



POLICY MANUAL

NEW YORK STATE PROFESSIONAL FIRE FIGHTERS ASSOCIATION

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SALARIES AND EXPENSES OF OFFICERS

PRESIDENT	\$89,759.33*
EXECUTIVE VICE PRESIDENT	\$28,073.84*
SECRETARY/TREASURER	\$81,447.83*

- These salaries do not include per diem expenses for out of town travel and meetings.
- In addition, no re-imburements will be given for commuting and lodging while carrying out normal business in Albany.

REVISED BY CONVENTION ACTION - 2010

**REVISED BY EXECUTIVE BOARD ACTION - SEPTEMBER 1997, EFFECTIVE OCTOBER 1, 1997*

The President, Executive Vice-President, Secretary-Treasurer and Executive Board Members shall be allowed two hundred (\$200.00) dollars per diem. The Executive Vice President and District Vice President shall be entitled to mileage (as per IAFF guidelines) plus, while in the act of performing duties as an officer such as: attending district meetings, legislative sessions, or performing organizing work or special committee work having been assigned by the President.

Members of standing committee or their alternates and all others appointed, designated or assigned, by the president and/or the Executive Board to perform specific tasks for this association shall be compensated in a like manor.

Representatives of this Association attending the Conventions of the New York State Professional Fire Fighters, New York State AFL/CIO and the International Association of Fire Fighters, one of whom shall be the President, shall be allowed the same expenses.

When a member of the Executive Board uses air travel, train, bus or any approved means other than their own car, the person will receive cost of the ticket, and any other approved expenses, parking, taxi, etc.

CONVENTION ACTION REVISED 2005

REVENUES AND FUNDS

PER CAPITA TAX AND FEES

- A. The per capita's tax amount per member up to one thousand (1000) members of the NYSPFFA shall be set by resolution at the annual convention and the dollar amount published in the policy manual.

Fiscal year 2013-2014 - \$6.40 *Includes .59 voluntary PAC contributions*

- B. The initiation fee amount for each new member will be set by resolution at the annual convention and the dollar amount published in the policy manual.

Fiscal year 2010-2011 - \$10.00

- C. Active retired members will be charged an amount per month per member set by resolution at the annual convention and the dollar amount published in the policy manual.

Fiscal year 2010-2011 - \$3.00

REVISED BY CONVENTION ACTION JUNE 2013

CIVIL INVOLVEMENT FUND

- A. Resolved that any statements of a dues and political action committee (PAC) amounts to members of the New York State Professional Fire Fighters Association will clearly reflect the voluntary nature of the PAC. And be it further resolved the PAC amounts received from members will be turned over to the PAC Fund monthly. Base the actual amount of voluntary PAC amounts on receipt from members. Resolution #10 - 60th Annual Convention (1998)
- B. The dollar amount shall be determined and approved by delegate action at convention and the dollar amount shall be published in the policy manual.

BY CONVENTION ACTION 1998

INSURANCE FUND

- A. The Secretary/Treasurer will report annually to the Convention delegates a dollar figure, if any, the administrative fee for the current fiscal year from Insurance Fund I.
- B. The Secretary/Treasurer will report annually to the Convention delegates a dollar figure, if any, the administrative fee for the current fiscal year from any of the benefit plans offered.
- C. The dollar amount shall be determined and approved by delegate action at convention and the dollar amount of each shall be published in the policy manual.

Insurance Fund I \$170,400

Resolution #11: 1998

“The New York State Professional Fire Fighters Association will review such shared expenses and all actual expenses incurred by the Insurance Board Funds and will, effective May 1st 1997 adjust the monthly reimbursement amounts paid to the General Fund for such shared expenses paid by the General Fund, and be it further resolved that the Insurance Board Fund will directly pay out of its funds all costs that are solely the responsibility of the Insurance Board Fund, including, but not limited to, salaries and related payroll costs, travel and entertainment costs, paper and publishing costs, professional fees, insurance costs and so forth.”

INSURANCE II ACCOUNT CLOSED 1992
REVISED BY CONVENTION ACTION 2003

LEGISLATIVE CONFERENCE

All locals of the NYSPFFA will be assessed \$50 each year per registered delegate to cover the cost of the legislative conference. Any local delinquent in this assessment will be considered in arrears and not seated at convention.

LEGISLATIVE CONFERENCE FEE

Fiscal Year 2010-2011 \$50.00

BY CONVENTION ACTION 1999

ORGANIZATION LIAISON

Section 1

A.

1. New York State Mayor's Conference
2. New York State Fire Chief's Association
3. Firemen's Association of the State of New York
4. State Office of Fire Prevention and Control
5. A Liaison office to any organization that can be helpful to the New York State Professional Fire Fighters Association Inc., AFL/CIO.

B. The President or his/her designee shall act as liaison to the above organizations

Section 2

The official duty of the liaison officer is to maintain communication between our Association and the liaison organization to which he is assigned by the President, in order to promote a better understanding of the programs and policies of our Association, and their groups, and how cooperative efforts can best be implemented beneficial to all.

Section 3

The New York State Professional Fire Fighters Association, IAFF, will continue to honor the bravery and sacrifice of our paid professional fire fighters by participating and supporting the New York State Fallen Fire Fighters Memorial Wall and Monument every October during Fire Prevention Week. The representation on the NYS Fallen Fire Memorial Committee will be according to their By-laws.

CONVENTION SITE RULES

THE GUIDELINES TO BE USED IN THE SELECTION OF A SITE ARE AS FOLLOWS:

- A. Air-conditioned meeting hall, set up in classroom style, large enough to accommodate the delegates and guests in comfort.
- B. Suitable microphones both on dais and floor in order to accommodate all speakers (minimum 1 on dais and 2 on the floor)
- C. A minimum of five committee rooms available during the business hours of the convention with one room available at all times for meetings of the NYSPFFA Executive Board.
- D. The designated meeting hall shall be located in the hotel or a short walk away.
- E. There shall be sufficient elevators to accommodate the delegates and guests
- F. Wherever possible, facilities should meet the standards provided for in the "Life Safety Code of the 1967 NFPA." Such code being a code for the safety of life from fire in buildings and structures
- G. A suitable and convenient area be provided for adequate registration of convention delegates and guests.
- H. A convenient and adequate lockable storage area near the convention hall is available.
- I. A copy machine is available for use by the convention committee.
- J. The convention shall be videotaped and stored in the state office for inspection under Article 6 Section 3K of the Constitution & By-Laws.
- K. A host convention committee to aid and assist with hotel reservations, delegate transportation and other activities necessary to conduct a successful convention.
- L. A statement from the hotel as to the number of rooms set aside for the convention and whether or not they will schedule other conventions at the same time.

- M. A statement from the hotels as to the cost of rooms, meals and any other activities planned. All rooms are to be air-conditioned.
- N. The NYSPFFA financial responsibility, if not the host, shall be limited to only their guests and the Executive Board.
- O. Host Local shall provide Danish and coffee during morning meetings and see that rooms are available for District or Local Hospitality Parties.
- P. The host Local must send to the State Association within a reasonable time, an audit covering the financing and expenses of the convention.
- Q. The host Local or State Association may raise money for a convention only if the method of such is approved by the State Executive Board.
- R. The hotel shall have an insurance policy to cover the theft of any guest's articles.
- S. The convention shall be held within the jurisdiction of a paid professional fire department
- T. Every effort shall be made to secure a union house, if they have adequate facilities.

BY CONVENTION ACTION 1991

DISTRICT VICE PRESIDENTS

ADMINISTRATIVE DAYS:

The District Vice Presidents will be given four (4) days of administrative time to work in their home districts lobbying for legislation, which would include personal visits with representatives and correspondence, as well as other administrative duties.

BY CONVENTION ACTION 1991

PUBLICATIONS

- A. Publications and subscriptions price (if any) of the NYSPFFA will be under the direction and supervision of the President in accord with policies approved by the Executive Board.
- B. The NYSPFFA shall publish and maintain a policy manual consisting of:
 - a. Policies adopted by the delegates at convention, which can only be amended, adopted or deleted by delegate action at convention.
 - b. Policies adopted by the Executive Board, which can only be amended, adopted or deleted by a majority vote of the Executive Board.

COURT DECISIONS-ARBITRATIONS-PERB CASES

By delegate action, it is resolved that all locals in good standing of the NYSPFFA inform the President of all present, future and pending, and to extent possible past, Court decisions, arbitrations and PERB decisions/rulings that would affect the health, safety and welfare of the members we represent.

BY CONVENTION ACTION 2002

POLITICAL ENDORSEMENT POLICY

In any situation where more than one member union is in a position to endorse a local candidate, each union shall submit its endorsement to the State Association. A simple majority of the member unions submitting such endorsements shall be sufficient to constitute an endorsement by the State Association. If no majority is reached, the State Association may issue no endorsement for such local candidate. In any situation where no member union is located within an election district, the Executive Board of the State Association will have exclusive authority to make an endorsement.

Anytime a local within the NYSPFFA supports a political candidate, monetarily or otherwise, outside their NYSPFFA district, that Local shall notify the president and/or presidents of all affected locals within the district where the political candidate is seeking election as soon as possible. When a political candidate's legislative district encompasses two NYSPFFA districts no such notification shall be needed, but is encouraged. This rule shall only apply to local political races and not statewide races.

By Convention Action, July 2015

GUIDELINES FOR NYSPFFA LEGISLATIVE WEEK

DATE: May of each year
DISPLAY: If there are enough participants
UNIFORMS: As many participants as possible shall be in uniform
PROCLAMATION: The New York State Professional Fire Fighters Association deems it suitable that a proclamation from the legislature shall be composed for NYSPFFA week.

By Convention Action, July 1992

USE AND DESIGNATION OF A SERGEANT AT ARMS

The President shall appoint a sergeant at arms for the convention.

By Convention Action August 1991

AUTO LEASE/RENTAL FOR PRESIDENT AND SECRETARY/TREASURER

The Association will provide transportation for the President and Secretary/Treasurer on a lease/rental basis.

By Convention Action

POLICY BY DELEGATE ACTION

SALARIES AND EXPENSES OF OFFICERS	2013
MEMBERSHIP	2003
REVENUES AND FUNDS AND FEES	2015
ORGANIZATION LIAISON	2015
CONVENTION SITE RULES	2015
DISTRICT VICE-PRESIDENTS	2012
PUBLICATIONS	1991
REPORTING COURT/ARBIRTRATION/PERB	2002
POLITICAL ENDORSEMENT POLICY	2005
GUIDELINES NYSPFFA WEEK	1992
USE AND DESIGNATION SGT AT ARMS	1991
AUTO LEASE/RENTAL <i>PRESIDENT/ SECRETARY/TREASURER</i>	2012

POLICY BY EXECUTIVE BOARD ACTION

LINE ITEM TRANSFERS <i>OF \$1,000.00 OR MORE</i>	1984
ASSISTANCE TO LOCALS	1987
ELIGIBILITY FOR RING	1987
USE OF CREDIT CARDS	1987
LOCAL PRESIDENTS ATTENDING E.B. MEETINGS	1990
I.A.F.F. FIRST DISTRICT VICE-PRESIDENT	1990
LINE ITEM BUDGET	1990
CONVENTION JOURNAL	1990
INSURANCE AND BENEFIT TRUST	1992
INSURANCE ADMINISTRATIVE FEE	2000
ESTABLISHING GUIDELINE FOR FEES	1998
CONVENTION HOST OBLIGATIONS	2012

MEMBERSHIP

District 1

282	BUFFALO	CITY
616	DUNKIRK	CITY
714	NIAGARA FALLS	CITY
859	TONAWANDA	CITY
896	BATAVIA	CITY
963	LOCKPORT	CITY
1071	ROCHESTER	CITY
1333	NORTH TONAWANDA	CITY
1636	ROCHESTER AIRPORT	FEDERAL
1772	JAMESTOWN	CITY
1796	OLEAN	CITY
2098	CANANDAIGUA	CITY
2161	MEDINA	CITY
2223	BRIGHTON	FIRE DISTRICT
2501	SALAMANCA	CITY
2931	FREDONIA	CITY
3166	LACKAWANNA	CITY
3359	NIAGARA FALLS OFFICERS	CITY
3738	HENRIETTA	TOWN
3792	GATES CAREER FIREFIGHTERS	FIRE DISTRICT
3794	RIDGE ROAD	FIRE DISTRICT
3827	NORTH GREECE	FIRE DISTRICT
3981	LAKE SHORE	FIRE DISTRICT
4030	BARNARD	FIRE DISTRICT
4176	RIDGE CULVER	FIRE DISTRICT
4640	GREECE FIRE OFFICERS	FIRE DISTRICT
4858	ST. PAULS BLVD.	FIRE DISTRICT
4907	FISHER	FIRE DISTRICT

DISTRICT TWO

0032	UTICA	CITY
0126	OSWEGO	CITY
0191	WATERTOWN	CITY
0280	SYRACUSE	CITY
0694	ROME	CITY
1185	ILION	VILLAGE
1446	AUBURN	CITY
1799	OGDENSBURG	CITY
2220	MASSENA	VILLAGE
2484	HERKIMER	VILLAGE
2692	ONEIDA	CITY
2733	DeWITT	CITY
2859	GENEVA	CITY
2966	LITTLE FALLS	CITY
3063	FULTON	CITY
3316	MANLIUS	CITY
4021	AUBURN ASST. CHIEFS	CITY
4036	TULLY	FIRE DISTRICT

DISTRICT THREE

0028	SCHENECTADY	CITY
0086	TROY UNIFORMED	CITY
0343	SARATOGA SPRINGS FIRE	CITY
0461	KINGSTON	CITY
0590	WATERVIET	CITY
0719	GLOVERSVILLE	CITY
0779	JOHNSTOWN FIRE	CITY
0842	SCOTIA	VILLAGE
1027	MIDDLETOWN	CITY
2007	ALBANY	CITY
2230	GLENS FALLS	CITY
2393	ARLINGTON	FIRE DISTRICT
2421	PLATTSBURGH	CITY
2562	COHOES	CITY
2623	DUTCHESS-FAIRVIEW	FIRE DISTRICT
2643	RENSSELAER	CITY
2825	AMSTERDAM	CITY
3418	GREEN ISLAND	VILLAGE
3490	BEACON	CITY
3813	LaGRANGE	FIRE DISTRICT
4151	NISKAYUNA	FIRE DISTRICT
4608	LAKE PLACID	VILLAGE
4924	COLONIE	VILLAGE
I-65	ALBANY AIRPORT	FEDERAL
I-91	KNOLLS ATOMIC	FEDERAL

DISTRICT FOUR

0709	ELMIRA	CITY
0729	BINGHAMTON	CITY
0737	ITHACA	CITY
0835	HORNELL	CITY
0921	JOHNSON CITY	VILLAGE
0932	CORNING	CITY
1280	ENDICOTT	VILLAGE
1404	NORWICH	CITY
2408	ONEONTA	CITY
2737	CORTLAND	CITY

DISTRICT FIVE

107	MOUNT VERNON	CITY
0273	NEW ROCHELE	CITY
0274	WHITE PLAINS	CITY
0287	LONG BEACH	CITY
0589	NEWBURGH	CITY
0628	YONKERS	CITY
0895	LARCHMONT	VILLAGE
0898	MAMARONECK	TOWN
0916	EASTCHESTER	FIRE DISTRICT
1394	SCARSDALE	VILLAGE
1586	GREENBURGH	FIRE DISTRICT
1588	GARDEN CITY	CITY
1971	PORT CHESTER	CITY
2029	RYE	FIRE DISTRICT
2181	PELHAM MANOR	VILLAGE
2213	PELHAM	VILLAGE
2245	HARRISON	TOWN
2343	PEEKSKILL	CITY
2956	LAKE MOHEGAN	FIRE DISTRICT
3492	DIX HILLS	VILLAGE
4041	RYE BROOK	VILLAGE
4875	TERRYVILLE	VILLAGE
4971	MAC ARTHUR AIRPORT	FEDERAL
I-62	WESTCHESTER AIRPORT	FEDERAL

DISTRICT SEVEN

94

NEW YORK CITY

CITY

DISTRICT EIGHT

854

NEW YORK CITY

CITY