

# San Diego County Fire Chiefs' Association

## TRAINING OFFICERS SECTION

A California Non-Profit Mutual Benefit Corporation

### Constitution and By Laws

#### ARTICLE I CORPORATE NAME

The name of this Corporation shall be:

**SAN DIEGO COUNTY FIRE CHIEFS' ASSOCIATION, TRAINING OFFICERS SECTION**

#### ARTICLE II CORPORATE OFFICES

##### SECTION 1. PRINCIPLE OFFICE

The Principle Office for the transaction of the business of the Corporation ("Principle Office") shall be located in the State of California at places from time to time designated by the Board of Directors. The Directors may change the Principal Office from one location to another within the State of California. As of February 15, 2006, the Principal Office of the Corporation is located at 911 Hacienda Drive, El Cajon, California 92020.

##### SECTION 2. OTHER OFFICES

The Board of Directors may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to do business.

#### ARTICLE III OBJECTIVES OF THE ORGANIZATION

- A. Mission Statement: That this Section perform its function of mutual association of members, to promote uniformity of thinking and action relative to fire training and

education, and to provide a medium for exchange of information and ideas among Fire Training Officers.

- B. Goal Statement: The goal of this section shall be to accomplish its mission and objectives in a manner consistent with that of the Parent Organization (San Diego County Fire Chiefs' Association).
- C. Objectives:
1. Hold meetings with programs presenting current topics/issues important to fire service.
  2. Encourage exchange of ideas, information and concept in areas affecting Fire Service training, education and safety.
  3. Continue to improve communication and relationships with Parent Organization through interface with liaison Fire Chief.
  4. Continue improvement of Fire Service education delivery system.
  5. Encourage all County Fire Service Agencies to be represented in the section by active membership, thereby increasing membership.
  6. Cooperate and assist all County Fire Service Agencies as well as the sections and committees of the Parent Organization.

#### ARTICLE IV NON-PARTISAN ACTIVITIES

This Corporation has been formed under the California Mutual Benefit Corporation Law for the purposes described herein above in Article II, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the Corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation except as allowed by law, and the Corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote. The Corporation shall not, except in any insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

#### ARTICLE V DECLARATION OF ASSETS

The properties and assets of this Corporation are irrevocably dedicated to fulfillment of the

Objectives and Purposes of this Corporation as set forth in Article XV hereof. No part of the net earnings, properties, or assets of this Corporation, on dissolution or otherwise, shall inure to the exclusive benefit of any private person or individual, or any member or Director of this Corporation except in fulfillment of said Objectives and Purposes. On liquidation or dissolution, all properties and assets and obligations shall be distributed pursuant to the nonprofit provisions of the California Corporations Code then in effect.

## ARTICLE VI MEMBERSHIP

There shall be two (2) classes of membership in the Corporation: Regular Membership and Honorary Membership. Only Regular Members shall have equal voting rights. No persons shall hold more than one membership in the Corporation.

### SECTION 1. MEMBERSHIP QUALIFICATIONS/CLASSIFICATIONS

A. Regular Membership: shall be limited to the members interested in fire service training within each respective Municipal, County, State, Federal, Industrial, District, Rural, College, Military Fire Training Program and vendors. This includes representatives of Joint Powers Agencies created for the purpose of fire service training.

(1) In the sole discretion of the Membership Committee, if such applicant possesses qualifications for Regular Membership, the Committee shall recommend to the Executive Board of Directors that the applicant be accepted for membership. If, in the sole discretion of the Membership Committee, the applicant does not possess qualifications for membership, the Committee shall recommend to the Executive Board of Directors that the applicant be denied membership. Each applicant must submit such additional information as may be required by the Membership Committee to determine eligibility for membership. All information submitted on the written application shall be subject to verification by the Membership Committee. Concealment of information material to the determination of membership qualifications, or submission of false information on the membership application shall be grounds for denial or termination of membership in the Organization.

B. Honorary Membership: could be granted to those select individuals who have shown dedication and accomplishment to further the cause of fire service training by recommendation of the Membership Committee and approval by, and the sole discretion of, the Executive Board of Directors.

### SECTION 2. MEMBERSHIP DUES

Dues shall be set annually by the Directors Board at the April Meeting and shall be specified in

Appendix A for all classes of membership as determined by the Executive Board of Directors. Dues are due and payable July 1<sup>st</sup> of each year. Dues not paid by September first shall be considered delinquent and the member shall be notified in writing by the Treasurer that he/she is no longer entitled to the privileges of the Organization until dues are paid.

### SECTION 3. SUSPENSION OF MEMBERSHIP

- A. Causes of Suspension. The membership of any Regular or Honorary Member shall be suspended upon the occurrence of any of the following events:
- (1) The Executive Board of Directors, in its sole discretion, may for good cause suspend the membership of any Regular or Honorary Member. For purposes of this Article V. Section 2, good cause shall include the failure of any member to adhere to the Constitution, Bylaws, or Code of Ethics of the Organization, or any written policies and procedures established by the Board of Directors. Good cause shall also exist when any member has been criminally charged with having committed a serious or felonious offense under any State or Federal law. Good cause shall also include any conduct by any member which, in the sole discretion of the Executive Board of Directors, is potentially damaging or injurious to the reputation, standing, or orderly business of the Organization, or which in any way potentially exposes the Organization to liability or financial loss.

### SECTION 4. TERMINATION OF MEMBERSHIP

- A. Causes of Termination. The membership of any Regular or Honorary Member shall terminate upon the occurrence of any of the following events:
- (1) The resignation of the member. The membership of any member of the Organization shall automatically terminate on such member's written request for such termination delivered to a member of the Executive Board of Directors, or deposited in United States first-class mail, postage prepaid.
  - (2) The failure of a member to pay annual dues in the amount and within the time set forth by the Executive Board of Directors.
  - (3) In its sole discretion, the determination by the Executive Board of Directors that a member has failed in a material and serious degree to adhere to the Constitution, Bylaws, Code of Ethics of the Organization, or any written policies and procedures established by the Executive Board of Directors, or who has been convicted of having committed a serious or felonious offense under any applicable State or Federal law.
  - (4) All rights of a member in the Corporation and in its property shall cease on the

termination of such member's membership. Termination shall not relieve the member of any obligation for charges incurred, services or benefits actually rendered, dues, or fees, or arising from contract or otherwise. The Organization shall retain the right to enforce any such obligation or obtain damages for its breach.

#### SECTION 5. TRANSFER OF MEMBERSHIPS

Members may not transfer their membership to any other person or organization.

#### SECTION 6. NUMBER OF MEMBERS

There shall be no limit on the number of members the Organization may admit.

#### SECTION 7. IDENTIFICATION OF MEMBERSHIP

The Organization, through its Executive Board of Directors, may from time to time as it deems appropriate, issue identity cards or similar devices to members to serve to identify members qualifying to use the facilities or services of the Organization.

#### SECTION 8. NON-LIABILITY OF MEMBERS

A member of the Organization shall not, solely because of such membership, be personally liable for the debts, obligations, or liabilities of the Corporation.

### ARTICLE VII MEETINGS OF MEMBERS

#### SECTION 1. QUARTERLY MEETINGS

Meetings shall be held at the location published in August for each ensuing meeting. The meetings shall be rotated in an orderly fashion through San Diego County Fire Zones 1, 3, 4, 5, CDF & Wildlife, Volunteer, Federal, and Rural. Day and time of such monthly meetings shall be the last Wednesday of February, May, August, and November at 9:00 am. The Executive Board of Directors may, from time to time and at their sole discretion, change the month, day and/or location of meetings.

#### SECTION 2. ANNUAL MEETING

The annual meeting will be held in May at a place and time determined by the Executive Board of

Directors, at which time the installation of officers shall be conducted by the Executive Board of Directors.

### SECTION 3. SPECIAL MEETINGS

- A. Authorized Persons Who May Call. A Special Meeting of the members may be called at any time by any of the following: The Executive Board of Directors or the President. Special Meetings of the members may also be called by five percent (5%) or more of the Active Members in good standing at the time the Special Meeting is called.
- B. Calling Meetings by Members. If a Special Meeting is called by members other than the President or Executive Board of Directors, the request shall be submitted by such members in writing, specifying the general nature of the business proposed to be transacted, and shall be delivered personally or sent by registered mail to any member of the Executive Board of Directors. The officer receiving the request shall cause notice to be promptly given to the members, in accordance with the provisions of Article VI, Sections 4 and 5, that a Special Meeting will be held, and the date for such Meeting, which date shall be not less than 30 nor more than 90 days following the receipt of the request. If the notice is not given within 20 days after receipt of the request, the persons requesting the Special Meeting may give the notice. Nothing contained in this subsection shall be construed as limiting, fixing or affecting the time when a Meeting of members, whether a Special Meeting or otherwise, may be held if the Meeting is called by action of the Executive Board of Directors.

### SECTION 4. NOTICE OF MEMBERS' MEETINGS

- A. General Notice Contents. The notice shall specify the place, date, and hour of the Meeting. In the case of a Special Meeting, the general nature of the business to be transacted shall be stated in the notice, and in that case, no other business may be transacted. In the case of the Annual Meeting, the notice need not contain a list of specific items of business to be transacted. The Executive Board of Directors shall make every reasonable effort to notify Members of all Meetings.
- B. Manner of Giving Notice. Notice of any Meeting of the membership shall be by any or all of the following methods:
  - (1) By first-class mail to the address appearing on the membership records of the Organization.
  - (2) By posting in any Organization publication mailed no later than 20 days prior to the Meeting.
  - (3) By posting on the Organization's website no later than 30 days prior to the Meeting;

and/or

(4) By email to the address appearing on the membership records of the Organization.

#### SECTION 5. QUORUM

- A. Membership Meetings - The Regular Members present at a duly noticed Membership Meeting shall constitute a quorum and may transact the business of the Organization.
- B. Board Meetings - No business of the Organization shall be conducted at any board meeting unless there are present at least four (4) board members.

#### SECTION 6. VOTING

- A. Eligibility to Vote. All Regular Members, or their designated alternate, physically present and in good standing as of the date of the vote, are entitled to one (1) vote on all matters submitted for vote. No proxy votes shall be allowed.
- B. Manner of Casting Votes. Voting may be by voice, ballot, or show of hands, provided that any election of Directors must be by ballot if demanded by any Active Members before the voting begins. Unless election by written ballot is so demanded, the voting process and procedures to be employed at any election shall be established and implemented as the Executive Board of Directors, in its discretion, may direct.
- C. Majority Vote Required, Unless Otherwise Specified. The Affirmative vote of a simple majority of the Regular Members, in good standing and physically present at the Meeting shall be the act of the members.

#### SECTION 7. ORDER OF BUSINESS: REGULAR MEETINGS

The following schedule shall be conformed to as for as possible at all regular meetings:

- A. Call to order.
- B. Pledge of allegiance.
- C. Invocation.
- D. Introduction of Executive Board.
- E. Introduction of members.
- F. Introduction of guests.
- H. Approval of minutes.
- I. Financial report.
- J. Reports of standing committees.
- K. Reports of special committees.

- L. Unfinished business.
- M. New business.
- N. Open forum - good of the Organization.
- O. Program

## SECTION 8. CONDUCT OF MEETINGS

- A. Chairman: The President of the Corporation or, in his or her absence, any other person chosen by a majority of the voting members present in person or by proxy shall be Chairman of and shall preside over the meetings of the members.
- B. Secretary of Meetings: The Secretary of the Corporation shall act as the Secretary of all meetings of the members; provided that in his or her absence, the Chairman of the meetings of the members shall appoint another person to act as Secretary of the meetings.
- C. Rules of Order: The Roberts Rules of Order, as may be amended from time to time, shall govern the meetings of members insofar as such rules are not inconsistent with or in conflict with these Bylaws, the Articles of Incorporation of this Corporation, or the law.

## ARTICLE VIII DIRECTORS

### SECTION 1. POWERS

- A. General Corporate Powers. Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation, or the Constitution and Bylaws of the Corporation relating to action required to be approved by the members, the business and affairs of the Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Executive Board of Directors.
- B. Executive Board of Directors. The Executive Board of Directors shall consist of the following eight (8) Regular Members:  
  
President, First Vice President, Second Vice President/Treasurer, Secretary, First Past President, and three (3) Members At Large.
- C. Specific Powers. Without prejudice to these general powers, and subject to the same limitations, the Executive Board of Directors shall have the power to:
  - (1) Remove any Officer or Director, for cause, as "cause" may be defined from the time to time by the Executive Board of Directors.

- (2) Prescribe any powers and duties that are consistent with law, with the Articles of Incorporation, and with these Bylaws.
- (3) Change the Corporation's Principle Office from one location to another in the County of San Diego, California.
- (4) Adopt, make, and use a corporate seal; prescribe the forms of membership identification; alter the form of the seal and related organizational indicia.
- (5) Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the Corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, hypothecation, and other evidences of debt and securities.

## SECTION 2. NOMINATION AND ELECTION OF DIRECTORS

- A. Officers and members of the Directors Board shall be nominated and accepted at the meeting in February. Election of officers will be held at the May meeting, with the new Executive Board of Directors taking office at the first meeting of the new fiscal year. The candidate for a particular office receiving a plurality vote shall be considered elected.
- B. The nomination committee shall be a standing committee appointed by the President in September of each year and charges with stimulating interest among the membership in serving on the Executive Board of the Organization. The committee shall secure the consent of a candidate to place their name in nomination as a part of the slate of candidates for the Executive Board of the Organization.
- C. Regular Members in good standing, possessing the qualifications established by the Executive Board of Directors, may be nominated by any Regular Member then in good standing, or personally by submitting a nomination to the Nominating Committee.
- D. Nominations will also be accepted from the floor at the May meeting after the report from the nominating committee is heard, after which time nominations shall be closed.
- E. Elections shall be conducted on a secret written ballot prepared by the nominating committee by those members present at the May meeting, at which time the ballots shall be tallied by the nominating committee who shall certify the election and announce the slate of Directors.
- F. Candidates receiving the highest number of votes shall be elected as Officers and Directors.

### SECTION 3. TERMS OF OFFICE

Each Director shall hold office for a term of one (1) year from the date of the Director's election, and until the Director's successor is elected and qualifies under of these Bylaws. In the event a Director is removed at a special meeting of the members called and held as prescribed by Article VII, Section 3 of these Bylaws, the Director shall hold office only until his or her removal and his or her successor is elected or appointed.

### SECTION 4. VACANCIES

- A. Events Causing Vacancy. Vacancies in the Executive Board of Directors shall be deemed to exist on the occurrence of the following: (1) the death, resignation, or removal of any Director, (2) the declaration by resolution of the Executive Board of Directors of a vacancy of the office of a Director who has been declared of unsound mind by an order of court or convicted of a felony or has been found by final order or judgment of any court to have breached a legal duty imposed by the California Nonprofit Corporation Law, (3) the vote of the members to remove a Director, (4) the increase of the authorized number of Directors, or (5) the failure of the members, at any Meeting of members at which any Director or Directors are to be elected, to elect the number of Directors to be elected at such Meeting.
- B. Resignations. Any Director may resign, which resignation shall be effective on giving written or verbal notice to the President. The President shall acknowledge and confirm all resignations in writing to the resigning Director. The President, subject to the approval of the Executive Board of Directors, shall then appoint a qualified successor to fill the vacancy for the unexpired term. No Director may resign if such resignation would leave the Organization without a quorum of duly elected Directors in charge of its affairs.
- C. No Vacancy on Reduction of Number of Directors. No reduction of the authorized number of Directors shall have the effect of removing any Director before that Director's term of office expires.

### SECTION 5. PLACE OF MEETINGS; MEETINGS BY TELEPHONE

Regular and/or Special Meetings of the Board of Directors may be held at any place within San Diego County or where designated from time to time by the Executive Board of Directors. Any Meeting, whether Regular or Special, may be held by conference telephone or similar communications equipment, so long as all Directors participating in the Meeting can hear one another, in which case such Directors shall be deemed to be present in person at such meeting.

## SECTION 6. ANNUAL MEETING

Immediately following each Annual Meeting of members, the Executive Board of Directors shall hold a Regular Meeting for the purpose of organization, and the transaction of other business. Notice of this Meeting shall not be required.

## SECTION 7. OTHER REGULAR MEETINGS

Other Regular Meetings of the Executive Board of Directors shall be held without call at such time and location as fixed by the President. Such Regular Meetings may be held without notice.

## SECTION 8. SPECIAL EXECUTIVE BOARD OF DIRECTOR MEETINGS

A. Authority to Call. Special Meetings of the Executive Board of Directors for any purpose may be called at any time by the President, or any Vice President, the Secretary, or one-third of the authorized number of Directors. Special meetings shall be held on a minimum of four (4) days notice.

B. Notice.

(1) Manner of Giving. Notice of the time and place of Special Meetings of the Board of Directors shall be given to each Director by one of the following methods: (a) by personal delivery or written notice; (b) by first-class mail, postage prepaid; (c) by telephone communication, either directly to the Director or to a person at the Director's office who would reasonably be expected to communicate such notice promptly to the Director. All such notices shall be given or sent to the Director's address or telephone number as shown on the membership records of the Corporation. Notice of the special meeting need not be given to any Director who signs a waiver of notice or a written consent to hold the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of such notice to such Director. All such waivers, consents, and approval shall be filed with the corporate records or made a part of the minutes of the meeting.

(2) Notice of Contents. The notice shall state the time and place for the Special Meetings of the Executive Board of Directors Meeting. However, it need not specify the purpose of such Meeting, or the place of the Special Meeting, if it is to be at the Principal Office of the Corporation.

C. Action at Special Meeting of Board of Directors. Any action required or permitted to be taken by the Executive Board of Directors may be taken at a Special Meeting called by the President, or any Vice President, the Secretary, or one-third of the authorized

number of Directors. Such action, taken at a Special Meeting of the Executive Board of Directors shall have the same force and effect as action taken at any Regular Meeting of the Executive Board of Directors. The action taken at any Special Meeting of the Executive Board of Directors shall be recorded in the minutes, which shall be subject to approval at the next Regular Meeting of the Executive Board of Directors.

#### SECTION 9. ORDER OF BUSINESS; EXECUTIVE BOARD MEETINGS

Executive Board of Directors Meetings shall be held each month at a time and place to be determined by the President. Notice of such meetings shall be made available to the general membership. The following schedule shall be conformed to as far as possible at all board meetings.

- A. Call to order.
- B. Roll call of Board.
- C. Introduction of guests.
- D. Minutes of previous meetings.
- E. Financial report - approval of bills.
- F. Board member reports.
- G. Unfinished business.
- H. New business.
- I. Open forum.

#### SECTION 10. DIRECTORS' QUORUM

A majority of the authorized number of Directors shall constitute a quorum for the transaction of business. Every act or decision done by a majority of the Directors present at a Meeting duly held at which a quorum is present shall be regarded as the act of the Executive Board of Directors, subject to the provisions of the California Nonprofit Corporation Law.

#### SECTION 11. WAIVER OF NOTICE

The transactions of any Meeting of the Executive Board of Directors, however called and noticed, and wherever held, shall be as valid as having taken place at a Meeting duly held after regular call and notice, if a quorum is present. The waiver of notice or consent need not specify the purpose of the Meeting. All waivers, consents and approvals shall be filed with the Corporate records or made a part of the minutes of the Meeting. Notice of a Meeting shall also be deemed given to any Director who attends the Meeting without protesting before or at its commencement about the lack of adequate notice.

## SECTION 12. ADJOURNMENT

A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place.

## SECTION 13. ACTION WITHOUT A MEETING

Any action required or permitted to be taken by the Executive Board of Directors may be taken without a meeting, if all members of the Executive Board of Directors individually or collectively consent in writing or verbally to such action. Such written or verbal consent or consents shall be filed with the minutes of the proceedings of the Executive Board of Directors. Such action by written or verbal consent shall have the same force and effect as the unanimous vote of such Executive Board of Directors.

## SECTION 14. FEES AND COMPENSATION OF DIRECTORS

Directors and members of committees receive no compensation for their services, but may receive reimbursement of out-of-pocket expenses, as may be determined by resolution of the Executive Board of Directors to be just and reasonable.

## SECTION 15. DUTIES OF DIRECTORS/OFFICERS

The Directors listed in this Article VII shall also serve as the Officers of the Corporation and shall have the following duties:

### A. President:

- (a) The President shall preside at all meetings of the Organization at which he or she may be present. The President shall be responsible for appointing and announcing those standing committees as identified in these Bylaws at the annual meeting each year. He/she shall also have the power to appoint any committee that he/she should deem advisable, or that is authorized by the membership.
- (b) The President shall be advised of any committee meetings and it shall be his or her duty to see that committee reports are received and noted in the minutes of Regular Membership Meetings .
- (c) The President, or his/her appointee, shall make every effort to attend all meetings of the Parent Organization. He/she shall also attend the bimonthly meetings of the California Fire Chiefs' Association, Southern Section Training Officers. By his/her attendance, he/she shall represent the San Diego County Fire Chiefs' Association

Fire Training Officers' Section.

B. First Vice President:

- (a) It shall be the duty of the First Vice President, in the absence of the President, to perform the duties pertaining to that office. In the event the office of President is vacant for any cause, the First Vice President shall automatically become President, and complete as President the unexpired term.
- (b) He/she shall organize and coordinate all committee activities. He/she shall also act as the executive liaison between the individual committee and this organization.

C. Second Vice President/Treasurer:

- (a) It shall be the duty of the Second Vice President, the absence of the President and First Vice President, to perform the duties pertaining to that office. In the event the office of President and/or the First Vice President is vacant for any cause, the Second Vice President shall automatically become President, or First Vice President, and complete the unexpired term.
- (b) He/she shall organize and coordinate the scheduling of all general membership meetings. He/she shall arrange for a host for each meeting and assist in arranging the program. The host will arrange for the meetings' program subject to the approval of the Second Vice President.
- (c) He/she shall subject to the approval of the Directors Board, appoint an Assistant Treasurer whose duties shall include receiving all monies (i.e. dues, donations, fees, registrations, etc.) of the Organization and setting up an accounting system and budgets for all activities of the Organization which shall be approved by the Executive Board. It shall also be his/her duty to sign all disbursements when authorized by the Directors Board.
- (d) The Second Vice President shall be charged with making a report of all financial activities of the Organization to the Directors Board and general membership at each regularly schedule meeting.

C. Secretary:

- (a) It shall be the duty of the Secretary in the absence of the President, First Vice President and Second Vice President to preside at the meetings. It shall be the duty of the Secretary to:
  - Keep an accurate account of the minutes of all meetings.
  - Keep all records for the Organization.
  - Keep a list of names of members.

- Notify each member of an impending meeting and where and when the meeting is to be held.
- Cause the organization's website to be periodically updated as necessary to keep the membership informed.
- Prepare all communication authorized to be sent by the Organization or by the President.
- Provide the chairperson at the beginning of each meeting with an agenda for the meeting.

D. Member-at-Large:

- (a) It shall be the duty of the Member-at-Large to attend all meetings of the Executive Board of Directors. He/she shall perform additional duties as assigned by the Executive Board.
- (b) One of the Members-at-Large shall be responsible for maintaining the organization's web site.

E. Immediate Past President:

- (a) It shall be the duty of the Immediate Past President to assist the current President in matters of the business of this Organization.

## SECTION 16. REMOVAL OF DIRECTOR

- A. Any Director may be removed, for cause, by a majority of the voting members of the Executive Board of Directors in attendance at any Regular or Special Meeting of the Executive Board of Directors.
- B. Removal for Cause: The Board may declare vacant the office of a Director on the occurrence of any of the following events:
  - (1) The Director has been declared of unsound mind by the final order of a court;
  - (2) The Director has been convicted of a felony;
  - (3) The Director has been by final order or judgment of any court to have breached a legal duty imposed by the California Nonprofit Corporation Law; or
  - (4) The Director has failed to attend three (3) consecutive meetings of the Executive Board of Directors.

ARTICLE IX  
FUNDS

SECTION 1. SOLICITING OF FUNDS

No member of this Organization shall make it his/her business to solicit for this Organization without prior approval of the Executive Board of Directors.

SECTION 2. ANNUAL BUDGET

The Executive Board of Directors shall present an operating budget to the Parent Organization for approval at their regular scheduled meeting in May. This budget shall be for the fiscal year July through June of the ensuing twelve (12) month period. The budget shall be prepared using a format approved by the Parent Organization and outlined in Appendix B of this document. The budget shall document and encompass all funds received and spent by the Organization.

SECTION 3. BANK ACCOUNTS

The Treasurer shall deposit all funds of the Organization in a reputable financial institutions(s) which shall be recommended by the Treasurer and approved by the Executive Board of Directors. The Organization shall maintain one (1) checking account and one (1) savings account that shall be supervised by the Treasurer. All funds over and above those funds necessary for day-to-day operations shall be placed into the savings account as recommended by the Treasurer and approved by the Executive Board of Directors. All deposits invested in the checking account and the savings account shall be secured by federal guarantee.

Checks for amounts over \$2,500.00 shall require the signature of the Treasurer or their designee and the Second Vice President. All other checks may be signed by either the Treasurer or their designee.

ARTICLE X  
COMMITTEES

SECTION 1. COMMITTEE MEMBERSHIP

All committees shall be appointed by and serve at the will of the President. Committee membership shall be on a voluntary basis by interested Regular Members, and shall normally be composed of three, five, or seven members with one member appointed as Chairperson, as the appointing President desires. Elected Directors of the Organization are ex-officio members of all committees.

## SECTION 2. STANDING COMMITTEES

The following shall be standing committees of the Organization and shall be appointed in July of each year by the President. Their duties and the makeup shall be as specified in Appendix C of this document.

- A. Training and Education:
  - 1. Seminars sub-committee
  - 2. Rescue Systems Sub-committee
- B. Nomination
- C. Audit
- D. Planning
- E. Membership
- F. Bylaws
- G. Instructor of the Year

## SECTION 3. ATTENDANCE AT COMMITTEE MEETINGS

Attendance shall be restricted to members of the committee, members of other committees having a related interest in the subject under discussion, officers of the Organization, and guests invited by the Chairperson when authorized by the committee. The Chairperson, with the approval of the committee and the President, may hold open meetings to which the public is invited.

## SECTION 4. CONDUCT OF COMMITTEE MEETINGS

Committee meetings shall be conducted according to the procedures established in the Rules of Order specified in Article VII. Only duly appointed committee members shall vote on any subject being considered. Personal in attendance, other than committee members, shall not be privileged to speak, except by permission of the Chairperson. Ex-officio members may speak, but may not vote. The Chairperson shall be diligent in the conduct of meetings and shall not allow guests to unduly impose upon the time of the committee.

## SECTION 5. NOTIFICATION AND REPORTS

The President shall be advised of any committee meeting held during the previous months, and it shall be the duty of the President to require entry in the record of each committee. When deemed necessary by the President, a full report shall be given to the membership.

## SECTION 6. COMMITTEE RECORDS

Each committee shall select a recorder who shall keep a record of all proceedings and actions of the committee. It shall be the duty of the Chairperson to retain such records and hand them over in good order to his/her successor. The Chairperson shall forward all the committee minutes to the Secretary of the Organization.

## SECTION 7. AD HOC COMMITTEES

From time to time it may become necessary to establish ad hoc committees to investigate certain special subjects. Such committees shall report directly to the President unless those members are otherwise directed. They shall be governed by all rules of these articles, unless otherwise directed by the President.

# ARTICLE XI INDEMNIFICATION OF DIRECTORS AND OTHER AGENTS

## SECTION 1. DEFINITIONS

For purpose of this Article XI:

- A. “Agent” means an Officer, Director or *ex officio* member of the Executive Board of Directors while acting on behalf of and in the course and scope of the business of the Corporation.
- B. “Proceeding” means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative.
- C. “Expenses” include, without limitation, attorney’s fees, costs, and other documented expenses incurred in any Proceeding to which an Agent is a party by reason of his or her status as an Agent of this Corporation.

## SECTION 2. INDEMNIFICATION OF AGENT

In the event an Agent of this Corporation is a party to and is required to defend any

Proceeding referred to in this Article, and to the extent not covered by insurance, this Corporation may, but is not obligated to defend and/or indemnify, or contribute to the defense and indemnification of such Agent.

### SECTION 3. INSURANCE

The Executive Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any Agent of the Corporation against any liability asserted against or incurred by the Agent in such capacity or arising out of the Agent's status as such. The Corporation's contribution, if any, to any defense and/or indemnification of such Agent as authorized in Article XI, Section 2, shall be excess of, as well as independent and non-contributory to any such insurance.

## ARTICLE XII RECORDS AND REPORTS

### SECTION 1. GENERAL

The Corporation shall keep adequate and correct records of account and minutes of the proceedings of its members, Board, and committees of the Board. The Corporation shall also keep a record of its members giving their names and addresses and the classification of membership held by each. The minutes shall be kept in written form. Other books and records shall be kept in either written form or in any other form capable of being converted into written form.

### SECTION 2. INSPECTION RIGHTS

Any Regular Member of the Corporation in good standing may submit a written request to the Executive Board of Directors to inspect the records of Members' names and such contact information as may be approved by the Executive Board of Directors for general distribution to the general membership. The Executive Board of Directors shall, in its sole discretion, determine whether and to what extent requested information shall be released or withheld. The Executive Board of Directors, also in its sole discretion, may delegate the power to respond to such information requests to a Special Committee or individuals, but within Board-approved parameters. Any expenses incurred by the Corporation in compiling and duplicating requested membership data shall be paid by the requesting Member prior to the production of same.

### SECTION 3. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS

The Corporation shall keep at its Principle Office, the original or a copy of the Articles and

Bylaws as amended to date, which shall be open to inspection by Regular Members at all reasonable time during office hours.

#### SECTION 4. MAINTENANCE AND INSPECTION OF OTHER CORPORATE RECORDS

The accounting books, records, and minutes of proceedings of the members and the Executive Board of Directors and any committee(s) of the Corporation shall at such place or places designated by the Executive Board of Directors, or, in the absence of such designation, at the Principal Office of the Corporation. The minutes and the accounting books and records shall be kept either in written or typed form or in any other form capable of being converted into written, typed, or printed form. The minutes and accounting books and records shall be open to inspection on the written demand of any Regular Member, in good standing, at any reasonable time during usual business hours, for a purpose reasonably related to the member's interests as a member.

#### SECTION 5. INSPECTION BY DIRECTORS

Every Director shall have the right at any reasonable time to personally inspect all books, records and documents of every kind and the physical properties of the Corporation.

#### SECTION 6. ANNUAL REPORT

The annual report to the members referred to in the California Nonprofit Corporation Law is expressly dispensed with insofar as allowed by law, but nothing in these Bylaws shall be interpreted as prohibiting the Executive Board of Directors from issuing annual or other periodic reports to the members of the Corporation as they consider appropriate. The President, Executive Board members and other responsible individuals shall provide a report of the fiscal responsibility and other issues deemed important as well as any information required by the California Corporations Code, Section 6322 by the President/Executive Board of Directors at the Annual Meeting.

- (1) The assets and liabilities of the Corporation as of the end of the fiscal year.
- (2) The principal changes in assets and liabilities during the fiscal year.
- (3) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, of the fiscal year.
- (4) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year.
- (5) Any information required by the California Corporations Code, Section 6322.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is not such a report, the certification of any authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

### ARTICLE XIII CONSTRUCTION AND DEFINITIONS

Unless the context requires otherwise, the general provisions, rules of construction and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the above, the masculine gender includes the feminine and neuter, the singular number includes the plural, the plural number includes the singular, and the term "person" includes both the Corporation and a natural person.

The terms Corporation and Organization and used synonymously. The terms Directors and Officers are also used synonymously.

### ARTICLE XIV AMENDMENTS

#### SECTION 1. AMENDMENTS BY MEMBERS

New Bylaws may be adopted or these Bylaws may be amended or replaced by approval of the members.

#### SECTION 2. AMENDMENT BY DIRECTORS

- A. Subject to the right of members under Article XIV, Section 1, above, these Bylaws may be adopted, amended, or repealed by resolution by the Executive Board of Directors. These articles may be amended upon recommendation of the Bylaws committee, Board of Directors, and/or any regular or honorary member. The resolution shall state, in detail, the proposed amendment and must be approved by a majority of the voting membership.
- B. All voting concerning Bylaws changes shall be conducted by a written ballot mailed to each regular member, which shall be administered by the Bylaw Committee.
- C. After all ballots are validated and counted by the Bylaws Committee, the result shall be presented at the next regular meeting of the Organization. If the recommendation is approved, the President shall submit the proposed amendments(s) to the Parent Organization for approval within 60 days. The amendment(s) shall become effective

immediately upon approval of the Parent Organization.

- D. Amendments to the appendices of this document may be enacted by the Board of Directors of the Organization.

ARTICLE XV  
OBJECTIVES AND PURPOSES

The objectives of this Corporation shall be as set forth in the original Articles of Incorporation filed with the Secretary of State of the State of California on \_\_\_\_\_, 19\_\_.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the presently elected and acting Secretary of the **SAN DIEGO COUNTY FIRE CHIEFS' ASSOCIATION, TRAINING OFFICERS SECTION**, a California Mutual Benefit Corporation, and the above Bylaws. Consisting of \_\_\_\_\_ pages, are the Bylaws of this Corporation as adopted at a Meeting of the Executive Board of Directors held on \_\_\_\_\_, 20\_\_, in the City of \_\_\_\_\_.

\_\_\_\_\_  
Secretary:

\_\_\_\_\_  
Dated:

## APPENDIX A

### DUES

1. Dues for fiscal year beginning July 1, 2006, shall be as follows, and shall remain in force unless changed by Directors Board action. Such action shall occur at the April board meeting as described in Article VI, Section 2 of this document.
  - A. Regular Membership \$25.00 per member, per year
  - B. Honorary Membership \$ -0-
2. Dues are due and payable the first day July of each year and will be considered delinquent September 1.

## APPENDIX B

### BUDGET

1. The following format shall be used in submitting the fiscal year operation budget of the Organization. In addition to the recapitulation sheet, a line time budget shall also be submitted itemizing anticipated revenues and expenditures according to the budget category description included in the appendix.
2. A monthly financial report shall be prepared by the Treasurer (using the approved form) with a copy to each member of the Executive Board. The Secretary shall file a copy with the minutes.
3. The fiscal year established for this organization shall be July 1 through June 30, as specified in Article IX, Section 2 of this document.
4. Budget preparation time lines are as follows:

|       |  |
|-------|--|
| April | Executive Board of Directors sets annual dues.   |
| April | Preparation of preliminary budget by committee.  |
| May   | The presentation of the proposed budget to the Parent Organization for final approval.   |
| May   | Presentation of the proposed budget to the general membership for approval at the regularly scheduled meeting. Adoption of Final Budget by membership. |
| July  | Annual Budget begins.  |
5. Revenue: The following codes shall be listed to record all income of the Organization.
  - (a) Membership: Those monies received for payment of annual Organization dues.
  - (b) Publications: Those monies received from sale of publications by the Organization.
  - (c) Refunds: Those monies received for refunds, given to the Organization.
  - (d) Interest Income: Those monies received from interest on savings account held by the Organization.
  - (e) Registration: Those monies received for registration in various functions sponsored

by the Organization shall be listed as follows:

Regional Academies  
Seminars  
(Reserved)  
Membership  
Rescue Systems  
General

- (f) Misc. Income: Income from sources other than schools, annual meetings, etc. (including grants, donations, etc.) shall be listed as follows:

Grants  
Donations  
Other (list individually)

6. Expenses: The following budget codes shall be listed on all invoices, checks, etc. when paying bills of the Organization.
7. Directors Expenses. Those expenses incurred by the Directors Board while conducting Organization business shall be listed as follows:

President's Expense (list individually)  
Board Travel (list individually)  
Attorney

8. Postage and Shipping. Those expenses necessary for mailing minutes, academy announcements, etc. shall be listed as follows:

Regional Academies  
Seminars  
(Reserved)  
Membership  
Rescue Systems  
General

9. Outside Consultants. Those expenses necessary for hiring outside special services shall be listed as follows:

Auditor  
Clerk to Regional Academy  
Attorney

10. Printing. Those expenses necessary for printing of Organization's minutes, announcements, etc. shall be listed as follows:

Regional Academies  
Seminars  
(Reserved)  
Membership  
Rescue Systems  
General

11. Supplies. Those expenses necessary for operation of Organization's business, i.e. stationery supplies, small items under \$50.00 (list individually) shall be listed as follows:

Regional Academies  
Seminars  
(Reserved)  
Membership  
Rescue Systems  
General

12. Dues and Subscriptions. Those expenses necessary for any dues to organizations to which the Organization
13. Awards and Pins. Those items which are necessary for any awards or pins the Organization might need (list individually).
14. Ad and Promotions. Those costs necessary for advertisement or promotion of any nature as the Organization deems appropriate.
15. Education and Research. Those items the Organization deems necessary for the betterment of the membership. Includes travel, per diem, etc., to those seminars, workshops, and/or meetings, etc. (list individually).
16. Workshops and Seminars. Those expenses related to the presentation of various workshops and seminars, etc. of the Organization shall be listed as follows:

Regional Academies

- a. Instructor/Speaker costs.
- b. Manual costs.
- c. Meal cost.
- d. Miscellaneous.

Seminars

- a. Instructor/Speaker costs.
- b. Manual costs.
- c. Meal cost.

d. Miscellaneous.

(Reserved)

- a. Instructor/Speaker costs.
- b. Manual costs.
- c. Meal cost.
- d. Miscellaneous.

Membership

- a. Instructor/Speaker costs.
- b. Manual costs.
- c. Meal cost.
- d. Miscellaneous.

Rescue Systems

- a. Instructor/Speaker costs.
- b. Manual costs.
- c. Meal cost.
- d. Miscellaneous.

General

- a. Instructor/Speaker costs.
- b. Manual costs.
- c. Meal cost.
- d. Miscellaneous.

Refunds

5110-1 Regional Academies

5110-2 Seminars

(Reserved)

Membership

Rescue Systems

General

Hospitality Other expense which may be necessary.

Regional Academies

Seminars

(Reserved)

Membership

Rescue Systems

General

Raffle Raffle held at membership meetings.

Lunches

Regional Academies  
Seminars  
(Reserved)  
Membership  
Rescue Systems  
General

17. Business Secretary. Those expenses related to secretarial services of the Association.
18. Miscellaneous. Those costs incurred and not elsewhere shown.
19. Depreciation. Those losses due to depreciation of equipment and items owned by the Organization.
20. Travel. Those costs incurred by members traveling on behalf of the Association as approved by the Executive Board.

Regional Academies  
Seminars  
(Reserved)  
Membership  
Rescue Systems  
General

APPENDIX C

STANDING COMMITTEES

The following shall constitute the makeup and duties of the standing members of the Organization.

1. Training and Education Committee.

- a. Purpose. Shall be responsible for administering and overseeing all of the educational activities of the Organization, including, but not limited to, Regional Academies, seminars, rescue systems, NFA outreach programs, and State Fire Marshal and State Fire Academy courses in San Diego County. Seminars and rescue systems shall be sub-committees of the Training & Education committee with a chairperson appointed to each. (See Sections 3 & 4.)
- b. Makeup. The committee membership shall be made up of the following with each member having one vote only. Chairperson votes only to break a tie. If a voting member can not be present he/she may select an alternate to act in his/her place. Each year the President shall appoint members as follows:
- c. Chairperson - First Vice President

Zone Representation

One member - Zone 1:

|                 |              |                 |               |
|-----------------|--------------|-----------------|---------------|
| Borrego Springs | Encinitas    | Palomar College | San Onofre    |
| Carlsbad        | Escondido    | Rainbow         | Solana Beach  |
| Deer Springs    | North County | Rancho Santa Fe | Valley Center |
| Del Mar         | Oceanside    | San Marcos      | Vista         |

One member - Zone 3:

|                 |            |                |
|-----------------|------------|----------------|
| Industrial      | Poway      | San Diego City |
| Miramar College | Ramona/CDF |                |

One member - Zone 4:

|             |          |             |
|-------------|----------|-------------|
| Alpine      | HTF      | Lemon Grove |
| East County | Lakeside | San Miguel  |
| El Cajon    | La Mesa  | Santee      |

One member - Zone 5:

|             |                |               |
|-------------|----------------|---------------|
| Bonita      | Coronado       | National City |
| Chula Vista | Imperial Beach |               |

One member - Wildland Agency:

Bureau of Land Management  
California Department of Forestry  
United States Forestry Service

One member - Federal Departments:

Camp Pendleton  
San Diego

One member - Rural F.P.D. & Volunteer Departments

Special Representation

One member - Seminars

One member - Rescue Systems

- d. Duties. In addition to the duties outlined in the previous sections of this Appendix, the committee has the responsibility of directly overseeing the programs to be administered by the committee. It shall be the responsibility of the committee chairperson to assign responsibility for various projects (i.e. Regional Academy, seminars, etc.) to one of the committee members, if possible, but may make an assignment from the general membership. That committee member may seek help from the general membership to aid him/her in putting on the program, but they shall maintain the ultimate responsibility to the training and education committee for the overall operation.
- e. Budget. The monetary needs and income from the training and education committee will be part of the overall budget of the Organization. It shall be the duty of the committee to present a budget to the Executive Board for approval by February 1 of each year. When approved, it will become part of the overall budget.
- f. Meetings. Meetings shall be held monthly at a time and place to be determined. A schedule of these meetings for one year in advance shall be presented to the Executive Board by August 1 of each year. Conduct and order of business shall be per Article 6, Section 16 of this document. No

business of the committee shall be conducted unless there are present at least three (3) voting members.

- g. Zone Quota. The zone quotas will be as follows and shall be in effect for all zone quota events.

|                |          |
|----------------|----------|
| Zone 1         | 9        |
| Zone 3         | 12       |
| Zone 4         | 5        |
| Zone 5         | 5        |
| CDF & Wildlife | 2        |
| Volunteers     | 1        |
| Federal        | 3        |
| TOTAL          | <hr/> 37 |

2. Seminars sub-committee.

- A. Purpose. Shall be to provide seminars, SFM classes, NFA outreach and other programs as requested by the Training & Education committee.
- B. Makeup. The committee membership shall be made up as follows: One member from the Executive Board (Liaison) and, preferably, equal representation from throughout San Diego County. The seminars sub-committee shall report to the Training & Education committee.

3. Rescue Systems Sub-committee

- A. Purpose. Shall be responsible for preparation and delivery Rescue Systems, Trench Rescue, Confined Space and other related classes. Typical duties include site preparation, requesting class dates, recommending equipment purchases, and preparation of budget requests.
- B. Makeup. The committee membership shall be made up as follows: One member from the Executive Board (Liaison), and preferably, equal representation from throughout San Diego County. The rescue systems sub-committee shall report to the Training & Education committee.

4. Nomination Committee.

- A. Purpose. Shall be responsible for overseeing the recruitment of candidates to fill the positions of the Executive Board. In addition, they shall be responsible for administering the annual election of officers as specified in Article 8 Section 4 of this document.

- B. Makeup. The committee membership shall be made up as follows: Immediate Past President - Chairperson, one member from the Northern area of San Diego County, and one member from the Southern area of San Diego County.
  - C. Meetings. Meetings shall be held as the chairperson deems necessary.
5. Audit Committee.
- A. Purpose. Shall be responsible for conducting and preparing an annual audit of all of the Organization's financial records and activities for the previous year. This audit shall be typed and presented to the Executive Board by October 1 of each year. The Executive Board, after approving the report, shall distribute one copy to the parent Organization and make one copy available for review by the general membership.
  - B. Makeup. The committee membership shall be made up as follows: Immediate Past Treasurer - Chairperson, one member from the Northern area of San Diego County, and one member from the Southern area of San Diego County. In addition, an outside accountant shall serve as a non-voting advisor to the committee.
  - C. Meetings. Shall be held as the chairperson deems necessary.
6. Membership Committee.
- A. Purpose. Shall be responsible for encouraging and increasing membership in the Organization. In addition, they shall be responsible for recommending to the Executive Board those candidates for life and/or honorary membership.
  - B. Makeup. The committee membership shall be made up as follows: Second Vice President - Chairperson, one member from Northern San Diego County, and one member from Southern San Diego County.
  - C. Meetings. Shall be held as deemed necessary by the chairperson.
7. Planning Committee.
- A. Purpose. Shall be responsible in aiding the Executive Board in setting the goals and objectives for the Organization. They shall also be charged with developing a long-range plan for the Organization. In addition, they shall be responsible for organizing, planning, and administering the annual meeting held in January of each year.

- B. Makeup. The committee membership shall be made up as follows: One Member-at-Large - Chairperson, one member from Northern San Diego County, and one member from Southern San Diego County.
  - C. Meetings. Shall be held as deemed necessary by the chairperson.
8. Bylaws Committee.
- A. Purpose. The committee shall be responsible for annually reviewing the Bylaws of the Organization in May of each year and recommending amendments to the general membership. In addition, they shall solicit the general membership for their recommendation on Bylaws changes. They shall prepare and submit to a vote all resolutions which come before the Organization. They shall be responsible for conducting any elections relative to Bylaw changes.
  - B. Makeup. The committee membership shall be made up as follows: One Member-at-Large - Chairperson, one member from Northern San Diego County, and one member from Southern San Diego County.
  - C. Meetings. Shall be held as deemed necessary by the chairperson.
9. Instructor-of-the-Year Committee.
- A. Purpose. Shall be responsible for administering and awarding the Organization's annual Instructor-of-the-Year Award. They shall conduct the recruiting process and make the selection. In addition, they shall be responsible for working with the co-sponsor of the award in seeing that the plaque is engraved in time for the presentation.
  - B. Makeup: The committee membership shall be made up as follows: Immediate Past Instructor-of-the-Year - Chairperson, the liaison chief from the Parent Organization, and any general membership appointed by the Executive Board. Each member shall have one vote.
  - C. Meetings: Shall be held as deemed necessary by the chairperson.
10. Safety Committee
- A. Purpose: Shall be responsible for investigating any serious injury suffered by a student or an instructor during a Training Officers Section sponsored class. A serious injury is defined as one requiring a doctor's treatment. The investigation shall be focused around preventing future similar occurrences and is not designed to place blame.

- B. Makeup: The committee membership shall be made up as follows: Rescue Systems Liaison - Chairperson, one additional director board member, and one instructor with subject area expertise not involved with the injury.
- C. Meetings: Shall be held as injuries occur.
- D. Procedure: Once a serious injury occurs, the lead instructor of the class must immediately notify the Training Officers Section secretary by phone. The lead instructor must then complete an injury report. These documents shall be forwarded to the Training Officers Section secretary within three working days. The Training Officers Section secretary shall then notify the Rescue Systems Liaison (or that person's designee) whom will investigate and complete an injury investigation report. The Rescue Systems Liaison or designee will then call the Safety Committee together to review the collected information and create a report. The goal of the report will be to identify and correct unsafe practices or procedures in order to prevent similar future occurrences. These corrections shall be in the form of procedure, policy, training, personnel or equipment changes. The completed report shall be forwarded to the Training Officers Section Directors Board for final disposition.

11. When the selection of a committee member is required to be taken from a designated area of the county, the following geographical boundaries shall be used:

**NORTHERN AREA**

|                 |                 |                |
|-----------------|-----------------|----------------|
| Borrego Springs | Miramar College | San Diego City |
| Camp Pendleton  | North County    | San Marcos     |
| Carlsbad        | Oceanside       | San Onofre     |
| Del Mar         | Palomar College | Solana Beach   |
| Encinitas       | Poway           | Vista          |
| Escondido       | Ramona          |                |
| Industrial      | Rancho Santa Fe |                |

**SOUTHERN AREA**

|             |                |                      |
|-------------|----------------|----------------------|
| Alpine      | El Cajon       | National City        |
| Bonita      | Federal        | Rural                |
| CDF         | Imperial Beach | San Miguel           |
| Chula Vista | Inland         | Santee               |
| Coronado    | Lakeside       | Southwestern College |
| East County | La Mesa        | USFS                 |