

Arkansas Professional
Firefighters Policy Manual
2026

Section 1 (Meetings)

Article 1 (Quarterly Meeting)

The APFF will host its quarterly meetings the day before the LOPFI meeting in the Afternoon unless the membership votes to fold the quarterly meeting in with another meeting defined by the APFF Constitution and Bylaws. Per Diem, Mileage, Shift Differential, and lodging will be paid for the APFF elected officers who are required to attend. (President, Vice-President, Secretary Treasurer, Trustees, Political Director, and Chaplain.)

Article 2 (William B Lundy Legislative Conference)

The APFF will host the APFF William B Lundy Legislative Conference as defined by the APFF Constitution and Bylaws. Per Diem, Mileage, Shift Differential, and lodging will be paid for the APFF elected officers who are required to attend. (President, Vice-President, Secretary Treasurer, Trustees, Political Director, and Chaplain.) The 2nd quarterly meeting can be moved to be a part of this conference. The APFF will cover the cost of 1 room per Local for 1 night for the conference.

Article 3 (Keith Fulmore Educational Conference)

The APFF will host the Keith Fulmore Educational Conference as defined by the APFF Constitution and Bylaws. Per Diem, Mileage, Shift Differential, and lodging will be paid for the APFF elected officers who are required to attend. (President, Vice-President, Secretary Treasurer, Trustees, Political Director, and Chaplain.) The APFF will also cover the Diem, Mileage, Shift Differential, and lodging for any instructor the APFF brings in to teach at the conference who is not covered by another entity (IAFF PEP Instructors) The Educational committee shall define the curriculum at the APFF Convention prior to the Educational Conference.

Article 4 (APFF Convention)

The APFF will host conventions as defined in the APFF Constitution and Bylaws. Per Diem, Mileage, Shift Differential, and lodging will be paid for the APFF elected officers who are required to attend. (President, Vice-President, Secretary Treasurer, Trustees, Political Director, and Chaplain.)

Planning-

Payment-

Article 5 (Trustees Meetings)

The APFF Trustees will meet prior to the APFF Quarterly Meetings. The date and time will be set by the APFF Executive Vice President. Per Diem, Mileage, Shift Differential, and lodging will be paid for the APFF for the Executive Vice President, Secretary Treasurer, and the Trustees. The budget will be prepared and presented to the APFF Membership at the 3rd quarterly meeting. The APFF budget will be voted on at the annual APFF Convention. The trustees will at the convention review last year's budget, the 4th quarter trustees report, the end of year trustees report, and review the final budget proposal for the APFF membership at convention. The Executive Vice President will set the date and time for the APFF Trustees meeting. The meeting shall provide ample time for the trustees to review all the books. Trustees, Secretary Treasurer, and the Executive Vice President may arrive early to convention for the trustees meeting if needed. (The APFF will cover the cost for the early travel date).

Section 2 (Travel)

Article 1 (IAFF Convention)

The President and Secretary Treasurer shall represent the APFF at the IAFF Convention per the APFF Constitution and Bylaws. Registration, Travel Expenses, Per Diem, and Shift Differential shall be paid. If either the APFF Vice President or the secretary Treasurer cannot attend the IAFF Convention, then the APFF Executive Vice President shall attend in the vacancy. If the Executive Vice President cannot attend then the APFF Political Director shall fill in the vacancy. If none of these can attend, then the APFF will hold a special election at convention to fill the vacancy or vacancies.

Article 2 (IAFF Legislative Conference)

The APFF Political Director shall attend the IAFF Legislative Convention based on their position. The APFF President and/or his designees shall also attend. Registration, Travel Expenses, Per Diem, and Shift Differential shall be paid.

Section 3 (IAFF Fallen Firefighter Memorial)

The APFF shall pay the family of An APFF member whose name is being added to the IAFF memorial wall \$1000.00. The APFF Trustees budget for this expense. If no names are added to the IAFF Memorial the amount budgeted shall be rolled over to the years continually increasing the budget for this expense.

Article 5 (IAFF District 14 Caucus)

The APFF shall send its executive board to the IAFF District 14 Caucus. (President, Vice President, Secretary Treasurer). Registration, Travel Expenses, Per Diem, and Shift Differential shall be paid.

Article 6 (Other Travel)

The APFF executive board can choose to attend other conferences such as but not limited to: Southern Federation of Professional Firefighters, ALTS, Redmond's, Federation of State and Provincial Firefighters, PEP events, IAFF Fallen Firefighter Memorial and others. The President shall inform the Trustees Committee on the possible conferences that might be attended so that they can be budgeted for. The President can also request a budget adjustment in the event of a not planned event. The Executive Board of the APFF (President, Executive Vice President, and Secretary Treasurer) shall get preference on travel. The APFF Executive board can send another APFF member to a conference with approval of the executive board (Example of Health and Safety Committee chair to Redmond's Health and Safety Symposium).

Article 7 (Travel Expenses)

APFF Members who are traveling can book their own flights. The APFF will reimburse the officer for the cost of a flight at the airport of their choosing. If a member chooses to drive instead of fly, the APFF will reimburse the member the less expensive choice. If a member chooses to fly instead of driving, the APFF will reimburse the member for the less expensive choice.

APFF members traveling for the APFF will not share beds. The maximum number of people in a room shall be 2 unless the room is a suite.

Shift differential shall be \$300 per day. Mileage and Per Diem shall be paid at the government rate.

Article 4 (Gifts and Entertainment)

Section 1 (New Local Meetings)

The APFF will cover the cost for food and drink for those attending any Local Formation meeting.

Section 2 (APFF Convention Host Local)

The APFF can take the Host Local Executive Board out for a meal during the convention to thank them for their work planning convention. The Host Local can bring no more than 6 members to dinner. The APFF Executive Board and Political Director or their designer can attend as well.

Section 3 (Other Meetings)

Any time the APFF meets during mealtime, the APFF Executive Board can vote to provide lunch. Examples would be Quarterly Meetings and Trustees meetings.

Section 4 (Gifts)

The APFF has a line item to cover gifts. The APFF trustees can make a budget adjustment to cover the cost of a gift with a vote of the trustees committee (Executive Vice President, Trustees, and Secretary Treasurer).

Article 5 Executive Officer Compensation

Section 1

The calculated wages will use the average annual per capita membership:

- President: \$0.55 per member
- Vice President: \$0.35 per member
- Secretary/Treasurer: \$0.50 per member
- Legislative Chair: \$0.50 per member

The APFF shall hold out payroll taxes for the elected Executive Officers.