

CONSTITUTION AND BYLAWS

of the

COLORADO FIRE TRAINING OFFICERS ASSOCIATION



Adopted July 11, 2003
Amended February 2018

REPEAL AND ADOPTION

Any and all previous editions of the Constitution and Bylaws of the Colorado Fire Training Officers Association are hereby repealed and considered null and void. Said Constitution and Bylaws shall be replaced with the revision adopted the 11th day of March 2016 herein presented and amended by the vote of the membership the 9th day of February 2018.

The pages of this document contain the revised and amended Constitution and Bylaws of the Colorado Fire Training Officers Association, which were previously adopted and are hereby amended by an affirmative vote of the membership on this the 9th day of February 2018.

SIGNED:

_____ David Maikranz, President

_____ James Klug, Vice President

_____ Jason Clark, Secretary

_____ Jeanette Kehoe, Treasurer

**BYLAWS
OF THE
COLORADO FIRE TRAINING OFFICERS ASSOCIATION**

**Article I
Organizational Statement**

This organization shall be known as the Colorado Fire Training Officers Association (CFTOA). Whenever Organization, or CFTOA, is used in this document it shall be held to mean the Colorado Fire Training Officers Association.

**Article II
Goal**

The goal of the Colorado Fire Training Officers Association (CFTOA) is to promote a safe and professional Colorado Fire Service through the use of professional standards and quality, centralized and uniform training and education. The CFTOA will adhere to this doctrine and willingly share their knowledge to decrease the incident of firefighter injury and death.

**Article III
Objectives**

- A. Assist members in the development of progressive education and state of the art fire service training programs.
- B. Assist members in improving the methodology of conducting fire service education and training programs.
- C. Encourage members to maintain a high level of fire service professionalism and operation expertise through quality and uniform training.
- D. Provide a statewide database of fire service training opportunities and resources. The website (cftoa.org) shall be a depository of such information and will include current contact information for members in a secure, nonpublic area of the website.
- E. Encourage the gathering of fire service training information and provide a method for dissemination of this information on a statewide basis.

- F. Coordinate and promote fire service outreach training and education programs for departments/agencies.
- G. Promote the mission of the Organization to have a greater presence statewide through the support of Chapter Memberships.
- H. Provide support and involvement of agencies and functions at the state level, especially the Colorado Division of Fire Prevention & Control.
- I. Actively participate in the Voluntary Firefighter Certification and Proctor Certification Program, by providing, developing and recommending the following: Proctor instructional programs, Proctor Certification, provide regional Proctor Coordinators and committees to assist with certification, including development of Job Performance Requirements (JPRs)
- J. Nominate a member to represent the Organization on the Governor's Fire Safety Advisory Board.
- K. The association is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV

Membership

Section 1. Application for Membership

- A. Persons and agencies desiring to become members of the Organization and who meet the requirements of either Section 2 or Section 3 below shall submit a CFTOA Application for Membership/Renewal. Applications are submitted online through the CFTOA website.
- B. The Secretary and Treasurer shall process the Application for Membership/Renewal, showing date received. Each new Application for Membership/Renewal shall be reviewed, and approved or denied by the CFTOA E-Board members. Names and Departments of new members will be presented to the membership at the regularly scheduled meeting following receipt of the application.

Section 2. Active Membership

- A. Any fire department/agency Training Officer, Training Chief, or Instructor directly involved with, or having responsibility for, training fire service personnel in the State of Colorado, or is a member through a Chapter Organization, and who subscribes to and upholds the Constitution and

Bylaws of the CFTOA is eligible for Active Membership in the Organization. This membership belongs to the department/agency.

- B. A department/agency that wishes to have active membership, but is financially unable to meet the active membership annual dues requirement can apply for active membership by submitting an application along with a letter to the CFTOA E-Board requesting that the membership fee be waived based on budgetary constraints. The CFTOA E-Board will review the application submitted, and will approve or deny membership. If approved, active membership and all rights of active membership will be granted. Only one active member will be granted by the E-Board. As with all memberships, this request/application would need to be submitted annually.
- C. Any individual involved in training in the above department/agency may be an Active Member, and is eligible to vote.
- D. An Active Member in good standing who for any reason no longer meets the qualifications set forth in Article IV, Section 2 may be permitted to obtain an Associate Membership by a majority vote of the membership present at a regular meeting.

Section 3. Associate Membership

- A. Any fire department personnel not eligible for Active Membership but who is interested in fire service training and supports the Constitution and bylaws of this Organization is eligible for Associate Membership.
- B. Any fire service certification program personnel that supports the Constitution and bylaws of this Organization is eligible for Associate Membership. Associate Membership fees may be waived by the E-Board if the E-Board recognizes that a cooperative relationship would be a benefit to the association.
- C. Associate Members are not eligible to vote.

Section 4. Corporate Membership

- A. Any individual or group that represents a company/business that is active in training fire service personnel in the State of Colorado and who subscribes to and upholds the Constitution and Bylaws of the CFTOA is eligible for corporate membership.
- B. Any individual involved in training in the above group may be a corporate member.

C. Training programs or services of corporate members may be posted on the website and distributed to members with the approval of the executive board. The intent is for appropriate and relevant training activities and services, not an avenue for marketing.

D. Corporate Members are not eligible to vote.

Section 5. Chapter Membership

A. A minimum of five current (dues paid) Active Member departments/agencies may request, in writing, permission to organize a Chapter of the CFTOA for a specific geographical region in the State of Colorado.

B. Active Member departments/agencies in neighboring states and/or Jurisdictions may become Chapter Members. They must show the need for Joint cooperating services, and how it benefits that Chapter and the CFTOA. These agencies must have some form of Joint Operating Agreement such as Mutual or Auto aid.

C. All Chapters of the CFTOA must be formed in accordance with the Constitution and Bylaws and must adhere to the Chapter Organization Guidelines (Administrative Guidelines, Section 5) as established by the Executive Board of the CFTOA.

D. All requests for Chapter organization, in compliance with the CFTOA Chapter Organization Guidelines, will be presented to the CFTOA Executive Board for review. If the Chapter request is complete and is approved by the Executive Board, the new Chapter will be presented to the membership at the regularly scheduled meeting following receipt of the request.

Section 6. Honorary Membership

A. Honorary membership may be awarded to a person for outstanding contributions to fire service training in the State of Colorado. Any Active member may nominate an individual for honorary membership. An affirmative majority vote of the membership at a regularly scheduled meeting will be sufficient to confer honorary membership.

B. Honorary members will remain on the CFTOA roster, and will not be required to pay the annual membership fee.

C. Honorary members may participate on committees and working groups, as their historical knowledge can be beneficial to these programs.

D. Honorary members are not eligible to vote.

Section 8. Revocation of Membership

- A. Any member may have their membership revoked for cause (i.e. unprofessional or unethical conduct, acts deemed to be detrimental to the Organization, etc.) upon recommendation of the Executive Board and by a majority vote of the membership present at a regular meeting.
- B. Any corporate member may have their membership revoked by a majority vote of the Membership present at a regular meeting for cause or violation of Article IV, Section 4c.

Article V Conduct of Meetings

Section 1. Regular Meetings

- A. There shall be no fewer than six (6) regularly scheduled meetings per year. Meetings may be held more often as determined by the membership or when called by the President. The exception to this will be an event and/or emergency within the State of Colorado which is a priority.
- B. The President will set the time of the meeting.
- C. The presence of seven (7) member departments/agencies in good standing shall constitute a quorum.
- D. The regular meeting in December of each year shall be known as the Annual Meeting and shall be for the purpose of nominating and electing officers in addition to conducting other business as usual.
- E. The Agenda for any regular meeting shall follow the Order of Business stated in Article V, Section 4.
- F. As the need arises, the President may at his/her discretion modify the order of business to address important issues or for special presentations.

Section 2. Special Meetings

- A. The President may call a Special Meeting.
- B. A Special Meeting may be requested by seven (7) Active member department/agencies who shall present their request, in writing, to the President.
- C. The President will notify the membership of a Special Meeting, which will be held no sooner than ten (10) days from the time the President deems that the Special Meeting is necessary. The President will select the date, time and location of any Special Meeting.

D. The President will determine the Agenda of a Special Meeting.

Section 3. Rules of Order

- A. All meetings of this Organization shall be governed by Robert's Rules of Order, revised edition.
- B. Should Robert's Rules of Order, revised edition, conflict with the Constitution and Bylaws of the Colorado Fire Training Officers Association, the Constitution and Bylaws shall prevail.

Section 4. Order of Business

- A. The suggested agenda of a Regular Meeting will be as follows:
 - 1. Call to Order
 - 2. Pledge of Allegiance
 - 3. Roll Call
 - 4. Introduction of Host Department/Agency
 - 5. Approval of Minutes
 - 6. Application for Membership
 - 7. Treasurer's Report and Communications
 - 8. Committee and Organization Reports (may be reviewed by exception)
 - 9. Old Business
 - 10. New Business
 - 11. Calendar of State Training, including upcoming events
 - 12. Thanks to Host Department/Agency
 - 13. Adjournment

Article VI
Voting

Section 1. Eligibility

- A. Only those departments/agencies represented by an active member shall be allowed to vote. Each department/agency present is entitled to ONE (1) vote, regardless of the number of Active members representing the member Department/Agency.
- B. The members of a sanctioned Chapter of the CFTOA may vote by proxy, using the approved format in the Chapter Organization Guidelines, at a Regular or Special Meeting. Each member proxy must be delivered in accordance with the Chapter Organizational Guidelines.

Section 2. Decision by Vote

- A. A simple majority of the ballots cast shall constitute passage of a motion, unless specifically stated otherwise in these Bylaws.
- B. Generally, voting will be by voice vote, with members either voting aye, no or abstaining. Written ballot may be used when chosen by the membership or the President.

Article VII Officers

Section 1. Elective Offices

- A. The elective offices of the CFTOA shall be the President, the Vice President, the Secretary, and the Treasurer.
- B. These elected positions shall constitute the Executive Board of the CFTOA.
- C. The President may combine the offices of Secretary and Treasurer at his/her discretion.

Section 2. Terms and Conditions of Officer

- A. Only Active members in good standing may hold office in the CFTOA.
- B. The term of office for an elected office shall be two (2) years.
- C. The President and Secretary shall take office at the February meeting of odd numbered years. The Vice President and Treasurer shall take office at the February meeting of even numbered years.
- D. If the offices of Secretary and Treasurer have been combined, the Secretary/Treasurer shall take office at the February meeting of odd numbered years.
- E. No more than one (1) member from a department/agency may hold an elected office at any one time unless approved by two-thirds (2/3) of the eligible votes cast a regular meeting.
- F. At no time shall there be more than two (2) members from the same department/agency on the Executive Board.
- G. No officer elected or appointed shall hold more than one office at a time in the Organization, except as provided by Section 1, paragraph C above.

- H. Any elected officer who is unexcused for three (3) consecutive monthly meetings shall forfeit their position as an officer with the CFTOA, unless approved by two-thirds (2/3) of the eligible votes cast a regular meeting.
- I. Absences for officers shall be recorded as excused or unexcused in the meeting minutes. The President or the presiding officer of a meeting shall have the final determination for the excuse of an absence

Section 3. Election of Officers

- A. Any Active Member may nominate a candidate for an elective position during the Regular meeting in October of each year.
- B. Nominations will be reopened at the Annual meeting in December or each year, with the election to immediately follow.
- C. Voting for elected offices may be by secret ballot.

Section 4. Duties and Responsibilities of the Officers

- A. President
 - 1. The President shall call and conduct all meetings. The President shall have the right to vote on all matters and shall appoint all committees. The President is the authorized representative and spokesperson of the Organization. The President may appoint a representative, in his/her absence, to attend meetings of other fire service organizations that affect the interest of the CFTOA.
 - 2. It shall be the duty of the President to appoint an Audit Committee. The Audit Committee shall monitor all financial activities of the organization. They shall audit the Organization's financial records at least once each calendar year (January 1 through December 31), prior to the February meeting, and more often if deemed necessary. There shall be no fewer than three (3) Active Members, excluding the Treasurer, on the Audit Committee.
 - 3. In the event an officer resigns or is otherwise unable to complete his/her term of office, the President will appoint an Active Member to fill the unexpired term of office.
 - 4. The President may appoint committee members to serve the CFTOA at his/her pleasure. These appointments may include an

Executive Board member. The President may also appoint standing committees or select committees. Examples of CFTOA committees are listed in the Administrative Guidelines.

5. The President shall serve on the Executive Board of the Colorado State Fire Chiefs Association as the representative of this Organization.

B. Vice President

1. The Vice President shall perform the duties of the President in his/her absence and shall assist the President in the performance of his/her duties. The Vice President shall coordinate meeting locations and the training programs for each meeting, when applicable.
2. The Vice President shall be responsible for coordinating the CFTOA's social media tools, such as the CFTOA website, Facebook, twitter, etc.

C. Secretary

1. The Secretary shall write the Minutes of Meeting, keep a historical record of the Organization in a Minute Book, maintain records of all important transactions of the Organization, call Roll when directed to by the President, and perform other duties as directed by the President. Meeting minutes shall be distributed to all members in good standing and posted on cftoa.org.
2. The Secretary shall make a report at each regular meeting, presenting new Applications for membership and correspondence received by or sent by the Organization.
3. The Secretary shall maintain a current inventory of items and property owned by the CFTOA.
4. The Secretary shall maintain a current listing of all members (Active, Associate, Chapter and Honorary) and make this list available to members upon request.
5. The Secretary shall be responsible for maintaining the CFTOA's email contacts list, and for distributing CFTOA email to the membership.

D. Treasurer

1. The Treasurer shall be responsible for conducting and documenting the financial transactions of the Organization utilizing sound accounting practices.
2. The Treasurer shall make a report at each regular meeting, accounting for all money received, deposited and expended by the Organization.
3. The Treasurer shall make available to the President and/or Audit Committee, upon request, all financial records for the purpose of conducting an audit.

Article VIII Financial Matters

Section 1. Dues

- A. The amount of the annual dues shall be set by a majority vote of the membership present at the Annual Meeting in December of each year and shall be payable on or before each member's renewal date.
- B. New membership and renewal dues are currently set at \$125.00 per Member Department/Agency, and \$20.00 per individual for each additional individual from a Member Department/Agency wishing to receive correspondence from the Organization. A department/agency that wishes to have active membership, but is financially unable to meet the active membership annual dues requirement can apply for active membership by submitting an application along with a letter to the CFTOA E-Board requesting that the membership fee be waived based on budgetary constraints. Those members that belong to a CFTOA Chapter have reduced membership dues. Dues for Chapter members are currently set at \$100.00 per member department/agency, and \$20.00 per individual for each additional individual from a member department/agency wishing to receive correspondence from the Organization.
- C. Any member and/or department/agency that have not paid their annual dues by their renewal date shall be delinquent and no longer in good standing. Reinstatement for expired memberships will be the established membership rate.
- D. Each Member Department/Agency of a sanctioned CFTOA Chapter must pay annual membership dues in accordance with Article VIII, Section 1, Paragraph B and C. Separate Chapter dues will be at the discretion of the individual Chapter organization, in accordance with the Chapter Organization Guidelines.

Section 2. Monies, Handling and Use

- A. All monies shall be made payable to the CFTOA. The Treasurer shall deposit all funds received by the Organization in the account(s) of the CFTOA held in a banking facility insured by the Federal Deposit Insurance Corporation and must maintain current signature cards for all active bank accounts held by the Organization.
- B. The CFTOA shall have the power to acquire, receive, and accept by way of gift, purchase, lease, or otherwise, money and property of every kind, nature and description, without limitation as to the amount or value. The CFTOA shall have the power to sell or dispose of said property and to use any of said property to accomplish the Goal of the Organization without limitation, except as may be imposed by the Bylaws of this Organization or any laws applicable thereto.
- C. The CFTOA is hereby authorized to make, enter into, perform and carry out contracts of every kind and description, with any person, firm, association, or corporation to accomplish the Goal of the Organization.
- D. The Officers of the CFTOA are approved to obligate the Organization for funds less than or equal to five hundred (\$500.00) to handle the day-to-day operations of the Organization. These obligations may include postage, copying costs, meeting expenses, donations, travel expenses and recognition gifts for members.
- E. No Officer shall financially obligate this Organization in excess of five hundred (\$500.00) unless authorized to do so by a majority vote of the members present at a regularly scheduled meeting.
- F. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding

section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

- G. The financial records of this Organization shall be accessible and the Executive Board may disclose information to member departments/agencies upon request in writing to the Secretary, and upon approval by the executive board.

Article IX **Amendments**

- A. The Constitution and Bylaws of the CFTOA must be reviewed every three (3) years or sooner, if upon the recommendation of the Executive Board. The President will appoint a Revision Committee.
- B. Should any portion of these Constitution and Bylaws be found to be in error or be repealed for any reason during the three year interim period between revisions, only that part found to be faulty shall be removed or amended and shall not affect the remaining articles or sections.
- C. The Constitution and Bylaws may be amended or revised by a vote of two-thirds (2/3) of the eligible votes cast at a regular meeting provided the amendment and/or revision was presented at the previous Regular Meeting, and copies were sent to all members prior to the meeting at which the vote will be taken.
- D. Notification of a meeting to take action on the Constitution and Bylaws will be included in the distribution of the proposed changes sent to the members.
- E. The President will include the amendment/revision of the Constitution and Bylaws in the scheduled meeting Agenda, under New Business.

Article X **Proctor Code of Conduct and Ethics** **Colorado Division of Fire Prevention & Control**

As a proctor for the Colorado Division of Fire Prevention & Control, I understand and agree to the following:

Mission Statement:

To provide the citizens of Colorado with a firefighter who is: ethical, physically and psychologically competent, well-educated, professionally trained, motivated, and sensitive to the needs of the public.

Professional Conduct:

As a proctor, my fundamental duty is to serve the community; to safeguard lives and property and to respect the Constitution of the United States and the State of Colorado. I recognize the privilege of Colorado Division of Fire Prevention & Control certification as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. In support and implementation of these duties, I hereby adopt and accept the following code of conduct:

- a. I shall conduct myself at all times in a manner that does not damage or have the likely result of damaging or bringing the public image, integrity, or reputation of the Colorado Division of Fire Prevention & Control. The Colorado Fire Training Officers Association, or my department or myself into discredit or disrepute while providing for the safety of the candidate.
- b. As a representative of fire service agencies or fire service related professions, I will conduct myself in a manner that will bring credit to the profession. My standards of behavior will reflect courtesy, consideration and respect for the rights and privileges of fellow proctors and of candidates.
- c. I understand that dishonesty, untruthfulness, profanity, promoting personal business interests, or discourtesy will not be tolerated. Any conduct detrimental to the conduct, efficiency, safety or discipline of the Division of Fire Prevention & Control or other facilities, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action up to and including revoking my proctor certification.
- d. I will conduct examinations to the best of my ability to prevent injury; to avoid physical, mental, or emotional harm.
- e. I will conduct examinations in **a manner** where my behavior is respectful of diversity and does not include horseplay or harassment
- f. I will not give away specific test questions and their answers.
- g. I will dress appropriately, to include: attire of a fire uniform, business dress, or personal protective equipment, along with appropriate weather and safety gear as applicable.
- h. I will respect and ensure student respect and care of equipment and property used during the course of examination.

Article XI
Dissolution

- A. After written notice to the members, the Organization may be voluntarily dissolved by a vote of two-thirds (2/3) of the eligible votes cast at a meeting called expressly for such purpose.
- B. Upon the Dissolution of the Organization all financial and written records of the Organization shall be delivered promptly into the custody of a designated representative, such as the Colorado State Fire Chief's Association.
- C. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ADMINISTRATIVE GUIDELINES

These Administrative Guidelines are an addendum to the constitution and Bylaws and serve an administrative reference only. The Executive Board may change these Guidelines at any time.

Section 1. Standing Committees

- A. A Standing Committee is appointed to address permanent and unchanging business of the CFTOA.
- B. The President is responsible for appointing members to serve on the Organization's Standing Committees. The President should base his/her appointments upon the voluntary interest of the member. Committee Members shall be dues paying members of the CFTOA.
- C. Recommended Standing Committees:
 - 1. Proctoring
 - 2. Constitution and Bylaws Revision
 - 3. Leadership

Section 2. Select Committees

- A. A Select Committee is appointed to address a specific purpose, case or situation, which may arise and require action by the CFTOA. The work of these committees is considered temporary in nature.

- B. The President is responsible for appointing members to serve on the Organization's Select committees. The president should bas his/her appointments upon the voluntary interest of the member. Committee Members shall be dues paying members of the CFTOA.
- C. Recommended Select Committees:
 - 1. Certification Issues
 - 2. Communications and Public Relations
 - 3. Training and Development

Section 3. Fire Service Organization Interaction

- A. Important to achieving the Goal of the CFTOA is continued interaction with various fire service related organizations in the State of Colorado. From time to time, as deemed necessary by the membership, a member may be selected by the membership to serve as the CFTOA representative to said organization.
- B. The CFTOA has a designated position on the State of Colorado Fire Safety Advisory Board. Upon the resignation, removal or expiration of term of the present representative, the membership will select a representative deemed to be qualified to represent the interests of the CFTOA and fire service training in Colorado.
- C. It is important that the CFTOA maintain a positive and supportive working relationship with the Colorado Division of Fire Prevention & Control. The President and Executive Board will encourage the Division of Fire Prevention & Control to have a representative of their organization in attendance at each Regular Meeting of the CFTOA.
- D. The interactive association between the CFTOA and the Colorado State Fire Chiefs Association (CSFCA) will be maintained through the duty of the President to serve on the CSFCA Executive Board, as required by the Constitution and Bylaws, and the CFTOA assistance in presenting the annual Fire Leadership Challenge.

Section 4. Outreach Education Pricing

- A. CFTOA may present or sponsor courses or training activities. Compensation for instructors will follow the State of Colorado instructor payment and reimbursement policies and procedures. Unique instances, such as bringing in a national instructor at a higher rate, will be addressed on an individual basis and subject to Article 8 of the bylaws.

Section 5. Guidelines for Establishing a Chapter

- A. Request from CFTOA a list of CFTOA members within the geographic areas in which you wish to develop a chapter (request form).
- B. Request from CFTOA a list of the chapter presidents throughout the state. Presidents of other chapters, particularly recently developed chapters, can be contacted for suggestions and guidance.
- C. Send a notice of the intent to begin a chapter to the governing body of the CFTOA. In this notice, call for a meeting giving the date (at least thirty days in advance), time, location and purpose of the meeting.
- D. The purpose of this meeting should be to determine the need and interest for developing a chapter, to decide upon a chapter name, to develop election procedures, develop a plan for drafting bylaws or adopting the model bylaws and to set the date for the next meeting.
- E. Election/Organization Meeting: All CFTOA members who reside in the geographic areas of the chapter being developed shall be invited. The CFTOA governing body shall also be notified of this meeting.
- F. The following action shall occur at the organizational meeting:
 - 1) Resolution from the chapter agreeing to abide by the CFTOA bylaws relating to chapter membership.
 - 2) Elect officers and board members for positions deemed necessary for the functions of the Chapter.
 - 3) Establish term limits for officers and board members that meet the needs of the charter members.
 - 4) Select a dues structure, if deemed necessary, that meets the needs of the Chapter.
 - 5) Written commitment of at least five CFTOA members to become charter members of the chapter.
 - 6) Statement attesting that the intent of the goal and objectives in the chapter bylaws does not conflict with the intent of the goal and objectives in the CFTOA bylaws.
 - 7) Statement that the chapter will maintain a minimum of 5 CFTOA members in its membership at all times. The chapter may have additional members that are not CFTOA members, however these members will not be eligible for the additional benefits provided by CFTOA membership.
- G. Items F-1 through F-6 above shall be submitted to the CFTOA State President. If the documentation is complete the President will submit the request for charter to the CFTOA at the next regularly scheduled meeting (The CFTOA ordinarily meets bi-monthly).

- H. The elected officers of the CFTOA are available, schedules permitting, to speak at the chapter organizational meetings to promote membership.
- I. The official certificate of chapter approval, when granted by the CFTOA will be mailed to the new Chapter President. The charter of the newly formed chapter will be recognized at its next monthly meeting.

Safety Initiatives



The Colorado Division of Fire Prevention & Control supports the 16 Firefighter Life Safety Initiatives through proactive advocacy and a comprehensive certification program based on demonstrated proficiency. The Job Performance Requirements (JPRs) at all levels support firefighter safety and survival. The 16 initiatives below are the foundation of our standards based certification program.

16 Firefighter Life Safety Initiatives

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility.
2. Enhance the personal and organizational accountability for health and safety throughout the fire service.
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities.
4. All firefighters must be empowered to stop unsafe practices.
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform.
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform.

7. Create a national research agenda and data collection system that relates to the initiatives.
8. Utilize available technology wherever it can produce higher levels of health and safety.
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses.
10. Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.
11. National standards for emergency response policies and procedures should be developed and championed.
12. National protocols for response to violent incidents should be developed and championed.
13. Firefighters and their families must have access to counseling and psychological support.
14. Public education must receive more resources and be championed as a critical fire and life safety program.
15. Advocacy must be strengthened for the enforcement of codes and the installation of home fire sprinklers.
16. Safety must be a primary consideration in the design of apparatus and equipment.

CHAPTER REQUEST FOR MAILING LIST

Name

**Proposed
Chapter***

Address

City/State/Zip

Phone: Day _____ **Evening** _____

Fire Department/Agency

Area: Please list zip codes for area of your chapter or proposed chapter, or provide city/town and/or District/Authority names that would be in the area of your chapter.

***If you are requesting a list for the purposes of forming a new chapter, please list general area in which chapter is to be located.**

Return to:

**Secretary
Colorado Fire Training Officers Association
P.O. Box 18136
Golden, CO 80402**