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**KENTUCKY FIREFIGHTERS ASSOCIATION, INC.**

**OFFICERS JOBS DESCRIPTIONS**

**AND**

**STANDARD OPERATING GUIDELINES  
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### **DUTIES OF THE PRESIDENT**

**SECTION 1:** It shall be the duty of the President to preside over the annual conference and all other meetings of the Association and over the Executive Committee to appoint all committees. Chairperson of all Committees may attend all regular meetings or called meetings by the President and their expenses paid on approval of the President.

- (A) The President shall cause to be posted in the Conference Assembly the location and dates of all regular or special meetings since the last conference.
- (B) The President may expend for the good of the K F A an amount set by the executive committee, to send members to meetings. A statement of expenditure must be furnished to the Executive Committee for payment.
- (C) The President shall appoint a Parliamentarian to serve during the President's term of office to respond, through the Chari, to all questions regarding parliamentary procedures for all meetings of the Association and during the Annual Conference.
- (D) The President shall report each year at the Conference, the actions taken on resolutions passed at the previous Conference.

**SECTION 2:** On the first day of each Annual Conference, it shall be the duty of the President to file a complete written report of his/her work and the activities of their respective offices. To present to the Conference a brief summary of said reports, together with any recommendation they may wish to present for consideration by the Conference at subsequent business meetings.

- (A) All complete written reports aforementioned shall be detailed descriptions of office holder's activities and shall be prominently posted in the Conference Assembly Room until Conference adjournment.

**SECTION 3:** The duties described in this and other articles may be summarized to a specific job description together with such other duties as may be described by the Executive Committee

### **DUTIES OF THE VICE PRESIDENTS**

**SECTION 1:** It shall be the duty of the Vice Presidents to attend all called meetings unless excused by the President, to assist in the promotion of new membership in the KFA, the maintaining of good relationships between the membership, and to act as goodwill ambassadors for the Association.

**SECTION 2:** It shall be the duty of the Vice Presidents to attend all funerals in their Area.

**SECTION 3:** Vice Presidents are to be a legislative liaison to departments in their area, on any help requested by the legislative representatives, or President, or Fire Commission.

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**SECTION 4:** On the first day of each Annual Conference, it shall be the duty of the Vice Presidents to file a complete written report of their work and the activities of their respective offices. To present to the Conference a brief summary of said reports, together with any recommendation they may wish to present for consideration by the Conference at subsequent business meetings.

### **DUTIES OF VICE PRESIDENT AT LARGE**

**SECTION 1:** The Vice President at Large shall represent all firefighters in the Commonwealth.

**SECTION 2:** It shall be the duty of the Vice President at Large to assist the Vice Presidents in their area as needed.

**SECTION 3:** The Vice President at Large may attend fire department functions and activities of interest to the K F A , or promote the welfare of the K F A, with the approval of the President.

**SECTION 4:** On the first day of each Annual Conference, it shall be the duty of the Vice President at Large to file a complete written report of his/her work and the activities of their respective offices. To present to the Conference a brief summary of said reports, together with any recommendation they may wish to present for consideration by the Conference at subsequent business meetings.

### **DUTIES OF COMMITTEE CHAIRMEN & COMMITTEE MEMBERS**

**SECTION 1:** It shall be the duty of Committee Chairman to attend called meetings of their committee as needed to perform their necessary duties to benefit the K F A.

**SECTION 2:** The Committee Chairman shall have the right to request the replacement of members who are unable to fill full or unwilling to perform the duties needed.

**SECTION 3:** The Chairman shall report to the Executive Board on activities of the Committee. The Chairman shall attend Executive Board meetings as requested by the President.

**SECTION 4:** It shall be the duty of the Chairman to have one committee meeting of members per year and submit a report at the conference of the activities of their committee/

**SECTION 5:** It shall be the duty of Committee Members to attend all called meetings of their committee, unless excused by the Committee Chairman.

**SECTION 6:** It shall be the duty of Committee Members to perform duties as requested by the Committee Chairman.

**SECTION 7:** On the first day of each Annual Conference, it shall be the duty of the Committee Chairmen to file a complete written report of their committees work and the activities of their respective office. To present to the Conference a brief summary of said reports, together with any recommendation they may wish to present for consideration by the Conference at subsequent business meetings.

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### **DUTIES OF SECRETARY**

**Section 1:** The KFA shall require the secretary to notify the president of each region association ninety days prior to the opening of the conference, to confirm their vice president or nominate a new vice president, in accordance with the previous schedule in ART 4 SEC 1 PARA B.

- (A) It shall be the duty of the Secretary to maintain a complete record of all meetings. To receive and answer all communication pertaining to the Association or Executive Committee.
- (B) The Secretary shall cause to be posted in the Conference Assembly Room the names of all officers in attendance at each regular or special meeting since the last Conference and the purpose for each meeting.
- (C) The Secretary shall forward pre-filed resolutions to the committee chairman 30 days prior to the start of the conference.
- (D) On the first day of each Annual Conference, it shall be the duty of the Secretary to file a complete written report of his/her work and the activities of his/her respective office. To present to the Conference a brief summary of said reports, together with any recommendation they may wish to present for consideration by the Conference at subsequent business meetings.

### **DUTIES OF TREASURER**

**SECTION 1:** The duties of the Treasurer shall be to keep an accurate account of all moneys received or expended by the Association. All invoices presented to the Treasurer must be approved for payment by the President (through the Check/Payment Approval process), then and only then prepare and sign checks for payment. The Treasure also is a non voting member of the Finance Committee.

- (A) The Treasurer shall make available to the President and finance committee all records, accounts, and moneys expended.
- (B) The Treasure in Conjunction with the finance committee shall research, plan an annual budget for the Association and present it to the association Executive Board for review and acceptance during the Executive Board meeting at the State Fire School.
- (C) The Treasurer shall post in the Conference Assembly Room a complete itemized account of receipts and disbursements dating back to the closing of the last Conference.
- (D) At the Annual Conference, it shall be the duty of the Treasurer to file a complete written report of his/her work and the activities of his/her respective office. To present to the Conference a brief summary of said reports, together with any recommendation he/she may wish to present for consideration by the Conference at subsequent business meetings.

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### **DUTIES OF DIRECTORS**

**SECTION 1:** Directors shall be a member of a dues paying department in good standing of the KFA. That department shall be a dues paying member in good standing of their regional association. He/She shall reside in area of representation, Article 4, Sec. 1 D.

**SECTION 2:** Directors shall be elected by their associations and serve a One (1) Year term per Article 4, Section 1 D. They shall be elected by July 1 and take office at the Annual Conference, Article 4, Section 1 D.

#### **SECTION 3: DUTIES:**

May represent the Vice-President from their area at Executive Board meetings.

1. Assist Vice Presidents from their area in discharge of their duties.
2. Shall represent regional association and departments there in at meetings of the KFA and/or KFA Executive Board.
3. Shall work toward recruitment of new members to the KFA.
4. Act as means of communication between Regional Associations and KFA.
5. Shall promote KFA within regional association and out of it.

### **DUTIES OF CHAPLAIN**

**SECTION 1:** It shall be the duty of the Chaplain to serve under the President and carryout the duties as assigned to the office, such as being present at all meetings, if possible. He/She may offer the invocation and/or the benediction at any meeting. The Chaplain may represent the President at funerals of members, if the President is unable to attend and desires the Chaplain to represent the association. The Chaplain has no voting powers unless seated as a designated delegate.

### **DUTIES OF FINANCE COMMITTEE**

#### **SECTION 1: Purpose and Composition**

The Finance Committee shall be a standing committee of the Kentucky Firefighters Association as prescribed in Article 7 Section 2 of the Constitution and By-Laws. The committee shall review and oversee the Association's financial policies and planning, monitor the Association's financial position, and ensure good stewardship of all funds entrusted to the Association regardless of the source.

The committee is composed of four members and the Association Treasurer, who shall be a non-voting member. Each member of the committee must be free from any relationships that would interfere with, or would give the appearance of interfering with, the exercise of independent judgment as a committee member. The Association

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President shall select members of the committee and shall designate one of the members as the committee's chair, who shall preside over the meetings of the committee and report committee actions to the President as required.

### **SECTION 2: Duties and Responsibilities**

Duties and responsibilities of the committee shall include, but are not limited to, the following:

1. Review and oversee the Association's plans, projects, and operations with regard to financial expenditures and receipts. Ensure that adequate records of the assets, liabilities, receipts and disbursements are being maintained
2. In conjunction with the Association's Treasurer, research, plan and prepare an annual budget for the Association and present it to the Executive Board for review and acceptance during the Executive Board meeting at the State Fire School.
3. Upon approval of the budget, monitor all expenditures and receipts throughout the year to ensure budgetary guidance is being followed. Recommend budget changes, before the fact, should situations dictate adjustments be made. As a general rule only budget variances of 10% or more would require committee action to develop and explain any recommended budget changes.
4. Seek to maintain and improve the financial health of the Association and, when appropriate, coordinate with other standing or special committees regarding all financial matters.
5. Recommend financial policies for the Association pertaining to long-term and short-term financial planning, administration of Association assets and development of Association financial reports.
6. Assist with the planning and conduct of conferences and other major activities that will require the collection and expenditure of Association funds. Ensure complete and accurate records are maintained by the Treasurer and other committees receiving or disbursing funds or entering into financial contracts for which the Association will be liable.
7. Recommend that an audit of the Association funds be conducted upon any change in the person fulfilling the Treasurer's position or when deemed necessary by the committee.

### **Meetings**

The committee will hold meetings on an as needed basis or as required by the President, at a time and place to be determined.

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Following each of its meetings, the committee shall deliver a report on the meeting to the President, including a description of all actions taken or recommendations made at the meeting. The committee shall keep written minutes of its meetings and a copy provided to the Association's official files.

### **DUTIES OF THE CONFERENCE COMMITTEE**

#### **SECTION 1: Committee Members:**

The members of this committee as selected by the incoming president at the annual KFA Conference and shall serve a term of no less than 1 year. Any of the current members may be re-appointed by the incoming president at the conference.

#### **SECTION 2: Responsibilities:**

The main purpose of the Conference Committee is to ensure the success of the Annual KFA Conference and to assist in any manner with the host region to ensure that we have a successful and productive conference. The committee shall work with the current President of the KFA for the current year conference and the Vice Presidents on their upcoming conferences. The Conference Committee shall also work as a liaison to the current President of the KFA. The Committee shall also be an Advisory Board for the Vice Presidents for their conferences. Below is a listing of the main objectives of the Conference Committee.

1. Shall advise and assist with:
  - a. Budget planning
  - b. Site selection (minimum of 250 rooms)
  - c. Negotiations with site selection contract if necessary
  - d. Ensure that KFA Conference Must-Do list is completed
    - i. Memorial Service
    - ii. Meeting Schedule
    - iii. Presidents & Hall of Fame Banquet
  - e. Conference Optional Activities
    - i. Sunday Night Welcome
    - ii. Golf Outing
    - iii. Ladies Luncheon
    - iv. Firefighter Olympics
    - v. And other events approved by the committee

#### **SECTION 3: Reports:**

The Conference Committee shall meet with the Regional Conference Committees in January the year of the conference to get updated status on the progression of their planning for the conference and again in June the year of the conference. From these meetings the KFA Conference Committee can compile their reports for the KFA Executive Board Meetings.

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The Conference Committee shall submit to the Executive Board a full report on the status of all conference activities for the current President's Conference and the Vice Presidents Conferences at:

1. Green River Fire School Executive Board Meeting which will be approx 6 months prior to the conference.
2. State Fire School Executive Board Meeting which will be approx. 3 months prior to the conference.

These reports should be concise and contain all information needed for the Executive Board to make any decisions and/or changes they deem necessary to ensure the success of the conference.

### **Contracts:**

KFA in performing daily operations, is required to enter into contracts with vendors, suppliers, and some personal service agreements. It shall be the duty of the President to sign all contracts. The President may allow other Executive Board Members or Committee Chairman to negotiate a contract in the interest of the KFA. The final binding contract shall bear the President's signature and a copy shall be provided to the Secretary.

### **REQUEST FOR PURCHASE ORDERS**

K F A has adopted a request for purchase order system for expenses over \$300.00. If the purchase of supplies or any other expense exceeds \$300,00, a purchase number must be obtained from the Treasurer prior to the purchase being made.

### **SUSTAINING MEMBERSHIP BENEFITS**

As a KFA Sustaining Member you will receive the Bi-Monthly copy of the KFA Newsletter (Smoke Signals II), Discounted State Fire School registration, Listing type ad in six editions of Smoke Signals II and Conference Directory, Articles placed in Smoke Signals at no charge, and a listing on KFA's web site [www.kyfa.org](http://www.kyfa.org).

### **FIREFIGHTERS CALLED TO ACTIVE DUTY**

The KFA represents all Fire Departments and all Firefighters from the Commonwealth of Kentucky. In so doing we need to support the firefighters that have been called to active duty and are serving our country away from home. The KFA shall send a copy of the Smoke Signals II to every active duty firefighter from the State of Kentucky, while serving on active duty. Once the firefighter/EMS person returns to normal daily living, the Smoke Signals II would no longer be mailed to that person.

### **KFA SCHOLARSHIP PROGRAM**

#### **Who is eligible?**

Any active Kentucky Fire Fighter, Emergency Medical Technician or Paramedic or their dependents. This is so long as their department is a participating dues paying member of the Kentucky Fire Fighters Association Inc.. The scholarship recipient must also have at least a **2.5** overall g.p.a. on their graduating high school transcript **or** a

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composite 17 on the A.C.T. or a 950 total on the S.A.T. college entrance test. **Be working on there under graduate degree this program is not for upper grads.**

### **What courses of study are eligible?**

Fire Science, Paramedic Sciences, Safety Engineering, or other emergency based major not specified as long as it is justified by the applicant and accepted by the KFA. The courses must be part of a four year bachelors program given by a four year college, or a program offered by KCTCS.

### **What service is required during the course of study?**

Accepted applicants or their guardians must remain active in the emergency service field in the state of Kentucky for the duration of the scholarship. If an applicant must leave his home to go to college the applicant must make arrangements to be active within the emergency services during the scholarship period. The applicant may split time between his home service during time away from school and a dues paying service near their college.

### **What service is required after completion of study?**

After graduation the accepted applicant must remain active in the Kentucky emergency services for a period of two years after graduation. If the applicant fails to meet this criteria after prior agreement and contract the scholarship recipient must immediately repay the KFA all money paid by the KFA to a college in the applicants name.

### **What are the grade requirements?**

The scholarship recipient must maintain an overall grade point average of **2.5** or higher. Each semester the student must submit a copy of their transcript before the payments will be made. If the student drops below the required levels he/she will get one semester of probation to bring his/her grades back to a **2.5** GPA level. **During the probation period no payment will be made for that semester.** If, at the end of this semester of probation the recipient has not brought their grades up, their scholarship will be terminated.

### **How will money be disbursed?**

A \$250.00 check will be sent directly to the bursar of the chosen university in the name of the scholarship recipient. Money will be disbursed as close to one week after the semester begins as possible and after all previous semester transcripts have been looked at and approved.

**Application and requirements for new and renewal shall be posted on the web at [kyfa.org](http://kyfa.org).**

## **ETHICS POLICY**

### **1. OVERVIEW:**

Whereas, by resolution at the 2002 KFA Conference a study was commissioned to review the ethical operation of the organization as it relates to membership and election of officers and any other section or article pertinent.

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### **2. TITLE:**

Code of Ethics of the Kentucky Fire Fighters Association Elected Officials.

### **3. FINDINGS:**

The Ethics Committee finds and declares that:

- A. That the elected Officials hold offices or organizational trust;
- B. The vitality and stability of the organization depends upon the organizations confidence in the integrity of its elected officials. Whenever the members perceive a conflict between the private interests and the organizational duties of a KFA Officer, that confidence is imperiled;
- C. The elected Officials of the Kentucky Fire Fighters Association have a duty to provide the members of the KFA with standards by which they may determine whether elected duties are being faithfully performed, and to make its Officers and Committees aware of the standards that the members of the KFA rightfully expect them to comply with while conducting their official duties as an elected official of the KFA.

### **4. PURPOSE AND AUTHORITY:**

A. It's the purpose of the Code of Ethics to provide a method of assuring that standards of ethical conduct and financial disclosure requirements for elected officers and committee members of the KFA shall be clearly established, uniform in their application, and enforceable; and to provide the elected officers and committee members of the KFA with advice and information concerning potential conflicts of interest which might arise in the conduct of their organizational duties.

### **5. DEFINITIONS:**

As used in this Ethics Policy, unless the context clearly requires a different meaning:

A. **Business:** Any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, professional service corporation, or any legal entity through which business is conducted for profit.

B. **Elected Officials:** Any individual elected to fulfill a position on the Board of Directors.

C. **Committee Member:** Any individual who is appointed to the various committees of the KFA.

D. **Ethics Committee:** The permanent committee of the Kentucky Fire Fighters Association that is created to administer and enforce this Code of Ethics through the KFA.

**STANDARDS OF CONDUCT**

**6. CONFLICTS OF INTEREST:**

Every elected officer and committee member shall comply with the following standards of conduct:

A. No elected official or committee member shall have an interest in a business or engage in any business, transaction or activity which is in substantial conflict with the proper discharge of the elected official's or committee member's organizational duties.

B. No elected official or committee member shall intentionally use or attempt to use his or her official position with the KFA to secure unwarranted privileges or advantages for himself or herself or others.

C. No elected official or committee member shall intentionally take or refrain from taking any action, or agree to take or refrain from taking any action, or induce or attempt to induce any other elected official or committee member to take or refrain from taking any action, on any manner before the KFA in order to obtain a financial benefit for any of the following.

1. Himself or Herself;
2. A Family Member;
3. An Outside Employer;
4. Any business in which the trustee or employee or any family member has or intends to have a financial interest;
5. Any business with which the trustee or employee or any family member is negotiating or seeking prospective employment or other business or professional relationship.

D. No elected official or committee member shall be deemed in violation of any provision in this section, if, by reason of the elected official's or committee member's, vote, decision, action or inaction, no financial benefit accrues to the elected official or committee member, a family member, an outside employer, or a business as defined in subsection 4 and 5 of this section, as a member of any business, occupation, profession, or other group, to any greater extent than any gain could reasonable be expected to accrue to any other member of the business, occupation, profession or other group.

E. Every elected official or committee member who has a reason to believe that a prohibited financial interest with the elected official or committee member exists, or has reason to believe may be affected by his or her participation, vote, decision or other action taken within the scope of his or her organizational duties shall disclose the precise nature and value of this interest, in writing, to the President. The disclosure shall be filed with the official minutes of the next Executive Board meeting, and the elected official or committee member shall refrain from taking any action with respect to the matter that is the subject of the disclosure.

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### **7. CONFLICTS OF INTEREST IN CONTRACTS;**

A. No elected official or committee member of the Kentucky Fire Fighters Association shall directly or through others execute or benefit from any contracts entered in to by the Kentucky Fire Fighters Association, except as follows.

1. The prohibition of subsection (A) of this section shall not apply to contracts entered in to or renewed before an elected official or committee member becomes a member of the KFA.
2. The prohibition in subsection (A) of this section shall not apply if the contract is awarded after public notice and competitive bidding and the elected official or committee member is NOT authorized to participate in establishing the contract specifications, awarding the contract, or managing contract performance after the contract is awarded.
3. The prohibition in subsection (A) of this section shall not apply in any case where each of the following requirements are satisfied:
  - a. The specific nature of the contract transaction and the interest of the elected official or committee member in the contract are publicly disclosed and made part of the official minutes of the meeting of the Executive Board before the contract is executed; and,
  - b. A finding is made by the KFA Executive Board that the contract with the elected official or committee member is in the best interests of the KFA because of the price, limited supply, or other specific reasons, and the finding is made a part of the official minutes of the meeting of the Executive Board before the contract is executed.

B. If any violation of this section occurs, the KFA Executive Board may take legal action to void any contract entered into in violation of this section, and such violation shall be grounds to consider reprimand, suspension, removal or dismissal of the elected official or committee member, in accordance with the Standard Operating Procedure of the Code of Ethics.

### **8. RECEIPT OF GIFTS**

A. Any gifts having a fair market value of twenty dollars (\$20.00) or more, whether in the form of money, service, loan, travel, entertainment, hospitality, property or promise, or any other form, which is received from outside by a elected official or committee member, while acting as a representative of the KFA shall be reported in writing within forty-five (45) days of receipt to the President.

B. No elected official or committee member shall directly or indirectly through any other person or business, solicit or accept from outside the KFA any gift, whether in form of money, service, loan, travel, entertainment, hospitality, property or promise, or any other form, under circumstances from which it could be inferred that the gift was intended to influence the performance of his/her duties.

**9. REPRESENTATIONS OF INTEREST BEFORE BOARD**

No elected official or committee member shall represent any person or business, other than the KFA, in connection with any matter pending before the KFA Executive Board.

Nothing in this section shall prohibit any elected official or committee member from representing himself/herself in matters concerning his/her interest.

No member of the Executive Board shall be prohibited by this section from making any inquiry for information on behalf of members of the KFA if no compensation, reward or anything else of value is promised to, given to, or accepted, whether directly or indirectly, in return for the inquiry.

**10. MISUSE OF CONFIDENTIAL INFORMATION**

No elected official or committee member of the KFA shall use or disclose any information acquired in the course of his/her official duties for the purpose of furthering his/her personal financial interest or that of another person or business. Information shall be deemed confidential if it is not subject to disclosure pursuant to the Kentucky Open Records Act, KRS 61.872 to 61.884, at the time of its use or disclosure.

**11. HONORARIA**

A. Any compensation, honorarium or gift with a fair market value of more than twenty dollars (\$20.00) from outside the KFA in consideration for an appearance, speech or article as a representative of the KFA shall be reported in writing to the President.

B. No elected official or committee member shall accept any compensation, honorarium or gift with a fair market value greater than one hundred dollars (\$100.00) from outside the KFA in consideration for an appearance, speech or article related to the KFA.

C. Nothing in this section shall prohibit an elected official or committee member from receiving and retaining on behalf of the KFA, actual and reasonable out-of-pocket expenses incurred in connection with an appearance, speech or article on behalf of the KFA.

**12. FINANCIAL DISCLOSURE**

Any elected official or committee member of the KFA shall file statement of financial interest:

A. If the elected official or committee member or his/her family member or outside employer, has a contract or any financial interest in a contract with the KFA; or,

B. If the elected official or committee member has received any gifts or honoraria having a fair market value of more than twenty dollars (\$20.00); or

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C. If the elected official or committee member has used or permitted the use of any KFA funds, equipment, or property for the private use by any person.

### **13. FILING OF STATEMENTS AND AMENDED STATEMENTS:**

A. Statements of financial interest require by the Code of Ethics shall be filed with the Executive Board of the KFA no later than June 30<sup>th</sup> of each year, provided a new elected official or committee member shall file an initial statement of financial interest no later than thirty (30) days after the date of appointment or election.

B. In the event there is a material change in any information contained in a financial statement that has been filed, the elected official or committee member shall amend the statement no later than thirty (30) days after becoming aware of the material change.

### **14. FORM OF THE STATEMENT OF FINANCIAL INTERESTS**

The statement of financial interest shall be filed on a form prescribed by the Executive Board of the KFA.

### **15. CONTROL AND MAINTENANCE OF THE STATEMENTS OF FINANCIAL INTERESTS**

The Executive Board shall be the custodian of financial statements of financial interests that are public documents available for public inspection. The statements shall be retained by the Executive for five (5) years.

### **16. CONTENTS OF THE FINANCIAL INTERESTS STATEMENT**

A. The statement of financial interest shall include the following information for the preceding fiscal year:

1. Full legal name and home address
2. Current business address and telephone number
3. The date, amount, and specific nature of any contract by any business in which the elected official or committee member, or any family member has a financial interest which has been entered into, awarded or granted by the KFA;
4. The date, amount, and specific type of any gifts or honoraria having a fair market value of more than twenty dollars (\$20.00) whether in the form of money, service, loan, travel, entertainment, hospitality, property or promise, or any other form; and
5. The date, amount, and specific action of any use of KFA time, funds, personnel, equipment, or other property for the private use of the elected official or committee member, or any other person.

## **17. NEPOTISM PROHIBITED**

- A. No elected official or committee member shall advocate, recommend or cause the employment, promotion, appointment, transfer or advancement of a family member to an office or position of the KFA.
- B. No elected official or committee member shall participate in any action relating to the employment or discipline of a family member, except that this prohibition shall not prevent a elected official or committee member from voting on or participating in the development of a budget which includes compensation of a family member, provided that the family member is included only as a member of a class of persons, and the benefits to the family member is no greater than to any other similarly situated member of the class.

## **18. ENFORCEMENT**

Creation of an Ethics Committee:

- A. There is hereby created an Ethics Committee of the Kentucky Fire Fighters Association that shall have the responsibility of administering and enforcing this Code of Ethics through the KFA Executive Board.
- B. The Ethics Committee shall consist of five (5) members, one from each area, and each to serve a four (4) year staggered term with the exception of the first appointed committee. That committee will have a one year, two year, three year, four year term. The fifth member to be the Chairman appointed by the President at the annual meeting.
- C. The President shall appoint the Chairman at the Annual Conference Meeting.
- D. Any member of the Ethics Committee who has a conflict of interest with respect to any matter to be considered by said committee shall disclose in writing the nature of the conflict and disqualify himself/herself from voting on the matter.

## **19. RESPONSIBILITIES OF THE ETHICS COMMITTEE:**

The Ethics Committee shall have the following responsibilities:

- A. Initiate, receive and investigate complaints and schedule hearings by the Ethics Committee which shall make findings of fact and determinations with regard to alleged violations of this Ethics Code.
- B. Request written responses and interview witnesses in the investigation of the complaint.
- C. Report information concerning alleged violations of this Ethics Code to the Executive Board.

## **20. FILING AND INVESTIGATION OF COMPLAINTS**

- A. All complaints alleging a violation of this Ethics Code shall be:
  - 1. In writing and signed by the complainant;

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2. Referred to the Ethics Committee;
3. Acknowledged within thirty (30) calendar days from the date of receipt;
4. Sent to each person that is the subject of the complaint within ten (10) calendar days together with a statement of the applicable provisions of the Ethics Code and a copy sent to the KFA Secretary.

B. Within thirty (30) calendar days of the receipt of a complaint, the Ethics Committee shall conduct a preliminary inquiry into the complaint and afford the person who is the subject of the complaint, an opportunity to respond to the complaint.

C. All proceedings and records relating to the preliminary inquiry shall be confidential until a final determination is made by the Ethics Committee.

D. The Ethics Committee shall report its preliminary determination to the Executive Board which shall make a determination whether the complaint is within its jurisdiction and, if so, whether it alleges a minimal factual basis to constitute a violation of this Ethics Code. If the complaint is outside of its jurisdiction, frivolous or without factual basis, the Executive Board shall immediately terminate the inquiry, reduce the conclusion to writing and transmit a copy of its decision to the complainant and to the elected official or committee member against whom the complaint was filed.

E. If the Executive Board concludes that the complaint is within its jurisdiction and contains allegations sufficient to establish a minimal factual basis to constitute a violation, the President shall notify the elected official or committee member who is the subject of the complaint and may:

1. Due to mitigating circumstances issue a written, confidential reprimand to the elected official or committee member concerning the alleged violation and maintain a copy of the reprimand in the files of the Executive Board for one (1) year. Mitigating circumstances shall be defined as a lack of significant economic advantage or gain by the elected official or committee member charged a lack of economic loss to the KFA or its members, or lack of significant impact on public confidence in the KFA.

2. Initiate a hearing to determine whether there has been a violation.

E. Any person who knowingly files a false complaint shall be subject to reprimand or dismissal in accordance with the Constitution and By-Laws of the Kentucky Fire Fighters Association.

### **21. NOTICE OF HEARING**

If the Executive Board determines that a hearing regarding the allegations is necessary, a notice shall be issued scheduling the matter for a hearing with thirty (30) days, unless the alleged violator requests a later date.

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### **22. HEARING PROCEDURE**

- E. The hearing shall be conducted as to afford all parties the full range of due process rights as required by the nature of the proceedings. Formal rules of procedures and evidence do not apply.
- F. All testimony at the hearing shall be taken under oath and all parties shall have the right to call witnesses, to introduce evidence, and to be represented by counsel.
- G. All hearings of the Executive Board shall be public except as determined to be in the best interest of the KFA.
- H. After the conclusion of the hearing, the Executive Board shall determine whether a violation of the Ethics Code has been proved, and within thirty (30) days after the hearing, the Executive Board shall issue a written report of its findings and conclusions.
- I. If the Executive Board concludes that no violation has occurred, it shall immediately send written notice of its determination to the person who was the subject of the complaint and to the complainant.
- J. If the Executive Board concludes that there is clear and convincing proof of a violation of this Ethics Code, the Executive Board May:
  - 1. Issue a written notice to the violator to cease and desist the violation;
  - 2. Issue a written reprimand, public reprimand to the violator and file a copy in the minutes of the Executive Board;
  - 3. Suspend, dismiss, or take other appropriate disciplinary action against the violator;
  - 4. Initiate appropriate legal action to remove the violator from office;
  - 5. Initiate legal action to void any contract entered into in violation of the Ethics Code;
  - 6. Initiate legal action to recover any economic benefit or gain received as a result of this violation;
  - 7. Refer evidence of criminal violations to the Commonwealth or County Attorney for appropriate action.

### **23. ADVISORY OPINIONS**

The Executive Board may render advisory opinions concerning this Ethics Code.

### **24. PROHIBITION AGAINST REPRISALS**

- A. No elected official or committee member shall be subject to reprisal or use or threaten to use any official authority or influence to discourage, interfere with, or discriminate against any person who in good faith reports or brings to the attention of the Executive Board any information related to an actual or suspected violations of the Ethics Code.

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- B. This section shall not be construed as prohibiting disciplinary action if a elected official or committee member discloses information that he/she knows is: 1. False; 2. Exempt from disclosure under the Kentucky Open Records Act, KRS 61.870 to 61.884; or 3. Confidential under any other law.

### **HONOR GUARD/FLAG PROTOCOLS**

**PURPOSE;** To have a UNIFORMED group of men and women willing to conduct themselves above and beyond their primary roles as firefighters and leaders and to serve their fallen brother or sister and family in their time of despair and tragedy. Each member will conduct himself or herself in a professional and military fashion that display proper attitude and self-discipline according to Honor Guard Standards.

**MEMBER QUALIFICATIONS;** Any sworn member of a fire department that has paid their dues to the Kentucky firefighters Association and will meet the following criteria.

- A. All Honor Guard members must be clean shaven with the exception of a mustache which will be neatly groomed and may be no longer than the corner of the mouth.
- B. All Honor Guard members will keep their hair clean and neatly groomed with the back of the hair not touching the collar and a ½” above the ears. Women Honor Guard Members will place their hair in an upright position as not to touch the collar of their uniform.
- C. All Honor Guard members will keep a professional appearance i.e. No excessive amount of jewelry, Men no earrings, Members should use proper statuesque.
- D. All members when in uniform and on official business will not use tobacco products of any kind and will not engage in any misconduct or associate or enter any area that may cause discredit to the Kentucky Firefighters Association.
- E. The Kentucky Firefighters Association will accept donations from anyone that wishes to purchase an approved uniform of the Kentucky Firefighters Association Honor Guard. All uniforms purchased shall become the property of the Kentucky Firefighters Association.

**UNIFORM;** All Honor Guard members will wear the appropriate uniform as defined the department.

- A. Class A dress red uniform e.g. coat, pants, hat shoes.
- B. Class a dress red uniform will have only fire department issued accessories as provided by the Kentucky Firefighters Association e.g. badge, collar pins, medals and commendation bars, parade cords, belts, gloves. Etc.
- C. Shoes will be high-glossed clarion style with edge dressing applied to soles.
- D. Socks will be black only. Belts will be white only with gold buckle.

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- E. Accessories will be placed on uniform as directed by the Committee Chair or other delegate.
- F. All uniforms will be dry-cleaned after each use at the individual's expense at the designated dry cleaner location and then placed response ready. **“Check Buttons”**. Reimbursement for expense will be placed on the travel voucher.
- G. All metal accessories shall be shined with the appropriate cleaner after placing them on the uniform or handling.
- H. Hats will need covers on them when not in use.

### **EQUIPMENT;**

- A. United States Flag – Ceremonial U.S. Flag (3' X 5'), nylon material, gold-fringed with cord and tassel.
- B. Kentucky State Flag - Ceremonial Kentucky Flag (3' X 5') nylon material, gold-fringed with cord and tassel.
- C. Kentucky Firefighters Association Flag – approved association flag (3' X 5") nylon material, gold-fringed with cord and tassel.
- D. Christian Flag – Approved Christian flag (3' X 5") nylon material, gold-fringed with cord and tassel.
- E. Flag poles – gold adjustable pole with Eagle top for U.S. Flag, Cross top for Christian flag and Spear point for Kentucky State Flag and Maltese cross type for Kentucky Firefighters Association flag.
- F. Flag Harness – white in color as directed by the Officer in Charge.
- G. Flag stands – metal stands gold in color
- H. Axes – polished parade axes only.
- I. Rifles – White rifles with slings Note: Will be used only if directed by the Officer in Charge of detail.

### **HONOR GUARD ACTIVATION;**

The Kentucky Firefighters Association Honor Guard can only be activated by the President or their designee of the Kentucky Firefighters Association or the Executive Director or their designee of the Kentucky Fire Commission. Activation means that a minimum staffing of 4 honor guard members will be sent to the needed location and all expenses of the honor guard will be reimbursed by the Kentucky Firefighters Association Treasurer after the travel voucher has been submitted. At certain times there may be a need to activate more than 4 members as deemed necessary by the Committee Chair. This will have to be cleared with the President or the Executive Director for anytime the amount would exceed 4 members. The maximum amount of honor guard members for any specific event shall not exceed 10 members.

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### **HONOR GUARD ASSIGNMENT;**

All members assigned to the honor guard will be lead by an Officer in Charge of specific details and will carry out the objectives and tasks that have been assigned to them. Members will use the incident command system for this objective.

### **FLAG PROTOCOL;**

Guidelines for procedures are presented so that the proper position, manner of display, and respect for the United States Flag and the national anthem may be displayed by members.

### **FLAG POLICY;**

These rules of courtesy will apply at all times, during athletic events, parades, national, state, or city ceremonies, etc. It is not the intent of this policy to suppress the intelligent exercise of any member, nor does it eliminate the duty of all members to protect life and property.

### **FLAG – MEMBER RESPONSIBILITY;**

- A. A member who is in uniform and wearing headgear will stand at attention facing the flag and render a military hand salute during flag-raising and flag-lowering ceremonies and during the playing of the national anthem.
- B. A member who is in uniform and is not wearing headgear will stand at attention with the right hand over the heart during flag-raising and flag-lowering ceremonies and during the playing of the national anthem.
- C. A member who is civilian clothes will stand at attention with the right hand over the heart during flag raising and flag-lowering ceremonies and during the playing of the national anthem. Employees in civilian clothes wearing a hat will remove the hat with the right hand and hold it at the left shoulder with the hand over the heart.