



Alberta Professional Fire Fighters and Paramedics Association
(APFFPA)

Blue Book

International Association of Firefighters (IAFF)

APFFPA Principal Officers

Revised and Amended January 2026



Blue Book

INTRODUCTION

The Alberta Professional Fire Fighters and Paramedics Association (APFFPA) Blue Book was established on April 22, 1993, during our Annual Spring Convention. This initiative was spearheaded by David Richard, President of Local 2494, who played a pivotal role in the creation of this manual. Initially, the manual was printed and housed in a blue binder.

In 2010, the Blue Book underwent a comprehensive revision and modernization, making it available electronically for our Affiliate Locals. This significant update ensured that the information could be easily accessed and distributed.

Special thanks to Brad Grainger, retired AFFA Executive Board Member, for his contributions to this effort.

This comprehensive guide is designed to provide a detailed overview of our association, our mission, and the critical role our members play in ensuring the safety and well-being of Albertans. The Blue Book can be amended as per the APFFPA's [Constitution and Bylaws](#).



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ARTICLE 1 – LAND ACKNOWLEDGEMENTS

1.1 - FULL LAND ACKNOWLEDGEMENT

The Alberta Professional Fire Fighters & Paramedics Association acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10. Namely: The Blackfoot Confederation - Kainai, Pikani, Siksika - the Cree, Dene, Saukteaux, Nakota Sioux, Stoney Nakoda, and the Tsuu T'ina Nation and the Metis People of Alberta. This includes the Metis Settlements and the Six Regions of the Metis Nation of Alberta within the historical Northwest Metis Homeland.

The APFFPA acknowledges that Yellowknife is located in Chief Drygeese territory. From time immemorial, it has been the traditional land of the Yellowknives Dene First Nation, and more recently, the homeland of the North Slave Metis Alliance.

We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community. The APFFPA commits to working to live in right relations and to advance Truth and Reconciliation and we acknowledge the many First Nations, Metis and Inuit who have lived in and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. Our organization makes this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

1.2 - SHORTENED LAND ACKNOWLEDGEMENT

The Alberta Professional Fire Fighters & Paramedics Association acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and that Yellowknife is located in Chief Drygeese territory.

We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community. Our organization makes this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

ARTICLE 2 – ACTIVITIES AND EVENTS

2.1 - SCHEDULE OF EVENTS



The APFFPA Executive Board is responsible for establishing the APFFPA’s annual budget utilizing the guideline below and noting that such can be adjusted depending upon availability of members to attend the event(s), the cost of attending the events(s) and other circumstances that may arise.

The APFFPA Executive Board acknowledges that events not listed below may enhance growth and benefit members of the APFFPA and/or be ways in which they can representing Alberta Fire Fighters. Therefore, other events not listed but deemed necessary to attend may be attended by the APFFPA if there is value to its Affiliate Locals and there is money within the existing budget to attend.

EVENTS THE APFFPA BOARD ATTEND

Annual Events	Attendees
Canadian Legislative Conference	President and/or Designate
Canadian Western Conference	President and/or Designate
IAFF’s Fallen Fire Fighter Memorial*	President and/or Designate
DVP & Provincial Presidents Meetings	President and/or Designate
Federation of State and Provincial Presidents	President and/or Designate
Alberta Municipalities Conference**	President and/or Designate
Canadian Fallen Fire Fighters Memorial***	President and/or Designate
Strive for Excellence	President and/or Designate
Biennial Events	Attendees
IAFF Biennial Convention	President and/or Designate
AFL Biennial Convention	President and/or Designate
Canadian Policy Conference	President and/or Designate

Event Attendance Note:

*An APFFPA Principal Officer will only attend in the event of an Affiliated Local’s member being added to the LODD wall.

**The APFFPA shall hold an annual membership with the Alberta Municipalities organization and based on the annual planning and direction of the APFFPA Executive Board, the Association may make all efforts to attend the annual AM Convention, host a booth at the AM Convention Trade Show.

***In the event of a line-of-duty death of an affiliate member of the APFFPA; a representative or delegate, at the discretion of the Executive Board of the APFFPA, will attend the memorial service for the Canadian Fallen Firefighter Foundation Memorial in Ottawa, Ontario.

EVENTS THE APFFPA BOARD HOSTS

Events	Estimated Timing
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Annual Spring Convention	May
Spring Training	May (with the Annual Spring Convention)
Fire Ops 101	September – October
Curtis Oscar Noble Legislative Conference	November
Fall Training	November (with the Curtis Oscar Noble Legislative Conference)
Bargaining Summit	December-February

2.2 – AFFILIATE MEETINGS

The APFFPA Executive Board will host virtual affiliate meetings on the last Thursday of January, March, June, September, and November. The November meeting may occur in either October or early December, depending on when the Curtis Noble Legislative Conference occurs.

An Affiliate Meeting will also be hosted whenever two (2) or more Local Presidents’ request one. This request shall be in writing, signed by each President, addressed to the APFFPA President, and include the reasons for requesting an off-cycle Affiliate Meeting. No unreasonable request shall be denied.

ARTICLE 3 – LOCAL REPORTS DURING THE ANNUAL SPRING CONVENTION

3.1 – VALUE OF LOCAL REPORTS

It is recognized that Local reports form an important part of the APFFPA Annual Convention and that information in these reports is difficult to decipher and/or retrieve unless there is consistency and a specific format.

3.2 – FORMAT

The following format shall be adopted for use in the local reports to the APFFPA Annual Convention and made available to the delegates digitally (i.e., convention website, QR code, etc.).

Reporting Agenda	Specific Details
Membership	Local Membership totals currently
Executive Board	Names of Current Executive Board members
Collective Bargaining	Status and any significant changes to the Collective Agreement.
Grievances & Arbitration	State new grievances since last and any outcomes of others throughout the last year



Health & Safety Issues	Any current issues within the local
Legislative	Any current issues or political action
Fundraising / Charity	Charitable work overview
Miscellaneous	Other significant issues

3.3 – ANNUAL SPRING CONVENTION LOGISTICS CHECKLIST

The following checklist is meant to serve as a helpful guide for the host Local and the APFFPA’s Principal Officers that outlines each party’s obligations, to ensure clarity in roles, contain costs, and eliminate duplicity.

Host Local:

- Offer a point of contact to the APFFPA’s Secretary / Treasurer
- Provide the APFFPA’s Secretary / Treasurer with 1-3 viable host venues
- Provide the APFFPA’s Secretary / Treasurer with 1-3 viable host hotels
- Ensure support of membership (volunteering, financial obligations, etc)
- Have the budget to supplement hospitality suite costs that are greater than the APFFPA’s budget or sponsorship(s) offer
- Local President - prepare welcoming remarks during convention
- Connect with area Fire Chief, Mayor, MLA, etc for their attendance at opening ceremonies
- Secure a locally found anthem singer
- Secure a locally found photographer / videographer (a Local’s member is preferred)
- Provide the volunteers, as necessary, to help ensure successful logistics before, during, and after convention
- Receive the APFFPA’s budgeted amount for hospitality suite
- Provide all hospitality suite food / drink
- Coordinate with their, and if applicable neighboring, Honour Guard and Pipes and Drums band for opening ceremonies

APFFPA Principal Officers:

- Review CBL, Blue Book, and budget as it relates to convention with host Local’s point of contact
- Receive and scrutinize potential venue and hotel contracts for viability, costs, etc.
- In collaboration with host Local’s representative select successful contract(s)
- Provide deposit for contract(s) and process full payment when necessary
- Send out convention save the date communications
- Seek sponsorships



- Ensure AV needs are met
- Build agenda
- Schedule speakers
- Author resolutions, plain language description of each resolution, and draft suggested language changes
- As per CBL, Principal Officers prepare for their convention obligations and establish convention committees
- Complete post-convention review that includes budgetary analysis

ARTICLE 4 – SERVICE CONTRACTS

4.1 – REQUEST FOR PROPOSAL (RFP)

When the need is determined that a purchase or service contract is over ten-percent (10%) of the average first class firefighter rate, a Request for Proposal (RFP) is required. The Request for Proposal must contain the following elements:

- Project Purpose
- Organization Background
- RFP Rationale
- Project Deliverables
- Budget
- Proposal Requirements
- Proposal Timelines

The RFP is also required to be sent to a minimum of 3 (three) vendors. When a sole source is required the affiliate Locals will be consulted through the Local Presidents prior to awarding a sole source contract or vendor.

4.2 – CONTRACT APPROVAL

Once contract approval has been awarded, all contracts shall be signed by the President and one additional Principal Officer to ensure fiduciary and operational responsibility to APFFPA affiliates. Once any contract approval has been awarded and reviewed by the APFFPA Principal Officers, notification of contract shall be communicated to the entire APFFPA Executive Board.

ARTICLE 5 – APFFPA COMMITTEES & WORKING GROUPS

5.1 – COMMITTEE & WORKING GROUP DIFFERENTIATION

Committee



The committee is a group of individuals from our Affiliated Locals who meet on a frequent and regular basis to advance their particular area of interest. The President from any Affiliated Local can appoint a member of their choosing to an APFFPA committee. Appointed committee members must determine who among them is the committee chair, establish a Terms of Reference (TOR) and represent their Locals perspective.

Working Group

A working group is a group of individuals from our Affiliated Locals who may meet to discuss a particular area of interest they share. They do not meet frequently or regularly, there is no chair, no TOR but serve as a way to explore ideas and learn from each other on an as needed basis.

Working groups have no meeting frequency, chair, or Terms of Reference (TOR) and are not a decision-making body. They are meant to serve as a network for Locals that may have similar issues so that they can maintain open communication, share resources, and offer solutions to one another. The following are the working groups established by the APFFPA:

- Integrated Locals
- Composite Locals
- Emergency Communications Centre
- Communications / Media
- Human Relations
- Honour Guard and Pipes & Drums

5.2 – STANDING COMMITTEES CHAIRS

The members composing each committee, shall designate one of them to be the committee chair who shall chair and operate their assigned committee, call for agenda items, facilitate the meeting, maintain situational awareness, ensure minutes are captured for each meeting, maintain communications and update the APFFPA Principal Officers as necessary.

The standing committee chairs must also produce a report for the Annual Spring Convention that outlines the committee's work over the past year.

5.3 – FIRE SERVICES EXPEMPLARY SERVICE MEDAL

The Association President shall appoint two (2) members to represent the APFFPA on the Advisory Committee. The members will be appointed for a period of time as determined by the APFFPA President.



5.4 – ALBERTA SAFETY CODES COUNCIL

Committee member positions are appointed by the APFFPA Executive Board in consultation with Affiliated Presidents.

5.5 – APFFPA STANDING COMMITTEE LIST & COMPOSITION

- **Health & Wellness Committee:** APFFPA Executive Vice President, WCB & Member Health Coordinator, members from Affiliated Locals as directed by their President.
- **Emergency Medical Services (EMS) Committee:** APFFPA President, APFFPA Executive Vice President, 6th District EMS Representative, members from Affiliated Locals as directed by their President.
- **Retirement Security Committee:** APFFPA President, APFFPA Secretary-Treasurer, members from Affiliated Locals as directed by their President.

ARTICLE 6 – ROLES AND RESPONSIBILITIES

6.1 – HEALTH AND WELLNESS COORDINATOR

The APFFPA is committed to ensuring the health, safety, and well-being of its members. The WCB & Member Health Coordinator's Roles and Responsibilities Policy is established to provide Support to Affiliates Leaders around the WCB process, Presumptive Cancer Coverage, and related initiatives within the organization. This policy sets forth the key principles that guide the actions and responsibilities of the APFFPA WCB & Member Health Coordinator.

Purpose: Ensuring a comprehensive approach to managing WCB processes, presumptive cancer coverage, and collaborative efforts with the APFFPA executive, affiliates, and committees.

Scope: Applicable to activities and responsibilities within Alberta and the Northwest Territories, where the APFFPA operates.

Stakeholders:

- APFFPA Executive Team
- APFFPA Affiliates
- Labour Ministry (Jobs, Economy, Trade)
- APFFPA Health and Wellness Committee
- APFFPA Government Relations Committee



Blue Book

- IAFF (International Association of Fire Fighters)
- EHN Canada
- Alberta (WCB)

Commitment to Excellence: The APFFPA is committed to excellence in the management of workers' compensation matters and Presumptive Cancer Coverage to safeguard the health and well-being of its members. The organization recognizes the importance of maintaining an intimate understanding of relevant processes, staying informed about legislative changes, and fostering collaborative relationships with stakeholders.

Continuous Improvement: The APFFPA is committed to continuous improvement in the management of workers' compensation and health-related initiatives. The WCB & Member Health Coordinator is encouraged to engage in ongoing education, stay informed about industry best practices, and contribute to the enhancement of organizational processes.

Confidentiality: The APFFPA WCB & Member Health Coordinator shall treat all information related to WCB cases, Presumptive Cancer Coverage, and health-related matters with the utmost confidentiality, in compliance with organizational policies.

Role Limitation: The coordinator's role is to facilitate communication, support, and coordination between Affiliates and higher-level leadership within the organization. The APFFPA WCB & Member Health Coordinator shall not provide Legal advice to Affiliate leaders.

For Legal advice, the WCB & Member Health Coordinator shall guide Affiliate leaders to contact the APFFPA President, IAFF 6th DVP, and/or appropriate legal counsel.

The WCB & Member Health Coordinator shall maintain a clear and open line of communication with the APFFPA President and IAFF 6th DVP to facilitate efficient referrals and ensure that Affiliate leaders receive the necessary guidance.

Information about legal matters shared with the WCB & Members Health Coordinator shall be promptly communicated to the relevant higher-level authorities while respecting confidentiality protocols.

Reporting Structure: The APFFPA's WCB & Member Health Coordinator reports directly to the APFFPA President or a designate appointed by the APFFPA President.

The individual appointed by the APFFPA President to oversee the WCB & Members Health Coordinator holds the following responsibilities:

- Providing direct supervision and guidance to the WCB & Member Health Coordinator.
- Acting as a liaison between the WCB & Member Health Coordinator and the APFFPA President.



- Assisting in decision-making related to workers' compensation and health-related matters.

Performance Evaluation: The performance of the WCB & Member Health Coordinator is evaluated periodically by the APFFPA President or their designate. The evaluation includes an assessment of adherence to roles and responsibilities, effectiveness in communication, and contribution to organizational goals.

This updated reporting structure emphasizes the direct reporting relationship between the WCB & Member Health Coordinator and the APFFPA President or their designate, ensuring a clear line of communication and accountability within the organization.

WCB Process Expertise:

- Develop and maintain an intimate knowledge of the WCB process, including the Appeal Process and Accommodation Process.
- Cultivate and sustain relationships and contacts with WCB representatives.
- Provide training sessions to affiliates as required, ensuring affiliates are familiar with WCB processes (WCB 101).

Presumptive Cancer Coverage:

- Stay current on research trends and findings related to Presumptive Cancer Coverage, including updates from the International Agency for Research on Cancer (IARC).
- Monitor and stay informed about legislative updates in Alberta/NWT and neighboring jurisdictions regarding added cancers and reduced latency periods.
- Stay abreast of Government of Canada legislation pertaining to members' health and safety.

Collaboration with APFFPA Executive:

- Collaborate with the APFFPA executive to build and maintain relationships within the Labour ministry (Jobs, Economy, Trade).
- Regularly update the Ministry with changes and trends in presumptive coverages.
- Assist in the development of lobbying items relevant to member health.

Support for Affiliates:

- Assist affiliates in establishing and maintaining Peer support teams.
- Provide support in setting up training sessions, including IAFF Peer Support programs.
- Ensure affiliates have comprehensive contact information for treatment and support services provided by IAFF (EHN Canada).



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- Collaborate with affiliates to implement and improve Firefighters Fitness (WFI) programs.

Committee Collaboration:

- Collaborate with APFFPA Health and Wellness Committee to contribute to the prevention of injuries/illnesses and enhance coverages.
- Engage with APFFPA Government Relations Committee to provide insights and support lobbying efforts.

Reporting and Communication:

- Maintain accurate records of WCB cases, presumptive cancer coverage issues, and related activities.
- Generate regular reports for internal use and communicate updates, trends, and important information to the APFFPA executive, affiliates, and relevant committees.

Continuous Education:

- Stay informed about industry best practices, legislative changes, and emerging trends related to workers' compensation and health-related matters.
- Participate in professional development activities to enhance knowledge and skills.
- Provide support and guidance during critical incidents involving APFFPA members.

6.2 – BARGAINING COORDINATOR

Purpose: This Policy outlines the roles and responsibilities of the Alberta Professional Fire Fighters' & Paramedics' Association (APFFPA) Bargaining Coordinator by defining the essential tasks related to relationship building, communication, data tracking, and collaboration. The purpose is to provide a structured framework that guides the Coordinator in effectively supporting Affiliates, managing bargaining processes, and facilitating successful outcomes through informed decision-making and collaboration with key stakeholders.

Scope: This policy directly involves and is applicable to the following stakeholders:

- APFFPA (Bargaining) Coordinator
- APFFPA Executive Team
- APFFPA Affiliates Leaders
- International Association of Fire Fighters (IAFF) 6th District Vice President (DVP)

Policy Statement: The APFFPA Bargaining Coordinator, in pursuit of fostering effective support for Affiliates, adheres to the following key policy principles:

Principle 1: Collaboration and Cooperation



The Bargaining Coordinator shall actively foster a collaborative environment by encouraging input and feedback from Affiliates. Collaboration efforts shall be aimed at aligning the interests of the Bargaining Coordinator, Affiliates, and the APFFPA, ensuring a unified approach during negotiations.

Principle 2: Resource Allocation

The Bargaining Coordinator shall allocate resources to assist Locals in preparing for negotiations, with a focus on ensuring adequate depth of resources for those who have not yet reached the bargaining table. Prioritization of resources shall consider the unique needs and challenges of each local, aiming to facilitate comprehensive and effective preparation.

Principle 3: Confidentiality

The APFFPA Bargaining Coordinator shall treat all information related to APFFPA affiliate Local bargaining Tables with the utmost confidentiality, in compliance with organizational policies.

Principle 4: Role Limitation

The APFFPA Bargaining Coordinator shall not provide Bargaining legal advice to Affiliate leaders. The coordinator's role is to facilitate communication, support, and coordination between Affiliates and higher leadership within the organization.

Principle 5: Referral to Higher Leadership

If an Affiliate leader seeks bargaining advice, the Bargaining Coordinator shall direct them to the APFFPA President or the IAFF's 6th DVP. Given the Bargaining Coordinator carries no error or omission insurance, for legal advice the Bargaining Coordinator shall direct Affiliate leaders to contact the APFFPA President, the IAFF's 6th DVP, or appropriate legal counsel.

The Bargaining Coordinator shall maintain a clear and open line of communication with the APFFPA President and IAFF 6th DVP to facilitate efficient referrals and ensure that Affiliate leaders receive the necessary guidance. Information about legal or bargaining matters shared with the Bargaining Coordinator shall be promptly communicated to the relevant higher-level authorities while respecting confidentiality protocols.

Reporting Structure: The APFFPA Bargaining Coordinator reports directly to the APFFPA President or a designate appointed by the APFFPA President.

President's and/or designates responsibilities:

- Providing direct supervision and guidance to the Bargaining Coordinator.
- Acting as a liaison between the Bargaining Coordinator and the APFFPA President.



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- Assisting in decision-making related to workers' compensation and health-related matters.

Roles & Responsibilities: This policy provides a comprehensive framework for the APFFPA Bargaining Coordinator, ensuring effective communication, data management, and collaboration in the bargaining process. The coordinator's role is crucial in advancing the interests of Affiliates and achieving successful outcomes in negotiations.

Relationship Building and Communication: In coordination with the APFFPA President, produce a bargaining update newsletter quarterly.

Understanding Affiliate Status and Needs:

- Build trust and maintain confidentiality with Affiliates.
- Regularly assess the status and needs of Affiliates in the bargaining process.

Preparation and Planning Support: Prioritize resources to support preparation and planning for Locals not yet at the bargaining table.

Regular Communication with Table Leads:

- Establish regular communication channels.
- On a macro level, understand issues advanced, dropped, or adopted at the bargaining table.
- Progress to a micro level for issues with global impact as negotiations proceed.

Data Tracking and Documentation: Ensure wage table, indices, and other relevant data points are maintained and distributed to Locals as necessary.

Wage and Term Tracking:

- Closely track proposed wages and terms at the bargaining table.
- Document and communicate relevant information to the APFFPA President and DVP, highlighting areas of concern.

Consultation and Information Sharing:

- Consult with the APFFPA President and DVP on confidential information sharing among relevant locals.
- Obtain permission From the APFFPA President to share information and collaborate on plans for the bargaining process.

Data Analysis | Understanding the Database:

- Be proficient in utilizing the established database for information retrieval.
- Be able to direct Table Leads to any database documents they are requesting.



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- Identify trends in data relative to table positions and comparable within and outside Alberta.

Collaboration with the APFFPA President:

- Collaborate with the President to solicit missing data points and concepts for the data warehouse.
- Ensure proper means for data collection and storage are adhered to.

Educational Gap Identification:

- Assist the APFFPA Executive Board in identifying educational gaps to address during the bargaining summit.

Bargaining Summit Planning and Facilitation:

- Attend the bargaining summit.
- Facilitate conversations around core concepts identified as desirable outcomes, with approval from the APFFPA President.

Prioritization and Tiered Approach:

- Prioritize the varying needs and desires of different Locals.
- Prioritize tasks and responsibilities based on the volume of Locals and the feasibility of communication.

6.3 – FINANCIAL TRUSTEES –

Responsibilities and Duties

Provide a bullet point list of the responsibilities and duties of the Financial Trustees.

- Meet with the APFFPA's Secretary-Treasurer on a quarterly basis to review each quarter's Budget vs Actual expenditures.
- Meet with the APFFPA's Secretary-Treasurer and its Bookkeeper after fiscal year end to review the year's Budget vs Actual and any other reports generated by the Bookkeeper.
- Conduct an internal audit of the APFFPA finances in accordance with the APFFPA Constitution & By-Laws and the processes outlined within the APFFPA Blue Book.
- Report on the findings of the internal audit at the Annual Spring Convention.
- Assist the APFFPA's Principal Officers on financially related items where potential conflicts of interest may exist between the APFFPA's finances and the Principal Officers.
- Identify and voice any areas of concern regarding the APFFPA's finances or conflicting interests of the APFFPA Executive Board.



Reports To

The APFFPA's Trustee reports directly to the APFFPA Secretary-Treasurer or a designate appointed by the APFFPA Secretary-Treasurer.

Stakeholders

- APFFPA Executive Team
- APFFPA Affiliates
- IAFF (International Association of Fire Fighters)
- APFFPA Bookkeeper & Executive Assistant

Confidentiality

The APFFPA Trustee shall treat all information and matters as it pertains to their position with the utmost confidentiality, in compliance with organizational policies and procedures. As such, a confidentiality agreement must be signed by the Financial Trustee before they can act in the role.

Role Limitation

The Financial Trustees do not direct operational decisions of the APFFPA Executive Board.

Performance Evaluation

The performance of the Trustees is evaluated periodically by the APFFPA Secretary-Treasurer or their designate. The evaluation includes an assessment of adherence to roles and responsibilities, effectiveness in communication, contribution to organizational goals, and timeliness in meeting tasks described within the APFFPA's CBL, Blue Book, or assigned by the Principal Officers of the APFFPA.

Support for Affiliates

Ensures a higher degree of oversight in the spending of affiliates per capita.

Continuous Education and Improvement

- Retain awareness of APFFPA objectives and the costs to achieve them.
- Learn how other provincial IAFF associations "audit" their fiscal years.
- Understand the varying degrees of audits available to the APFFPA.

6.4 – COMMITTEE CHAIR



Purpose: This document outlines the policies and expectations for APFFPA Committee Chairs, defining their roles, responsibilities, and compensation. It serves as a guiding framework to ensure effective leadership, collaboration, and organization within the committees, ultimately contributing to the success of the APFFPA in achieving its goals.

Scope: The policy is applicable to activities and responsibilities within Alberta and the Northwest Territories, where the APFFPA operates.

Policy Statement: The APFFPA Committee Chair is a leadership role appointed by the APFFPA leadership group. This individual is responsible for leading and facilitating the activities of a specific committee within the organization. The committee chair is expected to demonstrate strong leadership qualities, maintain approachability, and fulfill the outlined responsibilities to ensure the committee's success.

Section 1 | Appointment and Compensation:

- Committee chairs are appointed by the APFFPA leadership group.
- Chairs will receive an annual compensation of 2.5% (\$2,675) for their leadership role.

Section 2 | Leadership and Responsibility:

- Committee chairs are expected to demonstrate strong leadership qualities, maintaining approachability and fostering a focused committee environment.
- The chairperson is responsible for organizing and leading committee meetings, ensuring the smooth running of proceedings.

Section 3 | Reporting Structure: The APFFPA's Committee Chairs reports directly to the APFFPA President or a designate appointed by the APFFPA President.

President's Designate Responsibilities: The individual appointed by the APFFPA President to oversee the WCB & Members Health Coordinator holds the following responsibilities:

- Providing direct supervision and guidance to the Committee chair.
- Acting as a liaison between the Committee chair and the APFFPA President.

Performance Evaluation: The performance of all Committee Chairs is evaluated periodically by the APFFPA President or their designate. The evaluation includes an assessment of adherence to roles and responsibilities, effectiveness in communication, and contribution to organizational goals.

This updated reporting structure emphasizes the direct reporting relationship between all Committee chairs and the APFFPA President or their designate, ensuring a clear line of communication and accountability within the organization.

Section 4 | Meeting Planning and Document Management



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- Chairs are responsible for planning committee meetings, including scheduling, and agenda creation.
- Meeting minutes must be promptly prepared, distributed to all members, and maintained for future reference.
- Chairs will utilize the AFPPFA Database to organize and manage committee-related documents efficiently.
- They must distribute and manage committee documents, including reports and presentations, ensuring members have access as needed.
- Chairs are responsible for planning committee meetings, including scheduling, and agenda creation.
- Meeting minutes must be promptly prepared, distributed to all members, and maintained for future reference.
- Chairs will utilize the AFPPFA Database to organize and manage committee-related documents efficiently.
- They must distribute and manage committee documents, including reports and presentations, ensuring members have access as needed.

Section 5 | Term of Appointment and Accountability

- The term of a committee chair's appointment is determined by the APFFPA leadership group, subject to renewal based on performance and organizational needs.
- Committee chairs are accountable for the effective functioning of their committees, adherence to outlined responsibilities, and maintaining open communication with the APFFPA Executive board.

Roles & Responsibilities:

- Chairs are responsible for planning committee meetings, including scheduling,
- Develop comprehensive agendas for each meeting, addressing relevant topics and ensuring timely distribution to all committee members.
- Meeting minutes must be promptly prepared, distributed to all members, and maintained for future reference.
- Chairs will utilize the AFPPFA Database to organize and manage committee-related documents efficiently.
- They must distribute and manage committee documents, including reports and presentations, ensuring members have access as needed.
- Encourage active participation, manage discussions, and maintain focus on the committee's objectives.

ARTICLE 7 – REIMBURSEMENT OF EXPENSES

Purpose: This reimbursement policy is established to provide guidelines for the reimbursement of expenses incurred by Elected members and employees of the APFFPA in the course of their duties or participation in official association activities.



Scope: This policy applies to all members and employees of the APFFPA who are authorized to incur expenses on behalf of the organization.

Policy Statement: The APFFPA underscores the importance of fiscal responsibility and accountability in managing all reimbursements. Accordingly, all expenses related to this policy must receive prior approval from the President or Secretary treasure of the APFFPA. This ensures a transparent and accountable process in line with the Association's commitment to prudent financial management.

Section 1 | Travel Expenses

- Airfare
- Accommodation expenses
- Local transportation (taxis, rental cars, public transportation)
- Parking fees

Section 2 | Conference and Training: Registration fees for conferences, workshops, and training sessions relevant to the association's mission

Section 3 | Supplies and Materials: Expenses for materials and supplies necessary for official association activities and Other reasonable expenses approved by the association, with appropriate documentation

Section 4 | Cell Phone Stipend: The APFFPA will cover a portion of the cell phone bills for the APFFPA Executive Board members as follows:

- President: \$100/Month
- Secretary: \$100/Month
- Vice President (VP): \$100/Month
- Treasurer: \$100/Month
- Admin Staff: \$100/Month

If an APFFPA Executive Board member receives reimbursement from their home Local for cell phone expenses, the member will not remit those expenses locally.

The APFFPA will cover the cell phone expenses up to the stipulated maximums listed above, regardless of any local reimbursement received by the Executive Board member.

Submission of Expense Reports:

- Members and employees must submit expense reports Monthly to admin@apffpa.ca
- Expense reports should include original receipts, a description of the expense, the purpose of the expenditure, and any other relevant details.
- In the case of lost receipts, a signed and detailed explanation must be provided.



Blue Book

Shift Coverage:

- Locals must submit members shift coverage Invoices monthly to admin@apffpa.ca
- The invoice should include a description of the purpose of the coverage, and any other relevant details.
- All coverage needs to be approved by the president.

ARTICLE 8 - SIGNATURES

PRESIDENT - DAVIS
EXECUTIVE VICE PRESIDENT - HENSCHEL
SECRETARY – TREASURER - CHAPELSKY