

CHARTER OF THE CAFA HUMAN RESOURCES COMMITTEE

1. Purpose

The Human Resources Committee is responsible for performing the duties delegated to it by the Chelsea Area Fire Authority Board, to enable the Board to fulfill its responsibilities, in relation to:

- a) Oversee the overall health of the Human Relations environment in the CAFA workplace. The committee will identify any HR concerns, report findings, and make recommendations to the CAFA Board.

2. Roles and Responsibilities

The Human Resources Committee shall monitor, review, and recommend, as appropriate in fulfilling its purpose, including:

- a) The committee has the authority to identify any HR matters of concern in the CAFA workplace, report its findings, and make recommendations to the CAFA Board.

3. Composition of Committee

The Human Resources Committee shall consist of the following:

- a) Three (3) current CAFA Board members or alternate(s)
- b) The Fire Chief or their designee
- c) The Local Union President or their designee

4. Appointment of Committee Members

Members of the Human Resources Committee shall be appointed by the Board from time to time on an as needed basis.

5. Officer Appointments

The HR Committee shall appoint a Chair for the Human Resources Committee who shall:

- a) review and approve the agenda for each meeting of the Human Resources Committee and as appropriate, consult with other Human Resources Committee members;
- b) preside over meetings of the Human Resources Committee;
- c) ensure, to the extent possible, the Committee has sufficient information to permit it to properly discharge its duties and responsibilities; and
- d) report to the Board on the activities, findings and any recommendations of the Human Resources Committee.
- e) Vice-Chair

If the Chair of the Human Resources Committee is not present at any meeting of the Human Resources Committee, the Vice Chair will preside at the meeting. The vice-chair will be responsible for the recording and maintaining of the minutes.

6. Secretary of Committee

A secretary will be appointed on an as needed basis.

7. Meetings

The committee will establish its own meeting schedule or meet as directed by the CAFA Board.

8. Procedure, Records and Reporting

The Human Resources Committee shall fix its own procedure at meetings, keep records of its proceedings and report to the Board when the Human Resources Committee may deem appropriate but not later than the next regularly scheduled meeting of the Board.

9. Outside Experts and Advisors

The Human Resources Committee is authorized, when deemed necessary or desirable, to utilize outside experts and other advisors to advise the Human Resources

Committee as approved by the CAFA Board.

10. Review of Charter and Evaluation of Committee

The Human Resources Committee shall evaluate, on an annual basis, its performance and review its Charter and shall, as it deems appropriate, recommend any changes to the Board for approval.

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