



# KEN-CARYL RANCH MASTER ASSOCIATION

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## Firewise Committee – Job Description

The role in enhancing the safety and resilience of Ken-Caryl Ranch against the threat of wildfires. Committee members collaborate to implement Firewise principles and practices, educate residents about wildfire safety, and contribute to the overall preparedness of Ken-Caryl Ranch.

### RESPONSIBILITIES:

1. **Collaboration and Communication:**
  - Work collaboratively with fellow committee members, local authorities, and relevant stakeholders to develop and implement wildfire prevention strategies.
  - Communicate regularly with residents to raise awareness about wildfire safety measures and the importance of Firewise principles.
2. **Education and Outreach:**
  - Organize and participate in educational events to inform residents about wildfire risks and prevention methods.
  - Distribute informational materials and resources on property mitigation, evacuation plans, and emergency preparedness.
3. **Property Assessments:**
  - Support Wildfire Mitigation Specialist in scheduling and conducting property assessments to identify potential wildfire hazards and provide recommendations for mitigation.
  - Provide residents educational support in creating defensible space around their homes through proper vegetation management.
4. **Emergency Preparedness:**
  - Collaborate with emergency services to develop and review evacuation plans for the community.
  - Organize drills and training sessions in cooperation with Fire & Sheriff authorities to ensure residents are well-prepared in the event of a wildfire.
5. **Community Engagement:**
  - Foster a sense of community responsibility by encouraging active participation in Firewise activities.
  - Organize community events, workshops, or meetings to address residents' concerns and suggestions related to wildfire safety.
6. **Firewise Certification:**
  - Work with Wildfire Mitigation Specialist to ensure that projects, man-hours, and expenses are tracked as it relates to wildfire mitigation efforts.
  - Ensures that Firewise Community certification is submitted and posted in a timely manner annually, or as required.

### QUALIFICATIONS:

- Passion for community safety.

- Excellent communication and interpersonal skills.
- Knowledge or willingness to learn about Firewise principles and practices.
- Ability to work collaboratively in a team and engage with diverse community members.

## **ORGANIZATION:**

The committee shall be comprised of no more than seven (7) members of the Association to be appointed annually by the Master Association Board as outlined in the Committee Appointment and Operating Procedure. Members may serve multiple terms. One Master Association Board member shall serve as non-voting liaisons to the committee. In addition, all meetings will be held in an open session and members of the Association will be encouraged to attend and participate.

The Board of Directors shall strongly consider and strive to appoint committee members to represent a cross section of the entire community, including – but not limited to – fire mitigation, emergency preparedness, forestry, public relations, and community education.

## **OPERATIONS:**

The members of the Committee shall determine the meeting schedule and appoint a Chairperson, Vice-Chair and Secretary. It is envisioned that regular meetings will be held bi-monthly or quarterly. In addition to meetings, members may be involved in periodic events, activities, and collaborations with the Master Association, Metropolitan District and other Committees and/or Task Forces.

The Committee will follow the Committee Appointment and Operating Procedure.

The Firewise Committee consults and collaborates with staff to make recommendations to the Master Association Board of Directors as requested.

Meetings shall follow the guidelines of the Conduct of Meetings Policy.

## **MEMBERSHIP REQUIREMENTS:**

Must be a member, in good standing, of the Ken-Caryl Ranch Master Association. Members are expected to attend meetings, stay informed and knowledgeable of Firewise issues in order to effectively discuss agenda items. In order to be considered for reappointment to the committee members must attend at least 80% of scheduled meetings during their term and are strongly encouraged to attend in person.

## **CODE OF ETHICS:**

Members of the Firewise Committee shall not use their membership for private or personal gain and shall act impartially and not give preferential treatment to any private organization or individual. Members shall consider decisions in a manner that will reflect the best interests of the entire community in terms of decisions and advise the MA Board of Directors as requested.

