

VPFF

POLICY

BOOK

Revised
June 2025

STATEMENT

The content of this book is to serve as an informational directory to the membership of the Virginia Professional Fire Fighters (VPFF). It is in no way intended to replace the by-laws of the VPFF or the IAFF. Any conflicts that arise should be brought to the attention of the President or his designee.

TABLE OF CONTENTS

Statement

VPFF Vision Statement

VPFF Mission Statement

CHAPTERS

ADMINISTRATION

Section - General:

Budget Adjustments

Emergency Defense Fund

Meeting Attendance

Meeting Times

Mileage Reimbursement

Parliamentarian

Political Endorsements

State Boards Appointments

Legislative Agenda Process and Authority

Use of VPFF Logo and Name

VPFF Building Use

Section - Organizing:

Charter Fees

AWARDS

Section: - Biennial

Raymond S. Via Memorial Award

Past Recipients

Example of Letter for application form

Application Form

Section: - Annual

VPFF Scholarship Award

Application Form

COMMITTEES

Section: Standing Committees

Human Relations Committee

COMMUNICATIONS

Section: Network

Human Relations Committee

ELECTIONS

Section:

Letter from Vincent J. Bollon, General

Secretary/Treasurer

A Message to Local Union Election Officials

Conducting Local Union Officer Elections

Checklist for Conducting Local Union

Officers Elections

DIRECTORY

BY-LAWS

Vision Statement

To serve as a model of excellence in political effectiveness and strength as demonstrated through service to our membership.

Mission Statement

To protect and provide for the health safety and financial security of all VPFF members and their families while continuing to enhance public safety.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

SEPTEMBER 1999

REVISED DATE:

CHAPTER:

SECTION:
GENERAL

SUBJECT:

BUDGET ADJUSTMENTS

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: To provide direction to the Secretary/Treasurer to adjust the budget to meet changes or unforeseen demands on fiscal expenditures.

BACKGROUND: Currently there is no provision or flexibility within the organization to provide for economic changes that occur during the implementation of the biennial budget cycle. Viewpoints and focus of the Board of Directors can change during this period; timing may require changes to take place prior to convention in order to meet the needs of the organization.

METHOD: At the direction of the Board of directors, the Secretary/Treasurer will provide a list of recommendations for budgetary maneuvers. This list will be presented to the Executive Board for further recommendation and implementation. These recommendations would be implemented to a level to sufficiently satisfy the request of the Board of Directors.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

JANUARY 1997

REVISED DATE:

CHAPTER:

SECTION:
GENERAL

SUBJECT:

EMERGENCY DEFENSE
FUND

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: Provide proper accountability of special funds and that its intended use is met.

All Locals desiring to utilize Emergency Defense Funds must submit a financial statement with their written request for utilizing the fund.

Upon approval, the Local must sign an interest free loan agreement. The Secretary/Treasurer will negotiate repayment terms.

Criteria for utilization of this fund are addressed in the IAFF Constitution and By-laws, Section 10.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
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POLICY

EFFECTIVE DATE:

JANUARY 1997

REVISED DATE:

January 2016

CHAPTER:

SECTION:
GENERAL

SUBJECT:

MEETING ATTENDANCE

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: To allow for proper facilities and logistical needs to be met for the Directors of the Virginia Professional Fire Fighters.

All directors and officers of the Virginia Professional Fire Fighters are to notify the Secretary/Treasurer of their attendance at scheduled events.

Each local will notify one (1) week prior to a scheduled event whether or not they will be attending and the number of individuals attending from that local.

Locals with Directors having to travel a distance of more than 300 miles shall be allotted one extra night's reimbursement for lodging upon the majority approval of the Executive Board.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
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POLICY

EFFECTIVE DATE:

JANUARY 1997

REVISED DATE:

CHAPTER:

SECTION:
GENERAL

SUBJECT:

MEETING TIMES

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: Define the meeting times for the Board of Directors.

Board of Directors meetings begin promptly at 1:00 pm and are scheduled to be completed by 5:00 pm the same day.

However, in the event that the business of the day is not concluded by 5:00 pm, an hour dinner break will be held. After, the break, the meeting will reconvene and continue until completion of the business of the Board of Directors.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

MAY 1998

REVISED DATE:

January 2007

CHAPTER:

SECTION:
GENERAL

SUBJECT:

MILEAGE REIMBURSEMENT

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: All Officers or designated members of the VPFF who participate in or attend related union functions such as, IAFF Conferences, Seminars, Symposiums, State and Federation meetings are entitled to submit for mileage reimbursement equal to the prevailing rate identified by the IAFF.

The total mileage is calculated to and from the aforementioned activities and any business mileage incurred during the activities.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

JANUARY 1999

REVISED DATE:

CHAPTER:

SECTION:
GENERAL

SUBJECT:

PARLIAMENTARIAN

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: To provide guidelines for the utilization of a parliamentarian during VPFF business functions.

The President will determine the need for appointing a parliamentarian. This individual will utilize the *Roberts Rules of Order*. This manual is available through the IAFF and should be present at each VPFF business function and remain in the custody of the Secretary/Treasurer.

The President may appoint any member in good standing that has a thorough working knowledge of the rules of order.

During convention, parliamentarian appointments will be confined to that of an attorney recommended by the President and selected by the VPFF Executive Board. Convention business includes changes in by-laws and should be over seen by parliamentarians that have the expertise to ensure legality of the business being conducted.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
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POLICY

EFFECTIVE DATE:

MAY 2014

REVISED DATE:

JUNE 2024

CHAPTER:

SECTION:
GENERAL

SUBJECT:

POLITICAL ENDORSEMENTS

ISSUED BY:

PRESIDENT BRAGG

PURPOSE: To provide direction in political endorsements

BACKGROUND: In order to better serve its membership, the VPFF engages in political endorsements with financial and acknowledged support.

METHOD: The Legislative Committee shall be charged with the distribution of questionnaires to political candidates. They shall meet to determine the committee's recommendations on endorsements for said candidates. The Legislative Committee Chair shall forward the Committee's recommendations to the Executive Board. The Executive Board will take the Committee's recommendation into consideration in its deliberations. Before the Executive Board issues any verbal, written or financial endorsements they shall contact the President of each local where the candidate's jurisdiction lies and get their feedback on the Committee's recommendation. Should a local President indicate opposition to a recommended candidate

endorsement, they shall state a Bonafide reason(s). All feedback shall then be reported to the Executive Board and Legislative Committee who shall then make a decision to forgo or proceed with a recommended endorsement. The Legislative Committee and Executive Board shall provide a report to the Board of Directors at the next meeting following any endorsements.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

January 2009

REVISED DATE:

JUNE 2024

CHAPTER:

SECTION:
GENERAL

SUBJECT:

STATE BOARDS POLICY

ISSUED BY:

PRESIDENT BRAGG

PURPOSE: To provide direction on recommendations made to the Virginia State Boards.

BACKGROUND: State Boards make decisions and policies that affect our membership on a daily basis. It is therefore important to the mission of the Virginia Professional Fire Fighters that we have members, and\or representatives on state boards that advance or represent our positions in the Commonwealth.

METHOD: Requests for recommendation of appointments are to be directed to the President of the Virginia Professional Fire Fighters from local Presidents through their respective District Vice Presidents. Once approved by the President of the Virginia Professional Fire Fighters, the nominee will be required submit a resume and an application for appointment to the Secretary of the Commonwealth through the online portal with the assistance of the VPFF Director of Governmental Affairs.

The Director of Governmental Affairs will maintain an updated spreadsheet to present to the Executive Board at each meeting.

The spreadsheet shall include current state board membership and term information about each seat. The Director of Governmental Affairs will maintain a file of candidate resumes for the various positions. Whenever a position is becoming vacant the Director of Governmental Affairs will notify the President, Secretary Treasurer, Executive Board, and the Legislative Chairman with as much advanced notice as possible. Working with the Director of Governmental Affairs, the President shall then submit a letter of recommendation on the nominee's behalf.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

June 2024

REVISED DATE:

CHAPTER:

SECTION:
GENERAL

SUBJECT:

LEGISLATIVE AGENDA
PROCESS AND AUTHORITY

ISSUED BY:

PRESIDENT BRAGG

PURPOSE: To provide direction on recommendations made for VPFF legislation to the Virginia State General Assembly.

BACKGROUND: In 2019 the Legislative Committee and our legislative process was reformed to ensure equal representation across all VPFF Districts as well as to create effective change in practice to advance the VPFF Legislative Agenda. This model has shown to be effective, with the VPFF successfully lobbying nineteen pieces of legislation that have been signed into law since 2019, thanks to the work of our Director of Governmental Affairs, Legislative Committee, our members, and other stakeholders.

METHOD: The VPFF Legislative Committee and the Director of Governmental Affairs (DGA) shall be responsible for developing the legislative agenda annually. The Legislative Committee and DGA shall engage the Board of Directors for ideas or issues that could be addressed through legislation. The Legislative Committee and DGA shall research those ideas and issues and

then develop a legislative agenda. The legislative agenda shall be presented to the VPFF Executive Board and Board of Directors for adoption. Upon adoption of the Legislative Agenda, the Legislative Committee and the DGA shall be responsible for drafting legislation, selecting bill patrons, and lobbying the agenda to elected representatives and their staff. Sole authority to amend the legislative agenda after adoption shall only come at the recommendation of the DGA to the Legislative Chair and Committee, and with the final approval by the VPFF Executive Board. Such amendments, should reflect compromise with other stakeholders, recommendations from bill patrons or key members of the General Assembly such as party leaders or committee chairs, and be in the best interest of the membership in advancing the legislative priorities of the VPFF.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

MAY 1998

REVISED DATE:

CHAPTER:

SECTION:
GENERAL

SUBJECT:

USE OF VPFF LOGO AND
NAME

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: Coordinate the use of the VPFF logo and/or name is authorized only for VPFF affiliates and firms producing products on behalf of the VPFF with prior approval of the VPFF.

All requests to use the logo and/or name must be in written form and directed to the VPFF President who will submit the request to the VPFF Executive Board for consideration and approval.

All requests must include a description of the product or products that would bear the VPFF logo and/or name, the price of the product(s), the use of the proceeds from the sale of the product(s) and the market for the product(s).

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

EFFECTIVE DATE:	POLICY	REVISED DATE:
CHAPTER:		ISSUED BY:
SECTION: GENERAL		PRESIDENT MOHLER

SUBJECT: VPFF Building Use
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PURPOSE: To provide direction in uses of the VPFF Office Building.

BACKGROUND: Currently there is no written policy on how and under what circumstance the office building may be used.

METHOD: The primary purpose is to provide a base of operations for legislative and administrative functions of the VPFF. This shall include lobbying operations, VPFF meetings, legislative functions, office administration and record keeping. During said operations if housing is required, then members may stay in the upstairs quarters. In circumstance where VPFF members, or IAFF members from other states, needs a place to stay when their family members are treated at area hospitals, they may use the upstairs for accommodations for a period of up to 5 days. The VPFF Executive Board, in special circumstance, has the authority, upon majority vote, to offer use of the building to those outside of the VPFF. The Executive Board member proposing outside use shall be responsible for seeing that a key is issued and returned as well as being responsible for any damages done to building while used by non-member. The level of supervision, of building occupants, will be managed on a case-by-case basis. Keys for entrance to the VPFF Office

Building shall only be issued to the VPFF Executive Board and Trustees. When a member of the Executive Board and Trustees no longer holds office they are to relinquish any and all keys issued to them by the VPFF to either the Secretary Treasurer or corresponding new officer.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

JANUARY 1997

REVISED DATE:

CHAPTER:

SECTION:
ORGANIZING

SUBJECT:

CHARTER FEES

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: To assist in the recruitment of potential member organizations.

All organizations eligible for membership to the VPFF, the charter membership fee to the IAFF will be paid by the VPFF if they affiliate within the first 6 months of organizing.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

JANUARY 1997

REVISED DATE:

CHAPTER:

SECTION:
BIENNIAL

SUBJECT:

RAYMOND S. VIA
MEMORIAL AWARD

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: To recognize the member who best exemplifies Raymond S. Via's qualities who served to protect and provide for the health safety and financial security of all VPFF members and their families while continuing to enhance public safety. This award is given to the member who is involved in Local, State and IAFF activities and is involved in other community related activities that support the ideals of the VPFF.

COMMITTEE MAKEUP: This committee is comprised of three appointees of the President of the VPFF. These three people should be from different locals of the VPFF.

DESCRIPTION OF EVENTS: The Committee solicits all Locals to submit nominations for this award. The Committee chooses a recipient from those nominated. The Committee assists the local in making arrangements for the award presentation. The award is then presented at the biennial convention banquet. The award recipient is to be kept confidential until presentation if possible.

1983	Duane Dixon	Roanoke Professional Fire Fighters, Local 1132
1984	Jim Thornton	Norfolk Professional Fire Fighters, Local 68
1985	Buddy Rothweiler	Henrico Professional Fire Fighters, Local 1568
1986	Jack Carper	Newport News Professional Fire Fighters, Local 794
1987	Mike Winstead	Norfolk Professional Fire Fighters, Local 68
1988	Doug Conway	Henrico Professional Fire Fighters, Local 1568
1989	Frank Kearney, III	Hampton Professional Fire Fighters, Local 2450
1990	Douglas Bracey	Richmond Professional Fire Fighters, Local 995
1992	Earl Joyner	York County Professional Fire Fighters, Local 2498
1994	Eric Lamar	Fairfax County Professional Fire Fighters, Local 2068
1996	W. T. "Buck" Swartz	Arlington Professional Fire Fighters, Local 2800 (posthumously)
1998	James "Cricket" Mikell	Norfolk Professional Fire Fighters, Local 68
2000	Harold Schaitberger	Fairfax County Professional Fire Fighters, Local 2068
2002	Patrick Morrison	Fairfax County Professional

Fire Fighters, Local 2068

2004	J.R. Lilienthal Suffolk Professional Fire Fighters Local 2801
2006	Hanh Deniston Metro Washington Airport Authority Fire Fighters Local 3217
2008	Tom Simcoe Fairfax County Professional Fire Fighters Local 2068
2010	Robert Bragg III Charlottesville Professional Fire Fighters Local 2363
2012	Michael W. Hanks Roanoke Fire Fighters Association Local 1132
2014	Arthur Lipscomb Lynchburg Fire Fighters Association Local 1146
2016	R. Michael Mohler Fairfax County Professional Fire Fighters Local 2068
2018	Paul Hebert Prince William Professional Fire Fighters Local 2598
2020	Mitch Nason Prince William Professional Fire Fighters Local 2598
2022	John Wright Frederick County Professional Fire Fighters Local 4145
2024	Gary Samuels Henrico Professional Fire Fighters Local 1568

EXAMPLE OF LETTER

Date

(Local Committee Person)

(Address)

(Address)

Dear (Local Committee Person):

Enclosed is a nomination form for the (year) Ray Via Award. The Ray Via Award has been a tribute and memorial his memory since 1983.

Every two years the Awards Committee asks each local to evaluate their members and choose a member they feel is deserving of this great honor. Ray Via served to protect and provide for the health safety and financial security of all VPFF members and their families while continuing to enhance public safety. The basic criteria for a nominee should not be based solely on his or her heroic actions, but, characteristic of Ray Via, their dedication and service to Virginia's professional fire fighters and paramedics. A nominee should be active in their Local, the VPFF and the IAFF. They should take an interest in political matters and other activities that promote a positive image.

If you would like to nominate one of the members of your local, please fill out the enclosed nomination form and return it to:

VPFF Committee Person

Address

Address

Nominations will be accepted until April 30 of each year the award is given. All forms should be completely filled out and your local seal affixed. Incomplete nominations will not be considered and in the event the committee cannot agree on a winner, the committee will present the nominations to the President of the Virginia Professional Fire Fighters association for a decision. Please also keep in mind this award is to be a surprise to the recipient if at all possible. If you have, any questions feel free to contact me at (committee person's phone number).

Sincerely,

(Committee Person)

Please include all the information below:

VPFF Committee Chairman

Nomination for (0000) Raymond S. Via Memorial Award

Name of nominee:

Rank:

Name of Department:

Number of years in the department:

IAFF Local Number:

Number of Years in Local:

Past/present offices held:

Past/present committees within Local:

In submitting the following information about the nominee, please be as specific as possible and avoid generalities in regards to his/her accomplishments.

1. Community involvement/Civic organizations:

2. Local involvement:

3. State involvement:

4. IAFF involvement

5. Political involvement:

A. Local level:

B. State Level:

C. National Level:

****Additional information relating to the merits of the nominee may be attached to this form.**

Submitting Local Number:

Name and title:

Name and title:

Signature:

Signature:

Date:

Date:

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

JANUARY 2001

REVISED DATE:

CHAPTER:

SECTION:
ANNUAL

SUBJECT:

VPFF SCHOLARSHIP FUND

ISSUED BY:

BOARD OF DIRECTORS

PURPOSE: To provide financial assistance for spouses, legal dependents of members of the Virginia Professional Fire Fighters (to include spouses and legal dependents of members covered under the LODA).

SCHOLARSHIP APPLICATION INFORMATION:

- A. The VPFF scholarship will be awarded annually.
- B. Scholarship awards will be made in May of each year at the state convention in even years and the Board meeting in odd years. The scholarship award year will be defined as 1 March to 28 February.
- C. Scholarship recipients will be notified in writing from the Secretary/Treasurer of the VPFF.

SCHOLARSHIP APPLICATION PROCESS:

- A. All applications and supporting materials must be mailed to the VPFF and postmarked no later than 1 March prior to the scholarship award year. All

applications and supporting materials will become the property of the VPFF.

- B. Scholarship applications and supporting materials received in the VPFF office postmarked after 1 March for any year shall not be considered.
- C. Applications and supporting materials shall include:
 - 1. A completed VPFF Scholarship Application form.
 - 2. An official copy of the school transcript and grade report from the school currently attending or the most recently attended. The official school transcript should list all grade points earned and academic course work completed to date.
 - 3. A brief statement (about 200 words) prepared by the applicant, which indicates their reason for wanting to continue their education.
 - 4. Two (2) letters of recommendation:
 - a. Letters of recommendation should be from a teacher, school administrator, counselor, work supervisor or military supervisor (active, reserve or National Guard) who can address the qualifications and academic aptitude of the scholarship applicant.
 - b. The required letters of recommendation may not be from immediate family members, close family friends, blood relatives or relationships by marriage.
 - 5. All applicants (both new and renewal applicants) submitting a scholarship application and supporting materials are required to satisfy all application process requirements.

EDUCATIONAL INSTITUTION CLASSIFICATION:

- A. Eligible institutions of higher learning shall include any post-secondary institution requiring a high school diploma or graduate equivalent degree (GED) for entry into the institution including:
 - 1. Any public or private four-year accredited college or university.

2. Any public or private two-year accredited college.
3. Any public or private accredited vocational-technical college or training institution.

SCHOLARSHIP AWARD DISBURSEMENT:

- A. Scholarship award shall be presented by the President and Secretary-Treasurer of the VPFF at the May convention or May board meeting.
- B. Scholarship award money shall be distributed by the Secretary-Treasurer of the VPFF upon receipt of verification of fees and/or charges outlined in section C.
- C. The award money shall be drawn upon for:
 1. Fees or charges required for tuition.
 2. Fees or charges for room and board while attending school.
 3. Expenses for textbooks, course work, lab fees and other materials as required by a course instructor (e.g. goggles, art/drawing supplies, glass slides, etc.) for required course assignment or projects.
- D. Scholarship awards are not transferable to another individual or institution and are forfeited by the recipient upon withdrawal from the institution where the scholarship award was disbursed by the VPFF or upon failure to meet the institutions appropriate standards of academic achievement, conduct or character.
- E. In the case of board certified medical physician's diagnosis of a chronic or acute illness or traumatic injury which intervenes in the ability or eligibility of a scholarship recipient to enter or continue academic studies at the university, college or institute of higher learning, the payment of scholarship monies may be suspended for a period of twelve (12) months.
- F. In the event a scholarship recipient's educational endeavors are interrupted during the period of scholarship award year as a result of being called to active duty under Title 10 of the United States Code or National Guard Duty in State status, the scholarship award money shall be

held by the Secretary-Treasurer of the VPFF for a period of not more than twenty-four (24) months, unless the time for active duty is extended by the military authority.

- G. Any scholarship award recipient's leaving the US Armed Services or National Guard duty must reapply for reinstatement of the scholarship monies or the remaining portion of scholarship monies within ninety (90) days after severance from duty.

SCHOLARSHIP SELECTION CRITERIA:

- A. Scholarship recipients will be selected based on previous academic performance (high school grades for new college reentrant and cumulative college grade point averages and academic performance of college applicant). A minimum satisfactory academic performance of a C grade (2.0 on 4.0 scale) is required for all scholarship recipients.
- B. The applicant's statement indicating their reasons for wanting to continue their education will be considered to help identify the applicant's needs as well as the applicant's educational and career goals.
- C. The accompanying letters of recommendation will be considered to help determine the applicant's aptitude promise and prior academic achievement.
- D. A total of four (4) scholarships will be awarded per year for the maximum amount of \$500 each. The student may only be awarded one scholarship per year. In the case that all four scholarships are not given out in one year, the remaining monies may roll over to the next year. This would allow for more than four awards in the proceeding year if there were more than four applicants.

POLICY ADMINISTRATION:

- A. The three (3) Trustees will receive the applications from the Secretary-Treasurer. They will decide who will receive the scholarship money.
- B. Funding for the Scholarship fund will be from:

1. The interest earned from savings accounts.
2. Sunset clause – When the Trustees determine that the Scholarship Fund is solvent; at that time the interest earned from savings accounts will no longer be used to support the Scholarship Fund.

VPFF SCHOLARSHIP APPLICATION FORM

NAME: _____

SSAN: _____ **DOB:** _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

HOME PHONE: _____ **WORK:** _____

NAME OF VPFF MEMBER: _____

LOCAL NUMBER: _____ **RELATIONSHIP TO MEMBER:** _____

EDUCATIONAL LEVEL

HIGH SCHOOL: _____ **YEARS:** _____

VOCATIONAL SCHOOL: _____ **YEARS:** _____

COLLEGE: _____ **YEARS:** _____

LETTERS OF RECOMMENDATION

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

HOME PHONE: _____ **WORK:** _____

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

HOME PHONE: _____ **WORK:** _____

PLEASE SEND SCHOLARSHIP APPLICATION BY 1 MARCH TO:

**Paul J. Hebert
3704 Winchester Drive
Portsmouth, VA 23707**

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

JANUARY 1997

REVISED DATE:

CHAPTER:

SECTION:

STANDING COMMITTEES

SUBJECT:

HUMAN RELATIONS
COMMITTEE

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: The human relations committee is designed to provide the members of the Virginia Professional Fire Fighters with information on dealing with and preventing discrimination and harassment in the fire service.

Guidelines and recommendations are available for assisting affiliates in the development of local policies and procedures that aid in the resolution and elimination of discriminatory and harassment practices.

The human relations committee is composed of elected union members. Its primary duty is to improve relationships and promote understanding between all members.

The human relations committee is assigned the task of recommending policy and procedures pertaining to discrimination, it also addresses problems concerning minority affairs, age discrimination and sexual harassment:

1. Providing technical assistance to the VPFF on matters pertaining to discrimination and harassment.
2. Counseling and advising locals in meetings.

3. Improving the expediting communications in matters concerning civil rights.

The human relations committee is composed:

- 1 Chairman
- 7 Committee members

The VPFF Human Relations Committee: Believes the involvement of persons in the individual's local is an important component to the success of the VPFF. All affiliates are urged to utilize the home rule committee. Complaints of civil rights violations should always be initiated and pursued as often as possible, at the local level. A grievance procedure should be used to obtain a resolution of the issue. However, if this type of process is unavailable to a member then assistance should be sought from the member's local.

The human relations committee acknowledges the fact that not all locals have the resources available to them to resolve all acts of discrimination and harassment. As such, every local has the option of seeking additional assistance from the human relations committee, in the event that the VPFF Human Relations Committee can not come up with a resolve, then they can call on the IAFF Human Relations Committee for advice.

POLICY ON DISCRIMINATION:

This policy is an overall plan that comprises the general goals and acceptable procedures of this committee. Its purpose is to guide the Executive Board of the VPFF and members in determining their present and future decisions.

Any person of good moral character who at the time of making application is engaged in service within the jurisdiction of the

State, will be eligible for active membership in the VPFF through its chartered local.

Anyone eligible for membership in the VPFF shall not be refused membership or, upon acceptance, be discriminated against because of race, color, creed, and national origin, sex or by reason of disability.

It is the obligation and responsibility of all union members to respect these principles and carry them out while performing their duties and responsibilities as members of the fire service.

The human relations committee stands unequivocally opposed to discrimination and harassment in all of its forms and in all types of environments. Specifically this opposition includes discrimination in hiring, promoting and laying off of employees, as well as in all other employment - related conditions.

The human relations committee believes discrimination and harassment can be stopped in both its open and hidden forms. This can be accomplished by encouraging all people to live by the basic principle of respect and that every person is entitled to the same basic rights regardless of race, color, creed, national origin, gender or reason of disability.

**VIRGINIA PROFESSIONAL FIRE FIGHTERS
I.A.F.F. AFL-CIO-CLC**

POLICY

EFFECTIVE DATE:

SEPTEMBER 1999

REVISED DATE:

CHAPTER:

SECTION:

NETWORK

SUBJECT:

COMPUTER NETWORK

ISSUED BY:

PRESIDENT MOHLER

PURPOSE: To provide a reliable, rapid and convenient way to disseminate information to all VPFF Affiliates.

All communications will be phrased appropriately. Should read as what you would be willing to say in an open business meeting.

CAPABILITIES -

- A. E-mail
- B. VPFF Web Site
- C. Social Networking

METHODS -

- A. **E-MAIL: SENDING** - This capability will be limited to the network director, system operator, assistant operator or any member appointed by the VPFF. This limited access will ensure proper handling of E-MAIL. It will also ensure accountability and responsibility. This capability will require

a secret password; however, any member with his or her own account may send e-mail. Only the aforementioned may send e-mail from the VPFF account (VPFF e-mail address is: admin@vpff.org).

RECEIVING - Any member requesting e-mail from the VPFF Information Network may do so via e-mail to the communications directors at which time that member's address will be added to the dissemination list. Only subject matter containing legislation, local activities, announcements, topics of special interest and any related materials will be forwarded via the VPFF information network, **ABSOLUTELY NO INAPPROPRIATE MATERIALS WILL BE FORWARDED.**

USE OF EMPLOYER-OWNED EMAIL ADDRESSES – Due to potential FOIA implications, the VPFF will not store nor utilize employer owned email addresses for official communication. Furthermore, registration for VPFF-owned internet accounts will require use of a personal email address.

B. VPFF Web Site: System Access – The URL for The web site is: www.vpff.org. Submissions for posting on the web site should be made in electronic form, (Microsoft Word if possible) utilizing HTML attached to an e-mail admin@vpff.org.

C. Social Networking- *This section of the policy addresses the need to protect the property, identity and reputation of the VPFF. The VPFF respect the rights of its members to post and maintain personal websites, blogs, and other electronic media. With the growth of the internet and the limited regulations on its content, the VPFF request members to act in a prudent manner with regard to websites and internet posting.*

If a member or any group thereof chooses to indentify themselves on a website or blog, they should adhere to the following guidelines.

- 1. Will not disclose any information that is confidential or proprietary to the VPFF.*
- 2. Uphold the VPFF value of respect for the individual and avoid making defamatory statement about members, citizens, partners, other agencies or associations.*
- 3. Act in a manner consistent with the VPFF's public image, respects its traditions, and avoid using the VPFF resources in a derogatory and unprofessional manner.*
- 4. Do not post unauthorized content, which includes but not limited to:*
- 5. The official VPFF seal and may be only used by permission of the VPFF Board.*
- 6. Any confidential or otherwise protected communications.*

DISCLOSURE

ANY USER, MEMBER OR OTHERWISE, UTILIZING ANY PORTION OF THE VPFF SYSTEM COMPONENTS MENTIONED ABOVE WILL BE HELD ACCOUNTABLE FOR ALL INFORMATION, FILES AND DATA, SENT OR RECEIVED AND WILL BE LIABLE FOR ANY INAPPROPRIATE BEHAVIOR. ANY MISUSE OF THIS NETWORK WILL RESULT IN LEGAL ACTION BY THE VPFF TO THE FULLEST EXTENT THAT THE LAW WILL ALLOW. BY UTILIZING ANY PORTION OF THE VPFF SYSTEM, ALL USERS ACKNOWLEDGE AND ACCEPT THIS DISCLOSURE.