

POLICY MANUAL

of the

Ohio Association of Professional Fire Fighters

AFFILIATIONS
IAFF AFL-CIO



Organized December 20, 1918
COLUMBUS, OHIO

Updated October 4, 2012

PRODUCED AND PRINTED IN HOUSE BY THE OAPFF

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INTRODUCTION

The purpose of this manual is to provide a guide to the use of the services and operations of the OAPFF and used as a guide for officers and staff of the OAPFF.

OFFICES

The OAPFF maintains and operates an office in Columbus. The Columbus office is the office of the President, Director of Governmental Affairs, Director of Operations, and the Director of Member Services, and related work.

Currently the following officers and staff can be reached through the Columbus office:

Mark Sanders, President
Tom Rave, Retiree Vice-President
Larry Petrick, Director of Member Services
William Quinn, Director of Operations
Jim Carney, Director of Governmental Affairs
Joan Ferner, Office Manager

140 East Town Street, Suite 1225
Columbus, Ohio 43215

Phone: (614) 488-9920
Fax: (614) 488-9925

O.A.P.F.F. Executive Board

President	Mark Sanders 140 E. Town St. Suite 1225 Columbus, Ohio 43215 MSanders@oapff.org	(H) 513-367-5276 (O) 614-488-9920 (F) 614-488-9925 (C) 513-260-2381
Secretary/Treasurer	Mark Horton 3995 Broadway Lorain, Ohio 44052 MHorton@oapff.org	(C) 440-315-2952 (O) 440-233-4519 (F) 440-233-4519
V.P. 1st District	Roy Hollenbacher 150 St. Andrews Blvd. Lima, Ohio 45804 RHollenbacher@oapff.org	(H) 419-222-2909 (C) 419-230-0449
V.P. 2nd District	Phil Gauer 1101 Everbright Dr. Uniontown OH 44685 PGauer@oapff.org	(C) 330-472-2364 (H) 330-896-6193
V.P. 3rd District	Mike Taylor 615 Buena Vista Blvd. Steubenville, Ohio 43952 MTaylor@oapfff.org	(H) 740-264-3319 (S) 740-283-6166 (F) 740-264-9719 (C) 740-381-6374
V.P. 4th District	Jon Harvey 333 S. Cherry St. Germantown OH 45327 JHarvey@oapff.org	(C) 937-654-2581
V.P. 5th District	Joe Richard 5228 Plumwood St. Columbus, Ohio 43229 JRichard@oapff.org	(H) 614-899-7986 (S) 614-464-4080 (O) 614-481-8900 (C) 614-519-7968
Retiree Vice-President	Tom Rave 6463 Paint Creek Four Mile Rd. Camden, Ohio 45311 TRave@oapff.org	(H) 937-452-3621 (O) 614-488-9920 (F) 614-488-9925 (C) 937-475-1668
Trustee	Jeffery K. Moore 109 Waverly Place Lorain OH 44052 iaffmgoh@yahoo.com	(C) 440-670-0303
Trustee	Patrick M. Gunn 3365 Greencrest Ct. Cincinnati OH 45248 gunny@fuse.net	(C) 513-476-4226 (H) 513-922-0008
Trustee	Jeff Younkins 915 State Route 7 NE Brookfield OH 44403 JYounk@sbcglobal.net	(C) 330-720-2342
Sergeant-at-Arms	Dan Mitsch 2920 Mapletree Ct. Cincinnati, Ohio 45236 mitsch681@fuse.net	(H) 513-791-4243 (C) 513-266-0641

LOCAL OFFICER CHANGES

When new officers are elected, an 'Officer Update' form shall be filled out completely and submitted to the Columbus office as soon as possible. This form may be obtained from the OAPFF website (OAPFF.org), by contacting your District Vice-President, or through the Columbus office.

MEMBERSHIP CHANGES

Membership changes are reported on the Monthly Per Capita Report. When reporting a new member(s), a complete home address shall be included. Address changes are also submitted on the Monthly Per Capita Report.

MONTHLY PER CAPITA INSTRUCTIONS

Per capita statements are mailed once every three months (see examples for correct method of filling out statements). You may pay for more than one month at a time by checking the appropriate month on the form. Return the top portion of the form along with payment to the Columbus Office, 140 East Town Street, Suite 1225, Columbus OH 43215. Retain the bottom portion for your records.

Address corrections for per capita statements are made by drawing a line through the old address and printing the new address next to the old (see sample). However, if more than the mailing address is changing, an Officer Update form shall be completed (see above).

Per capita shall be as voted at conference with the current amount printed on the per capita statement.

For each new member add \$1.00 initiation fee along with their first month's per capita. Include complete name and home mailing address for each new member. If additional space is needed, additional information may be attached to the per capita form.

In June of each year a form will be mailed to all locals with Retired-Active members. This form shall be completed and returned along with the July per capita payment (see Constitution and By-Laws Article X, Section 4, Paragraph 2).

LOCAL OFFICERS/ADDRESS UPDATE

LOCAL # _____

LOCAL NAME _____

PRESIDENT

Name _____

Address _____

City & Zip _____

Phone: (Station) _____

(Home) _____

(Fax) _____

(Other) _____

e-mail _____

VICE-PRESIDENT

Name _____

Address _____

City & Zip _____

Phone: (Station) _____

(Home) _____

(Fax) _____

(Other) _____

e-mail _____

SECRETARY

Name _____

Address _____

City & Zip _____

Phone: (Station) _____

(Home) _____

(Fax) _____

(Other) _____

e-mail _____

TREASURER (send per capita forms to)

Name _____

Address _____

City & Zip _____

Phone: (Station) _____

(Home) _____

(Fax) _____

(Other) _____

e-mail _____

PLEASE PRINT OR TYPE. DO NOT INCLUDE HOME ADDRESS UNLESS THAT IS WHERE YOU WANT OFFICIAL MAIL SENT.

PLEASE FILL OUT AND RETURN AS SOON AS POSSIBLE FOR OUR RECORDS.

SEND TO: OAPFF
Attn: Joan Ferner
140 E. Town Street, Suite 1225
Columbus, Ohio 43215

E-MAIL: Joan@oapff.org

OR FAX TO: (614) 488-9925

OHIO ASSOCIATION OF PROFESSIONAL FIRE FIGHTERS
140 E Town St., Suite 1225
COLUMBUS, OH 43215-5125
PHONE (614) 488-9920

MONTHLY PER CAPITA REPORT



This report must accompany the remittance of monthly per capita; the per capita rate for **LOCAL UNIONS** is listed below. Any Local not paying its per capita on or before the 15th of the following month shall be notified of the fact by the Secretary/Treasurer of the Association, and, if at the end of three months it is still in arrears, it shall become suspended from membership. **INITIATION FEE FOR NEW MEMBER IS \$1.00 PER MEMBER**

Any Local Union not reporting its full membership for per capita purposes shall be subject to expulsion. Locals paying 1/2 per capita on active retiree members are required to submit to the Secretary/Treasurer an affidavit signed by the President and the Secretary of the Local showing the names and addresses of active retirees members and date of retirement. This affidavit must be resubmitted annually and attached to the July per capita report.
In lieu of Active/Retired Status, retirees my join the OAPFF Retiree Organization. Dues are \$18.00 per year.

Jeffrey Smith, Treasurer
Local 6000, Someplace Twp.
222 Maple St. 111 Main St.
Someplace, OH 45000

ADDRESS CORRECTION: DRAW A LINE THROUGH OLD ADDRESS AND PRINT NEW ADDRESS IN OPEN SPACE.

August' 2008 Rates: \$8.01 Active, \$4.01 Retired Active

	Number of Active Members	Number of Retired/Active	Initiation Fee \$1.00	New OAPFF Retiree Org. Members \$18.00	Amount of Payment
<input type="checkbox"/> JANUARY					\$ -
<input type="checkbox"/> FEBRUARY					\$ -
<input type="checkbox"/> MARCH					\$ -
<input type="checkbox"/> APRIL					\$ -
<input type="checkbox"/> MAY					\$ -
<input type="checkbox"/> JUNE					\$ -
<input checked="" type="checkbox"/> JULY	10		1		\$ 81.10
<input checked="" type="checkbox"/> AUGUST	10				\$ 80.10
<input type="checkbox"/> SEPTEMBER					\$ -
<input type="checkbox"/> OCTOBER					\$ -
<input type="checkbox"/> NOVEMBER					\$ -
<input type="checkbox"/> DECEMBER					\$ -
				TOTAL	\$ 161.20

MEMBERSHIP INFORMATION – ATTACH ADDITIONAL SHEETS IF NECESSARY

NEW, TRANSFERRED, & REINSTATED MEMBERS (ADD \$1.00 INITIATION FEE)

Bill Brown 27 E Town St. Someplace OH 45000

CHANGE OF ADDRESS

CHANGE OF OFFICERS (INCLUDE ADDRESS & PHONE NUMBER FOR OFFICIAL MAILINGS)

NEW RETIREES – RETIRED/ACTIVE ADD 1/2 PER CAPITA, OAPFF RETIREE ORG. ADD \$18.00 PER YEAR

John Jones - retired 6-30-08

TOP: MAIL WITH REMITTANCE
 BOTTOM: RETAIN FOR LOCAL RECORDS

Jeffrey Smith 8-1-08
 SECRETARY/TREASURER DATE

LOCAL NAME Someplace Twp LOCAL NUMBER 6000
 NUMBER ACTIVE 10 NUMBER RETIRED ACTIVE 0
 OAPFF RETIREE ORG. 0 INIT&CHARTER FEES 1.00
 TOTAL REMITTED \$161.20 CHECK # 2981 DATE 8-1-08
 SEPARATE AT PERFORATION AND RETAIN FOR LOCAL RECORDS.

NOTES
 new - Bill Brown
 retired - John Jones

OAPFF EXPENSE POLICY

The following are approved monthly expenses for the OAPFF Executive Board and Department Directors:

- High speed internet connection
- AAA Premier
- One basic home phone line, voice mail, and incurred long distance fees.
- Necessary office supplies
- Dry cleaning
- Mileage at the current IRS rate
- Cell phone fees if not on group plan, at a rate to be determined by the Secretary/Treasurer
- Participation in Local Affiliate activities
- Non-receipted items must have a note of explanation
- With the approval of the OAPFF President, a daily allowance equal to the current IAFF rate (\$80 as of August 2012) for those attending IAFF, OAPFF, or AFL-CIO functions where overnight travel is involved, shall be provided to cover other out-of-pocket expenses not enumerated in this policy
- All other legitimate expenses incurred while performing their duties. Legitimate expenses to be determined by OAPFF President.

The following are approved monthly expenses for the OAPFF Trustees and Sgt-at-Arms:

- Per Diem at the approved rate
- High speed internet connection
- AAA Premier
- Dry cleaning
- Mileage at the current IRS rate
- Cell phone fees if not on group plan, at a rate to be determined by the Secretary/Treasurer
- Non-receipted items must have a note of explanation
- With the approval of the OAPFF President, a daily allowance equal to the current IAFF rate (\$80 as of August 2012) for those attending IAFF, OAPFF, or AFL-CIO functions where overnight travel is involved, shall be provided to cover other out-of-pocket expenses not enumerated in this policy
- All other legitimate expenses incurred while performing their duties. Legitimate expenses to be determined by the OAPFF President.

Upon approval by the OAPFF President the following are approved monthly expenses for OAPFF committee member

- Per Diem at the approved rate
- Mileage at the current IRS rate
- Actual meal expenses
- All other legitimate expenses incurred while performing their duties. Legitimate expenses to be determined by the OAPFF President.
- Non-receipted items must have a note of explanation

Per Diem:

Per diem for the OAPFF Trustees and Sgt-at-Arms shall be at a rate of one-half (1/2) the IAFF per diem rate.

Per diem for the OAPFF Director of Governmental Affairs shall be at the IAFF per diem rate.

Per diem for OAPFF Standing Committee members and members of any OAPFF committee approved by the Executive Board shall be at a rate of one-third (1/3) the IAFF per diem rate.

Elected Officers and Department Directors are required to use the specified expense reporting system as approved by the Secretary/Treasurer. Expenses and Activity Reports are due to the Secretary/Treasurer on the 24th of each month.

Account / Expense Review

The OAPFF Trustees shall perform a six month financial review between the annual audits. Prior to each regularly scheduled OAPFF Executive Board meeting, the Trustees shall review activity reports submitted for the interim period between the two previous Executive Board meetings. After the review for each period is completed, the trustees shall report findings to the OAPFF Executive Board.

OAPFF EQUIPMENT POLICY

The OAPFF shall maintain a central office with all necessary equipment and supplies.

OAPFF Executive Board members (excluding the Trustee's) shall establish a home office and the OAPFF shall provide the following equipment: a printer/fax/scanner, a laptop computer, cell phone, (cell phones shall be on OAPFF plan or reimbursed at a rate equal to the average paid on the OAPFF plan) answering machine, filing cabinet, and any other items deemed necessary by the Secretary/Treasurer. Office supplies, incidentals, phone service, and internet service shall be an approved monthly expense for maintaining the home office.

OAPFF Staff shall be provided with a cell phone, (or reimbursed at the average rate paid on the OAPFF plan) laptop and any other items deemed necessary by the Secretary/Treasurer.

All equipment issued from the OAPFF shall be accounted for on the approved OAPFF form (Appendix B). The form shall be kept up to date with the office manager and shall be a part of the annual audit conducted by the Trustee's.

In the event that equipment would need to be repaired, replaced, or upgraded the Secretary/Treasurer shall be immediately notified. The Secretary/Treasurer will determine how items shall be repaired or replaced.

All equipment is the responsibility of the member it is issued to. Lost, stolen or damaged equipment must be reported to the Secretary/Treasurer. If assigned equipment is lost, stolen or damaged it shall be the responsibility of the member to replace it.

All phones on the OAPFF plan include insurance. If a phone is stolen a police report will be required for a claim on the OAPFF plan. If more than 2 claims on a phone are made in one year the insurance company cancels coverage and the member is personally responsible for replacement. If member is not on the OAPFF plan they are responsible for their phone replacement.

OAPFF Executive Board members not reelected, or OAPFF Staff no longer employed, shall return all equipment issued in working condition. Equipment not able to be returned in working condition or equipment unaccountable for shall have a value assigned to them by the Secretary/Treasurer and said value charged to the member. Equipment deemed unusable to the OAPFF by the Secretary/Treasurer shall have a value assigned to them and offered to the member for purchase. Equipment with no value shall be disposed of.

EDUCATIONAL SEMINAR POLICY

The OAPFF shall conduct a minimum of one state-wide Educational Seminar per year. Subject matter shall be determined by the OAPFF Executive Board and staff and must be determined to be beneficial to membership. Other state-wide or regional trainings may be conducted at the request of the OAPFF District Vice Presidents. All trainings must be cost effective as determined by the OAPFF Executive Board. Newly formed locals, for a period of twelve (12) months from their initial affiliation, will be permitted to have in attendance a maximum of two (2) members from their local at any OAPFF sponsored educational seminars and all registration fees, if any, shall be waived. In the event that a local's affiliation and the timing of the OAPFF Educational Conference prohibit the local from attending, the twelve (12) month period may be extended to allow the local to attend the next annual Educational Seminar.

OAPFF BIENNIAL CONFERENCE POLICY

Conference Guidelines and responsibilities for the OAPFF and Host Local

Host Local Responsibilities

- The Host Local shall assign a liaison from the conference committee for communication with the OAPFF President and/or Secretary/Treasurer or their designee for conference planning and conference operation
- Host Local responsibilities
 - Hotel (150 +/- sleeping rooms) secured at least 12 months prior to the date of conference
 - The Host Local shall coordinate the assignment of special hotel rooms (suites, etc.) with the OAPFF
 - Copy machine and paper adequate for conference needs
 - Printing of name badges by a union printer (to be received at the OAPFF office a minimum of 15 days prior to conference)
 - The Host local shall provide to the OAPFF a minimum of 5 members per day for floor assistance and general needs
 - Setting up opening ceremony and scheduling local dignitaries
 - Welcome event (not necessarily on the opening night of conference)
 - Ordering and purchasing all supplies and promotional items for attendees with approval of OAPFF President
 - Office for the OAPFF and five (5) breakout rooms
 - The Host Local's Treasurer shall be assigned to the conference Credentials Committee
 - The Host Local shall provide a gavel to be presented to the OAPFF President at the end of opening ceremonies

Host Local Responsibilities (cont.)

- Transportation for VIP's
- Conference book (ads) optional – to raise funds to offset conference cost
- No social event scheduled shall interfere with regularly scheduled business

ALL PLANS MUST BE COORDINATED THROUGH AND APPROVED BY THE OAPFF

OAPFF Responsibilities

- OAPFF Responsibilities
 - Legislative Reception (if planned)
 - Registration
 - Sleeping rooms for OAPFF Officers and Staff
 - Meeting rooms
 - Conference books and related materials necessary for conference business

DISTRICT VICE PRESIDENT

Job Description

The District Vice Presidents of the Ohio Association of Professional Fire Fighters shall be charged with the following duties:

1. The District Vice President shall be a voting member of the Executive Board, setting direction and policy of the OAPFF throughout the State of Ohio.
2. The District Vice President shall be the OAPFF Executive Board representative for their respective District.
3. The District Vice President shall be vested with full power and authority to establish and affiliate local unions under the jurisdiction of the Ohio Association of Professional Fire Fighters; to obligate and initiate members and install officers.
4. The District Vice President shall upon request, and if their availability allows, assist local affiliate leadership with contract negotiations, grievances, disciplinary matters, mediation, fact-finding hearings as well as contract arbitration preparation and hearings.
5. The District Vice President shall recommend for appointment, District Representatives and Committee Members to the President.
6. The District Vice President shall, in conjunction with and coordinated through the OAPFF Director of Research & Education, work to educate local leaders through interaction, district seminars or OAPFF training seminars or other appropriate opportunities.
7. The District Vice President shall facilitate and coordinate with Local Affiliate leaders in accessing the services of the OAPFF and IAFF.
8. The District Vice President shall, in accordance with the OAPFF Constitution & By-Laws, hold meetings within their respective Districts, no less than twice per year.
9. The District Vice President shall act in accordance with the OAPFF & IAFF Constitution & By-Laws.
10. The District Vice President shall assist locals in filings, hearings and other matters before the State Employment Relations Board.
11. The District Vice President shall attend, when available, Local functions that are held within the District.
12. The District Vice President shall perform other functions and duties as authorized by the President.

RETIREE VICE-PRESIDENT

Job Description

The Retiree Vice-President of the Ohio Association of Professional Fire Fighters shall be charged with the following duties:

1. The Retiree Vice-President shall be responsible for organizing new Retiree Locals.
2. The Retiree Vice-President shall monitor and coordinate pension and Workers' Compensation issues.
3. The Retiree Vice-President shall promote further retiree involvement with the OAPFF through social functions.
4. The Retiree Vice-President shall attend district meetings.
5. The Retiree Vice-President shall assist with special events.
6. The Retiree Vice-President shall act in accordance with the OAPFF Constitution & By-Laws.
7. The Retiree Vice-President shall monitor and attend Ohio Police & Fire Pension Fund meetings and other relevant governmental meetings and seminars.
8. The Retiree Vice-President shall perform other function and duties as authorized by the president.

DIRECTOR OF GOVERNMENTAL AFFAIRS

Job Description

The Director of Governmental Affairs of the Ohio Association of Professional Fire Fighters shall have the following responsibilities:

1. The Director shall identify and track pending and proposed legislation, and rule changes that affect the membership, in the Ohio General Assembly and the United States Congress.
2. At the discretion of the President, the Director shall research, document, write, and present proponent, opponent, and interested party testimony for bills that have been identified.
3. The Director shall identify and coordinate additional witnesses for testimony to the Ohio General Assembly.
4. The Director shall prepare and present all appropriate communications with the Ohio General Assembly and the Ohio Delegation to the United States Congress.

5. The Director shall prepare and present a legislative report to the Executive Board and make the report available to the membership and at District meetings.
6. The Director shall serve as Chairperson of the Standing Legislative Committee.
7. The Director shall serve as political strategist and advisor to the Executive Board.
8. At the discretion of the Executive Board and with the advice of the Legislative Committee, the Director shall prepare and implement endorsement procedures and make endorsement recommendations to the Executive Board for approval.
9. At the discretion of the Principle Officers, the Director shall identify and recommend campaign contributions to candidates and issues from Political Action Committee and Political Contributing Entity funds for approval by the Principal Officers.
10. The Director, with the advice of the Legislative Committee and approval of the Principle Officers, shall prepare and implement PAC fundraising plans.
11. At the direction of the President, the Director shall coordinate political operations. The Director shall attend political meetings, candidate forums and events and carry out the political directives and activities of the organization. At the approval of the President, the Director shall be allowed the appropriate per-diem rate for approved specified political activities.
12. At the discretion of the Principle Officers and at the request of the Director of Research and Education, the Director shall assist in training and educating the membership in campaign finance, the legislative process and lobbying.
13. At the discretion and direction of the President, the Director shall coordinate the support of OAPFF endorsed federal candidates with the International Association of Fire Fighters Department of Governmental Affairs.

DIRECTOR OF GOVERNMENTAL AFFAIRS

Policy for Services Through the Office of Governmental Affairs

All requests for information, services or assistance from locals should be processed by a local principal officer through the respective Vice-President. When a local contacts the Director of Governmental Affairs directly, the appropriate Vice-President will be notified. Copies of any correspondence concerning a Vice-President or his District written by any member will be sent to the District Vice-President concerned.

DIRECTOR OF OPERATIONS

Job Description

The Director of Operations of the Ohio Association of Professional Fire Fighters shall be charged with the following duties:

1. The Director shall be responsible for collecting information and data which is appropriate to help member local unions.
2. The Director shall be responsible for organizing the above information and data in a manner which will be useful and effective for the membership, local union, and OAPFF Executive Board and staff to use.
3. The Director shall be responsible for monitoring actions being taken by the Ohio State Employment Relations Board (SERB) and advising the Executive Board of same.
4. The Director shall be responsible for establishing and maintaining a uniform procedure for service delivery.
5. The Director shall assist Locals, Vice-Presidents, Executive Board, and Staff with technical assistance concerning SERB filings, negotiations, grievance arbitration, impasse, and other matters which are determined to be of need by the OAPFF President and Executive Board.
6. The Director shall be responsible for monitoring neutrals and the awards issued by those neutrals.
7. The Director shall develop uniform contract language.
8. The Director shall coordinate the OAPFF Educational Seminars for the instruction of local leaders.
9. The Director shall work under the direction of the OAPFF President and Executive Board and shall work primarily out of the OAPFF Columbus office.
10. The Director shall be responsible for producing and distributing to all locals, board members and staff, periodic informational updates.
11. The Director shall give a report at Executive Board meetings and attend district meetings.

DIRECTOR OF OPERATIONS

Policy for Services Through the Office of Director of Operations

All requests for information, services or assistance from locals should be processed by a local principal officer through the respective Vice-President. When a local contacts the Director of Operations directly, the appropriate Vice-President will be notified. Copies of any correspondence concerning a Vice-President or his District written by any member will be sent to the District Vice-President concerned.

Locals must notify and copy their Vice-President of any filings with the State Employment Relations Board (SERB). It is advisable that locals copy the Director of Operations on all SERB filings except routine Notices to Negotiate.

Local unions, in order to receive assistance from the Director of Operations should insure the following so that proper and correct information is forwarded:

1. The local has filed a signed copy of their current collective bargaining agreement with their Vice-President and a signed copy with the Director of Operations, or has insured that a current copy of their CBA is available on the Ohio SERB website.
2. The local is current in the SERB contract data base;
3. No later than 6 months prior to contract expiration the local should start to assemble comparable contracts and information;
4. As soon as practicable upon completion of negotiations, submit the number of contracts specified in number 1 above. and,
5. Upon filing of a Notice to Negotiate, the local should notify their OAPFF Vice-President.

If information is current and correct from all our locals, then the information requested when your local needs it will be more useful and reliable for use in your negotiations.

DIRECTOR OF MEMBER SERVICES

Job Description

The Director of Member Services of the Ohio Association of Professional Fire Fighters shall be charged with the following duties:

1. The Director shall be responsible for collecting and disseminating pertinent information concerning health, safety and EMS for fire fighters in the OAPFF.
12. The Director shall be responsible for providing information to Locals, Executive Board, Vice-Presidents and staff.
13. The Director shall coordinate with the Director of Operations the organizing of seminars and training on the above topics.

The Director shall be responsible for research in the following areas concerning fire fighters:

- A. Workers' Compensation
 - B. Pension
 - C. Emergency Medical Services
 - D. Safety & Health
 - E. OSHA/NFPA Standards
6. The Director shall work under the direction of the OAPFF President and Executive Board and shall work primarily out of the OAPFF Columbus office.
 7. The Director shall give a report at Executive Board meetings and district meetings.

Policy for Services from the Director of Member Services

All requests for information, services, direct involvement, or assistance regarding grievances, negotiations and/or arbitration from Locals should be processed through the respective Vice-President. A local union principal officer should make the contact. Copies of any correspondence concerning a Vice-President or his District written by any member will be sent to the District Vice-President concerned.

Requests for information should be made in a timely fashion. Should a local union need printing of information held in the Member Services Director's office, appropriate time must be given to reproduce the documents.

Requests for the Member Services Director to provide testimony at hearings, fact-findings, conciliation or arbitration should be made to the respective Vice-President who will forward the request to the President for approval.

Locals are urged to respond timely and submit information requested by the Director in order to facilitate service requests.

OAPFF PENSION/WORKERS' COMPENSATION REPRESENTATIVE

Job Description

The Representatives of the Ohio Association of Professional Fire Fighters will be responsible for following this procedure:

OAPFF Representatives shall submit a monthly activity report to the OAPFF Retiree Vice-President on the standard form provided.

The respective District Vice-Presidents shall be notified of cases in their district.

The Representatives shall attend district meetings as authorized by the OAPFF President.

The OAPFF Representatives will assist with educational efforts in order to train Local affiliated representatives in proper methods and procedures.

The OAPFF Representatives shall work in conjunction with the OAPFF Retiree Vice-President, who will be the coordinator. Remuneration will be set by the OAPFF Executive Board with appropriate expenses covered and equipment deemed necessary by the OAPFF Secretary/Treasurer per policy.

The OAPFF Representatives shall have knowledge of a network of qualified attorneys who are willing to assist our members as needed. The OAPFF will supply the names of the qualified attorneys. The member will be responsible for contacting and engaging the attorney and also be responsible for any fees.

For Workers' Compensation:

Initial Injury: The member or Local Representative is responsible for filing the claim form with the State. Any questions from the local representative regarding the form should be referred to an OAPFF Representative for assistance. The member and Local Representative are responsible for filing the form, representation at the District Hearing level, or in permanent partial disability determinations. On certain cases (occupational disease, heart or lung disease, heart attacks, severe trauma, multiple injuries or death) the Local Representative or Local President should contact the OAPFF at the earliest possible time to inform all parties of the issue and to secure appropriate representation.

District Hearing Level: This is normally the responsibility of the Local Representative and any questions regarding this procedure should be referred to an OAPFF Representative as soon as possible.

Appeal Hearings: It is essential on all appeals that may require advanced representation that the member's local notify the OAPFF immediately upon receipt of a notice of hearing or employer/administrator appeal. This is in order to assure that appropriate representation can be secured for the member. All appeals handled by the OAPFF should be handled with the assistance of the Local Workers' Compensation Representative.

Retired Members: Members of the OAPFF Retiree Organization shall, as a condition of membership, be provided the benefit of Workers' Compensation representation. If a

member retires in good standing from the IAFF and the OAPFF, the OAPFF may continue to provide the benefit of Workers' Compensation representation. The representative will encourage membership in the OAPFF Retiree Organization.

For Pension:

The OAPFF Representative may be involved from the onset with any application for disability pension with the Ohio Police and Fire Pension Fund filed by a member of this organization.

OAPFF Representatives shall give instruction on the proper method of completing OP&F disability applications and other relevant forms.

Members of the OAPFF Retiree Organization shall, as a condition of membership, be provided the benefit of Pension representation. If a member retires in good standing from the IAFF and the OAPFF, the OAPFF may continue to provide the benefit of Pension representation. The representative will encourage membership in the OAPFF Retiree Organization.

The OAPFF Representative should (if no Local Union Pension Representative is available) be involved from the onset with any application for disability pension through the Ohio Police and Fire Pension Fund filed by a member of this organization. This policy does not preclude an OAPFF member from seeking a private representative if they desire.

OAPFF Representatives shall give instruction on the proper method of completing an OP&F disability pension application and assisting in filing such application in a timely manner.

OAPFF Representatives are authorized to represent members on Pension Appeals. When representing members in Columbus on appeals, District Representatives shall be eligible for legitimate expenses (e.g. meals, mileage) and per diem while performing this duty.

Policy for Services of OAPFF Pension/Workers' Compensation Representative

All requests for information, services or assistance from locals should be processed by a local principal officer through the Retiree Vice-President. When a local contacts the OAPFF Representative directly, the appropriate District Vice-President will be notified. Copies of any correspondence concerning a Vice-President or his District written by any member will be sent to the District Vice-President concerned.

OAPFF DISTRICT BOUNDARIES

The First District shall consist of the following counties: Allen, Ashland, Auglaize, Crawford, Defiance, Fulton, Hancock, Hardin, Henry, Logan, Lucas, Marion, Mercer, Morrow, Ottawa, Paulding, Putnam, Richland, Sandusky, Seneca, Van Wert, Williams, Wood and Wyandot.

The Second District shall consist of the following counties: Cuyahoga, Erie, Holmes, Huron, Lorain, Medina, Summit and Wayne.

The Third District shall consist of the following counties: Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Geauga, Guernsey, Harrison, Jefferson, Lake, Mahoning, Portage, Stark, Trumbull and Tuscarawas.

The Fourth District shall consist of the following counties: Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Greene, Hamilton, Highland, Miami, Montgomery, Preble, Shelby and Warren.

The Fifth District shall consist of the following counties: Athens, Delaware, Franklin, Fairfield, Gallia, Hocking, Jackson, Knox, Lawrence, Licking, Madison, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Union, Vinton and Washington.



District Meeting Guide

Introduction

This document is intended to serve as a guideline to the host Local conducting the OAPFF District meeting. The contents of this document are intended for the Local President, or Presidents if the event is hosted by two (2) or more affiliates, and those who are responsible for coordinating the event. The topics covered include the following:

- OAPFF Constitution & By-Laws
- Registration
- Meeting Space
- Audio-Visual Requirements
- Recreational Activities
- Social Hour
- Meal Requirements
- Meeting Protocol
- Lodging Logistics
- Costs / Financial Liability
- Notification to District Locals
- Door Prizes / Raffles

OAPFF Constitution and By-Laws

The Constitution & By-Laws of the OAPFF addresses the matter of District meetings.

In accordance with Article VIII – Duties of Officers; Section 2 – Vice President, the language reads, “They shall hold district meetings of the Local Unions in their districts at least twice a year.” The list of other officers and staff who may attend are as follows:

- IAFF 8th District Vice President
- OAPFF President
- OAPFF Secretary-Treasurer
- OAPFF District Vice President
- OAPFF Retiree Vice President
- OAPFF Trustees
- OAPFF Sgt-at-Arms
- OAPFF Emeritus Officers
- Director of Research & Education
- Director of Safety, Health & EMS
- Director of Legislative Affairs
- District Work Comp / Pension Rep

Others who may attend the District meeting include guests such as Trustees from the Ohio Police and Fire Pension Fund, representatives from MDA, representatives from the OAPFF 457 Plan, and others as issues or appropriate services are developed and offered.

Registration

Registration is facilitated by the Host Local. Once the notice has been sent to the Local Affiliates announcing the meeting, the Host Local should be prepared to begin receiving RSVP's from attending Locals. A registration form (sign in sheet) will be provided to the Host Local(s) by the District V.P. On the night of the meeting, registration should be set-up at the entrance to the facility that ensures all persons attending pay the registration fee. This includes all IAFF and OAPFF officers and staff. The registration fee is set by the Host Local and the District Vice President. Those who are conducting the registration will need the ability to issue receipts to the members attending.

Meeting Space

The meeting space frames the District Meetings atmosphere. Meeting space configuration should be large enough to facilitate all who are in attendance to be seated at tables. The front of the meeting space should have a dias or tables set to accommodate the Host Local(s) officers and OAPFF/IAFF officers and staff. There should be a podium with a public address system should the size of the event and/or meeting space require one. Ideally the seating arrangement should be where a group of six to eight participants are seated comfortably at each table. Auditorium style or stadium seating should be avoided since interaction is difficult in these types of seating arrangements. Meeting spaces can include a variety of facilities from Union halls, activity centers, clubhouses, hotel meeting rooms, vacation/resort facilities, State Parks, service clubs (Elks, Moose, Eagles) veteran's centers (American Legion, Amvets, VFW) community centers or golf course clubhouses. Fire Department training rooms or similar facilities would not be appropriate and should be avoided. The meeting space is a key element of a successful business meeting. In selecting the location, the ability to have alcoholic beverages served/consumed on the premises during the "social hour" should not be overlooked.

Audio-Visual Logistics

The IAFF or OAPFF Officers, Staff or guests may require the use of different audio-visual material in the presentation of their reports. Typically, should the need for this type of support be required the District Vice President will notify the Host Local well in advance of the event. However, the Host Local should early in the preparation and planning of the event identify where possible required audio-visual equipment and supplies can be located and utilized should the need arise. The following are samples of audio-visual equipment that may be required:

- A means of displaying video material. This can either be accomplished with multiple televisions linked to a single video-cassette/DVD player or a large screen with a presentation projector linked to a video-cassette/DVD player. The screen must be of ample size and placed in a location so that all participants have an unobstructed view of the presentation. An audio system must be sufficient so that all participants may hear the presentations.

- A means of displaying PowerPoint presentations: Similar to the video presentations, this can be accomplished in concert with the video display assets and audio system. Those presenters requiring this type of audio-visual support will be providing their own notebook computers.
- Voice amplification: A public address system may be required depending on the size of the facility.

Recreational Activities

The Host Local is encouraged to arrange for some sort of recreational activity for members of the District to participate in prior to the business events of the day. The most common of these events are a golf outing. This works especially well if the Host Local has secured the clubhouse of the golf course for the business meeting. Other activities could include a shooting game such as sporting clays or trap, bowling, poker tournament, etc. This is a relatively new addition to the District meeting event and is not mandatory. However, for those Locals who have put the effort into planning such an event, the addition was a success worth the endeavor.

Social Hour

The social hour provides an important function creating an atmosphere and forum for participants to network with one another prior to the business meeting. The social occurs during the early evening immediately following the recreational activity, should there be any. Requirements are as follows;

- Refreshments, snacks and/or hor'dourves should be available to the membership.
- The social shall be conducted in a private setting. Meaning, the social will not be open to the general public or conducted in a public establishment. This does not limit the Host Local(s) to have the social, the dinner and meeting in a public restaurant. This condition would simply warrant the use of a private party room. Similarly, Host Locals have used the following spaces for their socials: Private hotel reception rooms with light food and beverages, browsing in museums and places of interest, outdoor barbeques in a limited access location, and of course those areas outlined in the "Meeting Space" section of this guide.
- Settings that are prohibited for the program's social would include using the hotel bar as meeting place while the area is open to the general public.

Sponsorship is encouraged. If the Host Local(s) has a relationship or is building a relationship with a local vendor, point of interest, restaurant, hotel, etc., they are encouraged to leverage this relationship or potential relationship to carry out the event.

Meal Requirements

The Host Local has the responsibility of providing a meal. If the Host Local elects to use a hotel for meeting space, be aware that public health laws in Ohio may require that the hotel provide meals. Should the Host Local choose this option, be certain to negotiate with the hotel an acceptable cost for meals that are within the expected profits of the registration fee. One important consideration that is often overlooked is the choice of menu due to the changing nature of the American Fire Fighters diet. Do not underestimate the likelihood of those who are participating in vegetarian, low-carb, low-fat, medically influenced, and other special diets. Whatever option is selected, the important focus is on the membership who will be attending. Convenience for the members should be the primary concern followed closely by financial considerations.

Meeting Protocol

The business portion of the meeting will start promptly at the assigned time. The IAFF, OAPFF & Host Local Officers listed in the "Meeting Space" portion of this guide will take their places at the front of the room. The President of the Host Local will bring the meeting to order and proceed with the opening of the meeting with the Pledge of Allegiance. The order of the meeting will generally be as follows:

- Opening of the Meeting by the Host Local President
- Pledge of Allegiance
- Moment of Silence
- Recognition of Host Local Executive Board & workers.
- Announcements
- Introduction of District VP & transfer of the Chair.
- Introduction of Guests.
- Introduction of new Locals & Charter presentations.
- OAPFF Staff reports.
- IAFF 8th Dist VP Report
- Reports of OAPFF Principal officers.
- OAPFF District VP Report.
- Local Presidents Reports.
- Adjournment

The Meeting protocol may change at the discretion of the District VP due to various concerns and commitments of the IAFF and OAPFF officers and staff as well as other factors.

Lodging Logistics

Lodging may be required for the IAFF and OAPFF Officers and Staff. Additionally, lodging may be needed for some of the members attending the meeting based on travel time requirements as well as other factors. Once the Host Local(s) has determined a suitable hotel, it is recommended that they inquire on the availability of rooms and possibly negotiate a reduced rate for those who may require lodging. This information should be available to the

person in the Host Local that will be accepting RSVP's once the meeting notification has been sent to the membership. The following factors may assist in the selection of the hotel; cost per room, ability to include meeting and hospitality room at a discount rate to the Host Local, proximity to the meeting site, travel convenience and gratis amenities. It is recommended to consider amenities that may be required by those members staying such as internet access, physical training facilities, etc., although this should not be a primary consideration when compared to what is financially palatable for the members and/or Host Local. The individual who desires lodging is financially responsible for their rooms, incidental costs as well as making their own reservations. The IAFF and OAPFF will bear the cost of the International and State Officers and Staff's lodging in accordance with established Board policies.

Cost / Financial Liability

The cost for those attending the District meeting is set by the Host Local. Each person is responsible for the registration fee, however it may be paid by the member's Local. The fee is to be collected directly by the Host Local. The cost of the meeting space, food, beverages and social expenses are the responsibility of the Host Local. The following are some cost defrayment methods that may be an option for the Host Local to pursue;

- Sponsorship of the social by a local vendor or corporation. The Host Local must be cognizant of any ethics laws or campaign finance laws that may apply to accepting gifts in their jurisdiction.
- Seek financial assistance from external organizations. One source may be grant funding from local labor councils of which they may be a member or other local unions through the use of their halls free of charge.
- Private corporations or individuals willing to support the needs of the Fire Fighters.

The Host Local must be aware that in no way, manner, shape or form is the IAFF, the OAPFF or its Officers or Staff financially liable for any cost incurred by the Host Local for a meeting of the District.

Notification to District Locals

Notification of the District Meeting will be the responsibility of the OAPFF and the District Vice President. This will include all printing costs as well as postage. Additionally, notification may be sent to the District electronically and posted on the web site, www.oapff.org. The Host Local will need to forward to the District VP as soon as it becomes available the following information:

- Location of the meeting (address).
- Detailed directions to the facility including a map.
- A point of contact for the Locals in the District to RSVP, including the person's name, telephone number and email address.

- A deadline for RSVP's to be into the Host Local.
- If the Host Local is planning a recreational activity, a complete flyer (*in Microsoft Word or Adobe format*) including all of the pertinent information concerning the activity (i.e. what the event is, location, start time, cost and directions).

It is extremely important to plan the event as early as possible and to get the information back to the District VP so that notification can be made to the Locals as well in advance as possible. Many Local Affiliate officers have to get coverage for their duty shift to attend events such as this and lead time is always very much appreciated.

Door Prizes / Raffles

Typically the Host Local will acquire door prizes to be drawn at the conclusion of the meeting. These items have varied greatly from Union tee shirts and hats to golf clubs, hand tools, even bottles of distilled spirits. Everyone enjoys getting a door prize and the more the Host Local has to give away, the better the event in the eyes of those attending. It seems that Raffles have always been conducted at District meetings and the proceeds have benefited a variety of causes. Split-the-Pot raffles for the Host Local to help defray the cost of the meeting, candidates running for Union Office, raffles for a particular charity or as fundraisers for other Locals, the list of causes is constantly changing and developing. Ultimately the appropriateness of a raffles' cause and the ability for the winner to be announced at the conclusion of the business meeting remains at the discretion of the District Vice President. All raffles must be morally and ethically acceptable to be conducted at the District meeting.

Additional Information

1. There should be a printed agenda for the meeting.
2. There should be a printed sign-in sheet for locals.
3. There should be a printed sign-in sheet for OAPFF Retiree members.
4. There should be a printed sign-in sheet for IAFF/OAPFF officers and staff, and guests.



OAPFF Equipment Assignment Form

Equipment	Serial #	Cost	Date issued	Date Returned

I certify that the above assigned equipment will be used for purposes related to my OAPFF responsibilities. Any loss of and/or damage to above property shall be the responsibility of the assigned person and will be reported to the Secretary/Treasurer of OAPFF in accordance to the OAPFF Policy Manual. (cell phone loss or damage shall be claimed on the OAPFF phone insurance and reported to the OAPFF Secretary/Treasurer. If insurance coverage is no longer valid -2 claims in 1 year- the user is responsible for replacement costs)

Employee Signature _____ Date __/__/__

Approved by _____ Date __/__/__