

Northwest Arkansas Metro Fire Chiefs Association

By Laws

Approved November 2022

1. Name of the Organization

The name of this organization shall be the Northwest Arkansas Metro Fire Chiefs Association.

2. Purpose of the Organization

The purpose of the Association shall be to serve as the official organization of its members in the pursuit of its objectives, which include:

- 1) To coordinate and assist in the response to all hazards in Benton, Washington, Carroll, Sebastian, Madison and Crawford Counties (AR);
- 2) To develop and manage regional response plans and training for special hazards such as hazardous materials and technical rescue, and;
- 3) To consider certain other issues pertinent to the safety of the citizens of Benton, Washington, Carroll, Sebastian, Madison and Crawford Counties from an emergency response, preparedness, training or related standpoint, which might be effectively impacted by action of the Association.

3. Membership in the Organization

The Association shall be made up of any chief officers of any fire department in Benton, Washington, Carroll, Sebastian, Madison and Crawford Counties and representatives from each county's emergency management agency who desire membership and who complies with the requirements of membership as described herein.

Additionally, any full time, full paid chiefs and officers of 911-based EMS systems are eligible to become members. Full-time career company officers of a member department are also eligible to become members.

Voting rights shall only be provided to the most senior officer of each department. No department shall incur rights to have more than one (1) vote.

Dues: Dues for membership in the Association shall be \$100.00 (one-hundred dollars) per year for chief officers and \$50.00 (fifty dollars) for company officers, due and payable by January 1 of each year.

Conditions of Membership: To be a member of the Association, one must meet the eligibility requirements, keep dues paid on time, attend the meetings of the Association regularly, and conform to adopted regional standards regarding response and resource management. Regular attendance will be defined as attendance at all regularly scheduled and called meetings or notification to a member of the Association of inability to attend a meeting which will constitute an excused absence. Three consecutive unexcused absences or unexcused absences from 50% (one half) of the Association's meetings in any fiscal year (October 1 through September 30) will be deemed just cause for dismissal of a member. In order to dismiss a member of the Association for this purpose, a vote in favor of doing so of at least 51% of the Association members present at the meeting. A member may be represented at a meeting by a designate of their choice in their absence. In such case the member will be considered as if present for purposes of attendance requirements.

4. Officers of the Association

The Officers of the Association shall include the:

President: The president shall be elected annually at the November meeting. They shall be the Association leader and shall preside over all meetings and business of the Association. They are responsible for maintaining all policies and procedures of the organization. All policies and policy changes shall be in effect only after approval of the Association as indicated by the 51% majority vote of the Association members present at the meeting.

Vice President: The Vice President shall be elected annually at the November meeting. They shall preside over the meetings and business of the Association in the absence of the President and shall handle such other duties assigned by the President. They are responsible for maintaining the bylaws for the organization. All bylaw changes shall be in effect only after approval of the Association as indicated by the 51% majority vote of the Association members present at the meeting.

Secretary—Treasurer: The Secretary—Treasurer shall be elected annually at the November meeting. They shall keep the meeting minutes and shall keep track of all funds of the Association.

Allied Trustees – The presidents of both the NWA Training Officers Association, NWA Operations Chiefs Association and NWA Fire Marshals Association shall serve as trustees to the NWAFCFA

5. Meetings of the Organization

The Association shall meet every month. Regular scheduled meetings shall be held on the third Thursday of the month. Other meetings will be held upon the call of the President. The Secretary—Treasurer shall notify all members of any called meeting as soon as possible after being notified by the President.

6. Amending and/or Suspending the By-Laws

These By-Laws may be amended or temporarily suspended at any Association meeting by a two-thirds vote of the Association membership.

7. Northwest Arkansas Fire Training Officer's Association

The NWAFCFA formally supports the continued development of regional training and collaboration. As such, an association of training officers from NWAFCFA member agencies is established to support the education of fire and/or EMS departments in Northwest Arkansas. This association shall administer the Northwest Arkansas Fire Academy and other educational goals. This association shall function as a committee with the NWAFCFA.

- a. Membership: The Association shall consist of the training officers/and or the Fire Chief's designee of fire and/or EMS departments in Benton, Washington, Carroll, Sebastian, Madison and Crawford Counties who desire membership and comply with the requirements of membership described herein. Each department shall have one vote although attendance of more than one from each department is permissible and encouraged. Members of the Association must be eligible as described above and attend the meetings of the Association regularly as described below. Regular attendance will be defined as attendance at all regularly scheduled and called meetings of the Association. A member may designate a representative to attend in their absence. The designate shall be entitled to vote in the member's absence.

- b. Leadership: The officers of the Association shall include the:

President: The president shall be elected biennially at the November meeting in even-numbered years. They shall be the Association leader and shall preside over all meetings and business of the Association;

Vice President: The Vice President shall be elected biennially at the November meeting in even-numbered years. They shall preside over the meetings and business of the Association in the absence of the President and shall handle such other duties assigned by the President;

Secretary: The Secretary shall be elected biennially at the November meeting in even-numbered years. They shall keep the meeting minutes and shall keep track of all activities and records of the Association.

- c. Liaison to NWAFCFA: A member of the Training Officers Association shall attend the regularly scheduled meeting of the NWAFCFA.
- d. NWAFCFA Fire Academy: The academy is only available to NWAFCFA departments. Career Departments are required by state statute to provide their personnel Firefighter I & II within the first year of employment. As such, cadets from career departments shall receive priority when attendance is limited.

8. Northwest Arkansas Fire Marshal's Association

The NWAFCFA formally supports the establishment and continued development of regional collaboration regarding fire prevention, code enforcement and risk reduction. As such, an association of fire marshals from NWAFCFA member agencies is established to support the betterment of fire departments in Northwest Arkansas. This association shall administer various fire prevention and community risk reduction priorities and goals as established by the NWAFCFA. This association shall function as a committee with the NWAFCFA.

- a. Membership: The Association shall consist of the fire marshals /and or the Fire Chief's designee of career fire departments in Benton, Washington, Carroll, Sebastian, Madison and Crawford Counties who desire membership and comply with the requirements of membership described herein. Each department shall have one vote although attendance of more than one from each department is permissible and encouraged. Members of the Association must be eligible as described above and attend the meetings of the Association regularly as described below. Regular attendance will be defined as attendance at all regularly scheduled and called meetings of the Association. A member may designate a representative to attend in their absence. The designate shall be entitled to vote in the member's absence.
- b. Leadership: The officers of the Association shall include the:

President: The president shall be elected biennially at the November meeting in even-numbered years. They shall be the Association leader and shall preside over all meetings and business of the Association;

Vice President: The Vice President shall be elected biennially at the November meeting in even-numbered years. They shall preside over the

meetings and business of the Association in the absence of the President and shall handle such other duties assigned by the President;

Secretary: The Secretary shall be elected biennially at the November meeting in even-numbered years. They shall keep the meeting minutes and shall keep track of all activities and records of the Association.

- c. Liaison to NWAFCFA: A member of the Fire Marshals Association shall attend the regularly scheduled meeting of the NWAFCFA.

9. Formation of the Northwest Arkansas Operations Chiefs Association

The NWAFCFA formally supports the establishment and continued development of regional collaboration regarding consolidated operations, incident command and control, communications and other functions of emergency response. As such, an association of operations chiefs from NWAFCFA member agencies is established to support the betterment of fire departments in Northwest Arkansas. This association shall administer various emergency service delivery and operations priorities and goals as established by the NWAFCFA. This association shall function as a committee with the NWAFCFA. This association shall function as a committee with the NWAFCFA.

- a. **Membership:** The Association shall consist of the operations officers/and or the Fire Chief's designee of career fire and/or EMS departments in Benton, Washington, Carroll, Sebastian, Madison and Crawford Counties who desire membership and comply with the requirements of membership described herein. Each department shall have one vote although attendance of more than one from each department is permissible and encouraged. Members of the Association must be eligible as described above and attend the meetings of the Association regularly as described below. Regular attendance will be defined as attendance at all regularly scheduled and called meetings of the Association. A member may designate a representative to attend in their absence. The designate shall be entitled to vote in the member's absence.
- b. **Leadership:** The officers of the Association shall include the:

President: The president shall be elected biennially at the November meeting in even-numbered years. They shall be the Association leader and shall preside over all meetings and business of the Association;

Vice President: The Vice President shall be elected biennially at November meeting in even-numbered years. They shall preside over the meetings and business of the Association in the absence of the President and shall handle such other duties assigned by the President;

Secretary: The Secretary shall be elected biennially at the November meeting in even-numbered years. They shall keep the meeting minutes and shall keep track of all activities and records of the Association.

- c. Liaison to NWAFCFA: A member of the Operations Chiefs Association shall attend the regularly scheduled meeting of the NWAFCFA.

10. Formation of the Northwest Arkansas EMS Officers Association

The NWAFCFA formally supports the establishment and continued development of regional collaboration regarding consolidated operations, incident command and control, communications and other functions of emergency response, especially emergency medical service delivery. As such, an association of EMS officers from NWAFCFA member agencies is established to support the betterment of fire departments in Northwest Arkansas. This association shall administer various emergency medical service delivery priorities and goals as established by the NWAFCFA. This association shall function as a committee with the NWAFCFA. This association shall function as a committee with the NWAFCFA.

- a. **Membership:** The Association shall consist of the EMS officers/and or the Fire Chief's designee of career fire and/or EMS departments in Benton, Washington, Carroll, Sebastian, Madison and Crawford Counties who desire membership and comply with the requirements of membership described herein. Each department shall have one vote although attendance of more than one from each department is permissible and encouraged. Members of the Association must be eligible as described above and attend the meetings of the Association regularly as described below. Regular attendance will be defined as attendance at all regularly scheduled and called meetings of the Association. A member may designate a representative to attend in their absence. The designate shall be entitled to vote in the member's absence.
- b. **Leadership:** The officers of the Association shall include the:

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Vice President: The Vice President shall be elected biennially at November meeting in even-numbered years. They shall preside over the meetings and business of the Association in the absence of the President and shall handle such other duties assigned by the President;

Secretary: The Secretary shall be elected biennially at the November meeting in even-numbered years. They shall keep the meeting minutes and shall keep track of all activities and records of the Association.

- c. Liaison to NWAFCFA: A member of the EMS Officers Association shall attend the regularly scheduled meeting of the NWAFCFA.