



VCPFA BOARD OF DIRECTORS' POLICY

No. 904

CHARTER, LABOR RELATIONS COMMITTEE

MISSION

The VCPFA Labor Relations Committee shall exist to maintain an auxiliary of trained and qualified Directors that may assist the Vice President, Labor Relations in proceedings related to member discipline and grievance.

COMPOSITION AND ORGANIZATION

The Labor Relations Committee shall be comprised of at least three members appointed by the VCPFA President. In accordance with the VCPFA Bylaws the President and Vice President, Labor Relations shall each co-chair the committee. The President should appoint a sufficient number of committee members to successfully accomplish the mission set forth in this charter. Such appointed committee members shall be recognized as "Discipline Representatives" and shall have responsibilities as outlined below.

Committee members shall be allowed to serve on the committee until such time that they voluntarily withdraw their name or when, for good cause, the President revokes an individual appointment to the committee.

A quorum shall exist when a majority of committee members are present at duly announced meeting.

AUTHORITY AND RESPONSIBILITY

This committee is established as a standing committee through Board action in accordance with Article 5 Section 4 of the VCPFA By-Laws and thus is subordinate to the VCPFA Board of Directors.

The responsibilities of the Labor Relations Committee shall be as follows:

- Establish an auxiliary of "Discipline Representatives" who have the requisite training and experience to represent members in discipline and grievance proceedings.
- Maintain a thorough understanding the Firefighter Bill of Rights, the VCPFA Constitution & Bylaws, the current Memorandum of Agreement between the VCPFA and the County of Ventura, the County of Ventura Rules and

Regulations, the VCFD Administrative Policy Manual and other legal or administrative documents that are relevant to discipline representation.

- Represent VCPFA members in discipline and/or grievance proceedings.
- Report to the Vice President, Labor Relations the status of all discipline proceedings.
- Execute timely communications and discipline process updates with the affected member and the Vice President, Labor Relations.
- Maintain and safeguard the security and confidentiality of all records, documents and files related to discipline and grievance proceedings.

MEETINGS

The Labor Relations Committee shall meet as often as reasonably necessary to accomplish the mission and fulfill the responsibilities herein. Given the nature of the 56-hour shift work schedule of most VCPFA members the Co-Chairs of the Labor Relations Committee may elect to hold committee meetings via teleconference, webinar or other practical means which affords at least quorum of committee members the opportunity to convene at a pre-arranged date and time.

As necessary, the committee will meet in a joint session with other committees regarding items of concern to both committees.

COMMITTEE DOCUMENTATION

The committee shall produce documents related to the conduct of its official business including but not limited to the following:

- Notes, recordings and other documents related to the investigation of individual VCPFA Members.
- Notes, recordings and other documents related to such formal grievances as brought forth by VCPFA Members.
- Committee meeting minutes
- Amendments to this charter