Toiletry articles.
- (15) Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- (16) Overnight retreats without the prior approval of the President or his/her designee.



Minnesota State Fire Chief's Association – Policy # 205

Title: Procedures for Review and Approval of Partnerships, Sponsorships, and Endorsements

Date of Adoption: January 26, 2013 Date of Revision:

Scope: The purpose of this policy is to define the process that will be used to review and ultimately approve or disapprove of potential partnerships, sponsorships, and endorsements by and for the MSFCA.

Definitions:

Partnerships: For purposes of this policy, a partnership shall be defined as a relationship between the MSFCA and another entity that provides a mutual benefit for both the partner entity and the MSFCA membership. An example would be the existing partnership with Fire Rescue GPO.

Sponsorships: For purposes of this policy, a sponsorship shall be defined as a relationship with a business, organization, or individual that provides a direct payment for or towards an MSFCA expense in exchange for recognition as a sponsor of a particular item. An example would be an agreement to contribute to the expense of the MSFCA Annual Awards Banquet and being recognized for this contribution at the banquet.

Endorsements: For purposes of this policy, an endorsement would be defined as a recommendation by the MSFCA for a specific product or service. The endorsement may or may not involve any monetary or other consideration. An example would be a past endorsement made by the MSFCA for Minnesota Fire Pension Consultants.

Procedure:

When potential partnerships, sponsorships, or endorsements are brought forward they shall be referred to the Executive Committee for an initial review. This review should include the following criteria:

1. Reputation, mission, history, and the principal officers of any organization, business or individual requesting to affiliate with the MSFCA.
2. Nature of relationship being proposed.
3. Benefit for the MSFCA in the proposed relationship.
4. Determine the category of the proposal (Partnership, Sponsorship, or Endorsement)
5. An evaluation of the financial stability of the proposed entity to meet any financial commitments that might be made.

The Executive Committee shall act as the first level of screening for all potential relationships with the MSFCA and determine if the proposed relationship merits further consideration.

If a proposed relationship is deemed to be worthy of further consideration, the Executive Committee may take any or all of the following actions:

1. Refer to an MSFCA Committee(s) for review and input.
2. Request changes or additions to the initial proposal.
3. Recommend the proposal to the Board of Directors.

All proposals that have completed the review process by the Executive Committee shall be forwarded to the Board of Directors with a recommendation for approval or denial. The Board of Directors shall review and discuss the proposals and either approve or deny.

Additional:

It is the intent of the MSFCA to be open to mutually beneficial relationships with other organizations and individuals. The goal should be to further the mission of the MSFCA.

In all cases, the Executive Committee and the Board of Directors shall always consider the integrity, reputation, and professionalism of the MSFCA when evaluating any relationships.



Minnesota State Fire Chief's Association – Policy # 206

Title: Fiscal Controls

Date of Adoption: March 20, 2015

Date of Revision:

SCOPE:

The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) has a fundamental fiduciary responsibility to ensure membership fiscal assets are protected and properly expended. The purpose of this Policy is to provide those specific guidelines, procedures and requirements to accomplish this. The Association conducts an annual audit resulting in the creation of a Financial Statement being provided to the Board every year. Every 3rd year, the Association conducts a full audit. This policy is specific to day-to-day operational fiscal control issues.

CHECK SIGNATURE REQUIREMENT:

For checks in excess of \$10,000 at least two signatures shall be required. The Executive Director and one of the following, current President, Vice President, or Finance Chair.

Exceptions to this policy include monthly association management fee to management company, magazine editor fee, lobbyist fee and magazine printing cost.

PURCHASE AUTHORIZATION:

All business that is conducted on behalf of the MSFCA has to go through the Executive Director. This includes all training contracts, purchases, donations received / given, emergency expenses, etc. and includes budgeted and non-budgeted items.

The following thresholds shall apply when making purchases for the Association.

\$0 to \$4,999 – Executive Director

\$5,000 to \$9,999 – Executive Committee must approve

Over \$10,000 – Full Board must approve

CREDIT CARD, BANK, AND INVESTMENT STATEMENTS:

Only Executive Director/Agent of MSFCA will have Association Credit Card. Statements are to be reviewed monthly by President, Vice President and Finance Chair. Investment statements shall be reviewed quarterly by same.

LIST OF BILLS PAID:

The Finance Committee shall be responsible for reviewing the list of bills paid on a monthly basis. A complete copy of bills paid shall always be made available in a print form at every board meeting.

AUTHORIZED CREDIT CARD PURCHASES BY ASSOCIATION:

The Association shall purchase or reimburse all budgetary, executive and board approved purchases in compliance with Association Policy #204 – Reimbursement.

EXPENSE REIMBURSEMENT:

The association shall reimburse all pre-approved expenses to individuals conditional upon the following requirements being met.

1. Association expense form completed.
2. All Receipt (s) attached.
3. Form and receipt must be submitted no later than 30 days after the conclusion of the event.

REPORTS:

The Association shall endeavor to ensure adequate reporting and oversight which includes the following;

1. Yearly – Consolidated financial reports shall be made available to any member who requests.
2. Monthly – The President, Vice President and Chair of the Finance Committee shall review the Balance Sheet, Income statement, Investment Statement, All Credit Card Statements, and Bank Statement.
3. Quarterly – The Finance Committee shall review the Balance Sheet and Income Statement.
4. Requests for additional reports shall be made to the Finance Chair who shall consult with leadership and committee members regarding need and content prior to responding to requests
5. Reasonable costs (retrieval, copying, mailing) shall be calculated, communicated, and collected prior to dissemination of information.



Minnesota State Fire Chief's Association – Policy # 207

Title: Legal and Advocacy Fund

Date of Adoption: October 21, 2015

Date of Revision:

Scope: The purpose of this policy is to outline the parameters of the Legal and Advocacy Fund specific to the generation of revenue and expenditures from the fund.

Background:

The MSFCA has had a long and very successful record in advocating for our members in political, agency, and judicial environments. Over the years the Association has engaged advocates and legal counsel to increase funding for training, fire pensions, State Fire Marshal's Office as well as state Response Teams, and firefighter recruitment and retention issues.

Agency related issues include non-profit status with the IRS for Fire Relief Associations and the adoption of the Residential Building Code which contains automatic sprinkler requirements for single family residences.

Judicial related issues include District Court decisions on definition of volunteer service for pension coverage.

Revenue Sources:

Minnesota State Statute 424A.05 Subd.3 (5) provides that the Special Fund of a volunteer fire relief association may pay "dues or assessments" to the Minnesota Fire Chiefs Association. There is no restriction on General Fund monies being used, thus, either fund is permitted to pay a "dues or assessment".

Other revenue sources include partner donations.

Expenditures:

Revenue received for this fund must be authorized for use by a majority of the Board and only may be used for the following:

1. Legal fees related to specific research on volunteer firefighter issues such as workers compensation benefits for volunteer firefighters or IRS 990 compliance.

2. Governmental relations efforts for fire service issues such as volunteer pensions, recruitment and retention, health care coverage, etc.
3. Marketing campaign specific to volunteer recruitment and retention issues.
4. A portion of the current governmental relations contract.



Minnesota State Fire Chief’s Association – Policy # 400

Title: Association Representation

Date of Adoption: March 20, 2015

Date of Revision: April 13, 2022

Scope: As a membership run Association, MSFCA elects and appoints members to serve as representatives to ensure that the mission and vision of MSFCA is carried out through these internal and external roles. The roles exist on a variety of standing committees, advisory councils, workgroups, task forces and more.

Representative Qualifications: In accordance with the Bylaws, all Committee Members shall be any class of MSFCA member or non-member (appointed by President), though eligible non-members must become members before they can be appointed committee members. Committee Chairs must be a voting MSFCA member.

Standing Committee Appointments: The quantity of individuals serving on MSFCA is defined by each Committee Chair (subject to approval by the Executive Committee). Committee Chairs are encouraged to recommend individuals for appointment to the President for consideration. Members may also express their interest to serve in writing.

Composition exceptions as defined by MSFCA Bylaws:

Executive Committee – comprised specifically of the President, Vice-President and Directors selected from among the Board of Directors (selected by President, subject to Board of Director approval) plus the Executive Director serving as an ex-officio member. *Reference Section 4.13.*

Nominations and Elections Committee – comprised of the Immediate Past President and two more active members of the Association (appointed by President) Reference Section 7.2. In absence of an Immediate Past President able to serve, another Board of Directors member may be appointed by the President in their place.

External Representation: Individuals interested in serving as an external representative shall notify MSFCA in writing. In accordance with the Bylaws, the

President shall appoint official representatives as deemed advisable. (Subject to Executive Committee approval.) See Reference Section 5.7.C. Successful applicants shall be notified in writing from the Executive Director and provided with a document detailing the expectations.

Diversity of Representation: The Association is committed to utilizing the knowledge and talents of its members and appointed non-members and recognizes the diverse nature of that membership. When making appointments, every effort and means possible shall be used to ensure every members desire to serve, to achieve as much diversity as possible, and to eliminate or minimize any obstacles to participation as reasonably possible.

Representation Accommodations: It is recognized that MSFCA is a state-wide Association, and geographic challenges may rise as a potential barrier to representation. The use of electronic means to meet will be frequently used to increase the ability for all members to participate. When representation in person is prudent, MSFCA is committed to reimburse members for mileage, and if appropriate, overnight lodging for members who must travel more than 150 miles (round trip) to represent the association.



Minnesota State Fire Chief’s Association – Policy # 410

Title: Association Representation Summaries and Expectations

Date of Adoption: March 20, 2015

Date of Revision: April 13, 2022

Scope: Brief descriptions of the internal and external roles of representation for MSFCA are provided as a way to ensure those serving in the role have a clear understanding of the guidelines and expectations of their duties.

Meetings: The frequency and length of Committee and other workgroup meetings are set by the Chair or governing body for that group at intervals, locations, methods, dates and times that work for the majority of its members in order to effectively carry out its objective.

Participation: It is expected that representatives make all reasonable effort to participate in every meeting, or notify the Chair of their necessary absence. It is further expected that individuals serving in any role of representation have understanding and/or experience specifically related to that Committee or workgroup, and that they openly and effectively contribute in a manner aligned with the MSFCA mission.

Reporting: Committee Chairs and all external representatives are responsible for reporting to their designated reporting representative, unless otherwise noted. Reports shall be submitted promptly, or within five days following meetings and/or notable actions of the Committee and/or workgroup they represent.

Reference: MSFCA_Policy_RepresentationGridData.xlsx

Current Standing Committees: *Updated as of January 12, 2022*

- Bylaws
- Code
- Communication and Policy
- Conference
- Education
- Emergency Management
- EMS
- Executive
- Finance

Legislative
Marketing and Membership
Nominations and Elections
Public Education

Current External Appointments: *Updated as of January 12, 2022*

Governor's Council on Fire Prevention and Control
Homeland Security Advisory Committee
International Association of Fire Chiefs, Great Lakes Division
Minnesota Ambulance Association
Minnesota Board of Fire Training and Education (MBFTE)
Minnesota Department of Public Safety, Emergency Communication Networks, 911
Telecommunicator Working Group
Metropolitan Emergency Services Board (MESB) – Technical Operations Committee
Minnesota Department of Public Safety, State Fire Marshal Division, Service Planning Grant Program
Minnesota Emergency Medical Services Regulatory Board (EMSRB)
Minnesota Fire Association Coalition (MnFAC)
Minnesota Fire Service Advisory Committee (FSAC)
Minnesota Fire Service Certification Board (MSFCB)
Minnesota Fire Service Foundation
Minnesota Propane Education & Research Council
Minnesota Towards Zero Deaths Stakeholder Group
National Volunteer Fire Council
Office of the State Auditor Volunteer Fire Relief Working Group
Public Employees Retirement Association (PERA) Volunteer State Pension Plan
Public Safety Commissioner's Fire Service Advisory Committee
State Fire Marshal, Certification Transition Committee
Statewide Emergency Communications Board (renamed from ARMER)
Minnesota Department of Labor and Industry, Construction Codes Advisory Council

Description and detail about each Committee and Appointed Position is retained in a separate document at the MSFCA Office.



Minnesota State Fire Chief's Association – Policy # 415

Title: Apparel Policy for Committee and Board Members

Date of Adoption: **Date of Revision:**

Scope: The purpose of this policy is to establish the type of apparel for committee and board members, quantity provided, and frequency of replacement.

Policy:

Recognition of member contributions, professional appearance and promotion of the association are critical components to a successful Professional Association. The Minnesota State Fire Chiefs recognizes the significant and substantive contributions made by members serving on our board and committees and where appropriate, want to ensure that professional apparel is provided for their efforts.

Along with Board members, the following committees shall be provided with a button down type dress shirt embroidered with the association logo and appropriate lettering depending on board or committee membership.

1. Board of Directors
2. Education Committee
3. Public Education Committee
4. Other Committees or Appointees as approved by the Board

Quantity and Replacement:

The Association will provide professional apparel to the listed committees as approved through budget requests and subsequent appropriations.

Apparel will be issued upon appointment and then every other year.

Process:

The Association shall budget for apparel based on this policy. Committee Chairs are responsible for providing notification, quantity and size to the Executive Director when apparel is needed. The Executive Director will ensure Board members are provided with apparel per this policy.



Minnesota State Fire Chief's Association – Policy # 500

Title: Executive Board Reciprocity Agreement at MSFCA and MSFDA Conferences

Date of Adoption: October 2011 **Date of Revision:**

Scope: The purpose of this policy is to outline the agreement between the MSFCA and MSFDA concerning the conference registration fees that will be charged to each entity.

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The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) recognizes that executive board members, officers, and employees (“Personnel”) of MSFCA may be required to attend the MSFDA conference from time to time to conduct Association business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that a uniform and consistent registration fee discount is applied for each organizations annual conference.

Affected Board Members:

This policy relates to the Executive Board (maximum 5) members of the MSFCA and MSFDA, and the Executive Director and Support Specialist of these organizations.

Registration Fee:

The registration fee shall be 50% of the cost of the total conference registration fee for the affected Board members.

Association Membership:

This Policy is intended to address the situations when the Executive Board Member is not member of the Association that is hosting the conference. Occasionally an Executive Board Member may not meet the requirements to be a member of the respective association. The respective associations will waive the membership requirements if that representative is on the Executive Board of the other Association.



Minnesota State Fire Chief's Association – Policy # 501

Title: MSFCA Annual Memorial Service

Date of Adoption: January 26, 2013 Date of Revision:

Scope: The purpose of this policy is to provide a general framework for the Annual Memorial Service, the criteria for recognition at the event and the procedure for submitting personnel to be recognized.

Annual Memorial Service:

The purpose of the Annual Memorial Service is to remember and honor members of the Association who died during the past year. Families of the deceased members should be invited to the service as honored guests.

The following is intended to be a general format for the service. Other components may be added as approved by the Memorial Service Committee.

- A. Procession of family members in attendance accompanied by an authorized honor guard contingent
- B. Presentation of Colors by an authorized honor guard contingent
- C. Presentation of symbols of the fire service tradition, e.g. Chiefs Memorial Service Helmet
- D. Invocation
- E. A speaker representing the fire service
- F. Bell ceremony
- G. Reading of the Fire Chiefs Prayer
- H. Benediction and Dismissal
- I. Recession of family members
- J. Recession of Colors

Criteria for Recognition:

1. The person being recognized must be, or have been, an active or associate member of MSFCA and/or a Chief Level Officer of a recognized Minnesota Fire Department.
2. Names must be submitted by a current member of the MSFCA following the procedure outlined in this policy.
3. The deadline for submitting a name for consideration of recognition shall be September 7th of each year. The Memorial Service will recognize qualifying members who have departed between September 1 of the previous year and August 31 of the current year. Submissions not received by the deadline will be honored the following year.
4. The MSFCA will recognize all Minnesota Line of Duty Deaths (LODD) in the previous year regardless of rank and/or membership in the MSFCA.

Submission Procedure:

MSFCA members who wish to submit member information for consideration of recognition at the Annual Memorial Service shall complete the attached Request for Recognition form and submit it to the MSFCA Executive Director no later than September 7 of each year.

The MSFCA is not aware of the passing of all former members. The responsibility for submitting information for recognition is with the individual fire departments.



MSFCA ANNUAL MEMORIAL SERVICE REQUEST FOR RECOGNITION

Please complete the following form to have the person you are submitting be considered for recognition at the MSFCA Annual Memorial Service. Submission deadline is September 7th each year.

Person to be Recognized: _____

Department (s) Served: _____

Years of Service: From (Year): _____ To (Year): _____

Date of Birth: _____ Date of Death: _____

Was this person a member of the MSFCA? YES NO

Highest rank attained: _____

Was this a Line of Duty Death? YES NO

Name of Person Submitting this Request for Recognition:

Submitter's Contact Information:

Phone: _____

Email: _____

In addition to the above form, the person submitting an individual for recognition must provide the following:

1. Electronic Image of the Deceased. File format must be .JPG, .TIF, .EPS. PDF files not acceptable.
2. Contact information for surviving family member(s): Name, relationship to deceased, mailing address, phone number. An email address should be provided if available.

Survivor Contact Information:

Name: _____

Relationship: _____

Mailing Address: _____

Phone: _____ Home / Work / Cell

Email (If available): _____

Name: _____

Relationship: _____

Mailing Address: _____

Phone: _____ Home / Work / Cell

Email (If available): _____

Name: _____

Relationship: _____

Mailing Address: _____

Phone: _____ Home / Work / Cell

Email (If available): _____



Minnesota State Fire Chief's Association – Policy #502

Title: Fall Meeting and Conference Room Reservation Policy

Date of Adoption: March 20, 2015 Date of Revision:

Scope: The purpose of this policy is to provide guidance and information for members in ensuring their rooming needs are met at the fall conference.

PROCEDURE:

In order to achieve the greatest balance between member's needs and hotel availability the Minnesota State Fire Chiefs Association will work with Conference/Visitor Bureau's in the Conference Host City to secure blocks of rooms below market rate for members who will be attending.

Individuals or Organizations wishing to take advantage of securing blocks of rooms of ten or more rooms shall do the following:

6. Notify the Executive Director by March 1 of the conference year.
7. Provide the number of rooms.
8. No later than 30 days prior to the first night (Wednesday night) of the conference, provide the following;
 1. List of names for each of the rooms.
 2. If no list is provided or incomplete list then written confirmation of the rooms needed and attestation that individual or organization will be responsible for payment of all rooms requested.

Absent the list of names or attestation of responsibility the remaining rooms in the block will be released for booking/reservations to other individuals or groups.



Minnesota State Fire Chief's Association – Policy #503

Title: Awards Banquet

Date of Adoption: March 20, 2015 Date of Revision:

SCOPE:

The Board of Directors of the Minnesota Fire Chiefs Association (MSFCA) has a desire to ensure each individual member and guests a hassle free dinner experience. The purpose of this Policy is to provide those specific guidelines, procedures and requirements to accomplish this.

AWARD BANQUET TICKETS:

Each conference delegate will receive an Awards Banquet program ticket upon check-in at the conference. If attending with a guest, the delegate will receive two tickets. Additional tickets will be available for sale at the Marketing Booth during the conference.

Delegates desiring to reserve seating at the banquet may do so at the Marketing Booth during the conference.

Non-fire service guest speakers and all award winners and their guests will have reserved seating at the banquet, and will have their names will be placed on an Banquet Guest List.

Memorial service attendees will be offered meal tickets in advance for a price determined by the board. If Memorial service attendees purchase meal tickets, they will have reserved seating at the banquet, and their names placed on the Banquet Guest List.

Banquet attendees must either have a ticket or be on the Banquet Guest List for admittance to the banquet hall. Door attendants will be posted to ensure authorized attendance.

TABLE SELECTION:

Reserved seating arrangement for the banquet may be made at the Marketing Committee Booth. These “reservations” will be made on a first come, first served basis. The Marketing Committee will maintain a display of reserved seating assignments starting at 4:00 PM Thursday.

The Conference Chair will arrange for the doors of banquet hall to be open 30 minutes prior to dinner for ease of table selection for all delegates who have not previously reserved their seats.

CONFERENCE COMMITTEE RESPONSIBILITIES:

The Conference Committee is responsible for:

1. The execution of this policy
2. Arranging for 1 to 3 individuals to handle ticket collection and Guest List verification beginning 30 minutes prior to dinner and continuing until dinner is served.
3. Ensuring a map of the banquet room is provided at the entrance to the banquet hall with table reference numbers.
4. Ensuring the Banquet Guest List is maintained, coordinated with the Educational Committee and Memorial Service Committee, and provided to the door attendants at least 30 minutes prior to the start of the banquet.

EXECUTIVE DIRECTOR RESPONSIBILITIES:

The Executive Director is responsible for:

1. Ensuring an accurate meal count is provided to the caterer by 12:00 noon Thursday based on tickets issued and purchased up to that time.



Minnesota State Fire Chief's Association – Policy # 504

Title: Event Cancellation Policy

Date of Adoption: May 2016

Date of Revision:

Scope: The purpose of this policy is to detail the guidelines and parameters for vendor and attendee cancellation at any MSFCA event where a fee is imposed

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General:

The MSFCA Fall Conference and Fire Officer School enjoy high levels of participation in both experience space limitations for vendors as well as attendees. This policy balances the need to ensure all classroom and vendor spaces requested, are accommodated while simultaneously recognizing external impacts on vendor and attendees planning.

Cancellation Policy for Vendors:

A cancellation penalty of 50% shall be imposed if cancellation occurs between 30 and 60 days from the first vending day of the event. If cancellation occurs under 30 calendar days of the first vending date, a 100% penalty shall be imposed.

Cancellation Policy for Attendees:

A cancellation penalty of 50% shall be imposed if cancellation occurs between 30 and 60 days from the first vending day of the event. If cancellation occurs under 30 calendar days of the first vending date, a 100% penalty shall be imposed.

Substitutions – Are permitted.

Exception – Extenuating circumstances such as a death in the family will be handled on a case-by-case basis.



Minnesota State Fire Chief's Association – Policy # 600

Title: Payments for Advertising - Minnesota Fire Chief Magazine

Date of Adoption: October 2010

Date of Revision:

Scope: The purpose of this policy is to provide guidance for staff as to when advertising should be paid for and what will constitute a late account.

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General:

Advertisements sold for the Minnesota Fire Chief magazine shall be paid for no later than 60 days after such ads have been published. In no case will any advertiser be allowed to run more than two consecutive advertisements without payment for these services being made.

Any advertiser is free to prepay their order up to one full year.

The Executive Director and the Magazine Editor shall coordinate and keep an accurate accounts receivable ledger.

Past Due Accounts:

Past Due Accounts are defined as follows:

- (1) More than 60 days has expired since an advertisement was run and no payment has been made.
- (2) Two consecutive advertisements have been run and no payments have been received.

It shall be the job of the MFSCA Executive Director and the Magazine Editor to monitor all accounts and keep accurate records of receivables. Once the criteria has been met for an account to be classified as "Past Due" (definition above), collections shall be turned over to the Executive Director. The magazine Editor shall inform the appropriate sales staff of the status of their account.

Under no circumstances will any subsequent advertising be allowed to be published until the past due account is brought current.



Minnesota State Fire Chief's Association – Policy # 601

Title: MSFCA Web Site Policies and Procedures

Date of Adoption: 1/25/2012 Date of Revision: 10-17-2012

Scope:

The purpose of this policy is to establish guidelines and responsibilities for administration and publishing on the MSFCA Website.

Site Management:

1. The Communications and Policy Committee will designate a single Webmaster who will be charged with the responsibility of maintaining the site in accordance with commonly accepted Web practices and the policies of the Association.
2. The Communications and Policy Committee will designate a single individual who will be responsible for the posting of paid advertisements on the site.
3. Other individuals may be designated by the Committee to assist the Webmaster in order to ensure the timely posting of materials in the Webmaster's absence.

Duties of the Webmaster:

1. Posting information on a timely basis in a consistent and professional format.
2. Maintaining the design integrity of the site.
3. Preparing quarterly reports on site activities.

4. Submit an annual report to the Communications and Policy Committee and the MSFCA Board of Directors.
5. Purging information as required by the retention schedule.
6. Recommending changes and improvements to the site.
7. Ensuring assistants are informed when the Webmaster is unavailable for an extended period.
8. Administrative access passwords will be changed annually, unless necessary due to a change of the Webmaster or alternates with access to the site files.
9. Webmaster will provide all passwords to the Executive Director and Vice President to ensure continuity of the website if the webmaster is unexpectedly unavailable.

Content:

1. Home Page - The Home Page is intended to call attention to new information of importance /interest to Association membership by providing basic information about the subject with a hyperlink to sub-pages containing details.
2. Links - Except for paid advertisements, the posting of links on the site will be limited to:
 - a. Federal government agencies
 - b. State Government agencies
 - c. Local government public safety agencies
 - d. Private non-profit public safety service organizations
 - e. Member department Web sites
3. Paid Advertisement - The Association has established the following policies with regard to the posting of paid advertisements on the site:
 - a. Ads running for less than one year shall be pre-billed for their entire run. Billing for other ads shall be done annually. The billing date shall begin on the first day of the month following the ad appearing on the MSFCA web site. Renewals must be confirmed

prior to the finish of the current run or a fee for set up may be re-assessed.

- b. All ads will be listed alphabetically on the appropriate vendors, events, or classified ads pages.
 - c. All ads must be fire service related and/or of some value to the MSFCA membership.
4. As approved by the Board of Directors on March 23, 2012, Position Postings for fire service related positions will be provided to members of the MSFCA at no charge.



Minnesota State Fire Chief's Association – Policy # 602

Title: Social Media

Date of Adoption: March 20, 2105 Date of Revision:

Scope:

The use of social media and electronic transmissions has become challenging for public safety agencies and their personnel throughout the country. The proper use of social media can be beneficial to the department, personnel, and the public. However, improper use can potentially undermine the confidence of the public in the integrity of the department and its personnel. There is no presumption of privacy when information is posted on social media websites and/or transmitted electronically.

This policy applies to the use of social media sites and the use of social media in general by members, committee chairs, and leadership of the Association.

Definitions:

Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies and functionalities. Post: Content a person shares on a social media site or the act of publishing content on a site.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights

Post: Content a person shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social media site^{1.8}.

Discussion/Message Boards: An online discussion site where people can hold conversations in the form of posted messages. These forums can be posted to anonymously or with a login ID. A single conversation is called a 'thread'.

Web 2.0: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

Employees, Personnel and / or Members: These terms as used in this policy include all career, volunteer, contingent and non-uniformed personnel of the

Accessibility:

Administrative capabilities shall be the responsibility of Executive Director/Association Management Firm or their designee. If determined appropriate, specific elected officers/board members of the Association or committee chairs shall be granted access.

Content:

All content shall mirror that of the content published through other avenues by the Association. This may include the website, magazine, E-newsletter, and other bulk mailings sent to both members and public. Any new (unique) content shall be approved by the management company before made public. Content may be sent/suggest/created by any member of the association or public entity. Existing content published through other media forms shall not need to go through secondary approval to be posted. Media such as photo and video shall be reviewed before becoming public on any social media format. Content shall not be intended for formal communications nor shall content be deemed private only to members/partners of the Association.

Committee Pages:

Sub-groups of the Minnesota State Fire Chiefs Association shall have the privilege of creating their own sites at their own discretion. This may include committees, regions, or other special groups under the umbrella of the Association. All content shall be managed by that group, though the Association shall have the right to delete and manage inappropriate or unapproved content. The Association supports the creation of these sub-pages to promote and carry out the mission of each committee, region, or team.

Disclaimer:

A disclaimer shall be posted on the MSFCA media sites and amended as necessary. "It is the policy of the MSFCA that any content, comments, posts, or other communication via these social media sites that does not support the Association's mission, vision, and beliefs shall be removed at the discretion of the administration. We encourage sharing and the support of any and all content posted by the MSFCA. If you wish to communicate formally with the MSFCA, please contact our offices at 763-218-5678 or in writing to 2704 County Hwy 10 Mounds View, MN 55112."



Minnesota State Fire Chief's Association – Policy # 801

Title: Lifetime Membership Criteria Policy

Date of Adoption: October 16, 2009 Date of Revision:

Scope: The Lifetime Membership Criteria Policy shall define the minimum requirements, procedures for applying, awarding criteria, and benefits of a Lifetime Membership in the Minnesota State Fire Chief's Association.

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Minimum Requirements: In order to apply for a Lifetime Membership in the Minnesota State Fire Chief's Association, applicants must meet the following criteria:

1. Applicants must have been a member in good standing of the MSFCA for a period of not less than ten (10) years and be nominated for lifetime membership by a current member or member in good standing of the MSFCA.
2. In addition to years of membership requirement, all applicants must meet one of the following criteria:
 - a. A minimum of four (4) years as a committee chair.
 - b. A minimum of six (6) years as a committee member.
 - c. Past President of the MSFCA.
 - d. MSFCA Board member for four (4) years
 - e. A minimum of six (6) years or reaching term limit as an MSFCA representative to any Council, Board, Association or Committee of which the MSFCA can appoint a representative.

3. Exceptions:

Any person not meeting the above criteria for Lifetime Membership may be nominated by any member of the MSFCA and shall be accepted upon a two thirds vote of all members of the Board of Directors present at any meeting.

Application Procedure: Members of the MSFCA who desire to nominate a person meeting the criteria for a Lifetime Membership in the Association shall complete the application form that is a part of this policy. Applications shall be submitted to the Executive Director of the MSFCA for review. The Executive Director shall accept applications and cause them to be reviewed for accuracy and completeness. In addition, the Executive Director shall verify that each applicant meets the minimum requirements for application as described in this policy.

Awarding Process and Criteria: The Executive Director shall forward to the MSFCA Board of Directors all applications that have been reviewed and verified as meeting the minimum criteria as established. The MSFCA Board of Directors shall review each application. The MSFCA Board of Directors shall consider the following criteria when reviewing applications for Lifetime Membership:

1. Has the applicant contributed to the success of the MSFCA?
2. Has the applicant demonstrated a commitment to the Minnesota State Fire Service as a whole?
3. Has the applicant represented the MSFCA in a professional and forthright manner?
4. Would granting a Lifetime Membership to the applicant bring disrepute on the MSFCA?
5. Any other such criteria the Board of Directors deems would be appropriate and in keeping with the value and vision of the MSFCA.

Once applications are reviewed they shall be voted on by the MSFCA Board of Directors. It shall require a majority vote in the affirmative for and applicant to be awarded a Lifetime Membership in the MSFCA.

Benefits: All lifetime members shall be entitled to the following benefits and privileges:

1. Free lifetime subscription to the Associations magazine.

2. Reduced annual conference registration rate. Lifetime Members will pay only the Education and Memorial Fee portions of conference registration.

3. Certificate of Lifetime Membership and Lifetime Membership card. The Executive Director shall notify all applicants of the status of their applications once the Board of Directors has made its decision. The Executive Director shall work with the appropriate Regional Director to present the Lifetime Member award.

Current Lifetime Members: Any person who has been previously awarded a lifetime membership in the MSFCA at the time of this policy becoming effective shall remain a lifetime member of the MSFCA.

Revocation of Lifetime Membership: If any person who has been awarded a lifetime membership in this association should for any reason threaten to bring disrepute and dishonor to the MSFCA the Board of Directors may consider revoking the lifetime membership. This action should not be taken lightly and be used only in extremely egregious circumstances.

Revocation of lifetime membership can only be acted on by the MSFCA Board of Directors if a majority of Board Members petition the then President of the MSFCA for the issue to be considered.

Revocation of a lifetime membership will require a vote in the affirmative of 75% of the entire Board of Directors. The Executive Director shall notify the member of the result of the vote in writing.

Nominator Information

Please provide the following information about the nominator:

Name: _____

Address: _____

Telephone:

Home: _____ Work: _____ Cell: _____

E-mail: _____

MFCSA Membership Dates: _____

Signature

Date

Nominators may be contacted by the MSFCA Executive Secretary for follow-up or clarification of information provided.



Minnesota State Fire Chief's Association Policy: #802

Title: Awards and Recognition

Date of Adoption: October 2010

Date of Revision: July 27, 2019

1. Purpose:

This policy has been established to recognize individuals and agencies who exceed or support the mission of the Minnesota Fire Chiefs Association (MSFCA). It is the intent of this policy to establish guidelines to assure the selection process is fair and unbiased based on the information submitted to the association.

2. Definitions:

A Member is defined by an individual who meets the requirements for membership as outlined within the MSFCA By-Laws and is in good standing with the Association.

3. Nominations:

- a. Anyone can nominate a member in good standing of our association. No one is excluded.
- b. All awards and recognition nominations must be submitted to the Awards Committee no later than JULY 31st of each year.**
- c. Award nominations shall be sent to the Executive Director of the MSFCA.
- d. Nominations are to be submitted on an official form provided by the MSFCA and can be accompanied with supportive information such as a recommendation, pictures, news articles, and the like.
Exception: The President of the Association may elect to recognize individuals or agencies with a Presidential Award of Excellence at his own will.
- e. Nominations not submitted on time will be evaluated in the following year.
- f. If no nomination for an award is submitted, no award will be given.
- g. Awards may be presented at the Annual Conference Awards Banquet (preferred) or at the discretion of the MSFCA President.

4. Awards Selection Committee:

- a. The Executive Committee will appoint five members to the Awards Selection Committee. The members shall include:
 - i. The Chair of the Public Education Committee
 - ii. One Member of the MSFCA Board of Directors
 - iii. Three members of the MSFCA appointed by the Executive Committee.
- b. The Awards Selection Committee is responsible for vetting candidates then reviews and selects the nominations for all categories unless otherwise stated within this policy. They will then present to the Executive committee for final approval of nominees.
- c. The Marketing Committee is responsible for selection, design and purchase of awards within the constraints of the budget.

5. Award Types:

1. Fire Officer of the Year

- a. Two Awards may be given.
 - i. One to a member who's department has a coverage area of less than 10,000 residents.
 - ii. One to a member who's department has a coverage area with a population greater than 10,000 residents.

The recipients of this award will receive the following:

- b. A \$1,200.00 grant for an approved fire department purchase or stipend to attend a continuing professional education/development event such as Fire Rescue International, FDIC, Executive Edge, National Fire Academy, or other similar conferences of opportunities.
- c. The event and expenses shall be approved by the Executive Committee prior to registering.
- d. The recipient will have one year to submit their receipts.

2. MSFCA Public Education Awards

- a. There are three awards available in this category.
 - i. Firefighter / Fire Department Recognition
 - ii. Community Partner Recognition
 - iii. Civilian Award
- b. The firefighter/ fire department recipient will receive up to a \$1,200.00 grant for an approved fire department fire prevention project. The project must be approved by the Awards Selection Committee.
- c. The recipient will have one year to submit their receipts.

- d. Once award recipients in this category are selected, the Public Education Committee Chair is responsible for completing the following steps:
 1. Contact the person(s) making the nomination on the status of the nomination. It is up to them to make sure the nominee is at the awards banquet.
 2. Send a letter to recipients Chief, if the Chief did not nominate the person.
 3. Get award recipient names to Marketing Committee Chair or other MSFCA member ordering the awards.
 4. Contact MSFCA Executive Director or other MSFCA conference committee members coordinating banquet efforts to inform him of number of recipients who will be attending the banquet.
 5. If recipient is unable to attend the banquet, the Chief or a proxy may receive the award.
 6. The Public Education awards are to be presented by the Public Education Chair or designee.
 7. If recipient is outside the fire service, send a letter inviting them to the banquet for recognition.
 8. Award recipients do not pay for the banquet dinner.

Magazine Awards

The *Minnesota Fire Chief Magazine* is a very important part of our organization. The articles submitted are mostly Minnesota based and contribute to the success of all of our fire departments. We appreciate the support of our firefighters, reporters, and advertisers that contribute to the success of the magazine. The Minnesota Fire Chief's Magazine has two award categories:

- Tony Richardson Photo Award

The Tony Richardson Photo Award is for the photo of the year that was used on the cover of the MN Fire Chief magazine. It goes to the photographer who captured an event that is indicative of our progressive fire service.

(Tony Richardson was the Editor of the MN Fire Chief magazine for a period of time in the 1970's and the 1980's. Tony provided valuable leadership, advice and editorial opinions to MSFCA members. Tony was the Director of the Fire Center at the University of MN before it became a part of MNSCU.)

- Frank Oberg Story Award

The Frank Oberg Story Award is for the story of the year in a Minnesota news publication and goes to a local who did a unique and/or favorable story concerning the Minnesota Fire Service.

(Frank Oberg was the Editor of the MN Fire Chief magazine for a period of time in the 1970's and the 1980's. Frank provided valuable leadership, advice and editorial opinions to MSFCA members. Frank was a Chief Officer in more than one fire department including St. Paul.)

Both awards may be given out annually, however neither must be given out if there is no outstanding article or photo – as judged by the Committee.

Nominees will be selected by the Executive Director of the MSFCA Fire Chiefs. The entries should be submitted by July 31st of each year to the Awards Selection Committee.

ADDITIONAL AWARDS

Leadership Award(s)

Leadership awards are presented at the discretion of the MSFCA President. This prestigious award is awarded to a person who has gone the extra mile to support the fire service. Recipients do not have to be a member of the fire service. These are individuals or groups that have made major contributions to the success of the fire service and fire service projects. There are many support groups that have contributed to the success of the MSFCA and the promotion of the Fire Service.

The MSFCA President shall submit their request(s) to the committee by July 31st of each year. The Marketing Committee will arrange for the recipient(s) to be at the conference.

Legislative Award

The projects of the Minnesota Fire Service need the support of our legislators. Financial projects, pension programs, fire codes, training programs, regional projects, and many other issues for and about the fire service are Government driven. Without the support of our local legislators and State officials we would not be able to function with the support we enjoy for our projects. Over the years our legislators have taken on the battles of public safety and provided us with the tools we need to most efficiently serve the citizens of Minnesota.

The Legislative Committee shall submit nominations for a legislative award to the Awards Selection Committee by July 31st each year. This award is not required to be given out annually.

The Chair of the Legislative Committee shall be responsible for coordinating the recipient's availability at the annual conference awards banquet.

Friend of the MSFCA Award

On occasion, individuals or groups step forward and provide some level of service to our organization that helps promote our mission, vision, and values. The *Friend of the MSFCA Award* is a formal way to recognize those individuals and groups.

Nominations for this award can be made by any member of the Executive Board and should be submitted on the standard nomination form attached to this policy. Nominations are due by July 31st each year to the Awards Selection Committee.

MSFCA Membership Recognition

All members of the MFSCA are eligible for recognition based on the years of membership and levels of service to the organization. Recipients shall be identified by the Executive Director in conjunction with the Marketing/Member Services Committee Chair(s).

Years of Service pins shall be given for every five (5) years of membership in the MFSCA.

Minnesota Fire Officer of the Year Nomination Information and Process

Up to two awards can be presented each year; one for a Fire Officer serving a small city or township (10,000 population or less), and one additional award open to officers representing large cities.

Individuals who are eligible for nomination and selection as Fire Officer of the Year are limited to active officers of departments. Qualified individuals include; Chief, Assistant Chief, Captain, Lieutenant, Training Officer, Fire Marshal, etc.

Selection criteria will emphasize leadership, pride in their organization and its people, innovation, professional development, integrity, service to the public and community and contributions to the fire service as a whole. We know that many of our officers are worthy of these awards

All a nominee's fire service activities and accomplishments will be considered, but, because this is the Fire Officer of the Year award, special emphasis will be placed on the last five-year period. A nominee's command role at a major emergency incident, while relevant, will not be enough to place that individual into contention for the award.

Nomination Process

Nominations may be only submitted through MSFCA Executive Director. The nominator is responsible for notifying their candidate and ensuring that he/she is willing to participate in our final selection process and make sure they attend the awards banquet.

Nomination Format

1. Official nomination form is located on the MSFCA website. See "Awards".
2. Current resumes detailing the candidate's involvement in the fire service.
3. Up to six other documents supporting the candidate's nomination, such as award citations, newspaper articles, or letters of recommendation from appropriate elected or appointed officials.

No campaigning is permitted. The nomination form and supporting documents comprise the entire documentation for a candidate's nomination. Neither the nominee nor anyone representing him or her is to contact the Awards Selection Committee member(s) once the nomination has been made and before the final selection has been made. Any violations of this will subject the nominee to disqualification.

The Selection Process

The nomination packages will be reviewed by the Awards Selection Committee to select the winners. MSFCA reserves the right to omit an award. Winners will be announced, and presentations made at the annual meeting of the MSFCA, and photos published in the *Minnesota Fire Chief Magazine*.

Nomination Submissions

Minnesota State Fire Chiefs Association
6737 W Washington St, Ste 4210
Milwaukee, WI 53214

414-276-7704 Fax
800-743-0911 Toll-free
agent@msfca.org

Nominations deadline is July 31st of each year



Minnesota State Fire Chief's Association – Policy # 1000

Title: MSFCA Sections

Date of Adoption: October 21, 2015 Date of Revision:

Scope: The Association strongly supports the inclusion of disciplines and diversity of the fire service and believes the creation and establishment of sections further professionalizes the fire service in Minnesota. This policy sets forth the process and requirements to establish a division, guidance on structure and general operating procedures.

Definition of a Section:

A Section is defined as a group of individuals who share a common mission or purpose on improving and strengthening the fire service in the State of Minnesota via a relationship with the Minnesota State Fire Chiefs Association.

Purpose:

The purpose of a section shall be to further the specific mission of that section by partnering with and operating within the parameters of the Minnesota State Fire Chiefs Association.

Section Limitations and Parameter:

Section members and operations are subject to all MSFCA policies and procedure, bylaws, and board decisions. Sections serve under the auspice of the Association and operate within the autonomy granted by the Board of Directors.

Section Make Up:

Sections will be comprised of individuals who must first become members of the MSFCA and then a section. Sections shall be governed by a Board of Directors comprised of no less than 5 members, one of whom shall be a MSFCA President nominated and Board approved director. This individual will serve as the liaison to the MSFCA Board. The board shall elects its own officers consisting of a President/Chair, Vice President/Vice Chair and Secretary.

A section must have a minimum of 25 members enrolled within the first 12 months of its creation in order to obtain official section status.

Section Finances.

Sections shall set their own dues which will be added to the MSFCA membership category dues. Dues revenue shall be credited to the Section account. Sections may engage in MSFCA Board approved activities that are designed to, in part, generate revenue. Fifty percent of net revenues from those activities shall be credited to the Section fiscal account.

Section Governance:

Sections shall be governed by their own adopted and MSFCA approved bylaws.

Section Meetings;

Section Board shall meet at least twice a year and hold at least one membership meeting per year.

Creation of a Section by an Existing Organization:

Any current fire service related organization interested in becoming a Section of the MSFCA shall complete the Section Application Form supplied by the Executive Director or Agent for MSFCA.

Requirements include;

1. Documentary evidence that the organization has legally dissolved.
2. Roster of potential members, signed by each individual.
3. Mission and Objective of Section.
4. Proposed Bylaws.
5. Proposed Board of Directors
6. Proposed Dues

Creation of a Section by Individuals:

A group of individuals of not less than 25 in number shall complete the Section Application Form supplied by the Executive Director or Agent for MSFCA.

Requirements include;

1. Roster of potential members, signed by each individual.
2. Mission and Objective of Section.
3. Proposed Bylaws.
4. Proposed Board of Directors
5. Proposed Dues

Board Action on Approving New Sections:

A majority of the Board at any duly called meeting can approve the creation of a section and shall determine the standing of an application upon complete

submission of the Application Form and all accompanying documentation. The approval of a section does not require a first and second reading.