

Fire Mitigation Committee Mission Statement/Charter

The purpose of this committee is to identify, manage, and work to resolve all issues related to Fire Mitigation throughout and around the Forest Meadows sub-division. This includes all property within and surrounding (all private and common) areas throughout the sub-division. Work will also include the VIP program in support of our local and state fire department resources.

The Committee will include (at a minimum):

- Committee Lead
- Board Liaison
- General Manager or designate
- Secretary

Committee members are volunteers representing diverse community interests and are appointed by the board as needed. The committee serves at the direction of the FMOA Board of Directors and the General Manager.

The Fire Mitigation Committee will be responsible for the following:

- Identify needs specific to properties located and owned by FMOA or FMOA residents.
 - Lots and Common areas will be clearly identified and managed using the topographical (Lot) map located in the office.
- Identify needs to property not owned by FMOA or its residents that have direct safety impacts to FMOA and resident property.
 - Create zones that encompass a 360-degree parameter around FMOA so that each can be clearly identified.
 - Utilize any and all local and state resources to achieve results.
 - Utilize all available grant resources to achieve desired results.
- Based on identified needs, develop a plan to address and/or resolve every issue listed.
 - Each issue must have the following questions addressed:
 - What is the problem or opportunity?
 - Who is responsible for the issue and/or who owns the property?
 - When will the issue be addressed and/or resolved?
 - Where is the property located?
 - Why did this become an issue?
 - Have we identified and corrected the root cause so we can prevent having to work the issue again (if possible)?
 - If the issue is a reoccurring problem, what needs to be put into place to properly manage the situation?
 - The plan may need resources...
 - Identify budgetary and/or manpower resources needed to fix the problem.
 - Work with the General Manager for resource needs first. Submit requests for support to the board via the General Manager only as needed.

- Work with the General Manager to ensure FMOA staff is aware and are working on items FMOA can control.
 - If our office staff resources are unable to do the work for whatever reason, escalation to the GM should occur before raising the issue to the Board for resolution.
- Meeting minutes will be taken and submitted to the General Manager within 2 weeks of any meeting.
 - Meeting minutes will be posted to the homeowner's section of our website by the FMOA office staff.
 - Minutes shall be shared with all committee members as soon as they become available.
- Meeting notices will be sent out via email, posted at all common areas, and shall be posted to the homeowner's section of our website. Meetings will be open to property owners only.
 - Meetings shall be held (at a minimum) once per month.
 - Committee members will set the day and time of each meeting as it needs to work for the members first.

Updated: December 18, 2020