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KENTUCKY FIREFIGHTERS ASSOCIATION,

INC.

OFFICERS JOBS

DESCRIPTIONS AND

**STANDARD OPERATING
GUIDELINES**

Revised 10/13
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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 aforementioned shall be detailed descriptions of office holder's activities and shall be prominently posted in the Conference Assembly Room until Conference adjournment.

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

DUTIES OF THE VICE PRESIDENTS

SECTION 1; It shall be the duty of the Vice Presidents to attend all called meetings unless excused by the President, to assist in the promotion of new membership in the 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.

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

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DUTIES OF VICE PRESIDENT AT LARGE

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

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

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

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

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DUTIES OF THE EXECUTIVE DIRECTOR

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

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

63

64 (A) Assisting the KFA Executive Board with day-to-day operations of the organization.

65 (B) Assist with short and long-term goals of the association.

66 (C) Attending meetings of the KFA Executive Board and specially organized work groups
67 and committees.

68 (D) Working with KFA Regional Directors to increase membership.

69 (E) Working with the Kentucky fire Commission on the annual State Fire School and
70 Firefighter Memorial Service.

71 (F) Secure partnerships with commercial vendors and community partners for
72 continued financial stability.

73 (G) Representing the KFA in Frankfort along with other fire service organizations lobbyist
74 (KFFF, KAFC, ETC.).

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75 (H) Coordinate with the host regional firefighter's association the facilitation of the
76 annual KFA Conference.
77

78 The Executive Director shall attend all meetings of the Executive Board and the annual KFA
79 Conference and provide and present an ongoing report of activities to the membership.
80

81 **SECTION 3:** This is a new position which will require continued evaluation and monitoring to
82 ensure a positive relationship and a fair workload. The position will be reviewed and re-
83 evaluated on an annual basis prior to contract extension. It is the goal of the Executive Board
84 to make this a full time position in the future if and when the financial status dictates.
85

DUTIES OF COMMITTEE CHAIRMAN AND COMMITTEE MEMBERS

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

90 **SECTION 2;** The Committee Chairman shall have the right to request the replacement of
91 members who are unable to fulfill or unwilling to perform the duties needed.

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

94 **SECTION 4;** It shall be the duty of the Chairmen to have one committee meeting of members
95 per year and submit a report at the conference of the activities of their committee.

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

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

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

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107 **SECTION 1;** The K F A shall require the secretary to notify the President of each Region
108 Association, ninety days prior to the opening of the conference, to confirm their Vice President
109 or nominate a new Vice President, in accordance with the previous schedule in ART 4 SEC 1
110 PARA b.

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- 111 (A) It shall be the duty of the Secretary to maintain a complete record of all meetings.
112 To receive and answer all communication pertaining to the Association or Executive
113 Committee.
- 114 (B) The Secretary shall cause to be posted in the Conference Assembly Room the names
115 of all officers in attendance at each regular or special meeting since the last
116 Conference and the purpose for each meeting.
- 117 (C) The Secretary shall forward pre-file resolutions to the President 30 days prior to the
118 start of the conference, for dispersal to the proper committee.
- 119 (D) On the first day of each Annual Conference, it shall be the duty of the Secretary to
120 file a complete report of his/her work and the activities of his/her respective office.
121 To present to the Conference a brief summary of said reports, together with any
122 recommendation they may wish to present for consideration by the Conference at
123 subsequent business meetings.
124

DUTIES OF TREASURER

125 **SECTION 1;** The duties of the Treasures shall be to keep an accurate account of all moneys
126 received or expended by the Association, All invoices presented to the Treasurer must be
127 approved for payment by the President (through the Check/Payment Approval process), then
128 and only then prepare and sign checks for payment. The Treasurer also is a nonvoting member
129 of the Finance Committee.
130

- 131 (A) The Treasurer shall make available to the President and finance committee all
132 records, accounts, and moneys expended.
- 133 (B) The Treasurer in conjunction with the finance committee shall research, plan an
134 annual budget for the Association and present it to the Association Executive Board
135 for review and acceptance during the Executive Board meeting at the State Fire
136 School.
- 137 (C) The Treasurer shall post in the Conference Assembly Room a complete itemized
138 account of receipts and disbursements dating back to the closing of the last
139 Conference.
- 140 (D) At the Annual Conference, it shall be the duty of the Treasurer to file a complete
141 report of his/her work and the activities of his/her respective office. To present to
142 the Conference a brief summary of said reports, together with any
143 recommendation he/she may wish to present for consideration by the Conference,
144 at subsequent business meetings.
- 145 (E) The Treasurer, Secretary, and Vice President at Large shall have check signing
146 authorization.
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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 K F A and/or K F A Executive Board.
 - (C) Shall work toward recruitment of new members to the K F A.
 - (D) Act a means of communication between Regional Associations and K F A.
 - (E) Shall promote K F A within Regional Association and out of it.

DUTIES OF CHAPLAIN

SECTION 1; It shall be the duty of the Chaplain to serve under the President and carryout the duties as assigned to the office, such as being present at all meetings, if possible. 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 designated delegate.

FINANCE COMMITTEE

SECTION 1; Purpose and Composition

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

The committee is composed of 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

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185 independent judgment as a committee member. The Association President shall select
186 members of the committee and shall designate one of the members as the committee's chair,
187 who shall preside over the meetings of the committee and report committee actions to the
188 President as required.

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190 **SECTION 2; Duties and Responsibilities**

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

192 (A) Review and oversee the Association's plans, projects and operations with regard to
193 financial expenditures and receipts. Ensure that adequate records of the assets,
194 liabilities, receipts and disbursements are being maintained.

195 (B) In conjunction with the Association's Treasurer, research, plan and prepare an
196 annual budget for the Association and present it to the Executive Board for review
197 and acceptance at the 2nd quarterly meeting.

198 (C) Upon approval of the budget, monitor all expenditures and receipts throughout
199 the year to ensure budgetary guidance is being followed. Recommend budget
200 changes, before the fact, should situations dictate adjustments be made. As a
201 general rule only budget variances of 10% or more would require committee
202 action to develop and explain any recommended budget changes.

203 (D) Seek to maintain and improve the financial health of the Association and, when
204 appropriate, coordinate with other standing or special committees regarding all
205 financial matters.

206 (E) Recommend financial policies for the Association pertaining to long-term and —
207 short-term financial planning, administration of Association assets and
208 development of Association financial reports.

209 (F) Assist with the planning and conduct of conferences and other major activities that
210 will require the collection and expenditure of Association funds. Ensure complete
211 and accurate records are maintained by the Treasures and other committees
212 receiving or disbursing funds or entering into financial contracts for which the
213 Association will be liable.

214 (G) Recommend that an audit of the Association funds be conducted upon any change
215 in the person fulfilling the Treasurer's position or when deemed necessary by the
216 committee.

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

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

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223 DUTIES OF PARLIAMENTARIAN

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225 The parliamentarian is appointed by the President and is subject to ratification by the KFA
226 Executive Committee.

227 The Parliamentarian will advise the presiding President, other Officers, Committees, and
228 members on matters of Parliamentary procedure and Roberts Rules of Order.

229 The Parliamentarian will provide other useful services

- 230 • Train Officers and committee chairs on parliamentary procedure.
- 231 • Provide formal parliamentary opinions.
- 232 • Advise on parliamentary tactics and strategy.

233 The Parliamentarian will be present as requested by the president at the Annual Conference,
234 Executive Board meetings, and Committee meetings.

235 The Parliamentarian will be reimbursed for all Travel expenses for meeting attended as
236 requested by the President. (Including the Annual Conference)

237 CONFERENCE OVERVIEW COMMITTEE

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239 **SECTION 1; Committee Members;**
240 The members of this committee shall be selected by the incoming President at the annual K F A
241 Conference and shall serve a term of no less than one year. Any current member may be re-
242 appointed.

244 **SECTION 2; Purpose**

245 The main purpose of the Conference Overview Committee is to ensure the success of the
246 annual KFA Conference and to assist in any manner with the host region to ensure a productive
247 conference. The committee shall work as a liaison to the current President and as an advisory
248 board to the Vice Presidents for their respective conferences.

250 **SECTION 2; Responsibilities and Reporting**

251 Each Vice President and/or their designated conference committee chairman shall report to the
252 Conference Overview Committee, progression of their respective conference including site
253 location, financial standings, and working agenda, at the winter (usually held in February at
254 Bryant Stiles Officer School) Executive Board meeting and prior to the start of the annual
255 conference. Below is a list of objectives that shall be met by each Vice Presidents conference
256 committee;

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- 257 (A) Use of conference financial worksheet.
258 Site selection with a minimum of 120 rooms.
- 259 (B) Ensure KFA Conference Must Do list is a part of the agenda. Unless exempted by
260 the Executive Board
- 261 a. Memorial service
 - 262 b. Meeting schedule
 - 263 c. Host Fire Commission meeting (if Fire Commission so desires)
 - 264 d. Banquet/Hall of Fame Ceremony.
 - 265 e. Education/Workshop
- 266 (C) Schedule and plan optional Conference activities.
- 267 a. Olympics
 - 268 b. Sunday Worship Service
 - 269 c. Sunday Night Welcome Party
 - 270 d. Golf Outing
 - 271 e. Ladies Luncheon
 - 272 f. Monday Night Activity
 - 273 g. Any other activity that would be appropriate and fits into conference timing.

274 Conference Overview Committee shall report to the Executive Board, progress of each Vice
275 President's conference prior to the start of the annual conference. If the Overview Committee
276 feels a Vice President is not in compliance with site location, budget, and working agenda then
277 a corrective action plan and progress report shall be submitted at the Fall Executive Board
278 meeting by the Vice president or his designated conference committee chairman. Once the
279 corrective action plan is accepted by the Executive Board, the Vice President in question or his
280 designated conference committee chairman shall submit monthly progress reports to the
281 Conference Overview Committee Chairman, until the next meeting with the Conference
282 Overview Committee.

283 The outgoing President shall supply the Conference Overview Committee with the following
284 information from the conference: number of people registered, number of hotel rooms
285 booked, and number of seated delegates. The Overview Committee shall then share the
286 information with the Vice Presidents during their planning process.

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CONTRACTS

289 The KFA in performing daily operations is required to enter into contracts with vendors,
290 suppliers, and some personal service agreements. After Executive Board approval, of a
291 contract, it shall be the duty of the President to sign all contracts. The President may direct
292 other Executive Board Members or Committee Chairperson to negotiate a contract in the
293 interest of the KFA. The final binding contract shall bear the President's signature and a copy
294 shall be provided to the Secretary.

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REQUEST FOR PURCHASE APPROVAL

K F A 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.

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SUSTAINING MEMBERSHIP BENEFITS

As a K F A 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 K F A's web site www.kfa.org.

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FIREFIGHTERS CALLED TO ACTIVE DUTY

The K F A 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 K F A shall send a copy of the Smoke Signals II to ever 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.

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KFA WAYNE WATTS MEMORIAL SCHOLARSHIP PROGRAM

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Who is eligible?

Any active Kentucky Fire Fighter, Jr. Kentucky Firefighter, Emergency Medical Technician or Paramedic 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.

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Applicants

(A) Fall Semester

- a. Applicants that have never received a KFA Scholarship.
- b. Applicants that have received KFA Scholarship.
- c. Application must be received by May 15th of each calendar year.

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333 (B) Spring Semester

334 a. Applicants that have received KFA Scholarship.

335 b. Application must be received December 15th of each calendar year.

336 Applicant must submit a resume to include;

337 (A) High School grade transcript

338 (B) Secondary education grade transcript (IF APPLICABLE)

339 (C) Past employment history

340 (D) Details of present Emergency Services experience

341 (E) Future emergency service plans

342 (F) Print out of Fire Commission training hours (IF APPLICABLE)

343 (G) Three (3) letters of recommendation

344 (H) Affiliated with a dues paying member of the KFA

345 (I) Letter of affiliation from the department's administration

346 (J) Letter of acceptance from the institution they will be attending

347 (K) A current photo

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Priority Levels

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350 (A) Priority 1

351 a. Firefighters, Emergency Medical Technician, Paramedic, of a KFA member
352 department.

353 (B) Priority 2

354 a. Children of Priority 1.

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What courses of study are eligible?

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357 Fire Science, Paramedic Sciences, Safety Engineering, or other emergency based major not

358 specified as long as it is justified by the applicant and accepted by the KFA Scholarship

359 committee. The courses must be part of at least, a two or four year accredited program, with

360 preference given to Kentucky institutions.

361 (A) Priority 1

362 a. Fire Science, Paramedic Sciences, and Safety Engineering courses.

363 b. Two or four year accredited program, by a KY institute.

364 (B) Priority 2

365 a. Emergency based major not specified in Priority 1 with acceptance by KFA
366 Scholarship Committee.

367 b. Out of State two or four year accredited programs.

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

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

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376 **Applicant Renewable**

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

378 **How will money be disbursed?**

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

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ETHICS POLICY

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1. OVERVIEW

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

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2. TITLE

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

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3. FINDINGS

391 The Ethics Committee finds and declares that;

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(A) The elected Officials hold offices or organizational trust

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(B) The stability of the organization depends upon the organizations confidence in the
394 integrity of its elected officials. Whenever the members perceive a conflict between
395 the private interests and the organizational duties of a KFA Officer, that confidence
396 is imperiled;

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

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4. PURPOSE AND AUTHORITY

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(A) It's the purpose of the Code of Ethics to provide a method of assuring that standards
405 of ethical conduct and financial disclosure requirements for elected officers and
406 committee members of the KFA shall be clearly established, uniform in their
407 application, and enforceable; and to provide the elected officers and committee

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408 members of the KFA with advice and information concerning potential conflicts of
409 interest which might arise in the conduct of their organizational duties.

410 **5. DEFINITIONS;**

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

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

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

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

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

423 **6. STANDARDS OF CONDUCT:**

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

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

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

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

438 a. Himself or Herself

439 b. A family member

440 c. An outside employer

441 d. Any business in which the trustee or employee or any family member has or
442 intends to have a financial interest

443 e. Any business with which the trustee or employee or any family member is
444 negotiating or seeking prospective employment or other business or
445 professional relationship.

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- (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.

7. 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 into by the Kentucky Firefighters Association, except as follows;

- (A) The prohibition of subsection of the above shall not apply to contracts entered into 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

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- 484 official or committee member in the contract are publicly disclosed and
485 made part of the official minutes of the meeting of the Executive Board
486 before
- 487 b. the contract is executed; and,
- 488 c. A finding is made by the KFA Executive Board that the contract with the
489 elected official or committee member is in the best interests of the KFA
490 because of the price, limited supply, or other specific reasons, and the
491 finding is made a part of the official minutes of the Executive Board before
492 the contract is executed.

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

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498 **8. RECEIPT OF GIFTS**

499 Any gifts having a fair market value of one hundred dollars (\$100.00) or more whether in the
500 form of money, service, loan, travel, entertainment, hospitality, property, or promise, or any
501 other form, which is received from outside by an elected official or committee member, while
502 acting as a representative of the KFA shall be reported in writing within forty-five (45) days of
503 receipt to the President. No elected official or committee member shall directly or indirectly
504 through any other person or business, solicit or accept from outside the KFA any gift, whether
505 in form of money service, loan, travel, entertainment, hospitality, property or promise, or any
506 other form, under circumstances from which it could be inferred that the gift was intended to
507 influence the performance of his/her duties.

508 **9. REPRESENTATIONS OF INTEREST BEFORE BOARD**

509 No elected official or committee member shall represent any person or business, other than
510 the KFA, in connection with any matter pending before the KFA Executive Board. Nothing in
511 this section shall prohibit any elected official or committee member from representing
512 himself/herself in matters concerning his/her interest. No member of the Executive Board shall
513 be prohibited by this section from making any inquiry for information on behalf of members of
514 the KFA if no compensation, reward or anything else of value is promised to, given to, or
515 accepted, whether directly or indirectly, in return for the inquiry.

516 **10. MISUSE OF CONFIDENTIAL INFORMATION**

517 No elected official or committee member of the KFA shall use or disclose any information
518 acquired in the course of his/her official duties for the purpose of furthering his/her personal
519 financial interest or that of another person or business. Information shall be deemed
520 confidential if it is not subject to disclosure pursuant to the Kentucky Open Records Act, KRS
521 61.872 to 61.884, at the time of its use or disclosure.

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523 **11. HONORARIA**

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

530 **12. FINANCIAL DISCLOSURE**

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

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

534 (B) If the elected official or committee member has received any gifts or honoraria
535 having a fair market value of more than one hundred dollars (\$100.00); or

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

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

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

546 **14. FORM OF THE STATEMENT OF FINANCIAL INTEREST**

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

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

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

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

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

556 (A) Full legal name and home address

557 (B) Current business addresses and telephone number.

558 (C) The date, amount, and specific nature of any contract by any business in which the
559 elected official or committee member, or any family member has a financial interest

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- 560 which has been entered into, awarded or granted by the KFA;
- 561 (D) The date, amount, and specific type of any gifts or honoraria having a fair market
562 value of more than one hundred dollars (\$100.00) whether in the form of money,
563 service, loan, travel, entertainment, hospitality, property or promise, or any other
564 from.
- 565 (E) The date, amount, and specific action of any use of KFA time, funds, personnel, and
566 equipment, or other property for the private use of the elected official or committee
567 member, or any other person.

568 **17. NEPOTISM PROHIBITE:**

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

578 **18. ENFORCEMENT**

579 Creation of an Ethics Committee;

- 580 (A) There is hereby created an Ethics Committee of the Kentucky Firefighters
581 Association that shall have the responsibility of administering and enforcing this
582 Code of Ethics through the KFA Executive Board.
- 583 (B) The Ethics Committee shall consist of five (5) members, one from each area. The
584 fifth member to be the Chairman appointed by the President.
- 585 (C) The President shall appoint the Chairman at the Annual Conference Meeting.
- 586 (D) Any member of the Ethics Committee who has a conflict of interest with respect to
587 any matter to be considered by said committee shall disclose in writing the nature of
588 the conflict and disqualify himself/herself from voting on the matter.

589 **19. RESPONSIBILITIES OF THE ETHICS COMMITTEE**

590 The Ethics Committee shall have the following responsibilities:

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

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

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

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 loss to the KFA or its members, or lack of significant impact on public confidence 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.

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636 **21. NOTICE OF HEARING**

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

640 **22. HEARING PROCEDURE**

641 The hearing shall be conducted as to afford all parties the full range of due process rights as
642 required by the nature of the proceedings. Formal rules of procedures and evidence do not
643 apply.

644 All testimony at the hearing shall be taken under oath and all parties shall have the right to call
645 witnesses, to introduce evidence, and to be represented by counsel.

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

648 After the conclusion of the hearing, the Executive Board shall determine whether a violation of
649 the Ethics Code has been proved, and within thirty (30) days after the hearing, the Executive
650 Board shall issue a written report or its findings and conclusions.

651 If the Executive Board concludes that no violation has occurred, it shall immediately send
652 written notice of its determination to the person who was the subject of the complaint and to
653 the complainant.

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

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

666 **23. ADVISORY OPINIONS**

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

668 **24. PROHIBITION AGAINST REPRISALS**

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

673 This section shall not be construed as prohibiting disciplinary action if an elected official or

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674 committee member discloses information that he/she know is;

675 (A) False;

676 (B) Exempt from disclosure under the Kentucky Open Records Act, KRS 61.870 to
677 61.884; or

678 (C) Confidential under any other law.

679 **HONOR GUARD/FLAG PROTOCOLS**

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

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

687 (A) All Honor Guard members must be clean shaven with the exception of a mustache
688 which will be neatly groomed and may be no longer than the corner of the mouth.

689 (B) All Honor Guard members will keep their hair clean and neatly groomed with the
690 back of the hair not touching the collar and ½" above the ears. Women Honor
691 Guard Members will place their hair in an upright position as not to touch the collar
692 of their uniform.

693 (C) All Honor Guard members will keep a professional appearance, i.e. No excessive
694 amount of jewelry, Men no earrings, Members should use proper statuesque.

695 (D) All members when in uniform and on official business will not use tobacco products
696 of any kind and will not engage in any misconduct or associate or enter any area that
697 may cause discredit to the Kentucky Firefighters Association.

698 (E) The Kentucky Firefighters Association will accept donations from anyone that wishes
699 to purchase an approved uniform of the Kentucky Firefighters Association Honor
700 Guard. All uniforms purchased shall become the property of the Kentucky
701 Firefighters Association.

702 **Uniform;** All Honor Guard members will wear the appropriate uniform as defined by the
703 department.

704 (A) Class A dress red uniform e.g. coat, pants, hat, shoes.

705 (B) Class A dress red uniform will have only fire department issued accessories as
706 provided by the Kentucky Firefighters Association e.g. badge, collar pins, medals and
707 commendation bars, parade cords, belts, gloves, etc.

708 (C) Shoes will be high-glossed clarion style with edge dressing applied to soles.

709 (D) Socks will be black only. Belts will be white only with gold buckle.

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

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- 712 (F) All uniforms will be dry-cleaned after each use at the individual's expense at the
713 designated dry cleaner location and then placed response ready. **'Check Buttons'**.
714 Reimbursement for expense will be placed on the travel voucher.
- 715 (G) All metal accessories shall be shined with the appropriate cleaner after placing them
716 on the uniform or handling.
- 717 (H) Hats will need covers on them when not in use.

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719 **Equipment;**

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

736 **Honor Guard Activation;**

737 The Kentucky Firefighters Association Honor Guard can only be activated by the President or
738 their designee of the Kentucky Firefighters Association. Activation means that a minimum
739 staffing of 4 honor guard members will be sent to the needed location and all expenses of the
740 honor guard will be reimbursed by the Kentucky Firefighters Association Treasurer after the
741 travel voucher has been submitted. At certain times there may be a need to activate more that
742 4 members as deemed necessary by the Committee Chair. This will have to be cleared with the
743 President or the Executive Director for anytime the amount would exceed 4 members. The
744 maximum amount of honor guard members for any specific event shall not exceed 10
745 members.

746 **Honor Guard Assignment;**

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

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750 **Flag Protocol;**

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

753 The K.F.A shall provide, as to the wishes of the family, a K.F.A, casket flag for the following;

- 754 1. Current Executive Board members
755 2. Past Executive Board members

756

757 **Flag Policy;**

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

761 **Flag – Member Responsibility**

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

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

768 (C) A member who is in civilian clothes will stand at attention with the right hand over
769 the heart during flag raising and flag-lowering ceremonies and during the playing of
770 the National Anthem. Employees in civilian clothes wearing a hat shall remove the
771 hat with the right hand and hold it at the left shoulder with the hand over the heart.

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