

**FIREFIGHTERS INCORPORATED FOR
RACIAL EQUALITY POLICY BOOK**

BENEFITS

BADGES:

1. Each member of F.I.R.E. shall receive a badge when they promote to the rank of Engineer, Lieutenant, Captain, Assistant Chief, Division Chief or Fire Chief.
2. Member shall receive badge at a —REGULARLY SCHEDULED F.I.R.E. meeting ONLY. Badges will NOT be mailed via U.S. Postal Service or Inter-Department mail. a) TREASURER of F.I.R.E. shall be in charge of purchasing badges and maintaining an adequate inventory for each rank. i) Badges are purchased from the DFD Human Resource Bureau.

FLOWERS:

1. Line-of-Duty Death: The Executive-Board will make arrangements to send a spray of flowers to the appropriate location for the L.O.D.D.
2. Death of an immediate family member of F.I.R.E. i) Parents, ii) Spouse, iii) vi)Parent-in-law, v) Siblings

RETIREMENT:

1. Upon retirement from the Denver Fire Department and still a member in good standing with F.I.R.E., retiring member will be entitled to... a) An acrylic Maltese cross or an engraved plaque with engraving congratulating member for his service to F.I.R.E. & the DFD.

BOB MAES CRITERIA FOR RECEIVING FUNDS

GENERAL GUIDELINES

1. You **MUST** be an active, dues-paying member of F.I.R.E. for at last twelve-(12) consecutive months prior to the application for reimbursement.
2. You **MUST**:
 - a) Attend a minimum of two (2) meetings per calendar year and volunteer six (6) hours to qualify for two hundred dollars (\$200.00)
 - b) Attend a minimum of three (3) meetings per calendar year and volunteer six (6) hours to qualify for three hundred dollars (\$300.00)
 - c) Attend four (4) meetings per calendar year and volunteer six (6) hours to qualify for four hundred dollars (\$400.00)
 - d) Attend five (5) meetings per calendar year and volunteer six (6) hours to qualify for five hundred dollars (\$500.00)

- e) Attend a minimum of six (6) meetings per calendar year and volunteer six (6) hours to qualify for six hundred (\$600.00)
3. Applications for sanctioned event approval MUST be submitted in writing or by phone to the Community Resource Director. All reimbursement applications will be reviewed on a case by case basis.
 4. You MUST submit to the Trustees, the proper form of application. Meeting dates will be determined by the Trustees, and may be done by telephone. Forms are available through the Trustees or on the website.
 5. You MUST provide a copy of a validated receipt, class schedules or other documentation proving attendance, purchase price, and/or completion of class or seminar. You are eligible for reimbursement of receipts received in the same calendar year.
 6. Course(s) of instruction MUST be geared toward the enhancement of the member's career on the Denver Fire Department and/or be of value to F.I.R.E.
 7. Completion of course or seminar MUST be attained, or reimbursement of funds shall be made to F.I.R.E.
 8. Members who sign up to take a D.F.D. promotional exam may submit to the Trustees the cost of reading material purchased for that exam, subject to items (#2) and (#4) above. The Trustees shall approve non-exam-related materials on a case by case basis.
 9. Members MUST volunteer four (4) hours at a F.I.R.E. sanctioned community service or volunteer event, to be eligible for F.I.R.E. sponsored tutoring or mock assessment center exercise.
 10. A Bob Maes trustee will attend the December, February, and either the June or August meetings, to facilitate and coordinate the process for distribution of Bob Maes Funds.

BRANCH DIRECTORS

COMMUNITY RESOURCE DIRECTOR DUTIES:

SCOPE: Work as the liaison to the internal and external community. Maintain our commitment to Education, Equality, and Community.

1. The duties of the Community Resource Director involve:
 - Identifying and Coordinating community service opportunities for F.I.R.E. members, and track F.I.R.E member volunteer hours.
 - Liaison with the Denver Fire Department Recruiter(s) regarding any person interested in assistance from F.I.R.E. as well as identify opportunities for community service hours internally to DFD (recruiting fairs, mock oral boards, etc) as it relates to the hiring process.
 - Act as liaison with the F.I.R.E. / Safety and Training Division Mentor Program.

- Coordinating and monitoring ongoing FIRE training as the point of contact between lead instructors, Safety and Training and/or other training facilitators (excluding F.I.R.E Promotional Exam Tutoring).
- Identifying financial resources available to F.I.R.E. as a 501 3c (Grants).
- Back up to Executive Board to attend community events.
- Attend one of the two scheduled bimonthly F.I.R.E. meetings scheduled on the even months of the year (Feb, April, June, Aug, October, December). If the Director is unable to attend the first meeting, your notes will be emailed to the secretary on the Friday before the meeting by 5pm.
- Will provide an itemized yearly budget to the Treasurer and present to the membership at the February meeting.

Skills: Knowledge of the F.I.R.E Constitution and Bylaws, ability to use excel or PowerPoint or the equivalent in the Apple products, strong communication skills.

EDUCATION DIRECTOR DUTIES:

1. The duties of the EDUCATION COORDINATOR entail:

- a) Coordinate all the promotional exercises for the membership.
- b) Arrange payment between the F.I.R.E. Treasurer and any person(s) assisting in educating FIRE members
- c) Arrange for the opening and closing of F.I.R.E. office during any tutoring/ assessment center exercise.
- d) Ensure media equipment is operating prior to promotional exercises.
- e) Arrange for all educational materials to be copied/ purchased and distributed.
- f) Reserve tables [plastic] & rooms[s] for training purposes with the —ASSOCIATION and Denver Fire Academy.
- g) Will provide an itemized yearly Budget to the Treasurer and present it to the membership at the February meetings.
- h) Attend one of the two meetings held on the even months, (Feb, Apr, Jun, Aug, Oct, Dec) , if you are unable to attend the first night meeting, your notes must be emailed to the Secretary by 10am, on the Monday of the first meeting.

COMPENSATION FOR DIRECTORS

1. The COMMUNITY RESOURCE DIRECTOR & the EDUCATION DIRECTOR will both be compensated at a rate of 5.0 % of firefighter first grade wages. Compensation will take place at the first of each month.

DOCUMENTATION

ORGANIZATIONAL:

1. Changes to the Constitution and Bylaws will be voted upon by the membership per the By-Laws Article VIII. The Secretary of F.I.R.E will maintain supporting documentation consulting with legal representatives as necessary.

MONTHLY DUES

1. Standard monthly dues to this employee group are set at ½ of 1% of a Firefighter 1st grade.
2. A letter addressed to the City Auditor and DFD payroll specialist, from the TREASURER of F.I.R.E., reflecting any increase/decrease of dues shall be sent by 1st of December.
3. Probationary firefighters will be waived of dues and able to attend all meetings and events but not eligible for any reimbursements or voting rights.

Legacy of 19 Scholarship Fund

1. Legacy of 19 Scholarship is an annual award of two scholarships worth \$2,000.00 each. These awards are given to children of FIRE members that have demonstrated a desire to excel in education, have a financial need and volunteered within the community.
2. Students eligible must be accepted to a Community College, Vocational school or University, students are eligible their Freshman and Sophomore years. Students can receive the scholarship up to two times.
3. F.I.R.E will contract with a third party to review all scholarship applications, no member of F.I.R.E will be involved in the process of choosing the recipient(s).

E-BOARD AS A POINT OF CONTACT

SEXUAL HARASSMENT:

1. When SEXUAL HARASSMENT occurs the affected party reports incident to appropriate supervisor.
 - a) APPROPRIATE supervisor includes;
 - I. Immediate supervisor
 - II. Anyone in the chain-of-command
 - III. EEO Officer

IV. EMPLOYEE-GROUP OFFICER

F.I.R.E. will not tolerate or condone any type of harassment/hazing, any member found violating this will have their membership terminated.

PROMOTIONAL TUTORIAL ASSISTANCE

ELIGIBILITY:

1. In order to be eligible to receive F.I.R.E. tutorial assistance, a member must have been a dues-paying member for 6 months prior to the WRITTEN TEST for that rank. 2. Member shall have completed four (4) hours of —Community Service|| in the preceding 12 months.

COST:

1. The Education Director will have an annual budget for all educational expenses. a) F.I.R.E. has traditionally spent about \$1500.00 on — Mock assessors. i) \$150.00 per non- F.I.R.E. — Mock assessor. ii) Education director will provide food and drinks for all assessors and volunteers from their yearly budget.

ENTRY-LEVEL TUTORIAL ASSISTANCE ELIGIBILITY

1. Each dues paying member of F.I.R.E. is eligible to recommend one (1) student for the Entry level tutorial program.

PHILOSOPHY:

1. It is the objective, promise and philosophy of F.I.R.E. to prepare the strongest candidates possible for the position of entry-level firefighter, therefore, if YOU wish to recommend a candidate for tutoring, please make this same commitment. RANDOM or ANONYMOUS recommendations, independent of knowing the character or honesty of the student might COMPROMISE the intent of this philosophy.
2. Recommended individuals shall be introduced into the tutoring program from one of two methods, 1: Direct F.I.R.E member recommendation 2: Contact form from Civil Service Website.

COST:

1. Students are responsible to pay a fee of \$30.00 for administration costs and materials paid to F.I.R.E.

TAXES

TAX STATUS & IDENTIFICATION NUMBER:

1. F.I.R.E. is currently a 501[c] 4 a) I.D. #84-0934050

PREPARATION:

1. F.I.R.E. currently uses, JDS Professional Group for tax preparation services. a) Jill Korenick 303-7710123

CONTRIBUTIONS and DONATIONS

F.I.R.E. tries to identify and participate in as many events as our budget allows, we ask our members to help with recommendations of where they would see the organizations contributions and donations making the biggest impact within the Department and community.