

PROFESSIONAL FIREFIGHTERS ASSOCIATION OF MIDLAND



STATION STEWARD PACKET

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Executive Board

President- Eric Stewart
432-559-2074
estewart@iafflocal4405.org
Vice President- Justin Graham
432-413-7043
justingraham1@yahoo.com

Secretary-Jesse Martinez
432-557-1684
jmartinez@iafflocal4405.org
Treasurer- Nate Thompson
940-682-1629
local4405@yahoo.com

Station Stewards:

Central- G. Wells	Station 5- Vacant	
Station 2- L. Romero	Station 6- C. Quintana	Station 10- D. MacPherson
Station 3- Vacant	Station 7-D. Castillo	Station 11- P Koonce
Station 4- Vacant	Station 8-J. Coleman	FMO- T. Bunch
	Station 9- Vacant	

Benevolence Committee:

Doug Van Zandt 432-638-7149	KC Ward 432-559-1644	Jeff Dickson 432-978-9452
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PAC Fund

President <i>Jesse Martinez</i>	Secretary Treasurer <i>Justin Graham</i>	Trustees <i>Eboard</i>
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**Meetings are held on the 4th Thursday of every
month at 105 N. "G" St.
www.iafflocal4405.org**

Steward Duties

- Attempt to make as many monthly meetings as possible.
- Make Eboard meetings as needed. (Usually a luncheon or someone's home).
- Relay general and meeting information to your station members on all 3 shifts.
- Bring member concerns to the executive board at meetings or via personal contact.
- **Do not answer if you don't know the correct response**
(Contact VP or President if there is an issue you have questions on).
- Update PFAM Boards at your station e.g. Officer info, upcoming elections or events, Meetings, etc.
- Maintain a professional demeanor when discussing issues.
- Help eliminate the rumor mill with accurate info.
- You will be responsible for requesting supplies such as stickers, shirts, calendars and other items that may be handed out to members at your station.
- Be able to "LOG IN" to the website and assist members at your station if they are unfamiliar or unable to log in. Username is 1st initial of first name followed by last name and password is last 4 of SS# or F#. (www.iafflocal4405.org)
- You should be able to direct members who have concerns about filing disciplinary appeals or grievances. (Contact VP or President with questions).
- Contact benevolence committee members ASAP upon notice that any issue may exist where someone may need assistance. The president should also be notified just for information purposes.
- Have a basic knowledge of MFD SOGs and City Policies.

Grievance and Appeals Quick Points

This should help you decide what action, if any, may be needed when members approach you with an issue that may require further assistance on behalf of PFAM.

- If at all possible a PFAM officer should be present at all disciplinary hearings. This is to provide as a witness and to better assess if there is a reasonable ground for appeal. This should be someone that can take an objective approach, make sure due process was followed, determine whether the member was treated fairly, and whether the punishment was justified or too extreme.
- As per MFD SOGs all attempts of handling grievances and appeals should be exhausted through the FD chain of command before perusing to Human Resources (see SOG 1-9-3, 1-9-4). This is usually a meeting with the officer bringing charges, the member being charged and a PFAM officer.
- A grievance is filed when a member feels that he/she has been treated unfairly and is attempting to resolve an issue, whereas an appeal is filed when a member has received a disciplinary action resulting in a loss to that member e.g. loss of pay or termination.
- An appeal is not usually filed for a verbal or simple written reprimand but a grievance may be in certain circumstances.

- As a steward you should sit in on disciplinary hearings when no one else is available to serve as the witness for the member (unless of course you are an officer bringing charges in which you should allow someone to be present if the member wishes).
- The president or his designee will usually handle the appeal process through the fire department chain of command and to Human Resources if need be.
- If an appeal goes to Human Resources it **MUST** be filed in writing within 48 hours of receiving the fire chief's final disciplinary decision. Exceptions are weekends and holidays.
- A grievance may be filed at any time but should be within a reasonable amount of time from when they felt grieved.
- Remember, most issues in the past have been resolved with a simple phone call to the Chief, so unless discipline has been issued we have time to review the situation.

If discipline is apparent, contact the president ASAP

Website Information

Much of the website is available to the general public. Things anyone may access are:

- General info such as office locations and contact info
- Access to public articles posted for public view
- A donations link that is available at all times for our benevolence events
- A guest book, photo gallery, and a section available to post classified ads

Every member of PFAM should be able to access links and info not available to the public by logging in with their username and password. Please log in from time to time just to get in the habit of doing so. The following list is just a few things available when logged in:

- PFAM and PAC constitution and bylaws
- A message board (used to communicate in groups)
- Meeting minutes and Financial reports
- A full member directory available by searching member names or other criteria
- A downloads link that has copies of new member sign up sheets and the new member manual
- Links to old letters posted by Lee Wise which are well worth reading
- The ability to vote online and check results after votes are completed

The website has been updated recently and has a more mobile friendly appearance and many other new gadgets we will try to figure out in the future.