

# WYOMING FIRE CHIEFS' ASSOCIATION

## NON-DISCRIMINATION PROGRAM

Wyoming Fire Chiefs' Association (WFCA) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or service that it provides. WFCA will not tolerate intimidation, threats, coercion, or discrimination against any individual or group. This policy establishes a framework for taking reasonable steps to ensure access to all services provided by the Association for all citizens and establishes procedures whereby the Association will receive and investigate allegations of discrimination.

*Title VI of the Civil Rights Act of 1964* is the overarching civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that "No person in the United States shall, on the grounds of **race, color, or national origin** (including **language**), be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance." Nondiscrimination prohibitions have been further broadened and supplemented by related statutes, regulations and executive orders.

*Title IX of the Education Amendments of 1972 (Title IX)*, which prohibits discrimination on the basis of **sex** in any education or training program receiving federal financial assistance, with a limited number of defined exceptions;

*Section 504 of the Rehabilitation Act of 1973*, which forbids discrimination on the basis of an individual's **disability** by all federal agencies and in all federally funded activities;

*The Age Discrimination Act of 1975*, as amended, which prohibits discrimination in federally supported activities on the basis of **age**.

*U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

### *What Does This Mean?*

WFCA will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under any of its programs, regardless of the funding source for the program. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin.

WFCA will not tolerate intimidation, threats, coercion, or discrimination against any individual or group for the purpose of interfering with any right or privilege guaranteed under law or regulations, or because the individual has filed a complaint or has testified, assisted or participated in any way in an investigation, proceeding or hearing or has opposed any WFCA action or decision.

WFCA will take reasonable measures to provide access to Association services to individuals with limited ability to speak, write, or understand English and /or to those with disabilities, such as: Provide free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities, and provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

### *Filing a Complaint*

A document called **NOTICE OF NONDISCRIMINATION** has been prepared and will be forwarded to all program participants, clients, customers, and members, and will be placed on the WFCA website.

If someone believes they have suffered from discrimination under an WFCA program, they may contact the WFCA Nondiscrimination Program Coordinator to seek informal resolution. If the matter cannot be resolved informally, the following steps will be followed:

With 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Nondiscrimination Program Coordinator. Complaints must include the complainant's name, the nature of the complaint, the dates of the complaint, requested action and contact information. Complaint forms are available in English.

### **Information and Services for Persons with Disabilities and Persons with Limited English Proficiency:**

The Wyoming Fire Chiefs' Association provides:

1. Free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
2. Free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

**If you need these services, please contact:**

Wyoming Fire Chiefs' Association  
Gene R Diedtrich  
3343 Latigo St  
Newcastle, Wyoming 82701  
3071-629-1532 [grdiedt@gmail.com](mailto:grdiedt@gmail.com)

**To File a Complaint:**

If you think that the Wyoming Fire Chiefs' Association has failed to provide these services or discriminated in another way based on race, color, national origin(including language), disability, sex, or age, you can file a complaint in person or by mail, or email with: Wyoming Fire Chiefs' Association, Gene R Diedtrich, 3343 Latigo St, Newcastle, Wyoming 82701. [grdiedt@gmail.com](mailto:grdiedt@gmail.com)

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

**E-mail:** [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)

**Fax:** 202-401-4708

**U.S.Mail:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch  
245 Murray Lane, SW  
Building 410, Mail Stop #0190  
Washington, D.C. 20528

For additional information: [www.dhs.gov/crcl](http://www.dhs.gov/crcl) Phone: 202-401-1474 Toll-Free 1-866-644-8360:

**Information and services for persons with Disabilities and Persons with Limited English Proficiency:**

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The Nondiscrimination Program Coordinator will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.

If the complaint is outside the jurisdiction of WFCA, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

*Complaint Processing*

If the complaint is within the jurisdiction of WFCA, or informal resolution was not possible, it will be promptly and impartially investigated. WFCA'S goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

*Preliminary Inquiry:*

WFCA will conduct a preliminary inquiry to determine the need for further investigation.

WFCA will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.

If the preliminary inquiry by WFCA indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.

If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

*Complaint Investigation:*

Complaints warranting further investigation will be promptly and impartially processed by the WFCA with assistance from other agencies as needed, the investigation will then be provided to the WFCA President for review.

The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response and a timeline to request review.

*Access to Persons with Limited English Proficiency (LEP) or Disability*

WFCA will take reasonable steps to ensure access to all people, and that accommodation is available to facilitate the participation of those persons with English language proficiency and/or disability.

WFCA provides at no cost appropriate auxiliary aids and services including qualified interpreters to LEP persons, to disabled persons who are deaf or hard of hearing and other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the decision making process.

We are also able to accommodate the needs of other LEP persons through specialty contracts for translation services.

*For questions, please contact program coordinator:*

Gene R Diedtrich  
WFCA Nondiscrimination Program Coordinator  
3343 Latigo St.  
Newcastle, Wyoming 82701  
E-mail: [grdiedt@vcn.com](mailto:grdiedt@vcn.com)  
Phone: 307-629-1532