

# TILLAMOOK COUNTY FIRE DEFENSE BOARD CONSTITUTION AND BYLAWS

## **ARTICLE 1 Name, Purpose, and Authority**

### Section 1 – Name

This organization shall be known as the Tillamook County Fire Defense Board.

### Section 2 – Purpose

To provide organizational structure and operational procedures for the mobilization and direction of fire service resources in Tillamook County, and to administer the Oregon State Fire Service Mobilization Plan within Tillamook County; to bring about close cooperation of fire agencies and other emergency service agencies within Tillamook County.

To further the professional advancement of fire and emergency services to ensure and maintain greater protection of life and property from fire, natural and man-made disaster, and other emergencies in Tillamook County. To carry out this purpose the Tillamook County Fire Defense Board shall:

Serve as the recognized leadership group for Tillamook County fire agencies for the exchange of ideas, information, knowledge, and experience in areas affecting the safety of life and property from fires, disasters, or other emergencies.

Bring together persons interested in the purpose of the Tillamook County Fire Defense Board, to develop a bond of comradeship and understanding among the members of the Tillamook County fire service.

Develop and support legislation and regulations to improve the effectiveness and continual wellbeing of the fire service.

Promote progressive development of the fire service through active programs of education, public awareness, and research.

Encourage and develop public fire prevention education for the preservation of human life and natural resources from destruction by fire.

Support and encourage the delivery of pre-hospital emergency medical services by the fire service to mitigate human trauma and suffering.

### Section 3 - Authority

The Tillamook County Fire Defense Board shall be governed and administered under the authority of the Oregon State Fire Marshal and the Oregon Fire Service Mobilization Plan, as required by ORS 476.510 through ORS 476.610 and 476.990(4), and any duly adopted mutual aid or automatic response agreements and these By-laws.

## **ARTICLE 2 Membership**

### Section 1 – Regular Membership

The Tillamook County Fire Defense Board consists of the fire departments and fire districts in Tillamook County, Oregon. The Regular Membership of the Tillamook County Fire Defense Board shall include all fire chiefs of all public fire protection districts or public fire departments within Tillamook County. Regular Members are those agencies with resources that may contribute to the State Mobilization Plan. Voting rights shall be vested in the members of this section.

Regular Members shall be entitled to one vote per agency/organization on all matters requiring a vote unless otherwise prohibited by the constitution and bylaws.

### Section 2 – Ex-Officio Membership

Ex-officio membership of the Tillamook County Fire Defense Board shall consist of administrators of all other allied county, regional, state, and federal agencies within Tillamook County. Voting rights shall not be vested in the members of this section. For ex-officio members see Appendix A.

### Section 3 – Quorum

A simple majority of the regular and associate members present and in good standing of the Tillamook County Fire Defense Board shall constitute a quorum for the conducting of business at a meeting.

## **ARTICLE 3 Officers**

### Section 1 – Election of Officers

The organization's elected officers shall consist of a Fire Defense Board Chief and First and Second Fire Defense Board Chiefs.

Fire Defense Board Chief and the First and Second Fire Defense Board Chiefs shall be active members in good standing of the organization, elected at large by ballot at the January meeting of odd years, and shall have a term of office of two years.

### Section 2 – Nominations and Elections

The presiding officer shall call for nominations from the floor for all elective offices. Nominations from the floor shall require the nominee's concurrence.

For any office for which there is only one nomination, the presiding officer may call for a motion for a unanimous ballot to be cast for that nominee and may declare that nominee elected.

For all offices for which there are two or more nominations, an election, by secret ballot, shall be conducted. Active members in attendance at the meeting are qualified to vote.

In the elections of officers, the candidates receiving the highest number of votes for each position shall be elected.

### Section 3 – Vacancies and Resignations

In the event of a vacancy occurring in any elective office of the Tillamook County Fire Defense Board, an election shall be held in the following regular meeting to fill the vacancy for the remainder of the term.

### Section 4 – Miscellaneous

If any elected officer is found guilty of nonfeasance, misfeasance, or malfeasance of office, whether in this Tillamook County Fire Defense Board or his/her own department, he/she shall forthwith be removed from the position held in this Tillamook County Fire Defense Board.

Any officer who fails to attend three consecutive meetings may be removed from an elective office by a majority vote of the membership present. Vacancies shall be filled as stated above.

## **ARTICLE 4 Duties of Defense Board Positions**

### Section 1 - Duties

The duties of the executive officers are as follows:

The Fire Defense Board Chief shall:

1. Be the official spokesman for the Tillamook County Fire Defense Board.
2. Preside at meetings of the Tillamook County Fire Defense Board.
3. Appoint all committees, including those not provided for in the Constitution and Bylaws.
4. Perform such other duties as prescribed by the membership in a regular meeting.
5. Execute the Oregon Fire Service Mobilization Plan according to the requirements and standards identified therein.
6. Serve as a member of the State Fire Defense Board.
7. Notify the Oregon State Fire Marshal if the Fire Defense Board is not able to meet the requirements or able to provide support.
8. Develop and implement the annual budget, and serve as the lead on the budget committee, with the assistance of the First and Second Fire Chiefs.

The First and Second Alternate Fire Chief shall:

1. In the absence or inability of the Fire Defense Board Chief, assume the duties of the Fire Defense Board Chief.
2. Assist the Fire Defense Board Chief in conducting the business and carrying out the policies of the Tillamook County Fire Defense Board.
3. Perform such other duties as prescribed by the membership in a regular meeting.
4. Assist the Fire Defense Board Chief in conducting the business and carrying out the policies of the Oregon Fire Service Mobilization Plan.
5. Assist the Fire Defense Board Chief in preparation of the annual budget.

The Secretary/Treasurer shall:

1. This position will be provided by one of the fire departments or districts and is a nonvoting position.
2. Make and keep a full and correct record of the proceedings of all meetings and reports received from all committees.
3. Prepare and distribute the meeting agenda for each meeting of the Tillamook County Fire Defense Board.
4. Prepare and send an electronic version of the meeting minutes to each member.
5. With the advice and consent of the Fire Defense Board Chief, reports to be printed and distributed.
6. Receive and answer all communications.
7. Be the custodian of all documents.
8. Purchase all necessary stationery and supplies.
9. Prepare and submit financial reports at each regular meeting.
10. Collect all monies due to the Tillamook County Fire Defense Board, giving receipts thereof.
11. Keep accounts in such a way and exhibit receipts, disbursements, and balances.
12. Notify all members in arrears of their indebtedness.
13. Submit to the membership, with the assistance of a regular member at large, all records of financial transactions, including resources and disbursements and documentation thereof, to present at the January Tillamook County Fire Defense Board meeting. These records shall be collected from the December financial institution statements.
14. Perform other duties required in the interest of the Tillamook County Fire Defense Board.

## Section 2 – Authorization

No officer or member shall incur any expense or indebtedness in the name of the Tillamook County Fire Defense Board without membership authorization. In an emergency, the Fire Defense Board Chief may authorize an expenditure of Tillamook County Fire Defense Board funds which shall be reviewed at the following regular meeting.

### Section 3 – Action of the Fire Defense Board Chiefs

Nothing contained in this Constitution and Bylaws shall prohibit the Fire Defense Board Chief from acting on matters affecting the betterment of the Tillamook County Fire Defense Board. Any action of the Defense Board Chief will be subject to review at the next meeting. A two-thirds majority vote of the active members present, and voting may override any action taken by the Defense Board Chief

## **ARTICLE 5 Meetings**

### Section 1 - Meetings

There shall be a regular meeting held every month of the calendar year. Regular meetings shall be held on a rotating basis at each of the Tillamook County Fire Defense Board's member fire agencies.

Meetings of the Tillamook County Fire Defense Board shall occur on the third Thursday of each month, except for times when the meetings may be adjusted for the holidays.

### Section 2 – Special Meetings

Other, special meetings of the Tillamook County Fire Defense Board shall be called at the discretion of the Fire Defense Board Chief who shall receive all such requests from members.

## **ARTICLE 6 Dues**

### Section 1 - Dues

The due's structure shall be established by the Executive Board, with the consent and approval of the Tillamook County Fire Defense Board. The Tillamook County Fire Defense Board Treasurer shall be responsible for the collection of all dues. There are no dues for Ex-Officio Members. Annual dues shall be established according to the approved budget.

### Section 2 – Members in Arrears

Members in arrears of dues shall be ineligible to vote. Any members in arrears 180 days after due notice of such arrears shall be removed from the membership roll by the Secretary/Treasurer.

## **ARTICLE 7 Rules of Order**

### Section 1 – Meeting Rules

In general, when conducting meetings, the presiding officer shall follow the meeting rules as outlined in the most current edition of *Robert's Rules of Order Newly Revised*.

### Section 2 – Order of Business

The order of business at each meeting shall be as established by policy of the Fire Defense Board Chief.

### Section 3 – Questions of Order

All questions of order shall be decided by the presiding officer subject to an appeal to the members assembled at a meeting, and upon such an appeal the vote shall be taken without debate. The presiding officer may state the reason for the decision given and shall put the question before the membership. A two-thirds majority of those present and voting shall be necessary to reverse the decision of the Fire Defense Board Chief.

### Section 4 – Motions

Any motions will be made in accordance with the most current edition of *Robert's Rules of Order Newly Revised*. A member, when speaking or offering a motion, shall respectfully address the presiding officer, and shall speak only to the question under debate and avoid all personal or indecorous language and, if required, shall put the motion in writing.

## **ARTICLE 8 Amendments**

### Section 1 – Proposal of Amendments

The presentation of all proposed amendments to the Constitution and Bylaws or to the Rules of Order, of which notice has been given prior to the meeting's opening, shall be the first new business item.

### Section 2 – Notice of Proposed Amendments

Notice of proposed amendments or revisions to the constitution and bylaws shall be submitted in writing to the Fire Defense Board Chief at least sixty days prior to the meeting where action is

to be taken. The Secretary/Treasurer shall see that proposed amendments or revisions are electronically mailed to the general membership at least thirty days prior to the meeting date at which action is to be taken.

### Section 3 – Power to Amend

The Tillamook County Fire Defense Board shall have full powers at any meeting to amend or revise the Constitution and Bylaws, and Rules of Order, providing that notice of such proposed amendments or revisions shall have been submitted as outlined in Article VIII Section 2 of these bylaws. A two-thirds majority vote of the members present, and voting shall be required for the adoption of any amendment or revision.

### Section 4 – Adoption

All amendments or revisions to the constitution and bylaws shall take effect immediately upon adoption by the membership unless otherwise provided.

## **APPENDIX A**

### **Ex-Officio Membership:**

1. Oregon State Fire Marshal
  2. Oregon Department of Forestry (ODF)
  3. Tillamook County 911 Emergency Dispatch
  4. Tillamook County Emergency Management
  5. Tillamook County Sheriff's Office
  6. Tillamook Police Department
  7. Manzanita Police Department
  8. United States Coast Guard
  9. Tillamook County Radio
- LifeFlight Network  
Adventist Health Tillamook  
Oregon State Parks  
TPUD



These Bylaws were adopted at a Regular Tillamook County Fire Defense Board Meeting held on March 21<sup>st</sup>, 2024.



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Todd Hesse

Tillamook County Fire Defense Board Chief