



International Association of Fire Chiefs

4025 Fair Ridge Drive · Fairfax, VA 22033-2868 Telephone: (703) 273-0911

Fax: (703) 273-9363

Internet: www.ichiefs.org

Date: February 12, 2002

To: IAFC Board of Directors
IAFC Division Presidents
IAFC Section, Committee and Task Force Chairs
State Fire Chiefs Association Representatives

From: Randy R. Bruegman
IAFC Vice President

Subject: Policy/Position Document

In the past 12 months, I have had the privilege to work with a task force to develop an internal procedure and process by which policies and positions are taken and formalized within the International Association of Fire Chiefs. This process, which has been reviewed over the past several months, was adopted on January 27, 2002. This process provides a mechanism for all within the Association to forward critical issues of importance to their Board of Directors.

Attached are the policy statements that have been placed in the appropriate format and adopted by the Board of Directors. Please share them with your division, section, committee and all within the Association.

In addition, we have outlined a submission process for member, division, section and committee to submit a draft position or policy statement for consideration by the Board.

If you have any specific questions about this process, feel free to call upon our staff liaison, Vicki Runnels or myself. Again, the hope from the Board of Directors is that all within the Association have a vehicle to forward critical issues to the Board for consideration.

<p style="text-align: center;">Statement Submission Process – Effective January 2002 (Narrative to Flow Chart)</p>
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Purpose: A member, division, section or committee can submit a draft position/policy statement for consideration by the Board of Directors.

- An individual IAFC member, a local/regional or state chiefs' association. **(THIS MUST BE SENT THROUGH THEIR IAFC DIVISION TO GAIN ENDORSEMENT BEFORE SUBMITTAL TO THE BOARD OF DIRECTORS.)**
- An IAFC section, division or committee
- As a resolution by the membership
- A member of the Board of Directors
- As a resolution by an allied organization with a request to the Board of Directors for a position to be taken.

Issue Validation: All position/policy drafts must be validated as having application and purpose to the IAFC as an organization. A draft statement must meet at least one of the listed criteria for any further consideration in the process. Does the position/policy statement involve:

- A constitution and/or by-laws change/addition.
- A potential influence or direct/indirect mandate to an authority having jurisdiction's home rule ability to determine levels of service or costs of service.
- Modification or creation of a standard, certification or licensure which may have cost or service level implications to local service delivery agencies.
- The establishment of an organizational partnership between IAFC and another organization or support or endorsement of another organization's initiative.
- A professional standard or guideline, which has implications for IAFC members.
- A formal position regarding a matter of congressional or statutory interest.
- Any actions which may have a substantial impact on the IAFC, its' organization, or its' members.

Positions/Policy submitted for consideration fall into one of the following categories.

- **Constitutional/By Laws:** An amendment, addition or deletion of the Association's governing documents; usually requires a membership vote.
- **Policy Statement:** The officially adopted position of the IAFC regarding a matter of significant importance and influence to the members of the Association.
- **Association Position:** - A position taken by the IAFC Board as a matter of internal guidance to the membership, divisions, committees, sections and chief officer associations. Position requires the Executive Committee's review and adoption by the Board of Directors.



Position Background and Point Paper: Any proposed position/policy statements should be briefly introduced by a point paper that provides explanation and specifics regarding the matter. The introductory point paper is the beginning step in the process. As the matter proceeds through the process (especially to the IAFC Board of Directors), additional support and explanatory information may be requested or required.

An introductory point paper should be no more than two pages (typed) in length and contain the following sequential information.

- Problem statement overview.
- Desired outcome statement for considered adoption.
- Background and history.
- Technical references.
- Organizational endorsements or summary of organization positions, amendments, and/or differences of position.
- Submitters name, organization, address, phone, etc.
- Signature of submitting representative and date.

Submission Endorsements and Steps: Draft position/policy statements must be submitted by an individual IAFC member to **THEIR DIVISION TO GAIN ENDORSEMENT**. If the division approves an endorsement, it may contact any or all of the following seeking support:

- Other IAFC divisions, sections, committees or appropriate working task groups
- Local professional groups
- Regional professional groups
- State chiefs and other state associations

Endorsements should be referenced on the point paper. The point paper should also include any endorsing agency amendments and/or differences of position.

Submission to IAFC Board of Directors: Once a proposed position/policy statement has reached the Board of Directors, the Board will determine if the submittal is:

- A Constitution and By Laws Issue

Such issues may require a change to constitution and/or by-laws. If the Board feels the position/policy warrants consideration, they will refer the matter to the constitution and by-laws committee for review and recommend action.

- Agree the position/policy matter should go to a vote of the membership and take the required action to do so.



- The board might also consider denying furtherance, with explanation, of the matter and return the proposal to the submitter(s).
- The board might also select to refer the matter to the committee or task force for further study and recommendations back to the Board of Directors.
- A Policy/Position
The Board of Directors deals with non-constitutional and by-laws matters through several different methods. The method selected depends upon time constraints and the matter's significance. The Board may chose to support or not support a position on the proposal. The Board of Directors may chose to solicit positions from IAFC divisions before a final Board position is taken or an official IAFC policy is established.
- One that Requires a Board Action: The Board can take action to establish a process, task force, committee and/or take administrative action. These actions are subject to the outcome distribution.

The Board of Directors may solicit official opinions of IAFC divisions. Considers comments and divisional positions and establishes policy/position statement for formal vote by Board of Directors.

The IAFC Board of Directors may choose to state their position statement – or, simply put, the direction they are considering for adoption. The IAFC Board then forwards to IAFC divisions for their comment and position before the Board considers adoption as the policy of the Association.

Outcome Distribution:

Upon taking an official position/policy statement, distribution includes:

- IAFC headquarters catalogs statement, as position, policy, constitutional amendment or procedure amending organizational documents as needed and archiving relevant support and research material.
- Final position/policy statement is formatted and distributed to:
 - IAFC Divisions
 - Applicable IAFC sections/committees
 - State Chiefs agencies
 - Original submitter of draft proposal
 - General membership via website or e-mail



Statement Submission Flow Chart

