

CAL FIRE LOCAL 2881
STATE



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&
OPERATING PROCEDURES HANDBOOK
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The official copy of the operating procedures handbook will be maintained by and retained in the office of the union's executive secretary.

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ARTICLE I NAME

CAL FIRE Local 2881.

ARTICLE II OBJECTIVES

CAL FIRE Local 2881, a nonprofit corporation, is hereby constituted and established in order to foster acquaintance, cooperation, efficiency and harmony among all California Department of Forestry and Fire Protection employees; to promote and protect the welfare of California Department of Forestry and Fire Protection employees in all ways compatible with the public interest, including the support of legislation deemed beneficial and resistance to legislation deemed detrimental to their interest; to represent California Department of Forestry and Fire Protection employees in discussions and negotiations with the state and its agencies relating to all personnel and employment matters; to encourage the maintenance of the highest standards of employee conduct in governmental affairs; to aid in the development of the state's resources and the advancement of the state's economy; and in all ways to render the most effective services to the people of the United States of America and of the state of California.

ARTICLE III OFFICIAL HEADQUARTERS

Official headquarters will be in the City of Sacramento, County of Sacramento. The president need not maintain his/her residence nor operate from the official headquarters.

ARTICLE IV MEMBERSHIP

Section 1. Active Membership.

Active membership will be open to all personnel employed by the California Department of Forestry and Fire Protection or any other employee or group of firefighting and related employees, who with the approval of the CAL FIRE Local 2881 Executive Board are considered to be appropriate. Seasonal employees and retired members may elect to maintain active membership. Seasonal employees may opt for active membership to attend convention as provided in the operating procedures handbook.

Section 2. Retired Membership.

Only those members who retired as "a member in good standing" of CAL FIRE Local 2881 may apply for retired membership status without the approval of the majority of the CAL FIRE Local 2881 Executive Board. When a person did not maintain his/her membership prior to retirement, the CAL FIRE Local 2881 Executive Board, by majority consent, may authorize a retired membership. The CAL FIRE Local 2881 Executive Board shall define the rights and privileges for retired members. **(12-00)**

Section 3. Honorary Membership.

The association may elect to honorary membership such persons who have rendered distinguished service to the association. Retired California Department of Forestry and Fire Protection employees may be included in the class of honorary members. They will not have the privilege to hold office or vote.

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Section 4. Inactive Member.

Members shall maintain inactive member status between periods of employment, on a fiscal year basis, as set by the executive board. They will not have the privilege to hold office or vote and will not count toward delegate count. This section does not preclude a member from electing to maintain active membership as described in Article IV, Section I, herein. **(6-18)**

Section 5. Associate Membership.

Associate membership will be open to California Department of Forestry and Fire Protection employees who do not meet the eligibility requirements for becoming a retired member and to volunteers and paid-call firefighters working for an entity where CAL FIRE Local 2881 represents the firefighting or related employees. The executive board will set dues and other benefits for such members. In no event shall such benefits include contract negotiations or adverse action representation unless the member is in a bargaining unit represented by CAL FIRE Local 2881. Such members shall not vote and shall not count toward the number of delegates to be elected to convention.

Section 6. Location of Membership.

When an active member's work location is changed, his/her membership and dues disbursement automatically change to the chapter in which the employee is working. **(05-19)**

Section 7. Member Benefits and Restrictions.

The executive board shall establish membership benefits and guidelines of conduct for CAL FIRE Local 2881 members.

Section 8. Member Participation.

Any and all active or retired members may participate within CAL FIRE Local 2881 and be an officer/representative and/or delegate at their respective classification within CAL FIRE Local 2881, consistent with the Dills Act and state law.

ARTICLE V ADMINISTRATION

Section 1. Authority.

The administration of the affairs of the association is vested in the executive board, subject to the guidance established by the general convention and the objectives of the association.

Section 2. Executive Board - Composition.

The executive board shall consist of the officers of the association, the bargaining representatives, and the district vice presidents.

Section 3. Officers - Composition.

The officers of the association are president, past president, general vice president and finance director.

Section 4. Bargaining Representatives.

The association shall elect a representative to represent supervisory and management employees, and another to represent the rank and file employees, and as provided for in Article IX, Section 5, the CAL FIRE Local 2881 retired members in good standing on September 1 of the year of election shall elect the representative for retirees. The supervisor and rank & file directors shall be elected as described in Article IX, Section 4. The retiree director shall be elected as described in Article IX, Section 5. Each district and chapter shall also provide for representatives to similar positions. None of these representatives shall be in the line of succession for any other state office. **(4-16)**

Section 5. Committees.

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The president shall have the power to appoint any committee deemed necessary to carry out the functions of the association and whenever feasible shall appoint a member of the executive board as committee chairperson.

Section 6. Mutual Recognition.

CAL FIRE Local 2881 membership may enter into a mutual recognition agreement with other employee organizations. No such agreement shall limit the authority of the association or be contrary to the association constitution and bylaws.

Section 7. Commission on Organization.

The commission on organization is established for the purpose of making emergency organizational changes or affiliations in order to fulfill the needs of the association in the arena of collective bargaining.

The commission is established and will be composed of the CAL FIRE Local 2881 Executive Board. The association president shall serve as the chairperson of the commission.

The commission is vested with the authority to act in emergency situations to make organizational changes or affiliations to meet association needs, to respond to state or federal legislative, constitutional, administrative, or judicial changes in the area of collective bargaining and employer relations for state employees. Within 60 days of immediate notification, commission action may be disaffirmed by a majority vote of the chapters.

ARTICLE VI LIMITATIONS

Section 1. Political Activities.

The association may participate in political activity.

Section 2. Incompatible Acts and Endorsements.

Neither the executive board, any committee, officer nor member shall take any action in the name of the association which is incompatible with the objectives of the association.

Section 3. Indebtedness.

Debts in excess of funds in the treasury shall be incurred only with a 2/3 majority vote of the state executive board and only for the purchase of real estate as determined appropriate and necessary by the executive board.

Section 4. Liability.

This association shall not incur, or cause to be incurred, any liability or obligation whatsoever which shall subject liability to any subdivision of this association, group of members, or other individuals, corporations or organizations.

Section 5. Interpretation.

Nothing in the constitution or bylaws of the association shall be construed to be in conflict with the laws of the state of California or its articles of Incorporation.

The body which shall interpret the constitution or the bylaws of the association, and any possible conflict by any district's provision for self government or any chapter's provision for self government with the constitution or bylaws of the association shall be the executive board of the association. A ruling by the executive board of the association shall be final, subject to appeal to the delegates of the next convention, who may overrule the executive board by a majority vote.

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Section 6. Exhaustion of Remedies Within the Association.

No officer or member of the association shall resort to judicial proceedings of any kind, before any forum, with regard to any matter pertaining to this organization or its local chapters, or their membership or their office, until all remedies provided for within the constitution and bylaws have been fully exhausted, provided that the foregoing shall not apply where the action was initiated in order to prevent a loss of rights under an applicable statute of limitations and the member or officer has diligently pursued his or her internal remedies.

Section 7. Non Discrimination.

This association shall not discriminate against any person because of race, color, creed, religion, national origin, or sex.

ARTICLE VII DISTRICTS

Section 1. District Defined.

For administration and representation purposes, the state is divided into districts. The district shall encompass the unit(s) and/or chapters, including the non-CAL FIRE Local 2881 counties in its geographical boundaries as provided in organizational policy. Sacramento headquarters and those proximate facilities best administered thereby, as determined by a majority vote of the executive board, shall be recognized as one district.

(12-13)

Section 2. District Charter.

A charter is an instrument issued at the discretion of the executive board officially establishing a district and authorizing it to operate as a lawful part of the association. Districts may elect to be incorporated under the laws of the state of California.

(12-03)

Section 3. Suspension or Revocation of District Charter.

The charter of any district may be suspended or revoked by a majority vote of the executive board for failure to function in accordance with the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook. The district may appeal any such suspension or revocation to the executive board, and if it so appeals, the executive board, may, by a majority vote of the executive board, reenact the charter. If the appeal is denied, the district may appeal to the next convention.

(12-03)(05-16)

Section 4. Filing of C&OP.

Each district shall file with the association a duly authenticated copy of its Operating Procedures and of each amendment as and when it is adopted.

(12-05)

Section 5. Conflict with CAL FIRE Local 2881 C&OP.

A district's provision for self-government shall not conflict with this constitution and organizational policy, and to the extent that if any such provision is in conflict, it is void.

Section 6. Reapportionment.

When an imbalance in delegate count occurs, the executive board may initiate a study and make recommendations to the annual convention regarding reapportionment.

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ARTICLE VIII

CHAPTER

Section 1. Defined.

Chapters must hold a valid charter and will consist of all the facilities and appropriate personnel assigned within the boundaries of an existing unit and any facilities or personnel administered by that unit. More than one chapter may exist in a unit. In the case of new facilities established between conventions, the executive board will assign the facility to the closest chapter or district while still maintaining balance in the delegate count. (12-13)

Section 2. Charter.

A charter is an instrument issued at the discretion of the executive board officially establishing a chapter and authorizing it to operate as a lawful part of the association. Chapters may elect to be incorporated under the laws of the state of California.

Section 3. Suspension or Revocation of Charter.

The charter of any chapter may be suspended or revoked by a majority vote of the executive board for failure to function in accordance with the association constitution and organizational policy. The chapter may appeal such suspension or revocation to the executive board, and if it so appeals, the executive board, by a majority vote of the executive board, may reenact the charter. If the appeal is denied, the chapter may appeal to the next convention.

Section 4. Voluntary Suspension of Charter.

In the event a district only contains one chapter, the chapter charter will be placed into suspense by the executive board. This is done for administrative purposes only (the elimination of duplicate meetings, financial records/accounts and elections) and is not punitive in any manner. Should a district gain an additional prospective chapter, the executive board shall consider removing the suspension of the original chapter charter and the creation of a new charter for the additional chapter(s). (12-13)

Section 5. Filing of C&OP.

Each chapter shall file with the association a duly authenticated copy of its Operating Procedures and of each amendment as and when it is adopted. (12-05)

Section 6. Conflict with CAL FIRE Local 2881 C&OP.

A chapter's provision for self government shall not conflict with this constitution or the association organizational policy and to the extent that if any such provision is in conflict, it is void.

ARTICLE IX ELECTIONS

Section 1. Qualifications.

Elected officers and delegates to the IAFF Convention and CPF Convention shall be members in good standing of the association. The election of delegates shall be as provided in the CAL FIRE Local 2881 Bylaws.

Section 2. Nominations.

The past president shall be the chairperson of the nominations committee, which will consist of the district vice presidents. The nominations committee shall open nominations on September 1 for the offices of the president, general vice president, finance director, fiscal steering committee trustee and bargaining representatives in the appropriate year as described in Article IX, Section 4, Term of Office. Nominations shall remain open until October 15.

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The past president shall post notification for state level office elections on the CAL FIRE Local 2881 web page by September 5.

Nominations for candidates may be submitted by e-mail to the CAL FIRE Local 2881 election e-mail box, mailed or faxed to the CAL FIRE Local 2881 office, or at the September executive board meeting. Nominations must be received by 1600 hours on October 15 and/or in the case that October 15 falls on a weekend, mail and in-person delivery must be received by 16:00 hours on the preceding Friday.

The past president shall after the close of the nomination period post names of all nominees to the CAL FIRE Local 2881 website by October 20.

Anyone being nominated for office must have given his or her written permission to the person making that nomination prior to his or her nomination. The written notice shall be submitted at time of nomination. **(4-16)**

Section 3. Elections.

The election for the offices to be elected will be held on the second to the last day of the annual convention. They shall be elected by a secret ballot by a majority vote of the delegates. **(12-13)**

In any office for which there is no opposition, the candidate will be declared the winner by acclamation. When appropriate, this announcement shall be made by the elections chairperson immediately after the close of nominations for each office.

Section 4. Term of Office.

The term of office for the president, general vice president and finance director shall be for a period of approximately two years to be elected at the general convention. The term of office for bargaining representatives shall also be for approximately two years to be elected the opposite year of the president at the general convention. The officers shall take office at the close of the annual convention. The president becomes the past president upon the installation of their successor. **(12-10)**

Section 5. Election of Retiree Director

Nominations may be made by any executive board member or by a petition signed by any seven retired members in good standing. **(4-16)**

The names of all nominees, following a determination of willingness to serve and their being a retired member in good standing, will be included in a ballot to be sent to each retired member of record on September 1.

When only one candidate exists, no balloting shall occur and he/she will be considered elected by acclamation. Ballots, when required, are to be mailed no later than October 25 and must include the statement, "Vote will not be valid unless received in the CAL FIRE Local 2881 headquarters by the close of business on the last Friday in November." Self-addressed envelopes shall be provided. Within 10 days after the ballot return date, the ballots shall be counted by three CAL FIRE Local 2881 members, and the results made known to the executive board and all candidates for election as retiree director no later than seven (7) days after the ballot counting. (Any candidate elected by "acclamation" shall be notified of his/her election by October 20.) All ballots received shall be turned over to the convention ballot committee to allow for resolution of any challenge to the reported election results.

Travel expenses for both the incumbent and newly-elected retiree director will be reimbursed for their expenses in accordance with the rates established for the convention.

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The individual receiving the greatest number of votes from the ballots received shall be elected as retiree director. In the event of a tie for the most votes, the convention, utilizing convention voting procedures, shall vote the second and succeeding ballots. In the event of a tie, both candidates will be authorized to attend and be reimbursed as prescribed for their expenses. **(4-16)**

Section 6. Filling Vacancies.

When a vacancy occurs in the president position, the general vice president shall assume the office until the last order of business on the last day of the annual convention immediately following the date of the vacancy. Prior to and during the annual convention following the date of vacancy, the nominations committee shall provide candidate names to fill the position utilizing current policy for placing names in nomination. Candidates appointed and or elected to fill a vacancy shall hold office until the end of the next convention.

If a vacancy occurs in the general vice president or finance director position, a new general vice president or finance director may be appointed by the president to serve until the next meeting of the executive board, at which time a new general vice president or finance director will be elected as the first order of business, except that if the vacancy occurs prior to the adjournment of the annual convention in an odd-numbered year, the convention delegates shall elect a candidate to fill the unexpired term of office.

Should a vacancy occur 60 days or less prior to the next annual convention, the executive board shall not elect a general vice president.

A vacancy in the position of either bargaining representatives shall be filled at the next executive board meeting when the executive board shall elect a new representative as the first order of business except that if a vacancy occurs 60 days or less prior to the first day of the next annual convention, no appointments shall be made. If the vacancy occurs prior to or during the annual convention in an even-numbered year, utilizing nomination policy, a candidate shall be elected by convention delegates to fill the unexpired term of office.

A vacancy in the state retiree representative position which occurs after June 1 of any odd numbered year is to be filled on a temporary basis as the first item of business by the CAL FIRE Local 2881 Executive Board at its next regular meeting. The unexpired term created by a vacancy during any even numbered year or during the first five months of an odd numbered year shall be filled utilizing the same election procedure established in Article IX, Section 5, except nominations are to be made within 30 days following the vacancy. By the 60th day, ballots are to be mailed (self-addressed, stamped envelopes to be included) to each retiree who was a retired member on the first of the month following the vacancy. A period of at least 30 days shall be allowed for the return of the ballots; however, they shall bear a notice that the vote will not be valid unless received in CAL FIRE Local 2881 headquarters by a specific date which allows for that 30 day period.

Should an elected state officer, bargaining representative or retiree representative allow their name to be placed in nomination for another state level elected office, they shall vacate their current office upon adjournment of the annual convention at which the election for the office they are competing for takes place.

ARTICLE X IMPEACHMENT

Section I. Recommendation for Removal of Officers.

Recommendation for removal of the president and/or general vice president and/or finance director and/or rank & file director and/or supervisor director and/or retiree director from office may be made to the association membership by a majority vote of the executive board, or by a petition for recall election of an officer by the membership.

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.A The recall petition must have the signatures of no less than twenty-five percent (25%) of the total association membership in good standing.

.B The petition concerning the proposed removal must be given to the executive board at least two weeks prior to the proposed meeting at which the subject of removal is to be presented.

.C The recall petition shall conform to the criteria set forth in the CAL FIRE Local 2881 Operating Procedures Handbook **(05-16)**.

.D Petitions for recall or impeachment of the retiree director may only be signed by CAL FIRE Local 2881 retired members.

Recommendation for removal of an elected district or chapter officer(s) will follow similar procedures as set down in the CAL FIRE Local 2881 Operating Procedures Handbook, in compliance with Article X. **(05-16)**

Section 2. Removal of Authority.

When the provisions of Section 1 are in effect, petitions having been submitted and validated as containing the signatures of twenty five percent (25%) of the total association membership in good standing at the time of signing, the authority of the accused officer will be suspended pending the tabulation of the mail ballot. The executive board may if necessary appoint an interim officer to transact the association business.

Section 3. Ballot Mailing.

A ballot for removal of an officer will be sent to each member of the association at the address of the member last known to CAL FIRE Local 2881 within ten days after the recommendation is made or valid petitions for recall have been received and verified as complying with Article X, Section 1. It shall have a maximum return date of twenty-one calendar days after the date mailed. Return shall be made in a self-addressed, stamped envelope which will be mailed to the association headquarters office.

Section 4. Ballot Composition.

A statement of reasons or facts regarding the alleged basis for removal shall be put on the ballot. Sufficient space on the ballot shall be made available for the accused officer to make a statement in rebuttal to the alleged basis for removal. If there is no rebuttal statement, it shall be so indicated.

Section 5. Results.

The officer shall be removed after the ballots have been counted if a majority of the membership voting wish it so. **(12-06)**

**ARTICLE XI
GENERAL CONVENTION**

Section 1. Meeting.

There shall be held approximately once each year a general convention for the entire membership of the association. **(12-10)**

Section 2. Place of General Convention.

(12-11)

The convention management team will recommend the location of the convention site with consideration of the sponsoring districts. The sponsoring districts are as follows:

.A North: Districts I, II, VII and IX

.B Central: Districts III, IV and V

.C South: Districts VI, VIII and X

(12-12)

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The convention management team will evaluate the location of the convention based on the needs of the membership. The final decision for the convention location shall rest with the executive board of directors.

Section 3. Delegates.

The state officers (president, vice-president, treasurer, past-president) and the state representatives (rank & file, supervisor, and retiree director) will be delegates at large. The district vice president or deputy district vice president shall be a delegate and represent the district at large. The chapter director or deputy chapter director shall automatically be a delegate and represent the chapter. In the event where a district does not have a chapter or the chapter charter has been voluntarily suspended, the deputy district vice president (1) will automatically be considered a delegate. One additional delegate shall be authorized for each fifty members or major portion thereof from each respective chapter or district. The number of delegates shall be determined by the number of chapter members in good standing as shown on the September 1 PDR and as determined by the executive board for retired and new members.

(12-13)

Section 4. Proxy.

A delegate may vote in session in person or by proxy. A delegate shall give his/her proxy vote to another delegate from his/her chapter or to the district vice president. Before using a proxy, the member with the proxy shall furnish the credentials committee with satisfactory proof of authorization.

Section 5. Resolutions.

A resolution intended for consideration by the convention must be in writing and proposed by a chapter, district, the executive board or any standing committee, at any officially convened meeting, and delivered to the resolutions committee chairperson. The resolutions committee shall cause a copy of each resolution so received to be combined in a packet, for each delegate, to be in the hands of their respective chapter director at least 30 days prior to the convening of the convention. The resolutions chairperson will be appointed by the president. Resolutions received during the convention *will be for issues that are considered emergency in nature (fiscal or irreparable harm) as determined by the resolution committee. These resolutions* must be accompanied by CAL FIRE Local 2881 Form 2208.I containing the signatures of 50 delegates to the convention, and shall be presented to the resolutions committee chairperson no later than 1300 hours on the day the convention is convened. The resolutions committee shall assign resolutions to the proper committee and number each resolution. If a resolution is found to be covered in existing policy or to be inconsistent or mis-worded, it shall be sent back to the sponsor. Each resolution that involves monetary changes to the dues structure will require a two-thirds majority standing vote of the delegates at the convention.

(4-16)

Section 6. Voting on IAFF and CPF Delegates.

Other provisions of this constitution notwithstanding, any member in good standing of CAL FIRE Local 2881 may take part in the election, by secret ballot, of delegates to the IAFF Convention and CPF Convention, as provided in the CAL FIRE Local 2881 Bylaws.

ARTICLE XII GOVERNING AUTHORITY

Section I. Rules of Order.

Roberts Rules of Order, latest edition, shall govern the conduct of all meetings except as may otherwise be provided in the constitution or bylaws.

Section 2. Order of Business.

The order of business at all executive board meetings shall be as follows:

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- (A) Call to order
- (B) Roll call of the executive board and committee chairpersons
- (C) Introduction of guests
- (D) Reading of minutes of last meeting
- (E) Report of the finance director
- (F) Communications
- (G) Report of committees
- (H) Open discussion
- (I) Unfinished business
- (J) New business
- (K) Adjournment.

**ARTICLE XIII
AMENDMENTS TO CONSTITUTION AND ORGANIZATIONAL POLICY**

Section 1. Proposed Amendments/Constitution.

Amendments to this constitution may be proposed by resolution to the convention, or by the executive board, or upon petition of 10% of the membership.

Section 2. Proposed Amendments/Bylaws.

Amendments to the association bylaws (operating procedure and policy handbook referred to as the "Operating Procedures Handbook") may be proposed by any member of the executive board at any regular meeting, or by resolution to the convention.

Section 3. Approval of Amendments/Constitution.

Amendments to this constitution shall be adopted by a majority vote of the delegates and ratified by a majority of the chapters and/or districts voting within ninety (90) days of the convention. Chapters and/or districts shall determine ratification. **(12-13)**

Section 4. Approval of Amendments/Bylaws.

Amendments to the association bylaws shall be adopted by either a majority vote of the board of directors or a majority of the delegates at the convention and become effective immediately. Upon approval and enactment, the proposed amendment must be published and available for review by the membership. This action is subject to a referendum on the demand of 5% of the active members filed with the president within 90 days.

Section 5. Corrections to Numerical Format.

The constitution and organizational policy committee shall assure continuity and consistency in numerical format in the constitution on a yearly basis, after amendments are ratified by the chapters.

(NOTE: The term "association", "constitution" or "organizational policy", unless indicated otherwise, refers to the state association, constitution or organizational policy.)

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**OPERATING PROCEDURES HANDBOOK
SECTION 0100**

0100 PREAMBLE

0110 DOCUMENT NAME

CAL FIRE Local 2881 Operating Procedures and Policy Handbook and shall be referred to as the “Operating Procedures Handbook.” (12-03) (05-16)

0120 PURPOSE

This operating procedures handbook, consisting of official CAL FIRE Local 2881 regulations, has been compiled as direction and a guide to assist union officers in the efficient operation of this union. Where applicable, these policies also apply to all members of CAL FIRE Local 2881.

0130 Distribution

A copy of the operating procedures handbook and/or changes thereto will be available to each member of the board of directors (hereinafter called the executive board), each state committee chairperson, the fiscal steering committee, the C&OP committee, and each district and each chapter director through the member’s side of the union website. **(12-03) (05-16)**

0131 Reprinting

This operating procedures handbook shall be reprinted, based on the orders received, and the cost shall be borne by each district and chapter purchasing.

0132 Web Publication

The operating procedures handbook will be posted in PDF format on the member’s only side of the union website. **(12-03) (05-16)**

0140 Maintenance

It shall be the responsibility of each holder of an operating procedures handbook to keep that book current. Additional copies may be purchased at cost.

0150 Amendments and Additions (Also see section 1300)

- .01** It shall be the responsibility of the executive board to periodically review the operating procedures handbook and make amendments and/or additions (Constitution Article V, Section 7). **(12-03)**
- .02** Changes, amendments, and additions may also be made by resolution adopted by the delegates to the CAL FIRE Local 2881 General Convention (see also Section 1300). **(12-03)**
- .03** Policies adopted by the executive board or at the general convention will be posted to the member’s only side of the union website. **(12-03) (05-16)**
- .04** All amendments and/or additions will show the date of approval by the executive board or general convention, and a copy of each amendment and/or addition will be provided to all holders of the operating procedures handbook.

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SECTION 0100**

0150 .05 Policy book-numbering formats shall be as follows:

“0401

.01

.A

.01

.a or 0401.01.A.01.a”

(12-01)

.06 Policies adopted by the executive board shall be recorded in the chronological list of executive board policies, assigned an appropriate number, and recorded in the handbook under a policy subtitle.

.A At the end of the calendar year, each policy shall be reviewed for retention or archiving.

.B Retained policies shall be located within this handbook as operating procedure, or in the case of policies relating to negotiations, be retained in the appropriate board policy section.

.C Archived policies shall be removed from the board policy subsection but shall remain in the chronological listing of board policies.

.07 The Commission on Organization referred to in Constitution Article V, Section 7 shall be a function of the executive board. **(09-01)**

.08 All pages will be numbered. **(09-01)**

0160 Forms and Brochures

.01 All CAL FIRE Local 2881 forms, brochures, and exhibits shall be assigned a number for identification purposes and shall also note the last date revised. **(12-03)**

.02 The table of contents for the operating procedures handbook shall be revised as necessary with the latest revisions noted. **(09-01)**

.03 Exhibits shall be numbered according to the section to which they apply. Example EX 0100.01 **(12-03)**

0170 HEADQUARTERS

1731 J Street, Suite 100, Sacramento, CA 95811 **(12-03)**

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SECTION 0200

0200 ADMINISTRATION

0201 Policy

- .01 CAL FIRE Local 2881 supports equal opportunity in CAL FIRE Local 2881 and the work environment. The CAL FIRE Local 2881 membership and its employees shall provide a discrimination/harassment-free environment within CAL FIRE Local 2881 for all members, employees and guests.
- .02 All CAL FIRE Local 2881 business shall be conducted using gender-neutral terminology, material shall be viewed prior to acceptance to ensure compliance with this section.
- .03 All elected or appointed CAL FIRE Local 2881 officers shall, upon assuming office, sign and adhere to the CAL FIRE Local 2881 Code of Ethics and Oath of Office. The signed original documents will be delivered to CAL FIRE Local 2881 Headquarters within 30 days of assuming office. **(12-04) (12-16)**

0202 Authority – Operating Policy and Procedures

- .01 The executive board will establish and define policies and procedures of the union. These policies and procedures will be contained in the official union operating procedures handbook. **(05-16)**
- .02 The official copy of the operating procedures handbook will be maintained by and retained in the office of the union's executive secretary. **(12-03)**
- .03 The official copy of the operating procedures handbook retained by the union's executive secretary shall be the official ruling copy in all issues. **(12-03)**

0220 State Board of Directors (Executive Board)

.01 Function

- .A The state board of directors, hereinafter referred to as the executive board, between meetings of the CAL FIRE Local 2881 General Convention, is responsible for the forming of policy and for carrying on the general affairs of the union.
- .B The Commission on Organization referred to in Constitution Article V, Section 7 shall be a function of the executive board (see also section 0150.07). **(09-01)**

.02 Regular Meetings

The executive board meetings will be held at least four times per year.

.03 Open Meetings

Meetings or hearings at which official business of the union is conducted, including but not limited to meetings or hearings of the executive board, state officers and committees, shall be open to any union member in good standing.

Union members in good standing attending said meetings shall have no vote on any subject.

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- 0220 .03 .A** The president shall notify the members of the executive board at least two weeks in advance of the meeting of the executive board, of the meeting date, the time, the place where the meeting will be held, and the subjects to be considered.
- .01** The agenda for the CAL FIRE Local 2881 Executive Board meetings should be released on the members-only portion of the CAL FIRE Local 2881 website no later than one week prior to the meeting. **(01-15)**
- .B** All open meetings of the executive board shall have minutes taken which will be an accurate representation of the meetings. All motions shall be recorded irrespective of the outcome of the vote. Any and all votes relating to contract extensions, bargaining items and capital outlay over \$10,000 not covered in executive session will be published quarterly and the results will be broken down as to how the state officers voted. **(12-97)**
- .C** The minutes shall be distributed to the executive board within 20 working days of the meeting. Tentative minutes from the previous executive board meeting shall be sent by e – mail watermarked “Draft” to all executive board members and to those who made a presentation at the meeting. **(3-09)**
- .01** The minutes for the CAL FIRE Local 2881 Executive Board meetings should be released on the members-only portion of the CAL FIRE Local 2881 website within one week of approval by the executive board. **(01-15)**
- .D** All attendees at executive board meetings will turn off cellular phones and pagers while in the board meeting room. **(12-03)**
- .E** No executive board meeting will be recorded, videotaped or preserved in any electronic manner without permission from the executive board members present. All attendees will be advised if such is occurring. **(12-03)**

.04 Executive Sessions

- .A** Executive session shall be declared for meetings or hearings of the executive board, officers and committees, when considering:
- .01** The suspension, discipline or dismissal of any officer or member from union membership.
- .02** Meetings dealing with discipline, allegations, charges or collective negotiations.
- .03** Meetings to consider the employment or suspension of a union employee or to hear complaints against any union employee.
- .04** Meetings to consider litigation matters, legislative matters, or any matters involving privileged relations such as attorney-client or doctor-patient privilege. **(12-03)**
- .05** Meetings to consider the identification, selection, purchase or sale of real property.
- .06** Meetings for the review of confidential financial information.
- .07** Meetings for the negotiation, modification or termination of contracts.

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- 0220 .04 .B** Executive sessions shall be closed to non-members of the executive board when the interest of the union dictates. **(12-03)**
- .C** Voting – See 0220.08 **(12-03)**
- .D** The minutes or record of such meeting shall indicate when and for what purpose the closed meeting was held and shall further state that no other matters were considered. No names of any member, contractor or anyone else will be noted in the executive session minutes as identified above. **(03-01)**
- .05 Special Meetings**
- Special meetings may be called at the discretion of the president or by a majority of the executive board to discuss late-breaking issues where executive board input or approval is needed before the next regular meeting, sufficient time is not available for, or in the interest of time. **(01-02)**
- .A** Special meetings may be held at a physical location or by conference call.
- .B** Ten days' notice by phone call, e-mail, or letter to the full executive board is required.
- .C** To suspense with the written notice, the president must poll all executive board members or their alternate, by phone or e-mail, and receive majority consent.
- .D** Minutes of the items discussed will be recorded and distributed to the executive board within 14 days of, or included in the next executive board meeting binder if that meeting will occur within 30 days of the special meeting. **(12-03)**
- .E** The minutes will be consistent with policies for regular executive board meetings. **(12-03)**
- .F** A quorum of the executive board must be present. **(12-03)**
- .G** The meeting will be conducted and governed as an executive board meeting. **(12-03)**
- .H** Non-board members may not participate in discussions unless recognized by the chairperson before speaking to the issue being discussed. **(12-03)**
- .I Conference Calls**
- .01** Notification of the conference call with the telephone number, call code, and subject(s) to be discussed should be made by e-mail, phone call or letter at least two days prior to the conference call but may be less in emergencies. **(12-03)**
- .02** Minutes of the items discussed will be recorded and distributed to the executive board within 14 days or included in the next executive board meeting binder if that meeting will occur within 30 days of the call. These minutes shall record all motions, seconds, and their makers made during the conference call regardless of the outcomes of the motions.

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- 0220 .05 .I .03** A quorum of the executive board must log on and actions taken during the conference call will adhere to the requirements of a regular executive board meeting.
- .04** Conference call audio may not be recorded by any participant by any method.
- .05** Conference calls may be attended by non-executive board members but only on the same phone line as an executive board member and under their supervision unless specifically approved by the presiding officer.
- .a** The union's legislative representative(s) and legal counsel are ex-officio non-voting executive board members and are not required to be on the same phone line as another executive board member.
- .b** The chairperson for the call and all participants must be advised of the non-member's attendance at the beginning of the call.
- .06** Non-executive board members may not participate in discussion unless recognized by the chairperson before speaking to the issue being discussed.
- .07** Non-executive board members must be cleared from access to the conversation whenever executive session issues are to be discussed.
- .08** Minutes taken during the conference call must be approved by majority vote of the executive board at the next regular executive board meeting. **(01-02)**

.06 Special Meetings Called by the Membership

Special meetings shall be held upon the written request of ten percent of the membership of the union. No business binding the union shall be transacted unless each member has been notified by mail of such meeting. The president shall notify, in writing, the membership of the union at least two weeks in advance of the meeting, the time and place the meeting will be held and subject(s) to be considered. **(01-02)**

.07 Quorums

No executive board meeting shall be valid, at which a quorum, with a presiding officer, is not present and certified by that presiding officer. Eight voting members of the executive board shall constitute a quorum, one of which may be the general vice president as presiding officer. **(12-03)**

.08 Voting

- .A** At meetings of the executive board, the following shall have full voting rights: district vice presidents, bargaining representatives (rank & file, supervisor, and retiree directors [Const. Art. V Sec. 4]), the general vice president and the finance director.
- .B** The president shall vote only as presiding officer as prescribed in Roberts Rules of Order.

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- 0220 .08 .C** In the absence of a district vice president, another member from that district, appointed by the district vice president, will be eligible to vote if the state presiding officer:
(12-03)
- .1** Is notified in writing, e-mail, or by phone at least forty-eight (48) hours in advance; or
(12-03)
 - .2** Phone or email notifications less than forty-eight (48) hours prior to the executive board meeting may be accepted in extenuating circumstances; **(12-03)**
 - .3** And the alternate is approved by majority vote of the executive board in attendance.
(12-03)
- .D** Bargaining representatives or the general vice president may recommend an alternate, by signed letter to the president, to vote in their place. The executive board shall by majority vote approve the alternate for that meeting only. **(02-11)**
- .E** All must vote in session at the meeting in person or absentee voting on known subjects must be done by notarized letter if authorized in advance by executive board action.
(12-03)

0230 Officers

- .01** Officers of CAL FIRE Local 2881 shall be members in good standing.
- .02** No member shall hold more than one elected officer position. **(12-07)**
- .03 President**
 - .A Constitutional Duties.** The president directs the general activities of the union consistent with executive board policy and direction; presides as chairperson at executive board meetings; appoints standing and special committees; appoints a three-member ballot counting committee within fourteen (14) days from the postmark cut-off date on any mailed ballot election; appoints members of external committees as defined in Section 0252.01.F; supervises the work of other officers and committees; has power to appoint a secretary; is chairperson for the "Commission on Organization;" is Vice President, 6th District of C.P.F.; and appoints the resolutions chairperson. **(12-03)**
 - .B Duties Specific to the Office.** The president gives direction to office staff; maintains close relationship with the legislature, the "department" and other labor organizations, including C.P.F. and I.A.F.F.; promotes and represents our membership at national meetings; keeps informed of advances, problems, etc., experienced by other labor organizations; ensures that the membership is represented at the negotiating table and works closely with CAL FIRE Local 2881' advocate staff and the legislative committee; ensures that the convention resolution status report is printed in the April and August "CAL FIRE Local 2881;" and is responsible for maintaining an archive of district and chapter minutes per Sections 0760.01 and 0860.01.
(12-03)
 - .C Duties Required by Law, Rule or MOU.** The president ensures that a contact roster of CAL FIRE Local 2881 members designated as participants on accident investigation teams is provided to the department; and appoints committees.

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0230 .03 .D **Duties Required by "Affiliation Agreement."** The president attends C.P.F. meetings and represents the membership on the CPF Insurance Trust.

.04 Past President

.A **Constitutional Duties.** The past president is an advisor to the president and executive board on all union matters; chairs the nominating committee; and may serve on the CAL FIRE Local 2881 PAC Board. **(12-03)**

.05 General Vice President

.A **Constitutional Duties.** The general vice president, upon the request, at the direction of, or in the absence of the president, directs the general activities of the union consistent with executive board policy and direction; presides as chairperson at executive board meetings; appoints committees; supervises the work of other officers and committees; and has the power to appoint a secretary. The general vice president shall serve on the CAL FIRE Local 2881 PAC Board. **(12-03)**

.B **Duties Specific to the Office.** In the absence of the president, or upon the request of the president, the general vice president will assume all duties of the president. When appropriate and under authority of the operating procedures handbook, the general vice president authorizes travel, and serves as a member of the JAC Board of Directors. The general vice president keeps informed on the issues and gives advice to the president. The general vice president is also responsible for the entire CAL FIRE Local 2881 General Convention. The general vice president shall inspect and negotiate the contracts with convention facilities. The general vice president is the chair of the convention management team. It is recommended that the convention sites and contracts be signed at least three years in advance of the convention as referenced in Section 1203. **(12-03) (01-02)**

.C **Union Training Programs.** The general vice president will be the training officer responsible for all aspects of the union training program. (C&OP 21-02 AM) **(12-03)**

.06 Finance Director

.A **Prime Responsibility.** The function of the finance director is to keep an accurate and appropriate record of all financial transactions of the local union. This is not just good business practice, but is also a requirement of the IAFF Constitution and By-Laws, federal laws, IRS rules, Franchise Tax Board rules and CAL FIRE Local 2881 policy.

.B The state finance director and district and chapter treasurers are responsible for completing and submitting all necessary forms and documents as required by federal or state statutes or as indicated in CAL FIRE Local 2881 Operating Procedures Handbook, Section 0300, Finance.

.C Financial record keeping includes the maintaining of all receipts such as income from dues, investments and interest on bank accounts. It also includes a complete accounting of all expenditures.

0230 .06 .D The state finance director shall schedule an annual budget preparation meeting a minimum of two weeks prior to the September executive board meeting. **(5-09)**

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.01 Chapter Treasurer. The treasurer keeps the books and accounts in a ledger or in a generally accepted bookkeeping method for the union; maintains bank account(s) in the union's name; custodian of all funds; collects all monies due; deposits all monies into bank account(s) in a timely manner; pays all bills owed; reconciles monthly bank statements; may process payroll; provides a financial statement at each regular meeting for approval or when directed by the chapter executive board; ensures that all account books are audited each year as set by state policy and at the order of the state executive board; maintains a total membership count and advises headquarters monthly of any changes; keeps an inventory of CAL FIRE Local 2881 property; recommends cost control measures to the chapter executive board; prepares a draft budget for the upcoming fiscal year.

.02 District Treasurer. All the duties of the chapter treasurer plus: disburses dues to the chapter(s).

.03 Finance Director. All the duties of the chapter treasurer plus:

.E Constitutional Duties. Provides financial statement to the convention; schedules a budget preparation meeting a minimum of two weeks prior to the September executive board meeting to prepare a draft budget for the upcoming fiscal year to be presented at the executive board meeting prior to the convention; disburses dues to the districts; obtains a second signature for checks written for \$10,000 or more; ensures that all persons charged with handling union funds are bonded; ensures that all account books are audited by a CPA prior to the general convention and at the order of the executive board; has at least four fiscal steering committee meetings each year; and maintains credit cards files (bank and phone). **(5-09)**

.F Duties Specific to the Office. Chairs fiscal steering committee; maintains insurance for officers, CAL FIRE Local 2881 property, and bonding; monitors payroll deductions; resolves problems; chairs the finance committee at the convention; and shall be a member of the resolutions committee.

.G Duties Required by Law, Rule or MOU. The finance director maintains files 990, 199 and Sacramento County tax forms; prepares 1099 forms; pays monthly federal and state payroll tax; prepares quarterly and yearly payroll tax forms; requests yearly audits from districts and chapters; files FPPC political donation/cost forms quarterly; abides by tax exempt corporation rules; provides the "state" with forms for CAL FIRE Local 2881 payroll dues deductions; and provides written notice to the state and to all affected employees any time there is a change in membership dues. **(01-02) (05-19)**

.H Duties Required by "Affiliation Agreement." The finance director transmits a copy of the annual audit to IAFF; pays monthly per capita dues; and prepares monthly membership reports.

0230 .07 Rank & File Director

.A Constitutional Duties. The rank & file director is responsible for all matters of representation of rank and file employees who are members; follows the priorities set by the convention process; develops bargaining proposals in conjunction with legal staff and the bargaining team; meets and confers with the department, DPA, SPB, et al, over issues impacting rank and file employees; and is responsible for enforcing the M.O.U. at

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all levels of the grievance process. **(05-19)**

0230.07

.B Duties Specific to the Office. The rank & file director under the direction and supervision of the executive board, provides and coordinates representation for Unit 8 rank and file employees on grievances, complaints, adverse actions and other appeals; makes sure district rank and file representatives are kept aware of and provided copies of current correspondence, rules, regulations and law changes; attends hearings, reviews proposals, and makes recommendations on current or proposed CDFFP, SPB, DPA, DFEH, et al, rules or regulations; in conjunction with the supervisor director, maintains an up-to-date central case file system and assists in the preparation of material for the representation seminar and attends as an instructor; chairs the Benefits - Rank and File Committee at the CAL FIRE Local 2881 Convention; reviews legal bills for accuracy and reviews requests for use of attorneys; and with the assistance of legal staff as needed, drafts settlements of third and fourth level grievances, lawsuits, DFEH/SPB appeals, etc., and obtains concurrence of the appellant(s) and/or executive board; regularly evaluates the union's legal services,

.C Duties Required by Law, Rule or MOU. The rank & file director maintains the "Duty to Fair Representation" (DFR) for all Unit 8 rank and file employees for all matters in the area of exclusive representation pursuant to the State Employer/Employee Relations Act and court precedent. Ensures "due process" under the "Skelly" doctrine, "Lubey" interest, and as applicable, the Peace Officers Bill of Rights; ensures that all sections and provisions of the MOU are implemented on the proper effective date; provides a written list of grievance representatives with mailing addresses to the state immediately after their designation; maintains records and files on CAL FIRE Local 2881 Release Time Bank (RTB), reviews requests for use of RTB and if delegated to do so, approves appropriate requests; performs audit of the RTB once each quarter; as delegated, provides written authorization for third-level complaints; as delegated, reviews written alternate shift pattern agreements and rotation of overtime agreements for CAL FIRE Local 2881 approval; and as delegated, requests use of catastrophic time donations for qualifying Unit 8 employee(s); and is the chairperson of the negotiating team, rank and file. **(12-03)**

.D The E-ER Committee will continue to meet grievance representation needs and will evaluate legal services and collective bargaining matters.

.08 Supervisor Director

.A Constitutional Duties. The supervisor director is responsible for initiating the meet and confer for supervisors; appoints members of the meet-and-confer team; arranges and chairs internal supervisory representative meetings as necessary to develop strategy for meet-and-confer sessions; and arranges meet-and-confer sessions with department management and/or DPA.

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0230 .08 .B Duties Specific to the Office. The supervisor director, under the direction and supervision of the executive board, represents or arranges for representation of member supervisors on grievances and adverse actions; makes sure the district representatives, if any, are kept aware of and provided copies of current correspondence, rules, regulations and law changes; reviews and makes recommendations on current or proposed SPB, DPA or CDFFP rules and regulations; in conjunction with the rank & file director, maintains an up-to-date central file system; assists in the preparation of materials for the representation seminar and attends as an instructor; chairs the Benefits - Supervisors Committee at the CAL FIRE Local 2881 General Convention; and reviews legal bills for accuracy and reviews requests for use of attorneys. **(12-03) (01-02)**

.09 Retiree Director

.A Constitutional Duties. The retiree director participates in all representative matters pertaining to retirees, including but not limited to: retirement issues, personnel issues; legislative; workers' compensation; insurance; and settlement of lawsuits.

.B Duties Specific to the Office. The retiree director, under the direction and supervision of the executive board, ascertains that a correct, up-to-date record of all retired members is maintained at the union headquarters; attends CalPERS committee and board meetings representing retirees on issues and may also represent active employees; oversees and aids upon request the benefits which are to be provided to all survivors of a retiree; advises and assists district retiree representatives in representation matters; ensures that the membership chair and district vice presidents and chapter directors are notified of their retired membership for delegate count for the convention; chairs the retirement and disability committee at the CAL FIRE Local 2881 Convention. **(12-03)**

.10 Code of Ethics. All elected or appointed CAL FIRE Local 2881 Officers shall, upon assuming office, sign and adhere to the CAL FIRE Local 2881 Code of Ethics. The signed original documents shall be delivered to CAL FIRE Local 2881 headquarters within 30 days of assuming office.

.A Officers are required to sign the CAL FIRE Local 2881 Code of Ethics at the beginning of their term; the signed form shall be valid for the duration of their term.

.B Officers elected to a new term in the same office, or to another office shall be required to sign a new CAL FIRE Local 2881 Code of Ethics Form which shall be valid for the term of the re-election or new office.

.C Failure to complete the CAL FIRE Local 2881 Code of Ethics Form shall be an automatic forfeiture of office. **(5-09)**

.11 CAL FIRE Local 2881 Oath of Office. All elected or appointed CAL FIRE Local 2881 Officers shall, upon assuming office, sign and adhere to the CAL FIRE Local 2881 Oath of Office. The signed original documents shall be delivered to CAL FIRE Local 2881 headquarters within 30 days of assuming office. **(12-16)**

.A Officers are required to sign the CAL FIRE Local 2881 Oath of Office at the beginning of their term; the signed form shall be valid for the duration of their term. **(12-16)**

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- .B Officers elected to a new term in the same office, or to another office shall be required to sign a new CAL FIRE Local 2881 Form 31 CAL FIRE Local 2881 Oath of Office which shall be valid for the term of the re-election or new office. **(12-16)**
- .C Failure to complete the CAL FIRE Local 2881 Oath of Office form within 30 days will prohibit you from assuming your roles and responsibilities. **(12-16)**
- .D Failure to complete the CAL FIRE Local 2881 Oath of Office form within 60 days shall be an automatic forfeiture of office. **(12-16)**

0235 CAL FIRE Local 2881 Training

(9-18)

Union officers shall complete the following training:

	New Officer Rep	Rank & File Representation	Family Liaison	Finance	PAC	Retiree
State Officers	1	1	2	1	1	2
DISTRICTS						
DVP	1	1	1	1	1	2
Deputy DVP	1	1/R	1	1	1	2
District R&F	2	1/R	2	O	O	O
Deputy District R&F	2	1/R	2	O	O	O
District Supervisor Rep	2	1/R	2	O	O	O
District Ret Rep	2	1/R	O	O	O	1/R
District Finance	2	O	O	1/R	O	O
District Secretary	2	O	O	O	O	O
CHAPTERS						
Chapter Director	1	1	1	1	1	2
Deputy Chapter Director	1	1/R	1	1	1	2
Chapter R&F	2	1/R	2	O	O	O
Chapter Deputy R&F	2	1/R	2	O	O	O
Chapter Supervisor Rep	2	1/R	2	O	O	O
Chapter Retiree Rep	2	1/R	O	O	O	1/R
Chapter Finance	2	O	O	1/R	O	O
Chapter Secretary	2	O	O	O	O	O

Key:

- 1 – Mandatory - First Year
- 2 – Attend once during first term as an officer
- O – Optional
- R – Recertification Every Two years

.01 Training Requirements and Certification. All elected state, district and chapter officers shall complete the CAL FIRE Local 2881 required training prior to the July 1 immediately subsequent to his/her election. Failure to complete approved training within this time frame may necessitate separation from the elected position that the candidate was unable to qualify. The decision to separate the officer will be made by the Executive Board at the July meeting. **(9-18)**

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.02. Certificates of completion as outlined herein will normally be valid for two years from the date of issuance.

0240 Emeritus Positions

(12-11)

CAL FIRE Local 2881 may determine the need to recognize long term outstanding service to the union and its membership.

.01 To be eligible for emeritus status a member must have served a minimum of 15 years as either a CAL FIRE Local 2881 Officer and/or committee member, with at least five (5) of these being as a state officer. Emeritus status should be reserved for a very few CAL FIRE Local 2881 members, it should be very carefully considered and granted only for the very best officers and members of CAL FIRE Local 2881. **(12-18)**

.02 All members elected to emeritus status shall receive the following:

.A Their name will be placed on a plaque displayed at CAL FIRE Local 2881 headquarters.

.B The title of any officer or committee position held in Local 2881 at the request of the recipient plus emeritus example: President Emeritus **(1-16)**

.03 Emeritus status is lifetime.

.04 Chapters or districts wishing to have a member considered for an emeritus position shall submit a request through their district vice president to the executive board in the form of a draft resolution. The executive board should carefully consider these before submitting them to the next CAL FIRE Local 2881 convention for approval.

.05 All nominations for emeritus status shall be made by the executive board by resolution to the next CAL FIRE Local 2881 convention.

.06 The following individuals have been granted Emeritus status in CAL FIRE Local 2881:
(12-12)(12-13)(1-15)(1-16)(1-19)

- .A Ron Bywater, President Emeritus
- .B Ray Snodgrass, President Emeritus
- .C Tom Gardner, President Emeritus
- .D Dennis O'Brien, President Emeritus
- .E Bob Wolf, President Emeritus
- .F Art Smith, Finance Director Emeritus
- .G George "Sunnie" Fronek, State Supervisor Emeritus
- .H Gary Hawks, District VII Vice President Emeritus
- .I Bob Ford, State Retiree Director Emeritus
- .J James Nolan, District V Vice President Emeritus
- .K Bill Christen, State Fiscal Steering Committee Emeritus
- .L John Berggreen, District 2 Finance Director Emeritus
- .M Steve Barrett, State Rank and File Director Emeritus
- .N Bill O'Connor, District VI Vice President Emeritus
- .O Mike Witesman, Credentials Chair Emeritus
- .P Rick Swan, Vice President Emeritus
- .Q Donald Saether, District IV Rank and File Director Emeritus
- .R Steve Slagle, District VI Vice President Emeritus

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- .S Ken Hale, State Rank and File Director Emeritus
- .T Mike Lopez, President Emeritus
- .U Kevin O'Meara, District III Vice President Emeritus
- .V Brian Burger, District I Retiree Director Emeritus

0250 Committees

0251 Policies

- .01 Commissioned committee reports will be submitted before executive board meetings.

0252 Standing Committees

.01 Policies

- .A A standing committee is one that is constituted to perform a continuing function and remains in existence permanently.
- .B Except as otherwise noted, the chairperson of the standing committees will be appointed by the president, annually.
- .C The president shall appoint members at large; and the districts will appoint district representatives to the committees as directed by the chairperson.
- .D The committee may consist of a chairperson only.
- .E The committee chairperson shall promptly submit meeting minutes to the executive board summarizing the content, accomplishments, and/or recommendations from each committee meeting requiring expenditure of CAL FIRE Local 2881 funds.
- .F The president shall appoint members to external committees (as defined in Section 0254.01.B) or approve or disapprove members submitted from districts or chapters for appointment to local external committees (see also Section 0640.04). **(12-03)**
- .G The president may remove any appointed external committee member, for cause. **(12-03)**

.02 Fiscal Steering Committee

- .A The fiscal steering committee trustees are elected by the convention delegates for two-year terms. The committee shall consist of five trustees, one of which is the state finance director as the chair, as well as four elected trustees. The nomination and election procedure to be used is that of the supervisor director and rank & file director as described in Article IX, Section 6, of the CAL FIRE Local 2881 Constitution. The committee shall advise the president and the executive board on matters of fiscal needs and financial responsibilities. The committee shall propose and review constitutional and organizational policy changes relative to financial impacts and prepare budget modifications to be acted upon by the executive board or convention; assist the finance director in monitoring state expense disbursements and plan future needs and goals relating to financial matters of the union. **(01-98) (09-12) (12-12)(1-16)**

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- .B** The fiscal steering committee shall meet at least four (4) times each fiscal year at such times as determined by the committee. At least three trustees must be present to conduct business. The committee must vote unanimously on budget proposals. Any recommendations on budget proposals shall be promptly communicated, in writing, to the executive board for their action. The fiscal steering committee shall attend at the invitation of the state finance director the annual budget preparation meeting prior to the September executive board meeting. **(5-09) (09-12)**
- 0252 .02 .C** The fiscal steering committee shall be responsible to manage CAL FIRE Local 2881 real property. They will prepare agreements between the occupants of the CAL FIRE Local 2881 townhouses and CAL FIRE Local 2881 to be approved by the executive board. **(04-96)(5-16)**
- .D** Annually, the fiscal steering committee will inspect the CAL FIRE Local 2881 townhouses and meet with the occupants to determine budget needs for the following year.
- .E** The fiscal steering committee will review all travel claims and will audit at least 50 percent of all travel claims for accuracy and completeness. Inaccuracies, mistakes, or irregularities will be returned to the claimant for resolution. Any remaining unresolved issues will be forwarded to the approving officer for resolution. Any remaining unresolved issues will be forwarded to the executive board for adjudication.
- .F** All state paid travel claims shall be reviewed and at least 50 percent audited for accuracy, completeness and irregularities by the Trustees of the Fiscal Steering Committee. Inaccuracies, mistakes or irregularities will be forwarded to the appropriate claimant for adjudication. Unresolved issues will be brought to the executive board in closed session for resolution. **(01-99)(1-16)**

.03 Legislative Review Committee

The legislative review committee shall consist of the president and two active members appointed by the president. Committee members must know and understand the legislative process, the makeup of "key" committees and caucuses, the current legislative calendar and how to read and interpret legislative bills.

- .A** The committee will review any legislation referred to it by the president or legislative advocate, review the legi-tech summary, review individual bill analyses, transmit bills to "experts" within the union for technical review and make recommendations to the president and the executive board concerning:
- .01** The position of the union relative to a bill,
 - .02** Suggested amendments, and
 - .03** Alternative legislation.
- .B** The committee must vote unanimously to determine the union's emergency position on any legislative measure, with any action to be reported promptly in writing to the executive board for ratification by a majority vote. The committee must notify the executive board of any legislation that CAL FIRE Local 2881 and CPF can/should co-sponsor or is a potential conflict with CPF.



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0252 .04 Rank and File Bargaining Team (Negotiating Committee)

The actions of the negotiating committee shall be governed by Government Code Section 3517 et seq., Public Employment Relations Board (PERB) Decision # 198 and subsequent decisions as they relate to CAL FIRE Local 2881, the policies and procedures of CAL FIRE Local 2881. **(08-95)**

The purpose of the bargaining team will be to meet with the department and/or other state representatives to negotiate a memorandum of understanding under collective bargaining and discuss items concerning the welfare of the membership.

The bargaining team shall consist of five members selected as follows:

- .A** The rank & file director shall be the chair. In the absence of the chair, the chair will appoint a team member as acting chair of the bargaining team. **(12-03)**
- .B** Three members elected from the northern, central and southern portions of the state as defined by Section 1203 of the CAL FIRE Local 2881 Operating Procedures Handbook; and
 - .01** At the convention immediately following an MOU ratification vote, each area, during a caucus at convention, will elect one member and trainee by secret ballot vote of the delegates present. The elected members and trainees will be announced to the executive board as the area representatives. **(03-06)(09-14)(12-14)**
- .C** One person at large elected by the executive board from three names submitted by the state president.
 - .01** In addition to the bargaining team members listed above, the bargaining team chair will appoint and/or select a note taker(s) with the concurrence of the executive board, who shall not be a sitting or voting member of the bargaining team. **(12-05)**
 - .02** Continuity and institutional memory are invaluable assets at the bargaining table. For this reason, the districts selecting members pursuant to .B above should consider reappointing representatives who served on the previous bargaining team.
 - .03** During contract negotiations, no final agreement of all or part of the contract can be negotiated without the notification and approval of the majority of the bargaining team. **(09-97)**
- .D** The state level of CAL FIRE Local 2881 shall pay the convention travel costs for bargaining team members and spouses attending the annual convention (see 0320.02.G). **(09-01)**
- .E** CAL FIRE Local 2881 Executive Board is not opposed to a retired employee who is a member in good standing of CAL FIRE Local 2881 being on the rank and file negotiating committee. **(12-03)**

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0252 .05 Negotiating Committee, Supervisors

- .A CAL FIRE Local 2881 Executive Board is not opposed to a retired employee who is a member in good standing of CAL FIRE Local 2881 being on the supervisors negotiating committee.

.06 Retirement and Disability Committee

The retirement and disability committee shall inform and make recommendations on the proper course of action to the president and the executive board on matters concerning service retirement; industrial disability; ordinary disability; death benefits; survivors' benefits; legislation affecting our members, their families and their benefits; maintain a listing of recommended workers' compensation attorneys; maintain a close working relationship with the CPF Director of Health and Safety; and evaluate the services of workers' compensation attorneys offered for referral.

.07 Health, Safety and Insurance Committee

The chair shall be the advisor to the executive board on CDF policy and SPB and DPA issues relating to health, safety and insurance. The chair shall advise the executive board on the status of health plans. The chair of this committee is the chair of the convention policy committee.

.08 Constitution and Organizational Policy Committee

The chair shall preside over the C&OP Committee at the annual convention and shall report to the executive board and convention as required. The committee shall consider and make recommendations on all matters pertaining to the constitution and organizational policy of the union. The chair shall prepare periodic update reports for the executive board and shall ensure that committee activities comply with executive board policy and the constitution. The chair of the C&OP committee shall be a member of the resolutions committee. **(5-09)**

.09 Human Rights Committee

The committee shall monitor and make recommendations to the executive board and president on CAL FIRE Local 2881, CDF, DPA and SPB matters relating to human rights in the work place. These issues shall include, but are not limited to recruitment, selection, hiring, accommodations, retention, training and promotion of candidates and employees. **(09-01)**

.A Policy:

- .01** CAL FIRE Local 2881 supports equal opportunity in the work environment.
- .02** CAL FIRE Local 2881 membership and its employees shall provide a discrimination/ harassment free environment within CAL FIRE Local 2881 for all members, employees and guests. CAL FIRE Local 2881 is committed to providing equal access and representation for all members.
- .03** All CAL FIRE Local 2881 business shall be conducted using gender-neutral terminology, non-offensive language and be nondiscriminatory in nature.

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0252 .09 .A .04 In order to achieve a diverse work force and to maintain equal opportunity in the work environment, CAL FIRE Local 2881 shall encourage and collaborate with the department in developing and maintaining:

- .a** Information for candidates about access to pre-entry and entry-level positions with the California Department of Forestry and Fire Protection; pre-entry and entry-level education (desired qualifications) which will prepare candidates for successful employment with the California Department of Forestry and Fire Protection.
- .b** Training assignments and practical experience that will improve job performance and provide employees equal opportunity for career advancement.
- .c** Education for those persons responsible for hiring and/or promoting employees in an objective, barrier-free environment.
- .d** Fair and unbiased hiring/promotional practices.
- .e** Assurance that all employees are provided with cultural diversity training.
- .f** Preventative education or corrective action, as necessary, for all persons on the matters of sexual harassment and/or discrimination of employees.

.10 CAL FIRE Local 2881 PAC

- .A** The committee is formed to promote the improvement of benefits, compensation, and working conditions of CAL FIRE Local 2881 members through political activities.
- .B** The committee has a separate constitution, by-laws and bank account.
- .C** The members are selected per the PAC Constitution (Article 4, Section 2 – seven members selected by the president – CAL FIRE Local 2881 General Vice President, a past CAL FIRE Local 2881 President and five members at large). **(07-15)**

.11 Property Management Committee

A four-member committee consisting of the members of the fiscal steering committee to oversee and/or manage real property of the union, i.e. headquarters office and any other real property. The committee shall see that records are kept on inventories of equipment and household items, including updating inventories and recording expenses; establishing a budget for capital outlays, maintenance and repairs; and establishing a tenant agreement for members and/or tenants living in union housing.

.12 The CDF Firefighters Benevolent Foundation is created for charitable, religious, scientific, literary, or educational purposes.

0252. .12 .A Per the CDFEA Firefighters Benevolent Foundation Trust Agreement. **(12-03)**

.01 The trust committee consists of three members elected by the CAL FIRE Local 2881 membership for three-year terms.



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.02 The trustees shall serve staggered terms.

.03 One trustee will be elected at each convention.

.B A copy of the Benevolent Fund Trust Agreement is made part of this handbook.

.C Elections shall be in accordance with CDFEA Benevolent Fund Trust Agreement Article VI Section .D. **(12-03)**

.13 Convention Management Team **(09-01)**

To assure continuity and fiscal responsibility, the convention management team will handle the planning, set up and operation of the annual convention. **(12-03)**

.A In conjunction with the sponsoring districts, the general vice president will appoint a three-person team to coordinate the annual convention.

.B Additionally, up to three trainees will be appointed from the hosting districts.

.C The general vice president will serve as chair of the convention management team.

.D Using the incident command system, and staffed by members from the hosting districts, the committee will be structured to handle the operation of the convention, and is responsible for the business office, equipment, supplies and staff; selects the banquet menu and speaker(s); recommends invocation speaker; recommends registration fee for executive board approval; advises the president regarding guest and keynote speakers; develops and coordinates spousal activities; maintains liaison with the facility staff; confirms facility contract performance; and provides equipment, staff and materials for registration of delegates. **(12-10)**

.14 Honor Guard

.A The mission of the CAL FIRE Local 2881 Honor Guard is to provide CDF employees with a uniform and consistent method of honoring both active and retired persons who have died. The honor guard will also provide color guard duties as needed. Hereinafter the color guard and pipe and drums will be referred to as the honor guard. **(3-10)**

.B Membership is comprised of active and retired CDF employees who must be members in good standing with CAL FIRE Local 2881. All applications for membership will be accepted and reviewed by the honor guard review committee. The committee will consist of the director/chairman, assistant director, pipe major, drillmaster and drum major.

.C The honor guard will be presenting the colors and honoring the graduates at all of the graduations of P.O.S.T., FF-II and driver operator classes at the CDF academy with the approval of the president or general vice president on an individual case basis. All requests for the honor guard will be routed through the honor guard chair.

.D All honor guard/color guard travel and release time will be routed through the honor guard chair to the president or general vice president for approval.

.E **Duties of the Honor Guard Chair **(3-10)****

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- 0252 .14**
- .1 The honor guard chair shall supervise the activities, training, coordination, and functions of the honor guard.
 - .2 The honor guard chair under the direction of the CAL FIRE Local 2881 President may authorize travel expenditures for honor guard activities.
 - .3 Reports directly to the CAL FIRE Local 2881 President and Board of Directors.
 - .4 Processes release time requests to the president and general vice president.
 - .5 Coordinates honor guard needs with the convention management team to provide color guard, band, ushers, and vote counters for the general convention.

.15 Schedule A Committee

The Schedule A working group is formed to develop and provide specific information and options for the executive board regarding CDF's local government contracts.

- A.** The Schedule A working group is tasked with evaluating local government contracts for possible impacts due to our MOU adjustments, the impacts of the state's fiscal crisis on local government finances, and current conditions in those contracts.
- B.** The Schedule A working group will develop plans to provide assistance to all local chapters of CAL FIRE Local 2881 which have these contracts in case a need is identified.
- C.** The Schedule A working group will operate under the direction of the executive board through the state president. **(12-03)**

.16 Training Committee

The mission of the training committee is to provide officers and members with quality subject matter training, to perform logistical support for the CAL FIRE Local 2881 Training Program, to provide a clear financial statement to the state board for review and to continually monitor CAL FIRE Local 2881 training needs.

- .A** "The order of training priority shall be established by the executive board and will include the representation class, chapter director and treasurer training, representation refreshers, mentorship program and any other training as funds exist." **(12-03)**
- .B** The general vice president may at his/her discretion appoint a training committee chair and delegate responsibility for the day-to-day training needs of CAL FIRE Local 2881. **(03-10)**
- .C** Training committee chair responsibilities:
 - .01** Coordinates training needs, schedules classes, selects instructors, selects training staff, tracks training budget and expenditures, reports to the general vice president and the board of directors.
 - .02** The training committee chair under the direction of the general vice

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vice president may authorize travel expenditures for training activities. **(3-10)**

0252 .17 Hearing Committee

The president of the union shall appoint a three-member hearing committee to hear charges that may be filed.

- .A** The members will normally serve for a term equal to that of such president.
- .B** The committee and members' term shall be extended until all charges before them have been acted upon.
- .C** Members of the hearing committee may also be members of the executive board.
- .D** Hearing committee members may be removed or replaced by the following:
 - .01** At the discretion of the state officer receiving the charges, a hearing committee member(s) may be replaced for due cause.
 - .02** Resignation of the hearing committee member.
 - .03** Removal by the appointing president for cause if said president is not involved in the actions.
 - .04** Removal by a majority vote of the executive board.
 - .05** By appeal to the executive board by either party involved in the action and demonstration of adequate cause. **(12-03)**

.18 Richard J. Ernest Scholarship Committee

Consists of three (3) members appointed by the president to administer the legal and fiduciary obligations of the Richard J. Ernest Scholarship Fund.

.19 Union Trademark Committee (UTC) **(07-09)**

- .A** Union Trademark Committee acts on behalf of the CAL FIRE Local 2881 State Executive Board through the president as set forth below.
- .B** Purpose of the committee is:
 - .01** To administer the obligations of the CAL FIRE Trademarks Master License Agreement and control the use of the CAL FIRE and CAL FIRE Local 2881 marks.
 - .02** To review and approve applications for vendor sublicenses.
 - .03** To review and approve vendor product submissions.
 - .04** To monitor royalty payments and assure their timely and accurate submission.
 - .05** To monitor and prevent the illegal use of marks.

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- 0252 .19 .C** The UTC shall consist of:
- .01** Three (3) members appointed by the president after consultation with the state executive board.
 - .02** All members serve at the pleasure of the president.
- .D** One (1) member, designated by the president, shall serve as the chair of the committee.
- .01** Under the direction of the president, the chair shall be responsible for timely cooperation with the CAL FIRE Uniform Advisory Committee, trademark subcommittee, sublicense applicants, sub licensees, product vendors and the legal department.
 - .02** The chair shall submit a committee report to the state executive board as needed.
- .E** All members of the UTC shall be members of the CAL FIRE Uniform Advisory Committee Trademark Subcommittee.
- .F** The UTC may meet quarterly in addition to any CAL FIRE Uniform Advisory Committee Trademark Subcommittee meetings.
- .01** One (1) meeting shall be at the annual CAL FIRE Local 2881 Convention. **(12-10)**
 - .02** Two (2) members shall represent a quorum.
- .G** The UTC shall require sub licensees to submit an audit of their product sales as defined in the sub licensee agreement.
- .H** Any appeals to the decisions of the UTC shall be directed to the state executive board, whose decision by majority vote shall be final.
- .I** Objections to royalty donations to the CDF Firefighters Benevolent Foundation. Any CAL FIRE employee objecting to having a percentage of the cost (the royalty fee) of a CAL FIRE logo-bearing uniform item they purchased, for their on-duty use, directed to the CAL FIRE Local 2881 corporation's licensing process or the CDF Firefighters Benevolent Foundation in support of CAL FIRE employees, may have the royalty fee redirected to another charity or returned to them, as follows:
- .01** The CAL FIRE employee objecting must contact CAL FIRE Local 2881 Sacramento headquarters, in writing, within 15 days of the purchase.
 - .02** The CAL FIRE employee shall include in the objection letter proof they are a CAL FIRE employee. This can be a current copy of the CDF ID card or a copy of a current time slip or pay stub and a copy of the driver's license front.
 - .03** The CAL FIRE employee shall include in the objection letter a legible copy of the receipt for the CAL FIRE logo-bearing product(s). This receipt must list each item purchased, its cost per unit, and the name, address and phone number of the vendor from which he/she purchased the product. Only purchases from certified vendors will qualify.

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0252 .19 .I .04 The CAL FIRE employee shall include in the objection letter how they want the royalty amount disbursed.

.a To a charity from an approved list that will be posted on the CAL FIRE Local 2881 website: **(5-16)**

.01 Specified California burn centers.

.02 The National Walk of Honor, Emmitsburg, Maryland.

.03 The National Fallen Firefighters Foundation.

.04 The California Fire Foundation – the California Fallen Firefighters Memorial.

.05 The Salvation Army, California Chapters.

.06 The American Red Cross, California Chapters

.b Returned to them at an address provided by them in the objection letter.

.20 Awards Selection Committee (ASC) (5-10)

The Awards Selection Committee will be appointed by the President of CAL FIRE Local 2881 and will serve the duration of the president's term or until the president determines changes are to be made.

.21 The Awards Selection Committee will contain the following: (5-10)

.A The president and/or the executive board shall select three members in good standing to serve on the ASC.

.B The ASC shall be ratified by a majority vote of the full executive board of directors following notification via the agenda of a regularly scheduled executive board meeting.

.22 Awards Selection Committee (ASC) Duties (5-10)

The Awards Selection Committee (ASC) shall perform the following functions:

.A The ASC will research each properly nominated candidate by conducting an inquiry of their service, commitment, honesty and integrity to assure any award presented is rightfully earned.

.B The ASC will recommend award recipients to the executive board of directors after notifying the president for consideration.

.C The ASC will provide a written report to the executive board of directors through the president prior to any voting on the award that details the award to be given, background on the recipient and reasons justifying the selection. The written report will be provided no later than the September executive board meeting each year.

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.D The ASC will follow the guidelines found in the CAL FIRE Local 2881 Operating Procedures handbook governing awards **(05-16)**

0252 .23 The Awards Selection Committee (ASC) will be responsible for the following awards categories: (5-10)

.A **Ron Bywater Award** (highest award given to a member, officer, or individual by CAL FIRE Local 2881)

.B **Ron Yank Award** (second highest award given to a member, officer or individual by CAL FIRE Local 2881)

.C **Aaron Read Award** (individual or member most deserving of recognition for extraordinary achievement in political action on behalf of the membership of the union). **(09-13)**

.D **Executive Board of Directors Award** (individual or officer most deserving of recognition from the executive board of directors for work performed for the past year on behalf of CAL FIRE Local 2881)

.E **Leadership Award** (individual award given to members, officers or individuals who demonstrate excellence over the past year through leadership and hard work)

.F **Representation Award** (individual award given to a member, officer or individual by CAL FIRE Local 2881) **(10-15)**

.G **Longevity Award** (Individual award given to a chapter or district officer of CAL FIRE Local 2881) **(12-18)**

.24 Appointment and Removal from the Awards Selection Committee (ASC) (5-10)

.A The president may remove or replace ASC members as he or she deems necessary.

.B Removal and appointments to the ASC shall be ratified by a majority vote of the executive board of directors and shall be final and binding.

0253 Ad Hoc Committees

.01 Policies

.A A special (select or ad hoc) committee is one that is appointed, as the need arises, to carry out a specified task, at the completion of which it automatically ceases to exist.

.B The committee may consist of a chairperson only.

.C The committee chairperson shall promptly submit meeting minutes to the executive board summarizing the content, accomplishments, and/or recommendations from the committee meeting requiring expenditure of CAL FIRE Local 2881 funds.

0253 .02 Resolutions Committee

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- .A The resolutions chairperson will be appointed by the president (Const. Art. XI Sec. 5) at least 30 days prior to the September board meeting. The committee shall include the resolutions committee chairperson, the finance director, and the C & OP committee chairperson. **(5-09)**
- .B The resolutions committee shall provide for the proper handling of all resolutions prior to and during the convention as prescribed in Section 1100 of this handbook.
- .C Copies of each resolution shall be transmitted to the finance director for determination of fiscal impact and the finance director shall have ten (10) days to assign a cost and return the resolutions to the resolutions chairperson. **(12-03)**

.03 State Officer Convention Ballot Counting Committee

- .A Each district from which a candidate is running for state office shall have a representative on the ballot counting committee, plus one representative shall be selected by the state president or other state officer not involved in the election. **(09-01)**
- .B The state president or other state officer not involved in the election shall select the chairperson. **(12-03)**
- .C The chairperson must not be a representative of any chapter from which a candidate is running.
- .D The ballot counting committee shall consist of a minimum of three (3) members, one of which will be the chairperson.
- .E A candidate may not be a member of this committee.

.04 Nominations Committee

- .A The nominations committee is responsible for the nomination of state officers for the coming year. The committee shall consist of the executive board with the past president serving as chair. The committee will ensure that candidates are nominated for each office and written acceptance is provided by each candidate.
- .B The committee shall also advise the president and district vice presidents of the nominated candidates by November 1 of each year. The committee chair shall place before the convention the names of nominated candidates and shall close the nominations as prescribed in this handbook.

.05 Credentials Chair

- .A The credentials chair shall gather necessary documents to compile a membership count, using the September 1 PDR, by chapter, late member list and retired member list.
- .B The credentials chair shall determine the preliminary delegate count for convention by October 1 each year and advise district vice presidents of their preliminary district delegate count at least one month prior to convention.

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- .C At the convention, the credentials chair will provide a final delegate count at the opening of each convention, track delegates during the convention, ensure that a listing of delegates is provided to the convention body, and, with the assistance of the sergeant-at-arms, verifies credentials of delegates as required by policy and convention action.
- .D The credentials chair shall also verify membership for IAFF/CPF delegate balloting.

0254 Board Advisory Committees

.01 Policies

- .A Board advisory committees may be appointed by the president as needed and remain in existence as long as the need exists.
- .B A board advisory committee chairperson may represent CAL FIRE Local 2881 on "external committees" (those committees, which are formed by, administered by, and report to an organization, agency, or entity other than CAL FIRE Local 2881).
- .C An advisory committee may be appointed to be an information source, provide guidance, or to be a technical consultant on specific or specialized matters.
- .D The committee may consist of a chairperson only.
- .E The committee chairperson shall promptly submit a written report to the executive board summarizing the content, accomplishments, and/or recommendations from each committee meeting emphasizing items which may possibly impact CAL FIRE Local 2881 and its membership.

.02 Apparatus Design Safety Advisor

Advises the president and the executive board on issues dealing with apparatus design and apparatus safety.

.03 Camp Advisory Committee (12-03)

- .A Acts as an advisory committee to CDF, the president and the executive board on matters specifically relating to the conservation camp program.
- .B Members meet with CDF staff as required, provide information and statistical data to CAL FIRE Local 2881 and CDF.
- .C Members are appointed by the president as necessary.

.04 Communicable Disease Advisor

An advisor to the president and the executive board on communicable disease issues, working under the health, safety and insurance chair.

.05 Physical Standards Advisor



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Advises the president and the executive board relating to physical fitness standards, policies and issues.

.06 State Board of Fire Services Advisor

Nominated by the president, and appointed by the governor, attends state board of fire services meetings and functions, reports activities to the president and represents CAL FIRE Local 2881 and labor's position as a member of that board.

0254 .07 State JAC Advisor

.A Appointed by the president.

.B Two union members represent the union on the 14 member State JAC.

.C The union members are full participants with voting rights.

.D The members shall work to improve training opportunities and provide entry level hiring for qualified under-represented and target groups without lowering existing standards for employment.

.E Reports shall be provided to the president following every meeting or other discussions of interest or note.

.08 SubJAC Advisor

.A Appointed by the president.

.B Three union members represent the union on the CDF SubJAC.

.C Union members of this committee shall represent the union's interests in training for Firefighter II's and fire apparatus engineers, including the development of training curriculum, at both the academy and supplemental; and reviewing complaints and appeals of students and others.

.D Reports shall be provided to the president following every meeting or other discussions of interest or note.

.09 Training Advisor

Represents CAL FIRE Local 2881 on the department's statewide training committee, representing CAL FIRE Local 2881' concerns and needs to that committee, and advises the president of current activities or issues before the committee.

.10 Uniform Issues Advisor

As authorized by Section 14.01(c) of the MOU, represents CAL FIRE Local 2881 on the department's statewide uniform committee, presenting CAL FIRE Local 2881 concerns to the committee, and reporting to the president current activities or issues before that committee.

.11 Duty of Fair Representation Appeal Committee

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A committee comprised of the president, the rank & file director or supervisor director, as appropriate, and at least one other member appointed by the chapter director of the chapter in which the appeal originates, shall review the appeal and respond in writing to the appellant with a copy to the executive board within ten (10) business days.

0254 .12 Membership Advisor

The membership advisor shall oversee membership activities and the enrollment process, provide input to the executive board on necessary changes in membership policy, track membership statistics and provide that data to the district vice presidents, act as or assist the credentials chair in preparing delegate count for the convention, and prepare and distribute the annual information package to new hires. **(05-19)**

.13 Employment Committee

A committee established to set up a system of benefits, salary, and working conditions of CAL FIRE Local 2881 employees.

.14 Resource Management Committee (Committee is dormant and could be reestablished in the future) **(09-01)(05-16)**

.15 Political Endorsements Committee **(01-02)**

0255 Convention Policy Committees

Convention policy committees will consider resolutions assigned by the convention resolution chairperson. The committees will all be considered policy committees for initial action, with the finance committee taking action on all resolutions and matters having more than minimal fiscal impact on CAL FIRE Local 2881 budget.

.01 Benefits Rank and File

.02 Benefits Supervisors

.03 Benefits Joint **(12-03)**

.04 Health, Safety and Insurance

.05 Finance

.06 Constitution and Organizational Policy

.07 Retirement and Disability

0260 CAL FIRE Local 2881 Awards **(05-10)**

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- .01 CAL FIRE Local 2881 may at its discretion determine the need to recognize members, employees, contractors or cooperators for their efforts to support CAL FIRE Local 2881 and its membership.
- .02 Refer to Section 0252.20 CAL FIRE Local 2881 Awards Committee.
- 0261 Nomination Process (05-10)**
- .01 Chapter directors, district vice presidents and all executive board members may nominate members, officers and individuals for the Ron Bywater award, the Ron Yank award, the Aaron Read award and leadership awards. **(09-13)**
- .02 The president shall be the sole nominating authority for the president's award.
- .03 Executive board members shall be the sole nominating authorities for the Executive Board award.
- .04 All nominations shall be accompanied by justification written by the nominating party that give the reasons why an individual has been put forth at a specific level, i.e., the nominating party shall give the Awards Selection Committee (ASC) all the information needed to make a decision on the appropriateness of each nominee.
- .05 All nominations shall be submitted no later than the end of business at the July executive board meeting.
- 0262 Ron Bywater Award** (highest award given to a member, officer or individual by CDF Firefighters) **(05-10)**
- .01 Awarded by majority vote of the executive board.
- .02 Awarded for long-term exemplarity leadership to CAL FIRE Local 2881.
- .03 Award may be given yearly or at each convention; if need is determined multiple awards may be given.
- 0263 Ron Yank Award** (second highest award given to a member, officer or individual by CDF Firefighters) **(5-10)**
- .01 Awarded by majority vote of the executive board.
- .02 Awarded for long-term superior dedication exemplifying honesty and integrity in the application of the CAL FIRE Local 2881 Bylaws and Constitution.
- .03 Award may be given yearly or at each convention; if need is determined multiple awards may be given.
- 0264 Aaron Read Award** (individual award given to a member, officer or individual by CAL FIRE Local 2881) **(09-13)**
- .01 Awarded by majority vote of the executive board.

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- .02** Awarded for long-term extraordinary achievement in political action on behalf of the members of the union.
- .03** Award may be given yearly or at each convention. If need is determined, multiple awards may be given.
- 0265 President's Award** (Individual award given to a member, officer or individual by the CAL FIRE Local 2881 president) **(05-10) (09-13)**
- .01** Awarded at the discretion of the president of CAL FIRE Local 2881.
- .02** Awarded for superior accomplishment by an individual(s) in support of CAL FIRE Local 2881.
- .03** Award may be given yearly or at each convention; if need is determined multiple awards may be given.
- .04** Any individual nominated for this award shall only receive it no more than once every three years. **(03-14)**
- 0266 Executive Board Award** (individual or officer most deserving of recognition from the executive board of directors for work performed over the past year on behalf of CAL FIRE Local 2881) **(05-10) (09-13)**
- .01** Awarded at the discretion of the CAL FIRE Local 2881 Executive Board.
- .02** Awarded for a superior accomplishment by an individual(s) in support of CAL FIRE Local 2881.
- .03** Award may be given yearly or at each convention; if need is determined multiple awards may be given.
- .04** Any individual nominated for this award shall only receive it no more than once every three years. **(03-14)**
- 0267 CAL FIRE Local 2881 Leadership Award** (individual award given to a member, officer or individual by CAL FIRE Local 2881) **(05-10) (09-13)**
- .01** Awarded by majority vote of the executive board.
- .02** Awarded for a specific act or acts that display superior leadership to CAL FIRE Local 2881 each year.
- .03** Award may be given yearly or at each convention; if need is determined multiple awards may be given.
- 0268 CAL FIRE Local 2881 Representation Award (individual award given to a member, officer or individual by CAL FIRE Local 2881)** **(10-15)**
- .01** Awarded by majority vote of the executive board.

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0268 .02 Awarded for a specific act or acts that display superior representation (grievances, arbitration or adverse actions) to CAL FIRE Local 2881 each year.

.03 Award may be given yearly or at each convention; if need is determined multiple awards may be given.

0269 CAL FIRE Local 2881 Longevity Award (individual award given to a member by CAL FIRE Local 2881) (12-18)

.01 May be awarded to Chapter or District Officers after 15 years as a union officer.

.02 Awarded by majority vote of the executive board.

.03 Awarded for long term service to CAL FIRE Local 2881 each year.

.04 Award may be given yearly at each convention: if need is determined multiple awards may be given.

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0300 FINANCE

It is expected that each member will act in an honorable and responsible manner. **(07-05)**

0301 Policy **(12-00)**

- .01** A guideline is established that the cost of third level grievances will be borne by CAL FIRE Local 2881 at the state level.
- .02** It is the intent of CAL FIRE Local 2881 to track all legal expenses.
- .03** Districts and chapters shall not spend funds on activities which violate Union rules. **(07-05)**
(05-19)
- .04** All social activities funded by CAL FIRE Local 2881 dues moneys shall be open to all members. **(12-03)**
- .05** CAL FIRE Local 2881's share of the first month's associate membership fee will be kept at state level.
- .06 CAL FIRE Local 2881 Townhouses**
 - .A** CAL FIRE Local 2881 may, at the executive board's discretion, elect to pay moving and storage charges for the state president and rank & file director moving into the CAL FIRE Local 2881 townhouses.
 - .B** The executive board may elect to pay for the president or rank & file director to move back to their residence when their term expires.
 - .C** There must be a demonstrated cost savings to the state union and each case shall be evaluated regardless of past practice.
 - .D** A vacating officer must do so within thirty (30) days of loss of election or loss of privilege or reimburse CAL FIRE Local 2881 the daily per-diem rate for each day occupying union housing unless extended by the president. **(12-03)**
 - .E** The CAL FIRE Local 2881 townhouse tenant agreement shall be maintained on file at CAL FIRE Local 2881 headquarters. **(07-05)**
- .07 Attorneys**

The president will normally advise the executive board prior to assigning any matter (other than a disciplinary matter) to an outside attorney. In the case of an urgent need to assign an outside attorney to a matter, the president or designee may immediately assign an outside attorney to the matter without advising the executive board. In this case, the president will advise the executive board (as above) as soon as practical regarding the decision to assign an outside attorney and the basis for the decision. In the case where an outside attorney has been assigned in a disciplinary matter, the president will advise the executive board of this action at the next regularly scheduled executive board meeting. **(12-11)**

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- 0301** .07 This policy is not intended to prevent the president or designated officers from seeking the advice and counsel of attorneys as necessary for the conduct of union business. The president may use any reasonable means of communications needed to advise the executive board.
- .08 No expenditure of money in excess of \$1000 for capital outlay items shall be made unless approved by the convention or the executive board. This does not include any item approved by the convention or that is already in the budget. This does not include ongoing maintenance and repair. Emergencies can be voted on by polling the executive board, e-mail polling or telephone polling. **(07-05)**
- .09 Expenditures that exceed the budgeted amount must be approved by the executive board and the funds taken from reserves. **(09-98)**
- .10 Union Emergency Fund** – Funds expended from the union emergency fund require a four-fifths (4/5) vote of the full state executive board.
- .A The state executive board will determine in March of each year the amount of excess funds to be transferred to the emergency fund.
- .B Monies in the emergency fund will carry over year to year.
- .C The emergency fund is for “true emergency” situations and shall not be used to circumvent the normal budget process.
- .D The emergency fund should be a minimum of six months of the union operational expenses. **(12-07)**
- .11 Legal Reserve Fund** – Funds expended from the union emergency fund require a four-fifths (4/5) vote of the full state executive board.
- .A The state executive board will determine in March of each year the amount of excess funds from the prior budget legal expenses to be transferred to the legal reserve fund.
- .B Monies in the legal reserve fund will carry over year to year.
- .C The legal reserve fund is for “true legal emergency” situations and shall not be used to circumvent the normal budget process.
- .D The legal reserve fund shall be a minimum of \$400,000 or one-half the annual budgeted legal expenses, whichever is greater. **(12-09)**
- .12 Funeral Fund** **(03-12)**
- .A Funeral Fund – Funds expended can only be used for potential costs that are not covered by the department (CAL FIRE) as outlined in the funeral policy and for necessary memorial travel costs incurred by the honor guard as approved by the president, vice president or their designee. **(01-15)**
- .01 Monies in the funeral fund will carry over year to year

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- 0301 .12 .A .02** The funeral fund is for “funeral costs” and shall not be used to circumvent the normal budget process.
- .03** If a true fiscal emergency is declared by the CAL FIRE Local 2881 executive board, a unanimous vote of the executive board is required before these funds can be used for any other purpose.
- .04** Expenditures from the funeral fund will be authorized by the president, vice president or their designee. **(01-13)**
- .a** Prior to each funeral a union meeting or conference call will be held including the president, vice president or their designee, the CAL FIRE Local 2881 agency administrator, CAL FIRE Local 2881 district vice president, CAL FIRE Local 2881 chapter director, CAL FIRE Local 2881 honor guard director or their designee. **(01-13)**
- .05 .b** During this meeting or conference call the CAL FIRE Local 2881 president or their designee shall set a limit on expenditures from the CAL FIRE Local 2881 funeral fund. **(01-13)**
- .c** The CAL FIRE Local 2881 agency administrator shall be responsible to authorize appropriate expenditures from the funeral fund up to the amount authorized. Any additional requests must be approved by the president, vice president or their designee. **(01-13)**
- .d** The CAL FIRE Local 2881 agency administrator shall also consider submitting appropriate requests to other entities such as the CAL FIRE Local 2881 Auxiliary, local CAL FIRE Local 2881 chapter benevolent funds and the CDF Firefighters Benevolent Foundation. **(01-13)**
- .13** Health Benefit Fund – the Health Benefit Fund is for addressing health benefit expenditures – and the prefunding of future health benefit needs of the union. **(7-17)**
- A. Expenditures that exceed the budgeted amount must be approved by the executive board and the funds taken from reserves.
- B. Funds expended from the Health Benefit Fund require a majority vote of the full state executive board.
- C. The state executive board will determine in March of each year the amount of excess funds to be transferred to the Health Benefit Fund.
- D. Monies in the Health Benefit Fund will carry over year to year.
- E. The Health Benefit Fund is to allow continued health benefits for active or retired employees of the union, and shall not be used to circumvent the normal budget process.
- F. The Health Benefit Fund should be a minimum of \$100,000.00 and have no maximum achievable amount.
- G. Each month 2% of the employee top range salaries will be deposited into Health Benefit fund. **(7-17)**

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0302 Fiscal/Current Year

The fiscal year of the union will be January 1 to December 31, inclusive. Districts and chapters may establish their own budget year. If they choose to be included in the group exemption, they must use the same FY as the state level. **(12-03)**

0303 Union Dues **(05-19)**

.01 CAL FIRE Local 2881 dues will be determined by convention resolutions. **(12-03)**

.A Any additional programs or any increase or decrease in costs for current programs will have a cost factor assigned to a convention resolution to indicate how much per member per month the per capita will increase or decrease.

.B CPF and IAFF per capita fees for CAL FIRE Local 2881 members are in addition to the base dues.

.C Retired Members (CAL FIRE Local 2881, IAFF and CPF Active Retired Members) **(07-05) (03-14)**

.01 Dues for retired members shall be five dollars (\$5.00) (seven dollars [\$7.00] for those retired after January 1, 2000, effective January 1, 2006] (increased March 2012 due to convention committee recommendation and increased again in March 2018 per convention resolution) per month, which shall be paid by payroll deduction; those retired members currently paying annually by check may continue to do so, but are encouraged to change to payroll deduction. **(07-05) (03-12)**

.a Two Dollars per member per month of retiree dues will be dedicated to the line item to fund funerals for CAL FIRE employees. **(03-12)**

.b One Dollar per member per month of retiree dues will be dedicated to the line item to fund the CDF Firefighters Museum for CAL FIRE employees. **(3-18)**

.02 Retired members are encouraged to become IAFF and CPF Active Retired Members. Dues shall be paid by payroll deduction only. **(07-05) (03-14)**

.03 Members who have voluntarily contributed either (1) \$10 or more per month continuously over a fifteen (15) year period or (2) a total contribution of \$2000 or more (excluding PAC contributions paid as part of the monthly dues) to our political action committee shall, upon retirement, not be required to pay dues as a retired member in CAL FIRE Local 2881 **(09-10)**

.04 Upon request by the retired member, when a retired member has achieved 15 years of continuous retirement membership he/she will no longer be required to pay retired member dues (does not include IAFF and CPF active retired member dues). **(07-05) (03-14)**

0303 **05.** Retired members that are delinquent in dues for four months will only be allowed to be reinstated as a retired member by submitting a check for the delinquent balance and submitting an automatic retirement warrant deduction authorization form for continuation of retired membership. **(07-05)**

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.E CAL FIRE Local 2881 will charge a one-time fee of \$10.00 for new members. This fee will be forwarded to the IAFF as an initiation fee as required by the IAFF. **(12-99)**

.F CAL FIRE Local 2881 shall not prorate membership dues for partial months worked. **(5-09)**

.02 Dues, Fines and Assessments. A member who is 90 days in arrears in paying dues, or is 90 days in arrears in paying any fine or penalty levied against him, after the decision to levy such fine has been final, may be automatically dropped from membership in the union without further hearing or proceedings. Such members shall be notified of such fact by registered mail, return receipt requested.

.03 Payroll Deductions The executive board shall be empowered to establish payroll deduction plans for the union. The union treasury shall absorb the payroll deduction operational cost.

0304 Union Dues

.01 Union dues to the districts shall not be withheld for longer than a reasonable period required for processing, unless violations of Section 0308 are in effect, or at the direction of the executive board. **(07-05)(05-19)**

.02 Districts and chapters will **NOT** make political contributions from member dues moneys. **(01-98)**

.03 Chapters may invoice the state treasurer no later than March 1 for reimbursement of actual costs per member per month with proof of payment of dues to their central labor council for the prior calendar year. If the invoice requesting reimbursement is not postmarked by the deadline of March 1, the invoice will not be paid and there shall be no appeal for this denial. In the event there is insufficient funding in the line item to pay all reimbursement requests in full, the funds allocated shall be paid out on a prorated basis to each chapter submitting an invoice. **(12-05)**

.04 Disbursements to the districts are identified in the annual budget and any changes to the rate will be determined by resolution process at a convention. **(07-05)**

.A The rate of disbursement to districts shall be \$6.87. **(12-06)(3-11)(12-13)(1-17)(1-19)**

.B The rate of disbursement from district to chapters shall be defined in each of the operating procedures. **(12-05)**

.C The disbursement rate to districts shall be included in the COLA for the CAL FIRE Local 2881 budget operating expenses. **(12-05)**

0305 Budget

.01 An annual budget must be approved by the general convention body.

.02 All items in the state budget format that are funded by per capita dues will show the per capita amount on that line item of each annual budget. **(12-01)(5-16)**

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.03 The state finance director will provide a yearly statement of approved per-capita increases adopted at each convention listed by year adopted, subject, per-cap cost, amount of revenue generated in past fiscal year, applicable sunset date, and current status and any increase of IAFF and CPF per-capita increase. **(12-04)**

.A This statement shall be provided to the delegates prior to the opening of the convention with the finance report. **(12-04)**

0305 .04 The state finance director will schedule a budget preparation meeting each year a minimum of two weeks prior to the scheduled September executive board meeting. The purpose of this meeting shall be the proposed budget for the next fiscal year. The fiscal steering committee shall be invited to this meeting by the state finance director. The state shall bear the cost of this meeting. Each district shall be allowed one representative at this meeting, it is recommended that the districts send their respective district finance director; however, any district member may be the representative. The proposed budget resulting from this meeting shall be presented by the state finance director to the executive board at the September board meeting and shall be included with the convention packages sent to the districts and chapters prior to the yearly convention. **(5-09)**

0306 Custodian of Funds

- .01** The finance director is the custodian of all funds and maintains financial records of the union.
- .02** The finance director will acquire bonding up to \$100,000 for the four (4) state officers who sign checks. All persons so charged with handling union funds shall be bonded; said bond to be paid for by the union.

0307 Deposit of Funds

The executive board shall cause the finance director to deposit and maintain sufficient funds in a regular checking or savings account to pay all current bills. All bills and/or payments and other expenses will be paid by check except those paid by the office credit card. Checks written for over \$10,000 will require the signatures of any two of the following officers: president, general vice president, finance director, rank & file director.

0308 Audit of Books

- .01** CAL FIRE Local 2881 state level and convention account books shall be audited annually by a public accountant prior to the general convention and at such other times as deemed necessary by the executive board. The state level audit will be provided annually and made available to P.E.R.B., affiliates and legal counsel within ninety (90) days after the CAL FIRE Local Convention. The audits will be available for the executive board and delegates at the convention. **(12-97)**
- .02** CAL FIRE Local 2881 district level account books shall be audited annually. The results of this audit shall be submitted to the CAL FIRE Local 2881 Finance Director, or his/her designee, not later than the last day of February of each year. **(07-05)**
- .03** Any district not in compliance with 0308.02 shall forfeit its share of any and all dues moneys effective March 1 of each year, continuing until in compliance. **(07-05)**

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- .04** In the event any district does not comply with Section 0308.02 or 0308.03 by April 15, the CAL FIRE Local 2881 state level shall cause an audit to be conducted. Any costs incurred, including any additional costs relating to tax report filings by the CAL FIRE Local 2881 state level, shall be deducted from the district's share of future dues disbursements. **(07-05)**
- 0308 .05** In the event a district forfeits its share of dues moneys, pursuant to Section 0308.03; the CAL FIRE Local 2881 Finance Director shall distribute dues money directly to each chapter within that district.
- .06** CAL FIRE Local 2881 chapter level account books shall be audited annually. The results of this audit shall be submitted to the CAL FIRE Local 2881 Finance Director, or his/her designee, no later than the last day of February of each year. **(07-05)**
- .07** Any chapter not in compliance with Section 0308.06 shall forfeit its share of any and all dues moneys effective March 1 of each year. **(07-05)**
- .08** In the event any chapter does not comply with Section 0308.06 and Section 0308.07, the respective district shall cause an audit to be conducted. Any costs incurred by the district shall be deducted from the chapter's share of future dues disbursements.
- .09** In the event the respective district is unable to secure the audit, as specified in Section 0308.08, by April 15, the CAL FIRE Local 2881 state level shall cause an audit to be conducted. Any costs incurred, including any additional costs relating to tax report filings by the CAL FIRE Local 2881 state level shall be deducted from the chapter's share of future disbursements. **(07-05)**
- .10** Any dues forfeited pursuant to Section 0308.03 or Section 0308.07 and/or fees imposed shall not be reimbursed. **(07-05)**
- .11** The CAL FIRE Local 2881 state level corporation number and federal I.D. number shall not be used by the districts or chapters.

0310 Transfer of Funds

Moneys may be transferred from one budget account to another, and/or from reserves, to change the spending plans authorized by the convention delegates by a two-thirds vote of the executive board.

(01-98)

0311 Investment Policy

(03-14)

.01 Investment Objectives

These objectives are ranked in order of importance. Within the constraints imposed by the objectives of safety and principal and liquidity, the investment goal is to obtain the highest possible yield and total return with minimal risk. Specifically:

- .A** To assure safety of principal;
- .B** To retain liquidity to meet projected and unexpected cash needs of CAL FIRE Local 2881;

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- 0311 .01 .C** To attain the best available yield while retaining liquidity and minimizing risk; and
- .D** To obtain a reasonable level of growth on a lesser portion of CAL FIRE local 2881 assets.
- .02** Investment Strategy
- CAL FIRE Local 2881 will contract with a full service investment professional to make recommendations and assist in accomplishing the above objectives. Any such investment professional must agree in writing to accept fiduciary status with regard to investments which they recommend or for which they are otherwise responsible.
- .03** Day-To-Day Management
- .A** The finance director with the trustee committee, in communication with the board of directors of CALFIRE Local 2881, is charged with overall responsibility for determining the investment objectives and adopting the investment policy and guidelines, subject to approval by the board of directors.
- .B** The CAL FIRE Local 2881 finance director, president and vice president, acting together and with the advice and recommendations of the investment professional, will implement the investment program. The finance director, president and vice president will have the authority to make investments consistent with these guidelines, subject to the ultimate authority of the CAL FIRE Local 2881 Executive Board. The finance director, president and vice president also shall ensure that these guidelines are followed, both with regard to the overall objective and to the asset allocation targets.
- .C** Two signatures will be required to sign any trading authorization agreements with any institution meeting the requirements of this policy.
- .D** Any investment professional retained by CAL FIRE Local 2881 shall be required to make full disclosure in its contract with CAL FIRE Local 2881 of all fees, commissions or other revenues it will earn from the agreement with CAL FIRE Local 2881. A full disclosure of the contract elements will be provided to the executive board.
- .E** All banks and savings and loans doing business with the association must provide that:
- .1** Bank investments are insured by FDIC or FSLIC, and
 - .2** Brokerage accounts are insured by SIPC, and

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0311 .03 .E .3 Credit union accounts will be insured by NCUA or an appropriate issuer.

.F The standard of prudence to be observed in carrying out this investment policy shall be that the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiarity with such matters would use in the conduct of an enterprise of a like character and with like aims.

.04 Investment Instruments and Diversification Assets in the investment portfolio should be representative of other institutional portfolios. Normal asset class proportions should be as follows:

- 20 - 70% Equities (stocks)
- 20 - 60% Fixed Income
- 0 - 20% Cash

The allocation will be reviewed quarterly and periodic adjustments shall be made by purchase or liquidation of assets toward that end. Investment into each asset class should be done using investment vehicles or a combination of them. Some common investment vehicles include individual securities (stocks, bonds, CD's, etc.) and managed or packaged investments (mutual funds, unit investment trusts, closed end funds, exchange traded funds, etc.).

.A Equities (20 - 70%). Investment in equities must be well diversified. Investment in equities must be well diversified so that no more than 10% of the investment portfolio in the equities category is invested in the equities of any company. This restriction shall not apply to mutual funds. Equity investment may include securities and/or equities of foreign companies denominated in U.S. dollars, trading in U.S. markets and capable of settlement in U.S. markets.

.1 Various equity capitalizations should be used including large, medium and small (but not micro-cap stocks). Performance should be commensurate to relative indexes with the objective of performing in the upper half of their peer group. Periodic reviews of all equity fund performance will be compared to the Dow Jones Industrial Average, the S&P 500 and the Russell 2000 indexes.

.2 Consideration should be given to the two dominant investment styles, Growth and Value, in a reasonable balance.

.3 Broad diversification across market sectors should be adhered to. No one sector should be over weighted to any great extent. The S&P 500 relative sector weightings can be considered as a benchmark. No sector should be completely omitted.

0311 .04 .B Fixed Income (20 - 60%). Investment in bonds and fixed income must be well diversified so that no more than 10% of the investment portfolio in the bonds/fixed income category is invested in bonds or securities of any one company or agency. This restriction shall not apply to mutual funds.



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Such investments may include U.S. government and U.S. government agency bonds, bills and notes, U.S. dollar denominated obligations of U.S. corporations, mortgage backed securities, municipal bonds, commercial paper rated A1/P1, U.S. Treasury bills, sub-investment grade corporate bonds, unit investment trusts, guaranteed investment contracts, time certificates of deposit (CDs) and short-term securities. Any of the foregoing may be obtained in either individual issues or through mutual funds. The objective of the bond/fixed income portion of the portfolio is to exceed the rate of return of the Lehman Govt. /Corp. Bond Index. Such securities must be rated at least Baaa3/BBB or higher by Moody's or Standard & Poor's, respectively.

- .C Cash (0 - 20%). Such investments may be insured and be in FDIC accounts and/or government security money market funds and commercial paper of banks subject to a regulation by the U.S. government and having assets of \$1 billion or more.
- .D Assessment of Allocation. The executive committee, under the policy direction of the board, shall assess quarterly whether the asset allocation goals are being met and may make tactical adjustments to these targets and ranges, or may change targets and ranges as appropriate.
- .E Prohibited Investments. Investment in venture capital, private equity, limited partnerships, options, futures, warrants, swaps, and other derivative investments are prohibited, except to the extent that a broad-based and well diversified mutual fund that primarily invests in equities or bonds has de minimis holdings in such instruments.

.05 Certificates of Deposit

- .A These are non-negotiable instruments with a bank or savings and loan, representing a contract specifying (1) a fixed rate of interest to be paid and (2) a fixed date on which the principal may be withdrawn (maturity date).
- .B No CD singularly or collectively in any one bank or savings and loan will exceed that amount guaranteed by either the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, currently \$250,000 in each case.

0315 Telephone and Communications

(05-12)

.01 Issuance

The executive board of directors has authorized the following union officers to receive a cellular phone for their normal official duties. Each officer will complete a loan form prior to receiving the cellular phone and is responsible to follow union policy for its use. The following executive officers and state committee members can be approved for issuance of cellular phones:

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- .A State-level officers
- .B District vice presidents
- .C Other union officers deemed necessary to have service

The president may elect to authorize additional issuance on a case-by-case basis. The president will notify the executive board at the next scheduled meeting.

.02 Officer/Committee Member Responsibility

- .A Each officer/member issued a cellular phone has the obligation to maintain accountability and possession at all times. If a cellular phone is lost, stolen or damaged beyond repair, the holder must notify the president, finance director and the executive secretary within 24 hours.
 - .01 Each officer/member who is issued a cellular phone is responsible for its care and maintenance.
- .B The officer or member has the option of joining the union cellular phone plan or claim reimbursement for up to one line of their personal plan including data, internet and text messaging.
 - .01 If the officer/member chooses the CAL FIRE Local 2881 cellular plan, the phone will be purchased by the union and a loan form must be completed and signed. Direct billing to the CAL FIRE Local 2881 will be used when the member chooses the union's plan.
 - .02 If the officer/member chooses his/her personal plan, then the officer/member will be reimbursed up to \$135.00 including data, internet and text messaging. Receipts are required to justify amount claimed, costs for one line and data and/or internet service only will be reimbursed. **(3-17)**

.03 Term of Cellular Phone

The cellular phone will only be used for the term of office and/or assignment. There could be circumstances where the holder has special permission to extend the use of the cellular phone. If the cellular phone holder needs to extend his/her use, the president can give permission but must report it to the executive board at the next scheduled meeting. Once the cellular phone is no longer approved, the following will occur:

- .A The union cellular phone and equipment that was issued will be returned to the union within one month of cancellation. The user and union may agree to work out arrangements where the user may purchase equipment at a fair price.
- 0315 .03 .B User may, with union approval, pull cell phone number to a personal account after end of term.
- .C Those who are set up on a reimbursement plan will complete the final reimbursement travel claim within a month after close of last statement in term of office. **(3-17)**

0320 Travel

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- .01 Travel on Union Business.** CAL FIRE Local 2881 members traveling on business for the union may claim travel expenses.
- .02 Travel Expenses.** With authorization of an elected officer of CAL FIRE Local 2881 or committee chair, the union shall pay up to the maximum per-diem and travel allowance as set by the operating procedures handbook (Section 0320.10 and 0320.11). **(01-09)**

Expense claims must be approved by the person authorizing the expenses prior to submittal for payment. Expense Claim Approval Process: The president will approve all expense claims for the constitutional officers (general vice president, finance director, past president, rank & file director, supervisor director, retiree director); any expense claims by staff or contract laborers; any member's expense claim that would not be approved by a committee chairperson; committee chairpersons; and any other claims that may need authorization. The general vice president will assume the duties in the absence of the president. The finance director will approve the expense claims of the president, and the general vice president when assuming duties of the president. Committee chairpersons will be responsible for approving expense claims of their committee members. By approving expenses, the approving authority is attesting that the expenses conform with policies, were for official CAL FIRE Local 2881 business, and include all required documentation.

(07-05)(5-16)

- .A** With prior approval from the president, expenses greater than those set by the operating procedures handbook may be authorized, The executive board will be notified when such expenses are incurred (usually by the executive board meeting following the travel).
- .B** Transportation costs will be paid at the least expensive rate. For example, if the lowest cost airfare is less expensive than the private car mileage rate, the airfare will be paid. Commercial transportation will include both the receipt for the purchase of the ticket and a boarding pass that shows the transportation was taken. (For online boarding pass process, print an additional copy for inclusion with the expense claim.) **(07-05)**
- .C** Members of the executive board may claim for their spouse or significant other for meals and incidentals as set forth in the operating procedures handbook for one executive board meeting of their choice per year and the CAL FIRE Local 2881 General Convention. Travel for both persons on public transportation, up to but not exceeding the private vehicle mileage rate, will be paid by the union. **(02-11)**
- .D** CAL FIRE Local 2881 contractors or employees must receive prior authorization before being on travel status.
- .E** Travel and per diem to CAL FIRE Local 2881 General Convention is approved for spouses of the convention management team, bargaining team members attending, and fiscal steering committee members as described in 0320.02.C above. **(09-01)(12-00)(5-16)**

- 0320 .03 Expenses Paid by Districts.** The districts shall pay the district vice president's travel while traveling on district business as per the district's policy. The district vice president's travel to executive board meetings will be paid by the state level. **(09-07)**
- .04 Credit Cards.** A designated state officer may use a personal credit card for the year and CAL FIRE Local 2881 will pay up to \$100.00 per year with receipt for membership fees.

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- .05 Restricted Expenses.** The following are restricted and require authorization from either the president, general vice president, or executive board of directors. **(05-05)**
- .A** Alcohol
 - .B** Gifts
 - .C** Tips/gratuities in excess of 15 percent **(09-97)**
 - .D** Expenses for porter fees, bell captain and group taxi trips are services. As such, a receipt must be provided with the claim. Handwritten receipts are acceptable. Expenses for services must not be for transporting personal articles. **(01-98)**
 - .E** Expenses that are lavish or extravagant under the circumstances. **(05-05)**
- .06 Entertaining.**
- .A** The following people will be allowed to entertain for the organization:
 - .01** The President.
 - .02** The General Vice President.
 - .03** Any member, employee, or contractor designated by the president with written authorization. **(05-05)**
 - .B** Entertaining expenses will be honored if they were reasonably intended and reasonably likely to advance the interests of the organization. **(07-05)**
 - .C** A record of who was entertained and for what reason shall be turned in with the expense claim.
 - .D** The meal rates set by the operating procedures handbook shall be used when entertaining.
 - .E** The time restrictions described in 0320.10 are waived for the purposes of entertaining. **(05-05)**
- .07 Other Expenses.** Other expenses, such as postage, office supplies, telephone bills and other communications are claimable subject to approval of the president, finance director, or executive board.
- .A** Claims must be submitted on a separate expense claim form, which does not contain any travel or per-diem.
- 320 .07 .B** Claims must be submitted with receipts. **(01-03)**
- .08 Use of Rental Cars.** Payment of rental car expenses will be allowed with justification documented on an expense claim that the car was the most efficient and cost-effective means of transportation available. Fuel is reimbursable, receipts are required. **(12-03)**

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- .09 Claiming Expenses.** As authorized in 0320.02, any allowed expense will be paid upon receipt of a CAL FIRE Local 2881 expense claim or a CAL FIRE Local 2881 travel advance form.
- .A** Expense claims shall be submitted to CAL FIRE Local 2881 headquarters for payment after they have received the signature from the person that authorizes the expense. **(12-03)**
 - .B** The person that authorizes the expense will review the claim to confirm that it is correct, complete, and proper (includes such items as original receipts where required, copy of advance forms where funds were advanced, needed additional documentation or other justification). **(12-03)**
 - .C** Any month that a claimable expense occurs, the form should be submitted within 30 days of the conclusion of travel. **(07-05)**
 - .D** When receipts are required for the claim, original receipts must be provided. Un-itemized credit card receipts are not acceptable. In the case where original documents are not available or lost it will be required to well document the reasons on the expense claim as to why original receipts or no receipts are attached (many vendors will send you duplicate receipts). **(07-05)**
 - .E** Where a pre-travel expense is claimed (i.e. airline tickets, registration fees, etc.), a copy of this claim must be attached to the expense claim for the actual travel. **(07-05)**
 - .F** When submitting a corrected expense claim or additions to a previously submitted expense claim, a copy of the original claim must be attached. **(07-05)**
 - .G** Members who have a travel claim returned by the fiscal steering committee for additional documentation, correction or reimbursement of overpayment shall have sixty (60) days from the date of notification to return the requested information or reimbursement to the CAL FIRE Local 2881 for action or risk forfeiture or other action by the executive board by resolution in closed session. **(12-12)**
- .10 Rates.** The following are the per diem or travel rates paid by the union.
- .A** Rates may be exceeded with authorization by either the president, general vice president, or executive board. **(05-05)**
 - Meal reimbursement - \$52.00 per calendar day. **(01-09)(1-10)**
 - Incidentals - \$6.00 per calendar day. **(01-98)**
 - Mileage - whatever the federal reimbursement rate currently allows. **(1-09)(1-10)**
- 320 .10 .A** Lodging - receipts required for room rates in excess of \$47.00 per day. Room rates in excess of \$140.00 per day require prior authorization. Rates shown are before taxes and other assessments added by lodging vendors, unless otherwise specified by the president or other CAL FIRE Local 2881 authority approving travel. **(07-05)(1-10)**

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Parking/Tolls - receipt required for expense over \$6.00 per day. When receipts are not issued, document on expense claim for expenses claimed over \$6.00 (such as parking meters and some lots).

- .11 Per Diem.** CAL FIRE Local 2881 will provide for a multi-level approach of accounting for the union leadership team that addresses recruitment and retention of qualified elected officers. To that end, CAL FIRE Local 2881 union officers will receive per diem of \$110 per calendar day when working in their union officer capacity. **(12-08)(7-17)**

CAL FIRE Local 2881 union officers may draw per diem on the following basis:

.A Full time release officers may claim up to 16 per diem days per month.

- .12 Travel Advance** - Travel advances must be approved prior to payment. Only one travel advance will be issued to an individual at a time. A copy of the travel advance form must be attached to the travel claim when submitted. Expense claims for which the advance was issue will be submitted for payment prior to receiving additional advances or payment of additional claims.

Long-term advances for travel may be issued to the elected officers or any other person approved by the president and the finance director. Long-term advances for travel will be adjudicated within 10 days of leaving office.

- .13 Vehicle Use.** Reimbursement for the cost of a leased vehicle is authorized for any full release time officer or any other elected officer who anticipates CAL FIRE Local 2881 business mileage to exceed 12,000 miles in any year with approval from the executive board. **(12-03)**

The amount of the reimbursement will include the actual amount of the lease, insurance, registration, and maintenance not to exceed \$550.00 per month, plus the prorated cost of fuel. For any officer whose vehicle use is less than full time for CAL FIRE Local 2881 business, the amount of any monthly reimbursement will be a prorated share of the total cost as described above for that month.

In all cases, a vehicle expense and daily mileage log must be kept and copies attached to the expense claim when submitted.

- .14 Group Meal Purchases.** Group purchases of meals for more than one person shall list all persons being served with explanation of the purpose of the meal. It is the intent that all expenses are the personal responsibility of the individual incurring the expense(s).

.A Purchases of group meals are to be kept to a minimum if practical.

.B CAL FIRE Local 2881 members are discouraged from buying meals for other members on travel status.

- 0320 .14 .C** When making group meal purchases refer to the standards set forth in Section 0320.06.B. **(07-05)**

- .15 Lodging for Training** **(03-12)**

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- .A The training cadre will be responsible for booking room blocks and assuring training participants have adequate lodging while assigned to a training course.
 - .1 The training cadre will reconcile rooms blocked with actual rooms used with the hotel.
 - .2 The training cadre will bring an invoice to the union office for payment.
 - .3 The union office staff will arrange payment for the room invoice and the cadre will provide the payment to the hotel to close the account.
 - .4 No other rooms will be charged to the master account without prior authorization from the training cadre in advance.

.16 Lodging for Executive Board Travel (03-12)

- .A Board members are responsible for their own travel arrangements, including lodging (*unless they need assistance from office staff which is available*).
- .B For travel to conventions and official IAFF/CPF functions, rooms can be blocked out; however, each individual officer is responsible for payment and must submit a travel claim with other normal expenses for reimbursement.
- .C For normal meetings, board members will pay for their lodging separately and submit a travel claim along with other normal expenses claimed for reimbursement.

.17 Lodging for Committees and Representation (03-12)

- .A All lodging associated with committees, representation and political activity must be the responsibility of each individual, including paying for their own lodging and submitting travel claims along with other normal expenses claimed for reimbursement.

.18 Lodging Associated with Honor Guard Deployments (03-12)

- .A The honor guard director is authorized to secure and pay for lodging associated with deployments of the honor guard or pipe and drums. The honor guard director is responsible for reconciling the account with the hotel and submitting a receipt with a travel claim with other normal expenses for reimbursement.

.19 Lodging Associated with Assistance to Members and Their Families in Times of Emergency (03-12)

- .A Each situation will be evaluated on a case-by-case basis. Authorization for expending union funds or funds from the benevolent foundation must be approved in advance.
- .B The family liaison or individual providing support to a family or member in need will be responsible for reconciling the hotel account and providing a receipt with a travel claim for reimbursement (assistance from office staff is available if needed).

0320 .20 Other Situations (03-12)

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- .A In situations that are not covered by this directive, the president, general vice president or finance director can authorize the expenditure of funds where required.
- .B Situations that may require assistance from the benevolent foundation will follow the benevolent foundation rules and policy.

.21 Rationale **(03-12)**

The above directive is to assure full accounting for lodging billed to the union for official union business and to clear up which accounts/ line items are billed for associated lodging expenses. This will assist office staff with their assigned duties to assure full fiduciary responsibility for use of union funds. Deviation from this directive can occur with prior authorization of the president, general vice president, finance director, rank and file director, retiree or supervisor director on a case-by-case basis with proper justification.

0321 CAL FIRE Local 2881 Financial Accounts **(01-14)**

CAL FIRE Local 2881 maintains many bank or other finance accounts throughout the organization. All of these accounts are subject to all policies of CAL FIRE Local 2881, state and federal law and IAFF policies and bylaws.

- .01 CAL FIRE Local 2881 checks at all levels should have a statement on the check that reads "void after 180 days."
- .02 CAL FIRE Local 2881 checks at the state level for any amount exceeding \$10,000.00 shall require two signatures.
- .03 Chapters and districts are required to have two signatures on any check(s) in excess of \$2500.00.
- .04 Chapter and district finance directors shall provide access to all account statements, checkbooks and ledgers at every chapter or district meeting and shall allow any member who wishes to review the statements, checkbooks and ledgers. The documents may not be retained by any member or removed from the meeting without the consent of the chair of the meeting.

0325 Credit Card Policy **(07-12)**

.01 Issuance

The executive board of directors has authorized the following union officers/employees to receive a union credit card for their normal official duties. Each officer/employee will complete a loan form prior to receiving the credit card and is responsible to follow union policy for its use. The following executive officers and staff can be approved for issuance of credit cards:

- .A State level officers

- 0325 .01 .B** District vice presidents
- .C** Executive assistant



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The president may elect to authorize additional issuance on a case-by-case basis. The president will notify the executive board at the next scheduled meeting.

.02 Officer/Employee Union Credit Card Responsibility

- .A** Each officer/employee issued a union credit card has the obligation to maintain accountability and possession of the card at all times. When a union credit card is lost, stolen and/or infiltrated, the union credit card holder must notify the president, finance director and the executive assistant within 24 hours.
- .B** The union credit card holder must take the immediate steps to cancel the card with the financial institution through which the card is provided.
- .C** Each union credit card holder will be responsible for maintaining timely payment.
 - .01** It is the responsibility for each union credit card holder to pay his/her bill monthly.
 - .02** CAL FIRE Local 2881 will pay yearly dues if the card is approved and assigned by the union.
 - .03** Any additional charges to the union credit card will be borne by the union credit card holder: example, late charges or interest penalties.
 - .04** The union credit card shall be used for official union business only.
 - .05** Each card holder will submit supporting documentation for each statement to CDF Firefighters within 15 days of receipt of the statement.

.03 Term of Union Credit Card Use

The union credit card will only be used for the term of office and/or committee assignment. There could be circumstances where the card holder has special permission to extend the use of the union credit card. If the union credit card holder needs to extend the use of the card, the president can give permission but must report it to the executive board at the next scheduled meeting. Once the union credit card is no longer approved, the following will occur:

- .A** The union credit card will be turned into the finance director.
- .B** The union credit card must have a zero balance at the time it is turned in.
- .C** The finance director will confirm the card is cancelled and then destroy it.
- .D** The finance director will maintain a current list of officers/members who are issued union credit cards.

0330 Union Computer Policy

(05-12)

.01 Issuance

The executive board of directors has authorized the following union officers/employees to

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receive a union-owned computer for his/her assigned duties. Each officer will complete a loan form prior to receiving the computer device and is responsible to follow union policy for its use and maintenance. The following members are authorized to receive a union computer:

- .A State-level officers
- .B District vice presidents
- .C Other union officers determined necessary to have service.

The president may elect to authorize additional issuance on a case-by-case basis. The president will notify the executive board at the next scheduled meeting.

.02 Officer/Employee Computer Responsibility

- .A Each officer/employee issued a union computer has the obligation to protect his/her respective computers from damage or loss.
- .B Officers will also maintain information security with specific reference to the following:
 - .01 Attorney-client privileged information.
 - .02 Documents that may be deemed as sensitive or confidential by the union.
 - .03 Union members' representation information.
 - .04 Union financial or personal information.
 - .05 Other information that may be deemed by the union as protected.
- .C Each officer/employee may be authorized to use his/her union computer for personal business; however, at no time will that use interfere with his/her normal union officer business or information.

.03 Computer Replacement

Computers issued to union officers, employees and committee members will occur with the following protocol and replacement schedule:

- .A The executive board will plan for, budget and try to achieve a three-year replacement cycle for all union computers or when it is deemed by the executive board to be modified depending on the situation. For example, technical issues occur including but not limited to software issues, breakdowns or excessive repair costs overtake replacement.
- .B Computers for officers, employee laptops and standing committee chairs will be replaced on a case-by-case basis depending on the following considerations:
 - .01 A computer becomes inoperative or defective and cannot be repaired economically.
 - .02 Software or other technical issue requires replacement.

0330 .03 .B .03 With the approval of the executive board of directors.

- .04 When and if an emergency is determined by the president that computers may be replaced, the notification to the executive board will be agendaized for a regularly scheduled meeting and subsequently approved by a majority vote.

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- .C The IT Committee will conduct an annual computer survey of the entire inventory and develop a listing of potential computer needs for the coming year and through the executive board of directors provide a recommendation to the annual convention finance committee prior to their September meeting. The convention finance committee will consider the recommended replacement schedule as they develop the next year's annual budget.

.04 Computer and Associated Equipment Accountability

- .A All computers purchased shall have a union property tag affixed and the serial number will be entered into union inventory for tracking.
- .B Each officer/employee/standing committee chair will be required to sign a loan slip and use agreement prior to receiving an issued computer and associated equipment.
- .C Loss, damage or replacement of any computer will be reported to the IT Committee immediately, who will report it to the executive board of directors at the next scheduled executive board meeting.

.05 Revocation of Union Computers

Computers purchased by the union remain the property of the union, including all associated hardware, software and miscellaneous equipment purchased by the union to support the member in his/her duties. The executive board, president or vice president may at any time revoke the use of the computer and associated items and demand that it be returned to the union immediately. The union may access any information, files, documents, correspondence, etc., held on the computer or associated items.

.06 Union Information and Technology Committee

- .A The president will appoint a union information and technology committee of two members who are familiar with and have a good working knowledge of computer systems and associated issues. The IT Committee will assist the executive board of directors and the president with implementation of computer-related issues such as computer software, licenses, technical needs, etc.
- .B The IT Committee will report to the executive board of directors as they assess the union's annual computer needs.

0340 Fund Raising (Restrictions and Guidelines)

Legal problems and injury to the reputation of the union and the department, past, present and potential, have led to suggested guidelines for fund raising and solicitations. All chapters and districts shall abide by the following:

- 0340 .01** The state level of CAL FIRE Local 2881 is not required to sign on any promotional contract.

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- .02 CAL FIRE Local 2881 legal counsel shall develop and maintain a standardized statewide contract for fund raising activities and the operating procedures handbook shall reflect changes.
- .03 All chapter and district fund raising contracts will conform to and follow the statewide contract. **(12-03)**
- .04 No chapter or district shall enter into a promotional contract without review by the executive board and legal counsel and their approval is granted.
- .05 The state union, districts and chapters may participate in fund raising activities consistent with executive board policy.
- .06 **Disclaimer of Responsibility.** Disclaimer of responsibility shall be signed to include all levels of CAL FIRE Local 2881. Due to a lack of control of subcontractors, it is strongly recommended that fund raising activities be limited to those under direct control of CDF Firefighters representatives, such as dances, barbecues, picnics, raffles, or other first-party solicitations. **(12-03)**
- .07 **Compliance With Laws.** All activities must be in accordance with federal, state and local laws and ordinances. Before beginning of a fundraising activity, advise any other organization(s) that might receive an inquiry or complaint.
- .08 **Legal Advice.** Whenever feasible, or whenever questions of a legal nature arise, advice should be obtained from a law firm employed by CAL FIRE Local 2881, with the costs of legal advice or counsel paid by the chapter or district requesting the advice. **(12-03)**
- .09 **Sales Solicitations.** Sales solicitation are covered in Division 7 of the California Business and Professions Code, Section 17510.
- .10 **Subcontractor or Second Party Contract.** Whenever a subcontractor or second party is involved, a contract or written agreement shall be obtained. **(12-03)**
 - .A Prior to implementation of a contract, responsible CAL FIRE Local 2881 members are strongly urged to review and discuss their proposed contract with the local district attorney and other organizations that might be affected.
 - .B Legal advice shall be obtained through the union to check the specific wording and proposals of the contract or agreement.
 - .C Any agreement or contract should include specific measures to assure cost accounting of all money received in the fundraising activity, not just that portion accruing to the CAL FIRE Local 2881 body.
 - .D Direct supervision of telephone solicitors by CAL FIRE Local 2881 representatives is strongly encouraged.
 - .E A copy of all contracts shall be sent to the president for review along with any new ideas or problems. This information will be kept in an active file for future reference purposes.
- 0340 .11 The local district attorney should be contacted as to any history or prior contact with the intended contractor.

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- .12 Distribution of Funds.** The percentage of proceeds shared with the state treasury from promotional projects, if any, shall be determined by the union subdivision conducting the fundraiser. **(12-03)**

0341 CAL FIRE Local 2881 chapters, districts, honor guard and other functions that are planning on any type of fundraising activities must complete a fundraising approval request form and forward it to the CAL FIRE Local 2881 president a minimum of 30 days prior to the beginning of the fundraising activity. No fundraising activity may begin without the approval of the president or executive board. **(01-14)**

0342 CAL FIRE Local 2881 and all of its entities is a “charity” **(01-14)**

Business and Professions Code Section 17510.2 – a “charity” includes any “... governmental employee organization which solicits or obtains contributions solicited from the public for charitable purposes or holds any assets for charitable purposes.”

Government Code Section 12581 – restrictions on charitable organizations apply to any entity conducting fundraising for charitable purposes. This includes CAL FIRE Local 2881 and any entity affiliated with CAL FIRE Local 2881 for charitable fundraisers.

Government Code Section 12599.6(b) – Charitable organizations may not misrepresent the purpose of the charitable organization or the nature, purpose or beneficiary of a solicitation. **Section 12599.6(a)** – misrepresentation can be established by express statements, by conduct or by failure to disclose a material fact ...

0343 – What CAL FIRE Local 2881 Cannot Do for Fundraising **(01-14)**

Charitable organizations must **NOT** do any of the following – **Government Code Section 12599.6(f)**

1. Operate in violation of this act or order of the attorney general, or after registration is no longer valid.
2. Engage in fraud or use unfair or deceptive practices that create a likelihood of confusion or misunderstanding.
3. Use any name or any other representation that misleads a reasonable person as to the identity of the charitable beneficiary.
4. Misrepresent or mislead anyone to believe that the beneficiary of a solicitation is a charitable organization, when it is not.
5. Misrepresent or mislead anyone to believe that another person sponsors, endorses or approves a charitable solicitation, when that person has not given consent **in writing** to use that person’s name.
6. Misrepresent or mislead anyone to believe that goods, services or any person has any endorsement, sponsorship, approval, characteristic or affiliation that the person, goods or services does not have.
7. Exploit the required attorney general registration to imply endorsement or approval by the attorney general.
8. Represent that a charitable organization will receive more than the amount reasonably estimated.
9. Distribute or offer to distribute – in connection with the charitable organization by public safety personnel – membership cards, stickers, emblems, plates or other items that could be used for display on a motor vehicle and that suggests affiliation with or endorsement by any public safety personnel or group.
10. Appear in a “for-profit” publication for purposes of a charitable solicitation, without making these disclosures: (a) the publication is “for profit,” (b) the name of the solicitor and the fact that the solicitor is a professional solicitor, and (c) the publication is not affiliated with any charitable organization.

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11. Represent that any part of the contributions solicited by charity A will be given to charity B, unless charity B has agreed in writing prior to the solicitation to the use of its name.
12. Representing that tickets to events will be donated for the use by another, unless certain requirements are met to prevent abuse.

0345 Annual Inventory

Prior to convention, the finance director or designate will inventory and determine the location of CAL FIRE Local 2881 property.

0350 Employees (12-00)

- .01** The compensation and benefit package for the CAL FIRE Local 2881 employees shall be established by the executive board at their July executive board meeting. Modifications shall be incorporated by the pre-convention finance committee into the appropriate line items in the initial budget presented to the convention. **(3-11) (3-12) (4-13)**
- .02** CAL FIRE Local 2881 will pay the going rate for the employee and dependents for health care/medical insurance. The fiscal steering committee will review health plans once a year and provide the executive board with any recommendations for changes. **(12-10)**
- .03** CAL FIRE Local 2881 will pay the going rate for the employee and dependents for dental insurance for each employee. **(12-10)**
- .04** CAL FIRE Local 2881 will pay for vision care that will provide a once-a-year eye exam, up to \$100. The plan will also provide up to \$300 a year for a set of eyeglasses or a supply of contact lenses. Employee will submit receipts for reimbursement, or direct payment can be made to vendor by invoice.
- .05** CAL FIRE Local 2881 will contribute an amount equal to seven percent of each employee's salary into an IRA retirement plan after completion of one year of employment or what is required by law or IRS rules. **(12-10)**
- .06 Health Benefits Vesting.** For salaried employees hired prior to June 30, 2018. The state of California's formula will be followed. A minimum of 10 years' employment with CAL FIRE Local 2881 and a minimum age of 50 = 50 percent of the health insurance premium for a single person at the current rate. For each additional year above the 10-year minimum, CAL FIRE Local 2881 will add five percent of the premium up to a total of 100 percent for 20 years of service and a minimum age of 50 years.

For employees hired after July 1, 2018 – Employees who retire at age 60 or older will be eligible for a stipend of up to \$1000 per month that they will use for health, dental and vision insurance. The stipend will be paid until Medicare takes effect. Once Medicare takes effect, then supplemental coverage, if chosen, will be covered up to \$1000 with proof of supplemental billing depending on eligibility listed in the formula below.

The stipend amount will be determined by achieving the following: The State of California's formula will be followed. A minimum of 10 years' employment with CAL FIRE Local 2881 and a minimum age of 60 = 50 percent of the designated stipend for the purpose of offsetting their costs of health, dental and vision needs. For each additional year above the 10-year minimum, CAL FIRE Local 2881 will add 5 percent incrementally to the stipend up to a total of 100 percent for 20 years of service and at minimum age of 60 years. **(9-18)**

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.07 For salaried employees hired prior to June 30, 2018, the same formula as described above for health benefits vesting will be applied towards dental insurance premiums.

.08 For salaried employees hired prior to June 30, 2018, the same formula as described above for health benefits vesting will be applied towards vision care coverage.

.09 Accumulated vacation will be paid once all applicable employee options are determined (i.e. additional service credit for vesting and employee choice to be applied to 401 K fund) uses are determined, but within 30 days of retirement. (5-15)

.10 Accumulated sick leave can only be used as credit for service for purposes of vesting for health, dental and vision care benefits upon retirement. Credit to be given as with the state's formula, i.e., 250 days or 2000 hours equates to one year of service.

.11 **Holidays.** Employees will have the following holiday time off: January 1; the third Monday in January; February 12; the third Monday in February; March 31; the last Monday in May; July 4; the first Monday in September; the second Monday in October; Veterans' Day; Thanksgiving Day; the day after Thanksgiving; December 25; and two personal holidays per calendar year that an employee can schedule to use. The employee and employer can mutually agree to move a holiday to another day to benefit both parties.

a. The part-time hourly bookkeeper position is included in holiday pay. **(9-18)**

.12 **Vacation Credits.** Salaried employees will earn vacation credits using the following chart specific for each applicable position **(9-18)**:

Vacation - ASSISTANT TO THE PRESIDENT/OFFICE MANAGER

Vacation Accrual from First Day of the second month of employment.

Employee is entitled to accrue vacation credits using the following chart:

1 month to 3 years	20 hours per month
37 months to 10 years	23 hours per month
121 months to 15 years	25 hours per month
181 months to 20 years	26 hours per month
Over 20 years	27 hours per month

Vacation - MEMBERSHIP COORDINATOR

Vacation Accrual from First Day of the second month of employment

Employee is entitled to accrue vacation credits using the following chart:

1 month to 3 years	15 hours per month
37 months to 10 years	18 hours per month
121 months to 15 years	20 hours per month
181 months to 20 years	21 hours per month
Over 20 years	22 hours per month

Vacation - COMMUNICATIONS OFFICER

Vacation Accrual from First Day of the second month of employment.

Employee is entitled to accrue vacation credits using the following chart:

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1 month to 3 years	20 hours per month
37 months to 10 years	23 hours per month
121 months to 15 years	25 hours per month
181 months to 20 years	26 hours per month
Over 20 years	27 hours per month

Vacation – STAFF ATTORNEY

Vacation Accrual from First Day of their second month of employment
Employee is entitled to accrue vacation credits using the following chart:

1 month to 3 years	25 hours per month
37 months to 10 years	28 hours per month
121 months to 15 years	30 hours per month
181 months to 20 years	31 hours per month
Over 20 years	32 hours per month

Vacation - PARA-LEGAL

Vacation Accrual from First Day of their second month of employment
Employee is entitled to accrue vacation credits using the following chart:

1 month to 3 years	15 hours per month
37 months to 10 years	18 hours per month
121 months to 15 years	20 hours per month
181 months to 20 years	21 hours per month
Over 20 years	22 hours per month

If an employee does not use all of the vacation that an employee has accrued in a calendar year, the employee may carry over vacation credits to the following calendar year up to a cap of 650 hours of vacation. The Office Manager may permit an employee to carry over more than 650 hours of accrued vacation leave if the employee was unable to reduce his/her accrued vacation leave credits due to job constraints. .

Active service commences with an employee's first day of work and continues thereafter unless broken by (1) an absence without pay, or a leave of absence of eleven days or more, or (2) termination of employment. Temporary and part-time employees do not accrue paid vacation.

Employees become eligible to take accrued vacation after the first day of the second month of active service as work schedules permit. Exceptions to this may be made by the President and / or Office Manager on a case by case basis.

Vacation schedules must be coordinated and cleared with your supervisor.

A full-time employee must have 11 or more working days of service in a monthly pay period in order to earn their leave credit for that month.

CAL FIRE Local 2881 schedules determine permissible vacation periods, which employees may need to defer vacation use or otherwise adjust accordingly. Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. The Office Manager will make final determinations and must approve your vacation schedule in advance.

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An employee whose employment terminates will be paid for accumulated accrued unused vacation days on a pro rata basis. Accumulated vacation will be paid once all applicable employee options are determined (i.e. additional service credit for vesting and employee choice to applied to 401 K fund) uses are determined, but 30 days of retirement.

End of Year Cash Out:

Active employees will each have the opportunity to make one (1) cash out against their vacation during the month of December each year. The Company will ONLY allow cash payouts up to 80 hours (2 weeks) of the value of available vacation when the request is made.

.13 Sick Leave Credits. Employees will earn 8 hours of sick leave credits per month.

.14 Annual Leave Credits. Any fulltime salaried employee may opt for Annual Leave Time in place of Vacation and Sick Leave, Employees will earn annual leave credits using the following chart **(01-16) (9-18)**:

Annual Leave - ASSISTANT TO THE PRESIDENT/OFFICE MANAGER

Annual Leave accrual from First Day of the second month of employment.

Employee is entitled to accrue Annual Leave credits using the following chart:

1 month to 3 years	22 hours per month
37 months to 10 years	25 hours per month
121 months to 15 years	27 hours per month
181 months to 20 years	28 hours per month
Over 20 years	29 hours per month

Annual Leave - MEMBERSHIP COORDINATOR

Annual Leave accrual from First Day of the second month of employment.

Employee is entitled to accrue annual leave credits using the following chart:

1 month to 3 years	17 hours per month
37 months to 10 years	20 hours per month
121 months to 15 years	22 hours per month
181 months to 20 years	23 hours per month
Over 20 years	24 hours per month

Annual Leave - COMMUNICATIONS OFFICER

Annual Leave accrual from First Day of the second month of employment.

Employee is entitled to accrue annual leave credits using the following chart:

1 month to 3 years	22 hours per month
37 months to 10 years	25 hours per month
121 months to 15 years	27 hours per month
181 months to 20 years	28 hours per month
Over 20 years	29 hours per month

Annual Leave – STAFF ATTORNEY

Annual Leave accrual from First Day of their second month of employment.

Employee is entitled to accrue annual leave credits using the following chart:

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1 month to 3 years	27 hours per month
37 months to 10 years	29 hours per month
121 months to 15 years	31 hours per month
181 months to 20 years	32 hours per month
Over 20 years	33 hours per month

Annual Leave - PARA-LEGAL

Annual leave accrual from First Day of their second month of employment
Employee is entitled to accrue annual leave credits using the following chart:

1 month to 3 years	17 hours per month
37 months to 10 years	20 hours per month
121 months to 15 years	21 hours per month
181 months to 20 years	22 hours per month
Over 20 years	23 hours per month

If an employee does not use all of the annual leave that an employee has accrued in a calendar year, the employee may carry over annual leave credits to the following calendar year up to a cap of 650 hours of annual leave. The Office Manager may permit an employee to carry over more than 650 hours of accrued annual leave if the employee was unable to reduce his/her accrued annual leave credits due to job constraints.

End of Year Cash Out:

Active employees will each have the opportunity to make one (1) cash out against their annual leave during the month of December each year. The Company will ONLY allow cash payouts up to 80 hours (2 weeks) of the value of available annual leave when the request is made.

0360 Finance Director's Training

- 01.** All elected district and chapter finance directors shall complete the CAL FIRE Local 2881 finance training prior to the July 1 immediately subsequent to his/her election. Failure to complete approved training within this time frame will necessitate immediate separation from the elected position that the candidate was unable to qualify. This separation will not reflect negatively towards the candidate and will go on record as a voluntary resignation due to the inability to attend required training. **(01-13)**
- .02** Certificates of completion as outlined herein will normally be valid for two years from the date of issuance. **(01-07)**

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0400 MEMBERSHIP

0401 Policy

- .01 The union headquarters will write to members who retire to advise them of CAL FIRE Local 2881's retired member category.
- .02 June is designated as CAL FIRE Local 2881 membership drive month.
- .03 CAL FIRE Local 2881 decals will not be mailed to members with their membership cards; they will be sent to new members only.
- .04 A CAL FIRE Local 2881 retired member whose application for retired membership is approved will remain a member in the chapter he/she was affiliated with during active employment unless they request a change, in writing, after retirement, and all moneys will be deposited at the state level. **(3-10)**
- .05 Associate membership will be limited to those not eligible for active or retired membership.
- .06 **Collection of Regular Member Dues for Retired Annuitant Employees (This policy section is suspended. The executive board may consider the removal of the suspension in the future).** **(01-13)(04-16)(05-19)**
 - .A For yearly partial month workers, CAL FIRE Local 2881 will collect for up to four (4) months and refund the rest for each calendar year. CAL FIRE Local 2881 will refund the retiree dues for each month or regular dues are collected. **(04-16)(05-19)**
 - .B For seasonal full-time employment, CAL FIRE Local 2881 will collect for each pay period worked. CAL FIRE Local 2881 will refund retiree dues for each month regular dues are collected. **(04-16)(05-19)**
 - .C Employees must request a refund from CAL FIRE Local 2881 headquarters, in writing, and have supporting documentation (copies of check stubs) with their address and phone number included.
- .07 CAL FIRE Local 2881 will send a copy of any membership termination letter to the insurance administrator, who will advise the individuals, in writing, that their insurance is being canceled due to nonmember status.
- .08 CAL FIRE Local 2881 shall send a letter to each supervisor who requests termination of membership, advising that their insurance will be canceled.
- .09 Unit Code 034 dues moneys for release time officers will remain at the state level. For the purpose of determining delegate count, they will be counted to their selected chapter (see also 0420.02).
- .10 CAL FIRE Local 2881 shall not prorate membership dues for partial months worked. **(5-09)**

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0402 Non Member Rights (04-16)(05-19)

.01 Non Members, like union members, are entitled to the duty of fair representation in:

- .A** Negotiation of MOU's and
- .B** The processing of grievances.

.02 Non Members are not entitled to: **(04-16)(05-19)**

- .A** Representation in disciplinary matters.
- .B** Attend conventions,
- .C** Attend chapter or district meetings or the like,
- .D** Have voting rights in the affairs of the union.

410 Membership General – A member in good standing is a member who has duly authorized his/her union dues deduction and is not serving disciplinary action or sanction from the union. **(7-10)(5-16)**

.01 Membership Application Submittal - Membership application (2881-3 form) shall be submitted to union headquarters. **(5-16)**

.A In accordance with IAFF Constitution Article XIII, Section 5, Membership Qualifications – any person in good standing who at the time of making their application is engaged in service within the jurisdiction of this association as set forth in Article II of this (IAFF) Constitution and Bylaws will be eligible for active association membership and shall be eligible to vote on union matters. CAL FIRE Local 2881 defines the making of application as the time the application is received by a union officer or at the CAL FIRE Local 2881 headquarters office in Sacramento. **(7-10)**

.01 Applications received at the CAL FIRE Local 2881 headquarters will be marked with the date received. **(7-10)**

.02 Membership Application Rejection. The executive board of directors reserves the right to reject any application. **(3-10)**

.03 Member's Responsibility. It shall be the responsibility of each member to submit address changes (2881-24 form) to union headquarters. **(3-10)(5-16)**

0410 .04 Chapter Membership List. The headquarters office shall provide membership lists to the district vice presidents or their designee, and the districts shall send the lists to the chapters. **(12-03)**

.05 Membership Cancellation. To resign, a member must submit a request in writing to CAL FIRE Local 2881 headquarters. The letter must include the member's full name, mailing address, social security number, date and signature. A rank and file member's written application / authorization is in effect during the life of the MOU; however, any member may withdraw from

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CAL FIRE Local 2881 by following the foregoing instructions within thirty (30) calendar days prior to the expiration of the current MOU. Members should allow a maximum of forty-five (45) days for the resignation to take effect due to processing. **(12-03)**

.06 Membership Classification

(5-16) (1-18)

<u>Payroll Type</u>	<u>Annual Amount</u>	<u>Insurance</u>	<u>"2881" Magazine</u>	<u>Vote</u>	<u>Annual Pay</u>
Active Permanent	See Section 0303	Yes	Yes	Yes	No
Active/Permanent/Intermit./LT Seasonal	Same dues as permanent employees	Yes*	Yes	Yes	No
Retired prior to 2000	\$60 a year cash, 1 st of each year or \$5 month payroll deduction	Yes*	Yes	Yes	Yes
Retired in or after 2000	\$84 a year - \$7 per month payroll deduction only#	Yes*	Yes	Yes	No
Honorary	None	No	Yes	No	No
Inactive	\$2 a month plus \$2.50 one-time billing	No	Yes	No	No
Associate	\$2 a month plus \$2.50 one-time billing	No	Yes	No	Yes or Semi-annual

* May not be eligible for all programs.

(01-01)

Applies to all who apply for retired membership after 1999.

(12-10)

Dues increased 12/2011 \$2.00 per member per month for retirees, dedicated to Funeral Costs funding line item. (12-11)

Dues increased 1/2018 \$1.00 per member per month for retirees, dedicated to Museum Costs funding line item. (12-11)

.07 Continuation of Active Membership – Permanent Intermittent and/ Seasonal (12-03)

.A Upon written application, a permanent-intermittent or seasonal member may elect to retain his/her membership. This should be done within 15 days of separation and a new membership application forwarded to CAL FIRE Local 2881 headquarters with a check to cover dues from the date of separation until the next June 30. If the member should regain payroll deduction status prior to June 30, CAL FIRE Local 2881 headquarters will hold the membership application until after July 1.

0410. .07 .B Upon written notice, a permanent-intermittent/seasonal member may elect to maintain membership as an inactive member. This should be done prior to the time of separation and the notice forwarded to CAL FIRE Local 2881 headquarters.

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- .C If a Bargaining Unit 8 seasonal employee (including but not limited to the following: FFI, LT FFII, LT FAE), between periods of employment, is elected by his/her chapter or district as a delegate to the convention, he/she shall be required to pay full membership dues for only the month of the convention in order to participate as a delegate; providing that the seasonal employee was a full dues paying member while employed during the fire season preceding the convention. **(12-99)(3-11)**

.08 Continuation of Active Membership – After Termination – During Appeal Process

- .A An active member who has been terminated from state service may remain a member so long as legal challenges, through the M.O.U., State Personnel Board or otherwise, have not been exhausted. **(12-03) (7-10)**

- .B When not on payroll deduction, the terminated member's dues will be suspended. CAL FIRE Local 2881 shall continue to represent the employee so long as the representation began prior to the termination of the member. **(7-10)**

- .01 A member who has terminated and is no longer paying dues will not be eligible for insurance benefits as outlined in sections 0412.01 and 0412.04 of the CAL FIRE Local 2881 Operating Procedures Handbook., unless the member contacts the insurance administrator's office and arranges to make payments directly. **(07-10)(09-10)(05-16)**

- .02 At the conclusion of the adverse action if the terminated member is successful, and the termination is overturned the individual must reapply for membership to the union in order to continue any insurance policies. If the termination is upheld all insurance policies shall be cancelled. In this case CAL FIRE Local 2881 headquarters office shall notify the insurance administrator's office of the termination. **(09-10)**

- .C If the member wins his/her legal challenges, a new membership application shall be completed so dues deductions may be restored by the controller. **(12-03)**

- .D If the member loses his/her legal challenges, membership shall be immediately lost. **(05-03) (12-03)**

.09 Member Reinstatement

- .A Membership, which was terminated under Section 1019, Discipline, shall by a three-fourths vote of the executive board be restored (see also section 1030). **(12-03)**

- .B A supervisor who has had a termination of membership and wishes to reinstate membership shall by a three-fourths vote of the executive board be restored. **(04-13)**

0412 Benefits

- .01 The union, district or chapter may provide for beneficial welfare requirements as deemed necessary by the union, district or chapter membership insofar that such requirements are

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not inconsistent with the provisions of the constitution and operating procedures and policies. An active member has the right to the full benefits of the union, district and chapter, including the right to vote and hold office, provided, however, that no life insurance benefits are automatically provided to retired members by virtue of active membership.

- .02 Member's Basic Life Insurance Benefit.** It shall be the policy of the union that the basic life insurance policy provided by the union as a membership benefit shall only be in effect after dues have been received by the union either by cash or payroll deduction, except for retired members.
- .03 Accidental Death and Dismemberment Insurance for Officers, Executive Board Members and Others.** CAL FIRE Local 2881 will purchase accidental death and dismemberment insurance covering the state officers, state bargaining representatives, the executive board, and others as deemed necessary by the executive board. **(12-03)**
- .A** The face amount of the policy shall be \$100,000 for each named member.
- .B** The policy coverage for named members shall be in effect during the performance of official duties required by the union; it shall include commercial, private and rental transportation incidental to such duties.
- .C** The policy shall pay the face amount for each named member, regardless of any other coverage the named member may have.
- .04 Death of a Member.** To report a death of an active CAL FIRE Local 2881 member and start the processing of his/her insurance benefit (each permanent or seasonal member who is having a dues deduction is covered for \$2,000 of life insurance), the following information is necessary:
- .A** Obtain a newspaper clipping describing the death if an accident, or obituary if from sickness – note the newspaper on the article and the date it appeared.
- .B** Acquire a certified copy of the death certificate. This will be available from vital statistics, or the coroner's office in the city/county in which the member died. The family may also have a copy.
- .C** Mail the clipping and death certificate to the CAL FIRE Local 2881 insurance administrator:

Harry J. Wilson Insurance Center, Inc.
P. O. Box 27020
Fresno, CA 93729-7020

- 0412 .04 .D** Upon receipt of the above items, a special form will be completed and sent to the company. The beneficiary designation will then be checked as completed by the member and a check made payable will be sent direct to the beneficiary.
- .E** **IMPORTANT – Do not** attempt to assume who the beneficiary is at time of death. In some cases, the member will not have completed any form whereby benefits will automatically be made out to family as prescribed "by law." In other cases, the member may have elected a "friend" and the carrier will so respond with the check.



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REMEMBER, the member has the right to elect the beneficiary of his/her choice and this may or may not always be the person who is in greatest need of the funds.

- .05 Death of a PERS Retiree.** When a PERS retiree (or other annuitant) dies, there are several important steps a spouse or family member can take to help assure prompt payment of any benefits payable by PERS due to the annuitant's death.
- .A** The first step is to notify CalPERS Benefit Services Division, by telephone or letter. The telephone number is (916) 326-3240 or (888) 225-7377. A FAX number is also available. The address is P. O. Box 1652, Sacramento, CA, 95812 – 1652, Attention Survivor and Death Benefits. (This information is available on the internet at www.calpers.ca.gov/. On the website, go to Retirees then Retired Member Death Benefit). They need the following information: **(12-03)**
- .01** Name and social security number of the deceased annuitant.
- .02** The date of death.
- .03** Name, address and telephone number of surviving spouse, next of kin or the person designated to settle the estate. **(12-03)**
- .04** Name, address and telephone number of person providing the notice of death.
- .B** The second step is to accumulate documentation. The system will ask for:
- .01** A copy of the death certificate.
- .02** A marriage certificate if survivor continuance is to be paid to surviving spouse. **(12-03)**
- .03** A birth certificate of a beneficiary if designated for a monthly allowance. **(12-03)**
- .04** If the estate is to be paid, letters of administration or letters testamentary must be submitted by the executor of the estate.
- .05** If the trust is to be paid, a certificate of trust form is required. **(12-03)**
- .06** A newspaper clipping reporting the death (if available). **(12-03)**
- .07** Other documents, which are not included in the member's file.
- 0412 .05 .C** The third step is completing the forms and returning them to CalPERS. The following forms are available from CalPERS and must be completed as the last step in determining eligible payees: **(12-03)**
- .01 Survivor Information Questionnaire / Claimant Statement –**
This form is mailed shortly after a death is reported to CalPERS. The information on the completed form serves as the formal application to receive payable death or

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survivor benefits and to identify family members who may be legally entitled to benefits. **(12-03)**

- .02 Health and Dental Insurance Enrollment Forms** –If the beneficiary or survivor is entitled to continue their coverage under a health insurance plan administered by PERS, enrollment forms will be mailed to them. All forms should be completed in full and returned to the system as quickly as possible.

If the survivor or the beneficiary is entitled to continue coverage under a health or dental insurance plan administered by CalPERS, enrollment is automatically continued. A copy of the enrollment form is sent to the benefit recipient once payment has begun (see website). **(12-03)**

.D General Information:

- .01** All retirement warrants issued (dated) after an annuitant's death should be promptly returned to the system. If the warrants have been mailed / electronically transferred to a bank for direct deposit to the annuitant's account, coordinate with PERS to determine how the money is to be paid back. The allowance accrued but unpaid will be paid to the eligible beneficiary. **(12-03)**
- .02** The system also recommends that individuals maintain a record of social security or any other retirement system which may pay benefits on their death to ensure that no benefits are overlooked.

0420 Location of Membership

- .01 Foresters - Foresters** assigned to the bargaining unit, working in Sacramento but outside CDF, will belong to the Sacramento-Davis Chapter.
- .02 Elected Representatives** - Elected representatives who are on full release time assigned to CAL FIRE Local 2881 headquarters shall have a one-time option within the first two (2) months of their term to remain in the chapter/district where they were members or they will be assigned to the Sacramento-Davis Chapter, District IX (see 0401.09).

0421 Honorary Membership

- .01** Honorary membership is reserved for that person, whether a CDF permanent, seasonal or retired employee, whether or not a member of CAL FIRE Local 2881, who rendered distinguished service to the union on a "statewide" basis at a truly outstanding service level.
- .02** A time period is to be defined for such honorary membership, such as the year involved or longer designated period, or life.

0421 .03 Honorary membership does not provide for participation in benefits of membership. **(04-98)**

.04 Sponsor of Honorary Member

The sponsor for honorary membership shall be the chapter in which the candidate resides or is a member.

.05 Honorary Membership Request

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Request for honorary membership in the union is to be made out in triplicate. The original goes to the executive board, one copy to the district vice president and one copy remains in the sponsoring chapter's file (2881-14 Form). **(5-16)**

.06 Honorary Membership Approval

Honorary membership is approved or denied by the executive board. Upon approval by the executive board, the president will issue an honorary membership certificate (2881-15 Form). The certificate will be signed by the president and membership chairperson. **(5-16)**

.07 Honorary Membership Certificate

The honorary membership certificate (2881-15 Form) will be given to the individual by the sponsoring chapter unless otherwise requested.

0422 Associate Membership (2881-5 Form)

(CAL FIRE Local 2881 Constitution) *“Associate membership will be open to California Department of Forestry and Fire Protection employees who do not meet the eligibility requirements for becoming a retired member and to volunteers and paid-call firefighters working for an entity where CAL FIRE Local 2881 represents the firefighting or related employees. The executive board will set dues and other benefits for such members. In no event shall such benefits include contract negotiations or adverse action representation unless the member is in a bargaining unit represented by CAL FIRE Local 2881. Such members shall not vote and shall not count toward the number of delegates to be elected to convention.”*

Associate membership is paid annually or semi-annually. The dues for associate membership are \$2.00 per month. Associate members shall receive the window decal, the “CAL FIRE Local 2881” magazine and a laminated membership card. There is a \$2.50 fee for billing. Checks should be sent to CAL FIRE Local 2881 headquarters. **(01-01)(5-16)**

0423 Inactive Member

(CAL FIRE Local 2881 Constitution) *Members shall retain inactive member status between periods of employment, as set by the executive board. They will not have the privilege to hold office or vote and will not count toward delegate count. This section does not preclude a member from electing to maintain active membership as described in Article IV, Section 1, herein.*

Inactive members shall receive the “CAL FIRE Local 2881” magazine. **(01-01)(5-16) (3-18)**

0424 Union Training Classes - Non-Permanent Members (01-13)

Non-permanent members may attend union training classes during their off season if approved by their chapter director, district vice president and general vice president. These individuals will not be required to pay dues at any level for the sole purpose of attending the training classes.

0425 CAL FIRE Local 2881 Auxiliary

- .01** Local auxiliaries shall be composed of such members that are the spouse, significant other, parent, siblings, and children of active, retired, or deceased CAL FIRE employees who are

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members in good standing presently, or were at the time of death, with CAL FIRE Local 2881.

.02 This auxiliary shall adopt a constitution and by-laws to be reviewed and approved by the CAL FIRE Local 2881 Executive Board. **(12-01)**

.03 The auxiliary's constitution and by-laws shall be included in the operating procedures and policy handbook. **(12-03)**

0426 National Fallen Firefighter Memorial Walk of Honor (05-08)

.01 A grateful nation honors its fallen fire service heroes at the National Fallen Firefighters Memorial located on the campus of the National Fire Academy in Emmitsburg, Maryland.

.02 The National Fallen Firefighters Memorial includes the Walk of Honor. The Walk of Honor consists of brick walkways that wind through the park, linking the national monument to the historic Fallen Firefighters Memorial Chapel.

.03 CAL FIRE Local 2881 IAFF Local 2881 has purchased a block of bricks to honor our fallen heroes. Our objective is to include the name of every CAL FIRE employee who died in the line of duty while serving CAL FIRE since its inception.

.04 The criteria for including a name in the CAL FIRE Local 2881 section of the Walk of Honor is as follows:

.A Any death of a CAL FIRE employee or CAL FIRE Local 2881 member where the deceased member's family would be eligible for a line-of-duty death benefit under the regulations of the U. S. Public Safety Officers' Benefits program. Justice Programs: Public Safety Officers' Benefits Programs

.B Any death of a CAL FIRE employee, CAL FIRE Local 2881 member, or certain contractors (air tanker or air attack pilots) which has been determined to be a line-of-duty death by CAL FIRE.

.C Any death of a CAL FIRE employee or CAL FIRE Local 2881 member where the employee or member died of an injury incurred while engaged in emergency or non-emergency duties on the job or as a result of the job.

.D Other deaths where CAL FIRE (the department) or an individual (CAL FIRE Local 2881 Local 2881 member in good standing) makes a formal request to the CAL FIRE Local 2881 Local 2881 Executive Board, who will evaluate the circumstances surrounding the death of the employee or member and will make a determination based on the facts. Such cases could include the death of an employee or member who died of an injury incurred while performing firefighting or emergency medical duties as a "Good Samaritan" while off duty, or other similar circumstances involving the death of an employee or member.

.E A member in good standing may petition the CAL FIRE Local 2881 Executive Board to include an employee or contractor of CAL FIRE Local 2881 on the CAL FIRE Local 2881 section of the Walk of Honor. **(02-11)**

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- .05** For inclusion in the Walk of Honor at the National Fallen Firefighters Memorial, the definition of deaths coming “as a result of the job” include any death that is covered under California firefighter presumption laws, first approved in 1983 and amended in subsequent years. These laws define as “line of duty” deaths that result from heart attack, many forms of cancer and certain other blood-borne illnesses.

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0500 MEMBERSHIP REPRESENTATION

0501 Policy

.01 General

.A CAL FIRE Local 2881 headquarters office will keep a copy of the CDF handbooks and keep them updated as inserts are received from the department. This may be done electronically utilizing the CAL FIRE Web Page. CAL FIRE Local 2881 shall retain files including changes to CAL FIRE / CDF Handbooks as historical files. **(03-12)**

.B It is the intent of CAL FIRE Local 2881 to track all legal expenses.

.C The rank & file director or state president will issue or delegate the issuance of case numbers for each issue brought before a legal firm and that number will be referenced by the legal firm on each billing.

.D CAL FIRE Local 2881 will send a copy of any membership termination letter to the insurance administrator, who will advise the individuals, in writing, that their insurance is being canceled due to nonmember status. **(12-15)**

.E CAL FIRE Local 2881 shall send a letter to each supervisor who requests termination of membership, advising that their insurance will be canceled. **(12-15)**

.02 Release Time Bank (12-03)

Defined – a bank of time, donated by CAL FIRE Local 2881 members that will be used by CAL FIRE 2881 officers in conducting union business.

.A The MOU allows for two full release time positions with the time provided by the state. Generally, this will be the president and rank & file director.

.B The MOU further provides a release time bank. The president and rank & file director can authorize and approve use. The president may delegate approval authority to the district vice presidents and committee chairs.

1. By agreement with CAL FIRE CAL FIRE Local 2881 may designate up to 20 members who may self-authorize release time for themselves to conduct union business, these members must follow all other policies on the use of release time. **(03-12)**

.C Release time may be accumulated from the following:

.01 Donated CTO.

.02 Donated vacation and/or holiday hour credits.

.03 MOU specified donations, and mandatory contributions. **(03-12)**

.02 .D It will be the responsibility of the rank & file director to track or delegate the use release time use (Section 0230.05.C). **(03-12)**

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0501 .03 State Rank and File Release Time Bank (01-02)

- .A** There will be one rank and file release time bank.
- .B** This bank will be tracked at union headquarters listing:
 - .01** The officer or district using the time and the use for which it was requested, i.e. "District 9 business, state, Schedule A Committee." **(12-03)**
 - .02** The purpose of release time, i.e., training, representation, bargaining, etc.
 - .03** Amount of time used. **(12-03)**
 - .04** The officer authorizing release time use. **(12-03)**
- .C** Release time may be authorized and utilized only for union business purposes benefiting the union as a whole and not for personal reasons, even within the union (e.g. not for prosecuting internal disciplinary charges or internal election campaigns.)
- .D** Notwithstanding the above, the executive board may authorize the use of release time. **(12-03)**

0510 Communication Systems

- .01** Various "communication systems" may be utilized by, or provided for, our employees and members. They are for the mutual benefit of CAL FIRE Local 2881 and its membership. They include but are not necessarily limited to:
 - .A** Telephone and fax devices;
 - .B** Electronic mail systems;
 - .C** Bulletin boards and other places where documents, paper mail and messages are posted and stored;
 - .D** CAL FIRE Local 2881 internet web page(s) - all development and content of internet pages shall be approved by the CAL FIRE Local 2881 Executive Board. **(03-12)**
 - .E** Statewide CAL FIRE Local 2881 subdivisions internet web pages (chapters and districts);
 - .E** Mailings from CAL FIRE Local 2881 headquarters;
 - .F** Mailings from CAL FIRE Local 2881 subdivisions (chapters and districts);
 - .G** Social Media; All development and content of social media shall be approved by the CAL FIRE Local 2881 Executive Board. **(03-12)**
- .02** Bulletin board messages will be routed to CAL FIRE Local 2881 Sacramento mailbox to be approved by a state officer and included into the bulletin board. Any disapproval shall be immediately communicated to the sender. Appeals of the decision may be made to the executive board. Disapproval or approval shall occur within 24 working day hours.

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0510 .03 Inappropriate Uses:

- .A** To threaten or intimidate another person;
- .B** To send images that contain nudity, or to send images or words of a prurient or sexually suggestive nature, even if the recipient has consented to or requested such material;
- .C** To send jokes or comments that tend to disparage a person or group because of race, color, ethnic ancestry, national origin, religion, gender, sexual orientation, marital or parental status, age, verbal accent, source of income, physical appearance or agility, mental disability, or occupation; **(01-02)**
- .D** To send any bulletin board message that is deemed detrimental to this union; communications that undermine programs or policies, make remarks or innuendoes that conflict with CAL FIRE Local 2881 policies, programs or have an effect of negating or adversely affecting the union or its members;
- .E** To send any communications claiming to speak for CAL FIRE Local 2881, or any district, chapter or other subdivision thereof, without authorization to do so (see Section 0601.02 of this handbook prohibiting the use of the name of CAL FIRE Local 2881 or any subdivision thereof in an unauthorized manner or for an unauthorized purpose).
- .F** Violation of these policies will result in disciplinary action or censure as provided for in Section 1000 of this handbook. Any such disciplinary action can be appealed as delineated in Section 1000 of this operating procedures handbook.

.04 Confidentiality:

Users are warned they do NOT have a reasonable expectation of privacy when using a communication system that is union-owned or is provided for the mutual benefit to members of CAL FIRE Local 2881.

0515 Representatives

.01 Representative Training – No person may represent members on behalf of CAL FIRE Local 2881 unless that person (desiring to represent members) possesses a current and valid certificate as outlined herein.

.A Grievances or Complaints – Representatives must maintain a current and valid Certificate of Completion indicating successful completion of the CAL FIRE Local 2881 Basic Representation Class. **(5-10)**

.B Adverse Actions – Representatives must maintain a current and valid Certificate of Completion indicating successful completion of the CAL FIRE Local 2881 Advanced Representation Class. **(5-10)**

.02 Certificates of Completion as outlined herein will normally be valid for two years from the date of issuance. :

.A Basic Representation Certificate: Attendance and successful completion of the CAL FIRE Local 2881 Basic Representation Class. **(5-10)**

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- 0515 .02 .B** Advanced Representation Certificate: Attendance and successful completion of the CAL FIRE Local 2881 Advanced Representation Class. **(5-10)**
- .C** All elected rank and file representatives and accident investigation team members shall complete the appropriate CAL FIRE Local 2881 training prior to the July 1 immediately subsequent to his/her election. Failure to complete approved training within this time frame will necessitate immediate separation from the elected position that the candidate was unable to qualify. This separation will not reflect negatively towards the candidate and will go on record as a voluntary resignation due to the inability to attend required training. **(01-07) (01-09) (12-12)**
- .D** Recertification. All CAL FIRE Local 2881 representatives shall recertify every two years. Recertification shall be done by attending the appropriate level of representation class, or those representatives holding an advanced representation certification may recertify by attending the Annual CAL FIRE Local 2881 Representation Workshop. Representatives holding a basic representation certification may recertify by either attending another basic representation class or by attending the advanced certification class. **(5-10)**
- .03 Representatives (12-03)**
- .A** CAL FIRE Local 2881 members shall initially seek representation through their local chapter officers.
- .B** Chapter officers should initially seek representation through their local chapter officers.
- .C** District rank and file representatives and rank and file representatives from other CAL FIRE Local 2881 subdivisions are available by request thru the district vice president.
- 0520 Duty of Fair Representation**
- .01** Consistent with Article II of the CAL FIRE Local 2881 Constitution, CAL FIRE Local 2881 has a duty of fair representation toward its rank and file members for matters that arise out of the collective bargaining relationship.
- .A** This includes negotiating contracts for all employees (members and Non Members) in the bargaining unit, **(12-03)(12-15)(05-19)**
- .B** And representing all rank and file employees (members and Non Members) in grievances. **(12-15)(05-19)**
- .02** The duty of fair representation is the duty to represent people fairly, and in a manner that is not arbitrary, not capricious, and not discriminatory.
- .A** It does not mean that each grievance is filed with CAL FIRE Local 2881' support; nor does it mean that every grievance goes to arbitration.
- .B** It means that CAL FIRE Local 2881 will evaluate its decisions on taking action, or not taking action, with an eye toward the impact upon the individual member(s) affected, the chances of winning and losing, the precedent-setting value, the cost involved, and the impact upon the membership as a whole.

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0520 .02 .C Decisions

- .1 The rank and file director is responsible by Operating Procedures handbook Sections 0230.07.A for all matters of representation for Bargaining Unit 8 members. At times this may include the decision not to pursue grievance issue up to and including the decision to take a case to arbitration. When the state rank and file director decides not to proceed the decisions shall be forwarded to the grievant/complainant/member in writing. **(5-09) (7-17)**

.D Appeals

- .1 When the rank and file director decides not to proceed with a disciplinary or investigation matter, grievance/complaint, or any other representational issue, the person bringing the grievance/complaint has the right to appeal in writing to the Executive Board within 14 days of receiving the decision. Upon receipt of an appeal, the rank and file director shall request an extension, or if necessary file a grievance/complaint/ appeal or other document, to protect the member's timelines, pending the decision by the board on the members appeal. **(5-09) (7-17)**
- .2 Appeals will be heard at the next scheduled executive board meeting. The appellant and the rank and file director shall each be given 15 minutes to present their respective positions. A majority vote of the board members casting a vote is required to overturn the decision of the rank and file director. Decisions made by the executive board shall be final. The board may take the matter under submission or may take action at the conclusion of the presentation of the appeal. The appellant shall be notified of the decision of the board, in writing, no later than 14 days after the appeal was heard by the board. **(5-09)**
- .E The same procedures defined in Section 0520.02.C and Section 0520.02.D shall be applicable to excluded and retired members of CAL FIRE Local 2881 and the state supervisor and retiree directors. **(5-09)**
- .03 If one or more employees represented by CAL FIRE Local 2881 bring charges, allegations, or complaints to CAL FIRE Local 2881 against one or more employees represented by CAL FIRE Local 2881, CAL FIRE Local 2881 represent one or both sides of the dispute. **(7-17)**
 - .A The most common examples are claims of discrimination, sexual harassment, or rank and file v. supervisor disputes when each side claims the other has violated some departmental or state rule.
- .04 The obligation to represent both sides in the situation where discipline might be meted out to one side or the other, or in harassment/discrimination complaints, is an obligation arising from these operating procedures. **(7-17)**
 - .A To carry out its representation of both sides, CAL FIRE Local 2881 may create two "teams" at all relevant levels. **(7-17)**
 - .B There should be two representatives at the chapter level, two at the district level (optional), and two at the state level.

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- 0520** .04 .C On a case-by-case basis, there may be two separate law firms--one for each side of the dispute.
- .05 Confidential information and work product shall not be shared with the other side.
- .A As much as practicable, the representation provided shall be as if two separate employee organizations were involved, instead of the single CAL FIRE Local 2881.
- .06 As soon as the situation described herein becomes evident, the rank & file /supervisor director should be informed.
- .A That representative shall then take steps to ensure that this policy is carried out.
- .B The rank & file/supervisor director shall be a facilitator in this process and will not be a member of a "team."
- .C If only rank and file or only supervisors are involved, the "teams" will report to the respective representative.
- .D If both rank and file and supervisory employees are involved, then the facilitator will be the state president.
- .07 CAL FIRE Local 2881 does not provide representation for either side, with such outside agencies as EEOC, Department of Fair Employment and Housing, etc., barring very unusual circumstances.
- .A Those circumstances will be determined on a case-by-case basis.
- 0525** **Disciplinary Representation** (refer to Section 403 for information on conscientious objectors)
(01-13)
- .01 The organization will represent members in disciplinary proceedings, utilizing the "duty of fair representation" standard described above.
- .A However, it will not provide representation, directly or indirectly, to non-members in discipline matters. **(12-10) (12-15)(05-19)**
- .B However, if there are substantial legal questions as to the validity of the MOU appellate procedures, the rank & file director may authorize representation before the State Personnel Board. **(12-03)**
- .02 All personal respondent costs shall be borne by the respondent unless previously approved by the executive board. **(09-00)**
- 0526** **Grievance Representation** (refer to Section 403 for information on conscientious objectors)
(03-08) (01-13)
- .01 The organization may represent members in grievance proceedings up to the 4th level at DPA. If the grievant or CAL FIRE Local 2881 is not satisfied with the decision, CAL FIRE Local 2881 only may take the matter to the 5th level of arbitration (per MOU 6.14). The decision to proceed will be made by the state rank and file director or designee.

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- 0526** .02. If the decision to move to arbitration is denied, the grievant may appeal. The appeal must be in writing to the president within 14 days. The appeal will be heard by an arbitration appeal committee appointed by the president. **(03-12)**
- .03 The arbitration appeal committee will consist of three experienced, impartial rank and file representatives. The committee will hear from the grievant and the state rank and file director. The parties will be allowed 15 minutes each, with a 5-minute rebuttal. No witnesses or new information will be considered. The committee will submit its decision to the president, rank and file director and the grievant within 14 days. **(03-12)**
- .04 If the appeal is denied by the arbitration appeal committee, the grievant may submit a request in writing to the president within 14 days, to have the issue brought before the full executive board at a regularly scheduled meeting. **(03-12)**
- .05 If the appeal is upheld the state rank and file director may appeal to the full board at the next regularly scheduled meeting.
- .06 The decision of the executive board will be final.
- 0530 Representation Handbook** **(03-12)**
- .01 A representation handbook to guide CAL FIRE Local 2881 representatives shall be maintained by the state bargaining representative or their designee. **(03-12)**
- .02 **Public Access.** The CAL FIRE Local 2881 Representation Handbook may be shown to others but not sold to the public due to limited copyright.
- 0540 Organizational Responsibilities**
- .01 **Chapter Level.** It is the responsibility of the chapter director, or by delegation one or more chapter E-ER representatives, to see that their members receive grievance representation.
- .A In cases where a chapter cannot meet this need, the district vice president should be contacted.
- .B Large chapters should consider electing a grievance committee.
- .02 **District Level.** The district vice president shall be responsible for representation of members in the event chapters cannot provide the level of service necessary, as in the case of a conflict of interest, or where chapters do not exist or the chapter charter has been voluntarily suspended. **(12-13)**
- .A The director may request assistance from other CAL FIRE Local 2881 officers as necessary to meet this need.
- .B When a district cannot meet this need, the rank & file director should be contacted.
- .03 **State Level.** Districts and chapters will supply the supervisor and rank & file directors with copies of grievances.
- .A A copy will also be sent to the headquarters office for filing.

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- 0540 .04** In any case where a member or Non Member chooses to have an outside attorney represent him/her, then CAL FIRE Local 2881 is released from any responsibility in the case. **(03-12)(12-15)(05-19)**
- 0550 Board of Adjustment Member Selection (BOA)** **(deleted 12-10)**

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0600 LIMITATIONS

0601 Policy

.01 Incorporation - Based upon discussion with the secretary of state, districts and chapters meeting on CAL FIRE Local 2881 business do not need to incorporate.

.02 Use of CAL FIRE Local 2881 Name or Logos

.A No district, chapter, officer or member of CAL FIRE Local 2881 may use the name of "CAL FIRE Local 2881," "Local 2881," or any of the other names, slogans, emblems or visual symbols associated with CAL FIRE Local 2881 Local 2881 IAFF, AFL-CIO;

.B Or may authorize or permit the use of same by any outside person, vendor, organization, or entity without:

.C First seeking and receiving the approval of the executive board OF CAL FIRE Local 2881;

.D Or, between executive board meetings, without seeking and receiving the approval of the president of CAL FIRE Local 2881 or his authorized designee. **(01-98)**

.E. The use must be approved by the executive board at the next regularly scheduled executive board meeting.

.03 Trademark Royalties (09-13)

CAL FIRE Local 2881 owns the trademark rights to the CAL FIRE Local 2881 and CAL FIRE logos. CAL FIRE Local 2881 collects royalties from approved vendors and retailers for the production of these logos.

.A All checks for royalty payments shall be paid to CAL FIRE Local 2881.

.B Payments for royalties shall be distributed by CAL FIRE Local 2881 as follows:

.1 Royalties collected from the manufacture and sale of merchandise with the CAL FIRE Local 2881 logos will be distributed to the Richard J. Ernest Scholarship Fund.

.2 Royalties collected from the manufacture and sale of merchandise with the CAL FIRE logos will be distributed to the CAL FIRE Local 2881 Benevolent Foundation. The first \$25.00 received each year shall be distributed to the CAL FIRE Local 2881 legal expense line item for legal costs associated with the trademark agreements and enforcement.

.3 All application and processing fees for trademark vendors or retailers will remain in the CAL FIRE Local 2881 general fund.

.04 Grant Application Policy (09-13)

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- 0601 .04 .A** CAL FIRE Local 2881 shall aggressively pursue grant funds from private foundations, government agencies, and other appropriate sources for the purpose of supporting research aimed toward improving the safety and health of wildland firefighters.
- .B** In submitting applications for grant funding, CAL FIRE Local 2881 shall include in the funding proposal a standard twenty-five (25) percent for indirect costs, including administration of grant funds. This percentage shall be reviewed on a regular basis to determine its adequacy in terms of actual costs to CAL FIRE Local 2881.
- .C** When collaborating with other organizations, including universities and other professional institutions in the submission of grant applications, CAL FIRE Local 2881 shall request that these other organizations adhere to the same or lesser percentage for indirect costs imposed by CAL FIRE Local 2881 by itself. When CAL FIRE Local 2881 is the lead contractor in a grant project, CAL FIRE Local 2881 shall require that the same percentage be used by all subcontractors for indirect costs.

0605 Union Websites and Social Media

(09-13)

CAL FIRE Local 2881 shall utilize any and all forms of information sharing and gathering that the executive board determines are beneficial to the membership. The executive board shall ensure that the union maintains a current and modern website and other forms of social medial

- .01** All CAL FIRE Local 2881 websites, social media pages or accounts must be approved by the executive board, whether they are state, district or chapter level. The executive board may authorize the use of CAL FIRE Local 2881 logos or may refer the request for such use to the trademark committee for a recommendation on approval of use.

0610 Political Activities

.01 Policies

- .A** The amount as determined by convention resolution of dues will be contributed to the CAL FIRE Local 2881 PACS. If any member does not want his/her money to go to the CAL FIRE Local PACS, he/she should send a written notice to that effect to CAL FIRE Local 2881 headquarters. **(5-10)(3-11)**
- .B** Members who choose not to contribute to the CAL FIRE Local 2881 PACS shall notify the CAL FIRE Local 2881 headquarters office in writing of their selection of a benefit program for their contribution to be donated to. These benefit programs include
- The Richard J. Earnest Scholarship fund
 - The CDF Firefighters Benevolent Foundation
 - CDF Firefighters Auxiliary
 - CAL FIRE Local 2881 Honor Guard

Members who choose to not contribute to the CAL FIRE Local 2881 PACS shall not have their dues reduced by the amount of contribution to the PACS as determined by convention resolutions or other actions of CAL FIRE Local 2881. If a member chooses not to contribute to the PACS and does not select a benefit program one will be selected for him/her. **(3-11)**

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- 0610 .02 CAL FIRE Local 2881 PAC.** See CAL FIRE Local 2881 Small Contributors PAC Constitution. **(5-10)**
- .03 CAL FIRE Local 2881 Issues Committee.** See CAL FIRE Local 2881 Issues Committee Constitution. **(5-10)**
- 0615 Political Endorsements (07-15)**
- .01** The executive board shall make endorsements for any state and federal offices.
- .02** The executive board shall make endorsements for any state level ballot measures.
- .03** Local elections and issues may be endorsed by a recommendation by a chapter or district but must be approved by the CAL FIRE Local 2881 present or executive board.
- .04** Interview of Candidates
- .A** Incumbents may be endorsed without interview based upon past performance.
- .1** Interviews upon which district or chapter positions are taken may be those involving several groups, e.g., labor council interviews, etc.
- .2** Ideally, three (3) organizational representatives can best conduct a face-to-face interview; however, the forum might be a chapter meeting with questions from the attending membership.
- .3** Questions relevant to our relationship with the candidates are more desirable.
- .a** Uniform questions must be carefully prepared in advance and the same questions asked of all candidates vying for the same office.
- .b** The questions to be asked should be given to all candidates to be interviewed at least two (2) weeks in advance (preferably four [4] weeks).
- .c** Questions to be used for constitutional and legislative candidates must be approved in advance by the executive board.
- .05** Endorsements or recommendations following interviews should be made by motion and vote at organization meetings, or by vote of the chapter, district or executive board.
- .A** Chapter or district recommendations for endorsements must be promptly forwarded to the district vice president to be submitted to the president.

0620 Public Relations and Information

Each individual CAL FIRE Local 2881 member should consider himself/herself an informal public relations and information officer for CAL FIRE Local 2881 and the California Department of Forestry and Fire Protection. Consequently, they should keep themselves reasonably informed of the activities, accomplishments and efforts of CAL FIRE Local 2881 and the organization they work for.

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0621 Information Officers

.01 Headquarters Information Officer

News releases involving policy matters and objectives of the union will be initiated by the president, the executive board, or a designated official headquarters information officer. All headquarters news releases will be sent to each district and chapter for information or for re-release.

.02 District Information Officer

News releases involving positions, endorsements, policy matters and objectives of the union will be approved by the president, the executive board, or a designated official headquarters information officer prior to release.

.03 Chapter Information Officer

.A News media contacts and news releases should only be made by someone designated by the chapter director as the official chapter information officer. Their responsibility is to keep the public as well as CAL FIRE Local 2881 members aware of chapter meetings, events and routine business.

.B News releases involving positions, endorsements, policy matters and objectives of the union will be approved by the president, the executive board, or a designated official headquarters information officer prior to release.

0622 Magazines

.01 Union Magazines

A union newsletter will be prepared, published and distributed to each member and all CAL FIRE facilities designated by the district vice presidents several times per year. This newsletter will be referred to as the "2881 Magazine". **(12-10) (05-14)(5-16)**

.02 Except where no union affiliation exists, all advertising shall be from union businesses. In no case will advertising be published from any entity competing with any classification represented by CAL FIRE Local 2881 (or any function of the CDFFP) in any CAL FIRE Local 2881 publications. The "union bug" of any other union will be published along with the advertisement.

.03 District and Chapter Magazine (5-16)

It is recommended that each district and chapter compile a magazine.

0630 Communications – Policies (03-14)

.01 There shall be an article in the September "2881 Magazine" every year advising seasonals how to keep membership year-round. **(05-14)(5-16)**

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- 0630 .02** Chapters and districts will pay the same rate for advertising in the "2881 Magazine" as any other advertiser. **(05-14)(5-16)**
- .03** CAL FIRE Local 2881 forms and brochures will be printed with a date of issuance.
- .04** The "2881 Magazine," when provided the information, will list the name, title, unit and date of death of any CAL FIRE Local 2881 member. District vice presidents will notify CAL FIRE Local 2881 headquarters immediately of any death, including any current or retired employees. **(12-10) (05-14)(5-16)**
- .05** The union website in July of each year should contain a request that all districts and chapters review all proposed resolutions: **(12-99) (05-14)(5-16)**
- .A** For compliance with Article XI, Section 5, of the constitution; and
- .B** That all resolutions requiring a constitution or operating procedures and policy change include the specific language proposed in the "RESOLVED" section of the resolution or as an attachment (see Section 1120.06). **(09-01)**
- 0640 District and Chapter Authority **(12-03)****
- .01 Authority**
- Each district or chapter, its officers, representatives, and members shall recognize, observe, and be bound by:
- .A** All provisions of the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook, **(05-16)**
- .B** Interpretations thereof rendered by the executive board as provided herein,
- .C** The resolutions, decisions and directives of the executive board or officers of the union when made in conformity with the authority granted by the CAL FIRE Local 2881 Operating Procedures Handbook, **(05-16)**
- .D** The resolutions and policies adopted or established by the delegates at CAL FIRE Local 2881 general conventions.
- .02 District and Chapter Operating Procedures**
- Districts and chapters shall adopt an operating procedures and policy, supplementary to the CAL FIRE LOCAL 2881 Operating Procedures Handbook, which shall establish procedures for the conduct of the district or chapters' internal affairs and business;**(05-16)**
- .A** Provided, however, that the districts or chapters operating procedures and policy make express reference to the governing authority of the state constitution and operating procedures and policy.

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- 0640 .02** **.B** None of the provisions of such district or chapter operating procedures and policy shall be in conflict with any of the provisions of the state constitution and operating procedures and particularly those governing districts and chapters as set forth in this section.
- .C** Following adoption at the district or chapter level, the district or chapter operating procedures and policy shall be approved by the executive board before they are effective and shall be on file at the CAL FIRE Local 2881 headquarters office prior to printing or issuance.

0640 .03 Conformity of the CAL FIRE LOCAL 2881 Operating Procedures Handbook (05-16)

- .A** Districts and chapters shall amend their operating procedures and policy to conform to amendments or changes to the CAL FIRE LOCAL 2881 Operating Procedures Handbook.
- .B** Any proposed amendments, revisions or modifications to such operating procedures and policy shall likewise be approved by the executive board and on file at the headquarters office before they are effective.

.04 Participation in Local “External Committees”

An “external committee” is defined in Section 0254.01.B, as *“(Those committees which are formed by, administered by, and report to an organization, agency, or entity other than CAL FIRE Local 2881)”*. For this section, “external committee” shall encompass any local outside committee, group, advisory executive board or commission, or other policy entity. *The “external committee” representative’s function is to represent the union and the “global” impact of their participation must be the primary consideration.*

- .A** Authority to appoint members to "external committees," "advisory committee chairpersons," and local agency advisory positions or groups is vested in the state president by OPP Sections 0252.01 and 0254.
- .B** These positions would be defined as any position representing the union or the union membership, at a local, district, or state level, where such representation could establish, define, or imply representing the position or policies of CAL FIRE Local 2881 or its membership. These positions could have a “global” impact on CAL FIRE Local 2881 or its membership.

.05 Appointment Procedures for Local External Committees

- .A** The local district vice president or chapter director through the district vice president recommends to the state president a candidate or candidates based on the needs for the “external committee.”
- .B** The candidate(s) should be selected based on their union experience and their knowledge of the issues involved based on the union’s point of view.
- .C** The state president will confirm or deny the candidate. In the event of multiple candidates, the state president will select one.

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- 0640 .05 .D** In the event a single candidate is denied, the state president will advise why.
- .E** “External committee” appointees will be advised that any issue requiring an agreement to modify any of the conditions the membership functions under or through, must be confirmed by the union.

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0700 DISTRICTS

0705 District Boundaries

District boundaries are as follows:

District I - Colusa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano, Sonoma, Western Trinity and Yolo

District II - Lassen, Modoc, Plumas, Siskiyou, Shasta, Eastern Trinity **(7-11)**

District III - Alpine, Amador, Calaveras, El Dorado, Madera, Mariposa, Merced, Eastern San Joaquin, Eastern Stanislaus, Tuolumne **(12-12)**

District IV - Fresno, Kern, Kings, Monterey, San Benito, Tulare

District V - Alameda, Contra Costa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Western San Joaquin, Western Stanislaus

District VI - Orange, Riverside, **(12-12)**

District VII - Butte, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba **(7-11)**

District VIII - Inyo, Los Angeles, Mono, San Bernardino, San Luis Obispo, Santa Barbara, Ventura

District IX - Davis facility, Sacramento, Academy **(12-12)**

District X - Imperial, San Diego **(12-12)**

0710 Purpose

The purpose of the districts is:

- .01** To provide representation on the executive board for those union members within the district.
- .02** To provide leadership and coordinate the activities of the chapters within the district.
- .03** To provide a flow of information from the membership to the executive board and back to the membership.

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0720 District Constitution and Operating Procedures Handbook

- .01** Each district, its officers, representatives, and members shall recognize, observe, and be bound by the provisions of the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook and interpretations thereof rendered by the executive board and/or the president as provided herein, the resolutions, decisions, and directives of the executive board or officers of CAL FIRE Local 2881 when made in conformity with the authority granted by the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook, and the resolutions adopted or policies established by the delegates at CAL FIRE Local 2881 General Convention. **(5-16)**
- .02** Districts shall adopt operating procedures and/or policies supplementary to the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook, which shall establish procedures for the conduct of district internal affairs and business. **(05-16)**
- .03** None of the provisions of such district operating procedures or policies shall be in conflict with the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook. **(05-16)**
- .04** The state executive board shall approve the district operating procedures and policies before they are effective and shall be on file at the CAL FIRE Local 2881 headquarters.
- .05** Districts shall amend their operating procedures and policies to conform to amendments or changes to the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook. **(05-16)**
- .06** Any proposed amendments, revisions, or modifications to such operating procedures or policies that are adopted by the district shall also be approved by the executive board before they are effective and shall be on file at CAL FIRE Local 2881 headquarters.

 - .A** Any proposed amendments, revisions, or modifications to district bylaws shall be voted on at a scheduled district meeting. Minutes of such meetings shall be kept. **(5-10)**
 - .B** The district vice president shall at the next executive board meeting submit a copy of the minutes from such meetings along with a justification for the proposed changes for the approval of the executive board. **(5-10)**
 - .C** The executive board shall provide the chair of the C&OP committee a copy of the approved changes for inclusion in the official district bylaws. The C&OP chair shall forward a copy of the updated district bylaws to the district vice president and CAL FIRE Local 2881 Sacramento Office. **(5-10)**
 - .D** Should the executive board determine not to approve the proposed amendments, revision or modification, the district vice president from the requesting district shall notify their district of the decision at their next scheduled meeting. **(5-10)**
- .07** The district operating procedures, policies, or amendments thereto shall be conveyed to the CAL FIRE Local 2881 president for approval by the executive board.

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0730 District Officers

The officers of the district are the district vice president, deputy district vice president, district finance director, district rank & file directors, district supervisor director, district retiree director, and may also include a district chapter secretary. Other officer positions may be included as defined by executive board approved district bylaws. **(12-13)**

.01 If the positions listed above cannot be filled:

.A The district vice president shall be responsible to fulfill those duties and will notify the state executive board of the situation and why the positions could not be filled.

0731 District Board

The district board includes the district officers and chapter directors within the district.

0735 Election of District Officers

The election cycle for district officers shall be completed by the annual CAL FIRE Local 2881 General Convention.

.01 Nominations for district officers shall be opened by September 1 of the election year.

.A Nominations will be opened to all members in good standing in the district as of September 1.

.B Notification for district office elections will be posted on the CAL FIRE Local 2881 web page by September 5.

.C Nominations will remain open for a minimum of forty-five (45) days.

.D Nominations for candidates may be by mail, or in person at a union meeting.

.E Anyone being nominated for office must have given his/her written permission to the person making that nomination prior to the nomination.

.F Representatives

.01 Rank and File Representatives – To be eligible for a position as a rank and file representative a member must be employed in a rank and file classification. Retired members are eligible to hold this position.

.02 Supervisor Representatives – To be eligible for a position as a supervisor representative a member must be employed in a supervisor's classification. Retired members are eligible to hold this position. **(3-10)**

.02 Elections for district officers shall be held after October 20.

.A All members in good standing on September 1 are eligible to vote.

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- 0735 .02 .B** If only one member in good standing is nominated for office, the election may be by acclamation and no ballots are necessary.
- .C** If more than one candidate is nominated for any one office, secret ballots shall be mailed to all district members in good standing and returned within twenty days.
- .D** A ballot counting committee appointed by the district vice president of at least three district members who are not candidates for office shall count the ballots before the annual convention.
- .03 Ballot Retention (12-03)**
- .A** The ballot counting committee chairperson shall be responsible for turning the ballots over to the district treasurer for retention.
- .B** Such ballots shall be sealed immediately after tabulation has been made and retained under lock and key by the district treasurer for a period of ninety (90) calendar days after the election.
- .04 Ballot Inspection (12-03)**
- .A** Upon petition, signed by 25 percent or more of the district members, ballots shall be reopened for inspection.
- .B** Such request must be made within sixty (60) calendar days from the close of the election.
- .C** Four members of the district and a petition representative shall be present to certify the recount.
- .D** The results of such recount shall be binding.
- .05** Upon election of district officers, the results will be transmitted to CAL FIRE Local 2881 headquarters on the district officer roster form (Exhibit 0735.05).
- .A** The district officer roster form shall be submitted to CAL FIRE Local 2881 headquarters within 30 days of verification of election at the district level. **(03-03)**
- .B** Failure to forward the required documents results in a forfeiture of dues disbursements to that district until compliance is met. **(03-03) (1-17)**
- .06** Newly elected officers shall take office at the end of the CAL FIRE Local 2881 Annual Convention.
- .07** District vice presidents will take the oath of office at the end of convention.
- .08** All elected or appointed CAL FIRE Local 2881 Officers shall, upon assuming office, sign and adhere to the CAL FIRE Local 2881 Code of Ethics and Oath of Office. The signed original documents will be delivered to CAL FIRE Local 2881 Headquarters within 30 days of assuming office. **(12-16)**

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- 0735 .08 .A** Failure to forward the required documents results in a forfeiture of dues disbursements to that district until compliance is met. **(05-08) (1-17)**
- .B** Officers are required to sign the CAL FIRE Local 2881 Code of Ethics and Oath of Office forms at the beginning of their term. The signed form shall be valid for the duration of their term. **(07-09)(12-16)**
- .C** Officers elected to a new term in the same office, or to another office, shall be required to sign a new CAL FIRE Local 2881 Code of Ethics and Oath of Office forms which shall be valid for the term of the re-election or new office. **(07-09)(12-16)**
- .D** Failure to complete the CAL FIRE Local 2881 Code of Ethics and Oath of Office Forms shall be an automatic forfeiture of office. **(07-09)(12-16)**

.09 Required Union Officer Training

- .A** All elected district rank and file representatives must complete CAL FIRE Local 2881 representation training prior to the July 1 immediately subsequent to his/her election. Failure to complete approved training within this time frame will necessitate immediate separation from the elected position that the candidate was unable to qualify. This separation will not reflect negatively towards the candidate and will go on record as a voluntary resignation due to the inability to attend required training. **(12-06) (12-12) (05-16)**
- .B** All elected district treasurers must complete CAL FIRE Local 2881 finance training prior to the July 1 immediately subsequent to his/her election. Failure to complete approved training within this time frame will necessitate immediate separation from the elected position that the candidate was unable to qualify. This separation will not reflect negatively towards the candidate and will go on record as a voluntary resignation due to the inability to attend required training. **(5-16)**

0736 SHIFT PATTERN VOTING (1-19)

- .01** Any member in good standing shall be able to inquire with their chapter representatives about the possibility of instituting a shift pattern variation.
- .02** It shall be the responsibility of the chapter representatives to evaluate the validity of the request and survey the opinions of the membership prior to committing to a shift pattern vote.
- .03** All members in good standing who are currently, or may be in the future, reasonably affected by the considered shift pattern variation, will be Allowed to vote.
- .04** Specialty groups/modules, such as battalions shall have the right to vote amongst themselves on shift pattern variations.
- .05** The members allowed to vote will be confirmed by I2881 and identified by the most current PDR available, with names and member standings checked by the chapter holding the vote, prior to voting.

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- .06 Prior to the vote, members shall be reasonably informed of any known changes in working conditions that may occur by the implementation of the shift pattern variation (i.e. approved vacation, mou side letters, etc).
- .07 A designated time frame for voting shall be established and made known prior to the vote beginning.
- .08 Written, electronic, or other means of voting may be used with approval of the director of rank-and-file.
- .09 Vote collection will be reconciled nightly to ensure the correct members are voting.
- .10 Approval of shift pattern variations shall be by majority vote as represented by 50%+1 of the affected membership.
- .11 The chapter shall retain all voting communications and materials for auditing purposes for 4 years.
- .12 The director of rank and file shall review the process for validation prior to a meet-and-confer.

0745 Filling Vacancies

- .01 When a vacancy occurs in the district vice president's position, the deputy district vice president shall assume the office for the remainder of the term.
- .02 If a vacancy occurs in any other district officer position, a replacement will be elected at the next regular or special meeting of the district board.
- .03 When a vacancy occurs in the district board, the district vice president shall notify the district board that an election must be held to fill the vacancy within sixty days from the vacancy date. Elections will be by ballot if more than one qualified candidate runs or acclamation if only one candidate.

0750 District Meetings

Meetings at the district level should be held no less than four times per year.

0760 Meeting Minutes

- .01 Minutes shall be kept of all board or committee meetings and distributed to CAL FIRE Local 2881 headquarters and to district board members as requested.
- 0760 .02 Minutes shall include but not be limited to:
 - .A Date, time, and place
 - .B Board members present
 - .C Guests present

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- .D Business items covered
- .E Any financial reports or actions
- .F All motions made and the decision of the district board.

See 2881-27 Form for District Meeting Agenda and Minutes Template.

(5-16)

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In the event a chapter does not exist within the district or a chapter charter has been voluntarily suspended, any and all following references to chapter or chapter director responsibilities will be the responsibility of the district and/or district vice president. **(12-13)**

0800 CHAPTERS

0805 Chapter Boundaries **(12-03)**

Chapters should reflect the names of the counties within their unit.

0810 Purpose

The purpose of the chapters is:

- .01 To provide representation on the district and executive board to union members within the chapter.
- .02 To provide leadership and coordinate the activities of the members within the chapter.
- .03 To provide a flow of information from the membership to the district and executive board and back to the membership.

0811 Chapter Criteria

An applicant chapter must have twenty-six (26) members or fifty (50) percent of the employees as members.

0820 Chapter Constitution and Operating Procedures Handbook **(12-03)(05-16)**

- .01 Each chapter, its officers, representatives, and members shall recognize, observe, and be bound by the provisions of the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook and interpretations thereof rendered by the executive board and/or the president as provided herein, the resolutions, decisions, and directives of the executive board or officers of CAL FIRE Local 2881 when made in conformity with the authority granted by the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook, and the resolutions adopted or policies established by the delegates at CAL FIRE Local 2881 General Convention. **(05-16)**
- .02 Chapters shall adopt an operating procedures and/or policies supplementary to the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook, which shall establish procedures for the conduct of internal affairs and business. **(05-16)**
- .03 None of the provisions of such chapter operating procedures or policies shall be in conflict with the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook. **(05-16)**
- .04 The state executive board shall approve chapter operating procedures and policies before they are effective and current copies of record shall be on file at the CAL FIRE Local 2881 headquarters.

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- 0820 .05** Chapters shall amend their operating procedures and policies to conform to amendments or changes to the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook. **(05-16)**
- .06** Any proposed amendments, revisions, or modifications to such operating procedures or policies that are adopted by the chapter shall also be approved by the executive board before they are effective and current copies of record shall be on file at CAL FIRE Local 2881 headquarters.
- .A** Any proposed amendments, revisions, or modifications to chapter bylaws shall be voted on at a scheduled chapter meeting. Minutes of such meeting shall be kept. **(5-10)**
- .B** The chapter director shall submit minutes with the requested changes and a justification for the requested changed to the district vice president. **(5-10)**
- .C** The district vice president shall at the next executive board meeting submit a copy of the minutes from the chapter meeting along with a justification for the proposed changes for approval of the executive board. **(5-10)**
- .D** The executive board shall provide the chair of the C&OP Committee a copy of the approved changes for inclusion in the official chapter bylaws. The C&OP chair shall forward a copy of the updated chapter bylaws to the district vice president and the CAL FIRE Local 2881 Sacramento office. **(5-10)**
- .E** Should the executive board determine not to approve the proposed amendments, revision, or modification, the district vice president from the requesting district shall notify the chapter of the decision at their next scheduled meeting. **(5-10)**
- .07** The chapter operating procedures, policies, or amendments thereto shall be conveyed to the district vice president and then the CAL FIRE Local 2881 president for approval by the executive board.

0830 Chapter Officers

The officers of the chapter are the chapter director, alternate chapter director, chapter finance director, chapter rank & file director, chapter supervisory director, chapter retiree director, and may also include a chapter secretary and deputy rank and file representatives.

- .01** If the positions listed above cannot be filled:
- .A** The chapter director shall be responsible to fulfill those duties and will notify the state executive board of the situation and why the positions could not be filled.

0831 Chapter Board

- .01** It is recommended that each battalion or other unit within a chapter elect an area representative and an alternate to serve with the chapter officers.
- .02** The officers defined in Section 0830 above and any area representatives will be referred to as the chapter board.

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0835 Election of Chapter Officers

The election cycle for chapter officers shall be completed by the Annual CAL FIRE Local 2881 General Convention. **(12-03)**

- .01** Nominations for chapter officers shall be opened by September 1 of the election year cycle. **(12-03)**
 - .A** Nominations will be opened to all union members of good standing in the chapter as of September 1.
 - .B** Notification of chapter officer elections will be posted on the CAL FIRE Local 2881 web page by September 5.
 - .C** Nominations will remain open for a minimum of forty-five (45) days.
 - .D** Anyone being nominated for office must have given his/her written permission to the person making that nomination prior to the nomination.
 - .E** Nominations for candidates may be by mail or in person at a union meeting and must include written permission of the candidate.
 - .F** Representatives
 - .01** Rank and File Representatives – To be eligible for a position as a rank and file representative a member must be employed in a rank and file classification. Retired members are eligible to hold this position. **(3-10)**
 - .02** Supervisor Representatives – To be eligible for a position as a supervisor representative a member must be employed in a supervisor's classification. Retired members are eligible to hold this classification. **(3-10)**
- .02** Elections for chapter officers shall be held after October 20. **(12-03)**
- .03**
 - .A** All chapter members in good standing on September 1 are eligible to vote.
 - .B** Elections may be held in conjunction with district elections and candidates voted on at chapter meetings by secret ballot.
 - .C** If only one member of good standing is nominated for office, the election may be by acclamation and no ballots are necessary.
 - .D** If more than one candidate is nominated for an office, secret ballots should be mailed to all chapter members in good standing, to be returned within twenty days.
 - .E** If mailed ballots are used, the cost will be borne by the chapter.
 - .F** A ballot counting chair and committee shall be appointed by the chapter director of at least three chapter members who are not candidates for office to count the ballots.

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0835 .04 Election Tie Breakers (12-13)

In the event of a tie result in a balloted election, another ballot will be sent out. The top two candidates and any other candidate receiving at least 25 percent of the total vote will be included on the new ballot. All other candidates will be dropped from the new ballot. All other elections procedures will be followed for the new balloting.

.05 Ballot Retention (12-03)

- .A** The ballot counting committee chairperson shall be responsible for turning the ballots over to the chapter treasurer for retention.
- .B** Such ballots shall be sealed immediately after tabulation has been made and retained under lock and key by the chapter treasurer for a period of ninety (90) calendar days after the election.

.06 Ballot Inspection (12-03)

- .A** Upon petition, signed by 25 percent or more of the chapter members, ballots shall be reopened for inspection.
- .B** Such request must be made within sixty (60) calendar days from the close of the election.
- .C** Four members of the chapter and a petition representative shall be present to certify the recount.
- .D** The results of such recount shall be binding.

.07 Upon election of chapter officers, the results will be transmitted to CAL FIRE Local 2881 headquarters, the district vice president and district treasurer on the chapter officer roster form (Exhibit 0835.05).

- .A** The chapter officer roster form shall be submitted to CAL FIRE Local 2881 within 30 days of verification of election at the chapter level. **(03-03)**
- .B** Failure to forward the required documents results in a forfeiture of dues disbursements to that chapter until compliance is met. **(03-03) (1-17)**

.08 Newly elected officers shall take office at the end of the CAL FIRE Local 2881 Annual Convention.

.09 All elected or appointed CAL FIRE Local 2881 officers shall, upon assuming office, sign and adhere to the CAL FIRE Local 2881 Code of Ethics and Oath of Office. The signed original documents will be delivered to CAL FIRE Local 2881 headquarters within 30 days of assuming office. **(12-04)(12-16)**

- .A** Failure to forward the required documents results in a forfeiture of dues disbursements to that chapter until compliance is met. **(05-08) (1-17)**

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- 0835 .09 .B** Officers are required to sign the CAL FIRE Local 2881 Code of Ethics and Oath of Office forms at the beginning of their term. The signed form shall be valid for the duration of their term. **(07-09)(12-16)**
- .C** Officers elected to a new term in the same office or to another office shall be required to sign a new CAL FIRE Local 2881 Code of Ethics and Oath of Office forms which shall be valid for the term of the re-election or new office. **(07-09)(12-16)**
- .D** Failure to complete the CAL FIRE Local 2881 Code of Ethics and Oath of Office forms shall be an automatic forfeiture of office. **(07-09)(12-16)**

.10 Required Union Officer Training

.A All elected chapter rank & file representatives must complete CAL FIRE Local 2881 representation training prior to the July 1 immediately subsequent to his/her election. Failure to complete approved training within this time frame will necessitate immediate separation from the elected position that the candidate was unable to qualify. This separation will not reflect negatively towards the candidate and will go on record as a voluntary resignation due to the inability to attend required training. **(12-06) (12-12) (05-16)**

.B All elected chapter treasurers must complete CAL FIRE Local 2881 representation training prior to the July 1 immediately subsequent to his/her election. Failure to complete approved training within this time frame will necessitate immediate separation from the elected position that the candidate was unable to qualify. This separation will not reflect negatively towards the candidate and will go on record as a voluntary resignation due to the inability to attend required training. **(05-16)**

0836 Shift Pattern Voting

(1-19)

- .01** Any member in good standing shall be able to inquire with their district representatives about the possibility of instituting a shift pattern variation.
- .02** It shall be the responsibility of the district representatives to evaluate the validity of the request and survey the opinions of the membership prior to committing to a shift pattern vote.
- .03** All members in good standing who are currently, or may be in the future, reasonably affected by the considered shift pattern variation, will be allowed to vote.
- .04** Specialty groups/modules, such as battalions shall have the right to vote amongst themselves on shift pattern variations.
- .05** The members allowed to vote will be confirmed by 12b81 and identified by the most current PDR available, with names and member standings checked by the district holding the vote, prior to voting.
- .06** Prior to the vote, members shall be reasonably informed of any known changes in working conditions that may occur by the implementation of the shift pattern variation (i.e. approved vacation, MOU side letters, etc.).
- .07** A designated time frame for voting shall be established and made known prior to the vote beginning.

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- .08 Written, electronic, or other means of voting may be used with approval of the director of rank-and-file.
- .09 Vote collection will be reconciled nightly to ensure the correct members are voting.
- .10 Approval of shift pattern variations shall be by majority vote as represented by 50%+1 of the affected membership.
- .11 The district shall retain all voting Communications and materials for auditing purposes for 4 years.
- .12 The director of rank and file shall review the process for validation prior to a meet-and-confer.

0845 Filling of Vacancies

- .01 If a vacancy occurs in the chapter director's position, the alternate chapter director shall assume the office for the remainder of the term. **(12-03)**
- .02 If a vacancy occurs in the alternate chapter director, treasurer/secretary, or rank and file representative position, an election will be held at the next regular scheduled chapter meeting(s) or a special election will be held chapter wide. The election will be by ballot if more than one qualified candidate runs, or by acclamation if only one qualified candidate runs. All candidates must be members in good standing of the union. **(12-03)**

0850 Chapter Meetings

- .01 Chapter meetings will be required at least four (4) times a year. **(12-03)**
- .02 Chapter meetings will be advertised a minimum of two (2) weeks prior to the meeting date on chapter bulletin boards at all CDF facilities within the chapter, and on the CAL FIRE Local 2881 web pages. **(12-03)**
- .03 Minutes will be kept for all chapter meetings. **(12-03)**

0860 Meeting Minutes

- .01 Minutes shall be kept of all board or committee meetings and distributed to the CAL FIRE Local 2881 headquarters and the chapter and district vice president, as requested. **(12-03)**
- .02 Minutes shall include but not limited to: **(12-03)**
 - .A Date, time, and place
 - .B Board members present
 - .C Guests present
 - .D Business items covered
 - .E Any financial reports or actions
 - .F All motions made and the decision of the chapter.

See 2881-27 for meeting agenda and minute template. **(05-16)**

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0900 ELECTIONS

0910 Nominations for State Officers and Bargaining Representatives

.01 Elections shall be in accordance with CAL FIRE Local 2881 Constitution Art. IX Sec. 2 (1-16)

0920 Election Process

.01 Election of State Officers

.A Balloting Procedures. On the second to the last day of the general convention:
(Article IX, Section 3) (3-14)

- .01** The president shall call a ten (10) minute caucus.
- .02** Districts with candidates shall at this time select their member of the ballot counting committee.
- .03** At this time the president will appoint the committee chairperson.
- .04** At the direction of the presiding officer, ballots shall be distributed to the voting delegates, by district, as certified by the credentials committee chairperson.
- .05** If there is only one nominated member for a position, a vote to elect for that position by acclamation is in order.
- .06** Ballots will then be gathered and counted.
- .07** The results of the balloting will be tabulated and returned to the presiding officer, who will announce the results.
- .08** This procedure will be repeated if additional balloting is required.
- .09** Each set of ballots shall be designated by number and printed on a different colored paper.

.B Ballot Counting Committee

- .01** Each district from which a candidate is running for state office shall have a representative on the ballot counting committee, plus one representative shall be selected by the state president.
- .02** The ballot counting committee shall consist of a minimum of three (3) members, one of which will be the chairperson.
- .03** A candidate may not be a member of this committee.
- .04** The chairperson must not be representative of any chapter from which a candidate is running. **(12-03)**

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0920 .01 .C Ballot Retention

- .01 The ballot counting committee chairperson shall be responsible for the retention of all ballots.
- .02 Such ballots shall be sealed immediately after tabulation has been made and retained under lock and key at the union headquarters for a period of ninety (90) calendar days after the general convention.

.D Ballot Inspection

- .01 Upon petition, signed by 25 or more delegates, ballots shall be reopened for inspection.
- .02 Such request must be made within sixty (60) calendar days from the close of the general convention.
- .03 Four members of the executive board and a petition representative shall be present to certify the recount. The results of such recount shall be binding.

.02 Election of IAFF and CPF Delegates (see also Section 1245)

- .A To comply with affiliation rules, the date of nominations and election of delegates will be announced by posting to the CAL FIRE Local 2881 Website by July 31st, in the year preceding the Affiliate Convention. **(05-14)(5-16)**
- .B The date of nominations of delegates shall be on the second day of the CAL FIRE Local 2881 General Convention. **(09-09)**
- .C Nominations for the delegates and/or alternates (as otherwise provided herein) may be made from the floor, for each convention, with persons being able to run and be elected, as delegates, to both affiliated conventions.
- .D All members of the executive board shall be nominated as the first order of business. **(09-09)**
- .E The process and number of delegates shall be as follows: **(05-16)**
 - .01 The delegates and/or alternates, at a minimum, shall be elected for each convention, and a person may be elected as a delegate to either or both of such conventions.
 - .02 The election shall take place on the third day of the CAL FIRE Local 2881 General Convention. **(09-09)**
 - .03 The names of such elected officers shall be put into nomination to be delegates to the conventions of the affiliated bodies.

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- 0920 .02 .E .04** Nominations for the delegates and/or alternates (as otherwise provided herein) may be made from the floor, for each convention, with persons being able to run and be elected, as delegates to both affiliated conventions.
- .05** Any union member may nominate someone.
- .06** The voting shall be by secret ballot, with each member in good standing of CAL FIRE Local 2881 present at the convention having one vote for up to 10 candidates. **(05-16)**
- .07** The top ten vote getters as to each affiliated convention shall be elected as delegate and/or alternate.
- .08** Notwithstanding the above, the president, with the concurrence of the executive board, may order that a mail ballot be sent out for the election of such delegates and/or alternates, so long as such determination is made thirty (30) days prior to the holding of the CAL FIRE Local 2881 General Convention.
- .09** Any time at least thirty (30) days prior to the start of the convention of such affiliated body, the executive board of CAL FIRE Local 2881 may limit the number of persons authorized to attend as a delegate to such affiliated convention.
- .10** However, such limitation shall not be fewer than three (3) in number, and the priority of those entitled to go as a delegate must be in the order of the number of ballots by which they were elected, with the highest number of votes having the highest priority. If there is a tie as to the number of votes, then both persons shall be entitled to go to the convention as a delegate, in spite of the limit imposed by the executive board, if they are tied for the last-delegate-to-be-sent slot.
- .11** Notwithstanding any of the above, the executive board shall determine what, if any, financial assistance is to be provided delegates and/or alternates.
- .12** Notwithstanding the above, any person elected as a delegate and/or alternate may attend such convention at their own expense, but only in the status as an alternate.
- .13** There shall be no differentiation between those persons nominated as delegates, as described above, with regard to financial assistance, if any, provided by CAL FIRE Local 2881.

0930 Elected State Level Positions

- .01 Terms for state level officers are for two (2) years, from the close of the CAL FIRE Local 2881 General Convention at which they are elected.**
- .A State President** – as described in Article IX, Section 4. **(12-10)**
- .B General Vice President** – as described in Article IX, Section 4. **(12-10)**
- .C Director of Finance** – as described in Article IX, Section 4. **(12-10)**
- .D Fiscal Steering Committee Trustees (4)** –opposite year of the president. **(09-12)(5-16)**

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- 0930 .01 .E Rank & File Director** – opposite year of the president. **(12-10)**
- .F Supervisor Director** – opposite year of the president. **(12-10)**
- .G Retiree Director** – opposite year of the president. **(12-10)**
- .H Bargaining Team Member Nominees** **(12-05)**
- .01** The term of the three elected area bargaining team members and trainees will be for one MOU ratification vote. Elections for the bargaining team members and trainees will be at the next scheduled CAL FIRE Local 2881 Annual Convention. **(09-14) (12-14)**
- .02** Bargaining team members will not be replaced mid-term except by a two thirds (2/3) vote of the executive board members voting. If such an eventuality occurs, the executive board shall appoint the area alternate. If the alternate is removed, the executive board shall elect the successor by majority vote.
- .02 Elected Delegates to Affiliated Organizations** – (Section 0920.02.C)
- .A IAFF Convention Delegates** – Biennial elections are held at the convention prior to the IAFF convention. Conventions are in even numbered years. Term will be from convention to convention. **(12-10)**
- .B CPF Convention Delegates** – Biennial elections are held at the convention prior to the CPF convention. Conventions are in even numbered years. Term will be from convention to convention. **(12-10)**
- .03 Election of Vice President, 6th District, CPF**
- As the CPF 6th District is CAL FIRE Local 2881, the president of CAL FIRE Local 2881 shall be the CPF 6th District Vice President.
- If the office of president of CAL FIRE Local 2881 changes during a term of vice president of the CPF, CAL FIRE Local 2881 shall notify the CPF that the office became vacant, for a scintilla, and was then filled by the new president of CAL FIRE Local 2881.
- 0940 Shift Pattern Voting** **(1-19)**
- .01** Any member in good standing shall be able to inquire about the possibility of instituting a shift pattern variation.
- .02** It shall be the responsibility of L2881 leadership to evaluate the validity of the request and survey the opinions of the membership prior to committing to a shift pattern vote.
- .03** All members in good standing who are currently, or may be in the future, reasonably affected by the considered shift pattern variation, will be allowed to vote.
- .04** Specialty groups/modules, such as battalions shall have the right to vote amongst themselves on shift pattern variations.

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- .05 The members allowed to vote will be confirmed by L2881 and identified by the most current PDR available, with names and member standings checked prior to voting.
- .06 Prior to the vote, members shall be reasonably informed of any known changes in working conditions that may occur by the implementation of the shift pattern variation (i.e. approved vacation, MOU side letters, etc.).
- .07 A designated time frame for voting shall be established and made known prior to the vote beginning.
- .08 Written, electronic, or other means of voting may be used with approval of the director of rank-and-file.
- .09. Vote collection will be reconciled to ensure the correct members are voting.
- .10 Approval of shift pattern variations shall be by majority vote as represented by 50%+1 of the affected membership.
- .11. L2881 shall retain all voting communications and materials for auditing purposes for 4 years.
- .12. The director of rank and file shall review the process for validation prior to a meet-and-confer.

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1000 Misconduct and Discipline

After other internal options have been exhausted, the filing of charges may be pursued to resolve disputes. The filing of charges is most often an internal union dispute between individuals.

Membership dues, release time bank hours, or other assets of the union may not be used to prosecute or defend charges unless approved by the executive board. **(05-19)**

1001 Exhaustion of Remedies Within the Union

- .01** The exhaustion of all internal CAL FIRE Local 2881 remedies is accomplished
 - .A** First by seeking relief at the chapter level;
 - .B** Then by seeking relief at the district level; and
 - .C** Then by seeking relief from the executive board by communicating in writing to the president of CAL FIRE Local 2881 at CAL FIRE Local 2881 headquarters.
 - .D** In emergency circumstances, or other circumstances where time does not otherwise permit, one or more local levels may be skipped with a request in writing directly to the executive board, through the president of CAL FIRE Local 2881.
 - .E** The request for relief must be submitted and signed by the member(s) involved.
- .02** No officer or member of the union shall resort to judicial proceedings of any kind, before any forum, with regard to any matter pertaining to this organization or its local chapters, or his/her office, until all remedies provided for within the CAL FIRE Local 2881 Operating Procedures Handbook have been fully exhausted, provided the foregoing shall not apply where the action was initiated to prevent the loss of rights under an applicable statute of limitations and the member or officer has diligently pursued his or her internal remedies. **(05-16)**
- .03** Placing or filing charges outside of CAL FIRE Local 2881 without exhausting all of CAL FIRE LOCAL 2881 remedies will result in disciplinary action, as determined by the executive board. **(12-03)**

1010 Discipline and Filing of Charges.

- .01** The executive board or any member of the union may file charges against any individual, or chapter, or district, for acts or omissions as hereafter described in this section including, but not limited to, the acts or omissions of such individual while a member of the union or while an officer or employee of the union. **(01-97)**
- .02** Should litigation ever commence between CAL FIRE Local 2881 and one or more of its members involving a dispute concerning the payment of dues, fines or assessments, the prevailing party (parties) shall be entitled to reasonable attorney fees and costs. "Litigation" does not include PERB or other administrative agency cases. **(05-03)**

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1011 Filing Charges

The following shall constitute bases for the filing of charges:

- .01** Violation of any provision of the constitution or the CAL FIRE Local 2881 operating procedures handbook of the union, or of the constitution or operating procedures handbook of any district or chapter of the union. **(05-16)**
- .02** Misappropriations, embezzlement or improper or illegal use of union, district or chapter funds.
- .03** Any action by any officer or employee or member of the union or a chapter or district which results in expenditure of moneys without proper written authorization from the union, the district or the chapter, respectively.
- .04** Any violation of the Code of Ethics. **(12-04)**
- .05** Using the name, logo, letterhead or facsimile or similar format, or assets (including mailing lists, release time, or the like) or good will of the union, or of any district or chapter thereof in an unauthorized manner or for an unauthorized purpose. **(12-03)**
- .06** Knowingly submitting any false financial report or statement to the union or any district or chapter thereof.
- .07** Refusal or deliberate failure to carry out legally authorized decisions of the executive board, the president of the union, or the governing body of a district or a chapter of which the accused is a part.
- .08** Instituting or urging others to institute legal action outside the union, before any forum whatsoever, against the union or any district or chapter thereof, or any officer or employee or member thereof, without first exhausting all internal remedies within the union, provided that the foregoing shall not apply where action was instituted in order to prevent the loss of rights under an applicable statute of limitations and the member has diligently pursued his or her internal remedies.
- .09** Deliberately interfering with any official of the union or of a chapter or of a district in the discharge of his or her lawful duties.
- .10** Failing, refusing or neglecting to appear, without proper cause, as the charging party after filing charges. **(12-03)**
- .11** Refusal or failure without good reason to accept service of charges. **(12-03)**
- .12** Conviction of a crime, the nature of which is such to bring the union as an organization into disrepute.
- .13** Disrupting the union or district or chapter meetings or disrupting the union, a district, or a chapter thereof in its official business.
- .14** Acting in a manner which is incompatible with the objectives of the union or in any manner such as to substantially harm the union.

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- 1011** .15 Acting in collusion with management to the detriment of the welfare of the union or its membership.
- .16 Any activity which assists or is intended to assist a competing organization within the jurisdiction of the union.
- .17 Advocating or engaging in any attempt to reduce the jurisdiction and/or coverage of the California Department of Forestry and Fire Protection (and hence this union) including but not limited to advocating or attempting to create, or enlarge the jurisdiction of, any fire department or fire protection agency. **(05-03)**
- .18 Acts or omissions inimical (injurious or harmful in effect, unfriendly) to the union or its membership. **(03-03)**

1012 Procedure for Filing Charges

- .01 Charges shall be in writing, in proper format, and shall be signed by the member or members bringing the charge(s).
- .02 The charges shall be specific, citing in detail the nature, the date, and the circumstances of the alleged offense and, where violation of an operating procedures handbook provision is alleged, the specific sections shall be cited, along with the specific act or omission which constitutes the alleged violation. **(05-16)**
- .03 The charge shall be filed with the president of the union or, if he/she is a directly interested party, the general vice president of the union or, if both are charged, the finance director. **(12-03)**
- .04 Such officer shall forward such charge to members of the hearing committee within ten (10) working days. **(12-03)**
- .05 Charges must be brought within one (1) year of the occurrence of the act or omission or within one (1) year of a member reasonably learning of same.
- .06 The charges shall be served by registered mail, return receipt requested, to the address last made known to the union by the member(s) involved. Alternatively, service may be made personally.
- .07 However, without a hearing, the hearing committee, by conference or conference call, may by unanimous vote determine the charges have no merit. Such decision may be appealed in the same manner as Section 1020 -- Appeals.

1013 Format for Charges **(12-03)**

The format for charges shall be (see also *EX 1013 - Charges Format*):

- .01 **Summary** – To include the name of accused person, accusing parties and synopsis of situation.
- .02 **Charges** – Which subsections of 1011 and/or sections of the CAL FIRE Local 2881 Operating Procedures Handbook are alleged to have been violated. **(05-16)**

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- 1013 .03 Specifics List** – Detail the nature, the date(s) and circumstances of the alleged offense(s) and list specific policy(s) allegedly violated. Each of the factual allegations shall be specifically linked to the charges, on an item-by-item basis (what acts and/or omissions and how/what the charging party alleges the charged party did/allowed that violated policy). **(12-03)**
- .04 Exhibit(s)** – Provide copies of known documentation the charging party offers to support the allegations.
- .05 Conclusion** – Charging party's recap, charging party's printed name and signature.
- 1014 Withdrawal of Charges.**
- .01** The charging party(s) may withdraw the charges, only if done in writing by registered mail, return receipt requested, or in person to the hearing committee chair. To limit possible monetary penalties, charges must be withdrawn, and notice received, a minimum of ten days prior to the scheduled hearing. **(12-03)**
- .02** The forgoing in no way prohibits the prevailing party from requesting of the hearing committee the imposition of restitution of material costs expended in the course of responding to the charges. **(05-03)**
- 1015 Hearing Procedures**
- .01** The hearing committee shall receive a copy of charges filed against a member, employee, or officer of the union from the president or general vice president.
- .02** Members of the hearing committee may also be members of the executive board of the union, but any such member of the hearing committee may not participate whatsoever in proceedings involving appeal to the CAL FIRE Local 2881 Executive Board, as hereafter described, concerning any hearing in which they have participated.
- .03** The hearing committee shall assure a copy of the charges is sent to the accused to their last known address on the books of the union, or personally handed to them within fifteen (15) days after the charges are received from the union. **(12-03)**
- .04** The hearing committee shall similarly serve on the parties involved a statement of the date, time and place of such hearing on such charges no less than ten (10) days before the scheduled hearing date. **(12-03)**
- .05** The hearing may be scheduled no less than thirty (30) days but shall be no more than ninety (90) days after the receipt of the charges by the accused except with mutual consent of the parties for an earlier date or extension(s), and approval by the hearing committee. **(12-03)**
- .06** Extensions shall be in fifteen (15) day increments. **(12-03)**
- .07** The hearing committee may set forth rules and regulations as to the procedures of a hearing, as long as same are not inconsistent with CAL FIRE Local 2881 Operating Procedures Handbook (see also 1020.05). **(12-03)**

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1015 .08 With approval of the officer with whom the charges were filed, the hearing committee may utilize an attorney, as an ex-officio member, to advise on procedural matters and to represent the interests of the union membership. **(12-03)**

1016 The Charging Party

- .01** The charging party or his/her chosen representative shall present the charges at the scheduled hearing(s).
- .02** The burden of proof involved is the preponderance of evidence and the burden lies with the charging party. **(12-03)**
- .03** The charging party has the right to select a person of his/her own choosing, who is a member or officer of the union, to present the case. In no case is representation by a member of the bar (an attorney), certified paralegal or person receiving remuneration allowed. **(12-03)**
- .04** The charging party will have the right to present testimony and documents/evidence in support of the allegations. **(12-03)**
- .05** The charging party has the right to cross-examine any witness who testifies for the accused (including the accused if he/she testifies on his/her behalf). **(12-03)**

1017 The Accused

- .01** The accused shall have the right to be presumed innocent unless proven guilty.
- .02** The accused shall have the right to choose either an open or a closed hearing
- .03** The accused has the right to be represented by a person of his/her own choosing who is a member or officer of the union. In no case is representation by a member of the bar (an attorney), certified paralegal, or person receiving remuneration allowed. **(12-03)**
- .04** The accused shall have the right to cross-examine any witnesses against them, the right to present a written answer to the charge, and to present witnesses in their own behalf.

1018 Witnesses

The party planning to call a witness shall make arrangements for the witness to be available at the hearing and shall pay all associated costs. **(12-03)**

1019 Hearing Committee Decision / Penalties

- .01** The hearing committee may, if it finds the accused person guilty, assess any one or more of the following penalties:
 - .A** A formal reprimand, accompanied by a formal warning, against any repetition of the act or omissions of which the accused is guilty.

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- 1019 .01 .B** Full or partial restitution, where the consequences of the offense can be measured in material terms. (May include costs and expenses incurred by the prevailing party / union in the course of responding to or hearing the charges). **(12-03)**
- .C** Removal from office.
- .D** Suspension from membership for a specified period of time, not to exceed one year.
- .E** Expulsion from membership.
- .F** Suspension from employment of CAL FIRE Local 2881 employees not to exceed one year, or removal from employment.
- .02** If the charges are not sustained, or the hearing committee or the appellate body is convinced that charges were not brought or were continued to be prosecuted by the charging party even as new evidence was presented, without reasonable basis, or in bad faith, or actuated by improper malice, the committee or the appeal body may impose such penalty on the charging party as in its judgment is deemed proper under the circumstances.
- .03** In any such case, the party against whom the penalty is imposed shall have the same right to appeal the imposition of the penalty if it is imposed by the hearing committee as would exist if he/she initially had been charged and had a hearing before the committee. The penalty imposed must be one such as set forth above in Section 1019.01.
- .04** All decisions shall be rendered by the hearing committee and transmitted to the parties within thirty (30) days following completion of the hearing except by mutual consent of the charging party and the accused. Such decision shall be in writing and shall be transmitted by registered mail, return receipt requested, to the charging party and to the accused, simultaneously or alternately by personal service. **(12-03)**

1020 Appeals

- .01** The appeal body shall be the executive board, excluding any of its members who were members of the hearing committee in the matter from which an appeal is taken.
- .02** Either party may, within thirty (30) days following receipt of the decision, file an appeal on the decision and/or issues raised in the hearing.
- .A** The appeal shall be filed to the appeal body and the opposing party simultaneously.
- .B** The appeal shall be in writing in the proper format, and shall be accompanied by a copy of the original charge and of the decision, which is being appealed.
- .C** The appeal shall set forth in substance the appellant's reasons for believing the hearing committee was in error and the nature of the error.
- .D** The appeal shall be served by registered mail, return receipt requested, or in person, upon the appeal body and the opposing party.
- .E** The opposing party shall have thirty (30) days in which to respond to the appeal.

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- 1020** .03 The appeal body shall determine the matter, if reasonably possible and after allowing for the time frames for a response from the opposing party, at the next scheduled meeting of the executive board. Except in the case of an emergency expulsion or suspension of a member, the decision of the hearing committee can be stayed until the appellate process is exhausted or waived. The hearing committee must label a suspension or expulsion as an emergency one, as well as state the facts constituting the emergency, if such suspension or expulsion is not to be stayed pending an appeal.
- .04 The appeal body may, in its discretion, hold an entirely new hearing on the matter, if it does not wish to determine the appeal based on the record before it.
- .05 The appeal body may set forth rules and regulations as to the procedures of a hearing and/or appeal, as long as same are not inconsistent with operating procedures handbook (see also Section 1015). **(05-16)**
- .06 The appeal body shall render its decision in writing and transmit such decision to both parties within thirty (30) days following the completion of the appeal hearing except by mutual consent of the parties involved. Such decision shall be in writing and shall be transmitted by registered mail, return receipt requested, to both appellant and respondent, simultaneously. In addition, a copy of the decision shall be forwarded to the official headquarters for the appropriate action.

1030 Member Reinstatement

Membership which was terminated under Misconduct and Discipline Section 1019 shall by a three-fourths vote of the executive board be restored (Section 0410.08).

1050 Authority to Impose Trusteeships **(01-03)**

- .01 Whenever the president has reason to believe that, in order to protect the interests of the membership, it is necessary to appoint a trustee for the purpose of correcting corruption or financial malpractice, assuring the performance of collective bargaining agreements or other duties of a bargaining representative, restoring democratic procedures, or otherwise carrying out the legitimate objects of this union, he or she may appoint such trustee to take charge and control of the affairs of a district, chapter or another affiliated body.
- .02 The trustee shall be authorized and empowered to take full charge of the affairs of the district, chapter or another affiliated body and its related benefit funds, to remove any or all officers and/or trustees of any funds selected by the district, chapter or another affiliated body and appoint temporary officers, agents, or fund trustees during his or her trusteeship, and to take such other action as in his or her judgment is necessary for the preservation of the district, chapter or another affiliated body and for the protection of the interests of the membership. The trustee shall report on the affairs/transactions of the district, chapter or another affiliated body to the president. The trustee and all of the acts of the trustee shall be subject to the supervision and direction of the president.
- .03 Upon the institution of the trusteeship, all moneys, books and property of the district, chapter or another affiliated body shall be turned over to the trustee, who shall receipt for them.
- .04 The trustee shall be bonded for the faithful discharge of his or her duties relating to the handling of funds or another property of the district, chapter or another affiliated body.



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- 1050 .05** The trustee shall take possession of all the funds, books, papers and other property of the district, chapter or another affiliated body for which he or she shall receipt. The trustee shall pay all outstanding claims, properly proved, if funds are sufficient. When self-government is restored, the trustee shall return all funds, books, papers and other property to the district, chapter or another affiliated body. If, however, the district, chapter or another affiliated body is dissolved by the revocation of its charter, then any balance remaining to the credit of the district, chapter or another affiliated body shall be forwarded to the finance director and shall become the property of the union.
- .06** In order to ensure that no trusteeship is imposed without an adequate right to be heard or without other appropriate safeguards, prior to the imposition of a trusteeship, the president shall appoint a hearing officer or officers (who need not be a member or members of this organization), and shall issue a notice, which shall be distributed in a timely fashion, setting a time and place for a hearing, for the purpose of determining whether a trustee should be appointed. Said hearing officer or officers shall issue a report and recommendations, orally, or in writing, to the president, who shall thereupon make his or her determination; provided that where in the judgment of the president an emergency situation exists within the district, chapter or another affiliated body, a trustee may be appointed prior to a hearing; provided further that in an emergency situation, the executive board shall appoint a hearing officer or officers (who need not be a member or members of the organization) who shall conduct such a hearing within thirty (30) days after imposition of the trusteeship, and a decision by the executive board shall be made within sixty (60) days after the appointment of such trustee, which decision shall be final and binding. Pending such decision, the trusteeship shall remain in full force and effect.
- .07** The president may appoint a representative to meet with the officials of the districts, chapters or other affiliated bodies and to attend any meetings of districts, chapters or other affiliated bodies where in the judgment of the president there is a need to assist the districts, chapters or other affiliated bodies with respect to their internal needs. The president may appoint a hearing officer to examine the internal needs of the district, chapter or another affiliated body, and to assist him/her in determining what remedial action(s), if any, should be implemented by the district, chapter or another affiliated body. At any time, the president also may designate his/her representative as a monitor with additional oversight responsibility to review compliance with the president's recommendations and/or otherwise assist in addressing the internal needs of the district, chapter or another affiliated body. Among the internal needs to be considered is whether a district, chapter or another affiliated body has met applicable standards endorsed by the convention or satisfied such procedures, rules and/or regulations duly adopted by the executive board to carry out the goals set by the convention.

1060 Union Officer Administrative Leave/Suspension

In the event that any state, district, or chapter officer has brought potential exposure to the union, or may do so in the future, based on reasonable cause the executive board of the union by two-thirds of those voting of the executive board may cause the officer to be suspended pending an investigation. The "exposure" includes but is not limited to possible loss of monies or assets, possible increased threat of lawsuits or other types of liability, or harm in terms of the processing of grievances or loss of leverage or power in negotiations. The officer's power shall be suspended but there shall be no loss of other benefits, e.g., use of the townhouse. The suspension of power shall also include the inability to incur expenses on behalf of the union, requirement to surrender union credit card, vehicle, etc. The suspension may include the officer being told by the executive board by the same two-thirds vote that he/she is not to come into

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the district, chapter or state office or communicate with other officers or with employees about the subject matter of the investigation until it is complete. Upon conclusion of the investigation, the executive board shall determine whether any further action need be taken including possible impeachment, the possible filing of charges before the hearing committee or other appropriate action. Some of those actions do not require a two-thirds vote. However, by a two-thirds vote the executive board may continue the period of suspension pending that other action. Such suspended officer shall cooperate with the appropriate union representative for the ongoing conducting of union business during the period of suspension. **(05-04)**

**1070 Recommendation for Removal of an Elected State Officer(s) Through Impeachment/Recall
(12-06)**

Recommendation for removal of a state level elected officer from office may be made to the CAL FIRE Local 2881 membership by a majority vote of the state executive board, or by a petition for recall election of the officer(s) by the membership in compliance with Constitution Article X.

- 01. Charges.** If disciplinary charges are a part of the basis for the petition for removal/impeachment, those charges must comply with the CAL FIRE Local 2881 Operating Procedures Handbook Section 1011, "Filing Charges," Section 101, "Procedure for Filing Charges," and Section 1013, "Format for Charges." **(05-16)**

1071 State Board of Directors Recommendation for Removal

- .01** If a motion for removal originates from the executive board, one (1) or two (2) executive board members recommending the recall will be designated by the president of the union or, if he/she is a directly interested party, the general vice president of the union or, if both are subject to the motion, the finance director or if he/she is a directly interested party, a presiding officer selected by a majority vote of uninvolved members of the executive board, to prepare the reasons for removal for the consideration of the executive board.
- .02** The motion for removal may be tabled until a later date but must be acted upon within twenty (20) calendar days.
- .03 Reasons for Removal**
- .A** The reasons for removal will be presented by the executive board member(s) designated in 1071.01 above, to the executive board against whom the action is being taken, in executive session at the next executive board meeting or, if required by the seriousness of the reasons for recall, at the meeting at which the motion for removal is made.
- .B** The presentation shall be limited to one half (1/2) hour in length.
- .04** The state officer against which the action is being taken will be granted one half (1/2) hour to rebut the reasons for recall to the executive board.

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- 1071 .05** In the event the state officer who is the subject for the motion to recall is not in attendance at the executive board meeting, there shall be no requirement to allow that officer a rebuttal at a later date, unless the absence is approved in writing prior to the meeting by the president of the union or, if he/she is a directly interested party, the general vice president of the union or, if both are subject to the motion, the finance director or if he/she is a directly interested party, a presiding officer selected by a majority vote of uninvolved members of the executive board.
- .06** At the conclusion of the presentation, the officer in question will be excluded while the executive board considers the issue.
- .07** A majority vote of the executive board approving the motion for removal shall initiate the recall ballot procedures as described in OPP Sections 1072.04, 1072.05, and 1072.09. (Art. X Sec. 1).
- .08** The result of the executive board's deliberation will be given to the officer in question upon conclusion of deliberations.
- .09** The results of the executive board's deliberation may be but is not restricted to any or all of the following:
- .A** Formal charges to the hearing committee.
 - .B** Administrative leave or suspension in compliance with the CAL FIRE Local 2881 Operating Procedures Handbook Section 1060. **(05-16)**
 - .C** Decision to conduct a general membership recall vote.
- .10** Such decision may be appealed in the same manner as described in OPP section 1020 Appeals.

1072 Petition for Recall of a State Officer by the General Membership

- .01** The petition for recall must identify the state officer and/or rank and file representative(s) and/or supervisory representative and/or retiree representative involved and the reason(s) for the request for removal.
- .02** Any charge(s) alleged shall be handled as directed in OPP Section 1070.01 above.
- .03** A recall petition against the retiree representative may only be filed by CDFF retired members.
- .04** The reasons for the recall, limited to four hundred (400) words, shall be filed with the president of the union or, if he/she is a directly interested party, the general vice president of the union or, if both are subject to the motion, the finance director or, if he/she is a directly interested party, a presiding officer selected by a majority vote of uninvolved members of the executive board, prior to distribution for documentation/recording, verification of compliance with the CAL FIRE Local 2881 Operating Procedures Handbook, and the notification of the charged officer, **(05-16)**



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- 1072.05** A copy of the reasons for recall shall be sent to the individual(s) being recalled by certified mail return receipt requested. They shall have fifteen (15) calendar days to submit a rebuttal to the reasons for recall limited to four hundred (400) words, to be included on the petition to recall, and return the rebuttal to the union headquarters by certified mail return receipt requested. If no rebuttal is submitted it shall be so noted on the petition.
- .06** The recorded petition and rebuttal shall be returned by the president of the union or, if he/she is a directly interested party, the general vice president of the union or, if both are subject to the motion, the finance director or, if he/she is a directly interested party, a presiding officer selected by a majority vote of uninvolved members of the executive board, to the author for distribution to the general membership within twenty (20) calendar days of receipt of the rebuttal at union headquarters by certified mail return receipt requested.
- .07** The reasons for recall and the rebuttal shall be included on all petitions submitted to the general membership for signature gathering. No changes may be made to the reasons for recall or the rebuttal on the recall petition after it has been validated at union headquarters and receipt of the officer's rebuttal, without restarting the validation procedure and time frames at OPP Section 1072.03.
- .08** Signed petitions must be returned to CAL FIRE Local 2881 headquarters office, attention the president of the union or, if he/she is a directly interested party, the general vice president of the union or, if both are subject to the motion, the finance director or, if he/she is a directly interested party, a presiding officer selected by a majority vote of uninvolved members of the executive board, within forty five (45) calendar days of the return to author date as indicated in OPP Section 1072.05 above, by hand or by postmarked certified mail return receipt requested, to be considered for verification.
- .09** Petitions for recall or impeachment of the state retiree director may only be signed by CAL FIRE Local 2881 retired members.
- .10 Recall Petition Verification**
- .A** Twenty (20) calendar days will be allowed CAL FIRE Local 2881 headquarters office for verification and validation of signatures.
- .B** A validation committee shall be called, composed of three (3) CAL FIRE Local 2881 members.
- .01** One (1) member shall be from the district where the recall originated.
- .02** One (1) member shall be from a non-adjointing district selected by the president of the union or, if he/she is a directly interested party, the general vice president of the union or, if both are named, the finance director.
- .03** One (1) member shall be a member at large chosen by the officer being recalled.
- .11** The petition signature count must comply with Article X, Section 1, of the CAL FIRE Local 2881 Constitution, "twenty five percent (25%) of the total union membership. ""....at the time the petition is validated.



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1072.12 Removal of Authority. If twenty five percent (25%) of the membership signs the petition for recall in favor of recall, the authority of the accused officer will be suspended in accordance with CAL FIRE Local 2881 Constitution, Article X, Section 2, pending the tabulation of the mail ballot, in accordance with those limitations allowed and required in Section 1060 and Constitution Article X, Section 2. The executive board may if necessary appoint an interim officer to fill the officer's position, to conduct the membership's (union) business (CAL FIRE Local 2881 Constitution, Article X, Section 2).

1073 Recall Ballot Mailing to the General Membership

.01 Validated Petition. Validation of signatures from twenty five percent (25%) of the total union membership in favor of the recall shall initiate recall ballot mailing to the general membership.

.02 Ballot Mailing Process.

- .A** A ballot for removal of the officer will be sent to each member of the union within ten calendar days of a recommendation for removal made by the executive board or when valid petitions for recall have been verified as complying with Article X, Section 1, of the CAL FIRE Local 2881 Constitution, "twenty five percent (25%) of the total union membership. " "....at the time the petition is validated."
- .B** The ballot shall have a maximum return date of twenty one (21) calendar days after the date mailed. Return shall be made in a self-addressed, stamped envelope which will be mailed to the union headquarters office (CAL FIRE Local 2881 Constitution, Article X, Section 3).

.03 Ballot Composition.

- .A** A statement of reasons and/or charges, limited to two hundred (200) words, regarding the alleged basis for removal shall be put on the ballot. Equal space, two hundred (200) words, on the ballot shall be made available for the accused officer(s) to make a statement in rebuttal to the alleged basis for removal.
- .B** The ballot shall be prepared by CAL FIRE Local 2881 headquarters, from a statement of reasons and/or charges regarding the alleged basis for removal supplied by the recall author(s) and a rebuttal supplied by the accused officer(s), each limited to two hundred (200) words.
- .C** If there is no rebuttal statement, it shall be so indicated on the ballot.

.04 Ballot Counting Committee. A ballot counting committee shall be established by the presiding officer in accordance with the procedures set forth in OPP Section 1072.09.B.

1074 Recall Results.

- .01** Results of the recall vote shall be sent by the presiding officer to the recall author, the accused officer(s), the chapters, and the executive board by mail within two (2) business days of the conclusion of the ballot count.
- .02** The presiding officer shall also assure the results are posted to the members' section of the union web page within five (5) business days.



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1074 .03 The officer(s) shall be removed after the ballots have been counted **if a majority** of the membership voting wish it so.

1080 Recommendation for Removal of District/Chapter Elected Officers through Impeachment/Recall. (12-06)

- .01** Recommendation for removal of the district vice president and/or deputy district vice president and/or treasurer and/or rank and file representative(s) and/or supervisory representative and/or retiree representative from office may be made to the CAL FIRE Local 2881 district membership by a majority vote of the elected officers of the district or by a petition for recall election of the officer by the district membership in compliance with Constitution Article X, Section .01, using twenty five percent (25%) of the district's membership.
- .A Charges.** If disciplinary charges are a part of the basis for the petition for removal/impeachment, those charges must comply with the CAL FIRE Local 2881 Operating Procedures Handbook Section 1011, "Filing Charges," and Section 1013, "Format for Charges," with the following exception that OPP Section 1012.07 will not apply. **(05-16)**
- .02** Recommendation for removal of the chapter director and/or alternate chapter director and/or treasurer and/or rank and file representative(s) and/or supervisory representative and/or retiree representative from office may be made to the CAL FIRE Local 2881 chapter membership by a majority vote of the elected officers of the chapter or by a petition for recall election of the officer by the chapter membership in compliance with Constitution Article X, Section .01, using twenty five percent (25%) of the chapter membership.
- .A Charges.** If disciplinary charges are a part of the basis for the petition for removal/impeachment, those charges must comply with the CAL FIRE Local 2881 Operating Procedures Handbook Section 1011, "Filing Charges," and Section 1013, "Format for Charges," with the following exception that OPP Section 1012.07 will not apply. **(05-16)**
- .03 District Elected Officers Defined:** Throughout Section 1080, the district elected officers shall be defined as those elected positions, registered to CAL FIRE Local 2881 headquarters as required in OPP Section 0735.05, as described in OPP Section 0730 and hereinafter referred to as the district board.
- .04 Chapter Elected Officers Defined:** Throughout Section 1080, the chapter elected officers shall be defined as those elected positions, registered to CAL FIRE Local 2881 headquarters as required in OPP Section 0835.05, as described in OPP Section 0830 and hereinafter referred to as the chapter board.

1081 District or Chapter Board Officers Recommendation for Removal.

- .01** If a motion for removal originates from the district or chapter board, one (1) or two (2) members recommending the recall will be designated by the district vice president or, if he/she is a directly interested party, the deputy district vice president or, if both are subject to the motion, the district treasurer, or, if he/she is a directly interested party, a presiding officer selected by a majority vote of uninvolved members at the meeting at which the recall is requested; or if a chapter level officer, the chapter director or, if he/she is a directly interested party, the alternate chapter director or, if both are subject to the motion, the chapter treasurer or, if he/she is a directly interested party, a presiding officer selected by a majority vote of



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- 1081 .01** unininvolved members at the meeting at which the recall is requested, to prepare the reasons for removal for the consideration of the elected district/chapter officers.
- .02** The motion for removal may be tabled until a later date but must be acted upon within twenty (20) calendar days.
- .03 Reasons for Removal**
- .A** The reasons for removal will be presented by the district/chapter board member(s) designated in OPP Section 1081.01 above, to the district/chapter board and the officer against whom the action is being taken, in executive session at the next district/chapter board meeting or, if required by the seriousness of the reasons for recall, at the meeting at which the motion for removal is made.
- .B** The presentation shall be limited to one half (1/2) hour in length.
- .04** The district/chapter officer against which the action is being taken will be granted one half (1/2) hour to rebut the reasons for recall to the district/chapter board.
- .05** In the event the district/chapter officer who is the subject for the motion to recall is not in attendance at the district/chapter board meeting, there shall be no requirement to allow that officer a rebuttal at a later date, unless the absence is approved in writing prior to the meeting by the district vice president/chapter director or, if he/she is a directly interested party, the deputy district vice president/alternate chapter director or, if both are subject to the motion, the district/chapter treasurer or, if he/she is a directly interested party, a presiding officer selected by a majority vote of unininvolved members at the meeting at which the recall is requested,.
- .06** At the conclusion of the presentation, the officer in question will be excluded while the district/chapter board considers the issue.
- .07** A majority vote of the district/chapter board approving the motion for removal shall initiate the recall ballot procedures as described in OPP Section 1072.
- .08** The result of the district/chapter board's deliberation will be given to the officer in question upon conclusion of deliberations.
- .09** The results of the district/chapter board's deliberation may be, but is not restricted to, any or all of the following;
- .A** Formal charges to the hearing committee.
- .B** Administrative leave or suspension in compliance with OPP Section 1060,
- .C** Decision to conduct a general district/chapter membership recall vote.
- .10** Such decision may be appealed in the same manner as described in OPP Section 1020, Appeals.

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1082 Petition for Recall by the District/Chapter Membership

- .01** The petition for recall must identify the district/chapter officer or and/or rank and file representative(s) and/or supervisory representative and/or retiree representative involved and the reason(s) for the request for removal.
- .02** Any charge(s) alleged shall be handled as directed in OPP Section 1081.01.A above.
- .03** The reasons for the recall shall be filed with the district vice president/chapter director or, if he/she is a directly interested party, the deputy district vice president/alternate chapter director or, if both are subject to the motion, the district/chapter treasurer or if he/she is a directly interested party, a presiding officer selected by a majority vote of uninvolved members at the meeting at which the recall is requested, prior to distribution, for documentation/recording, verification of compliance with the CAL FIRE Local 2881 Operating Procedures Handbook, the notification of the charged officer. **(5-16)**
- .04** Copies of all recall documents will be forwarded to the state president within twenty four (24) hours of receipt by the receiving district or chapter officer.

 - .A** This shall include but not be limited to the reasons for recall, the accused officer's rebuttal, the recall petition, results of the recall petition, and the recall ballot.
- .05** A copy of the reasons for recall shall be sent to the individual(s) being recalled. They shall have fifteen (15) calendar days to submit a rebuttal to the reasons for recall, to be included on the petition to recall, and return the rebuttal to the appropriate district/chapter officer presiding over the recall. If no rebuttal is submitted it shall be so noted on the petition.
- .06** The recorded petition and rebuttal shall be returned by the district vice president/chapter director or, if he/she is a directly interested party, the deputy district vice president/alternate chapter director or, if both are subject to the motion, the district/chapter treasurer or, if he/she is a directly interested party, a presiding officer selected by a majority vote of uninvolved members at the meeting at which the recall is requested, to the author for distribution to the district/chapter membership, within twenty (20) calendar days of receipt of the rebuttal by the presiding district/chapter officer.
- .07** The reasons for recall and the rebuttal shall be included on all petitions submitted to the district/chapter membership for signature gathering. No changes may be made to the reasons for recall or the rebuttal on the recall petition after it has been validated by the presiding district/chapter officer and receipt of the officer's rebuttal, without restarting the validation procedure and time frames at OPP Section 1082.03.
- .08** Signed petitions must be returned to the presiding district/chapter officer within forty five (45) calendar days of the return to author date as indicated in OPP Section 1082.05 above, by hand or by postmark, to be considered for verification.
- .09** Petitions for recall or impeachment of the retiree representative may only be signed by CAL FIRE Local 2881 retired members.

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1082.10 Recall Petition Validation

- .A** Twenty (20) calendar days will be allowed the presiding district/chapter officer for verification and validation of signatures.
- .B** A validation committee shall be called, composed of three (3) CAL FIRE Local 2881 members.
 - .01** One (1) member shall be from the district/chapter where the recall originated.
 - .02** One (1) member shall be from a non-adjointing district/chapter selected by the presiding district/chapter officer.
 - .03** One (1) member shall be a member at large chosen by the officer charged.
- .11** The petition signature count must comply with Article X, Section 1, of the CAL FIRE Local 2881 Constitution, "twenty five percent (25%) of the total union membership ""...."at the time the petition is validated."
- .12 Removal of Authority.** If twenty five percent (25%) of the district/chapter membership signs the petition for recall in favor of recall, the authority of the accused officer can be suspended by the state executive board, in accordance with CAL FIRE Local 2881 Constitution, Article X, Section 2, pending the tabulation of the mail ballot, in accordance with those limitations allowed and required in Section 1060 and Constitution Article X, Section 2. The district/chapter board may if necessary appoint an interim officer to fill the officer's position, to conduct the membership's (union) business (CAL FIRE Local 2881 Constitution, Article X, Section 2).

1083 Recall Ballot Mailing to the General Membership

- .01 Validated Petition.** Validation of signatures from twenty five percent of the total district/chapter membership in favor of the recall shall initiate recall ballot mailing to the general membership.
- .02 Ballot Mailing Process.**
 - .A** A ballot for removal of the officer will be sent to each district/chapter member within ten days after a recommendation for removal is made by the district/chapter board or the valid petitions for recall have been verified as complying with Article X, Section 1, of the CAL FIRE Local 2881 Constitution, "twenty five percent (25%) of the total union membership" "...at the time the petition is validated."
 - .B** It shall have a maximum return date of twenty-one (21) calendar days after the date mailed. Return shall be made in a self-addressed, stamped envelope which will be mailed to the presiding district/chapter (CAL FIRE Local 2881 Constitution, Article X, Section 3).
- .03 Ballot Composition.**
 - .A** A statement of reasons and/or charges regarding the alleged basis for removal shall be put on the ballot. Equal space on the ballot shall be made available for the accused officer(s) to make a statement in rebuttal to the alleged basis for removal.



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- 1083 .03 .B** The ballot shall be prepared by the presiding district/chapter from a statement of reasons and/or charges regarding the alleged basis for removal supplied by the recall author(s) and a rebuttal supplied by the accused officer(s).
- .C** If there is no rebuttal statement, it shall be so indicated on the ballot.
- .04 Ballot Counting Committee** – A ballot counting committee shall be established by the presiding officer in accordance with the procedures set forth in OPP Section 1082.10.B.

1084 Recall Results.

- .01** Results of the recall election shall be sent by the presiding officer, to the recall author, the accused officer(s), the district/chapter boards, and the state president, by mail, within two (2) business days of the conclusion of the ballot count.
- .02** The presiding officer shall also assure the results are posted to the members' section of the union web page within five (5) business days.
- .03** The officer(s) shall be removed after the ballots have been counted **if a majority** of the membership voting wish it so.

1085 Costs

- .01** The costs of the district/chapter recall will be borne by the individual district/chapter.

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1100 CAL FIRE LOCAL 2881 CONVENTION RESOLUTIONS

1101 Policy (12-03)

The direction and policies of CAL FIRE Local 2881 come from the needs and expectations of its membership. The membership expresses those needs and gives direction through their chapter and district officers routinely, and in major matters, through the resolution process at the annual CAL FIRE Local 2881 General Convention.

Any chapter, district, committee, or the executive board may write a resolution for submission to the delegates at the CAL FIRE Local 2881 General Convention. **(12-10)**

The resolutions passed or adopted at the CAL FIRE Local 2881 General Convention, the secret priorities for the negotiating team, along with the convention committee and district priorities (guidelines to the executive board) gathered at the end of the convention, become the policies of the union and help guide its direction for the coming year. Resolutions passed at the convention, not including specific language changes to the CAL FIRE Local 2881 Operating Procedures Handbook, shall become position statements in the 1500 section of the CAL FIRE Local 2881 Operating Procedures Handbook. **(07-09) (5-16)**

1110 Timelines

September 28 – Chapters will submit their resolutions to their district vice president in accordance with Section 1120.10 below. **(07-14)(05-15)**

October 8 – Resolutions that have been rejected or amended in accordance with Section 1120.10 below must be returned to their originating chapter with a written explanation for such action. **(07-14)(05-15)**

October 18 – The originating chapter will then have until October 18 to rewrite and resubmit the resolution to the district vice president. **(07-14)(05-15)**

October 25 – District vice presidents must have all the resolutions from their districts in the hands of the convention resolutions committee chairperson or his/her designee. (Constitution Article XI, Section 5). **(07-14)(05-15)**

October 25 – The executive board resolutions shall be transmitted to the resolutions committee. Standing committee resolutions are due to the resolutions committee chair on the same date. **(07-14)(05-15)**

November 8 – The convention resolutions chairperson will forward to each chapter director, district vice president, member of the CAL FIRE Local 2881 PAC Board, and convention committee chair a resolutions packet as described in Section 1140.01.G below. The packet described below will also be posted to the CAL FIRE Local 2881 Internet web page, password protected to members only. **(07-14)**

.01 In July on the Union Website chapters and districts will be requested to review their proposed resolutions. **(12-99)(05-15)(5-16)**

1120 Convention Resolution Preparation

.01 All resolutions must be submitted in writing, in the proper format as shown on CAL FIRE Local 2881 form 2881-18. **(5-16)**

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- 1120** .02 The resolution must be proposed, accepted and posted (signed and dated by the presiding officer) at an officially convened meeting of a chapter, district, committee or the executive board.
- .03 An intent is to be given on every resolution submitted for consideration at the general convention.
- .04 Resolutions which propose or require any addition or change to the CAL FIRE Local 2881 Constitution Operating Procedures Handbook shall include the specific language proposed (appropriate codification) for them in the Resolved section of the resolution or as an attachment, before they are accepted by the resolution chairperson. **(12-06)(5-16)**
- .05 Resolutions must comply with Article XI, Section 5, of the constitution.
- .06 All resolutions having a financial impact will include a statement declaring when the deductions will end as part of the financial impact. **(12-98)**
- .A Resolutions with per cap increases not involving employee compensation or contract professional services shall include documentation/justification attached to the resolution (if not included in the whereas portion of the resolution.) **(3-11)**
- .07 All resolutions having a financial impact and no expiration date will include a statement declaring the deductions will continue indefinitely as part of the financial impact. **(12-05)**
- .08 The resolutions will then be sent to the respective district vice president by September 28. **(05-15)**
- .09 The district vice president will post each resolution to the convention resolution committee as it is received. It will be the responsibility of the district vice president to:
- .A Check resolutions for proper format.
- .B Combine like resolutions.
- .C Reject or amend resolutions that are confusing, misleading, or are past policy.
- .10 Resolutions that have been rejected or amended must be returned to their originating chapter by October 8 with a written explanation for such action. The originating chapter will then have until October 18 to rewrite and re-submit the resolution to the district vice president. **(07-14)(05-15)**
- .11 District vice presidents must have all the resolutions from their district in the hands of the convention resolutions committee chairperson or his/her designee by October 25. **(05-15)**
- 1120** .12 Resolutions pertaining to employee compensation (Policy 0350.01) and contract labor pay (Policy 0351.01) are not permissible. **(04-13)**

1130 Resolutions from the Executive Board

- .01 Resolutions from the executive board must be presented to the president at the September executive board meeting.

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- 1130 .02** Resolutions submitted by the executive board must have a majority concurrence of the executive board prior to the presentation to the president.
- .03** All resolutions proposed by the executive board shall be reviewed by the resolutions chair to assure they are in the proper format before approval by the executive board. **(12-07)**
- .04** Approved resolutions shall be transmitted to the resolutions committee by October 25. **(05-15)**

1140 Resolution Processing

- .01** Upon receipt of the resolution(s) the convention resolutions chairperson will:
- .A** Combine resolutions that have a similar wording and content, with the consent of the authors. The combined resolution will then show a consolidated resolution and list the authoring chapters.
 - .B** Post each resolution (sign and date).
 - .C** Assign and number the resolution to the respective committee.
 - .D** Qualifying resolutions will be forwarded to the finance director or the finance committee to have the cost factor added to those resolutions that will have an impact on the per capita fee.
 - .E** The finance director shall have ten (10) days to assign a cost and return the resolutions to the resolutions chairperson. **(12-03)**
 - .F** The cost factor on resolutions will show both the per capita amount and the estimated total revenues generated per year. **(12-01)**
 - .G** By November 8, forward to each chapter director, district vice president, member of the CAL FIRE Local 2881 PAC Board, and convention committee chair, a packet containing: **(07-14) (05-15)**
 - .01** All resolutions
 - .02** The convention rules
 - .03** The CAL FIRE Local 2881 Constitution
 - .04** Section 1500, Position Statements, of the CAL FIRE Local 2881 Operating Procedures Handbook **(07-09) (5-16)**
 - .H** The packet described above will also be posted onto the CAL FIRE Local 2881 Internet page, password protected to members only, by November 8. **(07-14)(05-15)**
- .02** The convention resolutions chairperson may not amend, reject or combine resolutions under any circumstances, except as listed above.
- .03** No resolution will be accepted by the convention resolutions chairperson if it fails to meet the required cutoff dates, except as outlined in Section 1150 below.

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1150 Late Resolutions

- .01** Late resolutions shall be accepted by the convention resolutions chairperson if they comply with all of the following: **(7-09)**
- .A** It shall be for issues that are considered emergency in nature (fiscal or irreparable harm) as determined by the resolution committee. **(7-09)**
 - .B** It shall be in the proper format as described in Section 1120 above.
 - .C** It shall be accompanied by CAL FIRE Local 2881 Form 2881-32. **(5-16)**
 - .D** It shall show the subject, the name of the author, chapter, and district and be signed by 50 voting delegates to the convention.
 - .E** It shall be presented to the convention resolutions chairperson by 1:00 PM of the first day of the convention.
 - .F** The convention resolutions chairperson shall note the date and time, and sign it upon receipt.
 - .G** The delegates' names shall then be verified as voting delegates by the resolution committee chairperson or their designee, and the credentials chairperson.
 - .H** Qualifying late resolutions shall be forwarded to the finance committee to have the cost factor added to those resolutions that will have an impact on the per capita fee.
 - .I** The cost factor on resolutions shall show both the per capita amount and the estimated total revenues generated per year. **(12-01) (7-09)**
 - .J** The accepted resolution shall then be duplicated and prepared for distribution to all delegates by 9:00 AM of the second day. **(12-01) (7-09)**
- .02** Late resolutions shall be limited to two (2) per CAL FIRE Local 2881 district and two (2) for the executive board.

1160 Resolutions Committee (see also Section 1255)

- .01** The resolutions committee shall provide for the proper handling of all resolutions prior to and during the convention as prescribed in Section 1140 and 1255 of this handbook.
- Copies of each resolution shall be transmitted to the finance director for determination of fiscal impact.
- .02** The resolutions chairperson delivers resolutions received by the deadline to the district vice presidents and chapter directors in packet form by November 8. **(05-15)**
- .03** In addition, the resolutions chairperson will ensure that the resolutions will be posted onto the CAL FIRE Local 2881 Internet home page, password protected to members only, by November 8. **(05-15)**

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- .04** The resolutions chairperson also reviews late resolutions, assigns resolutions to the proper committee and numbers each resolution. **(01-99)(05-15)**

- .05** The resolutions chairperson shall prepare all resolutions submitted for consideration by one of the following convention policy committees: Benefits - Rank & File; Benefits - Supervisors; Constitution & Organizational Policy; Retirement & Disability; Health, Safety & Insurance; Finance; or Benefits - Rank & File/Benefits - Supervisors Joint Committee.

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1200 CAL FIRE LOCAL 2881 CONVENTION

1201 Policy

- .01 The general vice president is responsible for the entire CAL FIRE Local 2881 General Convention (Section 0230.03.B).
- .02 The general vice president shall inspect and negotiate the contracts with convention facilities (Section 0230.03.B).
- .03 The general vice president is the chair of the convention management team (Section 0230.03.B).
- .04 Convention registration fees shall be approved by the executive board and any chapter or district may appeal to the executive board, due to economic reasons, for waiver of that fee.
- .05 Registration of delegates to the general convention will be held the first day.
- .06 Proxy votes shall pay the same registration fee as any other voting delegate to the convention.
- .07 The president, through the general vice president (the convention management team chairperson) shall provide an education program at each year's general convention on an interesting topic(s).
- .08 The CAL FIRE Local 2881 Operating Procedures Handbook, the convention rules, and Roberts Rules of Order (latest edition), in the order stated, constitute the order of authority for complete rules of this convention (see procedure on parliamentary motions, Section 1270.02.). **(5-16)**
- .09 Annual convention locations shall not be limited to California.
- .10 A current copy of the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook shall be provided to the C&OP committee members prior to the convention. **(12-99) (5-16)**
- .11 There shall be an executive board meeting immediately preceding the general convention, and immediately following adjournment of general convention.

1202 Convention Dates

CAL FIRE Local 2881 shall hold a general convention in the month of January. **(12-10)(3-11)(8-15)**

1203 Convention Arrangements

It will be the responsibility of the convention management team to make the arrangements. **(09-97)(09-13)**



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1210 Convention Rules

- .01 The convention chairperson shall present the proposed convention rules to the executive board at least two weeks prior to its September meeting. The executive board must approve the rules annually at the September meeting, and the approved rules shall be included in the convention packet.
- .02 Only delegates may make motions, debate or vote in general session.
- .03 Any member may address the body when a delegate waives his/her time to them.
- .04 Time allowed to a delegate:
 - .A Delegates are not allowed more than five (5) minutes before the general session.
 - .B Additional time is allowed by waiver of privilege by another delegate:
 - .01 Time shall not exceed one (1) minute per waiver.
 - .02 No more than three (3) waivers per speaker will be recognized by the chair.

1211 Proxy: General Session and Committee Meetings

Any delegate or committee member voting a valid proxy shall clearly and separately identify such proxy on any standing or roll call vote.

1212 Ad Hoc Committees

The presiding officer may appoint ad hoc committees to hear appeals and make recommendations to the general session.

1213 Deputy Convention Committee Chairs

The President in consultation with the General Vice President, may appoint a Deputy Committee Chair for any convention committee.

The Deputy Committee Chair will serve only during a convened convention. Any vacancy in the committee chair after the convention will be filled per policy by presidential appointment or by the filling vacancy process as appropriate. **(1-18)**

1220 Convention Funding **(07-98)**

- .01 CAL FIRE Local 2881 has a line item to provide a source of funding for our convention. Additional funding shall come from registration fees (Policy 1201.01) and/or donations.
- .02 The convention management team shall be responsible for the accounting of the convention fund, the convention fund bank account and payments of all convention expenses. An annual audit will be done by the CAL FIRE Local 2881 CPA/audit firm.
- .03 The convention management team will prioritize all functions/programs for the convention and prepare a proposed budget.

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- 1220 .03** .A Their recommendations will be forwarded to the executive board prior to the September executive board meeting.
- .B The executive board will review, make any needed changes and adopt the convention plan, including the registration fee, preliminary budget and tentative agenda at the September executive board meeting.
- .04 Activities not specific to the needs of operating the convention (example: spouse or significant other activities, tours or trips, memorabilia, etc.) will be funded through participation fees and/or specific donations received for such purposes. This section does not pertain to the convention luncheon or dinner program.
- .05 Convention funding and/or registration fees shall not be utilized for any other purpose. **(12-97)**
- 1230 Order of Business** **(12-09)**
- .01 Orders of business for the general convention shall be:
- .A The general convention will be called to order at 9 A.M. the first day.
- .B Introduction of guests to the general convention.
- .C Presentations and speeches by officers and guests.
- .D Report of the finance director.
- .E Credentials chair report. **(09-08)**
- .F General convention will recess for committee meetings each day. **(09-97)**
- .G The general convention will be called back to order the second day and succeeding days as needed to provide for partial committee reports. Roll call of districts is required each day that the convention is called to order. **(09-97)**
- .H Election of CPF/IAFF delegates will be held on the second to the last day of the convention as required (Section 0920.02). **(09-09) (03-14)**
- 1230 .01 On the last day of the convention:**
- .I Election of state officers. **(03-14)**
- .J Introduction of guests.
- .K Credentials chair report. **(09-08)**
- .L Constitution & Organizational Policy Committee Report. Vote on remaining Constitution & Organizational Policy Committee resolution recommendations. **(09-09) (09-12)**
- .M Retirement & Disability Committee Report. Vote on remaining Retirement & Disability Committee resolution recommendations. **(09-09) (09-12)**

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- 1230 .01**
- .N** Health, Safety & Insurance Committee Report. Vote on remaining Health, Safety & Insurance Committee resolution recommendations. **(09-09) (09-12)**
 - .O** Benefits - Supervisors Committee Report. Vote on remaining Benefits - Supervisors Committee resolution recommendations. **(09-09) (09-12)**
 - .P** Benefits - Rank & File Committee Report. Vote on remaining Benefits - Rank & File Committee resolution recommendations. **(09-09) (09-12)**
 - .Q** Benefits - Joint Report. Vote on remaining Benefits-Joint Committee resolution recommendations. **(09-09) (09-12)**
 - .R** Finance Committee Report. Vote on remaining Finance Committee resolution recommendations. **(09-09) (09-12)**
 - .S** Establishment of priorities (Section 1240). **(09-09)**
 - .T** Installation of officers.
 - .U** Close of convention.
 - .V Oath of Office**

"I, _____, do solemnly swear that I will support and defend the constitution and objectives of CAL FIRE Local 2881; that I will bear true faith and allegiance to the constitution of the United States and the constitution of the state of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."
 - .W** Adjournment of general convention.
 - .X Executive Board Meeting Following the Convention.** An executive board meeting will be held immediately after adjournment of the general convention.

1235 Convention Committee Procedure

- .01 Resolution Sponsor:** Each resolution brought before any committee must have a sponsoring delegate present to introduce it and answer questions. Committee members may sponsor resolutions if they have adequate knowledge of the intent of the resolution.
- .02 Speaker Registration:** Each member desiring to speak before the committee must register with the committee sergeant-at-arms or chairperson, providing the speaker's name, chapter and district, and the resolution number. Registration with the sergeant-at-arms or chairperson shall be completed before the resolution is heard by the committee.
- .03 Presentation Time Limit:** Any CAL FIRE Local 2881 member will be allowed to speak on any and all resolutions but will be limited to one (1) three (3) minute presentation per resolution, or additional time upon waiver of a registered speaker.
- .04 Resolution Hearing Order:** Resolutions that have a per capita amount attached by the finance director or the finance committee shall be heard in the respective committees first

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and should be acted upon by the general convention body as the first order of business during the committee reports. **(12-97)**

1235 .05 Announcement of Hearing Order Change: Any change in resolution hearing order will be announced immediately and posted with the sergeant-at-arms or chairperson.

.06 Debate: After the presentation by the resolution sponsor, debate in the committee should proceed as follows: **(12-03)**

.A The chair speaks to the resolution (Section 1270.03).

.B Each committee member has an opportunity to speak to the resolution.

.C Each committee member has an opportunity to rebut previous speakers.

.D Members of the committee audience who have registered to speak may make their presentation, by the first signed up, first heard routine.

.E At the chair's option, speakers may be limited in number by a motion to suspend the rules.

.F The committee members are offered an opportunity to speak in summation.

.G The chair speaks last.

1240 Convention Procedure to Establish Priorities

.01 The list of priorities as established in this manner shall serve as a guideline and shall not in any way diminish the flexibility of the executive board. The establishment of priority guidelines shall be the next-to-last order of business before the adjournment of the general convention. All submitted priorities shall include a reference to a resolution or have a definition or have an explanation. **(12-04)**

.02 Establishment of Priority Guidelines. The next-to-last order of business before adjournment of the general session is to establish priorities for the following year, as guidelines for the executive board.

.03 District Priorities. Each district delegation, prior to the final day of the general session; will establish a list of their highest priorities.

.04 Convention Committee Priorities. Each committee shall establish a list of their highest priorities before adjournment of their committee.

.05 Number of Priorities. Such lists of priorities shall not exceed **three (3)** items.

.06 Posting of Priorities. Committee's list of priorities shall be included in the committee convention report, and the district priorities shall be compiled by district to be distributed at the executive board meeting following the post-convention board meeting. **(09-12)**

.07 Compiling Convention Priorities. The presiding officer will tally the priorities as listed by the districts and committees. The item with the highest number of districts and committees supporting it will become the number one priority for the next year. This process will



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continue until a maximum of six (6) priorities has been established. The six (6) convention priorities shall be presented at the executive board meeting following the post convention executive board meeting and shall be recorded into the minutes of the executive board meeting. **(09-12)**

- 1240 .08 Ties in Ranking.** In the event of a tie for any priority, each will be listed as equal.
- .09 Establishment of Secret Priorities.** The final order of business before adjournment of the CAL FIRE Local 2881 convention general session is to vote on secret priorities for the coming year.
- .10 Delegates.** Each convention delegate will submit their No. 1 priority on a slip of paper, with the slips then being sealed in an envelope to be turned over to the negotiating team for their use in the following year's negotiations.
- .11 Negotiating Team Use.** The envelope will be opened by the negotiating team at a later date and secret priorities will be known only to the team members.
- .12 Revealing Secret Priorities.** Following conclusion of the negotiations, the secret priorities will be revealed in the "CAL FIRE Local 2881."
- .13 Purpose of Secret Priorities.** The purpose of the secret priorities is to enable the negotiating team to know the priorities of the delegates without revealing this information to the "other side" during negotiations.

1245 Selection of IAFF and CPF Delegates

Election of IAFF and CPF delegates shall be held on the third day of the CAL FIRE Local 2881 General Convention immediately prior to the next IAFF or CPF convention (see Section 0920.02). **(9-09)**

1250 Delegates: General Session

- .01** Only delegates to the CAL FIRE Local 2881 General Convention and those persons having official convention duties shall be permitted in the assigned delegate seating area, and each delegate shall show his/her delegate identification card to the sergeant-at-arms upon entrance to the floor. **(5-16)**
- .02** Delegates must be present at all general sessions and be seated at their designated tables unless excused by the presiding officer.
- .03** The credentials chairperson will conduct a roll call of delegates as part of each general session and just before committee reports commence. **(12-05)**
- .04** Delegates will be allowed not more than five (5) minutes to speak upon a matter currently before the general session. Additional time will be allowed by a waiver of privilege by another delegate, such time not to exceed one (1) minute for each waiver. Not more than three (3) waivers will be recognized by the presiding officer.
- .05** The floor shall be cordoned off from the audience and each district's seating shall be arranged to accommodate all of the district's delegates into one group and the seating shall be marked by district and visible to all.

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- 1250 .06** Delegates will be determined by the PDR dated September 1, for the month of August. CAL FIRE Local 2881 headquarters shall provide the credentials committee with a list of:
- .A** Any members whose applications have been received at CAL FIRE Local 2881 headquarters before September 1 but who are not on that PDR;
 - .B** All retired members in good standing on September 1 and their chapter of affiliation.
- Those in **.A** above shall be included in the delegate count for the chapter in which they work. Retired members shall be included in the delegate count for the chapter in which they are a member.
- .07 Standing Votes.** Delegates' votes for standing votes shall be done by districts of delegates, ayes counted first. The delegates in that district will then be seated. After all ayes have been counted, the noes will be counted by districts. After all ayes and noes are counted, then the abstentions will be counted by districts. **(12-06)**
- .08 Roll Call Votes.** Roll call votes will be counted by district with the district vice president reporting the votes cast to the chair.
- .09** Delegates may not leave the convention floor during a vote.

1255 Resolutions: General Session and Committee Meetings

Resolutions will be submitted, processed and considered by the delegates in accordance with the following rules:

- .01** The resolutions chairperson shall sign, date and time all resolutions submitted, and prepares them for consideration by one of the following convention policy committees: Benefits - Rank & File; Benefits - Supervisors; Constitution & Organizational Policy; Retirement & Disability; Health, Safety & Insurance; Finance; or Benefits - Rank & File/Benefits - Supervisors Joint Committee.
- .02** The Benefits Rank & File/Benefits - Supervisors Joint Committee shall be a joint ad hoc committee to consider the resolutions that have been determined beneficial to both of the standing convention committees. This committee is to be jointly chaired by the Benefits - Rank & File and Benefits - Supervisors chairpersons. The voting members of the joint committee shall be the voting members of the two committees with each voting member having full voting rights at the committee meeting for those resolutions assigned. In the event of a tie, the president shall break a deciding vote.
- .03** Resolutions that have a per capita amount attached by the finance director or the finance committee shall be heard in the respective committees first and should be acted upon by the general convention body as the first order of business during the committee reports. **12-97)**
 - .A** Resolutions that are amended or consolidated where there may be a change in the cost factor shall be referred to the finance director for cost factor determination prior to the final committee recommendation. **(9-06)**
- .04** Each committee shall make one of the following recommendations to the general session on each resolution referred to it for study:

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- 1255 .04** .A Adopt in original form; adopt as amended in committee;
- .B Adopt as a consolidation of several resolutions;
- .C Refer to executive board for study and appropriate action;
- .D Withdrawn by author;
- .E Or reject – The maker of a motion to reject a resolution that passes shall write the rejection statement on that resolution and submit it to the committee chair prior to the close of the committee session that day. **(1-10)**
- .05** All resolutions for consideration by a committee must be acted upon prior to final adjournment of the committee.
- .06** There shall be no change to the subject or intent of a resolution. **(04-13)**
- .07** When called upon by the presiding officer, the chairperson of each committee shall report to the general session its resolution recommendations of that committee. The resolutions considered by the Benefits - Rank & File/Benefits - Supervisors Joint Committee will be presented to the convention body by the Benefits - Supervisors chairperson. The committee resolution recommendations as presented constitute a motion that they be adopted and must be seconded before discussion. **(09-12)**
- .08** After the committee chair has presented the committee report to the convention body each day, the president takes over as the chair for purposes of discussion and vote. The committee chair will remain standing at the podium provided to offer explanatory notes as to what the intent of the committee was, and would be an advisor to the body. The president will preside over the body after the committee chair gives the report. **(09-97)**
- .09** Any delegate whose motion is seconded by at least six (6) other delegates and is adopted by a majority vote may have a resolution returned to the floor, considered in its original form by the delegates in general session. **(09-97)**
- .10** If a motion to adopt refers to the executive board or reject is not accepted by the general session, the resolution continues as a subject before the general session and must be disposed of by subsequent action (committee as a whole). **(09-97)**
- .11** A motion to accept the committee resolution recommendations in total is not in order if the delegates have not been furnished with the written committee recommendations at least six (6) hours prior to presentation of the final committee report to the general session. Each district vice president is responsible for obtaining and distributing the committee reports to their delegation. **(09-97) (09-12)**
- .12** Resolution recommendation of the finance committee cannot be accepted in total at any time. Each resolution recommendation of the finance committee must be acted upon individually by the delegates in general session. The final budget is considered a resolution and shall be the last order of business for committee reports. **(09-97) (09-12)**
- .13** The finance committee may submit resolutions with cost factors to the convention delegates during the general convention session for a vote to accept them so they can go to a committee for action. **(09-97)**

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- 1255** .14 Resolutions with a financial impact must be passed with a 2/3rds majority standing vote (Const. Art. XI Sec.5). Resolutions which fail to achieve a two thirds vote to adopt shall be considered as rejected. **(12-05) (1-10)**
- .15 Late resolutions must comply with Operating Procedures Section 1150.01 **(9-09)**
- .16 A resolution to change employee compensation and/or amendments to the budget line item are not in order (Operating Procedures 0350.01) **(3-11) (04-13)**
- .17 A resolution to change the compensation for contract labor and/or amendments to the budget line item are not in order (Operating Procedures 0350.01). **(3-11) (04-13)**
- .18 **Committee Considerations** – Each committee may submit up to three (3) non-binding issues that are germane to the committee that the committee members feel are important for the membership and shall be referred to the state executive board for consideration. **(09-12)**

1260 Motions: General Sessions and Committee Meetings

The following rules apply to motions on any subject before a committee or the delegates in general session:

- .01 Only one amendment and one amendment to an amendment may be pending concurrently.
- .02 A substitute motion is not in order.
- .03 A motion to table a motion is not in order.
- .04 A motion to reconsider requires a two-thirds vote and can be made only by a delegate or committee member when in committee, who voted on the prevailing side. It may be amended. It is debatable. If the motion prevails, this restores to the floor the motion, which resulted in the action that was considered. **(09-01)**
- .05 A motion to rescind requires a two-thirds vote. It is debatable.
- .06 A motion for the previous question requires a two-thirds vote and may be made only by a delegate who rises solely for this purpose. The motion must be seconded by one other delegate. It is not debatable. After adoption of the previous question, a summary debate of two (2) minutes for each side is permissible. **(09-01)**

1265 Voting: General Session & Committee Meetings

The following rules apply to votes on all actions before a committee or the delegates in general session.

- .01 Voting**
- .A Only delegates may move or second an issue or vote in general session,
- .B But any CAL FIRE Local 2881 member may address the body when a delegate waives time in the same manner as provided under Section 1210.03 above.

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- .C Voting members of committees may be delegates or members if designated by the district vice president.
 - .D They must be a member of the district represented.
- 1265 .02 Actions on motions shall be by voice, standing or roll call vote. A request for a standing or roll call vote must be concurred in by at least 20 delegates.
- .03 A request for a standing or roll call vote must be made before another motion is initiated or accepted by the presiding officer.
- .04 The presiding officer may call for a standing vote at his/her discretion.
- .05 Prior to taking any roll call vote, the presiding officer shall direct the sergeant-at-arms to instruct all delegates who are away from the convention floor on official business to return for the vote.

1270 **PARLIAMENTARY MOTIONS - CAL FIRE LOCAL 2881 GENERAL CONVENTION**

.01 Convention Rule Suspensions: General Session and Committee Meetings

A motion to suspend a convention rule is in order, provided the maker of such a motion states the purpose for which the suspension is requested. The motion requires a second and is adopted if supported by a two-thirds (2/3) vote of the delegates present and voting on the motion. The motion may not be amended. It is not debatable. No other business may be transacted during the time a suspension motion is being considered.

.02 STEPS TO PUTTING A MOTION ON THE FLOOR AND DISPOSING OF IT (according to CAL FIRE Local 2881 Convention Rules & Robert's Rules of Order Newly Revised):

.A Obtain the Floor

- .1 Rise and address the chair: "Mr. President." or "Madam President"
- .2 Be recognized

.B Make the Motion: Proper words are "I move _____"

.C Second the Motion: Seconded need not rise nor have their name recorded in the minutes unless custom or bylaws so state.

.D State the Motion: The chair states the motion (not until stated by the chair is the motion before the assembly).

.E Open the Question for Discussion: "Are you ready for the question?" or "Is there any discussion?"

.F Putting the Question: Putting the question is taking the vote –
"All those in favor, say 'Aye'." "All those opposed, say 'No'."
(In a standing vote, it would be those in the affirmative and those in the negative).

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.G Announcing the Vote: The chair announces the vote results: "The motion is carried and we will _____" or "The motion is lost and we will not _____." (The action is not legal until the chair announces the result.)

1270 .03 CAL FIRE Local 2881 Parliamentary Rules The main motion is the foundation upon which all procedure is built.

PURPOSE	HOW STATED	SECOND NEEDED	DEBATABLE	AMENDABLE	VOTE REQUIRED
<u>MAIN MOTION</u>					
To introduce new business	"I move to ____."	Yes	Yes	Yes	Majority
<u>SUBSIDIARY MOTIONS:</u>					
To suppress action To kill the motion	"I move to postpone the question indefinitely"	Yes	Yes	No	Majority
To change or modify a motion (Ways of amending: insert, strike out, strike and insert, and add - convention rules say that <u>substitute</u> is not in order.)	"I move to amend the motion by ____"	Yes	Yes	Yes	Majority
To change an amendment (Only one primary and one secondary amendment may be on the floor at one time - they must be germane.)	"I move to amend the amendment by ____"	Yes	Yes	No	Majority
To delay to get more information	"I move to refer the question to the executive board or the ____ committee"	Yes	Yes	Yes	Majority
To delay action for a definite time (Not beyond the last business session of the convention.)	"I move that the question be postponed until ____ (time)"	Yes	Yes	Yes	Majority
<u>Limit of debate in convention rules is five minutes per speaker.</u>					
To stop debate and any further amendments (Must be made by a delegate rising for that purpose. After adopting the motion, summary debate of two (2) minutes for each side is permissible.)	"I move the previous question"	Yes	No	No	2/3
To delay temporarily	"Lay on the table" is not in order				

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PURPOSE	HOW STATED	SECOND NEEDED	DEBATABLE	AMENDABLE	VOTE REQUIRED
<u>PRIVILEGED MOTIONS</u>					
To get back to the agenda if the body has strayed	"I call for the orders of the day"	No	No	No	Chair decides
To request help in comfort (too hot, can't hear, etc.)	"I rise to a question of privilege"	No	No	No	Chair decides
To dismiss the meeting for a time	"I move we recess for ___minutes"	Yes	No	Time	Majority only
To consider a motion again (Must be made by one who has voted on the prevailing side. Amendable according to convention rules and 2/3 vote.)	"I move to reconsider the vote on ____"	Yes	Yes	Yes	2/3
To repeal previous action	"I move to rescind the motion that ____"	Yes	Yes	Yes	2/3
<u>INCIDENTAL MOTIONS</u> (arise out of business on floor):					
To suspend the rules (Never applies to operating procedures and policy, but may suspend convention rule for that meeting only.)	"I move to suspend the rule that interferes with ____"	Yes	No	No	2/3
Withdraw a motion (only the maker)	"I request leave to withdraw my motion"	No	No	No	Majority
To vote again. Call for a vote again. (Must be done before another motion is on the floor.)	"I call for division"	No	No	No	One person's request
Call attention to a breach of rules. (Must be made when breach occurs. Must be in form of a question.)	"I rise to a point of order"	No	No	No	Chair
To ask a parliamentary question (Should be pertinent to the pending business)	"I rise to a parliamentary inquiry"	No	No	No	Chair
To request information from the chair	"I rise to a point of information" or "I would like to ask the speaker a question"	No	No	No	Chair
To disagree with the decision of the chair	"I appeal from the decision of the chair"	Yes	No	No	Majority

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(Chair speaks first in debate; then each member speaks once; then the chair may speak last. A tie vote sustains the chair; chair may vote to make a tie.)

The use of parliamentary procedure protects the rights of the majority and the minority and expedites business.

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**OPERATING PROCEDURES HANDBOOK
SECTION 1300**

1300 AMENDMENTS OF THE CONSTITUTION, the CAL FIRE LOCAL 2881 Operating Procedures Handbook (05-16)

1310 Ratification of Amendments to the Constitution

Amendments to the CAL FIRE Local 2881 Constitution approved at the general convention shall be ratified by a majority vote of the membership of the members voting.

1311 Constitutional Amendments Ratification Ballot Composition

- .01** Ballots shall contain only the changes as adopted at the CAL FIRE Local 2881 General Convention.
- .02** Amendments to the constitution shall be listed by article.
- .03** Each article shall be voted on separately on the ballot for each article to be amended, added or deleted.

.04 Ballot Distribution

Ratification ballots will be sent to the chapters and/or districts within thirty (30) days of the end of the CAL FIRE Local 2881 General Convention with the return postmarked no later than ninety (90) days following the close of the convention. **(12-13)**

.05 Ballot Counting

- .A** The ballots must be counted within thirty (30) days from the postmark cutoff date.
- .B** Three (3) members shall be appointed by the president to count ballots.

.06 Ballot Retention

Ballots shall, immediately after the tabulation of results, be sealed, and retained under lock and key at the union headquarters for a period of one (1) year.

.07 Ballot Inspection

- .A** Within one (1) year, upon petition signed by one hundred (100) or more members of good standing, ballots shall be reopened for inspection.
- .B** Four members of the executive board and a petition representative shall be present to certify the recount.
- .C** The results of such recount shall be binding.

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- 1320 Amendments to the Operating Procedures Handbooks (05-16)**
- .01** Per Section 0150.01, the executive board will periodically task the constitution and organizational policy committee to review the operating procedures and policy and propose amendments and/or additions when deemed necessary,
 - .02** The suggested amendment(s) to the operating procedures and policies may be adopted by a majority of the members of the executive board to pass. **(09-01)**
 - .03** Amendments to the operating procedures and policy may be proposed by any member of the executive board at any regular executive board meeting, or by resolution to the CAL FIRE Local 2881 General Convention. **(09-01)**
- 1340 Approval of Amendments to the Operating Procedures Handbook (05-16)**
- .01** Approval of the proposed amendments to the operating procedures handbook shall be by either by a majority vote of the state executive board, or by a resolution that is passed by a majority vote at the CAL FIRE Local 2881 General Convention. **(12-04)(5-16)**
 - .02** All adopted amendments shall be posted within 30 days to the member's only side of the "policy & form" section of the union website for review by the membership. **(12-04)(05-16)**
 - .03** This action is subject to a referendum on the demand of 5% of the active members filed with the president within ninety (90) days of posting. **(09-01) (05-16)**

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SECTION 1400

1400 MOU RATIFICATION

1410 Statewide Ratification

- .01 This section shall not apply to "side letters" as "side letters" have been utilized by union bargaining representatives in the past.
- .02 Any negotiated agreement that changes the wages, hours or benefits or any other condition of employment for more than one (1) year must be approved by the membership utilizing the procedure herein.
- .03 Additionally, any negotiated extension of the current contract sections that affect the wages, hours, benefits or any other conditions of employment beyond one year must be ratified by the membership utilizing the procedure herein.
- .04 The proposed MOU must be ratified by a majority of the rank and file members casting their ballots in a statewide ratification vote.
- .05 The provisions above shall not affect settlement of grievances, complaints or resolution of items that are not covered in the MOU. **(06-97)**
 - .A Grievances
 - .B Complaints
 - .C Resolutions
- .06 CAL FIRE Local 2881 shall within 10 days of an agreement conduct training for chapter directors and other union members who may be tasked with conducting MOU ratification meetings. Training shall include: **(05-15)**
 - .A Details of the agreement to be ratified.
 - .B MOU ratification process.
 - .C Voting procedures.
 - .D Ballot security and accountability.
 - .E Dissemination of correct agreement information to the voting members.
- .07 Ratification timeframes will begin upon legislative approval of the agreement.

1420 Chapter Balloting

Each active rank and file member will be given an opportunity to cast a secret ballot at a chapter and/or district meeting held within sixty days (60) after ratification of the MOU by the legislature. **(12-13)**

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**OPERATING PROCEDURES HANDBOOK
SECTION 1400**

1430 Active Rank and File Members List

- .01** The membership coordinator shall provide lists of active members from the most recent month available as follows: **(05-15)**
- .A** A list of active members in a district to the district vice president; and
 - .B** A list of active members in a chapter to the chapter director.
- .02** The list for each district or chapter shall be sent no later than ten (10) days after the legislative ratification of the MOU.

1440 Meetings for Ratification

- .01** Each chapter and/or district shall hold at least two (2) meetings to allow all personnel to attend a meeting no later than sixty (60) days after the MOU is ratified by the legislature. **(12-13)**
- .02** At the chapter and/or district meetings, the proposed MOU will be discussed, explained, and clarified, with a copy available for reference by any rank and file member present. **(12-13)**
- .03 Voting at Incidents** – The CAL FIRE Local 2881 president may authorize designated members to bring challenge ballots to incidents to allow members to vote on MOU ratification. At the incidents, the proposed MOU will be discussed, explained and clarified. Challenge ballots from these incidents shall be processed as outlined in the entire 1400 section of The CAL FIRE LOCAL 2881 Operating Procedures Handbook. **(7-10)(05-16)**
- .04** All ratification meetings whether chapter, district or incident shall be advertised by statewide CAL FIRE Local 2881 social media and website. **(05-15)**

1450 Ratification Balloting

In the event a chapter does not exist within the district or a chapter charter has been voluntarily suspended, any and all following references to chapter or chapter director responsibilities will be the responsibility of the district and/or district vice president. **(12-13)**

.01 Ballots

- .A** Ballots will be printed by CAL FIRE Local 2881 headquarters and include a box for indicating "Accept" or "Reject" and space for comments.
- .B** The appropriate number of ballots, indicated by chapter rank and file members on the most recent month's PDR will be mailed to each chapter director, certified mail, return receipt requested, or will be distributed at the required training (1410.06), within ten (10) days after ratification by the legislature. **(05-15)**

.02 Ballot Distribution

- .A** The chapter director shall provide each eligible rank and file member with a ballot at a ratification meeting and verify eligibility.

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- 1450 .02 .B** A rank and file member will sign for and receive no more than one (1) ballot, even though they may attend more than one meeting.
- .C** The chapter director shall maintain control of security and confidentiality of ballots and the eligible voting member lists. **(12-03)**
- .03 Marking Ballots**
- .A** When voting begins, rank and file members will be instructed to mark their ballots to accept or reject the entire MOU or amendment. **(12-03)**
- .B** In the case of a vote to reject, rank and file members are urged to list the following:
- .01** The sections to which they object; and
- .02** To provide written comments on problems and/or improvements to guide the negotiating team.
- .04 Ballot Collection**
- .A** Members voting shall: **(05-15)**
- .01** Complete and ballot and seal it in the union-provided envelope.
- .02** Sign the envelope.
- .03** Print their full name and
- .04** Last four digits of the social security number on the envelope; and
- .05** Return the envelope to the chapter election official
- Ballots will be collected at the end of the meeting by the chapter director, checking off the name of each voter as the ballot is returned.
- .B** The ballots will then be sealed in the container(s) provided by the MOU Ratification Ad Hoc Committee.
- .C** The seal of the ballot container will be signed by the chapter director who has maintained control of the ballots and voter lists, and at least one (1) witness will sign the ballot return envelope to verify security. **(12-03)(05-15)**
- .05 Challenge Ballots** **(12-03)**
- .A** Challenge ballots will be printed at CAL FIRE Local 2881 headquarters office.
- .B** Chapters may make copies as needed of challenge ballots ONLY.
- .C** Members using challenge ballots must:

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- 1450 .05 .C .01** Complete the ballot and seal it in the chapter-provided envelope;
- .02** Sign the envelope;
- .03** Print their full name and
- .04** Last four digits of social security number on the envelope; and
- .05** Return the envelope to the chapter election official.
- .06 Active Members Not On Active Members List**
- .A** Should an active member's name not appear on the active members' list for balloting, he or she may vote on the MOU using a challenge ballot.
- .B** Those challenge ballots will be conveyed to CAL FIRE Local 2881 headquarters.
- .C** Active rank and file membership shall be verified by a state officer from previous or subsequent active member lists.
- .D** Verified ballots will be counted with other ballots. Those not verified will be destroyed.
- 1460 Ratification Results**
- .01 Forwarding Ballots**
- The ballots and the active membership list (with signatures) will be returned to CAL FIRE Local 2881, Sacramento, or postmarked by the 60th day after ratification by the legislature. **(05-15)**
- .02 Ballot Counting**
- .A** The ballots must be counted within thirty (30) days from the postmark cutoff date.
- .B** A ballot counting committee of at least three members shall be appointed by the CAL FIRE Local 2881 president. The president may appoint or approve any number of additional members to assist the ballot counting committee. The ballot count shall be conducted at minimum twice. **(7-10)**
- .C** The MOU Ratification Ad Hoc Committee has the authority to reject any ballots not properly submitted or processed. **(05-15)**
- .03 Ballot Retention**
- Ballots shall, immediately after the tabulation of results, be sealed and retained under lock and key at the union headquarters for a period of one (1) year. **(7-10)**



OPERATING PROCEDURES HANDBOOK SECTION 1500

1500 Position Statements

.01 CAL FIRE Local 2881 may establish a position on an issue in one of two ways:

(3-14)

- A resolution can be adopted at a convention to determine a CAL FIRE Local 2881 Position.
- The executive board may vote on a position for the union.

.02 The 1500 Section of The CAL FIRE LOCAL 2881 Operating Procedures Handbook shall list the positions in two forms for ease of reference,

(3-14)

Section 1500.03 shall list the position statement by MOU article, the position statements may be edited for grammar only.

Section 1500.04 shall list adopted resolutions by convention committee and shall list the subject and resolved(s) from the resolution exactly as they were adopted.

1500 .03 Position Statements by MOU Article

MOU Article 1 – Recognition
No Current Position Statements

MOU Article 2 - Representation Rights

Release Time Bank – CDF Firefighters attempt to legislate additional time hours. Reconfirmed by the Executive Board (5-09)

Union Liaison Officer – That CDF Firefighters have CDF create the position of “union liaison officer” and that CDF Firefighters assure that CDF assigns the “union liaison officer” to any incident that goes into the third operational period where members of CDF Firefighters are being utilized. Any person chosen to be a “union liaison officer” be a full dues paying member in good standing of CDF Firefighters. That CDF Firefighters assures the job description of this position represents the best interests of all CDF Firefighters members. That the state rank and file representative and state supervisor representative assist in developing the job description and develop additional training to provide any person chosen with the tools and knowledge necessary to act as a “union liaison officer” and that the president and board of directors use whatever means necessary to carry forward and accomplish the full intent of this resolution. (BJ 9-96)

MOU Article 3 – CDF Firefighters Organizational Security

Security on personal information in the custody of the employer – That CDF Firefighters take whatever action necessary to cause the related rules or laws and current policy to change or be enforced, so that employees may have their personal and private information protected from the view of individuals that neither have the need nor the right to see that information and that these changes include a policy that any document containing an employee’s social security number be mailed in a sealed envelope marked “CONFIDENTIAL.” Mailed being defined as being sent from facility to facility or to the employee or employer via CDF internal mail or U. S. mail; CDFFP create a unique number (PIN) for each employee which in no way includes the employee’s social security number.

That CDF Firefighters take whatever action necessary to cause the CDF Personnel Time Reporting Program to be changed to provide a high degree of security for personal and private information. The



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changes shall include: (a) the social security number is not the personal identification number (PIN) used in the program; (b) the program will not expose the employee's social security number, monthly salary and overtime wages to any unauthorized person at any place where that information is stored or transported.

That CDF Firefighters take the necessary steps to cause the employer to deliver the employee's payroll check or direct deposit statement to their work location, or mail to the employee's address of record, at the employee's discretion, on the date of the designated pay day and that the individual's pay document be in a sealed envelope prior to leaving the finance and/or personnel office(s). CDFFP take steps to eliminate the social security number from all documents and computer programs where it is not absolutely required. (BJ 14-98)

MOU Article 4 – Employer Rights

No Current Position Statements

MOU Article 5 – General Provisions

Layoff Discussions - Any discussions we have with the department regarding layoffs or transfers that are outside the parameters of the MOU and government code sections shall be considered an addendum to the MOU. E Board vote Jan 10-11, 1991

Layoff Procedures - CDF Firefighters' position regarding layoff procedures is that we do not negotiate a separate MOU for CDF relative to layoffs; that we abide by provisions of the government code. Voted by E Board July 1-10, 1992

Mandatory Reassignment of Permanent Employees - Management will grant a minimum of 60 calendar days' notice prior to the reporting date of the employee to the new work location, and that affected limited term positions, in that classification, be vacated in the ranger unit prior to the notice of transfer being issued to the affected permanent employee. (BJ – 8-92 AM2)

Notice of Cancellation of Direct Deposit - CDF Firefighters use whatever means necessary to add language to Section 5.05 of the MOU in regards to accounts receivable and direct deposit; and that the language state the department must give the employee written notice 30 days prior to cancellation of direct deposit for any reason. (BR&F 24-00)

Maintaining Direct Deposit while off work due to injury or illness – To change the current practice of removing an employee's direct deposit status to green check while they are off work due to injury or illness. That the union bargain with the state to change this practice and maintain employees on direct deposit as long as the employee chooses or as long as allowed by state law.

(B – J 2-11)

Investigation Notification - That an employee be given written notice within seven (7) days of the conclusion of the investigation; that the written notice state whether further action is to be taken against the employee or not; that all investigations be concluded within one (1) year of commencing. (BJ – 13-99AM)

Incorporate FLSA Overtime into Regular Paycheck – FLSA overtime (planned overtime) is part of regular pay and is calculated for retirement. FLSA overtime (planned overtime) pay does not have to be tracked every month since it is part of regular shift hours. Therefore be resolved that CDF Firefighters do whatever it takes to consolidate our regular monthly salary and our regular FLSA overtime pay into a single monthly paycheck without any loss of pay, and be it further resolved that CDF Firefighters take whatever action necessary to achieve the intent of MOU Section 5.3.4. . (BR&F 11-07)



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Badge Retention Policy – To allow Bargaining Unit 8 employees the ability to retain their assigned CDF and/or CAL FIRE assigned badges designating their agency rank upon promotion or retirement. That a badge policy be developed for permanent Bargaining Unit 8 employees that are currently assigned badges designating their agency rank affording them the opportunity to purchase their assigned badge(s) upon promotion and/or retirement. Ability to purchase shall be in addition to MOU Section 5.10.2. (BR & F 5-11 AM Floor)

MOU Article 6 – Grievance and Arbitration Procedure

Grievance Time Frames Not Met - Management often denies grievances based solely on time frames not being met without consideration of the validity of the grievance, MOU section 6.3 implies that grievances not appealed by the grievant within the time frames are deemed final; there is no penalty on management failing to meet time frames. If management fails to meet time frames the grievance will be granted. (BR & F 11-05)

Cost Recovery of Union Time and Expenses on Previously Won Cases – To recover the cost of a previously won case or cases, so that monies can be used to benefit our union and its members instead of fighting a previously won case. CDF Firefighters pursue the means necessary to hold the state accountable for all costs associated with having to fight the state for violations of which the state has been previously found guilty. Reconfirmed by E – Board (5-09)

MOU Article 7 – Complaint/Procedure and Out of Class Claims Process

No current Position Statements

MOU Article 8 – Hours of Work and Overtime

Compensation for CDF Fire Control Personnel from the time they are assigned to an incident until they return home and are released – When employees are being assigned to an incident that compensation will start when the employee is assigned to the incident and compensation will continue until the employee has returned to their home base or is released and that CDF Firefighters membership and its various committees that may impact any pay and work schedules carry forward this resolution in its full intent. (BJ -7-96)

Planned Overtime - CDF Firefighters should ensure that when planned overtime is scheduled that the hours to be paid for the employee on overtime shall be the same as the hours that were scheduled for the employee being covered behind, i.e., 12 for 12 and 24 for 24. (BR&F 16-05)

Changes Between Duty Week Patterns or Shifts and Hours of Work –To change Section 8.07, paragraph 1, line 1. This change shall read: "Changes between shift patterns or shifts shall occur with a minimum of one week advance notice except in a fire emergency or by mutual consent of the employee where notice may be less or in the case of going from IRA to NIRA at the close of fire season. (BR&F 24-97)

Shift Changes - Except by mutual consent no more than six (6) shift changes be allowed per year; and the MOU contain language to clarify that a shift change has occurred anytime an employee's shift is different than the shift worked the previous work week. (BR&F 32-00 AM)

10-Hour Duty Day -That clear, concise language be included in Section 8.8 of the MOU that states that personal hygiene, meals and normal housecleaning duties are included within the 10-hour work day. (BR&F 19-00)



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T & D Criteria to HFEO Classification -The average candidate for the HFEO examination process has several years invested on obtaining the proper work experience to become a proficient bulldozer operator. It is difficult to obtain this experience in employment with CDF. Candidates for a T&D to the HFEO classification must possess the minimum qualifications for the HFEO classification prior to commencement of the T&D assignment (HS & I 6-05)

Non – Paramedic classification working in paramedic classification – To allow non-paramedic classified CAL FIRE employees to work in paramedic classifications. That CAL FIRE allow all members who promote or voluntarily transfer out of the paramedic classification the option to maintain their ability to work within the paramedic classification.(BR & F 4-10)

56 Hour Workweek – The executive board and CDF Firefighters support negotiating for a 56 hour work week without loss of compensation with the possibility of a 48 – 96.
Voted by E Board (1-12)

Forced Overtime Policy – To create an official policy on forced overtime. Develop/meet and confer on a fair, equal and consistent department forced overtime policy. Included in such policy will be the administration of a rotational list, class specific break down and priorities as well as geographic priorities and limitations. (B-R & F 17-13AM)

Section 8.1 Firefighter I

Returnee Hiring by Seniority - CDF Firefighters maintains that returnees should be hired by seniority.
Voted by E Board Jan 28 – 29, 1988

Firefighter I Right to Employment – Firefighter I's have first return rights to his or her Firefighter I job the following year regardless of accepting a limited promotion later in the same calendar year.
(BR & F 9-15)

Offers of Employment - Offers of employment to returnee Firefighter I's shall be documented and regardless of any other type of contact, they should be sent a return receipt requested written offer of employment with a minimum lead time of five (5) days. E board vote Jan 28 – 29, 1988
Calculate Firefighter 1 Pay on a 56-Hour Per Week Clock. (BR&F 6-06AM)

Compute all Overtime Compensation for FFI Classification on a 56-Hour/Week Clock – Reconfirmed by E Board (5-09)

FFI / Forestry Aide RPP Physicals - Allow for seasonals employed by CAL FIRE in the positions of Firefighter I and/or Forestry Aide to only have to complete the RPP clearance requirements to be rehired once for each 12-month period after initial employment and only when being laid off for a full 3 months after 9 or less months of employment. (HS & I 2-07)

Rotation of Overtime - It has always been the intent of CDF Firefighters to distribute overtime in a fair and equitable manner Firefighter I's in MOU section 8.1 should be included in a rotational overtime list.
(BR & F 13-05)

Rotational Overtime List - A FF I voluntary overtime list requirement be established, and this list use the same criteria as the current voluntary OT lists currently used for the FF II, FAI, and FC classifications.
(BR&F 18-00)



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Firefighter I Hours of Work – Align the Firefighter I Section 8.1.3 with Fire Protection Employees Section 8.2.4.2.3.1. Section 8.1.3 be changed to state “ Notwithstanding the above, employees covered by this section who are assigned to training of 5 days or more in duration including required travel, may at management’s option be assigned to work a 5-day training duty week. The 5-day training duty week will consist of five 8-hour days with 32 hours of standby immediately following one or more of the first four scheduled workdays.” (BR&F 1-12)

Section 8.2 Fire Protection Employees

Firefighter Driving Policies - The executive board supports local driving policies where firefighters drive paramedic squads, given that the individual has adequate training and they do not replace FAE's. Reconfirmed by E Board (5-09)

ECC Sleep Time - That CDF Firefighters negotiate that Section 8.22 of the MOU be changed to read, “When an ECC employee has actually worked 24 consecutive hard time hours without sleep, the department will make a reasonable effort to provide 10 hours of uninterrupted sleep immediately following the hours worked, provided that such sleep occurs during hours otherwise scheduled for duty.” (BR&F 19-05)

Shift Patterns - Allow personnel serving in Shift Patterns 2 & 4 (8.2.4.2.2/8.2.4.2.4) to work Shift Patterns 1 & 3 (8.2.4.2.1/8.2.4.2.3) as with the fire station classifications and eliminate shift pattern 2 and 4 from the BU8 MOU. (BR&F 8-06AM)

Allow Fire Captain B’s to Work Shift Patterns 1 & 3 Reconfirmed by e Board (5-09)

Conservation Camp Duty Week - Currently camp captains are required to work four days a week, creating less time with families and issues recruiting and retaining camp captains. Change the duty week from a four day 72-hour shift to a three day 72-hour shift. (BR & F 3-05)

Elimination of Shift Pattern 2 - Eliminate Shift Pattern 2 from the MOU for all employees. (BR & F 18 - 05)

Create a Uniform Standby Standard – Consistent application of standards for standby time. Reconfirmed by E Board (5-09)

Law Enforcement Operation Pay Inequity - All law enforcement operations be compensated with portal-to-portal pay (BJ 7-99 AM)

IRS for Employees Assigned to Law Enforcement Operations - Section 1056, paragraph #2 of the Personnel Handbook be amended to read “emergency means fire, flood, earthquake, law enforcement operations, or other soil,” and that CDF Firefighters enter into discussion with the department at a date as soon as possible, but before April 2005, to discuss making this language change prior to Fire Season '05. And that if the department chooses not to meet with CDF Firefighters regarding this issue, it become CDF Firefighters policy (BR&F 8-04)

Firefighter I Classification Under Section 8.2 of BU8 MOU

RESOLVED,(A) CAL FIRE Local 2881 immediately begin negotiations with the department to include Firefighter I's under Section 8.2 of BU8's MOU; and be it further



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RESOLVED, (B) Once included in Section 8.2 of BU8's MOU, the Firefighter I classification would be subject to all terms of Section 8.2 similar to a Firefighter II, including, but not limited to a 56-hour EDWC clock and assignment of only Shift Patterns 1 and 3

(BR & F 2-16 AM)

Section 8.3 Fire Protection Employees Not Covered by 8.2

Provide Equal Pay for Battalion Chiefs (72 hr.). (BR&F 5-06AM)

Compute all Overtime Compensation for 72-Hour Battalion Chiefs on a 56-Hour/Week Clock (BR & F 5-07)

Incorporation of Historical Duty Weeks for 84 Hour Battalion Chiefs. - The lack of inclusions of BC duty weeks has allowed for interpretations at local levels, The historical duty shifts for battalion chiefs were 3 on 4 off followed by a 4 on 3 off (14 day cycle) for personnel assigned to field coverage and the option of a 4 day shift for staff battalion chiefs. (BR & F 9-05)

Section 8.4 Specialized Classes

Achieve Safety Retirement Compensation for the FPS class. (BR&F 7-06AM)

Include Section 8.4 Employees Back into Section 8.14 IRS of the MOU - (BR & F 12-07)

Allow for all Section 8.4 employees, in addition to their present work weeks, at management's option to work a 9-80 work week. - (BR & F 14-07)

Further correct the pay disparities for Section 8.4 employees - (BR & F 16-07)

Compensation for all time assigned to incident - Employees in 8.4 are subject to assignments along with other BU 8 employees but are not compensated for the same amount of time. All employees in BU 8 should be compensated for all hours assigned to an incident; these employees should be eligible for portal to portal pay. (BR&F 2-04)

Multiple Pay Ranges for Forestry Logistics Officers - The classification offers a limited promotional track within CDF. A multiple range salary tier would allow for increased compensation as the employees' experience and knowledge increase. (BR & F 6-04)

Pay Increase for Forestry Logistics Officers - Increase pay for Forestry Logistics Officers commensurate with increased responsibilities due to purchasing reform and subsequent policy changes, HB 2600 has been rewritten and created new levels of duties and responsibilities for the FLO classification. The title Unit Purchasing Coordinator has been created requiring the FLO to be responsible for ensuring that purchasing policies and procedures are coordinated and followed throughout their respective units. (BR & F 8-05)

Improved Retirement Benefits for Forestry Logistics Officers - FLO's should receive retirement benefits commensurate with the responsibilities of the position and similar to other uniformed classes in CDF. This benefit should be less than the benefit formula currently provided for 3 % @ 50 formula for POFF members. (R & D 3-05)



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Forester I and Battalion and Division Chief – CDF Firefighters develop performance standards to meet the intent of this resolution and that CDF Firefighters work toward ensuring the placement of the most capable and trained firefighting employees into the fire suppression/emergency response positions for the protection of all CDFFP employees. BR & F 1 – 89 AM2 Reconfirmed by E Board (5-09)

FEM 1 Positions to Rank and File Status - That CDF Firefighters work to add the Forest Equipment Manager I position to the list of positions described in 8.4.1 (Other Classes – Duty Weeks) of the Bargaining Unit 8 Firefighter Agreement. (BJ 12-03)

Air Operations – To restrict the use of Air Operations Officers I, II, & III from working overtime behind Forestry Pilots. That CDF Firefighters support, lobby, and bargain with CALFIRE to restrict the use of Air Operations Officers I, II, & III from working overtime behind CALFIRE Forestry Pilots. (BR & F 1-08)

Forestry Aid Pay Scale Equity – Bring seasonal Forestry Aides to the same frequency of pay step increases as Fire Fighter I's, as they are an equivalent position in Resource Management. Forestry Aides be moved to a six month pay step increase schedule to create equity between the two equivalent ranks. (BR&F 6-12)

MOU Article 9 – Voluntary Transfer and Reassignments

Approved Vacation for Inter – Unit Transfers - Allow inter-unit transfer employees to keep MOU approved Vacations. (BR & F 25-05)

Voluntary Transfer and Reassignment - The current language in policy and MOU Section 9.2., “Voluntary inter-unit transfer requests and civil service eligibility lists must be considered at the same time” be changed to “Voluntary inter-unit transfer requests will be interviewed before eligibility lists are used.” The current language in policy and MOU Section 9.1., “Voluntary intra-unit reassignment requests must be considered before list appointments,” be changed to “Voluntary intra-unit reassignments will be interviewed before eligibility lists are used;” (BR&F 17-00 AM)

Voluntary Intra – Unit Reassignments – To clarify the commitment for employees with regard to the voluntary intra – unit reassignment process. CDF Firefighters through the bargaining process work to change the language in MOU section 9.1.4 that management must make it known to the candidate in writing in the job announcement and in the interview process that the assignment has up to a two year commitment, and that if management fails to make the length of commitment known to the employee prior to the appointment, then management must accept a request for intra-unit reassignment, and give consideration to the employee as outlined in the balance of section 9.1. Management's only exception would be in instances where they can show that the employee has been less than satisfactory in his/her job performance. (BR&F 12-08)

Intra Unit Transfer Policy – To Honor approved intra-unit transfers (within unit) prior to hiring candidates off of promotional lists. Approved intra unit transfer requests from employees meeting the requirements and capable of performing the duties of the intra-unit (within unit) vacancy be honored prior to the selection of a candidate from the promotional list. In the case of more than one employee having an approved transfer request on file to a designated firehouse or battalion, that the employees affected go through a selection process designated by their respective assigned unit. (BR & F 5-10AM)

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MOU Section 9.2.4 Resume Review – To ensure accuracy and interpretation of MOU Section 9.2.4 (Resume Review) by involving the local chapter in each resume review process. To have the Chapter Director or their designee attend and participate on each resume review to ensure the provisions of MOU Section 9.2.4., 9.2.5.3 and 9.2.5.4 are followed as to allow a fair and equitable transfer process. (BR&F 9-12)

Post – To allow Bargaining Unit 8 employees the equitable opportunity to change assignments. All vacancies (resulting from promotion, retirement, separation from service, or creation of new positions) shall be published on a State supported program such as “ Share Point” at least four weeks prior to the start of the transfer process. Vacancies shall be filled utilizing Article Nine of the current MOU. This is subject to intra-unit transfers only. (BR&F 12-12)

To Amend the Transfer Policy (MOU Section 9.2) – amend section 9.2 to make it more specific regarding certain disclosures of information and allow more fairness in the competitive process of reviewing a candidate’s objective qualifications and in the selection of employees. The current policy has too many loopholes which allow for employee selection to be made outside of its intent.

Minimum advertising periods for (1) examination bulletins and (2) job vacancy announcements.

RESOLVED,(A) That CAL FIRE adopt and systemically employ for each posted exam bulletin and job vacancy advertising periods of no less than 20 calendar days.

B-J 2-16AM

MOU Article 10 – Leaves

Contribution of unused leave credits toward the Savings Plus Program - Through negotiation or legislation, CDF Firefighters attain the right for employees to contribute earned credits to the Savings Plus Program (formerly the Deferred Compensation Program) through a payroll deduction. (B-J 3-06AM)

Holiday and Vacation Accrual Cash Payoff – CDF Firefighters take whatever steps necessary to provide all employees at their option, the ability to cash out a portion of their annual holiday and / or vacation credits. B-J 2-92 AM3 Reconfirmed by E Board Vote (5-09)

Holiday Cash Out -That a change be made in the current language that allows for cash out of all holidays per fiscal year at the employee’s option. (BJ 7-00)

Alternative Annual Leave/Vacation Credit Usage – To provide BU8 employees with leave credit options other than only approved MOU vacations. A leave credit buyout program be established and BU8 employees be offered any combination of the following three options for using leave credits. Current vacation bidding practices, An annual cash buyout of a maximum of \$5000, utilizing leave credits for adding total years of civil service within the department. (B-R&F13-13)

Sick Leave -That the department make sick leave credits an option for employees to donate to CTB or union release time. (BJ 18-00)

Catastrophic Time Bank - CDF Firefighters take whatever means necessary to allow all department employees to donate and receive eligible leave credits from any state employee for a catastrophic time bank. (BJ 4-04)



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Section 10.7 Catastrophic Time Donations to Unit 8 Employees – To allow for CALFIRE supervisors to donate to Unit 8 rank & file employees' catastrophic time donations under section 10.7 of the Unit 8 MOU. CDF Firefighters take appropriate actions necessary to change the requirement of section 10.7 to allow CALFIRE supervisors to donate to the catastrophic time balances needed to alleviate the hardships of worthy and needy rank & file employees within the department. (B-J 2-08)

Vacation and Holiday Scheduling - That CDF Firefighters does whatever it takes to allow employees to get full use of credits earned within that year, and any extra credits that the employee may have banked. (BR&F 8-00)

Vacation & Holiday Carry Over for Non-Permanent Employees – Change the practice of forced cashing out of non-permanent employees' vacation and holiday leave balances when separating. CDF Firefighters bargain with the state to change this practice and give non-permanent employees the choice to cash out leave balances when separating. (BR&F 8-12)

Approved Vacation For Voluntary Transfers And Employees Who Promote – CAL FIRE Local 2881 negotiate to remove MOU section 10.2.5.4, allowing employees who voluntarily transfer or promote to keep their approved MOU vacation. (BR & F 1-15)

Bereavement Leave Coverage – MOU Section 10.6.2 be changed to include "grandparent in law, aunt in law, uncle in law, nephew in law and niece in law" or family of a recognized domestic partnership or other approved relationship per state law.

Additional Vacation Leave Credit – That MOU Section 10.3.1.1 be changed to reflect the addition of three hours per month of Vacation or Annual Leave Credits. (BR & F 2-19AM)

Vacation Annual Leave Use Policy – Any " Non Duty Day/s" or "Normal day/s off" of one member, shall not affect another member from being able to use a Vacation/Annual leave day(s) in the same program area. The only value that should be used when figuring out of the number of members allowed off at any one time, in any one program area shall be the duty days only (shift/scheduled days on).
(BR & F 5-19AM)

First Come, First Serve Approval Timeline – MOU Section 10.2.4.8 be added to state, "First Come, first serve vacation request shall be approved or denied at a minimum of 21 days before the beginning of the next Work Period".
(BR & F 8-19AM)

MOU Article 11 – Health and Welfare

Radio Communications - CDF Firefighters take the necessary steps with the department to ensure all emergency vehicles have an adequate number of handie talkies available for every CDF firefighter assigned to that vehicle. (HS & I 9-99)

Automatic Defibrillators - That CDF Firefighters recognize automatic defibrillators as an essential piece of equipment needed to protect the lives of citizens and firefighters; and that CDF Firefighters take whatever action necessary to ensure said apparatus will be equipped with one automatic defibrillator and staffed with personnel who have had the proper training in its application; and that CDF Firefighters work to secure a physician to act as the department's medical director so that our personnel may provide medical aid without adhering to county boundaries. (HS & I 11-99)



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Establish CAL FIRE with LEMSA – like status – To have the executive board direct our legislative advocate to work with a favorable legislator to draft language changing state law /regulation/statute allowing a statewide agency to function as their own LEMSA. (B-J 5-13)

Grooming Standards – The CDF Firefighters Executive Board strongly supports the maintenance of safety grooming standards and if CDF ignores them, they should be advised that they may be criminally and negligently responsible if injury or death occurs as a result of the lowered standards. Reconfirmed by the Board Vote (5-09)

Grooming Standards – To modify CAL FIRE Personnel Procedures Handbook 1000 Section 1506 - Grooming Standards. Mustaches are permitted as long as they do not interfere with the safe fitting and fit testing of any respiratory protection. (HS & I 3-13AM)

Physical Fitness Standards – CDF Firefighters supports physical fitness standards and remains opposed to any adverse impact to existing employees through such standards. Reconfirmed by E Board Vote (5-09)

Health Insurance Premiums – It will be the executive board's position that we promote the use of higher health insurance premiums rather than higher co-pays. E Board Vote (09-01)

CO-BEN Cash - CDF Firefighters take all action necessary to negotiate compensation for any member who received Co-Ben cash; and this compensation be equivalent to 50% of the negotiated amount of increases to the healthcare coverage. (BR&F 3-03)

Physical Agility Testing – CDF Firefighters take the necessary steps in improving our current outdated physical agility testing to the industry standard of physical ability testing (CPAT) as administered by CFFJAC, and that the seasonal Firefighter I classification and returning non-permanent classifications are included in the testing procedure. (HS&I 3-06AM)

Return to Fire Department Style Physical Abilities Test and Written Exam for Fire Protection Classes -That CDF adopts the IAFF supplied CPAT physical abilities test for all open exams; That a new written test be developed for FF II, FAE and FC. The tests should be related to department policies, operating procedures and standards; The new exams be developed by a committee made up of union leaders and department management. (BJ 14-01 AM)

FFII and FAE Supplemental Exam Process – To return to a more comprehensive and fair testing process for entry & promotional CALFIRE fire protection positions. CDF Firefighters do everything possible to have CALFIRE return to a more comprehensive and fair testing process for hiring and promoting its fire protection employees in the Firefighter II and Fire Apparatus Engineer classifications administered by the SPB, and that a comprehensive testing process shall encompass written testing, oral testing and a physical fitness test. (BR&F 10-08 AM)

Comprehensive Testing for Entry Firefighters – Implement a comprehensive testing process to promote the hiring of the best, most qualified applicants possible. CDF Firefighters work with CAL FIRE to develop and implement a comprehensive mandatory testing process for all entry level CAL FIRE suppression employees, requiring an industry Fire Service standard firefighter testing process which would include a Fire Service based written entrance examination, a recognized Fire Service standard physical agility evaluation, DOJ (Department of Justice) background check and oral interview. CAL FIRE's future as a progressive, well-trained fire department depends on hiring the best candidate possible



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without resorting to a mediocre review process of a candidate's paper resume. CAL FIRE's obligation to invest money in hiring the best candidates far outweighs the money and time spent on dealing with those individuals who could have been thoroughly screened at the beginning and not place a burden on the rest of the department to deal with a potential disciplinary or performance issue of an employee. CAL FIRE should implement this test for all entry level, lateral entry and or open list positions. (BR&F 5-12)

Improve our on-the-job-related injury pay protection – Reconfirmed by E Board Vote (5-09)

4850 Time – To improve our on-the-job injury pay protection, CDF Firefighters obtain for our membership at a minimum those benefits provided for in Labor Code Section 4850. Change or modify the language in section 10.8 and 11.21 of the MOU. (R & D 1-07 AM)

California Labor Code – To include CAL FIRE Firefighters in CLC Section 4850. That CDF Firefighters take legislative action to amend CLC 4850 to include CAL FIRE Firefighters, and that the CLC amendment include all compensation (salary and extended duty week pay) to be used in the calculation of all benefits. (HS & I 4-11 AM)

CAL FIRE PPE – update the MOU to current standards, CDF Firefighters take whatever means necessary to change the language of MOU section 11.12 to reflect the requirement of CAL FIRE to provide PPE including web gear that meets or exceeds NFPA Compliance. (HS & I 2-13AM)

Employee Reimbursement of destroyed or stolen out of county bag – CAL FIRE will provide an employee a one time \$500 check to assist with the purchase of new uniforms and personal hygiene items within 2 days of the incident occurring per incident. (BJ 2-19)

Valley Fever (Coccidioidomycosis) Presumptive Illness - CDF personnel have been diagnosed with this illness and are not receiving EIDL due to it not being presumptive. This illness has a two to four week incubation period making it difficult to determine a specific time or incident as a cause. (HS & I 9-05 Late)

Peace Officer Body Armor Replacement - Body armor shall be replaced in accordance with manufacturer specifications (HS & I 10-05 Late)

Law Enforcement Training Requirements - CDF peace officers are required to be proficient in defensive tactics. Ensure CDF has two qualified instructors per region and peace officers be required to qualify quarterly. (BJ – 2-05)

Tuberculosis Testing - That Bargaining Unit 8 personnel should be included in a comprehensive PPD screening program and should receive a baseline PPD test and follow-up testing and treatment as indicated by risk assessment. They should also be included in the follow-up of contacts of a patient with infectious TB. (BJ 19-00)

Tuberculosis Screening and Testing - CDF Firefighters will negotiate to begin an immediate screening and testing of all fire protection classes for tuberculosis. (HS&I 2-02)

Hepatitis A Vaccination - That CDF Firefighters negotiate with the department to provide vaccinations against Hepatitis A to employees, at no cost to the employees within Bargaining Unit 8. (HS&I 13-99)

Lyme Disease Vaccination - CDF Firefighters negotiate with the department to provide vaccinations for Lyme disease to employees at no cost to the employees within Bargaining Unit 8. (HS&I 8-99)



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Inclusion of Seasonal Employees in the Employee Assistance Program After Separation - Our seasonal employees are exposed to the same tragic and psychological events as our permanent work force. Our seasonal employees lose the station environment aspect to help diffuse issues that may arise after separation from work, EAP should be available to seasonal employees for two calendar quarters after separation. (BR & F 10-05)

EAP Benefits for Retirees –CDF Firefighters seek to obtain EAP Benefits for retirees. Increase the Insurance Values in Section 11.7 - The values contained in MOU Section 11.7 have not been adjusted for inflation and are inadequate as compared to other benefits such as workers comp and PSOB. Bodily injury liability should be increased in increments to \$250,000 and life insurance should be increased in increments to \$300,000. (BR & F 14-05)

Aircraft Insurance - Increase the Insurance Values in Section 11.7 - The values contained in MOU Section 11.7 have not been adjusted for inflation and are inadequate as compared to other benefits such as workers comp and PSOB. Bodily injury liability should be increased in increments to \$250,000 and life insurance should be increased in increments to \$300,000. (BR&F 14-05)

Unused sick leave credits used to offset health care benefit costs post retirement - All unused sick leave will receive a monetary value based on the 40 hour clock and placed in a benefit offset holding account that the employee will be able to utilize to pay for employee portion of their retiree medical benefits, i.e., dental, vision, long term health care, or other identified benefit premiums withdrawn from the retiree monthly warrant until the offset account is exhausted (R & D 4-05)

Turnout boots -CDF Firefighters shall seek to improve CDF Personnel Procedures Manual, Section 1727, to include: "Employees may voluntarily purchase and use non-issued turnout boots, as long as the turnout boot specifications meet or exceed the standards listed below. Employees shall wear steel-toed and inner-soled turnout boots that meet the appropriate CAL-OSHA standards. Safety boots shall meet or exceed NFPA 1971 "Standard on Protective Ensemble for Structural Firefighting" 2000 edition, ANSI Z.41.1 PT 91 FI & MI 75 EH and PR. (BJ 1-04AM)

Employee Health & Safety - CDF Firefighters seek through appropriate means, an exercise room in all new CDF facilities and/or exercise equipment for improving strength fitness.
(HS&I 10-92 AM)

Fire Apparatus Safety/Performance - The California Department of Forestry and Fire Protection specify that all future acquisitions of fire apparatus must be able to maintain posted roadway speeds, including both rural mountain and urban interstate roadways. (HS&I 2-01)

Long Term Disability Benefit - As a benefit to the employee, the state of California will provide long-term disability insurance to all CDF Unit 8 employees; and this be provided at no cost to the employee; and this insurance will provide up to a minimum of two years coverage for each injury. (R&D 9-98 AM)

Online Exposure Reporting – Extend fully paid participation in the online exposure reporting through the CPF website to all members including seasonal positions. Seasonal employees shall have the annual fee to participate in the CPF online exposure reporting system paid for in the same manner that permanent employees are. (HS & I 2-10)



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Medical Testing – Improve medical testing for CAL FIRE Employees. CDF Firefighters establish a position of supporting improved department- provided medical testing for its members and, CDF Firefighters use whatever means necessary to get the department to establish a policy of providing medical testing results of all department required and provided medical tests to the individual employees tested by the department or its contractors within 60 days or a reasonable time period of the test, and that these records be kept confidential when being routed to the employees and, CDF Firefighters use whatever means necessary to get the department to provide and pay for baseline medical testing for employees and periodic re-tests for all employees during their careers with CAL FIRE, and that the results of these tests be provided confidentially to the employees after each test and, that these medical and baseline tests include but are not limited to blood tests including (SMAC 20), health risk appraisal, medical health risk questionnaire, hands- on physical examination including vital signs, cardiovascular, pulmonary, gastrointestinal, lymph nodes, neurological, musculoskeletal, urinalysis, vision test, audiometry, and body composition by caliper, oncology testing, immunization and infection disease screening, heavy metal/special. exposure screening, and any other testing procedure deemed necessary. The purpose of this testing is for long-term exposure testing and, that this baseline testing include heart monitor test (EKG), VO2 value calculated and body structure x rays for the purpose of being used over the course of the employee’s career to determine future injuries, degeneration or heart damage and, CDF Firefighters use whatever means necessary to get the department to establish a wellness fitness initiative type program similar to the model the IAFF has established throughout the nation. (HS&I 1-11)

Cancer Screening – CAL FIRE Local 2881 bargain for including cancer screening as part of the departments yearly medical screening. (HS & I 2-19)

Doctor’s Note Reimbursement – CAL FIRE Local 2881 change the following wording to MOU section 11.16 to read; “ The employer shall reimburse Unit 8 employees for the actual cost of the job related medical examinations including those required for FAA licensure, or for substantiation of any requested doctor’s note by the employee’s supervisor. The employee shall be compensated for the “actual cost” of the exam (including but not limited to, the co – pay fee and mileage). For any examination that occurs on the employee’s day off, he/she shall be entitled to a minimum of four hours call back time under MOU section 8.19. (BJ – 2-15)

Health Benefits Options - To have (a) health benefits committee look at other models i.e. LA County Fire and CHP Managed health care. (HS & I 1-15AM)

California Department Of Forestry And Fire Protection Rural Health Care Program Reinstatement – CAL FIRE employees that reside in counties that would benefit from the Rural Health Care Program have that benefit extended to them to ease the financial hardship. If the Rural Health Care Program cannot be obtained, a program similar be established to assist those employees affected. (HS & I 2-15)

Emergency Incident Rehabilitation /Work rest Cycle – Have a defined Emergency Incident Rehabilitation /Work Rest Cycle. Implement a guideline that adheres to the advice and standards studies / research have provided for us at no cost for research to the department. (HS & I 1-13AM)

MOU Article 12 – Allowances and Reimbursements

Increased Compensation for Use of Private Vehicles on State Business- Bargaining Unit 8 personnel should be justly compensated, commensurate with the cost of operation, depreciation, and commercial



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vehicle insurance or with the current IRS mileage rate including the cost of operating private aircraft. (BR & F 20-05)

Aircraft Mileage Reimbursement To increase reimbursement for use of privately owned aircraft used on CAL FIRE Business. The CDF Firefighters bargain to amend section 12.1.6.3 of the next Bargaining Unit 8 MOU to incorporate the words “Federal Aircraft mileage reimbursement rate” for reimbursement of mileage for use of privately – owned aircraft when used on CAL FIRE business. (B-J 3-13AM)

Compensation for Forced Work Hours - CDF Firefighters take any and all actions to provide Unit 8 employees full per diem for forced work hours; and this pay will be the same rate as reflected in the M.O.U. for full travel status. (BR&F 25-99)

Employee Lodging Expenses – To prevent out-of-pocket lodging expenses incurred by CALFIRE employees traveling on state business, CDF Firefighters work with the department and/or DPA to develop a business process that would allow for direct billing of lodging costs through the department’s travel company, and that CDF Firefighters enter into a discussion with the department and/or DPA and find a solution that meets the intent of this resolution at a date as soon as possible. (B-J 1-08 AM)

Uniform Allowance Increase – To provide adequate uniform allowance so as to provide a safe and functional wear of CAL FIRE approved uniform, the CDF Firefighters MOU section 12.3.3 be amended to read “employees shall be eligible for a uniform allowance of \$100 and a boot allowance of \$50 per month;” and that CDF Firefighters section 12.3.1 be amended to read, “A uniform allowance of \$1200 and a boot allowance of \$600 per year.” (B-J 8-08 AM)

Uniform Allowance – CAL FIRE Local 2881 immediately commission CAL HR to conduct a thorough review of BU8’s uniform and boot allowances pursuant to California Government Code Section 198503. Immediately upon receipt of CALHR’s review described in RESOLVED (A), if not sooner, CAL FIRE Local 2881 begin negotiations to provide for a uniform and boot allowance package that is at least as comprehensive as BUS’s as outlined in their 2010 MOU. The annual uniform allowance be sufficient to at a minimum cover the cost of seven t-shirts, seven pairs of pants, one hat, one belt with buckle, one sweatshirt, and one button down shirt, in addition to a monthly allowance for maintenance and cleaning, a specified allowance upon academy completion, and an annual boot allowance. In light of the premature deterioration of boots due to heavy usage in harsh environments and the constant upkeep required of boots including the need for polish, wax, and other leather treatments, CAL FIRE Local 2881 not compromise the current boot allowance while negotiating any other terms of the MOU, including uniform allowance. This negotiation become a priority for CAL FIRE Local 2881 when negotiating the next MOU. BR & F 12-16

Paramedic License Reimbursement - CAL FIRE Local 2881 immediately work with the department to ensure that all employees who are required to maintain medical certification as a condition of employment are reimbursed for expenses associated with maintenance of their pre-hospital medical certification, whether EMR, EMT, EMT-advanced, paramedic, or similar level of training, so long as such certification is utilized to meet the minimum requirements of the employee’s current position; and be it further

Such reimbursement cover at a minimum 100% of state and/or local EMSA certification/license renewal, state and/or local EMSA required CE hours, and any state and/or local EMSA required classes, such as ACLS, PHTLS, PALS, BTLs, and similar classes; and be it further

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Should the state in the future mandate national certification, such as that provided through the National Registry of EMTs, all costs associated with maintenance of national certification be included with those reimbursements covered under

Such reimbursement or other compensation be the same for all employees possessing similar certification/license levels so long as such certification/licensure meets the minimum medical training for the position to which the employee is assigned; for example, an employee holding a state paramedic license and assigned to a non-ALS field position would receive the same license maintenance reimbursement as an employee holding a state paramedic position. BR & F 9-16

Staffing Pattern Pay

That Local 2881 Bargaining Team work towards an increase in pay for all employees affected by a staffing pattern working their regular shift hours during staffing patterns (for either of the following: In the unit, covering another unit, or assigned to an incident), to a minimum of 1.5 times their normal hourly pay rate for the time the staffing pattern is in effect. That the Local 2881 Bargaining Team work towards an increase in pay for all employees during a staffing pattern on duty and not working their regular shift hours during staffing patterns (for either of the following: in the unit, covering another unit or assigned to an incident), to a minimum of double their normal hourly pay rate for the time the staffing pattern is in effect. **BR & F 10-16AM**

HFE0 Passenger Endorsement Pay – Any HFE0, Fire Apparatus Engineer, Fire Captain, and Battalion Chief who obtains a passenger endorsement and provides proof shall receive the endorsement pay of \$75 per pay period. (BR & F 4-19AM)

MOU Article 13 – Retirement

CDF Firefighters supports the position that when a POFF member reaches their cap on retirement, the employee contributions will cease. Voted by E Board Jan 20 – 21, 1994

Sick Leave Conversion for Retirement - CDF Firefighters either through negotiations or legislation provide for the use of accumulated sick leave by either of two methods at the employees option.
Method 1 – All accumulated sick leave for service credit upon retirement as currently allowed.
Method 2 – Conversion of any sick leave hours over 1000 at the two hours for one hour pay ratio as allowed for in the annual leave program once a year and / or at any time prior to retirement.
(R & D 1-05)

Provide maximum benefit and flexibility for CDF PERS Members who need to purchase past years of service credit - CDF Firefighters seek to have specific sections of the Public Employees Retirement Law changed to allow the inclusion of any and all service credit earned since the loss of previous service credits into the buy-back calculations. And that anyone who has to buy back past service credits under this practice by signing a purchase contract after 2001 (law change in 2002) may have their purchase contracts revisited, modified and recalculated to include total service credit earned and subsequent balances due and payments adjusted to reflect the change. (R & D 6-05 Late)

Surviving Spouse Health Benefits – Remove the one-year membership requirement prior to retirement to continue health benefits for the surviving spouse. CDF Firefighters sponsor legislation that allows continued health benefits to a surviving spouse provided the surviving spouse was married to the primary member no less than six months prior to the date of death regardless of the retirement date of the

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member. The executive board working with our legislative team see that such a bill is introduced when the "legislative climate" is conducive to making such a change. (R & D 1-08)

Purchase of Retirement Service Credits – To gain the benefit of purchasing layoff service credit for BU-8 members, CDF Firefighters, either through negotiations or legislation, obtain this benefit through CALPERS -- the ability for BU-8 members to purchase service credit for their time during lay-offs.(B-Sup 4-08 & BR&F 5-08)

MOU Article 15 – Career Development and SPB Issues

Basic Fire Control Requirements- CDF Firefighters' position is that engine operators, HFE0's and Fire Captain B's are required to complete and pass Basic Fire Control. Voted by E Board 1993

Forester I Exam Qualifications -That the department should allow experience which qualifies an employee towards becoming a registered professional forester be recognized as qualifying towards the Forester I examination. (BR & F 18-91)

Firefighter I Returnee Policy -That the MOU state, "Rehires must be offered employment before any new hires are made." (BR & F 4-94)

Promotional Opportunities for FFI and II -That CDF Firefighters use whatever means necessary to get CDF to close the rank of FAE to open testing and make it promotional only; and that the requirement to apply for a promotion to Fire Apparatus Engineer be service in CDF as either a Firefighter I or II. (BR&F 19-97)

Forester I Transfers – Disallow transfer from Forester I to Battalion Chief; Handbook Section 1021.9.4 be changed to read:

Forester I to Fire Apparatus Engineer

Two years of permanent full-time experience in CDF as a Forester I; and successful completion of Basic Fire Control (COA and FFA) training.

Or, One year of permanent full-time experience in CDF as a Forester I; and two years' experience in CDF as a Forestry Assistant II; and successful completion of Basic Fire Control (COA and FFA) training. (HS&I 4-08)

Limited Term Employment Offer Ending Upon Permanent Appointment

RESOLVED, (A) CAL FIRE Local 2881 work with the department to immediately end the practice of rescinding or terminating an LT offer solely due to the employee accepting a permanent offer in a lower classification; and be it further

RESOLVED, (B) Employees who accept a permanent position in a lower classification to their current LT assignment or offer should be offered the option to:

- A) End the LT assignment or offer and report to the new permanent assignment immediately; or
- B) Retain the LT assignment or offer until the LT assignment would have otherwise ended and then report to the new permanent assignment; and be it further

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RESOLVED, (C) The options in RESOLVED.(B) shall be at the employee's sole discretion and shall be permissible regardless of whether the LT and permanent positions are in the same or different CAL FIRE administrative units; and be it further

RESOLVED, (D) Language as to the terms of the agreement reached between CAL FIRE Local 2881 and the department pursuant to RESOLVED (A) shall be added to BU8's MOU. **BR & F 8-16AM**

VETERAN RECRUITING – CAL FIRE Local 2881 work with CAL FIRE Recruiting, to develop a veteran recruiting program and job entry program. CAL FIRE Local 2881 also work with CAL FIRE recruiting and veteran hiring programs to recruit, test and offer placement to veterans and military members about to separate with on military installations recruitment sites and testing, mirroring the efforts of a number of law enforcement agencies throughout the state.

MOU Article 16 – Agreement and Term

Retroactive Contracts - That CDF Firefighters use whatever means available to enact legislation which assists in a timely negotiating of and signing of contracts; and that this legislation reflect any improved benefits or pay that are signed into any new contract be retroactive to the date of expiration of the prior contract if the new agreement is late. (BR&F15-97)

Binding Arbitration - CDF Firefighters attain through whatever means necessary binding arbitration. (BR&F 22-98AM)

MOU Article 17 – Salaries 129

Paycheck Education – Provide the employee written notification and information when monetary changes occur to their paycheck. CAL FIRE Local 2881 work with the State Controller and/or CAL FIRE to determine the best method of information dissemination to the employee when monetary changes occur. (B-J 6-15)

Salary Differences - CDF Firefighters' position is that the largest salary differences occur between traditional rank and file and supervisory classes, i.e. FC (B) and BC. Reconfirmed by the Board (5-09)

FFI / Forestry Aide Step Increases - Allow for all seasonal time accrued in the positions of CAL FIRE Firefighter I and/or Forestry Aide combined counting towards receiving salary step increases as provided for in section 17.3 of the MOU. (BR&F 17-07)

Firefighter Seniority as Related to Salary Steps - That firefighter state time in service shall not be altered or effected in any way; and that firefighter salary steps be associated with the total months of time in grade in six-month intervals. (BR&F 33-00AM)

Associates and Bachelor's Degree Pay Differential - By obtaining a higher level of education members are able to perform at a higher, more efficient and cost effective level. Employees who take the initiative

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to achieve a higher level of education than required should be compensated for it. (BR&F 9-04 Late)

Educational Pay Incentive – In addition to existing educational pay incentives employees should receive the following:

Employees shall qualify for 2.5% of their base salary or no less than \$120.00 per month if they possess an AA/AS degree Employees shall qualify for 5.0% of their base salary or no less than \$240.00 per month if they possess a BA/BS degree Employees shall qualify for 7.5% of their base salary or no less than \$360.00 per month if they possess a Masters Degree (BR & F 22-05)

Educational Incentive - CDF Firefighters negotiate for an educational incentive for all Unit 8 employees and supervisors; The incentive be based on a minimum number of units and/or an AS degree, all BS degrees and all master degrees, that this would not affect current educational incentives. (BJ 3-99)

Educational Incentive Parity - That the experience necessary to apply for a position that requires a high standard (i.e., HFEO, pilot, forester) be translated to allow the mandated years of experience to count as the education to qualify for the educational incentive; or provide a JAC program for permanent personnel that is equivalent to the JAC engineer program and grandfather in all personnel existing in those positions. (BR&F 31-00)

Parity - CDF Firefighters position on wages be parity with the five highest paid fire departments in California. B-J 5-91, Reconfirmed by E Board Vote. (5-09)

Pay Parity – CAL FIRE Local 2881 leadership propose that CPF in conjunction with our political staff seek legislative action to provide for pay parity for CAL FIRE Local 2881 members, similar to what is enjoyed by our brothers of the CHP. (BR & F 4-15AM)

Pay Differentials – That pay for each step increase in salary be a minimum of 5 %, and that pay for the bottom step one class be at least 5% greater than the top step of the job class preceding it. This will be in effect for all future pay increases. (BJ – 9-98)

Honor Guard Compensation - That honor guard members on regular days off be granted overtime for any hours involved on a department requested function, as is currently the policy for any other state function, i.e., incidents, training, etc.; That the union and the department meet and develop a policy relating to honor guard members assigned to a state sponsored or requested event. (BJ 14-99AM)

Longevity Pay - CDF Firefighters shall seek to adopt a new longevity pay differential formula of:

10-11 Years	1%	20-21 Years	6%
12-13 Years	2%	22-23 Years	7%
14-15 Years	3%	24-25 Years	8%
16-17 Years	4%	26-27 Years	9%
18-19 Years	5%	28-29 Years	10%
		30+ Years	11%

(BJ 5-02)

Physical Fitness Incentive Pay - CDF Firefighters negotiate for a physical fitness incentive pay for all Unit 8 employees utilizing a negotiated standard; and that the physical fitness incentive pay be equal to or better than the amount paid to all other bargaining units. (BR & F 8-89AM)

Cost of Living Adjustments -That CDF Firefighters use whatever means necessary to have language placed in the MOU calling for annual cost of living adjustments; and that these cost of living adjustments

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be based only on increases to the Consumer Price Index; and that these cost of living adjustments be in addition to any negotiated salary and/or benefit increases.

(BR&F 12-97)

Realignment of Salary Step Raises -That there shall be at least a 5% pay differential from the top step to the bottom step of each successive rank; and that this does not result in a salary cut. (BR&F 14-97AM)

Firefighter I Salary -The first step hourly wage for Firefighter I's be at least 10% greater than the federal and/or state hourly minimum wage, Anytime the federal and/or state minimum wage increases, the Firefighter I's wage also increases to maintain the agreed upon percentage above the increase. (BR&F 10-98)

Legislative Action on Minimum Wage-Caused Compaction – That CAL FIRE Local 2881 use it's legislative analyst and legal staff to develop and have legislator(s) carry bills that will require that all CAL FIRE employees benefit form any minimum wage increase. CAL FIRE Local 2881 use it's legislative and legal staff to develop and have legislators carry bills that will require that all CAL FIRE Local 2881 classes have a five percent separation between each step from the top to bottom and that prohibits pay scales that cause compaction between classes.

(B-J 4-15)

HAZMAT Recruitment and Retentions Incentive - CDF Firefighters shall seek to amend Section 17.9.1. to read, "Any Unit 8 employee regularly assigned to any dedicated HAZMAT emergency response unit on a full-time basis, or at the discretion of the unit chief, any Unit 8 employee who is a HAZMAT technician or specialist, who is required to maintain certification and a yearly baseline physical as part of his/her assignment as a member of a hazardous material response team have his/her salary increased by 15 percent for each pay period while so assigned. (BR&F 22-02 AM)

Paramedic Pay Continuation -CDF Firefighters take any and all actions to have the department develop a mechanism to permit any employee licensed as a paramedic, but not normally assigned as a paramedic, to receive and/or retain the paramedic salary status as long as: the unit where the employee is assigned has a paramedic program; the employee agrees to work normal or overtime work hours as a licensed paramedic within the unit. (BR&F 11-99AM)

Emergency Medical Technician (EMT) Pay Differential - A pay differential of 3% be awarded to any BU-8 member who obtains a valid and current EMT certification; and the EMT pay differential be calculated into the member's base salary for as long as the member maintains his/her certification. (BR&F 7-02)

Double-Time Pay for Forced Overtime - CDF Firefighters take all action necessary to develop a compensation rate for forced work hours at not less than double-time pay for the employee's classification. To meet this intent, forced work hours should be those overtime hours ordered by the department to meet the DAILY OPERATIONAL NEEDS of the department after all efforts have been exhausted to fill said hours voluntarily. To meet this intent, these forced work hours should not include those work hours associated with unforeseen emergency assignments, including emergency & disaster response and special staffing patterns. (BR&F 26-99 AM)

High Housing Cost Adjustment - That CDF Firefighters use whatever means necessary to have CDFFP compensate their employees who work in high cost of housing counties. (BJ 8-02)



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Step Increases While Working L.T. in a Different Class – To keep one’s pay from class to class within a more reasonable range, when you receive a merit increase in your L.T. class you also receive a merit increase in your permanent class. (BR&F 15-08)

Paycheck Education – Provide employees written notification and information when monetary changes occur to their paycheck. CAL FIRE Local 2881 to work with the State Controller and/or CAL FIRE to determine the best method of information dissemination to the employee when monetary changes occur. (BJ 6-15)

Pay Parity – California Professional Firefighters sponsor pay parity legislation on behalf of CAL FIRE Local 2881. That CAL FIRE Local 2881 leadership propose that CPF in conjunction with our political staff seek legislative action to provide for pay parity for CAL FIRE Local 2881 members, similar to what is enjoyed by our brothers and sisters of the CHP. (BR&F 4-15am)

Creation Of A Pay Incentive, Stipend/Retention Bonus Available For All Bargaining Unit 8 Members Who Participate In Defined Specialized Programs - A list is established identifying all specialty assignments in all classifications that exceed minimum qualifications and/or are of such nature that the specialty assignment or training exceeds normal expectations of the position. This established list of specialty categories should include but not be limited to: EMT, specialty fire ground operations, law enforcement, qualified non-classified positions, and higher education. These identified specialties that our members are trained and assigned to work will be given a salary increase expressed in percentage of earned income of the classification or by the same method that FCB and paramedics are compensated. (BR & F 5-15)

MOU Article 18 – Apprenticeship and Training

No Current Position Statements

MOU Article 19 – Discipline

Seasonal Employee Evaluations - Allow evaluated seasonal employees a written response; ensure supervisors substantiate any negative comments; ensure employees are aware of the option to appeal. (BR&F 3-06AM2)

Serving of “Administrative Time Off” – Amend Government Code Section 19991.10. CDF Firefighters take action through the legislative process to amend Government Code Section 19991.10 to include criminal and civil penalties for violating this code section. (B-J 7-08 Late)

MOU Appendix A - Substance Abuse Testing

No Current Position Statements

Staffing

Staffing - CDF Firefighters is opposed to 1.0 staffing under any conditions, at anytime. - Voted by E Board May 19-20, 1994

Command and Control Services – Local 2881 does not support cooperative agreements that do not include CAL FIRE command and control services. Voted by E Board September 2012

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One Person Staffing for New Agreements or Contracts - CDF Firefighters opposes any new cooperative agreement with local government with CDF that provides for one-person staffing or provides for Firefighter I (seasonal) classifications on the engines in lieu of Firefighter II positions. (01-98)– Voted by E Board Jan. 15, 1998

Certified Volunteer Firefighters - CDF Firefighters will relay the intent of the minimum qualifications in relation to the certified volunteer to mean that the certification pertain only to the investigation as a volunteer firefighter and not certification with the State Fire Marshal's Office. Reconfirmed by E Board (5-09)

Salary Savings - CDF Firefighters will work with the Department of Forestry and Fire Protection, state legislature and the governor's office to:

- Eliminate mandated salary savings requirements or reduce them to a realistic level because of the impact on public safety.
- Remove CDF seasonal employees from the requirement for salary savings and return those positions to a "net need" blanket. B–J 5-89, Reconfirmed by E Board (5-09)

Schedule A Staffing Levels - CDF Firefighters' policy will be to have CDF establish a minimum staffing level on Schedule A engines and truck companies; and CDF Firefighters take whatever action necessary to make this minimum staffing level consist of at least three (3) paid permanent personnel for Schedule A engines and truck companies; and existing contracts and/or positions not be jeopardized by this policy. (HS & I 5-97 AM)

ECC Staffing - Increase the blue book staffing to levels commensurate with the increase in incident activity and advancement in technologies and job requirements (CAD, ROSS, ARC, LEWEB).(HS & I 2-05)

Emergency Medical Dispatching - CDF Firefighters opposes the implementation of any emergency medical dispatching program unless the program is fully funded and staffed to accommodate the increased workload. E Board vote Jan. 10-11, 1991

Increase Camp Staffing - That the camp staffing level be increased to 4.0 staff per crew; that each camp have in addition to the division chief a battalion chief to assist with supervision and project coordination issues; that every camp have a full-time office technician or office assistant to address issues that inmates are no longer authorized to handle because of safety and security concerns. (BJ 7-02 AM)

Minimum Staffing Levels - Conservation Camps - CDF Firefighters utilize the legislative process to secure the additional personnel years (PY) to raise effective staffing of 2.4 fire captains per fire crew. (BR&F 5-96)

Full Staffing of All Camp Positions - CDF Firefighters take all action necessary to implement a planned program whereby all camp positions are filled year-round. (BR&F 8-01)

Supervision Limit - That a camp manager shall not place a Fire Captain B in jeopardy by requiring him/her to supervise more than one crew; and that a Fire Captain B should only supervise a maximum of 20 inmates/wards. (HS&I 6-97 AM)

Firefighter I's - That all firefighting positions which are funded year-round, and are of Schedule "A" in nature, be filled with Firefighter II's. (BR&F 10-94)



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Utilizing FF II AND FAE in Fire Prevention - That CDF Firefighters work to eliminate future hiring and testing of Fire Prevention Specialist I (FPS I) and (FPS II) while protecting incumbents in those positions; and that CDF Firefighters endeavor to have future hiring into all FPS I openings be filled by journey level FF II's and future hiring into all FPS II openings be filled by journey level FAE's; and that CDF Firefighters take action if necessary to modify the minimum qualifications and/or duty statements for CDF FF II or CDF FAE to accommodate assignments to fire prevention positions. (BR&F 10-95 AM)

CDF Firefighter Classification - The FF I and FF II classification be developed into one firefighter classification; and that this new firefighter classification be an entry-level position for assignments of permanent intermittent, or permanent; and that this new classification meets or exceeds the current FF II classification as it compares to work hours, salary, benefits and training. (BR&F 15-00)

CALFIRE Engine Company Minimum Staffing – Establish the minimum staffing on CAL FIRE engine companies as one fire captain, one engineer and two firefighters. (HS & I 1-07)

CAL FIRE Staffing

RESOLVED,(A) The 2016 Convention delegates send a strong message that the CAL FIRE staffing issues and models be addressed; and be it further

RESOLVED, (B) CAL FIRE Local 2881 aggressively take whatever action is required to obtain CAL FIRE staffing models that allow all employees adequate time off, including vacation/annual leave/holiday and PLP time accrued yearly, covered behind training, fire assignments, sick leave etc... and be it further

RESOLVED, (C) The executive board take whatever action is necessary to improve the R & R program to insure members who are entitled to R & R actually get to spend the time off at home, not subject to call back or any restrictions or limitations on how they spend their time off; and be it further

RESOLVED,(D) The executive board take whatever means necessary to have the department's R & R Policy re-written, apply it consistently from unit-to-unit, incident-to- incident and classification-to-classification; and be it further

RESOLVED, (E) CAL FIRE Local 2881 insures that there are updated staffing models in place for all CAL FIRE programs and that a process is in place to review and update these models at intervals not to exceed five (5) years. These updated models shall include staffing for Schedule A and B stations, camps, ECC's, the air and rotary wing programs, dozers, support staffing and all other programs; and be it further.

RESOLVED, (F) The delegates to the 2016 convention make this one of the three top priorities for the union from this convention

B-J 1-16AM

Staffing – To correct staffing levels for CAL FIRE. CAL FIRE Local 2881 take all means necessary to restore engines, dozers, hand crews and aircraft including personnel cut throughout the years, and to correct staffing shortages for all ranks up to and including a third shift (with no loss of compensation) to cover all hours to cover the long hours and to provide for a rested and safe work force.

HS & I 1-19

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Training

Training Firefighter/Driver Operator Module - That all new hires in the Forestry Technician, Forestry Assistant I, Forestry Assistant II, Forester I and Heavy Fire Equipment Operator classifications be required to attend the firefighter module/driver operator module with newly hired Firefighter II and Fire Apparatus Engineers, and meet the same standards. (BJ 10-99)

Firefighter I Training - That CDF Firefighters use whatever means necessary to have CDF change the requirement for Firefighter I (field assignment) in order to comply with federal, state and local training mandates; and that all Firefighter I's be properly trained before being assigned to the field. (BR&F 13-97)

Standard Training for LT FF II'S - That CDF Firefighters work with CDF to establish a standard level of basic training for the LT Firefighter II; and that this training be Schedule A based, is at least 80 hours and provided at the academy; and that this training be completed before the LT Firefighter II be allowed to respond to any type of incident. (BR&F 17-97)

Training for LT FF II and FF I Working Schedule A and Amador Positions - The department and CDF Firefighters develop a policy that states all firefighters shall be fully and properly trained to all state and federal recognized standards before being assigned to an apparatus. (HS&I 4-99 AM)

Ensure a standardized level of training to qualify for the fire captain classification - That all personnel entering the fire captain classification must meet the same levels of training as a promotional engineer. The department shall provide all necessary training to complete the JAC program during the T&D assignment. (BR&F 17-98)

HFEO Training and Development Process (T&D) – Clearly define the T & D Process and steps required to obtain a T & D assignment. CDF Firefighters shall work with the department to establish a clear set of requirements and guidelines that supervisors and employees shall follow to enter into a T & D assignment, and that these requirements shall be known and achievable so that every employee has an opportunity to succeed and progress within our department. (B-R & F 3-13AM)

Driving Firefighters - That the department establish a driver training program for training Firefighter I's and Firefighter II's; and that at no time would the driving firefighter be substituted for an FAE or FC; and that these firefighters not be allowed, nor required, to drive any apparatus code 3. (BR&F 14-00 AM)

Operating Heavy Equipment - That CDF FIREFIGHTERS take whatever steps necessary to assure that only employees who have successfully completed an academy approved equipment operators course be authorized to operate CDF transports, dozers, motor grades and loaders. (HS&I 8-93)

Open List Fire Captains Minimum Training Requirements – Require candidates applying for the CAL FIRE open list fire captain exam to have completed CFFJAC training. CDF Firefighters bargain with the state to add completion of engineer, FAE or equivalent CFFJAC as a minimum qualification to the open fire captain application process and exam announcement.

(BR & F 1-10AM)

Dozer Program

Bulldozer Unit Swampers - That CDF Firefighters take whatever action to have the department provide firefighter swamper positions, without removing a firefighter from an engine, for CDF bulldozer units; and



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adequate training would be given to the firefighter dozer swamper prior to filling the position. (HS & I 12-93 AM)

Provide a dedicated bulldozer support unit for all fire control bulldozers - All fire control dozers regardless of ICS type require the support of a service unit to provide fuel, replacement parts, maintenance materials for mandatory service intervals on each shift while assigned to incidents, and support equipment for the operators. (HS & I 5-05)

Bulldozer support for out of county assignments - All bulldozers sent out of county shall include: a bulldozer, a relief operator and a dozer tender. (HS & I 7-05)

Peak season staffing for dozers - CDF Firefighters take whatever action necessary to require 24 hour-a-day, 7 days per week, staffing for all fire dozers during each ranger unit's peak fire season. (HS & I 2-99 AM)

Classification number changes for heavy fire equipment operator - That CDF Firefighters take all action necessary to secure a fire suppression classification code number for the heavy fire equipment operator class. (BR&F 1-02 AM)

HFEO E.R.P. Supervision - That CDF Firefighters strive to keep the above supervisory status year-round, but at the very least, the HFEO's would be supervised appropriately for the Emergency Response Period. (HS&I 6-94)

Supervisors

Demotions – CDF Firefighters' position is that demotions in the supervisory positions should be voluntary at the employee's discretion. Reconfirmed by E Board Vote (5-09)

Work Week – CDF Firefighters position is that CDF supervisors' work week shall not exceed 4 continuous duty days in a seven day period. Reconfirmed by E Board Vote (5-09)

Collective Bargaining – It is CDF Firefighters' position that CDF supervisors have collective bargaining. Voted by E Board Jan 20, 1994

Incident Command Assignment (ICA) Pay – It is CDF Firefighters' policy that all of the restrictions on ICA pay should be reduced or eliminated. Reconfirmed by E Board Vote (5-09)

To Ensure Qualified Supervisory Employees in CDF - Firefighting proficiency and safe firefighting practices can only be obtained through years of experience on the fire ground, through the practices of lateral transfers, TAU and retired annuitant appointments, and out of class appointments. CDF has hired less than qualified employees into the supervisor ranks. Employees hired in fire protection supervision classifications have a minimum of 7 years of increasingly progressive CDF fire protection classes. (BJ -1-05 Late)

To have supervisor 4C employees on emergency incidents switched to work week group 2 to be compensated at time and a half for emergency assignments – For supervisory employees assigned to the 4C work week to be able to earn an hourly overtime compensation rate of time and a half while assigned to emergency incidents portal to portal. That CDF Firefighters take the appropriate actions necessary to see that all supervisory 4C employees be converted to the workweek group during emergency incidents, and the compensation rate will become an hourly time and a half compensation, at portal to portal, while assigned to an emergency, from the beginning of the incident to the end of the incident, and that the compensation rate be based on all pay benefits instead of current ICA differential pay. (B-Sup 3-08 late AM)



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Consolidation of Classes

Consolidation of Classes- CDF Firefighters opposes any consolidation of classes until all potential ramifications are known and addressed by CDF Firefighters. Reconfirmed by E Board Vote (5-09)

Essential Services

Consolidation of Essential Service - CDF Firefighters generally supports the concept of consolidation of essential services to provide cost effective and efficient delivery of services to the public. Reconfirmed by E Board Vote (5-09)

California Essential Service - CDF Firefighters pursue legislation which moves CDFFP into the essential service classification. Reconfirmed by E Board Vote (5-09)

EEO

Equal Opportunity - CDF Firefighters supports equal opportunity in CDF Firefighters and the work environment. The CDF Firefighters membership and its employees shall provide a discrimination/harassment-free environment within CDF Firefighters for all members, employees and guests. E Board Vote March 14 -15, 1991

All CDF Firefighters business shall be conducted using gender-neutral terminology, non-offensive language, and be non-discriminatory in nature. E Board vote March 14-15, 1991

All CDF Firefighters material shall be viewed prior to acceptance to ensure compliance with this section. E board vote March 14-15, 1991

Salary Savings

CDF's Salary Savings Requirements - CDF Firefighters work with the Department of Forestry and Fire Protection, state legislature and the governor's office to eliminate mandated salary savings requirements or to reduce them to a realistic level because of the impact on public safety, and that CDF Firefighters work toward removing the seasonal employees from the requirement for salary savings and return to a net need blanket. Reconfirmed by E Board Vote (5-09)

Uniforms

Addition to CAL FIRE Uniform Policy – Allow CAL FIRE Employees to wear small department patch on caps and work shirts. (BJ 1-10AM)

Uniform Shorts allowed while assigned to or involved in water rescue operations – CDF Firefighters take whatever action necessary that CDF provide their employees with a uniform shorts policy. CDF approve a professional Class C uniform consisting of navy blue utility or BDU style shorts, which would be made from lightweight, breathable material. This uniform would consist of either a work uniform shirt or navy blue CDF t-shirt, appropriate footwear accompanied by white socks, and belt. When personnel are enrolled in a class or assigned duties of a practical nature, the uniform may be worn and any other attire that is appropriate for practical training or related rescue operation; i.e., swift water gear, surf rescue, boat operations, medical aid etc... .

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1500. 04 CAL FIRE Local 2881 POSITIONS AND CONTINUING POLICY RESOLUTIONS

.01 CAL FIRE Local 2881 Positions

.A 1.0 Staffing – CAL FIRE Local 2881 is opposed to 1.0 staffing under any conditions, at any time.

.B One Person Staffing for New Agreements or Contracts- CAL FIRE Local 2881 opposes any new cooperative agreement with local government with CDF that provides for one-person staffing or provides for Firefighter I (seasonal) classifications on the engines in lieu of Firefighter II positions. (01-98)

.C CAL FIRE Local 2881 supports the position that when a POFF member reaches their cap on retirement, the employee contributions will cease.

.D Grooming Standards – The CAL FIRE Local 2881 Executive Board strongly supports the maintenance of safety grooming standards and if CAL FIRE ignores them, they should be advised that they may be criminally and negligently responsible if injury or death occurs as a result of the lowered standards.

.E Certified Volunteer Firefighters – CAL FIRE Local 2881 will relay the intent of the minimum qualifications in relation to the certified volunteer to mean that the certification pertain only to the investigation as a volunteer firefighter and not certification with the State Fire Marshal's Office.

.F Firefighter Driving Policies - The executive board supports local driving policies where firefighters drive paramedic squads, given that the individual has adequate training and they do not replace FAE's.

.G Physical Fitness Standards –CAL FIRE local 2881 supports physical fitness standards and remains opposed to any adverse impact to existing employees through such standards.

.H Salary Differences – CAL FIRE Local 2881's position is that the largest salary differences occur between traditional rank and file and supervisory classes, i.e. FC (B) and BC.

.I Consolidation of Classes –CAL FIRE Local 2881 opposes any consolidation of classes until all potential ramifications are known and addressed by CAL FIRE Local 2881.

.J Returnee Hiring by Seniority – CAL FIRE Local 2881 maintains that returnees should be hired by seniority.

.K Offers of Employment - Offers of employment to returnee Firefighter I's shall be documented and regardless of any other type of contact, they should be sent a return receipt requested written offer of employment with a minimum lead-time of five (5) days.

.L Layoff Discussions - Any discussions we have with the department regarding layoffs or transfers that are outside the parameters of the MOU and government code sections shall be considered an addendum to the MOU.



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.M Emergency Medical Dispatching – CAL FIRE Local 2881 opposes the implementation of any emergency medical dispatching program unless the program is fully funded and staffed to accommodate the increased workload.

.N Consolidation of Essential Service – CAL FIRE Local 2881 generally supports the concept of consolidation of essential services to provide cost effective and efficient delivery of services to the public.

.O Layoff Procedures – CAL FIRE local 2881s' position regarding layoff procedures is that we do not negotiate a separate MOU for CAL FIRE relative to layoffs; that we abide by provisions of the government code.

.P Basic Fire Control Requirements- CAL FIRE Local 2881s' position is that engine operators, HFEO's and Fire Captain B's are required to complete and pass Basic Fire Control.

.Q Health Insurance Premiums -It will be the executive board's position that we promote the use of higher health insurance premiums rather than higher co-pays. (09-01)

.R Equal Opportunity – CAL FIRE Local 2881 supports equal opportunity in CAL FIRE Local 2881 and the work environment. The CAL FIRE Local 2881 membership and its employees shall provide a discrimination/harassment-free environment within CAL FIRE local 2881 for all members, employees and guests.

All CAL FIRE Local 2881 business shall be conducted using gender-neutral terminology, non-offensive language, and be non-discriminatory in nature. All CAL FIRE local 2881 material shall be viewed prior to acceptance to ensure compliance with this section.

.S Salary Savings – CAL FIRE Local 2881 will work with the Department of Forestry and Fire Protection, state legislature and the governor's office to:

.01 Eliminate mandated salary savings requirements or reduce them to a realistic level because of the impact on public safety.

.02 Remove CAL FIRE seasonal employees from the requirement for salary savings and return those positions to a "net need" blanket.

.T Demotions – CAL FIRE Local 2881 position is that demotions in the supervisory positions should be voluntary at the employee's discretion.

.U Work Week – CAL FIRE Local 2881's position is that CAL FIRE Supervisors work week shall not exceed 4 continuous duty days in a seven day period.

.V Collective Bargaining – It is CAL FIRE Local 2881's position that CAL FIRE Supervisors have collective bargaining.

.W Incident Command Assignment (ICA) Pay – It is CAL FIRE Local 2881's policy that all of the restrictions on ICA pay should be reduced or eliminated.

.X CALIFORNIA ESSENTIAL SERVICE – CAL FIRE Local 2881 pursue legislation which moves CAL FIRE into the essential service classification; and be it further

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1500 .04 CONTINUING POLICY RESOLUTIONS

BENEFITS JOINT COMMITTEE

B-J 4-88 AM RELEASE TIME BANK

RESOLVED, (A) That CDF FIREFIGHTERS attempt to legislate additional release time hours; and be it further

RESOLVED, (B) That this be a continuing policy.

B-J 1-89 AM2 FORESTER I & II/BATTALION AND DIVISION CHIEF

RESOLVED, (A) That CDF FIREFIGHTERS develop performance standards to meet the intent of this resolution; and be it further

RESOLVED, (B) That CDF FIREFIGHTERS work toward ensuring the placement of the most capable and trained firefighting employees into fire suppression/emergency response positions for the protection of all CDFFP employees; and be it further

RESOLVED, (C) That this be a continuing policy

B-J 5-89 CDF'S SALARY SAVING REQUIREMENTS

RESOLVED, (A) CDF FIREFIGHTERS work with the Department of Forestry and Fire Protection, state legislature and the governor's office to eliminate mandated salary savings requirements or reduce them to a realistic level because of the impact on public safety; and be it further

RESOLVED, (B) That CDF FIREFIGHTERS work toward removing the seasonal employees from the requirement for salary savings and return to a "net need" blanket; and be it further

RESOLVED, (C) That this be a continuing policy until achieved.

B-J 5-91 PARITY

RESOLVED, (A) That CDF Firefighters' position on wages be parity with the five highest paid fire departments in California; and be it further

RESOLVED, (B) That this be a continuing CDF FIREFIGHTERS policy until parity is achieved; and be it further

RESOLVED, (C) That parity is a continuing position of CDF FIREFIGHTERS.

B-J 2-92 AM3 HOLIDAY AND VACATION ACCRUAL CASH PAYOFF

RESOLVED, (A) That CDF FIREFIGHTERS take whatever steps necessary to provide all employees, at their option, the ability to cash out a portion of their annual holiday and/or vacation credits; and be it further



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RESOLVED, (B) That this be a continuing policy of CDF FIREFIGHTERS.

B-J 8-92 AM2 MANDATORY REASSIGNMENT OF PERMANENT EMPLOYEES

RESOLVED, (A) Management will grant a minimum of 60 calendar days' notice prior to the reporting date of the employee to the new work location; and be it further

RESOLVED, (B) That all affected limited term positions, in that classification, be vacated in the ranger unit prior to the notice of transfer being issued to the affected permanent employee; and be it further

RESOLVED, (C) That this be a continuing policy of CDF FIREFIGHTERS.

B-J 7-96 COMPENSATION FOR CDF FIRE CONTROL PERSONNEL FROM THE TIME THEY ARE ASSIGNED TO AN INCIDENT UNTIL THEY RETURN HOME AND ARE RELEASED

RESOLVED, (A) That when employees are being assigned to an incident that compensation will start when the employee is assigned to the incident and compensation will continue until the employee has returned to their home base or is released; and be it further

RESOLVED, (B) That the CDF Firefighters membership and its various committees that may impact any pay and work schedules carry forward this resolution in its full intent; and be it further

RESOLVED, (C) This be a continuing policy until achieved.

B-J 9-96 UNION LIAISON OFFICER

RESOLVED, (A) That CDF Firefighters have CDF create the position of "union liaison officer"; and be it further

RESOLVED, (B) That CDF Firefighters assure that CDF assigns the "union liaison officer" to any incident that goes into the third operational period where members of CDF Firefighters are being utilized; and be it further

RESOLVED, (C) Any person chosen to be a "union liaison officer" be a full paying member in good standing of CDF Firefighters; and be it further

RESOLVED, (D) That CDF Firefighters assures the job description of this position represents the best interests of all CDF Firefighters members; and be it further

RESOLVED, (E) That the state rank and file rep and state supervisory rep assist in developing the job description and develop additional training to provide any person chosen with the tools and knowledge necessary to act as a "union liaison officer"; and be it further

RESOLVED, (F) The president and board of directors use whatever means necessary to carry forward and accomplish the full intent of this resolution; and be it further

RESOLVED, (G) That this be a continuing resolution until the intent is accomplished.

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B-J 9-98 PAY DIFFERENTIALS

RESOLVED, (A) That pay for each step increase in salary be a minimum of 5%; and be it further

RESOLVED, (B) That pay for bottom step of one class be at least 5% greater than the top step of the job class preceding it; and be it further

RESOLVED, (C) This be in effect for all future pay increases; and be it further

RESOLVED, (D) This remain a continuing resolution.

B-J 14-98 SECURITY ON PERSONAL INFORMATION IN THE CUSTODY OF THE EMPLOYER

RESOLVED, (A) That CDF Firefighters take whatever action necessary to cause the related rules or laws and current policy to change or be enforced, so that employees may have their personal and private information protected from the view of individuals that neither have the need or the right to see that information and that these changes include a policy that any document containing an employee's social security number be mailed in a sealed envelope marked "CONFIDENTIAL." Mailed being defined as being sent from facility to facility or to the employee or employer via CDF internal mail or U. S. mail; and be it further

RESOLVED, (B) CDFFP create a unique number (PIN) for each employee which in no way includes the employee's social security number; and be it further

RESOLVED, (C) That CDF Firefighters take whatever action necessary to cause the CDF Personnel Time Reporting Program to be changed to provide a high degree of security for personal and private information. The changes shall include: (a) the social security number is not the personal identification number (PIN) used in the program; (b) the program will not expose the employee's social security number, monthly salary and overtime wages to any unauthorized person at any place where that information is stored or transported; and be it further

RESOLVED, (D) That CDF Firefighters take the necessary steps to cause the employer to deliver the employee's payroll check or direct deposit statement to their work location, or mail to the employee's address of record, at the employee's discretion, on the date of the designated pay day and that the individual's pay document be in a sealed envelope prior to leaving the finance and/or personnel office(s); and be it further

RESOLVED, (E) CDFFP take steps to eliminate the social security number from all documents and computer programs where it is not absolutely required; and be it further

RESOLVED, (F) That this be a continuing policy until achieved.

B-J 3-99AM EDUCATIONAL INCENTIVE

RESOLVED, (A) CDF Firefighters negotiate for an educational incentive for all Unit 8 employees and supervisors; and be it further



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RESOLVED, (B) The incentive be based on a minimum number of units and/or an AS degree, all BS degrees and all master degrees; and be it further

RESOLVED, (C) That this would not effect current educational incentives; and be it further

RESOLVED, (D) This be a continuing resolution.

B-J 7-99AM LAW ENFORCEMENT OPERATION PAY INEQUITY

RESOLVED, (A) All law enforcement operations be compensated with portal-to-portal pay.

RESOLVED, (B) This be a continuing policy until achieved.

B-J 10-99 TRAINING FIREFIGHTER/DRIVER OPERATOR MODULE

RESOLVED, (A) That all new hires in the Forestry Technician, Forestry Assistant I, Forestry Assistant II, Forester I and Heavy Fire Equipment Operator classifications be required to attend the firefighter module/driver operator module with newly hired Firefighter II and Fire Apparatus Engineers, and meet the same standards; and be it further

RESOLVED, (B) That this be a continuing resolution until accomplished.

B-J 13-99AM INVESTIGATION NOTIFICATION

RESOLVED, (A) That an employee be given written notice within seven (7) days of the conclusion of the investigation; and be it further

RESOLVED, (B) That the written notice state whether further action is to be taken against the employee or not; and be it further

RESOLVED, (D) That all investigations be concluded within one (1) year of commencing; and be it further

RESOLVED, (E) This be a continuing policy.

B-J 14-99AM HONOR GUARD COMPENSATION

RESOLVED, (A) That honor guard members on regular days off be granted overtime for any hours involved on a department requested function, as is currently the policy for any other state function, i.e., incidents, training, etc.; and be it further

RESOLVED, (B) That the union and the department meet and develop a policy relating to honor guard members assigned to a state sponsored or requested event; be it further

RESOLVED, (C) That this becomes a continuing policy until achieved.

B-J 7-00 HOLIDAY CASH OUT

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RESOLVED, (A) That a change be made in the current language that allows for cash out of all holidays per fiscal year at the employee's option; and be it further

RESOLVED, (B) This be a continuing resolution until resolved.

B-J 18-00 SICK LEAVE

RESOLVED, (A) That the department make sick leave credits an option for employees to donate to CTB or union release time; and be it further

RESOLVED, (B) This is a continuing resolution until resolved.

B-J 19-00 TUBERCULOSIS TESTING

RESOLVED, (A) That Bargaining Unit 8 personnel should be included in a comprehensive PPD screening program and should receive a baseline PPD test and follow-up testing and treatment as indicated by risk assessment. They should also be included in the follow-up of contacts of a patient with infectious TB; and be it further

RESOLVED, (B) That this be a continuing resolution.

B-J 14-01AM RETURN TO FIRE DEPARTMENT STYLE PHYSICAL ABILITIES TEST AND WRITTEN EXAM FOR FIRE PROTECTION CLASSES

RESOLVED, (A) That CDF adopts the IAFF supplied CPAT physical abilities test for all open exams; and be it further

RESOLVED, (B) That a new written test be developed for FF II, FAE and FC. The tests should be related to department policies, operating procedures and standards; and be it further

RESOLVED, (C) The new exams be developed by a committee made up of union leaders and department management; and be it further

RESOLVED, (D) This will be a continuing resolution until resolved.

B-J 5-02 LONGEVITY PAY

RESOLVED, (A) CDF Firefighters shall seek to adopt a new longevity pay differential formula of:

10-11 Years	1%	20-21 Years	6%
12-13 Years	2%	22-23 Years	7%
14-15 Years	3%	24-25 Years	8%
16-17 Years	4%	26-27 Years	9%
18-19 Years	5%	28-29 Years	10%
		30+ Years	11%

RESOLVED, (B) This be a continuous resolution of CDF Firefighters until achieved.

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B-J 7-02AM INCREASE CAMP STAFFING

RESOLVED, (A) That the camp staffing level be increased to 4.0 staff per crew; and be it further

REVOLVED, (B) That each camp have in addition to the division chief a battalion chief to assist with supervision and project coordination issues; and be it further

RESOLVED, (C) That every camp have a full-time office technician or office assistant to address issues that inmates are no longer authorized to handle because of safety and security concerns; and be it further

RESOLVED, (D) This be a continuing resolution until achieved.

B-J 8-02 HIGH HOUSING COST ADJUSTMENT

RESOLVED, (A) That CDF Firefighters use whatever means necessary to have CDF/FP compensate their employees who work in high cost of housing counties; and be it further

RESOLVED, (B) That this be a continuing resolution until achieved.

B-J 7-03 ADJUSTMENT FOR AIR OPERATION OFFICERS SERIES

RESOLVED, (A) The air operation officer's class pay be adjusted, based upon the forestry fire pilot pay at a rate of 5% between step increases; and be it further

RESOLVED, (B) That it allows for a promotional path for the forestry fire pilot through the rank of senior air operations officer; and be it further

RESOLVED, (C) This be a continuing resolution until achieved.

B-J 12-03 CONVERT FEM 1 POSITIONS TO RANK AND FILE STATUS

RESOLVED, (A) That CDF Firefighters work to add the Forest Equipment Manager I position to the list of positions described in 8.4.1 (Other Classes – Duty Weeks) of the Bargaining Unit 8 Firefighter Agreement; and be it further

RESOLVED, (B) This be a continuing resolution until achieved.

B-J 1-04 AM TURNOUT BOOTS

RESOLVED, (A) CDF Firefighters shall seek to improve CDF Personnel Procedures Manual, Section 1727, to include:

“Employees may voluntarily purchase and use non-issued turnout boots, as long as the turnout boot specifications meet or exceed the standards listed below:”



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1. Employees shall wear steel-toed and inner-soled turnout boots that meet the appropriate CAL-OSHA standards.

2. Safety boots shall meet or exceed NFPA 1971 "Standard on Protective Ensemble for Structural Firefighting" 2000 edition, ANSI Z.41.1 PT 91 FI & MI 75 EH and PR; and be it further

RESOLVED, (B) This be placed into CDF Firefighters Policy.

B-J 3-04 DIRECT DEPOSIT WHILE ON IDL/EIDL

RESOLVED, (A) That CDF Firefighters will take the necessary action to have CDF refrain from canceling an employee's direct deposit while on injury status before an accounts receivable is set up; be it further

RESOLVED, (B) CDF Firefighters will take necessary action to have this placed into the MOU and CDF Policy.

B-J 4-04 CATASTROPHIC TIME BANK

RESOLVED, (A) CDF Firefighters take whatever means necessary to allow all department employees to donate and receive eligible leave credits from any state employee for a Catastrophic Time Bank, and be it further

RESOLVED, (B) Upon adoption, this resolution becomes CDF Firefighters Policy.

B-J 1-05 LESS THAN QUALIFIED CDF SUPERVISORS

RESOLVED, (A) CDF FIREFIGHTERS take whatever actions necessary to require all newly appointed CDF supervisory employees in the fire protection classes, have a minimum of seven years of increasingly progressive experience in CDF fire protection classes.

RESOLVED, (B) Upon adoption, this resolution become CDF Firefighters policy.

B-J 2-05 LAW ENFORCEMENT TRAINING REQUIREMENTS

RESOLVED, (A) CDF Firefighters take action necessary to ensure that the department provides DT and ACT instructors, a minimum of two per Region,; and be it further that

RESOLVED, (B) Policy is developed requiring all CDF Peace Officers to qualify quarterly in their DT and ACT.

B-J 3-06 AM EMPLOYEES' ABILITY TO INVEST EARNED CREDITS

RESOLVED, (A) That through negotiation or legislation, CDF Firefighters attain the right for employees to contribute earned credits to the Savings Plus program (formerly the Deferred Compensation Program) through a payroll deduction, and be it further

RESOLVED, (B) That this become CDF Firefighters Policy.



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B-J 6-07 INCREASE NUMBER OF FIRE SUPPRESSION PERSONNEL

RESOLVED, (A) That through negotiation or legislation, CDF Firefighters supports a BCP to fully staff all fire suppression positions to allow for training, vacations, holidays and sick leave coverage.

B-J 7-07 ADEQUATE SUPPORT STAFF AT THE UNIT LEVEL

RESOLVED, (A) That CDF Firefighters encourage and support the department to obtain a BCP that will increase the support staff to meet the increased workload; and be it further

RESOLVED, (B) That this BCP address increasing support staff to match future increases in fire suppression personnel.

B-J 1-08AM EMPLOYEE LODGING EXPENSES

RESOLVED, (A) That CDF Firefighters work with the department and/or DPA to develop a business process that would allow for direct billing of lodging costs through the department's travel company; and be it further

RESOLVED, (B) That CDF Firefighters enter into discussion with the department and/or DPA and find a solution that meets the intent of this resolution at a date as soon as possible..

B-J 2-08 SECTION 10.7 CATASTROPHIC TIME DONATIONS TO UNIT 8 EMPLOYEES

RESOLVED: (A) CDF FIREFIGHTERS take appropriate actions necessary to change the requirement of Section 10.7 to allow CAL FIRE supervisors to donate to the catastrophic time balances needed to alleviate the hardships of worthy and needy rank & file employees within the department; and be it further

RESOLVED: (B) Upon adoption, this resolution becomes CDF Firefighters policy.

B-J 7-08 LATE SERVING OF "ADMINSTRATIVE TIME OFF"

RESOLVED, (A) CDF Firefighters take action through the legislative process to amend Government Code Section 19991.10 to include criminal and civil penalties for violating this code section; and be it further

RESOLVED, (B) If this resolution is adopted at the 43rd Annual Convention, it will become a continuing policy in the CDF Firefighters Handbook.

B-J 8-08 AM UNIFORM ALLOWANCE INCREASE

RESOLVED, (A) That the CDF Firefighters MOU section 12.3.3 be amended to read "Employees shall be eligible for a uniform allowance of \$100 and a boot allowance of \$50 per month," and be it further

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RESOLVED, (B) That CDF Firefighters section 12.3.1 be amended to read, "A uniform allowance of \$1200 and a boot allowance of \$600 per year."

B-J 1-09 AM INCENTIVE FOR COMMAND TEAM PARTICIPATION

RESOLVED, (A) That CDF Firefighters work with the department and/or DPA to develop a business process that would increase command team incentive and retention of personnel by paying an agreed upon incentive pay for standby time to BU8 personnel while on call during the team coverage week. This would only apply to people on the active roster for the respective coverage week; and be it further

RESOLVED, (B) Provide ICT pay to other assistant chiefs and deputy chiefs that are on Incident Command Teams but do not hold positions in the command staff.

B-J 4-09 AM FIREFIGHTER I HAND CREWS (HOT SHOTS)

RESOLVED, (A) That CDF Firefighters work to establish CAL FIRE FF-1 fire crews in each unit, And these fire crews be fully funded in fire season; and be it further

RESOLVED, (B) That the FF-1 fire crews be in a NWCG Type I configuration; i.e., two squads. Each squad will have a fire apparatus engineer as its leader and a fire captain as the crew superintendent; and be it further

RESOLVED, (C)) That this resolution be placed into the continuing policy section of the State C&OP until achieved.

B-J 1-10 AM ADDITION OF CAL FIRE UNIFORM POLICY

RESOLVED, (A) Allow CAL FIRE employees to wear small department patch on caps and work shirts.

B-J 2-11 MAINTAINING DIRECT DEPOSIT WHILE OFF WORK DUE TO INJURY OR ILLNESS

RESOLVED, (A) That the union bargain with the state to change this practice and maintain employees on direct deposit as long as the employee chooses or as long as allowed by state law.

B-J 3-13AM AIRCRAFT MILEAGE REIMBURSEMENT

RESOLVED, (A) That CDF Firefighters bargain to amend Section 12.1.6.3 of the next Bargaining Unit 8 MOU to incorporate the words "Federal Aircraft mileage reimbursement rate" for reimbursement of mileage for use of privately – owned aircraft when used on CAL FIRE business.

B-J 2-15 DOCTOR'S NOTE

RESOLVED, (A) CAL FIRE Local 2881 change the following wording to MOU Section 11.16 to read, "The employer shall reimburse Unit 8 employees for the actual cost of the job – required medical examinations including those required for FAA licensure, DMV licensure, or for substantiation of any requested doctor's note by the employee's supervisor; and be it further

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RESOLVED, (B) The employee shall be compensated for the “actual cost” of the exam (including, but not limited to, the co pay fee and mileage); and be it further

RESOLVED, (C) For any examination that occurs on the employee’s day off, he/she shall be entitled to a minimum of four hours call back time under MOU section 8.19.

B-J 4-15 LEGISLATIVE ACTION ON MINIMUM WAGE-CAUSED COMPACTION

That CAL FIRE Local 2881 use it’s legislative analyst and legal staff to develop and have legislator(s) carry bills that will require that all CAL FIRE employees benefit from any minimum wage increase; and be it further

RESOLVED, (B) That CAL FIRE Local 2881 use it’s legislative analyst and legal staff to develop and have legislator(s) carry bills that will require that all CAL FIRE Local 2881 classes have a five percent separation between each step from top to bottom and that prohibits pay scales that cause compaction between classes.

B-J 5-13 ESTABLISH CAL FIRE WITH LEMSA-LIKE STATUS

RESOLVED, (A) That the executive board of CDF Firefighters immediately direct our legislative advocate to work with a favorable lawmaker to craft language in state law/regulation/statutes to allow statewide agencies (CAL FIRE, CHP, DF & W) an ability to establish a LEMSA-like status; and be it further

RESOLVED, (B) That this be a position of CDF Firefighters until the issue becomes law. **6-15 PAYCHECK EDUCATION** - Provide he employee written notification and information when monetary changes occur to their paycheck.

CALFIRE Local 2881 work with the State Controller and/or CAL FIRE to determine the best method of information dissemination to the employee when monetary changes occur.

B-J 1-16AM CAL FIRE Staffing

RESOLVED,(A) The 2016 Convention delegates send a strong message that the CAL FIRE staffing issues and models be addressed; and be it further

RESOLVED, (B) CAL FIRE Local 2881 aggressively take whatever action is required to obtain CAL FIRE staffing models that allow all employees adequate time off, including vacation/annual leave/holiday and PLP time accrued yearly, covered behind training, fire assignments, sick leave etc... and be it further

RESOLVED, (C) The executive board take whatever action is necessary to improve the R & R program to insure members who are entitled to R & R actually get to spend the time off at home, not subject to call back or any restrictions or limitations on how they spend their time off; and be it further

RESOLVED,(D) The executive board take whatever means necessary to have the department’s R & R Policy re-written, apply it consistently from unit-to-unit, incident-to-incident and classification-to-classification; and be it further

RESOLVED, (E) CAL FIRE Local 2881 insures that there are updated staffing models in place for all CAL FIRE programs and that a process is in place to review and update these models at intervals not to exceed five (5) years. These updated models shall include staffing for Schedule



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A and B stations, camps, ECC's, the air and rotary wing programs, dozers, support staffing and all other programs; and be it further

RESOLVED, (F) The delegate to the 2016 convention make this one of the three top priorities for the union from this convention.

B-J 2-16AM Minimum advertising periods for (1) examination bulletins and (2) job vacancy announcements.

RESOLVED, (A) That CAL FIRE adopt and systemically employ for each posted exam bulletin and job vacancy advertising periods of no less than 20 calendar days.

B-J 2-19 Employee reimbursement of destroyed or stolen out of county bag

RESOLVED, (A) that CAL FIRE will provide an employee a one time \$500 check to assist with the purchase of new uniforms and personal hygiene items within 2 days of the incident occurring per incident.

B-J 3-19 Veteran Recruiting

RESOLVED, (A) that CAL FIRE Local 2881 work with CAL FIRE Recruiting, to develop a veteran recruiting program and job entry program; and therefore, be it further,

RESOLVED, (B) that CAL FIRE Local 2881 work with CAL FIRE recruiting and veteran hiring programs to recruit, test and offer placement to veterans and military members about to separate with on military installations recruitment sites and testing, mirroring the efforts of a number of law enforcement agencies throughout the state.

B - J 4-19 - Bereavement Leave Coverage

RESOLVED, (A) MOU Section 10.6.2 be changed to include, " Grandparent-in-law, uncle-in-law, nephew-in-law, and niece-in-law" or "family of a recognized domestic partnership or other approved relationship per state law".

BENEFITS RANK AND FILE COMMITTEE

B-R&F 8-89 AM PHYSICAL FITNESS INCENTIVE PAY

RESOLVED, (A) CDF FIREFIGHTERS negotiate for a physical fitness incentive pay for all Unit 8 employees utilizing a negotiated standard; and be it further

RESOLVED, (B) That the physical fitness incentive pay be equal to or better than the amount paid to all other bargaining units; and be it further

RESOLVED, (C) That this be a continuing policy.

B-R&F 18-91 FORESTER I EXAM QUALIFICATIONS



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RESOLVED, (A) That the department should allow experience which qualifies an employee towards becoming a registered professional forester be recognized as qualifying towards the Forester I examination; and be it further

RESOLVED, (B) That this be a continuing policy.
B-R&F 4-94 FIREFIGHTER I RETURNEE POLICY

RESOLVED, (A) That the MOU state, "Rehires must be offered employment before any new hires are made;" and be it further

RESOLVED, (B) That this be a continuing resolution.

B-R&F 10-94 FIREFIGHTER I's

RESOLVED, (A) That all firefighting positions which are funded year-round, and are of Schedule "A" in nature, be filled with Firefighter II's; and be it further

RESOLVED, (B) That this be a continuing resolution.

B-R&F 10-95AM UTILIZING FF II AND FAE IN FIRE PREVENTION

RESOLVED, (A) That CDF Firefighters work to eliminate future hiring and testing of Fire Prevention Specialist I (FPS I) and (FPS II) while protecting incumbents in those positions; and be it further

RESOLVED, (B) That CDF Firefighters endeavor to have future hiring into all FPS I openings be filled by journey level FF II's and future hiring into all FPS II openings be filled by journey level FAE's; and be it further

RESOLVED, (C) That CDF Firefighters take action if necessary to modify the minimum qualifications and/or duty statements for CDF FF II or CDF FAE to accommodate assignments to fire prevention positions; and be it further

RESOLVED, (D) That this be a continuing resolution until attained.

B-R&F 5-96 MINIMUM STAFFING LEVELS - CONSERVATION CAMPS

RESOLVED, (A) CDF Firefighters utilize the legislative process to secure the additional personnel years (PY) to raise effective staffing of 2.4 fire captains per fire crew; and be it further

RESOLVED, (B) This be a continuing resolution until achieved.

B-R&F 12-97 COST OF LIVING ADJUSTMENTS

RESOLVED, (A) That CDF Firefighters use whatever means necessary to have language placed in the MOU calling for annual cost of living adjustments; and be it further

RESOLVED, (B) That these cost of living adjustments be based only on increases to the Consumer Price Index; and be it further



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RESOLVED, (C) That these cost of living adjustments be in addition to any negotiated salary and/or benefit increases; and be it further

RESOLVED, (D) That this be a continuing resolution until achieved.

B-R&F 13-97 FIREFIGHTER I TRAINING

RESOLVED, (A) That CDF Firefighters use whatever means necessary to have CDF change the requirement for Firefighter I (field assignment) in order to comply with federal, state and local training mandates; and be it further

RESOLVED, (B) That all Firefighter I's be properly trained before being assigned to the field; and be it further

RESOLVED, (C) That this be a continuing resolution until achieved.

B-R&F 14-97AM REALIGNMENT OF SALARY STEP RAISES

RESOLVED, (A) That there shall be at least a 5% pay differential from the top step to the bottom step of each successive rank; and be it further

RESOLVED, (B) That this does not result in a salary cut; and is it further

RESOLVED, (C) That this be a continuing resolution until achieved.

B-R&F 15-97 RETROACTIVE CONTRACTS

RESOLVED, (A) That CDF Firefighters use whatever means available to enact legislation which assists in a timely negotiating of and signing of contracts; and be it further

RESOLVED, (B) That this legislation reflect any improved benefits or pay that are signed into any new contract be retroactive to the date of expiration of the prior contract if the new agreement is late; and be it further

RESOLVED, (C) That this be a continuing resolution until achieved.

B-R&F 16-97 SCHEDULE "A" TRAINING FOR LT FAE

RESOLVED, (A) That CDF Firefighters use whatever means necessary to have CDF add at least 24 additional hours to the LT FAE training standards in the area of Schedule A operations; and be it further

RESOLVED, (B) That all LT FAE's be required to complete this training prior to responding to any incidents; and be it further

RESOLVED, (C) That this training be provided at the academy as part of the Basic Fire Engine Operating Course (LT FAE); and be it further



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RESOLVED, (D) That this be a continuing resolution until achieved.

B-R&F 17-97 STANDARD TRAINING FOR LT FF II'S

RESOLVED, (A) That CDF Firefighters work with CDF to establish a standard level of basic training for the LT Firefighter II; and be it further

RESOLVED, (B) That this training be Schedule A based, is at least 80 hours and provided at the academy; and be it further

RESOLVED, (C) That this training be completed before the LT Firefighter II be allowed to respond to any type of incident; and be it further

RESOLVED, (D) That this be a continuing resolution until achieved.

B-R&F 19-97AM PROMOTIONAL OPPORTUNITIES FOR FF I AND II

RESOLVED, (A) That CDF Firefighters use whatever means necessary to get CDF to close the rank of FAE to open testing and make it promotional only; and be it further

RESOLVED, (B) That the requirement to apply for a promotion to Fire Apparatus Engineer be service in CDF as either a Firefighter I or II; and be it further

RESOLVED, (C) This be a continuing policy until achieved.

B-R&F 24-97AM CHANGES BETWEEN DUTY WEEK PATTERNS OR SHIFTS AND HOURS OF WORK

RESOLVED, (A) To change Section 8.07, paragraph 1, line 1; and be it further

RESOLVED, (B) This change shall read: "Changes between shift patterns or shifts shall occur with a minimum of one week advance notice except in a fire emergency or by mutual consent of the employee where notice may be less or, in the case of going from IRA to NIRA at the close of fire season; and be it further

RESOLVED, (C) This be a continuing policy until achieved.

B-R&F 10-98AM FIREFIGHTER I SALARY

RESOLVED, (A) The first step hourly wage for Firefighter I's be at least 10% greater than the federal and/or state hourly minimum wage; and be if further

RESOLVED, (B) Anytime the federal and/or state minimum wage increases, the Firefighter I's wage also increases to maintain the agreed upon percentage above the increase; and be it further

RESOLVED, (C) This remain as a continuing resolution.

B-R&F 17-98 ENSURE A STANDARDIZED LEVEL OF TRAINING TO QUALIFY FOR THE FIRE CAPTAIN CLASSIFICATION

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RESOLVED, (A) That all personnel entering the fire captain classification must meet the same levels of training as a promotional engineer; and be it further

RESOLVED, (B) The department shall provide all necessary training to complete the JAC program during the T&D assignment; and be it further;

RESOLVED, (C) This be a continuing resolution until achieved.

B-R&F 22-98AM BINDING ARBITRATION

RESOLVED, (A) CDF Firefighters attain through whatever means necessary binding arbitration; and be it further

RESOLVED, (B) This remain as a continuing resolution and be added to the policy book.

B-R&F 24-98AM HAZ-MAT TEAM INCENTIVE PAY

RESOLVED, (A) Any Unit 8 employee assigned to a HAZ MAT emergency response team in the role of a HAZ MAT technician or specialist receive the HAZ MAT incentive of \$150.00; and be it further

RESOLVED, (B) This be a continuing resolution.

BR&F 11-99AMPARAMEDIC PAY CONTINUATION

RESOLVED, (A) CDF Firefighters take any and all actions to have the department develop a mechanism to permit any employee licensed as a paramedic, but not normally assigned as a paramedic, to receive and/or retain the paramedic salary status as long as:
the unit where the employee is assigned has a paramedic program;
the employee agrees to work normal or overtime work hours as a licensed paramedic within the unit.

RESOLVED, (B) This be a continuing policy until achieved.

BR&F 25-99 COMPENSATION FOR FORCED WORK HOURS

RESOLVED, (A) CDF Firefighters take any and all actions to provide Unit 8 employees full per diem for forced work hours; and be it further

RESOLVED, (B) This pay will be the same rate as reflected in the M.O.U. for full travel status; and be it further

RESOLVED, (C) This be made a CDF Firefighters policy.

BR&F 26-99AM DOUBLE-TIME PAY FOR FORCED OVERTIME

RESOLVED, (A) CDF Firefighters take all action necessary to develop a compensation rate for forced work hours at not less than double-time pay for the employee's classification; and be it further



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RESOLVED, (B) To meet this intent, forced work hours should be those overtime hours ordered by the department to meet the DAILY OPERATIONAL NEEDS of the department after all efforts have been exhausted to fill said hours voluntarily; and be it further

RESOLVED, (C) To meet this intent, these forced work hours should not include those work hours associated with unforeseen emergency assignments, including emergency & disaster response and special staffing patterns; and be it further

RESOLVED, (D) This resolution be placed into CDF Firefighters policy until achieved.

B-R&F 8-00 VACATION AND HOLIDAY SCHEDULING

RESOLVED, (A) That CDF Firefighters does whatever it takes to allow employees to get full use of credits earned within that year, and any extra credits that the employee may have banked; and be it further

RESOLVED, (B) This be a continuing resolution until achieved.

B-R&F 14-00AM DRIVING FIREFIGHTERS

RESOLVED, (A) That the Department establish a driver training program for training Firefighter I's and Firefighter II's; and be it further

RESOLVED, (B) That at no time would the driving firefighter be substituted for an FAE or FC; and be it further

RESOLVED, (C) That these firefighters not be allowed, nor required, to drive any apparatus code 3; and be it further

RESOLVED, (D) That this be a continuing resolution until resolved.

B-R&F 15-00 CDF FIREFIGHTER CLASSIFICATION

RESOLVED, (A) The FF I and FF II classification be developed into one firefighter classification; and be it further

RESOLVED, (B) That this new firefighter classification be an entry-level position for assignments of permanent intermittent, or permanent; and be it further

RESOLVED, (C) That this new classification meets or exceeds the current FF II classification as it compares to work hours, salary, benefits and training; and be it further

RESOLVED, (D) This be a continuing resolution until resolved.

B-R&F 17-00AM VOLUNTARY TRANSFER AND REASSIGNMENT

RESOLVED, (A) The current language in policy and MOU Section 9.2., "Voluntary inter-unit transfer requests and civil service eligibility lists must be considered at the same time" be changed to "Voluntary inter-unit transfer requests will be interviewed before eligibility lists are used;" and be it further



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RESOLVED, (B) The current language in policy and MOU Section 9.1., "Voluntary intra-unit reassignment requests must be considered before list appointments," be changed to "Voluntary intra-unit reassignments will be interviewed before eligibility lists are used;" and be it further

RESOLVED, (C) This be a continuing resolution until resolved.

B-R&F 18-00 ROTATIONAL OVERTIME LIST

RESOLVED, (A) A FF I voluntary overtime list requirement be established; and be it further

RESOLVED, (B) This list use the same criteria as the current voluntary OT lists currently used for the FF II, FAI, and FC classifications; and be it further

RESOLVED, (C) This be a continuing resolution until resolved.

B-R&F 19-00 10-HOUR DUTY DAY

RESOLVED, (A) That clear, concise language be included in Section 8.8 of the MOU that states that personal hygiene, meals and normal housecleaning duties are included within the 10-hour work day; and be it further

RESOLVED, (B) This be a continuing resolution until resolved.

B-R&F 24-00 NOTICE OF CANCELLATION OF DIRECT DEPOSIT

RESOLVED, (A) CDF Firefighters use whatever means necessary to add language to Section 5.05 of the MOU in regards to accounts receivable and direct deposit; and be it further

RESOLVED, (B) That the language state the department must give the employee written notice 30 days prior to cancellation of direct deposit for any reason; and be it further

RESOLVED, (C) This be CDF Firefighters policy until achieved.

B-R&F 30-00AM HFEO'S AND CAPTAIN RANKS

RESOLVED, (A) To re-establish the requirement of the basic firefighter and engineer modules for all HFEO's; and be it further

RESOLVED, (B) All HFEO's shall be offered the required JAC training to journey level to meet the minimum qualification requirements for the fire captain; and be it further

RESOLVED, (C) All HFEO's have the ability to compete for lateral transfers to Fire Captain A or B and the ability to promote to the rank of battalion chief and above upon completing required training; and be it further

RESOLVED, (D) This be a continuing resolution until achieved.

B-R&F 31-00 EDUCATIONAL INCENTIVE PARITY



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RESOLVED, (A) That the experience necessary to apply for a position that requires a high standard (i.e., HFEO, pilot, forester) be translated to allow the mandated years of experience to count as the education to qualify for the educational incentive; and be it further

RESOLVED, (B) Or provide a JAC program for permanent personnel that is equivalent to the JAC engineer program and grandfather in all personnel existing in those positions; and be it further

RESOLVED, (C) This be a continuing resolution and presented at each bargaining session until obtained.

B-R&F 32-00AM SHIFT CHANGES

RESOLVED, (A) Except by mutual consent no more than six (6) shift changes be allowed per year; and be it further

RESOLVED, (B) The MOU contain language to clarify that a shift change has occurred anytime an employee's shift is different than the shift worked the previous work week; and be it further

RESOLVED, (C) This be a continuing resolution.

B-R&F 33-00AM FIREFIGHTER SENIORITY AS RELATED TO SALARY STEPS

RESOLVED, (A) That firefighter state time in service shall not be altered or effected in any way; and be it further

RESOLVED, (B) That firefighter salary steps be associated with the total months of time in grade in six-month intervals; and be it further

RESOLVED, (C) That this be a continuing resolution.

B-R&F 8-01 FULL STAFFING OF ALL CAMP POSITIONS

RESOLVED, (A) CDF Firefighters take all action necessary to implement a planned program whereby all camp positions are filled year-round; and be it further

RESOLVED, (B) This be a continuing resolution.

B-R&F 1-02AM CLASSIFICATION NUMBER CHANGES FOR HEAVY FIRE EQUIPMENT OPERATOR

RESOLVED, (A) That CDF Firefighters take all action necessary to secure a fire suppression classification code number for the heavy fire equipment operator class; and be it further

RESOLVED, (B) That this be a continuing resolution until achieved.

B-R&F 7-02 EMERGENCY MEDICAL TECHNICIAN (EMT) PAY DIFFERENTIAL

RESOLVED, (A) A pay differential of 3% be awarded to any BU-8 member who obtains a valid and current EMT certification; and be it further

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RESOLVED, (B) The EMT pay differential be calculated into the member's base salary for as long as the member maintains his/her certification; and be it further

RESOLVED, (C) This be a continuous resolution of CDF Firefighters until achieved.

B-R&F 22-02AM HAZMAT RECRUITMENT AND RETENTIONS INCENTIVE

RESOLVED, (A) CDF Firefighters shall seek to amend Section 17.9.1. to read, "Any Unit 8 employee regularly assigned to any dedicated HAZMAT emergency response unit on a full-time basis, or at the discretion of the unit chief, any Unit 8 employee who is a HAZMAT technician or specialist, who is required to maintain certification and a yearly baseline physical as part of his/her assignment as a member of a hazardous material response team have his/her salary increased by 15 percent for each pay period while so assigned; and be it further

RESOLVED, (B) This be a continuing resolution of CDF Firefighters until achieved.

B-R&F 3-03 CO-BEN CASH

RESOLVED, (A) CDF Firefighters take all action necessary to negotiate compensation for any member who received Co-Ben cash; and be it further

RESOLVED, (B) This compensation be equivalent to 50% of the negotiated amount of increases to the healthcare coverage; and be it further

RESOLVED, (C) This be a continuing resolution of CDF Firefighters until achieved.

B-R&F 8-04 IRS FOR EMPLOYEES ASSIGNED TO LAW ENFORCEMENT OPERATIONS

RESOLVED, (A) Section 1056, paragraph #2 of the Personnel Handbook be amended to read "Emergency means fire, flood, earthquake, law enforcement operations, or other soil," and be it further

RESOLVED, (B) That CDF Firefighters enter into discussion with the Department at a date as soon as possible, but before April 2005, to discuss making this language change prior to Fire Season '05.

RESOLVED, (C) That if the Department chooses not to meet with CDF Firefighters regarding this issue, it become CDF Firefighters policy.

B-R&F 1-05 BATTALION CHIEF (NON_SUPERVISORY) BASE SALARY COMPENSATION

RESOLVED, (A) CDF Firefighters will take whatever step necessary to preserve Sections 8.3 and 8.3.3.1 – 8.3.4 of the 2001-2006 MOU as currently written.

B-R&F 3-05 CONSERVATION CAMP DUTY WEEK

RESOLVED, (A) Reduction of the work week will make the conservation camp program more inviting to some CDF employees and their families; and be it further



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RESOLVED, (B) CDFFF work with CDF to change the work week from the 4 day (72 hour) to the 3 day (72 hour).

B-R&F 4-05 HELITACK FF I SUPPLEMENT EXPERIENCE CREDIT

RESOLVED, (A) Credit points for FF1's assigned on a full-time basis to a CDF Helitack crew at or above the existing point value per month(s) claimed for specialized positions on the department's supplemental testing process.

B-R&F 5-05 AR-40 COMPENSATION

RESOLVED, (A) That CDF Firefighters bargain to include the FLO I classification in section 17.4.1 of the M.O.U.; and be it further

B-R&F 8-05AM PAY INCREASE FOR FORESTRY LOGISTICS OFFICER (FLO)

RESOLVED, (A) That CDF Firefighters bargain for a 10% pay increase for the FLO classification.

B-R&F 9-05 INCORPORATION OF HISTORICAL DUTY WEEKS FOR BATTALION CHIEFS INTO THE MOU

Resolved, (A) The historical duty weeks shall be incorporated into the appropriate section in the MOU; and be it further

Resolved, (B) This incorporation shall result in no loss of benefits for our membership.

B-R&F 10-05AM AVAILABILITY OF EMPLOYEE ASSISTANCE PROGRAM.

Resolved, (A) That the psychological support available under the Employee Assistance Program be available to employees up to an additional two (2) quarters after separation.

B-R&F 11-05 MANAGEMENT'S FAILURE TO MEET TIME LIMITS

Resolved, (A) That failure on the part of management to meet the specified time frames will result in the granting of the grievance on behalf of the grievant; and be it further

Resolved, (B) The grievant shall also be awarded any and all remedies.

B-R&F 12-05AM VACATION SCHEDULING

Resolved, (A) Section 10.2.3 be modified to state that the approved vacation/annual leave schedule will be for the period of time beginning with the first work period starting after January 15 through the end of the first work period ending after January 15 of the following calendar year.

B-R&F 13-05AM ROTATION OF OVERTIME

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Resolved, (A) CDF Firefighters take whatever action necessary to change Personnel Handbook Section 1052 and/or MOU Section 8.23 to be inclusive of MOU Section 8.1 and 8.3 employees.

B-R&F 14-05 AIRCRAFT INSURANCE

Resolved, (A) Effective with the new MOU the insurance amounts shall be increased to:

Bodily Injury Liability: \$200,000
Life Insurance: \$250,000

and be it further

Resolved, (B) That effective July 1, 2010, the rates shall be increased to:

Bodily Injury Liability: \$250,000
Life Insurance: \$300,000

B-R&F 16-05 PLANNED OVERTIME

RESOLVED, (A) CDF FIREFIGHTERS take whatever action necessary to immediately stop this unilateral action of using non-MOU shift patterns to cover behind BU 8 personnel in IRA status during peak fire season; and be it further

RESOLVED, (B) That the department utilize ONLY scheduled hours overtime coverage, i.e., 24 for a 24, 14 for a 14, 12 for a 12, 10 for a 10, etc., for anticipated, non-emergency overtime behind fire control personnel on IRA status during peak fire season.

B-R&F 17-05 AM BOARD OF ADJUSTMENT

RESOLVED, (A) That CDF Firefighters and the State of California replace the "Skelly Hearing" process with a "Board of Skelly" using the same management/union participation format used by the Board of Adjustment; and be it further

RESOLVED, (B) That the "Board of Skelly" take place before the effective date of any adverse action against an employee; and be it further

RESOLVED, (C) That if any employee is dissatisfied with the results of the "Board of Skelly," the employee may still pursue any avenue available to them through the SPB without any union representation unless approved by the CDF Firefighters Board of Directors.

B-R&F 18-05 AM SHIFT PATTERNS FOR BU 8 EMPLOYEES IN ECC

RESOLVED, (A) CDF Firefighters negotiate that Section 8.2.4.1 be changed so that the two IRA shift patterns approved for Stations (1 & 3) be the only two IRA shift patterns approved for ECC; and be it further

RESOLVED, (B) Upon adoption, this resolution becomes CDF Firefighters Policy.

B-R&F 19-05 ECC SLEEP TIME



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RESOLVED, (A) That CDF Firefighters negotiate that Section 8.22 of the MOU be changed to read, "When an ECC employee has actually worked 24 consecutive hard-time hours without sleep, the department will make a reasonable effort to provide **10 hours** of uninterrupted sleep immediately following the hours worked, provided that such sleep occurs during hours otherwise scheduled for duty;" and be it further

RESOLVED, (B) Upon adoption, this resolution becomes CDF Firefighters Policy.

B-R&F 20-05 AM TRAVEL EXPENSE CLAIM REIMBURSEMENT

RESOLVED, (A) That Bargaining Unit 8 personnel be justly compensated, commensurate with the cost of operation, depreciation, and commercial vehicle insurance; and be it further

RESOLVED, (B) That CDF Firefighters use an existing committee or if necessary form a new committee to evaluate the true cost of private vehicle use to its membership during incident assignments; or

RESOLVED, (C) That the cost reimbursed by the state be equivalent to the average cost per day of a vehicle the state would ordinarily rent from a rental agency under state contract, plus the cost of the fuel. The current average cost of vehicle rental on state contract is \$74.00; and be it further

RESOLVED, (D) That CDF Firefighters use whatever means, legislative or otherwise, to ensure that its membership is justly compensated by the state when using their private vehicles for state business on emergency incidents.

B-R&F 22-05 AM EDUCATIONAL INCENTIVE

RESOLVED, (A) The State agrees to pay employees who attain the POST certificates listed below, or the appropriate college degree, as follows:

Employees shall qualify for 2.5% of their base salary or no less than \$120 per month if they possess a POST certificate or equivalent, as certified by the department, or an AA/AS Degree.

Employees shall qualify for 5.0% of their base salary or no less than \$240 per month if they possess an Advanced POST certificate or equivalent, as certified by the department, or an BA/BS Degree.

Employees shall qualify for 7.5% of their base salary or no less than \$360 per month if they possess a POST certificate or equivalent, as certified by the department, or a Masters Degree.

and be it further

RESOLVED, (B) The degrees must be obtained from an accredited college or university; and be it further

RESOLVED, (C) The above educational incentives are non-cumulative, i.e., employees are eligible to receive only one incentive or the other, not both; and be it further

RESOLVED, (D) This incentive will be **in addition** to the current incentive for completion of the department required J.A.C. program.

B-R&F 3-06 AM CDF FORM 212 (SEASONAL EVALUATION)

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RESOLVED, (A) That the evaluated employee be allowed to submit a written response within 30 days of receipt of the evaluation. That the CDF 212 be modified to include a line reading similar to: "Employee wishes to submit a written response to this evaluation, Yes _____ No _____." That any written response remain attached to the evaluation as long as the evaluation is a part of the employee's official personnel file.

RESOLVED, (B) That any negative comments on the employee's evaluation be substantiated, in writing, by the supervisor and be made part of the evaluation, and be it further

RESOLVED, (C) That this resolution be moved into continuing CDF Firefighters Policy.

B-R&F 5-06AM PAY EQUITY FOR BATTALION CHIEFS

RESOLVED, (A) CDF Firefighters negotiate a starting pay rate for Battalion Chief (72hr) at 5% above the top step Fire Captain B range; and

RESOLVED, (B) That the hourly rate of pay be calculated on the 56 hour clock; and

RESOLVED, (C) That all hours worked over 56 hours a week be compensated at 1 ½ times the hourly rate, and be it further

RESOLVED, (D) That this resolution be moved into continuing CDF Firefighters Policy.

B-R&F 6-06 AM FIREFIGHTER 1 PAY CALCULATION

RESOLVED, (A) That CDF Firefighters negotiate Firefighter 1's pay be calculated on a 56 hour work week; and

RESOLVED, (B) That all hours worked over 56 in a week be compensated at 1 ½ time.

RESOLVED, (C) That this resolution be moved into continuing CDF Firefighters Policy.

B-R&F 7-06 AM SAFETY RETIREMENT FOR FIRE PREVENTION SPECIALISTS (FPS)

RESOLVED, (A) The FPS's should receive retirement commensurate with the responsibilities assigned to the position; and be it further

RESOLVED, (B) The position of the FPS receive Enhanced retirement compensation, as per SB 400 for regular state safety not POFF Safety Retirement, and be it further

RESOLVED, (B) That this resolution be moved into continuing CDF Firefighters Policy.

B-R&F 8-06AM ELIMINATE SHIFT PATTERNS 2&4 (8.2.4.2.2/8.2.4.2.4)



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RESOLVED (A), The standard work shift patterns 1 & 3 be the only work shift patterns for all Fire Protection Employees in 8.2 and incorporated into the appropriate section in the MOU; and be it further

RESOLVED (B), That shift patterns 2 & 4 be removed from the MOU as an approved work schedule; and be it further

RESOLVED (C), The incorporation of this schedule shall result in no loss of benefits for our members.

RESOLVED (D) This resolution be moved into continuing CDF Firefighters policy.

B-R&F 1-07 LIVING QUARTERS FOR ACADEMY PERSONNEL

RESOLVED, (A) That dedicated living quarters be established at the academy for employees assigned to the academy.

B-R&F 2-07 OVERTIME OF LESS THAN ONE DAY FOR ACADEMY PERSONNEL

RESOLVED, (A) That CDF Firefighters use whatever action is necessary to achieve a similar overtime policy for partial days at the academy; and be it further

RESOLVED, (B) This policy guarantees a minimum of 12 hours of compensation.

B-R&F 5-07 BATTALION CHIEF WORK WEEK

RESOLVED, (A) CDF Firefighters take whatever action necessary to ensure 72-hour battalion chiefs are compensated on a 56-hour clock for all hours worked including planned and unplanned overtime; and be it further

RESOLVED, (B) That this become CDF Firefighters policy.

B-R&F 6-07 BETTER DATABASE FOR REPRESENTATION OF EMPLOYEES

RESOLVED, (A) CDF Firefighters State Rank and File Director be tasked to develop a database tracking Skelly hearings, type of actions the employee is charged with, CAL FIRE officer signing action, CAL FIRE Skelly officer, and decision rendered by the Skelly officer; and be it further

RESOLVED, (B) CDF Firefighters Rank and File Director be allowed until 12-13-08 to complete this project; and be it further

RESOLVED, (C) CDF Firefighters Rank and File Director be allowed to solicit help from district and chapter rank and file reps as needed and approved by the executive board to complete this project; and be it further

RESOLVED, (D) That this resolution result in no dues increase to members; and be it further

RESOLVED, (E) That this become CDF Firefighters policy.



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B-R&F 7-07 FFI COMPENSATION

RESOLVED, (A) CDF Firefighters take whatever action necessary to insure that the FF I classification is compensated on a 56 hour/week clock for all hours worked including planned and unplanned overtime; and be it further

RESOLVED, (B) That this become CDF Firefighters policy.

B-R&F 11-07AM INCORPORATE FLSA OVERTIME PAY INTO REGULAR PAYCHECK

RESOLVED, (A) That CDF Firefighters do whatever it takes to consolidate our regular monthly salary and our regular FLSA overtime pay into a single monthly paycheck without any loss of pay.

RESOLVED, (B) That CDF Firefighters take whatever action necessary to achieve the intent of MOU section 5.3.4.

B-R&F 12-07 INCLUDE SECTION 8.4 EMPLOYEES BACK INTO SECTION 8.14 IRS (IMMEDIATE RESPONSE STATUS) OF MOU

RESOLVED, (A) CDF FIREFIGHTERS take appropriate actions necessary to have Section 8.4 of the MOU reinstated back into Section 8.14 IRS under the following conditions:

Daily compensation while assigned to an incident shall be for a minimum of 16 hours;
Travel time to and from the incident will not be effected by this minimum;

16 hours may be exceeded if actually worked under the direction of the IC or their designee;

This 16 hour minimum shall revert to a 24 hour minimum, when for whatever reason, the employee is required by their incident assignment to be immediately available, required to remain at the incident during off hours or hotel rooms are not afforded within a reasonable and safe driving distance from the incident and/or sleeping arrangements are only available at the incident facilities; be it further

RESOLVED, (B) Upon adoption, this resolution becomes CDF Firefighters policy.

B-R&F 14-07 WORK WEEKS FOR SECTION 8.4 EMPLOYEES

RESOLVED, (A) CDF FIREFIGHTERS take appropriate actions necessary to have Section 8.4 of the MOU changed to include the 9-80 work week added to the two other work weeks already allowed at management's option; and be it further

RESOLVED, (B) Upon adoption, this resolution becomes CDF Firefighters policy.

B-R&F 15-07 REINSTATE THE AIR OPERATIONS OFFICER SERIES INTO " FIRE PROTECTION EMPLOYEE" CLASSIFICATION

Resolved, (A) Take appropriate action to move the Air Operation Officer Series from 8.4, Other Classes, to 8.2, Fire Protection Employees, of the MOU; and be it further



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Resolved, (B) The series be assigned to a duty week as stated under 8.2.3.1 and a shift pattern the same as the Forestry Pilot under 8.2.4.1.

B-R&F 16-07 AM PAY DISPARITIES CORRECTIONS FOR UNIT 8, SECTION 8.4 EMPLOYEES

RESOLVED, (A) CDF FIREFIGHTERS take appropriate action necessary at negotiations with DPA to bring out from under the table the issues relating to pay equity increases for all of Section 8.4 in conjunction with all of Unit 8; and be it further

RESOLVED, (B) From that point on, CDF FIREFIGHTERS shall strive to continue to gain pay raises and benefits for the entire membership equally, with an all for one and a one for all attitude with no brother or sister left behind. As part of our total force in CAL FIRE all of Unit 8 needs to remain a total force in supporting our brothers and sisters in the department to remain strong; and be it further

RESOLVED, (C) Upon adoption, this resolution becomes CDF Firefighters policy.

B-R&F 17-07 SEASONAL STEP INCREASES FOR FIREFIGHTER I/FORESTRY AIDE

RESOLVED, (A) CDF FIREFIGHTERS take appropriate actions necessary to have the department's management in all CAL FIRE units recognize the accrued time in each position to count for time accrued for receiving step increases in either position of Forestry Aide or Firefighter I; and be it further

RESOLVED, (B) CDF FIREFIGHTERS take whatever actions they deem necessary to have Section 17.3 of the MOU modified to include Forestry Aide seasonals or change this section to seasonal wages instead of Firefighter I wages specifying that seasonals are Firefighter I's or Forestry Aides; and be it further

RESOLVED, (C) Upon adoption, this resolution becomes CDF Firefighters policy.

B-R&F 20-07 SCHEDULE HOURS VERSUS HOURS OF NEED

RESOLVED, (A) CDF Firefighters do all that is necessary to ensure that CAL FIRE fills behind employees with the same scheduled hours and maintain staffing levels.

B-R&F 21-07 ELIMINATE SHIFT PATTERN 9 (8.2.4.4.1) FROM BARGAINING UNIT 8

RESOLVED, (A) The standard shift patterns for Fire Captain B's shall be shift patterns 1 & 3; and be it further

RESOLVED, (B) That shift pattern 9 be removed from the MOU as an approved work schedule; and be it further

RESOLVED, (C) The incorporation of this schedule shall result in no loss of benefits to our members; and be it further

RESOLVED, (D) That this become CDF Firefighters Policy.



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B-R&F 22-07 AM STANDBY TIME

RESOLVED, (A) Delete 8.2.2.7 from the MOU

RESOLVED, (B) Amend 8.8.3.2 to read: Except when a select call-staffing pattern is in effect, the standby response time criteria for Fire Captains A / B and HFEO's shall be 60 minutes (en route to assignment). When a select call-staffing pattern is in effect, the standby response time is 30 minutes (en route to assignment). If the employee cannot meet the required response times he/she may be required to remain at the work location. The unit chief may, at the request of an employee, waive the response time, and be it further

RESOLVED, (C) That this become CDF Firefighter policy.

B-R&F 1-08 AIR OPERATIONS

RESOLVED, (A) That CDF Firefighters support, lobby and bargain with CAL FIRE to restrict the use of the Air Operation Officers I, II, and III from working overtime behind CAL FIRE Forestry Pilots; and be it further

RESOLVED, (B) That this will become a position of the CDF Firefighters

B-R&F 2-08 COST RECOVERY OF UNION TIME AND EXPENSES ON PREVIOUSLY CASES

RESOLVED, (A) That CDF Firefighters pursue the means necessary to hold the state accountable for all costs associated with having to fight the state for violations that the state has been previously found guilty.

B-R&F 4-08 AM CONSIDERATION OF ADDING SHIFT PATTERN THAT APPLY TO THE CLASSIFICATION OF FIRE CAPTAIN SPECIALIST.

RESOLVED, (A) To add an additional shift to the Unit 8 MOU consisting of a duty week for the classification of Fire Captain Specialist as follows; Shift Pattern 1

B-R&F 5-08 PURCHASED OF RETIREMENT SERVICE CREDITS

RESOLVED, (A) That CDF Firefighters, either through negotiations or legislation, obtain this benefit through CalPERS, the ability for BU-8 members to purchase service credit for their time during lay-offs.

B-R&F 10-08 FFII AND FAE SUPPLEMENTAL EXAM PROCESS

RESOLVED, (A) That CDF Firefighters do everything possible to have CAL FIRE return to a more comprehensive and fair testing process for hiring & promoting its fire protection employees in the Firefighter II and Fire Apparatus Engineer classifications administered by the SPB, and be it further

RESOLVED, (B) that a comprehensive testing process shall encompass written testing, oral testing, and a physical fitness test



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B-R & F 12-08 VOLUNTARY INTRA – UNIT REASSIGNMENTS

RESOLVED, (A) That CDF Firefighters through the bargaining process work to change the language in Section 9.1.4 that management must make it known to the candidate in writing in the job announcement and in the interview process that the assignment has up to a two year requirement; and be it further

RESOLVED, (B) That if management fails to make the length of commitment known to the employee prior to the appointment, then management must accept a request for intra unit reassignment, and give consideration to the employee as outlined in the balance of section 9.1. Management's only exception would be in instances where they can show that the employee has been less than satisfactory in his/her job performance; and be it further

RESOLVED, (C) That this be a continuing policy resolution until such time as the intent of this resolution be added to the Bargaining Unit 8 MOU.

B-R&F 15-08 AM STEP INCREASE WHILE WORKING LT IN ADIFFERENT CLASS

RESOLVED, (A) When you receive a merit increase in your LT class you also receive a merit increase in your permanent class.

B-R&F 2-09 AM FF I / FF II PAY INEQUITY

RESOLVED, (A) That the FFII list is classified as open promotional; and be it further

RESOLVED, (B) That DPA Rule 599.674 (b) would now apply and a FFI would receive a 5 percent pay increase for accepting a FFII appointment, and be it further

RESOLVED, (C) That CDF Firefighters work to get a CAL FIRE policy which guarantees that a FFI who takes a FFII position do so with an appointment to a pay scale that is equivalent to a 5% increase.

B-R&F 1-10 AM OPEN LIST FIRE CAPTAIN MINIMUM TRAINING REQUIREMENTS

RESOLVED, (A) That the union bargain with the state to add completion of Engineer , FAE or equivalent CFFJAC as a minimum qualification to the open fire captain application process and exam announcement.

B-R&F 4-10 NON-PARAMEDIC CLASSIFICATION WORKING IN PARAMEDIC CLASSIFICATION

RESOLVED, (A) CAL FIRE allow all members who promote or voluntarily transfer out of the paramedic classification the option to maintain their ability to work within the paramedic classification.

B-R&F 5-10 AM INTRA-UNIT TRANSFER POLICY

RESOLVED, (A) That approved intra-unit transfer requests from employees meeting the requirements and capable of performing the duties of the intra-unit (within unit) vacancy be honored prior to the selection of a candidate from the promotional list; and be it further



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RESOLVED, (B) That in the case of more than one employee having an approved transfer request on file to a designated firehouse or battalion, that the employees affected go through a selection process designated by their respective assigned unit.

B-R&F 5-11 AM BADGE RETENTION POLICY

RESOLVED, (A) That a badge policy be developed for all permanent Bargaining Unit 8 employees that are currently assigned badges designating their agency rank affording them the opportunity to purchase their assigned badge(s) upon promotion and/or retirement.

RESOLVED, (B) Ability to purchase shall be in addition to MOU Section 5.10.2

B-R&F 1-12 FIREFIGHTER I HOURS OF WORK

RESOLVED, (A) That Section 8.1.3 be changed to state "Notwithstanding the above, employees covered by this section who are assigned to training of 5 days or more in duration, including required travel, may at management's option be assigned to work a 5-day training duty week. The 5-day training duty week will consist of five 8-hour days with 32 hours of standby immediately following one or more of the first four scheduled workdays."

B-R&F 5-12 AM COMPREHENSIVE TESTING FOR ENTRY LEVEL FIREFIGHTERS

RESOLVED, (A) CDF Firefighters work with CAL FIRE to develop and implement a comprehensive mandatory testing process for all entry level CAL FIRE suppression employees requiring an industry Fire Service standard firefighter testing process which would include a Fire Service based written entrance examination, a recognized Fire Service standard physical agility examination, DOJ (Department of Justice) background check and oral interview; and be it further

RESOLVED, (B) CAL FIRE's future as a progressive, well-trained fire department depends on hiring the best candidates possible without resorting to a mediocre review process of a candidate's paper resume; and be it further

RESOLVED, (C) CAL FIRE's obligation to invest money in hiring the best candidates far outweighs the money and time spent on dealing with those individuals who could have been thoroughly screened at the beginning and not place a burden on the rest of the department to deal with a potential disciplinary or performance issue of an employee; and be it further

RESOLVED, (D) CAL FIRE should implement this test for all entry level, lateral entry, and open list positions; and be it further

RESOLVED, (E) That the comprehensive testing for entry firefighters be established within the CDF Firefighters Operating Procedures Manual Section 1500 as a position statement.

B-R&F 6-12 FORESTRY AID PAY SCALE EQUITY

RESOLVED, (A) Forestry Aides be moved to a six month pay step increase schedule to create equity between the two equivalent ranks.

B-R&F 8-12 VACATION & HOLIDAY CARRY-OVER FOR NON PERMANENT EMPLOYEES.



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RESOLVED, (A) That CDF Firefighters bargain with the state to change this practice and give non-permanent employees the choice to cash out leave balances when separating.

B-R&F 9-12 AM MOU SECTION 9.2.4 (RESUME REVIEW)

RESOLVED, (A) To have an employee association representative the Chapter Director or their designee attend and participate on each resume review to ensure the provisions of MOU Section 9.2.4., 9.2.5.3 and 9.2.5.4 are followed as to allow a fair and equitable transfer process.

B-R & F 12-12 AM POST

RESOLVED, (A) All vacancies (resulting from promotion, retirement, separation from service, or creation of new positions) shall be published on a state supported program such as "Share Point" at least four weeks prior to the start of the transfer process; and be it further

RESOLVED, (B) Vacancies shall be filled utilizing Article Nine of the current MOU, and be it further

RESOLVED, (C) This is subject to Intra-unit transfers only

10-13 AMEND THE TRANSFER POLICY (MOU SECTION 9.20)

RESOLVED, (A) Amend Section 9.2.5.2 by adding : " All transfer candidates shall be notified that they are being considered for a vacant position being filled pursuant to Section 9.2 whether by interview, resume review, or any other approved hiring practice"; and be it further

RESOLVED, (B) Amend Section 9.2.5.2 by adding : " The specific qualifications and objective criteria required to fill the position shall be provided to the applicants at the time they are notified of an interview, resume review, or any other approved hiring practice": and be it further

RESOLVED, (C) Amend Section 9.2.5.4 by adding: " In addition, for each special qualification that the applicant does not receive full credit for, the aggregate rating form will detail what the candidate was lacking in order to receive full credit. If a standard questionnaire or a locally produced scoring form was used, the aggregate rating form will also detail what the candidate was lacking in order to receive full credit.

B-R & F 13-13 ALTERNATIVE ANNUAL LEAVE / VACATION CREDIT USAGE

RESOLVED, (A) A leave credit management program be established and BU8 employees be offered any combination of the following three options for using leave credits; and

RESOLVED, (B) Current vacation bidding practices as stated in the MOU; and

RESOLVED, (C) An annual cash buyout of a maximum of \$5000 in exchange for an equivalent amount of leave credit during the month of September only; and

RESOLVED, (D) Utilizing leave credits for adding total years of civil service within the department.



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B-R & F 17-13 AM FORCED OVERTIME POLICY

RESOLVED, (A) **RESOLVED, (A)** Firefighter I's have first return rights to his or her Firefighter I job the following year regardless of accepting a limited promotion later in the same calendar year.

Develop/meet and confer on a fair, equal and consistent department forced overtime policy. Included in such policy will be the administration of a rotational list, class specific break down and priorities as well as geographic priorities and limitations.

B -R & F 1-15 APPROVED VACATION FOR VOLUNTARY TRANSFERS 3-13 AM HFE0 TRAINING AND EMPLOYEES WHO PROMOTE DEVELOPMENT PROCESS (T & D)

RESOLVED , (A) CAL FIRE Local 2881 negotiate to remove MOU section 10.2.5.4, allowing employees who voluntarily transfer or promote to keep their approved MOU vacation.

BR & F 4-15AM PAY PARITY

CDF Firefighters shall work A) That CAL FIRE Local 2881 leadership propose that CPF in conjunction with our political staff seek legislative action to provide for pay parity for CAL FIRE Local 2881 members, similar to what is enjoyed by our brothers and sisters of the CHP department to establish a clear set of requirements and guidelines that supervisors and employees shall follow to enter into a T & D assignment; and be it further

RESOLVED, (B) That this resolution becomes policy and is included in the position statements of CAL FIRE Local 2881 Operating Procedures Manual Section 1500.

BR & F 5-15 CREATION OF A PAY INCENTIVE, STIPEND/RETENTION BONUS AVAILABLE FOR ALL BARGAINING UNIT 8 MEMBERS WHO PARTICIPATE IN DEFINED SPECIALIZED PROGRAMS

RESOLVED, (A) That a list is established identifying all specialty assignments in all classifications that exceed minimum qualifications and/or are of such nature that the specialty assignment or training exceeds normal expectations of the position; and be it further

RESOLVED, (B) That this established list of specialty categories should include but not be limited to: EMT, specialty fire ground operations, law enforcement, qualified non-classified positions, and higher education; and be it further

RESOLVED, (C) That these identified specialties that requirements shall be known and achievable so that every employee has an opportunity to succeed and progress within our members are trained and assigned to work will be given a salary increase expressed in percentage of earned income of the classification or by the same method that FCB and paramedics are compensated; and be it further.

RESOLVED, (D) That the completed specialty list and percentage increases for each position be included in the CAL FIRE Local 2881 Policy Section 1500.

BR & F 9-15 - FIREFIGHTER I RIGHT TO EMPLOYMENT

RESOLVED, (A) Firefighter I's have first return rights to his or her Firefighter I job the following year regardless of accepting a limited promotion later in the same calendar year.



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BR & F 2-16 AM Firefighter I Classification Under Section 8.2 of BU8 MOU

RESOLVED, (A) CAL FIRE Local 2881 immediately begin negotiations with the department to include Firefighter I's under Section 8.2 of BU8's MOU; and be it further

RESOLVED, (B) Once included in Section 8.2 of BU8's MOU, the Firefighter I classification would be subject to all terms of Section 8.2 similar to a Firefighter II, including, but not limited to a 56-hour EDWC clock and assignment of only Shift Patterns 1 and 3

BR & F 8-16 AM Limited Term Employment Offer Ending Upon Permanent Appointment

RESOLVED, (A) CAL FIRE Local 2881 work with the department to immediately end the practice of rescinding or terminating an LT offer solely due to the employee accepting a permanent offer in a lower classification; and be it further

RESOLVED, (B) Employees who accept a permanent position in a lower classification to their current LT assignment or offer should be offered the option to:

- C) End the LT assignment or offer and report to the new permanent assignment immediately; or
- D) Retain the LT assignment or offer until the LT assignment would have otherwise ended and then report to the new permanent assignment; and be it further

RESOLVED, (C) The options in RESOLVED (B) shall be at the employee's sole discretion and shall be permissible regardless of whether the LT and permanent positions are in the same or different CAL FIRE administrative units; and be it further

RESOLVED, (D) Language as to the terms of the agreement reached between CAL FIRE Local 2881 and the department pursuant to RESOLVED (A) shall be added to BU8's MOU.

BR & F 9-16 Paramedic License Reimbursement

RESOLVED, (A) CAL FIRE Local 2881 immediately work with the department to ensure that all employees who are required to maintain medical certification as a condition of employment are reimbursed for expenses associated with maintenance of their pre-hospital medical certification, whether EMR, EMT, EMT-advanced, paramedic, or similar level of training, so long as such certification is utilized to meet the minimum requirements of the employee's current position; and be it further

RESOLVED, (B) Such reimbursement cover at a minimum 100% of state and/or local EMSA certification/license renewal, state and/or local EMSA required CE hours, and any state and/or local EMSA required classes, such as ACLS, PHTLS, PALS, BTLS, and similar classes; and be it further

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RESOLVED, (C) Should the state in the future mandate national certification, such as that provided through the National Registry of EMTs, all costs associated with maintenance of national certification be included with those reimbursements covered under RESOLVED (C); and be it further

RESOLVED, (D) Such reimbursement or other compensation be the same for all employees possessing similar certification/license levels so long as such certification/licensure meets the minimum medical training for the position to which the employee is assigned; for example, an employee holding a state paramedic license and assigned to a non-ALS field position would receive the same license maintenance reimbursement as an employee holding a state paramedic position.

BR & F 10-16AM Staffing Pattern Pay

RESOLVED, (A) That Local 2881 Bargaining Team work towards an increase in pay for all employees affected by a staffing pattern working their regular shift hours during staffing patterns (for either of the following: In the unit, covering another unit, or assigned to an incident), to a minimum of 1.5 times their normal hourly pay rate for the time the staffing pattern is in effect; and be it further

RESOLVED, (B) That the Local 2881 Bargaining Team work towards an increase in pay for all employees during a staffing pattern on duty and not working their regular shift hours during staffing patterns (for either of the following: in the unit, covering another unit or assigned to an incident), to a minimum of double their normal hourly pay rate for the time the staffing pattern is in effect.

BR & F 12 – 16 Uniform Allowance

RESOLVED (A) CAL FIRE Local 2881 immediately commission CAL HR to conduct a thorough review of BU8's uniform and boot allowances pursuant to California Government Code Section 198503; and be it further

RESOLVED, (B) Immediately upon receipt of CAL HR's review described in RESOLVED (A), if not sooner, CAL FIRE Local 2881 begin negotiations to provide for a uniform and boot allowance package that is at least as comprehensive as BUS's as outlined in their 2010 MOU; and be it further

RESOLVED, (C) The annual uniform allowance be sufficient to at a minimum cover the cost of seven t-shirts, seven pairs of pants, one hat, one belt with buckle, one sweatshirt, and one button down shirt, in addition to a monthly allowance for maintenance and cleaning, a specified allowance upon academy completion, and an annual boot allowance; and be it further

RESOLVED, (D) In light of the premature deterioration of boots due to heavy usage in harsh environments and the constant upkeep required of boots including the need for polish, wax, and other leather treatments, CAL FIRE Local 2881 not compromise the current boot allowance while negotiating any other terms of the MOU, including uniform allowance; and be it further

RESOLVED, (E) This negotiation become a priority for CAL FIRE Local 2881 when negotiating the next MOU.

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B R & F 2-19AM Additional Leave Credits for L2881 Members

RESOLVED, (A) That MOU Section 10.3.1.1 be changed to reflect the addition of three (3) hours of vacation credit per time frame stated in this resolved:

10.3.1.1 All full time Unit 8 employees shall receive vacation leave credit in accordance with CalHR Rule 599.739 per the following schedule:

1 month to 3 years	11 hours per month
37 months to 10 years	14 hours per month
121 months to 15 years	16 hours per month
181 months to 20 years	17 hours per month
over 20 years	18 hours per month

and be it further:

RESOLVED, (B) that MOU Section 10.3.1.1 shall also reflect the addition of three (3) hours of vacation credit per time frame for the two month periods when release time bank credit is received from each member as stated:

“notwithstanding the above, on the first day of the August and February pay periods of each year Bargaining Unit 8 employees shall accrue vacation pursuant to the following schedule:

August Pay Period

1 month to 3 years	9 hours per month
37 months to 10 years	12 hours per month
121 months to 15 years	14 hours per month
181 months to 20 years	15 hours per month
Over 20 years	16 hours per month

For each employee in Bargaining Unit 8 on the first day of the August pay period the employer shall credit the union’s Release Time Bank (Section 2.7 herein) two hours:

February Pay Period

1 month to 3 years	10 hours per month
37 months to 10 years	13 hours per month
121 months to 15 years	15 hours per month
181 months to 20 years	16 hours per month
Over 20 years	17 hours per month

For each employee in Bargaining Unit 8 on the first day of the February pay period the employer shall credit the union’s Release Time Bank (Section 2.7 herein) two hours: and be it further;

RESOLVED, (C) that MOU Section 10.3.2.1 be changed to reflect the addition of three (3) hours of annual leave credits per time frame stated in the resolved: 10.3.2.1. All full time unit 8 employees shall receive annual leave credits in accordance to CalHR Rule 599.739 per the following schedule:

1 month to 3 years	15 hours per month
37 months to 10 years	18 hours per month

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121 months to 15 years 20 hours per month
181 months to 20 years 21 hours per month
Over 20 years 22 hours per month

and be it further;

RESOLVED, (D) that MOU section 10.3.2.1 shall also reflect the addition of three (3) hours of annual leave credits per time frame for the last two month periods when release time bank credit is received from each member as stated:

“notwithstanding the above, on the first day of August and February pay periods of each year Bargaining 8 employees shall accrue vacation pursuant to the following schedule:

1 month to 3 years 13 hours per month
37 months to 10 years 16 hours per month
121 months to 15 years 18 hours per month
181 months to 20 years 19 hours per month
Over 20 years 20 hours per month

For each employee in Bargaining Unit 8 on the first day of August pay period the employer shall credit the union’s Release Time Bank (section 2.7 herein) two hours.

1 month to 3 years 14 hours per month
37 months to 10 years 17 hours per month
121 months to 15 years 19 hours per month
181 months to 20 years 20 hours per month
Over 20 years 21 hours per month

For each employee in Bargaining Unit 8 on the first day of the February pay period the employer shall credit the union’s Release Time Bank (Section 2.7 herein) one hour.

BR & F 4-19AM – HFEO Passenger Endorsement Pay

RESOLVED, (A) That any HFEO, Fire Apparatus Engineer, Fire Captain and Battalion Chief who obtains a passenger endorsement and provides proof shall receive the endorsement pay of \$75 per pay period.

BR & F 5-19AM – Vacation/Annual Leave Use Policy

RESOLVED, (A) Any “Non-Duty Day/s” or “Normal day/s off” of one member, shall not affect another member from being able to use a Vacation/Annual leave day(s) in the same program area; and be it further

RESOLVED, (B) That the only value that should be used when figuring out the number of members allowed off at any one time, in any program are, shall be the “Duty Days” only (shift/scheduled days on).

BR & F 8-19AM – First Come, First Serve Approval Timeline



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RESOLVED, (A) MOU Section 10.2.4.8 be added to state " First Come, first serve vacation request shall be approved or denied at a minimum of 21 days before the beginning of the next Work Period".

BENEFITS SUPERVISOR COMMITTEE

B-SUP 1-08AM TO HAVE SUPERVISOR 4C EMPLOYEES ON EMERGENCY INCIDENTS SWITCHED TO WORK WEEK 2 TO BE COMPENSATED AT TIME AND A HALF FOR EMERGENCY ASSIGNMENTS

RESOLVED, (A) CDF Firefighter take the appropriate actions necessary to see that all Supervisorial 4C employees be converted to the work week group 2 during emergency incidents, and therefore be it

RESOLVED, (B) The compensation rate will become a hourly time and a half compensation, at portal to portal, while assigned to an emergency, from the beginning of the incident to the end of the incident, and therefore be it

RESOLVED, (C) That the compensation rate be based on all pay benefits instead of the current ICA with differential pay, and therefore be it

RESOLVED, (D) Upon adoption, this resolution becomes CDF Firefighters policy.

HEALTH, SAFETY AND INSURANCE COMMITTEE

HS&I 10-92 AM EMPLOYEE HEALTH & SAFETY

RESOLVED, (A) CDF FIREFIGHTERS seek through appropriate means, an exercise room in all new CDF facilities and/or exercise equipment for improving strength fitness; and be it further

RESOLVED, (B) That this be a continuing policy.

HS&I 8-93 OPERATING HEAVY EQUIPMENT

RESOLVED, (A) That CDF FIREFIGHTERS take whatever steps necessary to assure that only employees who have successfully completed an academy approved equipment operators course be authorized to operate CDF transports, dozers, motor grades and loaders; and be it further

RESOLVED, (B) That this be a continuing policy of CDF FIREFIGHTERS.

HS&I 12-93 AM BULLDOZER UNIT SWAMPERS

RESOLVED, (A) That CDF FIREFIGHTERS take whatever action to have the department provide firefighter swamper positions, without removing a firefighter from an engine, for CDF bulldozer units; and be it further

RESOLVED, (B) Adequate training would be given to the firefighter dozer swamper prior to filling the position; and be it further

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RESOLVED, (C) That this be a continuing policy of CDF FIREFIGHTERS.

HS&I 6-94 HFEO E.R.P. SUPERVISION

RESOLVED, (A) That CDF FIREFIGHTERS strive to keep the above supervisory status year-round, but at the very least, the HFEO's would be supervised appropriately for the Emergency Response Period; and be it further

RESOLVED, (B) That this be a continuing resolution.

HS&I 5-97AM SCHEDULE A STAFFING LEVELS

RESOLVED, (A) CDF Firefighters' policy will be to have CDF establish a minimum staffing level on Schedule A engines and truck companies; and be it further

RESOLVED, (B) CDF Firefighters take whatever action necessary to make this minimum staffing level consist of at least three (3) paid permanent personnel for Schedule A engines and truck companies; and be it further

RESOLVED, (C) Existing contracts and/or positions not be jeopardized by this policy; and be it further

RESOLVED, (D) This be a continuing resolution until resolved.

HS&I 6-97AM SUPERVISION LIMIT

RESOLVED, (A) That a camp manager shall not place a Fire Captain B in jeopardy by requiring him/her to supervisor more than one crew; and be it further

RESOLVED, (B) That a Fire Captain B should only supervise a maximum of 20 inmates/wards; and be it further

RESOLVED, (C) That this be a continuing resolution.

HS&I 2-99AM PEAK SEASON STAFFING FOR DOZERS

RESOLVED, (A) CDF Firefighters take whatever action necessary to require 24 hour-a-day, 7 days per week, staffing for all fire dozers during each ranger unit's peak fire season; and be it further

RESOLVED, (B) This be a continuing resolution until achieved.

HS&I 4-99AM TRAINING FOR LT FF II AND FF I WORKING SCHEDULE A AND AMADOR POSITIONS

RESOLVED, (A) The department and CDF Firefighters develop a policy that states all firefighters shall be fully and properly trained to all state and federal recognized standards before being assigned to an apparatus and this be a continuing resolution until achieved

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HS&I 8-99 LYME DISEASE VACCINATION

RESOLVED, (A) CDF Firefighters negotiate with the department to provide vaccinations for Lyme disease to employees at no cost to the employees within Bargaining Unit 8; and be it further

RESOLVED, (B) This be a continuing resolution until achieved.

HS&I 9-99 RADIO COMMUNICATIONS

RESOLVED, (A) CDF Firefighters take the necessary steps with the department to ensure all emergency vehicles have an adequate number of handie talkies available for every CDF firefighter assigned to that vehicle; and be it further

RESOLVED, (B) This be a continuing policy until achieved.

HS&I 11-99 AUTOMATIC DEFIBRILLATORS

RESOLVED, (A) That CDF Firefighters recognize automatic defibrillators as an essential piece of equipment needed to protect the lives of citizens and firefighters; and be it further

RESOLVED, (B) That CDF Firefighters take whatever action necessary to ensure said apparatus will be equipped with one automatic defibrillator and staffed with personnel who have had the proper training in its application; and be it further

RESOLVED, (C) That CDF Firefighters work to secure a physician to act as the department's medical director so that our personnel may provide medical aid without adhering to county boundaries; and be it further

RESOLVED, (D) That this be a continuing policy until achieved.

HS&I 13-99 HEPATITIS A VACCINATION

RESOLVED, (A) That CDF Firefighters negotiate with the department to provide vaccinations against Hepatitis A to employees, at no cost to the employee within Bargaining Unit 8; and be it further

RESOLVED, (B) This be continuing until achieved.

HS&I 2-01 FIRE APPARATUS SAFETY/PERFORMANCE

RESOLVED, (A) The California Department of Forestry and Fire Protection specify that all future acquisitions of fire apparatus must be able to maintain posted roadway speeds, including both rural mountain and urban interstate roadways.

HS&I 2-02 TUBERCULOSIS SCREENING AND TESTING

RESOLVED, (A) CDF Firefighters will negotiate to begin an immediate screening and testing of all fire protection classes for tuberculosis; and be it further



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RESOLVED, (B) This be a continuing resolution of CDF Firefighters until achieved.

HS&I 1-05 LIABILITY INSURANCE FOR CHAPTER OFFICERS AND REPRESENTATIVES

RESOLVED, (A) That CDF Firefighters provide liability insurance coverage to include all chapter officers and representatives (chapter director, alt. chapter director, treasurer/secretary, rank & file and supervisor representatives) that are allowed in the CDF Firefighters Policy and Procedures Handbook, Chapters, section, and be it further

RESOLVED, (B) Whenever there is a change in chapter officers or representatives that are provided this coverage, the CDF Firefighters headquarters office will be notified within five (5) days of the person being sworn in.

HS&I 2-05 ECC STAFFING

RESOLVED, (A) That CDF Firefighters work with CDF and the State Board of Forestry and Fire Protection to increase the Blue Book Staffing in ALL CDF Command Centers; and be it further

RESOLVED, (B) That because our lives depend on the Dispatcher Clerks who staff a majority of ECC's, we work with CDF to reclassify that position to one more suited to the current job such as Communication Officer I & II.

HS&I 5-05 BULLDOZER SERVICE UNITS

RESOLVED, (A) CDF FIREFIGHTERS take whatever action necessary to provide a refueling capable 4x4 service unit to each fire control dozer unit statewide, regardless of type.

HS&I 6-05AM T&D CRITERIA FOR HFEO

RESOLVED, (A) All HFEO T&D candidates must possess the minimum BULLDOZER qualifications for the HFEO classification PRIOR to commencement of the T&D assignment; and be it further

RESOLVED, (B) All HFEO T&D candidates must complete the testing process and obtain position on the open list prior to appointment to HFEO; and be it further

RESOLVED, (C) That prior to permanent appointment to HFEO, successful completion of the heavy fire equipment operator module at the academy must be obtained.

HS&I 7-05 BULLDOZER SUPPORT ON OUT-OF-COUNTY ASSIGNMENTS

RESOLVED, (A) ECC's fill all out-of-county requests with a complete dozer unit, which includes a dozer tender and a relief operator; and be it further

RESOLVED, (B) The dozer tender with relief operator be sent within 12 hours of the original request.

HS&I 9-05 VALLEY FEVER (COCCIDIOMYOSIS) PRESUMPTIVE ILLNESS



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RESOLVED, (A) That CDF Firefighters use all means possible to change Section 10.8 to include Valley Fever (Coccidioidomycosis) as a presumptive illness, qualifying for Enhanced Industrial Disability Leave that does not have to be specific to "responding to, returning from, or fighting active fire as defined in PRC 4103, 4104, 4170, and 4170.5", and

RESOLVED, (B) Be it further that this resolution be moved into CDF Firefighters Policy until achieved.

HS&I 10-05 PEACE OFFICER BODY ARMOR REPLACEMENT

RESOLVED, (A) The CDF Firefighters Board of Directors (or the Peace Officers Committee, if formed) work with the Department to develop policy requiring vest replacement as per the manufacturer specifications.

HS&I 1-06AM PRESUMPTIVE LUNG DISEASE

RESOLVED, (A) That CDF Firefighters take immediate action to have the following language added to the labor code: "The legislature finds that the employment of fire fighters exposes them to smoke, fumes, and toxic or chemical substances. The legislature recognizes that fire fighters as a class have a higher rate of respiratory disease than the general public. A firefighter who suffers from any disease or illness of the lungs or respiratory tract that results in death or total or partial disability is presumed to have contracted the disease or illness during the course and scope of employment as a firefighter. This section does not apply to a fire fighter who develops a lung condition and who is a regular and current user of tobacco products. For purposes of this rule, tobacco products are limited to those that are smoked, including cigarettes, pipes and cigars."

HS&I 2-06 UNIFORM SHORTS ALLOWED WHILE ASSIGNED TO OR INVOLVED IN WATER RESCUE OPERATIONS.

RESOLVED, (A) CDF FIREFIGHTERS take whatever action necessary that CDF provide their employees with a uniform shorts policy; and be it further

RESOLVED, (B) CDF approve a professional Class C uniform consisting of navy blue utility or BDU style shorts, which would be made from lightweight, breathable material; and be it further

RESOLVED, (C) This uniform would consist of either a work uniform shirt or navy blue CDF t-shirt, appropriate footwear accompanied by white socks, and belt; and be it further

HS&I 3-06AM PHYSICAL ABILITY TESTING

RESOLVED, (A) That CDF Firefighters take the necessary steps in improving our current outdated physical agility testing to the industry standard of physical ability testing (CPAT), as administered by CFFJAC; therefore be it

RESOLVED, (B) That the entry-level Firefighter I classification is included in this testing procedure; and

RESOLVED, (C) That this becomes CDF Firefighter policy

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HS&I 1-07 CAL FIRE ENGINE COMPANY MINIMUM STAFFING

RESOLVED, (A) This minimum staffing model will provide CAL FIRE with more effective, and safer fire ground operations and accountability. The National Fire Protection Association recommends a minimum of four firefighters responding on or with each apparatus. The study data showed that four-person staffing led to a 23.8 % reduction in injuries, a 25% reduction in time lost injuries and a 71% reduction in time lost due to injury when compared to three-person staffing; and be it further

RESOLVED, (B) CDF Firefighters employ all means necessary to ensure that the minimum staffing on all CAL FIRE engine companies be one fire captain, one engineer and two firefighters.

HS&I 2-07 SEASONAL MOVING FROM FIREFIGHTER I'S TO FORESTRY AIDES OR THE OTHER WAY AND HAVING TO MEET OSHPRO RPP REQUIREMENTS EACH TIME THEY ARE REHIRED WITH LESS THAN THREE MONTHS OFF WITHIN EACH NINE-MONTH PERIOD OF EMPLOYMENT

RESOLVED, (A) CDF FIREFIGHTERS take appropriate actions necessary to have the department change its policies to allow seasonal employees when rehired with less than 3 months off and within less than 12 months of their last RPP review and clearance to be cleared for hiring by simply having them sign a new form stating nothing has changed in their health to require additional review or require additional FIT testing be performed; and be it further

RESOLVED, (B) Upon adoption, this resolution becomes CDF Firefighters policy.

HS&I 4-07 INCREASED ACCESS BY FIREFIGHTER I'S TO THE EMPLOYEE ASSISTANCE PROGRAM

RESOLVED, (A) CDF Firefighters shall work with CAL FIRE to provide all Firefighter I's who have worked at least 60 continuous days in any one fire season one year of access to the Employee Assistance Program. The one year of access shall start on the first day of employment for each new fire season. These seasonal employees would be entitled to seven (7) visits per problem type as defined by the current regulations associated with the Employee Assistance Program as offered by the state of California.

HS&I 5-07AM SAFE TRAVEL FOR PLANNED NEED INCIDENT ASSIGNMENTS

RESOLVED, (A) That CDF Firefighters work with CAL FIRE to address the issue of safe travel for out of unit "planned need" assignments with respect to extended hours driving and sleep deprivation; and be it further

RESOLVED, (B) That all parties involved work together to foster a clear and unambiguous policy that creates an environment where individuals are encouraged to honestly describe their level of fatigue at the time when they are assigned an out of unit assignment that requires extensive driving.

HS&I 8-07 PAYROLL DEDUCTION FOR AFLAC INSURANCE

RESOLVED, (A) That CDF Firefighters, through whatever action necessary, achieve the ability to have payroll deductions at the employees' request made to AFLAC for premiums on supplemental insurance policies.

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HS&I 2-08 HEALTH BENEFITS

RESOLVED, (A) Bargaining Unit 8 should bargain for and secure additional benefits under our health care/mental health coverage. This additional benefit will add substance abuse treatment to all available plans; and be it further

RESOLVED, (B) This substance abuse treatment would include up to 45 days' residential treatment and follow-up care per calendar year, per employee and immediate family member.

HS&I 4-08 FORESTER I TRANSFERS

RESOLVED, (A) Handbook section 1021.9.4 be changed to read:

Forester I to Fire Apparatus Engineer

Two years of permanent full-time experience in CDF as a Forester I; and successful completion of Basic Fire Control (COA and FFA) training.

Or

One year permanent full-time experience in CDF as a Forester I; and two years experience in CDF as a Forestry Assistant II; and successful completion of Basic Fire Control (COA and FFA) training.

HS&I 1-09 SCHEDULE B STAFFING LEVELS

RESOLVED, (A) CDF Firefighters' policy will be to have CAL FIRE establish minimum staffing levels on Schedule B engines with a fire captain and engineer together; and be it further

RESOLVED, (B) CDF Firefighters take whatever action necessary to make the minimum staffing level consist of a fire captain, engineer, and a minimum of two (2) firefighters on Schedule B engines; and be it further

RESOLVED, (C) Upon adoption, this resolution becomes CDF Firefighters policy.

HS&I 2-09 INMATE CREW STAFFING LEVELS

RESOLVED, (A) CDF Firefighters' policy will be to have CAL FIRE have a fire captain and engineer together on each inmate fire crew; and be it further

RESOLVED, (B) CDF Firefighters take whatever action necessary to bring the supervision of inmate fire crews into line with nationally accepted standards of supervision; and be it further

RESOLVED, (C) CDF Firefighters take whatever action necessary to make the minimum staffing level consisting of a fire captain and engineer, thereby allowing better supervision, increased safety security and increased efficiency of inmate fire crews; and be it further

RESOLVED, (D) Upon adoption, this resolution becomes CDF Firefighters policy.



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HS&I 2-10 ONLINE EXPOSURE REPORTING

RESOLVED, (A) That seasonal employees shall have the annual fee to participate in the CPF online exposure reporting system paid for in the same manner that permanent employees are.

HS&I 3-10 STATEWIDE DATABASE/ EMPLOYEE DISMISSED WITH CAUSE

RESOLVED, (A) That a data base be established by SPB to track dismissed CAL FIRE employees; and be it further

RESOLVED, (B) That this employee who has been dismissed for cause be removed from all lists, open or promotional, for a period of three years; and be it further

RESOLVED, (C) That this data base be a read only by the unit personnel offices; and be it further

RESOLVED, (D) That the data base information be entered by SPB only; and be it further

RESOLVED, (E) Any employee entered into this data base be so for a period of three years minimum; and be it further

RESOLVED, (F) That this data base be maintained indefinitely; and be it further

RESOLVED, (G) That the pursuit of this resolution continues until attained; and be it further

RESOLVED, (H) That upon adoption of this resolution, it becomes CAL FIRE policy.

HS&I 1-11 MEDICAL TESTING

RESOLVED, (A) CDF Firefighters establish a position of supporting improved department-provided medical testing for its members; and be it further

RESOLVED, (B) CDF Firefighters use whatever means necessary to get the department to establish a policy of providing medical testing results of all department required and provided medical tests to the individual employees tested by the department or its contractors within 60 days or a reasonable time period of the test, and that these records be kept confidential when being routed to the employees; and be it further

RESOLVED, (C) CDF Firefighters use whatever means necessary to get the department to provide and pay for baseline medical testing for employees and periodic re-tests for all employees during their careers with CAL FIRE, and that the results of these tests be provided confidentially to the employees after each test; and be it further

RESOLVED, (D) That these medical and baseline tests include but are not limited to blood tests including (SMAC 20), health risk appraisal, medical health risk questionnaire, hands- on physical examination including vital signs, cardiovascular, pulmonary, gastrointestinal, lymph nodes, neurological, musculoskeletal, urinalysis, vision test, audiometry, and body composition by caliper, oncology testing, immunization and infection disease screening, heavy metal/special exposure screening, and any other testing procedure deemed necessary. The purpose of this testing is for long-term exposure testing; and be it further

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RESOLVED, (E) That this baseline testing include heart monitor test (EKG), VO2 value calculated and body structure x rays for the purpose of being used over the course of the employee's career to determine future injuries, degeneration or heart damage; and be it further

RESOLVED, (F) CDF Firefighters use whatever means necessary to get the department to establish a wellness fitness initiative type program similar to the model the IAFF has established throughout the nation; and be it further

RESOLVED, (G) This be a continuing resolution until achieved.

HS&I 4-11 CALIFORNIA LABOR CODE

RESOLVED, (A) That CDF Firefighters take legislative action to amend CLC 4850 to include CAL FIRE firefighters; and be it further

RESOLVED, (B) That the CLC amendment include all compensation (salary and extended duty week pay) to be used in the calculation of all benefits; and be it further

HS & I 1-13 AM EMERGENCY INCIDENT REHABILITATION/WORK REST CYCLE

RESOLVED, (A) To implement a guideline that adheres to the advice and standards that medical studies/research have provided for us at no cost for research to the department.

HS & I 2-13AM UPDATE THE BU8 MOU TO CURRENT STANDARDS

RESOLVED, (A) That CDF Firefighters take whatever means necessary to change the language of MOU Section 11.12 to reflect the requirement of CAL FIRE to provide PPE including web gear that meets or exceeds NFPA Compliance.

HS & I 3-13AM GROOMING STANDARDS

RESOLVED, (A) That CDF Firefighters support and lobby change to Personal Procedures Handbook 1000 Section 1506 by removing the bullet point section " Mustaches will not extend below the bottom of the upper lip, nor more than one-half inch beyond the corners of the mouth"; and be it further

RESOLVED, (B) That the following language be added to Section 1506, " Mustaches are permitted as long as they do not interfere with the safe fitting and fit testing of any respiratory protection; and be it further

RESOLVED, (C) That this be a position of the CDF Firefighters.

HS & I 1-15AM HEALTH BENEFITS OPTIONS

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RESOLVED, (A) To have (a) health benefits committee look at other models, i.e. L.A. County Fire and CHP managed Health Care.

HS & I 2-15 CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION RURAL HEALTH CARE PROGRAM REINSTATEMENT

RESOLVED, (A) That CAL FIRE Employees that reside in counties that would benefit from the Rural Health Care Program have that benefit extended to them to ease the financial hardship; and be it further

RESOLVED, (B) That if RESOLVED (A), cannot be obtained, a program similar in nature be established to assist those employees.

HS & I 1-19 STAFFING

RESOLVED, (A) That CAL FIRE Local 2881 take all means necessary to restore the engines, dozers, hand crews and aircraft including personnel cut throughout the years; and be it further

RESOLVED, (B) That CAL FIRE Local 2881 take all means necessary to correct our staffing shortages for all ranks up to and including adding a third shift (without loss of current income) to cover the long hours and provide for a rested and safe work force.

HS & I 2-19 CANCER SCREENING for L2881 MEMBERS

RESOLVED, (A) that CAL FIRE Local 2881 bargain for including cancer screening as part of the department yearly medical screening.

RETIREMENT AND DISABILITY COMMITTEE

R&D 9-98AM LONG TERM DISABILITY BENEFIT

RESOLVED, (A) As a benefit to the employee, the state of California will provide long-term disability insurance to all CDF Unit 8 employees; and be it further

RESOLVED, (B) This be provided at no cost to the employee; and be it further

RESOLVED, (C) This insurance will provide up to a minimum of two years coverage for each injury; and be it further

RESOLVED, (D) This remain as a continuing resolution

R&D 13-98 INCREASE IN RETIREMENT PERCENTAGE

RESOLVED, (A) That CDF Firefighters take whatever action necessary to increase the retirement formula to 3% multiplied by years of service at age 50, with no percentage increase after that; and be it further

RESOLVED, (B) That this be a continuing policy until achieved.

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R&D 2-99 MAXIMUM RETIREMENT BENEFIT 25 YEARS SERVICE

RESOLVED, (A) That age should not be the determining factor for service benefits alone; and be it further

RESOLVED, (B) CDF Firefighters vigorously pursue a retirement plan that allows 3.0 or better retirement after 25 years of service within CDF.

R&D 1-00 NO LOSS OF EXISTING BENEFITS RELATED TO SICK LEAVE WITH DROP PROGRAM

RESOLVED, (A) CDF Firefighters pursue whatever action necessary through legislation, bargaining, or the meet and confer process, to ensure the current right to extend service credit with unused sick leave is still allowable under the DROP program.

R&D 1-02 RETIREMENT AND DISABILITY

RESOLVED, (A) that CDF Firefighters take actions to improve the retirement and disability benefits of CDF employees

R&D 2-02 ALL PERS CONTRIBTUIONS CALCULATED INTO RETIREMENT PAY

RESOLVED, (A) CDF Firefighters bargain for, or by whatever means necessary, have both the State's and the employee's retirement contributions count as compensation when calculating final retirement pay, and be it further

RESOLVED, (B) that the preferred method for including the state's contribution would be to have it added to the normal salary and have it deducted before taxes as currently is done with the individuals contribution.

R&D 1-05 SICK LEAVE CONVERSION FOR RETIREMENT

RESOLVED, (A) That CDF Firefighters, either through negotiations or through legislation, provide for the use of accumulated sick leave by either of two methods below at the employee's option:

1. All accumulated sick leave time for service credit upon retirement as currently allowed.
2. Conversion of any sick leave hours over 1000 at the 2 hours for 1-hour pay ratio as allowed for in the annual leave program once a year and/or at any time prior to retirement; and be it further

RESOLVED, (B) This be placed into CDF Firefighters operating policy.

R&D 3-05 SAFETY RETIREMENT FOR FORESTRY LOGISTICS OFFICERS (FLO)

RESOLVED, (A) That CDF Firefighters bargain for the FLO classification to be moved to a retirement formula or benefit, with the ultimate goal of safety 2% @ 50.



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R&D 4-05AM VALUE OF UNUSED SICK LEAVE TO BE CREDITED AS A CASH VALUE TOWARDS THE RETIREE'S CONTRIBUTION TOWARDS HEALTH BENEFITS

RESOLVED, (A) All unused sick leave hours will receive a monetary value based on the 40 hour clock and placed in a health benefit offset holding account; and be it further

RESOLVED, (B) That the employee will be able to utilize the health benefit offset holding account to pay for the employee portion of their retiree health benefits until the account is exhausted

R&D 1-07 4850 TIME

RESOLVED, (A) That CDF Firefighters obtain for our membership, at a minimum, those benefits provided in Labor Code Section 4850; and be it further

RESOLVED, (B) Change or modify language in Sections 10.8 and 11.21 of the Memorandum of Understanding, in the upcoming bargaining sessions, to reflect the changes in Resolved A above; and be it further

RESOLVED, (C) That this be continuing policy.

R&D 1-08 SURVIVING SPOUSE HEALTH BENEFITS

RESOLVED (A) CDF Firefighters sponsor legislation that allows continued health benefits to a surviving spouse provided the surviving spouse was married to the primary member no less than six months prior to the date of death regardless of the retirement date of the member; and be it further

RESOLVED (B) The Executive Board, working with our legislative team, see that such a bill is introduced when the "legislative climate" is conducive to making such a change.

R&D 1-09 DENIED BENEFIT RETIREMENT PROGRAM

RESOLVED, (A) CDF Firefighters take whatever action necessary to protect our Defined Benefit Retirement Program, and that this resolution be placed in the policy book.

R&D 2-09AM UNION SAIT PARTICIPATION

RESOLVED, (A) That SAIT trained, retired union members who are interested and available to participate in an investigation be hired by CAL FIRE as a retired annuitant, when an active CDF Firefighters member is unavailable to be assigned as the union representative to the SAIT.

R&D 1-10AM EAP BENEFITS FOR RETIREES

RESOLVED, (A) That CDF Firefighters seek to obtain for EAP benefits for retirees.

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1600 Exhaustion of Remedies

(05-15)(07-18)

Any dispute or claim against the union or any union officer or member acting on behalf of the union shall be subject to Section 1001 (Exhaustion of Remedies Within the Union). Any such dispute or claim shall be filed, received by the president of the union by registered mail, return receipt requested, no later than six months from the date that the complainant knew or should have known the facts giving rise to the dispute or claim, unless the dispute or claim would have been subject to a different statute of limitations under statute or common law, in which case the longer time limits shall apply.

1601 Once the executive board has acted on any dispute, any further review of the executive board's decision shall not be brought in a court of law, but shall be resolved by arbitration. Arbitration of all disputes, claims and/or controversies except those covered by Section 1602 shall be resolved as follows:

- .01** Members shall submit to final and binding arbitration any dispute, claim or controversy arising between them and the union. Such claims, disputes, and/or controversies specifically include but are not limited to:
 - .A** Any dispute, claim or controversy arising out of an expulsion or suspension concerning any alleged violations of the disciplinary procedures of these operating procedures.
 - .B** Claims alleging any violation of the constitution or operating procedures or any duty or responsibility created by statute or common law owed to any member by the union, the executive board or any officer of the union, including but not limited to any discrimination claim under federal, state or local law.
- .02** In all cases an impartial arbitrator will be selected by the parties using an alternative striking method from a list of seven arbitrators obtained from the American Arbitration Association. The arbitration shall be conducted in accordance with the arbitration rules and procedures established by the American Arbitration Association. The arbitrator shall have the power to grant any remedy that would be available in a court of law, and at the conclusion of arbitration, the arbitrator shall provide a written decision to both sides.
- .03** The arbitrator's fees and expenses will be paid in full by the union, except in those cases where an expelled or suspended member submits to arbitration an alleged violation of the disciplinary procedures contained in these operating procedures. Such individual shall pay half of the arbitrator's fees and expenses, which amount shall be held by the union in an interest-bearing, escrow account until the arbitrator renders a decision. If the arbitrator ultimately rules in favor of the individual, the union will reimburse such individual with the amount held in escrow, with interest, and pay in full the arbitrator's fees and expenses. If the arbitrator rules in favor of the union, the monies held in escrow will be used to satisfy in part the arbitrator's fees and expenses. Discrimination claims shall be processed pursuant to separate arbitration procedures in Section 1602.

1602 Non-Discrimination

The union shall not discriminate against or harass any member, directly or indirectly, in any facet of their union membership, right, privilege or benefit because of the member's race, creed, color, sex, national origin, religion, medical condition, physical disability, sexual orientation, rank or political affiliation or in violation of any federal, state or local law.



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Any member claiming discrimination or harassment in violation of this section shall resolve their claim through the procedure set forth below:

.01 Mediation

- .A** Before invoking the arbitration procedures set forth below, the parties shall first participate in the mediation of the disputed.
- .B** The mediator shall be selected by mutual agreement. If mutual agreement is not reached, the parties shall select a mediator through AAA by procuring a list of seven names and alternately striking names until one remains. The mediation shall be conducted informally. The cost of mediation shall be borne by the parties equally.

.02 Arbitration

- .A** If the parties are unable to resolve a claim arising under this section through mediation, they shall submit any such dispute to arbitration. Arbitration shall be final and binding. The parties understand that they are waiving their rights to a jury trial.
- .B** Unless the parties agree on an arbitrator, the parties shall select an arbitrator by receiving a list of seven names from AAA and alternately striking until one name remains who shall be appointed as the arbitrator.
- .C** The arbitration shall take place in Sacramento, California, at a time and place selected by the arbitrator. A pre-arbitration hearing shall be held within ten business days after the arbitrator's selection. The arbitration shall be held within 60 calendar days after the pre-arbitration hearing. The arbitrator shall establish any deadlines necessary to accomplish this goal.
- .D** Each party shall be entitled to discovery of the central documents and witnesses, as determined by the arbitrator. No less than 30 calendar days before the arbitration, a party may serve a document or request calling for any document that would be discoverable in civil litigation. The parties served with this request shall deliver the requested documents and any objections within five business days. The arbitrator may resolve any dispute over the exchange of documents. Each party may take no more than three depositions unless additional depositions are allowed by the arbitrator for good cause. All depositions must be completed as of 14 calendar days before the arbitration hearing. The arbitrator may resolve any dispute over the depositions, as they would be resolved in civil litigation.
- .E** The arbitrator shall have the powers provided in California Code of Civil Procedure, section 1282.2 through 1284.2, and may award any remedy that would be available in a court of law.



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- .F** Within 30 days after completion of the arbitration, the arbitrator shall submit a tentative decision in writing specifying the reasoning for the decision and any calculations necessary to explain the award. Each party shall have 15 days in which to submit written comments to the tentative decision. Within ten days after the deadline for written comments, the arbitrator shall announce the final award.
- .G** The union shall pay the arbitrator's expenses and fees, all meeting room charges and any other expenses that would not have been incurred if the case were litigated in a judicial forum having jurisdiction over it. Unless otherwise ordered by the arbitrator, each party shall pay its own attorney's fees, witness fees and other expenses incurred by the party for his or her own benefit.

The arbitrator may award the prevailing party his or her expenses and fees of arbitration, including reasonable attorney's fees and witness fees, in such proportions as the arbitrator decides.

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1700 Saving Clause

(07-18)

In case any part or provision in this Operating Procedure shall be found invalid, illegal or unenforceable in any jurisdiction, that shall not invalidate or render unenforceable any other part or provision. To the extent possible, the invalidated or unenforceable terms should be reinterpreted so as to effectuate the essential purpose of this Operating Procedure.

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SECTION 1800 Honor Guard Operating Procedures

(9-18)

1800 INTRODUCTION AND HISTORY

The CAL FIRE Local 2881 Honor Guard was established and founded by Shep Sheppard in December 1994 at the Local 2881 annual convention. The Ground Breaking Ceremony & first Honor Guard Event was held on March 26, 1995. Membership is comprised of active and retired CAL FIRE LOCAL 2881 members and is supported by Local 2881 and donations to the Honor Guard Fund. Membership of the Honor Guard will consist of active and retired members of CAL FIRE and must be members in good standing of CAL FIRE Local 2881. Exceptions to the membership rules may be requested by the Honor Guard Commander and approved by majority vote of the CAL FIRE Local 2881 Executive Board.

The group provides assistance to the families of CAL FIRE Local 2881 members in making arrangements and details involving funeral and memorial services for both active and retired CAL FIRE Local 2881 members. Honor Guard duties include;

- The Posting of Colors
- Last Alarm Ceremonies
- Graveside Duties
- Flag Folding Ceremonies
- Pipes and Drums
- Dedications
- Memorials
- Other related duties as assigned

The first performance of the Honor Guard was the grounds dedication for the California Fallen Firefighter Memorial in Sacramento's Capital Park. Since that day in May of 1995, the Honor Guard has performed at numerous funerals, memorials, and other functions.

The Honor Guard will be presenting the colors and honoring graduates at all of the CAL FIRE graduation ceremonies.

1801 MISSION STATEMENT

The mission of the CAL FIRE Local 2881 Honor Guard is to provide California Department of Forestry and Fire Protection (CAL FIRE) employees and families with a uniform and consistent method of honoring both active and retired persons who have died on or off duty. The Honor Guard will also provide color guard duties when requested.

1802 VALUES

CAL FIRE Local 2881 Honor Guard is a professional organization. We take pride in providing service to our fallen brothers, sisters and their families. For this reason we hold these values true and expect all members to abide by them at all times.

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RESPECT – We will show respect, good manners, empathy, and politeness and be civil to each other. Being mindful to our differences, giving the benefit of the doubt and being supportive of each other.

EQUALITY – These standards apply equally to all personnel. This builds teamwork, trust, shows fairness, and good leadership.

COMMUNICATION – We will openly and honestly communicate with each other.

CONFLICTS – All personnel will attempt to resolve problems by communicating with the other person or persons involved. If this does not work, take the problem to your supervisor. Follow the chain of command.

CRITICISM – We will be open to suggestions and strive to improve our performance whenever possible.

LOYALTY – to your family, your Honor Guard, you're Union, your Department, and the Fire Services.

1803 INTRODUCTION OF ORGANIZATIONAL STRUCTURE STATEMENT

CAL FIRE Local 2881 Honor Guard is a large organization that spans the entire state, consisting of CAL FIRE LOCAL 2881 Union members in good standing. Due to the number of members and the geographical challenges; chain of command is a necessity.

The Honor Guard belongs to the Union. The President of CAL FIRE Local 2881 is ultimately in charge and responsible for the actions of the Honor Guard. The Union President shall appoint a Commander. It is the Honor Guard Commander's responsibility to approve requests, financial transactions, and handle the internal affairs of the Honor Guard.

There is no rank held within the CAL FIRE LOCAL 2881 Honor Guard. The Chain of Command is built from appointed and voted positions.

The Honor Guard will be run on a day to day basis by the Honor Guard Commander under the supervision of the General Vice President.

1804 MEMBERSHIP

.01 APPLICATION

.A Membership in CAL FIRE Local 2881 Honor Guard is regulated to current dues paying members, both active and retired. Interested personnel should contact a current member to receive an Honor Guard application. Exceptions listed in section 1800.

.B The completed application should be returned to the Area Leader in charge. The Area Leader will retain some information for contacting the proposed member if that person is accepted.

.C The Area Leader will then forward the application to the Honor Guard Commander. The Commander will verify the applicant is a dues paying Union member.

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.D A small back ground investigation may be conducted to assure the applicant meets the quality of an Honor Guard member.

.E An interview will be conducted by a panel of 3 members, appointed by the Area Leader.

.F Special membership may be held by active and retired CAL FIRE employees that are not eligible for membership in Bargaining Unit 8.

.G All special membership applications will be reviewed by the Honor Guard interview panel and the Honor Guard Commander, however the final approval will depend upon a review and approval of the CAL FIRE Local 2881 State Board of Directors.

.H All members must understand that due to the geographical and personnel issues that affect us, in order to maintain an active member status they must attend at least 10% of all details in their respective area.

.I Time release is available for personnel on duty, so if an event falls on a duty day release time can be acquired.

With this in mind, a response of being on duty for an event will not be accepted. If you are requested to an event, you are expected to attend. Exceptions will be made on a case by case basis, as deemed by the Area Leader or Detail Commander.

.J Membership can be revoked if the member has not performed to the high standard of the Honor Guard.

.01 The dismissal will involve documentation that shows detrimental actions or actions unbecoming an Honor Guard member.

.02 The dismissal process will include the Honor Guard Commander, Assistant Commander, and three members from different areas, as stated in the Discipline Policy.

.03 All evidence will be heard by the panel and a decision will be made.

.04 The member will have only one appeal to the Union President if a dismissal is approved by the panel.

.05 Once dismissed from the Honor Guard, personnel may not return.

.K It is each member's responsibility to inform their respective Area Leader of any changes of phone numbers, address, and duty station or duty days. Each Area Leader will forward that information to the keeper of the master membership list.

1805 HONOR GUARD MEMBER NUMBERS/BAND

.01 The minimum allowance of members per area will be 33 or not to exceed 100 general members statewide.

.02 The maximum of allowance of Pipe Band (including Buglers) members will be 40 statewide.



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.03 The maximum allowance of Photographers will be three (1 for each area)

1806 HIRING PROCESS FLOW

.01 Applicant received application from sponsor.

.02 Applicant completes application, Emergency Contact form, Firefighters Last Wish, and letter of recommendation from their Company Officer, and returns documentation to sponsor.

.03 Applicant's sponsor turns in application to Area Leader for review.

.04 After several applications are received, Area Leader determines date for interview panel and selects panel.

.05 Upon approval from the interview panel and successful uniform inspection, the applicant's 1 year probation will begin. Within that year, the conditional Honor Guard member(s) must attend at least 25% of details in their respective areas.

.06 Probation may be extended due to circumstances and these should be noted on the probationary member's evaluations.

.07 After 1 year as a probationary honor guard member, the member will have an end of probation interview. This will include an interview based on detail evaluations, attendance, and overall performance during probation.

.08 Upon successful completion of interview, applicant is a confirmed member.

1807 INITIAL INTERVIEW CRITERIA

.01 The interview panel will consist of three (3) members selected by the area leader. Every attempt will be made to have a different interview panel for the end of probation interview:

.A One (1) Honor Guard Area Leader.

.B One (1) Honor Guard Detail Leader.

.C One (1) Honor Guard Member filled by either an Honor Guard General Member or an Honor Guard Detail Leader.

.02 Interview questions will be related to the following:

.A Experience

.B Interpersonal

.C Commitment

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- .D Expectations
- .E Closing Statements

1808 FIRST INTERVIEW PANEL QUESTIONS

- .01 Tell the interview panel about yourself.
- .02 Why do you want to be a CAL FIRE LOCAL 2881 Honor Guard member?
- .03 What can you offer the CAL FIRE LOCAL 2881 Honor Guard/ Band?
- .04 What other agency functions do you participate in (i.e. SAR, ERD, etc.) and will they affect your membership with the Honor Guard?
- .05 Joining the CAL FIRE LOCAL 2881 Honor Guard is a huge commitment. Where do you plan on being in your career two years from now?

- 1808 .06 The nature of the job expects the Honor Guard team to deploy at a moments notice, will this be a problem?
- .07 Closing statements.

1809 PIPE AND DRUM BAND REQUIREMENTS

- .01 Members wishing to become part of the Pipes and Drums must provide their own musical training.
- .02 Prior to becoming a full member, each musician candidate must audition before either the Pipe Major or Lead Drummer depending on instrument.
- .03 New musicians must have a level of knowledge of their instrument to allow for independent performance, including but not limited to;
 - .A Memorization of sufficient tunes to cover a funeral and a graduation, generally Amazing Grace, and three marches.
 - .B Knowledge of their instrument to allow for routine maintenance, tuning and emergency repair.
 - .C Ability to play while marching to lead a procession.
 - .D The Drum Major will have the knowledge/ability to direct the band and using standard voice and mace commands. The standard will be consistent with the Regimental Drum Major's Association Drill Manual for Pipes & Drums.
 - .E The Drum Major is expected to maintain a superior.

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.04 Once a member has demonstrated the minimum requirements of musicianship to the Pipe Major/Lead Drummer, they may still be considered a probationary member until they have participated in at least three events where they will accompany a band member.

.05 If a new member demonstrates that they can perform solo, no probationary period is required.

.06 Prospective members are encouraged to attend any scheduled band practice, to act as a general member for events, and attend an HG Academy.

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1810 ADMINISTRATION

JOB DESCRIPTION FOR THE GENERAL MEMBER

.01 PROBATIONARY MEMBERS ONLY (A-D)

- .A New member.
- .B Advance knowledge of Basic Drills.
- .C Less than 6 months to 1 year with Honor Guard.
- .D Attendance of at least 25% of details in your respective area.
- .E Must be an active Honor Guard Member in good standing.
- .F The ability to follow basic instructions.
- .G The ability to perform basic Honor Guard duties under stressful situations.
- .H The ability to interact and communicate effectively with other Honor Guard members, Department Supervisors, and the public.
- .I Conform to all Honor Guard standards, policies, and procedures.
- .J The ability to maintain a presentable uniform and professional attitude during all events.
- .K General members may be delegated to handle Local training, equipment, and secretary duties. This will be based on merit, time on the Honor Guard, and selection by the Local membership.

1815 JOB DESCRIPTION FOR THE GENERAL MEMBER/ SPONSOR

- .01 Have all the qualifications of the General Member plus....
- .02 Completion of Probation.
- .03 Ability to effectively communicate with Honor Guard Members, Department Supervisors and the public during critical events.
- .04 Knowledgeable of Honor Guard documentation process.
- .05 Advance knowledge of Basic Drills.
- .06 Attendance of at least 10% of yearly details in your respective area.
- .07 Ability to meet with and mentor an individual.
- .08 Responsible for dissemination of information to applicant throughout entire hiring process and probation.



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.09 Must ensure that the member complies with Uniform Standards.

.10 Ensure Honor Guard is supportive to member needs.

1815 .11 Make sure evaluations are completed and reviewed with member.

.12 Must ensure that progress and deficiencies of member is documented, throughout entire probation period and turned into Area Leader.

1820 JOB DESCRIPTION FOR DETAIL COMMANDER

.01 Have all the qualifications of the General Member plus...

.02 1 year minimum membership on Honor Guard.

.03 Appointed by Area Leader.

.04 Completion of Academy.

.05 Knowledgeable of event procedures.

.06 Knowledgeable of union time release procedures.

.07 Ability to effectively communicate with Honor Guard Members, Department Supervisors and the public during critical events.

.08 Ability to schedule, organize, and coordinate Honor Guard Training sessions.

.09 Knowledgeable of Honor Guard documentation process.

.10 Ability to recognize and evaluate the abilities of others.

.11 Attendance of at least 10% of details in your respective area

.12 Must have the knowledge and ability to handle any event.

.13 Ability to coordinate logistical support for Honor Guard members.

.14 Must have Knowledge of event procedures.

.15 Must have Knowledge of protocol and procedures that have been set forth by the Honor Guard and Department Funeral Guide.

.18 Knowledgeable of Honor Guard documentation process

.18 Complete evaluations of assigned members from event.

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- .18 Forward completed evaluations to appropriate Area Leader.
- .19 Need to be able to choreograph several details within an event.
- .20 Disseminates information from Honor Guard Liaison Officer and provides direction.
- .21 Completion of Honor Guard Training Forms

1825 JOB DESCRIPTION FOR AREA LEADER (S) AND ASSISTANT AREA LEADER

- .01 Have all the qualifications of the Detail Leader plus...
- .02 Minimum two year membership.
- .03 Responsible for implementation and production of events.
- .04 Responsible for coordinating time release needs with Director.
- .05 Ability to schedule, organizes, and coordinates all possible Honor Guard events set forth by the Department Funeral Guide.
- .06 Ability to schedule, organizes, and coordinates Honor Guard Training sessions.
- .07 Knowledgeable of Honor Guard documentation process.
- .08 Responsible for enforcement of policy and procedures and notification of changes needed too.
- .09 Responsible for direct supervision of Assistant Area Leaders.
- .10 Responsible for area recruitment, hiring and discipline procedures in coordination with Director.
- .11 Responsible for direct supervision of members at large.
- .12 Responsible for forwarding detail packet information for documentation to secretary.
- .13 2 years minimum membership on Honor Guard.
- .14 Completion of Academy.
- .15 Ability to run and finance events.
- .18 Knowledgeable of event procedures.
- .18 Knowledgeable of union time release procedures.
- .19 Ability to effectively communicate with Honor Guard Members, Department

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Supervisors and the public during critical events.

.20 Ability to schedule, organize, and coordinate all possible Honor Guard events set forth by the Department Funeral Guide.

.21 Ability to schedule, organize, and coordinate Honor Guard Training sessions.

.22 Knowledgeable of Honor Guard documentation process.

.23 Ability to recognize and evaluate the abilities of others.

AREA LEADER ONLY-Area Leaders must be a permanent CAL FIRE employee.

1830 JOB DESCRIPTION FOR MUSIC LEADER

.01 Have all the qualifications of the Area Leader plus...

.02 Minimum two year membership.

.03 Responsible for production and standardization of music for events.

.04 Responsible for updating and dissemination of music material to members.

.05 Responsible for maintenance of uniform and equipment standards.

.06 Responsible for recruitment of musicians.

1831 JOB DESCRIPTION FOR HONOR GUARD PUBLIC INFORMATION OFFICER

.01 Have all the qualifications of the General Member plus...

.02 Minimum two year membership.

.03 Qualified as PIO.

.04 Appointed by Command Staff.

.05 Must have the knowledge and ability to handle any event.

.06 Ability to coordinate logistical support for Honor Guard members.

.07 Responsible for photographers/videographers.

.08 Must have Knowledge of protocol and procedures that have been set forth by the Honor Guard and Department Funeral Guide.

.09 Knowledgeable of Honor Guard documentation process.



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- .10 Complete evaluations of assigned members from event.
- .11 Forward completed evaluations to appropriate Area Leader.
- .12 Need to be able to choreograph several details within an event.
- .13 Responsible for gathering and entering information onto web site.
- .14 Responsible for public information, relations, and notification.
- .15 Responsible for all media relations.

1832 JOB DESCRIPTION FOR HONOR GUARD SECRETARY

- .01 Appointed by Command Staff.
- .02 Ability to coordinate logistical support for Honor Guard.
- 1832 .03 Must have Knowledge of protocol and procedures that have been set forth by the Honor Guard and Department Funeral Guide.
- .04 Knowledgeable of Honor Guard documentation process.
- .05 Responsible for record keeping.
- .06 Responsible for data history of honor guard member statistics, Event information, tracking of time release information and statistical information.
- .07 Responsible for dissemination of information to directors, area leaders and members.
- .08 Responsible for keeping the member roster up to date.
- .09 Responsible for Honor Guard Monthly Report. Report will contain all information relevant to events statistics, etc.
- .10 Ensures all area documentation is complete and turned in on time.
- .11 Send out "Thank You" letters to sponsors.

1833 JOB DESCRIPTION FOR HONOR GUARD TREASURER

- .01 Have all the qualifications of the General Member plus...
- .02 Minimum two year membership.
- .03 Ability to coordinate logistical support for Honor Guard members.
- .04 Must have Knowledge of event procedures.

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.05 Must have Knowledge of protocol and procedures that have been set forth by the Honor Guard and Department Funeral Guide.

.06 Knowledgeable of Honor Guard documentation process.

.07 Responsible for record keeping.

.08 Responsible for tracking expenditures.

.09 Responsible for overseeing donations, gifts, contributions, grants,

.10 Responsible for initiating and collecting fund raising items and ideas.

.11 Responsible for communicating with CAL FIRE Local 2881 State Finance Director.

.12 Must attend CAL FIRE Local 2881 Finance Training.

1834 JOB DESCRIPTION HONOR GUARD TRAINING OFFICER

.01 Have all the qualifications of the Area Leader plus...

1834 .02 Minimum two year membership.

.03 Responsible for implementation and production of events.

.04 Ability to schedule, organizes, and coordinates all possible Honor Guard events set forth by the Department Funeral Guide.

.05 Ability to schedule, organizes, and coordinates Honor Guard training sessions.

.06 Knowledgeable of Honor Guard documentation process.

.07 Assists in enforcement of policy and procedures and notification of changes needed.

.08 Assists in area recruitment, hiring and discipline procedures in coordination with Director.

.09 Responsible for forwarding event information for documentation to secretary.

.10 Very knowledgeable in all Protocol and Procedures dealing with any Honor Guard duties.

1835 JOB DESCRIPTION FOR HONOR GUARD ASSISTANT DIRECTOR

.01 Have all the qualifications of the Area Leader plus...

.02 Minimum two year membership.

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- .03 Responsible for implementation and production of events.
- .04 Responsible for coordinating time release needs with Director.
- .05 Ability to schedule, organizes, and coordinates all possible Honor Guard events set forth by the Department Funeral Guide.
- .06 Ability to schedule, organizes, and coordinates Honor Guard training sessions.
- .07 Knowledgeable of Honor Guard documentation process.
- .08 Responsible for enforcement of policy and procedures and notification of changes needed too.
- .09 In lieu of Honor Guard Commander's absence, assumes all duties of the Director.
- .10 Schedules Union convention activities and logistics.
- .11 Responsible for all CAL FIRE LOCAL 2881 Honor Guard equipment.
- .12 2 years minimum membership on Honor Guard.
- .13 Completion of Academy.
- .14 Ability to run and finance events.
- .15 Knowledgeable of event procedures.
- 1835 .18 Knowledgeable of union time release procedures.
 - .18 Ability to effectively communicate with Honor Guard Members, Department Supervisors and the public during critical events.
 - .18 Ability to schedule, organize, and coordinate all possible Honor Guard events set forth by the Department Funeral Guide.
 - .19 Ability to schedule, organize, and coordinate Honor Guard Training sessions.
 - .20 Knowledgeable of Honor Guard documentation process.
 - .22 Ability to recognize and evaluate the abilities of others.
- 1836 **JOB DESCRIPTION FOR HONOR GUARD COMMANDER**
 - .01 Have all the qualifications of the Area Leader plus...
 - .02 Minimum two year membership.

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.03 First point of contact with Union President, Vice President, State Board, and Department.

.04 Responsible for interface between CAL FIRE, Executive Board, and CAL FIRE Local 2881 Honor Guard.

.05 Responsible for ensuring that the Honor Guard functions in accordance with the Mission Statement.

.06 Authorizes expenditures, sanctions and events.

.07 Capable of functioning at all subordinate levels.

.08 2 years minimum membership on Honor Guard.

.09 Completion of Academy.

.10 Ability to run and finance events.

.11 Knowledgeable of event procedures.

.12 Knowledgeable of union time release procedures.

.13 Ability to effectively communicate with Honor Guard Members, Department Supervisors and the public during critical events.

.14 Ability to schedule, organize, and coordinate all possible Honor Guard events set forth by the Department Funeral Guide.

.15 Ability to schedule, organize, and coordinate Honor Guard Training sessions.

.18 Knowledgeable of Honor Guard documentation process.

.18 Ability to recognize and evaluate the abilities of others.

1837 JOB DESCRIPTION FOR HONOR GUARD PHOTOGRAPHER/VIDEOGRAPHER

.01 Must be a CAL FIRE Local 2881 member in good standing, which includes paying union dues or a CAL FIRE Local 2881 VIP which includes paying yearly dues to CAL FIRE Local 2881 union. Must follow CAL FIRE Local 2881 Honor Guard Mission Statement & Values policy.

.02 Photographers/videographer work under the Honor Guard PIO.

.03 Maximum photographers will be three one for each area.

.04 Any photographer who represents CAL FIRE Local 2881 Honor Guard will be approved by the Command Staff.

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- .05 Must have the knowledge and ability of the position of photographer and their responsibilities.
- .06 Photographer will be responsible for their own equipment.
- .07 Must have Knowledge of detail procedures and expectations.
- .08 Must have Knowledge of protocol and procedures that have been set forth by the Honor Guard and Department Funeral Guide.
- .09 Knowledgeable of Honor Guard documentation process.
- .10 Responsible for gathering and providing pictures/ information to specified individuals within 10 days of the event to go onto the Union web site.
- .11 Will be paid by a CAL FIRE Local 2881 travel claim, per diem only; no salary or hourly rate is to be paid.
- .12 Wear the assigned uniform, provided by CAL FIRE Local 2881 Honor Guard.
- .13 Will adhere to CAL FIRE Local 2881 Honor Guard Uniform Policy
- .14 All pictures will be owned by CAL FIRE Local 2881.
- .15 Additional costs associated with photographers CAL FIRE Local 2881 Honor Guard duties must be approved by the Honor Guard Chair

1840 ELECTED HONOR GUARD POSITIONS

- .01 All voting takes place at the Union Convention. Only Honor Guard members may vote in elections for Honor Guard Committee Positions
 - .A Honor Guard Commander / Chair – Appointed by the Union President.
 - .B Honor Guard Assistant Director.
- 1840 .C Honor Guard Training Officer.
 - .D Honor Guard Treasurer.
 - .E Honor Guard Secretary – Appointed by Command Staff
 - .F Honor Guard Area Leader – North.
 - .G Honor Guard Area Leader – Central.
 - .H Honor Guard Area Leader – South.

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.I Music Leader *

.02 All positions falling on odd numbers will be voted on during odd year conventions starting 2009.

.03 All positions falling on even numbers will be voted on during even year conventions starting 2008.

.04 *The band will elect a new band leader every two odd years at the Union Convention.

1845 Changes to Section 1800

.01 Any proposed amendments, revisions, or modifications to such operating procedures or policies that are requested by the honor guard committee shall also be approved by the executive board before they are effective and current copies of record shall be on file at CAL FIRE Local 2881 headquarters.

.A Any proposed amendments, revisions, or modifications to section 1800 shall be voted on at a scheduled honor guard committee meeting. Minutes of such meeting shall be kept.

.B The honor guard chair shall submit minutes with the requested changes and a justification for the requested changed to the vice president.

.C The vice president shall at the next executive board meeting submit a copy of the minutes from the honor guard committee meeting along with a justification for the proposed changes for approval of the executive board.

.D The executive board shall provide the chair of the C&OP Committee a copy of the approved changes for inclusion in section 1800. The C&OP chair shall forward a copy of the updated section to the vice president and the CAL FIRE Local 2881 Sacramento office.

.E Should the executive board determine not to approve the proposed amendments, revision, or modification, the vice president shall notify the honor guard committee of the decision at their next scheduled meeting.

1850 EVENT POLICY

The following also applies to the CAL FIRE Local 2881 Policy and Procedures.
(Refer to the Department Funeral Guide in Appendix 1)

.01 Priorities for events

.A Type I Funerals and or memorials for active members will take priority over any other Type of events.

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.B A Type II Funeral or memorial for active members will take priority over; a Type III, Type IV, Professional relationships, and any other color guard details.

.C A Type III Funeral or memorial for active members and retired members will take priority over; a Type IV, Professional relationships, and any other color guard details. Note an active member will take priority over a retired member.

.D A Type IV Funeral or memorial will take priority over; Professional relationships and any other color guard details.

.E CAL FIRE Local 2881 and CAL FIRE details will take priority over outside sponsored details.

.02 Requests and Routing of details

.A CAL FIRE Local 2881 Details

.01 All requests will come through the Union President or appointee. Then he or she will send it to the Honor Guard Commander. In the Director's absence, the Assistant Director will handle all requests.

.02 The Honor Guard Commander or Assistant Director will send the request to the proper area.

.03 If a request comes from the Area Leader; then the Area Leader will send the request to the Honor Guard Commander or Assistant Director, so he or she can send it to the Union President or appointee for approval.

.04 All approved requests will be assigned an Honor Guard incident number and given a CAL FIRE incident number for fiscal accountability.

.05 When CAL FIRE Local 2881 Honor Guard is requested the Union Flag will be present at all times.

.B CAL FIRE Details

.01 Initial requests shall be made according to the CAL Fire Funeral Policy.

.a When CAL FIRE Local 2881 Honor Guard is requested by the Department the Union Flag will be present at all times.

.03 Travel and other Expenses

.A Travel and other expenses, i.e. lodging, meals, shall be the responsibility of the requesting party unless prior arrangements have been made with CAL FIRE Local 2881 and authorized by the President, Vice President or Honor Guard Chair.

.B It is the Honor Guard members' responsibility to turn in a travel claim in a timely manner whether or not the member is seeking reimbursement. All members will turn in a travel claim within 14 days of the event. All documentation will be turned into the detail leader for review.

(See CAL FIRE Local 2881 Operating Procedure Handbook, Section 0300 FINANCE, and subsection 0320 Travel)

1855 General Members:

.01 General Members need to be provided with regular training practices to maintain and improve on the quality of performance and develop new membership.



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.02 The Honor Guard will provide travel funding/time release, for regularly scheduled practices as called by the Area Leader and agreed to by the HG Director.

.03 Practices will not take priority over other HG duties.

.04 New/interested members will be invited to attend practices as directed by the Area Leader.

.05 All attending members will have travel expenses and time covered as approved by the Honor Guard Commander.

.06 Regular training will be scheduled during the winter months.

.07 Extra practices may be coordinated with other events to minimize cost/time.

1856 Band Practice:

.01 Band members need to be provided with regular practices to maintain and improve on the quality of performance as a musical unit and develop new membership.

.02 The HG will provide travel funding/time release, for regularly scheduled practices as called by Pipe Major and agreed to by the HG Director.

.03 Practices will not take priority over other HG duties. A "duty piper" will be designated.

.04 New/interested members will be invited to attend practices as directed by the Band Director.

.05 All attending members will have travel expenses and time covered as approved by the Honor Guard Commander.

.06 Regular practices will be scheduled during the winter months.

.07 Extra practices may be coordinated with other events to minimize cost/time.

1860 CODE OF CONDUCT

.01 Each Honor Guard Member is expected to understand and follow the Code of Conduct, which is to be included in the orientation packet given to new employees. Each Honor Guard member will sign, date, and return the form to his/her Area Leader. The signed form will be kept in the Honor Guard members file.

.02 In addition to CAL FIRE Local 2881 Policy and Procedures Handbook, Section 1000 MISCONDUCT AND DISCIPLINE (See Appendix 9) the following Codes of Conduct apply to All Members:

1861 PROFESSIONALISM:



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.01 Members are expected to meet the CAL FIRE's grooming and uniform standards and present a neat, clean, well-groomed appearance at all times. (See Appendix 4)

.02 Interpersonal relationships during work and standby time are expected to conform to accepted standards of professional conduct free from sexual harassment and hostile work environment.

.03 Any disagreement or disputes between Honor Guard members should not be conducted in presence of non-honor guard members.

1865 HONOR GUARD POLICY & PROCEDURE FOR DISCIPLINARY ACTION/ADVERSE ACTION

In addition to CAL FIRE Local 2881 Policy and Procedures Handbook, Section 1000 MISCONDUCT AND DISCIPLINE, the following Codes of Conduct apply to All Members:

1870 UNIFORM AND GROOMING STANDARDS – All Honor guard uniforms standards are detailed in the Honor Guard Handbook.

1880 – HONOR GUARD FORMS AND PROCEDURES:

1881 Event Packages

.01 An "Event Package" will be completed and turned in by the Detail Leader to the Area Secretary at the conclusion of each event, unless otherwise directed.

.02 The "Event Package" will be completed in its entirety and accurately reviewed by the Detail Leader prior to submission.

.03 The "Event Package" will contain the following forms:

.A Event Itinerary.

.B Honor Guard record.

.C Inventory of expenses.

.D Honor Guard equipment record.

.E CAL FIRE LOCAL 2881 Honor Guard Evaluation report.

.F CAL FIRE LOCAL 2881 Honor Guard time usage tracking sheet.

.G Travel claim (Appropriate to sponsorship of event).

.04 Due to the nature of some events, not all forms may be used, but still need to be accounted for. Please document why a form was not used when submitting the Event package.

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.05 Remember, we are a budgeted professional organization and need to account for all spending, time usage, and event types. As a Detail Leader, it will be your job to be diligent in your efforts to be accurate and timely when submitting event documents.

1885 FUNERALS

The death of a firefighter may occur under a variety of circumstances. Depending on the circumstances, CAL FIRE Local 2881 should provide services from the beginning of the funeral and through the survivor follow-up process. One of the following five types of funeral support services should fit the circumstance. The family should always have final say as to the type of funeral and extent of union's involvement.

NOTE: The family may not request a higher type of funeral

TYPE I: LINE OF DUTY DEATH

A death resulting from actions taken while responding to or during an emergency incident: this includes employees immediately hospitalized where death resulted as a proximate result of the incident. The CAL FIRE Director may at his/her discretion authorize a Type I funeral for any employee returning from an incident.

.01 If an injury occurs at an emergency incident and the firefighter dies at a later time; this would be a "line-of-duty" death.

.02 The Honor Guard Representative will be the Honor Guard Commander or designee.

.03 Staffing a Type I funeral:

- .a All key positions to be appointed by the Honor Guard Representative.
- .b UTB can be used to initiate the process.
- .c Refer to appendix ##### for staffing numbers.
 - .01 Sentinel - 6
 - .02 Silent Guard - 8
 - .03 Posting of Colors - 5
 - .04 Flag Folding Detail - 9
 - .05 Taps - 1
 - .06 Badge and Flag Presentation - 2
 - .07 Last Alarm & Bell Ceremony - 4
 - .08 Music – All available band members
 - .09 Blossom of Heroes - 2
 - .10 Family Escort -2
 - .11 Pallbearers – 9
 - .12 Raffle Volley (peace officers only)
 - .13 Uniformed Ushers

.04 Burial in Honor Guard uniform; Only Honor Guard Members.

TYPE II: "ACTIVE HONORS DEATH"

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A death occurring on duty but not incident related; which includes instances where illness or injury occurs while employee is on duty and death occurs within 30 days of onset. Based on the circumstance, the CAL FIRE Director may extend beyond the 30 day period of his/her discretion.

.01 In situations where CAL FIRE personnel are off-duty, but performing actions substantially equal to on-duty operations (for example assisting in a rescue or fighting fire), the death may be treated as an on-duty death.

.02 The Honor Guard Representative will be the Honor Guard Commander or designee.

.03 Staffing a Type II funeral:

- .a All key positions to be appointed by the Honor Guard Representative.
- .b UTB can be used to initiate the process.
- .c Services provided with the number of members needed.
 - .01 Silent Guard - 8
 - .02 Posting of Colors - 5
 - .03 Flag Folding Detail - 9
 - .04 Taps - 1
 - .05 Badge and Flag Presentation - 2
 - .06 Last Alarm & Bell Ceremony - 4
 - .07 Music – Pipes & Drums
 - .08 Family Escort -2+
 - .09 Pallbearers – 9.
 - .10 Raffle Volley (peach officers only)

TYPE III: “OFF-DUTY DEATH”

An employee who’ death occurs off duty and is not job related; including retired employees. The CAL FIRE Director can determine a former employee, who left the department prior to retirement, may be eligible under his provision.

.01 The Honor Guard Representative e will be the Honor Guard Commander or designee.

.02 To include active volunteer VIP members.

.01 Staffing a Type III funeral:

- .a All key positions to be appointed by the Honor Guard Liaison.
- .b The Honor Guard Liaison will be the Honor Guard Commander or designee.
- .c Minimum notification from CAL Fire to the Honor Guard Commander shall be within 24 hours of the incident.
- .d Minimum Amount of Members to be decided by Honor Guard Liaison.
- .e Services provided with the number of members needed.
 - .01 Posting of Colors - 5
 - .02 Flag Folding Detail – Military Honors Only
 - .03 Taps - Military Honors Only

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- .04 Last Alarm & Bell Ceremony - 4
- .05 Music – Up to 2 Pipers with and option of a Drummer.
- .06 Pallbearers – 9, as needed.

TYPE IV Event: “NON-UNIFORMED PERSONNEL AND *IMMEDIATE FAMILY MEMBER DEATH”

The death of a Non-uniform employee or immediate family members of active duty personnel.

*Immediate family is the person’s spouse, parents, stepparents, and where by the full or half blood or by adoption, dependent children and siblings. For the purpose of this definition, spouse includes a California registered domestic partner.

.01 The Honor Guard Representative will be the Honor Guard Commander or designee.

.02 Staffing a Type IV funeral:

- .a All key positions to be appointed by the Honor Guard Representative.
- .b Services provided with the number of members needed.
 - .01 Posting of Colors - 5
 - .02 Flag Folding Detail – Military Honors Only
 - .03 Pallbearers – 9

TYPE V Event: “RELATIONSHIP HONORS FUNERAL”

The death of a non-departmental member with emotional or professional ties to CAL FIRE Local 2881 and to whom the union desires to pay tribute (i.e. Legislator, city manager, fire district board member, etc.). The President or designee shall determine the level of participation by CAL FIRE.

TYPE VI Event: “Miscellaneous Events” I.e. fire station dedications, fire engine dedications, parades, fair etc.

.01 Staffing a Type VI Event:

- .a All key positions to be appointed by the Honor Guard Liaison.
- .b The Honor Guard Liaison will be the Honor Guard Commander or designee.
- .c Minimum notification from CAL FIRE to the Honor Guard Commander shall be within 24 hours of the incident.
- .d Minimum Amount of Members to be decided by Honor Guard Liaison.
- .e Services provided to be decided by Honor Guard Liaison.
- .f Please refer to Appendix 2 for details on event options and services provided.



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1900 – SOCIAL MEDIA

1901 - INTRODUCTION

Social media has become an important tool for communicating with our members and the public. It allows us to share stories and information about our jobs and what we encounter as well as highlight changes that we want to make. The purpose of this policy is to set guidelines for authorized officers or members of CAL FIRE Local 2881 who communicate with the membership and public in an official capacity through the use of social media on behalf of the local. Any authorized officer or member of CAL FIRE Local 2881 actively posting on social media on behalf of CAL FIRE Local 2881 shall be expected to follow these guidelines. This document may be revised; it is the authorized officer or member's responsibility to review any revisions.

1905 - AUTHORIZED USERS

Members of CAL FIRE Local 2881 who wish to become an authorized user for social media accounts in their chapter or district shall first contact their chapter director (VP for district vi, ix & x). The chapter director will work through their district vice president with the communications officer to determine who will be an authorized user to ensure there will be an active presence on the chapter or district pages. The chapter director shall keep the communications officer and district VP updated with contact information for the authorized user.

1910 GUIDELINES FOR SOCIAL MEDIA

Authorized officers or members engaging in social media on behalf of CAL FIRE Local 2881 shall use the following guidelines when posting content on the local's social media accounts:

- Post relevant updates, information and events as they relate to the local or a specific chapter/district.
- Ensure that all firefighter personnel are wearing the proper PPE.
- Ensure permission has been granted to publish any photos, videos or logos and give proper credit for any materials not created or owned by the local.
- Avoid overuse of jargon that may be confusing to the public or media.
- If corrections or clarifications are needed, keep the response appropriate and polite.

Examples of posts:

- Pro-union messages
- News headlines/announcements
- Event information (fundraisers, MDA, community happenings, etc.)
- Notices of meetings
- Incident information (# of members working, info for members who have been affected by a fire, etc.)



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- Working conditions
- Safety messages
- Members working in or out of county

1915 OFFICIAL ACCOUNTS

When using social media sites to conduct official union business, use only official union approved accounts. An approved account must include the CAL FIRE Local 2881 logo or shrouded logo when necessary. Use the same naming convention for all accounts by using the unit identifier: CAL FIRE Local 2881 aeu @calfirel2881aeu.

1920 ACCURATE INFORMATION

It is vital that all information released on behalf of the union is accurate. Confirm all content being posted is correct and easy to understand, such as date and time of community event/fundraiser or incident information. Any posts on social media sites are immediately visible to the public. If an error is made while posting, correct it in a timely manner and notate that it has been updated if necessary. Proofread all information and content prior to posting and if possible, ask a second person to check the language to ensure postings are clear and accurate. While social media is based on timely information, spelling and grammar errors reflect poorly on the local.

1925 USE SIMPLE LANGUAGE

Limit using abbreviations or fire service jargon that may be unfamiliar to the general public. Even though many of our followers are members, we don't want to alienate the public or those who are not familiar with the terms or acronyms.

1930 RESTRICTIONS

All authorized officers or members are held accountable for the content and information they post on union social media sites. When you are representing the union in an official capacity, the union is responsible for the content you publish on social media sites. Do not post any personal opinions. The following is a guideline of unacceptable material to post on all social media sites for all authorized members that include, but are not limited to:

1935 INAPPROPRIATE INFORMATION

In order to comply with local, state, and federal laws and to protect the union and its members from litigation, the following types of information and material should not be posted through social media, whether associated directly or indirectly with the union:

- a. Material that would constitute harassment, hate speech, plagiarism, defamation or libel; or material that could be considered obscene, profane, abusive, threatening or embarrassing to another person or entity.
I.e., it is inappropriate to post embarrassing photos of another coworker or agency.
- b. Material that would violate copyright, trademark, fair use, financial disclosure, or other laws.



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- c. Material that would violate individual privacy or patient privacy laws. I.e., it is inappropriate to post someone's private medical information.
- d. Material that constitutes personal, sensitive or confidential information about or related to any individual's use of the department's services, even if this information becomes a public record. For instance, it is inappropriate to post audio recordings of emergency calls to the department, for the purpose of entertainment.
- e. Material that involves current or potential litigation. I.e., it is unacceptable to release information from a fire origin prior to cal fire's official statement or other internal local operations.
- f. Material that contains confidential or proprietary information; do not post documents or reports that are considered confidential.
- g. Material that constitutes confidential, proprietary, or non-public information learned of or obtained solely through the employee's position at cal fire or cal fire local 2881.
- h. Material that is pornographic.
- i. Material that damages the public's trust or otherwise interferes with the local's department's ability to fulfill its mission.
- j. Material that otherwise does not comply with departmental conduct, ethics and behavior expectations.
- k. Material that is negative towards the department, its employees, other departments and/or its vendors.

1940 NO OPINIONS

When using union social media accounts, refrain from posting comments or opinions about controversial issues, personal matters and other material not related to the local or department. Avoid posting opinions or statements that appear to endorse equipment. Always keep in mind that you are representing CAL FIRE Local 2881 and the department.

1945 DON'T POST INAPPROPRIATE PICTURES OR VIDEOS

Caution should be used when posting pictures and/or videos you post on social media sites. Do not post media that may show uniformed or on-duty employees in inappropriate or questionable situations. Use discretion when posting images of accident scenes, camp crews, personnel, etc., blur faces when necessary. Obtain appropriate permissions to avoid violation of any privacy rules. When in doubt, contact the communications officer for clarification.