

## **Genesee Fire & Safety Committee Charter**

**1. Committee Name:** Genesee Fire & Safety Committee (GFSC)

**2. Committee Type:** Standing Committee

**3. Purpose of Committee:**

- The purpose of the Committee is to provide a range of programs designed to educate and to protect the lives and property of all Genesee residents from adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by either man or nature.
- It is expected that an educated and engaged community will share the responsibility for its safety and will develop better working relationships with the District's emergency responders.

**4. Responsibilities:**

- The GFSC will focus on strategies to encourage residents and the Foundation to prepare homes, open spaces, and infrastructure to protect or facilitate the response of the community from risks associated with disasters both natural and manmade.
- The GFSC will develop resident engagement initiatives through education and facilitation that encourage fire mitigation and certified defensible space plans on Genesee residents' properties.
- The GFSC will identify opportunities to influence fire mitigation on properties adjacent to Genesee.
- The GFSC will assist the Board and the Community Manager in improving, establishing and enforcing community security and safety standards.

**5. Committee Members:**

- Membership is voluntary and open to all residents of the Genesee Foundation in good standing.
- Members will be appointed by the Board following submission of a roster of members and shall serve for a period of one year.

**6. Committee Officers:** The Committee will confirm a Chairperson and a secretary will be appointed to record minutes.

**7. Committee Authority:** The GFSC is an advisory body to the Genesee Foundation Board of Directors. Unless specifically authorized by the Board, the Committee does not have authority to speak for the Board or for the Genesee community at large.

**8. Organization of committee:**

- The GFSC will operate in accordance with the Procurement Policy.
- Budgets will be negotiated and approved during the annual Foundation budget process.
- The Committee may make use of working groups and shall follow the Operating Guidelines approved by the Board on May 11, 2011.

**9. Committee Process for Determining Recommendations:**

- Where a formal vote is required, it shall be a majority vote of a quorum of the Committee.
- Where no formal vote is required, a sense of Committee views will be taken.

**10. Committee Communications:**

- Agendas are to be received for posting by the office 3 – 5 business days in advance of the meeting to [committees@geneseefoundation.org](mailto:committees@geneseefoundation.org)
- Final meeting minutes must be sent to [committees@geneseefoundation.org](mailto:committees@geneseefoundation.org) within 5 days of the approval of those minutes.
- Working groups need not publish meeting notices or keep minutes and will report activities back to the main committee during committee meetings.

**Committee Approval:**

- a) Approved By: Board of Directors**
- b) Supersedes: December 15, 2016**
- c) Approval Date: January 24, 2018**
- d) Review Date: 2021**