

# Kentucky Firefighters Association Standard Operating Guidelines





## Conference Management Committee

Date Implemented: 08/02/2023

Review Date:

### SECTION 1: PURPOSE

The KFA Executive Board through the Conference Management Committee will manage the conference site selection, hotel contracts, conference registration, memorial service, presidents' banquet, conference book, vendors show and regulate the registration fee.

### SECTION 2: MEMBERSHIP

The members of this committee shall be the KFA Executive Director (Co-Chairman), KFA Finance Chairman (Co-Chairman), the KFA Honor Guard Committee Chairman (would coordinate the Memorial Service), and a member from each Area, assigned by the KFA President (North, Central, East, West) who would secure conference location and meeting space along with Area KFA Vice President, and coordinate Host Association responsibilities with KFA Conference Agenda.

### SECTION 3: HOST ASSOCIATION RESPONSIBILITIES

Coordinate the following activities with the Conference Management Committee's Agenda.

1. Worship Service
2. Welcome Party
3. Ladies Luncheon
4. Evening Activities
5. Golf Outing
6. Hospitality Rooms



<b>Contracts</b>	
Date Implemented: 8/2/2023	

SECTION 1: The KFA in performing daily operations is required to enter contracts with vendors, suppliers, and some personal service agreements. After Executive Board approval, of a contract, it shall be the duty of the President to sign all contracts. The President may direct other Executive Board Members or Committee Chairperson 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.



## Duties of Chaplain

Date Implemented: 8/2/2023

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. She/he 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 Delegate.



<b>DUTIES OF COMMITTEE CHAIRMAN AND COMMITTEE MEMBERS</b>	
Date Implemented: 8/2/2023	

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 KFA.

SECTION 2: The Committee Chairman shall have the right to request the replacement of Members who are unable to fulfill 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 Chairmen 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. It shall be the duty of Committee Members to perform duties as requested by the Committee Chairman.

SECTION 6: On the first day of each Annual Conference, it shall be the duty of the Committee Chairmen to file a complete report of their committees work and the activities of their Respective office. To preset to the Conference a summary of said reports, together with any recommendation they may wish to present for consideration by the Conference at Subsequent business meetings.



<b>Duties of Directors</b>	
Date Implemented: 8/2/2023	

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. She/he shall reside in the area of representation, Article 4, Sec. 1 E.

SECTION 2: Directors shall be elected by their associations and serve a one (1) year term per Article 4, Section 1 E. They shall be elected by State Fire School meeting and their term shall Start at the Annual Conference, Article 4, and Section 1 E.

SECTION 3: DUTIES; May represent the Vice-President from their area, as a voting delegate at Executive Board meetings.

- A. Assist Vice Presidents from their area in discharge of their duties.
- B. Shall represent regional association at meetings of the KFA and/or KFA Executive Board.
- C. Shall work toward recruitment of new members to the KFA.
- D. Act as a means of communication between Regional Associations and KFA.
- E. Shall promote KFA within Regional Association and out of it.



<b>Duties of Parliamentarian</b>	
Date Implemented: 8/2/2023	

SECTION 1: The parliamentarian is appointed by the President and is subject to ratification by the KFA Executive Committee.

- A. The Parliamentarian will advise the presiding President, other Officers, Committees, and members on matters of Parliamentary procedure and Roberts Rules of Order. The Parliamentarian will provide other useful services
  - Train Officers and committee chairs on parliamentary procedure.
  - Provide formal parliamentary opinions.
  - Advise on parliamentary tactics and strategy.
- B. The Parliamentarian will be present as requested by the president at the Annual Conference, Executive Board meetings and Committee meetings.
- C. The Parliamentarian will be reimbursed for all Travel expenses for meeting attended as requested by the President. (Including the Annual Conference).



## Duties of the Executive Director

Date Implemented: 8/2/2023

SECTION 1; The Executive Director shall be a yearly contract position confirmed by the Executive Board. The position will be evaluated and renewed on a yearly basis by the Executive Board. The Executive Director will answer directly to the President and have a working relationship with the Executive Board.

SECTION 2; The Executive Director shall represent the Executive Board to build continuity and consistency in the daily operations of the KFA. The duties of the Executive Director shall at the minimum include:

- A. Assisting the KFA Executive Board with day-to-day operations of the organization.
- B. Assist with short and long-term goals of the association.
- C. Attending meetings of the KFA Executive Board and specially organized work groups and committees.
- D. Working with KFA Regional Directors to increase membership.
- E. Working with the Kentucky fire Commission on the annual State Fire School and Firefighter Memorial Service.
- F. Secure partnerships with commercial vendors and community partners for continued financial stability.
- G. Representing the KFA in Frankfort along with other fire service organizations lobbyist (KPFF, KAFC, ETC.).
- H. Coordinate with the host regional firefighter's association the facilitation of the annual KFA Conference.
- I. Co-Chairperson of the Conference Management Committee.

The Executive Director shall attend all meetings of the Executive Board and the annual KFA Conference and provide and present an ongoing report of activities to the membership.





SECTION 3: This is a new position which will require continued evaluation and monitoring to ensure a positive relationship and a fair workload. The position will be reviewed and re- evaluated on an annual basis prior to contract extension. It is the goal of the Executive Board to make this a full-time position in the future if and when the financial status dictates.



## Duties of the President

Date Implemented: 8/2/2023

**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 Chair, 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:** The first day of each Annual Conference, it shall be the duty of the President to file a complete report of his/her work and the activities of their office. To present to the conference a 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 reports 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.



<b>Duties of the Vice President at Large</b>	
Date Implemented: 8/2/2023	

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 report of his/her 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.



## Duties of the Vice Presidents

Date Implemented: 8/2/2023

**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 of Fire Commission.

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



## Duties of Treasurer

Date Implemented: 8/2/2023

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 Treasurer also is a nonvoting 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 Treasurer 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 Report of his/her work and the activities of his/her respective office. To present to the Conference a summary of said reports, together with any recommendation he/she may wish to present for consideration by the Conference, at subsequent business meetings.
- E. The Treasurer, Secretary, and Vice President at Large shall have check signing Authorization.

SECTION 2. In the event the treasurer is no longer able to complete their term for any reason. The President may appoint a three-person committee that would be known as the "Finance Oversight Committee" to carry on with the business of the Kentucky Firefighters Association, until such time that the President appoints a new treasurer, or a new treasurer is elected at the annual conference. Travel expenses for the Finance Oversight Committee shall be at the direction of the President.



<b>DUTIES OF SECRETARY</b>	
Date Implemented: 8/2/2023	

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 ARTICLE 4 SECTION 1, PARAGRAPH B

- A. All records of meetings (minutes) after 15 days of such meeting (30 days for the conference) shall be sent to the Executive Board for review and corrections, then 15 days after Executive board approval of meeting minutes, the approved minutes shall be sent to All E-Board members, Committee Chairperson, and Area Directors and shall be posted on the KFA Webpage.
- B. Prior to any scheduled meeting the Secretary shall create an agenda and send it to the Executive Board 10 Days prior to the meeting for possible changes and corrections.
- C. The Secretary shall forward pre-filed resolutions to the President 30 days prior to the Start of the conference, for dispersal to the proper committee.
- D. On the first day of each Annual Conference, it shall be the duty of the Secretary to file a complete report of his/her work and the activities of his/her respective office, to present to the Conference a summary of said reports, together with any recommendation they may wish to present for consideration by the Conference at subsequent business meetings.



## Ethics Policy

Date Implemented: 8/2/2023

### 1. OVERVIEW

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

### 2. TITLE

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

### 3. FINDINGS

The Ethics Committee finds and declares that:

(A) The elected Officials hold offices or organizational trust

(B) The 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 Firefighters 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 those 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.



#### 4. 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 Firefighters Association that is created to administer and enforce this Code of Ethics through the KFA.

#### 7. STANDARDS OF CONDUCT:

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 to obtain financial benefit for any of the following:

- a) Himself or Herself
- b) A family member
- c) An outside employer





- d) d. Any business in which the trustee or employee or any family member has or intends to have a financial interest.
- e) 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 reasonably 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.

## 8. CONFLICT OF INTEREST IN CONTRACTS.

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

(A) The prohibition of subsection of the above shall not apply to contracts entered or renewed before an elected official or committee member becomes a member of the KFA.

(B) The prohibition of the above 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.

(C) The prohibition of the above 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, 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 Executive Board before the contract is executed. If any violation of this section occurs, the KFA Executive Board may take legal action to void any contract entered 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.

#### 9. RECEIPT OF GIFTS

Any gifts having a fair market value of one hundred dollars (\$100.00) 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 an 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. 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.

#### 10. 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.

#### 11. 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.

12. HONORARIA

Any compensation, honorarium, or gift with a fair market value of more than one hundred dollars (\$100.00) 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. 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.

13. 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 one hundred dollars (\$100.00); or

(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.

14. FILING OF STATEMENTS AND AMENDED STATEMENTS:

Statements of financial interest required by the Code of Ethics shall be filed with the Executive Board of the KFA no later than June 20th of each year, provided a newly elected official or committee member shall file an initial statement of financial interest no later than (30) days after the date of appointment or election. 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.

15. FORM OF THE STATEMENT OF FINANCIAL INTEREST

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

16. 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 Board for five (5) years.

17. CONTENTS OF THE FINANCIAL INTERESTS STATEMENT

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

(A) Full legal name and home address

(B) Current business addresses and telephone number.

(C) 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;

(D) The date, amount, and specific type of any gifts or honoraria having a fair market value of more than one hundred dollars (\$100.00) whether in the form of money, service, loan, travel, entertainment, hospitality, property, or promise, or any other form.

(E) The date, amount, and specific action of any use of KFA time, funds, personnel, and equipment, or other property for the private use of the elected official or committee member or any other person.

18. NEPOTISM PROHIBITE:

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. No elected official or committee member shall participate in any action relating to the employment or discipline of a family member, except that his prohibition shall not prevent an 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, 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.

19. ENFORCEMENT

Creation of an Ethics Committee.



(A) There is hereby created an Ethics Committee of the Kentucky Firefighters 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. The Fifth member to be the Chairman appointed by the President.

(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.

## 20. 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 regarding 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.

## 21. FILING AND INVESTIGATION OF COMPLAINTS

All complaints alleging a violation of this Ethics Code shall be:

(A) In writing and signed by the complainant.

(B) Referred to the Ethics Committee.

(C) Acknowledged within thirty (30) calendar days from the date of receipt.

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



Committee shall report its preliminary determination to the Executive Board which shall decide 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. 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:

(A) 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 losses to the KFA or its members, or lack of significant impact on public confidences in the KFA.

(B) Initiate a hearing to determine whether there has been a violation.

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 Firefighters Association.

## 22. 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 within thirty (30) days, unless the alleged violator requests a later date.

## 23. HEARING PROCEDURE

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. 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. All hearings of the Executive Board shall be public except as determined to be in the best interest of the KFA.

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 or its findings and conclusions.



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. If the Executive Board concludes that there is clear and convincing proof of a violation of this Ethics Code, the Executive Board may:

- (A) Issue a written notice to the violator to cease and desist the violation.
- (B) Issue a written reprimand, public reprimand to the violator and file a copy in the minutes of the Executive Board.
- (C) Suspend, dismiss, or take other appropriate disciplinary action against the violator.
- (D) Initiate appropriate legal action to remove the violator from office.
- (E) Initiate legal action to void any contract entered into in violation of the Ethics Code;
- (F) Initiate legal action to recover any economic benefit or gain received as a result of this violation.
- (G) Refer evidence of criminal violations to the Commonwealth or County Attorney for appropriate action.

#### 24. ADVISORY OPINIONS

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

#### 25. 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 violation(s) of the Ethics Code.

This section shall not be construed as prohibiting disciplinary action if an elected official or committee member discloses information that he/she know is;

- (A) False.
- (B) Exempt from disclosure under the Kentucky Open Records Act, KRS 61.870 to 61.884; or
- (C) Confidential under any other law.



<b>Finance Committee</b>	
Date Implemented: 8/2/2023	

#### SECTION 1: Purpose and Composition

- A. 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.
- B. The committee is composed of at least 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 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

- A. Duties and responsibilities of the committee shall include, but are not limited to, the following.
- B. Review and oversee the Association's plans, projects, and operations regarding financial expenditures and receipts.
- C. Ensure that adequate records of the assets, liabilities, receipts, and disbursements are being maintained 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 at the 2nd quarterly meeting.
- D. Upon approval of the budget, monitor all expenditures and receipts throughout the year to ensure budgetary guidance is being followed.
- E. Recommend budget changes, before the fact, should situations dictate adjustments are made. As a rule only budget variances of 10% or more would require committee action to develop and explain any recommended budget





changes. 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.

- F. 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.
- G. 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 Treasures and other committees receiving or disbursing funds or entering financial contracts for which the association will be liable.
- H. 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.
- I. The committee will hold meetings on an as needed basis or as required by the President, at a time and place to be determined 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 official records.



<b>Firefighters Called to Active Duty</b>	
Date Implemented: 8/2/2023	

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.



## Harassment Policy

Date Implemented: 8/2/2023

### Conduct Covered by this Policy:

This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, the Kentucky Firefighter's Association absolutely prohibits harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, veteran status, or any other legally protected characteristic.

#### A. Sexual Harassment:

Because confusion often arises concerning the meaning of sexual harassment, it deserves special mention. Sexual harassment may take many forms, including the following:

- Offensive and unwelcome sexual invitations, whether or not the person submits to the invitation, and particularly when a spoken or implied quid pro quo for sexual favors is a benefit of membership or continued membership.
- Offensive and unwelcome conduct of a sexual nature, including sexually graphic spoken comments; offensive comments transmitted by e-mail or another messaging system; offensive or suggestive images or graphics whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects; and
- Offensive and unwelcome physical contact of a sexual nature, including the touching of another's body; the touching or display of one's own body, or any similar contact.

#### B. Computer Messaging and Information Systems:

Members are particularly cautioned that the use of e-mail, voice mail, or other electronic messaging systems, or the Internet, may give rise to liability for harassment. Members may not generate, should not receive, and must not forward, any message or graphic that might be taken as offensive based on sex, gender, or other protected characteristic. This includes, for example, the generation or forwarding of offensive "humor" which contains offensive terms.



Members receiving offensive messages over the Association's computer equipment or receiving other unlawfully offensive messages or graphics over the Association's computer equipment, should report those messages to the Executive Director or other appropriate Executive Board member. Members are reminded that the Association's computers and the data generated on, stored in, or transmitted to or from the Association's computers remain the property of the Association for all purposes. The Association retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

#### C. Procedures in Cases of Harassment:

Any Association member who believes that she or he has been subjected to unlawful harassment of any kind has the responsibility to report the harassment immediately to the Executive Director. If the member is uncomfortable reporting the harassment to the Executive Director (whether because the Executive Director has committed the harassment, or for any other reason whatsoever), the member must report the harassment to the President.

The Association is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, the Association cannot take prompt and effective remedial action unless each member assumes the responsibility of reporting any incident of harassment immediately to an appropriate supervisory member.

Every report of harassment will be investigated promptly and impartially, with every effort to maintain member confidentiality. The complainant and the accused will be informed of the results of the investigation. If the Association finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending officers or members, and/or similarly appropriate action towards offending vendors, contractors, or members.

#### D. Reporting Without Fear of Retaliation:

No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded.

No Association officer, director, manager, or supervisor is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.



## Honor Guard and Flag Protocols

Date Implemented: 08/2/2023

### 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:

A 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 except for 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 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 by the department.

- Class A dress red uniform e.g., coat, pants, hat, shoes.
- 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.
- Shoes will be high-glossed clarion style with edge dressing applied to soles.
- Socks will be black only. Belts will be white only with gold buckle.

(E) Accessories will be placed on uniform as directed by the Committee Chair or other delegate.

1. 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'.
2. Reimbursement for expense will be placed on the travel voucher.
3. All metal accessories shall be shined with the appropriate cleaner after placing them
4. on the uniform or handling.
5. Hats will need covers on them when not in use.

(F) Equipment:

1. United States Flag – Ceremonial U.S. Flag (3' X 5'), nylon material, gold-fringed with cord and tassel.
2. Kentucky State Flag – Ceremonial Kentucky Flag (3' X 5') nylon material, gold-fringed with cord and tassel.
3. Kentucky Firefighters Association Flag – approved association flag (3'X 5') nylon material, gold-fringed with cord and tassel.
6. Christian Flag – Approved Christian flag (3' X 5') nylon material, gold-fringed with cord and tassel.
7. 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.
8. Flag Harness – white in color as directed by the Officer in Charge.
9. Flag stands – metal stands gold in color
10. Axes – polished parade axes only.
11. Rifles – White rifles with slings Note: Will be used only if directed by the Officer in charge of detail.

(G) Honor Guard Activation.

The Kentucky Firefighters Association Honor Guard can only be activated by the President or their designee of the Kentucky Firefighters Association. 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.

#### (H) Honor Guard Assignment.

All members assigned to the honor guard will be led 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. The KFA shall provide, as to the wishes of the family, a KFA, casket flag for the following.

#### Flag Policy.

Current Executive Board Members Past Executive Board members these rules of courtesy will apply at all time, 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 shall 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 shall 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 in 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 shall remove the hat with the right hand and hold it at the left shoulder with the hand over the heart.



<b>Purchase Approval</b>	
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Date Implemented: 08/2/2023	
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SECTION 1: KFA has adopted a request for purchase approval system for expenses over five hundred Dollars \$500.00. If the purchase of supplies or any other expense exceeds five hundred dollars, \$500.00, a purchase approval must be obtained from the President prior to the purchase being made.





<b>Sustaining Membership</b>	
Date Implemented: 8/2/2023	

As a KFA Sustaining Member you will receive the Bi-Monthly copy of the K F A 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).



## Travel Reimbursement

Date Implemented: 8/2/2023

### Section A. Definitions.

1. "Executive Board" means the President, all vice presidents, secretary, and treasurer.
2. "Agent" means any committee chair, committee member, honor guard, chaplain, parliamentarian, Executive Director, or other person authorized by the president to travel on behalf of the Kentucky Firefighters Association.
3. "High-rate area" means a city, state, or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed, and that has been designated as a high-rate area by policy.
4. "Incidental expense" means unexpected minor expenses arising from travel situations, or minor expenses authorized by the president to be reimbursed to a member as a matter of efficiency or convenience.
5. "Lodging receipt" means any preprinted invoice, from a hotel or motel or type of lodging, showing the date of service, the amount charged for the service, the location where the service was performed, and a description of the expenditure.
6. "Receipt" means any preprinted invoice, from a hotel, motel, restaurant, or other establishment, showing the date of service, the amount charged for the service, the location where the service was performed, and a description of the expenditure.
7. "Subsistence" means amounts expended, for meals, such as tax and tips, while traveling on official business.

### Section B. Travel Authorization

1. The President may authorize reimbursement of travel expenses for the following:
  - a) Executive board members
  - b) Committee Chairperson when required at a meeting to report to the executive board.
  - c) Committee members called to attend executive or committee meeting.
  - d) KFA Chaplain
  - e) KFA Honor Guard
  - f) KFA Executive Director
  - g) KFA Directors may be reimbursed mileage for attending two (2) executive board meetings but shall not be reimbursed for attending the annual conference.



### Section C. Travel Expenses

- a) Executive board may be reimbursed for actual and necessary expenses, actual and necessary expenses for official business travel shall include:
  - i. Lodging with receipt
  - ii. Meals with receipt or per diem
  - iii. Commercial transportation with receipt
  - iv. Taxes related to actual and necessary expenses; and
  - v. Reasonable gratuities.
  - vi. Mileage reimbursement for official use of a privately-owned vehicle shall be set by the finance committee and approved by the executive board.
  
- b) Agents shall be reimbursed for official travel and shall include:
  - i. Lodging with receipt
  - ii. Meals per stipend
  - iii. Commercial transportation with receipt
  - iv. Mileage reimbursement for official use of a privately-owned vehicle shall be set by the finance committee and approved by the executive board.
  
- C) KFA Directors may be reimbursed mileage for attending two (2) executive board meetings but shall not be reimbursed for attending the annual conference.

### Section D. Reimbursement Rates

- a) Meal reimbursement rates for non-high-rate areas shall be as follows:
  - i. Breakfast: eight (8) dollars
  - ii. Lunch: ten (10) dollars
  - iii. Dinner: eighteen (18) dollars
  
- b) Meal reimbursement rates for high-rate areas shall be as follows:
  - i. Breakfast: eight (10) dollars
  - ii. Lunch: ten (11) dollars
  - iii. Dinner: eighteen (23) dollars
  
- c) Mileage reimbursement rates are set at: (50) fifty cents per mile.



Section E. High-Rate Areas:

Alabama: Birmingham, Mobile, Montgomery	Nebraska: Lincoln, Omaha
Alaska: Entire State	Nevada: Carson City, Lake Tahoe, Las Vegas, Reno
Arizona: Phoenix/Scottsdale, Tucson	New Hampshire: Entire State
Arkansas: Hot Springs, Little Rock	New Jersey: Entire State
California: Entire State	New Mexico: Albuquerque, Santa Fe
Canada: All Providences	New York: Entire State
Colorado: Entire State	North Carolina: Entire State
Connecticut: Entire State	North Dakota: Bismarck
Delaware: Dover, Wilmington	Ohio: Akron, Cincinnati, Cleveland, Columbus, Dayton, Toledo
District of Columbia (DC): Entire District	Oklahoma: Oklahoma City, Tulsa
Florida: Entire State	Oregon: Salem, Portland
Georgia: Entire State	Pennsylvania: Entire State
Hawaii: All Islands	Puerto Rico
Idaho: Boise, Coeur d'Alene	Rhode Island: Entire State
Illinois: Chicago (Cook County and DuPage County), Springfield	South Carolina: Charleston, Columbia, Hilton Head Island, Myrtle Beach
Indiana: Indianapolis	South Dakota: Pierre, Rapid City
Iowa: Des Moines	Tennessee: Chattanooga, Gatlinburg/Pigeon Forge, Knoxville, Memphis, Nashville
Kansas: Kansas City, Topeka	Texas: Entire State
Louisiana: Baton Rouge, New Orleans	Utah: Salt Lake City
Maine: Entire State	Vermont: Montpelier, Burlington
Maryland: Entire State	Virginia: Entire State
Massachusetts: Entire State	Virgin Islands: All Islands
Michigan: Entire State	Washington: Entire State
Minnesota: Minneapolis, St. Paul	West Virginia: Charleston, Morgantown
Mississippi: Jackson, Biloxi	Wisconsin: Madison, Milwaukee
Missouri: Jefferson City, Kansas City, St. Louis	Wyoming: Cheyenne, Jackson Hole
Montana: Helena	**All Other United States Possessions



## Wayne Watts Memorial Scholarship

Date Implemented: 8/2/2023

### Section 1: Who is eligible?

Any active Kentucky Fire Fighter, Jr. Kentucky Firefighter, Emergency Medical Technician, Paramedic, emeritus member, or their dependents. So long as their department, is a participating dues paying member, of the Kentucky Firefighters 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 composite 19 on the A.C.T. or a 950 total on the S.A.T. college entrance test. A minimum of 2.5 GPA must be maintained, throughout the entire time of receiving the scholarship.

#### A. Applicants - Fall Semester

- Applicants that have never received a KFA Scholarship.
- Applicants that have received KFA Scholarship.
- Application must be received by May 15th of each calendar year.
- New applicant must submit a resume to include:
  - High School grade transcript
  - Secondary education grade transcript (IF APPLICABLE)
  - Past employment history
  - (Details of present Emergency Services experience
  - Future emergency service plans
  - Print out of Fire Commission training hours (IF APPLICABLE)
  - Three (3) letters of recommendation
  - Affiliated with a dues paying member of the KFA
  - Letter of affiliation from the department's administration
  - Letter of acceptance from the institution they will be attending
  - A current photo
  -

#### B. Applicants - Spring Semester

- Renewal applicants that have received. KFA Scholarship.
- Application must be received November 15th of each calendar year, final GPA for that semester shall be submitted by December 15th.
- If enough renewal applications are not received, then only new Priority 1 applications will be added



#### C. Priority Levels

- Priority 1 - Firefighters, Emergency Medical Technician, Paramedic, of a KFA member department.
- Priority 2 - Children of Priority 1 and emeritus members or their dependents.

#### D. What courses of study are eligible?

Fire Science, Paramedic Sciences, Safety Engineering, or other approved major not specified if it is justified by the applicant and accepted by the KFA Scholarship committee. The courses must be part of at least, a two- or four-year accredited program, with preference given to Kentucky institutions.

1. Priority 1 - Fire Science, Paramedic Sciences, and Safety Engineering courses. Two- or four-year accredited program, by a KY institute.
2. Priority 2 - Any other approved major not specified in Priority 1 with acceptance by KFA Scholarship Committee. Out of State two- or four-year accredited programs.

#### E. What service is required during 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. Must maintain the major for which the Scholarship was awarded during term of award.

#### F. Applicant Renewable

- He/she shall reapply for acceptance of scholarship each semester.

#### G. How will money be disbursed?

A \$1,000.00 check will be sent directly to the student made out to the chosen university in the name of the scholarship recipient. Applications and requirements for new and renewal shall be posted on the web site at [kyfa.org](http://kyfa.org).

#### H. Scholarship Committee members duties:

- The scholarship committee members shall review all applications submitted for the spring and fall semester.
- Once all applications are reviewed the committee chair(s) shall notify the president by email of all scholarships awarded.