

**CASTLE PINES HOMES ASSOCIATION
Emergency Services Committee
Charter**

Adopted by Castle Pines Homes Association Board of Directors
June 14, 2018

1. STATUS:

The Emergency Services Committee (“*Committee*”) is a standing committee of the Board of Directors (“*Board*”) of the Castle Pines Homes Association, Inc. (“*Association*”).

2. RESPONSIBILITIES:

The Committee reports to the Board and is responsible for providing oversight and community input to the Board, the General Manager, and the Director of Emergency Services (“*Director*”) concerning levels of service, local public safety issues, and funding matters associated with the Emergency Services Division. The Committee also assists with formulation of annual operating and capital budgets for the Division, as well as strategic planning and identifying goals and objectives as related to staffing, facilities, equipment, training and community needs. The Committee investigates issues concerning misconduct by Emergency Services Officers in accordance with the Division’s disciplinary procedures. The Committee may evaluate and recommend a course of action on other issues that may arise or be assigned to the Committee by the Board, the General Manager, or the Director.

3. MEMBERSHIP:

Committee members must be residents of Castle Pines Village and will be appointed by the Board upon recommendation of the Committee Chairperson. The Committee will consist of not less than three nor more than seven members, unless otherwise approved by the Board. Committee members will serve staggered terms of three years each, commencing and ending at the March regular meeting of the Committee. Committee members may be appointed to serve multiple terms.

4. CHAIRPERSON:

At each March regular meeting of the Committee, the Committee will elect a Chairperson, subject to confirmation by the Board. Before serving as Chairperson, a Committee member should have served on the Committee for at least one year. A Chairperson may serve multiple terms. The Chairperson will coordinate with the Director to provide an agenda for each meeting. The Chairperson will be responsible to chair each meeting and will arrange for a Committee member to chair the meeting in his or her absence.

5. COMMITTEE MEETINGS:

The Committee will hold regular meetings at the Association offices and the Chairperson may also call special meetings as needed. Members may attend in person or via teleconference. A quorum consisting of a majority of Committee members is required for any action taken by the Committee, and a majority vote of those members present is required for the Committee to take action. When possible, the Director will also attend Committee meetings. The Director (or in his or her absence, a Committee member) will take minutes of each Committee meeting, subject to approval by the Committee at its next regular meeting.