

THURSTON COUNTY FIRE CHIEFS' ASSOCIATION (TCFCA) TRAINING OFFICERS COMMITTEE CHARTER

ARTICLE I: MEMBERS

Section 1. Members:

"Members" shall be defined as any agency or organization that is represented by an Active Member under Article 1 of the TCFCA Bylaws.

Section 2. Affiliate Member:

"Affiliate Members" shall be defined as any agency or organization that is represented by an Affiliate Member under Article 2 of the TCFCA Bylaws.

ARTICLE II: TRAINING OFFICERS COMMITTEE

Section 1. Participation:

Committee will be made up of designated Training Officers representing Member and Affiliate Member agencies.

Section 2. Committee Officers:

The officers of this Committee shall be:

- Chair;
- Vice Chair;

The positions of Chair, Vice Chair shall be appointed by the President of the TCFCA based on recommendations from Committee members.

Section 3. Compensation of Committee Members:

Committee Members shall receive no compensation from the TCFCA for their participation on the Committee, but Committee Members may be reimbursed for necessary costs incurred in performing their duties.

ARTICLE III: DUTIES OF COMMITTEE OFFICERS

Section 1. Chair:

The Chair of the Committee shall:

- a) Report to the President of the TCFCA
- b) Preside over all meetings of the Committee;
- c) Appoint any ad-hoc workgroups;
- d) Oversee the development and presentation of an Annual Training Plan (see Attachment "A") and budget proposal
- e) Manages the implementation of the Annual Training Plan and budget following approval by the TCFCA
- f) Ensure minutes of all meetings are written and distributed to all members;
- g) Perform such other duties as are ordinarily performed by a presiding officer or as may be required by the Committee.

Section 2. Vice Chair:

The Vice Chair of the Committee shall:

- a) Perform the duties of the Chair in their absence or inability to serve;
- b) Perform such other duties as are ordinarily performed by a Vice Chair or Vice President or as may be required by the Committee.

ARTICLE IV: VACANCIES IN OFFICES

Section 1. Chair:

A vacancy in the position of Chair shall be filled by the Vice Chair.

Section 2. Appointment for Vacancies:

In the event the position of Vice Chair is vacant for more than thirty (30) days, the TCFCA President shall appoint a Committee Member to that position.

ARTICLE V: MEETINGS OF THE COMMITTEE

Section 1. Regular Meetings:

The Committee shall meet on a no less than quarterly basis, at a time and place designated by the Chair.

Section 2. Meeting Minutes:

Minutes will be kept for all Committee Meetings and a copy made available to all Committee Members and the TCFCA President.

ARTICLE VI: BUDGET AND FUNDING

Section 1. Budget:

- a) A draft budget for the implementation of the Annual Training Plan for the next fiscal year shall be submitted to the TCFCA Executive Committee no later than the October TCFCA meeting of each year.
- b) The TCFCA Executive Committee shall review and recommend an Annual Training Plan Budget to the TCFCAC Membership at a regular meeting no later than the November meeting of each year.

Section 2. Non-Member Fees:

A fee structure shall be established by the TCAFC Membership for non-member participation in sponsored training activities.

ARTICLE VII: AMENDMENT OF CHARTER

Section 1. Proposals for Amendment:

Proposals for amendment of this Charter may be made by Committee Members to the TCFCA President or by a majority of the TCFCA Members.

ATTACHMENT "A"

Key Elements of an Annual Training Plan and Budget

Plan Components:

1. Determine a required staffing model and estimated cost for identified training objectives
2. Identify a training subject lead for each of the approved training objectives
3. Establish a registration and tracking system to document participation and cost allocations
4. Conduct a Needs Assessment for subsequent Annual Training Plans

Required 2015 Training Objectives:

1. Provide for delivery of WAC required Live Fire Training
2. Provide a spring and fall Volunteer Firefighter Recruit Academy
3. Provide for delivery of NWCG Wildland FF2 initial training

ATTACHMENT "B"

TCFCA Business Support to Regional Training Program

1. Establish a training registration and payment system
2. Manage Accounts Payable and Receivable for County-wide Training activities
3. Maintain revolving fund in support of County-wide Training activities
4. Maintain proof of requisite insurance coverage and documentation of indemnification from participating agencies
5. Provide an audit-grade invoicing system for all County-wide training activities