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**1502 Grumman Lane Suite 2**

**Bismarck, North Dakota 58504**

**Policy Manual**

**OF THE**

**NORTH DAKOTA FIREFIGHTER’S ASSOCIATION**

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**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.**

**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.**

**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.**

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**VISION STATEMENT:**

* Provide a coordinated training service and standardized certification program based on National Standards.
* Maintaining 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.
* Promote firefighter health and safety.
* Encourage fire safety awareness.
* Provide cooperative training opportunities for fire, law enforcement, and emergency medical services.
* Offer representation concerning fire service issues at a local, state, and national level.
* Work with local, state, and national agencies and associations to promote overall goals of the fire service.
* Promote community service awareness for member fire departments.

North Dakota Firefighter’s Association has a national affiliation with the Region VIII TRADE, the United States Fire Administration, the National Fire Academy and the North American Fire Training Directors.

***OBJECTIVES:***

1. Maintain and research current training programs to sustain national standards.
2. Provide certification testing for all firefighters.
3. Provide and promote a training film library containing the latest study materials.
4. Provide and promote regional fire training.
5. Provide and promote the State Fire School for the fire service personnel of North Dakota.
6. Update to the latest training topics and methodologies.
7. Provide resources for the promotion the fire service.
8. Provide safety training programs and materials.
9. Promote, encourage, and help organize a health fitness program.
10. Maintain working relationships with other fire service organizations in promoting fire safety awareness through risk reduction education.
11. Provide joint training programs and opportunities for the benefit of fire personnel.
12. Lead representation in promoting training opportunities across the state.
13. Develop and maintain a state wide cooperative training calendar.
14. Provide support to promote all aspects of the fire service.
15. Maintain and encourage open communications with all agencies and associations.
16. Providing representation at regular planning meetings with other fire service organizations
17. Provide a community awareness resource with the latest materials and information.
18. Promote a visible statewide community fire service.
19. Promote and enhance professionalism within the fire service.

***MEMBERSHIP:***

Membership is provided to North Dakota Certified Fire Departments that have paid the annual dues. Qualifying departments are listed below:

* Fire Department
* Rural Fire Department
* Fire Protection District

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North Dakota Firefighter’s Association membership is available to all tribal, state, and federal government agencies and includes membership to out of state fire service organizations involved in fire suppression, prevention, and education. Associate membership dues are $100.00 annually. 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 - 2000).

Corporate members consist of businesses, industrial, and commercial institutions interested in the betterment of the Association and the North Dakota fire service. Corporate membership dues are $100.00 annually. Corporate members do not carry a vote at the Annual State Convention and are not eligible to share in insurance premium tax refund or other monies paid to the Association (Article II, Section 1, NDFA Constitution and By-Laws - 2000).

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 with payment of $25.00 annual fee charge.
* Voting privileges at the Annual State Convention.

***VOTING MEMBERS*:**

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).
* ***Corporate and Associate Members have no voting privileges.***

***DUES*:**

Dues for participation and membership in the North Dakota Firefighter’s Association will be governed by the following admission standards:

* 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.
* Dues notices are mailed from the North Dakota Firefighter’s Association Office on or about October 15th of each year and are for the next calendar year.
* Dues become delinquent on January 1st of the following year.
* **Dues must be paid before receiving the benefits associated with NDFA memberships.**
* 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.
* The NDFA office staff shall post the payment of dues in the NDFA dues ledger book.

***ANNUAL STATE CONVENTION:***

The Annual State Convention is held each year on the first weekend in June. Registration begins on Thursday; the business session begins on Friday morning and the convention concludes at the end of the business session on Saturday.

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.

The Training Director shall arrange for the keynote and convention speakers after consultation with the Host City and with the approval of the Executive Board. 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.

The Trustees of each region, with the approval of the NDFA President, appoint the Credentials Committee. Trustees will appoint one firefighter from his or her respective state region.

The Trustees of each region, with the approval of the NDFA President, appoint the Resolutions Committee. Trustees will appoint one firefighter from his or her respective region. The NDFA 2nd Vice President will serve as chairman of this committee.

Order of the election is as follows:

* President
* 1st Vice President
* 2nd Vice President
* Secretary/Treasurer
* Trustee
* Certification Advisory Committee Member
* Host City

Terms of the NDFA officers are as follows:

* President – 1 year
* 1st Vice President – 1 year
* 2nd Vice President – 1 year.
* Secretary/Treasurer – 2 years
* Trustees – 2 years. (northwest and southeast region Trustees are elected on the ODD years; southwest and northeast region Trustees are elected on the EVEN years)
* Past President – 1 year

***VOTING AT ANNUAL STATE CONVENTION*:**

Officers entitled to a vote are Chief, Assistant Chief, and Secretary. Officers can have proxy from delegates, but delegates cannot have proxy from officers.

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; the Life Members must be present at the convention to cast their vote. A Life Member may vote with a member department or individually (see Article V, Section 5 of the By-Laws).

Examples:

* 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.
* Three delegates present but no officers present: THREE VOTES, plus any Life Members in attendance. Delegates cannot have proxy votes for officers.
* 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.
* Three officers and three delegates present: SIX VOTES, plus any Life Members in attendance. Officers cannot have proxy if delegate is in attendance.
* Three officers present and two delegates present: SIX VOTES, plus any Life Members in attendance. One officer can have proxy for single absent delegate.

**Note:** To vote as a Life Members at the Annual State Convention, the Life Members requirement must be met prior to the convention (Article 5 of By-Laws).

When two or more candidates run for the same State-wide position, a roll call vote will be taken.

When two or more candidates run for the same Regional position, paper ballots will be used.

***NDFA OFFICERS:***

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. The elected body will consist of the following:

* President – 1 year Term
* 1st Vice President– 1-year Term
* 2nd 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 Term

Officers, Certification Testers and Instructors, and Instructors used at NDFA sponsored schools are covered by North Dakota Workforce Safety and Insurance Administration.

The NDFA Officers and Employees are bonded through the North Dakota State Bonding Fund.

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.

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 are offered to the employees. All employees are subjected to an annual performance appraisal. Their employment status is reviewed annually.

The NDFA Board Officers are not covered by unemployment insurance (exempted on August 17, 1975).

***EXECUTIVE BOARD*:**

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.

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.

* One annual board meeting must be held during or at the close of the Annual State Convention.
* A regular board meeting must be held to set the program for the Annual State Fire School and Annual State Convention.
* A regular board meeting must be held at the close or during the Annual State Fire School.
* 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.
* If 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.
* As many Board meetings as necessary to conduct the business of the NDFA may be held.

***DUTIES OF THE BOARD MEMBERS:***

**1.1.1 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 salary at end of term.

**1.1.2. 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.

***DUTIES: (Continued)***

* **1.1.2 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.

**1.1.3 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 board meeting.
* 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.

***DUTIES: (Continued)***

**1.1.4 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:
  + Expenses - shall be properly vouched and submitted to the Secretary/Treasurer for payment. These expenses will include: mileage, lodging, per diem with an overnight stay, meal allowance without overnight stay with receipts, cab fares, parking and tolls, telephone expenses, supervisor’s fee, and any other expenses incurred, with NDFA Executive Board approval.
  + Attendance - records the-number of firefighters and departments represented.
* Other duties as assigned by the President.
* May attend one out-of-State conference or seminar each year as approved by the Executive Board.

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

* Voting member of the Board of Directors
* 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.

***MONEY:***

All funds are in the hands of the NDFA Secretary/Treasurer. NDFA maintains bank accounts as necessary.

All money shall be deposited in an account at an authorized bank. 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. This accounting procedure is approved and provided by the North Dakota State Auditor’s Office Protocols for state funds. The Secretary/Treasurer shall identify the fund the money is deposited into as *General Fund* or *Certification and Training Fund:*

* *The General Fund*: Dues from Members, Associate Members, Investment revenue, sales, reimbursed expenses, and other funds determined to belong to the General Fund.
* *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.

Officers authorized to sign checks shall be the Secretary/Treasurer, President, 1st Vice President and 2nd Vice President. Each check issued shall have two mandatory and authorized signatures for the protection of NDFA.

Expense vouchers are 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.

Investments are handled through the Office of the Secretary/Treasurer, and are invested at an authorized, federally insured financial institution. The Secretary/Treasurer has the option of transferring money between accounts, if the need arises. A loan between the General Fund and Certification and Training accounts may be made, but must be paid back without interest.

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.

***BUDGET CARRYOVER POLICY:***

**PURPOSE**: This policy is intended to provide a framework for financial control with respect to under-expenditure and over-expenditure of budget funds. This policy excludes restricted funds or funds that statutorily are required to be carried over.

**SCOPE**: This policy is applicable to all association employees and Executive Board Members**.**

**AUTHORITY**: 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.

**DEFINITION:** Budget carryover refers to funds budgeted but unexpended during a budget year which are brought forward as additions to the subsequent year's budget.

**Policy:** 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.

**Administration:** This policy is for use in guiding financing decisions of the Association and can be interpreted by the Association 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.

***PURCHASING POLICY:***

**PURPOSE**: The Board recognizes its authority to delegate specific responsibilities to the Training Director for the implementation of the programs and services of the association.

This policy seeks to delegate authority for making purchases and procurement decisions.

**SCOPE**: This policy is applicable for all purchases of goods or services using association funds.

**AUTHORITY**: The Board approves the association’s annual operating budget, which in turn is provided to the Training Director for execution. The approved budget provides guidelines to the Training Director for the administration of association business.

**TRAINING DIRECTOR 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. Within this authority, the Training Director may delegate to other individuals, in writing, the responsibility for the performance of some of the procurement duties. Procurement policies shall be followed for all purchases.

**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.

**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:

* 1. Failure to make repairs would place a piece of association equipment/apparatus out of service;
  2. The estimated cost of repairs does not exceed $10,000.00
  3. Purchase(s) will be limited to the supplies or services necessary to address the emergency.
  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

In all emergency spending instances, the Training Director will notify the President or Vice President of the expenditures as soon as the situation allows. The President or Vice President may determine the need to call a special or emergency board meeting to notify the full board

**PROCUREMENT POLICY**

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

**SCOPE**: This policy is applicable to all association employees and entities, for all acquisitions of goods or services.

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

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

**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** |
| **Level 1**  **“Micro” Purchase**  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. § [54-27-21](http://www.legis.nd.gov/cencode/t54c27.pdf) Fixed Asset Minimum Reporting Value)  OMB:  Rotate vendors solicited on an equitable basis (N.D.A.C. § [4-12-08-02](http://www.legis.nd.gov/information/acdata/pdf/4-12-08.pdf)) | Alternate Procurement form not required if multiple quotes not solicited  OMB: Document vendors solicited, quotes received, and award determination. |
| **Level 2**  **Small Purchase**  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 [itdprocurement@nd.gov](mailto:itdprocurement@nd.gov) | Documentation is required. |
|  |  |  |
| **Level 3**  **Informal Written Purchase**  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 [itdprocurement@nd.gov](mailto:itdprocurement@nd.gov) | Documentation is required |
| **Level 4**  **Formal Purchase**  $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 [itdprocurement@nd.gov](mailto:itdprocurement@nd.gov) | Documentation is required. |

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

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:
   1. Cancel and reissue the RFP.
   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.
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.
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:
   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:
      1. The compatibility of current services or equipment, accessories, or replacement parts,
      2. There is no existent equivalent product,
      3. Only one source is acceptable or suitable for the supply or service item,
      4. Grant terms specify the equipment to be purchased, or
      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.
   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.
   3. Sole source purchases for $5,000 or more (except for used items under (vi) 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.
4. Sole source purchases of used vehicles, apparatus, or equipment over $5,000: Board retains the authority for final approval of any purchases over $5,000. 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. Training Director will notify President or Vice President 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. Sole source procedures do not apply if the Total Contract Value is $2,000 or less.

***RULES AND REGULATIONS*:**

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

***COMPENSATION AND ALLOWED EXPENSES:***

**1.1.5 EXECUTIVE BOARD MEMBERS:**

Postage and office supplies will be provided and allowed, as necessary, to carry out the functions of the office.

The State Training Director, Office Manager, and Secretary/Treasurer shall have a credit card for use of official NDFA business. The credit card shall be returned to the Secretary/Treasurer at the end of employment.

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

Allowed expenses are as follows:

* Mileage
* 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
* Telephone expenses
* Any other expenses incurred, with NDFA Executive Board approval

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.

***COMPENSATION AND ALLOWED EXPENSES: (continued)***

**1.1.6 CERTIFICATION ADVISORY COMMITTEE MEMBERS:**

Travel expenses are allowed for:

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

Allowed expenses are as follows:

* Mileage
* Lodging with approval by the Training Director
* Per diem, with overnight stay
* Meal allowance, without overnight stay with receipts
* Cab fares, parking, and tolls
* Telephone expenses
* Any other expenses incurred, with NDFA Executive Board approval

**1.1.7 CERTIFICATION TESTERS:**

Certification Testers shall have passed the certification written test with 80% or better test score, completed the *Courage to Be Safe* program, and be recommended by their chief of department. Testers must always represent the NDFA in a positive and professional manner. The Training Director has the authority to recommend individuals for consideration to become certification testers. 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:

* Testers fee
* Mileage
* Lodging with approval by the Training Director
* Per diem, with overnight stay
* Meal allowance, without overnight stay with receipts
* Cab fares, parking, and tolls
* Telephone expenses
* Any other expenses incurred, with NDFA Executive Board approval

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**1.1.8 CREDENTIALS COMMITTEE**

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

**1.1.9 RESOLUTIONS COMMITTEE:**

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

**1.1.10 SPECIAL COMMITTEES:**

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

* Mileage
* Lodging
* Per diem, with overnight stay
* Meal allowance, without overnight stay
* Cab fares, parking, and tolls
* Telephone expenses
* Any other expenses incurred, with NDFA Executive Board approval

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.

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.

**1.1.11 LEGISLATIVE COMMITTEE**

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

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. The President shall appoint additional lobbyists as deemed necessary. The President may call for assistance from any or all members of this committee. Mileage and per diem will be paid for committee members committee when out of their home environment for such business. The Training Director shall forward current copies of Legislative Bills to the Legislative Committee and the Executive Board of Directors.

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

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**1.1.12 RATE ALLOWANCE TABLE**

|  |  |
| --- | --- |
| Mileage | $0.58 per mile |
| Mileage (Pulling NDFA trailer) | $0.75 per mile \* |
| Per diem (**With overnight stay**) | $35.00 per day, with $17.50 for first and last day\*\* |
| GSA Rates: http://www.gsa.gov/portal/category/100120 | 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 (**Without overnight stay**) | 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 Committee Allowance | $75.00 per day |
| Credentials Committee Allowance | $75.00 per day |

**\*Must be authorized and approved by the North Dakota Firefighter’s Association.**

**\*\* Approved for one-year trial effective 1 January, 2019**

***LIFE MEMBERSHIPS:***

* Life Memberships are issued according to the requirements set forth in the Constitution.
* 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.
* Life Membership pins may be purchased from the NDFA office (the Executive Board sets the price of the pins).
* Life Memberships will be awarded at the Annual State Convention.

***VETERAN’S PINS:***

* Veteran award pins can be awarded in increments of every five years to veterans starting with 25 years.
* Veteran award pins are available for 25-year, 30-year, 35-year, 40-year, 45-year, 50-year, 55-year, 60-year, 65-year, and 70-year veterans.
* Veteran pins may be purchased from the NDFA office (the Executive Board sets the price of the pins).
* Veteran awards will be presented at the Annual State Convention unless specifically requested by members Chief of Department to be awarded locally.

***ANNUAL STATE FIRE SCHOOL:***

* One official Annual State Fire School is held each year, others may be held as deemed necessary by the Executive Board.
* 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.
* The Executive Board will set registration and instructor fees.
* The North Dakota Annual State Fire School will operate under the Incident Command System with the Training Director serving as the Command Officer.

**ANNUAL STATE FIRE SCHOOL POLICYS AND GUIDELINES:**

* Upon request, the NDFA will provide a TV/VCR, overhead projectors, slide projectors, screens and flip charts for each class as needed. Lap tops 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.
* 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.
* 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.
* 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.
* 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.
* 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.
* 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.

***REGIONAL FIRE SCHOOLS:***

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. The Trustees of each region are responsible for setting up and supervising the Regional Fire Schools. 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.

Each Trustee is expected to follow the budget set by the Executive Board.

A complete report of expenses, number of firefighters attending the training, and number of fire departments represented will be submitted to the NDFA office. Vouchers will be properly completed and submitted through the NDFA office for payment following current reimbursement procedures

A complete report of all Regional Fire Schools will be presented at the Annual State Convention.

All participants and attendees of Regional Fire Schools are covered by liability insurance. A copy of this policy is on file at the NDFA office. If there may be a claim resulting from a Regional Fire School, the NDFA office must be notified as soon as possible.

Instructor’s fees shall follow the current fee schedule set by the Executive Board.

Supplies the Trustee deems necessary are billed to the NDFA and paid through the appropriate account.

**COMMITTEES*:***

***CERTIFICATION ADVISORY COMMITTEE*:**

At the Annual State Convention in 1984, the membership voted on and approved a certification program for the NDFA.

The NDFA Certification Committee is a 11-member committee, which consists of 9- members from the North Dakota fire service; the committee members function as liaison between the fire service and the North Dakota Firefighters Association Executive Board. Members of the committee are:

* NDFA 1st Vice President
* State Fire Marshall
* 1 member appointed from the North Dakota Rescue Society - 2-year term
* 1 member appointed from the North Dakota Fire Chief’s Association - 2-year term
* 1 member appointed from the North Dakota Fire Prevention Association - 2-year term
* 1 member representing the Fargo Fire Department as a Delegated Authority
* 4 NDFA members elected at large - one from each of the 4 training regions (their terms will mirror the Trustee from their region.) Elected members must be certified to the highest level of training offered by NDFA.
* NDFA Training Director will serve as compliance officer and participate as a non-voting member the committee.

The Chairman will appoint a member of the committee to record the minutes of the meeting and provide a copy to the NDFA Secretary/Treasurer.

Advisory Committee members are allowed mileage, lodging and per diem as needed.

***Committees (Continued):***

***OFFICE COMMITTEE:***

Members of the committee are:

* President
* 1st Vice President
* Secretary/Treasurer
* One member appointed by the President
* Office Manager
* Training Director

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.

The Office Committee shall be allowed mileage, lodging, and per diem as provided under the Executive Board Administrative Policy.

The Statement of Administrative Policy applies to the NDFA Office Committee.

***STRATEGIC PLANNING COMMITTEE:***

Members of the Strategic Planning Committee are:

* President
* 1st Vice President
* 2ND Vice President
* One NDFA Trustees to be appointed by the President
* Training Director

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.

The Strategic Planning Committee shall be allowed mileage, lodging, and per diem as provided under the Executive Board Administrative Policy.

***Committees (Continued):***

***LEGISLATIVE COMMITTEE*:**

Members of the Legislative Committee are:

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

***CERTIFICATION TESTERS/PROCTORS*:**

* Testers must be active members of a NDFA member fire department.
* Testers shall have passed the written test for the level which they will be evaluating with a score of 80% or better and have demonstrated proficiency in the practical skills for those levels.
* Testers must have completed the 4 hours “Courage to Be Safe” program.
* Testers must have completed the HazMat Operations Course or have received certification for Hazardous Material Awareness & Operations.
* Testers must possess current First Aid and CPR certification.
* Testers must re-certify every 3 years by:
* attending a 4-hour Testing Methodology Class
* completing 24 hours of continuing education annually, this shall be reported to the NDFA office
* Attending a Testers Workshop (1 workshop in a 3-year period).
* Testers shall be compensated for each test site administered based on the current RATE ALLOWANCE TABLE.
* Mileage, postage, and telephone reimbursement are allowable expenses
* Lodging is allowed only when pre-approved by the NDFA Training Director
* Testers must always represent the NDFA in a positive and professional manner according to NDFA Policy Manual guidelines.
* Appropriate attire shall be worn by all individuals when conducting certification testing (see below). Comfortable clothing is suggested for skills testing as it may become soiled or damaged by outdoor activities.
  + - Casual pants, dress jeans or woman’s skirt
    - Button up shirt, Station uniform, blouse or golf type polo. All shirts must have a collar.
    - Close-toed shoes.
    - Button-up or zippered cold weather jacket or sweater.
* Evaluators are required to wear appropriate safety PPE depending on the skill. This includes, safety boots, gloves, eye protection, and helmet.

NDFA Training Director may recommend individuals for consideration to become certified testers based on their test scores and proficiency in the subject content.

***TRAINING FILM LIBRARY:***

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.

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 have paid the $25.00 annual fee to use this service.

An annual user fee of $25.00 per year will be assessed to each member fire department.

Each department sets a training schedule with the NDFA office for special requests. NDFA office has established a method of record keeping for these accounts and maintains a data file so the library has an up to date inventory of the materials.

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.

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.

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

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.

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.

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.

***TRAINING DIRECTOR*:**

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. 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.

**DUTIES OF THE TRAINING DIRECTOR:**

**A. 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 researches 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.

1. **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.

**C. 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 coverage’s, 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.

***TRAINING DIRECTOR* (continued):**

* Review and approve all administrative invoices. Approve the transactions prior to submitting to the NDFA Secretary/Treasurer for payment.
* Sign and review all administrative contracts for the Association.

**D. 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.

**E. 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 Board of Directors.
* 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.

**F. 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).*

**G. Program Development:**

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

**H. 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.
* Represent NDFA 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.

***TRAINING COORDINATOR*:**

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. 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.

**Duties of the Training Coordinator:**

**A. 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.

**B. 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.

**C. Program Development:**

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

**D. 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.

**E. Other Duties:**

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

***OFFICE MANAGER:***

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. 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.

**DUTIES OF THE OFFICE MANAGER**

**A. 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.

**B. 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.

**C. Financial Responsibilities:**

* Work with the NDFA Secretary/Treasurer and Training Director to prepare annual budget for NDFA.
* Review and reconcile monthly credit card statements.
* Prepare and maintain State Fire School and Regional Fire Schools Cost Analysis for the Executive Board.
* 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.

**D. 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 form fire service associations and agencies.
* Send letters out to each of the NDFA members of official Committee’s for NDFA.

**E. Fire Service Training Delivery:**

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

**F. Certification Programs:**

* Assist with printing the firefighter certification tests, packaging of materials, and sending Certification documentation for testing to the NDFA testers along with correcting the tests, providing student information and feedback from the test scores and assisting with other information that may be needed to complete the certification process.

**G. Other Duties:**

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

***POLICY FOR “GOOD AND WELFARE*”:**

**DEATHS:**

* 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

**ILLNESS REQUIRING HOSPITAL STAY:**

* Active Board members and spouse: Appropriate Card
* All others: Appropriate Card

***NDFA DISTRIBUTORSHIPS:***

NDFA is a distributor for the IFSTA: Fire Protection Publications, Oklahoma State University. Members of NDFA may purchase materials from the IFSTA catalog through the NDFA office and receive the distributor discounts. Materials will be prepaid to receive the pre-payment discount of 5%. The 5% shall remain with the NDFA treasury.

NDFA is the North Dakota distributor for Thomson/Delmar Learning. Members of NDFA may purchase materials from the Delmar catalog through the NDFA office and receive the distributor discount**.**

***Employee Jury Duty:***

Periodically, North Dakota Firefighter’s Association employees are called to complete Jury Duty. When the employee is called for Jury Duty in the United States, that service is usually not optional: one must attend or face strict penalties. Employers are not allowed to fire an employee simply for being called to jury duty. When attended, potential jurors may be asked to serve as a juror in a trial, or they may be dismissed.

The Executive Board of the North Dakota Firefighter’s Association approves that the Employee is acting by a court or authority responsible for the conduct of that proceeding to serve as a juror. Accordingly, the North Dakota Firefighter’s Association employees are in a paid status if they received an official summons about a judicial proceeding, by a court or authority responsible for the conduct of that proceeding to serve as a juror or witness. Therefore, the NDFA employee will be compensated for Jury Duty. Any compensation the NDFA employee receives for Jury Duty will be kept by the employee for completing their Citizen Service to the United States Court System.

***CREDIT CARD PROTOCOLS:***

Credit card holders will be determined by the Executive Board.

Credit cards are to be used for expenses incurred while on official business for NDFA. Receipts of each transaction must be turned in to the NDFA Office for verification and review. The North Dakota Firefighters Association financials are audited on an annual basis by a professional CPA on behalf of the State of North Dakota. The Association provides pertinent financial information for the formal audit to the professional CPA. 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.

Since the State of North Dakota gives an appropriation to be spent in fiscally responsible ways, the auditor could alert OMB that the funds are not being properly used or the service was being abused. This type of situation would not be acceptable to the Association Members or reflect favorably on the Executive Board. Therefore, compliance with the constitution and bylaws of NDFA reflect that North Dakota Firefighter’s Association Open Records and Meetings are considered records of the State of North Dakota. No one will be exempt from having expenses reviewed for the purposes of North Dakota Open Records Law. Bank credit cards must be honored accordingly for the benefit of the NDFA and the Association Members.

Instructors may request to use NDFA credit card when using NDFA owned vehicles and towing NDFA owned trailers. Individuals who are approved must fill out and sign a Credit Card Sign-out Form prior to receiving the card. All charges to the NDFA credit card must be accompanied by all receipts. Any unauthorized charges will be invoiced to the individual and may result in loss of future card use.

***LICENSE PLATES:***

* 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.
* A Life Member in good standing that is retiring as a firefighter is eligible to retain a firefighter license plate.
* SFN 52908 Application for the North Dakota Firefighter Plate must be completed and signed by the applicant, fire chief, and the Training Director 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.
* Plates may not be displayed on a vehicle with a registered gross weight exceeding 20,000 pounds.
* 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.
* 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.
* Any department wishing to have a member’s firefighter license plate revoked must contact the North Dakota Motor Vehicle Division directly.

***ELECTRONIC COMMUNICATIONS:***

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. 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. 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.

## PATCHES POLICIES

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.

The patch serves as an acknowledgement of an important milestone in the firefighter’s certification. 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. Each request will be reviewed by the State Training Director. The cost of the additional patches are to be paid by the individual requesting them.



***Equipment and Training Prop Usage***

The use of NDFA owned training equipment/props will be in conjunction with a NDFA authorized training class unless approved under item number 6 below.

1. 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.
2. All NDFA owned equipment/props must be operated by a NDFA approved instructor/operator.
3. All NDFA owned equipment/props must be signed out by a NDFA staff member.
4. 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.
5. 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. For requests for use of NDFA owned equipment/props not in conjunction with a NDFA approved training class, the following will also apply.
   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.
   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:
      1. Mileage at the standard state rate
      2. Hotel cost
      3. Per diem at GSA rate for location of training
   3. $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.
7. 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.

***AWARDS RECOGNITION POLICY***

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.

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.

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.

## North Dakota Firefighter’s Association Challenge Coin Policy

**PURPOSE:**

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. 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.

**COST:**

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

Basic coins can be purchased through the NDFA office.

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

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.

**HISTORY OF THE CHALLENGE COIN:**

During World War I, American volunteers from all parts of the country filled the newly formed flying squadrons. Some were wealthy scions attending colleges such as Yale and Harvard who quit in mid-term to join the war effort. In one squadron, a wealthy lieutenant ordered medallions struck in solid bronze and presented them to his unit. One young pilot placed the medallion in a small leather pouch that he wore around his neck. In a battle which took place several weeks later this same young pilot’s plane was severely damaged by German ground fire and he was forced to land behind enemy lines and was quickly captured. Shortly after his capture the young pilot could make good his escape and was forced to change into civilian clothes to avoid recapture. When he finally made it French lines he was spotted and arrested as a spy because he had no uniform or personal identification.

## North Dakota Firefighter’s Association Challenge Coin Policy

***(Continued)***

The French were about to execute him as a spy when he remembered his coin in the pouch around his neck. He produced the coin and his French captures then took the time to investigate his story and found it to be true and returned the young pilot to his Squadron. Back at his squadron it became tradition that all members carried their coins always. This was accomplished through a challenge in the following manner-a challenger would ask to see the medallion. If the challenged could not produce a medallion, they were required to buy a drink of choice for the member who challenged them. If the challenged member produced a medallion, then the challenging member was required to pay for the drink. This tradition continued throughout the Great War and for many years after the war while surviving members of the squadron were still alive. This was how the “Challenge Coins” that we know of today came into existence.

**CHALLENGE COIN RULES:**

* The challenge is initiated by drawing your coin, holding it in the air by whatever means possible and state, scream, shout or otherwise verbally acknowledge that you are initiating a coin check. Another, but less vocal method is to firmly place it on the table, floor, or any other hard flat surface (this should produce an audible noise which can be easily heard by those being challenged, but try not to leave a permanent imprint.) If you accidentally drop your coin and it makes an audible sound upon impact, then you have just “accidentally” initiated a coin check. (This is called paying the price for improper care of your coin.)
* The response consists of all those persons being challenged drawing their coin in a like manner.
* If you are challenged and are unable to properly respond, you must buy a round of drinks for the challenger and the group being challenged.
* If everyone being challenged responds in the correct manner, the challenger must buy a round of drinks for all those people they challenged.
* Failure to buy a round of drinks is a despicable crime and will require that you turn-in your Coin to the issuing agency.
* Soft or hard drinks may be purchased at the discretion of the purchaser.

## North Dakota Firefighter’s Association Challenge Coin Policy

***(Continued)***

* Defacing the coin, especially if it makes it easier to carry always, is strictly prohibited. If the challenge coin is attached to a belt buckle or key ring, or has had a hole drilled in it to attach to a lanyard, it no longer qualifies as a challenge coin. A generally safe place to carry a coin is in a pouch worn around the neck (like the pilot in the legend). Carrying a challenge coin in the wallet is problematic because the distinctive circular bulge can be mistaken for a condom, or can identify the individual as a military member—a serious security consideration in many places.

**When-Where:**

* Coin checks are permitted, ANY TIME, ANY PLACE.

**Exceptions:**

* There are no exceptions to the rules. They apply to those clothed or unclothed. At the time of the challenge you are permitted one step and an arm’s reach to locate your coin. If you still cannot reach it — SORRY ABOUT THAT!

***Terms of Use Agreement for Technology Equipment***

***North Dakota Firefighter’s Association***

When you sign out a piece of equipment as an NDFA Trustee, you are financially responsible for loss or damage. You will not be held responsible for damage to equipment that is considered normal wear and tear used under normal circumstances. Do not give equipment to another person to use. If equipment you checked out is not returned or is returned damaged beyond normal wear and tear, you are responsible for replacing the unit or paying for any repairs that are needed to get the equipment up and running. The NDFA Trustee equipment has been purchased for the Trustees to use and enjoy making their duties more manageable. The laptop holds the Trustee NDFA work information. This is a wonderful way for Trustees to track their training activities without having to make a huge investment in purchasing their own technology equipment.

The laptop allows an extensive inventory of items available for you to use in working with the fire departments in your region. The laptop allows planning time devices for keeping the training schedule organized and ready for use. Please be respectful of the equipment.

Checking out equipment is a benefit of the position you hold on the NDFA Executive Board and is paid for with State funding, therefore, personal use is discouraged. This equipment is to be used for pertinent Trustee information only. **You agree that you will not under any circumstances:**

* Provide false or inaccurate information when registering an account with the NDFA Service Provider.
* Loan out the equipment to another person; and if another person uses your equipment, you agree that you accept fiscal responsibility for any loss, theft, or damage by negligence.

**You agree that you will:**

* Report any problems with equipment.
* Upon check in, you will be liable for any damage or missing pieces not reported at time of check out.
* Report all damage that may have incurred while in your possession upon return of the equipment.
* Comply with the rules, regulations, procedures, policies, and standards of conduct that are expected in the leadership role that you play for the North Dakota Executive Board and fellow Association Members.

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**I have read the Terms of use Agreement and will follow established guidelines. Date**