LOCAL No. 42 OF THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS COMMITTEE LISTS

Local 42 Union Committees:

Applications Committee

- Committee Scope
 - Acts on Applications for Local Union Membership
- Description of Work
 - Meets to review applicants for membership whose application has been challenged.
 - Takes evidence regarding such applications, including testimony from member(s) who have challenged an application and from the challenged applicant.
 - Committee makes a recommendation for action on the application and reports its recommendation to the Executive Board and/or Membership.
- Committee Composition
 - Committee is appointed by the President.
 - Committee is comprised of a cross section of Shop membership, with at least one member from the Shop from which the challenged applicant has applied.
- Estimated Time Commitment
 - Committee meets as needed.
 - Historically, the Committee has met no more than twice a year.

Audit Committee/Trustees

Committee Scope

 As required by the IAFF Constitution & By-Laws, conducts an annual audit. The Committee also audits the various entities that are subsidiaries of or substantially controlled by Local 42.

Description of Work

- The Committee performs the various audits with the assistance of a professional auditor who is a CPA.
- The Committee reports the results of the audit to Local 42's Executive Board and provides the audit to the Local's Secretary-Treasurer to be submitted to IAFF's General Secretary-Treasurer.

Committee Composition

- The Committee is appointed by the President.
- The Committee is comprised of a cross section of rank and file members.
- While the Committee may involve the President and/or Secretary-Treasurer to provide information, Executive Board Members, including the President and Secretary-Treasurer may not serve as Committee members.

• Estimated Time Commitment

- The Committee typically meets once each year.
- The work entailed generally requires three (3) to five (5) meetings of two (2) to four (4) hours each.

Business Agent Selection Committee

Committee Scope

- The Committee evaluates and ranks applicants for the position of Business Agent.
- After evaluation and ranking, the Committee makes recommendations to the President for appointment.

Description of Work

- The Committee comprises a panel that presides over every phase of the Business Agent assessment process.
- As noted above, the Committee evaluates each applicant, ranks them numerically and makes recommendations to the President for appointment.

Committee Composition

- The Committee is appointed by the President.
- The Committee shall include a minimum of five (5) elected members of Local 42's Executive Board drawn from a cross section of the various bargaining units.
- When practical there shall be at least one (1) Board Member from each bargaining unit from which a candidate has applied.

Estimated Time Commitment

- The Committee meets as needed.
- Generally, it should be expected that the Committee will have at least two
 (2) full days of meetings each time it is convened.

Business Agent Compensation Committee

Committee Scope

 The Committee meets at least annually to review Business Agent Salaries and make recommendations to the President and Secretary-Treasurer for adjustments.

Description of Work

- The Committee convenes upon the appointment of a Business Agent.
- The Committee will also meet at least annually within the month of the adoption of Local 42's Budget to review Business Agent salaries.
- The Committee will make recommendations to the President and Secretary-Treasurer for salary adjustments for Business Agents.

• Committee Composition

- The Committee is appointed by the President.
- The Committee shall include at least three (3) Executive Board members and the Secretary-Treasurer.

Estimated Time Commitment

- The Committee will meet at least annually and otherwise as needed.
- It is expected that the Committee will meet for four (4) to six (6) hours each time that it is convened.

Constitution & By-Laws Committee

Committee Scope

 Reviews, reports and makes recommendations regarding proposals to amend the Local's Constitution and By-Laws.

Description of Work

- The Committee may be convened to review and report on proposed amendments to the Local's Constitution and By-Laws submitted by the general membership.
- The Committee may be convened to review and report on proposed amendments to the Local's Constitution and By-Laws submitted by the Executive Board.
- The Committee may be tasked to create proposals to amend the Local's Constitution and By-Laws as directed by the President or Executive Board.

• Committee Composition

- The Committee is appointed by the President.
- The Committee is comprised of a cross section of the membership drawn from the various Shops.

• Estimated Time Commitment

- The Committee will convene as directed by the President or Executive Board.
- The number and time of meetings varies from year to year.

Elections Committee

Committee Scope

 Consistent with IAFF and Local Constitution and By-Laws and the governing law, conducts Local elections of Officers, Executive Board Members and elected Delegates and certain other elections, such as contract ratification votes.

Description of Work

- The Chair of the Elections Committee or other designated committee member will preside over the nomination for Officers, Executive Board Members and elected Delegates.
- The Committee shall oversee and carry out all phases of the election process, including the distribution, collection and tabulation of ballots.

Committee Composition

- The Committee is appointed by the President.
- The Committee is comprised of a cross section of the membership drawn from the various Shops, except that members of the Executive Board, Business Agents or rank and file members running for office may not be members of the Committee.

• Estimated Time Commitment

- The Committee meets at least once each year during the Local's regularly scheduled elections.
- The Committee meets at other times as specified in the Constitution and By-Laws or as needed.
- The Committee Chair(s) and key committee members should expect to spend at least thirty (30) hours during each regular election. Other elections typically require a significantly lesser time commitment.

Human Relations Committee

Committee Scope

 Discharges its duties consistent with the non-discrimination provisions of the IAFF and Local Constitution and By-Laws and the provisions of the IAFF Human Relations Policy and Manual.

Description of Work

- The Committee should recommend measures to eliminate discrimination in employment practices.
- The Committee should recommend measures to oppose the discriminatory effects and impacts of existing employment practices.
- The Committee should recommend measures to assist and educate members in processing complaints of discrimination and harassment.
- The Committee should recommend measures to provide equal opportunities for employment, election and/or appointment to local union positions and/or designation to positions of local union responsibility.
- The Committee should encourage adoption of AFL-CIO Resolution 2 and the Diversity Principles contained therein and adopted by the IAFF in its Local, other labor organizations with which members are affiliated and affinity groups with which members are affiliated.
- The Committee should encourage members of the Local to join and participate in affinity groups committed to civil and human rights (*i.e.*, CLUW, A. Phillip Randolph Institute, local chapters of the IABPF, AAR, etc.) and vice versa.

Committee Composition

- The Committee is appointed by the President.
- The Committee is comprised of a broad cross section of the membership.

Estimated Time Commitment

• The Committee should set a goal of meeting on a regular basis, at least quarterly.

Legislative Committee

Committee Scope

• The Committee is intimately involved in the Local's political and legislative programs and efforts.

Description of Work

- The Committee will work with the Board or Taxpayers Unlimited and other political organizations with which the Local works.
- Committee members will be encouraged to affiliate and become members and leaders in other political organizations (*i.e.*, CCP, Citizens Association, Clay County Democrats, KC Pride, etc.).
- Committee members will participate in interviewing and screening candidates for political office.
- Committee members will be encouraged to recruit and educate persons to run for political office and, if allowable and appropriate, to consider running for political office themselves.
- O Committee members will be asked to work all facets of candidate and issue elections in which the Local has an interest.
- Committee members will be expected to help raise funds for the Local's political efforts and programs.

Committee Composition

- The Committee is appointed by the President.
- The Committee is comprised of a broad cross section of the membership and will include at least one (1) member from each Shop.

Estimated Time Commitment

- The time commitment can vary widely but will be the most demanding in the time leading up to and during a particular election cycle.
- At a minimum, Committee members will be expected to commit at least forty-eight (48) hours of work each year.

Membership Services Committee

Committee Scope

 The Committee will work with members and members' families in times of special needs and may from time to time provide assistance or represent the Local in line of duty deaths of IAFF members.

Description of Work

- Committee members will assist in providing aid and comfort to Local members and/or members' families during times of injury, illness, death or other special needs.
- Committee will work with other organizations in assisting members as described above.
- Certain Committee members may, pursuant to Local policy, be authorized to represent the Local at IAFF LODD funerals.
- The Committee will recruit and keep a list of interested members who wish to serve on this Committee and will make such list available to the President and Secretary-Treasurer.

Committee Composition

- The Committee is appointed by the President.
- The Committee is comprised of a broad cross section of the membership.
- Consistent with Local Policy, to be authorized to travel to LODD funerals,
 Committee Members must have attended a minimum of seven (7) regular membership meetings in the last twelve (12) months and must have a dress uniform.

Estimated Time Commitment

• The Committee will meet at least quarterly and as otherwise needed.

Communications & Public Relations Committee

Committee Scope

 The Committee will assist the Local in its communications and public relations activities.

Description of Work

- The Committee will be responsible for assisting in the Local's regular publications and in maintaining and updating the Local's web site.
- The Committee will be expected to make recommendations for measures and programs to improve and augment the Local's communication and public relations efforts.
- The Committee, when appropriate, will coordinate its efforts with the Local's Legislative Committee and/or other legislative or political efforts.
- The Committee will be expected to make proposals and recommendations for increasing the Local's visibility and standing in the community.

Committee Composition

- The Committee is appointed by the President.
- The Committee is comprised of a broad cross section of the membership.

• Estimated Time Commitment

- The Committee is appointed by the President.
- Ommittee members will be expected to ensure that the Local's publication(s) are published regularly and on time and that the web site is appropriately maintained. Members engaged in these activities should expect to commit six (6) to ten (10) hours per month.
- In addition to the above, the Committee will meet as needed, but is authorized to meet at least quarterly.

Special Events Committee

Committee Scope

 Planning, organizing and assisting in putting on certain annual events hosted by the Local. It will also work with associated charitable organizations.

Description of Work

- The Committee will plan, organize and help put on the Annual Retirement Banquet.
- The Committee will plan, organize and help put on the Annual Picnic.
- The Committee may be asked to assist various Shops or the employers of those Shops in putting on certain special events (*i.e.*, Cadet Family Day and Graduation; Special Award or Recognition Ceremonies; Memorial Events; 911 Day Recognition, etc.).
- The Committee will also assist associated organizations such as MDA, SAFE, Salvation Army, etc. in various events, campaigns and drives.

• Committee Composition

- The Committee is appointed by the President.
- The Committee is comprised of a broad cross section of the membership.

• Estimated Time Commitment

- Committee members should expect to spend twenty (20) to forty (40) hours each on the Retirement Banquet and Picnic.
- The time commitment for other events will vary.

Wage, Hour & Benefits Committee

Committee Scope

 Assist in research and development of wage and benefit proposals for purposes of collective bargaining.

Description of Work

- The Committee will assist the various Bargaining Teams in researching comparable wages, hours and benefit schedules for negotiations.
- The Committee will assist in developing, distributing and analyzing survey information related to collective bargaining for the various Shops.
- Certain members of the Committee may be asked to serve as Bargaining Team members.

Committee Composition

- The Committee is appointed by the President.
- The Committee(s) will be structured to include members of the affected Shops.

Estimated Time Commitment

• The time requirements of this Committee will vary depending upon the length and complexity of negotiations for the respective Shops.

Community Assistance

- Committee Scope
 - Develop funding sources for Community Assistance and assist in fundraisers for Local 42 Members in need.
- Description of Work
 - The Committee will be responsible for planning and coordinating fundraisers for the community assistance fun
 - o Explore other funding sources for Community Assistance
 - Assist with fundraising for members in need
- Committee Composition
 - The Committee is appointed by the President
 - o The Committee is comprised of a broad cross section of the membership
- Estimated Time Commitment
 - The Committee should expect to meet at least quarterly
 - Other time commitment will vary on other planned fundraisers

Taxpayers Unlimited Governing Committee

- Committee Scope
 - To assist in formulating, advising and executing the Local's Political Action Program
- Description of Work
 - Attend Taxpayers Unlimited Meetings, applicable subcommittee meetings, candidate screenings, local political events, Taxpayers Unlimited worksite visits and other gatherings as representatives of the organization
 - Report on activities to the TPU Board, maintain correspondence between meetings
 - Participate in debate and decision-making
- Committee Composition
 - Taxpayers Board of Directors recommends Committee appointments to the L42 Executive Board for approval
 - o Open to any L42 member in good standing
- Estimated time commitment
 - Quarterly meetings of approximately 4 hours
 - o Candidate screenings up to 4 days per year
 - Participation in external political or social groups
 - External fundraising and political events

Labor-Management Committees (by Bargaining Unit):

KCFD Shop - Labor Management Steering Committee and Standing Sub-Committees

The Kansas City Fire Department Labor Management Partnership Agreement provides for the establishment of a Steering Committee and various Standing Committees. In addition, various sub-committees and project teams may be appointed.

The composition of the Steering Committee includes eight (8) members and eight (8) alternates each appointed by Local 42, four (4) members and four (4) alternates appointed by Local 3808 and four (4) members and four (4) alternates appointed by Fire Administration. The size of the various standing committees, sub-committees and project teams are set by the Steering Committee but, as a general rule, will maintain the same proportionate representation. That is one half (½) of the members are appointed by Local 3808 and one fourth (1/4) of the members are appointed by Fire Administration.

The Steering Committee, Standing Committees, Sub-Committees and Project Teams are appointed by the President. Appointments to the Steering Committee must include at least two (2) elected Executive Board Members. To be eligible to serve on these committees a member must have completed the prescribed labor management training or commit to take the training at the next available opportunity after appointment.

LABOR MANAGEMENT STEERING COMMITTEE: The Labor Management Steering Committee is a trilateral body composed of representatives from Local 42, Local 3808 and Fire Administration.

The responsibilities of the Steering Committee include the following:

- The establishment of Standing Committees.
- Directing the establishment of sub-committees and project teams.
- Deciding final action on recommendations from the standing committees, subcommittees and project teams.
- The Steering Committee will utilize consensus decision making.
- The Steering Committee shall maintain and publish minutes of its actions.
- The Steering Committee is responsible for reporting annually on its accomplishments.

This committee generally meets second Thursday of the month at 9:00 a.m./ meetings generally last 2 to 4 hours.

OPERATIONS COMMITTEE:

Goal 1: Deliver quality services to effectively control risks to life, property, and the environment.

Strategic Initiatives:

- Develop a comprehensive service delivery plan that includes NFPA 1710, OSHA "2 in- 2 out", the EMS ordinance, and other considerations to describe:
 - Services to be provided.
 - Level of fire, rescue, special operations, and EMS service to be provided.
 - o Identify personnel, apparatus and equipment configuration for each service.
- Identify and develop the department's role for WMD/MMRS events.
- Develop mutual and automatic aide agreements with surrounding fire service agencies.
- Explore opportunities to provide services in the region, such as dispatch and training.
- Develop an effective partnership with Emergency Management services.
- Improve the interface between ARFF and structural fire companies.
- Fully implement incident management and scene accountability systems.

This committee currently meets on the third Wednesday of the month at 1:00 PM

HEALTH-WELLNESS-SAFETY COMMITTEE:

Goal 2: Promote safety, and employee health and fitness, as the top priority.

Strategic Initiatives:

- Develop a complete wellness/fitness program for all fire department personnel that is comprehensive, proactive, and consistent with the IAFC/IAFF Wellness Fitness Initiative.
- Provide a comprehensive and proactive employee assistance program for all personnel.
- Ensure that all personnel are protected with appropriate safety apparel and equipment.
- Develop a modified duty assignment program that is consistent with the goal of full recovery and integration back in the workplace.
- Provide a system of close call evaluation and after action analysis of all incidents.
- Develop a system to collect and analyze injury data.
- Provide a workplace free from all controllable environmental health risks.

This committee currently meets the third Tuesday of the month at 1:30 PM

CUSTOMER SERVICE COMMITTEE:

Goal 3: Enhance the current customer service environment to promote excellence in the delivery of services.

Strategic Initiatives:

- Provide comprehensive programs for the distribution of information to the public and the solicitation of feedback from the public.
- Enhance the organization's relationship with the media.
- Optimize the public's access to department staff both administratively and in the field including enhanced ability to serve the non-emergency customer.
- Modify the current system of recognition and award for outstanding customer service.
- Provide improved investigation, inspection, and fire code compliance, with improved customer relations.
- Create personnel recruitment outreach programs to develop a diverse and qualified pool of applicants.

This committee currently meets the first Thursday of each month at 10:00 AM

HUMAN RESOURCES COMMITTEE:

Goal 4: Develop organizational systems that foster a strong sense of teamwork and mutual respect.

Strategic Initiatives:

- Develop internal communications systems that ensure all department personnel have easy access to information they need for their job, and can assure their awareness of department activities and direction.
- Complete a review and revision of all rules, regulations, and standard operating procedures as they pertain to the subject matter over which any specific committee has purview.
- Develop a clear and comprehensive job description for all positions.
- Prepare an integrated five-year organizational staffing and internal/external retention plan.
- Develop a consistent and effective personnel performance evaluation system.
- Create an environment that embraces organizational and individual diversity.
- Continue to promote effective labor/management relations.
- Create a procedure outlining and specifying the process for adoption and dissemination of department rules, regulations, general administrative guidelines and general operations guidelines.

This committee currently meets the third Wednesday of each month at 10:00 AM

TECHNICAL SUPPORT COMMITTEE:

Goal 5: Ensure capital assets (facilities, apparatus, and equipment) fulfill the needs of the department's personnel and the customers served.

Strategic Initiatives:

- Remodel, rebuild, add, and relocate fire facilities as needed to provide a livable environment and the effective delivery of emergency response service.
- Evaluate the costs and benefits of consolidating administrative functions into one location.
- Develop an apparatus acquisition and replacement plan that meets the emergency response needs of the community.
- Create responsive and effective systems to supply, maintain, and repair facilities, apparatus, equipment, and uniforms.
- Ensure personnel are properly equipped to perform their function.
- Develop a process to evaluate and select new equipment and technology.
- Develop and provide training on records management systems that allow continuous review of organizational effectiveness.
- Implement a new computer aided dispatch system including associated training and methods for review.

This committee currently meets the first Friday of each month at 9:30 AM.

PROFESSIONAL DEVELOPMENT COMMITTEE:

Goal 6: Provide comprehensive training and professional development to ensure personnel are fully prepared to effectively perform their duties and responsibilities.

Strategic Initiatives:

- Develop comprehensive training programs for
 - Cadet training.
 - Continual individual, company, and district level training.
 - Promotional preparation for candidates on eligibility lists.
 - Special assignments (technical training for ARFF, HazMat, confined space, rope rescue, and communications).
 - Develop and acquire quality training facilities and resources.
- Explore the opportunity to use community resources such as vacant buildings for training purposes.
- Take advantage of developing technology to deliver training.
- Evaluate the process of delivering specialized training (HazMat, WMD, dispatch, etc) to all department personnel.
- Develop a Department of Labor approved apprenticeship and post-apprenticeship standards and competencies program.
- Develop standards and competencies programs for all ranks and companies.
- Provide career development planning to include external educational opportunities.
- Develop a performance-based promotional process.

This committee currently meets the second Tuesday of the month at 1:30 PM

MODIFIED DUTY COMMITTEE:

Scope: This Committee will work with the Department's Health Advocate/Administrator in monitoring and administering the Department's Modified Duty Program.

Strategic Initiatives:

- The Committee considers requests for modified duty assignments for both compensable and non-compensable conditions.
- The Committee may interact with rank and file members, along with the Health Advocate/Administrator.
- The Committee will assist in the dissemination of information related to the Department's Modified Duty Program.
- The Committee will work on other initiatives as determined and directed by the Steering Committee.

This committee currently meets third Wednesday of each month at 9:00 a.m.

COMMUNICATIONS COMMITTEE:

Scope: This Committee will deal with issues related to communication and dispatch of emergency response companies, as determined by the Steering Committee.

Strategic Initiatives:

• The initiatives and projects addressed by the Communications Committee will be determined by the Steering Committee.

This committee's meeting schedule will be determined after its first meeting.

MEDICAL PROTOCOLS & EQUIPMENT:

Scope: This Committee will address medical protocols practiced in the field. The Committee may be tasked to work with the Medical Director and/or the Emergency Medical Services Advisory Committee or representatives thereof.

Strategic Initiatives:

• The initiatives and projects addressed by the Communications Committee will be determined by the Steering Committee.

This committee's meeting schedule will be determined after its first meeting.

Liberty – Labor Management Steering Committee and Standing Committees

LABOR MANAGEMENT PARTNERSHIP STEERING COMMITTEE: The Labor Management Steering Committee is a bilateral committee comprised of equal numbers from Labor and Management. Currently, Local 42 has three (3) members and two (2) alternates appointed to the Steering Committee. The Steering Committee meeting is scheduled for the third Wednesday of each month at 9:00 a.m. at Fire Headquarters. Currently the Standing Committees don't have a schedule and are working on items as they are directed by the Steering Committee.

STANDING COMMITTEES -

TRAINING & SAFETY COMMITTEE:

- The Training & Safety Committee is comprised of an equal number of members from Labor and Management.
- Currently, the committee has four (4) members and one (1) alternate appointed from Local 42.

OPERATIONS & POLICIES COMMITTEE:

- The Operations & Policies Committee is comprised of an equal number of members from Labor and Management.
- Currently, the committee has four (4) members and one (1) alternate appointed from Local 42.

EMS COMMITTEE:

- The EMS Committee is comprised of an equal number of members from Labor and Management.
- Currently, the committee has four (4) members and one (1) alternate appointed from Local 42.

CUSTOMER SERVICE COMMITTEE:

- The Customer Service Committee is comprised of an equal number of members from Labor and Management.
- Currently, the committee has four (4) members and one (1) alternate appointed from Local 42.

South Platte – Labor Management Steering Committee and Standing Sub-Committees

LABOR MANAGEMENT PARTNERSHIP STEERING COMMITTEE: The Partnership Steering Committee is a bilateral committee comprised of an equal number of members from Labor and Management. Currently there are three (3) members and two (2) alternates from Local 42 and three (3) members and two (2) alternates from Fire Management.

STANDING COMMITTEES & TASK FORCES -

WELLNESS/SAFETY COMMITTEE:

- The SC/TF is comprised of an equal number of members from Labor and Management.
- Currently there are two (2) members appointed by Local 42 and two (2) members appointed from Fire Management.

SOG COMMITTEE:

- The SOG is comprised of an equal number of members from Labor and Management.
- Currently there are two (2) members appointed by Local 42 and two (2) members appointed from Fire Management.

RECOGNITION & EVENTS COMMITTEE:

- The Recognition & Events Committee is comprised of an equal number of members from Labor and Management.
- Currently there are two (2) members appointed by Local 42; two (2) members appointed from Fire Management; and two (2) non-affiliated members.

Other Bargaining Unit Labor Management Committees: A number of other bargaining units have Labor Management Committees specified in the collective bargaining agreement or by policy.

- Typically these committees provide for equal representation from Management and Labor.
- These other committees may not be a structured or formal as those described above.
- These committees may not have a regular meeting schedule and meet on an ad hoc basis.

In the event your Bargaining Unit is not referenced above, please contact your Bargaining Unit's Business Agent(s) and Board Member(s) for specific information regarding the labor management committees.

COMMITTEE INTEREST INFORMATION & FORM

Any member in good standing is eligible to serve on any of the Local 42 Union Committees, unless otherwise provided in the Committee's description. To be eligible to serve on one of the Labor Management Committees, a member must be a member in good standing from the specified Bargaining Unit, or one of the Business Agents assigned to that Bargaining Unit, and must have previously completed the FMCS Labor Management Training or make a commitment to complete the FMCS Labor Management Training at the next available opportunity. All Committee descriptions available on Local 42's website <u>— www.iaff42.org.</u>

If you are interested in serving on a Committee, please complete the form provided below and return to Pam Solomon by Friday, November 14th. You may return the form by regular mail (IAFF Local 42, % Pam Solomon, 6320 Manchester Avenue, Suite 42A, Kansas City, MO 64133); fax (816.358.8383); e-mail (psolomon@iaff42.org); or in person at Local 42's office.

	Name:Address:		
3.	Mobile Phone:	E-Mail:	
4.	Bargaining Unit:	_	
	Job Classification/Rank:		
6.	Seniority/Tenure:Completed FMCS Training (circle one):		
	If not, are you willing to complete the ne	ext available training? Yes No	
8.	Previous Committee Experience (list all	I committees):	
			_
			-
			_
9.	Please list in order of your preference t serve:	he Committee(s) on which you would like to	
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	2. 3.	6	
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10	other committee, except for the follo	nmittees, I would be willing to serve on any owing:	
Sig	gnature	Date	