

DENVER FIRE FIGHTERS

LOCAL 858

IAFF, AFL-CIO

POLICY BOOK

ORGANIZED APRIL 16, 1946

DENVER, COLORADO

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ANTIQUÉ FIRE TRUCK

The union's antique fire truck shall be only used for union business. It will not be put out for hire or sub-contracted for any purpose.

EB 07-19-93

ATTORNEYS

Only the Local's attorneys will be used for all legal matters unless otherwise specified by motion.

EB 04-16-93

All members who have Risk Management/Workers' Comp issues will be immediately referred to an appropriate attorney.

EB 12-13-05

COMMITTEES

The president shall appoint three parliamentarians, at least one to be a non-executive board member. EB 04-12-95

CONVENTIONS / CONFERENCES / SEMINARS

The President of Local 858 shall appoint, with the approval of the Executive Board, delegates to all educational conferences and seminars.

EB 11-19-93

The delegates to the CPFF annual meeting will be selected first based on attendance to prior CPFF meetings and then on union meeting attendance.

EB 07-05-95

DEATH BENEFITS

The Local 858 Health and Benefits Director will contact the immediate families of Local 858 members who have died in the line of duty at least once a year and provide flowers to their survivor.

EB 06-10-19

That upon the death of an active member in good standing, the Local 858 Health and Benefits Director will ensure the delivery of the death benefit per the by-laws and will contact the immediate family and offer any further assistance.

EB 5-15-12

COORDINATORS

Local 858 will maintain the following positions: one Peer Support Coordinator, one Member Relations Coordinator.

The Coordinator position will be compensated at 7% of Fire Fighter 1st Grade salary. These positions are to be appointed by the President with the approval of the Executive Board by a majority vote.

EB 10-15-19

DIRECTORS

Local 858 shall pay all Vice Presidents, all Director's, and all Coordinator's \$55.00 per month to maintain cellular phone and Internet service. These services must be maintained continuously while in office.

UM 04-03-13

Local 858 will maintain the following positions: S one Health and Benefits Director, one Governmental Affairs Director, one Public Relations Director, one Resource Director, one Civil Service and Safety Director, and one Communications Director. The Director positions will be compensated at 15% of Fire Fighter 1st Grade salary; These positions are to be appointed by the President with the approval of the Executive Board by a majority vote.

UM 04-04-02 / UM 11-03-05/UM 04-03-13/EB 11-19-14/ EB 03-19-19

DISCIPLINARY APPEALS

All members entitled to a disciplinary appeal will have that appeal immediately filed on their behalf and the local executive board will determine whether or not that member should receive Local 858 representation in their appeal.

EB 05-15-98

DONATIONS

Local 858 will make an annual donation of \$1000.00 to the Sam Sandos Christmas Basket Program.

EB 12-1-15

The "Sam Sandos Christmas Basket Program" will be the official Local 858 Christmas program.

EB 10-12-95

Local 858 will sponsor the Cerebral Palsy Annual "Great Balls of Fire" pool tournament at a cost not to exceed a table sponsorship.

EB 11-19-14

Local 858 will sponsor the Denver Fire Department Awards Committee annually at a cost not to exceed \$1000.00.

EB 11-19-14

Local 858 shall contribute \$1000.00 annually to the Denver Fire Department Honor Guard to be used at the annual IAFF Fallen Fire Fighter Memorial in Colorado Springs and any other union sanctioned event.

EB 10-15-02

EXECUTIVE BOARD

All excused absences will be counted as attended meetings and excused absences will be defined as union business and/or fire department business at the discretion of the President.

EB 04-07-95

No Vice President Shall Receive a Salary if he/she has not fulfilled their duty of making themselves personally available to the members in the district/support division. Visitation logs shall be audited quarterly to ensure compliance. Vice Presidents that are not in compliance shall return that quarter's salary to the Union Treasury.

UM 08-03-11

All telephone votes, including any issue needing approval from the executive board, conducted by the principal officers shall be documented at the first executive board meeting following the telephone vote. The results shall be documented in the executive board meeting minutes.

EB 09-16-11

The Local 858 credit card is issued to certain individuals on the executive board for business related expenses incurred for the person to who the card is assigned. It is not to be used for any personal transactions. A brief explanation of the business reason for the expenditure is required and shall be reported to the Secretary/Treasurer within 45 days of the expenditure. Failure to follow this policy will result in cancelation of the individual's credit card.

EB 06-15-17

Local 858 shall pay the Principal Officers \$120.00 per month to maintain cellular phone and internet service. These services must be maintained continuously while in office.

EB 06-15-17

EXPENSES / F.I.C.A.

Mileage expense shall be reimbursed for documented mileage while on union business at the current IRS rate.

EB 05-17-91

An Officer's Expense Fund shall be established in the budget. The amount of this fund will be set by the Trustees and approved by the Executive Board.

EB 05-17-91

The Local will pay FICA taxes for all local union member employees. The IRS formula will be used.

EB 03-11-93

MAIL LIST

The Local mail list will remain confidential.
EB 03-11-93

MEETINGS

The Chair will designate a non-smoking area for all Union meetings.

UM 02-01-89

The regular order of business will be suspended and the Local will provide refreshments at the December union meetings.

UM 11-06-91

A hand count is required on all motions at Executive Board and Union meetings. EB

03-11-93

All union meeting and executive board meeting minutes will be posted on the website prior to the following union meeting. EB 06-15-17

Local 858 will sponsor the union meeting nightly drawing to a minimum of \$25.00 per drawing. EB 09-24-96

Without full attendance at a union meeting as determined by the president, you may not be eligible for the door prize or the steward's stipend.

All policies made by the Union floor must be voted on by the floor to be changed or deleted.

EB 8-11-04

The monthly progressive door prize will be a minimum of \$100 and the unclaimed amount will increase each month by \$100.

EB 5-15-12

MEMBERSHIP

Local 858 will adopt the policy that all spouses of members killed in the line of duty are made honorary members of Local 858.

UM 03-05-97

Local 858 will provide, at the member's request years of service pins (beginning in year 15 in 5 year increments) to members at no cost.

EB 11-19-14

The Executive Board of Local 858 will review and approve, according to the Constitution and By-Laws, all petitions by former members to become active-retirees of Local 858. EB 11-14-95

Local 858 will adopt the following Ethics Policy (Conflict of Interest).

Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of employees, elected officers, and volunteers from interfering with the performance of their duties to Denver Fire Fighters Local 858, or result in personal financial, professional, or political gain on the part of such persons at the expense of Denver Fire Fighters Local 858 or its Members.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include employees, officers, and board members of Denver Fire Fighters Local 858. *Board* means the Executive Board. *Officer* means an elected officer of Denver Fire Fighters Local 858. *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to Denver Fire Fighters Local 858 and retains a significant independent decision-making authority to commit resources of the organization. *Employee* means a person who receives all or part of her/his income from the payroll of Denver Fire Fighters Local 858. *Member* means a Member of Denver Fire Fighters Local 858.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Executive Board in all conflicts of interest, including but not limited to the following:
 - a. A board member, officer, or employee is related to another board member, officer, or employee by blood, marriage or domestic partnership.
 - b. A board member, officer, or employee in a supervisory capacity is related to another board member, officer, or employee whom she/he supervises.
 - c. A board member, officer, or employee or their organization stands to benefit from an Denver Fire Fighters Local 858 transaction or staff member of such organization receives payment from Denver Fire Fighters Local 858 for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's, officer's, or employee's organization receives grant funding from Denver Fire Fighters Local 858.
 - e. A board member, officer, or employee is a member of the governing body of a contributor to Denver Fire Fighters Local 858.
 - f. A volunteer working on behalf of Denver Fire Fighters Local 858 who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Executive Board shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Denver Fire Fighters Local 858's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
3. A Board member or Committee member who is formally considering employment with Denver Fire Fighters Local 858 must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with Denver Fire Fighters Local 858 must submit a written request for a temporary leave of absence to the Secretary-Treasurer of Denver Fire Fighters Local 858, c/o the Denver Fire Fighters Local 858's office, indicating the time period of the leave. The Secretary-Treasurer will inform the President of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Denver Fire Fighters Local 858.
4. An interested Board member, officer, or employee shall not participate in any discussion or debate of the Executive Board, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make decisions about spending Denver Fire Fighters Local 858's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
6. A copy of this policy shall be given to all board members, officers, employees, volunteers or other key stakeholders upon commencement of such person's relationship with Denver Fire Fighters Local 858 or at the official adoption of stated policy. Each board member, officer, employee, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

Local 858 will adopt the following Whistleblower Policy (Employee Protection) EX 06-16-09

EMPLOYEE PROTECTION POLICY

If any board member or employee reasonably believes that some policy, practice or activity of Denver Fire Fighters Local 858 is in violation of the law, a written complaint must be filed by that board member or employee with the President or Secretary Treasurer.

It is the intent of Denver Fire Fighters Local 858 to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the union's goal of legal compliance. The support of all board members and employees is necessary to achieving compliance with laws and regulations. A board member or employee is protected from retaliation only if they bring the alleged activity, policy, or practice to the attention of Denver Fire Fighters Local 858 and provides the union reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to board members and employees that comply with this requirement.

Denver Fire Fighters Local 858 will not retaliate against a board member or employee who in good faith, has made a protest or raised a complaint against some practice of Denver Fire Fighters Local 858, or of another individual or entity with whom the union has a business relationship, on the reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Denver Fire Fighters Local 858 will not retaliate against any board member or employee who disclose or threaten to disclose to a public body or chief principal officer, any activity, policy or practice of the union that the board member or employee reasonably believes is in violation of the law, rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Local 858 will adopt the Confidentiality Policy as presented. EB 03-22-10

CONFIDENTIALITY POLICY

Much of the information available to elected or appointed officials of the Local and to its staff must remain confidential to protect the interests of the individual members and the Local. The purpose of this Policy is to explain the obligations on officers, officials and staff with respect to this information and explain the potential consequences of improperly disclosing confidential information.

Confidential information: ALL information about the operation, finances and membership of Local 858 is hereby deemed to be confidential information, except as specifically provided herein. Confidential information includes oral and telephone communications that occur in the Local's office or are between members, officers, officials or staff; emails sent to or by members, officers, officials or staff and any information stored electronically or on paper at the Local's offices or storage facilities.

Exceptions:

1. Any information that is provided to the membership who attend a membership meeting or to the membership as a group.
2. Any information that the Bylaws expressly state is available to the membership.
3. Any information concerning a member's status or participation in the Local when requested by that member.
4. The names of the Local's officers, officials and staff.
5. The address, phone number and website address of the Local.
6. Any information available to the public without a password from the Local's website.

Persons signing this Policy may disclose the information listed in exceptions 1 and 2 to active members of the Local upon request. Any request for this information from a person not an active member must be communicated to the President or Secretary/Treasurer before the disclosure is made. Information listed in exceptions 3, 4 and 5 may be shared with any person upon request.

If any person signing this Policy has any question about whether any particular information is confidential, that person must discuss disclosure with either the Local's President or Secretary/Treasurer so that either of them can say whether the information is confidential or can be disclosed and such conversation must occur before the information is disclosed. The President and Secretary/Treasurer shall have the authority to decide whether information is confidential or may be disclosed and if either of them is uncertain, the final decision will be made by the Executive Board. The President and Secretary/Treasurer shall have the authority to disclose any information, confidential or otherwise, in their discretion

All information requested by a Local 858 attorney shall be disclosed without the need for further permission, including information defined as confidential by this Policy.

Any officers, officials or staff served with legal process that may require the disclosure of confidential information shall immediately notify either the President or Secretary/Treasurer so that legal advice can be sought.

By signing this Policy, the officer, official or staff person agrees to comply therewith and acknowledges that his/her violation of this policy may result in internal union charges being filed against officers or officials, or discipline, up to and including discharge, for a staff person. The obligation to keep information confidential continues after the person is no longer an officer, official or staff member.

OFF-DUTY DETAILS

All members working details will be paid, as minimum wage, fire fighter first grade hourly rate.

UM 01-06-00

POLITICAL ACTION COMMITTEE / GOVERNMENTAL AFFAIRS /
SMALL DONOR FUND

The Local shall establish a fund to be known as a political action committee fund. This fund shall be maintained and audited separately from all other union funds. The secretary-treasurer shall, from the general receipts of the union, place an amount recommended by the executive board and approved by the membership to the credit of this fund. The amount shall be calculated on a per-member, per-month basis. The approved amount will be recorded in the Local policy book and can only be changed with an executive board recommendation and a membership approval.

UM 09-10-00

The Local shall increase the monthly transfer from the general fund to the PAC fund to \$1.50 per member, per month, effective January 1, 2001.

UM 11-02-00

No political candidate will be endorsed and/or given campaign funds by Local 858 unless there has been an interview and briefing by the Executive Board to ensure that there is an understanding of fire fighter issues and concerns.

UM 07-08-99

PUBLIC RELATIONS

Local 858 will supply bartending aprons required for the Chili Cook-Off.

EB 5-15-12

Only IAFF affiliates will be allowed to participate in the annual Local 858 chili cook-off without prior approval from the Executive Board.

EB 5-15-12

The Local will direct benevolent issues or activities to the Denver Fire Fighters Protective Association. EB 01-15-04

RETIREMENT

Retirement axes will be given out at The Local 858 Annual Ball-Local 858 will hold Axes for members unable to receive their axe at the Ball until the next Annual Ball.

EB 11-19-14

An axe shall be presented to members of Local 858 in good standing, after completing a minimum of fifteen years of membership in Local 858 and separating from service. The presentation of the axe shall signify the end of a career as a fire fighter. Any variance shall be brought to the Executive Board for discussion and shall be voted upon.

EB 12-13-05

RECORD RETENTION AND STORAGE POLICY

Record retention for Denver Fire Fighters Local 858 is governed by applicable Colorado and Federal statutes, IAFF policy, and Local 858 policy.

It should be recognized that this guideline is not all-inclusive. Where additional records retention periods are required by applicable law, rule or regulation, Local 858 shall comply with that requirement.

1. Charter, Constitution and By-Laws	Permanent*
2. Minutes of meetings	Permanent
3. Certificates and licenses from government agencies	Permanent*
4. Audit reports	Permanent
5. Contract Grievances and Discipline Files	Permanent
6. Contracts and MOUs between Local 858 and City	Permanent
7. Membership application	Permanent
8. Payroll deduction authorization	Permanent
9. General ledger	Permanent
10. Collective Bargaining Agreement with OPEIU Local 5	7 years after expiration
11. Inventory of furniture and equipment	2 years after disposal or fully depreciated
12. Surety Bond	Current and last year
13. Insurance policies	2 years after expiration
14. Membership list	until superseded
16. Receipt for return of property	7 years after return
17. 1099, W-2 and 1099 data	7 years
18. Bank statements	7 years
19. Expense records	7 years
20. Attendance records	7 years
21. Payroll records	7 years
22. Personnel records	6 years after end of Employment
23. IRS 990 Tax Return	Permanent

* Must be maintained in original form. All other records may be converted to other media for storage.

An inventory of all records should be maintained with the retention period for each record noted. A timetable for destruction should also be noted.

Stored records may be in any format that can be used to reconstruct the union's records. Acceptable formats include paper, electronic images, microfilm, computer diskette or CD, etc.
EB 2-28-2012

STEWARDS

It shall be the duty of the vice presidents to ensure there is a union steward at each fire house and support service division.

EB 03-07-95

The steward's reimbursement will be \$240.00 a year effective January 1, 2001.

UM 01-03-96 / UM 11-02-00

Two Steward Seminars will be held annually at the Secretary-Treasurer's discretion.

EB 11-19-14

TRUSTEES

The Local 858 will pay the Trustees the current rate for any additional meetings that they are asked to attend and pay them a per diem at the current IRS rate for all trustee meetings they attend.

EB 08-16-10

UNION OFFICE EXPENSE

The Office Secretary may receive a Christmas Bonus in December of each year as determined by the principal officers with the approval of the executive board up to \$500.00

EB 11-19-14

INVESTMENT STATEMENT

INVESTMENT POLICY STATEMENT OF DENVER FIRE FIGHTERS LOCAL 858

I. PURPOSE

The purpose of this investment policy is to set forth investment objectives, procedures, guidelines, and responsibilities that are prudent and responsible. It is the intent of this statement to establish an attitude and philosophy which will guide Local 858 towards desired investments and performance. It is intended that this statement be specific enough to be meaningful, but be flexible enough to be practical, and benefit the financial well being of Denver Fire Fighters IAFF Local 858.

This statement shall serve as a review document to guide the Trustees and Executive Boards' ongoing oversight of the investments of Local 858.

II. OBJECTIVES

A. Within the broad framework of policy set by the Investment Committee, the Executive Board shall be directly responsible for the oversight and management of the Fund and for the establishment of investment policies and procedures, such as:

1. Establishing reasonable and consistent investment objectives, policies and guidelines that shall direct the investment of Denver Fire Fighters IAFF Local 858 assets.
2. Prudently and diligently selecting qualified investment professionals, including Investment Managers, Investment Consultants, and Custodians.
3. Determining the Local 858's risk tolerance and time horizon, and communicating these to the appropriate parties.
4. Evaluating the performance of the Investment Managers to assure adherence to policy guidelines and monitor investment objective progress.
5. Developing and enacting proper control procedures. For example, replacing Investment Managers due to fundamental changes in investment management process.

or failure to comply with established guidelines.

6. Advising and communicating the results of all investment performance reviews. Such reviews shall be held annually or more frequently, if desired.
7. Recommending proposed changes and revisions to this Investment Policy Statement.

II. INVESTMENT GUIDELINES

- A. The investment guidelines are the broad parameters within which the fiduciaries of Local 858 and the investment managers should operate in executing policies and strategies.
- B. Local 858 may invest in securities and certificates of deposit that are authorized by federal and state regulations and that are in accordance with Local 858's Investment Policy Statement.
- C. The following investments are among those so authorized, but shall not be construed as an all inclusive list of permissible investments;
 - a. United States Treasury securities
 - b. United States Government and agency guaranteed securities
 - c. Certificates of deposit that do not exceed \$100,000 and are insured by the Federal Deposit Insurance Corp. or any other federal government backed insurance fund.
 - d. Money markets
- D. Investments with maturities of less than five years can be made by the Secretary Treasurer.
- E. Investments with maturities of more than five years must be ratified by the Investment Committee.
- F. It will be the duty of the President and the Secretary Treasurer to monitor the cash needs of Local 858 and assure that assets are available

- to meet the needs projected needs of
Local 858.
- G. The following investments shall be prohibited;
- a. Investments in securities of foreign domiciled companies or foreign government entities not listed on the New York Stock Exchange shall not be made without prior approval of the Investment Committee and the Executive Board
 - b. No transactions shall be made in letter or restricted stocks
 - c. No transactions shall be made in commodity contracts
 - d. No transactions shall be made in short sale contracts
 - e. No transactions shall be made in corporate obligations
 - f. No transactions shall be made in the direct placement of mortgages on real property

III. COMMITTEE

- A. Local 858 shall have an Investment Committee consisting of the President, Secretary Treasurer, and the Trustees who are charged with ensuring that Local 858's funds are invested in a manner consistent with this Investment Policy Statement.
- B. The President shall meet with the Investment Committee once per Quarter or when necessary. The President shall only vote at the meetings in the event of a tie.
- C. The Secretary Treasurer of Local 858 is the designated fiduciary and is responsible for directing and monitoring the investment management of Fund assets. As such, the Secretary Treasurer is authorized to delegate supervision of these investment policies, objectives and guidelines to its Investment Committee. The Secretary Treasurer is authorized to delegate certain responsibilities to professional experts

in various fields. These include, but are not limited to:

1. **Investment Management Consultant.** The Investment Management Consultant shall assist the Investment Committee in the following: establishing investment policy, objectives, and guidelines, including investment time horizon, risk tolerance and total return objectives; selecting one or more Investment Managers; measuring and evaluating the performance of Investment Managers over time; and other tasks as deemed appropriate.
2. **Additional specialists.** Additional specialists may be employed by the Investment Committee to assist in meeting its responsibilities and obligations to administer the Fund's assets prudently.

D. Trustees shall have the following duties:

1. Meet with the Secretary Treasurer quarterly to review investments and investment opportunity and report their review to the membership of Local 858 at regularly scheduled meetings.
2. A Trustee shall record the official minutes of the Investment Committee meeting.
3. To advise and report to the President on issues of fund management and investments.
4. Review criteria for investing in financial institutions and to ensure that only sound institutions are utilized.
5. Recommend changes to the Invest Policy Statement to the Local 858 Executive Board as necessary.