

SUN CITY TEXAS FIREWISE GROUP OPERATING PROCEDURES

ARTICLE I NAME

The name of this organization shall be Sun City Texas Firewise Group.

ARTICLE II MISSION

The goal of the Firewise Group is to maintain Sun City Texas as a Recognized Firewise Community through education and activities. This mission shall be accomplished in conjunction with the Sun City Texas Community Association (CA), City of Georgetown Fire Department, Williamson County agencies, Texas A&M Forest Service, Firewise USA, and the active participation of Sun City residents.

FIREWISE shall be operated in accordance with applicable statutes and by the authority of the Sun City Texas Community Association documents. The Emergency Management Committee (EMC) has the responsibility and authority to oversee the Firewise Group.

ARTICLE III MEMBERSHIP

Section 1 Definition

Membership shall consist of Sun City resident Firewise Group volunteers. Liaison members will include an EMC liaison, NRO liaison, and a CA Staff member and others as needed.

Section 2 Volunteers

All volunteers shall be Sun City Texas residents. All volunteers shall attend an orientation with a current member of the Firewise Group or organized training. The orientation is designed to explain the responsibilities and requirements of the Sun City Texas Firewise Group.

ARTICLE IV MEETINGS

Section 1 Notification of Meetings

Notification of meetings to the Membership shall be given 3 days prior to the meeting. Such notice shall state the time, date, place, and agenda.

Section 2 Firewise Group Meetings

Firewise Group shall meet up to 11 times each year with supplemental meetings, as needed. A simple majority vote of the members present shall be required for passing any motion.

ARTICLE V ORGANIZATION

Section 1 Sub-Committee of the Emergency Management Committee

Firewise Group will report to the EMC. The EMC will have a liaison to the Firewise Group to provide interface between the organizations.

The Firewise Group Leadership shall be comprised of a Chair, a Vice Chair, a Recorder plus the Work Group Coordinators. Elected officers shall serve a one year term and shall be elected from members of the Firewise Group by a majority of the members in attendance at the December meeting. New officer's terms will begin in January.

Section 3 Resignation of a Member or Officer

An Officer may resign with notice delivered to an Officer of the Firewise Group or an Officer of the EMC. If an officer resigns, the remaining members of that Board shall hold a special election at the next scheduled meeting.

Section 4 Responsibility of Work Groups

The Firewise Group will utilize four work groups. They are Home Ignition Zone Evaluations Work Group, Education/Training Work Group including the Neighborhood Firewise Partners, Renewal Work Group, and Firewise Volunteer Clearing Work Group. The Work Groups will report their progress at the Firewise Group meetings. The responsibilities of each are in Exhibit A.


ARTICLE VI CHANGES TO OPERATING PROCEDURES

Section 1 Changes to the Operating Procedures

All changes to the Firewise Group Operating Procedures shall be approved by the EMC.

Approved

The Emergency Management Committee:

 Ben E. Ruppel EMC CHAIR

Date 9/13/2024

Exhibit A Responsibilities of the Work Groups

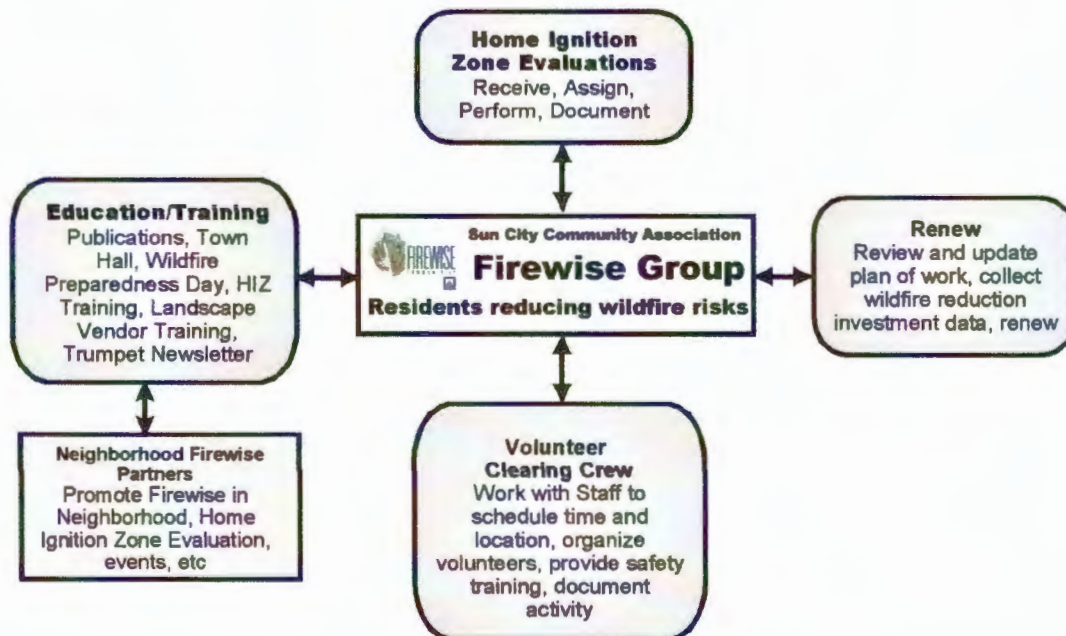
The responsibilities of the Work Groups are: *Home Ignition Zone Evaluations Work Group* promotes the Home Ignition Zone Evaluation program, receive requests, document and assign requests, and document the requests are performed.

Education/Training Work Group is responsible for developing and distributing publications, organizing and holding a Town Hall and a Community Wildfire Preparedness Day. It develops and conducts Home Ignition Zone Evaluator Training and Landscape Vendor Training sessions as needed. It publishes the Firewise Trumpet Newsletter.

- *Neighborhood Firewise Partners* is a neighborhood based outreach program through the NRO in the neighborhoods.

Firewise Volunteer Clearing Work Group works with CA Staff to assist in maintaining the Maintenance Level 3 fuel break areas by scheduling time and location of work sites, organizing volunteers, and provide safety training.

Renewal Work Group is responsible for reviewing and updating the Community Wildfire Protection Plan, the annual plan of work, collecting wildfire reduction investment data (volunteer hours and other data) from the Work Groups, and files the required data to renew the Firewise Group status of Sun City Texas.



The organization chart for the Firewise Group.