



International Association of Fire Fighters

Executive Board Policies

Version 26
June, 2015

TABLE OF CONTENTS

BUDGET AND FINANCE COMMITTEE	1
Accounting for Incurred but not Expended Liabilities	2
Affinity -Credit Card (IAFF).....	3
Canadian Vice Presidents' Salary	4
Credit Card	5
Financial Delegated Authorities Policy	6
Delinquent Locals on Hold	10
Discretionary Expenses.....	11
Line-Item Budget Format	13
Office Rent	14
Protecting the International from Debts and Obligations	15
Reimbursable Expenses – Telephone	16
Reimbursable Travel Expenses	17
Supplemental Budget	19
Cancelled Policies	20
IAFF BURN FOUNDATION COMMITTEE	21
Animal Rights	22
Burn Fund.....	23
Cancelled Policies:	25
CANADIAN AFFAIRS COMMITTEE	26
Assistant to the General President for Canadian Operations	27
Legal Assistance Policy/Legal Guardian Policy	29
Reimbursable Expenses in Canada.....	31
Union Label Trades Department, CLC.....	32
Cancelled Policies:	33
COMMUNICATIONS MEDIA AND PUBLIC AFFAIRS COMMITTEE	34
Automobile Decals	36
Distribution of Information	37
Joint Venture – Scouts of America.....	38
Licensing and Use of the IAFF Logo by Affiliates and Outside Vendors	39
Marketing/Fundraising Campaigns	41
National Conference of Public Employees' Retirement Systems	42
Cancelled Policies	43

TABLE OF CONTENTS

DISASTER RELIEF COMMITTEE	44
Disaster Relief Fund.....	45
EDUCATION AND TRAINING COMMITTEE.....	47
Affiliate Leadership Training Summit (ALTS).....	48
Attendance of Guests.....	49
IAFF Staff at Educational Events	50
New Member Orientation: IAFF and Labor History	51
District PEP Events:	52
Partnership Education Program (PEP)	53
Publicizing Educational Events	56
Seminars During Convention Year.....	57
Cancelled Policies	58
EMERGENCY DISPUTES FUND COMMITTEE.....	59
EDF Distribution Reporting Compliance	60
EDF Loan Agreement Form.....	61
Financial Aid and Emergency Disputes Fund	62
EMERGENCY MEDICAL SERVICES COMMITTEE	69
Active Shooter Events	70
Automated External Defibrillators.....	72
Cross-Trained/Dual Role EMS Personnel.....	73
Emergency Medical Services-Contracting Out	74
EMS Fair Labor Standards Act (FLSA)	75
Fire-Based Community Healthcare Provider Programs.....	76
Firefighters Performing Police Functions	78
Jurisdiction Over Emergency Medical Services.....	79
Rescue Task Force Training	80
Tactical EMS	81
12-Lead EKGs.....	83

TABLE OF CONTENTS

GOVERNMENT AND POLITICAL AFFAIRS COMMITTEE	84
Base Closure Realignment Assistance	85
Disbursement of FIREPAC Checks	86
FIREPAC Fund Raising Program by Political Affairs	87
FIREPAC Policy (Canada)	88
FIREPAC Policy (USA)	92
Legislative and Political Action Training Seminars	97
Legislation, Calling in Help from the Field	98
Legislative and Political Action Training Seminars	99
Legislative Priorities	100
Political Referendum Operations Partnership (PROP) Fund	101
Cancelled Policies	105
GRANTS ADMINISTRATION & HAZMAT/WMD TRAINING COMMITTEE	106
HUMAN RELATIONS COMMITTEE	107
Compensation of Human Relations Committee	108
Elected Human Relations Committee Mission Statement	109
Elected Human Relations Committee Selection of Chairperson and Secretary	110
Filling a Vacancy on the IAFF Elected Human Relations Committee	111
General President Meeting Protocol	112
IAFF Code of Conduct Meeting Statement	113
IAFF Convention Human Relations Committee	115
Reimbursement of Elected Human Relations Committee Assistance to Local Affiliates	116
Technical Assistance	117
Travel Policy for Executive Board Human Relations Committee	119
Cancelled Policies	120
INFORMATION AND TECHNOLOGY SYSTEMS COMMITTEE	121
Malware Policy	122
Password Policy	125
Security Auditing	129
Systems Communications	132
Remote Access	134
Removable Media	137
Incident Identification and Reporting	140
Wireless Policy	143
Enforcement Policy	145

TABLE OF CONTENTS

LEGAL SERVICES COMMITTEE	146
Consolidation of Locals, All Members of Incoming Local Must be Taken.....	147
Dissolutions or Mergers of Local Affiliates	148
Document Retention Policy	150
Front Line Policy.....	156
Guardian Policy	159
Guardian Policy: Union Activities Justice Fund.....	161
Internal Union Charges/Trial Procedures/Appeals.....	163
Mediation of Jurisdictional Disputes	164
Merger of Fire Departments and Involuntary Merger of Affected IAFF Locals	165
Notice to IAFF Affiliates.....	166
Notification of Rival Organization Determination Policy.....	168
Rival Organization	169
Cancelled Policies	170
OCCUPATIONAL HEALTH AND SAFETY/REDMOND COMMITTEE	171
Drug Testing.....	172
Fallen Fire Fighter Family Support after Line-of-Duty Deaths	174
Funeral Protocol	182
Infectious Diseases	183
Line-of-Duty Death Notification, Assistance, and Investigation Policy.....	184
Physical Fitness	191
Reproductive Hazards.....	192
Seat Belt Policy	193
Cancelled Policies	194

TABLE OF CONTENTS

ORGANIZING AND FIELD SERVICES COMMITTEE	195
50-Year and Each Additional 25-Year Recognition	196
Authorization Requests	197
Base Closure Realignment Assistance	198
Charter Kits	199
Charter Presentations	200
Charter Requirement.....	201
Collective Bargaining Agreement Database and Contract Clause Manual Model	202
Custom Technical Assistance	203
Dual Role IAFF/State Association Representatives.....	205
Filing of Vouchers by IAFF Field Service Representatives.....	206
First Contract Policy	207
IAFF District Field Service Representatives.....	208
IAFF Service Representatives	211
Impasse Situations and Job Actions, Position of International	213
Installation of Charters	214
Involuntary Forfeiture of Charters, Memberships Unaware	215
Local Charter Number Reinstatement.....	216
Locals Organizing New Bargaining Units.....	217
Membership Packet.....	218
Minimum Dues	219
More Than One Visit to a Local by a State Representative	220
Notification of District Vice Presidents	221
Organizing Industrial Fire Fighters	222
Organizing Process	223
Organizing Strategic Plan	225
Servicing Disaffiliated Locals	228
State Representatives	229
Submission of Constitution and By-Laws with Charter Application	230
Temporary Charters	231
Public Safety Officers' Position Statement.....	232
Cancelled Policies	233
PENSION & HEALTH CARE RESOURCES COMMITTEE	234
Pension Legal Intervention Notification.....	235
POLICY AND OPERATIONAL PROCEDURES COMMITTEE	236
Attendance and Voting	237

TABLE OF CONTENTS

Board Meeting Dates Schedule	238
Clarification of Industrial Local	239
Code of Ethical Practices/Conflict of Interest.....	240
Constitution and By-Laws Changes Reviewed by the Executive Board.....	244
Conventions: Policy and Criteria for Future Convention Sites	245
Conventions: Audit Not Required for Credentials	251
Conventions: Composition of Credentials and Election Committees.....	252
Conventions: Convention Chaplain.....	253
Conventions: Committees	254
Conventions: Convention Registration Fees, Delegates and Guests	255
Conventions: Convention Resolutions in Policy Book, Changes or Deletions or Repeal by Executive Board	256
Conventions: Conventions, Verbatim Transcript of Proceedings, Put out for Bids.....	257
Conventions: Credentials Committee.....	258
Conventions: Delegates to AFL-CIO Convention	259
Conventions: District Caucuses at Convention	260
Conventions: Federal Fire Fighter, and State/Provincial Association Pre-Convention Meetings	261
Conventions: Insurance	262
Conventions: Nomination of Vice Presidents	263
Conventions: Officers' Reports Committee	264
Conventions: Per Capita, Loan Payments	265
Conventions: Reimbursement of Pre-Convention and Conventions	266
Correspondence.....	267
Correspondence Concerning Vice President or His District	268
Directory of Presidents and Recording Secretaries	269
Four-Year Membership Card	270
IAFF Office Mail Sent	271
Label Policy	272
Mailing Lists and Labels	273
Manual of Common Procedures	274
Meals and Travel Expenses.....	275
Membership Cards	276
Membership Reporting	277
Moment of Silence for Members Who Have Died in the Line of Duty.....	278
Orientation of Newly Elected Vice Presidents.....	279
Prior Notification, When and Where, Agenda and Communications to Board.....	280
Quarterly Meetings	281

TABLE OF CONTENTS

Quarterly Reports to Vice Presidents	282
Recording Executive Sessions at Board Meetings	283
Release of Information to Affiliates	284
Reports of Department Heads	285
Rights of Active-Retired Members	286
Roll Call Voting by Per Capita	287
Severance Payment	288
Summaries of Board Minutes, Printer's Galley of Proof.....	290
Suspension, Exemption from	291
Teleconference Board Meeting	292
Telephone Polls of Vice Presidents, Record in Minute	293
Voting by General President	294
Cancelled Policies	295
SCHOLARSHIP FUNDS TRUSTEE COMMITTEE	296
Harvard Scholarship Program	297
Harvard Law School/University of Ottawa Executive. Leadership Program	298
Labour College of Canada	299
Howie" McClennan Scholarship	300

BUDGET AND FINANCE COMMITTEE

Danny L. Todd, Chairman
Roy L. "Sandy" McGhee, Vice Chairman
Paul Hufnagel
Fred LeBlanc
William Romaka
Mark Woolbright
Pete Gorman, Staff Advisor
Jim Lee, Staff Advisor
Warren May, Staff Advisor

The Budget and Finance Committee is charged with reviewing, considering and making recommendations to the Executive Board on fiscal and funding issues of the IAFF. The committee's jurisdiction includes:

- Review, evaluate and make recommendations to the Executive Board on the annual fiscal budget submitted by the General President and General Secretary-Treasurer.
- Review the investments and disbursements of the International's various funds and accounts administered, in accordance with the Constitution and By-Laws, by the General Secretary-Treasurer.
- Review the budget expenditures, as authorized by the Constitution and By-Laws, by the General President.
- Evaluate internal and external procedures that will assist the General Officers in efficiently and effectively overseeing the International's financial affairs.

TITLE: **Accounting for Incurred but not Expended Liabilities**

COMMITTEE: **Budget and Finance**

EFFECTIVE DATE: **March 2002**

POLICY:

If the IAFF recovers expenses from a specific line, or income is generated by a specific line or funded activity, recovery of expenditures or income shall be accounted as income (negative expenditure) in the appropriate budget line or fund.

PURPOSE: **Identifies budget lines where expenditures are recouped or actual income is generated.**

CANCELLATION:

REFERENCE: **March 2002, Minutes #140, Pages 74 and 75**

TITLE: Affinity -Credit Card (IAFF)

COMMITTEE: Budget and Finance

EFFECTIVE DATE: February 2012

POLICY:

The IAFF will place the revenues generated by the Affinity Credit Card Program in an appropriate IAFF account until the IAFF Executive Board re-designates such sums.

PURPOSE: Designates revenues generated by the Affinity VISA Credit Card Program.

CANCELLATION: This policy revises the 1991 policy entitled: IAFF Affinity VISA Card.

REFERENCE: February 2012, Minutes #183, Page 48
August 2001, Minutes #138, Page 37
December 1991, Minutes #98, Page 26

TITLE: Canadian Vice Presidents' Salary

COMMITTEE: Budget and Finance

EFFECTIVE DATE: August 2001

POLICY:

Canadian Vice Presidents' salary compensation will be paid from Canadian earned sources (per capita tax), and will be at the U.S. equivalent when temporarily working in the United States.

PURPOSE: Determines type of currency used to pay Canadian District Vice Presidents' salary.

CANCELLATION: This policy revises the 1985 policy entitled: Canadian Vice Presidents' Per Diem

REFERENCE: August 2001, Minutes #138, Page 35
July 1985, Minutes #73, Page 9

TITLE: Credit Card

COMMITTEE: Budget and Finance

EFFECTIVE DATE: June 2010

POLICY:

The IAFF credit card is issued for IAFF-business related expenses incurred for the person to whom the card was assigned. Authorized use would include: IAFF Lodging expenses (i.e. Hotel, room tax and fees), transportation expenses (i.e. Air/Rail fee, car rental and fuel, parking/tolls, and taxi), and such other charges (i.e. telephone, fax, copying, internet charges, and office supplies). It may be used by DVP's to pay for discretionary expenditures (in accordance with the policy). It is not to be used for any personal transactions. A brief explanation of the business reason of the expenditure is required¹. All credit card expenses shall be reported on the appropriate IAFF Expense Voucher which shall be submitted with receipts according to established procedures within 45 days of the expenditure.

This explanation would include the nature and purpose of the expense. Public relations expenses would also require:

- The place, name, address, type of expense, such as dinner or refreshments.
- Business reasons for the expense or nature of business benefit derived or expected, and
- Information relating to persons in attendance, i.e., name, title or other designation sufficient to establish business relationship.

PURPOSE: Clarifies when it is appropriate to charge an expense on the IAFF credit card.

CANCELLATION: This policy revises the 2005 policy entitled: Credit Card.

REFERENCE: June 2010, Meeting Minutes #177, Page 23
March 2005, Minutes #154, Page 27
August 2001, Minutes #138, Page 36
December 1991, Minutes #98, Page 26

TITLE: Financial Delegated Authorities Policy

COMMITTEE: Budget and Finance

EFFECTIVE DATE: November, 2014

POLICY: This policy is the authority and discretion to commit IAFF funds, and the subsequent payment for goods and services purchased in the course of IAFF operations. This policy is an integral part of the IAFF's wider model of financial governance.

1. PURPOSE

To provide a framework of financial delegated authority within which the International Association of Fire Fighters and its subsidiaries (the "IAFF") can effectively manage and safeguard its financial resources.

The establishment of a robust financial delegated authority framework is necessary to ensure consistency of practices across the organization, and to prevent situations where mishandling of funds can arise.

A sound internal control environment requires that only authorized personnel or their approved designees approve operating expenditures at the IAFF. The IAFF relies on these internal control measures to ensure that:

- Only legitimate and appropriate transactions are executed and recorded
- Transactions are executed as intended, and in accordance with IAFF policy and relevant financial, legal, and contractual requirements
- Errors are detected prior to execution.

2. ORGANIZATION SCOPE

This is an organization wide policy and shall apply to all staff members of the IAFF and its subsidiaries.

3. DEFINITIONS

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Approved Budget	The current or any supplementary or additional budget approved by the Executive Board. The budgets reflect expenditure targets by major cost center/division.
Delegated Authority	The granting of power to a staff member to act on behalf of one or more others, for an agreed purpose
Operating Expenditure	Also known as "OPEX". Expenditure incurred in the course of day-to-day IAFF operations.
Purchase	A transaction involving release of IAFF funds in exchange for goods or services.
ReQlogic	Automated procurement/invoice approval system.
Staff:	Any person employed with the IAFF on a permanent basis (including full and part-time).

4. TITLES ADDRESSED BY THIS POLICY

General President ("GP")
 General Secretary-Treasurer ("GST")
 Chief of Staff ("COS")
 Chief of Operations ("COO")
 Assistants to the General President ("AGP")
 Assistants to the General Secretary-Treasurer ("AGST")
 Executive Assistant to the GP/GST
 Executive Assistant to the COS/COO
 Directors
 Deputy Directors

5. AUTOMATED APPROVAL SYSTEM

The IAFF currently utilizes an automated, web-based procurement and invoice approval system (ReQlogic). Vouchers are entered/initiated by staff and routed to the appropriate individual(s) for approval and subsequent processing by the accounting department. No vouchers/invoices should be submitted to the accounting department manually.

All appropriate documentation should be uploaded electronically and appended to the voucher in ReQlogic to permit proper review.

6. DELEGATION OF APPROVAL AUTHORITY

An individual with approval authority (Approver) may temporarily delegate their financial approval authority to another employee (peer OR up any number of levels, per Policy) if he or she will be away from the office and will be unable to respond to notifications for the approval of financial (invoice) documents.

Approval authority may **not** be delegated to an individual with a lower level of approval authority.

A temporary delegation of financial approval authority must have a defined START and END date. The temporary delegation must be either extended or rescinded if the Approver's return occurs earlier or later than originally expected.

A permanent delegation of financial approval is **not** permitted.

The General President and General Secretary-Treasurer may delegate their approval authority to their Executive Assistants.

Approvers must ensure that:

- Purchase requisitions, purchasing card transactions, and supplier invoices are not split in order to circumvent approval limit requirements as defined later in this document.
- Sufficient documentation exists to substantiate a transaction.
- Items that should be reviewed/confirmed include, but are not limited to:
 - invoice date
 - invoice amount
 - vendor
 - budget line charged
 - description
- Transactions are only approved after determining that the goods and/or services have been received or completed to satisfaction.
- A delegated approver receives appropriate instruction and training, and reviews transactions for completeness and accuracy.

7. APPROVAL LEVELS OF AUTHORITY

Levels of approval authority are defined:

Position	Approval Limit
General President/General Secretary-Treasurer	Unlimited
Chief of Staff/Chief of Operations	\$ 500,000
Executive Assistant to the GP/GST*	\$ 50,000
Assistants to the GP/GST	\$ 50,000
Executive Assistant to the COS/COO*	\$ 10,000
Directors	\$ 10,000
Deputy Directors	\$ 5,000

* Note: Executive Assistants to the GP/GST and Executive Assistants to the COS/COO may exceed stated limits above if higher approval authority is assigned through a delegation of authority by the General President or General Secretary-Treasurer, or Chief of Staff or Chief of Operations, as appropriate.

The Executive Assistant to the GP may assign their delegated authority in their absence to the Chief of Staff, and Executive Assistant to the GST may assign their delegated authority in their absence to the Chief of Operations.

Should both the Chief of Staff and Executive Assistant to the GP be out of the office on leave, then the Executive Assistant to the GP (who has been delegated approval authority by the General President) may delegate that approval authority to the Comptroller.

Should both the Chief of Operations and Executive Assistant to the GST be out of the office on leave, then the Executive Assistant to the GST (who has been delegated approval authority by the General Secretary-Treasurer) may delegate that approval authority to the Comptroller.

PURPOSE:

This policy define the limits of authority designated to specified positions of responsibility within the IAFF and establishes the types and maximum amount of expenses that may be approved by individuals.

CANCELLATION:

REFERENCE:

November 13, 2014, GP-GST policy meeting notes
June 2012, Minutes #184, Page 27

TITLE: Delinquent Locals on Hold

COMMITTEE: Budget and Finance

EFFECTIVE DATE: February 2012

POLICY:

Revocation of local charters for failure to pay the established per capita tax and/or other fees provided in Article VIII may be held in abeyance at the request of the local's District Vice President and approval of the Executive Board until the next Executive Board meeting following the request. Notification of such action shall be transmitted to the affected locals immediately following the meeting that they are placed on hold.

The General Secretary-Treasurer's office shall notify the president, secretary and treasurer of locals in jeopardy of involuntary forfeiture because of their per capita dues' status. The District Vice Presidents will be provided with regular reports on the status of delinquent locals.

PURPOSE: Establishes guidelines for placing delinquent locals on hold and notifying them of the intention to recall their charter.

CANCELLATION: This policy clarifies the March 2004 policies entitled: Locals on Hold and Delinquent Locals.

REFERENCE: February 2012, Minutes #183, Page 49
May 2004, Minutes #150, Page 30
March 2004, Minutes #149, Page 31

TITLE: Discretionary Expenses

COMMITTEE: Budget and Finance

EFFECTIVE DATE: February 2012

POLICY:

Budgeted amounts will be allocated each fiscal year to all District Vice Presidents (DVP's) to cover expenditures which, in a DVP's individual discretion, are necessary to carry out his/her duties. Discretionary expenditures are for IAFF–business related purposes and may include public relations activities (i.e. business meals), computer-related devices not otherwise supplied to all DVP's (i.e. special monitors, speakers, software), and any other expense not already encompassed within the DVP's budget or other IAFF budget line. A brief explanation of the business reason of the expenditure is required¹. No additional authorization is needed to the extent the discretionary expenditures do not exceed the DVP's budgeted amount (as indicated below²). All discretionary expenses shall be reported on the appropriate expense voucher which shall be submitted with receipts according to established procedures within 45 days of the expenditure.

¹This explanation would include the nature and purpose of the expense. Public relations expenses would also require:

- The place, name, address, type of expense, such as dinner or refreshments.
- Business reasons for the expense or nature of business benefit derived or expected, and
- Information relating to persons in attendance, i.e., name, title or other designation sufficient to establish business relationship.

² **Discretionary Fund**

The Discretionary Amount is allocated based on the number of Locals per District each DVP must serve. The budget for the current year is allocated according to the following formula:

<u># of Locals per District</u>	<u>\$ Amount</u>	<u>Districts</u>
0-99	\$7,000	6, 13, 15, 16
100 - 149	\$7,750.00	2, 5, 9
150 - 199	\$8,500.00	1, 4, 7 14
200 - 299	\$9,250.00	10, 11, 12
300-499	\$10,000.00	District 3 only
500+	\$10,750.00	District 8 only

PURPOSE: Sets dollar amounts to be budgeted for District Vice President discretionary expenditures.

CANCELLATION: Replaces Discretionary Expenditures Policy dated March, 2003.

REFERENCE: February 2012, Minutes #183, Page 49
June 2010, Meeting Minutes #177, Page 23
March 2003, Minutes #145, Page 30

TITLE: Line-Item Budget Format

COMMITTEE: Budget and Finance

EFFECTIVE DATE: February 2012

POLICY:

The General President will have the General Secretary-Treasurer of the IAFF prepare a line-item budget prior to the beginning of each fiscal year. The projected expenditures may not exceed projected revenues. The budget is submitted to the Executive Board for approval or adjustment. There will be a systematic procedure in considering the line items by taking them up line by line and if any Vice President has a question of a particular line, the Vice President can address that item. The presentation will include an explanation of each line. The line-item budget format adopted by the Executive Board will be the same format as used for the presentation. Any transfer of funds from one line item to another will be approved or adjusted by the Executive Board. The principal officers may conduct a polling of the Executive Board for changes in the line-item budget, if conditions warrant.

All expenditures of PCT funds are assigned to a line item when electronically submitted for payment. Funds received from the sale of local union supplies will be used for the purchase of same, thus not requiring the budgeting of per capita.

PURPOSE: Establishes procedures and guidelines for budgeting per capita tax revenues and expenditures.

CANCELLATION: This policy cancels the following policies: Line-Item Budget Formats; Line-Item Budget Directives; Line-Item Budget Consideration, Line by Line; Line-Item Establish Additional Line #148, Accrued Benefits Fund; Line-Item Budget Local Union Supplies; Polling of Executive Board by Telephone for Changes in Line-Item Budget.

REFERENCE: February 2012, Minutes #183, Page 49
August 2001, Minutes #138, Pages 39 and 40
November 1985, Minutes #74, Page 9
January 1985, Minutes #71, Page 24
September 1983, Minutes #66, Page 7
September 1982, Minutes #63, Pages 29 and 30
March 1981, Minutes #57, Pages 18 and 19

TITLE: Office Rent

COMMITTEE: Budget and Finance

EFFECTIVE DATE: March 2005

POLICY:

The principal officers will be paid once annually at a rate of \$200 per month for office rent for the fiscal year.

PURPOSE: Establishes an office space allowance for IAFF business conducted by the Principal Officers.

CANCELLATION: This policy revises the 2001 policy entitled: Office Rent.

REFERENCE: March 2005, Minutes #154, Page 27
August 2001, Minutes #138, Page 37
December 1994, Minutes #111, Page 33
September 1990, Minutes #93, Page 21
September 1988, Minutes #85, Page 11
October 1984, Minutes #70, Page 16
October 1978, Minutes #46, Page 14
May 1969, Minutes #18, Page 3
November 1966, Minutes #11, Page 21

TITLE: Protecting the International from Debts and Obligations

COMMITTEE: Budget and Finance

EFFECTIVE DATE: February 2012

POLICY:

The International will ensure that new local unions are permitted to affiliate on the condition, and with the expressed understanding, that the International will not be responsible for, and will be held harmless from, any prior, current and future debts, obligations and liabilities of the local union and its representatives, agents, employees and members. In addition, the International will make it clear to all existing affiliates that, consistent with the established policy of local autonomy, the International is not responsible for debts, obligations, and liabilities of the affiliates or their representatives, agents, employees and members. By adoption of the policy, the International does not authorize, support, encourage or condone any unlawful acts or omissions from its local, state or provincial affiliates. Current audits must be on file at the IAFF before a request for technical assistance, Labor Issue Task Force consulting fees, or FLSA cases can be considered. An audit will be conducted when there is a change in officer or officers responsible for local union finances.

PURPOSE: Ensures the IAFF is not held liable for any of its affiliates' debts and obligations. In addition, this policy requires IAFF affiliates to file timely audit reports as a requirement for consideration of any financial assistance.

CANCELLATION: This policy combines the following policies: Protecting the IAFF from Debts and Obligations Incurred by Local Affiliates; Local Union Financial Audits and Audits Conducted.

REFERENCE: February 2012, Minutes #183, Page 49
August 2001, Minutes #138, Page 36
January 1996, Minutes #115, Page 37
January 1989, Minutes #86, Page 18

TITLE: Reimbursable Expenses – Telephone

COMMITTEE: Budget and Finance

EFFECTIVE DATE: August 2001

POLICY:

The IAFF will provide a telephone and use a centralized billing for each of the Vice Presidents and/or reimburse the Vice Presidents for telephone expenses incurred to perform their duties.

PURPOSE: Provides cost of telephone expenses for District Vice Presidents, including fax or internet connection.

CANCELLATION: This policy cancels the policy entitled: Telephones for Vice Presidents.

REFERENCE: August 2001, Minutes #138, Page 38
July 1979, Minutes #49, Page 7

TITLE: Reimbursable Travel Expenses

COMMITTEE: Budget and Finance

EFFECTIVE DATE: September 2011

POLICY:

The IAFF will reimburse individuals for IAFF-business related travel expenses relative to the performance of their duties outside of their regular domicile. Eligible individuals include IAFF employees, elected officials, and representatives or agents, including DFSRs and service representatives (unless otherwise contracted) who are engaged in IAFF business. The individual must certify that he/she is not receiving funds from another organization for expenses on the IAFF Expense Report.

Individuals are authorized to travel 'Coach Class' when more than one 'class' of travel is offered by the airlines. The General President may authorize an appropriate upgrade in special circumstances, such as lengthy trips or excessive travel requirements. This does not preclude the individual's use of "personal upgrades;" however, in no instance will reimbursement be made for more than the actual fare paid. Travel reward benefits accrued while on specific union-related activities belong to the individual.

Individuals traveling via private automobile shall be reimbursed at the current Internal Revenue Service allowable rate for travel in the United States or the Canadian Revenue Agency rate for travel in Canada; provided, however, mileage reimbursement is limited to eight hundred miles per assignment unless extenuating circumstances exist with the approval of the General President. And, mileage reimbursement shall not exceed the cost of a 'coach class airline ticket' if such service provided a reasonable alternative. All other forms of transportation, (i.e. bus, train, taxi, airport limo service, subway, ferry, and tolls), shall be reimbursed for the actual amount identified by appropriate electronic receipts. Lodging shall be reimbursed for the cost of room, taxes, fees and parking (including valet). Other reimbursable expenses include such charges for: telephone, fax, copying, Internet service, etc. An allowance of eighty dollars (\$80) per day shall be provided to cover other out-of-pocket expenses not enumerated in this policy. All reimbursable expenses shall be reported through the appropriate IAFF Expense Report System which will be submitted with electronic receipts according to established procedures within 45 days of the expenditure. A brief explanation of the business reason of the expenditure is required¹

The original hardcopy of receipts should be retained by the individual submitting them for seven years, as established in the IAFF Document Retention Policy (under section E. Accounting Records), in the event originals need to be produced for verification or auditing purposes.

¹This explanation would include the nature and purpose of the expense.

Expenses would also require:

- The place, name, address, type of expense, such as dinner or refreshments.
- Business reasons for the expense or nature of business benefit derived or expected, and
- Information relating to persons in attendance, i.e., name, title or other designation sufficient to establish business relationship.

PURPOSE:	Establishes guidelines for travel expenses for employees, elected officials, representatives or agents conducting IAFF business.
CANCELLATION:	This policy cancels prior policies entitled: Reimbursable Expenses –Travel; Air Travel, Officers and Employees; Meal and Clothing Allowance; Lodging Expenses; Travel Allowance, Auto/Air; and Travel Authorization. It further revises the 2002 policy entitled: Reimbursable Expenses – Travel.
REFERENCE:	September, 2011, Meeting Minutes #182, Page 27 June 2010, Meeting Minutes #177, Page 23 February 2007, Minutes #163, Page 24 December 2002, Minutes #144, Pages 34 and 35 August 2001, Minutes #138, Pages 38 and 39 January 1998, Minutes #124, Page 30 December 1990, Minutes #94, Page 19 September 1990, Minutes #93, Page 21 May 1989, Minutes #87, Page 41 September 1988, Minutes #85, Page 11 November 1985, Minutes #74, Page 13 May 1985, Minutes #72, Page 7 March 1981, Minutes #57, Page 19 October 1978, Minutes #46, Page 14 March 1966, Minutes #9, Page 10 November 1962, Minutes #1, Page 9

TITLE: Supplemental Budget

COMMITTEE: Budget and Finance

EFFECTIVE DATE: March 2002

POLICY:

The General Secretary-Treasurer shall report to the Executive Board expenditures incurred but not reported from the prior fiscal year in a supplemental report when such expenditures exceed the equivalent of one cent per capita.

PURPOSE: Requires accountability and appropriateness of carrying over previous year expenditures into the current year budget.

CANCELLATION:

REFERENCE: March 2002, Minutes #140, Page 74

Canceled Policies

Pursuant to Executive Board action, the following Budget and Finance Committee policies have been canceled:

Title of Policy	Date Canceled
Accounting for Unanticipated Reserves	August 2001
Accounting System IAFF Change to Accrual System	August 2001
Administrative Fees, Federal Grants Kept Separate from General Revenue Account	August 2001
Air Travel, Officers and Employees	August 2001
Auto Mileage Allowance	August 2001
Availability of IAFF Supplies to Vice Presidents	February 2012
Availability of Supplies	August 2001
Balloon Payment, February 1, 1998	August 2001
Balloon Payment, Investment of	August 2001
Expenses, Telephone for Vice Presidents	August 2001
Line-Item Budget Considerations, Line by Line	August 2001
Line-Item Budget Directives	August 2001
Line-Item Budget Formats	August 2001
Line-Item Budget Local Union Supplies	August 2001
Line-Item Established Additional Line 148	August 2001
Lodging Expenses	August 2001
Meal and Clothing Allowance	August 2001
Office Equipment Allowance	August 2001
Office Rental Utilized for IAFF Business by Staff Representatives (Combined with "Office Rent")	August 2001
Opposition to Proposition 13	August 2001
Payment of Meals When Executive Board Meets	August 2001
Polling of Executive Board by Telephone	August 2001
Postage Stamps	August 2001
Recognition Awards (forms), Payments by Vice Presidents	August 2001
Reimbursement on Vouchers	August 2001
Reserve Fund	August 2001
Revenue Enhancing Programs	August 2001
Secretarial or Clerical Help for Vice Presidents	August 2001
Travel Allowance, Auto/Air	August 2001
Travel Authorization	August 2001
Voucher and Receipt Electronic Submittal Policy	September 2011

IAFF BURN FOUNDATION COMMITTEE

Harold A. Schaitberger, Chair
Thomas H. Miller, Vice Chair
Larry Osborne, Trustee
Lorne West, Trustee

The IAFF Burn Foundation Committee, composed of the General President as Chair, the General Secretary-Treasurer as Vice Chair, and three Executive Board members appointed by the General President is charged with overseeing all operations of the IAFF Burn Foundation as defined in the Foundation's Declaration of Trust. The Committee Members shall act by majority vote at any time, either by resolution at a meeting or by written record without a formal meeting. The Committee Members' jurisdiction includes:

- Reviewing, evaluating, and approving services provided by the Burn Foundation, including burn research grants, the IAFF Burn Foundation's International Burn Camp, and burn prevention and education activities.
- Approving appointments to the Foundation's Board of Medical Advisors who review and recommend recipients of the annual Burn Foundation research grants.
- Reviewing and approving Foundation research grants.
- Reviewing and evaluating the Foundation's fundraising operations and developing and approving new methods of raising money to fund the Burn Foundation's activities.
- Approving contracts entered into by the Foundation.
- Overseeing all other operations and services of the Foundation.

TITLE: Animal Rights

COMMITTEE: Burn Foundation

EFFECTIVE DATE: February 2012

POLICY:

The International Association of Fire Fighters Burn Foundation does not encourage the use of laboratory animals, but it accepts as fact that in some instances it is necessary to use a laboratory animal model to acquire information that is not obtainable otherwise. As a part of the eligibility requirements for an IAFF Burn Foundation grant, all applicants, when their proposed research project requires the use of laboratory animals, must provide a statement from the supervising institution (research foundation, institutional review board, etc.), that assures that the principles and standards, as set forth by the U.S. Public Health Service/National Institutes of Health, will be followed.

PURPOSE: Assures animal rights' principles and standards are adopted by those institutions receiving IAFF Burn Foundation grants.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 49
May 2004, Minutes #150, Page 65 (Retained)
December 1989, Minutes #89, Page 30

TITLE: Burn Fund

COMMITTEE: Burn Foundation (IAFF Foundation)

EFFECTIVE DATE: June 2014

POLICY: IAFF Burn Fund Notification Procedures and Assistance to Members' Policy

IAFF Fire Fighter Burn Injury Notification Protocol:

1. Local President will notify the appropriate District Vice President.
2. District Vice President will then notify the Assistant to the General President for Health, Safety and Medicine Division and/or the Chief of Staff as well as the IAFF Burn Fund Coordinator and the District Burn Coordinator.
3. District Burn Coordinator notifies the Local point of contact.

Burn Fund Assistance

Burn Fund assistance may be awarded for the purpose of providing financial assistance for temporary emergency expenses when an IAFF member and/or a member of their immediate family (spouse and children) suffer a burn injury which requires admission to a burn center. Determination for Burn Fund assistance will be made by the Chair of the IAFF Foundation after review of the submitted application.

Burn Fund Assistance Eligibility Requirements

1. The applicant must be a current IAFF member at the time the burn injury occurred.
2. The member's and/or a member of their immediate family's (spouse and children) eligibility shall be based solely on need as determined by the Chair of the IAFF Foundation after review of the information provided by the Local President and the District Vice President.

Burn Fund Assistance Application Process

1. All applications for Burn Fund assistance must be submitted within 14 days from the date of the burn injury using the IAFF Burn Fund Assistance application form.
2. All applications shall be submitted through the IAFF member's Local Affiliate President. The IAFF Local Affiliate President shall verify the accuracy of the member's claim for Burn Fund assistance.
3. Verified applications for Burn Fund assistance shall be forwarded to the IAFF District Vice President.

Burn Fund Assistance Approval Process

The Chair of the IAFF Foundation, after review of the submitted application from the District Vice President, shall provide assistance.

(Burn Fund Assistance Application is available at www.iaff.org.)

PURPOSE: Outlines the Burn Fund Notification Procedure including an application for assistance.

CANCELLATION:

REFERENCE: June 2014, Minutes #191, Pages 42-3

Cancelled Policies:

Pursuant to Executive Board action, the following IAFF Burn Foundation Committee policies have been canceled:

Title of Policy	Date Canceled
Burn Foundation, IAFF	May 2004

CANADIAN AFFAIRS COMMITTEE

Fred LeBlanc, Chairman
Lorne West, Vice Chairman
A. Michael Mullane
Ray Rahne
David J. Burry
Danny Todd
Scott Marks, Staff Advisor
Kevin O'Connor, Staff Advisor

The Canadian Affairs Committee is charged with reviewing, considering and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the General Officers related to Canadian affairs. The committee's jurisdiction includes:

- Assist with the planning and implementation of the Canadian legislative program.
- Review current and new programs and services provided by the Canadian Operations Division to ensure that they are appropriate to the needs of the Canadian affiliates.
- Review internal and external communications with the Canadian affiliates to ensure that they receive timely and relevant information.
- Assist with the planning of the biennial Canadian Policy Conference, if requested.
- Review existing and new policies and practices to ensure that they do not conflict with Canadian legislation.
- Ensure that existing and new material produced by the IAFF contains the appropriate Canadian content.
- Continuously support and promote the IAFF's relationship with the CLC.

TITLE: Assistant to the General President for Canadian Operations

COMMITTEE: Canadian Affairs

EFFECTIVE DATE: February 2012

POLICY:

The location of the Canadian Office of the IAFF will be in the City of Ottawa, Ontario, Canada.

The primary duties of the Assistant to the General President for Canadian Operations will be to administer the operations of the IAFF Office in Canada, subject to the supervision and direction of the General President of the IAFF. Such duties will include:

- Compilation and distribution of material for all Canadian IAFF affiliates, including resumes of all Collective Agreements, Arbitration Awards, statistical data such as Consumer Price Index and other related material that may be requested from time to time.
- Maintain an up-to-date reference library on all matters pertaining to the fire service.
- Maintain and operate Canadian supply office.
- Legislation representative at the national level in Ottawa on such matters as the Canada Pension Plan, Employment Insurance or any other federal legislation that may affect Canadian members.
- Prepare material for Arbitration and Conciliation Board Briefs and represent locals involved in Arbitration or Conciliation Board Briefs and represent locals involved in arbitration or conciliation in different geographic areas when requested by district vice presidents.
- Represent IAFF on the Transportation, Sweatshop, Political Action Committees and any other CLC Committee that is deemed appropriate by the Assistant to the General President for Canadian Operations in consultation with the General President and the Canadian District Vice Presidents.
- Review Canadian submissions to the IAFF's International Fire Fighter and the IAFF Leader publications.
- Attend and participate in Provincial Seminars and Conventions, with the approval of the General President, report on emerging collective bargaining issues, pressing legislative matters or any other matters of interest to Canada's professional fire fighters.
- Assist in the administration of IAFF Canadian Hazmat-CBRNE Grant – seek out new funding and grant opportunities.
- Responsible for the general administration and operation of the FIREPAC Canada and its activities upon approval of the General President as set out in the FIREPAC Policy (Canada).

Note: The designation of the Canadian Regional Office was changed to Canadian Office of the IAFF on pg. 13, Report 31.

PURPOSE: Establishes the location of the IAFF Canadian Office and the duties of the AGP for Canadian Operations.

CANCELLATION: This policy revises the 1978 policy entitled: Director of Canadian Office.

REFERENCE: February 2012, Minutes #183, Page 49
May 2004, Minutes #150, Page 57
October 1978, Minutes #46, Page 19
November 1968, Minutes #16, Page 9

TITLE: Legal Assistance Policy/Legal Guardian Policyy

COMMITTEE: Canadian Affairs

EFFECTIVE DATE: May 2004

POLICY:

The process for legal assistance shall originate with the respective IAFF Canadian District Vice President. The written request shall contain full details of the fact situation to be forwarded to the Assistant to the General President for Canadian Operations. The Canadian District Vice President and Assistant to the General President will review the request to make a recommendation to the General President whether such a request falls within the criteria of the provision of legal services. Again, this consultation must take place as there is a limited pool of funds for the provision of these services, as stipulated in Resolution 48 (1996) and fairness and appropriateness shall dictate in each scenario. Those issues of national importance or relevance to the Canadian affiliates may originate with the Canadian Office. Examples of those situations, which would warrant assistance, include:

- an issue which would have an effect on Canadian affiliates with or on a provincial or national basis;
- an affiliate wanting a second opinion on whether their own legal counsel's course of action is appropriate or warranted;
- an affiliate planning a substantive and prolonged legal action against their employer;
- a serious breakdown in collective bargaining which would require specialized legal expertise.

The above clearly indicates that the provision of legal assistance is not intended to apply every time an affiliate is involved in legal action but is for those unique and unusual situations where an opportunity to have a new or second look at a fact situation would yield beneficial results. The list is not meant to be exhaustive but should act as a guideline or benchmark for those situations, which would qualify for legal assistance. After an affiliate has received confirmation from the Canadian office that their particular fact situation qualifies for assistance, the affiliate president or his/her designee will communicate with the IAFF retained law firm to provide full particulars of the scenario and answer any questions from the law firm. The written response from the law firm will be sent to the Canadian District Vice President with a copy sent to the General President, the Assistant to the General President for Canadian Operations and the individual affiliate.

PURPOSE: Establishes guidelines for obtaining legal assistance for Canadian affiliates.

CANCELLATION: This policy revises the 1998 policy entitled: Legal Assistance Policy

REFERENCE: May 2004, Minutes #150, Pages 57 and 58
January 1998, Minutes #124, Pages 30 and 31

TITLE: Reimbursable Expenses in Canada

COMMITTEE: Canadian Affairs

EFFECTIVE DATE: May 2004

POLICY:

Reimbursable expenses will be paid in the currency of the country in which the expenses occur.

PURPOSE: Establishes type of currency paid for reimbursable expenses.

CANCELLATION: This policy revises the 1983 policy entitled: Per Diem and Reimbursable Expenses in Canadian or American Currency.

REFERENCE: May 2004, Minutes #150, Page 57
July 1983, Minutes #65, Page 17

TITLE: Union Label Trades Department, CLC

COMMITTEE: Canadian Affairs

EFFECTIVE DATE: May 2004

POLICY:

The Canadian Office will use unionized services such as airlines, hotels, travel agents, and printers unless no unionized service is available, and that the IAFF encourage all affiliates and provincial associations to do the same.

PURPOSE: Assures that unionized services will be utilized by the Canadian Office whenever possible.

CANCELLATION: This policy revises the May 1959 policy entitled: Union Label Trades Department, CLC.

REFERENCE: May 2004, Minutes #150, Pages 58 and 59
May 1959, Minutes

Canceled Policies:

Pursuant to Executive Board action, the following Canadian Affairs Committee policies have been canceled:

Title of Policy	Date Canceled
Canadian News Articles	May 2004
Delivery of IAFF Journal to Canada	May 2004
Exemption from Unemployment Insurance Act	May 2004
North American Free Trade Agreement	May 2004
Representation on Federal Bargaining Committee	May 2004
Reduction of Canadian Office Personnel to Director and Two Employees	May 2004

COMMUNICATIONS MEDIA AND PUBLIC AFFAIRS COMMITTEE

Paul Hufnagel, Chairman
Fred LeBlanc, Vice Chairman
Thomas A. Thornberg
James B. Johnson
David J. Burry
James T. Ferguson
Jeff Zack, Staff Advisor
Marty Sonnenberg, Staff Advisor

The Communications and Public Affairs Committee is charged with reviewing, considering and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the General Officers, related to internal and external public relations, media relations, general circulations of IAFF publications, use of the IAFF logo and related services to affiliates. The committee's jurisdiction includes:

- Review and evaluate current public relations policy, practices, programs and services to IAFF affiliates and advise the General President on internal public relations and methods of communicating the IAFF's message to affiliates and the membership.
- Review and advise on the IAFF's current public relations activities and messages aimed at the public and other outside audiences and make recommendations on strengthening or improving such outside PR activities.
- Review and advise on the IAFF's effort to garner positive media coverage for fire fighters and use of the media to put a "face" on the IAFF to promote the IAFF's issues, goals and agenda.
- Review and evaluate the IAFF's current logo policy and recommend improvements to protect the IAFF's trademark interests; review and make recommendations on all requests to use the IAFF logo; and insure that authorized users of the logo meet their financial commitments to the IAFF.

- Review Local Leadership Award nominations from those selected by the respective District Vice President for each district and recommend winners to the entire Executive Board in accordance with Resolution 18 adopted at the 2008 Convention.

TITLE: Automobile Decals

COMMITTEE: Communications Media and Public Affairs

EFFECTIVE DATE: May 2004

POLICY:

Automobile decal replacements will be furnished in a number equal to ten percent of its membership, to each local annually, without charge, upon request beginning in 2005.

PURPOSE: Establishes guidelines for distribution of automobile decals to local union affiliates.

CANCELLATION: This policy revises the 1983 policy entitled: Automobile Replacement Decals

REFERENCE: May 2004, Minutes #150, Page 54
July 1983, Minutes #65, Page 15
August 1966, Minutes #10, Page 6

TITLE: Distribution of Information

COMMITTEE: Communications Media and Public Affairs

EFFECTIVE DATE: December 1989

POLICY:

The IAFF will not supply its affiliates or other organizations its research software programs, and/or complete data bank. Requests of any information provided and/or produced by the IAFF for affiliate use must be specific in nature, consistent with IAFF policy of supplying complete information as needed.

The IAFF will not be permitted to respond to any outside survey or information request from private organizations without the explicit approval of the General President. It is strongly recommended that IAFF affiliates not respond to surveys or provide information to outside private organizations.

PURPOSE: Prohibits dissemination of IAFF software programs/data bank and mandates approval by the General President for responding to outside surveys and requests for information.

CANCELLATION:

REFERENCE: May 2004, Minutes #150, Page 52 (Retained)
December 1989, Minutes #89, Page 22

TITLE: Joint Venture – Scouts of America

COMMITTEE: Communications Media and Public Affairs

EFFECTIVE DATE: February 1992

POLICY:

The IAFF endorses the principle of co-sponsorship of scout units by fire departments and fire fighter locals where this will make a better youth program. The IAFF will utilize to the fullest extent the opportunities provided by scouting to educate youth in the areas of fire prevention and fire safety.

PURPOSE: Endorses the principle of co-sponsorship of scout units and fire safety programs for scouts by fire departments and firefighter locals.

CANCELLATION:

REFERENCE: May 2004, Minutes #150, Page 53 (Retained)
February 1992, Minutes #98, Page 33
August 1991, Minutes #97, Page 21
September 1973, Minutes #28, Page 13
September 12, 1973 (formal agreement signed)

TITLE: **Licensing and Use of the IAFF Logo by Affiliates and Outside Vendors**

COMMITTEE: **Communications Media and Public Affairs**

EFFECTIVE DATE: **February 2012**

POLICY:

All those requesting permission to use the IAFF logo are required to fill out the licensing application, attach the necessary pages and return the paperwork to the IAFF General President for consideration by the Executive Board.

Please know that IAFF affiliates are allowed to use the logo for official purposes without prior approval from the Executive Board. Official purposes are those such as business cards, letterhead and clothing apparel produced for your respective local only. Approval by the Executive Board is necessary, however, for the use of the logo as part of a booster sticker or materials used by locals for fundraising purposes. In addition, telemarketers and other vendors are prohibited from using the logo unless it is significantly different from the IAFF logo and approved by the Executive Board.

All persons, vendors, businesses, IAFF affiliates as specified in paragraph two, and other entities seeking approval for the use of the logo should send in a fully completed request form, accompanied by samples of the product that would bear the IAFF logo, and a letter of support from an IAFF affiliate president. Pursuant to IAFF policy, please be aware that the sample(s) will ordinarily become the property of the IAFF, unless accompanied by a specific request that the sample(s) be returned. In any event, the IAFF does not assume responsibility for lost, damaged, or misdirected samples under any circumstances. Products licensed to display the logo must be union made or when union products are not available, must be made in the United States and Canada.

After the Executive Board grants permission all approved users will pay an annual licensing fee for use of the IAFF logo. The annual licensing fee is \$200 for IAFF members using the logo for commercial activities and \$1,000 for all non-IAFF users. Approved users will also be required to pay a quarterly royalty fee based on a percentage of gross sales to the IAFF Foundation, as designated by the Executive Board. Royalty fees are 2 percent of gross sales for IAFF members using the logo for commercial activity and 4 percent of gross sales for all others. The IAFF reserves the right to inspect and audit, if necessary, any books and records related to the amounts payable to the IAFF.

Following the completion of 12 months of a contract, and following each 12-month period thereafter, royalty payments must equal or exceed the \$200 (\$1,000 for non-members) license fee in order to renew the logo license. If royalty payments are less than \$200 (\$1,000 for non-members), licensees will be

billed for the balance in order for the license to be renewed. Nonpayment will result in revocation of the logo license.

Any approved user who fails to live up to its commitments to the IAFF by not paying royalties for two successive quarters or who violates other provisions of the licensing agreement will have the right to use the logo revoked. Users that have their license revoked may reapply for use of the logo. The Executive Board has the right to charge a new licensing fee and change the terms of the previously entered licensing agreement in such cases.

Style Guide for Use of IAFF logo:

<http://www.iaff.org/comm/logo/logostyleguide2.pdf>

PURPOSE: Establishes guidelines for the licensing and use of the IAFF logo by affiliates and outside vendors, including royalty fees.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 49
May 2004, Minutes #150, Pages 52 and 53 (Retained)
August 2001, Minutes #138, Pages 56 and 57
January 2001, Minutes #131, Pages 35 and 36
September 1997, Minutes #123, Page 28
December 1990, Minutes #94, Page 16

TITLE: Marketing/Fundraising Campaigns

COMMITTEE: Communications Media and Public Affairs

EFFECTIVE DATE: March 2005

POLICY:

Absent the prior, express consent of the IAFF, affiliates shall not participate in any national, interstate or inter-provincial marketing or fundraising campaign which also seeks to utilize, through coordinated effort, IAFF affiliates in other jurisdictions for the same purpose. Such campaigns would include, but would not necessarily be limited to, any endeavor that utilizes a marketing, branding, endorsement, licensing, private labeling or partnership strategy that relies upon the image and goodwill of the IAFF, firefighters or their profession. Any affiliate solicited to engage in such a campaign shall notify its District Vice President, who shall be responsible for bringing the matter to the attention of the General President. An individual affiliate may, with written notice to the International, continue to engage in marketing and fundraising efforts as part of a local campaign conducted solely within its respective jurisdiction. In no instance shall any affiliate or member falsely represent, or take any action that falsely implies that the IAFF has endorsed, sponsored or played a role in any marketing or fundraising campaign.

PURPOSE: Explicitly states the International's authority over national or interstate coordinated marketing and fundraising efforts, where those efforts involve more than one affiliate and/or jurisdictions.

CANCELLATION:

REFERENCE: March 2005, Minutes #154, Pages 28 and 29

TITLE: National Conference of Public Employees' Retirement Systems

COMMITTEE: Communications Media and Public Affairs

EFFECTIVE DATE: November 1960

POLICY:

Affiliation with this organization approved, as well as the assignment of a Board member by the General President, to represent the International at this conference.

PURPOSE: Approves affiliation with, and assignment of board member to, this organization.

CANCELLATION:

REFERENCE: May 2004, Minutes #150, Page 52 (Retained)
November 1960, Page 234

Canceled Policies:

Pursuant to Executive Board action, the following Communications Media and Public Affairs Committee policies have been canceled:

Title of Policy	Date Canceled
Attending Funerals	May 2004
Awards Contest. New Category-Local Union Publication	May 2004
Awards Program	May 2004
Boycott Nike Corporation	May 2004
Boycott Reader's Digest	October 2004
Code of Ethics and Funeral Service Ritual	May 2004
Consumers Federation of America	February 2012
Decals for Retirees	May 2004
Film, Fire Kill	May 2004
"Fire Publications" and State Associations	May 2004
Government Employee Relations Report	May 2004
Grave Markers and Flags	May 2004
Guidebook on Fair Labor Standards	May 2004
Home Fire Safety Project, Indiana PTA	May 2004
Insignia for Podium	May 2004
Kit [Public Relations]	May 2004
MDA Telethon, Representation from Districts	February 2012
Marketing/Fundraising Campaigns	February 2012
National Conference of Public Employees' Retirement Systems	February 2012
Noncollective Bargaining Committee Report Pursuant to Res.47	May 2004
Political Action Handbook, IAFF	May 2004
Public Relations, Radio/Film Message to Public	May 2004
Quarterly Newsletter	May 2004
Series of Newspaper Ads	May 2004
Subscription to Fire Reporter for Vice Presidents	May 2004
Use of Union Emblems—Decals and Bumper Stickers	February 2012

DISASTER RELIEF COMMITTEE

Harold A. Schaitberger, Chairman
Thomas H. Miller, Vice Chairman
James B. Johnson, Member
Danny L. Todd, Member

The Disaster Relief Committee is charged with reviewing, considering and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the Principal Officers, related to the Disaster Relief Fund. The Committee's jurisdiction includes:

- Review and make recommendations for the funding and distribution of grants from the Fund.
- Continuously support and promote contributions to the Fund.

TITLE: Disaster Relief Fund

COMMITTEE: Disaster Relief

EFFECTIVE DATE: February 2012

POLICY: IAFF Disaster Relief Fund, Rules and Regulations

I. Disaster Relief Grants

- A. Disaster Relief Grants may be awarded for the purpose of providing cash for temporary emergency expenses for IAFF members who suffer financial hardship in a U.S. or Canadian federally declared disaster area or in cases of natural or man-made disaster including floods, hurricanes, tornadoes, earthquakes, landslides, fires, drought, or civil disturbances as determined by the Disaster Relief Committee.
- B. Disaster Relief Grants shall only be made to IAFF members suffering a catastrophic loss with resulting financial hardship following such a disaster and shall not be granted to cover costs to perform building or property repairs, renovation or construction. Grants shall only be made for immediate housing, food, medical supplies and services, clothing and other similar disaster relief.
- C. The minimum amount of any Disaster Relief Grant shall be \$500 for any single disaster occurrence. The Disaster Relief Grant amount may be increased by the Board of Directors of the IAFF Charitable Foundation upon a request from the Disaster Relief Committee. Multiple awards to IAFF members residing in the same household which exceed the above-mentioned dollar limitations shall not be granted. For example, if both the husband and wife are IAFF members, they are only collectively eligible to receive a grant of up to \$500 for a single disaster occurrence.

II. Disaster Relief Grant Eligibility Requirements

- A. The applicant must be a current IAFF member at the time the disaster occurred.
- B. The member must reside in the area which has been declared a disaster by the U.S. or Canadian government or by a majority of the Committee.
- C. The member's eligibility shall be based solely on need as determined by a majority of the Committee.
- D. A member is only eligible for assistance if he or she is displaced from his/her home because of the disaster.

III. Disaster Relief Grant Application Process

- A. All applications for Disaster Relief Grants must be submitted within 14 days from the date of the disaster using the IAFF Disaster Relief Application Form.
- B. All applications shall be made through the IAFF member's Local Affiliate President. The IAFF Local Affiliate President shall verify the accuracy of the member's claim for a Disaster Relief Grant.
- C. All applications for Disaster Relief Grants shall be sent to the IAFF District Vice President where the disaster occurred or directly to:
Chairman
IAFF Disaster Relief
Division of Occupational Health, Safety and Medicine
International Association of Fire Fighters
1750 New York Avenue, NW
Washington, DC 20006

IV. Disaster Relief Grant Disbursement Process

Upon receipt of the completed application; and after declaration by the Committee of a disaster and verification of the member's need, the Chairman shall issue a grant to the member. Relief fund grant checks shall be distributed to individual members in the most direct and expeditious manner taking into account the instructions of the individual member involved.

V. Additional Emergency Relief

- A. The Committee may also appropriate funds to third-parties where such appropriations are deemed necessary to assist those IAFF members who have suffered loss due to a disaster, as defined in section I(A), to immediately obtain needed housing, food, medical services and supplies, clothing and other similar disaster relief.

PURPOSE: Provides cash and other assistance for temporary emergency needs experienced by IAFF members because of a disaster, as determined by the Disaster Relief Committee.

CANCELLATION:

**REFERENCE: February 2012, Minutes #183, Page 49
August 2004, Minutes #151, Pages 29 and 30
September 2004 Trustee Action**

EDUCATION AND TRAINING COMMITTEE

Larry Osborne, Chairman
David J. Burry, Vice Chairman
Roy L. "Sandy" McGhee
Ricky Walsh
James B. Johnson
Ray Rahne
Jim Ridley, Staff Advisor

The mission of the Education and Training Committee is to review policies, programs, proposals and services and to make recommendations to the Executive Board as necessary. The primary goals of the education/training effort include preparing members to be effective union leaders and to operate safely as emergency response professionals.

The committee's jurisdiction includes:

Overview the responsibility for education and training goals and objectives. The committee will review proposals by the General President on program and delivery systems which are designed to bring more educational opportunities to our affiliate leaders.

Consider existing and proposed program changes which may incorporate the use of technology to broaden the exposure of the IAFF's training modules to all affiliates.

Significant affiliate issues arising out of the implementation of the education and training effort will be brought before the committee.

Continue to explore new structural opportunities, including the use of our state and provincial organizations for educational delivery.

Review and evaluate suggested development, changes and modifications to IAFF educational curriculum.

TITLE: **Affiliate Leadership Training Summit (ALTS)**

COMMITTEE: **Education and Training**

EFFECTIVE DATE: **February 2014**

POLICY:

The ALTS is designed to teach skills to current and future local union leaders. It uses current topics of interest to teach these skills in a small group setting. It is an annual event.

The ALTS is open to all members subject to the approval of their local principal officer.

The ALTS will be held in locations with access to major airport hubs.

The ALTS is to be self-sustaining through registration fees with the exception of expenses associated with staff travel.

The ALTS is a two and one-half day event.

Written requests for refunds for those unable to attend must be submitted within 30 days of the close of the event.

PURPOSE: **Provides affiliate leader education through an annual international training event.**

CANCELLATION: **This policy revises the 1994 policy entitled: IAFF Educational Seminars. The policy entitled “Special Seminars” has been canceled as it is no longer applicable. “State Coordinator Seminar” was canceled. This is now being accomplished under ALTS and the assisted seminar programs. (See EDU 9-10)**

REFERENCE: **February 2014, Minutes #190, Page 50
March 2002, Minutes #140, Pages 48
March 1994, Minutes #108, pages 33 and 34
May 1989, Minutes #87, Pages 22**

TITLE: Attendance of Guests
COMMITTEE: Education and Training
EFFECTIVE DATE: March 2002

POLICY:

All guests must be approved by the IAFF and registered for the event.

Guests of an affiliate must be from their jurisdiction and that affiliate must be registered at the conference.

The IAFF will provide guest credentials.

Guests are non-voting participants and may address delegates only with the permission of, or by invitation of the IAFF.

Guest fees and seating logistics are dictated by each event.

Only IAFF affiliate members, with the exception of the guests enumerated above, may attend IAFF events.

PURPOSE: Establishes a general policy for guest attendance at IAFF events.

CANCELLATION: This policy revises and combines the 1990 policy entitled: Guests at IAFF Sponsored Seminars and Conferences and the 1992 policy entitled: IAFF Affiliates Attendance at IAFF Sponsored Functions.

REFERENCE: March 2002, Minutes #140, Page 46
June 1992, Minutes #100, Page 22
September 1990, Minutes #93, Page 21

TITLE: IAFF Staff at Educational Events

COMMITTEE: Education and Training

EFFECTIVE DATE: March 2002

POLICY:

Costs associated with IAFF staff will be borne by the IAFF department to which they are assigned.

PURPOSE: Establishes departmental responsibility for payment of costs incurred by IAFF staff.

CANCELLATION: This policy revises the 1982 policy entitled: Cost of IAFF Personnel at Seminars.

REFERENCE: March 2002, Minutes #140, Page 46
March 1982, Minutes #60, Pages 43

TITLE: New Member Orientation: IAFF and Labor History

COMMITTEE: Education and Training

EFFECTIVE DATE: March 2002

POLICY:

The IAFF will continue to develop learning materials on the history of the IAFF as well as the history of the labor movement in general. Such materials will include on-line learning modules.

PURPOSE: Provides direction on development of IAFF learning materials.

CANCELLATION: This policy revises the 1982 policy entitled: Educating New Members on IAFF and Labor History, Structure of the IAFF.

REFERENCE: March 2002, Minutes #140, Pages 46
March 1982, Minutes #60, Pages 55

TITLE: District PEP Events

COMMITTEE: Education and Training

EFFECTIVE DATE: June 2015

POLICY:

Distribution, Scheduling and Planning of District Events

1. The number of District PEP events delivered will be determined by the amount of funding available for deliveries within a fiscal year.
2. District Vice Presidents are requested to submit their District PEP event requests to the General President for approval no later than 120 days from the proposed date of the event.

IAFF District PEP Delivery

- District PEP events will be 8 hours of instructional delivery over the course of two half days.
- The Director of Education will work with the District Vice President to select the curricula and workshop tracks that will be delivered. Each track will consist of 8 hours of instructional delivery. The number of workshop tracks offered will be determined based on a minimum of 45 students per track.
- The IAFF will furnish all instructional materials and the proper number of PEP Instructors needed for each event.
- The IAFF will set-up an online registration site and will collect the registration fees of \$135 that will be applied towards the expenses of the District PEP event.
- The IAFF will enter into a contract with the property that is selected to host the event. District PEP events will not cover the costs of meals or lodging for the attendees.

The IAFF will work with the District Vice President to market the District PEP event through district email blasts, save the date flyers and social media.

PURPOSE: Provides an educational opportunity to IAFF affiliate leadership, who typically do not attend IAFF events due to fiscal, geographical or staffing hardships.

CANCELLATION:

REFERENCE: June 2015, Minutes #195, Page 39
September 2014, Minutes #193, Page 38

TITLE: Partnership Education Program (PEP)

COMMITTEE: Education and Training

EFFECTIVE DATE: February 2014

POLICY:

Distribution, Scheduling, and Planning of Seminars

1. There will be a maximum of 53 Option A or Option B seminars each fiscal year.
2. Seminar choices are on a first come/first serve basis.
3. State/Provincial affiliates are requested to submit their seminar request by September 30 of the preceding year for planning and budgeting purposes.
4. Requests for seminars will be routed through the appropriate district vice presidents who can also assist with planning.

Option A – IAFF Assisted Seminar

1. The IAFF will provide the resources for one day of presentation including facilitators and materials.
2. The state/provincial affiliate is responsible for arrangements and expenses exclusive of IAFF facilitators and their associated costs.
3. Requests for assisted seminars will be made to the General President and are subject to approval of the principal officers.
4. This is in lieu of the IAFF subsidy.
5. The IAFF will incur no other costs associated with these seminars.
6. District Vice President may attend any seminar in their District and assign their DFSR(s) or Service Representative to teach at the seminar.

Option B – IAFF Seminar Subsidy

1. The IAFF will subsidize state/provincial seminars at no more than \$20 per participant per day and for not more than three days total during any one-fiscal year period.
2. To be eligible for the subsidy, the state or provincial seminar must consist of a minimum of three (3) contact hours of instruction pertaining to labor issues, health and safety, or other fire service-related topics per day of subsidy received. A contact hour of instruction is defined as an hour of presentation, lecture, or other educational activity that facilitates learning and the development of new skills.
 - a. The following activities are NOT considered as instructional contact hours: registration, welcoming or closing receptions, welcoming addresses, speeches, discussion of union business, lunch, and classroom breaks.

- b. Each state or provincial association must submit a seminar agenda to the IAFF that lists the educational activities that will be provided at the event.
3. This subsidy is payable upon receipt, at the IAFF, of a list certified by the association officers detailing participants, seminar agenda and a copy of the statement and charges. Such information must be received at the IAFF within 90 days of the event.
4. The sponsoring association will notify all applicable IAFF members of the event.
5. The IAFF will not provide PEP instructors or IAFF staff for these events.
6. The IAFF may furnish teaching materials upon request.
7. The state/provincial association is responsible for arrangements and expenses exclusive of the subsidy detailed in #1, above.
8. Requests for a seminar subsidy will be made to the General President and is subject to approval of the principal officers.
9. The state/provincial association will publicize the event, set fees and maintain records. The registration fee, in conjunction with the subsidy, must be sufficient to cover the costs of the event. In addition, no state or provincial association will conduct a subsidized seminar which results in a profit.
10. These seminars are open to affiliates in neighboring states or provinces which may not have sufficient membership to support their own seminar. -

Note: Resolution 32, August 1978 increased per capita to provide for joint seminars to be held annually. Participation in annual jointly-sponsored seminars does not prevent participation in Regional Seminars also (*Amended 87-21, May 1989; Amended 105-20, June 1993; Amended 112-27, March 1995; Amended 116-31, May 1996; Amended 122-31, July 1997*; Resolution 68, August 1994 increased subsidy from \$10.00 to \$15.00; Resolution 16, August 2006 increased the subsidy from \$15 per participant to \$20 per participant; *Amended 43-44, February 2008*).

PURPOSE:	Provides assistance to the state and provincial associations for affiliate leadership training.
CANCELLATION:	This policy revises the 2002 policy entitled: Partnership Education Program (PEP), which combined the 1997 policy entitled: Education Programs and Seminars and the 1977 policy entitled: Jointly-Sponsored Seminars, Submission of Information upon Adjournment.
REFERENCE:	February 2014, Minutes #190, Pages 48-9 February 2012, Minutes #183, Page 49 September 2011, Minutes #182, Page 28 March 2005, Minutes #154, Page 37 March 2002, Minutes #140, Pages 47-48

July 1997, Minutes #122, Page 31
May 1996, Minutes #116, Page 31
March 1995, Minutes #112, Page 27
June 1993, Minutes #105, Page 20
May 1989, Minutes #87, Pages 21
April 1977, Minutes #41, Page 15
Resolution #68 – 1994 Convention
Resolution #32 – 1978 Convention
Resolution #16 – 2006 Convention
February 2008, Minutes #167, Pages 43-44
Resolution #32 – 1978 Convention

TITLE: Publicizing Educational Events

COMMITTEE: Education and Training

EFFECTIVE DATE: March 2002

POLICY:

Education and training events will be publicized on the IAFF website and in other appropriate venues.

PURPOSE: Determines method(s) of publicizing education and training events.

CANCELLATION: This policy revises the 1989 policy entitled: Publicizing Seminars in IAFF Journal.

REFERENCE: March 2002, Minutes #140, Page 46
May 1989, Minutes #87, Page 33
March 1978, Minutes #43, Page 26

TITLE: Seminars During Convention Year

COMMITTEE: Education and Training

EFFECTIVE DATE: February 2012

POLICY:

Seminars will not be held between July 1 and October 1 of any convention year without the approval of the Executive Board. This would not include IAFF Regional events and PEP assisted programs.

PURPOSE: Determines timeframe for holding seminars.

CANCELLATION: This policy revises the 1990 policy entitled: Seminars during Convention Year.

REFERENCE: February 2012, Minutes #183, Page 49
March 2002, Minutes #140, Page 47
June 1990, Minutes #91, Page 18

Canceled Policies:

Pursuant to Executive Board action, the following Education and Training Committee policies have been canceled:

Title of Policy	Date Canceled
Education, Video Training Films for Locals	March 2002
Educational Informational Data to Local Unions (Moved to Organizing)	March 2002
Harvard Scholarship Program (Moved to Scholarship Funds Trustees)	February 2014
Labor College of Canada (Moved to Scholarship Funds Trustees)	February 2014
Legislative and Political Action Training Seminars (Moved to Government and Political Affairs)	February 2012
“Howie” McClennan Scholarship (Moved to Scholarship Funds Trustees)	February 2014
National Labor College Scholarship	February 2014
Special Seminars	March 2002
State Coordinator Seminar	March 2002

EMERGENCY DISPUTES FUND COMMITTEE

William V. Taylor, Chairman
A. Michael Mullane, Vice Chairman
James T. Ferguson
Roy L. "Sandy" McGhee
Larry Osborne
Fred LeBlanc
Thomas A. Woodley, General Counsel
Baldwin Robertson, Staff Advisor

The Emergency Disputes Fund (EDF) Committee is charged with reviewing, evaluating and making recommendations to the Executive Board concerning requests for financial assistance under the International's EDF Fund. The committee's jurisdiction includes:

- Following the provisions of the IAFF Constitution and By-Laws related to the EDF Fund.
- Applying existing criteria and policies in evaluating an affiliate's application and supporting data seeking financial assistance.
- Review with the Office of the General Counsel and the EDF Committee staff advisor all applications for EDF Funds.
- Make recommendations concerning actions to be taken on EDF requests to the Executive Board.
- Review proposals of the General President concerning appropriate policies and procedures to be established pursuant to Article VIII, Section 10 of the IAFF Constitution and By-Laws regarding the use of EDF Funds.

TITLE: EDF Distribution Reporting Compliance

COMMITTEE: Emergency Disputes Fund

EFFECTIVE DATE: January 1998

POLICY:

The IAFF will insure that all state or federal reporting requirement functions are made where such EDF distributions would trigger a state or federal reporting compliance statute.

PURPOSE: Insures all state or federal reporting requirements are made, where necessary, regarding distributions of EDF grants and loans.

CANCELLATION:

REFERENCE: May 2004, Minutes #150, Page 48 (Retained)
January 1998, Minutes #124, Page 30

TITLE: EDF Loan Agreement Form

COMMITTEE: Emergency Disputes Fund

EFFECTIVE DATE: December 1993

POLICY:

Agreement Creating a Lien on Financial Assets of IAFF Affiliate in Consideration of Affiliate's Receipt of Emergency Disputes Fund Loan from the IAFF--This Agreement is made by and between the International Association of Fire Fighters (hereinafter, "IAFF") and its affiliate, ____ (hereinafter, "Affiliate"). The Affiliate desires to borrow from the IAFF for a period not to exceed ____ year(s) from the signing of this Agreement, the amount of ____ dollars (\$__); the amount borrowed has been used by the Affiliate (describe the purpose). The IAFF is willing to lend such amount to the Affiliate from its Emergency Disputes Fund ("EDF") account for the purpose so stated. In consideration of the IAFF loaning said funds to the Affiliate, it is hereby agreed as follows:

Repayment of the loan from the IAFF shall be made as follows: \$____ per month for 60 months and as a means of securing the loan referred to above, the Affiliate gives, grants and conveys to IAFF a lien on all assets presently and as may be hereinafter accumulated by the local up to and including the amount of the balance of the loan until such time as full payment has been made to the IAFF of the entire indebtedness incurred by the Affiliate.

The lien, covenants and promises contained herein shall remain in effect until the entire amount of the debt is repaid to the IAFF. The affiliate acknowledges and agrees that in the event it should disaffiliate from the IAFF while any part of the debt is still due and owing, its obligation to repay the IAFF continues in full force and effect. If the Affiliate securing the EDF loan disaffiliates from the IAFF (voluntary or involuntary forfeiture), the balance of the loan at the time of disaffiliation shall be the responsibility of any successor organization. The balance of the loan shall revert from an interest free loan to an interest-bearing loan. Interest shall be set at the prime rate plus 1% annualized. The rate shall be adjusted quarterly in accordance with the change in the prime rate, as reported in the Wall Street Journal.

AGREED TO BY: INTL. ASSN. OF FIRE FIGHTERS, BY
____DATE____AFFILIATE, BY____DATE____

PURPOSE: Creates an agreement form to be signed and executed by affiliates regarding receipt and repayment of EDF loans.

CANCELLATION:

REFERENCE: May 2004, Minutes #150, Page 48 (Retained)
December 1993, Minutes #107, Page 27

TITLE: Financial Aid and Emergency Disputes Fundd

COMMITTEE: Emergency Disputes Fund

EFFECTIVE DATE: September 2009

POLICY:

I. Purpose and Scope of the Emergency Disputes Fund (EDF)

The purpose of the Emergency Disputes Fund (EDF) is to “financially assist in the resolution of emergency disputes in which affiliates of this association may become involved.” Loans and grants from the EDF shall be considered proper “only when requests for such financial assistance are made in conjunction with job actions, disciplinary actions against union officers for union related activities, employer’s refusal to implement an arbitration award, or such other occurrences as may be considered bona fide emergencies by the Executive Board of the IAFF.” (IAFF Constitution and By-Laws Article VIII, Section 10)

II. Criteria for Grants and Loans

A. Grants

A unanimous vote of the Executive Board is necessary for the approval of any request for a grant.

The only matters eligible for an EDF grant are those involving lawful job actions, an employer’s refusal to implement an arbitration award, approved Guardian cases, administrative challenges to substantial disciplinary action taken against a union leader for his or her union-related activities (such as grievances, arbitrations, unfair labor practice proceedings, and civil service/personnel board appeals), and other “bona fide emergencies.” For purposes of eligibility for a grant, a “bona fide emergency” is a serious situation that could not have been anticipated by the affiliate, for which an adverse outcome would result in significant loss of jobs and/or companies and stations.

Any affiliate seeking a grant for matters involving substantial disciplinary action against a union leader for union-related activities must seek assistance for the case through the Legal Guardian Policy. If the case is approved for assistance under the Guardian Policy, an EDF grant for the case be considered appropriate under the EDF Policy.

Where an affiliate seeks EDF assistance for administrative challenges to anti-union retaliation, no award may be made unless the affiliate submits a complete Guardian Policy application to the IAFF General Counsel’s office prior to raising the administrative claim to arbitration, or filing a civil service appeal or

unfair labor practice charge, or other final administrative process, as the case may be. If the opinion of the IAFF General Counsel's office is that the proposed administrative claim has merit, assistance may be provided. If the opinion from the IAFF General Counsel's office is that the proposed administrative lacks merit, but the affiliate seeking assistance nevertheless pursues an administrative action, assistance shall not be provided unless the affiliate has prevailed in the administrative action such that the discipline is held to have been retaliation for union-related activities.

In all cases, grants to affiliates for administrative challenges to disciplinary action taken against a union leader for his or her union-related activities shall be capped at \$20,000.

B. Loans

Besides those matters qualifying for grants (see above), an affiliate is eligible for an EDF loan for "bona fide emergencies" which, for purposes of eligibility for a loan, is defined as situations where the affiliate has been forced to pursue resolution of a contract negotiation impasse, an unfair labor practice, or a grievance involving the application or interpretation of a contract or a civil service (or comparable) provision (except those involving routine or ordinary disciplinary action – see below), before a third party adjudicator (for example, a labor or civil service board, an arbitrator, or a court).

In no case shall EDF assistance, in the form of either a grant or a loan, be provided to fund labor relations matters that are routinely encountered by unions, including contract negotiations prior to impasse, and grievances or arbitrations on disciplinary matters not involving union-related retaliation. Nor shall affiliates be eligible for EDF assistance (grants or loans) to support their general operations or for political purposes, such as support of political referenda or ballot initiatives, except those referenda or initiatives that, if enacted, would result in significant loss of jobs and/or companies and stations.

A majority vote of the Executive Board is necessary for the approval of any request for a loan, except for requests for loans involving a "bona fide emergency," which requires seventy-five percent (75%) approval for a loan.

C. Restrictions on EDF Funds

No EDF funds will be used for any purpose other than loans or grants to affiliates, or for direct assistance to affiliates in the form of legal assistance in special cases. EDF loans cannot be converted to grants at a later date.

II. Other Limitations on EDF Assistance**A. Required Co-Payment**

Upon satisfying the other conditions set forth in this policy, an affiliate will be eligible for EDF assistance (grants or loans) for any non-Guardian Policy matter for up to eighty percent (80%) of its demonstrated need, as established by invoices or receipts submitted as part of its application.

B. Cap on EDF Loans

Upon satisfying the other conditions set forth in this policy, an affiliate shall be eligible to receive up to \$50,000 in EDF loans for any single matter, absent a showing of extraordinary circumstances and unanimous approval of the Executive Board.

C. Minimum Dues Structure

Absent a showing of extraordinary circumstances, to qualify for an EDF grant or loan, an affiliate must demonstrate that it has established monthly dues in an amount equivalent to at least one percent (1%) of entry-level wages for a full-time, paid fire fighter or comparable classification in the affiliate's membership, or, in the case of loans, present proof of other means sufficient to repay the loan.

D. Maximum Number of EDF Applications Per Affiliate

An affiliate is entitled to receive EDF assistance (grant or loan) for no more than two (2) separate matters within a five (5) year period, absent a showing of extraordinary circumstances and unanimous approval of the Executive Board. An affiliate's receipt of an emergency EDF loan shall not be counted for purposes of enforcing this provision.

E. Recovery of Attorney's Fees and Court Costs and Return of EDF Grants

As a condition of receiving an EDF grant for any matter involving the use of legal counsel, an affiliate and its legal counsel must understand and agree to the following terms and conditions:

1) The affiliate's expenditure of any grant from the EDF is subject to continuous review and oversight of the IAFF Executive Board, which has sole discretion to award both initial and subsequent funding for a matter. The Executive Board's oversight authority may be guided by the IAFF General Counsel.

2) The affiliate and its counsel shall agree to pursue, to the fullest extent possible, the recovery of any attorney's fees and costs incurred in the case. Failure to abide by this requirement could adversely affect the Executive Board's decision regarding funding of the matter and applications for future EDF assistance from the affiliate.

3) A stipulation shall be included at all times, stating that if an affiliate recovers attorney's and/or court costs, any Emergency Dispute Funds granted to cover those costs will be returned to the EDF. Affiliates receiving EDF grants shall notify the General Secretary-Treasurer's office and the General Counsel's office regarding the resolution or outcome of the matter, including whether attorneys' fees and costs were recovered.

F. Reclamation of Dormant Awards

With respect to awards made under this Policy, the EDF Committee may recommend to the Executive Board that it reclaim the remainder of any outstanding award if any of the following circumstances arise:

- 1) An affiliate has been notified in writing of an award under this Policy but has not submitted a written acceptance of the award, as required by Executive Board policy, or otherwise fails to submit written information, which is required to qualify for receipt of EDF funds, in a timely and reasonable manner.
- 2) An affiliate has received an award under this Policy but has not requested a disbursement of available award funds from the General Secretary-Treasurer's office for at least twelve (12) months.
- 3) An affiliate has notified the Executive Board that the matter serving as the basis for an award has terminated.
- 4) An affiliate has chosen not to accept an award under the terms approved by the Executive Board.

Upon Executive Board action to reclaim an affiliate's award, the affiliate will be so notified.

IV. Procedure for Obtaining EDF Assistance

A. Notification to District Vice President/State and Provincial Associations

Any affiliate involved in a matter which might result in the acquisition of EDF should notify the District Vice President in writing as soon as possible. The IAFF is to notify the respective state or provincial association of an affiliate's application for EDF and the subject matter.

B. Second Legal Opinion Requirement

Where an affiliate is considering initiating a court action that may eventually lead to a request for financial assistance from the EDF, it must notify its District Vice President to request a second legal opinion on the matter from the IAFF General Counsel's office. The cost of this legal opinion will be paid by the International from the EDF. As part of the materials submitted in this request, the affiliate must include: (1) the written legal arrangement of how the litigation would be handled and paid for; and (2) the relevant facts and documents needed to render a proper second legal opinion. An affiliate that fails to obtain a second legal opinion from the IAFF General Counsel's office prior to commencing a court action will not be considered eligible for EDF assistance regarding that matter. For purposes of this requirement, a "court action" includes any action by the affiliate to pursue a pending case to the next level of appeal.

If the legal advice from the IAFF General Counsel's office is that the proposed court action lacks merit, but the affiliate nevertheless chooses to pursue the litigation, it will not be considered eligible for EDF assistance (unless the affiliate prevails in the court action). Nothing contained in this policy is intended to impair or interfere with the autonomy of the local affiliates that retain full and final decision-making authority concerning litigation affecting such affiliates. Based upon a clear showing of extraordinary circumstances in a particular case, the Executive Board may approve an exception to this policy only by unanimous vote of the Board.

C. Application Form

The General Secretary-Treasurer will supply an application form that must be completed by an affiliate requesting financial aid, along with a guideline letter. Such application will require the affiliate to provide information pertaining to the affiliate's dues structure and other information deemed pertinent by the Executive Board.

D. Consideration by the Executive Board

Any affiliate requesting EDF assistance will submit its application to its District Vice President, and not to the chairman of the EDF Committee. The District Vice President may then sign the application and submit it to the International. No EDF application will be considered by the Board unless it is submitted to the IAFF General Secretary-Treasurer, in completed form, at least thirty (30) days prior to the beginning of the Executive Board meeting; provided, however, that the Board may waive the thirty day requirement in cases of emergency by unanimous vote. Applications not received prior to the thirty day deadline will be considered at the next scheduled Executive Board meeting. For

purposes of this section, “emergency” means a situation that could not possibly have been anticipated to arise by the affiliate prior to the thirty day deadline.

Representatives of affiliates applying for EDF assistance are not permitted to appear before the Executive Board. Representation will be through the District Vice President. The EDF Committee will review the application and report its recommendation to the full Executive Board. The EDF Committee will include in the opening remarks of its recommendations on requests its opinion whether or not the request is covered under the specific provisions of the EDF Policy.

E. Notification of Action and Approval by the Membership of Loans

The General Secretary-Treasurer’s office will notify all affiliates who file a completed application for EDF assistance of the action taken and the reasons thereof, provided that this does not prohibit the District Vice President from notifying such affiliates. When loans are approved by the Executive Board, the repayment schedule will ordinarily be five (5) years, unless extended by unanimous approval of the Executive Board. The amount of the loan and the repayment schedule will be presented to the affiliate membership at a regular or special meeting and approved by a majority of those present and voting. Following approval of the membership, the affiliate’s president and secretary must sign the “Acceptance of Loan Form” prior to funds being disbursed.

V. \$5,000 Emergency Loans

The General President is authorized, with the approval of the EDF Committee, to commit the use of the Emergency Disputes Fund to affiliates in emergency situations arising between meetings of the Executive Board, subject to a limit of a \$5,000 loan. Requests for emergency loans must be made through an affiliate’s District Vice President. It is the established policy of the Executive Board that when an affiliate receives such emergency assistance, they must fully comply with all established procedures for receiving financial assistance from the Emergency Disputes Fund.

VI. Loan Repayment and Continued Liability for EDF Loan Repayment

A. Loan Repayment

EDF loans will be granted on an interest-free basis with a maximum five (5) year repayment schedule, unless the schedule is extended by unanimous vote of the Executive Board. Regular payments of EDF loans will be paid in order to be seated at the IAFF Convention, using the same policy that applies to per capita payments.

B. Charter Forfeiture

Any affiliate with an outstanding loan balance that forfeits its charter must repay its loan in order to reaffiliate with the IAFF.

C. Mergers and Successor Organizations

If an affiliate with an outstanding loan balance merges with another affiliate, either voluntarily or involuntarily, the successor organization shall assume responsibility for repayment of the balance of the loan.

VII. Other Provisions**A. State/Provincial Association Funds**

The IAFF Executive Board advises and strongly urges each Local, State or Provincial Association to set up an Emergency Disputes Fund in addition to the International Fund, and make efforts to amass sufficient money that can be relied on to take care of those emergencies that so often arise.

B. Available Funds

When available funds are listed in any report, the total amount of funds will be listed as U.S. and/or Canadian.

PURPOSE: Establishes and maintains a separate financial assistance fund in the form of grants and loans to be used in the resolution of legal disputes involving IAFF affiliates.

CANCELLATION:

REFERENCE: September 2009, Minutes #174, Pages 41-42
June 2009, Minutes #173, Page 38
September 2008, Minutes #170, Pages 47-48
December 2006, Minutes #162, Pages 40 and 41
June 2006, Minutes #159, Pages 39 to 43
June 30, 2005, Minutes #155, Page 47
December 2004, Minutes #153, Pages 33 to 35
May 2004, Minutes #150, Page 48 (Retained)
May 1999, Minutes #129, Page 28
September 1998, Minutes #127, Page 24
August 1996 Convention Resolution #75
January 1996, Minutes #115, Page 35
March 1993, Minutes #104, Page 8
September 1990, Minutes #93, Pages 16 to 18
August 1980 Convention Resolution #12

EMERGENCY MEDICAL SERVICES COMMITTEE

Ray Rahne, Chairman
Thomas A. Thornberg, Vice Chairman
Paul Hufnagel
Ricky Walsh
Fred LeBlanc
Roy L. "Sandy" McGhee
Lori Moore, Staff Advisor

The EMS Committee is charged with reviewing, considering and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the General Officers, related to fire-based emergency medical services. The committee's jurisdiction includes:

Support and promote cross-trained/dual-role fire department-based EMS as the preferred delivery system for emergency medical services. Recognizing local affiliate autonomy, the Committee will address considerations necessary to insure successful fire-based EMS systems.

Address relevant changes in the EMS industry and bring forward recommendations to the Executive Board to inform and protect IAFF affiliates.

Continuously promote EMS as an integral part of a fire fighter's job and an essential public service.

Oppose contracting out or privatization of emergency medical services.

Advocate EMS system research necessary to insure the future of fire-based EMS systems.

Advocate necessary involvement with local, state and federal organizations in the protection or enhancement of fire-based EMS.

Assist in the planning of the IAFF biennial EMS Conference.

TITLE: Active Shooter Events

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: September 2013

POLICY:

The emerging threat of terrorism and asymmetric warfare, specifically small unit “active shooter” and improvised explosive device (IED) attacks, is a concern for the fire service. An attack by radicals armed with weapons in public areas, such as schools, shopping malls, churches or any other locations where people congregate is a real threat to a sense of security and daily lives.

An Active Shooter event is an event involving one or more suspects who participate in an ongoing, random, or systematic shooting spree, demonstrating an intent to harm others with the objective of mass murder.

Given the recent spate of what has become known as “active shooter” scenarios unfolding across the nation, fire and law enforcement departments, regardless of size or capacity, must find ways to marshal appropriate and effective responses to these events. Therefore, local jurisdictions should build sufficient public safety resources to deal with active shooter scenarios.

It is imperative that local fire and law enforcement departments have common tactics, common communications capabilities and a common lexicon for seamless, effective operations. Local fire and law enforcement departments should establish standard operating procedures to deal with these unusual, highly volatile, and extraordinarily dangerous scenarios. Standard operating procedures should include at minimum the following objectives.

- 1) Use of the National Incident Management System (NIMS) in particular the Incident Command System (ICS). In accordance with NIMS guidance, Fire and Police should establish a single Command Post (CP) and establish Unified Command (UC).
- 2) Use of nationally accepted standards and operational protocols including the number and type of response personnel, training level, personal protective equipment, operational environment, and scope of practice.
- 3) Use of the Rescue Task Force (RTF) concept for on scene response. An RTF is a set of teams deployed to provide point of wound care to victims where there is an on-going ballistic or explosive threat. These teams treat, stabilize, and remove the injured in a rapid manner, while wearing Ballistic Protective Equipment (BPE) and under the protection of a Law Enforcement (Police) Department (PD). An RTF team should include at least one ALS provider.

- 4) Provide appropriate protective gear to personnel exposed to risks. Firefighters will not carry weapons.
- 5) Law Enforcement and Fire Departments should train together. Initial and ongoing training and practice are imperative to successful operations.
- 6) Use of common communications terminology. Fire department personnel must understand common police terms to such as Cleared, Secured, Cover, Concealment, Hot Zone/Cold Zone and related terms (red, green etc.), and other.

PURPOSE:

Outlines IAFF position on standard operating procedures for fire and law enforcement personnel dealing with an active shooter event

CANCELLATION:**REFERENCE:**

**September 2013, Minutes #189, Page 47-8
June 2013, Minutes #188, Page 36-7**

TITLE: Automated External Defibrillators

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: December 2001

POLICY:

The IAFF supports the use of automated external defibrillators (AED) to deliver defibrillation, a time critical, life saving intervention. It is the position of the IAFF that every community in North America be covered by full-time paid professional firefighters--first responders who are trained and equipped to defibrillate and who arrive to deliver the first shock in less than five minutes from the time of call intake by the dispatching agency.

PURPOSE: Emphasizes the IAFF's position supporting the use of automated external defibrillators.

CANCELLATION:

REFERENCE: December 2001, Minutes #139, Page 54

TITLE: **Cross-Trained/Dual Role EMS Personnel**

COMMITTEE: **Emergency Medical Services**

EFFECTIVE DATE: **December 2001**

POLICY:

The IAFF will support and promote cross-trained/dual role fire department-based EMS as the preferred delivery system for emergency medical services. Further, it is recommended that all IAFF affiliates actively support emergency medical services within their organizations, which include BLS and ALS deliveries and transport.

The IAFF recognizes local autonomy and diversity in EMS system design and accepts alternative to the cross-trained/dual role system design that ensure compliance with Fire/EMS operations industry standards. Further, it is the position of the IAFF that the education and physical standards of EMS personnel be job appropriate and recognize the risks associated with the job. In the event that EMS personnel are cross-trained, they should be required to meet the requirements for firefighters.

PURPOSE: **Emphasizes the IAFF's support of cross-trained/dual-role EMS personnel and its recognition of local autonomy in EMS system design.**

CANCELLATION: **This policy revises the 1993 policy entitled: Cross-Trained/Dual Role EMS Personnel**

REFERENCE: **December 2001, Minutes #139, Page 53
June 1993, Minutes #105, Page 20
December 1992, Minutes #103, Page 26**

TITLE: Emergency Medical Services-Contracting Out

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: December 2001

POLICY:

The IAFF recognizes the provision of EMS is an essential public service and opposes contracting out or privatizing fire or EMS systems.

PURPOSE: Emphasizes the IAFF's opposition to contracting out or privatization of EMS systems.

CANCELLATION: This policy revises the 1988 policy entitled: Emergency Medical Service-Contracting Out.

REFERENCE: December 2001, Minutes #139, Page 53
January 1988, Minutes 82, Page 16

TITLE: EMS Fair Labor Standards Act (FLSA)

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: December 2001

POLICY:

Cross-trained dual function fire suppression/EMS employees who are employed in a fire department that has an integrated fire protection/EMS system qualify for the Section 7(k) overtime pay exemption under all of the DOL's FLSA regulations. The IAFF will ensure that all local affiliates maintain the Section 7(k) exemption under the FLSA. Maintenance of this statutory exemption is in the long-term, best interest of all IAFF members. IAFF affiliates dealing with EMS in light of the FLSA should consult with the IAFF through their respective vice president before an affiliate or any of its individual members proceed with any action involving this exemption under Section 7(k).

PURPOSE: Ensures that all IAFF local affiliates maintain the Section 7(k) exemption under the FLSA.

CANCELLATION: This policy revises the 1994 policy entitled: EMS FLSA

REFERENCE: December 2001, Minutes #139, Pages 53 and 54
August 1994, Minutes #110, Page 11

TITLE: Fire-Based Community Healthcare Provider Programs
(AKA: Community-Based EMS or Community Paramedic Programs)

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: September 2013

POLICY:

The IAFF supports Community Healthcare Provider programs necessary to protect and/or enhance fire-based EMS systems. Inasmuch, as the provisions of the Patient Protection and Affordable Care Act (ACA) and the associated regulations are driving change in traditional fire-based EMS systems, firefighter/EMTs and Paramedics should be included in community healthcare programs.

A Fire-Based Community Healthcare Provider (FBCHP) or Community Paramedic (CP) is a licensed or certified EMT or paramedic who provides service through a local fire department and who may have additional training in physiology, disease processes, injury and illness prevention, and medical system navigation.

By design, a Fire-Based Community Healthcare Provider Program is intended to provide public health services to the elderly, underserved, and chronic condition-patient populations by providing primary care as an extension of a physician, while acting as the patient's advocate to connect them to a variety of beneficial social services outside the emergency department or hospital. FBCHP Programs may provide health assessment, chronic disease monitoring, education, medical care and prescription regime compliance, immunizations and vaccinations, laboratory specimen collection, hospital discharge follow-up care, and minor medical procedures approved by the system medical director or patient's primary care physician.

This innovation opportunity lies in tying the attributes of fire-based EMS systems and Advanced Life Support services – mobile, reliable, universally accessed, broadly trained for multi-condition recognition and treatment ---to the broader medical and public health community.

A FBCHP Program should seek to establish a sustainable model for improving the use of existing EMS providers through scope of practice flexibility and coordination with other health providers. A FBCHP program has the potential to:

- 1) Reduce health system expenditures,
- 2) Become self-sustaining, and
- 3) Enhance public health and safety by meaningfully supporting the health and social welfare needs of the community.

Based on state or provincial law and community need, Fire-Based Community Healthcare Provider programs may include the following services.

- FBCHP programs should be immediately available to respond to a scene. Upon scene arrival and patient assessment, responders may arrange appointments and/or transportation of patients to alternate destinations.
 - Local community established alternative destinations may include walk-in clinics, mental health triage, social detox facilities, shelters and homeless services, and in-home assistance services among others.
- FBCHP programs may conduct 'frequent caller' education and assist high risk patients (who have healthcare access and insurance) to better learn about their condition and ways to manage it better so that they can eliminate unnecessary hospitalizations and transports.
- FBCHP programs may schedule in-home evaluation of high-risk patients following hospital discharge.
 - With the advantages of high clinical judgment and mobility, seasoned paramedics can provide in-home assessment and reports to the referring physicians using standard field tools including EKG, blood glucose, pulse oximetry, venous lactate, end-tidal carbon dioxide, along with the standard vital signs, and optional blood draws or on-scene labs.
 - Assigned crews may also provide immediate transport and treatment if the system design allows for it.
- For patients without primary healthcare access or insurance who frequently access the 9-1-1 EMS system, FBCHP programs may assist them to enroll in appropriate public, private or Accountable Care Organization programs and facilitate entrance into a Medical Home for any patients encountered.

PURPOSE:	Outlines IAFF position on fire-based community healthcare provider programs
CANCELLATION:	
REFERENCE:	September 2013, Minutes #189, Pages 49-50

TITLE: Firefighters Performing Police Functions

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: December 2001

POLICY:

The IAFF strongly opposes deputizing, arming, or otherwise requiring firefighters or EMS trained personnel to perform as police officers or to exercise police functions. Depending upon state, provincial and local customs, statutes, or other requirements, this policy may not apply to firefighters trained and sworn as arson investigators.

PURPOSE: Emphasizes IAFF's opposition to deputizing or arming fire fighters or EMS personnel to perform police functions.

CANCELLATION: This policy revises the 1967 policy entitled: Arming or Deputizing Fire Fighters.

REFERENCE: December 2001, Minutes #139, Pages 52 and 53
September 1967, Minutes #13, Page 11

TITLE: Jurisdiction Over Emergency Medical Services

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: December 2001

POLICY:

Emergency Medical Services should be under the jurisdiction of the fire service.

PURPOSE: Establishes jurisdiction over emergency medical services.

CANCELLATION: This policy revises the 1975 policy entitled: Jurisdiction Over Emergency Medical Services.

REFERENCE: December 2001, Minutes #139, Page 53
January 1975, Minutes #33, Pages 7 and 8

TITLE: Rescue Task Force Training

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: June 2013

POLICY:

Rescue Task Force

Rescue Task Force (RTF)¹ initial and ongoing training for all EMS providers should include Tactical Emergency Casualty Care (TECC) concepts and practical skills applications.

Tactical Emergency Casualty Care

The TECC guidelines are the civilian counterpart to the US military's Tactical Combat Casualty Care (TCCC) guidelines. The TECC guidelines take into account the specific needs of civilian EMS providers serving civilian populations. The TCCC guidelines were developed for military personnel who deploy in support of combat operations. These guidelines have proven extraordinarily successful, and provide the foundations for TECC.

The specifics of casualty care in the tactical setting will depend on the tactical situation, the injuries sustained by the casualty, the knowledge and skills of the first responder, and the medical equipment at hand. TECC focuses primarily on the intrinsic tactical variables of penetrating trauma compounded by prolonged evacuation times. The principle mandate of TECC is the critical execution of the right interventions at the right time.

Indirect Threat Care is rendered once the casualty is no longer under fire (i.e. warm zone). Medical equipment is limited to that carried into the field by RTF personnel typically including tourniquets, large trauma dressings and adjunct airways.

PURPOSE: Outlines IAFF's position on Rescue Task Force training for EMS providers.

CANCELLATION:

REFERENCE: June 2013, Minutes #188, Page 37

¹ See Active Shooter Policy

TITLE: Tactical EMS

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: June 2013

POLICY:

The IAFF supports training firefighters/ EMTs and paramedics to provide emergency medical care to officers in crime zones provided that they are part of an organized tactical law enforcement team. The IAFF opposes any policy or procedure that places non-tactically trained firefighters/EMTs or paramedics on an organized tactical law enforcement team.

Dangerous conditions and unconventional hazards are the ordinary work environment for tactical law enforcement (SWAT²) teams. Most SWAT teams are equipped and trained to handle high risk events such as hostage situations, barricades, high risk warrant service and dignitary protection. Due to the nature of the missions, SWAT teams require special training beyond conventional law enforcement. Often appropriate medical support is essential to mission accomplishment. Tactical EMS requires the medic to be trained and equipped with the special skills necessary to support these law enforcement teams. Tactical EMS is not routine EMS.

“Tactical Medic” refers to a medical provider assigned to a SWAT or similar tactical law enforcement team. The functions of a tactical medic should include the following.

- Provide field medical treatment to team members injured or taken ill while engaged in mission activity.
- Ensure injured members are transferred in a timely manner to an appropriate level of care.
- Provide humanitarian medical assistance to non-law enforcement personnel injured or taken ill during an operation until appropriate transfer to the EMS system can be safely facilitated.

Tactical Medics should be trained to at least the basic Emergency Medical Technician level and should be required to maintain current certification by a state agency or the National Registry of Emergency Medical Technicians.

Tactical EMS programs should provide select firefighter/EMTs and paramedics

¹Special Weapons and Tactics- commonly-used proper name for law enforcement units which use military-style light weapons and specialized tactics in high-risk operations that fall outside of the capabilities of regular, uniformed police.

the following skills beyond routine EMS.

- The skills to operate in the tactical environment.
- The skills to perform a basic medical intelligence assessment.
- The skills to minimize mortality and morbidity of personnel working in the tactical environment.

Tactical medics should be members of agencies such as fire departments or EMS services who are specifically selected and trained to be part of the tactical law enforcement team.

All personnel assigned as tactical medics should maintain their clinical skills by actively participating in patient care activities on a regular basis.

Tactical Medics should work with the tactical law enforcement team on a regular basis and should be trained to understand mission objectives, tactics, devices likely to be encountered, how to secure weapons, and communication policies and procedures.

PURPOSE:	Establishes IAFF's position regarding use of fire fighters and paramedics in crime zones.
CANCELLATION:	
REFERENCE:	June 2013, Minutes #188, Pages 38-9 December 2001, Minutes #139, Page 52

TITLE: 12-Lead EKGs

COMMITTEE: Emergency Medical Services

EFFECTIVE DATE: December 2006

POLICY:

The American College of Cardiology has established 7 goals for reducing 'door-to-balloon' time for heart attack victims. These 7 goals have been identified as the most influential in reducing time-to-treatment for critical cardiac patients. Six of the goals are all within the hospital venue. The 7th goal is the delivery of a 12-Lead EKG in the prehospital field.

The IAFF advocates the use of 12-Lead EKGs in the prehospital environment. 12-Lead EKGs are necessary on ALS response and transport vehicles to further reduce time-to-treatment ('door-to-balloon' time) for heart attack victims.

PURPOSE: Emphasizes the IAFF's position supporting the use of 12-Lead EKGs.

CANCELLATION:

REFERENCE: December 2006, Minutes #162, Page 48

GOVERNMENT AND POLITICAL AFFAIRS COMMITTEE

Roy L. "Sandy" McGhee, Chairman
Danny Todd, Vice Chairman
William Romaka
Ray Rahne
James B. Johnson
Fred LeBlanc
Scott Marks, Staff Advisor
Kevin O'Connor, Staff Advisor

The Government and Political Affairs Committee is charged with reviewing, evaluating and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the General President, related to the legislative, regulatory and political interests of IAFF members before the governments of the United States and Canada. The committee's jurisdiction includes:

Review programs that are designed to educate and activate members in the legislative, political and regulatory process.

Review and recommend programs that will give members the tools and resources necessary to be more effective in the political and legislative arena of federal, provincial, state, local and municipal governments.

Review and evaluate FIREPAC and FIREPAC Canada projects and programs that are used to raise political funds and contribute to candidates for federal office and IAFF members running for public office.

Review and recommend how the Legislative Conferences in the United States and Canada can more effectively and efficiently use new technological and other resources to advance the legislative and political interests of the IAFF.

TITLE: Base Closure Realignment Assistance

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: December 1993

POLICY:

The IAFF will ensure that locals affected by base closure and/or the realignment processes are aware of their statutory and/or regulatory rights and benefits. These include separation incentive pay, reduction in force actions, employee relocation programs, job placement assistance and other benefits to which they may be entitled. Upon request, the IAFF may assist the local presidents in attempting to ensure that these rights and benefits are properly implemented.

PURPOSE: Articulates a policy concerning military base closures and realignment and to enumerate the issues impacting federal firefighters affected by this process.

CANCELLATION:

REFERENCE: December 2002, Minutes #144, Page 58 (Retained)
December 1993, Minutes #107, Page 27

TITLE: Disbursement of FIREPAC Checks

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: December 2002

POLICY:

Where it is permissible and feasible, the IAFF will attempt to have FIREPAC disbursements made personally by IAFF representatives, for example, by IAFF Vice Presidents and/or IAFF state or local presidents. However, it should be noted that federal election law has time deadlines on when a contribution is disbursed and when it must be received by the candidate. Independent expenditures will be made by the IAFF/Political Affairs Department. In all such cases, the IAFF will notify the appropriate District Vice President and state and affiliate leadership in the affected jurisdictions as soon as possible.

PURPOSE: Specifies that, where practicable, FIREPAC checks be disbursed by District Vice Presidents or state or local affiliate leaders.

CANCELLATION: This policy revises the 1994 policy entitled: Disbursement of FIREPAC Checks.

REFERENCE: December 2002, Minutes #144, Page 60
March 1994, Minutes #108, Page 40

TITLE: FIREPAC Fund Raising Program by Political Affairs Department

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: December 2002

POLICY:

The Executive Board authorizes the General President to maintain a FIREPAC fund raising program. A financial report of FIREPAC funds and disbursements will be available to Executive Board members at each regular Executive Board meeting.

PURPOSE: Grants the General President authority to maintain a FIREPAC fundraising program.

CANCELLATION: This policy revises the 1981 policy entitled: FIREPAC Fund Raising Program by Legislative Department.

REFERENCE: December 2002, Minutes #144, Page 60
July 1981, Minutes #58, Page 20

TITLE: FIREPAC Policy (Canada)

COMMITTEE: GOVERNMENT AND POLITICAL AFFAIRS

EFFECTIVE DATE: February 2012

POLICY:

Canadian Fire Fighters Interested in Registration and Education Political Action Committee. General Purpose: The International Association of Fire Fighters' Canadian FIREPAC – Education/Treasury, is the IAFF's official political action committee for Canada. The primary purpose of FIREPAC Canada is to make contributions to candidates for federal, provincial or local elective office. The IAFF Canadian FIREPAC chairman shall be the General President of the IAFF and the treasurer shall be the General Secretary-Treasurer of the IAFF. The Assistant to the General President for Canadian Operations is the staff individual responsible for general administration and operation of the fund and its activities upon approval of the General President. This policy will set out the procedures upon which monies are raised and acquired by FIREPAC Canada and those procedures governing the distribution of funds to candidates. Funding: Monies to be used in the FIREPAC program is of one distinct type:

1. FIREPAC-Education/Treasury. There are no statutory limitations on the sources of funds for the Canadian FIREPAC account.

A. Revenue sources: Funds to be deposited and disbursed out of the FIREPAC Canada Education/Treasury account can come from a variety of sources: General treasury monies can be used directly from the IAFF general fund. General treasury monies can be accepted from IAFF provincial and local affiliates. Voluntary contributions from individual IAFF Canadian members. General treasury money may also be received from other political committees (i.e., International union X's political action committee may make a donation to the IAFF FIREPAC Canada fund).

B. Uses: Canadian FIREPAC Education/Treasury funds may be used for informing and educating the general membership of the IAFF on political matters. They may also be used for political contributions to candidates for federal, provincial or local office, or to party conventions, where permissible. At the federal level, FIREPAC Canada can make political contributions to candidates and or parties in federal elections where allowable under federal election laws. At the provincial level, FIREPAC Canada must follow the election laws established by the Provincial Governments. FIREPAC Canada funds may also be used to finance fundraising activities in order to raise voluntary individual contributions from individual IAFF members. FIREPAC Canada funds may be used to provide education and training to fire fighters or fire fighter endorsed candidates or campaign workers through a Canadian Political Training Academy or other training initiatives approved by the General President.

Political Campaign Contributions:**1. Federal, Provincial or local elections.**

A. The IAFF FIREPAC Canada Education/Treasury account may initiate campaign contributions to election candidates for federal, provincial or local office. In addition, FIREPAC Canada may also initiate the making of campaign contributions to any political party at the federal, provincial or local level including party leadership campaigns. IAFF provincial or local affiliates shall be notified when FIREPAC Canada is making a contribution on behalf of a candidate running for federal, provincial or local elective office in their respective jurisdictions.

B. The International General President shall approve all contributions to candidates for elective office at the federal, provincial and local level, as well as those to political parties or party leadership campaigns. The IAFF Assistant to the General President for Canadian Operations shall make recommendations to the General President for such contributions. However, any recommendation for a contribution will be made using the following criteria: Incumbents: The decision to make a contribution to an incumbent would be based on the following factors: IAFF voting record in the current session of Parliament; past voting record; member's support on legislation through such activities as cosponsoring IAFF legislation, assistance in committees, introducing bills, and willingness to work with the IAFF; and marginality of the riding. Other considerations would include the level of involvement of IAFF members in the campaign; whether or not there are any IAFF members or locals in the province or riding; and any information that provincial or local affiliates have provided the IAFF, which would affect this decision. Non-Incumbents: The decision to make a contribution to a non-incumbent or challenger would be based on the following factors: personal meeting between the candidate and the Assistant to the General President for Canadian Operations; completion of an IAFF candidate questionnaire which focuses on federal or provincial issues of concern to the IAFF; personal contact with IAFF leadership in the province or ridings; marginality of the riding; candidate's ability to run an effective and competitive campaign; polling data on the race; IAFF provincial or local affiliate evaluation of the candidate if he/she held or holds a provincial or local office such as MPP/MLA, city council, mayor, etc. Prior to the General President making a final decision about a contribution, the Assistant to the General President for Canadian Operations will reach out to the appropriate IAFF provincial or local leadership. If it is a federal candidate, the IAFF will contact the IAFF provincial affiliate; if it is a candidate for MPP or local office, the IAFF will contact the appropriate IAFF local(s). Of course, all FIREPAC Canada support is predicated on the availability of funds.

C. Provincial or local affiliate contribution request: An IAFF District Vice President, provincial association or local affiliate may request contributions on behalf of candidates for federal, provincial or local office. IAFF provincial and local affiliates may also request contributions for political parties. Such requests shall be forwarded to the Assistant to the General President for Canadian Operations, who shall then forward such requests to the International General President for consideration and approval or disapproval.

D. Provincial or local affiliate contribution transfers: An IAFF provincial or local affiliate may utilize the process of transferring money through FIREPAC Canada on behalf of a candidate for federal, provincial or local office, or to a political party. If an affiliate desires to make a contribution to a candidate or party using the IAFF FIREPAC Canada account, such affiliate may forward an amount which it desires to be contributed to the International's department of Governmental Affairs and Political Action. Such contribution should be clearly identified so that they can be deposited in the IAFF FIREPAC Canada account.

Under separate cover, the affiliate may then request a contribution in an equal amount of their contribution to FIREPAC Canada on behalf of the candidate or party of its choice. Such letter should include the candidate's name and office he/she is seeking or the political party's name, the official campaign name and address and the name of the campaign treasurer. Upon approval of the IAFF International General President, a cheque will be issued on behalf of the candidate or party from the Canadian FIREPAC account. The affiliate may request that the contribution either be forwarded directly to the candidate or party and/or the campaign headquarters or to the IAFF affiliate for distribution to the candidate.

Notification of contributions: Upon the approval of a contribution, notification will be made to the appropriate IAFF District Vice President, and the provincial or local president. The notification will take place in the form of a copy of a letter or memorandum from the General President. A letter from the General President will be sent to the candidate receiving the contribution. The notification will be sent out immediately upon the approval of the General President and concurrently with the cheque being cut and sent. In terms of a contribution to a federal or provincial candidate or party, notification will be sent to the District Vice President and the Provincial Association President. In terms of a local candidate or party, notification will be sent to the District Vice President, the provincial president and to the local president(s) in the riding. All correspondence will indicate that the contribution is being made on behalf of the IAFF and the provincial association or locals (by name), depending on what type of candidate or party (federal, provincial or local) are receiving the contribution. The International General President will sign all correspondence accompanying a FIREPAC Canada cheque. Provincial or local affiliates may request that they be sent the cheque to deliver to the candidate.

At the beginning of each session of federal parliament, provincial associations and local affiliates are encouraged to inform, in writing, the IAFF Canadian Office of any problems with incumbent Members of Parliament, to assist in evaluating potential contributions. Staff will find an appropriate way to invite such comments.

At the beginning of each session of federal parliament, provincial associations and local affiliates are encouraged to inform, in writing, the IAFF Canadian Office of any endorsement procedures, candidate screenings and interview processes utilized to consider support for federal candidates. Compliance with this provision will help avoid situations where either the IAFF or an affiliate endorse opposing candidates.

PURPOSE: Establishes guidelines and procedures governing Canadian FIREPAC operations.

CANCELLATION: This policy revises the 1996 policy entitled: FIREPAC Policy (Canada).

REFERENCE: February 2012, Minutes #183, Page 50
March 2003, Minutes #145, Pages 44-47
December 1996, Minutes #119, Pages 22-25

TITLE: FIREPAC Policy (USA)

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: February 2012

POLICY:

Fire Fighters Interested in Registration and Education Political Action Committee (FIREPAC)

General Purpose: The International Association of Fire Fighters' Political Action Fund, FIREPAC, is the IAFF's official political action committee registered with the Federal Election Commission (FEC). The primary purpose of FIREPAC is to make contributions to candidates seeking federal elective office. The Federal Elections Campaign Act of 1974 requires an organization to form an independent affiliated committee to allow it to fundraise and make contributions to candidates for federal office. The IAFF FIREPAC chairman shall be the General President of the IAFF and the treasurer shall be the General Secretary-Treasurer of the IAFF. The Assistant to the General President for Governmental and Public Affairs is the staff individual responsible for general administration and operation of the fund and its activities upon approval of the General President. The Political Action Department will be responsible for the daily activities of FIREPAC, including all fundraising programs, filing of all federal campaign finance reports, and disbursing of contributions and notification of contributions. This policy will set out the procedures upon which monies are raised and acquired by FIREPAC and those procedures governing the distribution of funds to candidates. FIREPAC's Federal Elections Commission identification number is C-00029447.

Funding: Monies to be used in the FIREPAC program are of two distinct types:

FIREPAC Voluntary Individual Contributions (VIC), otherwise referred to as "hard" money.

FIREPAC Education (Ed), or otherwise referred to as "soft" money.

Federal election laws require that FIREPAC funds be kept in two distinct separate checking accounts: one is to be used for education funds and clearly identified as such; and one is to be used for political contributions and clearly identified as VIC. FEC requires reports be filed on a monthly basis. In addition, pre-election and post-election special reports must also be filed in election years. The IAFF Political Affairs and Accounting Departments shall be responsible for formulating and filing such FEC reports.

1. Voluntary Individual Contributions - VIC (hard money)

A. Revenue sources: The IAFF is only allowed to solicit IAFF members and their families for contributions to FIREPAC VIC. FIREPAC VIC monies must be raised through voluntary individual contributions or through fundraising activities where individuals participate with the clear knowledge that funds raised will be used for political action purposes. The IAFF, and its state or local affiliates, may not deposit general treasury funds into a VIC account. Various fundraising programs can be used to raise VIC funds such as direct mail

solicitations and a voluntary FIREPAC check-off program. The deduction of monies from a FIREPAC check-off program must be individually authorized by each member in writing, stating that they are knowledgeable that a specific amount of money will be deducted from their paycheck for FIREPAC. A check-off program for raising FIREPAC VIC money must be over and above any amount of money that is currently being deducted from a member's paycheck.

In addition, federal election law prohibits the use of a reverse check-off program, whereby members who do not want to participate in a FIREPAC check-off program are reimbursed at the end of the year for the monies deducted from their paycheck. Also a member cannot authorize that part of their dues be deposited into the FIREPAC VIC account, as federal election law prohibits this.

B. Uses: FIREPAC VIC funds may be used for contributions to candidates for federal offices. These funds can also be used to make contributions to other federal VIC accounts, or to pay for Independent Expenditures targeted to influence the general public in a federal race. FIREPAC VIC funds can also be used to finance the purchase of goods and services for political fundraising activities. However, there are some restrictions on the use of VIC funds for political purposes. If any IAFF state or local affiliate has a Voluntary Individual Contribution Committee identical to FIREPAC VIC and is registered with the Federal Election Commission, the two committees must share the contribution limit applicable under federal election law. IAFF Political Department staff shall be instructed to monitor current federal and state statutes concerning disbursement and fundraising regulations.

2. Education Funds (soft money)

A. Revenue sources: Funds to be deposited and disbursed out of the IAFF FIREPAC Education fund can come from a variety of sources:

General treasury monies can be used directly from the IAFF general fund. General treasury monies can be accepted from IAFF state/local affiliates. General treasury monies may also be received from other political action committee education funds (i.e., International union X's political action committee education fund may make a donation to the IAFF FIREPAC Education fund).

B. Uses: Education funds may be used for informing and educating the general membership of the IAFF on political matters. Under federal election law this is referred to as internal communications. This form of communication can include letters of endorsements, posters, brochures, phone banks, or any other mode of communications, as long as it is restricted to IAFF members and is not communicated to the general public. FIREPAC Ed funds may additionally be used for political contributions to candidates for state or local office in those states which do not restrict the use of monies by their own state election laws. Typically, most states allow the use of general treasury monies for political contributions, provided that all state election laws are complied with and the necessary reports are filed. There are, however, some states which prevent the use of education monies for contributions. In those states contributions must be made from voluntary funds, similar to what the FEC requires FIREPAC to do at the federal level. Education funds may also be used to finance fundraising activities in order to raise voluntary individual contributions (FIREPAC VIC).

FIREPAC Ed shall also be utilized, where permissible, to assist IAFF members and families seeking public office.

Political Campaign Contributions:

1. State or local elections.

- A. IAFF FIREPAC shall refrain from making campaign contributions to candidates for state or local elective office. However, the International General President may authorize a contribution to a state or local candidate if he believes that such a contribution would be in the best interest of the International. In addition, the International General President may authorize a contribution to a candidate for state or local office if said candidate is a current federal elected officeholder, and if said candidate has been a strong supporter of the IAFF. IAFF state or local affiliates shall be notified when IAFF FIREPAC is making a contribution on behalf of a candidate running for state or local elective office in their respective jurisdictions.
- B. An IAFF state or local affiliate may request that IAFF FIREPAC contribute to the candidacy of an individual running for state or local government office within their jurisdiction. This request shall be made to the International General President who shall make the final decision on such contribution and the amount of such contribution. In jurisdictions in which more than one affiliate exists, the General President is empowered to determine whether a FIREPAC contribution will be made and to determine the amount of such contribution.
- C. Upon request, political contributions can be made to IAFF members running for elected local and state government office, if the respective IAFF state or local affiliate representing the jurisdiction in which the IAFF member is running approves and supports such candidacy. In order for a FIREPAC check to be released, the International must receive a letter from the president of the IAFF affiliate from the jurisdiction in which the IAFF candidate is running, supporting the member's candidacy. IAFF candidates wishing to receive a contribution must complete a FIREPAC contribution request form and questionnaire.

2. Federal elections:

- A. The International General President shall approve all contributions made to candidates for elected federal office (i.e., President of the United States, U.S. Senate or U.S. House of Representatives). The Political and Government Affairs staff shall make recommendations to the General President for a contribution to a candidate seeking federal elective office. However, any recommendation for a contribution will be made using the criteria outlined below:

Incumbents: The decision to make a contribution to an incumbent would be based on the following factors: IAFF voting record in the current Congress; past voting record; Member's support on legislation through such activities as cosponsoring IAFF legislation, assistance in committees, introducing bills, and willingness to work with the IAFF; and marginality of the district. Other considerations would include the level of involvement of

IAFF members in the campaign; whether or not there are any IAFF members or locals in the district; and any information that state or local affiliates have provided the IAFF, which would affect this decision.

Non-Incumbents: The decision to make a contribution to a non-incumbent or challenger would be based on the following factors: personal meeting between the candidate and IAFF officers and Political Department; completion of an IAFF candidate questionnaire which focuses on federal issues of concern to the IAFF; personal contact with IAFF leadership in the state or district; marginality of the district; candidate's ability to run an effective and competitive campaign; polling data on the race; IAFF state or local affiliate evaluation of the candidate if he/she held or holds a state or local office such as state legislator, city council, mayor, county council, etc. Prior to the General President making a final decision about a contribution, the IAFF Political Department staff will reach out to the appropriate IAFF state or local leadership. If it is a statewide candidate, the IAFF will contact the IAFF state affiliate; if it is a candidate for the U.S. House of Representatives, the IAFF will contact the appropriate IAFF local(s). Of course, all FIREPAC support is predicated on the availability of voluntary funds contributed by our members to FIREPAC VIC.

- B. State and local affiliate contribution requests: An IAFF Vice President, state or local affiliate may request contributions on behalf of candidates for federal office. Such request shall be forwarded to the Assistant to the General President for Governmental and Public Affairs or the Political Director, who shall then forward such request to the International General President for consideration and approval or disapproval. These requests may be made on behalf of incumbents or non-incumbent candidates. Final approval on such requests shall rest with the International General President.
- C. State or local affiliate federal contribution transfer: An IAFF state or local affiliate may utilize the process of transferring money through IAFF FIREPAC VIC on behalf of a candidate for federal office, assuming said state or local affiliate has an established federal PAC in compliance with the federal election laws and complies with all FEC reporting requirements, and that IAFF FIREPAC hasn't already made a maximum contribution permissible under federal law.

3. Notification of contributions: Upon the approval of a contribution, notification will be made to the appropriate IAFF District Vice President, and the state or local president. The notification will take place in the form of a - digital communication from the General President. Notification from the General President will be sent to the candidate receiving the contribution. The notification will be sent out immediately upon the approval of the General President and concurrently with the check being authorized. In terms of a contribution to a statewide federal candidate, notification will be sent to the District Vice President and the state association president. In terms of a congressional candidate, notification will be sent to the District Vice President, state president and to the local president(s) in the congressional district. State or local affiliates may request that they be sent the check to deliver to the candidate. However, affiliates must keep in mind that there are federal election laws that govern the timeliness of when a contribution must be deposited by a candidate once a check is issued by a federal PAC.

4. At the beginning of each congress, state associations and local affiliates are encouraged to inform, in writing, the Government and Public Affairs staff of any problems with incumbent Senators or members of the House of Representatives to assist in evaluating potential contributions. Staff will find an appropriate communications vehicle to invite such comments.
5. At the beginning of each congress, state associations and local affiliates are encouraged to inform, in writing, or through an electronic communication the Government and Public Affairs staff of any endorsement procedures, candidate screenings and interview process it utilizes in consideration of support for federal candidates. Compliance with this policy provision will help to avoid situations whereby either the IAFF or an affiliate endorses opposing candidates.

The Executive Board is the Political Action Committee for the IAFF on all FIREPAC accounts.

PURPOSE: Establishes guidelines and procedures governing USA FIREPAC operations.

CANCELLATION: This policy revises the 1997 policy entitled: FIREPAC Policy (USA).

REFERENCE: February 2012, Minutes #183, Page 50
December 2002, Minutes #144, Pages 60-65
December 1997, Minutes #119, Pages 25-29

TITLE: Legislative and Political Action Training Seminars, Part A

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: February 2012

POLICY:

The Department of Governmental and Public Affairs will conduct political training seminars designed to increase membership involvement.

Seminars will focus on FIREPAC, fund raising, involvement in campaigns, elections and “hands on” political training.

Seminar topics will include specialized technical training on subjects such as national nominating, convention delegate selection, state/provincial election fund raising and financial restrictions, absentee ballot qualifications, voter registrars, and government and campaign management.

The overall purpose is to expand members’ involvement in parties and elections and to increase giving to the Union’s political action FIREPAC.

PURPOSE: Expands members’ involvement in political parties and elections and to increase giving to the Union’s political action FIREPAC.

CANCELLATION: This policy revises the 1989 policy entitled: Legislative and Political Action Training Seminars. (See G&PA 17)

REFERENCE: February 2012, Minutes #183, Page 50
March 2002, Minutes #140, Pages 48-49
January 1989, Minutes #86, Page 18

TITLE: Legislation, Calling in Help from the Field

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: December 2002

POLICY:

Provided the funds are available, the General President is empowered to bring District Vice Presidents and/or affiliate leaders to Washington to assist in lobbying Congress or testifying before a committee to advance a specific piece of legislation.

PURPOSE: Authorizes bringing IAFF leaders to Washington, DC, to assist in lobbying Congress and targeted institutions.

CANCELLATION: This policy revises the 1983 policy entitled: Legislation, Calling in Help from the Field.

REFERENCE: December 2002, Minutes #144, Page 59
February/March 1983, Minutes #64, Page 33

TITLE: Legislative and Political Action Training Seminars, Part B

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: December 2002

POLICY:

The Department of Governmental and Public Affairs will conduct political training seminars designed to increase membership involvement in political action. To achieve this end, the IAFF established the IAFF Political Training Academy. The purpose of the Political Training Academy is two-fold. The first is to assist IAFF members or family members who wish to become candidates for public office. The second is to assist IAFF state and local affiliates to increase their level of expertise and participation in the political process. The Political Training Academy's classes focus on campaign planning and budgeting, fundraising and campaign finance laws, FIREPAC fundraising, message development and press relations, voter contact, voter registration, vote by mail, absentee voting, and get-out-the-vote. In addition to the Political Training Academy, the IAFF will also offer specialized training to assist IAFF members who wish to seek election as delegates to the national presidential nominating conventions. The overall purpose of the IAFF's political training programs is to expand members' involvement in political parties and elections and to increase giving to FIREPAC, the union's political action committee.

PURPOSE: Specifies that the IAFF will offer seminars to enhance its political and legislative objectives.

CANCELLATION: This policy revises the March 2002 policy entitled: Legislative and Political Action Training Seminars (See EDU 7).

REFERENCE: December 2002, Minutes #144, Pages 58 and 59
March 2002, Minutes #140, Pages 48 and 49
January 1989, Minutes #86, Page 18

TITLE: Legislative Priorities

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: December 2002

POLICY:

When the IAFF Executive Board designates an issue as a legislative priority, the priority designation sunsets at the end of that current Congress. Utilizing the appropriate communications vehicle (the *IAFF Firefighter*, the *IAFF Leader*, web site or direct mailing) local leadership and the general membership will be informed of the Executive Board's action. These designations will not be incorporated into the Executive Board's policy book. However, if the issue is not resolved during that session of Congress, staff shall report the status of the issue to the Executive Board for review and/or further action.

PURPOSE: Creates a process to communicate information to affiliates when the Executive Board designates an issue as priority legislation for the IAFF.

CANCELLATION:

REFERENCE: December 2002, Minutes #144, Page 65

TITLE: Political Referendum Operations Partnership (PROP) Fund

COMMITTEE: Government and Political Affairs

EFFECTIVE DATE: December 2006

POLICY:

I. Purpose and Scope of the PROP

The purpose of the Political Referendum Operations Partnership (PROP) Fund is to provide interest-free loans to assist state or provincial associations and local affiliates in campaigns related to referenda, ballot initiatives, and Constitutional or charter amendments.

II. Criteria for Loans

A majority vote of the Executive Board is necessary for the approval of any request for a PROP loan. No grants shall be issued from the PROP fund.

The only matters eligible for a PROP loan are requests for assistance to support or oppose a proposed statewide/provincial or local referendum, ballot initiative, or amendment to a state/provincial Constitution or local charter.

Loans may also be approved to assist in lobbying a local and/or state/provincial legislative body to authorize or oppose putting a measure on the ballot.

Loans may NOT be issued for the purpose of supporting lobbying efforts which are not directly related to the authorization, for or against, of a proposed referendum, ballot initiative, or amendment to a state Constitution or local charter.

III. Other Requirements for PROP Loans

A. Required Co-Payment and Minimum Dues Structure

1) State and Provincial Associations

Upon satisfying the other conditions set forth in this policy, a state and provincial association will be eligible for a PROP loan by providing a match of fifty percent (50%) of the value of the loan.

2) Local Affiliates

Upon satisfying the other conditions set forth in this policy, a local affiliate will be eligible to apply for a PROP loan by demonstrating that it has established a dues structure equivalent to at least one percent (1%) of entry-level wages for a full-time paid fire fighter, or comparable classification in the affiliate's membership, or can present proof of other means sufficient to re-pay the loan. The local affiliate must also provide a match equal to fifty percent (50%) of the value of the loan.

The Executive Board will make the final determination whether or not the local affiliate meets the financial qualifications set forth in this policy for a PROP loan. Their decision is not subject to appeal.

B. Cap on PROP Fund Loans and Re-payment Schedule

1) Loan Cap

Upon satisfying the other conditions set forth in this policy, an affiliate shall be eligible to receive up to \$50,000 in a PROP loan for any single issue. Upon a showing of extraordinary circumstances, the Executive Board may, by unanimous vote, approve assistance for a particular affiliate in an amount exceeding this cap.

2) Re-payment Schedule

All PROP loans must be repaid within three (3) years of the loan being issued.

C. Maximum Number of PROP Applications Per Affiliate

An affiliate is entitled to receive PROP loans for no more than two (2) separate matters within a five (5) year period, absent a showing of extraordinary circumstances and with unanimous approval of the Executive Board.

D. Budget and Strategic Plan

An affiliate shall only be entitled to a PROP loan if it develops and submits to the Executive Board, as part of its application, a detailed budget and strategic campaign plan indicating how the loan will be utilized.

IV. Procedure for Obtaining PROP Loans

A. Notification to District Vice President and Application Generation

Any state or provincial association or local affiliate contemplating applying for a PROP loan should notify the District Vice President in writing, or by email, as soon as possible. The District Vice President will forward the inquiry to the IAFF Political Department. The Political Department will notify, in writing, the respective state or provincial association or local affiliate that the District Vice President has forwarded the request and will provide the appropriate materials and/or links to submit the application.

B. Application Form

The Political Department will supply an application form that must be completed by the subordinate body requesting the PROP loan, along with a formal letter of request that shall include: (1) a description of the referendum, ballot initiative, charter and/or Constitutional amendment; (2) a proposed campaign plan illustrating the strategy to pass/defeat the same; and (3) a proposed detailed budget for the campaign. Such application will require the affiliate to provide information pertaining to the affiliate's dues structure and other information required by this policy and/or deemed pertinent by the Executive Board.

C. Consideration by the Executive Board

Any affiliate requesting a PROP loan will submit its finalized application to its District Vice President. The District Vice President may then sign the application and submit it to the International. No PROP loan application will be considered by the Board unless it is submitted, in completed form, at least thirty days prior to the beginning of the Executive Board meeting. Applications not received prior to the thirty-day deadline will be considered at the next scheduled Executive Board meeting. However, the Board may waive the thirty-day requirement in cases of emergency by unanimous vote. For purposes of this section, "emergency" means a situation that could not possibly have been anticipated to arise by the affiliate prior to the thirty-day deadline.

Representatives of affiliates applying for PROP loans assistance are not permitted to appear before the Executive Board. Representation will be through the District Vice President. The Government and Political Affairs Committee will review the application and report its recommendation to the full Executive Board.

D. Notification of Action by Executive Board

The General President or his/her designee will notify all affiliates who file a completed application for a PROP loan of the action taken and the reasons thereof. This does not prohibit the District Vice President from notifying such affiliates. The amount of the loan and the repayment schedule will be presented to the affiliate membership at a regular or special meeting and approved by a majority of those present and voting. Following the approval of the membership, the affiliate's president and secretary must sign an "Acceptance of Loan Form" prior to funds being distributed.

V. Loan Repayment and Continued Liability for PROP Loan Repayment

A. Loan Repayment

PROP loans will be granted on an interest-free basis with a maximum three-year repayment schedule, unless the schedule is extended by unanimous vote of the Executive Board. Regular payments of PROP loans will be paid in order to be seated at the IAFF Convention, using the same policy that applies to per capita payments.

B. Charter Forfeiture

Any affiliate with an outstanding loan balance that forfeits its charter must repay its loan in order to re-affiliate with the IAFF.

C. Mergers and Successor Organizations

If an affiliate with an outstanding loan balance merges with another affiliate, either voluntarily or involuntarily, the successor organization shall assume responsibility for repayment of the balance of the loan.

PURPOSE: Provides interest-free loans to assist state or provincial associations and local affiliates in campaigns related to referenda, ballot initiatives and Constitutional or charter amendments.

CANCELLATION:

REFERENCE: December 2006, Minutes #162, Pages 50 to 52

Canceled Policies:

Pursuant to Executive Board action, the following Government and Political Affairs Committee policies have been canceled:

Title of Policy	Date Canceled
Americans with Disabilities Act	December 2002
Americans with Disabilities Act/Age Discrimination in Employment Act	February 2012
Authority to Organize Federal Fire Fighters	December 2002
Communications	December 2002
Federal Fire Fighters No-Strike Oath	December 2002
Federal Staff Representative in Washington Office	December 2002
FIREPAC Money, Policy on Expenditures	February 2012
Government Employees Relations Report	December 2002
Health Care Insurance	February 2012
Health Care Policy	December 2002
Holidays	February 2012
Legislation against Subcontracting out of Fire Services	December 2002
Non-Collective Bargaining Committee Report	December 2002
North American Free Trade Agreement	December 2002
Political Action Handbook, IAFF	December 2002
Representation of Federal Fire Fighters	December 2002

GRANTS ADMINISTRATION & HAZMAT/WMD TRAINING COMMITTEE

Paul Hufnagel, Chairman
Larry Osborne, Vice Chairman
Jim Ferguson
Fred LeBlanc
Danny Todd
Ricky Walsh
Elizabeth M. Harman, Staff Advisor

The Grants Administration & HazMat/WMD Training Committee is charged with reviewing, evaluating and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the General President related to the mission of the Grants Administration & Hazmat/WMD Training Division.

- The Grants Administration Department is responsible for reviewing, processing, and signing off on all external grants and contracts in support of IAFF activities, including negotiating on behalf of the IAFF with public and private sources of funding and acting as liaison with funding agencies during the life of a grant or contract. Additionally, the department provides direct assistance to IAFF affiliates finding appropriate sources of funding, reviewing grant proposals, and interpreting grantor policies, rules and restrictions.
- The HazMat/WMD Training Department's mission is to educate emergency responders about strategies to safeguard their health and safety, and reduce occupational deaths and injuries related to hazardous materials and weapons of mass destruction response, so they can better protect the communities they serve.

The committee's jurisdiction includes:

Review and advise the IAFF's grant administration and HazMat/WMD goals and objectives and make recommendations for efficiency and effectiveness.

Review and recommend program changes that broaden the opportunities to secure additional non-per capita funding that would expand or provide new resources for affiliates.

Review and evaluate proposed changes and modifications to HazMat/WMD Training curriculum and resources. This could include fundamental changes in areas of emphasis or newly identified risks to fire fighters, as well as the IAFF response to them.

HUMAN RELATIONS COMMITTEE

Lorne West, Chairman
Mark Woolbright, Vice Chairman
Ricky Walsh
James T. Ferguson
Larry Osborne
Danny Todd
Jim Ridley, Staff Advisor

The Human Relations Committee is charged with reviewing, considering and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the General Officers, related to human relations rights and protections of IAFF members. The committee's jurisdiction includes:

- Assisting affiliates with information on dealing with and preventing discrimination and harassment in the fire service.
- Assisting affiliates to develop local policies and procedures to aid in the resolution and elimination of discriminatory and harassment practices at the local level.
- Implementing the IAFF's position of opposition to all forms of discrimination in hiring, promoting and laying-off employees, as well as other employment-related matters.
- Advance the goals of the Human Relations Committee through the Human Relations Conference.
- Advise on the program development for the Human Relations Conference.

TITLE: Compensation of Human Relations Committee

COMMITTEE: Human Relations

EFFECTIVE DATE: September 2014

POLICY:

The Human Relations Committee will be compensated at the established service fee rate and \$80 for out-of-pocket expenses (or current applicable IAFF out-of-pocket rate) for day(s) of travel related to committee business.

PURPOSE: Outlines the compensation process for reimbursement of elected IAFF committee members traveling on behalf of the committee and/or providing technical assistance.

CANCELLATION:

REFERENCE: September 2014, Minutes #193, Page 51
May 2002, Minutes #141, Page 32 (Retained)
September 1990, Minutes #93, Page 20

TITLE: Elected Human Relations Committee Mission Statement

COMMITTEE: Human Relations

EFFECTIVE DATE: May 2000

POLICY:

The following mission statement was adopted: It is the mission of the IAFF Elected Human Relations Committee to develop and recommend policies and procedures for local, state, and provincial affiliates to use as guidelines, relative to human relations' issues within the fire service. Furthermore, it is the mission of the IAFF Elected Human Relations Committee to assist our IAFF membership in improving relations, as well as, promoting understanding between all brother and sister members. It is the objective of the IAFF Elected Human Relations Committee to educate the IAFF membership regarding human relations issues within the fire service and encourage greater involvement of all members, in recognition of our diversity as it is an important component to the continued success of our International union.

PURPOSE: Establishes a mission statement for the Elected Human Relations Committee.

CANCELLATION:

REFERENCE: May 2004, Minutes #150, Page 69 (Retained)
May 2000, Minutes #132, Pages 26 & 27

TITLE: Elected Human Relations Committee Selection of
Chairperson and Secretary

COMMITTEE: Human Relations

EFFECTIVE DATE: December 2006

POLICY:

The Elected Human Relations Committee will select, at their first meeting after the Ernest A. "Buddy" Mass Human Relations Conference, the Chairperson and Secretary for a four-year term from the Elected Human Relations Committee members.

PURPOSE: Establishes a mission statement for the Elected
Human Relations Committee.

CANCELLATION:

REFERENCE: December 2006, Minutes #162, Page 54

TITLE: Filling a Vacancy on the IAFF Elected Human Relations Committee

COMMITTEE: Human Relations

EFFECTIVE DATE: September 2012

POLICY:

Should a vacancy occur due to death, resignation, incapacity or other cause, the vacancy shall be filled in the following manner:

Vacancy Occurring More Than 60 Days Prior to Next Conference

In the event a vacancy occurs more than sixty (60) days prior to the next conference, the General President shall provide the Executive Board Human Relations Committee with a list of three names of potential candidates for the vacancy. The Committee shall then recommend one of these names for approval by the full Executive Board. All names presented for consideration as an interim replacement shall be consistent with the specific committee "place" in which the vacancy has occurred. The interim replacement shall serve the remainder of the term until the next scheduled election.

Vacancy Occurring Within 60 Days Preceding the Next Election Conference

In the event a vacancy occurs within a period of sixty (60) days preceding a conference at which an election for such office is to be held, it shall remain vacant until it is filled by election at the upcoming conference.

PURPOSE: Establishes guidelines for filling a vacancy on the Elected Human Relations Committee.

CANCELLATION:

REFERENCE: September 2012, Minutes #186, Pages 30 & 31
May 2004, Minutes #150, Page 69 (Retained)
December 2003, Minutes #148, Pages 43 & 44

TITLE: **General President Meeting Protocol**

COMMITTEE: **Human Relations**

EFFECTIVE DATE: **December 2003**

POLICY:

The General President will meet with representatives from other associations as he deems necessary. The Elected Human Relations Committee and the Executive [Board] Human Relations Committee should serve an advisory role for the General President on the timing and content of such meetings.

PURPOSE: **Establishes guidelines for the Elected Human Relations Committee and the Executive Board Human Relations Committee to advise the General President on relevant meetings.**

CANCELLATION:

REFERENCE: **May 2004, Minutes #150, Page 69 (Retained)**
December 2003, Minutes #148, page 44

TITLE: IAFF Code of Conduct Meeting Statement

COMMITTEE: Human Relations

EFFECTIVE DATE: December 2006

POLICY:

The following IAFF Code of Conduct Meeting Statement is to be distributed or referenced at all IAFF events.

IAFF Code of Conduct Meeting Statement

The International Association of Fire Fighters is an organization of men and women whose sole responsibility is the safety and protection of the rights of thousands of fire fighters, emergency medical and rescue personnel and providers of related services in the United States and Canada.

A mission of the IAFF is to promote understanding among all brother and sister members. Our diversity is an important component to the continued success of our International Union.

We are all products of our life experiences. Many factors contribute to who we are and what we value. We are often different in many ways from the individuals we work with, side by side, day after day.

Our fire houses are characterized by this diversity. Our diverse composition requires us to pay attention to our differences, not only so that we can work together successfully, but so that we learn to value and gain an advantage from our different strengths.

We must attempt to better understand our diversity. Different does not mean better or worse, inferior or superior.

We must remember that we share one thing in common—our union and our struggle for justice on the job. That is what unites us.

The IAFF believes that discrimination and harassment can best be stopped in both its open and hidden forms by encouraging all people to live by the basic principle of respect. Every person is entitled to the same basic rights regardless of race, color, creed, national origin, gender, sexual orientation or reason of disability. We expect that all of the interactions at this Conference will occur with this principle of respect in mind.

PURPOSE: Mandates that the IAFF Code of Conduct Meeting Statement be distributed or referenced at all IAFF events.

CANCELLATION:

REFERENCE: December 2006, Minutes #162, Page 55

TITLE: IAFF Convention Human Relations Committee

COMMITTEE: Human Relations

EFFECTIVE DATE: May 2004

POLICY:

Establish a permanent convention committee on Human Relations.

PURPOSE: Establishes a permanent Human Relations Convention Committee.

CANCELLATION: This policy revises the 1986 policy and cancels the 1989 policy entitled: Human Relations Committee (formerly Civil Rights Committee).

REFERENCE: May 2004, Minutes #150, Page 68
December 1989, Minutes #89, Page 26
April 1986, Minutes #76, Page 18

**TITLE: Reimbursement of Elected Human Relations Committee
Assistance to Local Affiliates**

COMMITTEE: Human Relations

EFFECTIVE DATE: May 2004

POLICY:

Members of the Elected Human Relations Committee may be employed to counsel and advise local affiliates on issues of human or civil rights as determined necessary by the General President.
The General President will approve requests for assistance after recommendation by the District Vice President.
Assistance may be provided on-site by one or more members of the committee upon prior approval of the General President.
A member of the committee will provide the General President a written report after each instance of assistance.
The General President will establish an annual budget for such activities consistent with the per capita authorization established at the 40th Biennial Convention (3/4-cent). The Executive Board will review and approve the budget.

**PURPOSE: Establishes a process for Elected Human
Relations Committee assistance to local affiliates.**

**CANCELLATION: This policy revises the 1990 policy entitled:
Reimbursement of Human Relations Committee
Assistance to Local Affiliates.**

**REFERENCE: May 2004, Minutes #150, Pages 68 and 69
September 1990, Minutes #93, Page 20**

TITLE: **Technical Assistance**

COMMITTEE: **Human Relations**

EFFECTIVE DATE: **September 2014**

POLICY:

The following guidelines for Human Relations Technical Assistance were adopted:

1. All requests for Human Relations Technical Assistance must be channeled through the proper chain of command. (See IAFF Constitution and By-Laws, Article XIII, Section 22.)
2. The IAFF General President will offer the services of the Elected Human Relations Committee to affiliates who have member(s) involved in discrimination or harassment disputes.
3. Human Relations Technical Assistance will be provided with proper authorization of the General President.
4. The IAFF General President will assign committee members for a technical assistance request.
5. Only assigned by the General President will committee members provide (and participate in) a technical assistance assignment.
6. When conducting a technical assistance project, the committee member will be responsible for asking appropriate questions and gathering information.
7. A written report and recommendations will be prepared by the assigned members. The written report will be delivered directly to the General President with a copy to the appropriate District Vice President in whose district the service is occurring.
8. A final recommendation to the requesting local will come from the Office of the General President only. The Elected Human Relations Committee members will not provide a report or recommendations directly to the local.
9. Following the Technical Assistance, the District Vice President in whose district the service is occurring will be contacted by IAFF staff on a routine schedule (30/90/180 days) within the first six months following the Assistance so that the District Vice President may determine if additional assistance is required.

PURPOSE: Establishes guidelines on providing local affiliates with human relations technical assistance.

CANCELLATION:

REFERENCE: September 2014, Minutes #193, Pages 50-1
May 2004, Minutes #150, Page 69 (Retained)
May 2000, Minutes #132, Page 27
Resolution #30-2006 Convention

TITLE: Travel Policy for Executive Board Human Relations Committee

COMMITTEE: Human Relations Committee

EFFECTIVE DATE: February 2015

POLICY:

Travel for Executive Board Human Relations Committee members will be provided for the Chair and Vice-Chair to attend Elected Human Relations Committee meetings. The remaining Executive Board Human Relations Committee members may attend, with the approval of the General President.

PURPOSE: Establishes a travel policy for Executive Board Human Relations Committee members

CANCELLATION:

REFERENCE: February 2015, Minutes #194, Page 63

Canceled Policies:

Pursuant to Executive Board action, the following Human Relations Committee policies have been canceled:

Title of Policy	Date Canceled
Americans with Disabilities Act/Age Discrimination In Employment Act Committee	October 2004

INFORMATION AND TECHNOLOGY SYSTEMS COMMITTEE

James B. Johnson, Chairman
Ricky Walsh, Vice-Chairman
Thomas A. Thornberg
Mark Woolbright
Paul Hufnagel
Lorne West
Jeff Zack, Staff Advisor

The Information and Technology Systems Committee is charged with reviewing, considering and making recommendations to the General Officers and the Executive Board concerning policies, programs and services offered organizational wide, relating to access, updating and reporting of information. The committee's jurisdiction includes:

- Review current implementation of a centralized information database and network system infrastructure supporting the departmental business practices and the IAFF Web.
- Evaluate the opportunities for increased communications and accessibility by officers, affiliates and members to information, including various delivery methods of manuals and forms.
- Evaluate what data (economic and statistical, contract language, salary and benefit comparisons, etc.) may be stored in an Information Warehouse and how much access to this information affiliates and members will have available.
- Recommend what limits (read/query, update, add) are placed on affiliates and members using the IAFF database.
- Evaluate a possible "Small Locals (less than 100 members) Pilot Program" to analyze digital technologies to support IAFF communications and reporting.
- Recommend various technological component options to support in-person meetings, website training programs, interactive collaboration and direct broadcast distributions.

TITLE: Malware Policy

COMMITTEE: Information Technology

EFFECTIVE DATE: February 2007

POLICY:

1.0 Overview

Malware ("Malicious software") are programs designed to attack computer systems. Subcategories of malware include viruses, adware, spyware and worms. Viruses tend to infect computers via user action (opening an email attachment). Worms infect computers without user interaction. Spyware may affect a computer in either way, but its goal is information theft, as opposed to other types of damage. Adware is similar to spyware, except that its goal is to advertise to users. As all malware is potentially damaging to the IAFF, our aim is to protect our systems from them.

2.0 Purpose

This policy establishes standards for the protection of IAFF information systems from damage caused by Malware.

3.0 Scope

This policy applies to all personnel who use an IAFF system or have access to the IAFF network. The policy applies to internal and external users. Distinction is made between administrator roles and user roles.

4.0 Policy

The three primary defenses against malware are safe computing practices, malware protection software, and software patching.

4.1 Safe computing practices

Safe computing practices are user behaviors that reduce risks posed by malware.

A. Users:

- Never open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.
- Always delete spam, chain, and other junk email without forwarding, in keeping with the IAFF's *Acceptable Use Policy*.
- Never download files from unknown or suspicious sources.
- Avoid removable disk (floppy, CD, DVD, external hard drive) sharing, especially between work and home computers.
- Always scan a removable disk from an external source for viruses before using it.

B. Administrators:

- Back up critical data and system configurations in accordance with IAFF's *Backup Policy*.
- Enforce software consistency across the network (operating system, web browser, email client).

4.2 Malware protection software

Malware protection software are programs which counteract or circumvent viruses, spyware, and adware.

A. Users:

- Never disable malware protection software.
- Never cancel an administrator-initiated system scan.

B. Administrators:

- Ensure that every workstation and server connecting via the LAN or VPN has malware protection (virus, spyware, adware) software, integrated with the operating system and email client.
- Ensure that malware protection is centrally managed, malware signature updates are checked daily, and rolled out to clients within 24 hours.
- Full system scans must occur once per week, and on-access scans must be in place at all times. On-access scans occur whenever a user executes (double-clicks) a file from their computer, prior to the file or program launching.
- If lab testing conflicts with anti-virus software, run the anti-virus utility to ensure a clean machine, disable the software, then run the lab test. After the lab test, enable the anti-virus software. When the anti-virus software is disabled, do not run any applications that could transfer a virus, e.g., email or file sharing.

4.3 Software patching

A patch is software designed to fix problems with a computer program. Patches counter security holes found in software. Both operating systems and the software that run on them require patch management.

A. Users:

- Notify IAFF IT before installing software.

B. Administrators:

- Use enterprise patch monitoring and enforcement software.
- Have a documented patch deployment plan, detailing sequence. Include testing on lab systems, testing on non-mission-critical computers, testing on mission-critical computers, and full roll out.
- All software on the IAFF network will be catalogued. Every third-party software vendor without automated software updates will be checked

monthly for security updates. Updates to operating systems and core software (Microsoft Office) must be enforced daily.

5.0 Definitions

Terms

IAFF Information Technology (IAFF IT)

Definitions

Personnel is staff working in IT Network and Support.

PURPOSE:

This policy establishes standards for the protection of IAFF information systems from damage caused by Malware.

CANCELLATION:

REFERENCE:

**February 2007 Minutes, #163, Pages 33 to 35
June 2007 Minutes, #164, Page 62**

TITLE: Password Policy

COMMITTEE: Information Technology

EFFECTIVE DATE: February 2007

POLICY:

Note: Passwords used for discussion throughout this document should be treated as examples and should not be used as live passwords.

1.0 Overview

Passwords are crucial for computer security. A hacker who gains access via a user's password can delete or steal data. All IAFF employees, contractors and vendors with access to IAFF systems are responsible for taking the steps, outlined below, to select and secure their passwords.

2.0 Purpose

This policy establishes a standard for the creation and protection of passwords.

3.0 Scope

This policy applies to all personnel who are responsible for an account (or any form of access that supports or requires a password) on any IAFF system, has access to the IAFF network, or stores any non-public IAFF information. Examples include: user-level accounts, web accounts, email accounts, and local router logins. The policy also applies to internal and external users, where the machine is owned by the IAFF (DVPs, DFSRs, etc.) or when password-protected IAFF data is accessed from a non-IAFF computer (e.g., web outlook).

4.0 Policy

4.1 Hierarchy

- All system-level passwords (e.g., Active Directory administrator, application administration accounts, etc.) must be changed every six months.
- All user-level passwords (e.g., email, web, desktop computer, PDA, etc.) must be changed every twelve months.
- All hardware/appliance passwords (e.g., PIX, routers, etc.) must be changed every 24 months.
- User accounts that have system-level privileges granted through group memberships or programs, such as "Administrator," must have a password unique from all other accounts held by that user. For example, the password for an administrator's Active Directory account should be different from that for their iMIS account.

Note: The time periods listed above are considered a baseline and may be amended later to increase the frequency of change.

4.2 Guidelines

A. General Password Construction Guidelines

A strong password is one that is difficult to guess, either manually or with automated software (hacking tools).

Strong passwords have the following characteristics:

- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Have digits and punctuation characters, as well as letters e.g., 0-9, !@#\$%^&*()_+|~-=\`{}[]:;'<>?,./)
- Are at least eight alpha-numeric characters long.
- Are not words in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.
- Are not written down or stored online.

Poor, weak passwords have the following characteristics:

- The password contains fewer than eight characters
- The password is a word found in a dictionary (English or foreign)
- The password is a common usage word such as:
 - Names of family, pets, friends, co-workers, fantasy characters, etc.
 - Computer terms and names, commands, sites, companies, hardware, software.
 - The words "IAFF," "dc," "districtofcolumbia," "ny," "nyavenue," "1750," or any derivation.
 - Birthdays and other personal information such as addresses and phone numbers.
 - Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
 - Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

B. Password Protection Standards

Do not use the same password for IAFF accounts as for other non-IAFF access (e.g., personal ISP account, personal email, bank logins, etc.). Where possible, do not use the same password for various IAFF access needs. For example, select one password for the IAFF website and a separate password for (Active Directory, email, computer) systems.

Do not share IAFF passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential IAFF information.

If someone demands a password, refer them to this document or IAFF IT. Remember that IT administrators can reset your password to something temporary, if need be, so they should not be requesting it.

Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including PDAs, mobile phones, or similar devices) without encryption.

If an account or password is suspected to have been compromised, report the incident to IAFF IT and change all passwords.

Password cracking or guessing may be performed on a periodic or random basis by IAFF IT or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it.

C. Application Development and Implementation Standards

Application developers and implementers must ensure that software contains security precautions which follow. Applications:

- should support authentication of individual users, not groups.
- should not store passwords in clear text or in any easily reversible form.
- should provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.
- should provide a password change-reminder mechanism.

5.0 Definitions

Terms

Application Administration Account

Definitions

Any account that is for the administration of an application (e.g., Peer Fitness Administrator, FirePAC Administrator, etc.).

IAFF Information Technology (IAFF IT) When referring to personnel, this includes staff that falls under IT Network and Support.

6.0 Practical Recommendations

Passwords should be complex, yet easily remembered. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "Tmb1w2r!" or "tMB1W2R~" or some other variation.

PURPOSE: This policy establishes a standard for the creation and protection of passwords.

CANCELLATION:

REFERENCE: February 2007, IT Minutes #163, Pages 35 to 38
June 2007, IT Minutes #164, Page 62

TITLE: Security Auditing

COMMITTEE: Information Technology

EFFECTIVE DATE: February 2012

POLICY:

1.0 Overview

The IAFF's information technology policies include high-level goals for information systems. They do not necessarily dictate the specific manner in which the goals will be achieved. IAFF IT is responsible for determining how to accomplish these goals, given budgetary, technical, organizational, and practical constraints. The audit provides feedback concerning how well the IAFF is adhering to IT policy.

2.0 Purpose

This policy establishes standards for auditing the IAFF's information systems to evaluate adherence to, and the effectiveness of, policy.

3.0 Scope

This policy applies to audits dealing with any system under the purview of IAFF IT. All IT policies are to be audited. Both administrators and end-users are included. The audits will cover all supported users interacting with the IAFF's information systems.

4.0. Audit

- An auditor will be selected to conduct the audit at the direction of the IAFF IT Committee. The auditor(s) will not be involved in any capacity with the IAFF, other than to conduct the audit.
- The deliverable for the audit will be a document, specifying the metrics chosen to measure compliance, and a scoring system for degree of compliance. The document will also make specific recommendations, including suggested updates to the policies.
- Only critical staff will be made aware that the audit is taking place. There must be no effort to inform IT or other staff that the audit will take place, including how or when.

5.0 Policies

The policies to be audited include *Password, Malware, Wireless, Remote Access, VPN, Incident Identification and Reporting, Server Security, Router Security, Use of Unauthorized Computing Resources, Security Awareness Training, and Email*. The following subsections detail the mandatory areas for each of these audits. The auditors need not restrict their audit to these points; however these will be covered as a baseline.

5.1 Password Policy (October 2006)

- Strength of user and administrator passwords.
- Password creation/distribution process.
- Password types (Active Directory, local accounts, appliance/hardware, database, software)
- Change frequency
- Preventing fraud by manipulation
- Automated enforcement

5.2 Malware Policy (December 2006)

- Users
 - Spam
 - File transfer (floppy, CD)
- Administrators
 - Malware protection
 - Software
 - Practices
 - Software consistency
 - Backup

5.3 Wireless Policy -(June 2011)

- All wireless devices
 - 802.x
 - Mobile phones
 - Wireless dialup
- Internal wireless networks
- External wireless networks
- Rogue wireless networks

5.4 Remote Access Policy (June 2007)

- Public website users
 - Anonymous
 - Password-protected areas
- Web application users
- File sharing
- Action traceability

5.5 Incident Identification and Reporting Policy (June 2007)

- Staff procedures
- Intrusion detection

5.6 Server Security Policy (To Be Developed)

- Local accounts
- Malware protection
- Logging
- Physical

5.7 Router Security Policy (To Be Developed)

- Passwords
- Firewall and rules

5.8 Use of Unauthorized Computing Resources Policy (TBD [2004 IAFF Computer, Fax, Telephone, Electronic Mail and Internet Policy])

- Confidentiality levels
- Ability to audit
- Activity timeout lock (e.g. screen saver)
- Acceptable use
 - Email
 - WWW
 - Software (shareware, other)

5.9 Security Awareness Training Policy (To Be Developed)

- Material
- Frequency

5.10 Systems Communications Policy (June 2007)

- Retention
- Malware protection
- Server and client

6.0 Definitions**Terms**

IAFF Information Technology (IAFF IT)

Definitions

Staff working in IT Network and Support.

PURPOSE:

This policy establishes standards for auditing the IAFF's information systems to evaluate adherence to, and the effectiveness of, policy.

CANCELLATION:**REFERENCE:**

**February 2012, Minutes #183, Page 50
February 2007 Minutes, #163, Pages 38 to 41
June 2007 Minutes, #164, Page 62**

TITLE: Systems Communications

COMMITTEE: Information Technology

EFFECTIVE DATE: June 7, 2007

POLICY:

1.0 Overview

This policy guides users of the International's electronic mail, fax, Internet and voice mail systems (hereafter known as "systems"). It covers the right to access and disclose messages sent or received on these systems. All individual computers, telephones, faxes, electronic and online facilities of the IAFF are the property of the IAFF and are to be used responsibly and appropriately.

2.0 Scope

This policy applies to all persons who use the IAFF's systems.

3.0 Policy

3.1 Prohibited Use. The IAFF's systems will not be used in any way that may be discriminatory, harassing, illegal, disruptive or offensive to others. Strictly prohibited are any communication, messages, images, cartoons and transmissions that contain ethnic or racial slurs or epithets or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability or religious beliefs.

The systems will not be used for transmitting, retrieving or storing any communications that are obscene or pornographic. They will not be used to solicit or proselytize others for commercial ventures, religious or political causes. They will not be used to send technical data that is subject to export control to recipients outside the U.S. without proper export clearances. The systems will not be used to transmit copyrighted materials belonging to entities other than the IAFF.

No employee may attempt to gain access to another employee's systems' data, without the other employee's direction, or at the direction of an IAFF manager (see 3.3). The use of the systems to represent the sender as someone else, without the other party's consent, is prohibited.

3.2 Content and Use

3.2.1 General. The systems are IAFF property and are to be used for IAFF business and IAFF-supported programs, e.g., to create and transmit information related to IAFF business within the IAFF or between the IAFF and our members, suppliers, contractors or other persons and entities that do business with the IAFF. Employees are permitted to make responsible and limited use of these systems for personal communications. Each employee is responsible for the content of all text, audio or images that they place or send using the systems.

3.2.2 Electronic Mail. While electronic mail tends to promote a less formal writing style than used in other business correspondence, all messages must remain courteous and professional. Messages may not contain any information that would be inappropriate in a “paper” document. Message senders should remain aware that it is technically possible for message recipients to forward messages to a wider audience. Senders should label messages “DO NOT FORWARD” when they wish to be consulted before their message is forwarded to anyone else, however this in no way guarantees that the request will be heeded.

3.2.3 Software. All software used or downloaded on IAFF computers must be licensed and must not conflict with the business operations of the IAFF and must otherwise conform to this policy.

3.3 Access and Disclosure. The IAFF reserves the right to access and monitor all messages and files on all individual employee computers, electronic mail, fax, Internet and voice mail systems. All electronic messages are considered IAFF documents. Therefore, they are subject to discovery and production in connection with legal matters pertaining to the IAFF. Although the IAFF does not monitor electronic messages, the IAFF has the right of access to, and disclosure of, any message sent over its electronic mail system. Access and disclosure will occur only through the network administrator, who will access the messages after receiving approval from the General President.

3.4 Protection, Storage and Deletion of Electronic Messages

Retention of systems data will be governed by the Document Retention Policy.

4.0 Definitions

Terms

IAFF Information Technology (IAFF IT)

Definitions

Staff working in IT Network and Support.

PURPOSE:

This policy guides users of the International’s electronic mail, fax, Internet and voice mail systems.

CANCELLATION:

REFERENCE:

June 2007 Minutes, #164, Page 56-58

TITLE: Remote Access

COMMITTEE: Information Technology

EFFECTIVE DATE: February 2012

POLICY:

1.0 Overview

This policy guides the use of the network when not physically connected to the IAFF's Local Area Network (LAN). The primary methods of accessing the network in this way are the World Wide Web (WWW) and Virtual Private Network (VPN).

2.0 Scope

This policy applies to all persons who access the network systems when not physically connected to the IAFF's LAN. The policy also applies to any users of the IAFF's WWW sites.

3.0 Policy

3.1 Virtual Private Network

3.1.1 Permissions

Only approved persons may connect to the network via VPN. Allowed persons are limited to the President's office, General Secretary-Treasurer's office, Assistants, Directors, District Vice-Presidents, District Field Service Representatives, the Canadian Office and designated contractors. Any other persons given access to the IAFF network via VPN require permission of the Assistant in charge of the division to which the staff member is assigned.

3.1.2 Users

When connecting to the network via VPN, users' computers function as if they are physically connected to the IAFF's LAN. Therefore, they are bound by the policies that affect the computers on the IAFF's LAN. Applicable policies include the following:

Policy

Computers connecting to the IAFF network via VPN:

Password

will have sufficient local and domain password complexity and change frequency to comply with the IAFF Password Policy.

Malware

will have malware protection software installed, and a patch plan that complies with the IAFF Malware Policy.

Wireless (To be developed)

will not connect via wireless access, where it causes a violation of the IAFF Wireless Policy.

Systems Communications Policy

will not use the IAFF's systems in any manner that violates the IAFF Systems Communication Policy.

3.1.3 Administrators

Server-side VPN configuration will support a minimum of 56-bit encryption. Additionally, each user will have a unique user name and password for connecting to the IAFF network via VPN. VPN connections will be logged, including user account and date/time of access.

3.2 Internet

3.2.1 Permissions

Permissions to the IAFF network, via the World Wide Web, are identified using the following structure:

	News	Unrestricted Library	Member Address	Local Financials	Contract Library	
5 Staff Admin /Administrator	Yes	Yes	Yes	Yes	Yes	
4 DVP/Trustee	Yes	Yes	Yes	Yes	Yes	
3.1 State/Prov Officers/DFSR	Yes	Yes	Their own	N/A	Yes	
3 Local Officer	Yes	Yes	Their own members'	Their own	Yes	
2.8 AFFILIATE OFFICE STAFF	Yes	Yes	Their own members'	Their own	Yes	
2.2 LOCAL E-BOARD, STATE REP, PROV REP	Yes	Yes	Their own	No	Yes	
1 Member	Yes	No	Their own	No	No	
.5 Alumni	Yes	No	Their own	No	No	
.3 Web sign up	Yes	No	Their own	No	No	
0 Guest	Yes	No	No	No	No	

This access matrix drives the security on the IAFF public website. However, individual web applications may have their own security structure.

3.2.2 Users

When connecting to the IAFF website, users are permitted to connect only via a web browser. Connecting via any scripting engine is not allowed. Any attempt to enter a security level the user is not entitled to enter, or otherwise hacking the system, is expressly forbidden.

3.2.3 Administrators

Non-anonymous connections to the IAFF public website will be logged, including user account and date/time of access. Any financial data will be secured via Secure Sockets Layer (SSL) encryption.

4.0 Definitions

Terms

IAFF Information Technology (IAFF IT)

Local Area Network (LAN)

Virtual Private Network (VPN)

Secure Sockets Layer (SSL)

Definitions

Staff working in IT Network and Support.

Communications network connecting computers by wire, cable, or fiber optics link. The internal network of the IAFF.

A private communications network existing within a shared or public network platform (i.e. the Internet). The method by which users' computers can be made a part of the IAFF network, without being directly/physically connected to it.

Uses a public-and-private key encryption system (which also includes the use of a digital certificate) to secure digital transmissions.

PURPOSE:

This policy guides the use of the network when not physically connected to the IAFF's Local Area Network (LAN).

CANCELLATION:

REFERENCE:

**February 2012, Minutes #183, Page 50
June 2007 Minutes, #164, Pages 58-60**

TITLE: Removable Media

COMMITTEE: Information Systems

EFFECTIVE DATE: February 2015

POLICY:

1.0 Scope

This policy applies to all employees of the IAFF, agents of the IAFF and contractual third parties who have access to the IAFF network, data, information systems or IS equipment and who intend to use a removable media device on an IAFF issued device or computer. It also establishes requirements for contracts with independent contractors.

2.0 Definition

Removable media devices include, but are not restricted to the following:

- Mobile Phones, smart phones and tablets
- CDs
- DVDs
- Optical Disks
- External Hard Drives
- USB Memory Sticks (also known as thumb, jump or flash drives)
- Media Card Readers
- Embedded microchips (including smart cards and mobile phone/camera SIM cards)
- Digital music and video players
- Digital cameras

3.0 Risks

The IAFF recognizes that accessing and sharing information is an integral part of the work of most IAFF employees. It is therefore essential for the continued operation of the IAFF that the confidentiality, security, integrity and availability of all IAFF systems are maintained. This policy aims to accomplish these goals by mitigating the following risks:

- Disclosure of CONFIDENTIAL information as a consequence of loss, theft or careless use of removable media devices.
- Contamination of IAFF networks or equipment through the introduction of viruses through the transfer of data from one form of IT equipment to another.
- Potential sanctions against the IAFF as a result of information loss or misuse.
- Potential legal action against the IAFF or individuals as a result of information loss or misuse.

- IAFF reputational damage as a result of information loss or misuse.

Non-compliance with this policy could have a significant, negative effect on the efficient operation of the IAFF and may result in financial loss and an inability to provide necessary services to our affiliates.

4.0 Applying the Policy

4.1 Restricted Access to Removable Media

Where there is no practicable alternative, removable media may be used if approved by the appropriate Departmental Manager. Since there are large risks associated with the use of removable media, clear business benefits that outweigh the risks must be demonstrated before approval is given.

Should access to, and use of, removable media devices be approved the following sections apply and must be adhered to at all times.

4.2 Procurement of Removable Media

All removable media devices must be purchased through the IAFF. Non-IAFF owned removable media devices of any type should not be used to store any information used to conduct official IAFF business and should not be used with any IAFF owned or leased IT equipment unless scanned for potentially malicious software and then approved by the IS Division for such use.

4.3 Security of Data

Data that is only held in one place (i.e. a removable media device) and in one format is at much higher risk of being lost, stolen, unavailable or corrupted and lost for good because that data is not backed up. Therefore, removable media should not be the only place where data obtained for IAFF purposes is held. IAFF data that is updated or transferred using an appropriate removable media device should be transferred back to the IAFF network or system as quickly as possible. Data stored on removable media must only be done so temporarily and removed at the earliest opportunity. Data should not be permanently held on a removable media device.

In order to minimize physical risk, loss, theft or electrical corruption, all removable media should be stored in an appropriate, secure and safe environment.

Each user is responsible for the appropriate use and security of data contained on removable media devices, and care must be taken to ensure that the device and data are not to be compromised in any way while the device is in their care.

The IAFF strongly recommends that data stored on removable media, be stored on encrypted removable media devices.

4.4 Incident Management

It is the duty of all users to immediately report any actual or suspected breaches in information or network/system security to their manager who will notify the IAFF Information Systems Department immediately.

4.5 Third Party Access to IAFF Information

IAFF personnel must ensure that third parties (external contractors, partners, agents, the public or non-employee parties) are prevented from extracting information from the IAFF's network information stores or IS equipment and placing that information on a removable media device without explicit permission from the IAFF Information Systems Department.

Should third parties be given permission to access IAFF information and/or the IAFF network, then all the considerations of this policy should be applied to their storing and transferring of IAFF data.

4.6 Preventing Information Security Incidents

Even if the device is approved, employees should pay careful attention to notice damaged or faulty removable media devices, and must end their use immediately.

Virus and malware checking software approved by the IAFFs Information Systems Department must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned before the media is loaded on to the receiving machine.

4.7 Disposing of Removable Media Devices

Removable media devices that are no longer required, or have become damaged, must be disposed of securely to avoid data leakage. Any previous contents of any reusable media must be erased. This must be a thorough removal of all data from the media using special software and tools. To make sure this is done properly, all removable media devices that are no longer required, or have become damaged, must be given to the IAFF Information Systems Department for secure disposal.

PURPOSE: This document states the Removable Media policy for the International Association of Fire Fighters (IAFF). The policy establishes the principles and working practices that are to be adopted by all users in order for data to be safely stored and transferred on removable media in order to:

- Enable the correct data to be made available where it is required.
- Maintain the integrity of the data.
- Prevent unintended or deliberate consequences to the stability of IAFF's computer network.
- Avoid contravention of any policies or good practice requirements.
- Build confidence and trust in the data that is being shared between systems.
- Maintain high standards of care in ensuring the security of IAFF data and information.
- Prohibit the unintended disclosure of information.

REFERENCE: EBoard Minutes, Volume #194, Pages 64-7

TITLE: Incident Identification and Reporting

COMMITTEE: Information Technology

EFFECTIVE DATE: June 7, 2007

POLICY:

1.0 Overview

This policy guides the response to IT incidents, including identification, reporting and escalation. An IAFF IT incident is anything involving a system that is abnormal and warrants attention. An incident may affect a user or may be a network issue. This policy addresses how users and administrators should respond to such incidents.

2.0 Scope

This policy applies to all personnel who use an IAFF system or have access to the IAFF network. The policy applies to internal and external users. Distinction is made between user roles and administrator roles.

3.0 Policy

3.1 Users

3.1.1 Identification

An IT incident is defined as any event which is not part of the standard operation of a system. An incident may result in an interruption or a reduction of quality. The goal is to have a consistent protocol for reporting, classifying and reacting to incidents. This ensures that they are dealt with efficiently and effectively. In addition, having users report incidents when they are first encountered allows for a better diagnosis of the problem and a quicker remedy. Examples of incidents that should be reported include:

Email

- A response to an e-mail that you did not send
- Large volumes of spam

Web browser

- Your home page changes by itself
- Unusual pop-up ads

Operating system

- Sudden workstation slowdowns
- File additions, changes or deletions

This list provides some examples of events that should be interpreted as IT incidents. In summary, anything unusual related to IAFF systems, should be identified by a user as an IT incident and reported.

3.1.2 Reporting

The primary means of reporting an incident is the Help Desk provided by IAFF IT. Upon identification of an incident, users will complete a Help Desk request. This provides IAFF IT with the information necessary to react appropriately. The form must contain sufficient detail, including:

- Date and time of the occurrence
- A full description of what occurred
- How the occurrence differs from the user's normal experience
- What the user was doing when the incident occurred

If the Help Desk is unavailable, the user should report the incident via the phone number provided by IAFF IT.

3.2 Administrators

3.2.1 Response

Every incident submitted to the Help Desk, or by phone, will be reviewed within four business hours. This enables administrators to make a quick decision as to the severity of the incident. Each incident will be assigned a severity level, determining the escalation level.

Severity	Code	Description	Response	Escalation
Level 0	NEW	User-reported event.	To be reviewed.	None
Level 1	HLD	Initial review shows that immediate response is not necessary.	Item is on temporary hold.	None
Level 2	SUP	IT support staff will resolve.	IT support staff resolves.	None
Level 3	DIR	IT support staff deems it necessary to escalate the issue to the Director level.	The Network Administrator provides direction on resolution of the issue.	Director
Level 4	AST	The Director deems it necessary to escalate the issue to the Assistant level.	The Assistant provides direction on resolution of the issue.	Assistant

For levels 2-4, the IT staff member is responsible for ensuring affected users are informed of status, required or recommended action and resolution timeline,

when available. If an entire department is affected by an incident, all members of the department will be notified.

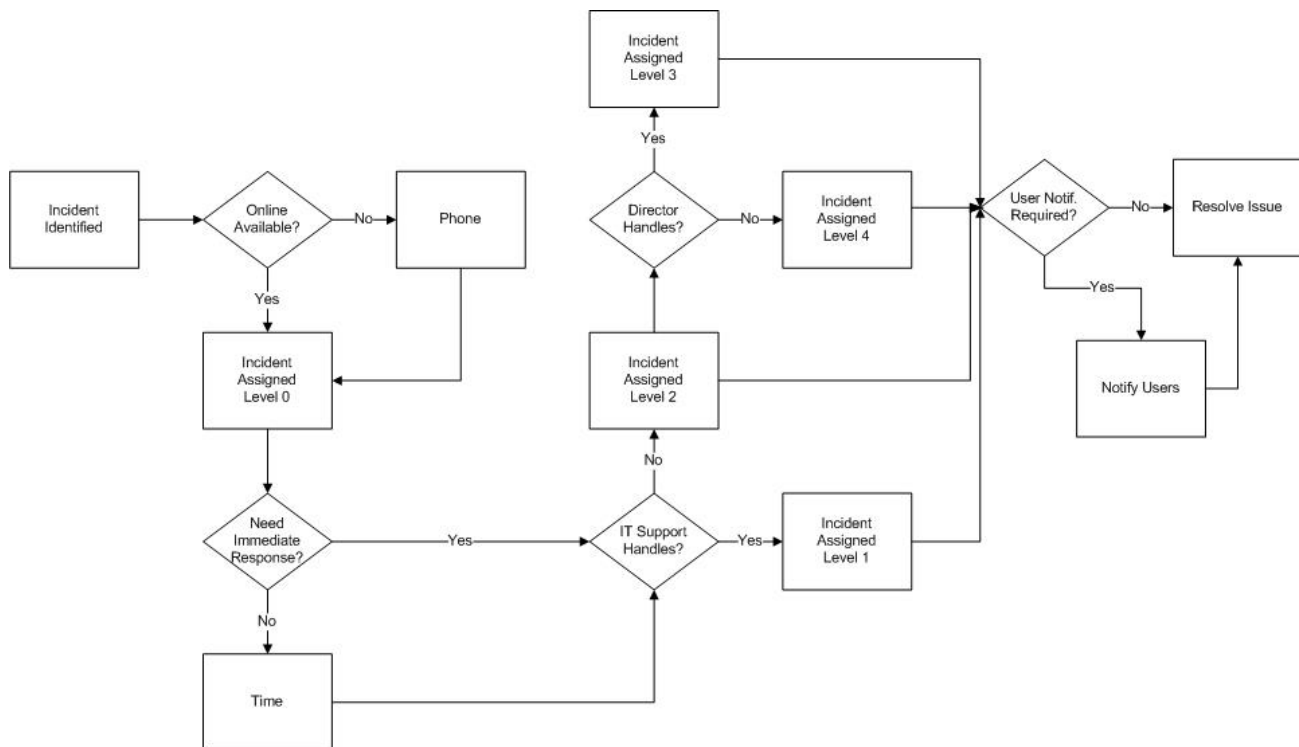


Figure 1: IT Incident Flowchart

4.0 Definitions

Terms

IAFF Information Technology (IAFF IT)

Incident

Definitions

Staff working in IT Network and Support.

Any event which is not part of the standard operation of a system.

PURPOSE:

This policy guides the response to IT incidents, including identification, reporting and escalation.

CANCELLATION:

REFERENCE:

June 2007 Minutes, #164, Pages 61-62

TITLE: **Wireless Policy**
COMMITTEE: **Information Technology**
EFFECTIVE DATE: **June, 2011**
POLICY:

1.0 Overview

The IAFF network and data are at additional risk when unsecured wireless communication access points are utilized. The purpose of this policy is to protect IAFF information assets and to guide IAFF users and network administrators in the safe and secure use of wireless technology.

2.0 Scope

This policy encompasses Local Area Networks (LAN) at the IAFF, commercial wireless networks, Bluetooth functionality, tablet computers and smart phones employing wireless technology to browse the web or synchronize databases. It applies to Officers, members, staff, consultants, temporary workers and guest users.

3.0 Network Administration

When using a wireless network under your control (home, office, etc.) to connect to the IAFF, you should ensure the network is secure. The network should have the Firewall enabled and the firmware on the wireless router and/or Access Point should be up-to-date. Strong encryption and authentication should be used to access the network and all passwords should meet the IAFF's password requirements as described in the IAFF Password Policy. This includes the password(s) to the wireless router and/or Access Point. The minimum requirement for wireless encryption is WPA with WPA2 preferred and the SSID should not be the default and it should not be broadcasted.

4.0 Users

Whenever possible, only connect IAFF issued devices to known wireless networks such as the authorized service in a hotel in which you are staying, home or other office network. When connecting to a wireless network that is not under your control, such as an airport or other public area, you should minimize your connection time to the IAFF as much as possible. Ensure the anti-virus is up-to-date and the wireless adaptors built-in firewall is enabled. Always disconnect from a wireless network when not in use. IAFF computers and tablets are equipped with software approved by the association. Do not install unauthorized software on your computer, tablet or smart phone or attempt to install IAFF software (for example, iMIS) on a personal computer, tablet or smart phone. IAFF issued laptops will be configured to automatically receive updates from both Microsoft and our Symantec Anti-virus servers. These settings are not to be changed.

Only approved devices are permitted to connect to the IAFF network. Personal wireless enabled devices such as smart phones, iPads and other tablet computers must be approved by the Information Technology Division, a Wireless Policy Agreement must be signed and the device must meet the following criteria:

- 1) Have a password associated with the device that meets the password policy set forth by the IAFF.
- 2) If email enabled, it must use Microsoft Active Sync or Blackberry Administrative Services and the IT Division will have the authority to remotely wipe or disable the device if it deems necessary.
- 3) Any firmware and/or security updates must be applied as soon as they are available.

PURPOSE:

This policy establishes a wireless policy when using IAFF devices and when personal devices are deemed acceptable to connect to an IAFF wireless point.

CANCELLATION:**REFERENCE:**

**June 2011, #181, page 47
June 2008, #168, pages 49-50**

TITLE: Enforcement Policy

COMMITTEE: Information Technology

EFFECTIVE DATE: February 12, 2008

POLICY:

1.0 Overview

This policy sets the standard for complying with Information Technology procedures.

2.0 Scope

This policy applies to all active directory users within the IAFF domain. (*For example, staff, DVPs, DFSRs*)

3.0 Policy

All IAFF users are expected to follow established Information Technology procedures. Failure to comply with these procedures can result in instances where our system or data are compromised, stolen or damaged. Persons deemed responsible for these instances may be subject to sanctions, including disciplinary action, as appropriate.

4.0 Enforcement

Primary responsibility for enforcement rests with IAFF Management.

PURPOSE: This policy establishes responsibility for enforcement of Information Technology procedures.

CANCELLATION:

REFERENCE: February 2008 Minutes, #167, Page 55

LEGAL SERVICES COMMITTEE

Thomas A. Thornberg, Chairman
James B. Johnson, Vice Chairman
Lorne West
Ray Rahne
Roy L. "Sandy" McGee
Ricky Walsh
Baldwin Robertson, Staff Advisor
Thomas A. Woodley, Staff Advisor

The Legal Services Committee is charged with reviewing, considering and making recommendations to the Executive Board, in consultation with the General Counsel's Office, concerning policies, programs and services offered, including proposals from the General Officers, concerning legal issues and affairs for the IAFF and its affiliates. The committee's jurisdiction includes:

- Protecting the legal interests of the IAFF, its officers and employees.
- Informing affiliate leadership and their members of their legal rights.
- Studying possible improvements in existing laws and regulations.
- Evaluating legal actions to facilitate organizing.
- Assessing expanded legal representation and services to affiliates and members in anti-union retaliation cases, FLSA actions and in special cases that will establish precedent having a significant impact on other IAFF affiliates.
- Reviewing proposals of the General President as to how the IAFF's resources, including the EDF Fund, can best be utilized in cost-effective ways to assist local affiliates which are considering litigation to safeguard their rights and advance their interest.
- Evaluating proposals of the General Officers regarding policies and procedures for enabling affiliates to obtain competent, reliable and affordable legal services.

TITLE: Consolidation of Locals, All Members of Incoming Local Must be Taken

COMMITTEE: Legal Services

EFFECTIVE DATE: May 2004

POLICY:

Where one local is taking another local under consolidation, the local union taking in the other local or locals must take in all members of the local coming in, unless an express provision of the local's constitution and by-laws provides otherwise.

PURPOSE: Assures inclusion of all members into any newly consolidated locals, unless prohibited by their constitution and by-laws.

CANCELLATION: This policy revises the 1984 policy entitled: Consolidation of Locals, All Members of Incoming Local Must be Taken.

REFERENCE: May 2004, Minutes #150, Page 60
May 1984, Minutes #68, Page 21

TITLE: Dissolutions or Mergers of Local Affiliates

COMMITTEE: Legal Services

EFFECTIVE DATE: June 2012

POLICY:

Any local that appears headed into a merger or voluntary dissolution should notify the appropriate District Vice President and state/provincial officers.

Affiliates that voluntarily dissolve in accordance with the requirements of Article XII, Section 2 of the IAFF Constitution and By-Laws shall notify the General Secretary-Treasurer in writing of the dissolution and its effective date. An affiliate must be paid current on its per capita and all other financial obligations until the notice has been provided in writing to the General Secretary-Treasurer.

In the event that an affiliate and/or its members are to be absorbed, merged, or otherwise annexed by or into another IAFF affiliate, the affiliate's officers must comply with the requirements of this policy and Article XII, Section 2 of the IAFF Constitution and By-Laws. Any merger that is voluntary must be approved by a referendum vote of each local's membership by whatever means selected by the locals.

In the event of any merger, an agreement as to the handling of assets and liabilities shall be made and approved by each local in the manner determined by the local's executive board. It is recommended that this agreement be in writing and signed by the principle officers of each local. Prior to approval or notice of the Executive Board, as appropriate, of the merger of two or more affiliates, the presidents of each affiliate shall affirm to the General Secretary-Treasurer in writing that an agreement has been agreed upon by the memberships of the respective locals.

In preparation for the merger, the merging locals should consider the following as part of the agreement: effective date; member dues and assessments; governance of the merged local; representational obligations of the merged local; transfer and allocation of assets and liabilities; outstanding EDF loans, PROP loans, and other such financial obligations; and dispute resolution procedures.

Any affiliate with an outstanding EDF or PROP loan balance that forfeits its charter must repay its loan in order to reaffiliate with the IAFF. If an affiliate with an outstanding loan balance merges with another affiliate, either voluntarily or involuntarily, the successor organization shall assume responsibility for repayment of the balance of the loan. Within the merger agreement, the merging

affiliates may arrange for an assessment or dues structure to finance that obligation.

Where two or more locals are merged, annexed, or amalgamated, the successor local must take in all members unless otherwise expressly prohibited by law or the successor local's constitution and by-laws.

The Executive Board recommends that when the consolidation, unification, or merger of two or more counties, cities, or townships is anticipated, all locals involved should merge as soon as possible. If a merger of locals is not immediately possible, a joint committee should be established to work with the department administration to negotiate the benefits for all members. Every effort should be made to conclude the bargaining prior to the merger.

IAFF Legal Counsel shall provide a form to assist locals in complying with this Policy.

PURPOSE:	Provides guidance to affiliates that are to dissolve or to merge with another affiliate(s)
CANCELLATION:	This policy supersedes the 2004 policy entitled: Mergers, Amalgamations, or Annexations and supersedes the 2004 policy entitled: Mergers, Written Agreement
REFERENCE:	June 2012, Minutes #184, page 37 May 2004, Minutes #150, pages 59-62 April 1997, Minutes #120, page 34 January 1996, Minutes #115, pages 34-35 August 1976, Minutes #38, page 20

TITLE: Document Retention Policy

COMMITTEE: Legal Services

EFFECTIVE DATE: February, 2011

POLICY:

The IAFF has issued this document retention policy out of concern for increasing costs and administrative burdens in storing records and documents, both paper and electronic. Proper storage, archiving, and management of records is an essential responsibility for each department of the IAFF. Below are set forth retention periods, in the IAFF's headquarters and/or in archived storage, for documents of various types. The IAFF may have statutory or legal obligations with respect to the retention of certain documents for specific periods. The IAFF's legal obligations extend to any kind of written, recorded, or drawn instrument, found either in paper or electronic format, such as handwritten notes on a draft memorandum, an email and an attached file, an audio or video recording, an appointments calendar, or a receipt of sale. Thus, your understanding of the meaning of "records" or "documents" as referred to in this policy should be in the broadest terms. Retention of documents costs space, time, and money. To reduce these costs and to minimize staff time spent on document handling and maintenance, department heads must ensure that files are reviewed and purged periodically in accordance with this policy. This policy also sets forth the terms by which automated deletion of some electronic documents will take place. Responsibility for compliance with this policy rests with the head of each department. Retention periods as set forth below may delineate between the periods of time that a record must be maintained in the office, as opposed to retention in archived storage. If the time period for retention "in office" is not specified, then department heads should use their discretion as to when to archive materials.¹ Note that the IAFF's legal obligation to produce any records is not alleviated by the fact that a document is archived and not immediately accessible in the office. Notwithstanding any of the guidelines set forth in this policy, **if you believe, or if any employee or officer of the IAFF tells you, that a certain record or document is relevant to litigation, or potential litigation, you must preserve the record until the General Counsel's Office determines that the record or document no longer must be preserved.** Something is relevant to "potential litigation" if it pertains to a dispute between the IAFF, or its agents, and another party, which could result in litigation. **This exception supersedes any scheduled destruction of any document.**

A. Filing of Documents

Both electronic and paper documents should be filed in an organized manner according to an overall filing plan. Redwelds and manila folders should not be overstuffed, and each redweld or folder should be helpfully labeled according to subject matter. File names of electronic documents should give a rough idea of the content. When items are to be archived and stored with a third party storage service such as Iron Mountain, it is important to note that storage of materials represents a substantial budgetary cost to the IAFF. Materials which need not be retained should be scheduled for destruction by the storage service at the time of archiving. It is department head's responsibility to ensure that the boxed materials be separated according to destruction date.

B. Correspondence

All written correspondence should be preserved and filed in written (i.e., paper) form unless it is a purely routine communication, such as a form letter or a routine request for standard publications or other items. Retention only of electronic versions of outgoing correspondence is insufficient to comply with this policy.

C. Electronic Documents

To reduce the time and cost of retaining electronics documents, on December 1, 2007, the IAFF will delete from its mail server all emails dated before December 1, 2004. Commencing on December 1, 2007, and on a daily basis thereafter, all emails older than three years will be deleted. The "automatic archiving" feature will be disabled for IAFF Outlook users, and archiving of emails will be prohibited on any newly-issued computers. Note that after automated deletion, emails will not be recoverable; for security purposes, the IAFF will "scrub" its servers to ensure that deleted items remain deleted. Users of Blackberries, Treos, and other handheld "personal digital assistants" issued or serviced by the IAFF should note that this automated deletion will apply as well to emails stored on these devices. Users who wish to preserve emails that are more than three years old must do so by archiving the material in hard copy format, or saving the email to an electronic storage medium (such as CD-ROM) and filing accordingly. Electronic records such as calendars, phone logs, technical assistance logs, and other electronic "queues" will be deleted after three years. Commencing immediately, faxes received on the IAFF fax queue will be deleted off the fax server after one month, as will opened voice mails.

The IAFF will also limit the size of individual mailboxes in Outlook to 2GB per user and will limit to 10MB the cumulative size of attachments to each email sent or received through the IAFF system. In cases of substantial and demonstrated need on the part of specific officers or staff for a limited exception to this policy, IT staff will assess and provide a recommendation to the General President, who may issue such an exception to be implemented by the IT Division.

D. Storage of Electronic Documents

Notwithstanding the impact on the IAFF's server, employees are urged to save **all** files on the IAFF server. Hard drives of individual computers are not backed up by the IT department. Commencing March 1, 2008, and on a daily basis thereafter, all electronic documents that have not been accessed in the past five years, and that are not critical software files as determined by the IT department head, will be deleted. Users that wish to preserve electronic documents that have not been accessed in the last five years must do so by archiving the material in hard copy format, or by transferring the documents to an electronic storage medium (such as CD-ROM) and filing accordingly. Documents stored on CD-ROMs, DVDs, thumb drives, removable hard drives, and other formats are subject to the same policies and requirements as those set forth for written and other documents in this policy. These storage devices should be kept in an organized manner according to an overall filing plan. It is understood that certain databases maintained according to IAFF policy must be maintained for longer than five years, and perhaps indefinitely. Department heads have the responsibility to inform the IT department of those databases to be preserved – and the electronic documents that are a part of them – before the databases are to be deleted.

E. Accounting Records

Vouchers, receipts, invoices, checks, and other records of individual transactions should ordinarily be destroyed after seven years. Both the U.S. and Canada have required filings for labor organizations, and the IAFF has its own audits. Any investments overseen by the IAFF, or by any trust operated by the IAFF, also will incur certain reporting requirements. These reports should be kept indefinitely.

Reports	Retain in Office	Retain in Storage
Most tax reports/filings and related correspondence	Department head's discretion	Seven years
IRS Form 990	Department head's discretion	Retain indefinitely
Accounts – Checks and Other Bank Records	Department head's discretion	Seven years
Accounts – Invoices, Receipts, Ledgers, Schedules, and Vouchers	Department head's discretion	Seven years
Property appraisals	Department head's discretion	Retain indefinitely
Inventory and related documents	Department head's discretion	One year
LM, Canadian Labor Reports,	Three years	Retain indefinitely

Audits, Financial Reports		
Records in support of LM and similar reports	Three years	Five years
Insurance policies	Department head's discretion	Seven years
Records specific to fixed assets which are not property appraisals	Department head's discretion	Ten years

F. Contracts

Executed contracts or other binding legal agreements should be retained for three years after the conclusion of their terms. In the case of successive contracts with the same party, the immediately preceding contract should be kept on file, even after three years past expiration of that contract, until the conclusion of the more recent contract. Publicly filed contracts, and/or contracts subject to sunshine or open records laws, should be maintained for five years after the conclusion of their respective terms. All correspondence and other documents relating to the execution, breach, or implementation of contracts – for example, letters between agents of the contracting parties, or expense records – should be kept with the copy of the executed contract, and should be preserved for the same time period as the contract with which the documents are associated.

G. General Counsel's Office

All documents produced by the Legal Counsel's office, or provided to the Legal Counsel's office by the IAFF in anticipation of possible litigation, may be retained indefinitely, with archiving of documents left to the discretion of the department head.

H. Executive Documents

Reports or minutes of hearings and official IAFF meetings, the IAFF Constitution and By-Laws, resolutions, and other such documents pertaining to the governance and internal affairs of the IAFF should be retained indefinitely. Records of Local affiliate Charters, Constitutions and By-Laws, audits, and related correspondence, may be kept indefinitely.

I. Governmental & Public Affairs

IAFF PAC reports and related documents must be retained for at least three years. Copies of these reports by the IAFF, or any subsidiary organizations, may be retained indefinitely or at the discretion of the department head, so long as they are publicly-filed reports. Records of disbursements, vouchers, receipts, and other transactions can accumulate rapidly and should therefore be destroyed after three years.

J. Human Resources Records

All applications in the possession of department heads should be provided to Human Resources, where they shall be maintained in archives for three years. Department heads are to destroy extra copies of applications once a position has been filled. Personnel files of all employees shall be destroyed five years after the retirement, death, resignation, or discharge of the employee. However, separate records concerning the election of employees with respect to any benefit plan should be kept indefinitely. Collective bargaining contracts with OPEIU Local 2 should be retained at least seven years after their expiration, except that information with respect to employee benefits plans should be kept indefinitely. Payroll, unemployment insurance, FICA, and workers' compensation records for all employees should be retained in the office for two years, and may be destroyed after a total of seven years. All records related to any employment disputes should be retained for the minimum time periods set forth in this policy, or for three years after the termination of the dispute, whichever is longer.

K. Communications & Media, Health & Safety, Technical Assistance & Information Resources, and Other Communications With Membership or the Public

Some IAFF records or documents are released to the public, the media, public officials, and/or IAFF members, such as staffing analyses, press releases, letters to the editor, budgetary analyses, pension analyses, etc. The content of this work, rightly or wrongly, could be the subject of defamation or other legal suits against the IAFF and/or its officers. For this reason, department heads must ensure that all documents related to the content – including notes, sketches, drafts of reports, news articles, etc. – be preserved and kept filed with related documents on the same subject matter. At the department head's discretion, and because emails and other electronic documents are subject to automated deletion, relevant electronic documents should be printed out and kept filed in the same manner.

L. Miscellaneous

Documents associated with federal or other grants may have varying requirements for retention. All department heads should ensure that their departments are conforming to the requirements of any grant. If the requirements appear to conflict with the terms of this policy, the department head should consult with the General Counsel's office.

[FOOTNOTE]

¹ Each reference to a time period refers to the date of execution of the document, unless otherwise specified. For example, if this policy states that a certain

document should be retained in the office for three years and in storage for seven years, then the document should be retained in the office for three years and in storage for additional four years only, and then destroyed.

PURPOSE: Establishes guidelines and procedures for retaining records and documents.

CANCELLATION:

REFERENCE: February 2011, Minutes #180, Page 43
September 2007, Minutes #166, Page 48

TITLE: Front Line Policy

COMMITTEE: Legal Services

EFFECTIVE DATE: May 2003

POLICY:

The IAFF Executive Board adopts this policy (entitled the "IAFF Front Line Policy") which would, in appropriate circumstances, make available legal representation by and/or through the International's General Counsel's Office (referred to here as "GCO") for legal cases in which it is determined that the IAFF and/or its members have a significant interest arising from the death or serious injury of an IAFF member because of: (a) defective products; or (b) the negligence of a third-party. This policy will also provide financial assistance from the International to cover initial out-of-pocket costs related to cases handled under the policy.

A. Defective Products

Resolution No. 47 (adopted at the 1984 Convention) directed the IAFF "to take strong and appropriate action against any manufacturer" who sells protective clothing and equipment that does not meet OSHA requirements. A related policy adopted at the 1980 Convention directs affiliates to report to the International any safety and health problems or incidents that are associated with deficiencies in protective clothing and equipment.

The Front Line policy is intended to make available legal representation to IAFF members, or the families of deceased IAFF members, who have died or suffered serious injury because their on-the-job equipment (including, but not limited to, gear, apparatus, tools, and apparel) did not meet legal standards, or because such equipment was defectively designed or manufactured. It is also intended to cover qualifying litigation against the manufacturer of products that have malfunctioned in the line-of-duty, where the malfunction contributed to the death or serious injury of an IAFF member.

The enactment of this policy is intended to ensure that adversely affected IAFF members or their families are provided fair reimbursement for their loss, and to establish favorable court precedent to improve the manufacturing of such products and equipment in the future.

B. Negligence of Third-Parties

The second category of cases covered by this policy includes litigation involving claims against third-parties, such as property-owners or possessors of hazardous materials, whose negligence has resulted in the death or serious injury of an IAFF member.

C. Initial Out-of-Pocket Expenses

For qualifying cases in which coverage under this policy is deemed appropriate, the International will provide an amount not to exceed \$10,000 to be used solely for the purpose of covering initial out-of-pocket costs incurred in the litigation. The Front Line Policy is intended to provide legal assistance directly through the IAFF General Counsel's Office, and the GCO may utilize local counsel in litigating qualifying cases. The \$10,000 in financial assistance will only be made available for litigation pursued under this policy. Fees for legal

services and representation by the GCO and local counsel will be handled pursuant to a contingency fee arrangement which is favorable to the members.

D. Procedures and Funding

The decision to make available legal services and representation by the GCO and financial assistance related to the litigation pursuant to this policy would be made by the IAFF General President, according to the following procedures:

The District Vice President will communicate with the IAFF General President concerning a request for the legal services of the GCO.

The District Vice President and the affected affiliate will submit the facts (including relevant documentation) fully describing the matter and why it should qualify for assistance.

The GCO will study the information and provide a legal opinion to the General President as to whether the matter has merit. In a legal matter involving a Canadian affiliate or member, the General President may consult with a Canadian attorney as well as the GCO.

The General President will make the decision as to whether the GCO will be authorized to provide legal services and representation. The General President's decision to grant assistance shall be forwarded as soon as is practical to all IAFF District Vice Presidents.

Prior to making its recommendation to the General President, the GCO will research and examine the following legal issues:

the opportunity presented by the claim to establish a strong precedent;
the applicability of federal and state law;
legal obstacles to the viability of a court action, such as the 'fire fighters rule'; the 'assumption of risk' doctrine; federal preemption; etc.;
the receptiveness of state or federal courts in the jurisdiction with respect to the claim;
the sufficiency of evidence to sustain the claim;
potential affirmative defenses available to a corporation or negligent party (statute of limitations; etc.);
the difficulties in proving causation, liability, and damages;
the advisability of pursuing a workers' compensation claim;
the prudence of pursuing a class action to provide broader relief and impact;
the potential responsibility of other entities;
intervening causes or contributory negligence which may undercut the claim;
the financial capacity of potential defendants to satisfy court-ordered relief;
the availability of expert witnesses who would provide authoritative testimony in support of the claim; and
whether the claim might conflict with positions taken by the IAFF and affiliates on particular safety and health issues.

The General President's decision may be guided by the GCO's opinion; the availability of funding; the merits and potential precedent-setting impact of the case on the membership of the IAFF; the need for a coordinated and centralized approach to the case; the opportunity presented by the case to serve as a foundation for advancing the safety and health interests of the membership in securing favorable legislation, regulations, or policies; and other appropriate factors. In addition, the General President may consult with the General Secretary-Treasurer and the chairpersons of appropriate committees with regard to any decision made under this policy.

The General President may authorize funding of the initial costs of a particular court action from the general funds of the organization. The GCO will make every reasonable effort to recover and reimburse the IAFF for expenditures involving litigation costs.

E. Additional Services

In addition to providing legal assistance in appropriate cases when requests for assistance have been made, the IAFF will endeavor through various means to collect information and monitor issues arising from potential and/or ongoing cases and, when appropriate, provide information and guidance about such cases to affiliate members. *(146-23 to 25, May 2003)*

PURPOSE: Provides legal representation by the General Counsel's Office to members killed or seriously injured as a result of defective products or the negligence of other parties.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Pages 23 to 25

TITLE: Guardian Policy

COMMITTEE: Legal Services

EFFECTIVE DATE: February 2001

POLICY:

The “Guardian Policy,” in appropriate circumstances, makes available legal representation by and/or through the International’s General Counsel’s Office (referred to here as “GCO”) where: an affiliate, officer, or a member of a United States or Canadian affiliate has suffered, or is subject to suffering, adverse harm by an employer because of his/her union-related activities; or where a court decision could establish a precedent that would have a significant impact upon other IAFF affiliates.

A. First Category—Resolution No. 74 (adopted at the 1996 Convention) directs the IAFF to pursue whatever legal remedies are available and appropriate to protect union leaders who are disciplined or otherwise discriminated against because of their union activities.

Consistent with the Convention Resolution, the first category of cases covered under this policy would include situations where an IAFF affiliate or member has engaged in “protected activities” which are defined as follows:

- organizing, leading, or supporting an IAFF affiliate;
- participating in union affairs;
- participating in political activity or a political campaign supported by the affiliate (such as supporting a candidate for local government office); participating in claims supported by the affiliate (such as an OSHA claim, an FLSA claim, a state or provincial law claim, a whistleblower claim, or a grievance or arbitration claim); and
- speaking out on a matter of public concern affecting the IAFF, an affiliate, or its members.

B. Second Category—The second category of cases covered under the policy includes litigation involving an affiliate or a member which is expected to have a precedent-setting impact (i.e., helpful or harmful) on other IAFF affiliates and members beyond the particular affiliate which is directly involved.

C. Procedures and Funding—Legal representation by the GCO under this policy will be handled using the following procedures:

- The District Vice President will communicate with the IAFF General President concerning a request for the legal services of the GCO;
- The District Vice President and the affected affiliate will submit the facts (documents, etc.) fully describing the matter and how it should qualify for the assistance of the GCO;
- The GCO will study the information and make a recommendation to the General President as to whether the matter has merit and qualifies for the assistance of the GCO under this policy. In a legal matter involving a Canadian affiliate or member, the General President may consult with a Canadian attorney as well as the GCO.

- The General President will make the decision as to whether the GCO will be authorized to provide legal services and representation.

The General President's decision will be guided by the availability of funding, the merits and significance of the case, the potential impact of a court ruling on the membership of the IAFF, and other appropriate factors. In addition, the General President may consult with the General Secretary-Treasurer and the chairpersons of appropriate committees with regard to any decision made under this policy. The General President's decision will be forwarded as soon as is practical to all IAFF District Vice Presidents.

Consistent with existing practice, the General President may authorize funding of a particular court action from the general funds of the organization, or from the EDF. If the EDF is utilized, the General President's authorization would be subject to approval by the Executive Board (either by a telephone poll or a vote at the next Board meeting). The GCO will make every reasonable effort to recover and reimburse the IAFF for expenditures involving attorneys' fees and litigation costs.

PURPOSE: Improves the legal representation and services provided by the IAFF to its affiliates and members in significant cases involving anti-union retaliation and in cases that will establish important precedent for other IAFF affiliates.

CANCELLATION:

REFERENCE: February 2001, Minutes #135, Pages 32 and 33

TITLE: Guardian Policy – Union Activities Justice Fund

COMMITTEE: Legal Services

EFFECTIVE DATE: July 2014

POLICY:

Substitute Resolution No. 22 (adopted at the 2014 Convention) authorizes the IAFF Executive Board to develop a program to provide financial relief to union leaders who are qualified for the IAFF Legal Guardian Policy and who are terminated. The provisions of that policy are as follows:

- A. IAFF union leaders who are suspended indefinitely without pay, released, or terminated from their position due to their union activities shall be entitled to financial relief after applying for legal assistance through the IAFF Guardian Policy.
- B. If qualified under the Guardian Policy, the individual is eligible for financial relief of up to 60% of his or her gross monthly salary, capped at \$2,500 dollars per month, for a maximum of four months. Gross monthly salary does not include overtime or any other additional benefits. The individual must supply five recent, consecutive pay stubs or other sufficient documentation of his/her gross monthly salary.
- C. The application for financial relief must come from the member's affiliate via the Guardian Policy application, or in a supplemental request after the initial Guardian application.
- D. The individual and/or the local affiliate shall reimburse the IAFF upon the recovery of any damages through legal proceedings. If the member only recovers a percentage of the total reasonable damages owed him by the employer, the reimbursement to the IAFF shall be pro-rated based on the percentage of total damages received from the employer. The General Counsel's Office shall prepare a written agreement for the repayment to the fund; an individual shall not be entitled to receive any relief under this policy unless he/she has signed this agreement. The success of this program depends upon reimbursement by the individuals who obtain a remedy for the employer's actions.
- E. The decision on eligibility for financial relief shall be made by the General President after recommendations by the General Counsel's Office.
- F. The request for relief must be submitted within a reasonable time period from the date of the disciplinary action, and in any case no later than six

months after the General President's conclusion on qualification for Guardian Policy assistance.

- G. This policy will take retroactive effect to July 15, 2014, which is the date of adoption of Substitute Resolution No. 22.

PURPOSE: Provides financial relief to union leaders who are qualified for the IAFF Legal Guardian Policy and who are terminated.

CANCELLATION:

REFERENCE: September 2014, Minutes #193, Pages 54-5

TITLE: Internal Union Charges/Trial Procedures/Appeals

COMMITTEE: Legal Services

EFFECTIVE DATE: May 2004

POLICY:

To maintain the International's impartiality, unless specifically authorized, IAFF State Representatives, and other staff employees will not be involved in any matters related to internal union charges of misconduct, trial board procedures, etc. If they do become involved in such matters without specific authorization, the International will take whatever reasonable action is appropriate to remedy the situation. The Vice Presidents shall exercise discretion in attempting to mediate or resolve international union disputes among members. To avoid the appearance of a conflict of interest, a Vice President shall not vote on any Trial Board appeal to the Executive Board from his district.

PURPOSE: Establishes impartiality and non-involvement of IAFF staff or its representatives in internal union charges of misconduct, trial board procedures, etc., of affiliates.

CANCELLATION: This policy revises the 1992 policy entitled: Internal Union Charges/Trial Procedures/Appeals.

REFERENCE: May 2004, Minutes #150, Page 64
December 1992, Minutes #130, Page 31

TITLE: **Mediation of Jurisdictional Disputes**

COMMITTEE: **Legal Services**

EFFECTIVE DATE: **June 2013**

POLICY:

If the General President, pursuant to Article XIX, Section 3 of the IAFF Constitution and By-Laws, makes a determination that a jurisdictional dispute exists between two or more affiliates under Article XIX, Section 2, the General President may appoint a mediator to seek agreement of affiliates to resolve the dispute. Such mediation shall be voluntary on the part of the affiliates.

The General President shall appoint an IAFF individual or individuals from outside the district(s) involved who shall schedule a mediation meeting or otherwise engage each party to the dispute in efforts to quickly reach an agreement. Authorized travel and other authorized expenses incurred by the mediator shall be paid by the IAFF and not the affiliates involved.

In all circumstances, mediation shall be concluded in a timely fashion, but in any case shall be completed within one month of the selection of a mediator by the General President. No statements or admissions made before a mediator shall be admissible before the arbitrator if objected to by any party. The mediator shall not be called as a witness to any related hearing and may not participate in, advise, or comment on any proceedings related to the dispute.

PURPOSE: **Outlines procedure for appointing a mediator in jurisdictional disputes.**

CANCELLATION:

REFERENCE: **June 2013, Minutes #188, Pages 43-44**

TITLE: **Merger of Fire Departments and Involuntary Merger of Affected IAFF Locals**

COMMITTEE: **Legal Services**

EFFECTIVE DATE: **February 1992**

POLICY:

Whenever two or more fire departments or jurisdictions are merged by operation of law or otherwise, the General President of the IAFF shall have the authority to involuntarily merge any of the IAFF affiliates who represent firefighters, paramedics, EMTs or related services in those fire departments if they fail to agree among themselves which affiliate shall be the exclusive representative for collective bargaining or other purposes. The General President may order an election among IAFF members in all the affected affiliates. The election shall be conducted under rules established by the General President. The IAFF members shall have a choice between formation of a new local and selection of one of the existing locals. If a new local is selected, a charter shall be issued with a new name and number; the membership shall be required to adopt a new constitution and by-laws and hold elections for officers. If an existing local is selected, the officers and constitution and by-laws of that local shall remain in place, and the charters of the remaining local(s) shall be revoked under Article VII, Section 3, of the IAFF Constitution and By-Laws with the approval of the Executive Board. Where appropriate, the General President shall notify the fire department or fire jurisdiction which entity is the successor labor organization. The above may be modified by the General President to comply with applicable federal, state/provincial or local laws.

PURPOSE: **Establishes procedures and authority of the General President regarding mergers of fire departments and involuntary mergers of the affected IAFF locals.**

CANCELLATION:

REFERENCE: **May 2004, Minutes #150, Page 62 and 63 (Retained)
February 1992, Minutes #99, Page 32**

TITLE: Notice to IAFF Affiliates

COMMITTEE: Legal Services

EFFECTIVE DATE: February 2001

POLICY:

All IAFF affiliates should be aware of, and comply with, several policy requirements regarding court actions and related matters. In Resolutions passed at the 1990 and 1992 IAFF Conventions, affiliates are required to notify the International if they are considering filing an FLSA overtime suit, as well as their potential or actual involvement in any other court action.

If an affiliate is considering pursuing FLSA overtime claims, they should be familiar with the following International policy, adopted in 1989, concerning IAFF assistance in pursuing FLSA suits: The request for assistance from the IAFF and its General Counsel's Office must originate with the IAFF District Vice President with approval for IAFF participation determined by the International General President. The IAFF will provide financial assistance for General Counsel legal fees in an amount not to exceed \$10,000. Fees for expenses of IAFF General Counsel beyond the \$10,000 limit (and any local attorney) are the responsibility of the local. Any stipulated or negotiated conclusion to the case must provide for reimbursement to the IAFF for the cost of its legal fees. Legal fees advanced by the IAFF and recovered subsequently are to be credited to the proper IAFF Budget Line so that the program is self sustaining.

In 1996, the IAFF Convention adopted a policy requiring affiliates to obtain a second legal opinion from the International's General Counsel's office if the affiliate is considering filing a court action that could lead to a request for the International's financial assistance from the Emergency Disputes Fund (EDF). That policy states:

EDF Court Actions: Where a local affiliate is considering initiating a court action that may eventually lead to a request for financial assistance from the International's EDF, it is required to follow the procedure of contacting the IAFF District Vice President for permission to seek a second legal opinion from the IAFF's General Counsel's office. The cost of the second legal opinion will be paid by the International from the EDF. The local's submission seeking the second legal opinion will include:

The written legal analysis and opinion of the local's attorney, including the proposed retainer arrangement about how the litigation would be handled and paid for; and

The relevant facts and documents needed to render a proper second legal opinion.

An affiliate that fails to contact the IAFF for a second legal opinion prior to commencing litigation will not be considered eligible for EDF assistance about that matter. If the legal advice from the IAFF General Counsel's office is that the proposed litigation lacks merit, but the affiliate nevertheless chooses to pursue the litigation, it will not be considered eligible for EDF assistance (unless the

affiliate prevails in that litigation). Nothing contained in this policy is intended to impair or interfere with the autonomy of the local affiliates which retain full and final decision-making authority concerning litigation affecting such affiliates....[This] policy will [also] apply with regard to a decision to pursue a pending case to the next level of court appeal. Based upon a clear showing of extraordinary circumstances in a particular case, the Executive Board may approve an exception to this policy only by a unanimous vote of the board.

PURPOSE: Establishes guidelines for pursuing FLSA overtime claims and obtaining second legal opinions from the IAFF General Counsel's Office if an affiliate requests financial assistance from the Emergency Disputes Fund (EDF).

CANCELLATION:

REFERENCE: February 2001, Minutes #135, Pages 33 and 34

TITLE: Notification of Rival Organization Determination Policy

COMMITTEE: Legal Services

EFFECTIVE DATE: May 2004

POLICY:

The IAFF shall notify an affiliate, who has submitted to the IAFF Executive Board a determination for rival organization status, of the disposition and decision regarding such a request immediately following the IAFF Executive Board meeting where such determination was made. The IAFF shall maintain a current list of organizations declared rival under this policy.

PURPOSE: Establishes timeline for notifying affiliates of the Executive Board's decision on determination of rival organization status; and mandates a current list be maintained on rival organizations.

CANCELLATION: This policy revises the 1999 policy entitled: Notification of Rival Organization Determination Policy.

REFERENCE: May 2004, Minutes #150, Page 64
May 1999, Minutes #129, Page 28

TITLE: Rival Organization

COMMITTEE: Legal Services

EFFECTIVE DATE: May 2004

POLICY:

The IAFF has empowered the Executive Board to declare an outside entity to be considered a rival organization. The following policy is adopted:

Charges alleging that an outside entity should be declared a rival organization will only be entertained from an affiliate or an International officer.

Charges must be fully detailed and documented concerning the facts and reasons offered in support of the request that an entity be declared a rival.

An affiliate's request for rival declaration must be formally and officially approved by the affiliate, and such approval must be noted as part of the request to the Executive Board.

A five-member committee of the Executive Board will be appointed by the General President on an ad hoc, case-by-case basis.

The Vice President of the district from which a charge has been submitted will not sit on the five-member committee. Instead, that Vice President will be permitted to make a presentation concerning a charge coming from his district. After the Executive Board makes a declaration that an outside entity is a rival organization, then its role on the issue will cease, and the normal misconduct provision of the International's Constitution and By-Laws will become applicable. Upon receipt of a request by the charging party involved, or by an affiliate of the IAFF, the IAFF Executive Board must consult with all parties involved and may vote to revoke the designation of rival organization by a two-thirds vote. If the charging party is deceased or the charging affiliate is dissolved, the Executive Board may consider revoking a declaration of that rival organization. Randel Eastern and Medicar Ambulance Service, Wackenhut, Rural Metro and any similar organizations are declared a threat to the welfare and interests of the IAFF and its membership and the Executive Board goes on record to discourage any members from working for or otherwise supporting these organizations.

PURPOSE: Establishes procedures for the Executive Board to follow in declaring an outside entity to be considered a rival organization.

CANCELLATION: This policy revises the 2002 policy entitled: Rival Organization.

REFERENCE: May 2004, Minutes #150, Page 63
March 2002, Minutes #140, Page 70
September 1998, Minutes #127, Page 24
December 1989, Minutes #89, Page 25
September 1988, Minutes #85, Page 10
September 1986, Minutes #78, Page 34

Cancelled Policies:

Pursuant to Executive Board action, the following Legal Services Committee policies have been cancelled:

Title of Policy	Date Canceled
Mergers, Amalgamations, or Annexations	June 2012
Mergers, Written Agreement	June 2012

OCCUPATIONAL HEALTH AND SAFETY/REDMOND FOUNDATION COMMITTEE

William Romaka, Chairman
Paul Hufnagel, Vice Chairman
Larry Osborne
A. Michael Mullane
Danny Todd
William V. Taylor
Pat Morrison, Staff Advisor

The Occupational Health and Safety Committee's mission is to review policies, programs, proposals and services and to make recommendations to the Executive Board as necessary. The primary goal of the health and safety effort is to prepare members to operate safely as emergency response professionals and to insure their health by employing proactive risk reduction strategies. The committee's jurisdiction includes:

Overview goals and objectives that will enhance the safety and well-being of IAFF members.

Review health and safety program development, as well as evaluate current programs and services.

Review changes in the scope of the safety and health effort. This could include fundamental changes in areas of emphasis or newly identified firefighter and paramedic risks, as well as the IAFF response to them.

Address affiliates' concerns on issues arising out of the implementation of the IAFF's health and safety effort including those which occur in the field.

TITLE: Drug Testing

COMMITTEE: Occupational Health and Safety/Redmond

EFFECTIVE DATE: February 2012

POLICY:

IAFF strongly supports a drug and alcohol free work place but opposes random testing of fire fighters and emergency medical personnel. We believe it is an unnecessary invasion of our members' right to privacy. If the employer demands random testing, procedures and criteria on how individuals are selected must be made by using one of the following federal methods:

- Adopt the procedures of the Federal Motor Carrier Safety Administration (FMCSA) of the U. S. Department of Transportation, 49 CFR Part 382 which requires a 50% random testing rate, or
- Adopt the procedures of the Federal Transit Administration (FTA), 49 CFR Part 655 which requires a 25% sampling rate.

All drug testing, sample collection, testing and medical review shall be conducted under the standards established and maintained by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).

All alcohol testing shall be conducted in accordance with US Department of Transportation regulations as contained in 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

All drug testing results must be handled with the same degree of confidentiality as all other medical information and employers shall be liable for breach of privacy if such material is released without authorization. The Standards for Privacy of Individually Identifiable Health Information as established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191 shall be reviewed and followed by all designated officials of the jurisdiction who have access to employee records and charged with the responsibility of maintaining the confidentiality of these records.

Any employee who tests positive for illegal drugs or alcohol shall be medically evaluated and then counseled and treated for rehabilitation as recommended by an Employee Assistant Program (EAP) Counselor.

The IAFF Division of Occupational Health, Safety and Medicine maintains a generic Drug and Alcohol Testing Policy and Procedures consistent with this Executive Board policy.

PURPOSE: Assists local affiliates in drug testing issues.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 50
December 2002, Minutes #144, Page 71 (Retained)
June 1987, Minutes #80, Page 19

TITLE: Fallen Fire Fighter Family Support after Line-of-Duty Deaths

COMMITTEE: Occupational Safety and Health

EFFECTIVE DATE: September 2009

POLICY: Fallen Fire Fighter Family Support after Line-of-Duty Deaths

The IAFF embraces the families of our fallen because we recognize the need for those families to have a support program available after a line-of-duty death. We also believe that because our members know their union will be there to assist their families, they can do their job with a relative peace of mind, even as they face the inherent dangers of their job each day.

The following information is provided to address family support issues for IAFF affiliates in the event of the line-of-duty death of a member. It is solely provided for assistance purposes; each individual affiliate should evaluate its local conditions and use, amend or change these recommendations accordingly.

Family Support and Assistance Process

Spouses, partners, children and family members who experience significant loss are seriously affected in several areas of their life. But it is also during this time of emotional stress that family members will likely be overwhelmed with all kinds of information and decisions that require immediate resolution. Information processing and decision-making can also be affected by the emotional needs and condition of the family members.

Fire departments and IAFF affiliates can and should provide families structured support after a line-of-duty death. This assistance can help families make critical decisions during a period of high emotional distress.

The family support process involves a core group of support personnel, typically called family liaisons. Such family liaisons must have strong interpersonal skills, the ability to gain the support of family members and skills in managing and coordinating service delivery systems. The family liaison can serve as the:

- Information gatherer for the family;
- Emotional support provider for family members;
- Organizer and coordinator of support systems as needed by family; and
- Arbitrator between family and other systems of support and service delivery.

Department Liaison

The fire department and the IAFF affiliate may consider jointly appointing a department liaison to serve as an overall point of contact and to assist with fire department activities after a fire fighter line-of-duty death. This individual can assist with the maintenance and update of all members' emergency contact information and initially assist with liaison duties until the family liaison is selected and approved. Once a family liaison is selected, the department liaison would have no interactive role with the family; rather, the department liaison would work with the family through the family liaison. The department liaison can maintain resources, protocols and policies related to or for assistance with line-of-duty deaths and provide such resources to the family liaison. These include, but are not limited to:

- Contact information for fire department and union leadership, including their roles and responsibilities with line-of-duty death activities.
- Contact information for department, local, state/provincial or federal offices involved in personnel, pensions, civil service, death benefits, funeral reimbursement, educational benefits, workers' compensation, public/private insurance benefits and official documents (birth, marriage, divorce, death) retrieval. Descriptions of such benefits should be maintained and kept up-to-date.
- Procedures, guidelines and policies for line-of-duty death notification, assistance, and investigation.
- Contact information for counseling and bereavement services available to the fire department and IAFF affiliate and descriptions of such services. Line-of-duty funeral protocols for fire department funeral or memorial services.
- Funeral arrangements, burial options and contact information for local funeral homes and cemeteries, as well as cremation and alternative burial options. Contact and process information should also be maintained on tissue and organ donations.

Role of a Family Liaison

The role of the family liaison is a traditional duty within the fire service. Historically, members have served informally as liaisons between the family and the fire department following a line-of-duty death. The roles and responsibilities of the family liaison can become wide and ranging because the liaison will be tasked with providing short- and long-term family support services to a family of a fallen member.

The family liaison is a representative of the IAFF affiliate and the fire department that interacts with the spouse or partner and family of the lost member to assist in their short-term and long-term recovery.

Often after a line-of-duty death, the family is emotionally overwhelmed, and has no or little knowledge of the resources, assistance and support that are available. The family liaison acts to bridge resource and support coordination from the fire department and the IAFF affiliate to the grieving family.

The family liaison has a dual responsibility of supporting the family and providing assurance to the fire department and local IAFF affiliate that the needs of the family are being met.

The fire department and IAFF affiliate need to select a member(s) as the family liaison. This process must include discussion and approval from the family.

Family liaisons must understand and adapt to the role change from providing immediate guidance after the death and during the funeral process to long-term family support. Their core responsibilities include:

- Empowering the family to become decision-makers involving significant issues;
- Protecting the family from disruptive and intrusive events;
- Providing emotional and logistical support; and
- Gathering information so the family can make informed decisions.

The fire department and IAFF affiliate must ensure that the family liaison be informed of the responsibilities of the family liaison and the time commitment necessary for such short-term and possibly long-term family assistance.

Functions of a Family Liaison

Family liaisons assess the needs of a family after a line-of-duty death and coordinate and facilitate the short- and long-term support. They serve as the primary contact with the family to ensure that family needs are met. Family liaisons will discuss the process with the family, arrange schedules and contact times, and describe what services and assistance are available.

Family liaisons can assist a family with concrete details regarding a member's death. They can represent the family's needs and desires during the planning of the member's wake, funeral and memorial service.

Within the initial hours after the line-of-duty death, the appointed family liaison must make an initial assessment of the family's support needs. Decisions will be necessary on family access and appropriate notification of family and friends.

The family liaison will need to be prepared to immediately assist the family with numerous issues, including the following:

- Providing the family with information regarding death and bereavement.

- Presenting information regarding formal identification of and disposition of body.
- Providing information about the member's preference regarding organ/tissue donation.
- Working with the family to make decisions regarding:
 - Type of burial/cremation
 - Funeral homes
 - Cemetery
 - Choice of church/clergy
 - Visitation or wake
 - Selection of funeral/memorial services
 - Times of visitation/service
 - Service participants, dignitaries, readings, music and eulogies
 - Reception following burial
 - Announcements for service
- Screening outside contact with family, including news media.
- Choosing photographs and other memorial items for display.
- Continuing with assessment of family support needs.
- Mobilizing the initial request of support services.

During the visitation or wake and during the funeral or memorial service the family liaison is responsible and has the primary concern of assisting the family, including transportation, escort and seating. The family liaison remains with family during these services.

Family liaisons also assess the ongoing and long-term needs of a family and provide them with information, including resources available from within the fire station, the fire department, the IAFF affiliate and the community. The family liaison should obtain or be provided with a list of services and contacts from trusted resources within the department or community from the department liaison, if one has been previously appointed, or from the fire department or IAFF affiliate. Such resources can include:

- Bereavement and counseling services. Such referrals must be discussed with fire department or IAFF affiliate Employee Assistance Program advisors or fire department counselors. Verification of the quality of any referral must be assured. Such verification can be ascertained by consulting with other fire department members, their families or service providers that have significant work experience with emergency responders.
- Financial. The family liaison should be familiar with the financial benefits available to the family and how to apply for such funds. These include pension, state (worker compensation) and federal death benefits (PSOB), funeral reimbursement, educational benefits (state and federal), insurance, veteran's benefits, etc. The family may have to rely on an IAFF

affiliate leader or the jurisdiction's personnel department for detailed assistance on these issues. The family liaison should not be personally involved in advising the family or handling any family financial resources. Financial advice must be left with the family and financial planning experts.

- Legal. The family liaison should keep the family apprised of any investigations or criminal proceedings involved in the line-of-duty death. Specific legal advice is to be provided by legal experts, not the family liaison.
- Property Maintenance/Repair Assistance or Guidance. The family liaison can assist with locating appropriate resources for home or property repair and maintenance. There is no expectation that such assistance is provided without charge, but the family liaison can attempt to ensure that the family is getting a fair price for quality services. The family liaison can assist in informing the family of the day-to-day operations of the family's home (for example utilities, heating/air conditioning, scheduled maintenance, yard care, etc.). However, the goal of the family support service is to empower the family through their transition. Therefore, the family liaison role is to assist or inform and not to necessarily perform every task.

Family Liaison Boundaries

Family Liaisons are responsible for setting boundaries when interacting with the family of the deceased. It is important for all family liaisons to know that it is not their role to replace the deceased member.

The family liaison is to understand that there needs to be a balance between providing family support during a difficult time and the needs of their own personal, family and professional responsibilities.

Family liaisons must have the ability to say "No, I can't do this." No family liaison is on duty 24/7.

In order to prevent burnout and to maintain appropriate boundaries, family liaisons cannot make themselves available at all times. Family liaison work is an ongoing and transitional process; therefore, it is important that family liaisons conduct these activities in moderation.

Family liaisons must become familiar with their personal limits and will have to judge for themselves when to take a break. At a certain point, it may be time to stop being a family liaison or time to ask for help or a replacement. Family liaisons can seek support from their family and other fire department members, or seek professional help.

Emergency responders spend their career helping others, traditionally working as a team. This effort is not any different. While serving as the family liaison, peer support must be requested from other members to ensure a successful family support program. The most effective family liaisons are those who work together with their peers to assist families in need.

Family Liaison Logistics

Some members may have selected their primary and alternate choice of a family liaison in event of their death or serious injury. It is encouraged that the fire department and the IAFF affiliate establish an emergency contact procedure and policy that encourages the establishment and annual review of each member's emergency contacts, including selection of a family liaison. When family liaisons are not pre-selected, conducting a fire station meeting is an effective way to recruit members for this role.

Ensure that a fire officer is available to assist and support the family liaisons. Any family support problem should be discussed with this fire officer.

Long-term support, logistics and distance may require the assignment of additional family liaisons. Several members can also serve as family liaisons for each family at the same time. They are encouraged to meet together with the family and should communicate and coordinate items to prevent duplication of services. Family liaisons should be rotated during a long-term family assistance process.

Before a family liaison is assigned, ensure that the family is prepared ahead of time and is educated about the role of the family liaison.

A long-term family liaison rotation schedule should be developed and implemented. Experience has shown that undue stress is placed on the family and the family liaison, as well as the fire department and the IAFF affiliate, when schedules and rotations are not established and followed.

Family liaison services must be consistent. Family liaisons must not make any promises that cannot be delivered and must ensure that any resources that are offered are delivered as and when promised.

In cases where the family lives outside the jurisdiction where the member worked, the family liaison should consult with the local fire department and IAFF affiliate to establish available contacts in the event of a family support emergency. These contacts may be provided to the family for use when the family liaison cannot be reached for immediate support.

Emergency Contact and Beneficiary Forms

All IAFF affiliates should ensure that their members have completed a list of emergency contacts that can be used in time of emergency. If the IAFF affiliate does not have such a form, a [generic form](#) is available from the IAFF. Please ensure that your local develops a process for collecting and maintaining emergency contact information for all members. These documents should be reviewed and updated annually. Additionally, it is the policy of the IAFF that each IAFF affiliate institutes a program requiring an annual review of beneficiaries that, at a minimum, requires the member to either change beneficiaries or sign a statement verifying that the beneficiaries are correct. Accordingly, please ensure all member beneficiaries are kept up-to-date.

Conclusion

The IAFF provides this information to assist affiliates in ensuring that we are always there for the families of our fallen. Every fire department and IAFF affiliate is different and the information should be adjusted accordingly, however, the IAFF asks each affiliate to be sure to implement a family support program using these guidelines to be prepared when a member is lost in the line of duty.

¹ For additional information on procedures for notifying, assisting and investigating after a line-of-duty death, see the [IAFF Line-of-Duty Death Notification, Assistance, and Investigation Policy](#).

² For additional information on procedures and protocol after a line-of-duty death, see the [IAFF Funeral Protocol for Line-of-Duty Deaths](#).

³ For additional information on procedures on US federal benefits, see the [IAFF Summary of the Federal \(US\) Benefits for Public Safety Officers, PSOB AND PSOE A Programs](#).

⁴ For a copy of these guidelines, see the [IAFF Guidelines for Fallen Fire Fighter Family Support after Line-of-Duty Deaths](#).

The Fallen Fire Fighter Family Support After Line-Of-Duty Deaths Guidelines were adopted by the IAFF Executive Board in June 2008 and updated in September 2009. They were developed by the IAFF in compliance with Emergency Resolution 47 submitted by IAFF Local 112, Los Angeles City and approved by the delegates assembled in Toronto, Ontario in August 2006. The guidelines were developed by the IAFF and IAFF members involved in family support and counseling; with input from spouses of our fallen members,

especially the widow of Local 112 member Robert M. Ortega. The family support documents were further reviewed and revised by the IAFF Executive Board Occupational Safety and Health Committee and IAFF Executive Board Fallen Fire Fighter Memorial Committee prior to adoption by the IAFF Executive Board. Further assistance is available to IAFF affiliates on these guidelines as well as all other issues and programs pertaining to the death of an IAFF member through the IAFF Division of Occupational Health, Safety and Medicine.

PURPOSE: To provide family support direction and available assistance after a line-of-duty death of an IAFF member.

CANCELLATION:

September 2009, Minutes #174, Page 51

TITLE: Funeral Protocol

COMMITTEE: Occupational Health and Safety/Redmond

EFFECTIVE DATE: July 1997

POLICY:

The IAFF Division of Occupational Health, Safety and Medicine will provide *the IAFF Recommended Protocol for Line-of-Duty Deaths* upon the request of the IAFF District Vice President or the local IAFF affiliate.

PURPOSE: Makes available IAFF Funeral Protocol.

CANCELLATION:

REFERENCE: December 2002, Minutes #144, Page 71 (Retained)
July 1997, Minutes #122, Page 32

TITLE: Infectious Diseases

COMMITTEE: Occupational Health and Safety/Redmond

EFFECTIVE DATE: February 2012

POLICY:

The IAFF Executive Board supports the NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program (2007 Edition)*, relating to fire department medical programs (Chapter 10). Most importantly, Section 10-4.1 states:

The fire department shall have an officially designated physician who shall be responsible for guiding, directing, and advising the members about their health, fitness, and suitability for various duties.

With this section in mind, the IAFF Executive Board does believe a policy that specifies limitations on fire fighters, EMTs or paramedics with an infectious disease is necessary. If there is clear evidence that such workers pose a significant risk of transmitting infection through an inability to meet basic infection control standards or guidelines, appropriate limitations of duty must be instituted.

Through the NFPA 1500 standard, fire departments are responsible for evaluating the health status of all fire fighters, EMTs, and paramedics and their capability to perform assigned duties.

PURPOSE: Assists affiliates in developing policies on infectious diseases.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 50
December 2002, Minutes #144, Page 71 (Retained)
June 1991, Minutes #96, Page 14
March 1991, Minutes #95, Page 23

TITLE: **Line-of-Duty Death Notification, Assistance, and Investigation Policy**

COMMITTEE: **Occupational Health and Safety/Redmond**

EFFECTIVE DATE: **February 2012**

POLICY: **IAFF Line-of-Duty Death Notification, Assistance, and Investigation Policy**

Notification of the IAFF Headquarters of a Line-of-Duty Death

In the event of a line-of-duty death, the local union must notify the IAFF District Vice President and the IAFF and be prepared to supply the following information.

- Member's full name
- Member's age at death
- Member's rank
- Member's Social Security Number (US) or Social Insurance Number (CAN)
- IAFF membership number
- Date of death
- Cause of death (if known)
- Name/Address/Telephone number of spouse (married); parents (single) or next of kin.
- Names/Ages of children
- Local union number, President, Address/Telephone number
- Local union officer serving as PSOB contact
- Name/Address/Telephone number of mayor/local jurisdiction official
- Name/Address/Telephone number of fire chief
- Name of fire department
- Funeral arrangements (dates, times, and locations)

The IAFF Line-of-Duty Death Form should be immediately completed online at www.iaff.org/hs/LODD/ReportLine-of-DutyDeath.html, even if partial information is available. The form can be updated as additional information becomes available.

There are three different types of LODD forms that can be submitted by the local union to the IAFF. The first two, US and Canada, are Regional forms. The work address of the deceased member will determine which form should be used. The third type of form that can be submitted to the IAFF is Historical. The historical form should be used for any past LODDs, before 1/1/1976, not currently in the system. Death that occurred after 1/1/1976 should still be reported on the Regional form.

Upon submission of the form, the Local Official will receive an email at the specified address detailing all of the completed information. The information will be reviewed and approved by the IAFF and the deceased name will then enter

the database and current LODDs will appear on the IAFF website's homepage. The name will remain on the homepage through the date of the member's funeral.

Upon receipt of the above information, the IAFF notifies, by email, all IAFF Vice Presidents, State/Provincial Associations, and when requested, local affiliates. The Vice President of the district where the death occurred will be immediately contacted by email and telephone. Also, when a line-of-duty death notice is sent to the Vice Presidents the full funeral home address and telephone number will be listed in order to send floral arrangements.

Upon receipt of the above information, the Division of Occupational Health, Safety and Medicine, prepares and sends appropriate notifications and condolences from the General President to the following.

- President of the United States/Prime Minister of Canada
- Senators or Member of Parliament from Deceased's State/Province
- Congressman or MLA/MPP from Deceased's Congressional District/Riding
- U.S. Secretary of Labor
- Governor of State/Provincial Premier
- Mayor/Local Jurisdiction Official
- Fire Chief
- Local Union President
- Appropriate Family Member(s)

Copies of the correspondence sent to the President of the United States, Members of Congress and the above government officials regarding the line-of-duty death are included as attachments with the letter to the local union president.

The notification letters to the mayor and the fire chief include the local union president as a "cc". This serves as a further notice to the local union that such letters were sent; and to the mayor and fire chief that the local union was sent a copy of their respective letters.

The IAFF Division of Occupational Health, Safety and Medicine notifies the following:

- All IAFF Divisions and Departments, including the IAFF Canadian Office which notifies appropriate Federal and Provincial government officials.
- United States Fire Administration
- U.S. Department of Justice, Bureau of Justice Assistance (PSOB)
- IAFF Fallen Fire Fighters Memorial
- IAFF PSOB Coordinator
- IAFF Chaplain
- NIOSH Fire Fighter Fatality Investigation and Prevention Program

Appropriate letters have been developed and electronically maintained for all above categories. The IAFF Division of Occupational Health, Safety and

Medicine maintains the IAFF Line-of-Duty Death Database containing all IAFF line-of-duty deaths.

U.S. PSOB Claims

Upon receipt of the above information, the IAFF Division of Occupational Health, Safety and Medicine provides the local union with appropriate information on the Public Safety Officers' Benefits (PSOB) Program.

The IAFF Division of Occupational Health, Safety and Medicine notifies the PSOB Coordinator of the line-of-duty death and provides the PSOB Coordinator with the above information.

When necessary, and upon the request of the District Vice President, the General President assigns the PSOB Coordinator to assist the local union with the PSOB claim.

The PSOB Coordinator coordinates with the District Vice President and the Division of Occupational Health, Safety and Medicine in working with the local union and the family to assure timely filing of the PSOB claim.

Upon completion of the PSOB case and award of claim, the PSOB Coordinator forwards the claim file to IAFF Division of Occupational Health, Safety and Medicine office for storage and future use. The IAFF Division of Occupational Health, Safety and Medicine maintains all IAFF member claims and benefits since 1976.

Representatives at the Funeral

IAFF attendance at a line-of-duty funeral will include the IAFF District Vice President for the local jurisdiction and, where appropriate, representatives designated and approved by the General President.

Representatives at the Funeral for a Single Line-of-Duty Death

IAFF attendance at a line-of-duty funeral will include the IAFF District Vice President for the local jurisdiction and, where appropriate, representatives designated and approved by the General President.

Representatives at the Funerals for Multiple Line-of-Duty Deaths

IAFF attendance at a line-of-duty funeral where multiple deaths occurred shall include the General President, the General Secretary-Treasurer, the Chairman of the Fallen Fire Fighter Memorial Committee, the District Vice President where the death occurred and a contingent of District Vice Presidents and a Trustee in adjacent geographical districts as follows:

Line-of-Duty Death in District 1, 3, 4 or 12

- Vice President, IAFF District 1
- Vice President, IAFF District 3
- Vice President, IAFF District 4
- Vice President, IAFF District 12
- Vice President, IAFF District 15
- Eastern Trustee

Line-of-Duty Death in District 2, 5, 8 or 14

- Vice President, IAFF District 2

- Vice President, IAFF District 5
- Vice President, IAFF District 8
- Vice President, IAFF District 14
- Vice President, IAFF District 13
- Eastern Trustee when in District 8 or 14
- Western Trustee when in District 2 or 5

Line-of-Duty Death in District 7, 9, 10 or 11

- Vice President, IAFF District 7
- Vice President, IAFF District 9
- Vice President, IAFF District 10
- Vice President, IAFF District 11
- Vice President, IAFF District 6
- Western Trustee

Line-of-Duty Death in District 6, 13, or 15

- Vice President, IAFF District 6
- Vice President, IAFF District 13
- Vice President, IAFF District 15
- Vice President, IAFF District 1, when in District 15
- Vice President, IAFF District 5, when in District 13
- Vice President, IAFF District 7, when in District 6

Canadian Trustee

Line-of-Duty Death in District 16

- Vice President, IAFF District 16
- Representative DVPs and Trustee based on the District where the federal LODD occurred as outlined above.

The General President shall have the discretion to increase the representation by IAFF Executive Board members when due to extenuating circumstances such additional representation is warranted. The General President shall also have the discretion to approve attendance at the funeral if such attendance is requested by a District Vice President.

Martin E. Pierce Commemorative Line-of-Duty Death Medal

In honor of fire fighters that die in the line-of-duty, the IAFF presents the Martin E. Pierce Commemorative Line-of-Duty Death medal to the family of the deceased. In such cases, the President of the deceased member's local union, or the local president's designee, is responsible for notifying the IAFF as soon as possible that a medal is required.

The surviving spouse or family member of all IAFF members who died in the line-of-duty on or after the August 5, 1990 passage of 1990 Convention Resolution 85 are eligible to receive an IAFF commemorative medal on behalf of all the members of the IAFF at no cost. Affiliates wishing to obtain a commemorative medal for the spouse or family members of an IAFF member, who died in the line-of-duty prior to the date of adoption of Resolution 85, must make such a request through the IAFF General President. Upon approval, the local may purchase a medal from the IAFF at cost.

Definition of Line-of-Duty Death

For the purposes of this medal, the line-of-duty death of an IAFF member is defined as one of the following:

- Any death of an IAFF member where the deceased member's family would be eligible for a line-of-duty death benefit under the regulations of the U.S. Public Safety Officers' Benefits program.
- Any death of an IAFF member that has been determined to be a line-of-duty death by his or her local union, fire department or employer.
- Any death of an IAFF member where the member died of an injury or illness incurred while engaged in emergency or non-emergency duties on the job or as a result of the job.
- Other cases where a local president makes a formal request to the General President, who will evaluate the circumstances surrounding the death of the IAFF member and make a determination based on the facts. Such cases could include the death of an IAFF member resulting from an injury or illness incurred while performing fire fighting or emergency medical duties as a "Good Samaritan" while off duty, or other similar circumstances.

Medal Presentation

The method of presenting the medal to the surviving spouse or family member of a deceased IAFF member depends upon the individual circumstances, the wishes of the family, and the advice of the local union. It is incumbent upon the local union to communicate with the deceased's family to determine whether it is appropriate to present the medal during the funeral service, during the memorial service, at graveside, or at some other location or later date. It is the responsibility of the local union president, or the local president's designee, to contact the IAFF as soon as possible to inform of the decision on when the medal will be presented.

Depending on the circumstances, the wishes of the family, and input from the local union, the medal will be presented to the family of a deceased IAFF member by the local president or other designated officer of the deceased member's local. In the case of multiple line-of-duty fatalities, the local union president or the local president's designee may request that the General President, the General Secretary-Treasurer, or the respective District Vice President make the medal presentation for that local.

Order of Entitlement

- In the event of a line-of-duty death, the surviving spouse is entitled to receive the commemorative medal.
- In the event that the spouse is deceased or otherwise unavailable, the child of the deceased member is entitled to receive the medal.
- In the event of multiple children, the oldest child is the recipient.
- If there is neither a surviving spouse nor child, the parent(s) of the deceased member receives the medal.
- If there were no spouse, child, or parent, the oldest sibling of the deceased member would receive the medal.

IAFF Fallen Fire Fighter Memorial

In the week following the member's death, the United States and Canadian National Flags, along with the Colorado and the IAFF Flag are to be flown at half-mast at the IAFF Fallen Fire Fighter Memorial in Colorado Springs, Colorado. The names of all IAFF members who died in the line-of-duty will be inscribed on the memorial's Wall of Honor.

The IAFF shall honor these members during the annual ceremony at the Fallen Fire Fighter Memorial Grounds. The ceremony will be held in September of each year and will honor those that died during the previous year ending on June 1. During the ceremony, each honored member's name will be read and the family or family representative will receive the IAFF flag in a presentation case.

The Fall Fire Fighter Memorial will notify the local affiliate and family of the ceremony and collect necessary information for the memorial program and for assisting with program logistics.

The IAFF Fallen Fire Fighter Memorial webpage includes all members' names that have been inscribed on the Fallen Fire Fighter Wall of Honor.

IAFF *International Firefighter* Last Alarm

The names of all IAFF members who die in the line-of-duty will be published in the LAST ALARM section of the *International Firefighter*.

IAFF Website

LODD notification and funeral information will be posted on the IAFF website's home page and such information will remain active until the day after the final funeral services. The names of all IAFF members who died in the line-of-duty from 1918 to present are maintained on the website. The IAFF also maintains a web-based Distribution List service, which allows members to receive line-of-duty-death announcements via email. This can be accomplished via MEMBER LOGIN at the top left corner of the IAFF homepage. Upon logging in, click on TOOLS and scroll to the LODD Distribution List. Then enter the email address where you wish to receive notification of all IAFF LODDs.

Line-of-Duty Death Investigation

The IAFF General President may authorize a line-of-duty death investigation for any incident where there has been multiple deaths, a single death with unusual circumstances, or an incident of serious fire fighter injuries with unusual circumstances. An investigation may be authorized if there is any reason to suspect any one or more of the following conditions:

- The collective bargaining agreement between the jurisdiction and the IAFF local affiliate was violated;
- The fire department produced a biased or inaccurate investigation report;
- Standard operating procedures or fire department policies were nonexistent or not followed properly;
- Applicable OSHA, NFPA, CGSB or other relevant standards were violated;

- Personal protective clothing or equipment was implicated as being causal in the incident;
- The IAFF local union believes compelling facts surrounding the incident warrant an investigation; or
- The General President believes a line-of-duty death investigation is necessary.

The District Vice President for the local jurisdiction will be kept apprised of any investigation.

IAFF's Front Line Policy

In some circumstances, a line of duty death may have been caused by the negligence or intentional acts of a third party. Family members may intend to pursue a suit against the third party. Where an affiliate officer believes that a traumatic line of duty death, or serious traumatic injury, of an IAFF member may have been caused by negligence or intentional wrongdoing, the officer should contact the District Vice President regarding the IAFF's Front Line Policy. The IAFF's Front Line Policy was created to make available legal representation by and/or through the IAFF's General Counsel's Office for legal cases in which it is determined that the IAFF and/or its members have a significant interest arising from the death or serious injury of an IAFF member because of: (a) defective products; or (b) the negligence of a third party.

PURPOSE:	Provides direction and available assistance after a line-of-duty death of an IAFF member.
CANCELLATION:	This policy cancels the 1989 policy entitled: Funeral Protocol and revises the 1997 policy.
REFERENCE:	February 2012, Minutes #183, Page 50 June 2010, Minutes # 177, Page 34 June 2009, Minutes #173, Pages 47-49 May 2003, Minutes #146, Pages 32-36 July 1997, Minutes #122, Page 32 May 1989, Minutes #87, Page 23

TITLE: Physical Fitness

COMMITTEE: Occupational Health and Safety/Redmond

EFFECTIVE DATE: May 1989

POLICY:

As a matter of policy, the International Association of Fire Fighters supports physical fitness for all of its members. A program of physical fitness should be the objective of every fire department in cooperation with its local IAFF affiliate. While such a program may be mandatory, agreement to initiate it must be mutual between the administration and its members represented by the local union. Any program of physical fitness must be at a minimum positive and not punitive in design; allow for age and position in the department; allow for on-duty time participation utilizing facilities provided or arranged by the department; provide for rehabilitation and remedial support for those in need; and be reasonable and equitable to all participants.

PURPOSE: Assists affiliates in developing policies on physical fitness.

CANCELLATION:

REFERENCE: December 2002, Minutes #144, Page 71 (Retained)
May 1989, Minutes #87, Page 20

TITLE: Reproductive Hazards

COMMITTEE: Occupational Health and Safety/Redmond

EFFECTIVE DATE: February 2012

POLICY:

The IAFF Executive Board supports the NFPA 1582, Standard on Medical Requirements for Fire Fighters (2007 Edition), relating to reproduction hazards of fire fighters. Most importantly, the IAFF believes that fire fighters that are pregnant should not be treated any differently from other medical conditions that may inhibit their abilities to perform their jobs. The IAFF further recognizes that the employer may legally do more and provide pregnancy benefits greater than those provided for other off-the-job injuries. The fire department should have an officially designated physician who must be responsible for guiding, directing, and advising all fire fighters regarding their reproductive health and suitability for various duties. The IAFF believes that the fire department has the responsibility to counsel all employees-male and female-about the potential reproductive risks to themselves and the health risks to their potential offspring. Any fire fighter who becomes pregnant must be offered the opportunity at any time during the pregnancy to be voluntarily removed from fire fighting duties and other duties involving the hazards or physical stress that might endanger the fetus and be reassigned to other duties without loss of pay or benefits. When fire fighters can no longer be medically certified as being capable of performing fire fighter duties, the fire fighter should be reassigned to other duties. When the fire fighter is no longer pregnant, the fire fighter must be reinstated to the position held before being pregnant.

PURPOSE: Assists affiliates in developing policies on pregnancy and reproductive hazards.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 50
December 2002, Minutes #144, Page 71 (Retained)
February 1992, Minutes #98, Page 32-33

TITLE: **Seat Belt Policy**

COMMITTEE: **Occupational Health and Safety**

EFFECTIVE DATE: **February 2012**

POLICY:

Officers and staff of the IAFF shall wear seat belts in vehicles while on official business of the IAFF.

Officers and staff of the IAFF shall not use hand-held cell phones and shall not text message while driving a vehicle while on official business of the IAFF.

PURPOSE: **Provides safety to IAFF officers and staff and to conform to the law while on official business of the IAFF.**

CANCELLATION:

REFERENCE: **February 2012, Minutes #183, Page 50**
December 2002, Minutes #144, Page 71 (Retained)
July 1986, Minutes #74, Page 4

Canceled Policies:

Pursuant to Executive Board action, the following Occupational Health and Safety Committee policies have been canceled:

Title of Policy	Date Canceled
A Fire Fighter's Guide to Health & Safety Contract Language	December 2002
Age of Fire fighters Who Died in the Line of Duty	December 2002
Charter Kits – Drug Manual	December 2002
Cooperation between Various Health & Hazards Committees	December 2002
Employer/Labor Assistance Programs	December 2002
Film, "FIRE KILL"	December 2002
Funeral Protocol	December 2002
Hazardous Materials Training	December 2002
Health Care Policy	December 2002
Heart & Lung Compendium	December 2002
Medical Physical Guidelines	December 2002
IAFF Death and Injury Survey	February 2012
Office Space and Library Facilities for Redmond Foundation	December 2002
Opposition to Federal Vehicle Weight Recommendation Exemption	December 2002
Organ Transplants, Support National Foundation for Donors	December 2002
Recognition to all Fire Fighters Who Have Died in the Line of Duty	December 2002
Redmond Foundation Trustees	December 2002
Redmond Symposium Hotel Requirements	December 2002
Safety Committees	December 2002
Standing Committee on Occupational Safety & Health	December 2002
Vendors at the IAFF Convention	December 2002

ORGANIZING AND FIELD SERVICES COMMITTEE

Ricky Walsh, Chairman
William Romaka, Vice Chairman
Mark Woolbright
A. Michael Mullane
Paul Hufnagel
Larry Osborne
Lori Moore, Staff Advisor

The Organizing and Field Services Committee is charged with reviewing, considering and making recommendations to the Executive Board concerning policies, programs, and services offered, including proposals from the General Officers, related to organizing and onsite affiliate services. The committee's jurisdiction includes:

- Review current policies, practices, programs, services and publications pertaining to organizing and field services, including the IAFF organizing materials kit.
- Review and evaluate the District Field Services Representative and state/provincial (service) representative programs.
- Evaluate the opportunities for future organizing efforts in two areas – new locals and existing locals without 100% membership.
- Review and recommend updates for operating procedures for organizing new locals, including first contract assistance.
- Evaluate standard operating procedures for onsite field services, including issues that qualify, and proper reporting.

TITLE: 50-Year and Each Additional 25-Year Recognition

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: March 2004

POLICY:

Recognize local affiliates who have 50 years of continuous affiliation with the International and upon the anniversary of each additional 25 years of continuous affiliation thereafter. Fifty years of continuous affiliation means 50 years of continuously paying per capita to the International. Seventy-five years of continuous affiliation means 75 years of continuously paying per capita to the International.

PURPOSE: Recognizes local affiliates for 50 and 75 continuous years of paying per capita to the International.

CANCELLATION: This policy revises the 1988 policy, which was retained in 2003, entitled: 50-Year Recognition.

REFERENCE: March 2004, Minutes #149, Page 49
December 2003, Minutes #148, Page 40 (Retained)
January 1988, Minutes #82, Page 9
April 1986, Minutes #76 Page 28
February 1986, Minutes #75, Page 16
November 1985, Minutes #74, Page 12

TITLE: Authorization Requests

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: March 2004

POLICY:

When any International Vice President finds it necessary to authorize someone other than himself to represent the International, the Representative's expense voucher will bear the signature of the District Vice President. District Vice Presidents will forward the expense vouchers to the Assistant to the General President in charge of Field Services.

PURPOSE: Defines the process for a District Vice President making assignment of other IAFF representatives on his behalf.

CANCELLATION: This policy replaces the 1962 policy entitled: Authorization Requests.

REFERENCE: March 2004, Minutes # 149, Page 51
November 1962, Minutes #1, Page 11

TITLE: Base Closure Realignment Assistance

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: December 1993

POLICY:

The IAFF will insure that locals affected by base closure and/or the realignment processes are aware of their statutory and/or regulatory rights and benefits. These include separation incentive pay, reduction in force actions, employee relocation programs, job placement assistance and other benefits that they may be entitled to. Upon request the IAFF may assist the local presidents in attempting to ensure that these rights and benefits are properly implemented.

PURPOSE: Insures that locals affected by base closures are aware of their rights and benefits.

CANCELLATION:

REFERENCE: March 2004, Minutes #149, Page 45 (Retained)
December 1993, Minutes #107, Page 27

TITLE: Charter Kits

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: December 2006

POLICY:

When the IAFF receives charter applications for a new local, a charter kit for the new local will be sent immediately to the District Vice President or directly to the local involved. Charters kits will include the IAFF lapel pin, the Drug Testing Manual, the sample Contract Language, the appropriate Rules of Order, a *Capital Alert* (recent issue), the FIREPAC "Join to Win" brochure, the IAFF Political Training Academy brochure, Directory of Presidents and Recording Secretaries, IAFF Constitution and By-Laws, *IAFF Leader* (recent issue), IAFF Membership Applications, *International Fire Fighter Magazine* (recent issue), Local Secretary-Treasurer Informational Manual, Local Union Administration, Manual of Common Procedures, Per Capita Tax/Membership Changes Report (1 pad), Shop Steward's Manual, Supply Order Forms (3), Audit Forms, EIN Letter and Application Form, Overview of Membership Services Manual (6 copies), Overview of Membership Brochure (6 copies), Temporary Charter, Welcome Letter to New Affiliates, and a "how to access" sheet on the IAFF Website.

PURPOSE: Identifies materials to be included in an IAFF Charter Kit for new locals.

CANCELLATION: This policy revises the 2003 policy entitled: Charter Kits; and revises and combines the 1985 policy entitled: Charter Kits; the 1986 policy entitled: Charter Kits – Lapel Pin; and the 1987 policy entitled: Charter Kits – Drug Manual.

REFERENCE: December 2006, Minutes #162, Pages 58 and 59
December 2003, Minutes #148, Page 41
October 1987, Minutes #81, Page 18
February 1986, Minutes #75, Page 20
January 1985, Minutes #71, Page 67

TITLE: Charter Presentations

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: December 2003

POLICY:

With the approval of the District Vice President, Field Service Representatives, including District, State, and Provincial Representatives, are authorized to make the charter presentation, assist a new local in setting up necessary committees, instructing the various officers and committees as to their duties and responsibilities. In states having collective bargaining laws, or in areas that permit some form of negotiations, assist the local union in preparing an outline for contract language, along with the proper procedure to follow regarding notification to the employer and negotiating methods.

PURPOSE: Defines the responsibilities of IAFF District Vice Presidents and Field Service Representatives in relation to Charter Presentations and new locals.

CANCELLATION: This policy revises the 1972 policy entitled: Charter Presentations.

REFERENCE: December 2003, Minutes #148, Page 41
March 1972, Minutes #24, Page 22

TITLE: Charter Requirement

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: May 1984

POLICY:

At least 50% plus one of the eligible members of a department will be required to form a local and obtain a charter.

PURPOSE: Establishes requirement for a department to obtain a charter.

CANCELLATION:

REFERENCE: December 2003, Minutes #148, Page 40 (Retained)
May 1984, Minutes #68, Page 15
July 1976, Minutes #38, Page 12

TITLE: **Collective Bargaining Agreement Database and Contract Clause Manual Model**

COMMITTEE: **Organizing and Field Services**

EFFECTIVE DATE: **February 2012**

POLICY:

The Collective Bargaining Agreement (Contract) Database contains collective agreements and wage/salary schedules for local affiliates that have submitted their information. The database is available through the IAFF web site and accessible to IAFF affiliate officers with current information on file in the database.

Collective Bargaining Agreements (Contracts) and/or wage/salary schedules should be submitted to the IAFF in a searchable electronic format.

A Model Contract Clause Manual is available to officers of IAFF affiliates via electronic media or through the IAFF web site. The manual is intended to provide model collective bargaining language as a reference for affiliates.

PURPOSE: **Assures that a model contract language reference tool exists for IAFF affiliates.**

CANCELLATION: **This policy revises the 1982 policy entitled: Model Contract Book and Manual of Collective Bargaining.**

REFERENCE: **February 2012, Minutes #183, Page 50
December 2003, Minutes #148, Page 41
March 1982, Minutes #60, Pages 38 and 39**

TITLE: Custom Technical Assistance

COMMITTEE: Organizing and Field Services/Pension Resources

EFFECTIVE DATE: February 2012

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 General 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 2012, Minutes #183, Page 50 February, 2011 Minutes #180, Page 45 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

TITLE: Dual Role IAFF/State Association Representatives

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: March 2005

POLICY:

There are some [IAFF] State/Provincial [Association] officers that are also IAFF District Field Service Representatives or service representatives. These individuals are considered "dual role" representatives.

"Dual role" representatives will only function on behalf of the IAFF as assigned/designated by the District Vice President.

PURPOSE: Clarifies when dual (international and state) field service representatives are acting on behalf of the IAFF.

CANCELLATION:

REFERENCE: March 2005, Minutes #154, Page 48

TITLE: Filing of Vouchers by IAFF Field Service Representatives

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: December 2001

POLICY:

IAFF Field Service Representatives including District Field Services Representatives and IAFF State and Provincial Representatives should file expense vouchers within 45 days following a field assignment.

PURPOSE: Establishes a timeline for submission of expense vouchers for IAFF Field Service Representatives.

CANCELLATION:

REFERENCE: December 2001, Minutes #139, Pages 60 and 61

TITLE: First Contract Policy

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: March 2003

POLICY:

The IAFF will make every reasonable effort to assist a new local affiliate in negotiating its first contract following the local's affiliation with the IAFF. This assistance includes technical support as well as on-site support by the District Vice President, District Field Service Representative, state/ provincial representatives, or consultants as authorized by the General President. Financial assistance for arbitration, fact finding, or similar activity is provided only with prior written authorization of the General President following recommendation by the District Vice President. The maximum amount authorized for such support will not exceed \$3,500 for the IAFF.

PURPOSE: Establishes method of support and financial assistance to new local affiliates in negotiating their first contract.

CANCELLATION: This policy revises the 1991 policy entitled: First Contract Policy.

REFERENCE: March 2003, Minutes #145, Page 50
June 1991, Minutes #96, Page 13

TITLE: IAFF District Field Service Representatives

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

Purpose Statement

To enhance the existing field service program to provide better trained and educated support personnel to deliver the highest level of service to our affiliate locals.

IAFF District Field Service Representatives

An IAFF District Field Service Representative shall be recommended by the District Vice President and appointed by the General President. Appointment will be for a period of one year and will parallel the IAFF fiscal year. A District Field Service Representative may be removed upon recommendation of the District Vice President and approval by the General President. The total number of District Field Service Representatives appointed will be 26.

Role and Responsibility

The District Field Service Representative shall train the IAFF Service Representatives, as well as provide direct services to affiliate locals as assigned by the District Vice President. Training topics and direct service delivery areas shall include but are not limited to:

- First Contract – during first contract assistance, a DFSR should make an effort to teach officers to participate in IAFF and State Association functions and to become self-sufficient.
- Assist in negotiating successor contracts as necessary. In extenuating circumstances, a DFSR may be assigned to an established local to negotiate a successor contract. (example: new officers)
- Field Services mediation (disciplinary cases, etc.) arbitration (interest and grievance) mentor to new officers/[internal local assistance] [organizing] [legislative assistance]
- Education/Training to other service representatives or local affiliates as assigned by the District Vice President.

District Field Service Representatives shall be provided equipment sufficient to complete their assigned duties. This equipment shall include at a minimum the following –which shall remain the property of the IAFF: laptop computer, Desktop computer or electronic tablet and software, printer, and scanner. Additionally, a District Field Service Representative may submit an expense voucher with receipts up to \$100 monthly, for high-speed internet access, cell phone, or phone calling card. Each District Field Service Representative will be oriented to deliver services to IAFF affiliates. Orientation will consist of curriculum modules based on service delivery expectation. District Field Service Representative - orientation and training session will be held in conjunction with the annual IAFF Affiliate Leadership Summit (Education Seminar). In addition, all vice presidents are authorized to attend the summit and they are authorized to attend the training.

Operations

IAFF District Vice Presidents will assign District Field Service Representatives and notify the IAFF Field Service Department of assignment. Following assignment, the District Field Service Representative will file a complete activity report accompanying their expense voucher for that assignment with their respective District Vice President. The District Vice President will then forward both reports to IAFF Headquarters Field Services Department for processing. District Field Service Representatives shall be compensated at the established service fee rate and \$80 for out-of-pocket expenses [or current applicable IAFF out-of-pocket rate] for a field assignment requiring travel out of home/office and the established service fee rate, excluding the \$80 out-of-pocket expenses, for a field assignment that does not include out of home/office travel. The Organizing and Field Services Committee will monitor and evaluate the District Field Service Representative program on an ongoing basis. Committee findings and/or recommendations shall be reported to the IAFF Executive Board.

PURPOSE:	Provides support personnel to deliver the highest level of service to local affiliates.
CANCELLATION:	Revises the March 2004 policy entitled: IAFF District Field Service Representatives, which previously canceled the policies entitled: Technical Assistance Staff Representative; Staff Representative; Staff Representative Contract; Application for Staff Representatives; Principal Officers to Negotiate Contract with Staff Representatives; Conditions of Employment; Duties of Staff Representatives; Assignment of Staff Representatives; Notification of Vice Presidents; Authority of District Vice President vs. Staff Representative; Requests for Services of

**Staff Representative; Use of Staff Representatives
Over the Use of State/Provincial Representatives.**

REFERENCE:

February 2012, Minutes #183, Page 50
March 2005, Minutes #154, Pages 47 and 48
March 2004, Minutes #149, Page 45
May 2001, Minutes #136, Pages 28 and 29
March 1981, Minutes #57, Page 7
November 1980, Minutes #56, Page 15
January 1974, Minutes #29, Page 7 (also Res.
#35, 1982 Convention)
November 1974, Minutes #32, Page 24
November 18, 1974, GP's Statement
October 1972, Minutes #26, Page 6
October 29, 1970 Executive Session
September 1969, Minutes #18, Page 26
March 1969, Minutes #17, Pages 34 and 40
September 1967, Minutes #13, Pages 13 and 18
May 1967, Minutes #12, Page 22

TITLE: IAFF Service Representatives

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

Annually, each District Vice President can recommend his District Field Service Representative and/or Service Representatives to the General President. Those Service Representatives who are newly named must submit a resume of their qualifications, which is required by Convention action. *(46-3, October 1978)*

In each instance of an assignment, an expense voucher and a written report is to be forwarded through the District Vice President to the IAFF office of Field Services summarizing the activity of the Representative.

Service Representatives will be compensated at the established service fee rate and \$80 for out-of-pocket expenses (or current applicable IAFF out-of-pocket rate) for a field assignment requiring travel out of home/office and will be compensated at the established service fee rate, excluding the \$80 for out-of-pocket expenses, for a field assignment that does not include out of home/office travel.

The number of Service Representatives appointed by the General President will be based on the recommendation of the District Vice President. The District Vice President's recommendation will be driven by variables including geography to be covered, number of local affiliates in the District, size of local affiliates in the district, and historical and projected volume of service requests.

A District Vice President may make a request to the General President for a one-time special assignment of a Service Representative who has not been officially appointed. The General President will review and approve such requests on a case-by-case basis.

Training for Service Representatives will be delivered by the District Field Service Representatives, as assigned by the District Vice Presidents. Service Representatives, assigned to training, will be compensated at the established service fee rate and \$80 for out-of-pocket expenses (or current applicable IAFF out-of-pocket rate) for the day(s) of training.

PURPOSE: Outlines the process for recommendation of IAFF Service Representatives and the process for submittal of their activity reports.

CANCELLATION: Modification

REFERENCE: February 2012, Minutes #183, Page 50
June 2008, Minutes #168, Pages 54 and 55
March 2005, Minutes #154, Pages 47 and 48
January 1989, Minutes #86, Page 19

**May 1989, Amended
October 1978, Minutes #46, Page 3**

TITLE: Impasse Situations and Job Actions, Position of International

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: March 2004

POLICY:

The position of the IAFF concerning impasse situations and subsequent job actions by its local affiliates is very clear as a result of convention action taken by delegates at previous conventions, who represent the supreme authority of the International Union.

The delegates have mandated that the IAFF has no authority either to sanction or to disapprove strikes or other types of job action. The authority for such decisions, as well as the responsibility, rests entirely in the hands of the local affiliates.

Lacking such authority, the IAFF cannot assume any responsibility, financial or otherwise, concerning such decisions made by local affiliates. The IAFF is limited to advising and assisting in the peaceful resolution of any dispute through the processes of attempted persuasions, conciliation, mediation, and arbitration with the local affiliate and city officials involved.

Accordingly, all IAFF officers, Field Service Representatives, and employees or agents acting for or on behalf of the IAFF must be governed by such limitations of authority and responsibility.

PURPOSE: Defines the IAFF's role regarding impasse situations and job actions.

CANCELLATION: This policy revises the 1979 policy entitled: Impasse Situations and Job Actions, Position of International.

REFERENCE: March 2004, Minutes #149, Page 51
July 1979, Minutes #49, Page 30

TITLE: Installation of Charters

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: January 1974

POLICY:

The installation of charters is the responsibility of the Vice Presidents. Vice Presidents may, in the interests of economy, delegate someone who is close to the area to do so for him if he so wishes.

PURPOSE: Designates responsibility for presentation of charters.

CANCELLATION:

REFERENCE: December 2003, Minutes #148, Page 40 (Retained)
January 1974, Minutes #29, Page 8

TITLE: Involuntary Forfeiture of Charters, Memberships
Unaware

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

Designated personnel from the Budget/Membership Department of the IAFF shall make efforts to notify the Executive Board of a local that they are being considered for involuntary forfeiture of their charter.

PURPOSE: Provides notification to members who may be unaware that their local is facing involuntary forfeiture.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 50
December 2003, Minutes #148, Page 40 (Retained)
September 1983, Minutes #66, Page 5

TITLE: Local Charter Number Reinstatement

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

After consultation with the District Vice President, and with the approval of the General President, the original local number of a reinstated local affiliate may be reissued if the local left in good standing. The Executive Board will deal with each request for reinstatement of old numbers on a case-by-case basis. All requests will be in writing and presented to the Board by the District Vice President.

PURPOSE: Establishes guidelines for locals who are reinstating old local numbers to re-affiliated locals.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 50
March 2004, Minutes #149, Page 45 (Retained)
June 1991, Minutes #96, Page 16
June 1990, Minutes #91, Page 20
December 1989, Minutes #89, Page 25

TITLE: Locals Organizing New Bargaining Units

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

Existing locals organizing new jurisdictions into separate bargaining units shall be afforded first contract policy provisions for the new bargaining unit.

PURPOSE: Assures that new bargaining units are afforded rights under first contract policy.

CANCELLATION: This policy revises the 1985 policy entitled: Merged Locals Organizing New Bargaining Units.

REFERENCE: February 2012, Minutes #183, Page 50
March 2004, Minutes #149, Page 51
January 1985, Minutes #71, Pages 19, 31, 49 & 100

TITLE: Membership Packet

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

A suitable packet that will contain the current organizing materials - pamphlet, an IAFF membership card, and a decal, will be presented to new members by the installing officers. The membership packet and contents therein will be the responsibility of the General Secretary-Treasurer's Office.

PURPOSE: Defines the contents and presentation of the Membership Packet.

CANCELLATION: This policy revises the 1986 policy entitled: Membership Packet.

REFERENCE: February 2012, Minutes #183, Page 50
March 2004, Minutes #149, Page 49
April 1986, Minutes #76, Page 10

TITLE: Minimum Dues

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: December 2003

POLICY:

It is recommended that the dues of new locals be a minimum of 1% of the pay of a first class firefighter plus any required labor per capita tax. No charter application will be approved unless the local establishes the minimum dues structure. It is further recommended that local affiliates investigate, with local legal counsel, the establishment of a Political Action Committee (PAC) Fund.

PURPOSE: Assists local affiliates in establishing a dues structure appropriate for assuring normal operation.

CANCELLATION: This policy revises the 1989 policy entitled: Minimum Dues.

REFERENCE: December 2003, Minutes #148, Page 41
December 1989, Minutes #89, Page 23
July 1976, Minutes #38, Page 28
March 1970, Minutes #19, Page 13
March 1968, Minutes #14, Page 6
September 1967, Minutes #13, Page 9

TITLE: More Than One Visit to a Local by a State Representative

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: March 2004

POLICY:

The District Vice President must be notified by a Field Representative when there is a need for continuous service of a local affiliate requiring multiple onsite visits.

PURPOSE: Assures appropriate monitoring of Field Service activity by IAFF Representatives.

CANCELLATION: This policy revises the 1974 policy entitled: More Than One Visit to a Local by a State Representative.

REFERENCE: March 2004, Minutes #149, Page 52
General President's Statement on 12/5/74 to all Vice Presidents after meeting of November 11-14, 1974

TITLE: Notification of District Vice Presidents

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: October 2004

POLICY:

The International will notify the District Vice President of all local affiliate requests for assistance or assignment of any IAFF Field Representative.

PURPOSE: Provides notification to District Vice Presidents of all field service requests and assignments.

CANCELLATION:

REFERENCE: October 2004, Minutes #152, Page 39

TITLE: Organizing Industrial Fire Fighters

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: March 1969

POLICY:

In its organizing program the IAFF will organize industrial fire fighters within the IAFF jurisdiction.

PURPOSE: Authorizes organizing of industrial firefighters within IAFF jurisdiction.

CANCELLATION:

REFERENCE: March 2004, Minutes #149, Page 46 (Retained)
March 1969, Minutes #17, Page 39

TITLE: Organizing Process

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

- A. An IAFF representative (District Vice President, District Field Service Representatives, or State/Provincial Representative) receives a call that a nonaffiliated fire or EMS group is interested in obtaining information about the IAFF.
- B. The IAFF organizer (District Vice President, District Field Service Representatives, or State/Provincial Representative) makes initial contact (telephone or on site) with the inquiring organization. All organizing efforts must be authorized by the District Vice President.
- C. The IAFF organizer, as a courtesy and possibly to obtain background information concerning the inquiring organization, notifies the state or provincial organization.
- D. Based on the level of interest, the IAFF organizer contacts the IAFF Field Services Office with the following information: name of contact person; position (if elected to office); address; telephone number (work and home); name of group or name of department; and number of potential members. The name of the IAFF organizer should be noted.
- E. All information is entered into the IAFF Field Services Database and will continue to be inputted into this tracking file system throughout the organizing process for accountability and continuity of the process.
- F. The IAFF Field Services Office sends out an IAFF Organizing Kit within 24-48 hours. Information is entered into the IAFF Field Service Database. At the option of the IAFF Organizer, the IAFF Organizing Kit can be sent directly to the organizer or to the group being organized. -All organizing efforts must be authorized by the District Vice President.
- G. At the request of the IAFF organizer, the IAFF Field Services Office sends out an IAFF Organizing Kit. This kit is designed to assist the IAFF Organizer in making an on-site presentation for affiliation. It also contains the IAFF Charter Application.
- H. The group being organized takes a successful affiliation vote.
- I. The group seeking membership sends to the IAFF General Secretary-Treasurer's Office their IAFF Charter Application, charter fee, initiation fee and one month's per capita. The IAFF Charter Application is processed and approved within

72 hours. The office of the Secretary-Treasurer notifies the IAFF Field Services Office. Information is entered into the IAFF Field Service Office. Vice President is notified.

J. Per IAFF request, the new local forwards to the IAFF Field Services Office the Local Demographic Survey. Information is entered into the IAFF Field Service Database.

K. The IAFF General Secretary-Treasurer's Office sends the new local an IAFF Charter Kit. The District Vice President and IAFF Organizer are notified. The charter is sent to the new local or the District -Vice President at the District-Vice President's discretion.

L. Organizing of any department or jurisdiction is at the discretion of the District Vice President with final approval of the General President.

PURPOSE:	Defines process and procedures for organizing a new IAFF local affiliate.
CANCELLATION:	This policy revises the 1999 policy entitled: IAFF Organizing Process
REFERENCE:	February 2012, Minutes #183, Page 50 March 2004, Minutes #149, Pages 50 and 51 May 1999, Minutes #129, Pages 29-30

TITLE: Organizing Strategic Plan
COMMITTEE: Organizing and Field Services
EFFECTIVE DATE: March 2005

POLICY:

Using a three-phase approach, the IAFF will seek to organize and/or affiliate those within our recognized jurisdiction but outside our membership.

Phase I – Marketing

1. Attributes

Recognizing that the IAFF has many attributes that are to date insufficiently promoted outside our membership, the following attributes [shall] be noted and actively marketed to potential members:

- IAFF Financial Corporation
- All IAFF Services
- IAFF History
- IAFF Magazine
- IAFF Alumni
- IAFF Motorcycle Club

2. Venues

Potential venues for marketing the attributes include, but are not limited to, the following:

Fire Fighter Industry Conferences

- FDIC/Instructors
- Wildland Firefighters Conference
- World Police/Fire Games
- EMS Conferences
- Fire/Rescue International

Fire Fighter Industry Publications

- Fire Engineering
- Fire/Rescue Magazine
- JEMS Magazine
- Emergency Medical Services
- Others

Direct mail to fire stations in targeted jurisdictions

Phase II – Ease of Membership/Dues Payment

[2005] Survey data show that the difficulty in collecting membership dues is a major contributor to the partial membership of locals. In some cases, dues collection is such a hindrance, locals give up and forfeit their charter. Staff shall be directed to research and develop plans/options to ease the burden of collecting dues for local affiliates. The IAFF Financial Corporation could be a useful consultant for this effort. [Opportunities to ease entry membership] include, but are not limited to, the following:

- Explanation and written direction for implementing a dues check-off program;
- Develop written direction for use of a Credit Union or other financial entity to deduct dues;
- Develop written direction to assist locals in setting up electronic debit accounts in areas without dues check-off.

Phase III – Targeted Intervention

[2005] Survey data reveal that there are thousands of potential IAFF members outside the membership of established IAFF locals in a given jurisdiction. Survey data also show that there are identifiable reasons for this situation. Therefore, [the IAFF will pursue] a series of actions to conduct on-site organizing at the local level.

- Identify a mechanism to interview those outside a local affiliate's membership as to why they have chosen not to be in the union. This effort is directed at the non-members rather than members at the local level.
- Target minority groups outside; recognize that minority or racial differences are typically over promotions or other divisive issues rather than the union itself. The Human Relations Committee should be engaged as requested by a District Vice President to intervene when organizing potential is promising if racial or other minority issues can be overcome.
- Develop teams of consensus builders from minority groups within IAFF leadership. For example, form a team of African American IAFF leaders to go into racially divided areas to present the benefits of being a member. It is preferable that consensus team members be dual representatives of other groups that may be an alternative to the IAFF. It is imperative that once selected, these teams be trained appropriately in organizing. Language barriers should be considered.
- IAFF District Vice Presidents are to identify "organizers" within their respective district. These organizers should be trained and specialized as necessary to target specific groups residing in a given district.
- Each District Vice President should be scheduled for a strategizing meeting with the General President and staff to prioritize intervention in their district based on data collected.
- It is a known fact that several AFL-CIO unions, other than the IAFF, hold the membership of firefighters and paramedics. Many of these local unions are desirable to the IAFF. As such locals are identified by a District Vice President, a request may be made to the General President to consult with the International Union involved to request a release of the members who fall within the jurisdiction of the IAFF. This is intended as a case-by-case affiliation effort and not a blanket request for the release of all members who may fall within the IAFF jurisdiction.

PURPOSE: Coordinates/facilitates internal and external organizing activities.

CANCELLATION:

REFERENCE: March 2005, Minutes #154, Pages 44 to 46

TITLE: Servicing Disaffiliated Locals

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

Disaffiliation from the International and then obtaining service through any affiliate local, state/provincial is a violation of the International Constitution because all local unions who belong to a state or provincial association must be members of the International Association of Fire Fighters.

PURPOSE: Assures that IAFF services are provided to IAFF members only.

CANCELLATION: This policy revises the April 1977 policy entitled: Servicing Disaffiliated Locals.

REFERENCE: February 2012, Minutes #183, Page 51
March 2004, Minutes #149, Page 51
May 2003, Minutes #146, Page 42 (Retained)
April 1977, Minutes #41, Page 10
January 1977, Minutes #40, Page 26

TITLE: State Representatives

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2012

POLICY:

Annually, each District Vice President may - recommend his District Field Service Representative or State/Provincial Representatives to the General President. Those state/provincial representatives who are newly named must submit a resume of their qualifications, which is required by Convention action. The proper expense account forms must be submitted, and these also must receive the prior approval of the Vice President before submission to the International for payment.

In each instance of an assignment, a written report is to be forwarded through the District Vice President to the IAFF office of Field Services summarizing the activity of the Representative.

PURPOSE: Outlines the process for recommendation of IAFF Field Service Representatives and the process for submittal of Field Service reports.

CANCELLATION: This policy revises the May 1989 policy entitled: State Representatives.

REFERENCE: February 2012, Minutes #183, Page 51
March 2004, Minutes #149, Page 52
Amended May 1989
January 1989, Minutes #86, Page, 19
October 1978, Minutes #46, Page 3

TITLE: Submission of Constitution and By-Laws with Charter Application

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: March 2004

POLICY:

A sample IAFF Constitution and By-Laws, as well as a letter of explanation from the principal officers, will be included in the IAFF Organizing Kit along with the local union charter application. The letter will make it clear that the completed charter application must be accompanied by the local's constitution or by-laws. The letter will also include the following language, which allows a potential affiliate to submit its own constitution or by-laws or use the same IAFF Constitution and By-Laws: The IAFF Constitution and By-Laws requires that all "local unions will adopt a constitution or by-laws, supplementary to the Association's Constitution and By-Laws which will establish procedures for the conduct of the local's internal affairs and business."...Following adoption by the local union, but prior to printing or issuance, all local constitutions or by-laws will be submitted to the General President for approval. An adopted local union constitution or by-laws must be submitted with the charter application. The IAFF sample Constitution and By-Laws may be adopted and submitted to the IAFF for approval.

PURPOSE: Explains process of submitting local affiliates' Constitution and By-Laws with a completed charter application.

CANCELLATION: This policy revises the 1999 policy entitled: Submission of Constitution and By-Laws with Charter Application.

**REFERENCE: March 2004, Minutes #149, Page 49 s
May 1999, Minutes #129, Page 28**

TITLE: Temporary Charters

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: May 1984

POLICY:

The International will provide temporary charters, where requested, to enable a newly organized local to begin operation immediately.

PURPOSE: Allows new locals to operate prior to receiving permanent charter.

CANCELLATION:

REFERENCE: December 2003, Minutes #148, Page 40 (Retained)
May 1984, Minutes #68, Page 15
March 1970, Minutes #19, Page 31

TITLE: Public Safety Officers' Position Statement

COMMITTEE: Organizing and Field Services

EFFECTIVE DATE: February 2009

POLICY:

The IAFF opposes the consolidation of fire and emergency services departments with local law enforcement agencies, including the transition to public safety officers who are cross-trained to perform both fire/emergency medical services and law-enforcement functions."

PURPOSE: The International Association of Fire Fighters is opposed to any proposal that fire and police departments be merged or consolidated into a single public safety department, and that all affiliates of the AFL-CIO, CLC be informed of our permanent policy of opposition to such a proposal so that these affiliates may help to educate the public to the perils of consolidating two traditionally separate services. (1960-35,48;1962-45A;1964-59;1966-66,85;1968-80;1970-47,113;1972-15; 1974-8)

CANCELLATION: Consolidation of Fire & Police Departments—3-2004
Organizing Consolidated Fire Departments—3-2004
Organizing Public Safety Officers—3-2004

REFERENCE: February 2009, Minutes #171, Pages 63-65

Canceled Policies:

Pursuant to Executive Board action, the following Organizing and Field Services Committee policies have been canceled:

Title of Policy	Date Canceled
Application for Staff Representatives	December 2001
Assignment of Staff Representatives	December 2001
Assignment Policy on Representatives, Resolution 212, 1974	March 2004
Authority of District Vice President vs. Staff Representative	December 2001
Authority to Organize Federal Firefighters	March 2004
Charters – Continuation Sheets	February 2012
Charter Kits – Case	December 2003
Communications	March 2004
Conditions of Employment	December 2001
Consolidation of Fire & Police Departments	March 2004
Duties of Staff Representatives	December 2001
Expenses of Representatives	March 2004
Federal Field Service Representatives in Washington Office	March 2004
Field Service Prospectus	February 2012
Inclusion of Fire Fighters under the National Labor Relations Authority (NLRA)	December 2003
Job Action Forms	March 2004
Labor Issues Task Force	March 2004
Labor Issues Task Force Committee	March 2004
Manning Study on the North American Continent	March 2004
Notification of Vice Presidents	December 2001
Organizing Consolidated Fire Departments	March 2004
Organizing Public Safety Officers	March 2004
Principal Officers to Negotiate Contract with Staff Representatives	December 2001
Professional and Technical Help for Task Force	March 2004
Rating of Staff Representative	December 2001
Reimbursement for Service Provided by IAFF State Representatives of Full-Service State and Provincial Associations	September 2005
Representation of Federal Firefighters	March 2004
Requests for Services of Staff Representative	December 2001
Servicing Affiliates, Letters from the IAFF	March 2004
Staff Representatives' Contract	December 2001
State/Provincial Representatives Assignment Formula	March 2004
Technical Assistance Staff Representative	December 2001
Use of Staff Representatives Over the Use of State/Provincial Representatives	December 2001
Use Titles of Positions and not Proper Names	March 2004

PENSION & HEALTH CARE RESOURCES COMMITTEE

Mark Woolbright, Chairman
Larry Osborne, Vice Chairman
William Romaka
William V. Taylor
James T. Ferguson
Thomas A. Thornberg
Lori Moore-Merrell, Staff Advisor

The Pension Resources Committee is charged with reviewing, considering and making recommendations to the Executive Board concerning pension-related policies, programs and services provided by the IAFF to its members. The Committee's jurisdiction includes;

- Considering and making recommendations for proposed pension-related policy
- Evaluating pension-related materials and services offered by staff and proposing changes or new materials and services as necessary
- Reviewing affiliate/member requests for assistance and recommend necessary changes in services provided to assure the IAFF is meeting affiliate needs
- Reviewing political, legislative and media efforts regarding firefighter pensions and proposing action as necessary
- Considering coalition relationships with other labor or public sector entities fighting to protect public pensions

TITLE: Pension Legal Intervention Notification

COMMITTEE: Pension and Health Care Resources

EFFECTIVE DATE: February 2011

POLICY:

Pension legal actions could establish precedent having a significant impact on other IAFF affiliates. Therefore, IAFF affiliates should consult with the IAFF through their respective District Vice President upon learning that any individual member(s) or retiree(s) may proceed with any action involving legal intervention to combat pension attacks.

IAFF affiliates are required to notify the International if they are considering filing a pension related suit, as well as their potential or actual involvement in any other court action.

Nothing contained in this policy is intended to impair or interfere with the autonomy of the local affiliates which retain full and final decision-making authority concerning litigation affecting such affiliates.

PURPOSE: Establishes policy to provide notification to IAFF for legal actions related to pensions.

CANCELLATION: None

REFERENCE: February 2011, Minutes #180, Page 45

POLICY AND OPERATIONAL PROCEDURES COMMITTEE

David J. Burry, Chairman
James T. Ferguson, Vice Chairman
Lorne West
Danny Todd
James B. Johnson
Mark Woolbright
Peter Gorman, Staff Advisor

The Policy and Operational Procedures Committee has the charge of reviewing policies that do not fall under the auspices of any specific committee or are of a nature that requires additional review prior to being submitted to the Executive Board. The committee will also review administrative and/or operational policy issues that are put forth by the General Officers. The committee's jurisdiction will include:

- Review policy proposals put forth by the General Officers and Executive Board members for additions, corrections or changes to the current IAFF policy book.
- Recommend policy changes to the Executive Board as warranted.
- Evaluate policies for planning that will assist in the thinking, decisions and actions of management toward the achievement of the International's organizational objectives.
- Periodically review the IAFF Policy Manual for deletions, modifications and development of IAFF Executive Board policies.

TITLE: Attendance and Voting

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 2003

POLICY:

Executive Board meetings will be open to all members of the IAFF as far as space permits.

PURPOSE: Establishes guideline for affiliates' attendance at IAFF Executive Board meetings.

CANCELLATION: Revises 1980 policy entitled: Attendance and Voting.

REFERENCE: March 2003, Minutes #145, Page 53
1980 Amended
1974 Convention Policy Resolution #217
1974 Convention Policy Resolution #214
January 1974, Minutes #29, Page 10
June 1963, Minutes #2, Page 3

TITLE: Board Meeting Dates Schedule

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 2003

POLICY:

Executive Board tentative meeting dates will be scheduled for the full year at the beginning of the fiscal year in October.

PURPOSE: Establishes tentative timeline for scheduling Executive Board meetings.

CANCELLATION: Revises 1987 policy entitled: Board Meeting Dates Schedule.

REFERENCE: March 2003, Minutes #145, Page 53
June 1987, Minutes #80, Page 18

TITLE: Clarification of Industrial Local

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: January 2000

POLICY:

An industrial local includes employees engaged in fire rescue or EMS for private enterprise whose primary corporate mission is manufacturing, production, packaging, or environmental cleaning, energy or research. It does not include employees who work for a private enterprise which provides contractual fire/rescue or EMS services to a government, municipality, or corporate entity.

PURPOSE: Defines and clarifies what an industrial local is (private employers) and provides constitutionality for that local in the IAFF.

CANCELLATION:

REFERENCE: January 2000, Minutes #131, Page 33

TITLE: Code of Ethical Practices/Conflict of Interest

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: February 2015

POLICY:

INTRODUCTION

SECTION 1. This Code of Ethical Practices/Conflict of Interest is applicable to the IAFF. It is not applicable to IAFF affiliates.

DEFINITIONS

SECTION 2. This section defines terms as used in this Code.

a) IAFF Officers and IAFF Employees. The reference to "IAFF officers" includes the General President, the General Secretary-Treasurer, 16 IAFF Vice Presidents, and the members of the IAFF Board of Trustees. Individuals who are solely affiliate officers are excluded from this definition. The reference to "IAFF employees" includes IAFF managerial, supervisory and other IAFF employees who are outside the bargaining unit of IAFF employees represented by OPEIU Local 2.

b) Substantial Financial Interest. A "substantial financial interest" is one which either contributes significantly to the individual's financial well-being or which enables the individual to affect or influence the course of the business entity's decision making. A "substantial financial interest" does not include investments held in a mutual fund or a blind trust, or stock in a purchase plan, profit-sharing plan or ESOP.

c) Personal Financial Interest. A "personal financial interest" exists where the individual has an interest, direct or indirect, with any entity or individual with which the IAFF is considering or negotiating a transaction or business arrangement which might affect, or might reasonably be thought by others to affect, the judgment or conduct of the IAFF officer or employee. Such an interest might arise, but is not necessarily limited to situations, where the IAFF officer or employee, or a member of his or her family, has –

- (a) an ownership or equity interest in such an entity;
- (b) a compensation arrangement with such an entity or individual; or
- (c) a potential ownership or equity interest in, or potential compensation arrangement with, such an entity or individual.

Compensation includes direct and indirect remuneration as well as gifts or

favors that are substantial in nature. A “personal financial interest” does not include investments held in a mutual fund or a blind trust, or stock in a purchase plan, profit-sharing plan or ESOP. An “ownership or investment interest” does not include ownership interests of less than one percent (1%) of outstanding securities of public corporations.

CODE PROVISIONS

SECTION 3. All IAFF officers and employees, whether elected or appointed, have a high fiduciary duty and sacred trust to serve the best interests of the IAFF’s members honestly and faithfully.

SECTION 4. IAFF officers and employees shall not have an ownership or substantial financial interest in any employer that engages in collective bargaining with the IAFF or any of its affiliates, or any employer whose employees the IAFF or any of its affiliates is actively seeking to represent, and shall not accept any non-de minimis personal payment of any kind from any such employer, other than regular pay and benefits for work performed, or as may be permitted by law.

SECTION 5.

a) IAFF officers shall not engage or participate in the consideration of any transactions involving the IAFF in which s/he has a personal financial interest. If an IAFF officer has such a personal financial interest in a transaction, s/he shall immediately disclose the same to the IAFF Executive Board, in writing, so as to allow it to exercise informed judgment regarding the transaction, and s/he shall not participate in discussion or voting with respect to the conflicted matter.

b) IAFF employees shall not engage or participate in the consideration of any transactions involving the IAFF in which the employee has a personal financial interest. If an IAFF employee has such a personal financial interest in a transaction, s/he shall immediately disclose the same to his or her Department or Division head, in writing, and shall not participate in further consideration of the conflicted matter.

SECTION 6. The mere holding of a personal financial interest in a vendor or other entity with which the IAFF transacts does not necessarily constitute a conflict of interest. To address a potential conflict of interest that may be contrary to this Code, an IAFF officer should promptly disclose the matter, in writing, to the IAFF Executive Board or to an appropriate Committee of the Executive Board.

Similarly, to address a potential conflict of interest that may be contrary to this Code, an IAFF employee should promptly disclose the matter, in writing, to his or her Department or Division head, the Chief of Staff, the Chief of Operations,

the General Secretary-Treasurer, or the General President. Questions regarding conflicts of interest may be referred to the General Counsel.

SECTION 7. No IAFF officer or employee of the IAFF shall convert any funds or other property belonging to the IAFF to such individual's personal use or advantage.

SECTION 8. IAFF officers and employees shall at all times comply with existing law, including laws pertaining to the receipt and disclosure of payments or gifts from any employer or vendor, and shall also comply with the IAFF Constitution and By-Laws, and the valid decisions and policies of the IAFF Executive Board and IAFF Convention.

SECTION 9. No person shall serve as an officer or employee of the IAFF who has been convicted of any felony involving the infliction of grievous bodily injury, any crime of dishonesty or any crime involving abuse or misuse of such person's position or employment in a labor organization or an employee benefit fund, except for the limited exceptions as may be set forth in applicable law and as further defined in 29 U.S.C. §504 of the Labor-Management Reporting and Disclosure Act.

ENFORCEMENT OF THIS CODE

SECTION 10. If allegations are made that an IAFF officer has violated this Code, the IAFF General President shall appoint an Ad Hoc Ethical Practices Committee ("EPC") consisting of five (5) members, selected from the IAFF Executive Board, which will have the authority to consider matters arising under this policy. If the General President is involved in the matter, the IAFF General Secretary-Treasurer shall appoint the members of the EPC. If the General President and General Secretary-Treasurer are both involved in the matter, the senior IAFF Vice President who is not so involved shall appoint the members of the EPC.

This Code shall be enforced by the following process:

- A. With regard to matters involving allegations that an IAFF Officer has violated this Code, the following process will apply:
 - (i) Allegations of violations of this Code may only be filed by an IAFF member or a retired-active member in good standing, they must be in writing, and they must contain specific factual allegations, accompanied by substantiating documentation. Such allegations shall be referred to the EPC for consideration and recommended disposition.

- (ii) The EPC shall have the authority to initially determine if there is reasonable cause to believe that a violation has occurred. If no reasonable cause exists, the EPC shall conclude its review. If such reasonable cause exists, the EPC is authorized to interview persons having knowledge of the situation and collect relevant documents, and the involved IAFF officer shall be provided a full opportunity to make a presentation at a meeting of the EPC.
 - (iii) All allegations and review shall be kept confidential unless and until the EPC finds reasonable cause to bring the matter to the attention of the IAFF Executive Board. The EPC shall adopt reasonable measures to ensure that confidentiality is maintained, including enforceable sanctions for breach of confidentiality.
 - (iv) Following completion of its review, the EPC shall issue a written report containing its findings and recommendations to the IAFF Executive Board.
 - (v) Where a violation is found, the recommendations of the EPC shall include an appropriate disposition and/or recommended remedial action.
 - (vi) The Executive Board shall have the final decision in the matter and no further appeals are allowed.
- B. Any allegation or claim that an IAFF employee has violated this Code shall be submitted in writing to the IAFF General President and shall be handled and disposed of by the IAFF General President.

SECTION 11. There shall be no retaliation against any IAFF officer, representative, member or employee for alleging any violation of this Code, or for providing any truthful statements or accurate information concerning any alleged violation of this Code.

PURPOSE:	Establishes code of ethics governing the conduct of IAFF officers and managerial employees.
CANCELLATION:	The policy replaces Code of Ethical Practices/Conflict of Interest Policy, dated February 2008
REFERENCE:	February 2015, Minutes #194, Pages 42-5

TITLE: Constitution and By-Laws Changes Reviewed by the Executive Board

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: April 1997

POLICY:

Before any IAFF Constitution and By-Laws changes are distributed to local, state or provincial affiliates, such changes will be submitted to the Executive Board for their review, and comment. All members of the Executive Board shall be supplied a copy of any such changes in a format that readily identifies all changes in, additions to, and deletions from the document.

PURPOSE: Establishes guidelines for Executive Board comment and review of any Constitution and By-Laws changes prior to distribution to affiliates.

CANCELLATION:

REFERENCE: March 2003, Minutes #145, Page 54 (Retained)
April 1997, Minutes #120, Page 33

TITLE: Conventions Policy and Criteria for Future Convention Sites

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: February 2015

POLICY: Convention Policy and Criteria for Future Convention Sites

Background

In accordance with Resolution 12 adopted by Convention action at the 1986 Biennial Convention, the IAFF will be solely responsible for producing the Convention in the host city selected by the delegates or by the Executive Board in accordance with the Constitution and By-laws, Article 4, Section 1. This will include all functions, activities, and contracts regarding IAFF Convention affairs.

In accordance with Resolution 14 adopted by Convention action at the 2014 Biennial Convention, the IAFF review its policies and guidelines with respect to hosting conventions and conferences and that the IAFF propose policy and guideline amendments that effectively allow for more locals to host the biennial conventions.

The following policy and criteria is intended to define the responsibilities of the IAFF's headquarters office and those responsibilities of the host local union(s). The criteria contained in this policy will be used for the bidding process for all future Convention site considerations. This policy shall be broken down into four parts:

- I. IAFF Convention Policy (IAFF Convention Policy Book)
- II. Criteria for Bidding for IAFF Conventions (IAFF Executive Board Policy Book)
- III. Procedure for Submission of Convention bid by Local Unions (IAFF Executive Board Policy Book)
- IV. Time and Place (IAFF Constitution and By-Laws, Article 4, Section 1)

I. Convention Policy

A. Local Union Responsibilities

1. Reception or welcoming activities on Sunday arrival date (at the option of the host local).
2. Souvenirs or materials will be distributed at time of registration with prior approval of the General President.
3. Any social function or activity during the convention week is not to conflict with the scheduled business sessions or official convention agenda items with prior approval of the General President.

4. Providing adequate manpower to assist IAFF in registration, material distribution, assistance in staff offices and other activities as may be required by the IAFF.
5. Developing with the IAFF opening day ceremonies.
6. Hospitality room during convention week (at the option of the host local).
7. Assist the IAFF with the development of the General President's banquet.

B. IAFF Responsibilities

1. Production of all activities for the Convention other than those described in Section II, A, of this policy. All monies received from the registration or other fees should be used to defray the cost of the convention.
2. Selection of and entering into contracts for hotels, convention space and other activities not specifically provided for in Section I, A, above or without prior approval of the General President.

II. Minimal Criteria for Local Unions Wishing to Bid for IAFF Conventions

A. Convention Requirements

1. Number of delegates 1,500 and the approximate number of alternates and guest 500 - 1,000.
2. Dates and length of convention will be any two weeks prior to August 20th of even years, (unless changed by Executive Board action).
 - a. First week includes pre-convention activities, meetings, etc.
 - b. Second week includes general convention business session.
3. Arrival and departure patterns.
 - a. Sunday arrival pattern on pre-convention week for IAFF officers and staff.
 - b. Tuesday arrival on pre-convention week of Executive Board.
 - c. Wednesday arrival on pre-convention week for committees as directed by the General President.
 - d. Saturday and Sunday convention week major arrival of delegates, alternates, guests, and spouses.
 - e. Friday, Saturday and Sunday departure pattern for majority of delegates and guests.
4. Union hotels.

Per Resolution 78, 2000 International Convention, "Resolved that the IAFF Convention and Redmond Symposium may be held in cities which have hotel properties whose employees are not affiliated with the AFL-CIO, CLC only after every effort has been made to determine that the properties in question are not on any boycott or "Do Not Patronize" list

issued by the national, state, provincial or local labor union bodies and no dispute of any kind exists between the labor community and the properties under consideration.”

B. Location

1. Accessibility of cities to delegates.
 - a. City must be accessible by major interstates (unless offshore) and at least one major airport.
 - b. Air travel to airport accessible through major carriers.

C. Facility Requirements

Facility Plan "A" - Convention business sessions accommodated in hotel.

1. Sleeping rooms - 1,500 total.
 - a. 1,000 room block at headquarters hotel for IAFF (1,500 if possible).
 - b. 500 room block at overflow hotel(s).
2. Meeting space – 75,000-120,000 square feet total (60,000 for convention alone).
 - a. Set opening day for 2,200 people, general session, theater-style.
 - b. At 12:00 noon, set-up 1,500 people in rounds, using state signs, two aisle-ways and six floor mics.
 - c. 500 people classroom style seating in rear, roped-off area for guests and alternates.
 - d. 20 Committee/Caucus rooms (various sizes-25 to 500 people).
 - e. Convention office space.
 - f. Exhibit space-80-100 booths, 10' x 10'.
3. Office space - Two fully equipped offices available on a 24-hour basis.
4. Exhibit space – 80-100 booths (10' x 10') to be located near convention hall.
5. Food services.
 - a. Sunday evening welcome reception by host local (2 hours for 3,000 people optional).
 - b. Thursday evening "General President's Reception and Banquet."
 - c. Banquet 3,500 (minimum) people in rounds or reception style.

Facility Plan "B" - Convention business sessions accommodated in Convention Center.

1. Sleeping rooms - 1,500 total.
 - a. 500 room block (more if possible) at headquarters hotel.
 - b. 1,000 room block split at overflow hotel(s) in reasonable walking distance to the Convention Center and headquarters hotel.

2. Meeting space – 75,000-120,000 square feet total. 60,000-90,000 for convention alone
 - a. All programs are the same as in Plan "A."
3. Offices.
 - a. Same requirements as in "A," available at Convention Center.
4. Exhibits.
 - a. Same as above.
5. Food Services.
 - a. Functions at Convention Center.

D. Program Schedule

1. Pre-Convention week.
 - a. Sunday - Convention staff arrives with General President and Secretary/Treasurer accommodating 10 rooms.
 - b. Monday - Staff meets and will set-up office space.
 - c. Tuesday - Executive Board arrives consisting of 25 people.
 - d. Wednesday - Executive Board meets from 9 a.m. to 5 p.m., consisting of 25 people, conference style seating. Also, (4) pre-convention committees arrive, 150 people.
 - e. Thursday - Executive Board meets from 9 a.m. to 5 p.m., 25 people, conference style seating. Pre-convention committees meet from 9 a.m. to 5 p.m. and are to meet at the call of the General President.
 - f. Friday - Meetings, same as Thursday.
 - g. Saturday - Meetings, same as Thursday. Start of major arrival, 500 rooms. Set up convention hall if available.
2. Convention week.
 - a. Sunday - Set-up convention hall. District Vice President caucuses arrive, additional 900 rooms. Sunday evening welcoming reception, host local 3000 people (includes Spouses, guests and some children).
 - b. Monday - Convention opens. Opening ceremonies are from 10 a.m. to 11:30 a.m. The first business session is from 1:30 p.m. to 5:00 p.m.
 - c. Tuesday - Convention, general session is from 9 a.m. to 5:00 p.m. Evening function by host local. Set-up 16 caucus rooms.
 - d. Wednesday - Convention general session from 9 a.m. to 5 p.m. nomination of officers, recess at 10:00 a.m. to district caucus rooms for nomination of District Vice Presidents. (This is the biggest meeting space day).

- e. Thursday - Convention elections are open from 6:30 a.m. to 10:00 a.m. The general session is from 9 a.m. to 5 p.m. and the General President's Banquet.
- f. Friday - Convention general session is from 9 a.m. to 5 p.m. Attendees begin departure pattern.
- g. Saturday - Departures.
- h. Sunday - Departures.

E. Definite Price Commitment by Hotel or Convention Center

- 1. Sleeping rooms - All rate negotiations and commitments are handled by General President's office. Rates must be flat rate for single or double occupancy. If union hotels are being used, must specify which employees are union and by what union are they represented.
- 2. Meeting space - No charge on space (if meeting space is in hotel). If using a Convention center, meeting space fee, if any, must be included.
- 3. IAFF offices - No charge (if office space is in hotel). If using a Convention center, meeting space fee, if any, must be included.
- 4. Exhibit space - No charge (if exhibit space is in hotel). If using a Convention center, meeting space fee, if any, must be included.

III. Procedure for Submission of Convention Bid by Local Unions

- A. International will mail to all potential locals convention site submission form along with Executive Board policy and criteria no later than the last day of August in odd number years.
- B. Locals desiring to submit bid proposals must forward a letter of intent along with completed convention site submission form no later than the last day of November in that same year.
- C. IAFF will proceed to secure hotel and meeting space commitments in those cities, which have submitted bids including rates and charges to be completed no later than the last day of June in the following even numbered year (the convention year).

IV. IAFF Constitution and By-Laws, Article IV, Section 1. Time and Place

Conventions of this Association shall be regularly scheduled biennially prior to August 20 in such city as shall have been selected by a majority of delegates present and voting for Convention Site Cities.

The method of selecting the Convention Site City shall be as follows: After approval by a local's membership to submit a proposal for selection as the

convention site, the General President shall compile information on the local's bid to determine if it meets the criteria for selection as the Convention Site City. The IAFF Executive Board shall provide the delegates assembled at convention a list of all the candidate cities that meet the criteria for selection as the Convention Site City. The delegates at convention shall vote by a standing count for their preference among all candidates for the Convention Site City in four years; provided, however, that each delegate can only vote once. If no candidate for Convention Site City receives a majority vote, the candidate with the fewest votes shall be eliminated, and the process shall be repeated until a candidate receives a majority vote. In the event that no city bids for a convention and there are thus no candidates for selection at a particular convention, the selection of a site shall be made by the Executive Board.

Should extreme or unusual circumstances be such as to prevent the opening of a convention before August 20 in the city selected by the delegates as its convention site, the Executive Board shall designate a substitute city or substitute date as soon as possible, notification of which shall be promptly sent to all local unions and other subordinate bodies for communication to their delegates.

PURPOSE: Details of Convention Plan

CANCELLATION:

REFERENCE: February 2015, Minutes #194, Pages 75-79
May 1989, Minutes #87, Page 26
September 1989, Minutes #88, Page 25

TITLE: **Conventions: Audit Not Required for Credentials**

COMMITTEE: **Policy and Operational Procedures**

EFFECTIVE DATE: **August 1964**

POLICY:

Lack of an audit will not be sufficient grounds not to seat a State Association delegation.

A delegate may not properly be denied registration on the basis that his local does not have an audit in.

PURPOSE: **Seating at Convention**

CANCELLATION:

REFERENCE: **August 1964, Minutes #5, Page 14**
 August 1964, Minutes #5, Page 17

TITLE: Conventions: Composition of Credentials and Election Committees

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: October 1970

POLICY:

No elective officer or candidate for office of the IAFF will serve on the Credentials or Election Committees. *(21-12, October 1970)*

PURPOSE: Eligibility to serve on Credentials or Election Committees

CANCELLATION:

REFERENCE: October 1970, Minutes #21, Page 12

TITLE: Conventions: Convention Chaplain

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: April 1980

POLICY:

The honor of Chaplain for the Convention will also be extended to the chaplains of the fire department in the city in which the Convention is being held, with the consent of the host local.

PURPOSE: Convention Chaplain

CANCELLATION:

REFERENCE: March 1964, Minutes #4, Page 13
Amended, April 1980

TITLE: Conventions: Committees

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: May 1967

POLICY:

Pre-Convention Committees should be prepared to make their reports when the Convention convenes.

No delegate should be denied the privilege of appearing before a Committee. However, Committees should not solicit testimony unless the intent of the Resolution is not clear or more information is required by the Committee to make a recommendation. Pro and Con debates on Resolutions should be reserved for the Convention floor.

Convention Committees will be limited to not more than one representative from each district. Committees will be appointed from delegate's credentials on file in the General Secretary-Treasurer's office prior to the Convention.

All Committee Chairman will submit written reports to the General Secretary-Treasurer and the official reporter.

PURPOSE: Guidelines for Convention Committees

CANCELLATION:

REFERENCE: May 1967, Minutes #12, Page 21

TITLE: Conventions: Convention Registration Fees, Delegates and Guests

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: August 1964

POLICY:

Guest will mean a member of the International Association of Fire Fighters, not a delegate or a member of the delegate's immediate family, or guests specifically invited by the International or the host local.

PURPOSE: Define "guest" at Convention

CANCELLATION:

REFERENCE: August 1964, Minutes #5, Page 17

TITLE: Conventions: Convention Resolutions in Policy Book,
Changes or Deletions or Repeal by Executive Board

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: May 1984

POLICY:

Whenever the Executive Board periodically reviews the IAFF Policy Book covering policies established by Convention action, its recommendations will be submitted to the Convention in Resolution form. Those recommended to be repealed entirely will be listed in one resolution. Those that are recommended for change, partial deletion, or amendment will take the form of individual resolutions to the Convention.

PURPOSE: Guidelines for review of Convention policy by
Executive Board

CANCELLATION:

REFERENCE: May 1984, Minutes #68, Page 12

TITLE: **Conventions: Conventions, Verbatim Transcript of
Proceedings, Put out for Bids**

COMMITTEE: **Policy and Operational Procedures**

EFFECTIVE DATE: **July 1983**

POLICY:

Because the NLRB requires that transcripts be made of all Conventions, the cost is a necessary item; however, putting the work out for bids may save some monies.

PURPOSE: **Guidelines for Convention transcripts**

CANCELLATION:

REFERENCE: **July 1983, Minutes #65, Page 24**

TITLE: Conventions: Credentials Committee

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: February 2014

POLICY:

1. Registrations hours will be set for each Convention by the General President. The Credentials Committee will register no credentials after 5:00 p.m. on Monday.
2. Members of the Credentials Committee will staff the credential pick up booths and one member will be present in the Credentials office whenever the registration is open.
3. Credentials will be completed via an online process with both President and Secretary or Secretary-Treasurer approving delegates, alternates and proxies.
4. District Vice Presidents will be provided a list of registered delegates, alternates and proxies on a weekly basis beginning in May.
5. Rules of Order to provide that initial protests of credentials should be made to the Chairman of the Credentials Committee and not initially on the Convention floor. The Chairman will report to the Convention.

PURPOSE: Guidelines for the Credentials Committee at Convention

CANCELLATION:

REFERENCE: February 2014, Minutes #190, Page 60
February 2012, Minutes #183, Page 51
May 1967, Minutes #12, Page 20-22

TITLE: Conventions: Delegates to AFL-CIO Convention

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: April 1975

POLICY:

The General President and Vice President of the District are delegates to the AFL-CIO Convention by virtue of Section 1 of Article 10 of the Constitution. The Executive Board from names recommended by the General President will designate other delegates.

PURPOSE: Delegates to the AFL-CIO Convention

CANCELLATION:

REFERENCE: April 1975, Minutes #34, Page 20

TITLE: Conventions: District Caucuses at Convention

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: October 1970

POLICY:

District caucuses may be called at the discretion of the respective Vice Presidents.

PURPOSE: District caucuses at Convention

CANCELLATION:

REFERENCE: October 1970, Minutes #21, Page 10

TITLE: Conventions: Federal Fire Fighter, and State/Provincial Association Pre-Convention Meetings

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 1970

POLICY:

No change in the arrangements for Pre-Convention meetings for Federal Fire Fighters, and State/Provincial Associations, which is that they will meet the Sunday preceding the Convention.

PURPOSE: Guidelines for Pre-Convention meetings

CANCELLATION:

REFERENCE: March 1970, Minutes #19, Page 10

TITLE: Conventions: Insurance

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 1970

POLICY:

The International will carry insurance on all delegates and alternates to the International's Convention, while traveling to and from the Convention.

PURPOSE: Guidelines for insurance at Convention

CANCELLATION:

REFERENCE: March 1970, Minutes #19, Page 10

TITLE: Conventions: Nomination of Vice Presidents

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: April 1975

POLICY:

1. The caucus is for the sole purpose of nominating District Vice Presidents. Sixteen rooms will be designated to the respective districts.
2. District caucuses of no more than an hour and one-half duration would immediately follow nominations of Principal Officers and Trustees, which would be a Special Order of Business at 9:00 a.m., Wednesday morning.
3. The Chairman of the Election Committee will appoint a caucus chairman from the members of the Election Committee.
4. Each chairman of a district caucus will report in writing on a prescribed form the list of nominations to the Chairman of the Elections Committee immediately following district caucuses.
5. Chairman of Election Committee will announce immediately upon reconvening of Convention those nominated for Vice President in each district.
6. Any protest on the conduct of the nominations must be raised to the Elections Committee Chairman at the time nominations are announced on the Convention floor. The Election Committee, subject to appeal to the Convention will resolve all protests.
7. This procedure will be made a part of the election rules, which will also prescribe the details of nominations and elections.

PURPOSE: Nominations of Vice Presidents at Convention

CANCELLATION:

REFERENCE: April 1975, Minutes #34, Page 14
Constitutional reference: See Article V, Section 3

TITLE: Conventions: Officers' Reports Committee

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: January 1979

POLICY:

Copies of Officers' Reports to be mailed to each member of the Officer's Report Committee as soon as possible in order to allow each member ample time to digest the contents and be able to discuss with knowledge the contents of each Officer's Report upon arrival at Convention.

PURPOSE: Officers Reports

CANCELLATION:

REFERENCE: January 1979, Minutes #47, Page 15

TITLE: Conventions: Per Capita, Loan Payments

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: February 1992

POLICY:

For an affiliate delegate to be seated at Convention, per capita and all EDF loan payments must be current and paid through June of Convention year.

PURPOSE: Guidelines for seating at Convention

CANCELLATION:

REFERENCE: Amended February 1992, Minutes 98, Page 33
October 1987, Minutes #81, Page 11

TITLE: **Conventions: Reimbursement of Pre-Convention and Conventions**

COMMITTEE: **Policy and Operational Procedures**

EFFECTIVE DATE: **March 1978**

POLICY:

Pre-convention committee members, in actual attendance at the meetings, will be paid. *(10-17, August 1966)*

Convention committee members will receive the same compensation per day and expenses as established by Convention Resolution for each day they meet before the start of the Convention, but such expenses will not include travel.

PURPOSE: **Guidelines for Convention committee compensation**

CANCELLATION:

REFERENCE: **March 1978, Minutes #43, Page 10**
 See Resolution 1978-23

TITLE: Correspondence

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: November 1962

POLICY:

All correspondence leaving the International office should clear through the office of the General President and/or General Secretary-Treasurer. Each Vice President should have knowledge of all matters pertaining to his District. Copies of all letters sent to the International office should be sent to the Vice President concerned. A copy of the letter sent from the International office should be sent to the appropriate Vice Presidents.

PURPOSE: Ensures that the Principal Officers are aware of all outgoing correspondence. Further ensures that District Vice Presidents are informed of, and receive copies of, matters pertaining to their district.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 40 (Retained)
November 1962, Minutes #1, Page 9
October 1984, Minutes #70, Page 23
March 1968, Minutes #14, Page 14

TITLE: Correspondence Concerning Vice President or His District

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: January 1979

POLICY:

Copies of any correspondence concerning a Vice President or his District written by any employee will be sent to the District Vice President concerned.

PURPOSE: Ensures that District Vice Presidents are informed of any International correspondence concerning them or their district.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 40 (Retained)
January 1979, Minutes #47, Page 37

TITLE: Directory of Presidents and Recording Secretaries

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: February 2012

POLICY:

The Directory is available in a password protected section of the IAFF website.

PURPOSE: Establishes policy regarding updating and distribution of Directory of Presidents and Recording Secretaries.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 51
May 2003, Minutes #146, Page 40 (Retained)
January – February 1984, Minutes #65, Page 35

TITLE: Four-Year Membership Card

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: May 1989

POLICY:

The General Secretary-Treasurer is authorized to issue up to a four-year membership card. Also, upgrade and revise membership cards, as necessary.

PURPOSE: Establishes policy regarding issuance of membership cards.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 41 (Retained)
May 1989, Minutes #87, Page 36
October 1984, Minutes #70, Page 23
March 1968, Minutes #14, Page 14

TITLE: IAFF Office Mail Sent

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: February – March 1983

POLICY:

Mail sent from the IAFF Office will be coordinated to the field after a day or two of accumulation, rather than having individual mailing every day that adds to the mailing costs.

PURPOSE: Attempts to decrease costs by combining mailings to affiliates.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 41 (Retained)
February – March 1983, Minutes #64, Page 29

TITLE: Label Policy

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: July 1997

POLICY:

IAFF affiliates who receive labels, in accordance with the current label policy requiring Executive Board approval for solicitation outside an affiliate's district for charitable purposes, are required to provide a report of the result of the solicitation 90 days following receipt of the labels.

PURPOSE: Establishes timeline for reporting results of charitable solicitations by affiliates using IAFF mailing lists and labels.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 41 (Retained)
July 1997, Minutes #122, Page 32

TITLE: Mailing Lists and Labels

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: September 1982

POLICY:

Release of address labels or mailing lists of IAFF affiliates will only be to Presidents and Secretary-Treasurers of other affiliates. Release to any other person or persons are prohibited except as hereafter provided. Upon announcement of candidacy for International office, a candidate may direct his/her request to the General President or the General Secretary-Treasurer for address labels or mailing list. In any event, approval by the General President or General Secretary-Treasurer or their assigned designees is required to release a list. The actual cost of providing address labels or mailing lists will be borne by parties requesting such as therein authorized. All requests by parties authorized to receive address labels or mailing lists must be in writing stating reasons for the requests, which may be released only to such parties, and may not be released by them to other parties. Note: The above policy does not include "members" but only officers of affiliates.

PURPOSE: Establishes timeline for reporting results of charitable solicitations by affiliates using IAFF mailing lists and labels.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 41 (Retained)
September 1982, Minutes #63, Page 23

TITLE: Manual of Common Procedures

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: February 2012

POLICY:

The manual of common procedures is available to all affiliates on the IAFF website within the General-Secretary-Treasurer's section.

PURPOSE: Establishes policy for the cost and distribution of the manual to affiliates.

CANCELLATION:

REFERENCE: February 2012, Minutes #183, Page 51
May 2003, Minutes #146, Page 41 (Retained)
January – February 1984, Minutes #67, Page 35

TITLE: **Meals and Travel Expenses**

COMMITTEE: **Policy and Operational Procedures**

EFFECTIVE DATE: **September 2007**

POLICY:

The IAFF Executive Board continues and reaffirms the policy and practice of allowing its two Principal Officers to cover meals and entertainment expenses of the IAFF Executive Board Members, affiliate officers, IAFF senior staff and other individuals, as well as their spouses or personal guests, in conjunction with IAFF business functions, events and/or official business-related activities and to authorize the principal officers to utilize IAFF funds as allocated to them in their travel budget line to pay the reasonable expenses related to such activity.

PURPOSE: **Reaffirms longstanding policy and practice allowing the two Principal Officers to pay for expenses of individuals in conjunction with IAFF related activities.**

CANCELLATION:

REFERENCE: **September 2007, Minutes #166, Page 15**

TITLE: Membership Cards

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: May 2004

POLICY:

Active-Retired Cards: The IAFF will issue an active-retired membership card to those members whose status is changed from active to active-retired by their local.

Retired Cards: Retired cards may be issued to members who retire from the fire service at the discretion of the local affiliate.

Honorary Cards: Honorary membership cards may be issued to any person whom a local wants to honor, such as the fire chief, councilman, mayor, outstanding citizen, etc.

Withdrawal Cards: Withdrawal cards are to be given to a member who is permanently separated from the fire service before becoming eligible for retirement. Such card is not to be given to members leaving the local and remaining in the fire service and not paying dues to the local. Withdrawal cards are to only be issued to members who are leaving the fire service as members in good standing, except as stated in Article XIII, Section 5, of the IAFF's Constitution and By-Laws.

Life Membership Cards: Life membership is the highest compliment a local can bestow to a firefighter. A firefighter is honored for outstanding contributions to the local union and means that he/she is a life member of that local for the rest of his/her life. It is then the obligation of the local to pay all of his/her per capita taxes maintaining his/her active membership for life.

PURPOSE: Establishes criteria for issuing various membership cards.

CANCELLATION: This policy revises the 1987 policy entitled: Membership Cards.

REFERENCE: May 2004, Minutes #150, Pages 71 and 72
June 1987, Minutes #80, Page 14
September 1965, Minutes #8, Page 7
March 1965, Minutes #7, Page 38

TITLE: Membership Reporting

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: December 1991

POLICY:

The number of members to be used for other than financial, per capita, and voting (convention and Executive Board meetings) purposes, will be reported as the total membership to include both active and retired-active members of IAFF affiliates.

PURPOSE: Establishes policy for reporting total IAFF membership.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 41 (Retained)
December 1991, Minutes #98, Page 26

TITLE: **Moment of Silence for Members Who Have Died in the Line of Duty**

COMMITTEE: **Policy and Operational Procedures**

EFFECTIVE DATE: **March 1980**

POLICY:

Immediately after the roll call, during the Executive Board meeting, the Executive Board will stand for a moment of silence to honor members who have died in the line of duty between board meetings.

PURPOSE: **Establishes policy of commemorating line-of-duty deaths during Executive Board meetings.**

CANCELLATION:

REFERENCE: **March 2003, Minutes #145, Page 54 (Retained)
March 1980, Minutes #51, Page 31**

TITLE: Orientation of Newly Elected Vice Presidents

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: September 1986

POLICY:

Newly elected Vice Presidents are to be called into the IAFF headquarters in Washington, D. C., before assuming their office and be given complete orientation as to their duties, benefits, policies of the board, and their responsibilities as Vice Presidents.

PURPOSE: Establishes policy regarding location, timeframe and purpose of orientation for newly elected Vice Presidents.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 42 (Retained)
September 1986, Minutes #78, Page 33

TITLE: Prior Notification, When and Where, Agenda and Communications to Board

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 2003

POLICY:

The General President and General Secretary-Treasurer will send to the District Vice Presidents information before Executive Board meetings necessary to ensure a productive board meeting.

PURPOSE: Mandates the distribution of pertinent information to the Executive Board prior to meetings.

CANCELLATION: Revises 1981 policy entitled: Prior Notification, When and Where, Agenda and Communications to Board.

REFERENCE: March 2003, Minutes #145, Page 53
November 1981, Minutes #59, Pages 42 and 43

TITLE: Quarterly Meetings

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 1981

POLICY:

The Executive Board will hold quarterly board meetings annually and the General President is urged to provide thirty days notification whenever possible.

PURPOSE: Establishes timeline and notification of dates for Executive Board meetings.

CANCELLATION:

REFERENCE: March 2003, Minutes #145, Page 54 (Retained)
March 1981, Minutes #57, Page 17

TITLE: Quarterly Reports to Vice Presidents

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: January 1974

POLICY:

The General Secretary-Treasurer will provide a detailed quarterly report to each Vice President by state, province and district on total membership, per capita tax paid and the expenses of the IAFF staff. The report will also state the expenses of the General President and General Secretary-Treasurer by locals, state, province and district. It will also include a breakdown on salaries and expenses of Vice Presidents and Staff Representatives. Further, printed Convention reports on salaries and expenses of International officers, money indicated by an asterisk does not necessarily reflect total expenditure in a particular state or district.

PURPOSE: Provides detailed membership, per capita and quarterly expense reports to Vice Presidents.

CANCELLATION:

REFERENCE: May 2003, Minutes #146, Page 42 (Retained)
January 1974, Minutes #29, Pages 6 and 7

TITLE: Recording Executive Sessions at Board Meetings

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 1971

POLICY:

The policy of recording Executive Sessions will be dictated by the subject matter at that time and will be recorded at the discretion of the Executive Board.

PURPOSE: Establishes guidelines for recording Executive Sessions during Executive Board meetings.

CANCELLATION:

REFERENCE: March 2003, Minutes #145, Page 54 (Retained)
March 1971, Minutes #22, Page 3

TITLE: Release of Information to Affiliates

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: February 2001

POLICY:

All requests for information from IAFF Headquarters require the approval of the General President. Any information requested and not deemed to be for public consumption, regardless of whether it is printed, video, voice communication or other medium shall be delivered through an affiliate principal officer or someone having his/her designated authority or written approval. The District Vice President must be notified of any and all information disseminated in his respective jurisdiction.

PURPOSE: Establishes policy mandating recommendation and approval of requests from affiliates.

CANCELLATION: The 2001 policy combined the 1998 policy entitled: Information Request from Local Affiliates with Resolution #21 adopted at the 1978 Convention.

REFERENCE: May 2003, Minutes #146, Page 41 (Retained)
February 2001, Minutes #135, Pages 49 and 50
January 1998, Minutes #124, Page 29
August 1978 Convention, Resolution #21

TITLE: Reports of Department Heads

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 2003

POLICY:

IAFF headquarters department directors will provide reports to the Vice Presidents before their departure for Executive Board meetings to allow them time for review.

PURPOSE: Mandates the distribution of departmental reports to the Executive Board prior to meetings.

CANCELLATION: Revises 1973 policy entitled: Reports of Department Heads.

REFERENCE: March 2003, Minutes #145, Page 54
September 1973, Minutes #28, Page 22

TITLE: Rights of Active-Retired Members

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: May 2003

POLICY:

Local unions must be reasonable in establishing the rights of those active-retired dues-paying members within the requirements of applicable federal, state and/or provincial laws and/or regulations.

PURPOSE: Ensures that local affiliates take reasonable actions to establish the rights of their active-retired members.

CANCELLATION: This policy revises the 1976 policy entitled: Voting Rights of Retired Members.

REFERENCE: May 2003, Minutes #146, Page 43
April 1976, Minutes #37, Page 21

TITLE: Roll Call Voting by Per Capita

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: June 1987

POLICY:

Allocation of per capita paying members of the International will be computed on the first day of the month in which the Executive Board meets.

In the event a per capita roll call vote is conducted during the absence of the General President; the General Secretary-Treasurer will conduct the vote, so the Vice President who is chairing the Executive Board meeting will not be disenfranchised of the per capita vote of his district during such a roll call.

PURPOSE: Establishes guidelines for computing and conducting per capita roll call votes during Executive Board meetings.

CANCELLATION:

REFERENCE: March 2003, Minutes #145, Page 54 (Retained)
June 1987, Minutes #80, Page 14
September 1986, Minutes #78, Page 2

TITLE: **Severance Payment**

COMMITTEE: **Policy and Operational Procedures**

EFFECTIVE DATE: **February 2015**

POLICY:

The IAFF strongly believes that its Elected Officers and key staff should be recognized for their service when they leave employment with the IAFF. Accordingly, it is the policy of the IAFF that Elected Officers, Chief of Staff (COS), Chief of Operations (COO), and the Executive Assistants to the General President, General Secretary-Treasurer, COS, and COO are eligible for a one-time severance payment upon separation from IAFF employment.

A. Eligibility for Severance Payment

Individuals holding any of the following positions for at least one year of continuous service will be eligible for a severance payment upon separating from the IAFF:

Elected Officers (defined as):

- The General President
- The General Secretary-Treasurer
- District Vice Presidents

Eligible Staff Positions (defined as):

- Chief of Staff
- Chief of Operations
- Assistants to the General President
- Assistants to the General Secretary-Treasurer
- Executive Assistant to the General President
- Executive Assistant to the General Secretary-Treasurer
- Executive Assistant to the Chief of Staff
- Executive Assistant to the Chief of Operations

Individuals serving as either an Elected Officer or in an eligible staff position will be entitled to a severance payment regardless of the reason for separation from the IAFF.

B. Amount of Severance Payment

The severance payment to individuals serving as an Elected Officer will be equal to two weeks of pay (at the “base pay rate” for the position at the time of separation) multiplied by the number of years the individual has served as an Elected Officer.

The severance payment to individuals serving in eligible staff positions will be equal to one week of pay (at the “base pay rate” for the position held by the employee at the time of separation) multiplied by the number of years the individual has served in an eligible staff position.

The term “base pay rate” as used in this section is defined as the individual’s annual salary amount at the time of separation divided by 52 weeks.

C. Receipt of Severance Payment

Any individual entitled to a severance payment under this policy will receive such payment at the time his or her last paycheck is issued. Payment granted under this policy will be in addition to any other payment at separation to which the individual is entitled, based on current classification.

PURPOSE:

This policy establishes the eligibility of elected officers and employees of the International Association of Fire Fighters to receive a severance payment when separating from the IAFF.

CANCELLATION:

REFERENCE:

February, 2015, Minutes #194, Pages 79-80

TITLE: Summaries of Board Minutes, Printer's Galley of Proof

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 1964

POLICY:

Prior to printing a summary of International Board minutes, copies of the printer's galley proof will be submitted to the board members for their comments.

PURPOSE: Allows for review of minutes by the Executive Board prior to summary's final printing.

CANCELLATION:

REFERENCE: March 2003, Minutes #145, Page 54 (Retained)
March 1964, Minutes #4, Page 4

TITLE: Suspension, Exemption from

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: May 2003

POLICY:

When the IAFF receives a request for suspension exemption, the District Vice President will be notified. When a local union is delinquent and is under suspension exemption pursuant to Article XIII, Section 2, of the Constitution and by-Laws, review of the exemption and a vote to continue or remove the exemption will take place at each meeting of the Executive Board. Further, such exemption will be considered for continuation only if specifically requested by the local union under such exemption or by the District Vice President. The General Secretary-Treasurer will notify the local union under exemption that requests for continuation of the exemption must be received by the IAFF before the next meeting of the Board. Such exemptions shall normally not exceed ninety (90) days from the date of the IAFF's notification of suspension.

PURPOSE: Establishes policy allowing exemptions for suspensions of delinquent locals. Ensures notification to Vice Presidents; permitting them to request suspension exemption. Also sets limitations on the duration of the exemption.

CANCELLATION: This policy revises the 1987 policy entitled: Suspension, Exemption from.

REFERENCE: May 2003, Minutes #146, Page 43
October 1987, Minutes #81, Page 6

TITLE: Teleconference Board Meeting

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 2003

POLICY:

Pursuant to the Constitution and By-Laws, and a majority vote of the Executive Board, the General President may call a teleconference board meeting. The meeting shall be subject to Robert's Rules of Order, except any action taken may be subject to reconsideration at the next regular Executive Board meeting.

PURPOSE: Establishes guidelines for teleconference board meetings when necessary.

CANCELLATION: Revises 1998 policy entitled: Teleconference Board Meeting.

REFERENCE: March 2003, Minutes #145, Page 54
January 1998, Minutes #124, Pages 29 and 30

TITLE: Telephone Polls of Vice Presidents, Record in Minutes

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: March 2003

POLICY:

Between meetings, electronic or telephone polls of the Executive Board, and the count of the vote, will be recorded at the beginning of the next board meeting in the minutes, without action. Also, the Vice Presidents will receive the results of the electronic or telephone polls shortly thereafter.

PURPOSE: Establishes guidelines for notification and recording results of Executive Board polls conducted between meetings.

CANCELLATION: Revises 1981 policy entitled: Telephone Polls of Vice Presidents, Record in Minutes.

REFERENCE: March 2003, Minutes #145, Page 54
March 1981, Minutes #57, Page 54

TITLE: Voting by General President

COMMITTEE: Policy and Operational Procedures

EFFECTIVE DATE: June 1963

POLICY:

In the conduct of Executive Board meetings, the voting right of the General President will be applied the same as at conventions and as found in the IAFF Constitution under Article VI, Section 1 (page 18 of 2002 printing). (Votes only to resolve a tie vote.)

PURPOSE: Establishes voting right of the General President during Executive Board meetings.

CANCELLATION:

REFERENCE: March 2003, Minutes #145, Page 54 (Retained)
June 1963, Minutes #2, Page 3

Canceled Policies:

Pursuant to Executive Board action, the following Policy and Operational Procedures Committee policies have been canceled:

Title of Policy	Date Canceled
Agenda for Board Meetings	March 2003
Calendar of Events, IAFF Biennial	May 2004
Code of Ethical Practices/Conflict of Interest (Feb 2008) Replaced February 15, 2015	February 2015
Consultants on Committees, Voting	March 2003
Conventions: Convention Registration Fees, Delegates & Guests Section (A) and (B)	February 2012
Conventions: Credentials – Number of copies	February 2014
Conventions: International Staff Representatives at Convention	February 2012
Conventions: Official Seal on Credentials	February 2014
Conventions: Vendors at Convention	February 2012
Executive Board Committee Meetings	March 2003
Hearings on Appeals of Executive Board Orders or Decisions	March 2003
Locations of Board Meetings	March 2003
Mailings to Nonpaying Per Capita Affiliates	May 2003
Membership Lists to State/Provincial Associations	Sept. 2003
Motions in Writing	March 2003
Notification to Vice President of Polls Taken by Mail	March 2003
Policy Committee	March 2003

SCHOLARSHIP FUNDS TRUSTEES COMMITTEE

Harold A. Schaitberger, Chairman
Thomas H. Miller, Vice Chairman
Michael Mullane, Trustee
Lorne West, Trustee
Ray Rahne, Trustee
Jim Ridley, Staff Advisor

TITLE: Harvard Scholarship Program

COMMITTEE: Scholarship Funds Trustees

EFFECTIVE DATE: September 2014

POLICY:

The Harvard Scholarship is an award of \$1,000.00 over annual tuition costs of the Harvard Trade Union Program (HTUP).

Three IAFF members living in the United States may receive this scholarship each year.

The deadline for Harvard Scholarships is July 1.

PURPOSE: Provides IAFF members financial assistance for education.

CANCELLATION: This policy revises the 1998 policy entitled: Harvard Scholarship Program.

REFERENCE: September 2014, Minutes #193, Page 56
February 2014, Minutes #190, Pages 61-2
March 2002, Minutes #140, Page 49
September 1998, Minutes #127, Page 24

TITLE: Harvard Law School/University of Ottawa Executive Leadership Program Scholarship

COMMITTEE: Scholarship Funds Trustees

EFFECTIVE DATE: February 2014

POLICY:

All IAFF members with Canadian citizenship will be eligible for this award.

The University of Ottawa-Harvard Executive Leadership Program runs as three modules, with a new program starting every 18 months. The IAFF scholarship is \$15,000 a year for two participants.

The Harvard Law School/University of Ottawa Executive Leadership Program Scholarship will be allocated to offset, in the following order: tuition, accommodation, travel and allowable expenses to a maximum of \$7,500 per module for two students.

The scholarship applicants will be approved at the January or September Executive Board meeting.

PURPOSE: Provides IAFF members financial assistance for education.

CANCELLATION:

REFERENCE: February 2014, Minutes #190, Page 61
March 2002, Minutes #140, Page 49
September 1998, Minutes #127, Page 24

TITLE: Labour College of Canada

COMMITTEE: Scholarship Funds Trustees

EFFECTIVE DATE: February 2014

POLICY:

The Labour College of Canada Scholarship (LCC) is an award of \$1,000.00 over annual tuition costs.

One award is given annually.

In years that the HTUP Scholarship is awarded to a Canadian member, no LCC Scholarship will be awarded.

The deadline for LCC Scholarships is October 1.

PURPOSE: Provides IAFF members financial assistance for education.

CANCELLATION: This policy revises the 1998 policy entitled: Harvard Scholarship Program.

REFERENCE: February 2014, Minutes #190, Pages 61-2
March 2002, Minutes #140, Pages 49-50
September 1998, Minutes #127, Page 24

TITLE: "Howie" McClennan Scholarship

COMMITTEE: Scholarship Funds Trustees

EFFECTIVE DATE: February 2015

POLICY:

The McClennan Scholarship is for the children (biological or legally adopted) of IAFF members killed in the line of duty.

Awards in the amount of \$2,500.00 per student per year will be renewed each year for up to four years of education at universities, accredited colleges or other institutions of higher learning.

The deadline for McClennan Scholarship applications is February 1.

PURPOSE: Provides children of IAFF members who died in the line of duty financial assistance for education.

CANCELLATION: This policy revises and combines the 1989 policies entitled: Scholarships for Children of Fire Fighters Who Have Died in the Line of Duty and "Howie" McClennan Scholarship.

REFERENCE: February 2015, Minutes #194, Page 81
February 2014, Minutes #190, Pages 61-2
March 2002, Minutes #140, Page 49
December 1989, Minutes #89, Page 29
May 1989, Minutes #87, Page 33