

BCLOA Committee Charter CH 2012-#12-4

Bear Creek Land Owners Association

Board of Directors

The following Safety & Fire Protection Committee Charter was established pursuant to BCLOA Policy/Procedure 2012-#12-2, Committees of the Board and adopted by the Board at a meeting of the Board on August 30, 2012. BCLOA Committee Charter CH 2012-#12-2, February 12, 2012, Security & Fire Protection Committee Charter, is rescinded. The Safety & Fire Protection Committee is a Standing Committee and, therefore, shall follow the guidelines and procedures as set forth in BCLOA Policy/Procedure 2012-#12-2, Committees of the Board.

Safety & Fire Protection Committee Charter

PURPOSE

The purpose of this "Safety & Fire Protection Committee Charter" is to ensure to the extent possible the safety and well being of the owners, their guests, their property and homes while residing or visiting in Bear Creek; and to assist the Board of Directors in fulfilling its oversight responsibilities for:

- (1) Assessment of Bear Creek Safety,**
- (2) Assessment of the Ability of Outside Emergency Responders to Bear Creek,**
- (3) Assessment of the Status of Fire Prevention within Bear Creek,**
- (4) Interface with Sheep Creek and other nearby communities regarding Safety,**
- (5) Development and communication of a risk based emergency response plan and procedures where applicable for different emergency situations,**
- (6) Education of Association Owners regarding what they should expect from responders and what they should be responsible for,**
- (7) Interface with the Water Committee regarding firefighting capacity assessments and needed improvements, and**
- (8) Interface with the Architectural Committee regarding fire risks.**

AUTHORITY

The committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to perform the following functions, which are numbered according to the purposes listed above:

(1) Assessment of Bear Creek Safety

- On an ongoing basis, in concert with input from association homeowners and landowners and others, identify issues and their potential impact to the Board for their consideration and action, if any.
- Review all significant member suggestions for improved safety.
- Make corrections which are within the authority of the committee and make recommendations to the Board on issues which are not within the committee authority.

(2) Assessment of the Ability of Outside Emergency Responders to Bear Creek

- Coordinate with local and state emergency responder agencies to understand their roles, responsibilities, and capabilities to respond to Bear Creek emergencies.
- Periodically meet with representatives of local government police, fire fighting, rescue and other agencies and organizations to determine any present or forthcoming issues that may impact the Association.
- Interface with both full and part time residents to ensure all members are knowledgeable on the methods and procedures to seek emergency help.

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- Identify improvements that could assist responding agencies to rapidly respond, have quick access and locate emergencies occurring within Bear Creek.
- Make corrections which are within the authority of the committee and make recommendations to the Board on issues which are not within the committee authority.
- Identify volunteer opportunities for members to serve in the local community, e.g., volunteer fire department.

(3) Assessment of the Status of Fire Conditions and Prevention within Bear Creek

- Monitor fire conditions in Bear Creek, the Canyon, the surrounding forest and area National Forests and make recommendations to the Board on open burning and preventative measures to be implemented from time to time.
- Report observed fire hazards, both on association commons and owner lots, and take appropriate action.
- Coordinate with State Forestry staff to identify high risk areas and promote mitigation measures.

(4) Interface with Sheep Creek and other nearby communities,

- Identify appropriate representatives from and meet with Sheep Creek, Conejos Ranch, Rocky Mountain Estates and other nearby communities' members to understand their response plans and seek to develop appropriate cooperative measures.

(5) Development and communication of a risk based emergency response plan and procedures where applicable for different emergency situations,

- Develop a documented emergency response plan and procedures where applicable, for different categories of community emergency categories (fire, medical, etc.) which can be used by the Board, community committees, and members to understand community risks, capabilities of responders, community capabilities, and community and Bear Creek Land Owners Association member responsibilities.
- The plan should include the community interfaces, risks to be addressed, goals for preparedness and response, assessment of capabilities, and resources needed from the community and outside.
- The plan should be reviewed for comment by the Board, responders, and Bear Creek Land Owners Association members.
- The plan will be owned by the Safety and Fire Protection Committee and periodically reviewed, updated, and communicated.

(6) Education of Association Owners regarding what they should expect from responders and what they should be responsible for,

- Develop, distribute and present educational materials to members regarding the appropriate portions of the emergency response plan
- Coordinate with appropriate responders to plan community wide drills to practice critical aspects of the plan, e.g. notification, evacuation drills
 - Provide the primary BCLA point of contact for the community and responders to support awareness, notification and execution of drills
 - Collect lessons learned from exercises and drills and support responders improvement efforts
- Provide suggested informational articles and announcements to the Newspaper Editor and Website Manager for inclusion in the Bear Creek Gazette or the Bear Creek Website to include, but not limited to:
 - Safety news and updates
 - Status of fire conditions and related owner responsibilities
 - Suggestions for individual home security and fire prevention
 - Procedures in emergencies, i.e., emergency phone numbers, etc.
- Assist Board in arranging for speakers for annual meetings, e.g., Sheriff, Game Warden, and Forest Service.

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(7) Interface with the Water Committee regarding firefighting capacity assessments and needed improvements

- Document the existing capacities of the current water system as they relate to potential fire fighting capability
- Make recommendations to the Water Committee and the Board as to capital and operating improvements which will enhance Bear Creek safety

(8) Interface with the Architectural Committee regarding fire risks

- Understand the portions of the Architectural Standards which pertain to safety and fire protection
- Be a resource to the Architectural Committee to review any plans which impact community safety and fire protection
- Coordinate with the Architectural Committee on mitigation efforts which include removing deadfall and live trees.
- Assist the Architectural Committee in updating the architectural standards to include any fire protection and safety requirements.

COMPOSITION

The committee will consist of a minimum of three members as stipulated in Policy/Procedure 2012-#12-2.

MEETINGS

As stipulated in Policy/Procedure 2012-#12-2 the Committee Chairperson, Vice Chairperson, or another committee member designated by the Chairperson, shall attend all regular Board meetings, shall provide a written report on committee activity at such meeting and shall request any Board guidance to allow the committee to perform its assigned tasks.

RESPONSIBILITIES

The committee shall have the responsibility to carry out the tasks as enumerated in Authority 1-8 above.

SECRETARY'S CERTIFICATION: The undersigned, Secretary of Bear Creek Land Owners Association, a Colorado non-profit organization, certifies that the foregoing Safety and Fire Protection Charter was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board on August 30, 2012. In witness thereof, the undersigned has subscribed his/her name.

Bear Creek Landowners Association

Original Signed

Karen Peterson, Secretary