

Lane County Fire Defense Board

CONSTITUTION AND BYLAWS

2023 Adoption

ARTICLE 1

Name, Purpose, and Authority

Section 1 – Name

This organization shall be known as the Lane County Fire Defense Board.

The Lane County Fire Defense Board is a non-political, not-for-profit organization that is nondiscriminatory in sex, race, religion, creed, or other protected class.

Section 2 – Purpose

To provide organizational structure and operational procedures for the mobilization and direction of fire service resources in Lane County, and to administer the Oregon State Fire Service Mobilization Plan within Lane County; to bring about close cooperation of fire agencies and other emergency service agencies within Lane County.

To further the professional advancement of fire and emergency services to ensure and maintain greater protection of life and property from fire, natural and man-made disaster, and other emergencies in Lane County. To carry out this purpose the Lane County Fire Defense Board shall:

- A. Serve as the recognized leadership group for Lane County fire agencies for the exchange of ideas, information, knowledge and experience in areas affecting the safety of life and property from fires, disasters or other emergencies.
- B. Bring together persons interested in the purpose of the Lane County Fire Defense Board, to develop a bond of comradeship and understanding among the members of the Lane County fire service.
- C. Support legislation and regulations to improve the effectiveness and continual wellbeing of the fire service.
- D. Promote progressive development of the fire service through active programs of education, public awareness and research.

- E. Encourage and develop public fire prevention education for the preservation of human life and natural resources from destruction by fire.
- F. Support and encourage the delivery of pre-hospital emergency medical services by the fire service to mitigate human trauma and suffering.

Section 3 - Authority

The Lane County Fire Defense Board Chief, shall be governed and administered under the authority of the Oregon State Fire Marshal and the Oregon Fire Service Mobilization Plan, as required by ORS 476.510 through ORS 476.610 and 476.990(4), and any duly adopted mutual aid or automatic response agreements and these by-laws. Authority to appoint and oversee committees, section or taskforces as needed to support the purpose of the Lane County Fire Defense Board.

ARTICLE 2 Membership

Section 1 – Regular Membership

The Lane County Fire Defense Board members consist of the all the Fire Chiefs of legally recognized fire departments and fire districts in Lane County. Voting rights shall be vested in the members or designees of this section.

Individual agencies may designate any chief officer to represent them on the board, as assigned by their respective Fire Chief. Member agencies shall be entitled to one vote on all matters requiring a vote unless otherwise prohibited by the bylaws.

Regular and associate members who become ineligible for membership as the result of consolidation of their departments or sources of eligibility with another organization shall be allowed to maintain active membership so long as they remain in the department or organization resulting from such consolidation. There shall be only one vote per organization.

Section 2 – Associate Membership

The Associate Membership of the Lane County Fire Defense Board shall consist of Fire Administrators of all State and Federal fire protection agencies within Lane County. Associate Members are those agencies with resources that may contribute to County Mobilization or mutual aid. This section shall not have voting rights. For associate members see appendix A.

Section 3 – Ex-Officio Membership

Ex-Officio Membership of the Lane County Fire Defense Board shall consist of Administrators of all other allied County, Regional, State, and Federal agencies within Lane County. This section shall not have voting rights. For ex-officio members see appendix A.

Section 4 – Quorum

A simple majority of the regular members present (in person or virtual) and in good standing of the Lane County Fire Defense Board shall constitute a quorum for the conducting of business at a meeting.

Section 5 – Voting

A quorum shall be present for items requiring a vote. Any vote which is valued over \$2000.00, or election of officers shall require a quorum of 51% of members in good standing.

ARTICLE 3

Officers

Section 1 – Election of Officers

- A. The elected officers of the Fire Defense Board shall consist of Fire Defense Board Chief, Association Chair, Vice Chair and Secretary/Treasurer.

The Chair, Vice Chair, Secretary/Treasurer, and Fire Defense Board Chief, shall be active members in good standing of the Fire Defense Board, elected at large by ballot at the January meeting and shall have a term of office of two years. In the absence of the Chair, the Vice Chair shall serve as the Chair.

The President and Secretary/Treasurer will be elected on odd years.

The Fire Defense Board Chief and Vice Chair will be elected on even years.

In the absence of the Fire Defense Board Chief a designated alternate shall assume their duties.

Section 2 – Nominations and Elections

- A. The presiding officer shall call for nominations from the floor for all elective offices. Nominations from the floor shall require the nominee's concurrence.

- B. The Fire Defense Board Chair shall ensure the nominee is eligible to serve as an officer and is in good standing with the Fire Defense Board to include department dues.
- C. For any office for which there is only one nomination, the presiding officer may call for a motion for a unanimous ballot to be cast for that nominee and may declare that nominee elected.

For all offices for which there are two or more nominations, an election, by secret ballot, shall be conducted. Active members in attendance at the meeting are qualified to vote.

- D. The Secretary/Treasurer shall determine Regular Agency Members who are present, in good standing, and eligible to vote. Votes will be submitted in a written format or virtually in a confidential format. The votes will be collected by one elected officer and one regular member agency representative at large. Those two members, will ensure the votes are valid and submit the results to the current Fire Defense Board Chair for announcement.
- E. In the elections of officers, the candidates receiving the highest number of votes for each position shall be elected. See quorum requirements.

Section 3 – Vacancies and Resignations

In the event of a vacancy occurring in any elective office of the Lane County Fire Defense Board, an election shall be held in the following regular meeting to fill the vacancy for the remainder of the term. The nominee shall be elected by a majority vote of the members present.

Section 4 – Miscellaneous

- A. If any elected officer is found guilty of nonfeasance, misfeasance, or malfeasance of office, whether in this Lane County Fire Defense Board or his/her own department, he/she shall forthwith be removed from the position held in this Lane County Fire Defense Board.
- B. Any officer who fails to attend the three or more meetings in the preceding 12 months may be removed from an elective office by a majority vote of the membership present. Vacancies shall be filled as stated above.

ARTICLE 4
Duties of Officers

Section 1 - DUTIES

The duties of the executive officers are as follows:

The Association Chair shall:

- A. Be the official spokesman for the Lane County Fire Defense Board.
- B. Preside at meetings of the Lane County Fire Defense Board.
- C. Appoint all committees, including those not provided for in the Constitution and Bylaws.
- D. Perform such other duties as prescribed by the membership in a regular meeting.
- E. Countersign all checks used in carrying out business and expenses of the Lane County Fire Defense Board.
- F. Provide for the coordination or by designee of Base One policy, guidelines and support standards.

The Vice Chair shall:

- A. In the absence or inability of the President, assume the duties of the President.
- B. Assist the President in conducting the business and carrying out the policies of the Lane County Fire Defense Board.
- C. Perform such other duties as prescribed by the membership in a regular meeting.

The Secretary/Treasurer shall:

- A. Make and keep a full and correct record of the proceedings of all meetings and reports received from all committees.
- B. Prepare and send an electronic version of the meeting minutes to each member.
- C. With the advice and consent of the President, cause reports to be printed and distributed.

- D. Receive and answer all communications.
- E. Be the custodian of all documents.
- F. Perform such other duties as may be required in the interest of the Lane County Fire Defense Board.
- G. Purchase all necessary stationery and supplies.
- H. Prepare and submit financial reports at each regular meeting and an annual report at the end of each fiscal year.
- I. Collect all monies due the Lane County Fire Defense Board, giving receipts thereof.
- J. Keep accounts in such a manner and upon demand exhibit receipts, disbursements and balances.
- K. Notify all members in arrears of their indebtedness.
- L. Submit to the membership, with the assistance of a regular member at large, all records of financial transactions, including resources and disbursements and documentation thereof, to present at the January Lane County Fire Defense Board meeting. These records shall be collected from the December financial institution statements.
- M. Prepare and distribute the meeting agenda for each meeting of the Lane County Fire Defense Board.

The Fire Defense Board Chief shall:

- A. Be NIMS compliant.
- B. Execute the Oregon Fire Service Mobilization Plan according to the requirements and standards identified therein.
- C. Serve as a member of the State Fire Defense Board.
- D. Notify the Office of State Fire Marshal if the Fire Defense Board is not able to meet the requirements or able to provide support.
- E. Responsible for selecting and managing the Fire Defense Board Chief Alternates.

- F. Shall track the conflagration support dues and provide the information for annual invoicing to the Secretary/Treasurer by December 1st.

Fire Defense Board Chief Designated Alternates shall:

- A. In the absence or inability of the Fire Defense Board Chief, assume the duties of the Fire Defense Board Chief.
- B. Assist the Fire Defense Board Chief in conducting the business and carrying out the policies of the Oregon Fire Service Mobilization Plan.

Section 2 – Authorization

No officer or member shall incur any expense or indebtedness of any kind in the name of the Lane County Fire Defense Board without the authorization of the membership. In an emergency, the President may authorize an expenditure of Lane County Fire Defense Board funds, up to \$1000.00, which shall be reviewed at the following regular meeting.

Section 3 – Action of the President

Nothing contained in this Constitution and Bylaws shall prohibit the President from acting on matters affecting the betterment of the Lane County Fire Defense Board. Any action of the President will be subject to review at the next meeting. A two-thirds majority vote of the active members present, and voting may override any action taken by the President.

ARTICLE 5

Meetings

Section 1 - Meetings

There shall be a regular meeting held every month of the calendar year. Regular meetings shall be held on a rotating basis at each of the Lane County Fire Defense Board's member fire agencies.

Meetings of the Lane County Fire Defense Board shall occur on the 3rd Thursday of the month.

Section 2 – Special Meetings

Other special meetings of the Lane County Fire Defense Board shall be called at the discretion of the President who shall receive all such requests from members.

ARTICLE 6

Dues

Section 1 - Association Dues

Invoices for each member agency dues shall be issued in December for the following year. The dues for the Regular and Associate Member agencies shall be two hundred and no/100 dollars per year, payable on or before the January meeting of each year. There are no dues for Associate or Ex-Officio Members.

NOTE: Eugene Springfield Fire is two agencies as Eugene Fire and EMS and Springfield Fire and Life Safety

Section 2 – Conflagration Support Dues

To support conflagration expenses, for each apparatus that deploys on conflagration, the deploying department shall pay one hour of apparatus reimbursement, for each apparatus deployed, to the Lane County Fire Defense Board. This will be collected with the annual dues for the previous calendar year.

Section 3 – Members in Arrears

Members in arrears of dues shall be ineligible to vote. Any members in arrears 180 days after due notice of such arrears shall be removed from the membership roll by the Secretary/Treasurer.

ARTICLE 7

Rules of Order

Section 1 – Meeting Rules

In general, when conducting meetings, the presiding officer shall follow the meeting rules as outlined in the most current edition of *Robert's Rules of Order Newly Revised*.

Section 2 – Order of Business

The order of business at each meeting shall be scheduled as established by policy of the President or designee.

Section 3 – Questions of Order

All questions of order shall be decided by the presiding officer subject to an appeal to the members assembled at a meeting, and upon such an appeal the vote shall be taken without debate. The presiding officer may state the reason for the decision given and shall put the question before the membership. A two-thirds majority of those present and voting shall be necessary to reverse the decision of the President.

Section 4 – Motions

Any motions will be made in accordance with the most current edition of *Robert's Rules of Order Newly Revised*. A member, when speaking or offering a motion, shall respectfully address the presiding officer, and shall speak only to the question under debate and avoid all personal or indecorous language and, if required, shall put the motion in writing.

ARTICLE 8 Amendments

Section 1 – Proposal of Amendments

Presentation of all proposed amendments to the Constitution and Bylaws or to the Rules of Order, of which notice has been given prior to the opening of the meeting, shall be the first new business item of the meeting.

Section 2 – Notice of Proposed Amendments

Notice of proposed amendments or revisions to the constitution and bylaws shall be submitted in writing to the President at least thirty (30) days prior to the meeting where action is to be taken. The Secretary/Treasurer shall see that proposed amendments or revisions are electronically mailed to the general membership at least fifteen (15) days prior to the meeting date at which action is to be taken.

Section 3 – Power to Amend

The Lane County Fire Defense Board shall have full powers at any meeting to amend or revise the Constitution and Bylaws, and Rules of Order, providing that notice of such proposed amendments or revisions shall have been submitted as outlined in Article VIII Section 2 of these bylaws. A two-thirds majority vote is required. 51% of the regular membership shall in attendance, in person or virtually, for the adoption of any amendment or revision.

Section 3 – Adoption

All amendments or revisions to the constitution and bylaws shall take effect immediately upon adoption by the membership unless otherwise provided.

ARTICLE 9 Policies and Procedures

Section 1 – Policies

To provide uniform and consistent accomplishment of the Articles of this Constitution and Bylaws, the membership shall develop and adopt policies clearly describing the methods and procedures. The officers of the Lane County Fire Defense Board and committee chairpersons shall be provided copies of Lane County Fire Defense Board policies within ninety days of adoption.

Section 2 – Policy Review

The membership, see Appendix A, shall review all policies annually during the February meeting.

Appendix A

Regular Membership:

Coburg Fire District
Dexter Rural Fire Protection District
Eugene Springfield Fire
Junction City Rural Fire Protection District
Lake Creek Fire District
Lane Fire Authority
Lorane Rural Fire Protection District
Lowell Rural Fire Protection District
McKenzie Fire and Rescue
Mohawk Valley Rural Fire District
Oakridge Fire Department
Pleasant Hill Goshen Fire and Rescue
South Lane County Fire and Rescue
Upper McKenzie Fire District

Associate Membership:

Harrisburg Fire and Rescue
Monroe Fire District
North Douglas Fire District
Sweet Home Fire District
Western Lane Fire and EMS Authority
Oregon Department of Forestry – Western Lane District
Oregon Department of Forestry- Eastern Lane District

Ex-Officio Membership:

Central Lane Communications Center
Lane County Sheriff's Office
Lane County Emergency Management
Oregon State Fire Marshal