Memo

To: David Twiggs, COO/General Manager
From: Linda Mayhood, Asst. General Manager
Date: May 20, 2015
Re: Motion – Approve Proposed Revision to Public Safety Committee Charter

The Public Safety Committee Charter was approved at the March 19, 2014 regular Board meeting.

Per the charter, the purpose of the Public Safety Committee is to advise POA staff within the policies and guidelines of the POA in regards to matters of public safety, security issues, disaster preparedness, crime prevention awareness and community relations issues within Hot Springs Village. The current charter calls for a five member committee.

The Public Safety Committee has reviewed its charter and recommends revising the charter to increase the number of members from five to six. The additional member will give the Public Safety Committee the manpower they will need to take over traffic accident analysis from the Public Works Committee.

This was discussed at the May 6, 2015 work session.

Motion

I move to approved the revision to the Public Safety Committee Charter as presented.
CHARTER
PUBLIC SAFETY COMMITTEE
HOT SPRINGS VILLAGE PROPERTY OWNERS ASSOCIATION

1. AUTHORITY


2. PURPOSE

To advise POA staff within the policies and guidelines of the POA in regards to matters of public safety, including police, fire and emergency services.

3. ORGANIZATION AND APPOINTMENT

A. The committee shall consist of five members of the Property Owners' Association who shall be appointed by the Board of Directors. No member may be employed by the POA or be a former employee of the HSV Police Department.

B. Committee members shall be appointed prior to the regular April Board meeting for staggered three-year terms. Appointments made to fill a vacancy shall serve the balance of the term vacated.

C. A chairperson shall be elected by a majority of the committee members for a term of office not to exceed one year and shall not succeed himself/herself unless requested by the committee and authorized by the Board of Directors. He/she shall preside over all meetings, announce the order of business, state and put to vote all motions brought before the committee and appoint sub-committees as required to conduct the committee's business.

D. A vice-chairperson shall be elected by the committee. The vice-chairperson shall perform the duties of the chairperson in his/her absence.

E. A staff appointed secretary shall be designated to record minutes of all meetings.

4. DUTIES AND RESPONSIBILITIES

A. To act as an advisory group to HSV Police Department, Fire Department and emergency service providers as requested including, but not limited to:
   i. Public Safety awareness
   ii. Security issues
   iii. Disaster preparedness issues
   iv. Crime prevention awareness
   v. Community relations issues
   vi. Emergency Management
   vii. Lake Safety
   viii. Fire Wise Programs
   ix. Fire Safety/Prevention issues
   x. and any other items related to public safety

5. LIMITATIONS

A. The committee shall not issue orders to any POA employee, nor will any member have the authority to discipline employees.

B. The committee is not authorized to commit funds of the POA.
C. No committee member shall engage in any activity that would constitute a conflict of interest with the duties and responsibilities of the committee.

D. Committee members are prohibited from accepting any form of gratuity, any form of remuneration from suppliers, contractors, realtors, property owners, or any other person doing business, attempting to do business, or in conflict with or in competition with the POA.

6. **MEETINGS**

The committee shall meet at least quarterly at a scheduled time and place. Additional meetings may be held if required or desired by the committee.

7. **REPORTS**

A. Minutes of meetings shall be submitted to the office of the General Manager for distribution and filing no later than Thursday immediately prior to the regularly scheduled Board meeting.

B. Annual report of committee activity to be completed in accordance with Article XII, Section 4.K, of the By-Laws.

Adopted 3-19-14 BOD