



*North Dakota Firefighter's  
Association*  
Organized June 6, 1984  
Incorporated January 31, 1991

# *NORTH DAKOTA FIREFIGHTER'S ASSOCIATION*



## *Policy and Procedure Manual*

Adopted by the NDFA Executive Board October 18, 2014

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# CHAPTER ONE – INTRODUCTION

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- Section 1-1: Purpose
- Section 1-2: Background
- Section 1-3: Empowerment
- Section 1-4: Vision Statement
- Section 1-5: Objectives
- Section 1-6: Benefits of Membership

## Section 1-1: Purpose

1.1.1 The Policy Manual of the North Dakota Firefighter’s Association (NDFA) was developed and designed by the Executive Board of the North Dakota Firefighter’s Association to guide the officers and the employees of the NDFA in performing the proper execution of their assigned duties and responsibilities to the North Dakota Firefighter’s Association.

1.1.2 Many of the items covered in the North Dakota Firefighter’s Association Policy Manual are guidelines set forth by the NDFA Executive Board and are subject to change by a vote of the NDFA Executive Board. The North Dakota Firefighter’s Association Constitution and By-Laws govern other items. Changes to the Constitution and By-Laws must be approved by the members present at the North Dakota Firefighter’s Association Annual State Convention held in June of each year.

## Section 1-2: Background

1.2.1 The North Dakota Firefighter’s Association was organized June 4, 1884, and incorporated February 3, 1891 to promote the safety and welfare of the North Dakota Firefighter’s Association members through uniform and established training standards. The North Dakota Firefighter’s Association is a non-profit, charitable, educational 501 C 3 Organization. The Mission of the North Dakota Firefighter’s Association is established in Chapter 18 of the North Dakota Century Code and for Legislative purposes is a political sub-division of the State of North Dakota.

## Section 1-3: Empowerment

1.3.1 In accordance with North Dakota Century Code, Chapter 18, Section 18-03-01.1. The North Dakota Firefighter’s Association shall:

1. Develop and adopt a statewide fire education and training plan;
2. Coordinate fire service training at all levels; and
3. Establish procedures to govern the certification process for firefighter training.

## Section 1-4: Vision Statement

1.4.1 The North Dakota Firefighter’s Association will:

- Provide a coordinated training service and standardized certification program based on National Standards.
- Maintain open communications and cooperative training opportunities between all emergency response organizations.
- Convey information to members on firefighter safety, health, and equipment issues.
- Present training opportunities that meet current needs of member fire departments.
- Recommend ways to promote recruitment and retention of member departments.

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# CHAPTER TWO – MEMBERSHIP

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- Section 2-1: Purpose
- Section 2-2: Types of Membership
- Section 2-3: Dues
- Section 2-4: Benefits of Membership
- Section 2-5: Voting Members

### Section 2-1: Purpose

- 2.1.1 The purpose of this section is to establish the definitions of, and policies for, members of the North Dakota Firefighter's Association.

### Section 2-2: Types of Membership

- 2.2.1 **Active Membership** – Fire departments and agencies that furnish fire protection for the government subdivisions or private installations in the State of North Dakota and should be registered with the North Dakota Fire Marshal's Office through a *Certificate of Existence* designation.
  - 2.2.1.1 North Dakota Firefighter's Association membership is available to all tribal, state, and federal government agencies involved in fire suppression, prevention, and education.
  - 2.2.1.2 Qualifying departments are:
    - Fire Department
    - Rural Fire Department
    - Fire Protection District
- 2.2.2 **Associate Membership** – Fire departments outside of the natural borders of North Dakota and businesses and industrial and/or commercial institutions interested in the betterment of the Association and the North Dakota fire service.
  - 2.2.2.1 Associate members do not carry a vote at the Annual State Convention and are not eligible to share in the insurance premium tax refund or other monies paid to the Association (Article II, Section 1, NDFA Constitution and By-Laws).
- 2.2.3 **Life Membership** – A person may be elected a Life Member of the Association by a majority vote of the members present at an Annual State Convention or by the Executive Board if they meet the following requirements:
  - Completing the term of President of the Association;
  - Being in attendance at three (3) Annual State Conventions while serving as:
    - Chief of a member fire department;
    - Assistant Chief of a member department for five (5) continuous years;
    - Training Officer, Secretary or Treasurer of a member department for ten (10) continuous years.
- 2.2.3.1 A person with twenty-five (25) years of active service as a firefighter with a member department. Shall be entitled to a twenty-five (25) year service pin and a Life Membership.

2.2.3.1.1 Veteran Pins can be awarded in increments of every five years to veterans starting with 25 years (30yr, 35yr, 40yr, etc.).

2.2.3.2 Life Memberships are issued according to the requirements set forth in the Constitution.

2.2.3.3 Records of the Life Members are kept in the NDFA Office and will be made available to the Credentials Committee at the Annual State Convention.

2.2.3.4 Life Membership pins may be purchased from the NDFA office (the Executive Board sets the price of the pins).

2.2.3.5 Life Memberships will be awarded at the Annual State Convention unless specifically requested by members Chief of Department to be awarded locally.

**2.2.5 Honorary Member/Life Member** – A person may be elected as an Honorary Member or Honorary Life Member by a two-thirds (2/3) majority vote of the member fire departments at the Annual State Convention or by the Executive Board.

## **Section 2-3: Dues**

**2.3.1** Active member dues shall be one hundred dollars (\$100.00) per fire department

**2.3.2** Associate Member dues shall be one hundred and fifty dollars (\$150.00).

**2.3.3** Dues for participation and membership in the North Dakota Firefighter's Association will be governed by the following:

2.3.3.1 Dues are assessed to member North Dakota fire departments, rural fire departments, and fire protection districts based on the Constitution and By-Laws, Article II, Section 3.

2.3.3.2 Dues notices are mailed from the North Dakota Firefighter's Association Office on or about October 15<sup>th</sup> of each year and are for the next calendar year.

2.3.3.3 Dues become delinquent on January 1<sup>st</sup> of the following year.

2.3.3.4 Dues must be paid before receiving the benefits associated with NDFA memberships.

2.3.3.5 Dues are collected by the NDFA office staff and deposited into the NDFA General Fund. An itemized deposit, along with a copy of the deposit slip and deposit receipt will be submitted to the Secretary/Treasurer of the NDFA Association for each transaction.

2.3.3.6 NDFA will keep record of all dues paid by member departments.

## **Section 2-4: Benefits of Membership**

2.4.1 The benefits of NDFA membership are (but not limited to):

- Attendance at all NDFA sponsored fire schools at a reduced rate.
- Access to the State Training Library; and
- Voting privileges at the Annual State Convention.

# CHAPTER THREE – ANNUAL STATE CONVENTION

## INDEX:

- Section 3-1: Purpose
- Section 3-2: Schedule
- Section 3-3: Responsibilities
- Section 3-4: Elections

### Section 3-1: Purpose

- 3.1.1 The purpose of this section is to establish the policies and responsibilities for the North Dakota Firefighter's Association Annual Convention

### Section 3-2: Schedule

- 3.2.1 The Annual State Convention is held each year on the first weekend in June.
  - 3.2.1.1 Registration begins on Thursday
  - 3.2.1.2 Business session begins on Friday morning
  - 3.2.1.3 Convention concludes at the end of the business session on Saturday.
- 3.2.2 Alterations to this section must be approved during a convention prior to the convention in question.

### Section 3-3: Responsibilities

- 3.3.1 The Host City is responsible for printing the program for the Annual State Convention. The cost associated with the printing of the program is the responsibility of the Host City.
- 3.3.2 The Host City or Training Director shall arrange for the keynote and/or convention speakers.
  - 3.3.2.1 Speakers are allowed a speaker's fee, transportation costs, lodging, and a per diem for meals. These rates are set forth by Executive Board action prior to the Annual State Convention and the confirmation of the hiring of said speakers.
- 3.3.3 The Trustees of each region, with the approval of the NDFA President, appoint the Credentials Committee. Trustees will appoint one person from his or her respective state region.
- 3.3.4 The Trustees of each region, with the approval of the NDFA President, appoint the Resolutions Committee. Trustees will appoint one person from his or her respective region.
  - 3.3.4.1 The NDFA 2<sup>nd</sup> Vice President will serve as chairman of this committee.



## Section 3-4: Elections

- 3.4.1 Voting members are recognized members of the Association that have voting rights. To participate in the elections, a voting member must have the following characteristics:
- Legal delegates from member fire departments or district whose credentials have been filed with the Credentials Committee at the Annual State Convention.
  - Life Members of the Association attending the Annual State Convention, whose credentials have been filed with the Credentials Committee.
  - The North Dakota State Fire Marshal, if in attendance at the Annual State Convention. No proxy vote is allowed for this member (resolution passed at 1985 Annual State Convention).
  - Associate Members have no voting privileges.
- 3.4.2 Order of the election is as follows:
- 3.4.2.1 President – 1 year term
- 3.4.2.2 1<sup>st</sup> Vice President – 1 year term
- 3.4.2.3 2<sup>nd</sup> Vice President – 1 year term
- 3.4.2.4 Secretary/Treasurer – 2 year term
- 3.4.2.5 Trustee – 2 year term
- 3.4.2.5.1 Northwest and Southeast Region Trustees are elected on the ODD years; Southwest and Northeast Region Trustees are elected on the EVEN years.
- 3.4.2.6 Certification Advisory Committee Member – 2 year term
- 3.4.2.7 Host City
- 3.4.3 Officers entitled to a vote are Chief, Assistant Chief, and Secretary.
- 3.4.3.1 Officers can have proxy from delegates, but delegates cannot have proxy from officers.
- 3.4.4 Life Members of NDFA are entitled to one vote as a Life Member; in addition, they may vote as an officer or as delegate of a fire department.
- 3.4.4.1 Life Members must be present at the convention to cast their vote.
- 3.4.4.2 Life Member may vote with a member department or individually.
- 3.4.4.3 To vote as a Life Member at the Annual State Convention, the Life Member requirement must be met prior to the convention.
- 3.4.5 Examples:
- 3.4.5.1 Chief, Assistant Chief, and Secretary present: SIX VOTES, plus any Life Members in attendance. Each officer would have their own vote and a delegate vote.
- 3.4.5.2 Three delegates present but no officers present: THREE VOTES, plus any Life Members in attendance. Delegates cannot have proxy votes for officers.
- 3.4.5.3 One officer and one delegate present: THREE VOTES, plus any Life Members in attendance. Officer has their own vote and carries a proxy for one delegate (total of two votes) and the delegate has one vote.
- 3.4.5.4 Three officers and three delegates present: SIX VOTES, plus any Life Members in attendance. Officers cannot have proxy if delegate is in attendance.
- 3.4.5.5 Three officers present and two delegates present: SIX VOTES, plus any Life Members in attendance. One officer can have proxy for single absent delegate.
- 3.4.6 When two or more candidates run for the same state-wide position, a roll call vote will be taken.
- 3.4.7 When two or more candidates run for the same regional position, paper ballots will be used.
- 3.4.7.1 Regional elections will be for members of the region in question only.

# CHAPTER FOUR – EXECUTIVE BOARD

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- Section 4-2: Empowerment
- Section 4-3: NDFA Officers
- Section 4-4: Board Meetings
- Section 4-5: Duties and Responsibilities
- Section 4-6: Committees
- Section 4-7: Email for Discussion and Decisions

### Section 4-1: Purpose

- 4.1.1 The purpose of this section is to establish the policies and responsibilities for the North Dakota Firefighter's Association Executive Board

### Section 4-2: Empowerment

- 4.2.1 The duly elected officers of the NDFA make the composition of the Executive Board. The Executive Board shall set all policies of the NDFA by the Attorney General's Opinion dated on June 8, 1977, provided these policies do not conflict with the Constitution and By-Laws of the North Dakota Firefighter's Association. This opinion is documented and is on file in the NDFA Executive Office.

### Section 4-3: NDFA Officers

- 4.3.1 The Officers elected to serve the North Dakota Firefighter's Association Constituency; thereby representing the Association will be determined because of statutes policy regulations and voting protocols.
- 4.3.2 The elected body will consist of the following:
  - President – 1 year Term
  - 1st Vice President– 1-year Term
  - 2<sup>nd</sup> Vice President – 1-year Term
  - Secretary/Treasurer – 2-year Term
    - Secretary and Treasurers office combined at Annual Convention 2004.
  - Trustee-Northwest Region – 2-year Term
  - Trustee-Southwest Region – 2-year Term
  - Trustee-Northeast Region – 2-year Term
  - Trustee-Southeast Region – 2-year Term
  - Past President– 1-year appointment filled by the outgoing president.
- 4.3.3 Officers, Certification Testers, and Instructors, used at NDFA sponsored schools are covered by North Dakota Workforce Safety and Insurance Administration.
- 4.3.4 The NDFA Officers and Employees are bonded through the North Dakota State Bonding Fund.
- 4.3.5 The Secretary/Treasurer is a paid position with the salary set by either the NDFA Executive Board or a mandate from the floor of the Annual State Convention. This position is not entitled to benefits.

- 4.3.6 Salaries of employees of the NDFA are set by the NDFA Executive Board. These employees are entitled to benefits set forth in their employment agreement. NDFA employees are employed under the terms of an employment contract and North Dakota PERS benefits as spelled out in the employment agreement and offered to the employees. All employees are subjected to an annual performance appraisal. Their employment status is reviewed annually.
- 4.3.7 The NDFA Board Officers are not covered by unemployment insurance (exempted on August 17, 1975).

#### **Section 4-4: Board Meetings**

- 4.4.1 All Board meetings will be conducted according to Robert's Rules of Order.
- 4.4.2 The President may call for an Executive Board meeting or hold a conference call at any time that he/she deems necessary to carry out the business of the Association or the Executive Board.
- 4.4.3 One annual board meeting must be held during or at the close of the Annual State Convention.
- 4.4.4 A regular board meeting must be held to set the program for the Annual State Fire School and Annual State Convention.
- 4.4.5 A regular board meeting must be held at the close or during the Annual State Fire School.
- 4.4.6 All NDFA meetings will be posted as required by the North Dakota Open Meetings Law with the North Dakota Secretary of State and the Bismarck Tribune.
- 4.4.7 If three (3) members of the Board of Directors request a Board meeting the President must notify all Board members and schedule the meeting as soon as possible to fit all Board members schedules.
- 4.4.8 As many Board meetings as necessary to conduct the business of the NDFA may be held.

#### **Section 4-5: Duties and Responsibilities**

##### **4.5.1 PRESIDENT**

- Member of Executive Board.
- Calls Executive Board meetings to order.
- Presides at the Executive Board meetings.
- Signs the minutes of the Executive Board meetings.
- Officiates at the NDFA Annual State Convention.
- General supervision over the business affairs of the Association.
- Authorized signature required on all bank accounts.
- Signs Life Memberships issued.
- Signs Firefighter Certification certificates issued.
- May attend one out-of-State conference or seminar each year as approved by Executive Board.
- May attend one Fire School in each training Region.
- Appoints committee members.
- Supervises NDFA office staff and procedures.
- Chairman of the Office Committee.

- Performs periodic verification of Secretary/Treasurers financial records.
- Other duties as the need arise to perform for the Association.
  - Receives \$500.00 stipend at end of term.

#### **4.5.2 1st VICE PRESIDENT:**

- Member of Executive Board.
- Performs the duties of the President in the absence of that officer.
- Gives response to the welcome at the Annual State Convention.
- Member of the Certification Advisory Committee.
- Member of the Office Committee.
- Serves on committees as requested by the President.
- Attends functions as approved by the Executive Board.
- May attend one out-of-State conference or seminar each year as approved by the Executive Board.
- Authorized signature on all bank accounts.

#### **4.5.3 2nd VICE PRESIDENT:**

- Member of Executive Board.
- Chairman of Resolutions Committee.
- May attend one out-of-State conference or seminar each year as approved by the Executive Board.
- Serves on committees as requested by the President.

#### **4.5.4 SECRETARY/TREASURER:**

- Member of Executive Board.
- Keeps records of proceedings of Executive Board meetings and provides a copy to each Executive Board member prior to the next Executive Board meeting.
- Provides Secretary/Treasurers reports to Executive Board members prior to the next boardmeeting.
- Handles correspondence with his/her office and submits reports to the Executive Board at the next meeting.
- Presents copies of expenses at each Executive Board meeting.
- Keeps records of all bank accounts.
- Keep accounts in order and bank accounts solvent.
- Keeps all books and records of NDFA in order.
- Authorized signature on all bank accounts.
- Writes checks that are properly vouched, according to rules and regulations or as ordered by Executive Board action.
- Keeps a monthly balance of the checking accounts.
- Assist Training Director and Executive Board members in preparing an annual budget.
- Prepares and presents financial report for the Annual State Convention.
- Keeps record of proceedings of the Annual State Convention.
- Prepares and submits W-2, W-3, State Income Tax, Federal 941 forms, and annual North Dakota Workforce Safety and Insurance reports.
- Closes the books annually on December 31 and submits book for an annual audit.
- May attend one out-of-State conference or seminar each year as approved by the Executive Board.
- Receives monthly wage as determined by Executive Board or from Annual State Convention.

#### **4.5.5 TRUSTEES:**

- Member of Executive Board.
- Responsible for coordination and supervision of Regional and Sub-Regional Fire Schools.
- Responsible for coordinating all NDFA sponsored training in their region.
- If there is sufficient funding; the Trustee shall attempt to hold two regional schools annually.
- Assist area departments with other regional and sub-regional training.
- Assist department Training Officers with NDFA training, upon request.
- Assist with the annual State Fire School.
- Promote and assist with the NDFA Firefighter Certification program.
- Assist the State Training Director with new class content and information.
- File Regional and Sub-Regional Fire School reports with State Training Director or Secretary/Treasurer:

- Other duties as assigned by the President.
- May attend one out-of-State conference or seminar each year as approved by the Executive Board.

#### **4.5.6 PAST PRESIDENT:** (added to Board by Resolution at 2017 Convention in Dickinson)

- Voting member of the Executive Board.
- Orients and mentors new incoming Officers of the Board of Directors.
- Serve as an advisor and counselor to the President and Board of Directors
- Continue to work on active projects from the presidential term and reports progress to the President.
- Other duties as assigned by the President.

### **Section 4-6: Committees**

#### **4.6.1 Office Committee**

4.6.1.1 Members of the committee are:

- President
- 1<sup>st</sup> Vice President
- Secretary/Treasurer
- One member appointed by the President
- Office Manager
- Training Director

4.6.1.2 The Office Committee oversees the NDFA office operations and responds to procedures or equipment questions by the Training Director. Minutes of the Office Committee meetings must be kept and presented at the Executive Board Meeting and approved by the Executive Board.

4.6.1.3 The Office Committee shall be allowed reimbursement in accordance with chapter 5, section 5.6.8.

#### **4.6.2 Strategic Planning Committee**

4.6.2.1 Members of the Strategic Planning Committee are:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- One NDFA Trustees to be appointed by the President
- Training Director

4.6.2.2 The Strategic Planning Committee shall meet twice annually at a minimum, to review the Mission Statement, Goals and Objectives of the Association, and set long and short-term goals. The committee shall produce a working document that shall be presented to the Executive Board.

4.6.2.3 The Strategic Planning Committee shall be allowed reimbursement in accordance with chapter 5, section 5.6.8.

#### **4.6.3 Legislative Committee**

4.6.3.1 Members of the Legislative Committee are:

- President – Chairman
- Training Director
- Others as appointed by President

4.6.3.2 The purpose of the committee is to monitor fire service related legislative activity, develop NDFA policy positions and create and manage the NDFA communications strategy pertaining to legislative matters to

the membership, other stakeholder groups and the Capitol.

4.6.3.3 The Legislative Committee shall be allowed reimbursement in accordance with chapter 5, section 5.6.8.

4.1.1.1 All Executive Board and/or staff members appointed by the Board President, are also considered members of this committee.

4.1.1.2 The primary lobbyist for the NDFA will be determined by the Executive Board and will attend all Legislative Sessions that are handling bills and discussing issues regarding or affecting the Fire Service in North Dakota.

4.1.1.3 The President shall appoint additional lobbyists as deemed necessary.

4.1.1.4 The President may call for assistance from any or all members of this committee.

4.1.1.5 The Training Director shall forward current copies of Legislative Bills to the Legislative Committee and the Executive Board of Directors.

4.1.1.6 Firefighters in North Dakota may be called to assist the Legislative Committee. No expenses are paid to these firefighters.

#### **Section 4-7: Email for Discussion and Decisions**

4.7.1 The purpose of this section is to establish procedures for the Executive Board to follow when discussing or voting on matters by electronic means, and to maintain a record of such matters for the records of the Association.

4.7.2 The Executive Board shall adopt and adhere to specific procedures to regulate the transaction of business by electronic means.

4.7.3 This procedure is permitted for two purposes:

4.7.3.1 Presentation of a Topic for Informal Consideration:

4.7.3.1.1 The president may present a topic or issue for discussion without presenting a motion on which a vote must be taken. He/she may do this electronically by distributing the topic to the entire Board, using the agreed upon distribution list maintained by the NDFA office.

4.7.3.1.2 The president shall set a time limit of no less than 24 hours for the discussion. At the end of this period, the president may seek to extend the discussion period, refer the issue to a committee or working group, invite a motion from a member of the Board, close discussion or take other appropriate action.

4.7.3.1.3 All Board members are encouraged to participate in the discussion, observing the same rules of order and courtesy as apply to formal Board meetings. All contributions to the discussion should be posted to all Board members, again using the distribution list or other approved electronic means.

4.7.3.1.4 Members are encouraged to use a means that allows for collection and dissemination of comments in an organized manner rather than rely exclusively on email given the difficulty in maintaining threads of responses and replies. This may include but not be limited to an online forum or other such tool as the Board may select.

4.7.3.1.5 At the end of the time period for informal consideration, or at any time before, a member of the Board may make a formal motion for action, based on the direction of the discussion up to that point. This may be voted upon electronically, in accordance with procedures of this policy, or may be carried forward for action on the next Board meeting or teleconference, if placed on the agenda by the President.

4.7.3.2 Presentation of a Motion for Consideration:

4.7.3.2.1 All motions to be voted upon electronically shall be submitted in the same form as a motion made during a formally convened Board meeting:

- 4.7.3.2.2 No less than 24 hours before a vote is taken. All further discussion shall again include all members of the Board. Members are encouraged to use a means that allows for collection and dissemination of comments in an organized manner rather than rely exclusively on email given the difficulty in maintaining threads of responses and replies. This may include but not be limited to an online forum or other such tool as the Board may select.
- 4.7.3.2.3 At the end of the specified discussion period, votes may be cast by all eligible Board members. Because an electronic vote prevents the assurance of a quorum, a minimum of five (5) Board members must vote affirmatively for an electronic motion to pass. Unless otherwise specified by the president, Board members shall cast their vote using the approved distribution list. Board members must “reply all” so that all other Board members may see how they have voted unless there is a request for a secret ballot. Failure to cast a ballot by the deadline shall be considered a vote against the motion.
- 4.7.3.2.4 At the conclusion of the voting period, the Secretary shall tabulate the votes to ensure that the voting threshold has been met; failure to meet the threshold, regardless of the outcome of the votes cast, shall defeat the motion. The Secretary shall formally announce the results of the vote to the entire Board and shall record the vote in the minutes of the subsequent formal Board meeting.
- 4.7.3.2.5 If a motion fails because a significant number of Board members did not cast a vote on the issue, the president may, at his/her sole discretion, extend the voting deadline or add the underlying topic from which the motion was made to the next Board meeting. However, he/she may not take both actions (i.e. if the deadline is extended and there are still insufficient votes, the matter may not be carried over to the next board meeting except as a newly introduced agenda item).

4.7.4 Inclusion of all Board members is dependent on their access to messages from other Board members. Each Board member shall ensure that his/her correct contact information is on file with the NDFA office. The Training Director shall establish and maintain an official distribution list with electronic addresses for all Board members.

## CHAPTER FIVE – FINANCE

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- Section 5-6: Compensation and Allowed Expenses
- Section 5-7: Credit Card Protocols

### Section 5-1: Purpose

- 5.1.1 The purpose of this section is to establish the policies governing the management of funds for the North Dakota Firefighter's Association.

### Section 5-2: Management of Funds

- 5.2.1 All funds are in the hands of the NDFA Secretary/Treasurer. NDFA maintains bank accounts as necessary.
- 5.2.2 All money shall be deposited in an account at an authorized bank.
  - 5.2.2.1 An itemized deposit summary shall be prepared by the Office Manager, who will take deposit transactions to the specified bank and submit the completed deposit receipts to the Secretary/Treasurer.
  - 5.2.2.2 This accounting procedure is approved and provided by the North Dakota State Auditor's Office Protocols for state funds.
- 5.2.3 The Secretary/Treasurer shall identify the fund the money is deposited into as General Fund or Certification and Training Fund
  - 5.2.3.1 The General Fund: Dues from Members, Associate Members, Investment revenue, sales, reimbursed expenses, and other funds determined to belong to the General Fund.
  - 5.2.3.2 The Certification and Training Fund: State appropriation for Fire Training, donations to the library fund, library late fees, sale of fire patches and rockers, and other items related to the State of North Dakota Certification Program.
- 5.2.4 Officers authorized to sign checks shall be the Secretary/Treasurer, President, 1st Vice President, 2nd Vice President, and the Past President. Each check issued shall have two mandatory and authorized signatures for the protection of NDFA.
- 5.2.5 When NDFA receives an expense voucher/invoice, it is confirmed and coded by the Training Director as an approved expense. It is then presented to the Secretary/Treasurer for payment. The Secretary/Treasurer writes and records the checks and maintains a file for the vouchers. All checks are signed by the Secretary/Treasurer, and then sent to the President or 1st Vice President for his/her signature. If the Secretary/Treasurer is not available, the President and 1st Vice President or the 2nd Vice President will sign the checks.
- 5.2.6 Investments are handled through the Office of the Secretary/Treasurer, and are invested at an authorized, federally insured financial institution.
  - 5.2.6.1 The Secretary/Treasurer has the option of transferring money between accounts if the need arises.
- 5.2.7 Executive Board members, Training Director, and the Office Staff are bonded by the North Dakota State Bonding Fund. This blanket fidelity bond is on file in the office of the State Bonding Fund of the North Dakota Insurance Department.



- 5.2.8 All Books and Records are open for inspection at any time by the Executive Board, State Auditor, and other member departments.

### **Section 5-3: Budget Carry Over Policy**

- 5.3.1 This policy provides that the North Dakota Firefighter's Association may carry over accumulated fund balances into the next fiscal year to maintain association operations on a cash basis. The authority to determine the appropriate and necessary levels of fund balance rests with the Executive Board.
- 5.3.2 This policy is for use in guiding financing decisions of the Association and can be interpreted by the Executive Board as part of overall discussions related to budget carryover. It is administered in conjunction with the Association's other fiscal policies. It may be amended or revised as determined by the Executive Board.
- 5.3.3 Budget carryover refers to funds budgeted but unexpended during a budget year which are brought forward as additions to the subsequent year's budget.
- 5.3.4 The amount carried over by the Association may not exceed an amount equivalent to 12 months of the current annual budget for all purposes other than debt retirement plus twenty thousand dollars. Upon determination of amount of funds to be carried over, funds will be identified and allocated in the subsequent annual budget.

### **Section 5-4: Purchasing Policy**

- 5.4.1 **DELEGATION OF PURCHASING AUTHORITY:** The purchasing policy grants the Training Director the authority and responsibility for the procurement of all materials, equipment, supplies and services necessary to support the Association.
- 5.4.2 The Board approves the association's annual operating budget, which in turn is provided to the Training Director for execution.
- 5.4.2.1 The approved budget provides guidelines to the Training Director for the administration of association business.
- 5.4.2.2 Within this authority, the Training Director may delegate to other individuals, in writing, the responsibility for the performance of some of the procurement duties.
- 5.4.2.3 Procurement policies shall be followed for all purchases.
- 5.4.3 **SPENDING AUTHORITY:** The Training Director is authorized to purchase goods and services, following the approved budget, up to but not more than \$5,000.00 without prior board approval.
- 5.4.4 **EMERGENCY SPENDING AUTHORITY:** The Training Director, or his designee, may take emergency action to address immediate operational needs or repair apparatus and equipment as needed under the following conditions:
- 5.4.4.1 Failure to make repairs would place a piece of association equipment/apparatus out of service.
- 5.4.4.2 The estimated cost of repairs does not exceed \$10,000.00
- 5.4.4.3 Purchase(s) will be limited to the supplies or services necessary to address the emergency.
- 5.4.4.4 If the above conditions do not exist, or the estimated cost exceeds \$10,000, it shall be at the discretion of the Board President to call a Special Board Meeting to consider the request or to wait until the next Regular Board Meeting
- 5.4.4.5 In all emergency spending instances, the Training Director will notify the President or Vice Presidents of the expenditures as soon as the situation allows. The President or Vice Presidents may determine the need to call a special or emergency board meeting to notify the full board.

## Section 5-5: Procurement Policy

5.5.1 This policy seeks to establish fair, open, and competitive procedures for selecting vendors of goods and services at various spending thresholds.

5.5.2 **AUTHORITY:** The authority to enter contracts for services on behalf of the association is exercised by the Executive Board. The Training Director may execute invoice- based contracts as defined in this policy and within the spending authority detailed in the purchasing policy.

5.5.2.1 The Training Director is responsible for the implementation of this policy and for establishing procedures to demonstrate compliance.

5.5.3 **PROCEDURES FOR VENDOR SELECTION:** The following table has been provided by the Office of Management and Budget (OMB) State Procurement Office and will be used for vendor selection depending on the type and amount of the expenditure.

Purchasing Thresholds Effective July 1, 2018		
Level	Competition Requirements	Documentation Maintenance Requirement
<b>Level 1 "Micro" Purchase</b>  Less than \$10,000	Obtain at least one fair and reasonable quote.  Note: Equipment and software must be added to inventory if \$5,000 or greater. (N.D.C.C. § <a href="#">54-27-21</a> Fixed Asset Minimum Reporting Value)  OMB: Rotate vendors solicited on an equitable basis (N.D.A.C. § <a href="#">4-12-08-02</a> )	Alternate Procurement form not required if multiple quotes not solicited  OMB: Document vendors solicited, quotes received, and award determination.
<b>Level 2 Small Purchase</b>  At least \$10,000 but less than \$50,000	Solicit informal quotes/bids or proposals from at least three vendors, or post to SPO Online with appropriate state bidders list. May send to additional vendors.  OMB: ITD must review IT purchases over \$25,000. Contact <a href="mailto:itdprocurement@nd.gov">itdprocurement@nd.gov</a>	Documentation is required.
<b>Level 3 Informal Written Purchase</b>  At least \$50,000 but less than \$100,000	Solicit informal bids or proposals using SPO Online with appropriate state bidders list. May send to additional vendors.  OMB: ITD must review IT purchases over \$25,000. Contact <a href="mailto:itdprocurement@nd.gov">itdprocurement@nd.gov</a>	Documentation is required
<b>Level 4 Formal Purchase</b>  \$100,000 and over	Must be purchased using formal sealed bids or Request for Proposal (RFP). Solicitations must be posted using SPO Online with appropriate state bidders list. May send to additional bidders.  OMB: ITD must review IT purchases over \$25,000. Contact <a href="mailto:itdprocurement@nd.gov">itdprocurement@nd.gov</a>	Documentation is required.

5.5.4 **EXCEPTIONS:** The following exceptions preempt the provisions of this policy

- 5.5.4.1 **DIRECT NEGOTIATION:** When no bids or proposals are received in response to an RFP or if none of the ones received are from responsible and responsive bidders or offerors, the association may choose to:
  - 5.5.4.1.1 Cancel and reissue the RFP.
  - 5.5.4.1.2 Negotiate directly with a vendor if a determination is made that subsequent RFP would be unsuccessful. All circumstances that lead to direct negotiation must be documented.
  
- 5.5.4.2 **EMERGENCIES:** Under very limited circumstances, the association may need the flexibility to make an emergency purchase. Such purchases are typically made outside of the normal purchasing procedures due to the sudden and unexpected situation that requires immediate action.
  
- 5.5.4.3 **SOLE SOURCE PURCHASING:** Under some limited circumstances, the association may need to consider making a sole source purchase for a supply or service available from only one known vendor or for other justified reasons. Because this purchase occurs without benefit of competition, the association exercises great reluctance to use this procurement method. The following governs the use of sole source purchasing
  - 5.5.4.3.1 The required supply or service is available only from a single supplier or it is determined that a single supplier is otherwise most advantageous for the association. Circumstances which could necessitate a sole source purchase are:
    - 5.5.4.3.1.1 The compatibility of current services or equipment, accessories, or replacement parts,
    - 5.5.4.3.1.2 There is no existent equivalent product,
    - 5.5.4.3.1.3 Only one source is acceptable or suitable for the supply or service item,
    - 5.5.4.3.1.4 Grant terms specify the equipment to be purchased, or
    - 5.5.4.3.1.5 In the case of used vehicles, apparatus, or equipment, which are of a nature and type that typically would not be retained by the seller for the period of time it would take to comply with policies.
  
  - 5.5.4.3.2 Sole source purchases over \$2,000 but less than \$5,000: Training Director or designee shall compile a sole source justification report prior to purchase. Report shall be filed with purchase records.
  
  - 5.5.4.3.3 Sole source purchases for \$5,000 or more (except for used items under (5.5.4.3.1.5) above): The Training Director or designee shall compile a sole source justification report prior to purchase and submit it to the Board for approval. The association shall maintain a record of all sole source purchases over \$2,000.
  
  - 5.5.4.3.4 Sole source purchases of used vehicles, apparatus, or equipment over \$5,000:
    - 5.5.4.3.4.1 Board retains the authority for final approval of any purchases over \$5,000.
    - 5.5.4.3.4.2 Training Director is authorized to submit reasonable offers, including down payment not to exceed 10% of offer, as long as the following conditions are met:
      - (1) offer does not constitute final purchase contract, and
      - (2) down payment, if any, is a minimum of 75% refundable if purchase is not finalized, regardless of reason.
  
- 5.5.3.5 Training Director will notify President or Vice Presidents as soon as possible before or after any offer is made, and, depending on timing of next regular board meeting, work to schedule special board meeting for discussion and final approval.
  - 5.5.3.5.1 Sole source procedures do not apply if the Total Contract Value is \$2,000 or less.

## **Section 5-6: Compensation and Allowed Expenses**

### **5.6.3 EXECUTIVE BOARD MEMBERS**

5.6.3.1 Travel expenses are allowed for attendance at:

- Annual State Convention
- Annual State Fire School
- Executive Board meetings
- Special Board meetings
- Other meetings and functions as directed by the Executive Board

5.6.1.2 Allowed expenses are as follows:

- Mileage at the NDFA adopted rate (Sec 5.6.8)
- Lodging
- Per diem, with overnight stay
- Meal allowance, without overnight stay
- Cab fares, parking, and tolls
- One NDFA shirt with logo when elected as a new Executive Board Member
- Any other expenses incurred, with NDFA Executive Board approval

5.6.1.3 Executive Board members, Training Director, Committee Members, and all designees of the Executive Board who attend a convention, conference, seminar, or other meeting on behalf of the NDFA will prepare and present a written report as requested at the next Board meeting.

5.6.1.4 Members of the Executive Board are not required to accept invitations to social events such as an open house, annual meetings, dedications, funerals, etc. However, if they chose to attend, they must attend at their own expense.

5.6.1.5 The Executive Board may pre-authorize attendance at a function. In this case, the expenses will be covered. In the event there is not time to pre-authorize expenses, the officers may present a voucher at the next Executive Board meeting for possible reimbursement of expenses.

### **5.6.2 CERTIFICATION ADVISORY COMMITTEE MEMBERS**

5.6.2.1 Travel expenses are allowed for:

- Attendance at Certification Advisory Committee Meetings
- Special assignments as directed by the Executive Board

5.6.2.2 Allowed expenses are as follows:

- Mileage at the NDFA adopted rate (Sec 5.6.8)
- Lodging with approval by the Training Director
- Per diem, with overnight stay
- Meal allowance, without overnight stay with receipts
- Cab fares, parking, and tolls
- Any other expenses incurred, with NDFA Executive Board approval

### **5.6.3 CERTIFICATION TESTERS:**

5.6.3.1 Testers hired by NDFA will receive the following when conducting a Certification test or any other duty authorized by the Training Director or the Executive Board:

- \$45.00 an hour
- Mileage at the NDFA adopted rate (Sec 5.6.8)
- Lodging with approval by the Training Director

- Per diem, with overnight stay
- Meal allowance, without overnight stay with receipts
- Cab fares, parking, and tolls
- Any other expenses incurred, with NDFA Executive Board approval

**5.6.4 CREDENTIALS COMMITTEE**

5.6.4.1 Each member of the Credentials committee shall receive three days allowance for serving on this committee during the Annual State Convention (June 3, 1983).

**5.6.5 RESOLUTIONS COMMITTEE:**

5.6.5.1 Each member of the Resolutions committee shall receive one-day allowance for serving on this committee during the Annual State Convention (June 3, 1983).

**5.6.6 SPECIAL COMMITTEES:**

5.6.6.1 Member of any committee appointed by the President and authorized to represent the NDFA is allowed the following expenses:

- Mileage at the NDFA adopted rate (Sec 5.6.8)
- Lodging
- Per diem, with overnight stay
- Meal allowance, without overnight stay
- Cab fares, parking, and tolls
- Any other expenses incurred, with NDFA Executive Board approval

**5.6.7 LEGISLATIVE COMMITTEE**

5.6.7.1 Mileage (at current NDFA adopted rate) and per diem will be paid for committee members when out of their home environment for such business.

**5.6.8 Rate Allowance Table**

Mileage	\$0.56 per mile
Mileage (Pulling NDFA trailer)	\$0.75 per mile
Per diem ( <b>With overnight stay</b> )	\$35.00 per day, with \$17.50 for first and last day
GSA Rates: <a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a>	Per Diem, mileage, and hotel rooms for In-State and Out-of-State Travel (Board Approved)
State Fire School	Instructors will be paid per diem if authorized by a grant that pertains to the class being taught.
Meal allowance ( <b>Without overnight stay</b> )	Provide receipts
Free will offering	Add amount to NDFA voucher and add explanation
Instructor/Evaluator Fee	\$45.00/hour
Department Visit	\$50.00 per visit
Proctor/Assistant fee	\$25.00/hour
Resolutions/Credentials Committee Allowance	\$75.00 per day

**Section 5-7: Credit Card Protocols**

5.7.1 Credit card holders will be determined by the Executive Board.

5.7.2 Credit cards are to be used for expenses incurred while on official business for NDFA.

- 5.7.3 Receipts of each transaction must be turned in to the NDFA Office for verification and review.
- 5.7.4 Instructors may request to use NDFA credit card when using NDFA owned vehicles and towing NDFA owned trailers.
- 5.7.5 Individuals who are approved must fill out and sign a Credit Card Sign-out Form prior to receiving the card.
- 5.7.6 All charges to the NDFA credit card must be accompanied by all receipts.
- 5.7.7 Any unauthorized charges will be invoiced to the individual and may result in loss of future card use.
- 5.7.8 No one will be exempt from having expenses reviewed for the purposes of North Dakota Open Records Law.

### **Section 5-8: Annual Audit**

- 5.8.1 The North Dakota Firefighters Association financials are audited on an annual basis by a professional CPA on behalf of the State of North Dakota.
- 5.8.2 The Association provides pertinent financial information for the formal audit to the professional CPA.
- 5.8.3 The results of the annual audit are completed and sent to the North Dakota State Auditor Office and the Office of Management and Budget in accordance with Chapter 18-03-08 of the North Dakota Century Code.

## CHAPTER SIX – TRAINING AND CERTIFICATION

### INDEX:

- Section 6-1: Purpose
- Section 6-2: Annual State Fire School
- Section 6-3: Regional Fire Schools
- Section 6-4: Fire Academies
- Section 6-5: Adjunct Instructors
- Section 6-6: Out of State Training Policy
- Section 6-7: Equipment and Training Prop Usage
- Section 6-8: Certification Program

### Section 6-1: Purpose

- 6.1.1 The purpose of this section is to establish the policies governing the Training and Certification programs of the North Dakota Firefighter's Association.

### Section 6-2: Annual State Fire School

- 6.2.1 One official Annual State Fire School is held each year, others may be held as deemed necessary by the Executive Board. (NDCC, Chapter 18-03-02).
- 6.2.2 Executive Board will set the location and approve the program for the Annual State Fire School. This will be done early enough in the year so all details may be met. (NDCC, Chapter 18-03-02).
- 6.2.3 The Executive Board will set registration and instructor fees.
- 6.2.4 The North Dakota Annual State Fire School will operate under the Incident Command System with the Training Director serving as the Command Officer.
- 6.2.5 All participants and attendees of the Annual State Fire School are covered by liability insurance.
  - 6.2.5.1 A copy of this policy is on file at the NDFA office.
  - 6.2.5.2 If there may be a claim resulting from the Annual State Fire School, the NDFA office must be notified as soon as possible.
- 6.2.6 Upon request, the NDFA will provide a TV/VCR, overhead projectors, slide projectors, screens and flip charts for each class as needed. Laptops will be provided if required to present the class and the instructor does not have access to one. Other audio/visual equipment will be the responsibility of the instructor.
- 6.2.7 Instructors will be under contract with the NDFA prior to the Annual State Fire School. This contract will contain the policy and guidelines and the fee and reimbursement schedule.
- 6.2.8 NDFA will make motel room reservations for the instructors and the rooms will be direct billed to the NDFA, except for the NFA instructors who are under contract with the National Fire Academy. It is the responsibility of the instructor to decide for early arrivals/departures or if they wish to stay at a different hotel. NDFA will invoice the instructor for any additional charges incurred if prior arrangements are not made.
- 6.2.9 Classes will be a minimum of 4 hours in length, with a 15-minute break given during the designated time. Exceptions to class length will be approved by the Training Director.

- 6.2.10 Class material will be manufacturer and vendor generic. Specific manufacture or vendor promotional materials will not be used in class. Manufacture or vendor specific questions will be answered after class or on the vendor floor.
- 6.2.11 Instructors will dress in business attire. Sport coat and ties are acceptable in lieu of business suits. Fire department dress uniforms will be allowed. Exceptions will be made for instructors of classes requiring turnout gear. All shirts must have collars.
- 6.2.12 Instructors will turn in class rosters and comment sheets before instructor's fees and reimbursements will be paid. Checks will be issued promptly as soon as possible after the close of the Annual State Fire School if all instructors' pertinent and necessary NDFA documentation has been submitted for reimbursement.

### **Section 6-3: Regional Fire Schools**

- 6.3.1 Regional Fire Schools are to be held as the Regional Trustees and the Executive Board deem necessary to cover the training needs of their respective Regions.
- 6.3.2 The Trustees of each region are responsible for setting up and supervising the Regional Fire Schools.
- 6.3.3 The Trustees will choose the time of the year their Regional Fire Schools will be held. They are responsible for approving the topics, instructors, and the facilities for the Regional Fire School.
- 6.3.4 Each Trustee is expected to follow the budget set by the Executive Board.
  - 6.3.4.1 A complete report of expenses, number of firefighters attending the training, and number of fire departments represented will be submitted to the NDFA office.
  - 6.3.4.2 Vouchers will be properly completed and submitted through the NDFA office for payment following current reimbursement procedures
- 6.3.5 A complete report of all Regional Fire Schools will be presented at the Annual State Convention.
- 6.3.6 All participants and attendees of Regional Fire Schools are covered by liability insurance.
  - 6.3.6.1 A copy of this policy is on file at the NDFA office.
  - 6.3.6.2 If there may be a claim resulting from a Regional Fire School, the NDFA office must be notified as soon as possible.
- 6.3.7 Instructor's fees shall follow the current fee schedule set by the Executive Board.
- 6.3.8 Supplies the Trustee deems necessary are billed to the NDFA and paid through the appropriate account.

### **Section 6-4: Fire Academies**

- 6.4.1 The purpose of this section is to establish policies and procedures for Scheduling Academy Formatted Classes.
- 6.4.2 The purpose of holding academies is for delivery of online classroom and hands-on instruction in assigned fire and emergency services related topics such as Hazardous Material Awareness and Operations, Firefighter I, and Firefighter II, in preparation for state certification testing.
  - 6.4.2.1 Academies are a hybrid delivery option involving online, self-paced, classroom instruction and in-person hands-on skills training.
  - 6.4.2.2 The knowledge component is met through an online, self-passed, course in which the students work through their assigned chapters in between the scheduled in-person dates.



6.4.2.3 The skills portion is facilitated by instructors during weekend sessions. The instructors cover the Job Performance Requirements (JPRs) for the level assigned.

### **6.4.3 Formats**

6.4.3.1 Haz Mat Academies will be conducted in one (1) weekend (Fri evening – Sunday afternoon).

6.4.3.1.1 Testing will be done on the last afternoon of the academy

6.4.3.2 Firefighter I will be conducted in four (4) separate weekends (Saturday-Sunday)

6.4.3.2.1 One day of a weekend (lead instructors' choice) will be listed as live fire training but still part of the FFI academy

6.4.3.2.2 Certification testing will be done on the last day of the academy

6.4.3.2.3 Firefighter II will be conducted in two (2) separate weekends (Saturday-Sunday).

6.4.3.2.4 Certification testing will be done on the last day of the academy.

6.4.3.3 Skills weekends should have sufficient days in between to allow students to complete the knowledge component.

6.4.3.3.1 Instructor to Student Ratio will be no more than the following:

6.4.3.3.1.1 Haz Mat – Authorized 2 instructor.

6.4.3.3.1.2 Firefighter I/II – 1 Instructor for every 7 students

### **6.4.4 Fire Academy Scheduling**

6.4.4.1 Departments wishing to conduct an academy for their own department, with no other department participating, do not need to request approval through the NDFA.

6.4.4.2 When only conducting academies for their own department, with no other department participating, there will be no reimbursement authorized by the NDFA

6.4.4.3 Departments conducting academies under this provision are free to use the format described in section 7-2; however, should use a format that is convenient for their specific situation.

6.4.4.4 Departments are encouraged to make equipment/props requests as early as possible so NDFA can ensure the equipment/prop is available.

6.4.4.5 Departments wishing to host an academy in their own department, to include students for other departments, and wish for NDFA funds to reimburse instructors, will follow the procedures listed in sections below:

6.4.4.5.1 To request an academy, contact the NDFA Office with the following information

- Academy title (Haz Mat, FFI, FFII)
- Number of Students (minimum of 10 students for regionals)
- Location of in-person skills training
- Requested dates of weekends.
- Any equipment needed from the NDFA for this academy
- Names of instructors, if any, who have agreed to instruct

6.4.4.6 NDFA will review the request, select instructors as needed, and provide confirmation or denial as appropriate.

### **6.4.5 Academy Funding and Fee Schedule**

6.4.5.1 NDFA identifies only a set amount available to spend on Fire Academies annually and must approve all academy funding requests prior to schedule being approved.

- 6.4.5.2 Departments are limited to one (1) funded academy per fiscal year. Departments may conduct a second academy at their own cost if they so choose.
- 6.4.5.3 Requesting departments who do not get approved due to lack of funding will have scheduling priority after the next fiscal year begins.
- 6.4.5.4 Course texts books are the students/departments responsibility.
- 6.4.5.4.1 NDFA receives a 30% discount from curriculum developers. It is highly recommended that departments/students order texts book from the NDFA.
- 6.4.5.5 NDFA uses the following fee structures for Adjunct Instructors:
- 6.4.5.5.1 Classes taught outside of home department
- Instructional Hour - \$45.00
  - Mileage – At adopted rate listed in the NDFA Policy and Procedures Manual.
  - Hotel - to the extent practical, hotel stays that have been pre-approved by the NDFA will be charged at the current state rate
  - Per Diem – at the current rate approved by the NDFA Executive Board. (Only authorized with an overnight stay).
- 6.4.5.5.2 Classes taught within home department, when 25% or more of the students attending are from outside the local community (regional)
- Instructional Hour - \$45.00
  - No mileage, Hotel, Per Diem is authorized.
- 6.4.5.5.3 Classes taught within home department when only department members attend (departmental)
- No reimbursement authorized
- 6.4.5.6 Vouchers must be submitted within 30 days of completion of each weekend. Any vouchers not submitted within 30 days will not be reimbursed due to grant limitations.

#### **6.4.6 Requesting use of NDFA Equipment/Props**

- 6.4.6.1 Requests to use NDFA equipment will be submitted with the academy proposal for approval.
- 6.4.6.2 NDFA staff will review equipment requests and may suggest adjusting academy schedule to accommodate these requests

#### **6.4.7 Academy Instructor Responsibilities**

- 6.4.7.1 The following are the responsibilities of academy instructors
1. Be in communication with NDFA of any changes/alterations to the schedule, location of training, etc.
  2. Be in charge managing all students of their academy.
  3. Email out all associated paperwork (hazmat study guide, JPR sheets, etc.)
  4. Ensure each student's JPR Training Record is completed and available for the evaluators on the day of certification testing.
  5. Complete all paperwork and turn in to the NDFA at appropriate times
  6. Test requests must be filled out completely and accurately and submitted to NDFA no later than 7 days prior to the requested test date.
  7. Rosters must be submitted to NDFA within 7 days following an academy.
  8. Manage the online course of their academy.
- 6.4.7.2 Once an academy is approved, a request for the online course will be made to the NDFA with the number of complimentary instructor codes needed.

## **Section 6-5: Adjunct Instructors Fix Heading**

6.5.1 The general purpose of Adjunct Instructors is for delivery of classroom and hands-on instruction in assigned fire and emergency services related topics, maintenance and upkeep of all equipment used in the delivery of course materials and contribute to the currency and development of curriculum to be used in assigned programs of responsibility.

### **6.5.2 Responsibilities**

6.5.2.1 It is the Adjunct Instructor's responsibility to make certain all paperwork for a class is in order before the event begins, all necessary equipment and props are ready for the class, and all paperwork is submitted to NDFA within 7 days following a class.

6.5.2.2 The Adjunct Instructor will also:

- Assist in planning, organizing, implementing, and coordinating fire training courses.
- Instruct fire courses through both lecture and practical based sessions.
- Lead and/or assists in the conduct of any exercise or scenario.
- Assist students with demonstration of skills.
- Assist in the development and design of new and existing courses.
- Maintain discipline and ensures safety standards for both staff and trainees are always adhered to

### **6.5.3 Criteria for Adjunct Instructors**

6.5.3.1 To qualify and maintain qualification as an Adjunct Instructor personnel must meet the following criteria:

- Must meet the requirements of NFPA 1001 ch.5 (Firefighter I),
- Must be certified as Fire Service Instructor I.
- Must be affiliated with a fire department, industrial or institutional fire brigade, a fire training program, related public safety agency, or institution of higher education in a fire or emergency related field.
  - Individuals retired from above organizations do qualify.
- Shall shadow a certified instructor in the class the Adjunct Instructor wishes to teach.
- Shall be evaluated periodically as described in section 6.6.

### **6.5.4 Responsibilities of Adjunct Instructors**

6.5.4.1 All Adjunct Instructors are required to comply with all rules, guidelines, policies, and procedures in place.

6.5.4.2 Adjunct Instructors are responsible for certifying the facilities and equipment to be used for the class being taught.

6.5.4.3 Adjunct Instructors are responsible for establishing safety protocols for all classes they teach.

6.5.4.4 Adjunct Instructors are responsible for following the lesson plan provided by the NDFA for the class they teach.

6.5.4.4.1 Adjunct Instructors must notify the NDFA if the lesson plan needs reviewing and/or revising.

6.5.4.4.2 Adjunct Instructors who create their own lesson plans must have them reviewed and approved by the NDFA prior to utilizing them in a training event if NDFA recognition is to be awarded to individuals who complete the class

### **6.5.5 Selection of Adjunct Instructors to Facilitate**

6.5.5.1 Adjunct Instructors are assigned to teach a class one of two ways:

- By self-applying to teach a class that has been posted on the NDFA website; or
- At the request of NDFA staff.

6.5.5.2 Adjunct Instructors will fill out and sign the “Independent Contract Instructor Agreement” for each class they are selected to teach.

6.5.5.3 Once contract has been signed and approved by NDFA; the Adjunct instructor will receive a confirmation email containing all relevant paperwork required for the class.

#### **6.5.6 Adjunct Instructor Training**

6.5.6.1 Adjunct Instructor training shall consist of shadowing a certified instructor of the class the Adjunct Instructor wishes to teach.

6.5.6.2 The certified instructor will evaluate the Shadow Instructor utilizing the Shadow Instructor Evaluation sheet.

6.5.6.3 Evaluation sheets must be completed and signed by both the Certified Instructor and the Shadow Instructor indicating that the evaluation was completed, and feedback was provided to the Shadow Instructor.

6.5.6.4 Evaluations must be submitted to the NDFA office within 7 days of the date of class for review by the Training Director or Coordinator.

6.5.6.5 Once reviewed the Shadow Instructor will be notified that either the Shadow designation was removed and they can teach the class on their own, or they will have to shadow another Certified Instructor for another class.

#### **6.5.7 Adjunct Instructor Continuing Education**

6.5.7.1 Routinely NDFA will update lesson plans to incorporate current requirements and standards. To remain current, instructors must attend any train the trainer scheduled when updates are incorporated into the classes they teach

6.5.7.2 Instructors are highly encouraged to continue attending training to remain current with updated information and/or tactics in the classes they teach.

#### **6.5.8 Adjunct Instructor Fee Structure**

6.5.8.1 NDFA uses the following fee structures for Adjunct Instructors:

6.5.8.1.1 Classes taught outside of home department

- Instructional Hour - \$45.00
- Mileage – At adopted rate listed in section **5.6.8 - Rate Allowance Table**.
- Hotel - to the extent practical, hotel stays that have been pre-approved by the NDFA will be charged at the current state rate
- Per Diem – at the current rate approved by the NDFA Executive Board. Only authorized with an overnight stay.

6.5.8.1.2 Classes taught within home department, when 25% or more of the students attending are from outside the local community (regional)

- Instructional Hour - \$45.00
- No mileage, Hotel, Per Diem is authorized.

6.5.8.1.3 Classes taught within home department when only department members attend (departmental)

- No reimbursement authorized

6.5.8.2 Vouchers **must** be submitted within 30 days of class completion. Any vouchers not submitted within 30 days will not be reimbursed due to grant limitations.

## **Section 6-6: Out of State Training Policy**

- 6.6.1 Member departments pay annual dues to the association to help offset the cost of operating the association and provide training and certification testing to the association. However, the cost of these services greatly outweighs the amount received from these dues. To ensure NDFA can provide the services they are obligated to, the association applies for numerous federal and state grants annually. Many of these grants do not cover trainings held outside of North Dakota, regardless of requesting department's membership status.
- 6.6.2 When a class is funded by one of these grants, and the requesting department is outside of the natural borders of North Dakota, the cost of the trainings which are not covered will need to be covered by the requesting department.
- 6.6.3 In these instances, the NDFA office will provide estimated cost to the requesting department. These costs will be invoiced to the requesting department. Invoices will be paid within 30 days of date of training.
- 6.6.4 Any cost incurred which would normally be funded by general funds will continue to be covered for member departments and will not be invoiced to the requesting department.

## **Section 6-7: Equipment and Training Prop Usage**

- 6.7.1 The use of NDFA owned training equipment/props will be in conjunction with a NDFA authorized training class unless approved under 6.7.7 below.
- 6.7.2 All requests for NDFA owned equipment/props must be made no later than 10 working days prior to date of use. All requests will be reviewed and approved or denied by the State Training Director.
- 6.7.3 All NDFA owned equipment/props must be operated by a NDFA approved instructor/operator.
- 6.7.4 All NDFA owned equipment/props must be signed out by a NDFA staff member.
- 6.7.5 Prior to any NDFA owned equipment/prop leaving NDFA's custody a complete joint inventory will be conducted by a NDFA staff member and the requesting party. Any missing items, damage, or defects must be identified prior to accepting custody. Upon return a complete inventory will be accomplished by a NDFA staff member and the requesting party. Any damage, above normal wear and tear, found upon return that was not identified during sign out, will be the responsibility of the requesting party.
- 6.7.6 While in possession of NDFA owned equipment/props, it will be the requesting party's responsibility to ensure the items are kept safe and secured, to include any temperature sensitive items, and to ensure no unauthorized use of items.
- 6.7.7 For requests for use of NDFA owned equipment/props not in conjunction with a NDFA approved training class, the following will also apply.
- 6.7.7.1 Cost for transportation, fuel, supplies, and instructors are at the expense of the local organization. Hosting organization shall be responsible for any damage to the props, equipment, and trailer outside of normal wear and tear.
- 6.7.7.2 If an instructor is requested through NDFA, requesting party will cover the cost of the approved instructor/operator at a rate of \$45.00 an instructional hour per instructor/operator plus all cost associated with facilitating scheduled training to include:
- Mileage (at current NDFA adopted rate) at the standard state rate

- Hotel cost
- Per diem at GSA rate for location of training

6.7.8 \$45.00/\$95.00 per 4 hrs./8 hrs. of use. Minimum of 4 hours. These charges will be invoiced to requesting party and must be paid within 30 days of the date of training unless specific arrangements have been approved prior to date of use.

6.7.9 NDFA reserves the right to deny any request for use of all NDFA owned equipment/props, regardless of funding source used to procure said items.

### **Section 6-8: Certification Program**

6.8.1 The North Dakota Firefighter's Association's Certification Program is governed by the policies and procedures located within the Certification Policy Manual.

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# CHAPTER SEVEN – ADMINISTRATION

## INDEX:

- Section 7-1: Purpose
- Section 7-2: NDFA Staff Duties and Responsibilities
- Section 7-3: Use of Electronic Communications
- Section 7-4: Awards and Recognition
- Section 7-5: Training Library
- Section 7-6: NDFA Firefighter License Plates
- Section 7-7: Condolence Policy

## Section 7-1: Purpose

- 7.1.1 This section contains policies governing the management of the North Dakota Firefighter's Association office day to day operations.

## Section 7-2: NDFA Staff Duties and Responsibilities

### 7.2.1 TRAINING DIRECTOR

- 7.2.1.1 The person employed by the NDFA as Training Director shall represent the NDFA and the Executive Board in an official capacity to other State Fire Service Associations, State Agencies and Commissions, National organizations and committees as directed by the Executive Board.
- 7.2.1.2 The essential duties and responsibilities herein are not all-inclusive but are intended to serve as a guide to the essential functions and primary areas of responsibility of the position, and to serve as a backdrop for annual evaluations of the Training Director position.

### 7.2.1.3 DUTIES OF THE TRAINING DIRECTOR

#### 7.2.1.3.1 Administrative Duties:

- Operates and maintains the professional protocols of the business office of NDFA.
- Receives and files state and federal reports.
- Coordinates Executive Board Meetings (including hotel rooms and meeting rooms).
- Requests and research agenda items to give the Board Members adequate data for overview.
- Posts notices of meetings as required by the North Dakota Open Meetings Law requirements.
- Send meeting notice, agenda, and agenda memo to Executive Board Members prior to meetings.

#### 7.2.1.3.2 Office Management:

- Staff oversight and annual performance review of each employee completed by the end of the fiscal year; December 31. Each employee will complete a peer review on the other employees and forward to the Board President for consideration.
- Investigates and retains adequate insurance and bond coverage protection for the Executive Board Members and the professional staff of NDFA.
- Maintains files of organization incorporation and required tax documents.
- Maintains the required DUN's registration.
- Maintains the required CCR registration with the United States Government on an annual basis.

#### 7.2.1.3.3 Financial Responsibilities:

- Work with the NDFA Secretary/Treasurer to prepare annual budget for NDFA.
- Administers Federal, State, and Local Grant programs and files required reports.
- Conduct grant searches for NDFA Training Projects and other appropriate grants with Board approval.



- Provide annual year-end inventory report with information listed for: Accounts Receivables, Insurance coverages, and deposit of funds for the review of the listed Certified Public Accountant for the necessary review as a Political Subdivision of the State of North Dakota.
- Organize a strategized reflection of necessary biennial budget training request funds to continue the mission of the North Dakota Firefighter's Association utilizing effective association with the North Dakota Insurance Department Official Accountant and the Governor's Office.
- Review and approve all administrative invoices. Approve the transactions prior to submitting to the NDFA Secretary/Treasurer for payment.
- Prepare and maintain State Fire School and Regional Fire Schools Cost Analysis for the Executive Board.
- Sign and review all administrative contracts for the Association.

#### **7.2.1.3.4 Annual Convention Protocols to be followed:**

- Secure convention speakers with assistance from the Host City.
- Reserve hotel rooms for the Executive Board, NDFA staff and confirmed convention speakers in the Hosting Community.
- Prepare the annual Training Director's Report.
- Assist and work with the NDFA Secretary/Treasurer to prepare the Annual Report for NDFA.

#### **7.2.1.3.5 Fire Service Training Delivery:**

- Plan and coordinate the North Dakota State Fire School.
- Plan and coordinate other State-wide fire schools as directed by the Executive Board.
- Maintain folder for Annual State Fire School, collects evaluation sheets, and compiles a report.
- Coordinate and market the NDFA class deliveries.
- Work with the regional trustees to plan training and deliver regional training schools.
- Work with regional training sites to provide additional training opportunities.
- Investigate new opportunities for delivering fire service training.

#### **7.2.1.3.6 Certification Programs:**

- Work and serve on the committee of the Certification Advisory Committee as compliance officer and serve as a non-voting member of the committee.
- Develop and manage the Firefighter's Certification Programs.
- Develop and maintain the Certification Policy Manual.
- Develop and maintain tester continuing education program.
- Maintain Pro-Board Accreditation for certification program (*per Executive Board action March 2008*).

#### **7.2.1.3.7 Program Development:**

- Develop and maintain training and certification programs to meet the needs of the ND Fire Service.

#### **7.2.1.3.8 Other Duties:**

- Represent NDFA at TRADE and NAFTD; assessing and evaluating programs for delivery in the state of North Dakota.
- Represent NDFA to State and National fire service agencies as requested by the NDFA Executive Board.
- Training and Certification Program Strategic Planning and Implementation to meet future training goals.
- Work with the State of North Dakota Fire Marshal's Office, the North Dakota Forest Service, and other State and Federal Fire Service Agencies and other organizations to promote fire service training.
- Maintain a current Lobbyist Registration with the Secretary of State's Office.
- Serve as a Lobbyist for the North Dakota Firefighter's Association if appointed by the Executive Board.

- Assist the NDFA Executive Board and other official fire service organizations to represent the interests and protocols of the NDFA on State and National level.
- Work with the North Dakota Congressional Delegation in Washington, D.C. to represent the NDFA and North Dakota regional fire service on a federal level as directed by the Executive Board.
- Provide necessary information as requested by all State Agencies and/or Legislative Representatives.
- Ensures NDFA representation on the ND Firefighter's Museum Board.
- Assist and work closely with all North Dakota Fire Departments.
- Perform and assist the Executive Board as necessary for the professional benefit of NDFA.
- All other duties assigned by the Executive Board.

## **7.2.2 TRAINING COORDINATOR**

7.2.2.1 The person employed by the NDFA as Training Coordinator shall represent the NDFA and the Executive Board in an official capacity to other State Fire Service Associations, State Agencies and Commissions, National organizations and committees as directed by the Executive Board.

7.2.2.2 The essential duties and responsibilities herein are not all-inclusive but are intended to serve as a guide to the essential functions and primary areas of responsibility of the position, and to serve as a backdrop for annual evaluations of the Training Director position.

### **7.2.2.3 DUTIES OF THE TRAINING COORDINATOR**

#### **7.2.2.3.1 Fire Service Training Delivery:**

- Assist with planning and coordinating the North Dakota State Fire School.
- Assist in maintaining folder for Annual State Fire School, collect evaluation sheets, and compiles a report.
- Coordinate and market the NDFA class deliveries.
- Work with the regional trustees to deliver regional training schools.
- Work with individual departments to provide additional training opportunities.
- Maintain and manage instructor listing for all disciplines offered by NDFA.
- Investigate new opportunities for delivering fire service training.

#### **7.2.2.3.2 Certification Programs:**

- Assist the Certification Advisory Committee as needed.
- Assist with development and management of the Firefighter's Certification Programs.
- Assist with development and management of the Certification Policy Manual.
- Assist with development and management of tester continuing education program.

#### **7.2.2.3.3 Program Development:**

- Assist with development and management of Instructor's Certification Program.
- Research other training programs as requested.

#### **7.2.2.3.4 Administrative Duties:**

- Assists Office Manager as necessary
- Oversee the data base management for training and certification records.
- Oversee the State Training Library so that the latest information is housed in the library.
- Provide information to the Training Director for training grants.
- Work with the Training Director on proposed training programs and funding needs.
- Coordinate with Advocates for the management of the Courage to Be Safe program.

#### **7.2.2.3.5 Other Duties:**

- Other duties as directed by the Training Director and the NDFA Executive Board.

### 7.2.3 OFFICE MANAGER

7.2.3.1 The person employed by the NDFA as Office Manager shall represent the NDFA in an official capacity to other State Fire Service Associations, State Agencies and Commissions, National organizations and committees as directed by the Executive Board.

7.2.3.2 The essential duties and responsibilities herein are not all-inclusive but are intended to serve as a guide to the essential functions and primary areas of responsibility of the position, and to serve as a backdrop for annual evaluations of the Office Assistant position.

#### 7.2.3.3 DUTIES OF THE OFFICE MANAGER

##### 7.2.3.3.1 Administrative Duties:

- Receptionist for the NDFA office.
- Receives and properly disburses all correspondence received by NDFA.
- Fill and invoice all orders for membership pins.
- Maintain a membership database listing all the fire departments in the state.
- Mail all State Fire School information to the proper fire departments.
- Manage issuance of certificates for State Fire School, Certification Tests, and individual academic and manipulative achievements as necessary.

##### 7.2.3.3.2 Office Management:

- Maintains office inventories of all equipment and necessary supplies with input from the Training Director.
- Maintain Records database and disburses training tapes to member departments.
- Responsible for mailings and emailing current information to member departments.
- Maintain an office equipment inventory report to be submitted to the auditor at the close of each fiscal year.
- Handles purchase and sale of certification/training curriculum materials.
- Oversee the data base management for training and certification records.
- Deposits the proceeds from the sale of certification/training material into the General Fund and provides the Secretary/Treasurer an itemized deposit summary.

##### 7.2.3.3.3 Financial Responsibilities:

- Work with the NDFA Secretary/Treasurer and Training Director to prepare annual budget for NDFA.
- Review and reconcile monthly credit card statements.
- Maintain all Accounts Receivable and Deposit Records for financial review purposes.
- Mails notification of annual dues and record dues received in the dues ledger.
- Maintain accounts receivable file.

##### 7.2.3.3.4 Annual Convention Protocols to be followed:

- Prepare and send out a convention cover letter with the required convention documents for the Annual State Convention.
- Coordinate and assist the Hosting City fire department for the Memorial Service.
- Retain and maintain a list of the past Host Cities and past Presidents of the NDFA Executive Board.
- Prepare the necessary Life Memberships and secure the required signatures.
- Order the past President Plaque.
- Collect Board and Speaker photos and the biography information for the Annual State Convention in June.
- Send letter requesting written reports from fire service associations and agencies.
- Send letters out to each of the NDFA members of official Committee's for NDFA.

#### **7.2.3.3.5 Fire Service Training Delivery:**

- Responsible for completing the registrations for State Fire School.
- Maintain Courage to Be Safe database.
- Maintain Training Library and database and keeps them up to date.
- Assist at the Annual State Fire School and at the Annual State Convention.
- Maintain Annual State Fire School database.

#### **7.2.3.3.6 Certification Programs:**

- Assist with printing the firefighter certification tests, packaging of materials, providing student information and feedback from the test scores, and assisting with other information that may be needed to complete the certification process.

#### **7.2.3.3.7 Other Duties:**

- Other duties as directed by the Training Director and the NDFA Executive Board.

### **Section 7-3: Use of Electronic Communications**

#### **7.3.1 Electronic Communications**

- 7.3.1.1 The North Dakota Firefighter's Association Training Director and Office Manager are responsible for monitoring and reviewing information received or sent through email or over the Internet and will serve as the Designated Representatives for information sharing with Association Members.
- 7.3.1.2 The Designated Representatives will offer opportunities for training outreach, information sharing, and interaction of Association Members through distribution of data that is relevant to the Association Members knowledge or skills, improves communication, informs of upcoming events, and shares related programs materials.
- 7.3.1.3 The emails that are shared with Association Members will serve to increase member engagement, improve access to information, build Association Membership, and communicate with all members concerning future training opportunities.

### **Section 7-4: Awards and Recognition**

#### **7.4.1 Policy**

- 7.4.1.1 The North Dakota Firefighter's Association shall have a policy of recognizing one individual or a partnering entity with a visible acknowledgement of the importance that their contributions have made on behalf of the North Dakota Firefighter's Association. This award will be presented annually at the North Dakota Firefighter's Association Convention that is held the first weekend in June.
- 7.4.1.2 Whether the contributions were monetary, in-kind services, products, time, or another type of support, a gift or award may be dedicated to ensuring that the donor knows how much their support contributed to the success and training of the firefighters. These special recognition gifts or awards will convey the appreciation and gratitude of the North Dakota Firefighter's Association. The Executive Board will review award proposals prior to acknowledgements with a majority vote of approval for the award and confirmed cost of the recognition award to be presented.
- 7.4.1.3 The North Dakota Firefighter's Association Challenge Coin can be given as needed to convey thanks and appreciation to speakers, donors or special guests at official events such as Convention, Fire Schools, the Leadership Conference, Instructor Conference or other events by official Board Members such as the president

#### **7.4.2 North Dakota Firefighter's Association Challenge Coin**

- 7.4.2.1 The purpose of the Challenge Coin is to instill camaraderie, pride, a sense of unity, and a connection to the Fire Service. It serves as a reminder to each member of the Association that other members are supporting each one of us, both on duty and off-duty, through the good times, difficulties, and sometimes tragic events that we all face in our lives and in our chosen profession.
- 7.4.2.2 We hope to create a tradition to show our respect for our profession and for all of those who have served before us. Therefore, the holder should keep the coin with respect and honor by continuing to

uphold the values of commitment to our communities, courage to face dangerous situations and with compassion to those in need.

#### **7.4.2.3 Cost**

7.4.2.3.1 **Basic Coin (Bronze):** Cost - \$10.00 each.

7.4.2.3.1.1 Basic coins can be purchased through the NDFA office.

7.4.2.3.2 **President's Coin (Silver):** Cost – These coins cannot be purchased.

7.4.2.3.2.1 These can only be presented under the authority of the NDFA President. These coins are presented to individuals in recognition of outstanding service to the Association. The president will keep one silver coin in his or her possession to award at their discretion. Up to 5 coins may be awarded annually.

#### **7.4.3 Patches**

7.4.3.1 The North Dakota Firefighter's Association firefighter's patches are authorized by the State Training Director and shall be worn and/or displayed according to department policy.

7.4.3.2 The patch serves as an acknowledgement of an important milestone in the firefighter's certification.

7.4.3.3 Duplicates of the patches will only be presented for unusual circumstances, such as purchasing a new coat or other type of apparel that will require a new set of patches.

7.4.3.3.1 Each request will be reviewed by the State Training Director. The cost of the additional patches is to be paid by the individual requesting them.

### **Section 7-5: Training Library/Curriculum Distributorship**

7.5.1 The NDFA maintains a Fire Service Training Film Library for the benefit of the NDFA members. The library is in the NDFA Office in Bismarck, North Dakota.

7.5.2 Films, DVD's, slide presentations, video and transparencies are loaned to member fire departments, local, state, and federal agencies, at the discretion of the Training Director and the request of the members that are in good standing.

7.5.3 Training materials may be used at schools, public affairs, or social groups. A local member fire department must request the materials and return them to the library within the allotted reserve time.

7.5.4 Training aids are furnished to North Dakota member fire departments by request at no cost to the department. These training aids will be returned to the library within five (5) days after the scheduled showing date. If the training material is not returned to the NDFA office in this time frame, a \$50.00 late fee will be assessed to the member department. The late fee and the library material must be returned to the NDFA office before the member department will be allowed to resume use of the services provided by the Training Library.

7.5.5 Films, training aids, supplies, postage, etc. are handled through the NDFA Certification/Training Fund.

7.5.6 The NDFA Training Director is responsible for keeping records associated with the Training Library. Purchases for the Library are under the direction of the Executive Board and will be requested by the Training Director to keep North Dakota fire services current with national training materials.

7.5.7 Donations for the Library are accepted from any source, and a donation report is presented at the Executive Board meeting and the Annual State Convention.

7.5.8 The library is maintained in the NDFA office, and the films are to be kept in good repair. The training materials catalog shall be updated annually, and a copy will be given to each member fire department and the members of the Executive Board.

### **7.5.9 NDFA Distributorships**

- 7.5.9.1 NDFA is a distributor for the IFSTA: Fire Protection Publications, Oklahoma State University.
- 7.5.9.1.1 Members of NDFA may purchase materials from the IFSTA catalog through the NDFA office and receive the distributor discounts.
  - 7.5.9.1.2 Materials will be prepaid to receive the pre-payment discount of 5%. The 5% shall remain with the NDFA treasury.
- 7.5.9.2 NDFA is the North Dakota distributor for Jones and Bartlett (J&B).
- 7.5.9.2.1 Members of NDFA may purchase materials from the J&B catalog through the NDFA office and receive the distributor discount.

### **Section 7-6: NDFA Firefighter License Plates (excludes state issued First Responder Red Plate)**

- 7.6.1 A Firefighter must be a member of a city, rural or fire protection district that is in good standing with the North Dakota Firefighter's Association and the fire department must hold a current Certificate of Existence approved by the North Dakota Fire Marshal's Office to be eligible for these distinctive license plates.
- 7.6.1.1 A Life Member in good standing that is retiring as a firefighter is eligible to retain a firefighter license plate.
- 7.6.2 SFN 52908 Application for the North Dakota Firefighter Plate must be completed and signed by the applicant, fire chief, and an authorized representative of the North Dakota Firefighter's Association. The fees due will be an annual \$15.00 fee or if requesting personalized plates with a maximum of 5 (five) characters (to include spaces) the fees due will be an annual \$15.00 plus the annual \$25.00 personalized plate fee payable to the Department of Transportation, Motor Vehicle Division.
- 7.6.3 Plates may not be displayed on a vehicle with a registered gross weight exceeding 20,000 pounds.
- 7.6.4 Upon termination of eligibility, the owner shall return the plates to the North Dakota Motor Vehicle Division, along with a \$5.00 replacement plate fee.
- 7.6.5 Fees are set by the State and may be changed at any time. NDFA does not receive any of the fees collected for the Firefighter Plates.
- 7.6.6 Any department wishing to have a member's firefighter license plate revoked must contact the North Dakota Motor Vehicle Division directly.

### **Section 7-7: Condolence Policy**

- 7.7.1 The NDFA office will send an expression of sympathy on behalf of the NDFA Executive Board when notified of a death of the following:
- Line of Duty deaths: \$100 floral arrangement
  - Active Board members: \$100 floral arrangement
  - Active Board members immediate family: \$50 plant or floral arrangement.
  - Past board members and spouse: \$50 plant or floral arrangement
  - Active participants of NDFA: Testers, Committee members, etc.; \$50 plant or floral arrangement
- 7.7.2 The sympathy expression may include a donation to charity or flowers based on surviving family member's request.
- 7.7.3 For the purposes of this policy, an immediate family member is defined as:
- Spouse or partner
  - Son or daughter (including stepchildren)
  - Brother or sister

- Grandchildren
- Member's parents, and grandparents
- Member's mother-in-law and father-in-law, brother-in-law and sister-in-law, son-in-law, and daughter-in-law

7.7.4 When notified of a members illness requiring a hospital stay, the NDFA office will send an appropriate card.

