

**Wisconsin Technical College System  
Fire Service Advisory Committee By-Laws**

**I. Mission Statement**

The mission of the Wisconsin Technical College System (WTCS) Fire Service Advisory Committee (herein after referred to as “Committee”) is to provide recommendations, feedback and support to the WTCS Fire Service Education and Training (FSET) with regard to the relevance and availability of its educational, training, testing and certification delivery.

**II. Purpose**

The purpose of the Committee is as follows:

- Serve in an advisory capacity to the Fire Service Director (FSD) and/or Associate Vice President of the Office of Instructional Services (AVP-OIS) of the WTCS.
- Make recommendations to achieve competence of minimum fire service standards.
- Strengthen and promote state fire service education and training.
- Recommend policies and guidelines for WTCS fire service programs while recognizing local needs.

**III. Meetings**

Meetings of the Committee are held semi-annually in the spring and fall. Meeting dates, times and locations will be established by the WTCS FSD. Special meetings may be called at the Co-Chairs’ discretion. A conference call line shall be made available for participation, as requested.

**IV. Membership and Voting**

The Committee will consist of one member (and specified alternate) from each of the following designated organizations, plus the WTCS Fire Service Director. The AVP-OIS shall serve as the alternate to the WTCS Fire Service and Training and fill in should the position be vacant.

1. Professional Fire Fighters of Wisconsin (PFFW)
2. Wisconsin Technical College Fire Service Coordinators (including the Milwaukee Fire Department Training Academy)
3. Wisconsin Emergency Management (WEM)
4. Wisconsin Fire Inspectors Association (WFIA)
5. Wisconsin Society of Emergency Services Instructors (WSESI)
6. Wisconsin State Firefighters Association (WSFA)
7. Wisconsin State Fire Chiefs Association (representative each from volunteer, combination, and career Departments) (WSFCA)

Each organization listed above may cast only one vote each, for a maximum total of seven votes. In the case of the WSFCA, a single consensus vote shall be cast. The WTCS FSET shall be a non-voting member except in the case of a tie vote.

**V. Selection Process**

Recruitment of Committee members will be through each represented membership organization. Representatives shall be appointed through their affiliated member organization to the WTCS FSET. Final decision of membership rests with the WTCS FSET with input from the AVP-OIS if needed.

## **VI. Term of Assignment**

The committee year (as applied to membership and officers) is from September 1st to August 31st. Members of the Committee will serve a term of two (2) years. Biannually, in June of odd numbered years, organizations will be contacted to reaffirm or newly appoint a representative.

Should a member be unable to fulfill their term on the committee, a replacement from the same organization will be recruited. The replacements for Committee positions shall follow the selection process identified above. The WTCS Fire Service Director is a permanent appointee to the committee.

## **VII. Participation Expectation**

Active participation is critical to the effectiveness of the Committee. Committee members are expected to notify their designee, should they be unable to attend a meeting. If a committee member (or their designee) has not attended for two consecutive meetings, a correspondence will be sent to the respective organization to determine the status of the member and/or the organization's desire to participate. The Committee Co-Chairs shall consider extenuating circumstances before seeking a replacement for a Committee member.

## **VIII. Committee Leadership**

Officers of the Committee shall consist of two Co-Chairs. The WTCS Fire Service Director will serve as one of the Co-Chairs. The remaining Co-Chair is elected for a term of two (2) years. The Co-Chair may serve up to two-consecutive terms. Election of the Co-Chair shall take place at the fall meeting.

The duties and responsibilities of the Co-Chairs are as follows:

- Schedule, create and distribute the agenda and associated information in accordance with Open Meeting guidelines
- Work with the Fire Service Education Specialists to ensure all details related to the meeting have been arranged (i.e. agenda items, projects, minutes, facilities, etc.)
- Call and publish special meetings as needed.
- Facilitate all scheduled/special meetings.
- Appoint and oversee sub-committees and teams as needed.

## **IX. Operation of the Fire Service Advisory Committee**

All meetings are open to any interested parties as an observer. In order to ensure a wide breadth of input from stakeholders in fire education, a quorum will consist of at least one half of the membership. The Committee will work on a consensus model, and when consensus is not attained, will provide that feedback to the AVP-OIS. Voting, when necessary, is limited to issues related to the functioning of the committee and identification of committee leadership. In the event of a tied vote, the WTCS Fire Service Director shall cast the deciding vote. The parliamentary procedure to be used is Roberts Rules of Order.

## **X. Revision of the Fire Service Advisory Committee By-Laws**

The by-laws of the Committee shall be reviewed annually at the fall meeting, but changes may be proposed at any meeting. Proposed revisions to the by-laws (except for the Mission and Purpose statements), will be published in the meeting minutes and distributed to all committee members. The proposed revisions will be discussed at the following meeting. Approval of the revisions to the by-laws requires a two-thirds (2/3) majority of all voting members. Votes shall be submitted in writing prior to or at the next meeting.