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As amended by the Executive Board October 2013
EXECUTIVE BOARD

PRESIDENT ................................................................. Edward A. Kelly

SECRETARY/TREASURER ......................................................... Jay Colbert

VICE PRESIDENTS
  DISTRICT 1 .............................................................. Richard MacKinnon
  DISTRICT 2 .............................................................. Richard Paris
  DISTRICT 3 .............................................................. Matt Reddy
  DISTRICT 4 .............................................................. Tim Sheehy
  DISTRICT 5 .............................................................. Jordan Lemieux
  DISTRICT 6 .............................................................. John Shinkwin
  DISTRICT 7 .............................................................. Dan Hartwell
  DISTRICT 8 .............................................................. Paul Medieros

LEGISLATIVE AGENT ......................................................... Paul Jacques
LEGISLATIVE AGENT ......................................................... Archie Gormley

INFORMATION OFFICER ...................................................... Bill Cabral

TRUSTEE ................................................................. Kaitlyn Shinney
TRUSTEE ................................................................. Bill Hill
TRUSTEE ................................................................. Joe Fonseca
EMERITUS OFFICERS

PRESIDENT .......................................................... Archie Cuervals *
PRESIDENT .......................................................... T. Dusty Alward *
PRESIDENT .......................................................... Robert B. McCarthy

SECRETARY/TREASURER ........................................... Paul Lestage
SECRETARY/TREASURER ........................................... Kenneth Donnelly
SECRETARY TREASURER ........................................... Bradford Tenny

VICE PRESIDENT .................................................. J. Joseph Small
VICE PRESIDENT .................................................. Arthur W. Corey
VICE PRESIDENT .................................................. Thomas A. Welch
VICE PRESIDENT .................................................. Michael W. Hennessy
VICE PRESIDENT .................................................. Merrill Marshall
VICE PRESIDENT .................................................. Darrell Rollins
VICE PRESIDENT .................................................. John “Spike” Lawless
VICE PRESIDENT .................................................. Ronald Armstrong
VICE PRESIDENT .................................................. John Sciara
VICE PRESIDENT .................................................. James Allen
VICE PRESIDENT .................................................. Richard Gillford *
VICE PRESIDENT .................................................. Daniel Lawler *
VICE PRESIDENT .................................................. James Cuticchia
VICE PRESIDENT .................................................. William MacDonald
VICE PRESIDENT .................................................. David Coleman

LEGISLATIVE AGENT ................................................ Robert Kilduff *
LEGISLATIVE AGENT ................................................ John W. Fallon, Jr.

HISTORIAN .......................................................... Joseph J. Cantalupa

INFORMATION OFFICER ........................................... John Brown

TRUSTEE ............................................................ John Rocca
TRUSTEE ............................................................ Cornelius Sullivan
TRUSTEE ............................................................ Harold S. Brunelle
TRUSTEE ............................................................ Rosario Sacco
TRUSTEE ............................................................ Thomas Shea
TRUSTEE ............................................................ Michael Aries
TRUSTEE ............................................................ Robert Johnson *
TRUSTEE ............................................................ Antonio Gomes, Jr.

* POSTHUMOUSLY

As amended by the Executive Board October 2013
PROFESSIONAL STAFF

OPERATIONS ................................................................. Bob Kilduff, Jr.
MEDIA & SPECIAL EVENTS ............................................ Melissa Hurley-Sullivan
MEMBERSHIP DIRECTOR ................................................ Joseph Cantalupa
DIRECTOR OF POLITICAL EDUCATION ............................ Mike Papagni
CLERK ............................................................................ Mark Macchi
1. ESTABLISHMENT OF A WRITTEN POLICY BOOK

Resolution #49, adopted at the 1987 Convention of The Professional Fire Fighters of Massachusetts, herein referred to as, PFFM, convening in the Town of Sturbridge, MA., directed the policy committee of the convention, to review written and unwritten existing policies; and, in order to maintain a consistent application of various courses of action to be taken by this organization, draft a policy book, which will be presented to the Executive Board for approval; and, to the general membership, for final acceptance.

This policy book is not intended to address policies that are contained in the PFFM’s Constitution and By-Laws; or, conflict with the authority granted to the officers of this organization by such Constitution.

2. DEFINITION - Policy-

Prudence in the management of affairs; a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions; a high-level overall plan embracing the general goals and acceptable procedures of an organization or body.

3. PROCEDURE FOR ESTABLISHING POLICY

The Executive Board of the PFFM shall have the authority to establish the policy and operating procedures for this organization, with the approval of the membership.

The membership of this organization assembled at a regular or special meeting, or the delegates assembled at its' biennial or legislative convention, may amend existing policies; or, adopt new policies for this organization.

A Policy Committee shall be appointed as a convention committee of the PFFM, for the Biennial Convention of this organization.
1. PROFESSIONAL FIRE FIGHTERS OF MASSACHUSETTS HEADQUARTERS

A. Location:

The office (Headquarters) of the Professional Fire Fighters of Massachusetts, IAFF, AFL-CIO, will be located at 2 Center Plaza, SUITE 4M Boston, MA 02108.

B. Hours:

The regular hours of the PFFM office are Monday through Friday, from 9:00 AM to 4:30 PM. The office is closed on most holidays.

C. Use of Office & Equipment:

The President or the Secretary-Treasurer determines authorized use of office facilities and equipment.

D. Furniture, Equipment & Supplies:

These properties will be properly maintained; and, sufficiently insured against loss and/or damage.

E. Keys:

Keys (to include entry door pass codes) to the PFFM office will be supplied to the President, Secretary-Treasurer, Legislative-Agents, Information Officer, permanent office employees and other authorized individuals; as authorized by the President or the Secretary-Treasurer.

2. COMPUTER / INTERNET USAGE POLICY

That a condition of providing Internet access to its officers and employees, the PFFM places certain restrictions on workplace use of the Internet. The Internet acceptable-use policy is designed to serve as notice to employees of the permitted uses of Internet access provided, and the restrictions placed on such use. Such policy will be available in the office.
3. **WEB SITE (pffm.org)**

The PFFM shall establish on its website an area dedicated to communication and exchange of ideas and concerns relating to fire apparatus and equipment for registered members to use.

4. **EMPLOYEES**

   **A. Wages & Benefits:**

   At least once each year the Executive Board will consider an adjustment of wages and other benefits for all permanent employees.

   Action by the 1991 Convention authorized the purchase of basic group life insurance for all eligible members of our office staff.

   **a. Severance Pay:**

   Effective July 1, 2004, a severance payment plan for the office staff shall be established. 10% of the employee’s annual salary shall be deposited into a special bank liability account and will be distributed to the employee upon separation of employment.

   **b. Special advisor to the PFFM:**

   Effective July 1, 2003 the PFFM Executive Board has the authority to approve advisor services to this Union on recommendation of the President and Secretary/Treasurer. The budget for this special advisor to the President and the Executive Board shall not exceed $1,000 a month per calendar year or $12,000 per year.
1. **CONDUCT OF MEMBERS**

The PFFM is committed to uphold the integrity and good reputation of our organization. When the PFFM sponsors a meeting, seminar, or convention, the delegates are representing our entire membership. Inappropriate behavior at these functions reflects poorly on all of us. The following procedures will be adhered to at all of our functions:

**A.** Each local will be held responsible for the actions of their delegates.

**B.** Any member charged with conduct unbecoming may have a hearing before the entire Executive Board. The Executive Board may determine, by majority vote, action to be taken against accused member. The Executive Board shall bring the recommendation to the entire Delegate body, which must approve the action by a two-thirds majority vote. An alternate delegate may replace any member removed by the Executive Board without cost to the PFFM.

2. **HUMAN RELATIONS POLICY**

It is the stated belief of the PFFM, its officers, Executive Board and individual members, that all members of this organization are entitled, by right, to work in an atmosphere that is free from discrimination on any basis which is generally prohibited by law.

It is the firm belief of the PFFM that all members should be treated equally. Members should be judged by their performance of duty and by no other method. Members who conscientiously perform their duty and assignments should have the respect of every member without exception or qualification. Members who do not perform their duty or assignments properly should be encouraged and counseled by other members to do so. There should be but one single criterion for the proper performance of duty. Any criticism of a member should be made with the objective of improving job performance and should never be done in a manner that humiliates or demeans.

Members have the absolute right to work in an atmosphere that is free from sexual, physical or mental abuse, belittling or demeaning criticism, ethnic slurs, racial epithets, or other prejudicial conduct from co-workers regardless of their rank.

As amended by the Executive Board October 2013
3. **NO SMOKING POLICY**

The PFFM has adopted a policy banning smoking on the convention floor, state union meetings, in Executive Board meetings and in any other conferences or committee meetings of the PFFM.

4. **PRIVATE AMBULANCE EMT/RESCUE SERVICE**

Fire fighters who are also employed as part-time paramedics or EMT’s for private ambulance/rescue companies, should not enter and provide services in communities who have replaced and/or reduced their fire department ambulance/rescue services; and, hired a private provider to perform these services.
1. **REGISTRATION OF THE PFFM LOGO**

The Secretary–Treasurer will register with the appropriate agency of the Federal Government, the official logo (trademark) of the PFFM.

2. **LOGO LICENSE**

   **A.** Local affiliates are authorized to use the official logo of the PFFM for all official purposes without prior approval from the Executive Board.

   **B.** Official purposes shall include print media such as business cards and letterhead and electronic media such as web site & social media pages produced for your respective local only.

   **C.** Any print media for which the official PFFM logo, or any portion thereof; to include but not limited to, the letters PFFM and/or the name Professional Fire Fighters of Massachusetts, appears will bear the appropriate Union Print shop logo (bug), or in the case of in house printing, the words “Printed in house” shall appear.

   **D.** Approval is required by the Executive Board and/or delegate body at the Monthly State Meeting for any use as part of promotional materials either in print or electronic format for political campaigns related to PFFM endorsed candidates.

   **E.** Authorization is implied for this purpose if a motion for endorsement has been made and passed.

   **F.** To keep up to date with changes in technology it may be necessary from time to time to modify or enhance the official logo, to include resolution, colors and such, and enforcement of this policy is implied for all past and future versions of the logo.

   **G.** Locals will be provided with the most current high resolution digital copy (PDF or .eps) of the official logo upon request.

   **H.** No IAFF Local or member may use the PFFM Official logo, including all likenesses, the letters PFFM, or the name Professional Fire Fighters of Massachusetts except as authorized through this policy.
3. **SALE OF SUPPLIES, & ITEMS BEARING THE PFFM LOGO**

**A.** The Secretary-Treasurer & Trustees, are authorized to purchase and sell to our membership, supplies and other miscellaneous items, as may be useful to members of our local unions.

**B.** The Secretary-Treasurer & Trustees shall establish the selling price of supplies and other items to be offered for sale to our membership.

**C.** Local affiliates, wishing to produce and offer for sale, items displaying the PFFM logo, must obtain permission from the Executive Board, prior to producing any items displaying our PFFM logo.

**D.** Local affiliates selling any item displaying the PFFM logo, will transmit to this organization, ten percent (10%) of the profits, from the sale of such items, as soon as conveniently possible.

**E.** The PFFM Executive Board is authorized to choose the entity that would best be suited to sell merchandise with the PFFM logo.

**F.** The Executive Board will assure that all items bear the Union Label when possible and that all items be made in the United States of America.

**G.** Deleted (1/1/12)

**H.** Natick Fire Fighters Local 1707 has the sole permission to distribute the designed PFFM EMS/Firefighter patch.
1. **MASSACHUSETTS AFL/CIO LOCAL AFFILIATION**

Local Unions of the Professional Fire Fighters of Massachusetts are requested to voluntarily associate with and contribute a monthly per capita assessment, based on the total number of union members, to the Massachusetts AFL/CIO.

2. **ONE HUNDRED CLUB**

As of July 1, 2001, the PFFM shall be a corporate sponsor to the *One Hundred Club of Massachusetts*. 
REQUEST FOR ASSISTANCE/LOCAL SERVICES & RESOURCES

1. CERTIFICATE OF AFFILIATION

Each affiliated local union will be presented with a certificate of affiliation, as recognition for membership in the Professional Fire Fighters of Massachusetts, IAFF, and AFL-CIO.

2. PROTOCOL

The standard operating procedure for this organization, to be followed by all affiliated local unions, in their inquiries or requests for assistance or counsel, is a process called protocol; and must be complied with as follows:

A. All communications (mail, telephone, e-mail or personal contacts) must come from an official of a local union; or, an authorized representative.

B. The Vice President of the respective district must be contacted. The District Vice President is responsible for notifying the local president of all matters of mutual concern, regarding said local union.

C. In the event of an emergency and the District Vice President cannot be reached; the local union should then contact the PFFM office for assistance. Attempts to contact the respective Vice President should continue by said local union.

D. Locals mailing correspondence to the PFFM office should also forward a copy to the District Vice President, for his information.

E. You must secure appointments to the PFFM office through your District Vice-President, whenever it is possible.

F. The PFFM will not release or send financial information out of the office. The exceptions would be for that financial information that is required under the PFFM constitution and by-laws and policy, the IAFF constitution and by-laws, and any financial information that the federal or state government may require. Any PFFM local union that is requesting additional financial information should contact their District Vice President in order to set up a meeting in the office. The Secretary-Treasurer and/or the Trustees will schedule an appointment; the local
will be allowed to examine the books. No copies of the records will be permissible; no information will be allowed to leave the office.

3. LEGAL COUNSEL

In the event legal counsel may be required for any business of this organization, affiliated local union, or a union member in good standing, the following procedure shall be strictly adhered to before the PFFM considers any obligation to provide legal assistance.

A. Affiliated Locals & Union Members

a) Protocol must be complied with.
b) The issue in question must have broad application; and, possible precedent setting effects.
c) The issue of the case must have merit; and, immediate action is required.

B. The selection of legal counsel shall be at the recommendation of the President, with approval of the Executive Board. Full or partial payment of legal fees and expenses as deemed appropriate by the President and Executive Board.

4. LEGAL ASSISTANCE

The PFFM shall establish a directory of participating law firms that have enrolled in the Legal Assistance Program.

The President of the PFFM with the direction of the Executive Board in conformance with the Constitution and By-Laws negotiate agreements with participating law firms in order to provide legal services for interested locals.

The cost of legal services shall be borne by the participating locals.

This program shall conform to established PFFM policy now in existence, or that may be amended from time to time.
5. **MEMBERSHIP DIRECTORY**

The PFFM directory shall include names, addresses and telephone numbers of the principal officers of all affiliated local unions.

   A. President, Secretary-Treasurer or the Executive Board may determine if appropriate, to furnish to individuals or to organizations or businesses, copies or the membership directory of this organization.

   B. No local union shall distribute a copy of our organization’s membership directory, without prior approval of the President.

   C. Members of this organization, who are candidates for office within this organization, may receive copies of our directory upon request.

6. **MEMBERSHIP MAILING LABELS**

   A. Requests for mailing labels of our membership may be furnished only with the approval of the President, Secretary-Treasurer or the Executive Board.

   B. Members of this organization, who are candidates for office within the PFFM, will be furnished labels upon request.

   C. The cost for providing labels to be borne by the individual or organization requesting such labels.

7. **MUTUAL AID (Draft Policy for Locals)**

   A. In the wake of Proposition 2 1/2, (passed in 1980), fire fighters across the Commonwealth, experienced serious hardships. Tax limitations and budget reductions by municipalities, resulted in the layoffs of fire fighters and the closing of fire stations.

   B. A Mutual Aid policy was designed for locals to implement, through negotiations when faced with personnel reductions and the closing of fire stations.

   C. Example: When a community announces the intention, or takes action, to reduce the size of its fire force, to the extent that the fire protection would be below a safe level for that community; and, could possibly
result in additional mutual aid responses by abutting communities, to supplement the reduced fire force in that community, the local president will immediately notify the District Vice President and/or the President of the PFFM.

D. This Organization has established certain objectives and guidelines, to assist locals with this issue. Every situation may be different. This is a complicated and very controversial issue.

E. A model mutual aid policy is in our office files; and, it is available to those locals faced with this problem. Locals should seek guidance and counsel from this organization, the moment this matter begins to surface.

F. Mutual Aid is a mandatory subject of bargaining.

8. UNION PRINT SHOPS (List of)

A. All locals of the PFFM shall use union printers on all outside printing jobs and it is a policy of the PFFM that candidates running for office use union printers for signs and literature whenever possible.

B. Any local that needs a list of union print shops should contact the PFFM office.

9. PFFM COLORS (FLAGS)

The PFFM Colors and carrying equipment are available for use in Line- Of-Duty death ceremonies; and, other proper occasions, upon the request of local unions, with the approval of the President.
AUTHORIZED EXPENSES

1. AUTOMOBILE EXPENSES

In accordance with IRS regulations, a mileage is authorized as reimbursement for an individual’s private automobile expense, plus tolls and parking fees, while acting on official business for this organization.

2. PER DIEM

An allowance of Seventy-five-Dollars ($75.00) per day is authorized for official representatives of this organization, for overnight stay, while attending approved functions; limited to: seminars, conferences and conventions.

PFFM representatives while performing the services of the IAFF shall be paid a per diem rate of Ninety-Five Dollars ($95.00) per day, plus the customary out-of-pocket expenses.

By action of Resolution 13 at the 2011 convention all services to PFFM and IAFF as being eligible for Per Diem will be at the discretion of the PFFM President.

3. COMMITTEE EXPENSES

All committees of this organization, when authorized by the President, may be reimbursed for expenses of said committees. All committee members may be reimbursed for mileage, travel, tolls, parking and meals, while participating on said committees. This policy does not apply to convention committees, unless specifically pre-approved by Committee Chairman and authorized by the President.

By action of Resolution 7 at the 2011 convention that the President appoint a Staffing Committee, one member from each district to exam the staffing issues and report back with a multi direction report to solve this problem.

4. CLOTHING MAINTENANCE ALLOWANCE

Legislative-Agents shall each receive two hundred fifty dollars ($250.00) per month, for the cleaning and maintenance of their personal clothing, required for making proper appearances on behalf of this organization.

As amended by the Executive Board October 2013
before members and committees of the Massachusetts State Legislature, and, before members of the Congress of the United States.

5. **NON-POLITICAL DONATIONS, GIFTS, TESTIMONIALS**

Any general and reasonable expenditure as authorized by the President, Secretary-Treasurer or the Executive Board.

6. **FLOWERS, FRUIT BASKETS, SPIRITUALS**

Reasonable expenditures can be authorized by the President, Secretary-Treasurer or the Executive Board.

7. **PFFM HONOR GUARD LIABILITY FUND**

The PFFM Honor Guard Liability Fund will be used for the purchase, maintenance, supplies and related expenses to provide its members with the necessary items to perform their duty as approved by the President and/or Executive Board of the PFFM.

8. **RESERVE FUND**

Effective July 1, 2001, the Secretary-Treasurer shall establish a reserve fund. Such fund will equal no less than 17% of the fiscal year budget. Expenditures from this fund between biennial conventions may only be utilized when the PFFM faces an unforeseen fiscal emergency. Any expenditure shall require a two-thirds vote of the Executive Board.

9. **VICE PRESIDENT SALARY ADJUSTMENT**

Effective July 1, 2003, the salary of the effected Vice President shall be adjusted each year in the month of November to meet the Social Security earnings necessary to qualify for the exception. All wages and stipends will be calculated as earnings. This adjustment is a one-time payment and will not increase the yearly salaries. The Executive Board and delegates at the November PFFM State meeting must approve the adjustment.

As amended by the Executive Board October 2013
COMMUNICATION POLICIES

1. COLLECTIVE BARGAINING AGREEMENT & BENEFIT DATA

(Formerly listed as Local Affiliate Compensation & Benefit Information) It is the policy of the PFFM that each local have on file with the PFFM and the IAFF, a copy of its current collective bargaining agreement and the current financial benefit information.

2. GRIEVANCES & LEGAL ISSUES INFORMATION

A. All local affiliates must transmit through their District Vice President, to the PFFM office, copies, of all complaints to be filed with the Massachusetts Labor Relations Commission; petitions to the Civil Service Commission; and, court cases and grievances to be filed for adjudication and/or arbitration.

B. Copies of awards and/or decisions in the above-mentioned situations should also be forwarded, through the District Vice Presidents, to the PFFM office.

C. Copies of all awards and/or decisions from Labor Relations, Civil Service, Arbitration, Magistrates, Courts, etc., will be made available to all locals.

4. DEATH - LINE OF DUTY/ NON-LINE OF DUTY

A. All local unions having a member who has died in the line- of-duty will notify the IAFF District Vice-President and the PFFM District Vice-President, as soon as possible.

B. In the event either Vice President cannot be reached, the local union should then contact the PFFM office, or any member of the PFFM Executive Board.

C. Locals reporting Line-Of-Duty deaths should gather pertinent facts relating to the individual and the incident. (i.e. funeral arrangements, name & age of spouse, names and ages of children, age of deceased, died from heart attack, fall, collision, etc.)

D. All PFFM Executive Board members shall make every effort to attend
funerals for members killed in the line-of-duty; and, shall be in uniform or appropriate dress attire.

E. All locals should report the deaths of active or retired union officers and members who are active participant and/or are former Executive Board members of the PFFM.
STATE MEETINGS

1. REGULAR MONTHLY STATE MEETINGS

   A. Locals hosting regular monthly meetings of the PFFM must provide a suitable meeting hall with at least two (2) microphones. Locals must also provide adequate seating for the meeting for the anticipated number of delegates attending.

   B. Locals intending to host a monthly meeting will make their request to their Vice President. He/she will select the host local(s) from those who have submitted a request.

   C. Regular Monthly State Meetings of the PFFM shall commence at 10:00 AM and go until the finish of business that day.

   D. The host local shall provide coffee & doughnuts in the morning & a lunch meal.

   E. The Annual PFFM luncheon assessment will be calculated based on the Local’s State Meeting Delegate Strength:

      3 Delegates ....................... $195
      4 Delegates ....................... $260
      5 Delegates ....................... $325

   F. The PFFM Executive Board will hold their formal meetings within the seven days prior to the state meeting, but not on the day of the state meeting, unless an emergency arises.
G. The monthly meeting schedule is as follows:

<table>
<thead>
<tr>
<th>MONTH</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>District 7</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>District 8</td>
</tr>
<tr>
<td>MARCH</td>
<td>District 1</td>
</tr>
<tr>
<td>APRIL</td>
<td>District 2</td>
</tr>
<tr>
<td>MAY</td>
<td>District 3</td>
</tr>
<tr>
<td>JUNE</td>
<td>No State Meeting (Convention)</td>
</tr>
<tr>
<td>JULY</td>
<td>No State Meeting</td>
</tr>
<tr>
<td>AUGUST</td>
<td>No State Meeting</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>District 4</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>District 5</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>District 6</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>No State Meeting</td>
</tr>
</tbody>
</table>

H. It is recommended that all Locals attend at least one state meeting a year.

I. The PFFM will hold a moment of silence at these meetings to remember all servicemen and women who have answered the call to duty and have not yet returned.

2. **STATE MEETING MINUTES**

(Formerly Listed as Mailing Of State Meeting Minutes) A digital (email) version of the minutes shall be made available electronically for all local union officers & members.

3. **NATIONAL LEAGUE OF FAMILIES POW/MIA FLAG**

The National League of Families POW/MIA flag shall be displayed at the September State Meeting.
SPECIAL MEETINGS

1. DISTRICT MEETINGS (*Business Meetings*)

District meetings may be scheduled at the discretion of the Vice President of the respective district.

**A. Costs:**

Upon submission of vouchers by the District Vice-President, for the expenses incurred in district meetings or caucuses, payment will not exceed three hundred dollars ($300.00) in a running year for district meetings or caucuses.

**B. Notification:**

The District Vice-President is responsible for notifying the PFFM office; and, all locals in his/her jurisdiction, of the date, time and place of the district meeting. The District Vice President when necessary be invited to each local in their jurisdiction during their term of office to speak and answer questions at a Local’s union meeting.

2. DISTRICT CAUCUSES (*Meetings To Hear Candidates*)

Each Vice-President, prior to the date for the election, may schedule district caucuses conducted for candidates seeking elective office within the PFFM. The PFFM office will coordinate the dates of said caucuses, in order to avoid any conflict with scheduling.

Notification: the District Vice-President shall notify each candidate for elective office within the PFFM, of the date, time and place of such caucuses, at least ten (10) days prior to the district caucus. This policy will not apply to caucuses scheduled at the PFFM conventions.
SERGEANT-AT-ARMS

1. MASTER-AT-ARMS

The President may appoint a Master-At-Arms to assist in maintaining order at meetings and functions; and, to direct the Sergeants-At-Arms with their duties.

2. SERGEANT-AT-ARMS (Regular Monthly State Meetings)

For all monthly meetings, the Sergeants-At-Arms will be selected by the Vice-President of the district in which the state meeting is held.

3. SERGEANT-AT-ARMS (Convention)

At conventions, the President will appoint a minimum of four (4) Sergeants-At-Arms; one from each district and rotated from among the eight (8) districts; so all districts have an equal opportunity to be represented.

4. STIPEND

A. Meetings & Legislative Convention

A stipend of Fifty Dollars ($50) will be provided for the Master-At-Arms and the Sergeants-At-Arms, for all monthly and special meetings; and, the PFFM Legislative Convention. The Master-At-Arms will receive reimbursement for travel, meals, tolls and parking.

B. Biennial Convention

Compensation for the Master-At-Arms and Sergeants-At-Arms at the biennial convention of the PFFM shall include: Per Diem, room reservation, meals and travel to and from the convention, from their place of residence.

The Master-At-Arms and Sergeants-At-Arms, once appointed, cannot be delegates to any PFFM meeting or convention. They will not have voice or vote at any meeting or convention, for which they have been appointed to serve.
LEGISLATORS’ NIGHT

1. The date and location of the PFFM Legislators’ Night will be determined by the Executive Board with the approval of the membership.

2. All locals are urged to send written invitations to their respective State Senator and Representatives, inviting them to our Legislators’ night banquet.

3. In the event there are legislators whose district does not include PFFM locals, invitations may be extended to them from the PFFM office.

4. The PFFM will be responsible for inviting the state constitutional officers, legislative leaders and other special guests.

5. The PFFM will establish an administrative check off process to secure that locals, and District Vice Presidents notify the PFFM office and Legislative–Agents of their intention to invite their Representatives and Senators, and should a local choose not to attend Legislators’ Night, and if a Representative or Senator has not been invited: then the PFFM President shall have the authority to invite that Legislator after checking with that local, and the cost should be born by the PFFM.

6. The PFFM shall locate a hall that can comfortably and safely hold the number of attendees that the PFFM has on this night, and that the professional sound equipment be utilized to allow all members to hear the speakers throughout the hall.

7. The PFFM will send proper notification to all Representatives and Senators in the Massachusetts General court, informing them of the time and location of our annual legislators night. Also, the PFFM will send a copy of this correspondence to each local.
ENDORSEMENTS

Members wishing to obtain the endorsement of the PFFM, submit in writing to the Secretary, when they become aware of their candidates wishes, names of the candidates requesting the endorsement of the PFFM.

1. Great & General Court, Commonwealth of Massachusetts

A. The President may, if requested by a legislator, prepare a letter of appreciation to the legislator, for his/her vote and support; and, extend best wishes in their campaign for election or re-election.

B. A legislator may be endorsed by a unanimous vote of the membership, gathered at a meeting of the PFFM.

2. Massachusetts Constitutional Offices

In order to receive an official endorsement of the PFFM, a candidate must be endorsed in the following manner:

A. A notice of intent to endorse candidate (s) will be transmitted to all local affiliates prior to the scheduled meeting of the membership.

B. Resolution #45 adopted at the 1997 Convention of the Professional Fire Fighters of Massachusetts provides a report to the Local's leadership of only such voting results taken by the Legislature that concern this Organization.

C. All candidates for office will be invited to a meeting of the PFFM to address the membership.

D. A 2/3 majority of votes cast is needed to approve the endorsement of a candidate, at a meeting of the membership.

3. National, State & County Offices

Same procedure as “B” above.

4. Local Municipal Elections & Retirement Board Elections

1. Campaign expenses for members who are candidates for election to a public office within any governmental unit of the Commonwealth, may be reimbursed, upon the submission of receipts, for out-of-pocket expenses,
not to exceed five hundred dollars ($500), upon approval of the membership.

2. Only a candidate endorsed by his/her local union may qualify for any reimbursement by this organization. Said candidate seeking reimbursement must have the endorsement of the local in writing prior to submitting a request for reimbursement of campaign expenses. The local union's contributions will be matched by the PFFM up to the sum of five hundred dollars ($500.00).
SCHOLARSHIPS

Effective July 1, 1997, a John J. and Nora Jennings Scholarship was established in their name for an active Union member of the PFFM. Said scholarships will provide educational assistance in order to pursue the field of Labor Studies.

If possible, the PFFM will annually host a golf tournament in order to raise funds for scholarships. Net proceeds from the tournament will be distributed in the following manner: one third will be donated to the T. Dustin Alward Scholarship Committee, one third will be donated to the John and Nora Jennings Scholarship Foundation, one third will be donated to the PFFM John and Nora Jennings Scholarship.

The scholarship will be awarded each year to an individual selected by the Scholarship Committee comprised of the Executive Board of the PFFM, to attend, at this time, the George Meany Center for Labor Studies and or the University of Massachusetts program of Labor Studies. Further, the PFFM will participate in the annual AFL/CIO Scholarship program. The AFL/CIO will conduct a labor knowledge test for the children of firefighters; they grade and choose the awardees. The PFFM will provide eight one thousand dollar ($1,000) scholarships to this program.

Effective July 1, 2011, the name of the scholarship golf tournament shall be named the Robert B McCarthy Scholarship Golf Tournament.
1. **DISTRICT REALIGNMENT COMMITTEE**

By 2001 convention action, the President is directed to appoint a district realignment committee to study and investigate the PFFM districts in regards to the following: amount of members, amount of locals, and time and effort to service the locals properly. This special committee shall report back to the Executive Board their findings. The Executive Board should explore these findings and if necessary, file a resolution for the 35th biennial convention.

2. **ACTIVE RETIRED MEMBERS**

The President of the PFFM shall appoint a committee to look into the feasibility of establishing an “Active Retired” category in the PFFM.

3. **COMMITTEE FOR REVIEW OF ORGANIZATIONAL STRUCTURE**

The Professional Fire Fighters of Massachusetts shall establish a Committee for Review of Organizational Structure.

The committee shall be two (2) members from each district. Said members names will be submitted to the President for selection by the Vice President of each respective district.

The Committee will be charged with reviewing our organizational structure and creating an organizational plan. The Committee will report back to the PFFM Executive Board prior to the September 2008 state meeting, and to the full body at the September 2008 state meeting for discussion and input by the body.

The Committee for Review of Organizational Structure may offer resolutions for action at the 2009 PFFM state convention for debate, review and vote by the members assembled.

3. **EMERGENCY DISPUTE FUND FOR LEGAL DEFENSE & PUBLIC RELATIONS**

Article 35 of the 2007 PFFM Biennial Convention created a committee to explore the feasibility of establishing an Emergency Dispute Fund (EDF) Legal Defense and Public Relation assistance program. The EDF for Legal Defense and Public
Relations committee will look at eligibility, criteria, grants, loans and any other pertinent information needed to assure a bona fide program. The Committee will report back at the January 2008 state meeting with any recommendation.

5. **CISM COORDINATOR**

That the President of the Professional Fire Fighters of Massachusetts appoint a member in good standing to take the position of Critical Incident Stress Management Coordinator for the Professional Fire Fighters of Massachusetts.

6. **CANCER NETWORK**

The PFFM establish a Firefighter’s Cancer Network under the umbrella of our CISM program.

The Members of the network shall be cancer sufferers or survivors to the greatest extent possible.