

CASTLE PINES HOMES ASSOCIATION EMERGENCY SERVICES COMMITTEE

COMMITTEE GUIDELINES AND RULES

Adopted by the Board of Directors of Castle Pines Village February 21, 2001

1. APPOINTMENT AND STATUS

The Emergency Services Committee is a standing committee of Association Members appointed by and responsible to the Castle Pines Homes Association Board of Directors.

2. RESPONSIBILITIES

The committee shall be responsible for those matters set forth herein, and such other matters as may be assigned from time to time by the Board of Directors. The responsibility of the Emergency Services Committee is to assist the Homes Association Board of Directors ("Board"), the Association Manager, and the Director of Emergency Services, on a *strategic* level, by helping to create a long-range "vision" for the public safety and emergency services function in Castle Pine Village and, on a *tactical* level, by providing oversight and feedback on Emergency Services Department ("Department") operations and budget performance. To fulfill its charter, the Committee, together with the Association Manager and the Director of Emergency Services, will research emergency services and other public safety issues assigned by the Homes Association Board and will develop potential solutions, determine implementation plans, schedules and budgets, and make recommendations for issue resolution.

3. TERM; MEMBERSHIP

Committee members shall serve staggered terms of three years each, commencing and ending on a calendar year basis. Member criteria is; members should have lived in Castle Pines Village for at least one year, members should represent various areas of the Village and members should represent the emergency and security interests of all the Village residents and provide for the secure environment that each resident expected, upon the purchase of his/her home. New Committee members shall be appointed by the Homes Association Board based upon the recommendations of existing Committee members.

4. OFFICERS; DUTIES

Annually, at the last Committee meeting of each year, the Committee shall elect a Chairperson and a Secretary for the following year. The Chairperson (or his or her designee) *shall attend and participate in* all regular meetings of the Association Board of Directors. Before serving as Chairperson, a Committee member should serve on the Committee for at least one year. The Secretary shall keep minutes of the Committee's meetings and communicate said minutes to the Homes Association Board through the Homes Association Manager and to others, including without limitation, the Castle Pines Metropolitan District and other Association standing committees, as the Chairman shall designate from time to time.

5. COMMITTEE MEETINGS

The Committee shall meet as often as it deems necessary but not less frequently than quarterly. The Homes Association Manager and Emergency Services Director shall attend all meetings. All meetings of the Committee shall be open to Association members, except matters permitted by Colorado law to be conducted in executive session, which include the following:

- A. Matters pertaining to employees of the association or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the association;

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- B. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;
- C. Investigative proceedings concerning possible or actual criminal misconduct;
- D. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.
- E. Any matter the disclosure of which would constitute an unwanted invasion of individual privacy.

Prior to the time the members of the Committee convene in executive session, the chairman shall announce the general matter of discussion as enumerated in paragraphs A to E above. No rule or regulation of the Committee shall be adopted during an executive session. A rule or regulation may be validly adopted only during a regular or special meeting or after the Committee goes back into regular session following an executive session. The minutes of all meetings at which an executive session was held shall indicate that an executive session was held and the general subject matter of all executive session.

6. SPECIFIC TASKS AND RESPONSIBILITIES

With the Homes Association Manager and the Director of Emergency Services, the Committee shall:

- Develop, for the Committee itself, an annual performance plan and year end assessment;
- Participate in the preparation of and recommend to the Association Board for approval and adoption a Department performance plan;
- Participate in the preparation of and recommend to the Association Board for approval and adoption a Department budget based upon the performance plan;
- Review periodic Department reports, comparing actual performance with plan and budget, identifying areas for improvement, suggesting proposed resolutions, recommending corrective action as appropriate, and making reports and recommendations to the Board;
- In cooperation with the Director of Emergency Services, communicate on an on-going basis with other standing committees of the Association, the Castle Pines Metro District, the Golf Club and the Country Club of Castle Pines, and others to assure that the public safety and emergency services impact of those entities' plans and activities are adequately addressed by the Department;
- Participate in the quarterly performance review of the Director of Emergency Services;
- Assist the Director of Emergency Services with recruiting, hiring, promotional, and exit interviews;
- Review Department hiring and turnover data, compensation and benefit programs and recommend changes if appropriate;
- Conduct a year-end Department performance plan and budget review and report findings in an annual report to the Board.