

San Mateo County Fire Chiefs Association

CONSTITUTION AND BY- LAWS

Article I. Name

The name of this Association shall be known as "The San Mateo County Fire Chiefs Association".

Article II. Objective

- 1) To provide a countywide and regional approach
- 2) To discuss, plan and impart knowledge regarding administrative affairs
- 3) To discuss mutual problems and develop policies which are in the best interest of all the Fire agencies within the County
- 4) To discuss ways and means in which the Fire Service can be elevated in the eyes of the general public
- 5) To increase the Fire Service's efficiency in protecting life and property

Article III. Membership

Section 1 Active Members

All active Fire Chiefs of municipal incorporated cities or any other fire agency within San Mateo County having legal jurisdictional authority are eligible for membership in the San Mateo County Fire Chiefs Association. Deputy Fire Chiefs shall be included as active members within the San Mateo County Fire Chiefs Association, but will not have voting rights.

Section 2 Associate Members

Reviewed and established annually by the Association to include a representative of the following agencies or others as determined; County Office of Emergency Services, Public Safety Communications and the San Mateo Pre-hospital Emergency Services Group (JPA) and Ambulance transport contractor.

Section 3 Affiliate Members

Reviewed and established annually by the Association to include a representative of the following agencies or others as determined; California Highway Patrol, Department of Health Services (DHS) / Emergency Medical Services, DHS/Environmental Health and Pacific Gas and Electric (PG&E).

Section 4 *Life Membership*

Life membership is open to all retired Fire Chief and Deputy Fire Chief past members with no dues or assessment and no voting rights.

Article IV. Officers – Duties and Term

Section 1

Officers of this Association shall consist of President, Vice-President, Secretary, Chief Financial Officer and Past President. Officers of the association shall also act as the Executive Committee and conduct such business as deemed necessary.

Within the Deputy Fire Chiefs group there shall be the positions of Chair, Vice Chair and Recorder. These positions are elected to conduct the business of the Deputy Fire Chiefs group only.

Section 2

The Officers shall hold office until such time new officers are elected. Elections are completed during the annual Fire Chiefs Planning meeting and there are no term limits.

Section 3

The President shall conduct all meetings, appoint committees, and call special meetings when necessary.

The Vice-President shall assist the President and act as President in the absence of the President.

The Secretary shall keep all minutes of meetings, keep records, write communications and monitor time specified for agenda items.

The Chief Financial Officer shall deposit monies, pay all bills, keep records of same, make a monthly financial reports and complete annual tax requirements of the Chiefs Association.

The Past President shall be an advisor to the President and establish nominations for annual elections of officers.

The Chair shall conduct all meetings and call special meetings of the Deputy Fire Chiefs group.

The Vice Chair shall assist the Chair and act as the Chair in the absence of the Chair.

The Recorder shall keep all minutes of meetings, keep records and write communications.

Section 4

All business transactions shall be conducted through the association. Committees and Ad Hoc committees shall be appointed by the President and members shall serve on the various committees unless removed by their own request or by the direction of the President. Committees shall make their reports at the regular meeting where final action may be taken.

The Deputy Fire Chiefs with Liaison responsibilities shall make reports on the activities and business of their assigned advisory committees to the association at each meeting. The Chair or in the absence of the Chair, the Vice Chair may also make a report on any general business of the Deputy Fire Chiefs group at the regular meeting.

Section 5

The following advisory committees shall have a Deputy Fire Chief assigned to function as liaison officer and attend those meetings and report back to the association:

- Fire Operations Group
- Fire Prevention Officers Association/Fire Safe
- Training Officers' Association

Fire Chiefs will also be assigned as the point of contact or advisors for each Deputy Fire Chief assigned as an Advisory Committee Liaison. The Deputy Fire Chiefs assigned to an advisory committee may consult with the Fire Chief assigned as point of contact or as advisor point when direction or further clarification is needed.

Each Advisory Committee must submit a calendar year work plan by October 1 annually for approval by the Fire Chiefs Association.

Section 6

Working committees and standing assignments will exist as follows:

- San Mateo Office of Emergency Services
- San Mateo Emergency Medical Authority
- San Mateo Pre-Hospital Emergency Services Group
- San Mateo Pre-Hospital Emergency Services Group Management Committee

City Managers/Fire Chiefs Committee
Communications/Technology Committee
San Mateo County Emergency Medical Care Committee (EMCC) Appointment
Member Services
Fire Safe/Prevention Committee
Homeland Security Grant Funding Approval Committee
Fire Paramedic Emergency Medical Supervisors
Public Safety Communications
Ambulance Transport Contractor
Mobile Technology Group

Article V. Dues

Section 1

Dues will be established and reviewed annually and shall be payable July of each year. Any increase in dues for advisory groups will first require approval from the Fire Chiefs Association.

Section 2

Special Assessments: Shall be deemed payable upon a vote of the majority of the membership.

Article VI. Meetings

Regular meetings will be determined by the membership annually. Notification of change in regular meeting date should be made to members at least one week prior to the meeting.

The Deputy Fire Chiefs shall meet just before the regularly scheduled meeting of the association.

Article VII. Voting Procedure

Section 1

Only active eligible members (specified in article III, Section 1) will be entitled to vote on any matter, provided the member is not delinquent in payment of dues. No proxy shall represent any member or vote on their behalf.

Section 2

Amendments to these By-Laws may be instituted by any member, read at a regular meeting and adopted at the next regular meeting by a majority vote of the members present.

Section 3

In the event that any Article, part or paragraph of the Constitution and By-Laws are declared unconstitutional, it shall affect only that particular portion and all other portions all shall remain in full force.

Section 4

When not clearly designated in the Constitution and By-Laws, Robert's Rules of Order shall be authoritative in all business transactions.

Article VIII. Election of Officers

Nominations and election of officers and Deputy Fire Chiefs group Chair, Vice Chair and Recorder shall occur during the Fire Chiefs' Annual Planning meeting. New officers will take office at the beginning of the January meeting.

Article IX. Quorum

One half (1/2) of the voting membership shall constitute a quorum

Revised March 2014