

# Spokane Fire Fighters Union Local 29, I.A.F.F.

## Policies & Procedures

Updated and approved by the Executive Board in 2023

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# **Spokane Fire Fighters Union Policy & Procedure #1**

## **Local 29 Policies**

### **Purpose:**

Establish criteria and procedures for establishing Local 29 Policies. Provide continuity, transparency, and fairness for conducting union business in accordance with our constitution and bylaws.

### **Criteria:**

1. Union business required by our constitution and bylaws that would be aided by greater detail for execution.
2. Recurring union business that is necessary for the maintenance of Local 29, but not specified in our constitution and bylaws.
3. Union business that has been identified as in need of transparency or continuity.
4. Local 29 Policies must not conflict with our constitution and bylaws.
5. Local 29 policy that needs updating or removal.

### **Procedure:**

1. Business identified as benefiting from a policy will be brought forward as a motion during an executive board meeting.
2. If the motion passes, the motion maker will present a draft to the executive board in accordance with the format prescribed by the L29 Secretary.
3. The discussion and voting on the presented final draft will occur no sooner than the executive board meeting following the initial motion.
4. The Secretary will ensure continuity for policy format and establish an effective date based on the voting date.
5. The above procedure will be used to change, remove, or update policies.
6. Approved policies will be posted and maintained by the Secretary and briefed at the next monthly union meeting.

# **Spokane Fire Fighters Union Policy & Procedure #2**

## **Executive Board Meeting**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union that the Executive Board of the Union shall consist of elected members from the body and shall meet once a month.

### **PROCEDURE:**

1. The Executive Board shall consist of: See L29 C&B Article XI Section 2.
2. The Executive Board members shall meet the second Tuesday of each month at 0900 in the Union office or otherwise when changed by the President.
3. Special Executive Board meetings may be called at the President's discretion or shall be called by the President upon written request of the Executive Board. In the case of a special meeting, no business can be transacted except that for which the meeting has been called. There shall be at least seven (7) days' notice of such a meeting in writing through normal L29 communications.
4. A majority of the Executive Board may call for a special Executive Board meeting.
5. The President or designee shall preside at the meeting.
6. The Secretary or designee shall take minutes to be used at the regular union meeting and for reference.
7. Because the information discussed at the Executive Board meetings may be confidential, the meetings shall be closed to the public and Union members at large, except the Elected Trustees. Trustees will be allowed and encouraged to attend all Executive Board Meetings.
8. Anyone wishing to attend the Executive Board meeting and make a presentation or discuss an issue with the Executive Board may do so. The member should be placed on the Executive Board agenda through the Secretary. The member will be heard upon arrival and dismissed after their presentation or discussion on their issue.
9. The Union will provide lunch for the members attending the Executive Board meeting.
10. Work replacement will be provided for Executive Board members on duty

# **Spokane Fire Fighters Union Policy & Procedure #3**

## **"Line of Duty" Death Of A Local 29 Firefighter**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union in the event of a line-of-duty death of a Spokane firefighter to take the following actions:

1. The President of the Spokane Fire Fighters Union shall be notified immediately by the Response Chief. If unable to contact the President, contact with any Principal Officer will be attempted.
2. Once the Union has been officially notified, it shall be the responsibility of the President, the designee, or the Union official contacted to implement this procedure immediately.
3. The name of the deceased member shall not be released to the media before immediate survivors are notified.

### **PROCEDURE:**

Once official notification has been received, the Secretary or designee shall initiate the following:

1. Notify the remainder of the Executive Board and our Emeritus members of the death of a Local 29 member.
2. Immediately contact the IAFF. Determine from them the steps needed to assist in NIOSH's Line Of Duty Death Investigation.
3. Immediately notify the IAFF 7th district Vice President.
4. Immediately notify the W.S.C.F.F.
5. Immediately contact the Chief of the Spokane Fire Department to inform the Chief that the Union wishes to help with the arrangements.
6. The department should do notification of death. It should always be made in person and never alone. If possible, one of Union's principal officers or designee should accompany the Chief upon notification of the family.
7. Once notification has been made and confirmed, one of the Union principal officers should contact the family to offer assistance.
8. An active member of this Union shall be assigned to assist the member's survivors and provide any assistance needed. Work replacement will be paid to this member by the Union for any shifts needed up to and including the service.
9. The Union will provide any assistance needed to the member's survivors in gaining any benefits due.

10. Work replacement shall be provided for Executive Board members, Emeritus members if needed, or other Union members as authorized by the Executive Board.

Once all the above have been accomplished, then the following shall be carried out by the Secretary and Treasurer, or designee:

1. Contact the Spokane Police Guild President and request an escort for the funeral.
2. Order an appropriate floral arrangement for this type of event.
3. If the member has dependent children, see about trust funds or scholarships that may be available through the Spokane Firefighters Credit Union or any other City, State, or Federal organization.
4. Activate the Firefighters Support account at the Spokane Firefighters Credit Union and notify all parties that it has been opened.
5. Prepare an appropriate press release.
6. Help select a church or arena that can accommodate a large crowd.
7. Provide a reception after the funeral service. Be prepared for a large firefighter contingency.
8. Assist the I.A.F.F. or W.S.C.F.F. with any tasks they deem necessary to arrange accommodations for the influx of firefighters.

# **Spokane Fire Fighters Union Policy & Procedure #4**

## **"Line of Duty" Death of an I.A.F.F. Firefighter in Washington State**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union in the event of a line-of-duty death of an I.A.F.F. firefighter in the state of Washington to take the following actions:

1. The President of the Spokane Fire Fighters Union shall be notified immediately by the W.S.C.F.F.
2. Once the Union has been officially notified, it shall be the responsibility of the President or designee to implement this procedure immediately.

### **PROCEDURE:**

Once official notification has been received, the President or designee shall initiate the following:

1. Contact the I.A.F.F. Local to whom the member belongs to offer our help and condolences.
2. Notify the remainder of the Executive Board and Emeritus members of the death.
3. The Executive Board and Emeritus members shall make every effort to attend
4. the service.
5. The Union shall pay for any or all of the following:
  1. Work replacement for the Executive Board and Emeritus members (if needed) so they can attend the funeral or service as a Spokane Fire Fighters Union representative. The Union budgets for the entire Executive Board.
  2. If the Executive board members cannot attend, the Union will extend the offer to attend to all members at large to fill the budgeted positions. The President will decide who attends as a representative of the Spokane Firefighters Union if more members want to go than what is budgeted.
  3. Travel expenses shall be reimbursed for members who attend the funeral or service as a Spokane Fire Fighters Union representative.

# **Spokane Fire Fighters Union Policy & Procedure #5**

## **"Line of Duty Death" Of An I.A.F.F. Firefighter (Not In Washington State)**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union in the event of a line-of-duty death of an I.A.F.F. (Not in Washington State) firefighter to take the following actions:

1. The President of the Spokane Fire Fighters Union shall be notified immediately by the I.A.F.F.
2. Once the Union has been officially notified, it shall be the President's or the designee's responsibility to implement this procedure immediately.

### **PROCEDURE:**

Once official notification has been received, the President or designee shall initiate the following:

1. Contact the I.A.F.F. Local to which the member belongs to offer our help and condolences.
2. Notify the remainder of the Executive Board and Emeritus members of the death.
3. If the event causes the death of two or more firefighters, the Union will send two members to the funeral or service, and the Secretary, Treasurer, or designee shall arrange the following:
  - a. The Union budgets for two members to be representatives of the Spokane Firefighters Union. If Executive Board members cannot attend, the Union will extend the offer to attend to all members at large to fill the budgeted positions. The President will decide who attends as a representative of the Spokane Firefighters Union if more members want to go than what is budgeted.
  - b. Work replacement for the two members who attend the funeral or service as a Spokane Fire Fighters Union representative.
  - c. Travel expenses shall be reimbursed for the two members who attend the funeral or service as a Spokane Fire Fighters Union representative.



# **Spokane Fire Fighters Union Policy & Procedure #6**

## **Death Of An Active Local 29 Firefighter**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union in the event of a death of an active Spokane firefighter that is not a line of duty death to take the following actions:

1. The President of the Spokane Fire Fighters Union shall be notified immediately. If unable to contact the President, any Principal Officer of L29 will be attempted.
2. Once the Union has been notified, it shall be the responsibility of the President, the designee, or the union official who was notified to implement this procedure immediately.

### **PROCEDURE:**

Once the family has been notified and the Union has been notified, the President or designee shall initiate the following:

1. Contact the remainder of the Executive Board, then all members active and retired
2. Contact the Chief of the Spokane Fire Department.
3. Contact the Training Chief or designee and assist with appropriate funeral response.
4. The Executive Board shall make every effort to be present at the funeral or service.
5. Assist family if needed in gaining benefits due to the survivors.
6. Activate a Firefighters Support account at the Spokane Firefighters Credit Union and notify the body that it is open.
7. The Secretary, or designee, shall make arrangements for proper floral arrangements.

# **Spokane Fire Fighters Union Policy & Procedure #7**

## **Death Of A Retired Local 29 Firefighter**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union in the event of the death of a retired Firefighter to take the following actions:

1. The President of the Spokane Fire Fighters Union or the designee shall be notified.
2. Once the Union has been notified, it shall be the President's or the designee's responsibility to implement this procedure.

### **PROCEDURE:**

Once the Union has been notified, the Secretary, or designee, shall initiate the following:

1. Notify the remainder of the Executive Board and Emeritus members.
2. Contact the Training Chief of the Spokane Fire Department and coordinate communication that will be sent first by the Fire Department. Local 29 will then forward that communication through normal union communications.
3. Contact the Training Chief or designee and assist with appropriate funeral response.
4. The Executive Board shall make every effort to be present at the funeral or service.
5. Offer to assist family.
6. The Secretary or designee shall make arrangements for proper floral arrangements.

# Spokane Fire Fighters Union Policy & Procedure #8

## Work Replacement

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union to provide work replacement for Executive Board members, Emeritus members, or other members of the Union when representing the Spokane Fire Fighters Union at authorized functions.

### **PROCEDURE:**

Work replacement shall consist of the following:

1. 1. Pay for work replacement shall be \$ \$748 for a 24-hour shift (67% of top step firefighter wage), \$ \$557 for a 12-hour shift (100% of top step firefighter wage), and \$279 for up to 6 hours (100% of top step firefighter wage). This rate will be automatically adjusted as top step firefighter wages adjust.
2. Work replacement shall be provided to members for the following:
  - a. Executive Board/Union meeting: 24-hour replacement.
  - b. Spokane Firefighters Credit Union retirement dinner: 24-hour replacement.
  - c. The member's scheduled shift(s) when attending the W.S.C.F.F./I.A.F.F. events or any other function that the Executive Board authorizes.
  - d. The member's scheduled shift(s) when attending the funeral or service of an I.A.F.F. member's death in the line of duty.
3. The President may authorize work replacements to conduct the business of the Spokane Fire Fighters Union. All work replacements approved by the President that do not fit within the parameters of this Policy will be reported to the Executive Board at the next regular Executive Board meeting.
- 4.

For SFFBT Trustee members, work replacements deemed necessary by the Executive Board shall be covered initially by Local 29. These expenses shall be submitted to the SFFBT by the Local 29 Treasurer for reimbursement.

# Spokane Fire Fighters Union Policy & Procedure #9

## Email Motions

### Purpose:

Establish criteria and procedures for appropriate motions for an executive board to be conducted via email.

### Criteria:

When an executive board member has a motion that they believe to be too time-sensitive to wait for the next meeting, they will follow the procedure below.

### Procedure:

1. Submit your motion and reason for executing before the next executive board meeting to the president. If the president is unavailable, go to the Vice President. If both are unavailable, any principal officer will be designated to oversee Local 29 Business.
2. If accepted, the approving authority above will initiate a group email stating the motion and who it came from. He will then serve as the chair for the entire process and may participate in debate but not vote. This deviation from Robert's Rules is acceptable for small board meetings and committees. In this initial email, he will establish a timeline including, at a minimum:
  - a. Deadline to Second Motion
  - b. When the debate ends
  - c. When voting will begin and end
    - i. Time frames will be as long as possible to achieve maximum process and timeliness.
    - ii. Time frame will be no less than 72 hours.
3. Only use the group email to communicate, and do not edit the recipients; always "Reply All." If the recipient group changes, the process will be restarted to the point before someone was left out or the beginning.
4. Robert's Rules of Order will be followed with the following caveats:
  - a. Debate, begin stating if you are for or against each time.
  - b. Debate can be posted from the chair opening for debate until the cut-off time.
  - c. The motion will need a simple majority to pass.
  - d. Deferment. If enough complications arise, any principal officer can call for a sidebar discussion, concluding with a simple majority vote to defer the motion to the next executive board meeting.

# Spokane Fire Fighters Union Policy & Procedure #10

## State Convention Delegates

### Purpose:

Establish criteria and procedures for selecting Delegates and Alternates to the Washington State Council of Firefighters annual convention.

### Criteria:

1. Per Local 29 Constitution and Bylaws Article 7, The President, Local Vice President, Vice President(s), Secretary, and Treasurer, by virtue of election to their respective offices, shall be Delegates to the Washington State Council of Fire Fighters Convention
2. Further Delegates shall be chosen from the Executive Board members.
3. If more Executive Board members want to attend, then there are available delegates; delegates will be selected by board seniority. Any other Executive Board members wishing to attend may do so as an alternate.
4. If there are not enough members of the board able to attend and fulfill the role of delegate to the WSCFF Convention, members at large shall be elected by secret ballot of the membership

# Spokane Fire Fighters Union Policy & Procedure #11

## Travel

### Purpose:

Establish criteria, procedures, and compensation for members traveling on official union business.

1. Per Diem Criteria:
  - a. Sending L29 Members to Washington State Council of Firefighters (WSCFF) events.
  - b. Sending L29 Members to International Association of Firefighters (IAFF) events.
  - c. Sending L29 members to scheduled executive board approved events such as State Labor Council events.
2. Reimbursement Criteria
  - a. Sending L29 Members to Firefighter Line of Duty Death (LODD) funerals IAW the L29 LODD Policy.
  - b. Sending L29 Members outside Spokane for other unexpected Executive Board-approved union business that were not previously planned and/or budgeted for.

### Procedure:

1. General.
  - a. The L29 Secretary or designee will be your point of contact to coordinate your travel. The secretary may prescribe the Transportation and Lodging method to achieve financial responsibility to the membership (e.g. if you can fly across the country for \$1,000 or drive for \$3,000).
  - b. The L29 Treasurer or designee will issue a Per Diem after the return from an event. Checks may be issued before the event, subject to principal officer approval.
  - c. Reconcile with the L29 Treasurer or designee within ten days of return. Receipts are required for all reimbursements. If unable to produce a receipt, a memo describing the expense and amount signed by the traveler must be submitted to the Treasurer and a L29 trustee prior to reimbursement.
  - d. Travel expenses not covered by this policy must be submitted to the L29 Trustees and be approved by a simple majority vote before reimbursement.
2. Lodging will either be coordinated for you by the L29 Secretary, or they will give you instructions to coordinate the lodging for yourself:
3. Occupancy: One member per room for IAFF and WSCFF events. Members may be directed to share rooms or alternative lodging for LODD and other Executive Board-approved events.
4. Transportation.

1. Personal Vehicle. Will be compensated at the current government-approved rate from the Local 29 Union Hall to the site of the event. Parking fees will be reimbursed.
2. Rental vehicle. Must be authorized prior by the Secretary to receive reimbursement. Parking fees and fuel costs will be reimbursed.
3. Air. Must be authorized prior by the Secretary to receive reimbursement. Airport parking receipts may be submitted for reimbursement.
4. Local Conveyance. Bicycles, scooters, taxis, buses, trains, etc., for official business at the destination will be reimbursed.
5. Meals and Incidental expenses
  1. Per diem will be paid according to the GSA Meals & Incidental Expenses (M&IE) rates depending on the geographic location.
6. Work Replacements
  1. Any work replacement for Union Business shall be documented on the work replacements clipboard by the member trading off.
  2. Work Replacement checks shall be issued after the return from the event. Checks may be issued before the event, subject to principal officer approval.

# **Spokane Fire Fighters Union Policy & Procedure #12**

## **Membership Dues**

### **Policy:**

It shall be the policy of the Spokane Fire Fighters Union to collect Union dues from all members of Local 29 through payroll deduction.

### **Procedure:**

1. The Secretary and the President of Local 29, or designee, in cooperation with the Chief of the Spokane Fire Department, shall schedule a meeting with recruit firefighters in their first week of employment with the Spokane Fire Department.
2. The Secretary will develop membership packets, including the Local 29 payroll deduction authorization form and Local 29 initiation and membership form, Local 29 wall calendars, shift schedules, LEOFF II retirement information, a copy of Local 29's contract, and other pertinent information.
3. At the meeting, the President, Vice-President, Secretary, Treasurer, and Bargaining Unit VP will explain the history of Local 29 and dues check off to the recruits. The Treasurer will present that Local 29's dues will be deducted on the 1<sup>st</sup> paycheck of the month.
4. Initiation fees shall be paid in the amount of \$10.00 as required by the I.A.F.F. Constitution & By-laws; the Union shall pay this fee from the L29 general funds for each new member.
5. Dues shall be 1.13% of a senior firefighter's salary (without longevity) plus IAFF per capita, WSCFF per capita, plus any assessments voted upon by the membership for all members.



# **Spokane Fire Fighters Union Policy & Procedure #13**

## **Elections**

### **Policy:**

It shall be the policy of the Spokane Fire Fighters Union that elections for positions within Local 29 are held and that they will be consistent with Local 29's Constitution & By-Laws.

### **Procedure:**

1. Terms Of Office: See Local 29 Constitution and Bylaws Article XIII Section 1.
2. Manner in which nominations and elections are conducted:
  - a. Notice of nominations and elections shall be sent through U.S. mail 20 days before the regularly scheduled October Union Meeting.
  - b. Nominations shall be held at the regularly scheduled October Union Meeting.
  - c. Only members who have been in good standing for one (1) year before the October Union Meeting will be eligible to hold any office or be nominated for office.
  - d. Any member in good standing may nominate eligible members for office. The member must be in that unit if the position is for a bargaining unit-specific position.
  - e. Elections shall be by secret ballot, conducted as a referendum vote in a method selected by the President.
  - f. If the election is conducted using the ballot box, the President will determine the times and places that the ballot box will be available.
  - g. If the election is conducted by mail, the ballots must be mailed to the members no later than fifteen (15) days before the date they must be mailed back to be counted.
  - h. Write-in votes will not be permitted.
  - i. Any marks made outside of the box will cause the ballot to be invalidated.
  - j. If the ballot shows that the member voted for more than the allowed number of votes, e.g., the ballot reads, "Vote for Two," but the member marks boxes for three, the ballot will be invalidated.
3. Election Committee: A group of members in good standing with the Local, selected by the Election Chair, to count ballots. The Election Chair or their designee will be charged with the responsibility of the ballots.
4. The President shall appoint the Election Chair, who shall distribute and tabulate the ballots.
5. The Election Chair will be removed from the chair if that person is a candidate in the current election. The President will then appoint a temporary chair for said election.

6. Election Chair- The duties shall be supervising the Election Committee and Election Procedures as outlined in this policy and Local 29's Constitution & By-Laws.
7. The ballot title, election information, and the ballot itself will be the responsibility of the Election Chair or designee.
8. Information on the positions to be filled, with the incumbent's names listed, at the upcoming election will be on the Notice of Election that is sent to all of the members.
9. If the vote is to be conducted through the ballot box method, voting instructions will be on the ballot and clearly understandable.
10. If the vote is to be conducted by mail, voting instructions will be on the ballot and clearly understandable.
11. Members of Spokane Fire Fighters Union, Local 29, who are candidates for office shall not be involved in handling, distributing, collecting, or counting ballots during that specific election.
12. At the Union Office in care of the Local 29's Election Chair or designee, an official Local 29 voters register shall be established for each election (membership list) with the ballot box. In addition, an "absentee" registration and lost ballot registration numbered list shall be established. This list shall be numbered from one to fifty with corresponding numbered ballots. A separate absentee ballot shall be established. After registering a member, their name will be marked as voted on the register. Their official ballot will be pulled. The member must sign the register and deposit the ballot in the office Ballot Box. Should a member accidentally vote twice (lost ballot sent in), only the registered ballot will be counted.
13. Ballots:
  - a. The Election Chair, or designee, shall personally supervise the printing and stuffing of the ballots by the Election Committee.
  - b. The Election Chair or designee shall do ballot wording or language.
  - c. Each ballot shall state the following
    - i. Spokane Fire Fighters Union, Local 29 Official Ballot.
    - ii. Ballot title.
    - iii. The question before membership.
    - iv. The ballot choice "FOR" shall be listed first, followed by "AGAINST" or "YES" or "NO" or "ACCEPT" or "REJECT"•
  - d. Candidates for Spokane Fire Fighters Union, Local 29 Union office shall be listed in the order of their nomination at the regularly scheduled November Union Meeting.
  - e. The Secretary shall preserve the ballots and all other records of the election of Officers for two (2) years.
14. The members of the Election Committee will count the ballots, and the results shall be sent to the members through L29 communications and posted on Local 29's website. Immediately after the ballots have been counted, a statement noting the count's hours, date, place, and circumstances shall be written and signed by all participants and submitted to the Spokane Fire Fighters Union, Local 29's Executive Board. This statement shall be retained in the Union files. The President shall be notified of the election results after the count.
15. Ballot counting:

- a. After all the ballots have been collected, ballot counting can proceed.
  - b. Before counting, the member's name and signed ballot will be verified and checked off the official voter's registration list (absentee ballots and registered Union Office ballots shall be registered first.) by the Election Chair or designee. If another ballot is received, it will be handled in accordance with 4.6 of this policy.
  - c. The totals for the ballot stacks are retained by the Election Chair and totaled separately, then signed as a correct ballot count by one other committee member. This process ensures security for the final ballot count until it is reported to the membership.
16. Recounts: The following procedure must be followed if a candidate desires a recount after the results are reported to the membership.
  - a. Notify the Election Chair in writing that a recount is desired.
  - b. Designate a person to act on your behalf at the count.
  - c. The Election Chair will notify the opponent(s) of the recount request.
  - d. The opponent(s) will also select a person for representation at the recount. If they choose not to exercise this option, the Chair shall appoint a representative.
  - e. The Election Committee Chair or designee and the candidate's representatives will meet in the Union offices at a pre-agreed-upon time and conduct the recount. The recount results will be reported to the candidates and the Union Executive Board.
  - f. At no time will a candidate for a Union office be allowed to review or recount ballots in which they are a candidate.
17. Any irregularities in the election or any of the election procedures shall be brought to the attention of the Executive Board within ten days of the election. The Executive Board shall then hold a Special Meeting no later than 15 days after the election.
18. A majority of the Election Committee must attend the meeting. If there are any protests, the election will not be certified until the Executive Board's members not on the ballot have a meeting to pass judgment on the protests, and their decision is to be final even though they may not normally constitute a quorum.
19. The actual ballots will be locked in a locked box in a secure area at the Union Office for 15 days. The only person authorized to open this box will be the President of the Union (except when the President is involved in the election, the Vice President shall act for the President). If it is necessary to open this box, they must be accompanied by the members of the Election Committee that counted the ballots.
20. Absentee Ballots:
  - a. Absentee ballots shall be provided at the Union Office after closing the nominations. Absentee ballots will be legibly labeled ABSENTEE BALLOTS. They will be registered with the Election Chair as to who has an absentee ballot, so their ballot is removed from the mailing list.
  - b. Absentee ballots shall be available at the Union Office by appointment with the Elections Chair
  - c. All unused absentee ballots must be accounted for.
21. An official voter register (membership list) shall be established.

22. All balloting shall begin and end on the prescribed time frame outlined in #2 of this policy.

23. Ballot methods shall be as follows:

- a. If the ballot box method is used, the President will prescribe where the ballot box will be available for voting.
- b. If the ballots are to be mailed, the ballots shall be sent out no sooner than 15 days from the notice of an election. Ballots received on the day of the count will be included.
- c. If the ballots are to be accessed electronically, they will be available by each member through their member log-in on the Local 29 website.
- d. Ballots shall be counted by at least two (2) Election Committee members and double-checked for errors as outlined in this policy.
- e. It shall be the duty of the principal officer notified by the Election Chair to have the department-wide election notice transmitted to announce the election results.
- f. Validated ballots shall be retained for two (2) years after the votes have been counted (to include the fifteen (15) days security lock). Contract ratification ballots shall be retained for at least three (3) years.
- g. Sample voting instructions can be added to the voting ballot information or sent out as a notice if the need arises. These instructions shall state:
  - i. "There are a few simple rules that you will need to follow: You will receive one extra-large envelope marked OFFICIAL BALLOT. You will find a large self-addressed envelope and one small ballot envelope, plus voting information and a ballot."
  - ii. After you read the instructions, mark your ballot, place it in the small BALLOT ENVELOPE, and seal it. Next, place the small ballot envelope into the stamped/self-addressed envelope. Then print your name and assignment, sign and seal the self-addressed, stamped return envelope, and mail it. This is a secret ballot, and once the small ballot envelope is removed, it will be placed with other ballots to be counted all at once. Your printed name and signature are required to validate and record the election.
- h. Your ballot must be in the Union office, hand-delivered or by mail, by noon of the day that the votes will be counted.

# **Spokane Fire Fighters Union Policy & Procedure #14**

## **Union Membership Mailing List**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union that the Union's membership mailing list (Active and Retired) be for the sole use of the Spokane Fire Fighters Union.

### **PROCEDURE:**

The Spokane Fire Fighters Union membership mailing list shall not be given out to any person or organization without authorization from the Union's Executive Board. The Secretary or designee may send solicitation mailings if the Executive Board determines the mailing to benefit the membership. If approved by the Executive Board, specific promotions can also be sent out with the expense paid for by the solicitor. The newsletter editor or designee is authorized to use the membership mailing list through the Union's Secretary to mail the newsletter. The election committee is authorized to use the membership mailing list through the Union's Secretary for election and referendums approved by the Executive Board or the Union's Constitution & By-Laws. Unauthorized use of the Union's membership list is strictly prohibited.

# **Spokane Fire Fighters Union Policy & Procedure #15**

## **Spokane Firefighters Credit Union Dinner**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union to support the Spokane Firefighters Credit Union dinner.

### **PROCEDURE:**

1. The Executive Board members shall attend if possible.
2. The Union shall pay the cost to attend the dinner for the Executive Board members plus one guest each and emeritus members plus one guest each.
3. The Secretary shall coordinate with the Spokane Fire Fighters Credit Union to register each board member attending.

# **Spokane Fire Fighters Union Policy & Procedure #16**

## **Cell Phone Stipend**

### **Purpose:**

Establish a consistent procedure for paying stipends to executive board members, as having a functioning cell phone is essential to the positions.

### **Procedure:**

1. In January of each year, the Treasurer will write checks to each executive board member.
2. This amount is a stipend to help cover the costs of cell phones and monthly plans.
3. This stipend is considered a non-taxable benefit, and taxes will not be withheld by Local 29 as per IRS regulations.
  - a. Stipend Amount:
    - i. Principal Officers- \$1,850 per year.
    - ii. Executive Board Members and Bargaining Unit Vice Presidents- \$650 annually.
4. Any executive board member leaving their position prior to the end of the year will be required to reimburse Local 29 the prorated amount.
5. Any executive board member that begins their position after the beginning of the year will receive a prorated stipend.

# Spokane Fire Fighters Union Policy & Procedure #17

## Social Media

### Purpose:

Establish criteria and procedure for selection of Social Media Coordinator, and set down roles and responsibilities for social media communication

### Policy:

1. Goal of Local 29s Social Media Program:
  - a. To promote the role of Local 29 members in the community, increase community goodwill, promote the cause of labor, and create a platform that would allow Local 29 to communicate issues to the community when needed
2. Roles
  - a. President - appoints Social Media Coordinator (SMC) through interview process and executive board selection. Sets the overall general direction of messaging communicated through social media.
  - b. Communications Director - Generally the Secretary but may be shifted to another Principal Officer.
    - i. Directly supervises Social Media Coordinator.
    - ii. Safeguards and disseminates access and passwords to social media sites
    - iii. Supervises posts being developed and posted by the Social Media Coordinator
    - iv. Solely responsible for boosting of posts and development of online advertising campaigns.
    - v. Per previous board action manages an annual \$10,000.00 budget for boosting posts and online advertising.
  - c. Social Media Coordinator
    - i. The position shall be for a year term filled through appointment by the Executive Board.
    - ii. Posts on various social media platforms: currently, Facebook, Instagram, and Twitter.
    - iii. Must be willing to attend communications training as appropriate. Funding for training shall come from the PR fund.
    - iv. Responsible for posting 2 to 3 times weekly on each platform.
    - v. Responsible for developing campaigns around various yearly events (Thanksgiving, wildland safety, etc.)
    - vi. Utilize IAFF and WSCFF social media toolboxes to develop campaigns
    - vii. Communicate the good work Local 29 is doing in the community and on the street.



- viii. Promote Local 29 sponsored events
- ix. Monitor news sites to highlight incidents Local 29 members are a part of in order to highlight them on Local 29 platforms.
- x. Subjects for Posts are nearly unlimited; suggested postings, however, may include:
  - 1. Working Incidents
  - 2. Charitable events Local 29 is involved in
  - 3. Labor Issues
  - 4. Santa Sleigh
  - 5. Solidarity with other locals concerning LODD or other major incidents
  - 6. Endorsed Political Races

### 3. Code of Conduct

- a. The SMC shall try not to post any messages that would cause undue division among the membership.
- b. The SMC shall ensure that any messages posted on social media will not bring Local 29 in a negative light in the public.
- c. The SMC shall generally post messages that present Local 29 and its members in a positive light and showcase the work of Local 29 members in the community.
- d. The SMC shall be respectful in their postings and always consider how any given post would reflect on Local 29.
- e. The SMC shall keep copyright laws in consideration when using or reposting pictures or media from other sources.
- f. The SMC shall make every effort to post correct information. Any mistakes will be acknowledged and corrected immediately.

# **Spokane Fire Fighters Union Policy & Procedure #18**

## **L29 Clothing**

### **Purpose:**

To outline approved vendors and positional allotment of Local 29 specific apparel .

### **Procedure:**

All Local 29 apparel shall adhere to the IAFF's Logo policy, which reads: "Products licensed to display the (IAFF) logo must be union-made or, when union products are not available, made in the United States and Canada.

Each board member shall be entitled to 1 article of branded clothing per year of their term. The elected member may decide how he/she wants to apportion that article. The secretary shall make a yearly order and solicit orders from the board. Members may purchase additional articles at their own expense.

# **Spokane Fire Fighters Union Policy & Procedure #19**

## **Executive Board Votes**

### **Purpose:**

To capture two motions passed by the body to direct the business of our Union. Those motions were as follows:

1. MOUs affecting "The Body" be sent to a vote of the E-Board within the affected bargaining unit in an advisory capacity before being agreed upon by the union.
2. The board members' votes recorded at a board meeting to include Benevolent Fund votes be viewable to L29 members in good standing at the union office, this includes when a roll call vote is taken in accordance with Robert's Rules of Order.

### **Procedure:**

1. The negotiations team for Local 29 will negotiate MOUs and Supplemental Agreements with the employer. Before signing, however, there must be an advisory vote of the Executive Board to allow for discussion and concerns to be voiced for a more democratic process. The goal of this Union is to be transparent and to never negotiate behind closed doors anyway; obtaining the opinions of the Executive Board is always important. This procedure ensures that the process takes place.
2. To include the votes above, all votes done by the Executive Board can be moved by a board member to be taken as a roll call vote. All votes shall be recorded by the Secretary. The Union Meeting minutes will reflect Robert's Rules of tracking motions and results. E-board minutes can, however, be moved to be taken as a roll call vote to keep track of the results of each board member's vote. All vote tracking will only be made available to Local 29 members in good standing who wish to see them by appointment with the Secretary. Viewing will only take place in the Union Hall. These records can be viewed only. No recording or note-taking is allowed while viewing the Voting results.

# **Spokane Fire Fighters Union Policy & Procedure #20**

## **Use Of the Union Hall**

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union to provide the use of the Union Hall when authorized by the Executive Board of the Union.

### **PROCEDURE:**

1. If an active member of the Spokane Fire Fighters Union wishes to use the Union Hall, the request must meet the following provisions:
  - a. The function, meeting, or event must be:
    - i. Monitored by an active Local 29 executive board member.

# Spokane Fire Fighters Union Policy & Procedure #21

## Giving Funds to Other Unions

### **POLICY:**

It shall be the policy of the Spokane Fire Fighters Union to provide monies from the General Fund of the Union to requests from other AFL-CIO Unions when authorized by the Executive Board of the Union.

### **PROCEDURE:**

1. If an AFL-CIO Union wishes to solicit monies from the Spokane Fire Fighters Union or the Union wishes to give money to another AFL-CIO Union, the request must meet the following provisions:
  - a. The AFL-CIO Union must submit a written request through the Secretary.
  - b. Phone requests by an AFL-CIO Union to the Union must be made through the Secretary. The Secretary should request that the Union provide the request in writing.
  - c. The Secretary shall submit all requests to the Executive Board for approval.
  - d. A presentation by an active Union member may be submitted to the Executive Board in person at the Executive Board meeting.
  - e. A simple majority rules on all requests.

# **Spokane Fire Fighters Union Policy & Procedure #22**

## **Political Endorsements**

### **Purpose:**

Establish consistency with how Local 29 makes political endorsements.

### **Procedure:**

1. Local 29 will, in most cases, interview any candidate for any political office once a candidate has reached out to the Local 29 President or designee and asked for an endorsement. However, the interview could be denied if the candidate opposes an incumbent elected official who has previously received L29 endorsement and proven to have a strong record of supporting firefighters and labor.
2. Candidates will be scheduled for interviews with the executive board as soon as practical.
3. The Local 29 Executive Board is the identified Political Action Committee responsible for managing the PAC funds. The board will conduct the interviews and vote to endorse or take no action. The executive board will also decide on a contribution amount to give to the candidates that receive Local 29's endorsement.
4. The Local 29 Political Action Committee will communicate with other political action committees at the President's direction from those requesting contributions for ballot measures, independent expenditures, or any other financial request from our PAC to another PAC. The Committee will vote upon the decision to contribute.
5. Local 29 does not endorse Judges' races as it is often difficult to track where a judge stands with labor and to report back to the membership that they are getting value from their PAC dollars when spent on a judge.
6. An exception to the norm:
  - a. Per the motion made and passed by the body on 05/08/2018. The directive is for the entire body to vote for whom L29 endorses for Mayor via referendum vote with the executive board's recommendation.
  - b. This process will follow the above with some variance. The Candidates who run for Mayor will have until the filing deadline in May to be recognized as candidates. In carrying out its responsibility to recommend a candidate, the Executive Board will need to wait until all the candidates are known and then have the opportunity for each candidate to reach out to the Local 29 President to request an endorsement, but not later than the June board meeting. Those interviews will be scheduled as soon as possible so the Executive Board can do their work and make recommendations. An early endorsement could be offered at the direction of the Executive Board for incumbents or candidates that have long held the support of L29 in other elected offices. In all cases, the decision

for Mayoral endorsement will be sent out for a referendum vote. Once the membership has decided, the L29 Political Action Committee will determine the appropriate amount for contributions to the endorsed candidate.

# **Spokane Fire Fighters Union Policy & Procedure #23**