

**FIRE CHIEF'S ASSOCIATION**



**of Palm Beach County, Florida  
Incorporated**

**BY-LAWS – ADOPTED APRIL 26, 2006**

**ARTICLE 1. NAME AND PURPOSE:**

**SECTION 1.**

This organization shall be known as the Fire Chiefs Association of Palm Beach County, Inc. The purpose shall be; to promote professionalism and common understanding among its members; to promote good leadership; to promote effective and efficient services; to promote innovation and productiveness of the service; encourage educational and training programs; and, sponsor needed legislation for fire prevention and emergency services.

**ARTICLE 2. MEMBERSHIP:**

**SECTION 1.**

Active Members: Active members shall be fire officers from public or private fire service agencies. Active members in good standing shall have full voting privileges.

**SECTION 2.**

Associate Members: Associate members shall be individuals or groups such as fire service vendors, corporations, utility companies, etc. interested in the goals and objectives of the Association and in good standing. They shall be entitled to participate in the Association's meetings of the general membership, but will not be eligible to hold elective office, serve on the Board of Directors, or have voting privileges.

**SECTION 3.**

Life Membership: Life Membership may be granted by the President upon receiving

notice of any member in good standing, upon retirement or resignation from the fire service for any reason, and desires to maintain their fellowship with the Association. Life Members shall not be required to pay annual dues. Life members in good standing will enjoy all rights and privileges of the Association, except to hold an elected office. Each life member will be entitled to one vote.

#### **SECTION 4.**

Organizational membership: Organizational Members are identified as:

- The President of the Fire Marshal's Association of Palm Beach County
- The President of the Palm Beach County Training Officer's Association
- Palm Beach County Emergency Management
- Palm Beach Community College
- Palm Beach County Chapter of the American Red Cross
- State Fire Marshal's Office

In addition, the representatives of other organizations in Palm Beach County may be approved for Organizational Membership by the Executive Board upon written application for such membership. Organizational Members shall not be required to pay annual dues.

The President of each recognized Organizational Membership or their designated representative is expected to attend all general membership meetings and provide an organizational report to the Association.

Organizational members shall be entitled to all rights and privileges of membership except to vote and hold office.

#### **SECTION 5. EXECUTIVE BOARD**

Executive Board: There shall be an Executive Board consisting of the active Chief Fire Executive of each fire and emergency service entity in Palm Beach County. The Executive Board shall examine, set policy for the Association; set the agenda

for meetings of the general membership; and have the authority to review and rescind any action not in keeping with the goals and objectives of the organization. Executive Board members shall designate an alternate representative to attend meetings in their absence and shall notify the President of the absence and the name of the designee attending. Executive Board members that fail to pay the required organizational membership dues shall forfeit all membership rights and privileges. The attendance of Executive Board members shall be recorded within the minutes of each meeting.

**ARTICLE 3. DUES :**

The Active and Associate Membership annual dues shall be established by the Executive Board. The dues shall only be changed by a simple majority of a quorum of voting members at a regular or special meeting of the Executive Board. Dues must be paid by March 1 of each year to retain voting rights. The timely payment of annual dues is a determining factor to the status of membership in good standing.

**ARTICLE 4. OFFICERS :**

**SECTION 1.**

There shall be a President, a Vice-President, Secretary and a Treasurer. These four (4) officers shall constitute the Board of Directors.

**SECTION 2.**

Only members of the Executive Board may hold the offices of President and Vice-President. Any active member in good standing may hold the offices of Secretary and Treasurer.

**SECTION 3.**

A member shall be elected to serve as President upon receiving a majority vote of the general membership. The term of office shall be for two years. The duties of the President are to preside at all meetings and perform all other duties connected with

that office and shall serve as the Chairman of the Executive Board. The election for President shall be held in even years. The President shall appoint all committees necessary to carry on the work of the Association.

**SECTION 4.**

The Vice-President shall be elected by a majority vote of the general membership and shall serve for the term of two years. The election for Vice-President shall be held in even years. The Vice-President shall, in the absence or disability of the President, handle all duties incumbent upon the President.

**SECTION 5.**

The Secretary shall be elected by a majority vote of the general membership and shall serve for the term of two years. The election for Secretary shall be held in uneven years. The Secretary shall keep complete records of all meetings (regular and special) of the Association and such other duties as designated by the President.

**SECTION 6.**

The Treasurer shall be elected by a majority vote of the Executive Board and shall serve for the term of two years. The election for Treasurer shall be held in uneven years. The Treasurer shall keep a complete record of all financial transactions, shall deposit all monies in excess of twenty-five dollars (\$25.00) petty cash in a bank that carries Federal Depositors Insurance provided that said banking institution is acceptable as a safe depository by the other members of the Board of Directors,

**SECTION 7.**

Officers may succeed themselves in office.

**SECTION 8.**

All checks issued by the Association shall have two (2) authorized signatures. The authorized signatures shall consist of any two of the following: The President, Vice-President, Secretary or Treasurer. All expenses shall be brought before the General Membership at each meeting prior to the issuance of funds. In rare instances, funds may be expended with the approval from a majority vote of the Board of Directors

and then reported at the next General Membership meeting.

**SECTION 9.**

The President shall appoint an Audit Committee annually to review the financial records of the organization and submit a written report to the membership no later than the first meeting in January.

**SECTION 10.**

The Board of Directors may conduct any or all business that may be required between meetings, provided that a least three (3) Directors approve the action taken and a report given at the next meeting of the Executive Board.

**ARTICLE 5. ELECTIONS :**

**SECTION 1.**

The President shall appoint three (3) members of the Executive Board to a nominating committee in September of each year.

**SECTION 2.**

The Nominating Committee shall give its recommendations at the October General Membership meeting. Nominations may also be made from the floor at this meeting.

**SECTION 3.**

Voting shall be conducted during the month of November. Voting shall be provided through a general ballot submitted to each general member in good standing via their email address on record. Returned voting shall be tabulated and presented at the November meeting of the general membership. The voting record shall be maintained for review for any requesting member in good standing.

**SECTION 4.**

Newly elected officers may be installed before the close of the meeting in December, or at a special installation meeting in the month of December.

**ARTICLE 6. AMENDMENTS, ALTERATIONS AND ADDITIONS:**

**SECTION 1.**

Any active member desiring to amend the By- Laws may do so by submitting in writing the proposed changes to the Secretary. The Secretary shall present the proposed changes to the members of the Executive Board at its next regular meeting. A change of the By-Laws requires an affirmative vote of the majority of the Executive Board, and a majority of the Executive Board must be present.

**ARTICLE 7. MEEETINGS:**

**SECTION 1: GENERAL MEMBERSHIP.**

The President shall call meetings of the Association at any time the President may deem necessary and shall also call meetings when requested to do so by five (5) members of the Executive Board in writing. There shall be a least one (1) meeting each month of the Executive Board and the General Membership.

**SECTION 2: GENERAL MEMBERSHIP**

Ten (10) members shall be necessary for a quorum at any regular or special meeting of the General Membership. The above mentioned quorum must represent at least seven (7) member departments that include two (2) members of the Board of Directors.

**SECTION 3: EXECUTIVE BOARD**

Seven (7) members shall be necessary for a quorum at any regular or special meeting of the Executive Board. The above mentioned quorum must represent at least five (5) member departments that include two (2) members of the Board of Directors.

**ARTICLE 8. RULES:**

**SECTION 1.**

Any question coming before the Association for which no provision has been made in the By-Laws or Rules, the presiding officer shall be guided in his/her decision by the rules laid down in ROBERT'S RULES OF ORDER.

**SECTION 2.**

Order of Business:

1. Calling of the roll.
2. Approval of the minutes of the previous meeting.
3. Treasurers report.
4. Communications read and disposed of.
5. Report of the President.
6. Reports of Committee.
7. Unfinished business.
8. New business.
9. Nomination of Officers.
10. Good of the Association.
11. Designation of the next meeting place and date.
12. Adjournment.

**FIRE CHIEF'S ASSOCIATION**



**of Palm Beach County, Florida  
Incorporated**

**APRIL 26, 2006, 12:00 NOON  
MEETING AGENDA**

HOSTED BY: PALM BEACH FIRE-RESCUE  
LOCATION: THE SAILFISH CLUB OF FLORIDA  
1338 NORTH LAKE WAY, PALM BEACH

I. MEETING CALLED TO ORDER at 12:40 following formal lunch (Moran)

II. INTRODUCTIONS

- A. Members
- B. Armen Gregorian, Coordinator of Disaster Planning for the Greater Palm Beach Area of the American Red Cross was introduced to the membership. Mr. Gregorian will serve as the Red Cross' representative at ESF 6 in the EOC. He can be reached by email at [gregoriana@redcross-pbc.org](mailto:gregoriana@redcross-pbc.org)

Note - Planned guest Christopher Wasil, Forest Area Supervisor for Palm Beach County Florida Division of Forestry - Everglades District was unavailable to numerous large brushfires within his district.

III. SECRETARY'S REPORT (Donatto)

- A. March's Minutes submitted for approval - Approved (Wood / Blockson)

IV. TREASURER'S REPORT (Blockson)

- A. Account Transactions and Balances - Approved (Rehr / Fauci)
  - a. Checking - \$14.38
  - b. Savings - \$8,349.30
  - c. Total Bank Account - \$8,363.68

V. COMMUNICATIONS READ AND DISPOSED OF - NONE

VI. REPORT OF THE PRESIDENT - Chief Bingham is attending FDIC - no report

VII. ORGANIZATIONAL REPORTS

- A. Training Officer's Association of Palm Beach County - (Dep. Chief Steve Jerauld on behalf of Capt. Park) At the April Training Officers meeting, a return to quarterly region wide training for all department's within Palm Beach County was discussed. The Training Officers will continue to work on this effort. Discussions also centered on Unified Regional Standard Operating Procedures, High-rise Firefighting Procedures, Accountability systems, the Florida FOG, and a web site for conveying fire

service training information.

- B. Palm Beach Community College (Val Williams / Shari Turner) Val discussed the College's desire and efforts to maintain diversity and equal representation of the communities' makeup in their Fire and EMS programs. He distributed a handout from Chapter 2 of the CPAT manual and a list of upcoming courses offered by the College.

Val introduced Everette Vaughan from Palm Beach County Emergency Management. Mr. Vaughan will be working with the College to deliver courses that will lead to a certificate in Emergency Management and hopefully a degree at some point in the future. The program will be comprised of 8 - 3 credit hour courses delivered in a distance learning format. Everette can be reached by email at [evaughan@psd.co.palm-beach.fl.us](mailto:evaughan@psd.co.palm-beach.fl.us)

Chief Ridgeway raised the question to Val as to how many firefighter recruits are being turned out annually by the College. The college is completing 5 minimum standards classes per year with 24 students per class starting in each of those classes. An anecdotal tally was obtained from members present that showed the projected hiring of new firefighters to far exceed the numbers being trained. Shari Turner relayed that this type of discussion should also take place at the College's Partnership Council meetings. Chief Moran asked if a letter from the Fire Chief's Association would or could encourage the College to increase the number of firefighters they train. It was decided that a brief survey of each department's projected firefighter hiring needs would be conducted and that information along with a request for sufficient classes to meet those needs would be sent to Val and conveyed to the Partnership Council. The survey was being developed and distributed by Chris Brown and Pete Bergel with the results being forward to Chief Ray Carter.

- C. State and County EMS - (Div. Chief Rob Moreland) Discussed the recent State Quarterly EMS Meeting and future revisions to 401 F.S. As of now, the State has agreed that their data collection requirements will be voluntary. The trial data collection effort will occur in 2007. Aggregate reporting is still mandatory. Don Bennett is leaving the Bureau of EMS.

The FFCA will be hosting a National EMS Leadership Conference in Daytona Beach. County EMS Grants are due in by May 30. County EMS Award nominations are due in by May 5. Work is progressing in preparation for any Pandemic Flu.

- D. Emergency Management - (Bob Rehr) Chief Rehr discussed Emergency Management's efforts at preparation for any potential Avian and Pandemic Flu issues. Director Tear has directed each EM Branch to set up working groups on Avian and Pandemic Flu issues. The Emergency Services working group met recently and includes representatives from Fire Chief's, Law Enforcement, Public Health and Emergency Management.

At the most recent Emergency Management Team Meeting, 27 of the 37 municipalities were represented. A request was made for municipalities to turn in to EM their requests for POD locations (as of April 26 only 1 municipality had). There is a meeting scheduled for April 27, 2006 to discuss POD issues.

An IS 400 Course is being planned for the fall or early 2007 for

Police Chief's and Fire Chief's.

May 8-12 is the Governor's Hurricane Conference in Fort Lauderdale.

An Emergency Response to Domestic Biological Incidents course is currently underway - with NO fire service personnel attending.

- E. American Red Cross - (Mary Blakely) The 2006/2007 Shelter list was distributed with a capacity of 43,000 people (last years max was 21,000).  
The Red Cross' mission includes disaster preparedness and the Red Cross is actively participating in the preparation for an Avian or Pandemic Flu.  
Dean Dimke, the executive director of the Greater Palm Beach County Area chapter of the American Red Cross announced he is resigning to become director of marketing and communication for a publicly traded South Carolina-based corporation.
- F. Regional Domestic Security Task Force Region 7 - (Dep. Chief Ray Carter) A letter was sent on behalf of the Chiefs Assoc in support of Chief Shorty Bryson as co-chair for the RDSTF Fire Service Working Group. Dade County Chiefs and Broward County Chiefs also support Chief Bryson. It is expected that he will be appointed at the next meeting.  
The next RDSTF Meeting will be held in Palm Beach County on May 4, 2006 at the Palm Beach County Convention Center. Chief Carter encouraged all members to attend.
- G. Hazardous Materials Oversight - (Dep. Chief Ray Carter) The League of Cities has appointed a new representative to serve of the Hazardous Materials Oversight committee. The next meeting will be May 10, 2006 at 13:30. There will be discussion on boundary changes for the regional teams and on new SOGs.
- H. Local Emergency Planning Committee - (Asst. Chief John Johnson)  
The LEPC meeting is scheduled for May 4, 2006 in Stuart.
- I. Fire Marshal's Association of Palm Beach County - No Report from Fire Marshals. Chief Moran discussed having our membership support an effort to establish Standing Committees with the Fire Marshals Assoc with each committee having a Fire Marshal serving on the committee.
- J. State Fire Marshal's Office - NO REPORT
- K. Level of Service Committee - (Chief Kerry Koen) (Note: Level of Service Committee meeting for April 6th has been canceled, next meeting to be May 4, 2006) North Palm Beach will be making there presentation at the next meeting.

#### VIII. UNFINISHED BUSINESS / REVIEW OF ACTION ITEMS

- A. Website development. Motion passed at March Meeting / Follow-up report by Donatto. A brief presentation was made with a proposal to develop a web site using Host Excellence as the host and CalendarWiz as the Calendar Host. The cost is \$7.95 per month with 3 free domain registrations and 25 Gigabytes of web space for hosting. The online calendar cost is \$8.00 per month or \$88.00 per year when paid annually. The Web Page would provide

space for the Training Officers, the Fire Marshals and the Fire Chiefs. The Calendar will have 3 categories (meetings, training, other) and individuals from various entities can be provided access to post events to the calendar. The Calendar will also send email reminders. Motion made (Wood / Fauci) to spend up to \$200.00 - approved.

- B. Amendments to Bylaws. Review and discussion of proposed changes to bylaws. A final draft was distributed to all members with the input received by email. Amendment of the By-Laws occurs by: The Secretary shall present the proposed changes to the members of the Executive Board at its next regular meeting. A change of the By-Laws requires an affirmative vote of the majority of the Executive Board, and a majority of the Executive Board must be present. Discussed issue of attendance. It was generally felt that a very strict attendance policy may discourage participation by some individuals who may have valuable information or input. The membership recommended to the executive board that the attendance requirements for the General Membership be struck and that the attendance requirements for the Executive Board be modified to provide for more leeway.
- C. 911 Remembrance Committee Update - Chief Carter advised that the Committee is reviewing the IAFC Guidelines and will have further to report as the event grows closer.
- D. EMS Data Collection - Covered earlier by Chief Moreland
- E. SFRDSTF - Region 7 - Covered earlier by Chief Carter

#### **IX. NEW BUSINESS**

- A. Palm Beach County has initiated a series of meeting on the Avian and Pandemic Flu. Chief Bingham will be serving as the Association's representative. Chief Bingham has requested that one more member of the Association be a part of this group as well. Darrel Donatto nominated (Cox / Wood) and approved.
- B. Palm Beach County regional buying cooperative. Chief Moran raised the idea of developing a buying cooperative in the Palm Beach County region to address common interests and economies of scale. He stated that Palm Beach will be looking at new airpack soon and that a countywide effort for purchasing things like this would improve interoperability as well as pricing. Several members expressed interest. It was decided to table the issue until a committee could be appointed by Chief Bingham.

#### **X. GOOD OF THE ASSOCIATION / MEMBER ANNOUNCEMENTS**

- A. Bruce Silk's retirement party (open house) is Thursday, April 27, 2006 from 10am - 2pm at the Old City Hall in Boca Raton, 71 N. Federal Highway.
- B. Deputy Chief Chris Brown reported that a 12 Lead EKG receiving station has been installed at Palm Beach Gardens Medical Center. 12 Lead EKGs from providers using Physiocontrol products can now be transmitted directly to the ER.

- C. Deputy Chief Chris Brown reported that a regional first responder notification system called MIR3 has been funded by the UASI and RDSTF. The system is free to use. Contact Tony Alexiou at (305) 774-0012 or [tony.alexiou@allhandsconsulting.com](mailto:tony.alexiou@allhandsconsulting.com)
- D. Deputy Chief Chris Brown reported that Palm Beach Gardens Fire Rescue has placed an Emergency Medical Support Unit in service. This unit is equipped to immobilize 30 patients and can treat up to 75 patients. In addition, Level B suits and associate PPE are stocked on the unit. In order to request the unit - contact Palm Beach County Fire Rescue Dispatch.

**XI. DESIGNATION OF THE NEXT MEETING PLACE AND DATE**

May 24, 2006	Palm Beach Shores Fire Department
June 28, 2006	Palm Beach County Fire Rescue
July 19, 2006	Boynton Beach Fire Rescue
August 23, 2006	Greenacres Department of Public Safety
September, 27, 2006	Riviera Beach Fire Rescue
October 25, 2006	Boca Raton Fire Rescue
November 15, 2006	Palm Beach County EOC (Alternate is PBG)
December	To Be Announced

Note: Emergency Services Leadership Institute Organizational Management Program June 27-28

Note: FFCA Summer Business Meeting July 22-26

Note: Thanksgiving is November 23, 2006

**XII. ADJOURNEMENT OF GENERAL MEMBERSHIP MEETING**

**XIII. EXECUTIVE BOARD MEETING / 5 BUGLE CHIEF'S ROUNDTABLE**

Present were Chief Greg Smith (Greenacres), Chief Peter Bergel (Palm Beach Gardens), Chief Larry Fauci (Palm Beach Shores), Chief Kerry Koen (Delray Beach), Chief Tom Wood (Boca Raton), Chief Ed Moran (Palm Beach), Chief Robert Ridgeway (West Palm Beach), and Chief Paul Blockson (Lake Worth).

Boynton Beach, Riviera Beach, Tequesta, North Palm Beach, and Palm Beach County not represented.

- A. Amendments to Bylaws. A final draft was distributed to all members with the input received by email. Amendment of the By-Laws occurs by: The Secretary shall present the proposed changes to the members of the Executive Board at its next regular meeting. A change of the By-Laws requires an affirmative vote of the majority of the Executive Board, and a majority of the Executive Board must be present. Discussion centered on attendance requirements. It was agreed that the attendance for the General Membership would be struck and that the Executive Board attendance requirements would be modified to provide that an Executive Board Member not in attendance must notify the President prior to the meeting with a designee to represent them and vote on their behalf. Approved unanimously by those present.

B. At the March meeting, a motion was passed to support development of Unified Regional Standard Operating Procedures and Training using Florida FOG as base document. It was decided that this can only be successful with the cooperation and support of each Fire Chief of each organization. A resolution with signature support would show commitment. All members present voted to start with the previous Fire Chief's Association ICS document and make necessary revisions / updates in coordination with the FOG. The Training Officers Association will be responsible for bringing first the ICS document, then Accountability document to Fire Chief's for adoption. Hopefully - 1 issue per month can be addressed and approved by Fire Chief's - with regional training to follow.