

Uniformed **P**rofessional



Fire **F**ighters **A**ssociation
Of
Connecticut

UNIFORMED PROFESSIONAL FIRE FIGHTERS OF CONNECTICUT
Policy Book

MEETINGS

1. During all meetings of official business of the UPFFA, there shall be no smoking in the room conducting such business.
2. Regular Staff meetings with the Executive Board shall be held on the first (1st) Tuesday of each month, Principal Officers meeting shall commence at 9:30 a.m., Executive Board meetings commencing at 10:00 a.m. in the offices of the state organization, unless changed by the President.

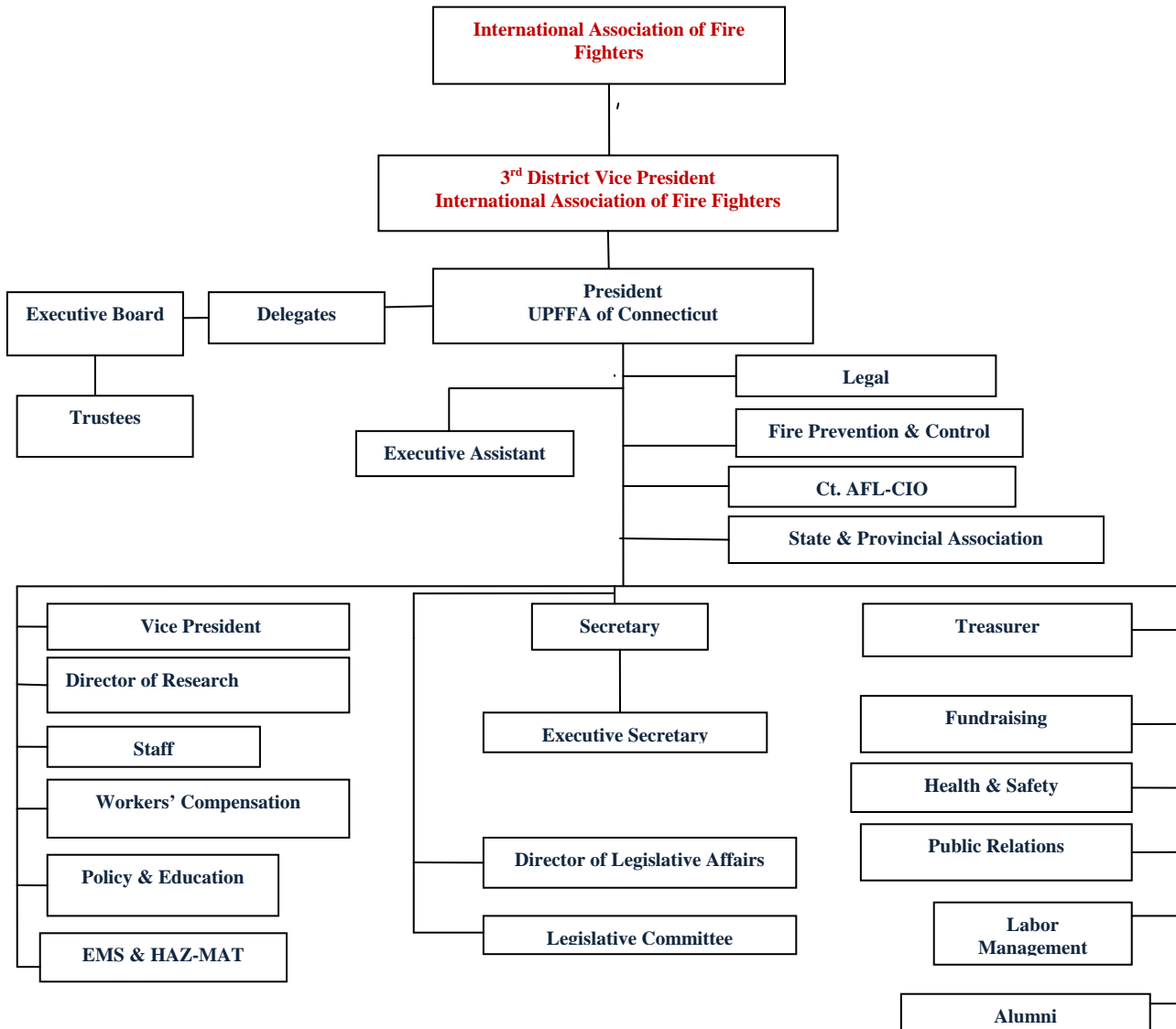
Each month a complete report of activities and expenses shall be submitted by each Officer, Staff Representatives, Employee(s) and Executive Board member for approval by the Executive Board. Said report will be submitted to the Treasurer with a copy provided to the President.

3. Executive Board meetings will be conducted as per Atwood's Rules of Order. The order of business shall be as follows:
 1. Reading and adopting the minutes
 2. Treasurer's Statement
 3. Reports of standing committees
 4. Reports of special committees
 5. Special orders
 6. Unfinished business
 7. New Business
 8. Adjournment

In accordance with Article 6, Section 10 of the UPFFA of CT Constitution and By-Laws, attendance at these meetings is mandatory for all staff, officers, and Executive Board members, unless excused by the President.

4. All UPFFA Executive Board meetings shall be open to any officer, or delegate of any affiliated local except when trial board reports are being discussed, provided sufficient space is available in the meeting room being utilized.
5. All correspondence to the UPFFA shall be placed on the agenda and presented to the Executive Board for the next regular meeting for their action.

**Uniformed Professional Fire Fighters Association of Connecticut
Organization Chart**



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COMMITTEES

1. There shall be the following standing committees:

EMS/HAZMAT

LABOR/MANAGEMENT

FUNDRAISING

POLICY/EDUCATION

HEALTH & SAFETY

POLITICAL ACTION/LEGISLATION

HUMAN RELATIONS

PUBLIC RELATIONS/SPECIAL EVENTS

WORKERS' COMPENSATION

Each committee shall be chaired by an Executive Board member and will report back to the Board at monthly meetings.

Legislative Affiliates shall have a seat on the Political Action/Legislation Committee.

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SERVICING

1. It shall be the policy of the UPFFA that any brief prepared by officers or staff be submitted to the UPFFA President, Vice President and affiliated local for review prior to filing. All briefs and letters to official State boards shall be mailed certified mail/return receipt.
2. All correspondence leaving the UPFFA office from any Staff Representative or Principal Officer or Executive Board member shall have a copy sent to the President.
3. Covering personnel for servicing shall be paid at as determined by the Executive Board and/or the budget per covering shift.
4. Covering personnel shall be determined by the annual budget for each calendar year.
5. The per diem servicing rate between 8:00 a.m. and 6:00 p.m. shall be as determined by the Executive Board and/or the budget. In the event a Staff Representative is required to respond to a second servicing call after 6:00 p.m., they shall receive $\frac{1}{2}$ the per diem rate, unless the servicing exceeds four (4) hours, than a full rate shall be paid.
6. The Vice President shall require a resume detailing the qualifications of a candidate for the position of Staff Representative. The criteria to be used in the selection process shall include: a) ability in labor relations, including negotiations, b) grievance, and MPP experience. Staff Representatives shall be selected by a neutral panel of labor oriented personnel selected by the President. Upon selection of the candidates, their names shall be submitted to the membership for approval.
7. Legislative Affiliated Locals shall receive no servicing from Staff Representatives.

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TRAVEL & CONFERENCES

1. At the start of each calendar year's budget process, the President shall submit to the Executive Board for approval, a list of all conferences, conventions, seminars and other events at which the UPFFA should be represented. This shall include, but not limited to, all events sponsored by the IAFF. The list shall include approximate cost, number of delegates and recommendations on whom should attend. The list shall include approximate cost, number of delegates and recommendations on whom should attend.
2. The person or persons representing the UPFFA shall be paid an expense amount, which will be set by the Executive Board.
3. Travel and Conferences" shall be included as a line item within the budget of the organization. A budgeted amount shall be set aside for emergency travel (e.g., funerals).

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LINE OF DUTY DEATH

1. It shall be the policy that the President and Secretary shall be notified immediately by the local affiliate, which has suffered a line-of-duty death.
2. The Secretary shall notify the Executive Board at the earliest possible time of a line-of-duty death.
3. At a minimum, the four (4) Principal Officers and the Staff Representative for the local involved (UPFFA) shall attend the funeral, if possible.

OUT OF STATE LINE OF DUTY DEATH

1. It shall be the policy that the President or the Secretary shall notify all affiliated Locals.
2. It shall be the policy that the President or his designee(s) attend all multiple Line of duty deaths.

DUTIES OF THE ELECTED OFFICERS and STAFF

DUTIES OF THE PRESIDENT

As specified in the Constitution & By-Laws

DUTIES OF THE VICE PRESIDENT

As specified in the Constitution & By-Laws

DUTIES OF THE SECRETARY

1. The Secretary shall establish and maintain a current list of all Officers, Delegates and Staff Representatives, and IAFF members, including mailing addresses, phone numbers, etc., of all affiliated locals of the UPPFA.
2. The Secretary will maintain a master copy of all minutes for all Executive Board meetings, regular meetings, staff meetings, special meetings, committees, and conventions. These will be kept in the offices at the UPPFA and available to any affiliate member for review.

Within ten (10) days of any Executive Board meeting, the minutes for that meeting will be distributed to the appropriate members by the Secretary. Minutes for all other meetings will be available the day of the next scheduled meeting.
3. The Secretary shall establish a standardized letterhead for the UPPFA, to be used by all Officers and Staff.
4. The Secretary shall maintain and update the policy book of this organization and forward changes and updates to all affiliated locals.
5. The Secretary and the Director of Information and Research shall maintain the current collective bargaining agreements, decisions of all boards, legal decisions, and pertinent information regarding local affiliates. Local affiliates must send this pertinent information to the UPPFA.
6. The Secretary shall be responsible for maintaining a permanent file in the state offices, of all-recent court cases and legal developments that impact fire fighters.
7. The Secretary shall be responsible for maintaining a permanent file in the state offices of all educational information provided by the IAFF.
8. The Secretary shall assign each Executive Board member an affiliate local, which they will serve as contact liaisons for the purpose of establishing and maintaining and emergency notification network.

9. The Secretary shall be responsible for maintaining in the state office an updated municipal directory of all elected officials in Connecticut, including addresses and contact numbers.
10. The Secretary shall notify all local affiliates, Executive Board members, and Staff Representatives of all meetings.
11. The Secretary shall keep and maintain all building repairs and or improvement, such as repairs, and/or improvements shall have the approval of the Executive Board.

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DUTIES OF THE TREASURER

1. The Treasurer shall develop a line item budget to be submitted to the Executive Board for review and approval. Upon the recommendation of the IAFF, the Treasurer shall forward to all affiliates a brief explanation of a proposed budget fifteen (15) days prior to the December delegates meeting. At the December Delegates meeting a proposed budget will be presented to the delegates for review. The delegates assembled at a meeting or convention of the Association adopts a budget for the Association.
2. The Treasurer will develop a standard expense voucher to be used for all servicing expenses. This shall include, but not limited to, time, dates, issues, mileage, "out of pocket", and any other pertinent information the Treasurer feels is necessary.
3. The Treasurer shall notify the Local President via "Certified Mail" that their Union is behind in their Per Capita payment by more than three (3) months. The Treasurer shall notify the Local President and Local Treasurer when the Per Capita payments are not received on time.
4. It shall be the Policy of the UPFFA to require all checks issued by the Treasurer and signed by either the Treasurer or the President and or the check register is presented to the Executive Board at the Board's monthly meeting for their approval and acceptance.
5. The Treasurer shall present to the Executive Board, at their monthly meetings, a detailed report showing the income and expenses of the organization.
6. The Treasurer shall keep and maintain a complete record of all equipment and properties of the Association.

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DUTIES OF THE EXECUTIVE BOARD

As specified in the Constitution & By-Laws

DUTIES OF THE TRUSTEES

As specified in the Constitution & By-Laws, Article 11

DUTIES OF THE DIRECTOR OF LEGISLATIVE AFFAIRS

JOB DESCRIPTION

Director of Legislative Affairs

- Salary:** \$20,000 annual salary, divided evenly over the course of an entire year; meal expense account set at during the annual budget, with annual reviews; any increases to the current annual salary and meal expense account rate must be approved by the Executive Board.
- Hours:** Flexible, cover all times that are during the legislative session (CT General Assembly)
- Holidays:** As allowed to be taken during the legislative session (CT General Assembly)
- Sick Leave:** Non Applicable (must notify UPFFA President or designee when ill during the legislative session (CT General Assembly).
- Vacation:** Non Applicable
- Personal Days:** Non Applicable
- Benefits:** Mileage reimbursement set at \$150.00/month for 12 months

Knowledge – Skills and Requirements:

Ability to deal effectively with the public, legislators and members, working knowledge of computers, able to type, able to use Microsoft Word and Microsoft Excel; ability to compose routine correspondence and reports;; ability to work under pressure; ability to manage multiple tasks; ability to lobby legislative representatives and their staffs at all levels of government; ability to delegate task's to others (outside lobbyist firm, Executive Secretary, UPFFA Legislative Committee)

Experience:

Must have experience in dealing with the legislative bodies and their staff.

Supervision Received:

Works under the supervision of the UPFFA President or other designated supervisor (Vice President, Secretary, and Treasurer) who shall review work periodically for effective and timely accomplishment. Will work with the UPFFA Legislative Committee and other lobbyist

Duties and Responsibilities:

- Files: File and maintain files for legislative activities as needed.
- Expense Account: Type and distribute the personal Expense Account monthly;
- Types legislative testimony for himself and the Association Officers (as needed)
- Reviews legislative testimony of other's that are representing the UPFFA of CT
- Provide legislative updates to members
- Track legislation
- Lobby legislators
- Provide testimony for public hearings
- Attend State Legislative committee meetings (Public Safety, Labor etc)
- Attend Legislative Sessions
- Attend Executive Board meetings
- Attend Delegate meetings
- Attend UPFFA Legislative committee meetings
- Any other duties as determined by the President

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DUTIES OF THE DIRECTOR OF RESEARCH & INFORMATION

JOB DESCRIPTION

Job Title: Director of Research and Information Services

SUMMARY:

Provide vision for the use of information and technology in meeting the goals of the Uniformed Professional Fire Fighters Association of Connecticut (UPFFA) and to manage the flow of information through the UPFFA.

Directs and manages the research activities and information services, prepares related studies and reports. Develops and maintains current databases concerning the fire service relating to a wide variety of labor issues. Serves as an expert witness and representative of the UPFFA and its affiliated members. Interacts with other organizations on collaborative projects.

DUTIES AND RESPONSIBILITIES:

1. Directs and manages the UPFFA's information services and research activities.
2. Creation and development of information databases relating to a wide variety of labor issues.
3. Directs and manages a dynamic database of statewide fire service contracts, including pension and collective bargaining agreements.
4. Performs research on a variety of issues concerning organized labor wages, benefits, and other conditions of employment, State and Municipal finances and economics, labor law and case decisions.
5. Analyzes and compares information collected and forecasts, and tracks trends.
6. Produces research studies, comparisons, and other documents for use in collective bargaining and legislative lobbying.
7. Establishes and implements short- and long-range organizational goals, objectives, and operating procedures; monitors and evaluates operational effectiveness; effects changes required for improvement.
8. Plans, organizes, and implements strategies for obtaining information and generating databases and research studies.
9. Directs and advises on proposal development, policy planning, and development of all research related matters.
10. Represents the UPFFA and/or makes presentations to State Legislators/Legislature, community/civic groups, affiliated Locals, prospective members, government agencies, trade associations, and the public.

11. Develops lesson plans and provides instruction to affiliated Locals on a variety of topics including information technology and communication systems.
12. Recommends and participates in the development of UPFFA policies and procedures; may serve on planning and policy-making committees.
13. May also serve as a Staff Representative directly involved representing affiliated members during negotiations, grievance, prohibited labor practice, and arbitration hearings.
14. Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Combined skills and educational background to perform required duties.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to establish, direct, manages, and coordinates the goals, objectives, and operational parameters of research programs.
- Skill in examining and re-engineering operations and procedures, formulating policy proposals, and developing and implementing new strategies and procedures.
- Knowledge of the principles, methodology, processes, and techniques of socioeconomic and scientific research.
- Knowledge and ability to utilize computer information systems, database programs, modeling and forecasting principles, techniques and software.
- Ability to interpret and evaluate informational needs and to determine appropriate alternative solutions.
- Ability to supervise and train others.
- Knowledge of financial/business analysis techniques.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Strategic planning skills.
- Ability to develop and deliver multimedia presentations. .
- Ability to interpret UPFFA needs and information trends and to plan, develop and manage appropriate membership services.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- Must be able to work independently.

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DUTIES OF THE EXECUTIVE SECRETARY

Duties and Responsibilities:

- Responsible for office organization and clerical duties.
- Reports directly to the Association Secretary.
- Takes and transcribes varied dictation as assigned.
- Frequent telephone contact with the public.
- Assists UPFFA Officers in the preparation of various reports and assignments.
- Composes and types routine correspondence.
- Opens and routes mail.
- Works independently and prepares reports.
- Maintains appointment calendar for officers.
- Must be familiar with computers and various software packages.
- Ability to operate fax machine.
- Ability to record data entry for various Association reports.
- Maintain all corporate files.
- May review and assist in preparing forms, applications, or other documents.
- Routinely required to attend association meetings or functions at other locations other than the State office.
- Maintains financial and personnel files.
- Required to gather contracts, and other records for tracking of Fire Union Contracts.
- Shall greet and direct visitors.
- Assists Principal Officers, Executive Board members, Staff Representatives and affiliated Union Presidents over the telephone by giving and securing information.
- Perform related duties as assigned by the Association Officers.
- May dispatch messages to Officers and Staff Representatives in the field.

Minimum Qualifications and Requirements:

- Knowledge of modern office procedures.
- Proficient in MS Word, Excel, and Access.
- Ability to transcribe accurately.
- Ability to take dictation.
- Ability to type at a net speed of 40 words per minute.
- Ability to compose routine correspondence and reports.
- Ability to deal effectively with the public.
- Ability to work under pressure.
- Ability to manage multiple tasks.

Experience:

- A minimum of four (4) years experience in a secretarial position.
- Must have experience in dealing with the public.

Education:

High School diploma or equivalent.

Hours of Work:

As determined by the Association President.

Salary and Related Benefits:

Salary as determined by the Executive Board with a review after six (6) months and annual reviews thereafter.

Holidays:

13 paid holidays – New Years Day, Martin Luther King Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving, day after Thanksgiving and Christmas Day.

Sick Leave:

12 days per year with the ability to carry over 12 days to a maximum of 24 days.

Personal Days:

Two (2) Personal Days per year with the ability to carry over 2 days to a maximum of 4 days.

LEGISLATIVE

1. The President and Director of Legislative Affairs shall work to develop position papers on all existing legislative issues, research new legislative concerns and introduce legislation at the state level. In addition, they shall handle all lobbying duties for the organization and assist all locals in grass roots political activities, including COPE and PAC activities on a local level.
2. Political Endorsements shall take place in the following manner:
 - A list of recommended candidates for endorsements is made by the legislative committee and sent to the Executive Board for review.
 - The Executive Board can adopt all or part of the list of recommended candidates.
 - The recommendation then goes before the body at a meeting/convention where the delegates will vote on the endorsements.
 - A list of recommended candidates for State endorsement shall be sent to all the member locals following the same exact guidelines as the guidelines for a proposed resolution.
3. In addition to all “Full-Service” Locals, all Legislative Affiliated Locals shall be entitled to delegates who shall be permitted to vote only on legislative issues, political endorsements and PAC fund budget and distribution of PAC fund money. Both “Full-Service” and “Legislative” affiliated locals shall be entitled to two (2) delegates for its first 100 members or any fraction thereof, and one (1) delegate for each additional 100 members or majority fraction thereof, for which per capita has been paid, based on the average of the last twelve (12) months.
4. Legislative Local’s who provide to the UPFFA a hard copy and electronic copy of their current contract shall be permitted to obtain copies of Contracts both hard copy and electronic if requested.

ADMINISTRATIVE

1. The President, Vice President, Secretary, and Treasurer may develop a newsletter for the UPFFA, which will be distributed to all affiliate members on a regular basis. All efforts shall be made to defray the cost of this publication through the solicitation of advertising. The Director of Research and Information shall maintain the UPFFA web site.
2. The Principal Officers shall develop, plan, analyze, and execute all organizational activities of the UPFFA.

UPFFA OFFICE

1. All UPFFA Officers, Executive Board Members, and Staff Representatives every January shall submit in writing to the Treasurer a list of equipment in their possession.

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Miscellaneous

1. The Association shall only sell items that are Union made. If the Association cannot find Union made items than it can sell items made in the USA. At no time shall the Association purchase for resale or endorse for sale any product that is not either Union made or made in the USA.
2. Legislative affiliated delegates with the exception of the Executive Board's Legislative position, cannot hold elective office, nor can they vote in elections involving candidates for elective office with the exception of the Executive Board's Legislative position,
3. Legislative affiliated delegates shall have a voice on all issues at meetings; however, they shall only be permitted to vote on matters involving Legislative or Political Action, and the operating budget.
- 4.. Because the Uniformed Professional Fire Fighters Association has established two membership categories: (1) Full-Service Affiliation and (2) Legislative Affiliation, as a condition of affiliation with and membership in the Uniformed Professional Fire Fighters Association , each Local agrees to comply with the following policy:
 - The Fiscal Year for the Uniformed Professional Fire Fighters Association begins on January 1st and concludes on December 31st.
 - Membership in the Association is concurrent with the Fiscal Year of the Uniformed Professional Fire Fighters Association.
 - Each year in the month of October, the Executive Board meets to discuss the operating budget for the following Fiscal Year.
 - Each year in the month of November, the Executive Board meets to vote on and establish the proposed operating budget for the following Fiscal Year, which is presented to the membership at the December meeting for approval.
 - If a Local would like to change it's affiliation status with the UPFFA then the Local must send a letter to the Secretary of the UPFFA, informing the UPFFA of the Locals intent to change its affiliation status effective the end of the UPFFA fiscal year. Said letter shall be sent by Certified Mail; return receipt requested and must be mailed to the postmarked no later than the 1st of September.
 - In the event that a Local fails to inform the Secretary in a timely fashion, the Executive Board shall assume that the affiliation of the Local shall remain unchanged for the following Fiscal Year.
 - Each Local shall be responsible for the per capita dues based on its affiliation for the entire Fiscal Year.
 - A Local cannot change its affiliation from Full-Service Affiliation to Legislative Affiliation during the current Fiscal Year.
 - If a Local seeks to change its affiliation from Legislative to Full-Service during a Fiscal Year, as a condition of such change, the Local shall, prior to receiving Full-Service benefits, pay the UPFFA an amount equal to the per capita dues that would have been assessed had the Local been a Full-Service Affiliate for the current Fiscal Year.
 - In the event a Local fails to pay the per capita dues based on its affiliation for the for any portion of the Fiscal Year, the Uniformed Professional Fire Fighters Association will seek legal redress for any unpaid dues owed and the costs of such litigation.

5.

IAFF VANITY PLATE PROGRAM:

The following policy shall be applicable to the UPFFA State of Connecticut Department of Motor Vehicle IAFF Vanity plate program.

- The application for the UPFFA State of Connecticut Department of Motor Vehicle IAFF Vanity plate program is limited to active and retired members of the IAFF.
- All applications from IAFF Connecticut Members requesting an IAFF. Vanity Plate shall be sent to Executive Assistant Paul J. Rapanault, 30 Sherman Street, West Hartford, Connecticut 06110.
- On a regular basis, said applications shall be given to the President of the UPFFA for review and approval.
- All applications must have the approval of the member's Local President. Failure to obtain the signature of the Local President will result in the denial of the pending application.
- Should an affiliated UPFFA Local object to a pending application for a IAFF Vanity plate, the pending application shall be given to the UPFFA Executive Board for review, with an explanation by the Local objecting to the application as to the reasons the member(s) application should be denied.
- After review of the pending application by the Executive Board, the Executive Board shall either approve or deny the application. The decision of the Executive Board shall be final.

The UPFFA State of Connecticut Department of Motor Vehicle IAFF Vanity Plate Program shall be maintained and coordinated by Executive Assistant Paul J. Rapanault.

6.

UPFFA WEB SITE:

The following policy shall be applicable to the UPFFA Web Site (www.upffa.org) for vendors desiring to advertise on our Web Site:

- Advertising on the UPFFA web site shall be at a cost of Fifty-dollars (\$50.00) per month.
- Vendors desiring to advertise on the UPFFA Web Site must submit in writing their request to advertise and must be approved by the Executive Board prior to placing their advertisement on the site.

7.

Research Information

All Connecticut IAFF Local Affiliates with the UPFFA shall twice a year; January 15th and June 15th shall forward to the Director of Research a copy of their current Collective Bargaining Agreement, current Pension Agreement along with Names/Addresses/Phone Numbers and other related information for both Active and Retired members, as available.

UNIFORMED PROFESSIONAL FIRE FIGHTERS OF CONNECTICUT

Servicing Rates for Staff Representatives

1. All Per Diems charged for Preparation Time, Brief Writing, Researching, and other non-servicing activities shall be based on an Eight (8) hour period.
2. Staff Representatives attending Executive Board meetings shall be paid at the rate paid to those members of the Executive Board.
3. State Meetings are not compensated by Per Diem payments.
4. All other Meetings, Seminars, and Conventions are paid at a Per Diem Rate.