

Firefighter Assistance Fund Policy

A. Purpose

This purpose of this policy is to define general guidelines on the Firefighter Assistance Fund.

B. Scope

- a. This policy applies to LTPF Union Members.
- b. The Union Executive Board oversees this policy.
- c. This policy does not apply to separate employee specific fundraisers. For example, if a fundraiser is done specifically for Employee "A", then all of that money is for employee "A". This policy only applies to firefighters that utilize this fund specifically.

C. Policy

- a. At anytime an LTPF Union Member may request money from the Firefighters Assistance Fund.
- b. The Union Executive Board is in charge of overseeing this fund and policy.
- c. The Union Executive Board can grant up to \$500 or 10% of the account (whichever is LESS) to the Union Member. For example is the account had \$3,000 the Union Executive Board can give up to \$300. If there is \$7,000 in the account the Union Executive Board can give up to \$500.
- d. The Union Executive Board can take electronic votes (via email for expediency) in reaching their decision. These votes can also be taken in executive session before the scheduled union meeting, or in a special meeting called by the Union President. For an executive session vote to be placed there must be a quorum. A quorum consists of 5 or more people. If a quorum doesn't exist, then electronic votes shall be taken.
- e. Votes will be kept confidential by the Union President. For a vote to pass it must pass simple majority (>50%). Abstentions will go toward the majority. Failing to vote electronically by deadline counts as an abstention. In the case of a tie the Union President will decide the outcome. Being an Executive Board member is a privilege and confidentiality and discretion are expected.
- f. At any point when the sum of the amount requested reaches above the 10% or \$500 the membership shall vote at a LTPF Union Meeting. This vote must be passed by simple majority (>50%) of the membership present at the meeting. In the case of a tie the Union President will decide the outcome. For example, if a Union Member request \$800, the Union Executive Board can grant up to \$500 and the other \$300 needs to be approved by the

members present at a Union Meeting. This includes multiple requests as well. For example, a Union Member that request \$500 twice they can only be awarded the first \$500 (or 10%) by the Union Executive Board on the first request. Once the SUM is above \$500 or 10% (Whichever is less), the request is sent to the membership at the Union Meeting.

- g. Only in extreme circumstances can the Union Executive Board award more than \$500 or 10%. This would be in cases in which a Union Meeting is 2 months away (due to a general meeting be held downtown), and/or expediency is an issue. In this case the Union Executive Board must vote to forgo these procedures. This vote must be 100% in favor of forgoing the procedure to pass.
- h. It is encouraged when distributing funds that it is done for a specific purpose. For example, writing a check for a car or mortgage payment instead of handing cash over is preferred. If possible checks will be directly written to where needed. For example a members mortgage payment, car payment, etc. In the memo section the check would include account information/numbers. If a member wants something other than that then the member should pay that bill give the receipt to the executive board and then that member can be reimbursed.
- i. Priority will be given to those members that are not receiving full pay from the Township.

D. Responsibilities

- a. Each LTPF Union Member is responsible for requesting funds. In the cases in which the Employee cannot request funds, a request may be made by any Union Member on their behalf.
- b. The Union Executive Board is responsible for utilizing this policy. This policy can be changed when needed and should be regarded as a “working document”.
- c. The Union President, Union Trustee, and/or Union Secretary are responsible for writing actual checks.
- d. If there is any discrepancy or confusion to this document, or how the policy works the Union Executive Board can take votes to clarify. Votes will be based on 50% majority and as outlined in Section C, Part D.