

## **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 President, Vice-President, 2nd Director, and 3rd Director 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 or hard copy, 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 mailing 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 made in writing 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 February 15th.

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.

#### 12. Instructor of the Year Award

R5TA: Instructor of the Year Award

A. An instructor of the year award shall be presented to the emergency service instructor deemed to have had the greatest positive impact on R5TA area training during the calendar year preceding the annual OFIA Conference. Said award shall be presented at the February R5TA meeting.

B. The President of R5TA shall, by November 15th, appoint the R5TA Instructor of the Year Selection Committee. This committee shall consist of two R5TA executive board members and one active R5TA member at large. This three-member committee will have at least one new member each year.

C. Each R5TA Member Organization or active R5TA member may nominate a candidate by submitting a completed R5TA Instructor of the Year Nomination Form to the President of R5TA, on or before December 15th.

D. The Instructor of the Year Selection Committee shall judge each candidate on the merits of the criteria stated on the nomination form. The final decision shall remain confidential until the award is presented. R5TA will make funds available for an appropriate honorarium. It is the responsibility of the selection committee to acquire and present the award.

E. R5TA shall disseminate application procedures and materials to R5TA member organizations.

F. The R5TA “Instructor of the Year” shall be recognized in the following manner.

1. A personalized plaque, recognizing the selected individual as the recipient of the R5TA “Instructor of the Year” award which is presented annually to one selected candidate.

2. A personalized name plate mounted on the R5TA Instructor of the Year Plaque which also recognizes the selected individual as the recipient of the R5TA “Instructor of the Year” award: to be presented and displayed at the recipient’s organization in the main administrative station until a new recipient is selected.

3. An honorarium in an appropriate amount as determined by the association.

4. The selected R5TA Instructor of the Year shall be nominated for the OFIA C.E. “Buzz” Buzalsky “Golden Achievement Award” Instructor of the Year and be submitted to the OFIA President on or before the March 1st deadline.

### 13. EMS PROVIDER OF THE YEAR AWARD

Honors an individual EMR, EMT, EMT-Advanced, EMT-Intermediate and Paramedic, each of whom are exemplary in his or her quality of patient care and/or dedication to their community.

Nominations require the following:

1. All nominees must be in good standing with the Oregon EMS licensing program.

2. Award nomination must be completed with all the requested information.

3. Brief synopsis (300 words or less) of the event or individual contribution for use in the preparation of the award presentation.

4. If background narrative and supporting documentation are available include this with the nomination.

5. Email supporting attachments that are no web based links to: EMS.TRAUMA@dhsosha.state.or.us . In the subject line state: Award Nomination attachments.

## GUIDELINES FOR RESOLUTIONS OF THE REGION 5 TRAINING ASSOCIATION

1. All active members of the R5TA, or member by affiliation are invited to present resolutions to the R5TA June meeting.
2. All resolutions must be submitted to the Secretary of the R5TA for review. Also, send a cover letter to the secretary telling if the resolution is to be acted on at the June meeting, or just informational to the association.
3. All resolutions then will be forwarded to the President and presented at the June meeting.
4. All resolutions must be typewritten on 8 1/2" X 11" paper and signed by the person or group proposing the resolution.
5. The resolutions committee may accept emergency resolutions directly if it is determined that the purpose for which the resolution is intended was not evident prior to the conference, and if the resolution clearly is required and in the best interest of the association. The decision of the resolutions committee on accepting emergency resolutions will be final.
6. After the resolution is by the President, it will be read to the body. At the end of the June meeting action will be taken by the R5TA body.
7. The President may consolidate resolutions of like subject matter and prepare a composite resolution to be presented to the meeting, or call upon sponsors to consolidate resolutions.

**REGION 5 TRAINING ASSOCIATION**

**Resolution #**

Resolution to Region 5 BY-LAWS \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

WHEREAS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREAS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREAS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THEREFORE BE IT RESOLVED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by:

Action:

Passed

Rejected

Tabled

\_\_\_\_\_  
Region 5 President  
\_\_\_\_\_

Date



# Oregon Fire Instructors' Association

## C.E. "Buzz" Buzalsky Golden Achievement Award Instructor of the Year

**Name of Nominee:**

**Submitting Person name:**

**Email:**

**Agency Name and address:**

**Immediate Supervisor of Nominee:**

**Phone:**

**Regional Training Association Affiliation:** (i.e. Central Oregon Fire Instructor's Association – COFIA):

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*Regional Training Associations wishing to nominate someone for this award must prepare a written nomination that must follow the format of this page and must address the issues listed below. Additional pages or documents may be attached to the nomination form, not to exceed four pages in all.*

1. Describe the local training activities the nominee has coordinated, developed, or delivered during the past year.
2. Describe Fire and/or EMS regional training activities during the past year, in which the nominee participated. .
3. Describe the nominee's involvement in state training activities during this past year.
4. Summarize the Nominee's impact on fire service training during this past year: