

TITLE: Custom Technical Assistance

COMMITTEE: Organizing and Field Services/ Pension Resources

EFFECTIVE DATE: February 2011

POLICY:

IAFF Custom Technical Assistance – The following policy is established to provide equitable custom technical assistance to Local Affiliates. Custom technical assistance is a work product developed in response to a specific request from an IAFF Local Affiliate which is beyond the assistance generally provided.

Custom Technical Assistance is available to IAFF Local Affiliates under the following criteria:

- 1) The Local Affiliate must make a written request for service and the request must be “Task Specific,” i.e. ability to pay, wage comparability, EMS integration, justification for staffing, work week reduction, pension plan assessment etc.
- 2) Approval for custom technical assistance is at the discretion of the IAFF President after recommendation by the IAFF District Vice President.
- 3) The Local Affiliate must confer with the relevant department in the Technical Assistance and Information Resources Division (Labor Issues/Collective Bargaining, Fire/EMS Operations/GIS, or Pension Resources) for the purpose of developing a work plan and mutually acceptable objective. Participants in such discussion must include Local Affiliate representatives and if necessary the District Vice President.
- 4) After the initial conference call/video conference/meeting and agreement, the relevant department in the IAFF Technical Assistance and Information Resources Division will develop exhibits for use in negotiations, fact-finding, interest arbitration, or other venue on a custom basis to fit the local’s need.
- 5) After development of the exhibits, a second conference must be held to review the work product for completeness, accuracy and acceptability prior to its release.
- 6) If a consultant is to be involved in the presentation of materials prepared by the IAFF, in accordance with this policy, it is recommended that the consultant be present at the second conference call/video conference /meeting (IAFF/Local) to review the work product.
- 7) On-site presentation of exhibits or testimony is the responsibility of the Local Affiliate but may include the District Vice President, IAFF District Field Service Representative or a consultant. Limited IAFF staff may be available at the discretion of the International President if such participation is useful for the development of a key agreement or pattern setter with wider ranging impact on other Local Affiliates.

- 8) If the IAFF Local Affiliate opts to employ an expert or consultant for presentation or testimony, the IAFF will provide financial support in an amount not to exceed \$3,500 on a 50/50 shared cost basis. The final determination for financial support is at the discretion of the IAFF President. After approval is given to an affiliate, the affiliate shall have 12 months to submit invoices for financial support as defined in the policy. Extensions of this time must be requested and granted by the General President.
- 9) Requests for Technical Assistance which involve GIS mapping, station distribution, staffing, fire department/EMS integration, or similar studies shall include a written cover letter which describes the issue or problem.
- 10) All requests for Technical Assistance must be forwarded through the District Vice President for his/her recommendation to the IAFF President.
- 11) A Local requesting Geographical Information System (GIS) mapping and analysis for emergency response system deployment including station location, EMS, or staffing must allow not less than 45 days for preparation of exhibits.
- 12) For Technical Assistance from the Fire & EMS Operations/GIS Department, the Local Affiliate must also submit as requested by the IAFF no later than 30 days prior to exhibit deadline.
- 13) Where appropriate, Local Affiliates will be redirected to the WebGIS application on the IAFF website for simple self analysis.

As necessary, the IAFF will provide reimbursable expense [pursuant to policy] to a Local Affiliate for the cost of a local representative for air travel (coach fare) to participate in meetings at IAFF Headquarters noted in Number 3 of this policy. The subsidy is for travel only and other expenses are the responsibility of the Local.

PURPOSE: **Establishes policy to provide equitable custom technical assistance to local affiliates.**

CANCELLATION: **This policy revises the March 2003 policy entitled: Custom Technical Assistance.**

REFERENCE: **February 2011, Executive Board Meeting
March 2003, Minutes #145, Page 50
January 1996, Minutes #115, Page 36
May 1995, Minutes #113, Page 27
March 1991, Minutes #95, Page 22
December 1989, Minutes #89, Page 22
September 1989, Minutes #88, Page 24**