PROCEDURAL MANUAL

Updated 2024

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INFORMATION & COMMUNICATIONS

Membership Email Blast Process

Email Blasts

In 2009, the Washington Fire Chiefs adopted a color code system for email blasts.

The adopted color code is as follows:

Member Alerts – Used for Urgent legislative items, urgent notices, LODD releases, and items of very high importance.

Action Requests – Used for flag lowering notices, request for testimony, items needing member action.

Events – Used for information regarding valuable training opportunities and networking events.

Announcements – Used for lower priority information useful to our members such as legislative updates, useful recommendations.

Member Requests – Used for requests from individuals to receive feedback from the general membership about programs and policies.

To request an email blast, an individual must email the information or material to the WFC office (wfc@washingtonfirechiefs.org) in a format that can be copy and pasted (i.e. pdf, word document, text document, etc.) If the email blast contains information directed towards a certain audience, we ask that they also include in the email the group that the requester would like the email blast sent to.

The WFC maintains groups for each of the types of membership:

Full WFC Membership
Fire Chief Members
EMS Section Members
Fire Administrative Support Section Members
HazMat Section Members
Fire Mechanics Section Members
Fire Training, Safety & Officers Section Members
Public Fire Educator Section Members
Associate Members
Alumni Members

Once an e-mail blast is requested, WFC staff will create a draft and if necessary receive Executive Director approval prior to e-mailing.

The WFC works to maintain our members' confidence. Unless a case of major incident or emergency is the reason for the e-mail blast, WFC will not send our members more than three e-mail blasts in a single day. Those e-mail blasts will be scheduled over the course of the day to avoid members receiving multiple e-mails at once. Where more than three blasts are warranted, the WFC office will prioritize via the color code to send out, Red being the highest priority and Green the lowest.

Section Email Lists

It has been past practice for some WFC sections to maintain their own email lists with cooperation of the WFC Office in order to provide current membership emails. With adoption of this procedure, the WFC is changing this practice, as it can cause some legal complications with anti-spam laws, and does not allow us to accurately judge the amount of emails the WFC Organization is generating.

All sections who currently maintain their own email lists will be required to abide by the following guidelines.

- All outgoing association emails, must include the Washington Fire Chiefs contact info.
- The WFC main email (wfc@washingtonfirechiefs.org) or emails of its staff must be included on all emails to member lists.
- The WFC Section must be clearly identified, as well as the purpose of the email.
- There must be included "opt out" or unsubscribe instructions.
- You must email in a way that does not share member emails (ie, blind carbon copy or list serve)

Member requests and general announcements may be sent by sections to their lists. Any recommended policy or position on an issue must be approved by the Executive Director before being emailed to membership lists.

All WFC Sections should send the WFC Staff any notifications they would like sent out, to send through the official WFC Email system.

Revised: *July, 2013*

INFORMATION & COMMUNICATIONS

Current Advertising Rates

Advertising rates are reviewed and revised on a yearly basis by the WFC Executive Director & Staff as directed in the WFC Policy Manual.

2013 Ad Rates:
Website Advertisements:
Button Size (150x75px)
Members - $50/mth, $270/6mths, $480/year
Non-Members $150/mth, $370/6mths, $580/year

Small Horizontal Banner (300x75px)
Members - $100/mth, $560/6mths, $960/year
Non-Members - $200/mth, $660/6mths, $1060/year

Large Horizontal Banner (600x75px)
Members - $200/mth, $1080/6mths, $1920/year
Non-Members - $300/mth, $1180/6mths, $2020/year

Newsletter Advertising:
Premium Newsletter Ad (400px x 240px)
Members - $250/mth, $1350/6mths, $2400/year
Non-Members - $350/mth, $1450/6mths, $2500/year

Side Bar Button Newsletter Ad (120x60px)
Members: $50/mth, $279/6mths, $480/year
Non-Members $150/mth, $370/6mths, $580/year

Vertical Banner (120x240px)
Members - $100/mvth, $560/6mths, $960/year
Non-Members - $200/mth, $660/6mths, $1060/year

Website Ad Design Fee:

Members receive 1 free design a year.
Button Ad: $50
Square Ad: $75
Vertical Banner or Premium Ad: $125

Revised: *July, 2013*

INFORMATION & COMMUNICATIONS

Advertisements (Job, Classified & Events) Process

The Washington Fire Chiefs maintain a job, classified & events ad section on the WFC website and in the WFC monthly newsletter.

Job Ads

All member organizations (both department and private) are welcomed to participate by submitting job ads at no cost. For non-member departments or organizations, there is a small fee of $50 per job posting which will run for 30 days, or until the close date, whichever is longer.

To submit a job ad, a job title, synopsis of the job, pay information, department location and close date, along with any flyers or links to apply should be forwarded to the WFC main email (wfc@washingtonfirechiefs.org) to be included on the website. Posting should take place within 3 days of the receipt of the ad.

Non member organizations will be billed immediately after the job is posted.

In addition to being posted on the website, all jobs are shared with the WFC social media outlets when posted, and current jobs are added to the WFC newsletter for greater distribution.

Classified Ads

All member organizations (both department and private) are welcomed to participate by submitting classified ads at no cost. For non-member departments or organizations, there is a small fee of $50 classified posting which will run for 30 days, or until the expiration date, whichever is longer.

To submit a classified ad the name of the item being sold, brief summary of it's capabilities, price and an expiration date, along with any flyers, photos or links, may be forwarded to the WFC main email (wfc@washingtonfirechiefs.org) to be included on the website. Posting should take place within 3 days of the receipt of the ad.

Non member organizations will be billed immediately after the job is posted for the $50.

In addition to being posted on the website, all events are shared with the WFC social media outlets when posted.

Event Ads:

The WFC encourages all Washington Departments, County Fire Chiefs Organizations and Fire Service Stakeholder groups to share fire service related events and trainings with the WFC. The WFC maintains a master calendar, which is intended to include any fire service related event in the state.

To submit an event for inclusion on the WFC website, the name of the event, brief summary, location and dates along with any flyers, or registration links, should be

forwarded to the WFC main email (wfc@washingtonfirechiefs.org) to be included on the website. Posting should take place within 3 days of the receipt of the event.

Revised: *July, 2013*

INFORMATION & COMMUNICATIONS

Website, Newsletter and Directory Advertisements Process

The WFC welcomes three kinds of advertising for the Website, Newsletter and Directory. Associate Bugle Members receive advertising as part of their membership. Non-member companies or basic level Associate members may also purchase advertising for an additional fee.

To submit an ad, the advertiser must create a graphic in a basic image file format (.jpg, .gif, .png) and provide the destination of the hyperlink. This information may be emailed to the WFC main email (wfc@washingtonfirechiefs.org) The WFC generally has all rotating ads updated within 3 days of receipt.

Ad graphics may be changed as needed by the advertiser at no additional cost.

If an advertiser does not have access to a graphic, the WFC will provide a graphic design service once for any Associate member at no cost. Additional ads may be created at an additional cost.

Revised: *July, 2013*

INFORMATION & COMMUNICATIONS

Newsletter Article Submission Process

The Washington Fire Chiefs (WFC) provides its members and other interested agencies a monthly digital newsletter. This newsletter is published the second Thursday of every month, and contains articles of interest for the membership, updates from the WFC & its Sections, job ads, and upcoming events.

Any member, member organization, or government agency is encouraged to submit articles. The WFC will make every effort to include all articles submitted. Should there be a great number of articles submitted in one month, WFC will need to prioritize accordingly. These articles would still be included on the WFC website. The WFC also reserves the right to refuse an article should it not be in accordance to the WFC's ethics, principles, positions or mission.

To have an article considered for publication in the WFC Newsletter, it must be received no later than the Monday prior to the publication date, in a format which may be copy and pasted (such as a Word Document or simple text.) Articles may be emailed to the WFC at wfc@washingtonfirechiefs.org.

Revised: *July, 2013*

FINANCE

WFC Budget Process

The Washington Fire Chiefs (WFC) budgets and tracks the accounting for a fiscal year starting on October 1 and ending on September 31.

Each year in July the WFC staff and Executive Director will begin the budget development process for the upcoming fiscal year. Detailed breakdowns of both anticipated revenue and expenditure will be developed, with the requirement of a balanced budget as the outcome for final Board approval. Specific projects or capital expenses, not in the normal ongoing year to year line items will be brought forward during this process. The WFC will budget for ongoing office and business operations including a basic line items for sections and committees to conduct their meetings and business.

A capital and contingent budget (reserves) will be developed and maintained to assure continuity of WFC operations and to plan for both anticipated and unanticipated expenses that occur on an intermittent basis. Revenue directed into the capital and contingent account will be earmarked on a spreadsheet to itemize the breakdown of funds into specific areas or projects. The development of the capital and contingent fund will be an ongoing focus of the WFC staff and Executive Director until sufficient revenue is acquired to assure sustainability of WFC business operations.

The WFC, its sections and committees will develop project budgets as stand-alone documents for each conference, workshop, webinar or class they anticipate holding. Anticipated revenue and expenses will be broken down with the intent of creating a cost neutral event as a good value, low cost offering to their membership. Total anticipated expenses will be determined, and a reasonable percentage added to cover unanticipated cost overruns. Final event reporting will have any profit placed into the capital /contingent reserves earmarked for that section's or committee's future use. These project budgets will be developed as needed throughout the year and closed out following review/audit once the event is completed. If sections or committees intend to use revenue from their itemized areas in the reserves, they may request the transfer of funds during the project budget development process or follow the WFC budget amendment procedure. Each Section Chair will review the budget request and the WFC event worksheet to assure accuracy and compliance with the projected expenditures.

Each year in August the WFC Staff and Executive Director will review all budget documents and proposals to ensure they are reasonable, balanced and meet the intent of the WFC's mission. The draft budget will contain all annual expenses for the WFC, and each section, committee, and ongoing project. The WFC will base all budget numbers on the current fiscal year activity, with consideration to any potential new activities planned for the next fiscal year. This draft budget will be provided to the board prior to the scheduled September board meeting for review and adoption at the meeting.

The WFC board may delegate the review of the WFC Budget to the WFC Financial Committee for its recommendations.

Once adopted the budget will be in place for the next fiscal year, starting October 1, and ending September 31.

Revised: September 2020

FINANCE

WFC Section Budget Amendments

The Washington Fire Chiefs (WFC) budgets and tracks the accounting for a fiscal year starting on October 1 and ending on September 31.

There are times that the WFC, it's sections, committees or workgroups may need to amend the budget due to unanticipated or developing situations. These amendments may occur where there may not be enough money budgeted in a certain line item, or they may occur to provide an additional event or opportunity to the membership over the course of the year..

The WFC encourages its board, section, and committee chair to strategize a plan to justify a greater expense with increased revenue, sponsorships, or cost savings in other areas. The WFC staff can assist when appropriate in finding cost savings, or ideas for increasing revenue. Once a plan has been proposed, the WFC Executive Director will review the adjustment plan, and if approved the change will be made in the overall WFC Budget.

Revised: September 2020

FINANCE

WFC Budget Amendments

The Washington Fire Chiefs (WFC) shall track and maintain its budget with oversight from the Financial Committee. There may be occasions where a budget will need to be amended.

The WFC staff will put together a proposal to offset unanticipated expenditures or an increased expense. This proposal will include a cost savings, sponsorship or increased revenue that will offset the shortfall.

The proposal will be reviewed and approved by the Executive Director and the Financial Committee before the WFC budget is amended.

Revised: *July, 2013*

FINANCE

WFC Section Carry Over Expenditures

The Washington Fire Chiefs (WFC) maintains a record of positive and negative carryovers for each WFC Section each year. There may be times when a WFC Section has accrued a significant positive carryover and would like to pursue an expenditure outside their fiscal year budget.

Should a WFC Section wish to utilize any of these funds, they must submit a proposal to the Executive Director for review and approval at least 30 days prior to the proposed expenditure. The Executive Director will evaluate the overall fiscal health of the association, the financial success of the WFC Section, and the organizations current funds when evaluating the request.

Once the proposal is approved, the WFC Section will work with the WFC Staff to ensure all planned expenditures are attributed to these carry over funds, and paid appropriately through the WFC.

Revised: *July, 2013*

FINANCE

Personal Reimbursement Process

There are two kinds of expenses that members or staff may incur.

General Expenses may be incurred due to travel or small supply purchases and may not exceed $300. These expenses do not need pre-approval, and may be submitted as they are incurred. Please refer to Appendix 2-A for appropriate form. All general expenses must include receipts unless requesting per diem. All general expense reimbursements must be reviewed and approved by the Executive Director, and the appropriate Section Chair (if applicable), and an event and accounting line item must be provided for record keeping purposes. Please allow up to 3 weeks for reimbursement requests to be reviewed, approved and checks to be cut. Approved mileage reimbursement will be calculated at the current IRS mileage rate.

Large Expenditure Request apply to all purchases over $300 or that do not fall under the heading of small general expenses that have to do with travel or small supply purchases. These purchases must be reviewed and approved by the Executive Director before they are incurred. Please allow 30 days for review and approval.

Whenever possible the WFC staff will encourage direct billing of these expenses to the WFC rather than billing to an individual. These expenditures may also frequently fall under the *Item Procurement Process* in those cases the individual seeking to incur the expense will be directed to follow the Item Procurement Process Procedure.

Revised: *July, 2013*

FINANCE

Item Procurement Process (Merchandise, Supplies, Materials, Ect.)

Frequently the Washington Fire Chiefs (WFC) and WFC Sections may need to procure items, supplies, conference giveaways, or other items not appropriate for a personal reimbursed expense.

These items must be procured through the WFC Office to take advantage of volume purchases, and require pre approval by the Executive Director and WFC Section Chair (when appropriate). **Please allow 30 days for review and approval.**

Items that must follow this procedure include but are not limited to:

- Conference Giveaways such as Coins, Shirts, Portfolios and Flash Drives
- Merchandise being purchased with the intent to sell, such as Shirts, Hats, Mugs and other branded items.
- Event Expenses, such as catering or meal expenses, event specific supply orders and other general supplies.

The Executive Director will review and evaluate the value of the purchase, the overall fiscal health of the organization and WFC Section (when applicable) as well as the activity in the budget category the purchase would fall into before approval.

The WFC Staff will also do an expense comparison review to determine if another WFC vendor may be able to offer a better price or value on each Item Procurement Request.

Revised: *July, 2013*

FINANCE

Contract Administration Process

The Washington Fire Chiefs maintains contracts for event facilities, speakers and other applicable items for the organization.

Event Facility Contracts: The WFC will maintain contracts for any facility the WFC or WFC Sections plans to hold an event at. All event contracts will be reviewed and approved by the Executive Director. All contracts *must* be signed by the Executive Director or an approved representative with the Executive Director's approval.

If a facility is being provided without a cost, and there is no specified contract requested, the WFC will provide a Memo of Understanding outlining the date, time, location and the requirements of the venue.

Speaker Contracts: The WFC will maintain contracts for all Speakers who are asked to speak at WFC or WFC Sections events. The WFC office can provide a template contract for the process. All Speaker contracts will be reviewed and approved by the Executive Director. All contracts *must* be signed by the Executive Director or an approved representative with the Executive Director's approval. This process will protect individual members from liability.

If a speaker is being provided without a cost and there is no specified contract requested, the WFC will provide a Memo of Understanding outlining the date, time, location and the requirements of the speaker.

All other kinds of contracts, memorandums of understanding or agreements must be forwarded to the WFC office for review and signature by the Executive Director.

All proposed contracts must be submitted to the Executive Director at least 30 days prior to the scheduled activity.

A contract signed by both parties is required before any sort of compensation or payment will be made (including complimentary conference fees, lodging paid by the WFC and other compensation.)

Revised: *July, 2013*

FINANCE

Financial Consultant / Accounting Oversight Process

The Washington Fire Chiefs (WFC) is required in its Bylaws and Policy Manual to retain a Financial Consultant and Accounting Oversight Process.

The WFC will hire an independent Accountant Consultant to review the WFC accounting on a monthly basis. This independent Account Consultant will provide monthly reports to the WFC Staff, WFC Financial Committee and WFC Sections.

The independent Accountant Consultant will have the ability to directly communicate any concerns or findings to the WFC Financial Committee.

In addition to the Financial Consultant's monthly review. WFC staff will review all budget figures versus actual on at least a quarterly basis. Once reviewed for accuracy and consistency, the WFC Staff will provide the Financial Committee with a quarterly budget report including the budget versus actual, as well as any narration needed to explain budget figures. In the October report, the WFC staff will also include a budget summary year-end report and narration that speaks to the financial health of the organization.

Revised: *July, 2013*

FINANCE

Money Handling at Events

The Washington Fire Chiefs (WFC) and the WFC Sections may receive payments at events for items such as registration or merchandise.

When WFC Staff is available, purchases and payments including cash, check or charge, may be run through an office utility app and the accounting will be automatically sent to the WFC office. All funds are to be provided to the WFC Staff member to be returned to the WFC office within one week of the completion of the event. When WFC Staff is not available, a receipt book will be used for all cash and check transactions (credit cards are not an option without onsite staff.) Each purchase will be logged in the receipt book, and the yellow copy will be retained. The receipt book, yellow copies and all funds are to be returned to the WFC office within one week of the completion of the event and accounting must match funds returned. Accounting must always note the date of the purchase, what was purchased and type of transaction (cash, check, charge.)

It is not appropriate to use on site cash for expense or purchases.

FINANCE

Staff Credit Card Usage

The Executive Director may authorize staff to utilize the Washington Fire Chiefs (WFC) credit card account. For staff that choose to use WFC credit cards instead of the reimbursement process, itemized receipts must be presented and included with the credit card bill. All credit card receipts must have written documentation with them the purpose of the charge.

Should there be a receipt that is lost, the credit card holder will submit a letter documenting the expense, the purpose and the date the charge occurred, and will be signed by both the employee and the executive director.

Revised: *November, 2014*

OPERATIONS

Conference Planning Process

The Washington Fire Chiefs (WFC) and WFC Sections hold many events over the course of a year, and it is vital to follow the Event Planning Procedures to ensure a successful well planned event. Please refer to the WFC Event Planning Guide for a more in depth look at planning events.

To plan a Conference level event we ask that the event planner should make certain the following steps are taken:

- All Speaker Contracts be submitted to the WFC office for review and approval at least 30 days before you plan to launch your event.
- WFC Event Detail Form is submitted to the WFC Office at least 30 days before you would like the event launched.
- WFC Session Detail Form with Instructor Bios and Class Descriptions be submitted to the WFC Office at least 30 days before you would like the event launched.
- WFC Marketing Form be reviewed and submitted with the marketing plan you would like and suggested language to market your event. This can be submitted during the first week after the event launches, but is vital to complete.
- Provide the WFC with any additional email marketing lists or mailing lists within the first few weeks the event launches.

The WFC Staff will assist with:

- Registration Creation and Management
- Email Marketing to full WFC Membership
- Flyer creation and distribution
- Contract Negotiation (as needed)
- Budget reporting and oversight

It is also important to provide the WFC office with information regarding any scholarships, or special situations that might arise, and to request any complimentary registrations for conference planners with ample time for the Executive Director to approve.

Revised: *July, 2013*

OPERATIONS

General Event Planning Process (Workshops & Smaller Events)

The Washington Fire Chiefs (WFC) and WFC Sections hold many events over the course of a year, and it is vital to follow the Event Planning Procedures to ensure a successful well planned event. Please refer to the WFC Event Planning Guide for a more in depth look at planning events.

To plan a General level event the Event Planner should make certain the following steps are taken:

- Your Speaker Contract be submitted to the WFC office for review and approval at least 30 days before you plan to launch your event.
- Venue Contract be submitted at least 60 days before you plan to launch your event.
- WFC Event Detail Form is submitted to the WFC Office at least 30 days before you would like the event launched.
- Speaker Bio & Class Description be provided to the WFC Office at least 30 days before you would like your event launched.
- WFC Marketing Form be reviewed and submitted with the marketing plan you would like and suggested language to market your event. This can be submitted during the first week after the event launches, but is vital to complete.
- Provide the WFC with any additional email marketing lists or mailing lists within the first few weeks the event launches.

The WFC Staff will assist with:

- Registration Creation and Management
- Email Marketing to full WFC Membership
- Flyer creation and distribution
- Contract Negotiation (as needed)
- Budget reporting and oversight

Revised: *July, 2013*

OPERATIONS

Joint & Partnered Event Planning Process

The Washington Fire Chiefs (WFC) and WFC Sections hold many events over the course of a year, and it is vital to follow the Event Planning Procedure to ensure a successful well planned event. Please refer to the WFC Event Planning Guide for a more in depth look at planning events.

There are two kinds of events that fall into this category:

- Events hosted by the WFC or WFC Sections, with shared recognition or revenue with a partnering agency.
- Events hosted by another agency which the WFC or WFC Sections share their branding, name and marketing capabilities.

For events being hosted by the WFC please follow the General Event Planning Procedure. For these kinds of events, all revenue and expenses must be processed by the WFC, so that we may accurately account for income & expenses. If revenue is to be divided between the WFC and another organization, that revenue will be dispersed within 30 days of all income being received and expenses paid. A full accounting for the event will be provided to the WFC event planner and the partnering agency.

For events hosted by another agency, we ask that the WFC Event Planner make certain all information is provided to the WFC for distribution through our marketing channels as well as inclusion in the WFC newsletter and on the WFC website.

For events hosted by another agency, the WFC Staff will assist with:

- Email Marketing to full WFC Membership
- Flyer distribution

Revised: *July, 2013*

OPERATIONS

WFC Section Fundraisers Process

As detailed in the Washington Fire Chiefs (WFC) Bylaws, WFC Sections may engage in fund raising as part of their conference activities, subject to the approval of the Executive Director.

The WFC is a 501(c)6 and cannot qualify for donations to be tax exempt.

If your section would like to engage in a fundraising activity, first they will need to forward to the Executive Director the following information:

- The date of the fundraising activity.
- The purpose of the fundraising activity.
- The plan for raising the funds.

Once approved, all monies that are collected from the fund raising activity must be sent to the WFC office with a full accounting (for instance, quantity of items sold, unit price, number of donations and any other applicable information.) This revenue will show in the WFC Section budget as "income".

Revised: *July, 2013*

OPERATIONS

WFC Sponsorship Process

The Washington Fire Chiefs (WFC) and the WFC Sections may choose to solicit sponsorships to pay for portions of events, speaker fees, giveaways and other activities.

The WFC or WFC Sections will clearly document the amount of the proposed sponsorship and any benefit the sponsor will receive due to this sponsorship (the WFC office will be included when this information is provided to the Sponsor to ensure all benefits are provided as promised.) These benefits may include a waived conference fee or vendor table fee should the sponsorship exceed the amount of the waived fee. All sponsorship monies will be forwarded directly to the WFC Office, and will be shown under the WFC or WFC Sections "Sponsorship" accounting line item.

All sponsorship funds *must* first be sent to the WFC office for a full accounting, even when paying for a service or product. That service or product will then be paid for by the WFC. All funds received in this manner and earmarked for a sponsorship will not be charged an administrative fee.

Revised: *July, 2013*

OPERATIONS

Scholarship Process

There are two separate processes for Scholarships that the WFC may offer.

WFC Sponsored Scholarships: Currently the WFC provides for a yearly Scholarship for the annual conference. The policy for this scholarship is documented in the *WFC Policy Manual*. Should the WFC choose to offer additional scholarships at a later date, the WFC will follow the same policy as documented to award these scholarships. This will include a nominations process that will be open for at least 4 months, and the award being determined by the Executive Director together with the Executive Committee.

WFC Section Sponsored Scholarships: WFC Sections are allowed and encouraged to offer scholarships to their members. All current scholarships, as well as proposed scholarships must have a *Scholarship Information Form* on file with the WFC office. This form will document the nomination and selection process for each WFC Section sponsored scholarship which will include:

- The time frame the scholarship will be posted and accepting nominations.
- The makeup of the selection committee.
- The way the selection will be determined (ie, based on greatest need, date of application, and so on)

All WFC Section scholarships should be awarded to members of the Washington Fire Chiefs. This may include WFC Department Members, Affiliate Members, and Associate Members, although the WFC asks that Department Members be given extra consideration and preference in this process as they generally have the greatest need.

Revised: *July, 2013*

OFFICE ADMINISTRATION

Employee Status

The Washington Fire Chiefs (WFC) is an equal opportunity employer.

The WFC will provide all employees with a Letter of Employment Offer on or before the first day of work which will document pay, benefits and job description. All employees serve a probationary period determined at the time of employment and documented in the employees Letter of Employment Offer. During this period, the employee may resign or be terminated on short notice without explanation.

All employees who maintain a more than thirty-five hours per week work schedule will receive benefits as set forth in the policies to follow.

There are three different status of employee:

Full Time: Full time employees that have completed the probationary period and who work a standard forty hours per week.

Part Time: Part time employees who work 35 hours or less or work on a temporary basis. This classification is not eligible for any benefits.

Contracted: Part time employee who works based on a contract and is paid as a vendor not through payroll. This classification is not eligible for any benefits.

Revised: *July, 2014*

OFFICE ADMINISTRATION

Retirement Benefits

The Washington Fire Chiefs (WFC) will provide a 100% employer funded retirement benefit to full time employees equal to 7.5% of their base salary. To be eligible for this benefit, office staff must have been a full time employee for one year, or have a documented date the plan will take in affect in their official employment agreement letter.

Each employee's full time date of hire will be the anniversary date for the purpose of determining implementation date of benefit.

Revised: *September, 2024*

OFFICE ADMINISTRATION

Insurance Coverage

The Washington Fire Chiefs (WFC) provides all Full Time employees a standard policy on health and dental insurance benefits.

Health Coverage: The WFC will provide a health insurance program to all Full Time employees. The WFC will pay for the monthly premium for employees.

The employee will pay the monthly premium for any spouse or dependents.

Dental Coverage: The WFC will provide each Full Time employee with a dental insurance program. The WFC will pay the monthly dental premium for each Full Time employee.

The employee will pay the monthly premium for any spouse or dependents.

Revised: *July, 2013*

OFFICE ADMINISTRATION

Annual Leave

A full time employees are entitled to annual leave and will begin accruing vacation from the first day of work. The vacation accrual is as follows:

Year 1 – Year 3	(80 hours/Year or 10 Days)
Year 4 – Year 9	(136 hours/Year or 17 Days)
Year 10 – Year 14	(160 hours/Year or 20 Days)
Year 15 – Year 19	(184 hours/Year or 23 Days)
Years 20	(200 hours/year or 25 Days)
Years 25 and Over	(240 hours/year or 30 Days)

Employee must have continuous employment in order to maintain eligibility and status.

Full time hire date will be the anniversary date for the purposes of vacation accrual. Employees must work for at least three months before drawing any paid vacation leave.

Termination: Employees who terminate employment after three months or more of service will be paid for vacation time earned but not used. If termination occurs before the end of the initial three months, there will be no payment for accumulated vacation leave.

Carryover: Carryover of unused vacation time from one year to the next is allowed, but vacation balance will be limited to twice the yearly accrual unless authorization is received from the Executive Director to exceed these amounts. When the maximum is accrued, no further accrual will occur until balance falls below maximum.

Approval of Leave: Vacation will be approved by the Executive Director, the Executive Director's vacation will be approved by the Board through the Executive Committee. If there is a conflict in time off requests and staff cannot work out a compromise, seniority shall prevail. In all cases the Executive Director has final approval authority.

Revised: *September, 2024*

OFFICE ADMINISTRATION

Sick Leave

Employees shall be entitled to accrue 1.846 hours per week, up to a maximum of 840 hours as set forth in RCW 49.46. An employee separated from service due to death or disability will be compensated to the extent of thirty percent (30%) of his/her sick leave accruals.

The Employer agrees, at the fiscal year end, on an annual basis, to buy back or convert to vacation, any sick leave over the eight hundred forty (840) hour maximum at twenty five percent (25%) of their base wage for those hours. An employee with more than ten (10) years' service who separates in good standing from employment shall be compensated at a rate of twenty-five (25%) of his/her sick leave accruals.

Sick leave will be granted for illnesses or injuries that prevent the employee from fulfilling their job responsibilities, and for medical or dental appointments, to prevent office exposure to contagious disease, disability of the employee due to pregnancy or childbirth.

Employees must notify the WFC Office of pending medical and dental appointments that would require the use of sick leave. In the event of illness or injury that prevents the employee from coming to work, notification should be given as soon as possible to the Office Manager or Executive Director.

Termination: Employees will not receive payment for unused sick leave when employment is terminated for cause.

Revised: *September, 2024*

OFFICE ADMINISTRATION

Overtime & Flex Time

Occasionally Washington Fire Chiefs (WFC) Office Staff are called up or have a need to work more than the normal 40 hour week in order to complete important tasks.

These additional hours must be approved to work in advance by the Executive Director, as well as a plan to accomplish the work that needs to be finished.

Overtime Pay: All full time employees are classified as "exempt" and will not receive overtime. These hours may qualify for Flex Time instead.

Flex Time: Full time employees may elect to take flexible time off in lieu of extra hours worked. Unless approved by the Executive Director, this time should be taken within the same pay period as the flex hours worked.

Flex time shall be approved in advance by the Executive Director. Staff will initiate a discussion with the Executive Director before any work is completed that may result in flex time. Once the Flex time is determined, it shall be entered upon the record kept by the Association Financial & Administrative Support position.

Revised: *June, 2014*

OFFICE ADMINISTRATION

Other Leave Situations

Family Leave: Up to twelve weeks of unpaid family leave will be granted to employees due to their inability to work due to unforeseen family care in compliance with WAC 356-18-116. Accrued sick leave benefits will be paid to the employee from the date the leave begins. Upon the expiration of sick leave the employee may use accrued vacation time if desired.

If the employee so chooses a modified leave plan may be requested by proposal to the Executive Director. That modified leave plan may include truncated office hours, work from home days (if job description permits), and intermittent availability during those twelve weeks. This modified leave plan must be approved by the Executive Director.

Bereavement Leave: A maximum of five days of paid leave will be granted in the event of death in an employee's immediate or step family (spouse, child, parent, legal guardian, brother, sister, mother, father (or in-laws) and grandparents. If an employee must remain away longer than five days, the additional time will be charged to vacation or sick time from the employee's accrued hours.

Court Leave: If you are subpoenaed to appear in court as a witness or are called to jury duty, you will be granted paid leave. The WFC will pay for the difference between any fees you receive for jury duty.

Leave without pay: If an employee does not have sufficient vacation or sick leave to cover a necessary absence, the Executive Director may grant leave without pay for up to one month. Annual and sick leave do not accrue during the period or leave without pay.

Employees granted unpaid family leave or leave without pay shall retain their employment status as if the leave had not occurred.

Revised: *July, 2013*

OFFICE ADMINISTRATION

Office Hours & Holidays

The standard office hours are from 8:00am-5:00pm, Monday through Friday. The office staff will do their best to ensure office coverage between the hours of 8:00am-5:00pm Monday through Friday, and will inform the Executive Director if that cannot be accomplished. The Executive Director may choose to close the office due to inclement weather, holidays falling on a weekend, understaffing of the office or other extenuating circumstances. In such cases a sign shall be posted on the door indicating return time and what number to call to leave a message. Staff will use the google calendar to schedule changes to set work hours.

Flexible Schedules: The Executive Director may authorize a flexible schedule in order to meet the needs of the Washington Fire Chiefs (WFC) and its employees. Currently that flexible schedules is four 10 hour days for full time staff. When a holiday falls on a Monday or Friday, staff who work this schedule and are normally off that day, will take an alternate day off (Tuesday or Thursday) and will use 2 hours of vacation and personal time leave to make up for the difference between 8 hours of holiday and the normal 10 hour day they work. If alternate schedules do not meet the needs of the office then staff will resort to the base schedule of five 8 hour work days.

Breaks: Employees are required to take a rest break of not less than 10 minutes in any given four-hour work period (WAC 296-126-092.) Office staff should use their best judgment on when to take breaks.

Lunch Breaks: The WFC provides a meal period of no less than 30 minutes or more than an hour (WAC 296-126-092.) Meal periods shall be on the WFC's time when office staff is required to remain on premises or at a work site in the interest of the WFC. If an office staff member leaves the premises for lunch, they may adjust their work hours or deduct the time from leave. The office should be covered by at least one person during lunch hours unless circumstances warrant otherwise.

Holidays:
The WFC provides all Full Time employees be compensated for all federal and state observed holidays as listed. Part-Time staff will receive holiday pay if the holiday falls on their normal work day:

Martin Luther King Day
President's Day
Memorial Day
Junteenth
Independence Day
Labor Day
Columbus Day (Traded for Christmas Eve)
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Week Between Christmas Eve through New Years Day
12 Hour Personal Time

If a holiday falls on a Sunday, it will be observed on Monday; if it falls on Saturday, it will be observed on Friday, unless otherwise decided by the Executive Director.

Revised: *September, 2024*

OFFICE ADMINISTRATION

InInlement Weather Days

On days where weather or other extenuating circumstances prevent the office from being open, the WFC Office Staff will work offsite utilizing office laptops, and any other necessary equipment to telecommute from home.

Office Staff may also choose to take a vacation day instead of working from home.

OFFICE ADMINISTRATION

Payroll

Compensation: The Executive Director conducts an annual review of the office staff salaries to help guarantee a fair and adequate salary. Recommendations are presented to the Washington Fire Chiefs (WFC) Board of Directors during the annual budget adoption process. If adopted by the Board, the new salary goes into effect at the beginning of the budget cycle.

The Executive Director may at any time propose a salary adjustment for office staff member to the Board of Directors, within an Executive Session. This sort of salary adjustment will be documented by a formal letter from the Executive Director, which includes the salary adjustment, justification and date this adjustment will take effect. This letter will be placed in the employee's permanent file.

Pay Period: For the purpose of compliance with FLSA, each employee's pay will be based for hours worked between the 1st-15th, and the 16th-end of month.

Payday: The WFC pays on a bi-monthly basis and payday is on the 5th and 20th of every month. If payday falls on a Saturday, Sunday, or a holiday, payday will be the preceding business day.

Revised: *July, 2013*

OFFICE ADMINISTRATION

Incentive Program

This policy was developed to recognize office staff contributions to making a significant difference in the Washington Fire Chiefs (WFC).

The Executive Director will propose an amount each budget year to have available for incentive rewards each year. This amount will be proposed and approved by the WFC Board of Directors.

In December the Executive Director will create a plan to divide all or some of this money as seen fit, based upon individual office staff performance, overall WFC fiscal health and other contributing factors. The Executive Director will share this plan with the WFC President for approval.

When possible the WFC President, or another authorized member of the staff will sign the incentive check for the Executive Director.

Revised: *July, 2013*

OFFICE ADMINISTRATION

Customer Service

Any staff answering office phones will attempt to solve the issue and answer questions at their level. If they are unable to solve the issues, they will encourage voicemail for the individual they request or the person who is responsible for that subject or project.

Although a certain amount of screening is expected for the Executive Director any WFC Board member, legislator, section chair, or fire chief who calls should be allowed access unless or be encouraged to opt for voicemail. Staff will always determine urgency for calls.

Office staff will attempt to respect others work space by not interrupting unless there is true sense of urgency to phone calls, task clarification, direction needed or other urgent matters. When people are in their work space with someone else discussing work we will not interrupt unless there is sense of importance and urgency.

Revised: *July, 2014*

BOARD & GENERAL ASSOCIATION

Changes to Section Protocol Process

Each Washington Fire Chiefs (WFC) Section maintains a "Section Protocol" which documents the purpose of WFC Section, the makeup of their board, as well as other policies they may maintain.

This document is subject to approval from the WFC Section Membership and the WFC Board of Directors.

At times this document will need to be updated. To do so, the WFC Section must submit their proposed changes to the WFC Board of Directors no later than 60 days before the WFC Section's annual meeting or conference. These changes will be reviewed, amended as needed and approved by the WFC Board of Directors.

The amended document must then be sent out to the WFC Section Membership no later than 30 days before the annual meeting or conference and posted to their website to ensure the membership may review.

Once voted on at the annual meeting or conference, the WFC Section will forward to final document to WFC Office Staff to update in official WFC records.

All WFC Section Protocols must be in agreement with the WFC Mission, Values, Bylaws and Policies.

Revised: *July, 2013*

BOARD & GENERAL ASSOCIATION

Changes to Bylaws Process

The Washington Fire Chiefs (WFC) maintains an official "Bylaws" document. This document is reviewed periodically by the WFC Bylaws Committee and shall be kept current and functional.

When a need arises to make amendments to this document, the Bylaws Committee will forward recommendations to WFC Office Staff and the WFC Board of Directors no less than 60 days prior to the WFC Annual Conference & General meeting. These proposed amendments will be reviewed by the WFC Board of Directors, amended as needed and approved.

Once approved, in accordance with the WFC Bylaws, the amended Bylaws document will be emailed to the WFC Membership and posted on the WFC website no later than 30 days before the WFC Annual Conference & General Meeting to ensure the membership receives an opportunity to review.

In accordance with the WFC Bylaws, the amended document will be voted on at the WFC General Meeting, and if the amendments are approved, a final document will be created by WFC Office Staff and added to both the official records and the WFC Website.

Revised: *July, 2013*

BOARD & GENERAL ASSOCIATION

Changes to the WFC Policy Manual

The Washington Fire Chiefs (WFC) maintain a WFC Policy Manual which documents specific policies, positions and situations that need to be addressed.

This document will be reviewed yearly by the WFC Staff to ensure that it is current, functional, and represents the current practice of the association.

Should the need arise to make amendments or add policies, the WFC Staff will create an amended document, and provide to the WFC Board of Directors at the next scheduled board meeting. The amended document will be reviewed, amended, and approved by the WFC Board of the Directors.

Once approved a final document will be created by WFC Office Staff and added to both the official records and the WFC Website.

Revised: *July, 2013*

BOARD & GENERAL ASSOCIATION

Board Meeting Scheduling Process

The Washington Fire Chiefs (WFC) Board of Directors meets 6 times a year. These meetings are scheduled every 6 months for the next 3 meetings.

At the WFC Annual Conference, the Board of Directors shall meet and determine meeting dates and locations in July, September & November. These meeting dates may be flexed to other months as needed. At the WFC Board of Directors November meeting, the dates and locations for January, March, and May will be set.

Once the dates have been set and the locations confirmed, WFC Office Staff will post to the WFC Website and send the finalized schedule to the WFC Board of Directors.

Revised: *July, 2013*

BOARD & GENERAL ASSOCIATION

Strategic Planning Process

The Washington Fire Chiefs (WFC) participates in a 3 year cycle for their Strategic Planning. Every 3 years, the Washington Fire Chiefs (WFC), WFC Sections and other invited fire service stakeholders will meet to determine the next 3 year's direction.

This process will be conducted by a qualified facilitator, and the direction that is decided upon will be in accordance with the WFC Mission, Values, Bylaws, & Policies. Once a plan has been outlined, the WFC Office Staff will create a final document to be reviewed and approved by the WFC Board of Directors. Once approved, this document will be distributed to the WFC Membership at the WFC Annual Conference, as well as published on the WFC Website.

On years where planning is not necessary, the WFC Board of Directors will review the progress made on the plan at least once a year to ensure that the Strategic Plan is being pursued and progress is being made.

Revised: *July, 2013*

BOARD & GENERAL ASSOCIATION

Process for New Section Creation

There are times where a group will emerge out of the fire service that do not feel like they have adequate representation within the Washington Fire Chiefs (WFC). When this occurs, the WFC will consider adding an additional WFC Section to allow for those members to have resources and representation within the WFC.

To propose a new WFC Section, the group that would like to form must create a purpose statement, and address their WFC Section name, target audience, and how they will enhance the WFC Mission "We Serve, Educate, & Lead". Once this document is created it will be forwarded to the WFC Board of Directors for consideration. If the WFC Board of Directors approves, the group proposing the WFC Section will create protocols, also to be approved by the WFC Board of Directors.

Once approved they will be considered a WFC Section, and part of the Washington Fire Chiefs organization.

Revised: *July, 2013*

BOARD & GENERAL ASSOCIATION

Position Paper Adoption Process

WFC Members may submit Position Papers as per the "Position Papers" Policy in the WFC Policy Manual.

These Position Papers must be sent to the Executive Director, who will format them as Position Papers and stamp them draft before sending to the Board of Directors for review and approval.

WFC Sections may not approve Position Papers for their WFC Section without following the same approval process. Any WFC Section Position Paper will be treated as a WFC Position Paper, but may be distributed to WFC Section Members under the WFC Section brand.

Revised: *July, 2013*