



Gary Tinney President

## International Association of Black Professional Fire Fighters

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Regina Wilson  
Executive Vice PresiDent

### To All Members of the IABPFF:

On behalf of our President Gary Tinney I have accepted his request for me to chair, **THE AFFIRMATIVE ACTION COMMITTEE (AAC) OF THE IABPFF, INC.** Please take the time to review the following plan to formulate this committee.

To manage the AAC of the IABPFF, we need committed individuals to track challenges related to the charge listed in the overview system. See below.

Due to the changes that have occurred to the presidency I feel we must be vigilant and document the status of all our chapters challenges. Whether it is in hiring, promotions, retention, discrimination, harassment, or workplace violence, we must have the data to support our issues and take actions that will resolve them. Based on the information we obtain we can make better decisions about what issues we fight, how we fight, and who we fight.

The leadership of the IABPFF Inc has an opportunity to legally address some of the issues with the assistance of a law firm. We need resolute members who have the time, motivation, and willingness to work on this committee. Someone with the ability to help gather data and put it into a spreadsheet so that we can accurately view and address our issues through a data driven lens for accountability and resolution. This committee will be led by the chosen leaders within their regions and chapters.

The regional representatives selected will have to have the ability to work together and with their leaders in each chapter. Those chapter representatives must have the same drive and tenacity as mentioned earlier. It will be the responsibility of the Regional AAC representatives,

with the support of the Regional Directors, to get the right people in the right place if we are going to be a successful working committee. It is imperative that the chapter AAC members meet the minimum standards described above and in the overview system.

Our vision is to support the needs of our membership as it relates to challenges in hiring, promotions, retention, discrimination, harassment, or workplace violence.

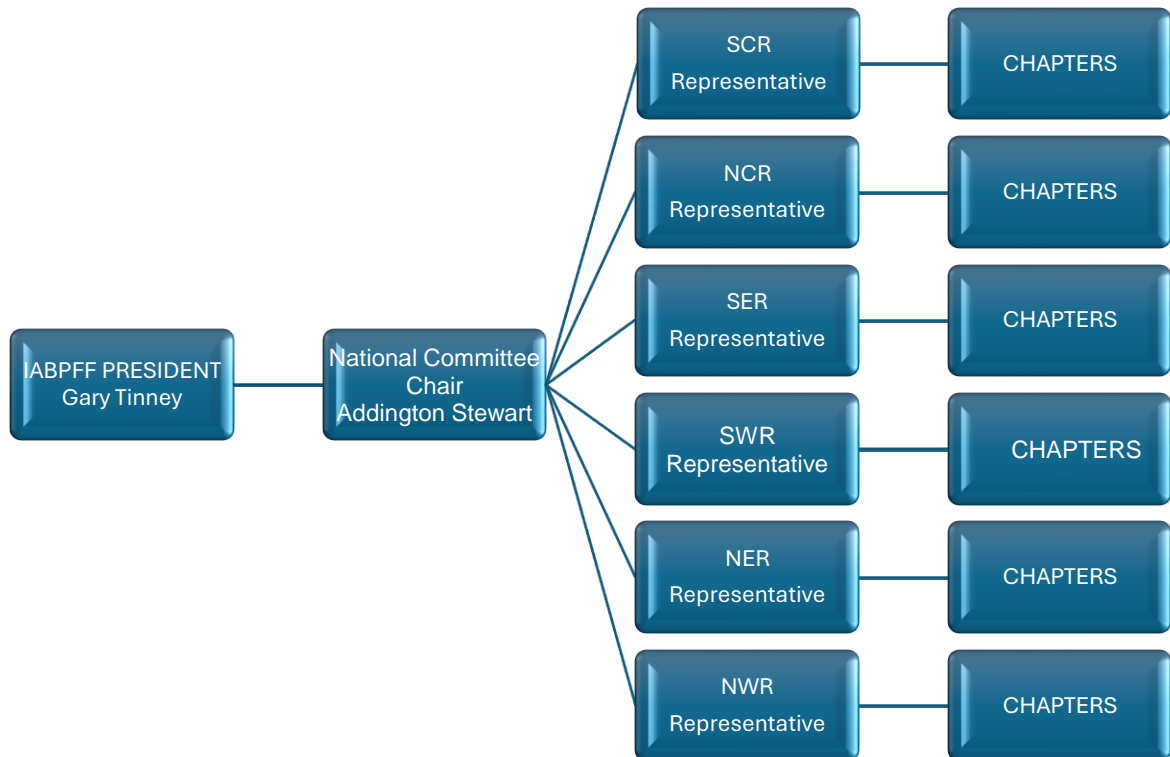
We cannot fail; it is not an option! "All that I am, I owe, I live eternally in the RED!

Anyone interested in working on this committee please contact me at 314.369.7935 or [preziabpff@att.net](mailto:preziabpff@att.net) as soon as possible. Regional AAC representatives must be approved by the IABPFF, Inc. President and supported by their Regional Directors. I will be reaching out to all regional directors for their support and assistance in identifying members to work on this committee.

Sincerely,

Addington Stewart  
National AAC Chair  
Past-President IABPFF

## AFFIRMATIVE ACTION COMMITTEE FLOW CHART



# **Affirmative Action Committee**

## **Specific Challenges and Opportunities**

### **BASIC DATA STRUCTURE**

- All lawsuits filed against the Fire Department or other City/County departments of which the Chapter operates.
- Current and past copies of union contracts.
- Current and past copies of rules and regulations.
- Complete department personnel rosters.
- Current and past copies of the Fire Department organization charts.
- Complete current name and address (zip), telephone numbers of all elected officials and chief officers.
- Current data of promotional criteria, past and present.
- Current Hiring data.
- Current Disciplinary/Hearing information.
- Current Academy/Recruit Class (Pass/Fail) data.

It is imperative that each Chapter set up an Affirmative Action Committee. The size of this committee is a local chapters prerogative; however, results are the paramount goal to be achieved.

What should be the major efforts of this group?

The major effort of this group is to build the most comprehensive database of information at each local level, something that each Chapter should have on file.

This complete database file must also be in the possession of each Regional Director to reduce the duplication of efforts and information dissemination.

To try to develop and define current Affirmative Action trends within a Fire Department without this "Basic Data Base," it would be not to offer the membership the level of service they are entitled to.

A Chapter in no way could begin to establish the basic data needed that a good attorney would require to build a legal case.

The Chairperson of this Committee should be someone who has the tenacity to gather this core data, all of which can be obtained either at Fire Department Headquarters, Personnel Department or Record Division of City Hall (or County).

This would mean that each Chapter needs to establish a file system to be able to retrieve this data on a moment's notice.

Each Affirmative Action Committee Representative in each Chapter would meet at least once per quarter with the Regional Affirmative Action Committee Representative that shall be over all Chapters in their region. At this meeting they would exchange ideas/discuss problems/develop solutions to problems/develop action steps.

In each Region's newsletter or correspondence, this committee's actions would be publicized. This would eliminate communication breakdowns within a region as to the activities of this committee.

A Regional Affirmative Action Committee must be set up with members from each Chapter.

This Regional Affirmative Committee Representative should request assistance within their region to appoint a secretary, an assistant, and a member with a background in creating spreadsheets.

Each Regional Affirmative Action representative shall meet at least twice per year with the National Affirmative Action Committee chair, which would be made up of all Regional Affirmative Action Representatives.

The meeting will be chaired by the National Affirmative Action Committee Chair and/or the IABPFF President.

**NOTE: ALL OTHER COMMITTEES DISCUSSED IN THIS OVERVIEW WILL FUNCTION ON THIS SAME ORGANIZATIONAL MATRIX.**

## **BASIC MANAGEMENT SKILLS**

### Questions

- How can you prevent trouble before it starts?
- How can you be sure your workers get their work done?
- How can you get workers to pull together?
- How can you give workers leeway without losing control?
- Is a supervisor always the leader of the work group?
- How can you get workers to work willingly and well on their own?
- How can you get an average group to turn out excellent work?

### Answers

- Stopping problems before they get out of hand.
- Setting goals and reaching them.
- Building a team and keeping it going.
- Giving workers a say about their jobs.
- Being a leader as well as a supervisor.
- Making jobs more interesting and rewarding.
- Coaching workers to improve their skills.

## **PROPER DECISION-MAKING TECHNIQUES**

When considering the nature of a problem you will want to ask yourself such questions as the following:

- Do I have enough information to decide by myself?
- If not, do I know what information is missing and how to get it?
- Will the membership have to be really committed to this approach for it to work?
- Will the members commit themselves without having been involved in making the decision?
- Is there agreement between the goals of the unit and those of the members?
- Are there likely to be conflicts among the membership as to how to proceed?