

## **REGION 5 TRAINING ASSOCIATION (R5TA) POLICIES AND PROCEDURES**

### **1. Basic Concept of the R5TA**

It is intended that the R5TA be an organization of **ALL** emergency service instructors in and around Lane County. During the May meeting, voting members are to select their officers that have been nominated for the Executive Board and make changes in the Constitution and By-Laws of the R5TA, as well as other business to come before the membership. All meetings are open and R5TA members are encouraged to attend.

### **2. Telephone/Video Conferences**

In the event that important R5TA business requires immediate action, and a quorum of the Executive Board is not available, the President of R5TA or his/her designated representative may consult voting members by telephone/video Conference and receive their comments and votes.

### **3. Communications**

The Secretary of the R5TA shall forward copies of minutes of Regular Association meetings, annual planning meeting, and other information deemed appropriate to each dues paying member, as identified in Article V, Section 4, and to each emergency service department training officer, by e-mail, posting on the R5TA website, who should then forward this information to their members.

### **4. R5TA Funding**

Schools sponsored by R5TA should be designated to yield a profit sufficient to take care of the financial needs of the organization. Individual dues may be levied to cover the additional costs.

### **5. R5TA Schools**

A. Schools sponsored by R5TA shall when possible meet the training requirements for State certification.

B. Other schools may be sponsored by R5TA as needed by regional agencies.

### **6. Pre-Registration Fee Refunds**

A. 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.

B. R5TA courses with a registration of less than 90% (of the number of attendees required to break even), 10 days prior to the start date of the course shall be cancelled. All R5TA courses that are intentionally provided at a reduced rate and cost to R5TA shall be identified and approved in a general R5TA meeting prior to the course being scheduled.

C. A department with an outstanding invoice for a R5TA course shall not be able to register personnel for upcoming courses without payment of the outstanding fee(s) and advanced payment of fee(s) for upcoming courses.

D. Refund for R5TA course registration will be made when cancellations are requested 10 business days prior to the start date of the course.

#### 7. Reimbursable Expenses

A. All expenses incurred by members of the R5TA and subject to reimbursement, shall be forwarded to the Treasurer.

B. Executive Board approval shall be required on all expenses. However, the President and/or Vice President may approve expense reimbursements until a regularly scheduled meeting is held.

C. The Treasurer shall reimburse those expenses submitted and approved.

#### 8. Payments

A. The R5TA Treasurer shall be responsible for all payments incurred by the Association.

#### 9. Responsibilities of Recognized Emergency Service Departments & Individual Members

A. Pay dues to the Treasurer of the R5TA by June 30<sup>th</sup>.

B. Appoint a representative and alternates to represent the department at monthly meetings.

D. Make every effort to have delegates at R5TA meetings.

#### 10. Dues

A. Dues for any membership as outlined in Article III, Section 1, shall be \$125 per agency annually.

B. Dues for any individual membership as outlined in Article III, Section 2, shall be \$125 annually.

C. The dues structure as set forth in this policy shall be due and payable to R5TA.

#### 11. Department of Public Safety Standards and Training - Fire Service Training Team

The R5TA shall utilize the Department of Public Safety Standards and Training – Regional Fire Service Trainer to act as information officer between the R5TA and the State.