



Colorado State Fire Chiefs' Association

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MEMORANDUM

To: CSFCA Board of Directors
From: Paul L. Cooke, Executive Director & Steve Pischke, CSFCA Vice-President
Subject: Proposed Restructuring of Legislative Process
Date: October 28, 2009 Revised - November 18, 2009

In recent years, the CSFCA has realized a great deal of success in its efforts to advocate on behalf of its members before the Colorado General Assembly. The following table illustrates the number of bills actively worked by the CSFCA, the position of these bills, and a measurement of success.

Summary of Legislative Activity by CSFCA 2007-2009

	No. of Bills Supported by CSFCA	No. of Bills Passed	No. of Bills Failed	Percent of Bills Passed	No. of Bills Opposed	No. of Bills Monitored
2007 Session	11	8	3	73%	0	11
2008 Session	19	12	7	63%	0	14
2009 Session	26	17	9*	74%	1	16

* Includes 3 bills that were killed by the sponsor because the provisions of these bills were rolled into another bill that the CSFCA supported and passed. Thus, the actual number of bills supported by the CSFCA that failed was six. The percentage was adjusted to take this into consideration.

More important than the number of bills supported by the Association and enacted into law is the subject of these bills and their impact with respect to the mission of the CSFCA to reduce the loss of life and property and to protect Colorado's citizens and institutions from all types of emergencies. A summary of the bills enacted during the last three years that were supported by the CSFCA is included as Appendix A.

What is also evident from the above table is that the number of bills actively worked by the CSFCA has increased significantly over the past three years; from 22 bills in 2007 to a total of 43 bills in 2009. This legislative workload is not manageable within the Association's limited resources, without restructuring the way we do business. This is especially true when you consider that legislative advocacy is not limited to the 120 day session, but is a year-round effort.

The association's success in advancing its legislative agenda and minimizing the impact from other bills is due in part to the participation of CSFCA members in the process. The proposal for reorganization

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builds upon this member involvement and adds a level of organization that currently does not exist. The following describes the proposed structure, roles and responsibilities, and the legislative process.

CSFCA Legislative Committee

At the core of the reorganization proposal is the creation of a Legislative Committee comprised of CSFCA members that are interested in and available to actively participate in the legislative process.

Committee Mission Statement

The mission of the Legislative Committee is to manage and coordinate the development and implementation of the legislative agenda for the Colorado State Fire Chiefs' Association in such a way as to advance the mission, vision, values, and goals and objectives of the Association.

Committee Responsibilities

1. Develop an annual legislative agenda consistent with the mission, vision, goals, objectives and resources of the Association, for approval by the Board of Directors.
2. Initiate such legislation as directed by the Board of Directors.
3. Review all proposed legislation affecting the fire service.
4. Promote the CSFCA legislative agenda, including the defeat and/or passage of specific bills before the Colorado Legislature.
5. Develop a briefing paper (s) for legislative priorities.
6. Provide reports and updates on legislative priorities as directed by the Board of Directors.
7. Provide assistance and support to members seeking legislative changes that are not adopted as part of the Association's initiative package.

Committee Action items

1. Develop and maintain a resource list of subject matter experts who may be called upon to assist in the drafting of proposed legislation; review legislation proposed by others; represent the CSFCA on matters pertaining to their area of expertise; and provide testimony on proposed legislation.
 - a. Identify general subject areas and topics pertinent to the fire and emergency services profession requiring specific expertise; and experts who are qualified to provide legislative input to the team.
 - b. In cases where the CSFCA has a designated representative(s) in a particular discipline or specialty, that representative(s) shall serve as the subject matter expert(s) unless the circumstances otherwise dictate. For example, for legislative issues affecting emergency medical services, the subject matter expert(s) should be the CSFCA representatives to the State Emergency Medical and Trauma Services Advisory Council (SEMTAC).

- c. CSFCA representatives to other allied organizations, such as the Special District's Association and the Colorado Municipal League would continue to help carry our message to these other groups and seek consensus on issues of mutual concern.
2. Educate CSFCA members on the legislative process and encourage interaction between fire chiefs and their legislators to build relationships before issues arise.
3. Solicit legislative concepts from CSFCA membership.
4. Cultivate relationships with strategic partners for fire service and emergency service legislative issues and develop a process for successful collaboration.
5. Seek consensus positions with other fire service groups in an effort to build a Colorado Fire Service Legislative agenda.
6. Establish a methodology for identifying and prioritizing legislative issues.
7. Develop a process and tools to assist CSFCA members in the legislative process.
8. Take a proactive approach to building long-term relationships with legislators.

Committee Membership

The CSFCA Vice-President shall serve as the Chairperson of the Legislative Committee; unless the circumstances warrant the President appoint another member of the Board of Directors to serve in this capacity.

Members of the Legislative Committee shall be appointed by the CSFCA President from members of the association who are interested in and readily available to actively participate in the legislative process. Committee members should be familiar with the Colorado legislative process.

The CSFCA Executive Director and Legislative Liaison shall serve as ex-officio, non-voting members of the Legislative Committee.

The Legislative Committee Chairperson may appoint legislative policy subcommittees to focus on particular issue areas. Each policy subcommittee establishes positions on issues affecting their policy area and works to establish legislative priorities.

While legislative policy subcommittees should be chaired by a member of the Legislative Committee, the members of the policy subcommittees should be subject matter experts in the particular issue area. Members of a legislative policy subcommittee may be called upon to assist in the drafting of proposed legislation, review legislation proposed by others, represent the CSFCA on matters pertaining to their area of expertise, and provide testimony on proposed legislation.

Committee Process

The Legislative Committee serves as the vetting ground for legislative proposals to be presented to the Board of Directors for inclusion in the CSFCA legislative agenda.

Prior to each legislative session, the Legislative Committee will solicit input from members and CSFCA Sections on issues they believe require legislative action to address. A sample call for legislative proposals is included as Appendix C.

The committee reviews all legislative proposals emanating from any CSFCA Section or member. The committee may also propose legislation of its own and will review legislation proposed by other organizations that is referred to the CSFCA or comes to its attention and is of interest to the Association.

If the committee receives a legislative proposal that is related to the mission of a CSFCA Section (i.e. Wildland Fire Section, Fire Marshals Section, etc.), the proposal will be referred to the appropriate sections(s) for substantive comment and recommendation.

As part of its review process, the Legislative Committee will:

- Identify any known cost and potential sources of funding;
- Identify any known proponents or stakeholders, including other associations;
- Identify any known opponents;
- Identify arguments for and against the proposed legislation, including an assessment of adverse impact if this proposal does/does not become law; and
- Identify potential subject matter experts on the issue.

The Legislative Committee's review process will be as thorough as possible, identifying and debating any potential points of controversy that might arise during the legislative session.

If the committee believes a legislative proposal has merit, at any point in the review process it may include other stakeholder organizations in the process.

Upon completion of the review process, the committee will recommend that the proposal either be included as part of the CSFCA legislative agenda, or that it not be included.

For proposed legislation from outside the CSFCA that is referred to the committee, the committee will recommend a position. This decision may be based on internal/committee knowledge or on input from external sources; either from members of the Association or other such sources. The recommended position can be to support, oppose, seek amendments to, monitor, or disregard the proposed legislation. A recommended position to support or oppose a particular piece of proposed legislation may include an assessment of the degree to which this position is advanced in the legislature, i.e. active or passive support or opposition.

- Active support or opposition implies that the CSFCA legislative team will lobby for or against the legislative proposal.
- Passive support or opposition implies that the CSFCA may lend its name to opponents or proponents and may include seeking interested CSFCA members to testify in committee hearings.

The recommended position to be taken on a legislative proposal shall be approved by the Board of Directors. It is important to note that the recommended position on a particular legislative proposal may change as the bill moves through the legislative process, as it may be favorably or unfavorably amended.

Once the proposed legislative agenda is established by the committee, the Legislative Committee Chair will bring it before the Board of Directors for approval. The approved legislative agenda will be communicated to the CSFCA membership at the Annual Meeting of the Association.

If a legislative proposal is included as part of the CSFCA legislative agenda, the Legislative Liaison will assist the Legislative Committee in identifying legislators that may be interested in carrying the proposed legislation on behalf of the Association or their constituents, and getting a bill drafted for introduction.

The Legislative Committee Chair will designate individuals to serve as the lead and alternate “point person” for each legislative proposal that the Board of Directors has acted upon. These individuals will be responsible for tracking the bill through the legislative process and for being available to the Legislative Liaison to testify in committee or answer questions concerning the bill. These individuals will keep the CSFCA Executive Director and/or Legislative Committee Chair informed of their activities with respect to the legislative proposal.

The individuals designated as the lead and alternate “point person” for a bill may be a member of the Legislative Committee, any of the legislative policy subcommittees, a CSFCA Section, the Board of Directors, the Executive Director, Legislative Liaison, or a member at large that either has subject matter expertise in the particular issue area or is a constituent of the prime sponsor of the bill.

Board of Directors Responsibilities

Article 1.2 of the CSFCA Constitution sets forth the following obligations in furtherance of purpose of the Association:

- (e) Provide for review of legislative developments in the Colorado Legislature and react to those affecting the fire service, in a non-partisan, coordinated manner; and
- (f) Develop appropriate legislation as approved and/or directed by the membership, identify supportive legislators, and take steps necessary for successful introduction and passage.

The role of the Board of Directors is one of the “big picture” perspective to ensure that the legislative agenda is consistent with the mission, vision, goals, objectives and resources of the association. In order to position the CSFCA for success in the promotion of its legislative agenda, the Board of Directors will:

1. Develop and maintain a Strategic Plan which sets forth the overall vision, goals, and objectives, consistent with the mission of the Association.

2. Approve an annual legislative agenda consistent with the mission, vision, goals, objectives and resources of the Association.
3. Promote the CSFCA legislative agenda to CSFCA members and strategic partners for fire service and emergency service legislative issues.
4. Provide policy direction and oversight of the Legislative Committee and Executive Director in the execution of their responsibilities.
5. Retain a legislative liaison (or governmental relations firm) to assist the Association's mission of providing legislative advocacy.

Executive Director Responsibilities

The duties of the Executive Director with respect to the legislative process shall be to:

- (a) Review and analyze bills introduced in the General Assembly to determine if they have implications for the Colorado fire service (in cooperation with the Legislative Liaison);
- (b) Keep the Legislative Committee Chairperson informed of all legislation affecting the fire service and the CSFCA;
- (c) Coordinate the activities of the Legislative Committee, such as the scheduling of meetings, conference calls, etc.;
- (d) Keep track of legislative hearings on bills of interest to the CSFCA (in cooperation with the Legislative Liaison);
- (e) Work with the Legislative Committee Chair to coordinate testimony on bills of interest to the CSFCA;
- (f) Perform necessary functions with respect to promoting the CSFCA legislative agenda, as directed by the Board of Directors;
- (g) Attend various meetings, as directed by the Board of Directors, to explain legislation likely to affect the Association; and
- (h) Keep the CSFCA membership informed of bills of interest to the fire service by way of legislative updates and the Legislative Page on the Association's website.

Legislative Liaison Responsibilities

The duties of the Legislative Liaison may be assigned to the Executive Director or any member of the Association, or may be assigned to an independent contractor or governmental relations firm. The Legislative Liaison is the "eyes and ears" of the CSFCA at the State Capitol and shall:

- (a) Review and analyze bills introduced in the General Assembly to determine if they have implications for the Colorado fire service (in cooperation with the Executive Director);

- (b) Keep the Executive Director informed of all legislation affecting the fire service and the CSFCA;
- (c) Keep track of legislative hearings on bills of interest to the CSFCA (in cooperation with the Executive Director);
- (d) Work with the Executive Director to coordinate testimony on bills of interest to the CSFCA;
- (e) Perform necessary functions with respect to influencing legislation, as appropriate or as directed by the Executive Director; including coordinating with other stakeholders, lobbying and educating legislators, attending (or listening in on) hearings and conducting vote counts;
- (f) Assist in identifying legislators as sponsors of legislation initiated by the CSFCA; and
- (g) Attend various meetings, as directed by the Executive Director, to explain legislation likely to affect the Association.

CSFCA Section Responsibility

It is often the case that CSFCA Sections will take positions on legislation upon which the CSFCA Board of Directors is silent, but it is critical for the credibility of the CSFCA and its members that our public voice be coordinated. Although rarely exercised, the Board of Directors retains authority to prohibit Sections from advocating legislative positions. In addition, in cases where the CSFCA Board has taken a position on a legislative issue, CSFCA Sections are prohibited from advancing a conflicting or contradictory position on the issue.

CSFCA Sections also, from time to time, may propose legislation that has unintended consequences for the CSFCA or its members. For those reasons, CSFCA Sections wishing to propose legislation must send their proposals to the CSFCA Board of Directors through the Legislative Committee.

CSFCA Member Responsibility

CSFCA members are encouraged to develop a close, constituent relationship with their legislators. It is very important that legislators hear from their fire chiefs on issues that affect the Colorado fire service in general and their jurisdiction in particular.

CSFCA members will periodically be asked to contact their lawmakers and express their views on a particular bill. When asked to contact their legislator, members are encouraged to follow through and do so. Oftentimes, one vote will make the difference between an initiative passing or failing. A phone call from a constituent fire chief may be the one that locks in that needed vote.

Also, in order for the CSFCA to effectively represent its members on legislative issues, we must have their input. If members have an issue that they believe requires legislative action to address, they are encouraged to submit a proposal for legislative action. During the legislative session, if members have input on any piece of legislation they should contact the CSFCA Executive Director or the Chair of the Legislative Committee.

Appendix A
Summary of Legislative Activity by CSFCA
2007-2009

2007 Legislature

During the 2007 Legislative Session, the CSFCA supported 11 bills and 8 were signed into law. Only 3 bills supported by the Association were lost, for a 73% approval percentage. The Association did not oppose any legislation this session, but actively monitored a total of 11 other bills for impact on the fire service.

Following is a summary of the bills supported by the CSFCA during the 2007 Legislative Session that were enacted into law:

SB07-007, Concerning the Qualification as a Volunteer Firefighter for Purposes of a Volunteer Firefighter Pension Plan (Sen. Taylor, Rep. Witwer)

SB07-043, Concerning an Exemption from Civil Liability for Certain Health Care Providers Who Render Emergency Assistance to Persons Injured In Scholastically Sponsored Competitive Sports (Sen. Mitchell, Rep. Todd)

HB07-1008, Concerning Workers' Compensation Coverage for Firefighters Who Contract Certain Types of Cancer (Rep. Cerbo, Sen. Fitz-Gerald)

HB07-1031, Length of Service Awards for Bona Fide Volunteers Who Provide Qualified Emergency Services (Rep. Witwer, Sen. Tochtrop)

HB07-1078, Concerning the Authority of a County to License Persons Engaging in the Business of Being a Contractor with the County (Rep. Soper, Sen. Bacon)

HB07-1092, Concerning the Authority of County Governments to Regulate Fireworks (Rep. Cerbo, Sen. Wiens)

HB07-1117, Concerning the Requirement That a Protective Helmet Be Worn By a Person under Eighteen Years of Age during the Operation of Certain Vehicles (Rep. Primavera, Sen. Gordon)

HB07-1229, Concerning an Enhancement of the Penalties for the Operators of Commercial Vehicles Who Fail to Comply With Inclement Weather Restrictions (Rep. Gibbs, Sen. Fitz-Gerald)

For more information see:

http://www.colofirechiefs.org/CSFCA%20Documents/Legislative_Status_050507.pdf

2008 Legislature

During the 2008 Legislative Session, the CSFCA supported 19 bills and 12 were signed into law. A total of 7 bills supported by the Association were lost, for a 63% approval percentage. The Association did not oppose any legislation this session, but actively monitored a total of 14 other bills for impact on the fire service.

Following is a summary of the bills supported by the CSFCA during the 2008 Legislative Session that were enacted into law:

SB08-011, Concerning Funding for the Provision of Uncompensated Trauma Care to Persons Injured in Motor Vehicle Accidents in Colorado (Sen. Morse, Rep. Massey)

SB08-026, Concerning a Requirement that Cigarettes Sold in Colorado Meet Specified Standards for Reduced Ignition Propensity (Sen. Hagedorn, Rep. White)

SB08-039, Concerning a Training Program for Directors of Fire Protection Districts in Wild Land-Urban Interface Areas (Sen. Kopp, Rep. Witwer)

SB08-071, Concerning Extension of the Repeal Date of the Forest Restoration Pilot Program, and, in Connection Therewith, Extending the Repeal Date of the Technical Advisory Panel (Sen. Gibbs, Rep. Scanlan)

SB08-116, Concerning a Requirement that Employers Allow Employees Who Are Volunteer Firefighters to Leave Work to Respond to an Emergency Summons (Sen. Kester, Rep. Looper)

HB08-1027, Concerning Building Inspection Requirements for Educational Institutions (Rep. Mitchell V., Sen. Taylor)

HB08-1097, Concerning the Provision of Protections to Certain Types of Volunteers Who Volunteer Their Services in a State-Level Emergency Situation (Rep. Lambert, Sen. Romer)

HB08-1110, Concerning an Income Tax Deduction For a Landowner's Direct Costs Incurred in Performing Wildfire Mitigation Measures (Rep. Witwer, Sen. Kopp)

HB08-1249, Concerning the Emergency Telephone Services Charge (Rep. Rice, Sen. Kester)

HB08-1334, Concerning Health Insurance for Bona Fide Volunteer Emergency Service Providers (Rep. Witwer, Sen. Kopp)

HB08-1375, Long Appropriations Bill – Support DFS Budget Request (Rep. Buescher, Sen. Keller)

SJR08-025, Concerning the Creation of an Interim Committee on Wildfire Issues in Wildland-Urban Interface Areas (Sen. Kopp, Rep. Witwer)

For more information see:

<http://www.colofirechiefs.org/08Legislature/LegislativeStatus060508.pdf>

2009 Legislature

During the 2009 Legislative Session, the CSFCA supported 26 bills and 17 were signed into law (65%). A total of 9 bills supported by the Association were lost; however, 3 of these bills were killed by the sponsor because the provisions of these bills were rolled into another bill that the CSFCA supported and passed. Taking this into consideration, the approval percentage for bills supported by the CSFCA in 2009 was 74%. The Association only opposed 1 bill (SB09-180). The bill passed the legislature, but was vetoed by the Governor. In addition, the CSFCA actively monitored a total of 16 other bills for impact on the fire service.

Following is a summary of the bills supported by the CSFCA during the 2009 Legislative Session that were enacted into law:

SB09-001, Concerning the Establishment of Community Wildfire Protection Plans by County Governments (Sen. Gibbs, Rep. Scanlan)

SB09-002, Concerning an Increase in the Motor Vehicle Registration Fee to Fund the Emergency Medical Services Account Within the Highway Users Tax Fund (Sen. Morse, Rep. Peniston)

SB09-010, Concerning Encouraging the Use of Automated External Defibrillators (Sen. Spence, Rep. Primavera)

SB09-013, Concerning the Extension of Civil Immunity to Persons Engaged in Emergency Response Activities (Sen. Gibbs, Rep. Levy)

SB09-020, Concerning the Responsibility for Responding to Wild Land Fires (Sen. Gibbs, Rep. Scanlan)

SB09-021, Concerning Incentives for Volunteer Firefighters (Sen. Kopp, Rep. Scanlan)

SB09-105, Concerning Removal of the Statutory Limit on the Amount That May Be Raised in a Single Year by a Special Property Tax Levied by a Board of County Commissioners for the Purpose of Fighting Specified Types of Fires in a County Prime (Sen. Gibbs, Rep. Scanlan)

SB09-109, Concerning Continuation of Provisions Related to the Fire Service Training and Certification Advisory Board (Sen. Newell, Rep. Schafer S.)

SB09-259, Long Appropriations Bill – Support DFS Budget Request (Sen. Keller, Rep. Pommer)

SB09-293, Concerning Changes to Certain Tier Two Transfers Out of the Operational Account of the Severance Tax Trust Fund to Fund for the 2009-10 State Fiscal Year (Sen. Isgar, Rep. Curry)

HB09-1041, Concerning a Fire Protection District Board's Authority to Fix Fees for Emergency Medical Services (Rep. Gerou, Sen. Gibbs)

HB09-1091, Concerning a Requirement that Carbon Monoxide Alarms Be Installed in Residential Properties (Reps. Soper & Court, Sen. Romer)

HB09-1151, Concerning Designating the Department of Public Safety as the Agency Responsible for Oversight of School Building Inspections (Rep. Todd, Sen. Heath)

HB09-1162, Concerning Intergovernmental Cooperation for the Purpose of Mitigating Wildfires (Rep. Gerou, Sen. Kopp)

HB09-1080, Concerning a Grant of Qualified Immunity to Building Code Officials Rendering Assistance during a Disaster Emergency (Rep. Marostica, Sen. Williams)

HB09-1199, Concerning Increased Efforts to Address Wildfire Risk, and, in Connection Therewith, Providing Resources to the Colorado State Forest Service to Augment Its Technical Outreach Capabilities and Provide Loans and Grants for Market-Based and Forest Treatment Solutions to Reduce Wildfire Risk (Rep. Scanlan, Sen. Gibbs)

HB09-1275, Concerning the Ability of the Department of Public Health and Environment to Issue a Provisional Certification to an Applicant Seeking Certification as an Emergency Medical Technician (Rep. Apuan, Sen. Morse)

For more information see:

<http://www.colofirechiefs.org/09Legislature/LegislativeStatus061209.pdf>

Appendix B

CSFCA Legislative Process

Of the several hundred bills that will cross the desks of lawmakers each session, a number will have fire and life safety implications or will potentially impact local fire departments. It is for this reason that the Colorado State Fire Chiefs' Association (CSFCA) follows legislative activity in the General Assembly very closely.

While the Colorado General Assembly meets only four months each year, the legislative process is a year-round endeavor. The bulk of the work that goes into a successful legislative proposal is done well in advance of the legislative opening day in January. For the CSFCA, that work is facilitated by the Legislative Committee. What follows is a roadmap for CSFCA members, sections and committees that seek to solve a statutory problem whose solution lies with the legislature.

JANUARY – MAY: The Regular Session of the Colorado General Assembly

The Colorado General Assembly is in regular session for a constitutionally mandated limit of 120 days. The General Assembly shall convene no later than the second Wednesday of January of each year. The 2010 General Assembly will convene on Wednesday, January 13, 2010 with *adjournment sine die* occurring no later than midnight on Wednesday, May 12, 2010.

During the legislative session, the time and resources of the CSFCA legislative team are primarily devoted to advancing the CSFCA legislative agenda, but it will also monitor and respond to other legislation that affects the fire service.

The CSFCA Executive Director and Legislative Liaison will review and analyze bills introduced in the General Assembly to determine if they have implications for the Colorado fire service. Any bill with potential impact will be referred to the Legislative Committee to recommend an official position.

If the Board of Directors has voted to sponsor proposed legislation, the CSFCA legislative team shepherds it through the legislative process, from responding to questions and concerns raised by legislators and other stakeholders, to coordinating testimony and working to ensure the needed votes to pass the bill.

CSFCA members will periodically be asked to contact their lawmakers and express their views on a particular bill. When asked to contact their legislator, members are encouraged to follow through and do so. Oftentimes, one vote will make the difference between an initiative passing or failing. A phone call from a constituent fire chief may be the one that locks in that needed vote.

All bills of interest to the fire service will be made known to the CSFCA membership by way of legislative updates and the Legislative Page on the Association's website. Legislative updates will identify the Association position on a particular bill. It is important to note that the recommended position on a particular legislative proposal may change as the bill moves through the legislative process, as it may be favorably or unfavorably amended.

MAY: Following Adjournment of the General Assembly

The Legislative Committee will prepare a report for the Board of Directors and CSFCA membership on the results of the legislative session, including the status of all bills of interest to the fire service.

The legislative planning process for the next legislative session formally begins. The Legislative Committee will solicit input from members and CSFCA Sections on issues they believe require legislative action to address. A sample call for legislative proposals is included as Appendix C.

Proposals for legislative initiatives will be received by the Legislative Committee through the end of July.

MAY – OCTOBER: Special Sessions and Legislative Interim Committees

The CSFCA Legislative Liaison, Executive Director, and Legislative Committee will stay involved in any Special Sessions called by the Governor or any Legislative Interim Committees whose responsibilities include issues that affect the fire service.

AUGUST – SEPTEMBER: Legislative Committee Review of Proposed Legislative Initiatives

The Legislative Committee will review all legislative proposals emanating from any CSFCA Section or member. The committee may also propose legislation of its own and will review legislation proposed by other organizations that is referred to the CSFCA or comes to its attention and is of interest to the Association.

The Legislative Committee's review process will be as thorough as possible, identifying and debating any potential points of controversy that might arise during the legislative session. Upon completion of the review process, the committee will recommend that the proposal either be included as part of the CSFCA legislative agenda, or that it not be included.

The Legislative Committee will prepare the proposed legislative agenda for approval by the CSFCA Board of Directors.

OCTOBER: Presentation of the Proposed Legislative Agenda to the Board of Directors

The Legislative Committee Chair will present the proposed legislative agenda to the Board of Directors for approval at the October Board of Directors Meeting.

NOVEMBER: CSFCA Board of Directors Action on Approval of Proposed Legislative Agenda

The CSFCA Board of Directors will act on approval of the proposed legislative agenda at the November Board of Directors Meeting.

DECEMBER: CSFCA Annual Meeting

The Legislative Committee Chair makes formal recommendations to adopt the Legislative Agenda as approved by the Board of Directors and with or without subsequent amendments to the CSFCA membership at the Annual Business Meeting of the Association.

Barring extraordinary circumstances, neither the Legislative Committee nor the Board of Directors will consider sponsorship of legislative proposals for the ensuing legislative session after the Association's Annual meeting.

Note: The Colorado State Fire Chiefs Association does not have and is not associated with any political action committee. It is the policy of the CSFCA not to endorse any candidate for any office and to promote its legislative agenda in a non-partisan fashion.

Appendix C
Sample Call for Legislative Proposals & Proposal Form

Paul L. Cooke

From: Paul Cooke [paul@coloradofirechiefs.org]
Sent: Tuesday, May 15, 2007 6:36 PM
To: 'CSFCA Distribution List'
Subject: Call for Legislative Items for 2008 Session
Attachments: Legislative Proposal.pdf

CSFCA Members,

Yes, I know that the 2007 session just ended, and I also realize that just because there is a legislative session, we don't need to have legislation, but . . .

This year we would like to get started on our legislative agenda early, to give the Board time to prioritize legislative items, develop coalitions where indicated, seek sponsors, and educate legislators, all before bills start getting introduced this fall. To facilitate this, the CSFCA Board has set aside its meeting date of August 3, 2007 to review proposed legislation for next year.

If you have an issue that you believe requires legislative action to address, please submit a proposal for legislative action to me by Friday, July 20, 2007. Proposals may be Emailed, mailed, faxed, or dropped off at the office.

Please submit a brief summary on the issue and your proposed solution, any stakeholders you believe should be involved, any known opposition, and the names of any legislator(s) you have discussed this issue with. If you have draft language or a model bill from another state, please provide a copy (electronic copy preferred). You may use the attached form, or simply use it as a template of the issues that need to be addressed.

It is not necessary that you are present at the August 3rd Board Meeting for your issue to be considered. However, some individuals may be contacted to make a presentation on their proposed legislative item.

Please note that submission of a proposed item for legislative action does not guarantee that it will make it onto the association's legislative agenda. Due to our limited resources, we must limit the number of issues that we promote or actively support, and there will always be those issues that are introduced by others that we must react to.

All issues will be given due consideration and the submitter will be notified of the Board's decision.

Please let me know if you have any questions.

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Colorado State Fire Chiefs' Association Proposed Legislative Item

Submitted by:	Department:
Email Address:	Phone:
Topic:	
Summary of Issue:	
Legislative Action Needed (attach draft legislative language or model bills from other states, if you have any):	
Please identify any known cost and potential sources of funding:	
Please identify any known adverse impact if this proposal does not become law:	
Please identify any known proponents or stakeholders:	
Please identify any known opponents:	
Please identify any legislators you have discussed this issue with:	
Please identify if you are a subject matter expert on the issue or have experience in dealing with it:	

Please note that submission of proposed item for legislative action does not guarantee that it will make it onto the Association's legislative agenda. However, all issues will be given due consideration and the submitter will be notified of the Board's decision.