



# CALIFORNIA FIRE CHIEFS ASSOCIATION

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[www.calchiefs.org](http://www.calchiefs.org)

## **CalChiefs 2017-18 Membership Invoice Instructions**

(On-line electronic form available at <https://calchiefs.org/join/membership>)

**Step 1** Determine your membership type/category: Chief with FTE (full-time equivalent) employees (includes all personnel sworn & non-sworn), Volunteer Chief, Retired Chief, Associate, or Additional Group from the following Constitution & By-Laws descriptions.

**Section 4 – Individual Membership.** The individual membership of the Association shall consist of:

- a. Active Members –Agency Head. Fire Chief, County Fire Marshal or County Fire Warden, Chief of the OES Fire and Rescue Division, Director and Unit Chiefs of CAL FIRE, Regional Forester, of the U.S. Forest Service, Region 5, and President of each recognized Section, or the President/Division Director of the North and South Division of each Section. Active members shall be entitled to all privileges and benefits provided by the Association and all elected officers shall be selected from this group.
- b. Active Member – Group. The active member – group is for other eligible members which include those from a fire service agency as identified in Section 4, a, 1 – 6 (above) whose Fire Chief, Director or agency head is an Active Member and other full-time members of the agency, sworn or non-sworn. Group members shall be entitled to all privileges and benefits provided by the Association.
- c. Active Member – Volunteer. The active member – volunteer is for eligible members which include those from a fire service agency as identified in Section 4, a, 1 (above) whose department or district annual budget is below \$250,000. Volunteer members shall be entitled to all privileges and benefits provided by the Association.
- d. Retired Member.
- e. Associate Member. Business/Vendor membership.

**Step 2** For **Volunteer Chief, Retired Chief and Associate** memberships, complete the top portion of the form. Next select the appropriate type of membership on the lower portion of the form, enter the total due and process with payment.

**Step 3** For **Paid & Part-Paid agencies**, complete the top portion of the form with the agency and Fire Chiefs information.

**Step 4** Next, use the number of FTE employees in the department and mark the box next to the FTE count. The “FTE Personnel” count determines the amount of the membership dues for your agency.

**Step 5** The FTE selected rate includes “Group Memberships” at no additional charge. Ex: If your FTE’s are 60, select 51-100 at the \$600 rate. This rate includes three group memberships. Fill in the first three lines on the form with name, rank, office #, cell # and email. Each FTE rate shows the number of group memberships associated with it.

**Step 6** If an agency wishes to add more group memberships, they should be added to the form at the \$75 rate per individual on the “Addl. Group” line. If there is more than one, use the lines below “Addl. Group”.

**Step 7** Total the amount due and process with payment.

## **Website Renewal**

The above can be completed and paid for with a credit card on our website at <http://www.calchiefs.org/join/membership.html> . The instructions above are applicable and you will be provided fields for your additional group membership.

If you are a current member, there is a “Renew” selection available. When selected it will initially show a balance of \$0 but as you proceed forward it will require selection of the FTE agency size, input of information, and will update the proper membership dues amount for payment. When selecting to make the payment you will be redirected to PayPal. You can select your PayPal account or select payment without a PayPal account. Enter the credit card number and associated billing information. A copy of the payment and membership form are automatically sent to CalChiefs.

CalChiefs appreciates your continued support and membership and look forward to your renewal for 2017/18. If you have any questions or comments, please contact Executive Director Eric Dutton, [edutton@calchiefs.org](mailto:edutton@calchiefs.org) or 916-923-9455.