

CENTRAL OREGON FIRE INSTRUCTORS ASSOCIATION

POLICIES AND PROCEDURES

1. Basic Concept of C.O.F.I.A.

It is intended that the C.O.F.I.A. be an organization of ALL fire instructors in Central Oregon. During the regular business meetings, voting members are to select their President, Vice President, Secretary, and Treasurer, coordinate and sponsor accredited training courses within the association, make any upgrades to the regional training resource center, as well as other business to come before the membership. Between regular business meetings, the delegates and/or alternates will attend O.F.I.A. Executive Board meetings when available. All C.O.F.I.A. meetings are open and all members are encouraged to attend.

2. Telephone Conferences

In the event that important C.O.F.I.A. business requires immediate action, and a quorum of the regional members is not available, the President of the C.O.F.I.A. or the designated representative may consult voting members by telephone and receive their comments and votes.

3. Communications

The Secretary of the C.O.F.I.A. shall forward copies of the agenda for the business meetings, and other information deemed appropriate to each member and/or representative of the association departments. Association members shall then forward this information to their members.

4. C.O.F.I.A. Funding

- A. Schools sponsored by the C.O.F.I.A. should be designated to yield a profit sufficient to take care of the financial needs of the organization.

5. C.O.F.I.A. Schools

- A. Schools sponsored by the C.O.F.I.A. shall be first priority, designated to meet training needs of DPSST NFPA Instructor I.
- B. Other outside schools may be sponsored by the C.O.F.I.A. as required. Association departments should provide their training needs; however, the C.O.F.I.A. stands ready to assist in any way possible.

6. Pre-Registration Fee Refunds

In order to prevent over-registration for schools, where class size is limited, pre-registration is considered to be a contract to pay the fee. Refunds due to cancellations will not be made after the deadline for the school, which is prior to the school session. Substitutions for pre-registration personnel can be accepted.

7. Reimbursement Expenses

- A. All expenses incurred by members of the C.O.F.I.A. and subject to reimbursement, shall be forwarded to the Treasurer on an expense voucher.
- B. The President, Vice President, Secretary, or Treasurer may approve vouchers until a regularly scheduled meeting is held.
- C. The Treasurer shall reimburse those vouchers submitted and approved.
- D. Expenses occurred for the O.F.I.A Representative or alternate may entail meals, lodging, and travel. Therefore, a reimbursement rate has been set at the following:

- Meals (7.50, 7.50, 15) = \$30.00
- Lodging = \$55.00/day
- Travel = \$. 37.5/mile

8. Responsibilities of Association Departments

- A. Appoint a representative to represent their department at each C.O.F.I.A. business meeting.
- B. Providing an updated instructors directory list to the members of the C.O.F.I.A.
- C. Submit an applicant for the annual “Instructor of the Year” to the members of the designated committee.

9. Constitution and By-Laws

The Constitution and By-Laws Committee will, when designated by the President, review all resolutions generated during any business meeting. Based on the nature of the Resolution, they will recommend inclusion into the

Constitution and By-Laws Policies and Procedures, or disposal of each resolution.

10. Bureau of Public Safety and Standards on Training Coordinator

The C.O.F.I.A. shall utilize the DPSST Coordinator to act as information officers between the association and State and/or National Fire Service Agencies.

11. Absorption of Monetary Loss

The C.O.F.I.A. will absorb any loss suffered by a hosting department during a scheduled C.O.F.I.A. school. If a school makes a profit, the hosting department will be reimbursed for their training supply expenses such as manuals, books, refreshments, etc. All other profits go to the C.O.F.I.A. general fund.

12. Instructor of the Year Award

- A. An Instructor of the Year Award shall be presented to the fire service instructor deemed to have had the greatest positive impact on Central Oregon fire service training during the calendar year. Said award shall be presented to the recipient at a January business meeting.
- B. The President of C.O.F.I.A. shall, by October 15, appoint the C.O.F.I.A. Instructor of the Year selection Committee. This committee shall consist of three Fire Chiefs at large with at least two new Fire Chiefs each year.
- C. Each Association department may submit to the chairman of the committee, on or before January 1, a candidate for the C.O.F.I.A. Instructor of the Year.
- D. The Instructor of the Year Selection Committee shall judge each candidate on the merits of the stated criteria. Their final decision shall remain confidential until the award is presented. C.O.F.I.A. shall make funds available for an appropriate award to the individual. It is the responsibility of the committee to acquire and present the award.
- E. Each association department will receive application procedures and materials for its members.
- F. Instructor of the Year recognition:
 - 1. The C.O.F.I.A., "Instructor of the Year" shall be in the following manner:

- a. A personalized plaque, recognizing the selected individual as the recipient of the “Central Oregon Instructor of the Year”.
- b. The award winning application will also be forwarded to the O.F.I.A. C.E. “Buzz” Buzalsky “Golden Achievement Award” committee to be viewed for that award. This individual, if selected, will be recognized as the O.F.I.A. “Instructor of the Year”.
- c. Tuition will be paid for the selected individual to attend the O.F.I.A. annual conference.