Plumas County Fire Chiefs Association
Constitution and By-Laws
As of September 24, 2026

Article I – Name

This organization shall be known as the Plumas County Fire Chiefs Association.

Article II – Vision, Mission and Values

Section 1 – Strategic Plan

1.1 (a) Our Vision for our future: What We Aspire to Become

We are rural fire departments who are united and working together to provide high quality Fire/EMS/Rescue services in a seamless and cost effective manner.

To achieve the vision, we will:

Strive to be leaders who promote regional efforts through common goals, mutual and automatic aid, fire prevention, and training;

Operate in a well organized manner and serve as a role model for other rural county fire chief associations;

Exercise our political influence in a positive and helpful manner and promote equitable fire protection and funding/taxation throughout the County.

1.1 (b) Our Mission: What We Do

We are a volunteer association of fire chiefs and rural fire departments united in our efforts to organize, lead, and improve the fire services in Plumas County.

To achieve this mission we will:

1.1 (b) 1. Provide for the assembling of Fire Chiefs and other association members at regularly scheduled meetings to discuss matters pertinent to the fire service, to participate in educational and informative activities and to conduct the business of the Association.

1.1 (b) 2. Present to the membership information and educational material which is current and applicable to department administration.

1.1 (b) 3. Solicit ideas and news of fire service interest and value for the betterment of the fire services of the Plumas County area and transmit the same to the membership.

1.1 (b) 4. Achieve cooperation and coordination of long-range fire service objectives among all fire departments and emergency services organizations.

1.1 (b) 5. Sponsor educational programs for the benefit of the Plumas County area.

1.1 (b) 6. Develop appropriate legislation, and/or respond to proposed legislation, as approved and/or directed by the membership, identify supportive legislation, and take steps necessary for successful introduction and passage or defeat.

1.1 (b) 7. Administer the Plumas County Mutual Aid Agreement and appendices to promote safe, smooth, and seamless operations.

1.1 (c) - Our Values: What We Believe In and How We Behave

1.1 (c) 1. Positive Leadership: *We strive to be effective leaders through making things better, rather than complaining. We lead through example and encourage teamwork and cooperation. We are thoughtful in all we do.*

1.1 (c) 2. Mutual Support: *We value trust, respect, and honesty. We are professional in everything we do. We help each other through our association's goals and mutual and automatic aid programs. We are striving for smooth and seamless inter-operability in County emergency services.*

1.1 (c) 3. Prevention & Public Education: *We value fire and life safety prevention programs; we lead and support many related activities. We help educate the public and leaders. This includes being politically active when needed to assure the community takes the proper action to be safe.*

1.1 (c) 4. Being Organized & Having Plans: *We value each other's time and are well organized. We engage in regular strategic planning to help assure safe and effective response and to shape the future of our services.*

1.1 (c) 5. Customer Service: *We treat our firefighters with respect and dignity and value being nice. This leads to the same behaviors in the field with our customers and community in non-emergency and emergency situations.*

1.1 (c) 6. Safety & Training: *We make safety and providing great training our top priorities. We value safety in daily operations and emergencies. We seek grants, secure funds and secure donations to make sure we have the proper training and equipment needed including all appropriate personal protective equipment.*

1.1 (c) 7. Knowledgeable & Resourceful: *We maintain awareness of the current best practices in our industry and take advantage of the many resources available to us to help succeed.*

Section 2 – Nature

2.1 Except as otherwise provided for in Section 1.1 (b) 6, this Association shall be absolutely non-political and shall not be used directly or indirectly for the dissemination of partisan principles and for the promotion or candidacy of any person seeking public office or preferment.

Article III – Membership

Section 1 – Membership

1.1 Membership in this Association shall be limited to persons having a vested interest in the fire and/or emergency services of Plumas County and shall be comprised of the following classes:

1.1 (a) Active membership: All active Fire Chiefs or their designee, either paid or volunteer, of a city fire department, a Fire Protection District, the County Fire Department, a Fire Protection District, the Department of Forestry and Fire Protection and of the U.S. Forest Service, providing fire protection in the County, are eligible for membership in the Plumas County Fire Chiefs Association.

1.1 (a) 1. Voting rights are limited to active members or their designated representative.

1.1 (b) Associate Membership: Associate members shall be entitled to all benefits and privileges of membership provided by the Association except that they shall not be eligible to vote on matters pertaining to association policy, finance, or bylaws . Those eligible for membership are as follows:

1.1 (b) 1. Any officer whose Chief is eligible to belong to the Association.

1.1 (b) 2. Any person affiliated with an emergency service agency associated with the fire services within Plumas County. Such individual membership shall be approved by the voting membership and may have voting privileges if voted on by the active members.

1.1 (b) 3. Any person who in good standing, is associated with an emergency medical department or organization within Pumas County; and any person who in good standing is associated with emergency management, fire prevention, or fire service education and training organization i.e. Feather River Community College, Truckee Meadows Community College District.

1.1 (c) Life Membership:

1.1 (c) 1. Life membership is open to all retired past members. There will be no dues or assessment and no voting rights for such membership.

Section 2 – Soliciting of Funds:

2.1 No member shall solicit funds for the Association without the consent of the membership.

Section 3 – Code of Ethics:

3.1 We have adopted the National Firefighter Code of Ethics as a standard for our behavior.

3.2 Members shall disclose any actual or potential conflict of interest related to Association business and shall abstain from discussion and voting on such matters.

National Firefighter Code of Ethics

Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

The purpose of this National Firefighter Code of Ethics is to establish criteria that encourage fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

Fire Fighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following:

• Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
• Accept responsibility for my actions and for the consequences of my actions.
• Support the concept of fairness and the value of diverse thoughts and opinions.
• Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
• Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
• Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
• Be respectful and conscious of each member's safety and welfare. • Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
• Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
• Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.

• Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
• Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
• Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
• Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
• Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Section 4 - Sanctioning or Expulsion of Members

4.1 If it is clearly demonstrated to the membership that a member has violated the intent of Section III then the member may be sanctioned by a 2/3 vote of the membership, assuming a quorum. Sanctioning may include private censure, public censure, expulsion or membership bar. The degree and actions to be taken relating to the censure of a member will be determined and recommended after investigation by the Association Officers.

4.2 Prior to any vote on sanction or expulsion, the member shall be notified of the concern and provided an opportunity to respond.

Article IV – Officers

Section 1 – Eligibility to Hold Office:

1.1 Any active member who has been in good standing for at least one (1) year prior to the election date shall be eligible to hold office in this Association.

Section 2 – Officers:

2.1 The officers of this Association shall be a President, Vice President, and Secretary/Treasurer who shall all serve without bond. The office(s) of Secretary/Treasurer may be individually filled by a Secretary and a Treasurer. Elections shall be held at the first meeting of each year and determined by a vote of all active members present.

2.2 Officers shall serve a term of one (1) year and may be re-elected.

Article V – Duties of Officers

Section 1 – President:

1.1 It is the duty of the President to preside at all meetings of the Association, to appoint members to all committees not otherwise provided for, and to perform such other duties as may be required of the office by action of the members at regular meetings. Acts as the information officer for the Association.

Section 2 – Vice President:

1.2 Shall assume the duties of the President in that officer's absence. Represents the Association as assigned by the President. Plans the program, speakers, etc. for the regular meetings and solicits departments for meeting sites.

Section 3 – Secretary/Treasurer:

1.3 It shall be the duty of the Secretary to keep the minutes of all regular meetings; distribute said minutes to each active member prior to the next meeting. Uses appropriate internet-based technology to maintain group calendar and file storage, distribute flyers, and otherwise communicate information on behalf of the Association. Shall preside at meetings in the absence of the President and Vice President. Shall work with the Treasurer to send out billings for dues with the minutes of the first meeting of the year and pay all bills of the Association upon approval.

It shall be the duty of the Treasurer to collect all monies due the Association from all sources and shall have custody of all the funds. All monies in their possession belonging to the Association shall be deposited under the name of the association in an approved bank. They must keep a true and accurate record of all monies received and disbursed and shall expend no funds except upon proper authorization. No officer or member shall incur any expenses in the name of the Association without the authority of the Officers or the Association except the Treasurer for the necessary expenses of his/her office such as the annual post office box fee. At the expiration of his/her term of office, they shall deliver to successor all monies, books and documents with all vouchers and other property in their charge, belonging to or held in trust for the Association.

Section 4 - Filling Officer Vacancy:

4.1 A vacancy occurring in any office shall be filled by prompt action of the Officers, through a recommendation to the membership at the next regularly scheduled meeting.

Article VI – Meetings

Section 1 – Meetings:

1.1 Regular meetings shall be held at least quarterly, but may be more frequent as recommended to the membership by the President and voted upon by the general membership present at that meeting.

1.2 Special meetings may be called by the President as necessity may demand by notifying the membership. A minimum of 72 hours prior notice to the membership shall be made; the urgency item and background information stated; the date, time and place shall be sent electronically to the membership.

1.3. The meeting place shall be selected depending on facility availability and other needs.

1.4 Meetings may be conducted in person or through teleconference or other electronic means, as determined appropriate by the President.

1.5 Meetings conducted by teleconference, zoom, or other electronic means shall be considered official meetings, provided that:

- Every voting member can hear and communicate with other participants simultaneously
- A quorum is established
- Votes are conducted in a manner that accurately identifies each voting member and records the outcome
- Members participating electronically shall be considered present for purposes of establishing a quorum and voting

Section 2 – Quorum:

2.1 A quorum shall consist of:

- At least two (2) elected officers of the Association; and
- A majority of the active voting members of the Association then in good standing.

2.2 Conduct of Meetings Without Quorum
A meeting of the Association may be called to order and conducted regardless of whether a quorum is present at the time the meeting begins. When a quorum is not present, members may conduct discussion, receive reports, provide updates, exchange information, and consider matters of Association business; however, no motions, resolutions, elections, or other official actions requiring a vote may be taken.

Once a quorum has been established, the Association may conduct official business until adjournment unless attendance subsequently falls below the required quorum. If attendance falls below quorum during the meeting, discussion and other non-voting business may continue; however, no motions, resolutions, elections, or other official actions requiring a vote may be taken until a quorum has been reestablished.

If a quorum cannot be established or reestablished, matters requiring official action may be deferred to the next regularly scheduled meeting or addressed at a special meeting called in accordance with these Bylaws, which may be conducted by electronic means when appropriate.

2.3 Except as otherwise specified in these bylaws, all actions of the Association shall require a quorum and approved by a majority vote of the active members present.

Section 3 – Order of Business:

3.1 The following shall be used as a guide at all regular meetings:

a. The presiding officer may interject programs as necessary

b. Call to order

c. Reading and approval of minutes of the last meeting

d. Introduction of guests

e. Correspondence

f. Treasurer's report

g. Committee reports

h. Old business

i. New business

j. Round table

k. Miscellaneous

l. Adjournment

Section 4 – Rules of Order:

4.1 Questions of rules of order shall be in accordance with "Robert's Rules of Order".

Article VII - Dues

Section 1 – Dues and Assessments:

1.1 Dues amount shall be set annually at the last meeting at year end. Assessments may be levied by a vote of the active membership at a regular meeting. Dues are due and payable within 30 days of receipt of invoice.

Article VIII – Committees

Section 1 – Purpose:

1.1 Committees shall be appointed ad hoc by the President as the need may arise.

Article IX - Sections

Section 1 - Sections Established:

1.1 The Officers, at their discretion, may establish such special interest or functional sections as may be appropriate in furthering the mission of the Association.

Section 2 - Sections Defined:

2.1 Sections will be emergency service related and may focus on specific interest or functional areas. Sections may include, but are not limited to Training, Prevention (Community Risk Reduction (CRR)), or the Hazardous Materials Team. Sections are an integral part of the Association and function within the bylaws.

Section 3 - Section Membership:

3.1 No additional membership fee will be charged to participate in a Section. Selection of a Section Chair and other appropriate officers and establishment of Section operating guidelines may be accomplished by the Section membership as necessary but such guidelines may not be in conflict with these by-laws.

3.2 The President may assign an active member of the association to serve as a liaison and advisor between the Section Chair and the association. The purpose of this position may include but not be limited to: mentoring, guiding, requesting information from the Section, and/or to answer any questions the Section may have between regular association meetings.

Article X – Revision of these Rules and Section Rules

Section 1 – Revisions:

1.1 Revisions of these by-laws shall be agendized and may be voted on at any regular meeting of the calendar year. Revisions shall be printed and/or otherwise distributed electronically by the Secretary to the active membership, posted on the association website and to others as necessary

Section 2 – Timing:

2.1 Revision of the By-Laws and Constitution of any section may occur at any regular meeting of the calendar year, but shall be reviewed not less than once every 5 years.

Article XI - Liability Protection

Section 1 - Indemnification:

To the fullest extent permitted by law, the Association shall indemnify its officers and members against any claims or liabilities arising from actions taken in good faith within the scope of their duties. This Association does

not assume liability for the independent actions of individual departments or agencies.

Article XII – Definitions and Clarifications

Section 1 – History:

1.1 These constitution and by-laws were adopted by the Plumas County Fire and Emergency Services Association at their meeting on April 29, 2000. The parent name was changed to the Plumas County Fire Chiefs Association in 2009. These constitution and by-laws were updated and adopted in the last quarterly meeting of 2012, in the last quarterly meeting of 2018, and in September of 2026. An addendum page will be attached to this document to depict the amendments.