

# **CENTRAL OREGON FIRE INSTRUCTORS ASSOCIATION POLICIES & PROCEDURES**

## **I. BASIC CONCEPT OF COFIA**

It is intended that COFIA be an organization of ALL fire instructors in Central Oregon. During the regular business meetings, voting members are to select their President, Vice President, and Secretary/Treasurer.

As well as coordinate and sponsor accredited training courses within the association and to address other business that comes before the membership. All COFIA meetings are open and all members are encouraged to attend.

## **II. VOTING**

Validation of voting must take place during an official COFIA business meeting with the appropriate quorum of voting members present. Voting shall be in a manner that ensures there is an official record.

## **III. COMMUNICATIONS**

The Secretary/Treasurer of COFIA shall forward copies of the agenda, previous meeting minutes and other information deemed appropriate for the business meeting to each member and/or representatives of the association departments. Association members shall then forward this information to their members.

## **IV. COFIA SCHOOLS**

Member agencies have first priority in enrollment in COFIA sponsored schools.

## **V. COFIA FUNDING**

Schools sponsored by COFIA should be designed to yield a profit enough to take care of the financial needs of the organization.

## **VI. PRE-REGISTRATION FEE REFUNDS**

In order to prevent over registration for schools where class size is limited, pre-registration is a contract to pay the fee. Refunds due to cancellations will not be made after the deadline for the

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school, which is prior to the school session. Substitutions for pre-registered personnel may be accepted so long as it is communicated to the school coordinator prior to the school.

## **VII. REIMBURSEMENT EXPENSES**

- All expenses incurred by members of COFIA that are subject to reimbursement, shall be forwarded to the Secretary/Treasurer on an expense voucher.
- A minimum of two officers must approve vouchers until a regular scheduled meeting is held.
- The Secretary/Treasurer shall reimburse those vouchers submitted and approved.

## **VIII. ABSORPTION OF MONETARY LOSS**

COFIA may, at the discretion of the membership, by a majority vote, absorb any loss suffered by a hosting department during a scheduled COFIA school. If a school makes a profit, the hosting department will be reimbursed for their training supply expenses such as manuals, books, refreshments, etc. All other profits go to COFIA general fund.

## **IX. INSTRUCTOR OF THE YEAR AWARD**

- An Instructor of the Year Award may be presented to the fire service instructor deemed to have had the greatest positive impact on Central Oregon Fire Service Training during the calendar year. Said award shall be presented to the recipient at the December business meeting and make a recommendation to be presented at the appropriate COFCA meeting.
- The President of COFIA shall, by October 15<sup>th</sup>, appoint the COFIA Instructor of the Year Selection Committee.
- Each Association department may submit to the chairman of the committee, on or before the November annual meeting, a candidate for the COFIA Instructor of the Year.
- The Instructor of the Year Selection Committee shall judge each candidate on the merits of the stated criteria. Their final decision shall remain confidential until the award is

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presented. COFIA shall make funds available for an appropriate award to the individual. It is the responsibility of the committee to acquire and present the award.

- Each Association department will receive application procedures and materials for its members.
- Instructor of the Year Recognition:
  - ❖ The COFIA “Instructor of the Year” award may be in the following manner:
    - A personalized award, recognizing the selected individual as the recipient of the “Central Oregon Instructor of the Year”.