



## Professional Fire Fighters Union of Indiana

Affiliated with International Association of Fire Fighters  
Affiliated with Indiana State AFL-CIO

Brothers and Sisters,

The PFFUI invites you to participate in a unique educational and political opportunity at practically no expense, but tremendous benefit to you and your membership.

**Monday February 27, 2012**

10:00 am – 5:00 pm      IAFF Partnership Education Program Training Classes  
5:30 pm – 7:30 pm      PFFUI Indiana Legislative Reception

**Tuesday February 28, 2012**

8:00 am – 1:00 pm      Thomas H. Miller Legislative Conference

**All events are located at the Indianapolis Hilton – Downtown (Illinois St & Market St)**

There is a \$35.00 registration fee per person to attend the PEP Seminar. Out of town members attending the PEP classes, the Legislative Reception, and the Legislative Conference the next morning may have lodging provided as well. Lunch will also be provided by the PFFUI the afternoon of the PEP classes. The only cost to you will be the registration fees and parking if applicable.

- Each Local may register **two (2) individuals** for the PEP Seminar.
- These individuals shall share a double occupancy room.
- **The PFFUI will make hotel reservations** for these individuals for the night of the 27<sup>th</sup>.
- These individuals must register by January 6, 2012.
- Checks should be made payable to the PFFUI if paying with a Union check, or as this is a political as well as an educational event, **individuals are encouraged to opt to voluntarily pay their registration fees with a personal check payable to the Indiana Firefighters PAC.**
- Individuals must attend all classes, the reception, and the conference the next morning or forfeit the benefit of a paid hotel room.
- The Hilton is located at 120 W. Market Street Indianapolis, IN 46204. The parking garage entrance is located off W. Market Street with the main hotel entrance off Illinois Street. Individuals are responsible for parking charges.
- **Locals must have their per capita paid through January to be eligible for any lodging subsidy**

There is no charge to attend the Legislative Reception or the Thomas H. Miller Legislative Conference however individuals must register their intent to attend in advance via email to the PFFUI office.

The registration form, class descriptions, and reception specifics are detailed on following pages. Call the PFFUI office at (317) 630-1840 with questions.

**Fill out one form for each member. Members attending from the same Local should not sign up for the same track. Please send in both member's forms together.**

**CUTOFF FOR REGISTERING IS FRIDAY, JANUARY 6, 2012**

LOCAL #		
NAME		
ADDRESS		
CITY, STATE, ZIP		
PHONE		
EMAIL ADDRESS		
Do you need a hotel room on February 27, 2012? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> <b>Personal check for PAC Contribution enclosed</b> <i>or</i> <input type="checkbox"/> \$35 Local Union check enclosed		
<b><u>Select three of the following four Tracks for the PEP Session:</u></b>  <b><u>Rank each class in order of preference, first (1) second (2) and third (3) choice.</u></b>		
	<b>Track 1: Local Union Administration</b>	<ul style="list-style-type: none"> <li>• Ethics for Union Leaders</li> <li>• Effective Communications and Relationship Building</li> <li>• Processing Grievances in non-collective bargaining</li> </ul>
	<b>Track 2: Negotiations</b>	Advanced Skills for Negotiations (6 hours)
	<b>Track 3: Financial</b>	<ul style="list-style-type: none"> <li>• Municipal Financial Analysis (<b>Your Local MUST have an MFA completed in the past 24 months to attend this class.</b>)</li> <li>• Non-Collective Bargaining Environments</li> <li>• Understanding Municipal Budgets</li> </ul>
	<b>Track 4: Political Science/Public Relations</b>	<ul style="list-style-type: none"> <li>• Planning a Fire Ops</li> <li>• Internal Union Organizing</li> <li>• Effective Fighting Back Campaigns</li> </ul>

**Questions?** Call Kara at the state office (317) 630-1840 or email [kglennon@indy.rr.com](mailto:kglennon@indy.rr.com)

**MAIL THIS FORM WITH YOUR CHECK TO:**

PFFUI, 623 East St. Clair Street, Indianapolis, Indiana 46202

Office: 317-630-1840 Fax: 317-262-5163

**PEP Workshop Class Descriptions**

## **TRACK 1 – Leadership: Local Union Administration**

### **Ethics for Union Leaders (2 hours)**

Most IAFF leaders are public employees and have fiduciary responsibilities to their membership. Due to the nature of your position, you are subject to higher ethical standards than the average member or employee. These standards must be upheld in order to maintain the trust of your members and run an effective local. Failure to do so can result in loss of credibility, loss of union position, or even criminal charges. This workshop will cover the principles of ethics, the requirements of public employees, and strategies of making ethical decisions. You will use these strategies to analyze scenarios and case studies.

### **Effective Communications and Relationship Building (2-hour)**

A crucial measure of our success in business is the way we treat one another. Based on research conducted by Harvard University, The Carnegie Foundation and The Stanford Research Institute, technical skills and knowledge account for 15 percent of the reason you get a job, keep a job and advance in a job. Eighty five percent of your job success is connected to your people skills. This workshop will cover 15 aspects of civility and communication techniques that help build a team, participants will learn how to effectively communicate and connect with others in the workplace.

### **Investigating and Processing Grievances: Non-Collective Bargaining Environments (2-hour)**

The quick and efficient resolution to a grievance is the best strategy, but in order to resolve a grievance the process must be understood. Understanding the grievance process will enable you to assist your membership in navigating the process. In this workshop, you will learn how to determine if a grievance has merit and how to provide assistance to a member who is filing a grievance. This workshop is ideal for local union officers and grievance committee members who have limited experience with grievances in a non-collective bargaining environment

## **TRACK 2 – Negotiations:**

### **Advanced Skills for Negotiators (6 hours)**

To get results at the bargaining table, a negotiator must be able to develop a bargaining strategy and master key negotiation skills. In this six-hour workshop, you will learn how to strengthen your bargaining position, determine an acceptable settlement range, respond to common management tactics and objections, make concessions and package your proposals. You will have opportunities to practice these skills and participate in mock negotiation sessions. This workshop is designed for experienced negotiators who wish to improve their skills at the bargaining table. It is helpful for novice negotiators to register for *Preparing for Negotiations: Collective Bargaining*, *Conducting Negotiations: Collective Bargaining*, and/or *Negotiation Strategies and Tactics* before attending this class.

## **TRACK 3 – Financial:**

### **Municipal Financial Analysis (2 hours)**

This workshop is designed to educate local affiliate leaders about Municipal Financial Analysis. In order to ensure proper staffing and reasonable wage and benefit increases, a local must know the basic financial condition of its government as well as what monies are available to fund its needs. Municipal Financial Analysis is a service provided by the IAFF that examines a jurisdiction's financial records and determines its financial condition. The value of the analysis is dependent upon local affiliate leaders effectively understanding the key indicators of a government's financial condition and knowing how to use the information appropriately..

### **Non-Collective Bargaining Environments: Achieving Results (2-hour)**

It can be a challenge to secure wages and benefit improvements in jurisdictions that do not allow collective bargaining. Despite the absence of collective bargaining laws, there are many things you can do to help your membership achieve its goals. In this workshop, you will learn how to use the strength of your membership to win over the opposition.

### **Understanding Municipal Budgets (2 hours)**

Involvement in your municipal budget process will help ensure that fire suppression, rescue and EMS delivery are top priorities in your community. This session provides an overview of the components of a municipal budget as well as real-life case studies that demonstrate skills leaders need to succeed in this arena. Participants will learn that taking an active role in the budgeting process can lessen the fights over funds after the budget is passed. This is an opportunity for participants to learn how to create their future, not have it dictated to them.

## **TRACK 4 – Political Science/Public Relations:**

### **Planning a Fire Ops 101 Event (2 hours)**

Fire Ops is a unique event that teaches elected officials and community leaders about the risks and challenges involved in the fire service. At this event, decision-makers suit up in protective gear and put out fires, rescue victims and perform other duties that fire fighters and EMS workers do on the job. Through Fire Ops 101, participants learn about the importance of sufficient staffing and the critical role that time plays on the scene of an emergency. A Fire Ops 101 event is one of the most effective ways an IAFF local can build relationships with elected officials, the media, and department management. This workshop will focus on how to customize a Fire Ops 101 event in your community.

### **Internal Union Organizing (2 hours)**

For a local union to be most effective in achieving its goals, it must have the majority of the fire department (or EMS organization) as members. A united membership has more resources at its disposal and more bargaining power. In this workshop, you will determine the key reasons for lack of affiliation within your local and develop strategies to increase your membership.

### **Effective Fighting Back Campaigns (2-hour)**

Collective bargaining, dues check-off, wages, pensions, benefits and worker rights are all under attack by politicians who want to destroy public unions – no state, province or community is safe or immune. From coast to coast, IAFF affiliates are fighting back with aggressive campaigns that include print, broadcast and social media to deliver the message that fire fighters and other public employees are not to blame for the nation's fiscal problems. This workshop will provide affiliate leaders with a strategic approach to their own fighting back campaign efforts in response to these politically motivated attacks.



# Indiana Legislator's Appreciation Reception

February 27, 2012

5:30-7:30 pm

Victory Ballroom – Hilton's 9<sup>th</sup> Floor

**Although the PFFUI Executive Board works hard for Indiana Firefighters at the General Assembly, nothing is more effective than letting legislators hear directly from the firefighters living and working in their districts.**

This is why for a fourth year we will host a reception for Indiana State Senators and Representatives after the Partnership Education Classes.

- Prior to February, Vice President Mike Whited or another member of the Executive Board will contact your Local with instructions about inviting your local Senators and Representatives.
- During the luncheon on the 27<sup>th</sup> we will outline talking points for those members in attendance at the PEP classes.
- We will meet at 5:30 pm in the Victory Ballroom on the 9<sup>th</sup> floor of the Hilton. Legislators will arrive at 6:00 pm for drinks and hors d'oeuvres.
- Business casual attire is expected. (Collared shirt or PAC polo.)
- This is a business social function. Please conduct yourselves accordingly to represent your membership and the PFFUI with a positive image.

## **The Thomas H. Miller Legislative Conference on February 28<sup>th</sup> at 8:00 am.**

- This year's keynote speaker will be Mark Sanders, President of the Ohio Association of Professional Firefighters. Brother Sanders will discuss the political attacks on unions in Ohio and how Ohio firefighters fought back and won.
- Hear details and ask questions regarding legislation the PFFUI is tracking.
- Hear from a variety of speakers and several Legislators who will offer their insights on the current issues.

**The Thomas H Miller Legislative Conference is generally over by lunchtime, after which members are invited to join the executive board at the Indiana Statehouse for the afternoon. This is entirely optional, however business attire or Class A uniforms are expected.**