

**TEXAS STATE ASSOCIATION OF FIRE FIGHTERS
CONVENTION REPORT
AND
POLICY MANUAL**

UPDATED 8/1/07



**40th BIENNIAL CONVENTION
WICHITA FALLS, TEXAS**



TEXAS STATE ASSOCIATION OF FIRE

July 25, 2007

TSAFF Brothers and Sisters,

Included in this 40th Biennial Convention Report you will find financial data, district and zone lists, resolutions passed at Convention, committee reports, election results and the updated TSAFF Policy Manual.

We met in Wichita Falls July 17th through 20th and the delegates assembled set our direction for the next two years. The delegates you sent to Wichita Falls served your locals well and the Convention was most productive. Our Wichita Falls Host Local, IAFF Local 432, did a fantastic job and deserves our thanks.

Of our 14,800 affiliate members, 10,943 were represented at this Convention. Going into Convention our per capita was \$4.72. At the close of Convention business our new per capita, effective August 1, 2007, is \$4.95.

Thanks again for your hard work at Convention and contact me if I may be of service.

Sincerely and fraternally,

A handwritten signature in black ink that reads 'Bob York'. The signature is fluid and cursive, with the first name 'Bob' and last name 'York' clearly distinguishable.

Bob York
TSAFF Secretary/Treasurer

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2007-2009 TSAFF Budget

1000 · Affiliate Organizations	14,800.00
1025 · AFL-CIO Vice President	5,337.00
1050 · Auxiliary To The TSAFF	3,240.00
1100 · Building	50,000.00
1200 · Chaplain	5,120.00
1300 · Day Rep Program	32,240.00
1400 · EDF	20,000.00
1500 · Employee Salaries	682,235.00
1550 · EMS Liaison	7,250.00
1600 · Executive Board Meetings	45,790.00
1700 · Fire Pension Liaison	7,250.00
1750 · GETAC Representative	8,840.00
1800 · Human Relations Liaison	7,250.00
1900 · IAFF Educational Seminars	5,000.00
2000 · IAFF EMS Conference	3,060.00
2100 · IAFF International Convention	26,000.00
2200 · IAFF Legislative Conference	23,550.00
2300 · IAFF Redmond Symposium	5,000.00
2400 · Legal	40,000.00
2500 · Legislative	92,000.00
2550 · Legislative Assistance Program	20,600.00
2565 · Legislative Team	175,000.00
2575 · NFPA Committee	2,400.00
2600 · Office	38,400.00
2700 · Postage & Delivery	18,000.00
2800 · Principal Officers	125,208.00
2900 · Printing & Reproduction	13,000.00
3000 · Public Relations	10,080.00
3100 · Seminars	15,600.00
3200 · Service	88,000.00
3300 · Service Training Classes	12,000.00
3450 · TCFP Liaison	7,290.00
3465 · TCFP Advisory Committee	14,200.00
3475 · TCFP Funds Advisory	8,320.00
3500 · Telephone	52,000.00
3600 · Trustee Meetings	23,316.00
3700 · TSAFF Legislative Conference	3,180.00
3720 · TSAFF Membership Education	30,720.00
3750 · TSAFF Retired Fire Fighters	3,240.00
3800 · TSAFF State Convention	79,800.00
3850 · TSAFF V.P. Visitation	11,500.00
3865 · V.P. Salaries	77,805.00
3875 · Web -Page & Computers	15,000.00
3900 · Workers' Comp. Insurance	2,500.00
4200 · Contingency	323.54
	<u>1,931,444.54</u>

TSAFF CASH STATEMENT
As of July 25, 2007

BANK ONE	\$ 112,000.00
(Dues Account)	

MONEY MARKET	\$ 45,000.00
(Account 20165) (Show Funds)	

Funds Available	\$ 157,000.00
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MANAGED SAVINGS ACCOUNT	\$759,500.00
(Smith Barney Account 22705)	
Encumbered (Employee Severance)	(\$ 26,400.00)
Encumbered (Contingency)	(\$327,500.00)
Encumbered (From 05-07 Budget)	

Funds Available	\$405,600.00
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PAUL KELLY MEMORIAL ACCOUNT	\$ 5,940.00
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TOTAL CASH AVAILABLE	\$562,600.00
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DISTRICT 1

Local	Local #	Members	Votes
Abilene	1044	136	3
Amarillo	542	192	3
Big Spring	2922	43	2
Borger	3983	14	1
Brownwood	2863	28	2
Del Rio	3662	24	1
El Paso	51	716	6
Lubbock	972	285	3
Lubbock Paramedics	3550	23	1
Midland	4405	130	3
Odessa	1665	98	2
Pampa	3293	26	2
Pantex	11117	48	2
Plainview	3142	33	2
San Angelo	886	130	3
Stephenville	4146	19	1
Sweetwater	2943	17	1
Wichita Falls	432	150	3
Totals		2112	41

DISTRICT 2

Local	Local #	Members	Votes
Addison	3187	39	2
Allen	3453	54	2
Athens	3607	17	1
Balch Springs	3147	27	2
Carrollton	2182	124	3
Corsicana	1550	47	2
Dallas	58	1081	7
Denison	965	32	2
Desoto	2965	43	2
Duncanville	2999	43	2
Ennis	3320	26	2
Farmers Branch	3325	47	2
Forney	4326	5	1
Frisco	3732	90	2
Garland	1293	221	3
Glenn Heights	4400	4	1
Greenville	997	44	2
Jacksonville	2917	23	1
Lancaster	3164	33	2
Longview	4331	122	3
Marshall	906	7	1
McKinney	4017	98	2
Mesquite	1518	178	3
Midlothian	3685	22	1
Palestine	3493	32	2
Paris	576	31	2
Plano	2149	284	3
Prosper	4193	9	1
Richardson	1954	131	3
Rowlett	3358	55	2
Seagoville	3942	13	1
Sherman	2002	37	2
Terrell	3929	19	1
Texarkana	367	35	2
Tyler	883	122	3
University Park	2092	28	2
Waxahachie	3010	26	2
Totals		3249	77

DISTRICT 3

Local	Local #	Members	Votes
Alice	4102	23	1
Brownsville	970	170	3
Canyon Lake	75	23	1
Converse	4377	10	1
Corpus Christi	936	315	4
Harlingen	3404	63	2
Hollywood Park	4259	11	1
Kerrville	3230	45	2
Kingsville	2390	23	1
Laredo	1390	320	4
Live Oak	4098	13	1
Lockhart	4241	10	1
McAllen	2602	121	3
Mission	3609	37	2
New Braunfels	3845	84	2
Pharr	4213	36	2
San Antonio	624	1447	9
San Benito	4097	10	1
San Marcos	3963	44	2
Schertz	4083	29	2
Seguin	4122	28	2
Selma	4340	14	1
South Padre Island	3815	12	1
Universal City	4073	12	1
Weslaco	3207	52	2
Totals		2952	52

DISTRICT 4

Local	Local #	Members	Votes
Austin	975	859	6
Baytown	1173	86	2
Beaumont	399	224	3
Bellaire	4171	21	1
Bellmead	4541	7	1
Belton	4506	17	1
Bryan	1204	80	2
Cedar Park	4233	37	2
Conroe	2731	63	2
Copperas Cove	4313	17	1
Galveston	571	116	3
Georgetown	3991	51	2
Highland Lakes	3937	12	1
Houston Port Authority	1316	33	2
Hudson Bend	4117	52	2
Killeen	2505	119	3
LaMarque	3282	11	1
Leander	4298	12	1
Lufkin	3034	58	2
Montgomery County	4183	37	2
Nacogdoches	2690	56	2
Nederland	3339	13	1
North Lake Travis	4503	10	1
Oak Hill	4253	20	1
Orange	1432	33	2
Pflugerville	4137	47	2
Port Arthur	397	102	3
Port Neches	3713	11	1
Rosenberg	4234	20	1
Round Rock	3082	85	2
Sugar Land	4255	45	2
Taylor	4194	15	1
Temple	846	82	2
Texas City	1259	43	2
Victoria	3679	47	2
Village	3921	33	2
Waco	478	168	3
Westlake	4147	27	2
Woodlands	3846	89	2
Totals		2858	74

DISTRICT 5

Local	Local #	Members	Votes
Alvarado	4376	7	1
Arlington	1329	249	3
Azle	3627	16	1
Bedford	3587	56	2
Burleson	4025	20	1
Cedar Hill	3463	42	2
Cleburne	1854	47	2
Coppell	3178	72	2
Crowley	4182	14	1
Denton	1291	124	3
DFW Airport	4221	51	2
Eules	3548	51	2
Flower Mound	3649	47	2
Forest Hill	3474	12	1
Fort Worth	440	800	6
Gainesville	3512	26	2
Grand Prairie	3255	118	3
Grapevine	3113	69	2
Haltom City	3562	33	2
Highland Village	4198	5	1
Irving	2073	275	3
Keene	4367	6	1
Keller	3731	31	2
Kennedale	3891	14	1
Lake Cities	4231	14	1
Lewisville	3606	71	2
Little Elm	4220	18	1
Mansfield	3599	54	2
North Richland Hills	3885	69	2
Roanoke	4084	13	1
Saginaw	3812	18	1
SouthLake	4243	26	2
The Colony	4133	35	2
Weatherford	3823	31	2
Totals		2534	64

ZONE A			
Local	Local #	Members	Votes
Abilene	1044	136	3
Alvarado	4376	7	1
Amarillo	542	192	3
Arlington	1329	249	3
Azle	3627	16	1
Bedford	3587	56	2
Bellmead	4541	7	1
Belton	4506	17	1
Big Spring	2922	43	2
Borger	3983	14	1
Brownwood	2863	28	2
Burleson	4025	20	1
Cleburne	1854	47	2
Crowley	4182	14	1
Denton	1291	124	3
DFW Airport	4221	51	2
El Paso	51	716	6
Euless	3548	51	2
Flower Mound	3649	47	2
Forest Hill	3474	12	1
Fort Worth	440	800	6
Gainesville	3512	26	2
Grapevine	3113	69	2
Haltom City	3562	33	2
Highland Village	4198	5	1
Keene	4367	6	1
Keller	3731	31	2
Kennedale	3891	14	1
Killeen	2505	119	3
Lake Cities	4231	14	1
Lewisville	3606	71	2
Little Elm	4220	18	1
Lubbock	972	285	3
Lubbock Paramedics	3550	23	1
Mansfield	3599	54	2
Midland	4405	130	3
North Richland Hills	3885	69	2
Odessa	1665	98	2
Pampa	3293	26	2
Pantex	11117	48	2
Plainview	3142	33	2
Roanoke	4084	13	1
Saginaw	3812	18	1
San Angelo	886	130	3
SouthLake	4243	26	2
Stephenville	4146	19	1
Sweetwater	2943	17	1
Temple	846	82	2
Waco	478	168	3
Weatherford	3823	31	2
Wichita Falls	432	150	3
Totals		4473	102

ZONE B			
Local	Local #	Members	Votes
Addison	3187	39	2
Allen	3453	54	2
Athens	3607	17	1
Baich Springs	3147	27	2
Carrollton	2182	124	3
Cedar Hill	3463	42	2
Coppell	3178	72	2
Corsicana	1550	47	2
Dallas	58	1081	7
Denison	965	32	2
Desoto	2965	43	2
Duncanville	2999	43	2
Ennis	3320	26	2
Farmers Branch	3325	47	2
Forney	4326	5	1
Frisco	3732	90	2
Garland	1293	221	3
Glenn Heights	4400	4	1
Grand Prairie	3255	118	3
Greenville	997	44	2
Irving	2073	275	3
Jacksonville	2917	23	1
Lancaster	3164	33	2
Longview	4331	122	3
Lufkin	3034	58	2
Marshall	906	7	1
McKinney	4017	98	2
Mesquite	1518	178	3
Midlothian	3685	22	1
Nacogdoches	2690	56	2
Palestine	3493	32	2
Paris	576	31	2
Plano	2149	284	3
Prosper	4193	9	1
Richardson	1954	131	3
Rowlett	3358	55	2
Seagoville	3942	13	1
Sherman	2002	37	2
Terrell	3929	19	1
Texarkana	367	35	2
The Colony	4133	35	2
Tyler	883	122	3
University Park	2092	28	2
Waxahachie	3010	26	2
Totals		3905	93

ZONE C			
Local	Local #	Members	Votes
Alice	4102	23	1
Austin	975	859	6
Baytown	1173	86	2
Beaumont	399	224	3
Bellaire	4171	21	1
Brownsville	970	170	3
Bryan	1204	80	2
Canyon Lake	75	23	1
Cedar Park	4233	37	2
Conroe	2731	63	2
Converse	4377	10	1
Copperas Cove	4313	17	1
Corpus Christi	936	315	4
Del Rio	3662	24	1
Galveston	571	116	3
Georgetown	3991	51	2
Harlingen	3404	63	2
Highland Lakes	3937	12	1
Hollywood Park	4259	11	1
Houston Port Authority	1316	33	2
Hudson Bend	4117	52	2
Kerrville	3230	45	2
Kingsville	2390	23	1
LaMarque	3282	11	1
Laredo	1390	320	4
Leander	4298	12	1
Live Oak	4098	13	1
Lockhart	4241	10	1
McAllen	2602	121	3
Mission	3609	37	2
Montgomery County	4183	37	2
Nederland	3339	13	1
New Braunfels	3845	84	2
North Lake Travis	4503	10	1
Oak Hill	4253	20	1
Orange	1432	33	2
Pflugerville	4137	47	2
Pharr	4213	36	2
Port Arthur	397	102	3
Port Neches	3713	11	1
Rosenberg	4234	20	1
Round Rock	3082	85	2
San Antonio	624	1447	9
San Benito	4097	10	1
San Marcos	3963	44	2
Schertz	4083	29	2
Seguin	4122	28	2
Selma	4340	14	1
South Padre Island	3815	12	1
Sugar Land	4255	45	2
Taylor	4194	15	1
Texas City	1259	43	2
Universal City	4073	12	1
Victoria	3679	47	2
Village	3921	33	2
Westlaco	3207	52	2
Westlake	4147	27	2
Woodlands	3846	89	2
Totals		5327	113

TEXAS STATE ASSOCIATION OF FIRE FIGHTERS
CONSTITUTION AND BY-LAWS
ORGANIZED MARCH 1, 1938
AS ADOPTED BY THE 2007 CONVENTION
Wichita Falls, TEXAS

ARTICLE I - Name and Object

Section 1. This organization shall be known as the Texas State Association of Fire Fighters.

Section 2. The objects of this Association shall be to unify Texas Professional Fire Fighters, to promote their interest, to pass legislation in their behalf, defeat legislation harmful to them, to provide necessary services to member locals and to establish the right of every Texas Professional Fire Fighter to bargain collectively and to work under a contract.

Section 3. The TSAFF shall be affiliated with the International Association of Fire Fighters. Its relationship to the IAFF shall be in accordance with Article XIV of the IAFF Constitution.

ARTICLE II - Strike Policy

Section 1. We recognize that the promotion of Life and Property is a vital service to the community where the city government and fire fighters have a mutual obligation to maintain constant service. We, therefore, pledge that we will not strike where collective bargaining and binding arbitration is granted to the fire fighter.

ARTICLE III - Organization Non-Partisan

Section 1. This organization shall be non-partisan and shall not be used for the dissemination of partisan principles.

ARTICLE IV - Membership

Section 1. The membership of this association shall be composed of such Locals in the State of Texas as are chartered and affiliated with the International Association of Fire Fighters.

Section 2. The TSAFF shall also hold the membership of any IAFF member in Texas who has no local to which he or she may affiliate and who meets the requirements for membership under Article XIV, Section 3 of the IAFF Constitution for membership in a State or Provincial Association until such time as an IAFF Local come into existence with jurisdiction.

ARTICLE V - Officers

Section 1. The officers of this Association shall consist of a President, a Secretary/Treasurer, and five District Vice Presidents. These officers shall constitute the delegates from the TSAFF to all conventions and meetings, shall be the Executive Committee.

Section 2. The Board of Trustees shall consist of three members, of which one member from each district shall be elected by their respective zone and shall be delegates at large.

Section 3. The honor of Emeritus status may be bestowed on any officer who has been elected and served for ten (10) years on the Texas State Association of Fire Fighters' Executive Board.

Section 4. Such officers shall be elected by the duly accredited delegates at each convention casting their votes, the proxy votes, and the delegate votes of their Local to which they may be entitled under this constitution.

Section 5. The President and Secretary/Treasurer shall be elected at large. The District Vice Presidents shall be elected by each respective district.

Section 6. All officers must be fire fighters actively employed as a fire fighter or a pensioned fire fighter with no other employment, or a fire fighter who is on leave of absence for the purpose of serving in one of the above capacities.

Section 7. All officers, except emeritus officers, and all trustees shall serve two year terms. Effective at the 2005 Convention Trustees will be elected for (4) four years as follows; Zone A and C Trustees will be elected for a (4) four year term and at the 2007 Convention Zone B Trustee will be elected for a (4) four year term.

Section 8. No Local shall be allowed to have more that one member on the Executive Board.

Section 9. No person shall be eligible to hold office or to membership on any committee unless that person's Local is a member in good standing, or he or she is a member in good standing of the TSAFF under Article XIV, Section 3 of the IAFF Constitution.

Section 10. Any TSAFF Executive Board Officer who is elected to an IAFF position shall have their term declared expired, but shall continue to serve until the position is filled.

Section 11. Should the number of members of the Executive Board be an even number, the President of the TSAFF shall only vote to break a tie. Should the number of places be an odd number, the President shall be a voting member of the Executive Board.

ARTICLE VI - Duties of Officers, Trustees and Directors

Section 1. The duties of the President shall be to preside over all meetings. He shall be a member of all committees. He shall submit to each convention a written report of his official acts during the period intervening since the preceding convention. He shall perform all other duties that the Association shall require of him. He shall be chairman of the Executive Committee composed of the Vice Presidents and the Secretary/Treasurer. He shall be the Director of the staff and shall have the power to hire and fire and discipline, with board approval.

Section 2. It shall be the duty of any of the Vice Presidents to preside at all meetings in the absence of the President and to perform the duties of the President during his absence.

Section 3. It shall be the duty of the Secretary/Treasurer to keep a record of all proceedings, and all other records of this Association. He shall be the custodian of the official seal. He shall keep a record of all memberships of each Local, at the name and address of the Secretary of each local. He shall submit in writing to the State Convention a report showing the number of all his official acts during the period intervening since the preceding convention. He shall be the custodian of all moneys received. He shall receive and deposit all moneys received from Locals. He shall submit a written report to the State Convention of all money received and disbursed. The Secretary/Treasurer shall assess a cost factor to each convention or referendum resolution. The Secretary/Treasurer shall make a progressive report on the affairs of the Association as often as the necessity arises, and shall make a full financial report to the Convention. The financial report shall include a statement of the expenses of each officer and for what purposes. The financial report shall be sent to any Executive Board member or

Secretary of any affiliated Local. He shall be bonded at all times an amount not less than \$1,000.00, the cost of the bond to be paid by the Association. The Secretary/Treasurer shall be authorized to place in the Constitution and By-Laws all changes made to the Constitution and By-Laws by the conventions.

Section 4. The executive committee shall supervise all of the Associations business not otherwise provided for. They shall select Directors as needed to conduct the business of the organization. They shall compose and distribute a written policy and mission booklet to the recording secretary of each member local within six (6) months of the close of each biennial constitutional convention. Four (4) members shall constitute a quorum of the executive committee.

Section 5. The Board of Trustees shall function independently of the Executive Board and have full access to all books and records of the TSAFF pertaining to financial matters. The Board of Trustees shall meet annually and make a report of their findings on examination of the books to the Executive Board Annually and to the delegates at each biennial convention. The Board of Trustees shall elect a Chairman of the Board every four (4) years.

Section 6. It shall be the duty of the Legislative Director to maintain the best possible public relations for the members of this Association, and use his best efforts to secure legislation favorable to this Association.

Section 7. It shall be the duty of the State Chaplain to make arrangements for and conduct appropriate memorial services at the biennial convention for all members of this Association deceased since the last convention, a list of which will be furnished by the Secretary/Treasurer of the Association.

Section 8. It shall be the duty of the Sergeant-at-Arms to have all delegates register before each meeting and turn over same to Secretary/Treasurer.

Section 9. The retiring officers shall turn over all books and property belonging to the Association to their successor upon installation of the new officers.

ARTICLE VII - Convention

Section 1. This Association shall assemble in Convention every two (2) years, on the odd numbered years, in a city selected by convention delegates. Should there not be a bid submitted, the executive board shall elect the host city.

Section 2. Representation in Convention shall be as follows: 1 to 25 members - 1 delegate; at 26 members 2 delegates; at 101 members - 3 delegates; and one (1) additional delegate for each full 200 members thereafter. In calculating representation and voting, the average number of members paid on with the last twelve months of per capita received by the Secretary/Treasurer on the 1st day of April of the odd years shall determine the official membership of each Local. Locals in membership less than twelve (12) months shall have their representation calculated over average for months of membership on April first (1st) of the odd years.

Section 3. Any Local to be entitled to representation in convention must have their per capita paid up to one month previous to convention.

Section 4. A delegate must be a member in good standing in the local which he or she represents and must be present in order to cast his or her vote unless otherwise provided for in this document.

Section 5. IAFF Officers, IAFF Officers Emeritus, IAFF Staff Representative for Life, Louis Hebert and TSAFF Officers and Trustees Emeritus shall have delegate status provided that he or she is a member in good standing or retired as a member in good standing of a TSAFF affiliated Local. The TSAFF and IAFF Officer Emeritus and the IAFF Officers will not vote in TSAFF Officer Elections.

Section 6. Questions shall be decided in accordance with the parliamentary provisions set forth in Atwood's Rules for Meeting to the extent that such rules are not superseded by the expressed provisions of this Constitution and By-Laws. Roll call voting shall be made when twenty percent (20%) of the Locals are present and voting for such roll call. Proxy voting is allowed as provided for in the By-Laws.

Section 7. Timely resolutions must be submitted forty five (45) days prior to convention. Any resolution entered later shall be accepted only by two-thirds (2/3) vote of the delegates assembled. Each delegate shall be furnished a copy of all resolutions at time of registration. All timely resolutions shall be mailed to delegates fifteen (15) days prior to convention.

Section 8. The Secretary/Treasurer shall assess a cost factor on each resolution coming before the convention or being put up for referendum. The adoption of any resolution shall automatically alter the per capita in accordance with the assessment of the Secretary/Treasurer.

Section 9. A mileage allowance based on state executive board travel expense and four (4) nights single room rate at the convention hotel shall be allowed to the Local for one delegate from any Local whose membership is one hundred (100) or less, re-affiliated locals organized by the TSAFF may have delegates seated at convention, but must be members of the TSAFF for twelve (12) months prior to convention to receive convention allowances.

Section 10. Each delegate shall be required to register with the Sergeant-at-Arms at each session.

Section 11. Alternate delegates may be seated in the absence of regular delegates upon presentation of proper credentials.

Section 12. TSAFF Officers Emeritus will be reimbursed for mileage, hotel single room rate for four (4) nights, and meals for five (5) days or days of actual attendance. This reimbursement will be at the State Executive Board expense rate.

Section 13. TSAFF Legislative Convention determines the TSAFF legislative priorities for the Texas Legislative Session. While no delegate reimbursement policy is in place affiliated locals may send an unlimited number of members to the convention and locals attending can only vote their per capita strength. This Convention can amend any Legislative action taken at the Biennial Constitutional Convention by a majority vote of the delegates present.

ARTICLE VIII - Revenue

Section 1. The fiscal year of the TSAFF shall begin the first day of August and run through the last day of July. The budget period shall be two (2) fiscal years beginning on the first day of August after the convention.

Section 2. The revenue of the TSAFF shall be derived from a monthly per capita tax on members of affiliate locals and on the individuals whose membership are held by the TSAFF. The per capita tax as determined by the 2003 Convention is four dollars and ninety five cents (\$4.95) per member per month.

Section 3. Any Local accepting any new members into its organization and not reporting same to the State Association and not paying per capita tax on same shall be deemed as violating the membership agreement of the Association and shall be subject to suspension from the Association.

Section 4. Special assessments shall be levied in accordance with Article XIV, Section 8 of the IAFF Constitution and By-Laws. In dire emergencies, the Executive Board is hereby granted the authority by majority vote to make assessments as allowed by Article XIV, Section 8 of the IAFF Constitution.

Section 5. An individual whose membership is held by the TSAFF shall pay his or her per capita and any fees and /or assessments by both the TSAFF and the IAFF directly to the Secretary/Treasurer of the TSAFF.

ARTICLE IX - Expenditures

Section 1. All expenditures of the TSAFF shall be authorized by either the President or the Secretary/Treasurer.

Section 2. All checks of the TSAFF shall be on the signatures of both the President and the Secretary/Treasurer.

Section 3. The officers of the Association shall have all of their expenses paid while actually in the performance of business for the State Association, such expenses shall be made out in an itemized form and presented to the Secretary/Treasurer for payment.

Section 4. The allowance of the President, Secretary/Treasurer and Vice Presidents shall be established by Convention. The Executive Board shall establish salary for employees and travel allowances for officers and employees.

ARTICLE X - Revocation of Membership

Section 1. The Executive Committee is hereby vested with authority to revoke the membership of any Local whenever, upon evidence satisfactory to the majority of the Executive Committee, it is shown that the Local has been guilty of disloyalty, or where its action have been adverse or detrimental to the welfare of the membership of the State Association.

Section 2. The Executive Committee shall report in detail all of the evidence upon which it revokes the membership of any Local, and the Local shall have the right of appeal to the convention of the Association to have such action of the Executive Committee set aside.

Insofar, as it is practical to do so, in the areas of Misconduct, Trials, and Appeals, the provisions of Articles 15, 16, 17 and 18 of the International Constitution and By-Laws shall be used.

ARTICLE XI - Delegates to IAFF Convention

Section 1. The delegates to the Convention shall be the officers who are elected as officers and delegates in the following order: first delegate - President, second delegate -

Secretary/Treasurer, alternate delegates - the Vice Presidents in order of unbroken seniority on the Executive Board with ties being determined by a draw with alternative thereafter.

Section 2. Should a majority of the State Executive Board be present at the International Convention, an Executive Board meeting may be called and shall have authority to transact business.

ARTICLE XII - Amendments

Section 1. The Constitution By-Laws shall not be amended except by two-thirds (2/3) of the delegates present at any State Convention, or by a majority vote of a referendum of the entire membership.

ARTICLE XIII - IAFF Constitution is Governing

Section 1. In matters herein not provided for, the Constitution of the International Association of Fire Fighters shall apply and there shall be no provision that is in conflict with the Constitution and By-Laws of the International Association of Fire Fighters. All amendments to this document must be approved by the IAFF prior to being issued.

TSAFF BY-LAWS

First (1st) By-Law - Procedure for Districting

Section 1. The Association shall be divided into five (5) districts with each district being so constituted as to avoid any single Local having a majority of the delegate votes in its district. The Districts shall be laid out with boundary lines which shall remain intact between conventions with new Locals assigned to the district in which they are located. The Districts shall be as follows:

District 1 - Abilene, Amarillo, Big Springs, Borger, Brownwood, Del Rio, El Paso, Lubbock, Lubbock Paramedics, Midland, Odessa, Pampa, Pantex, Plainview, San Angelo, Stephenville, Sweetwater, Wichita Falls

District 2 - Addison, Allen, Athens, Balch Springs, Carrollton, Corsicana, Dallas, Denison, DeSoto, Duncanville, Ennis, Farmers Branch, Forney, Frisco, Garland, Glenn Heights, Greenville, Jacksonville, Lancaster, Longview, Marshall, McKinney, Mesquite, Midlothian, Palestine, Paris, Plano, Prosper, Richardson, Rowlett, Seagoville, Sherman, Terrell, Texarkana, Tyler, University Park, Waxahachie

District 3 - Alice, Brownsville, Canyon Lake, Converse, Corpus Christi, Harlingen, Hollywood Park, Kerrville, Kingsville, Laredo, Live Oak, Lockhart, McAllen, Mission, New Braunfels, Pharr, San Antonio, San Benito, San Marcos, Schertz, Seguin, Selma, South Padre Island, Universal City, Weslaco

District 4 – Austin, Baytown, Beaumont, Bellaire, Bellmead, Belton, Bryan, Cedar Park, Conroe, Copperas Cove, Galveston, Georgetown, Highland Lakes, Houston Port Authority, Hudson Bend, Killeen, LaMarque, Leander, Lufkin, Montgomery County, Nacogdoches, Nederland, North Lake Travis, Oak Hill, Orange, Pflugerville, Port Arthur, Port Neches, Rosenberg, Round Rock, Sugar Land, Taylor, Temple, Texas City, Victoria, Village, Waco, Westlake, Woodlands

District 5 – Alvarado, Arlington, Azle, Bedford, Burleson, Cedar Hill, Cleburne, Colony, Coppell, Crowley, Denton, DFW Airport, Euless, Flower Mound, Forest Hill, Fort Worth, Gainesville, Grand Prairie, Grapevine, Haltom City, Highland Village, Irving, Keene, Keller, Kennedale, Lake Cities, Lewisville, Little Elm, Mansfield, North Richland Hills, Roanoke, Saginaw, Southlake, Weatherford

Section 2. In the event of locals coming into the association, locals dropping out of the association or membership changes so as to affect the balance of the district as required in Section 1 of this By-Law, the President shall, with the advice and consent of the Executive Board, assign or reassign Locals as necessary. The Secretary/Treasurer shall notify each Local in any district affected by such assignments or reassignments. Any Local from an affected district may appeal such assignment or reassignment, first to the Executive Board and finally to the next convention.

Second (2nd) By-Law - Procedure for Proxy Representation

Section 1. Only locals with 25 members or less who do not send a delegate to convention may grant its proxy to another local provided the following conditions are observed:

(a) The Local granting a proxy and the Local Union accepting the Proxy must both be member Locals of the TSAFF.

(b) A proxy must be authorized by a majority of the votes cast by secret ballot vote of the members in good standing of the Local Union granting the proxy upon at least fifteen (15 days notice of such vote).

(c) No Local Union shall be permitted to carry more than 100 members by Proxy vote.

Third (3rd) By-Law - Procedure for Voting at Convention

Section 1. The voting on issues at convention shall be by each delegate and officer having one vote.

Section 2. The voting on President and first delegate, Secretary/Treasurer and second delegate, and on convention city and the endorsement for Texas AFL-CIO Vice President shall be by each officer and delegate having one vote, one vote for each proxy being carried, and each Local being allowed to vote one vote for each delegate to which it was entitled but did not send to convention.

Section 3. The vote on the election of a Vice President and Trustee for each district shall be the same as in Section 2 except that State Association officers shall not vote in the Vice President election and all delegates and proxy votes must be from Locals within the respective districts. As of August 1, 2005 Zone A and Zone C Trustees will fill a 4 year term. In 2007 the Zone B Trustee will be elected for a four (4) year term and this will continue hereafter.

Section 4. Under roll call voting, each Local Union is entitled to one vote for each member of the Local Union. Local Unions entitled to more than one delegate may send less than their authorized number and on roll call votes and election of officers the Chairman of the delegation may cast the entire vote to which the Local is entitled.

Section 5. A majority of all valid votes cast shall be necessary for election. If more than three candidates are nominated for the same office or for convention city, none of which receives a majority of the votes on the first ballot, all candidates or cities other than the three leading candidates shall be dropped and the balloting shall continue, dropping the candidate with the least number of votes, until one candidate or city receives a majority.

Section 6. In the event there is a tie vote for election of officers or convention city, there shall be conducted three votes in an effort to break the tie. If a tie still exists, then a roll call vote as in section 4 shall be issued to break the tie. The voting then returns to the delegate voting system prescribed in Section 2 and/or 4 above until a candidate or city receives a majority.

Section 7. Proxy shall be permitted only in a call of the roll vote and in the election of officers and shall be cast by the Chairman of the carrying Local's delegation.

Section 8. No officer or Trustee shall have more than one vote in convention and officers and Trustees shall not be permitted to vote by proxy nor shall any officer or Trustee be allowed to vote in Vice Presidential or Trustee elections.

Section 9. Election problems not defined herein shall be decided in a manner prescribed by majority vote of the election committee.

Fourth (4th) By-Law - Procedure for Suspension For Non -Payment of Dues and Reinstatement

Section 1. Any Local affiliated with the Association which fails to pay its per capita for a period of three (3) months, such Local and their District Vice President shall be notified of the Local's arrears and if such Local fails to pay their arrears by one hundred twenty-one (121) days following the last paid up month, the local shall be suspended from the membership and shall forfeit its rights and privileges in the Association and the Local and their District Vice President be notified by registered letter of their suspension. If such Local remains in arrears, the Local shall automatically forfeit its affiliation with the Association and such forfeiture shall occur on the one hundred eighty-first (181) day following the last paid up month and the Local and the Executive Committee shall be notified of the Local's forfeiture.

Reinstatement after membership forfeiture shall require a majority vote of the Executive Board or Convention under the terms and conditions set forth by the Board or Convention.

Section 2. The suspended Local may be reinstated in the Association upon payment of all arrears, provided, however, that in exceptional cases the President, with the consent of the Executive Committee, shall have the power to excuse such arrears when circumstances warrant such action. Providing further any Local affiliating with the TSAFF shall be required to pay per capita tax back to the last convention or back to the month they were chartered by the International, whichever is the shorter period.

Fifth (5th) By-Law - Procedure for Filling Vacancies on Executive Committee

Section 1. In case of a vacancy in the office of President or Secretary/Treasurer, the Executive Board will appoint a TSAFF Vice President to fill the position until an election can be held as outlined in Section 3 or at the next convention, if 90 days or less until convention. If no TSAFF Vice President accepts the appointment, an eligible member of TSAFF shall be appointed to fill the position until an election can be held as outlined in Section 3 or at the next convention, if 90 days or less until convention.

Section 2. In the event a vacancy occurs in any other elected office of the TSAFF, the election will follow the procedures outlined in Section 3.

Section 3. If ninety (90) days or less remain before the first day of the next convention, the vacancy shall be left open.

If more than ninety (90) days remain, a referendum election will be held in accordance with the provisions of this Article.

Within five (5) days, the Secretary will send each Local of the TSAFF and TSAFF officer eligible to vote in the election, a certified letter advising them of the vacancy. In the case of a district office, only member locals in the district will receive the letter.

The Executive Board will set a date not more than fifteen (15) days from the date of notification to each local for nominations to close and a ballot be set.

Within five (5) days of the final ballot being set, the Secretary will send to each affected Local and TSAFF officer eligible to vote in the election, by certified mail, the number of ballots that they would have been entitled to at the last convention, or on the date of their affiliation whichever is the later date. A return envelope shall be included and have the word "BALLOT" printed on it. It shall only be opened at the offices of the TSAFF with a majority of the TSAFF

Trustees present. The ballot counting shall occur when all ballots are in, or on the fortieth (40th) day after the ballot was sent, whichever occurs first.

If no majority is received, there shall be a run-off following the same procedure between the two candidates receiving the most votes. Should there be a tie for second and third place when there are more than three (3) candidates, the Trustees shall place the two tied names in a container and draw the name of the candidate who will be in the run-off with the person who received the most votes. If, at any time, when only two (2) candidates share a race, there is a tie, there will be only one (1) run-off election. If still tied, the Executive Board, at its next meeting, shall decide the issue by secret ballot. If still tied after three (3) ballots, the matter will be resolved by a drawing between the two candidates.

Sixth (6th) By-Law - Procedure for Initiative, Referendum, and Recall

Section 1. Initiative referendum may be brought about upon the adoption by ten per cent (10%) of the member Locals of a resolution calling for a referendum on a specific subject. Such adoption shall be at a regular or special meeting of each of the Locals.

Section 2. Each such Local adopting a resolution calling for a referendum shall deliver or send by certified mail a copy of the resolution to the Secretary/Treasurer of the TSAFF. The Secretary/Treasurer shall deliver or send by certified mail a letter acknowledging the receipt of the resolution, stating how many resolutions shall be required to initiate the referendum and how many have been received to that point.

Section 3. When the Secretary receives the required number of resolutions to call the referendum, the Executive Board shall within sixty (60) days deliver the ballots or send them out by certified mail. The Locals shall have sixty (60) days to return their ballots from the date of the postage or deliver if not mailed.

Section 4. Each Local shall be allowed to cast the same number of votes as the number of delegates they would be entitled to on the date the referendum went out.

Section 5. The President shall announce the results of the referendum within thirty (30) days after the deadline for Locals to cast their ballots.

Seventh (7th) By-Law - Convention Order of Business and Executive Board Meeting Agenda

Section 1. The official order of business during the convention shall be as follows:

ORDER OF BUSINESS

- Roll Call of Officers
- Report of Credentials Committee
- Roll Call of Delegates
- Adoption of Minutes
- Reports of Officers
- Report of Resolutions Committee
- Report of Special Committees
- Unfinished Business
- Memorial Services
- Election of Officers
- Adjournment

Section 2. The following agenda shall be the standing agenda items for the Executive Board meeting:

- Roll call of Officers
- Report or presentation from outsiders
- Minutes of last Executive Board meeting
- Financial report
- Reports and requests from Locals
- Reports from IAFF Officers and/or Staff
- Reports from AFL-CIO Officers and/or Staff
- Reports from TSAFF Officers and Staff
- Review Reports from Liaisons to Commissions
- Any special order of business
- Committee Reports
- Unfinished business
- New business
- Good and welfare
- Assignments by the President
- Adjournment

2007 DELEGATES

Delegate	Local	Local #
Grady Sheppard	Abilene	1044
Gary Cheek	Abilene	1044
Buddy Sessums	Abilene	1044
Bill Amos	Allen	3453
James Williams	Amarillo	542
Randy Adams	Amarillo	542
Kevin McLeland	Amarillo	542
David Crow	Arlington	1329
Scott Hofstrom	Arlington	1329
Cliff Alexander	Austin	975
Mikel Borg	Austin	975
Dan Herman	Austin	975
Randy Moreno	Austin	975
Stephen Truesdell	Austin	975
Warren Weidler	Austin	975
Matt Ballard	Balch Springs	3147
Jody Farrell	Balch Springs	3147
Mark Medrano	Baytown	1173
Keith Lowell	Baytown	1173
Galen Key	Beaumont	399
Mike Drury	Beaumont	399
Donny Schroeder	Beaumont	399
Daniel Bilbrey	Belton	4506
Paul Brown	Big Spring	2922
Jay Holt	Big Spring	2922
Marco Longoria	Brownsville	970
John Adams	Brownsville	970
Robert Vera	Brownsville	970
Kyle Whitely	Brownwood	2863
Benny Carnes	Brownwood	2863
Todd Mack	Bryan	1204
John Strickland	Bryan	1204
Scott Tittle	Carrollton	2182
Watson Kohankie	Carrollton	2182
Ricky Vaughn	Carrollton	2182
Glen Clark	Cedar Hill	3463
Richard Dixon	Cedar Hill	3463
John Riddle	Conroe	2731
Neal Radford	Conroe	2731
Roberta Cancio	Converse	4377
Chris Holland	Coppell	3178
Monty Moon	Coppell	3178
Carlos Torres	Corpus Christi	936
Matt Bitoni	Corpus Christi	936
Steve De Leon	Corpus Christi	936
Johnny Guerra	Corpus Christi	936

2007 DELEGATES

Delegate	Local	Local #
Michael Buehler	Dallas	58
Scott Clumpner	Dallas	58
Gary Edge	Dallas	58
David Gibson	Dallas	58
Ray Morales	Dallas	58
Robert Russ	Dallas	58
Darryl Wachsman	Dallas	58
Clinton Little	Denison	965
Mike Tucker	Denton	1291
Jason Ballard	Denton	1291
Ken Gold	Denton	1291
Craig Kirk	Desoto	2965
Joe Tellez	El Paso	51
Armando Chavez	El Paso	51
John Concha	El Paso	51
Earl Hayden	El Paso	51
Ricardo Marin	El Paso	51
Rudy Portillo	El Paso	51
Brian Emlet	Ennis	3320
Josh Slovak	Ennis	3320
Marshall Ashby	Farmers Branch	3325
Jason Shelby	Farmers Branch	3325
Jim Tate	Fort Worth	440
Fred Jandrucko	Fort Worth	440
Chaney Mills	Fort Worth	440
James Nored	Fort Worth	440
Pat Vasquez	Fort Worth	440
Don Westmorland	Fort Worth	440
Christopher Beck	Frisco	3732
William Carpenter	Frisco	3732
Charles Olsen	Galveston	571
John Ovalle	Galveston	571
Gary Vasquez	Galveston	571
Paul Henley	Garland	1293
Chase Harris	Garland	1293
David Holcombe	Garland	1293
Russell Lawhorn	Georgetown	3991
Joe Williamson	Haltom City	3562
Rick Guerra	Harlingen	3404
Michael Strobo	Highland Lakes	3937
Glenn Trubee	Hudson Bend	4117
Jason Sawyer	Hudson Bend	4117
Grant Blake	Irving	2073
Helmut Money	Irving	2073
Jeff Rutledge	Irving	2073
David Jones	Keller	3731
Alan Jacobs	Keller	3731

2007 DELEGATES

Delegate	Local	Local #
Erik Secrest	Kerrville	3230
David Hernandez	Kerrville	3230
Jeff Ferrell	Killeen	2505
Robert Arredondo	Killeen	2505
Cory Davis	Killeen	2505
Aidan Alvarado	Laredo	1390
Jorge Tovar	Laredo	1390
Ricky Murphy	Lubbock	972
Tim Jones	Lubbock	972
Jay Watson	Lubbock	972
Michael Sanford	Lufkin	3034
Tony Nelson	McAllen	2602
Armando Cano	McAllen	2602
Amado Cano	McAllen	2602
Steve Dorris	McKinney	4017
Dirk Hedges	McKinney	4017
Jeff Dillon	Mesquite	1518
Billy Petty	Mesquite	1518
Gary Ward	Mesquite	1518
Larry Stewart	Midland	4405
Derek MacPherson	Midland	4405
Eric Stewart	Midland	4405
Michael Silva	Mission	3609
Jorge Flores	Mission	3609
Colin Batchelor	Nederland	3339
John Tallant	Orange	1432
Richard Land	Orange	1432
Craig Harkcom	Pampa	3293
Jesse Hanes	Pampa	3293
Michael Anderson	Pflugerville	4137
Greg Monroe	Pflugerville	4137
Steve Gonzalez	Pharr	4213
Scott Kerr	Plano	2149
Greg Beck	Plano	2149
Chris Jefferson	Plano	2149
Joe Pirtle	Port Arthur	397
Claud Whitson	Richardson	1954
Scott Echstein	Richardson	1954
David English	Richardson	1954
Donald White	San Angelo	886
Bubba Barnett	San Angelo	886
Santos Elizondo	San Angelo	886
Edward Guerra Jr.	San Antonio	624
Mark Black	San Antonio	624
Jerry "Partner" Cantu	San Antonio	624
Andrew Estrada	San Antonio	624
Connie Hall	San Antonio	624
Rene Lopez	San Antonio	624
Jim Reidy	San Antonio	624
Christopher Steele	San Antonio	624
J.T. Trevino	San Antonio	624

2007 DELEGATES

Delegate	Local	Local #
Raul Zuniga Jr.	San Benito	4097
James Frye	San Marcos	3963
Salvatore Matano	San Marcos	3963
Leon Sposari	Schertz	4083
Mark Kublank	Seguin	4122
Antonio Gonzales	Seguin	4122
Bill Dunbar	Stephenville	4146
Charles Helmer	Temple	846
Stephen Lane	Temple	846
Glynn Ray	Tyler	883
Steve Countryman	Tyler	883
Les Schminkey	Tyler	883
Joe Singer	Waco	478
Mike Lenart	Waco	478
Steve Tull	Waco	478
Roberto Vega	Weslaco	3207
Ray Wood	Wichita Falls	432
Jim Davis	Wichita Falls	432
Chris Duncan	Wichita Falls	432
Guy Turner	TSAFF Executive Board	At-Large
Bob York	TSAFF Executive Board	At-Large
Steve Holland	TSAFF Executive Board	At-Large
Ed Willborn	TSAFF Executive Board	At-Large
Darrell Gonzales	TSAFF Executive Board	At-Large
Curtis Dunn	TSAFF Executive Board	At-Large
Morgan Herron	TSAFF Executive Board	At-Large
J.R. Sullivan	TSAFF Trustee	At-Large
Doug Dickerson	TSAFF Trustee	At-Large
Mike Perez	TSAFF Trustee	At-Large
Don Greene	TSAFF Emeritus	At-Large
Larry Keith	TSAFF Emeritus	At-Large
Rueben Millsaps	TSAFF Emeritus	At-Large
Louis Hebert	IAFF Representative for Life	At-Large
Buddy Mass	IAFF Emeritus	At-Large
Sandy McGhee	IAFF 11th District VP	At-Large

TOTAL DELEGATES 179

2007 ALTERNATES

Alternate	Local	Local #
Fidencio Alvarez	Abilene	1044
Marty Sanders	Abilene	1044
Frank Watts	Amarillo	542
Chris Balough	Arlington	1329
Robert Garcia	Austin	975
Perry Kaemmerling	Balch Springs	3147
Jeff Booker	Belton	4506
Jaime Ibarra	Brownsville	970
Greg Brown	Carrollton	2182
Margo Ann Murillo	Converse	4377
Jarrett Parr	Coppell	3178
Chris Price	Coppell	3178
Mike Sabala	Corpus Christi	936
Joe Vargas	Corpus Christi	936
Lonny Britten	Denton	1291
Mark Fleniken	Denton	1291
Mike Holdsclaw	Denton	1291
Rusty Henley	Farmers Branch	3325
Gilbert Robinson	Galveston	571
Tanya Sexton	Galveston	571
Donald Isenberg	Garland	1293
Ted Harris	Hudson Bend	4117
Joe Kowal	Irving	2073
Doug Haas	Keller	3731
Jeff Huntley	Keller	3731
Ed Gomez	Killeen	2505
Taylor Underwood	Killeen	2505
Robert Turner	Killeen	2505
Steve Nelson	Lubbock	972
Steve Setliff	Lubbock	972
Layne Stanford	Lubbock	972
Marcos Hernandez III	McAllen	2602
Robert Martinez	McAllen	2602
Benji Rojas	McAllen	2602
Tandy Boroughs	Mesquite	1518
Jason Powell	Mesquite	1518
Larry Nelson	Mesquite	1518
Javier Flores	Mission	3609
Armando Rendon Jr.	Mission	3609
Greg Sterling	Nederland	3339
Jerry Tomaschik	Pampa	3293
Robert Grant	Plano	2149
Phillip Huff	Richardson	1954
Noel Saldivar	Richardson	1954
Brent Thetford	Richardson	1954
Bubba Stevens	San Angelo	886
Robert Derrick	Stephenville	4146
Michael Mueck	Tyler	883
Greg Lippe	Waco	478
Nick Hillner	Wichita Falls	432
Brad Jones	Wichita Falls	432
Bob Whiteley	Wichita Falls	432

TOTAL ALTERNATES 52

Committee Assignments

Audit and Finance

Mike Perez – Port Arthur
Doug Dickerson – Dallas
J.R. Sullivan – Fort Worth
Bob York – TSAFF Secretary-Treasurer

Credentials

Bob York – TSAFF Secretary-Treasurer
Ray Wood – Wichita Falls
Ed Willborn – District VP

Constitution and By-Laws

Mike Buehler – Dallas, Chair

Chris Steele – San Antonio
Pat Vasquez – Ft. Worth
Joe Tellez – El Paso
Matt Bitoni – Corpus Christi
Warren Weidler – Austin
Grant Blake – Irving
Glynn Ray – Tyler
Mike Tucker – Denton
Mike Silva – Mission

Elections

Jim Davis – Wichita Falls, Co-Chair
Donny Schroeder – Beaumont, Co-Chair

Kevin McLeland – Amarillo
Jeff Rutledge – Irving
Leon Sposari – Schertz
Donald White – San Angelo
Connie Hall – San Antonio
Matt Bitoni – Corpus Christi
Ricardo Marin – El Paso
David English – Richardson

Emergency Relief and Scholarship

Guy Turner – TSAFF President, Chair

Michael Anderson – Director At Large
James Williams – Amarillo
John Riddle – Conroe

EMS

Billy Petty – Mesquite, Chair

J.T. Trevino – San Antonio
Jay Holt – Big Spring
Gary Cheek- Abilene
David Jones – Keller
Scott Clumpner – Dallas
Bubba Barnett – San Angelo
Jason Ballard – Denton
Steve Gonzalez – Pharr
Russell Lawhorn – Georgetown

Fire Protection Standards

Jim Reidy – San Antonio, Chair

Jay Watson – Lubbock
Gary Vasquez – Galveston
Randy Adams – Amarillo
Collin Batchelor – Nederland
Joe Pirtle – Port Arthur
Steve Tull – Waco
Steve Dorris – McKinney
Ken Gold – Denton
Jason Shelby – Farmers Branch

Committee Assignments

Human Relations

Marco Longoria – Brownsville, Chair

Matt Ballard – Balch Springs
Roberta Cancio – Converse
Scott Tittle – Carrollton
Chris Holland – Coppell
Steve De Leon – Corpus Christi
Mike Lenart – Waco
Jorge Flores – Mission
John Concha – El Paso
Craig Harkcom – Pampa

Legislative

David Gibson – Dallas, Chair

Jeff Dillon – Mesquite
Roger Lopez – San Antonio
Roberto Vega – Weslaco
Mark Medrano – Baytown
Brian Emlet – Ennis
Buddy Sessums – Abilene
Mike Drury – Beaumont
Fred Jandrucko – Fort Worth

Pensions

Earl Hayden – El Paso, Chair

Tim Jones – Lubbock
James Frye – San Marcos
Larry Stewart – Midland
Billy Whitson – Richardson
Paul Henley – Garland
David Crow – Arlington
Gary Edge – Dallas
Grady Sheppard – Abilene

Public Relations

Jerry “Partner” Cantu – San Antonio, Co-Chair

Robert Russ – Dallas
Don Westmoreland – Fort Worth
Eric Secrest – Kerrville
Scott Hofstrom – Arlington
Les Schminkey – Tyler
Todd Mack – Bryan
Armando Cano – McAllen
Glen Clark – Cedar Hill
Seth Johnson – Nacogdoches

Policy

Jim Tate – Fort Worth, Chair

Joe Singer – Waco
Ricky Murphy – Lubbock
Scott Kerr – Plano
Galen Key – Beaumont
Tony Nelson – McAllen
Ray Morales – Dallas
Charlie Olsen – Galveston
Armando Chavez – El Paso
James Williams – Amarillo

COMMITTEE CHARGES

Audit and Finance

Charges:

1. Present budget for adoption by the convention for the new fiscal biennium.

Credentials

Charges:

1. Certify delegate and alternate convention rosters.

Constitution and By-Laws

Charges:

1. Review Constitution and By-Laws Second By-law for necessary housecleaning and currency of document.
2. Assigned resolutions.

Policy

Charges:

1. Review of Policy Manual.
2. Review & Formulate Resolution for AD&D Insurance Coverage.
3. Assigned resolutions.

EMS

Charges:

1. Review new or amended state statutes affecting EMS providers.
2. Assigned resolutions.

Legislative

Charges:

1. Review lobby team reports and overall legislative effort including PAC programs.
2. Review recently passed legislation and its effects.
3. Re-examine district legislative program (line 1350 of budget).
4. Review TSAFF Membership Education Line (line 3720 of budget).

Pension

Charges:

1. Review Office of Texas Pension Commissioner and pension legislation passed during 80th legislative session.
2. Assigned resolutions.

COMMITTEE CHARGES

Fire Protection Standards

Charges:

1. Review Texas Commission on Fire Protection Standards operations for needed rule or legislative changes.
2. Assigned resolutions.

Human Relations

Charges:

1. Review human relations policies.
2. Assigned resolutions.

Emergency Relief and College Scholarship

Charges:

1. Review the operations of the Fund's activities.

Public Relations

Charges:

1. Review TSAFF public relations effort.
2. Assigned resolutions.

Elections

Charges:

1. Conduct TSAFF nominations and elections and ensure ballot integrity.

Constitution and By-Laws Committee Meeting

Chair: Mike Buehler - Dallas

Members: Pat Vasquez - Fort Worth
Chris Steele - San Antonio
Joe Tellez - El Paso
Matt Bitoni - Corpus Christi
Warren Weidler - Austin
Grant Blake - Irving
Glynn Ray - Tyler
Mike Tucker - Denton
Mike Silva - Mission

Resolution 3:

Jim Tate provided background information on the reason for the resolution.

V.P. McGee testified about how the PFFO passed the same type resolution and how it has been a success with immediate benefits.

There was debate both for and against with the major points being local autonomy, principle of unionism and question of "Bang for the Buck".

The Committee vote on this resolution was split 50/50, 5 for and 5 against.

The Committee recommendation is to debate this issue on the Convention floor.

Resolution 4:

After discussion the Consensus of the Committee was that this will hurt small locals and possibly discourage them from attending important TSAFF functions.

The unanimous Committee recommendation is to reject resolution 4.

Resolution 8:

The maker of this motion had an issue with a request for service from their VP that was denied and handled by another staff member.

The Committee felt that this was a service issue and possibly an education issue as to what is available from the TSAFF. The consensus was that adding another Board member was not needed to resolve this issue, however we did agree that it may be time to evaluate the entire state to see if redistricting is needed or the possible need to increase the number of Districts to properly service all our

members.

The Committee recommendation is to reject resolution 8.

For: 9 Against: 1

The Committee also is recommending that the Executive Board conduct a study of re-districting and the number of Districts.

Resolution 10:

Testimony in favor of this resolution was that, in the opinion of the maker, big city problems are different than small cities.

Most of the testimony was against this resolution. There is not a need for this position at this time. One of the issues is the fact that the voting strength of the remaining locals within the Districts would be disrupted by pulling the large locals out of those Districts.

The Committee recommendation is to reject resolution 10.

For: 9 Against: 1

Resolution 11:

The Committee felt that this was a benign resolution at this time, but that it may take care of an issue that may arise in the future.

The Committee recommendation is to adopt resolution 11.

Resolution 12:

After considerable debate, the consensus was that this issue should be tabled since Houston is the target audience of this resolution and they had not been contacted regarding this issue and after hearing of it, expressed concerns to V.P McGee if action was taken on this. The proper course of action would be to allow the Executive Board to negotiate the best deal possible and bring it to Convention for the membership to vote on when Houston decides to become a member of the TSAFF.

The Committee recommendation is to table this resolution.

For: 8 Against: 2

Policy Committee Report

Chair: Jim Tate – Fort Worth

Members Present: Joe Singer - Waco
Ricky Murphy - Lubbock
Scott Kerr - Plano
Galen Key - Beaumont
Tony Nelson - McAllen
Charlie Olsen - Galveston
Armando Chavez – El Paso
James Williams – Amarillo
Ray Morales - Dallas

Committee Actions/Recommendations

- 1) Resolution No. 9 – Committee recommends adoption w/ new cost factor of 40 cents.
- 2) Resolution No. 2 – Committee recommends adoption
- 3) Resolution No. 6 – Committee recommends adoption
- 4) The Policy Committee agrees w/ TSAFF Trustees' recommendation to do away with 16 P/D days and add that money into salary.
- 5) The Policy Committee recommends TSAFF does not pursue AD&D coverage for union officers at this time.
- 6) Policy Committee recommends adoption of Resolution No. 16. This resolution adds language to Section 13(a) of Policy Manual to mirror language in Section 13(b) of Policy Manual in regards to discretionary use of line item funds to attend meetings, conferences, etc. No cost factor.
- 7) Policy Committee recommends changing wording in Section 20 from “.... the TSAFF Service Director or their District Vice President...” to “.... Service Director and their District Vice President...” Wording change will mirror language in Section 18(a) Request for Service.

EMS Committee Report

Chair: Billy Petty - Mesquite

Members Present: J.T. Trevino – San Antonio
Jay Holt – Big Spring
Gary Cheek- Abilene
David Jones – Keller
Scott Clumpner – Dallas
Bubba Barnett – San Angelo
Jason Ballard - Denton
Steve Gonzalez – Pharr
Russell Lawhorn – Georgetown

Charges

Considered a motion to adopt a resolution to increase the GETAC Representative budget line to reflect the purchase and maintenance of a laptop computer with wireless service. The motion was adopted and a resolution will be submitted from the committee and discussion will follow.

Considered a motion to adopt a resolution that a policy change be made to reflect the attendance of the GETAC Representative and the TSAFF EMS Liaison at the IAFF EMS Conference. The motion was adopted and a committee resolution was submitted to the policy committee.

Considered a motion to adopt a committee position to recommend the TSAFF E-Board to monitor the progress of a private EMS provider (AMR) attempting to secure a FEMA contract. That contract would allow this private EMS provider to provide oversight in the event of an emergency. The provider is trying to secure language that would allow them to “draw down” companies from the public sector to meet their needs in the event of an emergency. The IAFF is aware of this attempt and the TSAFF should work with the IAFF to disallow this practice. This motion was adopted and a recommendation is hereby submitted to the E-Board.

Considered a motion to adopt language to direct the E-Board to pursue legislation that 911 EMS service be provided by fire-based EMS service in municipalities with a population greater than one million. The motion was adopted and the committee recommends the TSAFF E-Board seek this legislation in the next session.

Legislative Committee Report

Chair: David Gibson - Dallas

Members Present: Jeff Dillon-Mesquite
Roger Lopez-San Antonio
Robert Vega-Weslaco
Mark Medrano-Baytown
Brian Emler-Ennis
Buddy Sessums-Abilene
Mike Drury-Beaumont
Fred Jandrucko-Fort Worth

Mike Higgins gave report on Lobby Team and overall Legislative efforts during the 80th Legislative session. Mr. Higgins stated that the current legislative efforts have been successful. Getting TSAFF Legislative goals moved through the Texas Legislature.

Mr. Higgins reported that the PAC program has helped program TAFPAC grow by 32% since changes over the last few years have been in place.

Mr. Higgins Reported to committee on Sovereign Immunity Bill and impact. It will have on future litigation filed against cities in Texas.

The Legislative Committee review line 1350 of the TSAFF budget, which has been appropriated for district legislative agents. After discussion of committee members, President Turner gave testimony and answered questions.

After, testimony a motion was made by Fred Jandrucko and second by Brian Emler to create a resolution from committee to "delete line 1350 from the TSAFF budget.

Passed 9-0

Motion passed 9-0

Pension Committee Report

Chair: Earl Hayden – El Paso

Members Present: Tim Jones – Lubbock
James Frye – San Marcos
Larry Stewart – Midland
Billy Whitson – Richardson
Paul Henley – Garland
David Crow – Arlington
Gary Edge – Dallas
Grady Sheppard – Abilene

Consider making all cities place a retired member on the Board of Trustees.

After discussion on this point and clarification the committee decided to submit a substitute resolution that would require all cities, regardless of size, have one retired fire fighter position on the Board of Trustees. Therefore, a provision to provide protection of the statute for smaller cities was implemented.

Fire Protection Standards Committee Report

Chair: Jim Reidy – San Antonio

Members Present: Jay Watson - Lubbock
Gary Vasquez – Galveston
Randy Adams - Amarillo
Collin Batchelor – Nederland
Joe Pirtle – Port Arthur
Steve Tull – Waco
Steve Dorris – McKinney
Ken Gold – Denton
Jason Shelby – Farmers Branch

Overview of aspects of TCFP

1. NFPA 1851 - Discussion of updated standard.
 - Discussion of 10 year retirement of PPE
 - Discussion of 1851 being in statute so no editing by fire commission.
2. Discussion of complaints process regarding 1851 or other state mandated standards.
 - Complaints could be written or email.
 - Complaints have to be investigated
3. Benefits of NFPA Standards in State Statute. NFPA standards update every 5 years so no negotiation or bargaining needed for improvements to our safety.
4. Discussion about future openings and the process of application and appointment by the Fire Commission.
 - Fire Fighter Advisory Committee – 2
 - Curriculum and Testing - at least 2
 - Discussion about appointment process
 - Commissioners pick appointees.
5. Report on local problems brought to the committee.
 - Weslaco
 - 20 of 22 new SCBAs have no PASS devices.
 - Violation of Commission rules.
 - Complaint process started immediately.
 - Lufkin
 - Dangerous staffing levels
 - Lufkin's 3 man/2 vehicle stations responding
 - 1 person to working fires.
 - Political solution to be looked at and possible 2in/2out violations to be filed.
6. Introduced convention committee members
 - Special note of thanks to Mike Higgins for his assistance at the commission.
 - Acknowledgement of Texas Commission on Fire Protection representatives.
 - TCFP representatives - Kent Worley - Fort Worth ,John Riddle – Conroe
 - Fire Fighter Advisory Committee funded members - Mike Wisko - Galveston, Jim Reidy - San Antonio, Amado Cano - McAllen, Benny Howard – Dallas
 - Funds Allocation Advisory Committee appointees - Lalo Rodello - El Paso, Carlos Torres - Corpus Christi

Human Relations Committee Report

Chair: Marco Longoria - Brownsville

Members Present: Matt Ballard – Balch Springs
Roberta Cancio - Converse
Scott Tittle - Carrollton
Chris Holland - Coppell
Steve De Leon – Corpus Christi
Mike Lenart – Waco
Jorge Flores - Mission
John Concha – El Paso
Craig Harkcom - Pampa

Human Relations Committee met with the purpose of reviewing Human Relations Policies and Committee was also assigned with Resolution 13 submitted by Baytown L-1173.

The Committee discussed and heard testimony on the resolution.

Testimony was heard as follows:

The submitting Local emphasizes that as the resolution states, delegates or attending Brothers and Sisters are unable to take families to Convention. It being part of the design and purpose that the host cities benefit from the revenues that families may generate.

Testimony was also heard about Convention being primarily designed for Fire Fighters first and families to be accommodated if conditions allow.

After careful consideration by committee, we request it be discussed on the floor and that the brothers and sisters consider a recommendation by committee adopt Resolution 13 as it reads.

Note – a recommendation by testifying parties was made for this issue to be taken to the conference at the Southern Federation of Fire Fighters January 2008 in Key West.

Public Relations Committee Report

Chair: Jerry "Partner" Cantu – San Antonio

Members Present: Robert Russ – Dallas
Don Westmoreland – Fort Worth
Eric Secrest – Kerrville
Scott Hofstrom – Arlington
Les Schminkey - Tyler
Todd Mack - Bryan
Armando Cano - McAllen
Glen Clark – Cedar Hill
Seth Johnson – Nacogdoches

Discussion on Resolution No. 7 – Question is profirefighter.com using this company for the TSAFF website and enhancing this service to allow more capabilities.

Hudson Bend Local 4117 President, Glenn Trubee, advised us on the resolution that the state would pay \$39.95 on the advance package, the company waved the setup fee.

In return any Local that doesn't have profirefighter.com gets their price dropped to \$195.00 from \$395.00 for basic, standard \$695.00 to \$395.00, advance \$1295.00 to \$695.00.

Website conversion package \$395.00 from Locals who already have a site.

Locals can register through their website to give testimonials on how they like this website. 5 year no price increase guarantee.

20% discount to Locals who already use profirefighter.com for 5 years.

Email, voting, news capability all enhanced.

Bob York testified on resolution saying that he recommended we go to a new website. He said that there would not be a cost factor.

Recommendation what we can or can't allow within the website security.

Elections Committee Report

Co-Chair: Jim Davis – Wichita Falls
Co-Chair: Donny Schroeder – Beaumont

Members Present: Kevin McLeland -Amarillo
Jeff Rutledge - Irving
Leon Sposari - Schertz
Donald White – San Angelo
Connie Hall – San Antonio
Matt Bitoni - Corpus Christi
Ricardo Marin – El Paso
David English - Richardson

Elections committee met on the first day of convention and discussed elections procedures and rules. All members of the elections Committee were present.

The election committee proceeded with the same rules that had been written at the 2007 convention. Voting time and place were discussed and it was decided that nominations and voting could proceed as outlined on the agenda of the convention. Positions within the TSAFF that were up for election was determined to be: President, Secretary Treasurer, Vice-Presidents Place 1, 2, 3, 4, and 5; Trustee Zone B; Relief and Scholarship Director at Large and Zone B and C Director of Relief and Scholarship Fund; Endorsement to the AFL-CIO Executive Board and Host City. A preliminary report was given to members July 18, 2007.

Elections Committee Preliminary Report

July 18, 2007

Offices that are up for election are TSAFF President, Secretary Treasurer, District Vice-President, Trustee, Director for Relief and Scholarship Fund, and host city.

*All nominations for office will take place during general session starting at 1:00 P.M. on Wednesday, July 18, 2007. The order of nominations will be as follows: TSAFF President; TSAFF Secretary Treasurer; District Vice Presidents, District 1-5; Trustee, Zone B; Director for Relief and Scholarship Fund, Zone B and C and host local. Nomination speeches will be limited to two (2) minutes. Second speeches will be limited to one (1) minute and only one second will be recognized. Each nominee will be allowed three (3) minutes for acceptance remarks. Host local nomination, second and acceptance times may be combined for a total of ten (10) minutes. **Time limitations will be enforced.***

Voting delegates are encouraged to get to the polling place early. Everyone that is in line by 10:00 A.M. will be allowed to vote. The pole will close promptly at 10:00 A.M.

Elections will be held in the Wichita I room from 8:00 A.M. until 10:00 A.M. Thursday, July 19, 2007. Care should be taken to place the proper ballot in the proper box.

*If an affiliate desires to vote by bloc during the election or any runoff election, the Chair of the delegation shall obtain the signatures of each member of their delegation on the authorization forms furnished for this purpose for each election or runoff election to permit the unit vote during such elections. When this is done, the ballot shall be cast by the chair of the delegation and shall reflect the full voting strength to which the affiliate is entitled as shown by the list prepared by the Secretary-Treasurer and the Credentials Committee. If the Chair of the committee should leave the Convention before the elections are completed, the remaining delegates shall elect a new Chair and execute a new authorization form. **If the delegation is divided, the voting strength of the affiliates shall be allocated to the individual delegates during the election and any runoff election.***

*If a delegations wishes to bloc vote **bloc voting forms will be required.** Bloc voting forms will consist of printed names and signatures of all delegates that wish to release his or her voting rights, plus the printed name and signature of the delegation chair that will be casting the bloc ballots. Bloc voting forms will be available at the podium and at the podium until 8:00 A.M. Thursday, July 19, 2007. Any Chair of a delegation wishing to bloc vote shall present a completed bloc vote form prior to receiving ballots. **This***

form is not required for the chair of a delegation to cast a vote for an unregistered delegate or for Proxy voting.

The Committee then discussed time, place and order of nominations. It was decided that nominations would take place at the time stated in the agenda and that all nominations would be from the floor in general session. And would be placed on the ballot in the order of their nomination.

On Wednesday July 19, 2007 Co-Chair Davis and Schroeder opened the floor for nominations. The following are the nominations in order:

TSAFF President

Guy Turner
Nominated by: Louis Hebert, Delegate-At-Large
Second by: Mike Buehler, Local 58

No further nominations were placed and a motion to elect by acclimation was in order. The motion carried unanimously.

TSAFF Secretary Treasurer

Bob York
Nominated by: Rueben Millsaps, Delegate-At-Large
Second by: J.R. Sullivan, Delegate-At-Large

No further nominations were placed and a motion to elect by acclimation was in order. The motion carried unanimously.

TSAFF District One Vice President

Steve Holland
Nominated by: Layne Stanford, Local 972
Second by: Craig Harkcom, Local 3293

No further nominations were placed and a motion to elect by acclimation was in order. The motion carried unanimously.

District Two Vice President:

Jeff Dillon
Nominated by: Mike Buehler, Local 58
Second by: Morgan Herron, Delegate-At-Large

No further nominations were placed and a motion to elect by acclimation was in order. The motion carried unanimously.

District Three Vice President:

Carlos Torres
Nominated by: Mike Silva, Local 3609
Second by: Leon Sposari, Local 4083

District Four Vice President

Darrell Gonzales
Nominated by: Joe Singer, Local 478
Second by: Galen Key, Local 399

No further nominations were placed and a motion to elect by acclimation was in order. The motion carried unanimously.

District Five Vice president:

Curtis Dunn
Nominated by: Mike Tucker, Local 1291
Second by: Joe Williamson, Local 3562

No further nominations were placed and a motion to elect by acclamation was in order. The motion carried unanimously.

Trustee Zone B:

Doug Dickenson
Nominated by: David Gibson, Local 58
Second by: Watson Kohankie, Local 2182

No further nominations were placed and a motion to elect by acclamation was in order. The motion carried unanimously.

Relief and Scholarship Fund Director Zone B:

Billy Whitson
Nominated by: Doug Dickerson, Delegate-At-Large
Second by: Morgan Herron, Delegate-At-Large

No further nominations were placed and a motion to elect by acclamation was in order. The motion carried unanimously.

Relief and Scholarship Fund Director Zone C:

John Riddle
Nominated by: Darrell Gonzales, Delegate-At-Large
Second by: Neal Radford, Local 2371

No further nominations were placed and a motion to elect by acclamation was in order. The motion carried unanimously.

Host City:

El Paso
Nominated by: Layne Stanford, Local 972
Second by: Mike Silva, Local 3609

Richardson
Nominated by: Brian Emlet, Local 3320
Second by: Chris Beck, Local 3732

Voting was held in Wichita I on Thursday July 19, 2009 from 8:00 A.M. to 10:00 A.M.

A total of 179 delegates cast votes.

Certified results of the Host city election..... El Paso..... 45 Votes
Richardson.....119 Votes

Once again it was an honor to serve the TSAFF convention as elections committee chair and I would like to thank all the members of the committee for their hard work.

This is a complete report of the Elections Committee.

RESOLUTION NO: 1
COST FACTOR: 0

REFERRED TO: Const. and By-Laws

WHEREAS: At our 2005 Convention in Galveston we named our first Trustee Emeritus and that practice will more than likely continue in the future; and

WHEREAS: IAFF Officers, IAFF Officers Emeritus, IAFF Staff Representative for Life, Louis Hebert, and TSAFF Officers Emeritus now have delegate status at our Convention.

THEREFORE BE IT RESOLVED THAT: Article VII, titled Convention, Section 5, add the wording Trustee Emeritus following TSAFF Officers Emeritus.

SUBMITTED BY: TSAFF Executive Board

Committee Recommendation:

Convention Action: Adopted

RESOLUTION NO: 2
COST FACTOR: 3 cents

REFERRED TO: Policy

WHEREAS: Resolution 18A was adopted by the 38th Biennial Convention stating, a COLA resolution for TSAFF salaried officers be generated at each convention reflecting the 2 year Central Texas CPI; and

WHEREAS: The Central Texas CPI for the full years of 2005 and 2006 was 3.4% and 2.6%;

THEREFORE BE IT RESOLVED THAT: Effective August 1, 2007 our TSAFF Officer salaries reflect the 6.0% CPI increase of the past two years.

SUBMITTED BY: TSAFF Trustees

Committee Recommendation: Adopt

Convention Action: Adopted

Cost: 6.0% of Pres, S/T and VP's current salaries including SSN and Med

RESOLUTION NO: 5a
COST FACTOR: 0

REFERRED TO: Pension

WHEREAS: The Texas Local Fire Fighters Retirement Act (Article 6243e Vernon's Texas Civil Statutes 45th Legislature 1937) does not provide for representation by a retired fire fighter on the board of trustees; and

WHEREAS: All Fire Fighters will become a retiree at some time; and

WHEREAS: It will take a Legislative change to include a retired position on the board of trustees; and

THEREFORE BE IT RESOLVED THAT: That cities would be required to have one retired fire fighter position on the board of Trustees; and

THEREFORE BE IT FURTHER RESOLVED THAT: Any city may be exempt from this resolution as long as due diligence is proven in filling this appointed position; and

BE IT FURTHER RESOLVED THAT: The Texas State Association of Fire Fighters introduce legislation during the 81st Session of the Texas Legislature that would include a retired fire fighter position on a Board of Trustees under Article 6243.

SUBMITTED BY: Lubbock, Local 972

Committee Recommendation: Adopt as Amended

Convention Action: Adopted

RESOLUTION NO: 6
COST FACTOR: 0

REFERRED TO: Policy

WHEREAS: “Sandy” McGhee was elected as 11th District IAFF Vice President in Boston in 2004; and

WHEREAS: Sandy has done a fantastic job representing our district both in Texas and Oklahoma over the past three years; and

WHEREAS: If it is not broke, why would we consider fixing it.

THEREFORE BE IT RESOLVED THAT: The TSAFF reward this deserving individual for his hard work and dedication with our endorsement for re-election.

SUBMITTED BY: TSAFF Executive Board

Committee Recommendation: Adopt

Convention Action: Adopted

RESOLUTION NO: 7a
COST FACTOR: 0

REFERRED TO: Public Relations

WHEREAS: The Texas State Association currently utilizes a website to offer and provide basic information to its members. This website offers such as Quarterly Newsletters, TSAFF Endorsed Companies and Legislative and PAC information. TSAFF could establish a new enhanced website utilizing the same website provider that currently manages our web services "Profirefighter.Com". The website is an easy to use system that many Texas State Association Locals currently utilize to disseminate information to its members. This also would be an easy and inexpensive way for Locals to interact with each other and for the State Association to provide minimum service to its members by utilizing the built in message board and other features this service offers. This web service also offers an online store that the State could use to sell its items to its members without having to wait for an event to do so.

THEREFORE BE IT RESOLVED THAT: The State Association would upgrade its current website to the "Advanced Package" offered by "Profirefighter.com".

BE IT FURTHER RESOLVED THAT: The TSAFF Executive Board would be in charge of the management and maintenance of the website.

SUBMITTED BY: Local 4117 Hudson Bend

Committee Recommendation: Adopt as Amended

Convention Action: Adopted

RESOLUTION NO: 9
COST FACTOR: 40 cents

REFERRED TO: Policy

WHEREAS: The Texas State Association of Firefighters currently provides Service to its 14,000 members through the TSAFF Chief of Staff and its one Service Director; and

WHEREAS: These two positions are in charge of representing its members by providing service for Member grievances and disciplines, Collective Bargaining Negotiations, Referendum Elections and much more; and

WHEREAS: In 2005 the Meet and Confer Bill was passed and signed into law by Governor Perry allowing 68 Locals eligible for Meet and Confer. This in turn allowed for 8 Locals to seek out Meet and Confer Rights; and

WHEREAS: This has increased the number of service calls for the State Association, and likely to continue to increase; and

Furthermore with the Texas State Association only having two positions to provide service to its members throughout the State at any given time, service can be at times be a slow process, especially when the Legislature is in Session because of Chief of Staff Mike Higgins' commitment to the Legislature, and the work commitment of Ralph Torres.

THEREFORE BE IT RESOLVED THAT: The Texas State Association of Firefighters will add an additional Service Rep to its Staff at the beginning of the Fiscal Year of 2007 - 2008 to help with service to its members throughout the state.

SUBMITTED BY: Local 4117 Hudson Bend

Committee Recommendation: Adopt

Convention Action: Adopted

RESOLUTION NO: 11
COST FACTOR: 0

REFERRED TO: Const. and By Laws

WHEREAS: The current Constitution & Bylaws of the Texas State Association of Fire Fighters provides for 5 executive board members from 5 districts; and

WHEREAS: The current executive board is comprised of an odd number of board members; and

WHEREAS: : The executive board of the Texas Association of Fire Fighters may be comprised of an even number of board members in the future; and

THEREFORE BE IT RESOLVED THAT: The Constitution & Bylaws of the Texas Association of Fire Fighters be amended to provide that if the number places on the executive board is an even number, the President of the Texas Association of Fire Fighters shall only vote to break a tie. If the number of places is an odd number, the President shall be a voting member of the Executive Board.

SUBMITTED BY: Austin Firefighter's Association L975

Committee Recommendation: Adopt

Convention Action: Adopted

RESOLUTION NO: 14
COST FACTOR: 2 cents cost reduction

REFERRED TO: Legislative

WHEREAS: Monies for the District Legislative Agents have not been used during the last 2 years; and

WHEREAS: Testimony to the Legislative Committee indicated this work is being accomplished under other budget lines; and

THEREFORE BE IT RESOLVED THAT: That monies allocated for District Legislative Agent be removed from the TSAFF 2007-2009 budget.

SUBMITTED BY: Legislative Committee

Committee Recommendation: Adopt

Convention Action: Adopted

RESOLUTION NO: 15
COST FACTOR: 1 cent

REFERRED TO: EMS

WHEREAS: The GETAC Representative attends quarterly meetings on behalf of the TSAFF; and

WHEREAS: The meeting information, agendas, meeting minutes and changes are provided in an electronic format; and

WHEREAS: Hard copy documents are not provided by the State of Texas for said meetings; and

WHEREAS: Last minute changes and submittals are provided electronically with no hard copy provided; and

WHEREAS: The GETAC representative must be organized to effectively respond to issues affecting the membership of the TSAFF; and

THEREFORE BE IT RESOLVED THAT: The GETAC representative line item be increased to allow for the purchase of a laptop computer, software and wireless internet service with annual service contract.

SUBMITTED BY: EMS Committee

Committee Recommendation: Adopt

Convention Action: Adopted

RESOLUTION NO: 16
COST FACTOR: 0

REFERRED TO: Policy

WHEREAS: TSAFF Liaisons represent our membership at numerous state agencies and commissions to assure the interest of our membership as stated in the Policy and Mission Statements, and Constitution and By-Law; and

WHEREAS: TSAFF Liaisons need to stay updated, informed, and educated on information related to their involvement in the state agencies and commissions; and

THEREFORE BE IT RESOLVED THAT: that the following section be added to Policy Manual Section 13(a) TSAFF Appointed Liaisons, line 4 "... and By-Laws. TSAFF-appointed liaisons have discretion over their line item with approval of the President of the TSAFF. Reimbursement for activities...."

SUBMITTED BY: Policy Committee

Committee Recommendation: Adopt

Convention Action: Adopted

RESOLUTION NO: 17
COST FACTOR: 0

REFERRED TO: Floor Resolution

WHEREAS: Morgan Herron has been a dedicated member of the IAFF and TSAFF for twenty years; and

WHEREAS: Morgan served his own Local, Tyler Local 883 in a number of positions including, Vice President for four years, President for ten years and President Emeritus for life; and

WHEREAS: Morgan was elected as TSAFF Vice President for his District in 1992 and served until 1993 and was elected in 1995 to the same position again with total dedicated service to the TSAFF as District Vice President of fourteen years; and

WHEREAS: He has be an integral part of the TSAFF Executive Board for all of his years of service, not only to his district but to the state in general, and has taken on every task assigned and with driving enthusiasm completed each above and beyond what was expected.

THEREFORE BE IT RESOLVED: The Delegates assembled at the 40th Biennial Convention of the Texas State Association of Fire Fighters honor this dedicated leader with the status of TSAFF Vice President Emeritus.

BE IT FURTHER RESOLVED: That a properly framed copy of this resolution be presented to Vice President Morgan Herron with congratulations on a job well done.

SUBMITTED BY: Tyler Local #883, Delegates Assembled at the TSAFF 40th Biennial Convention

Floor Action: Adopted by Unanimous Vote

RESOLUTION NO: 18
COST FACTOR: 0

REFERRED TO: Floor Resolution

WHEREAS: Ed Willborn has been a dedicated member of the IAFF and TSAFF for thirty-five years; and

WHEREAS: Ed served his own Local, San Antonio Local 624, for thirty-three years in a number of Executive Board positions including, Sgt at Arms for two years, Recording Secretary seventeen years and Negotiating Team Member for twelve years; and

WHEREAS: Ed was elected as District 3 TSAFF Vice President in 1991 and has dedicated the last sixteen years to the members of his District in outstanding representation and service; and

WHEREAS: He has been on the forefront of the growth of the TSAFF Membership, taking part in growth from 7,000 members to 14,000 members as well as the development of a true line item budget.

THEREFORE BE IT RESOLVED THAT: The Delegates assembled at this 40th Biennial Convention of the Texas State Association of Fire Fighters honor this dedicated leader with status of Vice President Emeritus.

BE IT FURTHER RESOLVED: That a properly framed copy of this resolution be presented to Vice President Ed Willborn with congratulations on a job well done.

SUBMITTED BY: San Antonio Local 624 and Delegates Assembled at the 40th TSAFF Biennial Convention

Floor Action: Adopted by Unanimous Vote

RESOLUTION NO: 19
COST FACTOR: 0

REFERRED TO: Constitution & By Laws

WHEREAS: The position of TSAFF Trustee is similar in scope to positions on the TSAFF Executive Board; and

WHEREAS: Trustees serve as delegates at large during the TSAFF Biennial Convention; and

WHEREAS: The voting privileges should be consistent with those privileges afforded to Executive Board members and Members Emeriti.

THEREFORE BE IT RESOLVED THAT: The TSAFF Third By-Law section 8 be changed to read "No officer or Trustee shall have more than one vote in convention and officers and trustees shall not be permitted to vote by proxy nor shall any officer or trustee be allowed to vote in Vice Presidential or Trustee elections.

BE IT FURTHER RESOLVED THAT: Upon adoption this resolution would take effect at this 40th Biennial Convention.

SUBMITTED BY: Constitution and By-Laws Committee

Committee Recommendation: Adopt

Convention Action: Adopted

RESOLUTION NO: 20
COST FACTOR: 0

REFERRED TO: EMS

WHEREAS: The threat of private EMS service providers will continue to grow in the future; and

WHEREAS: Fire based EMS service in municipalities with a population greater than one million present a revenue stream that will continue to attract private EMS providers who strive to overtake fire-based EMS service; and

WHEREAS: It is in the best interest of the TSAFF to seek and maintain protection for those cities who provide fire-based EMS service, including transport services; and

THEREFORE BE IT RESOLVED THAT: The TSAFF E-Board and Legislative Director seek legislation that will protect municipal 911 fire based EMS service, including transport service in municipalities with a population greater than one million.

SUBMITTED BY: EMS

Committee Recommendation: Adopt

Convention Action: Adopted

RESOLUTION NO: 21
COST FACTOR: 0

REFERRED TO: Floor Resolution

WHEREAS: Paul Brown has been a dedicated member of the TSAFF and served as a Vice President of the Texas AFL-CIO; and

WHEREAS: he has served for several years as the Pension Liaison for the TSAFF and has done an excellent job for our members in that capacity and would no doubt carry forward the same professionalism and hard work in any position he may hold.

THEREFORE BE IT RESOLVED THAT: the Delegates assembled at the 40th Biennial Convention of the TSAFF in Wichita Falls go on record supporting Paul Brown for the office of Secretary/Treasurer of the Texas AFL-CIO at their convention in Corpus Christi, Texas in 2007.

BE IT FURTHER RESOLVED THAT: all TSAFF affiliates that are members of the Texas AFL-CIO make every attempt to attend this convention and show this support by casting their vote for Paul.

Floor Action: Adopted by Unanimous Vote

RESOLUTION NO: 22
COST FACTOR: 0

REFERRED TO: Floor Resolution

WHEREAS: Lane Stanford, Steve Yocham and Larry Stewart are dedicated members of the TSAFF and IAFF; and

WHEREAS: The city of Beaumont was ravaged by Hurricane Rita in 2005; and

WHEREAS: All TSAFF members of Local 399 and surrounding cities were required to remain on duty for weeks after the hurricane; and

WHEREAS: Although there were many other TSAFF members that came to Southeast Texas to assist our members, Stanford, Yocham and Stewart dedicated several weeks of their time to come to the aid of our members and their families who were devastated by the effects of this disaster; and

WHEREAS: Their assistance and dedication was a determining factor in bringing normalcy back to the lives of Southeast Texas Fire Fighters and their families.

THEREFORE BE IT RESOLVED THAT: The delegates assembled at the 40th Biennial Convention of the TSAFF join Local 399 in honoring Stanford, Yocham and Stewart for their hard work and dedication in assisting their brothers and sisters in need.

SUBMITTED BY: Beaumont Local 399
Port Arthur 397
Port Neches 3713
Orange 1432
Nederland 3339

Floor Action: Adopted by Unanimous Vote

RESOLUTION NO: 23
COST FACTOR: 0

REFERRED TO: Floor Resolution

WHEREAS: General President Harold Schaitberger and General Secretary-Treasurer Vincent Bollon have served our TSAFF members because in an outstanding manner; and

THEREFORE BE IT RESOLVED THAT: The TSAFF go on record endorsing these two dynamic individuals for re-election at IAFF Convention in 2008.

Floor Action: Adopted by Unanimous Vote

RESOLUTION NO: 24
COST FACTOR: 0

REFERRED TO: Floor Resolution

WHEREAS: Johnny Villarreal has served all Texas Professional Fire Fighters well as the Fire Fighter VP on the Texas AFL-CIO Board; and

WHEREAS: It would be in our best interest to continue with his representation.

THEREFORE BE IT RESOLVED THAT: The TSAFF go on record in support of his re-election at the 2007 AFL-CIO Convention.

Floor Action: Adopted by Unanimous Vote

RESOLUTION NO: 25
COST FACTOR: 0

REFERRED TO: Floor Resolution

WHEREAS: Jack Bostick was instrumental in the creation of not only the first Fire Fighter pensions in Texas, but also our Civil Service Law; and

WHEREAS: These accomplishments were the result of political action.

THEREFORE BE IT RESOLVED THAT: The TSAFF Legislative Convention be the "Jack Bostick TSAFF Legislative Convention"

Floor Action: Adopted by Unanimous Vote

RESOLUTION NO: 26
COST FACTOR: 0

REFERRED TO: Floor Resolution

WHEREAS: The Texas State Association of Fire Fighters convenes in Convention every odd numbered year to set the course of this great Union through the democratic process; and

WHEREAS: The 40th Biennial Convention of the Texas State Association of Fire Fighters while meeting in Wichita Falls set out the necessary and important business of this Union; and

WHEREAS: The delegates of this Convention could not have successfully conducted the business of this Union without careful planning and hard work by the host Local; and

WHEREAS: The Wichita Falls Fire Fighters, International Association of Fire Fighters Local 432 planned and implemented the smooth conduct of this Convention for more than two years; and

WHEREAS: President Ray Wood, Local 432's Executive Board, and members of Local 432 sacrificed many, many hours of personal time and energy in order to accomplish this goal; and

WHEREAS: The Local hosted an excellent golf tournament, an entertaining motorcycle ride, delicious dinners and a plentitude of wonderful hospitality; and

WHEREAS: The work and time spent planning and preparing for this Convention was second to none and went far beyond the call of duty.

THEREFORE BE IT RESOLVED THAT: The Delegates of this 40th Convention of the Texas State Association of Fire Fighters show their appreciation and appreciation for a job well done in adopting this resolution, and

BE IT FURTHER RESOLVED THAT: A properly framed copy of this resolution be presented to the Wichita Falls Local as the first order of business at the Texas State Association of Fire Fighters 41st Biennial Convention in Richardson by President Turner.

Floor Action: Adopted By Unanimous Vote – July 20, 2007

POLICY MANUAL

UPDATED 8/1/07



**40th BIENNIAL CONVENTION
WICHITA FALLS, TEXAS**

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TEXAS STATE ASSOCIATION OF FIRE FIGHTERS MISSION AND POLICY MANUAL Updated 8/01/07

1. MISSION STATEMENT

It shall be the mission of the TSAFF to organize all paid Fire Fighters and Emergency Medical Service personnel employed full time by public employers.

To protect its members and the citizens we serve, through the introduction and support of legislation that establishes or supports health and safety standards for staffing, training, equipment and all other aspects of emergency preparedness and response and will work to defeat any legislation harmful to those we are sworn to represent and protect.

The TSAFF will work through the legislative and judicial systems to ensure fair and equitable benefits, workers rights, working conditions and pensions for its members.

The TSAFF will be non-partisan and render support to political candidates based their statements, support and voting records as they pertain to Public Safety and Labor issues.

2. STRIKE POLICY STATEMENT

Where publicly employed Fire Fighters and Emergency Medical Service personnel have Collective Bargaining and Binding Arbitration the TSAFF will not strike.

3. HUMAN RELATIONS POLICIES

a. Sexual Harassment

The TSAFF does not condone any behavior and/or statement that are objectively offensive in nature toward any individual or group of individuals.

b. Anti-Discrimination

The TSAFF does not and will not, choose employees, affiliates, associates, political candidates, vendors and its membership based on ethnicity, race, religion, gender, creed or sexual orientation. We hold firm the belief that all are equal and should be treated as such.

4. TEXAS STATE ASSOCIATION OF FIRE FIGHTERS - EXECUTIVE BOARD

The President, Secretary Treasurer, and District Vice Presidents comprise the TSAFF Executive Board, as stated in the TSAFF Constitution and By-Laws, Article V. Section 1.

They shall select all employees of the TSAFF.

They shall select all Liaisons as defined in the TSAFF Policy and Mission Manual and TSAFF Constitution and By-laws.

They shall ensure that this Policy and Mission Manual is updated and distributed to each affiliates local Recording Secretary or Secretary/Treasurer within 6 months of the close of the TSAFF Biennial Constitutional Convention, as stated in the TSAFF Constitution and By-Laws, Article VI. Section 4.

They shall supervise all TSAFF business not otherwise provided for within the Policy and Mission Manual, Convention action and/or Constitution and Bylaws.

5. EXECUTIVE BOARD MEETINGS

Regular Executive Board meetings are quarterly.

Four (4) Executive Board Members present will constitute a Quorum.

All Executive Board members, Trustees and Local Presidents will be notified and furnished an electronic or printed agenda, four (4) weeks before meetings. Failure to submit agenda items shall not prohibit the Executive Board from taking action on any item deemed necessary by the Executive Board.

The Executive Board shall be authorized to conduct teleconference meetings to address only items of an immediate nature and shall discuss and formerly adopt any actions taken and minutes at the first following quarterly board meeting. A teleconference meeting shall require more than four members to make a quorum.

6. ATTENDANCE OF NON-MEMBER LOCALS

Attendance of any nonmember local at any TSAFF event or meeting must receive prior approval by the TSAFF Executive Board.

With the exception of re-affiliation, nonmember locals are not permitted to address any issue(s) under the consideration of the TSAFF.

7. TSAFF EXECUTIVE BOARD REPRESENTATION AT VARIOUS EVENTS

TSAFF Executive Board members attend various events to represent the interest of the Texas State Association of Fire Fighters and its membership. The following events shall or may be attended as noted.

a. International Association of Fire Fighters Convention

The TSAFF Executive Board shall attend the IAFF convention and conduct their regular executive board meeting at the convention as per Article XI Section 2 of the TSAFF Constitution and By-Laws.

b. Texas State Association of Fire Fighters Biennial Constitution Convention

The TSAFF Executive Board shall attend.

c. Texas State Association of Fire Fighters Legislative Convention

The TSAFF Executive Board shall attend.

d. IAFF Legislative Conference

The President and Secretary/Treasurer and District Vice Presidents shall attend.

e. Redmond Symposium

The President and Secretary/Treasurer and/or a designee(s) from the Executive Board may attend.

f. Western States Conference

The President and Secretary/Treasurer or Executive Board designee may attend.

g. Southern Federation of Professional Fire Fighters

The President and Secretary/Treasurer or Executive Board designee may attend.

h. IAFF State and Provincial Conferences and Educational Seminars

The President and Secretary/Treasurer or Executive Board Designee may attend.

i. Coalition of Fund Raiser States (Funding comes from Show Money Funds)

The President and Secretary/Treasurer and/or designee(s) from the Executive Board may attend.

j. Professional Fire Fighters Oklahoma State Convention and other State Conventions

May attend, if deemed necessary by the Executive Board.

k. COPE Convention

May attend, if deemed necessary by the Executive Board.

8. ORGANIZATION OF NEW LOCALS AND/OR AFFILIATION WITH THE TSAFF

The TSAFF works in conjunction with the IAFF in the organization of new locals and causing the affiliation with the TSAFF. Upon receiving an inquiry regarding organizing a new local and/or affiliation, the following should be notified: IAFF District Vice President, IAFF District Field Service Representative for Texas, TSAFF President, TSAFF Secretary/Treasurer, affected TSAFF District Vice President, TSAFF Chief of Staff and TSAFF Service Director. It will be the responsibility of the TSAFF Secretary/Treasurer to be sure an information packet and video detailing TSAFF programs and services will be delivered to the interested party and a representative(s) can be assigned to meet with the potential local to conduct the IAFF and TSAFF presentations. The IAFF District Vice President should make the organizing assignment and notify all those listed above. No TSAFF Representative will be paid without prior approval of the TSAFF President.

9. RE-AFFILIATION OF LOCALS WITH THE TSAFF

The TSAFF Executive Board will work with locals wishing to re-affiliate with the TSAFF within the parameters outlined in the Constitution and Bylaws of the TSAFF.

10. LINE OF DUTY DEATHS

In the event of an “In the Line of Duty” death, the deceased members local will notify the 11th District IAFF Vice President and their TSAFF District Vice President and/or the TSAFF office as soon as possible. Notification to the TSAFF Chaplain and as many Locals as possible will be made.

The family, of an active member, who dies “In the Line of Duty”, shall be presented an appropriate “Death in the Line of Duty” award by the TSAFF President or a designated representative from the Executive Board in person. He/She will work closely with the TSAFF Chaplain to assure the needs of the family and local are taken care of.

When multiple “Line of Duty” deaths occur, the TSAFF President or a designee from the Executive Board and an additional member of the Executive Board will attend and present the awards.

11. ELECTED OFFICERS OF THE TSAFF - JOB DESCRIPTIONS

a. President

Function as defined in the TSAFF Constitution and By-Laws Article VI section 1.

The President shall also serve as the Chairman of the Board for the “Texas Fire Fighters Emergency Relief and College Scholarship Fund”.

The President will cause all members to adhere to this Mission and Policy Manual and Constitution and By-Laws.

b. District Vice Presidents

Serve as stated in the TSAFF Constitution and By-Laws Article VI section 2.

In the absence of the President, the senior (longest unbroken tenure as District Vice President) District Vice President shall preside at all meetings and perform the duties of the President in his/her absence.

The District Vice Presidents shall stay in contact with locals in their districts.

They shall submit names of members in good standing to serve as TSAFF Day Representatives.

They will assist the TSAFF Service Director when directed by the President, with the training of TSAFF Day Representatives, and will serve as TSAFF Day Representatives as requested by the TSAFF Service Director.

They will assist during the legislative session as deemed necessary by the Legislative Director and/or the Executive Board.

They will perform administrative and other duties necessary to the good order of the TSAFF and their district.

They will contact locals not attending conventions and attempt to carry proxies for those locals.

c. Secretary Treasurer

Function as defined in Article VI Section 3 of the TSAFF Constitution and By-Laws.

He/She will be bonded for an amount, not less than \$50,000.00, the cost of which shall be paid by the TSAFF.

The Secretary Treasurer will assure the publication of all Executive Board meetings minutes and E-Mail a copy of those minutes to member locals, and upon request mail a copy to member locals.

The Secretary/ Treasurer shall the cause the proper completion and filing of all fiscal reports, Vice President reports, minutes of meetings, Correspondence with Liaisons, updates to the Mission and Policy Manual and Constitution and By-Laws, the salary surveys and distribution of such information.

d. Trustees

Function as defined in TSAFF Constitution and By-Laws Article VI Section 5.

They will meet at least annually.

The Trustee Board shall elect a Chairman every four (4) years to call meetings through the Secretary Treasurer of the TSAFF as needed to oversee the business of the TSAFF.

They shall perform all contract negotiations with contracted employees of the TSAFF.

They will establish wage and benefit scales for all other employees.

They will present their recommendations to the Executive Board for approval.

They shall present an audit report and their findings to the Executive Board annually and to the member locals at each Biennial Constitutional Convention.

They are funded to attend all Executive Board Meetings, except the IAFF Convention.

They are funded from the TSAFF Convention Line for that meeting.

They shall submit a report for publication in the quarterly TSAFF newsletter.

They are Delegates at Large at all Conventions of the TSAFF.

e. Emeritus Officers

In order to honor elected officers who have served a minimum of 10 years, the TSAFF Constitution and By Laws allow the status of Emeritus to be awarded by the delegates at our Biennial Constitutional Convention.

Nomination of Emeritus officers comes by way of resolution and election is by a majority vote of the Delegates attending the Biennial Constitution Convention.

They do not vote as Executive Board members, but do hold a vote as delegates at large.

They will serve the TSAFF as needed when assigned by the TSAFF President.

They attend the Biennial Constitutional Convention as honored guest and expenses shall be paid as stated in the Fiscal Policy.

f. TSAFF Vice President to the Texas AFL – CIO

The TSAFF shall endorse a nominee for the position of AFL/CIO Vice President at the TSAFF Biennial Convention. As provided in the AFL/CIO bylaws, this Vice

President shall represent fire fighters on the Executive Board of the Texas AFL/CIO after his or her election at the Texas AFL/CIO Convention. A budget for the TSAFF AFL/CIO Vice President shall be adopted to pay related expenses incurred in the duties of that Vice President that are not paid by the Texas AFL/CIO. The expenses paid to the TSAFF AFL/CIO Vice President will be the same as paid to TSAFF Liaisons stated in the Fiscal Policy.

12. APPOINTED TSAFF OFFICERS

a. TSAFF Chaplain

The Chaplain serves as representative of and advisor to the TSAFF Executive Board.

The President with full Executive Board approval appoints the Chaplain from nominations received through the District Vice Presidents from member locals.

TSAFF Chaplain will:

Attend all TSAFF Biennial Constitutional and Legislative Conventions. The duties and responsibilities while at the Convention shall be but not limited to:

Offer Invocation and Benediction prayers when called upon at events, which occur during the Convention.

Organize and direct a Memorial Service at the time designated by the President and/or Secretary/Treasurer of the TSAFF. This service is intended to pay tribute to those members from each Local who has died, whether In the Line of Duty, active duty or retiree, since the last Biennial Convention.

Be available for counseling to all members in attendance.

Provide assistance to all organizations associated with the TSAFF, i.e., Auxiliary, Committees, Retirees, etc...

Coordinate the nominations, selection, travel, and presentation of the Paul Kelly Humanitarian Award given at each Biennial Convention.

Represent the TSAFF at Line of Duty funerals of members within the State of Texas, as directed by the President or Secretary/Treasurer.

Organize and conduct funerals of TSAFF members when requested by TSAFF Locals.

Conduct Family Seminars or any other educational programs when requested by member Locals.

Perform other duties deemed necessary by the President or Secretary/Treasurer of the TSAFF.

The Chaplain is not a voting member of the Executive Board.

13. TSAFF APPOINTED LIAISONS

a. Texas Commission on Fire Protection, Pension Liaison, Human Relations, and Emergency Medical Service Liaison

TSAFF Liaisons are appointed by the TSAFF President with Executive Board approval, and will represent the TSAFF at various State Agencies and/or Commissions to assure the interest of our membership as stated in the Policy and Mission Statements and Constitution and By-Laws. TSAFF appointed liaisons have discretion over their line item with approval of the TSAFF President. Reimbursement for activities shall be as per TSAFF Fiscal Policy.

Their duties shall include, but not be limited to:

- Attend State Agency Hearings as required by the President
- Represent the TSAFF, including verbal and /or written testimony
- Prepare reports on all activities to the TSAFF Executive Board and Staff
- Contribute articles to the Texas Fire Fighter as requested
- May utilize the TSAFF Executive Board and staff as necessary
- Conducts all activities within the TSAFF budget

b. GETAC Representative (Governors Emergency Medical Service and Trauma Advisory Committee)

The TSAFF Executive Board will nominate a member in good standing to serve as representative on this advisory council. The TSAFF create a line item in the budget to reimburse our GETAC representative for expenses related to attending meetings. Our GETAC representatives have discretion over that line item with approval of the President of the TSAFF. These expenses be reimbursed only for the TSAFF representative upon the Governors appointment of our recommended appointee. This representative will be supplied a computer and monthly internet service. The computer will be promptly returned to the TSAFF upon completion of the representatives term.

c. Texas Commission on Fire Protection Commissioner (The commissioner shall be one of five TSAFF nominees appointed by governor)

Nominations of members in good standing will be made by District Vice Presidents to the Executive Board for approval and submission to Governor's office.

14. TSAFF LEGISLATIVE POLICY

The Legislative Policy of the TSAFF is as stated in the TSAFF Mission and Policy Statement.

As of July 2007 the TSAFF Legislative Convention will be known as the “Jack Bostick Legislative Convention.”

The TSAFF Biennial Constitutional Convention may establish legislative priorities and the TSAFF Legislative Convention can alter or establish legislative priorities with a majority roll call vote of the delegates.

The TSAFF Executive Board in an effort to secure the introduction and/or passage of legislation during the State of Texas Legislative Session may alter, amend or introduce legislation to assure the best interest of its membership as expressed in the Mission and Policy statement and Constitution and Bylaws.

The TSAFF will secure sponsors for our legislation and file legislation in a timely manner.

The Legislative Director will email a bi-weekly legislative update to member locals and email a weekly copy of the Texas Legislative Service Report to member locals upon request.

The TSAFF will not introduce Legislation affecting more than one local, unless supported by a majority of the locals affected by such legislation.

15. TSAFF P.A.C. POLICY (TAFPAC)

The TSAFF shall be nonpartisan and will not be used for the dissemination of partisan principles. We support legislators and other elected officials, regardless of party affiliation who listen to our concerns and take appropriate favorable action(s).

The TSAFF does not involve itself with issues that do not relate to the employment, benefits, pensions, health and safety of our membership. TSAFF endorsements and contributions are based on the “friendly incumbent” status, legislative questionnaires, and voting records of previous offices held by the candidate.

The TSAFF will only make endorsements of Representative and Senate candidates after consultation with member locals within those affected legislative districts. Member locals of the endorsed candidate’s legislative district that have PAC funds will be informed by the TSAFF of solicitation of funds from the endorsed candidates.

PAC contributions and endorsements will be reviewed by the TSAFF President before the issuance of funds and the Executive Board will be notified of all contributions and/or endorsements at the next regular board meeting following the date of the contributions and /or endorsements.

PAC donations in excess of \$500.00 per election cycle must have Executive Board approval.

The Legislative Director will administer the TAFPAC and establish programs to enhance the program and present to the executive board quarterly updates as to the progress of such programs.

16. Jack Bostick TSAFF Legislative Convention

This Convention determines the TSAFF legislative priorities for the Texas Legislative Session.

Affiliated locals may send an unlimited number of members to the convention and locals attending can only vote their per capita strength.

This Convention can amend any Legislative action taken at the Biennial Constitutional Convention by a majority vote of the delegates present.

17. DISTRICT LEGISLATIVE AGENTS

District Legislative Agents will be appointed by their respective District Vice Presidents. They will be assigned duties by their Vice President, with approval of the State President or utilized whenever the TSAFF Executive Board deems it necessary. Terms will be the same as the elected Vice Presidents.

Legislative Agents will be charged with the development of a time-proven, winning strategy for grass-roots political activity at the local level with a written plan available to member locals.

These Legislative Agents will meet at least annually and shall also be subject to call by the TSAFF President and/or majority of the Executive Board.

Annual meetings of the Legislative Agents be funded at one (1) day per diem, two (2) days meals, travel and one (1) night hotel.

Refer to Fiscal Policy for Fees

18. TSAFF SERVICE POLICY

The TSAFF understands that local leaders need assistance for issues not routine in nature, and as such will provide member locals with the necessary services to secure the rights, improvement of benefits, safety, staffing and legal representation of its membership.

The TSAFF will provide Service Training classes, Regional Seminars and Leadership Conferences to assist in the development of local leaders.

The TSAFF will provide a copy of Statutes effecting Fire Fighters and EMS Personnel on the Web Site or will mail a copy to locals so requesting.

a. Request for Service

A Principal Officer (President or Secretary Treasurer) of a local shall contact the TSAFF Service Director and their respective District Vice President of the need of service.

The TSAFF will not respond to a request for service, without this prior contact from a Principal Officer (President or Secretary/Treasurer) of the local.

Exception to this notification policy: a Locals Grievance Committee Chairperson may contact the TSAFF Service Director, District Vice President or Day Representative concerning issues in front of the committee.

b. Notification of Service Assignments

The TSAFF Service Director will make appropriate notifications of any service assignments to the TSAFF President, Secretary/Treasurer, affected District Vice President, Chief of Staff, 11th District IAFF Vice President and 11th District IAFF District Field Service Representative. The TSAFF understands the 11th District IAFF Vice President and/or District Field Service Representative will make the same notifications when there is an IAFF Service assignment.

19. TSAFF DAY REPRESENTATIVES

The TSAFF Day Representative program will assist the TSAFF in providing service to it membership and the development of future leaders within our organization.

TSAFF Day Representatives are members in good standing nominated by the District Vice Presidents and appointed by the President with advice and counsel from the TSAFF Service Director.

They will assist the Service Director and/or Legislative Director as deemed necessary by the President and Executive Board.

The TSAFF Service Director shall issue assignments to Day Representatives based on their area of specialty.

The TSAFF will utilize the IAFF 11th District Vice President and other resources available through the IAFF to provide service when appropriate.

Reimbursement of TSAFF Day Representatives will be as per the TSAFF Fiscal Policy.

20. ASSISTANCE WITH REFERENDUMS

The TSAFF and IAFF offer varying levels of assistance to affiliate locals wishing to run local referendum elections, therefore, any affiliate local considering a local

referendum election shall notify the TSAFF Service Director or their District Vice President of their intent to call such an election to qualify for assistance from the TSAFF.

21. TSAFF EDUCATIONAL SEMINARS

To assure quality and consistent leadership for the TSAFF and its member locals the TSAFF will provide various educational service programs.

The Service Director shall establish the criteria for completion of these programs and provide them to member locals upon request.

a. TSAFF Service Training Classes

Designed to help local officers learn the important aspects of union representation, statues effecting fire fighters, how to represent members in disciplinary appeals, how to prepare and present an arbitration, collective bargaining, contract negotiations, legal research and various other functions of union representation.

This six (6) day class (42 hours), held in two (2) sessions, each three (3) days long. These classes will be held in the fourth (4th) quarter of each year. Each class will have a maximum of 20 students. This number may only be waived by Executive Board Action.

Locals sending students will pay for the books, lodging, meals and travel expenses of its members.

Refer to Fiscal Policy for Fees

b. TSAFF Leadership Conference

This conference is designed to educate members of affiliate locals in the various areas:

- Fair Labor Standards Act
- State Civil Service (143) Collective Bargaining
- Workers Compensation
- Political Action Committees
- Mediation
- Miscellaneous Statues Affecting Firefighters
- The Texas Commission on Fire Protection and Union representation.

Held every (2) two years on even numbered years

The class is two and one-half (2½) days in length (20 hours) and educational materials are furnished.

Locals sending students will pay for the meals, lodging and travel expenses of its members.

Refer to Fiscal Policy for Fees

c. District Mini-Seminars

The TSAFF if requested by the Vice President of the District will hold one (1) District mini-seminar every two (2) years in each of the TSAFF districts. The District Vice President will determine topics covered and all TSAFF locals may attend.

There is no registration fee or charge for attendance to these seminars.

d. TSAFF Membership Education Line

Ten (10) cents of per capita will be dedicated to fund regional Political Training Seminars to educate our members in all areas of political training including establishing a PAC Fund; these funds are to be used to send out political information as well as educational material to our membership. (See Resolution 9b 2005)

22. COMMUNICATIONS

The TSAFF recognizes that communications between affiliates and TSAFF is critical to efficient and effective service and operations. Thus, the TSAFF will utilize various means of reaching its Affiliate Locals and for internal communications between its Officers, Liaisons and Staff.

The TSAFF will continually improve or update the technology it uses to insure the most efficient and effective communications.

a. The Texas Fire Fighter

The TSAFF Secretary/Treasurer serving as Editor causes the publication of this newsletter quarterly. Contributors from the "Contributors list" will be contacted a month before publication and reminded of the deadline for submission of material.

The "Contributors list" will contain: TSAFF District Vice Presidents, IAFF 11th District Vice President, TSAFF President, TSAFF Secretary/ Treasurer, TSAFF Liaisons, Affiliate Organization representatives, TSAFF Service Director, TSAFF Legislative Director, TSAFF Trustees, TSAFF Chaplain and others as deemed necessary by the Editor.

b. E-Mail

E-Mail serves as a medium to distribute and receive information concerning various issues, events, correspondence and other notifications to the Affiliate Local Officers, TSAFF Executive Board, Liaisons, Staff and other members of the TSAFF.

c. Web Site (www.tsaff.org)

This web site is maintained by the TSAFF office or contracted party and contains a wide variety of information and updates including the Calendar of Events.

23. PUBLIC RELATIONS

The TSAFF will encourage and educate affiliate locals on ways to develop their own Public Education and/or Public Relations Programs.

The TSAFF will provide available public relations materials to affiliate locals when requested.

The TSAFF encourages affiliate local to support the development of regional and local burn units.

a. MDA

MDA is our state charity of choice, every TSAFF Local should take advantage of the Sean McKinnis Charitable Solicitation Act and conduct a Fill the Boot drive as well as summer camps, lockups, and other fundraising events.
(see Resolution 11 2005)

24. FUNDRAISERS

The TSAFF contracts with Xentel, Inc. to provide concerts in various areas of the state. The TSAFF will not operate in local affiliate jurisdictions without the consent of the local. Money splits with member locals will be as stated in the TSAFF Fiscal Policy. The funds generated provide funding for various programs offered by the TSAFF.

25. AFFILIATED ORGANIZATIONS

The TSAFF allows the affiliation of various organizations as authorized by the members present at the TSAFF Biennial Constitutional Convention and our constitution and by-laws.

a. Texas State Association of Retired Fire Fighters (TSARFF)

The TSAFF encourages its members to assist their local retirees organize a local affiliate of retirees and join the Texas State Association of Retired Fire Fighters.

See TSAFF Fiscal policy for funding information.

b. Auxiliary to the Texas State Association of Fire Fighter (ATSAFF)

The TSAFF encourages and its members to form local Auxiliary's and have them join the ATSAFF.

See TSAFF Fiscal Policy for funding information.

b. Texas AFL-CIO and Central Labor Councils (AFL-CIO and CLC)

Membership to the Texas AFL-CIO is strongly urged by all TSAFF Affiliate Locals.

Each affiliate local can join their Central Labor Council and the Texas State AFL-CIO with the understanding from the AFL-CIO and CLC that we (TSAFF) maintain our autonomy.

26. TSAFF FISCAL POLICY (AS ADOPTED AT THE 38TH BIENNIAL CONVENTION JULY 2003)

The delegates at each Biennial Convention will approve the operating budget, in line item form, and any changes to this approved budget will be by a recorded vote of the entire Executive Board.

a. Employee Severance

The Secretary/Treasurer will create an encumbered line for employee liabilities regarding severance pay for employees, and reflect this on the TSAFF Cash Statement and fund it from the Managed Savings Account.

b. Expense Reimbursement Policy

Executive Board, Trustees, Day Representatives, Liaisons and other Special Assignments (Other than IAFF Convention)

Per Diem	\$240.00 (meeting days only)
Meal Allowance	\$40.00 per day
Travel	48.5 cents per mile, or air ticket tourist class
Hotel	Actual cost (receipt required)
Parking, Taxi, Tolls	Actual cost
Tips	Actual cost (15% recommended)

Per Diem is for meeting days. Hotel and Meal allowance is for travel and meeting days.

c. TSAFF Convention

Locals of 100 or less in attendance to the Biennial Convention will receive a mileage allowance and four (4) nights single room rate at the Convention hotel for one delegate.

The TSAFF shall collect a registration fee of \$25.00 from all delegates and alternates to the Biennial Convention. The host local is to receive all such monies, plus \$2,000.00 from the TSAFF.

Reimbursement of TSAFF Emeritus Officers at TSAFF Convention will be for travel, hotel and meals only. There is no payment of per diem to Emeritus Officers.

d. IAFF Convention

Executive Board Members attending the IAFF Biennial Convention will receive reimbursement for Hotel, Meals and Travel.

Per Diem will not be paid for attendance of the IAFF Convention.

The Auxiliary to the TSAFF President will receive reimbursement for Travel, Meals and Hotel.

TSAFF Affiliate Locals of 100 members or less attending the IAFF Convention will receive an allowance of \$250.00 per local.

e. Auxiliary to the TSAFF

The TSAFF will continue to support the Auxiliary and dedicate one cent (.01) of per capita following each biennial convention.

f. Texas Retired Fire Fighters

The TSAFF will continue to support the TRFF and dedicate one cent (.01) of per capita following each biennial convention.

g. Legislative Agents, NFPA, TCFP Advisory and Funds Advisory

These positions will be funded at the Executive Board rate with the exception of receiving only (1) one per diem per meeting.

h. Buy Union

Whenever possible the TSAFF will use Union Shops for all purchases.

27. SALARIES AND EXPENSES FOR TSAFF OFFICERS

Beginning with the 38th Biennial Convention a COLA resolution for the TSAFF officers be generated for this and each subsequent convention by the Trustees to reflect the 2 year Central Texas CPI.

a. District Vice Presidents

The TSAFF will allocate \$2,300.00 to each District Vice President to cover expenses for visiting locals within their districts over the two years between conventions.

The salary for each District Vice President will be \$592.66 per month.

b. President

The salary for the President will be \$2,117.21 per month.

c. Secretary/Treasurer

The salary of the Secretary/Treasurer will be \$2,117.21 per month.

28. MILEAGE ALLOWANCE

The TSAFF Mileage Allowance will reflect the current IRS mileage allowance at each biennial convention.

29. STATEWIDE SEMINARS

The TSAFF shall charge a \$25.00 registration fee and a \$40.00 late registration fee for those participating in statewide seminars. (Not district seminars)

30. CPA AUDIT, OVERSIGHT AND TAX RETURNS

The TSAFF portion of show funds will pay for the CPA, audit, oversight and tax returns.

31. TSAFF SHOW SPLITS

All TSAFF show money splits are at the rate of 70% to the affected locals and 30% to the TSAFF.

32. FISCAL POLICY AMENDMENTS

Changes to the fiscal policy of the TSAFF, outside of convention action, are by a roll call vote of the Executive Board and with oversight from the Board of Trustees.

33. EMERGENCY DEFENSE FUND POLICY

This policy will not conflict with the IAFF/EDF policy.

Each biennial budget shall include a \$20,000.00 EDF line item.

The Executive Board shall consider requests for loans and/or grants from this fund from any member local meeting the following guidelines:

- The assistance requested is on a case or project, which would have statewide effects, such as civil service, pension, etc.
- The Local must not be on suspension from IAFF or the TSAFF.
- That the Local dues structure and additional income equals 1% of the base pay of a Fire Fighter, at the pay grade immediately above recruit.
- Reasonable efforts have been made to secure additional funds from the Local's membership.
- A complete accounting of expenditures shall be made to the TSAFF Executive Board, such as canceled checks or statements of debts and/or attorney fees.
- A Local shall not inform an attorney that the Texas State Association of Fire Fighters is financially involved in the suit.

The TSAFF Executive Board shall consider financial aid after consideration of all the factors.

The TSAFF Executive Board may approve interest free loans, grants or matching fund grants.

A grant or a matching fund grant may only be made on matters that have state wide impact and are not considered normal transactions of the business of the local.

Grants or matching fund grants may not be made on election campaigns, or arbitration procedures, except for elections called to repeal Civil Service, Collective Bargaining or elections held for the purpose of the privatization of Fire and/or EMS services.

Priority shall be given to matters regarding the validity of a state law which TSAFF expended funds in support of.

34. OFFICE POLICY - ESTABLISHED BY THE EXECUTIVE BOARD

The official business hours for the TSAFF are from 9:00 a.m. until 5:00 p.m., Monday through Friday.

Administrative Assistant will work 8:00 a.m. through 5:00 p.m. (8 hours per day) Monday through Friday. Lunch and break times are to be determined by the Chief of Staff

Assistant to the Secretary/Treasurer will work 24 hours per week as set by the Secretary/Treasurer.

Directors (Legislative and Service) are available during official office hours and do not receive comp time.

Vacation or Comp Time may be taken at any time if approved by the Chief of Staff. Directors shall coordinate their own time off. (Conflicts on vacation or holidays will be decided by seniority). Sick time may be taken as needed with notification of the Chief of Staff.

Paydays are the 1st and 15th of each month unless payday falls on a weekend or holiday then paychecks will be distributed the preceding workday.

Staff Meetings will be held at least every other week and weekly if possible. A written report of the meeting will be forwarded to the President and/or Secretary/Treasurer if not in attendance, by the Chief of Staff.

Doors are to be locked when office is unattended and the alarm system is to be activated.

The Chief of Staff will serve as office coordinator, supervisor, purchasing agent, and initial grievance or dispute resolution for non-contract employees.

a. Administrative Assistant Job Duties

- Reports to President, Secretary/Treasurer and Chief of Staff and perform work as needed by TSAFF Officers and Directors
- Receives mail, distributes and/or forwards it each officer, director, or employee and will handle all outgoing mail as needed
- Receive messages via phone or fax. Deliver messages and faxes including date, time, name of caller, return phone number and any message to appropriate personnel as requested or place in message center at front desk. If the message is urgent, they will deliver it immediately or if recipient is unavailable insure message is forwarded to the Chief of Staff for distribution as soon as possible.
- Prepare letters and other documents as needed by officers and directors.
- Maintain a list of current addresses and phone numbers of local officers/trustees as provided by the Secretary Treasurer through the Chief of Staff.
- Keep files on each local and general business files updated and accurate.
- Maintain a current distribution list for mail outs.
- Prepare office for daily business on arrival (turn on appropriate machines, lights, set thermostat, do work left over from previous business day, file, check messages, and turn off answering service).
- Perform other job related duties as directed by TSAFF Officers, Directors and Chief of Staff (i.e. hotel and travel arrangements, etc.)
- Order office supplies as needed with approval of the Chief of Staff

b. Assistant to the Secretary/Treasurer Job Duties

- Reports directly to the Secretary/Treasurer, President and Chief of Staff.
- Performs work as needed by TSAFF Officers and Directors.
- Maintain accurate financial files as directed by the Secretary/Treasurer.
- Order office supplies as needed with approval of the Chief of Staff.
- Coordinate with Secretary/Treasurer so as to maintain accurate per capita information including the mailing out of statements, recording received per capita and other bookkeeping activities as directed by the Secretary/Treasurer.

- Coordinate with the Secretary/Treasurer on compiling Executive Board Minutes.
- Performs other job related duties as directed by Officers or Directors (i.e. hotel and travel arrangements, etc.)

c. Service Director Job Duties

- Provide service to member locals in the form of arbitration, contract negotiations, council meeting representation, civil service hearing assistance, and any other needed representation.
- Issue legal opinions (use TSAFF General Counsel when necessary).
- Provide basic information to new officers and assist in the training of Day Representatives.
- Assist and coordinate with IAFF as directed.
- Write briefs
- Assist the TSAFF President and Secretary/Treasurer on setting up seminars, conventions, conferences and training classes.
- Research laws and offer technical assistance to Commission, testifying before legislature, helping member Locals.
- Organize new Locals after coordinating with the IAFF to organize for TSAFF.
- Assist Legislative Director during session.
- Notify District Vice Presidents of problems, correspondence, activities and service assignments within their respective districts.
- Seek AG or Secretary of State opinions as needed.
- Contribute report and any other information for publication in *The Texas Fire Fighter*.
- Prepare and present updates to Executive Board at Executive Board Meetings or as required by the Executive Board.
- Make service assignments of TSAFF Day Representatives and consult with the President on the selection of Day Representatives.

d. Legislative Director Job Duties

- Determine needs of members through mandates at Convention, Executive Board Meetings, and participation in meetings with State Agencies.
- Draft legislation utilizing TSAFF General Counsel, Officers, and other Staff.
- Secure sponsors and guide the TSAFF Legislative Program through legislative process by attending hearings and testifying.
- Keep Locals informed on progress of legislation via E-mail and TSAFF web site as well as through the quarterly publication.
- Solicit PAC contributions, endorsements, and assist Locals in campaign work and establish a grass roots lobbying program through the member locals.
- File necessary PAC/Lobbying reports.
- While not in session: Prepare for fieldwork by attending arbitration and contract negotiations. Assist Locals in referendum election petitions. Do research on legal issues and other issues, attend Texas Commission of Fire

Protection/Emergency Health Care Advisory Committee, and assist in organizing and referendum elections.

- Coordinate with Service Director when issuing opinions, advice as it pertains to service work.
- Prepare and present updates to Executive Board at Executive Board Meetings or as required by the Executive Board.
- Prepare an analysis of fire fighter related legislation passed during the Legislative Session within 90 days after session closure and e-mail to member Locals

e. Chief of Staff Job Duties

This position appointed by the President will:

- Coordinate day to day running of the office.
- Supervise office personnel.
- Maintain personnel records on leave accrual, leave usage and personnel information.
- Supervise building maintenance, office supply maintenance, office equipment maintenance and other duties as needed.
- Perform all other duties necessary to the effective and efficient operation of the TSAFF office as directed by the President.
- Represent the TSAFF in a positive manner when entertaining visitors and quest at the TSAFF office, functions, meetings, interviews, phone contacts and other interactive relationships.

35. TSAFF EMPLOYEE DISCIPLINARY POLICY

This policy is enacted by the Texas State Association of Fire Fighters (the Employer) to provide an appeal procedure for identified employees subjected to discipline or discharge. This policy may be amended or rescinded by the Employer in its sole discretion by providing thirty days advance notice to all employees then covered by the policy.

a. Definitions

The following definition will apply in the application of this policy.

- (1) "Employer" means the Texas State Association of Fire Fighters (TSAFF).
- (2) "Employee" refers to any TSAFF employee
- (3) "President" refers to the elected President of the Texas State Association of Fire Fighters.
- (4) "Board" refers to the Appeal Board comprised of either the President, Secretary-Treasurer, or Chief of Staff, and two members selected by random drawing from the TSAFF Vice-Presidents.
- (5) "Discipline" refers to a discharge or suspension. Oral and written reprimands, counseling, and performance improvement plans do not constitute discipline appealable under this policy.

b. Just Cause Required For Discipline And Discharge

Employees may be discharged or disciplined by the Employer for just cause. In the case of discipline or discharge for misconduct, the term “just cause” requires the Employer to establish by a preponderance of the evidence that the Employee engaged in the act(s) of misconduct alleged. Misconduct includes, but is not limited to, acts of insubordination, dishonesty, negligent or intentional destruction of property, unexcused absences or tardiness, violation of work rules, illegal acts, and acts which might subject the Employer to civil or criminal liability. In the case of discharge for poor performance, just cause requires the Employer to establish by substantial evidence that the Employee engaged in unsatisfactory work performance.

c. Appeal Procedure In Cases Of Misconduct

The President has authority to discipline or discharge Employees for misconduct. Progressive discipline (reprimand, suspension and discharge) is the preferred course of conduct in dealing with misconduct. However, progressive discipline is not required, and gross misconduct may provide the basis for discharge in the first instance. The following procedure will be utilized with regards to allegations of misconduct.

Step 1: The President will provide an Employee with a written statement of the allegations of misconduct. The Employee will be provided 24 hours to respond to the allegations in writing. At the Employer’s sole discretion, the Employee may be placed in a leave with pay status during this period. After reviewing the Employee’s written response, the President will inform the Employee in writing of the discipline or discharge to be imposed.

Step 2: In cases of suspension without pay or discharge, an Employee who feels that just cause for discipline has not been established may appeal the President’s decision to the Appeal Board. The appeal must be in writing and must state each reason that the Employee feels the penalty imposed is not warranted. An Employee’s appeal will not delay imposition of the discipline or discharge. The appeal must be received at the Employer’s headquarters within 2 working days of the date the Employee is notified of the discipline. The Board will convene a meeting within 30 days of the date the appeal is received. At the Board’s option, the meeting may be convened by telephone conference. At the meeting, the President and Employee each will be provided an opportunity to state their respective positions. The Board may in its discretion allow the President and Employee to call witnesses and/or produce documentary evidence. At the conclusion of the meeting, the Board may deliberate in closed session, but will vote in open session on whether or not to affirm the discipline imposed by the President.

Step 3: An Employee dissatisfied with the Board’s decision may appeal that decision to arbitration by filing an appeal at the Employer’s headquarters within 2 days following notification of the Board’s decision. Where the Employee timely requests arbitration, the President will contact AAA (American Arbitration

Association) and request a list of seven arbitrators. Upon receipt of the list of arbitrators, the President and Employee will alternately strike names from the list until one remains. A coin flip will determine who makes the first strike. Once the arbitrator is selected, a hearing will be conducted as soon as possible. The hearing will be conducted in accordance with the labor arbitration rules of the AAA. At the conclusion of the hearing, the arbitrator will render a decision regarding whether just cause for discipline or discharge has been established, the arbitrator has no authority to mitigate the penalty imposed by the Employer. The arbitrator's decision is final.

d. Cases Involving Alleged Poor Performance

The President shall be the day-to-day supervisor of the Employees. If the President and Secretary-Treasurer deem that an Employee's performance is unsatisfactory, the President normally shall initiate the following procedure. However, where the Employer's needs are deemed such by the President as to make it necessary, the President may bypass Step 1 of this procedure and proceed directly to Step 2.

Step 1: Where the President and Secretary-Treasurer deems the Employee's performance unsatisfactory, and oral and/or written counseling has proven ineffective, the President may place the Employee on a performance improvement program for 1-3 months. The President shall meet with the Employee and provide the Employee with a written description of the areas in which performance is deemed substandard. The notice shall also provide the Employee with goals and expectations that the Employee must meet during the performance improvement period.

Step 2: At the end of the probationary period if the President and Secretary-Treasurer feel the Employee's performance remains unsatisfactory, the President will recommend to the Executive Board that the Employee be discharged. The letter recommending discharge will outline the areas in which performance is deemed unsatisfactory and provide a non-exhaustive list of examples of poor performance. The President may place the Employee on leave with pay status in advance of the Executive Board's decision. If the Employee fails to contest the President's decision in writing within 2 days of the date the Employee is notified of the discipline, the Executive Board will accept the recommendation and discharge the Employee. If the Employee contests the President's decision, the Appeals Board will convene and conduct a meeting within 30 days to hear presentations by both the President and the Employee. The Appeals Board may in its discretion allow both parties to call witnesses and/or produce documentary evidence. At the conclusion of the meeting, the Board may deliberate in closed session, but will vote in open session on whether or not to discharge the Employee.

Step 3: If the Board votes to discharge the Employee for poor performance, the Employee may appeal the Board's decision to arbitration. An appeal will not delay imposition of the discharge. An appeal must be made within 2 days of the date the Employee is notified of the Board's decision. Where the

Employee timely requests arbitration, the President shall request a list of seven arbitrators from the AAA (American Arbitration Association). Upon receipt of the list of arbitrators, the President and Employee will alternately strike names from the list until one remains. A coin flip will determine who makes the first strike. Once the arbitrator is selected, a hearing will be conducted as soon as possible. The hearing will be conducted in accordance with the labor arbitration rules of the AAA. The issue for decision by the arbitrator will be whether or not the Appeal Board's decision to discharge the Employee is supported by substantial evidence; the arbitrator has no authority to mitigate the Board's discharge decision. The arbitrator's decision is final.

e. Arbitration Expenses

In any case where the Employee elects to arbitrate a decision made appealable by this procedure, the Employee will be responsible for all the Employee's expenses associated with the arbitration hearing, including the fees and expenses of the Employee's representative, if any. If an arbitration transcript is requested by either party, the parties will share equally the cost of an original transcript for use by the arbitrator, and each party will pay for the party's own copy of the transcript if requested. Fees and expenses of the AAA and of the arbitrator chosen to hear the case will be shared equally by the parties.

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