

KFA Standard Operating Guidelines

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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 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 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 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.

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 K F A, 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 brief summary of said reports, together with any recommendations they may wish to present for consideration by the Conference at subsequent business meetings.

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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 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 EXECUTIVE DIRECTOR

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-

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85 evaluated on an annual basis prior to contract extension. It is the goal of the Executive Board
86 To make this a full-time position in the future if and when the financial status dictates.
87

DUTIES OF COMMITTEE CHAIRMAN AND COMMITTEE MEMBERS

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

92 **SECTION 2:** The Committee Chairman shall have the right to request the replacement of
93 Members who are unable to fulfill or unwilling to perform the duties needed.

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

96 **SECTION 4:** It shall be the duty of the Chairmen to have one committee meeting of members
97 Per year and submit a report at the conference of the activities of their committee.

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

100 It shall be the duty of Committee Members to perform duties as requested by the Committee
101 Chairman.

102 **SECTION 6:** On the first day of each Annual Conference, it shall be the duty of the Committee
103 Chairmen to file a complete report of their committees work and the activities of their
104 Respective office. To preset to the Conference a brief summary of said reports, together with
105 any recommendation they may wish to present for consideration by the Conference at
106 Subsequent business meetings.
107

DUTIES OF SECRETARY

108
109 **SECTION 1:** The KFA shall require the secretary to notify the President of each Region
110 Association, ninety days prior to the opening of the conference, to confirm their Vice President
111 or nominate a new Vice President, in accordance with the previous schedule in ARTICLE 4
112 SECTION 1, PARAGRAPH B

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

SECTION 1; The duties of the Treasures 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 brief 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.

DUTIES OF DIRECTORS

SECTION 1: Directors shall be a member of a dues paying department in good standing of the K F A. 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 a means of communication between Regional Associations and KFA.
- E. Shall promote KFA within Regional Association and out of it.

DUTIES OF CHAPLAIN

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170 **SECTION 1:** It shall be the duty of the Chaplain to serve under the President and carryout the
171 Duties as assigned to the office, such as being present at all meetings, if possible. She/he may
172 Offer the invocation and/or the benediction at any meeting. The Chaplain may represent the
173 President at funerals of members if the president is unable to attend and desires the Chaplain
174 To represent the association. The Chaplain has no voting powers unless seated as a designated
175 Delegate.
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FINANCE COMMITTEE

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179 **SECTION 1: Purpose and Composition**

- 180 A. The Finance Committee shall be a standing committee of the Kentucky Firefighters
181 Association as prescribed in Article 7 Section 2 of the Constitution and By-Laws. The
182 committee shall review and oversee the Association’s financial policies and planning,
183 monitor the Association’s financial position, and ensure good stewardship of all funds
184 entrusted to the Association regardless of the source.
- 185 B. The committee is composed of at least four members and the Association Treasurer,
186 who shall be a non-voting member. Each member of the committee must be free from
187 any relationships that would interfere with, or would give the appearance of interfering
188 with, the exercise of independent judgment as a committee member. The Association
189 President shall select members of the committee and shall designate one of the
190 members as the committee’s chair, who shall preside over the meetings of the
191 committee and report committee actions to the President as required.
192

193 **SECTION 2: Duties and Responsibilities**

- 194 A. Duties and responsibilities of the committee shall include, but are not limited to, the
195 following.
- 196 1. Review and oversee the Association’s plans, projects, and operations with regard to
197 financial expenditures and receipts. Ensure that adequate records of the assets,
198 liabilities, receipts, and disbursements are being maintained.
199 in conjunction with the Association’s Treasurer, research, plan and prepare an
200 annual budget for the Association and present it to the Executive Board for review
201 and acceptance at the 2nd quarterly meeting.
 - 202 2. Upon approval of the budget, monitor all expenditures and receipts throughout
203 the year to ensure budgetary guidance is being followed. Recommend budget
204 changes, before the fact, should situations dictate adjustments are made. As a
205 general rule only budget variances of 10% or more would require committee
206 action to develop and explain any recommended budget changes.
 - 207 3. Seek to maintain and improve the financial health of the Association and, when
208 appropriate, coordinate with other standing or special committees regarding all
209 financial matters.
 - 210 4. Recommend financial policies for the Association pertaining to long-term and

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- 211 short-term financial planning, administration of Association assets and
212 development of Association financial reports.
- 213 5. Assist with the planning and conduct of conferences and other major activities that
214 will require the collection and expenditure of Association funds. Ensure complete
215 and accurate records are maintained by the Treasures and other committees
216 receiving or disbursing funds or entering into financial contracts for which the
217 association will be liable.
- 218 6. Recommend that an audit of the Association funds be conducted upon any change
219 in the person fulfilling the Treasurer’s position or when deemed necessary by the
220 committee.
- 221 7. The committee will hold meetings on an as needed basis or as required by the
222 President, at a time and place to be determined.
223 following each of its meetings, the committee shall deliver a report on the meeting
224 to the president, including a description of all actions taken or recommendations
225 made at the meeting. The committee shall keep written minutes of its meetings and
226 a copy provided to the association official records.
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DUTIES OF PARLIAMENTARIAN

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- 230 **SECTION 1:** The parliamentarian is appointed by the President and is subject to ratification by
231 the KFA Executive Committee.
- 232 A. The Parliamentarian will advise the presiding President, other Officers, Committees, and
233 Members on matters of Parliamentary procedure and Roberts Rules of Order.
- 234 B. The Parliamentarian will provide other useful services
- 235 • Train Officers and committee chairs on parliamentary procedure.
 - 236 • Provide formal parliamentary opinions.
 - 237 • Advise on parliamentary tactics and strategy.
- 238 C. The Parliamentarian will be present as requested by the president at the Annual
239 Conference, Executive Board meetings and Committee meetings.
- 240 D. The Parliamentarian will be reimbursed for all Travel expenses for meeting attended as
241 requested by the President. (Including the Annual Conference).
242

CONFERENCE MANAGEMENT COMMITTEE

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- 245 **SECTION 1: PURPOSE**
- 246 A. The KFA Executive Board through the Conference Management Committee will manage
247 the conference site selection, hotel contracts, conference registration, memorial
248 service, presidents’ banquet, conference book, vendors show and regulate the
249 registration fee.

- 250 **SECTION 2: MEMBERSHIP**
- 251 A. The members of this committee shall be the KFA Executive Director (Co-Chairman), KFA Finance
252 Chairman (Co-Chairman), the KFA Honor Guard Committee Chairman would coordinate the

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253 Memorial Service), and a member from each Area, assigned be the KFA President (North,
254 Central, East, West) who would secure conference location and meeting space along with Area
255 KFA Vice President, and coordinate Host Association responsibilities with KFA Conference
256 Agenda.

SECTION 3: HOST ASSOCIATION RESPONSIBILITIES

- 257 A. Coordinate the following activities with the Conference Management Committee's Agenda.
- 258 1. Worship Service
 - 259 2. Welcome Party
 - 260 3. Ladies Luncheon
 - 261 4. Evening Activities
 - 262 5. Golf Outing
 - 263 6. Hospitality Rooms
- 264

Contracts

266 **SECTION 1:** The KFA in performing daily operations is required to enter contracts with vendors,
267 suppliers, and some personal service agreements. After Executive Board approval, of a
268 contract, it shall be the duty of the President to sign all contracts. The President may direct
269 other Executive Board Members or Committee Chairperson to negotiate a contract in the
270 interest of the KFA. The final binding contract shall bear the President's signature and a copy
271 shall be provided to the Secretary.

REQUEST FOR PURCHASE APPROVAL

272 **SECTION 1:** KFA has adopted a request for purchase approval system for expenses over five
273 hundred
274 Dollars \$500.00. If the purchase of supplies or any other expense exceeds five hundred dollars,
275 \$500.00, a purchase approval must be obtained from the President prior to the purchase being
276 made.

SUSTAINING MEMBERSHIP BENEFITS

277 As a KFA Sustaining Member you will receive the Bi-Monthly copy of the K F A Newsletter
278 (Smoke Signals II), Discounted State Fire School registration, Listing type ad in six editions of
279 Smoke Signals II and Conference Directory, articles placed in Smoke Signals at no charge, and a
280 listing on KFA's web site www.kyfa.org.

FIREFIGHTERS CALLED TO ACTIVE DUTY

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

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KFA WAYNE WATTS MEMORIAL SCHOLARSHIP PROGRAM

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Section 1: Who is eligible?

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301 Any active Kentucky Fire Fighter, Jr. Kentucky Firefighter, Emergency Medical Technician,
302 Paramedic, emeritus member or their dependents. So long as their department, is a
303 participating dues paying member, of the Kentucky Firefighters Association Inc. The scholarship
304 recipient must also have at least a 2.5 overall G.P. A. on their graduating high school transcript,
305 or a composite 19 on the A.C.T. or a 950 total on the S.A.T. college entrance test. A minimum of
306 2.5 GPA must be maintained, throughout the entire time of receiving the scholarship.

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A. Applicants - Fall Semester

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- 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

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B. Applicants - Spring Semester

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- 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.

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Priority Levels

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334 Priority 1 - Firefighters, Emergency Medical Technician, Paramedic, of a KFA member
335 department.

336 Priority 2 - Children of Priority 1 and emeritus members or their dependents.

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338 What courses of study are eligible?

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

344 (A) Priority 1 - Fire Science, Paramedic Sciences, and Safety Engineering courses. Two- or
345 four-year accredited program, by a KY institute.

346 (B) Priority 2 - Any other approved major not specified in Priority 1 with acceptance by KFA
347 Scholarship Committee. Out of State two- or four-year accredited programs.

348 What service is required during study?

349 Accepted applicants or their guardians must remain active in the emergency service
350 field in the State of Kentucky for the duration of the scholarship. Must maintain the
351 major for which the Scholarship was awarded during term of award.

352

353 Applicant Renewable

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

355 How will money be disbursed?

356 A \$1,000.00 check will be sent directly to the student made out to the chosen university
357 in the name of the scholarship recipient. Applications and requirements for new and
358 renewal shall be posted on the web site at kyfa.org.

359

360 Scholarship Committee members duties:

361 The scholarship committee members shall review all applications submitted for the
362 spring and fall semester.

363 Once all applications are reviewed the committee chair(s) shall notify the president by
364 email of all scholarships awarded.

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366 ETHICS POLICY

367 1. OVERVIEW

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

371 2. TITLE

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

373 3. FINDINGS

374 The Ethics Committee finds and declares that:

375 (A) The elected Officials hold offices or organizational trust

376 (B) The stability of the organization depends upon the organizations confidence in the

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377 Integrity of its elected officials. Whenever the members perceive a conflict between
378 the private interests and the organizational duties of a KFA Officer, that confidence
379 is imperiled.

380 (C) The elected Officials of the Kentucky Firefighters Association have a duty to provide
381 the members of the KFA with standards by which they may determine whether
382 elected duties are being faithfully performed, and to make its Officers and
383 Committees aware of the standards that the members of the KFA rightfully expect
384 them to comply with while conducting their official duties as an elected official of
385 the KFA.

386 4. PURPOSE AND AUTHORITY

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

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394 4. DEFINITIONS;

395 As used in this Ethics Policy, unless the context clearly requires a different
396 meaning.

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

401 (B) Elected Officials: Any individual elected to fulfill a position on the Board of
402 Directors.

403 (C) Committee Member: Any individual who is appointed to the various
404 committees of the KFA.

405 (D) Ethics Committee: The permanent committee of the Kentucky Firefighters
406 Association that is created to administer and enforce this Code of Ethics through
407 the KFA.

408 7. STANDARDS OF CONDUCT:

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

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

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

418 (C) No elected official or committee member shall intentionally take or refrain
419 from taking any action, or agree to take or refrain from taking any action, or

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420 induce or attempt to induce any other elected official or committee member to
421 take or refrain from taking any action, on any manner before the KFA in order to
422 obtain financial benefit for any of the following:

- 423 a. Himself or Herself
- 424 b. A family member
- 425 c. An outside employer
- 426 d. Any business in which the trustee or employee or any family member
427 has or intends to have a financial interest
- 428 e. Any business with which the trustee or employee or any family
429 member is negotiating or seeking prospective employment or other
430 business or Professional relationship.

431
432 (D) No elected official or committee member shall be deemed in violation of any
433 provision in this section, if, by reason of the elected official's or committee
434 member's vote, decision action or inaction, no financial benefit accrues to the
435 elected official or committee member, a family member, an outside employer, or
436 a business as defined in subsection 4 and 5 of this section, as a member of any
437 business, occupation, profession, or other group, to any greater extent than any
438 gain could reasonably be expected to accrue to any other member of the
439 business, occupation, profession, or other group.

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

449 450 8. CONFLICT OF INTEREST IN CONTRACTS.

451
452 No elected official or committee member of the Kentucky Firefighters
453 Association shall directly or through others execute or benefit from any
454 contracts entered by the Kentucky Firefighters Association, except as follows.

455
456 (A) The prohibition of subsection of the above shall not apply to contracts
457 entered or renewed before an elected official or committee member becomes a
458 member of the KFA.

459 (B) The prohibition of the above shall not apply if the contract is awarded after
460 public notice and competitive bidding and the elected official or committee
461 member is NOT authorized to participate in establishing the contract
462 specifications, awarding the contract, or managing contract performance after
463 the contract is awarded.

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464 (C) The prohibition of the above shall not apply in any case where each of the
465 following requirements are satisfied:

466 a. The specific nature of the contract transaction and the interest of the
467 elected official or committee member in the contract are publicly
468 disclosed and made part of the official minutes of the meeting of the
469 Executive Board before the contract is executed; and, a finding is made
470 by the KFA Executive Board that the contract with the elected official or
471 committee member is in the best interests of the KFA because of the
472 price, limited supply, or other specific reasons, and the finding is made a
473 part of the official minutes of the Executive Board before the contract is
474 executed. If any violation of this section occurs, the KFA Executive Board
475 may take legal action to void any contract entered in violation of this
476 section, and such violation shall be grounds to consider reprimand,
477 suspension, removal or dismissal of the elected official or committee
478 member, in accordance with the Standard Operating Procedure of the
479 Code of Ethics.

480 9. RECEIPT OF GIFTS

481 Any gifts having a fair market value of one hundred dollars (\$100.00) or more
482 whether in the form of money, service, loan, travel, entertainment, hospitality,
483 property, or promise, or any other form, which is received from outside by an
484 elected official or committee member, while acting as a representative of the
485 KFA shall be reported in writing within forty-five (45) days of Receipt to the
486 President. No elected official or committee member shall directly or indirectly
487 through any other person or business, solicit or accept from outside the KFA any
488 gift, whether in form of money service, loan, travel, entertainment, hospitality,
489 property or promise, or any other form, under circumstances from which it could
490 be inferred that the gift was intended to Influence the performance of his/her
491 duties.

492 10. REPRESENTATIONS OF INTEREST BEFORE BOARD

493 No elected official or committee member shall represent any person or business,
494 other than the KFA, in connection with any matter pending before the KFA
495 Executive Board. Nothing in this section shall prohibit any elected official or
496 committee member from representing Himself/herself in matters concerning
497 his/her interest. No member of the Executive Board shall be prohibited by this
498 section from making any inquiry for information on behalf of members of
499 the KFA if no compensation, reward or anything else of value is promised to,
500 given to, or accepted, whether directly or indirectly, in return for the inquiry.

501 11. MISUE OF CONFIDENTIAL INFORMATION

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

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507 61.872 to 61.884, at the time of its use or disclosure.

508 12. HONORARIA

509 Any compensation, honorarium, or gift with a fair market value of more than one
510 hundred dollars (\$100.00) from outside the KFA in consideration for an
511 appearance, speech or article as a representative of the KFA shall be reported in
512 writing to the President. Nothing in this section shall prohibit an elected official
513 or committee member from receiving and retaining on behalf of the KFA actual
514 and reasonable out-of-pocket expenses incurred in connection with an
515 appearance, speech or article on behalf of the KFA.

516 13. FINANCIAL DISCLOSURE

517 Any elected official or committee member of the KFA shall file statement of
518 financial interest;
519 (A) If the elected official or committee member or his/her family member or
520 outside employer, has a contract or any financial interest in a contract with the
521 KFA; or,
522 (B) If the elected official or committee member has received any gifts or
523 honoraria
524 having a fair market value of more than one hundred dollars (\$100.00); or
525 (C) If the elected official or committee member has used or permitted the use of
526 any KFA funds, equipment, or property for the private use by any person.

527 14. FILING OF STATEMENTS AND AMENDED STATEMENTS:

528 Statements of financial interest required by the Code of Ethics shall be filed with
529 the Executive Board of the KFA no later than June 20th of each year, provided a
530 newly elected official or committee member shall file an initial statement of
531 financial interest no later than (30) days after the date of appointment or
532 election. In the event there is a material change in any information contained in
533 a financial statement that has been filed, the elected official or committee
534 member shall amend the statement no later than thirty (30) days after becoming
535 aware of the material change.

536 15. FORM OF THE STATEMENT OF FINANCIAL INTEREST

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

539 16. CONTROL AND MAINTENANCE OF THE STATEMENTS OF FINANCIAL INTERESTS

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

543 17. CONTENTS OF THE FINANCIAL INTERESTS STATEMENT

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

- 546 (A) Full legal name and home address
547 (B) Current business addresses and telephone number.

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- 548 (C) The date, amount, and specific nature of any contract by any business in
549 which the elected official or committee member, or any family member has a
550 financial interest which has been entered into, awarded or granted by the KFA;
551 (D) The date, amount, and specific type of any gifts or honoraria having a fair
552 market value of more than one hundred dollars (\$100.00) whether in the form of
553 money, service, loan, travel, entertainment, hospitality, property, or promise, or
554 any other form.
555 (E) The date, amount, and specific action of any use of KFA time, funds,
556 personnel, and equipment, or other property for the private use of the elected
557 official or committee member or any other person.

558 18. NEPOTISM PROHIBITE:

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

569 19. ENFORCEMENT

- 570 Creation of an Ethics Committee.
571 (A) There is hereby created an Ethics Committee of the Kentucky Firefighters
572 Association that shall have the responsibility of administering and enforcing this
573 Code of Ethics through the KFA Executive Board.
574 (B) The Ethics Committee shall consist of five (5) members, one from each area.
575 The Fifth member to be the Chairman appointed by the President.
576 (C) The President shall appoint the Chairman at the Annual Conference Meeting.
577 (D) Any member of the Ethics Committee who has a conflict of interest with
578 respect to any matter to be considered by said committee shall disclose in
579 writing the nature of the conflict and disqualify himself/herself from voting on
580 the matter.

581 20. RESPONSIBILITIES OF THE ETHICS COMMITTEE

- 582 The Ethics Committee shall have the following responsibilities:
583 (A) Initiate, receive, and investigate complaints and schedule hearings by the
584 Ethics Committee which shall make findings of fact and determinations regarding
585 Alleged violations of this Ethics Code.
586 (B) Request written responses and interview witnesses in the investigation of the
587 complaint.
588 (C) Report information concerning alleged violations of this Ethics Code to the
589 Executive Board.

590 21. FILING AND INVESTIGATION OF COMPLAINTS

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- 591 All complaints alleging a violation of this Ethics Code shall be:
592 (A) In writing and signed by the complainant.
593 (B) Referred to the Ethics Committee.
594 (C) Acknowledged within thirty (30) calendar days from the date of receipt.
595 (D) Sent to each person that is the subject of the complaint within ten (10)
596 calendar
597 days together with a statement of the applicable provisions of the Ethics Code
598 and a copy sent to the KFA Secretary. Within thirty (30) calendar days of the
599 receipt of a complaint, the Ethics committee shall conduct a preliminary inquiry
600 into the complaint and afford the person who is the subject of the complaint, an
601 opportunity to respond to the complaint. All proceedings and records relating to
602 the preliminary inquiry shall be confidential until a final determination is made
603 by the Ethics Committee. The Ethics Committee shall report its preliminary
604 determination to the Executive Board which shall decide whether the complaint
605 is within its jurisdiction and, if so, whether it alleges a minimal factual basis to
606 constitute a violation of this Ethics Code. If the complaint is outside of its
607 jurisdiction, frivolous or without factual basis, the Executive Board shall
608 immediately terminate the inquiry, reduce the conclusion to writing and
609 transmit a copy of its decision to the complainant and to the elected official or
610 committee member against whom the complaint was filed. If the Executive
611 Board concludes that the complaint is within its jurisdiction and contains
612 allegations sufficient to establish a minimal factual basis to constitute a violation,
613 the President shall notify the elected official or committee member who is the
614 subject of the complaint and may:
615 (A) Due to mitigating circumstances issue a written, confidential reprimand to
616 the elected official or committee member concerning the alleged violation and
617 maintain a copy of the reprimand in the files of the Executive Board for one (1)
618 year. Mitigating circumstances shall be defined as a lack of significant economic
619 advantage or gain by the elected official or committee member charged a lack of
620 economic losses to the KFA or its members, or lack of significant impact on public
621 confidences in the KFA.
622 (B) Initiate a hearing to determine whether there has been a violation.
623 Any person who knowingly files a false complaint shall be subject to reprimand
624 or dismissal in accordance with the Constitution and By-Laws of the Kentucky
625 Firefighters Association.
- 626 22. NOTICE OF HEARING
627 If the Executive Board determines that a hearing regarding the allegations is
628 necessary, a notice shall be issued scheduling the matter for a hearing within
629 thirty (30) days, unless the alleged violator requests a later date.
- 630 23. HEARING PROCEDURE
631 The hearing shall be conducted as to afford all parties the full range of due
632 process rights as required by the nature of the proceedings. Formal rules of
633 procedures and evidence do not apply. All testimony at the hearing shall be

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634 taken under oath and all parties shall have the right to call witnesses, to
635 introduce evidence, and to be represented by counsel. All hearings of the
636 Executive Board shall be public except as determined to be in the best
637 interest of the KFA.

638 After the conclusion of the hearing, the Executive Board shall determine whether a
639 violation of the Ethics Code has been proved, and within thirty (30) days after the
640 hearing, the Executive Board shall issue a written report or its findings and conclusions.
641 If the Executive Board concludes that no violation has occurred, it shall immediately
642 send written notice of its determination to the person who was the subject of the
643 complaint and to the complainant. If the Executive Board concludes that there is clear
644 and convincing proof of a violation of this Ethics Code, the Executive Board may:

645 (A) Issue a written notice to the violator to cease and desist the violation.

646 (B) Issue a written reprimand, public reprimand to the violator and file a copy in the
647 minutes of the Executive Board.

648 (C) Suspend, dismiss, or take other appropriate disciplinary action against the violator.

649 (D) Initiate appropriate legal action to remove the violator from office.

650 (E) Initiate legal action to void any contract entered into in violation of the Ethics Code;

651 (F) Initiate legal action to recover any economic benefit or gain received as a result of
652 this violation.

653 (G) Refer evidence of criminal violations to the Commonwealth or County Attorney for
654 appropriate action.

655 24. ADVISORY OPINIONS

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

657 25. PROHIBITION AGAINST REPRISALS

658 a. No elected official or committee member shall be subject to reprisal or use or threaten
659 to use any official authority or influence to discourage, interfere with, or discriminate
660 against any person who in good faith reports or brings to the attention of the Executive
661 Board any information related to an actual or suspected violation(s) of the Ethics Code.

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

664 (A) False.

665 (B) Exempt from disclosure under the Kentucky Open Records Act, KRS 61.870 to
666 61.884; or

667 (C) Confidential under any other law.
668

669 HONOR GUARD/FLAG PROTOCOLS

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

675 Member Qualifications: A sworn member of a fire department that has paid their dues
676 to the Kentucky Firefighters Association and will meet the following criteria;

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- 677 (A) All Honor Guard members must be clean shaven except for a mustache which will be
678 neatly groomed and may be no longer than the corner of the mouth. (B) All Honor
679 Guard members will keep their hair clean and neatly groomed with the back of the hair
680 not touching the collar and ½” above the ears. Women Honor Guard Members will place
681 their hair in an upright position as not to touch the collar of their uniform.
682 (C) All Honor Guard members will keep a professional appearance, i.e. No excessive
683 amount of jewelry, Men no earrings, Members should use proper statuesque.
684 (D) All members when in uniform and on official business will not use tobacco products
685 of any kind and will not engage in any misconduct or associate or enter any area that
686 may cause discredit to the Kentucky Firefighters Association.
687 (E) The Kentucky Firefighters Association will accept donations from anyone that wishes
688 to purchase an approved uniform of the Kentucky Firefighters Association Honor Guard.
689 All uniforms purchased shall become the property of the Kentucky Firefighters
690 Association. Uniform: All Honor Guard members will wear the appropriate uniform as
691 defined by the department.
692 (A) Class A dress red uniform e.g., coat, pants, hat, shoes.
693 (B) Class A dress red uniform will have only fire department issued accessories as
694 provided by the Kentucky Firefighters Association e.g., badge, collar pins, medals and
695 commendation bars, parade cords, belts, gloves, etc.
696 (C) Shoes will be high-glossed clarion style with edge dressing applied to soles.
697 (D) Socks will be black only. Belts will be white only with gold buckle.
698 (E) Accessories will be placed on uniform as directed by the Committee Chair or other
699 delegate.
700 (F) All uniforms will be dry-cleaned after each use at the individual’s expense at the
701 designated dry cleaner location and then placed response ready. ‘Check Buttons’.
702 Reimbursement for expense will be placed on the travel voucher.
703 (G) All metal accessories shall be shined with the appropriate cleaner after placing them
704 on the uniform or handling.
705 (H) Hats will need covers on them when not in use.

Equipment:

- 708 (A) United States Flag – Ceremonial U.S. Flag (3’ X 5’), nylon material, gold-fringed with
709 cord and tassel.
710 (B) Kentucky State Flag – Ceremonial Kentucky Flag (3’ X 5’) nylon material, gold-fringed
711 with cord and tassel.
712 (C) Kentucky Firefighters Association Flag – approved association flag (3’X 5’) nylon
713 material, gold-fringed with cord and tassel.
714 (D) Christian Flag – Approved Christian flag (3’ X 5’) nylon material, gold-fringed with
715 cord and tassel.
716 (E) Flag poles – gold adjustable pole with Eagle top for U.S. Flag, Cross top for Christian
717 flan and Spear point for Kentucky State Flag and Maltese cross type for Kentucky
718 Firefighters Association flag.
719 (F) Flag Harness – white in color as directed by the Officer in Charge.
720 (G) Flag stands – metal stands gold in color

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721 (H) Axes – polished parade axes only.

722 (I) Rifles – White rifles with slings Note: Will be used only if directed by the Officer in
723 charge of detail.

724 Honor Guard Activation.

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

735

736 **Honor Guard Assignment.**

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

740

741 **Flag Protocol.**

742 Guidelines for procedures are presented so that the proper position, manner of display,
743 and respect for the United States Flag and the National Anthem may be displayed by
744 members. The KFA shall provide, as to the wishes of the family, a KFA, casket flag for the
745 following.

746

747 **Flag Policy.**

748 Current Executive Board members

749 Past Executive Board members

750

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

755 **Flag – Member Responsibility**

756 (A) A member who is in uniform and wearing headgear shall stand at attention facing
757 the flag and render a military hand salute during flag-raising and flag-lowering
758 ceremonies and during the playing of the National Anthem.

759 (B) A member who is in uniform and is not wearing headgear shall stand at attention
760 with the right hand over the heart during flag-raising and flag-lowering ceremonies and
761 during the playing of the National Anthem.

762 (C) A member who is in civilian clothes will stand at attention with the right hand over
763 the heart during flag raising and flag-lowering ceremonies and during the playing of the

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764 National Anthem. Employees in civilian clothes wearing a hat shall remove the hat with
765 the right hand and hold it at the left shoulder with the hand over the heart.