



Hendricks Co. Professional Firefighters Local 4406
 Avon – Brownsburg – Danville – Pittsboro – Plainfield
Member Request for Service



Date: _____

Member Name: _____

Home Address: _____

Contact Information:

Home Phone: _____

Station Phone: _____

Mobile Phone: _____

E-mail address: _____

Fire Department Phone: _____

Have you contacted your District Vice-president? Yes No

If you do not wish to be represented by your District Vice-president, please give the name of the Executive Board member you wish to represent you:

Have you contacted this Executive Board member? Yes No

Briefly explain the assistance you are requesting:

Briefly explain the circumstances of your request: _____

Secretary/Treasurer Review: _____

President's Signature: _____

Member's Signature: _____ Date: _____

Created 01/19/11



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LOCAL 4406 MEMBER REQUEST FOR SERVICE POLICY

This policy is designed so that any member of this local may understand how to access assistance and resources of Local 4406 in an effort to find remedy to their grievance, issue, or complaint.

- Any member wishing assistance of Local 4406 may do so by contacting their District President. If the District President is unavailable or the member is uncomfortable with their District President, they may contact their District Trustee. Upon meeting with any Union representative, the member shall be issued a *Member Request for Service* form. If the member needs assistance with filling out the form, the District President or the Local 4406 board member in which the member selected will assist.
- Upon completion of the *Member Request for Service* form, the Executive Board member shall forward the request to the Secretary/Treasurer who will review the request for economic impact on Local 4406. The Secretary/Treasurer shall report the potential cost to the Local President. The District President or Executive Board member shall respond in writing, to the member requesting, including the recommend procedure and assistance offered from Local 4406. Such notification shall be no later than ten calendar days from receipt of the *Member Request for Service* form.
- If the member disagrees with the District President and/or Executive Board member's recommended assistance, the member may request review of offered assistance by re-submitting the completed *Member Request for Service* form to any member of the Local 4406 Executive Board. The Executive Board shall meet within 30 days to review the member's request. After reviewing the member's request for assistance/service, the board shall respond to the member in writing within six calendar days.
- If the member is not satisfied with the Local 4406 Executive Board's decision, the member may take the *Member Request for Service* form to the quarterly membership meeting. After a motion for said assistance has been made and seconded under New Business, the member shall be allowed fifteen minutes to present his/her request to the membership. The motion shall be discussed and voted on as any other motion. The decision of the membership shall be final.

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