

Advisory Board Meeting Minutes
Nevada Network of Fire Adapted Communities
Wednesday, June 27, 2017 9:00 a.m. – 4:00 p.m.
The Brick House, Bartley Ranch Regional Park
Reno, NV

Board Members in Attendance:

Sara Anderson, Nevada Landscape Association (~~Landscape Industry~~)
Mike Brown, Nevada State Fire Chief's Association (~~State Organization~~)
Liz Claggett, Community Representative from ~~Mt. Charleston~~ (~~Southern Region~~)
Ann Grant, ~~Community representative from Skyland~~ (~~Lake Tahoe Region~~) Lake Tahoe Network of Fire

Adapted Communities

Vanessa Marquez, Bureau of Land Management (~~Federal Agency~~)
Pat Murphy, Community representative from ~~Minden~~ (~~Western Region~~)
Dagney Stapelton, Nevada Association of Counties (~~State Organization~~)
Dawn Swinney, U.S. Forest Service (~~Federal Agency~~)
Ed Smith, University of Nevada Cooperative Extension
Ryan Shane, Nevada Division of Forestry

Board Members Absent

Jessica Santoyo, Community Representative from Northern Region
Mike Heidemann, Nevada State Firefighter's Association
Wes Henderson, Nevada League of Cities and Municipalities

Support Members in Attendance:

Elwood Miller, Network Coordinator, University of Nevada Cooperative Extension
Jamie Roice-Gomes, University of Nevada Cooperative Extension
~~Ed Smith, University of Nevada Cooperative Extension~~
~~Ryan Shane, Nevada Division of Forestry~~

Guest in Attendance:

Forest Schafer, Tahoe Fire and Fuels Team

1. **Introductions and welcome to Dagny Stapleton the representative from NACO; also Dawn Swinney. Dawn was appointed by the US forest Service several months ago but thus far has had conflicts preventing her from attending Board meetings.**

Elwood Miller called the meeting to order at 9:15 a.m. and welcomed everyone. Jessica Santoyo intended to attend, however her child care options fell through ~~and has to stay home~~ preventing her travel to Reno. Mike Heidemann is unable to attend due to a conference. Wes Henderson from the Nevada League of Cities and ~~Municipalities~~ has agreed to be a representative in that region represent the interests of that organization but ~~was~~ is unable to attend due to a conference.

Since this ~~B~~ board is functioning within the administrative boundaries of a state agency, there is a question as to whether the group needs to abide by Nevada's open-meeting laws. ~~Therefore~~ Therefore, public comment is inserted into the agenda.

Ryan Shane is waiting to hear back from the Deputy Attorney General to ensure if abiding by Nevada's open meeting law ~~requirements~~ are necessary.

Formatted: Font: Bold

Formatted: Indent: First line: 0"

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Pat Murphy stated he had no problem with the possibility of abiding ~~to by the requirements of the~~ open meeting laws, but he wondered if there will be limitations in regarding to the functioning ofef the board when they abide by open meeting laws,that have not been present in the past.

Elwood stated open meeting ~~laws requirements limits side~~ or private conversations between board members for example if members wanted to meet for lunch to discuss ideas ~~that cannot occuror~~ upcoming agenda topics.

Sara Anderson asked if board of director's insurance is necessary if we are required to abide by the open meeting laws.

Ann Grant ~~asked expressed the belief that~~ community representatives and other volunteers if-on the board ~~was-would be~~ covered by the volunteer's statute with the state.

Pat Murphy thought that non-elected board members would have coverage from their agency.

2. Public comment

No one representing the general public was present at this meeting.

Formatted: Font: (Default) + Body (Calibri)

Formatted: Font: (Default) + Body (Calibri)

3. Election of Interim Board Chair (Action)

Elwood asked for nominations to officially elect an Interim Board Chair.

Liz Claggett[?] nominated Ed Smith.

Pat Murphy[?] seconded that nomination.

If elected, Ed agreed to will be serve as the Interim Board Chair for this meeting ~~as long as~~ providing one of the first orders of business for the next meeting is to officially nominate and elect a new the Board Chair.

The board unanimously approved Ed Smith as the Interim Board Chair.

4. Review meeting minutes from March 27, 2017

Ed asked for any changes to the minutes.

Ann Grant found spacing and other formatting -inconsistencies and asked that they be corrected ~~edits.~~

Minutes were unanimously approved with corrections -noted.

5. Review of agenda and opportunity for altering the order of topics.

Elwood reviewed the agenda as he created it.

Ryan suggested changing agenda number 9 from "MOU status update" to "MOU progress update". There were no objections from Board members and the agenda item was retitled.

6. Review of the purpose for the Network's Operating Manual, the questionnaire that was distributed and analyzed, the goal for this meeting, and the procedure for Board action.

Elwood told the group that details regarding various processes and procedures included in of The Network's Operating Manual needs to be confirmed approved by the Board.

~~A few months ago~~ Previously Elwood sent out a survey regarding gathering opinions on various sections of the Operating Manual, and Responses were summarized in and entered into the first column of a Word document table document. In the second column of the table, Elwood drafted language for the Operating Manual that complied with the opinions expressed by the respondents to the survey. On the left column is the language draft, and an attempt of the language for the Operating Manual is on the right column. The table was projected on a screen so Board members could see the summary of opinions from the survey and the proposed draft language for the Manual. As Board members discussed and refined the draft language, Jamie captured the changes by typing in new wording that was projected for all to see. At the conclusion of the discussion, the Board voted to approve the Section of the Manual as amended. The results of this process are attached. Jamie will edit the language according to the group's decisions and type "Approved" once it is voted and accepted. (See Network Operating Manual Retreat Discussion Document for tracked changes)

7. Board discussion and approval for the description, form, function, procedures, directives, etc. of the following sections of the Operating ~~M~~manual (Action):

The following sections of the Operating Manual were reviewed, discussed, and approved by the Board (see attached Operating Manual discussion document).

- a. Vision, Mission, Governance
- b. Network Membership
 - ii. Individual
 - iii. Organizations, Agencies, NGO's, and Associations and similar groups
 - iv. Communities
 - 1. Benefits and Obligations of membership
- ~~c.~~ Annual renewal of membership
- ~~a-d.~~ Disposition of current Network members
- ~~e.~~ Recognition program

b. The same process will be utilized to finalize the following sections of the Operating Manual at the Board's next meeting.

- ~~d.~~
- ~~e-f.~~ Advisory Board (This document will be ready for the Sept. meeting)
 - i. Board Membership
 - 1. Qualifications
 - 2. Composition, Terms, and Vacancies
 - a. Representation and Terms (Table 1)
 - b. Elected Regional Representatives
 - c. Appointed Representatives
 - d. Vacancies

Formatted

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Indent: Left: 2.5", No bullets or

- 3. Duties
- 4. Performance
- 5. Deliberations and Decisions
- 6. Officers
 - a. Qualifications, Nominations, Elections, Terms of Office, Removal, and Resignation
 - b. Duties
- ii. Meetings
- iii. Committee Creation and Operation
- iv. Compensation
- v. Community Coordination/Communication

- b. Organizational Structure
- c. Nevada Fire Board's Cohesive Strategy
- d. Staffing
- e. ~~Disposition of current Network members~~
- f. ~~Recognition program~~

8. Status reports on filling vacant seats:

- a. WUI Planning Code – Ed will initiate contact with the State association for planners and determine their interest for being represented on the Board.
- b. Insurance Industry – Ed will contact the organization representing the insurance industry and determine their interest in being represented on the Board.
- c. League of Cities – Wes Henderson, Executive Director of the League of Cities and Municipalities has agreed to represent his organization on the Board.
- d. Ad Hoc – By Board action this category of Board membership was eliminated.

9. Status of hiring Executive Coordinator MOU* Progress Update

Ryan told the group that there is approved funding for hiring the Executive Coordinator however this position cannot be filled until after July 1. ~~Anywhere from 1-2~~ Following the July 1 date it will take 1 to 2 months to complete the process and fill the position. ~~month the position will be filled.~~ Only two board members are allowed to be on the hiring committee, and Ann Grant and Mike Brown volunteered to be those two individuals. According to the MOU, the website transfer will occur at the end of June 2017. ~~However,~~ website development will begin July 1 and this will take 2-3 months to complete. The website domain is www.FireAdaptedNevada.org. Until this website is completed, the Living With Fire program will keep the current Network website running.

10. Meeting schedule (Action)

It was agreed that the next Board meeting should be a 4-hour, face-to-face meeting scheduled for September. ~~Elwood will send out a Doodle Poll for to find a convenient date and time.~~ a 4-hour meeting.

11. Public Comment

11. ~~There were no members of the general public present to provide comment.~~

Formatted: Font: Not Bold

Formatted: Normal, No bullets or numbering

Formatted: Font: 12 pt

12. Adjourn (Action)

The meeting was ~~adjourned~~ adjourned at 3:58 pm.

Discussion Guide for Decisions Regarding Policies, Procedures, Definitions, and Directives Written into the Operating Manual for the Nevada Network of Fire Adapted communities.

Board Meeting, 6/21/2017

Results of Survey	Draft Language for the Operating Manual
	<p><u>VISION</u></p> <p>People living in vulnerable wildland urban interface locations throughout Nevada, will become active members of The Network and form enduring partnerships with fire services and other relevant organizations and individuals to create a community culture that continuously mitigates the threat and elevates the probability of people, structures and landscapes surviving the occurrence of wildfire.</p>
	<p><u>MISSION</u></p> <p>It is the mission of the Network to foster the wide spread occurrence of Fire Adapted Communities where Nevadans living in high fire threat locations fully prepare themselves, their homes, and the landscape where they reside to survive the destructive force of wildfire.</p>
	<p><u>GOVERNANCE</u></p> <p>The decision-making process for the The Network is vested in the Advisory Board, which provides overall operational and programmatic direction. To the greatest extent possible, the Nevada Division of Forestry (NDF) has divested itself of the decision-making process and has delegated this to the Board. NDF will have a single representative and participate as a coequal partner on the Advisory Board. The decision-making process is distinct from decision making authority. As a government</p>

<p>agency, the ultimate responsibility for decisions made and actions implemented is vested with NDF. Therefore, NDF by necessity retains the ability to deviate from adverse financial, legal, or liable decisions made by the Board. In such cases, NDF will clearly communicate the points of contention to the Board and will provide an opportunity for the Board to reconcile their decision within the fiscal, legal or policy constraints.</p>	
<p><u>GOAL AND OBJECTIVES</u></p> <p>The goals and objectives of the Network are set forth by some foundation documents that were collaboratively written and adopted through the Nevada Cohesive Strategy-Fire Adapted Communities Tenet Subcommittee. These documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> • UNR-UNCE and NDF Network adoption MOU • Nevada Cohesive Strategy-Fire Adapted Communities Action Plan • Network and Agency funding agreements <p>Amendments may be possible to these documents if they prove to be missing vital flexibility, information, or guidance that will lead to the successful implementation of the Mission of the Network. The same is true for overly restrictive, unfunded, or otherwise unconstructive mandates that do not bring the Network closer to mission attainment. When these situations arise, the Advisory Board may submit proposed amendments to the Nevada Fire Board and other vested organizations for consideration and possible approval.</p>	
<p><u>ADVISORY BOARD</u></p>	
<p>BOARD MEMBERSHIP</p>	
<p>Qualification</p>	
<p>Board members shall be at least 18 years of age; be a Nevada resident, or be an appointed representative from a Nevada based organization, or occupy a residence within an NDF region; have a demonstrated interest in the reduction of the fire threat to Nevada communities; be a member</p>	

	<p>of The Network in good standing; and be willing to actively advance the mission of the Network.</p>
	<p>Composition, Terms, and Vacancies (Table 1)</p>
<p>Regarding the election of Regional representation:</p> <ol style="list-style-type: none"> 1. Allowing Network members in the Region as well as people who are not residents but own property in the Region to vote was the most popular selection. A very close second was the selection to let anyone who resides in the Region the opportunity to vote. 2. Conducting the election by secret ballot at the annual statewide conference was the number one choice. A mail in or electronically caste ballot to a specified location and date was second choice. 3. Written nominations submitted to a location by an deadline was tied with submitting written nominations as well as accepting oral nominations at the annual statewide meeting. 4. Any person residing in the Region should be allowed to submit a nomination for a Regional representative was the most popular response. A close second required the person nominating to be a Network member and reside or own property in the Region. 	<p>Elected Regional Representatives</p> <p>There shall be one elected Board member representing the communities in each of NDF's regions. Elected Board members shall serve three-year staggered terms.</p> <p>Nominations</p> <p>Any person residing in the Region may submit the name of a qualified person into nomination as the Region's representative on the Board. Nominations shall be submitted in writing by a deadline to a location announced by the Board. Names of qualified individuals may also be submitted orally when called for at the Annual Statewide Meeting.</p> <p>Elections</p> <p>Voting to fill vacant Regional Representative seats shall be conducted by secret ballot at the Annual Statewide Meeting of the Network. Network members residing in, or owning property in the Region are eligible to cast a ballot for Regional representation. The elected Regional Representative will be determined by the nominee that receives the most votes.</p> <p>Board members may serve two consecutive terms after which they are ineligible to serve for a minimum of one year. Individuals elected to fulfill a vacated term shall serve the remaining time in the term however, in no instance would they be denied the opportunity to be nominated for a second term. Nominations and elections to fill vacated Board seats shall be conducted by and in accord with previously stated procedures.</p>

	<p>Appointed Representatives</p> <p>Appointing authorities with designated seats on the Board shall select qualified individuals to represent their interest in Board deliberations and decisions. These individuals shall serve for one year and be eligible for reappointment to succeeding one-year terms. The appointing authority shall determine the process by which individual appointments are made. Prior to reappointment, the appointing authority shall receive notification from the Board's Executive Committee regarding the appointed representative's effectiveness and fulfillment of Board member responsibilities.</p>
	<p>Vacancies</p>
	<p>Vacancies on the Board shall exist (1) on the death, resignation or removal of any director, (2) upon completion of a Board members second term, and (3) whenever additional representation is deemed necessary and seats are added to the Board's composition by a majority vote of the Board. Any Board member may resign effective upon giving written notice to the Chairperson of the Board</p>

Table 1. Board Representation, and Terms

Position	Appointing/Electing Authority	Appointed or Elected	Term
Lake Tahoe Network of the Fire Adapted Communities	Tahoe Fire and Fuels Team	Appointed	1 yr. ¹
Southern Region Communities	Elected – Network Members	Elected	3 yrs.
Northern Region Communities	Elected – Network Members	Elected	3 yrs.
Western Region Communities	Elected – Network Members	Elected	3 yrs.
Bureau of Land Management	Bureau of Land Management	Appointed	1 yr. ¹
US Forest Service	US Forest Service	Appointed	1 yr. ¹
Nevada Division of Forestry	Nevada Division of Forestry	Appointed	1 yr. ¹
Local Fire Service	Nevada Fire Chiefs Association	Appointed	1 yr. ¹
Volunteer Fire Service	Nevada State Firefighter’s Association	Appointed	1 yr. ¹
WUI Planning/Code	???	Appointed	1 yr. ¹
Landscape Industry	Nevada Landscape Association	Appointed	1 yr. ¹
Insurance Industry	???	Appointed	1 yr. ¹
Counties	Nevada Association of Counties	Appointed	1 yr. ¹
Mitigation Education	University of Nevada Coop. Extension Living With Fire	Appointed	1 yr. ¹
Cities	Nevada League of Cities	Appointed	1 yr. ¹

Ad hoc	Nevada Fire Board	Appointed	1 yr. ¹
--------	-------------------	-----------	--------------------

Regions:

Southern – Nye, Lincoln, Esmeralda, Clark;

Northern – Elko, Eureka, White Pine, Lander;

Western – Humboldt, Pershing, Churchill, Mineral, Washoe, Douglas, Lyon, Storey, Carson City

¹ 1 year appointments are eligible for annual reappointment.

	<p style="text-align: center;">Duties of Board Members</p>
	<p>It shall be the duty of Board members to:</p>
	<p>Perform any and all duties imposed on them collectively or individually by applicable law, by the terms outlined in the Operating Manual, and by any agreements or contracts to which they are a cooperating entity.</p> <p>Attend scheduled meetings of the Board and participate fully in the discussions, activities and decision-making process of the Board.</p> <p>Recommend the duties, employment, removal, and performance evaluation of all agents, employees and contractors of the Network.</p> <p>Advance the mission of the Network by establishing policies, setting priorities, defining tasks, developing plans, and creating programmatic implementation strategies.</p>
	<p style="text-align: center;">Board Member Performance</p>

<p>Regarding board member participation:</p> <ol style="list-style-type: none"> 1. Board member attendance at Board meetings should be a criterion for determining Board member performance and participation. 2. Excused absences should be allowed. 3. The total number of unexcused absences in a given year should be a factor in determining Board member performance. 4. A total of three unexcused absences garnered the most votes to determine non-participation. However, it was pointed out that it depends on how many Board meetings are scheduled on an annual basis. A 75% participation in Board meetings was suggested as a criterion. 	<p>Board members may be granted excused absences from Board meetings by submitting a request to the Board Chair. Board members who miss 25% of scheduled meetings with unexcused absences during a year will be considered a non-participant and action will be taken by the Executive Committee to remove that member from the Board. The Chair of the Board will forward notification of such action to the non-participating board member. The Chair will initiate appropriate action according to established nominating and election or appointment procedures to identify a replacement for the vacated seat. Special circumstances and/or hardship situations will be considered by the Board on a case-by-case basis.</p> <p>Any member of the Board whose actions and behavior is deemed to be obstructive, distasteful, abusive, or in any other way destructive to the productive functioning of the Board may be removed from the Board by a motion, a second and an affirmative vote by 2/3 of the full Board membership. In the case of an appointed Board member, the Chair will notify the appointing authority of the Board's action and request a replacement. In the case of an elected representative, the Chair will initiate appropriate action according to established nominating and election procedures to identify a replacement.</p>
<p>DELIBERATIONS AND DECISIONS</p>	
	<p style="text-align: center;">Agenda</p> <p>Items to be considered for discussion and/or action by the Board shall be incorporated into a meeting agenda by the Executive Committee. The Executive Committee is responsible for a timely inquiry and incorporating items requested by the general Board membership. Producing and posting the final agenda as well as procedures for amending the agenda will be the responsibility of the Board's Secretary and will follow the rules as dictated by Nevada's Open Meeting Law. (Nevada Revised Statutes, Chapter 241; Nevada Open Meeting Law Manual, 12th Edition, January 2016; University of Nevada Cooperative Extension Fact Sheet 14-02, 2014)</p>

	<p style="text-align: center;">Deliberations</p>
<p>Every Board member will be given a fair and equitable opportunity to contribute information and opinions related to agenda topics under consideration. Discussions will be conducted in a manner to ensure that all applicable viewpoints are presented and avoid aggressive dominance of a single point of view. At the same time, every board member has the duty to fully and knowledgeably engage in the deliberations and work toward building trust and achieving consensus.</p> <p>Public comment that addresses specific agenda items or of a general nature will be invited in compliance with the rules as dictated by Nevada's Open Meeting Law. (Nevada Revised Statutes, Chapter 241; Nevada Open Meeting Law Manual, 12th Edition, January 2016; University of Nevada Cooperative Extension Fact Sheet 14-02, 2014)</p>	
	<p style="text-align: center;">Decision Process</p>
<p>Decisions will be made and recorded by the introduction of motions and voting in accord with Robert's Rules of Order.</p>	
	<p style="text-align: center;">Quorum</p>
<p>A quorum shall consist of more than 50% of the Board members appointed or elected to serve on the Board.</p>	
	<p style="text-align: center;">BOARD OFFICERS</p>
	<p style="text-align: center;">Designation</p>
<p>The officers of the Board shall be a Chairperson, a Vice Chairperson, and a Secretary. At the discretion of the Board</p>	

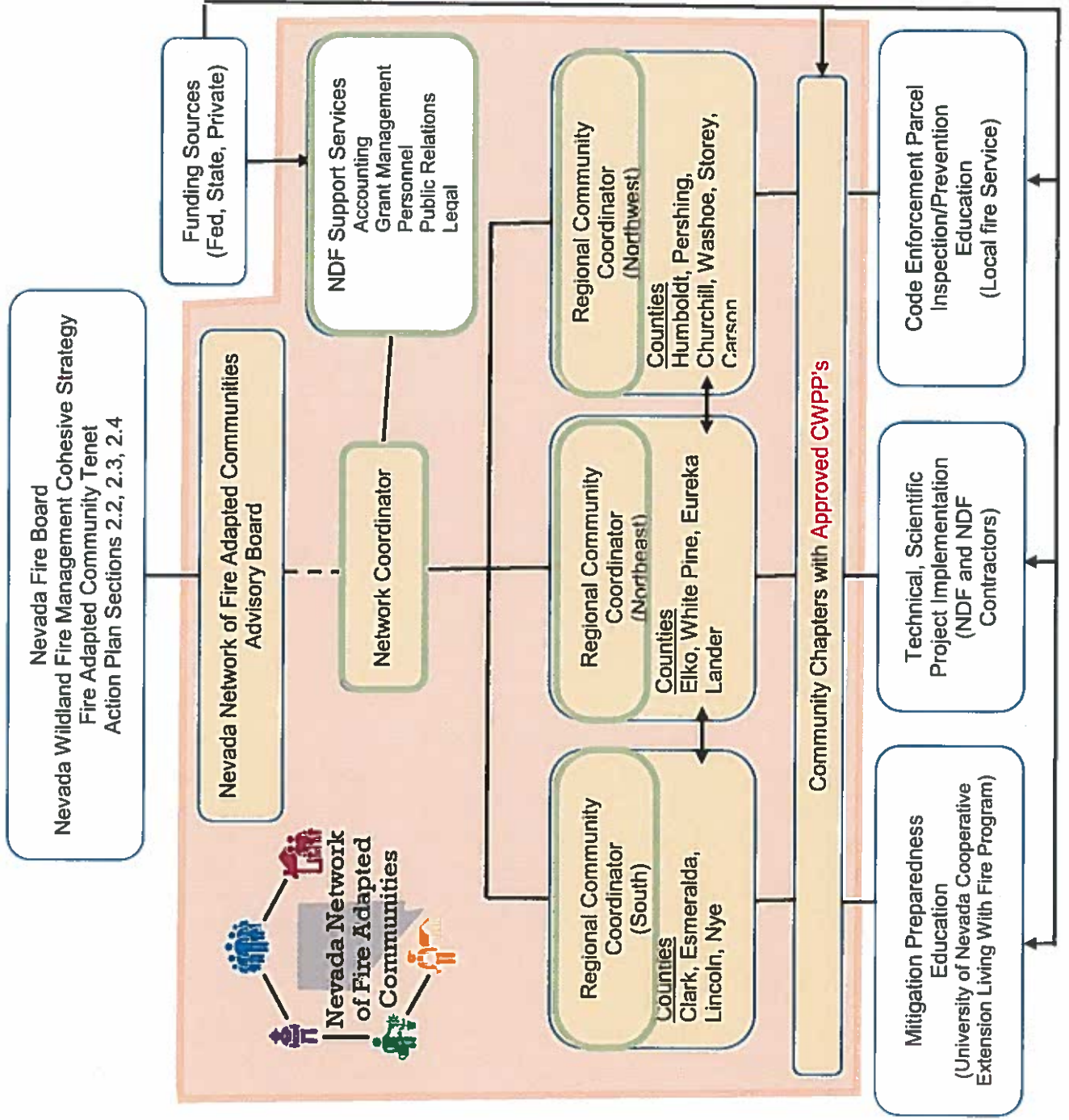
	<p>additional officers may be designated on a permanent basis or to expedite temporary but critical functions. The officers of the Board shall form an Executive Committee.</p> <p>Qualifications</p>
	<p>Any member of the Board in good standing may serve as an officer of the Board.</p>
	<p>Nominations</p>
	<p>Any Board member may submit the name of another Board member in nomination for election to a Board officer position. Prior to the election, every nominee must express their willingness to serve in the office if elected. Prior to the election, the Board chair will designate a board member to receive written nominations for Board officer positions. Additional names may be placed in nomination by voice prior to the election.</p>
	<p>Elections and Term of Office</p>
	<p>Officers shall be elected by a majority vote of Board members at a regularly scheduled meeting of the Board. Nominees will be given the opportunity to make a statement of interest and reaffirm their willingness to serve. Voting will be by secret ballot with the elected officer securing a majority of the votes cast by those members in attendance. Officers will serve a one-year term and may be nominated and reelected to succeeding terms. Each officer will serve until he or she resigns, is removed, or until a successor is elected.</p>
	<p>Removal and Resignation of Officers</p>
	<p>Any officer may be removed at any time, either with or without cause, by a majority vote of the Board. Any officer may resign at any time by giving written notice to the Board or the Board's Chairperson.</p>

	<p>Duties</p> <p>Duties of the Chairperson The Chairperson shall preside at all meetings of the Board and exercise such authority and perform such duties as the Board may assign.</p> <p>Duties of the Vice Chairperson The Vice-Chairperson shall assume all duties of the Chairperson his/her absence and other duties as the Board may assign,</p> <p>Duties of the Secretary The Secretary shall be responsible for compiling and distributing minutes and attendance records of all meetings of the Board, maintaining files of all official organization documents, creating posting agendas, and other duties as the Board may assign.</p>
	<p>MEETINGS</p> <p>The Board shall meet at least quarterly at a location, date, and time determined by the Board. Additional meetings may be called by the Board Chair, the Executive Committee, or at the request of a board member. Notification of meeting dates, times and location as well as the conduct of business at a Board meeting will be governed by the rules as established by Nevada's Open Meeting Law. (Nevada Revised Statutes, Chapter 241; Nevada Open Meeting Law Manual, 12th Edition, January 2016; University of Nevada Cooperative Extension Fact Sheet 14-02, 2014)</p>
	<p>Conduct of Meetings Meetings of the Advisory Board shall be presided over by the Chairperson of the Board, or in his or her absence, by the Vice-Chairperson. The Secretary of the Board shall act as secretary for</p>

	<p>all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary for the meeting.</p>
	<p>COMMITTEE CREATION AND OPERATION</p>
	<p>Any Board member may recommend the establishment of a committee to carry out specific tasks of The Network. The decision to create the proposed committee will require approval by the Board. Unless otherwise specified, committee memberships will be appointed by the Board Chair subsequent to recommendations by Board members. Committee members are not required to be members of the Network and may be members or non-members of the Board. At a minimum, every committee must select an individual to serve as chairperson. All committees shall submit reports to the Board detailing activities and accomplishments on a schedule to be determined by Board.</p>
	<p>COMPENSATION</p>
	<p>Board members shall serve without compensation. They shall be allowed, if requested and sufficient funds are available, reimbursement of expenses incurred in the performance of their duties.</p>
	<p>COMMUNITY COORDINATION/COMMUNICATION</p>
	<p>The Board will review annual plans of work and goals submitted by Community Chapters. The board will routinely request reports and updates on Community Chapter activities, and progress in completing high priority projects as detailed in approved Community Wildfire Protection Plans. In conjunction with appropriate staff, each Board member will be responsible for establishing routine contact with assigned Community Chapter leaders to provide assistance, answer questions and provide encouragement and support. As time allows, Board members will respond to requests to be in attendance or make</p>

	<p>presentations at meetings and other community gatherings of local Community Chapters. Through formal and informal avenues, the Board will encourage and facilitate the creation of networking opportunities through which Community Chapters can communicate, share experiences, and learn from one another.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

STRUCTURE



NEVADA FIRE BOARD'S COHESIVE STRATEGY – FIRE ADAPTED COMMUNITIES
SUBCOMMITTEE

The Nevada Fire Board has accepted responsibility for implementing the National Cohesive Wildland Fire Management Strategy (National Strategy) in the State of Nevada.

The vision of the National Strategy is:

“To safely and effectively extinguish fire when needed; use fire where allowable; manage our natural resources; and as a nation, to live with wildland fire.”

The National Strategy is a strategic push to work collaboratively among all stakeholders and across all landscapes, using best science, to make meaningful progress towards three goals:

1. Resilient Landscapes
2. Fire Adapted Communities
3. Safe and Effective Wildfire Response

To follow through with its implementation responsibilities, the Fire Board organized three subcommittees and assigned each of them the task of developing an action plan. The action plan focused on the establishment of Fire Adapted Communities is appended as ATTACHMENT A. This plan is organized into six major sections as follows:

- 2.1 Sustain and expand awareness and understanding of Fire Adapted Communities (FAC), FAC planning, and FAC actions through outreach by programs such as the Living With Fire program.
- 2.2 Re-create a sustainable, state-wide partnership/organization that will assist communities, residents, and community organizations in facilitating their

FAC education, action planning and implementation while providing incentives for membership and self-sustaining community organization and actions.

2.3 Establish current level of risk and hazard of wildfire to communities and take action to reduce risks and hazards.

2.4 Create functioning financial incentives that provide positive feedback loops for communities and residents to continue implementing Fire Adapted Community actions.

2.5 Regularly educate the public on the risks of human caused wildfires and their role in preventing them.

2.6 Adopt local government WUI codes and ordinances in all communities located in fire prone environments.

Network Responsibilities and Obligations

It is the responsibility of the Network Advisory Board to effectively initiate and follow through with the actions detailed in sections 2.2, 2.3, and 2.4 of the plan.

STAFFING

Network Coordinator – Will operate under the guidance of the Network Advisory Board to design and implement the new Network program and will be the primary tactical decision maker implementing the Network operations according to the strategy set forth by the Advisory Board. The Coordinator will ensure that the community coordinators are deploying the program according to their guidance and will supervise and assist those employees. The Network Coordinator will coordinate at the state level with coalition partners to ensure a unified effort is maintained in program deployment. The Coordinator will organize Advisory Board meetings, maintain the website, create and distribute newsletters, as well as organize

	<p>learning opportunities. The Cooperative Forestry and Fire Supervisor at NDF will be the direct supervisor of this position.</p>
	<p>Regional Community Coordinators – Will assist communities with becoming active, stable, local chapters that focus on building community level partnerships to plan, fund and implement fuel reduction and other FAC-related projects. These individuals will also ensure that a communication and operational connection remains between all levels of the entire coalition, especially when and where services or products need to be transferred or delivered from one coalition member to another. They are supervised by the Network Coordinator.</p>
	<p>NDF Support Services – Current employees within the Nevada Division of Forestry or State of Nevada will provide logistical assistance in the areas of accounting, grants management, human resources, public relations, and legal analysis. Requests and needs for these services will be conducted through and by the Executive Coordinator, whom will make arrangements and design processes to gain the required services and levels of support.</p>
	<p><u>NETWORK MEMBERSHIP</u></p>
<p><u>Individuals</u></p> <ol style="list-style-type: none"> 1. There should be a membership category for individuals to join the Network and that category should be labeled <i>Individual Member</i>. 	<p>INDIVIDUALS</p>

<p>2. A slim majority of respondents supported additional designations for individual members.</p> <ul style="list-style-type: none"> a. Respondents were slightly in favor of a designation identifying whether or not an individual member was affiliated with a local community Network group. b. Regarding a membership designation identifying a level of individual financial contribution half the respondents said yes; half said no. c. Respondents agreed there should be no additional designation related to age. 	<p>Individuals who live or own property in a high fire threat location may join the Network as an <i>Individual Member</i>. Individual Membership is offered in one of two categories as follows:</p> <p>Class A - Individuals who are founding members and/or active participants in a <i>Community Chapter</i> may apply for membership in this category.</p> <p>Class B – Individuals who are not active in or affiliated with a <i>Community Chapter</i> may apply for membership in this category.</p>
<p>1. Regarding qualifications for individual membership:</p> <ul style="list-style-type: none"> a. A clear majority of respondents agreed that individual members must be a resident or own property in a Nevada wildfire threatened location. There was also agreement there should be no age restriction. b. There was also strong agreement that individuals would be required to sign a statement indicating their agreement with the Networks' mission and vision. 	<p style="text-align: center;">REQUIREMENTS AND QUALIFICATIONS</p> <p>To qualify for membership as an <i>Individual Member</i>, individuals must:</p> <ul style="list-style-type: none"> Reside or own property in a Nevada location with a high wildfire threat. Agree to support the Vision and Mission of the Network. Agree to fulfill the obligations of <i>Individual Membership</i>. Pay any assigned annual fee. File a completed application for membership with the Advisory Board. (Attachment???)

<p>2. There was strong agreement that <i>Individual Members</i> should pay an annual fee to maintain their membership.</p> <p>a. There was no agreement on the amount of the annual fee. Suggestions included:</p> <ul style="list-style-type: none"> i. \$10/year ii. \$20/year (reduced for seniors, disabled, and families) iii. \$12/year (\$1/mo.) iv. \$35/year (industry standard) 	<p style="text-align: center;">ANNUAL FEE</p> <p>Individual Members will be assessed an annual fee of \$12.00 per year. For purposes of membership, the year will cover the period between July 1 in one year and June 30 the following year. The fee will not be prorated on the basis of partial year membership.</p> <p>A proportion of the fee paid by Class A <i>Individual Members</i> will be returned to the Community Chapter to assist in defraying operating expenses. The Board will establish the proportional distribution on an annual basis, but the returned proportion will never be less than 50%.</p>
<p>3. Regarding obligations and expectations of <i>Individual Members</i> the top four in order of importance were:</p> <ul style="list-style-type: none"> a. Support and aid in the formation of a local action group. b. Serve as a role model for others by demonstrating proper defensible space practices on their personnel property c. Attend and play an active role in the meetings and other activities of the local action group. d. Pay their annual fee. <p>4. Respondents were almost evenly split on their opinion regarding non-renewal of membership if an <i>Individual Member</i> does nothing more than pay their annual fee.</p>	<p style="text-align: center;">OBLIGATIONS AND EXPECTATIONS</p> <p><i>Individual Members</i> are expected to advance the mission of the Network by fulfilling the following obligations:</p> <ul style="list-style-type: none"> Support and aid in the formation of a local <i>Community Chapter</i>. Serve as a role model for others by demonstrating proper defensible space practices on their personal property. Attend and play an active role in the meetings and other activities of the local <i>Community Chapter</i>. Pay the annual fee.

<p>3. Regarding benefits that <i>Individual Members</i> would receive the top three were:</p> <ol style="list-style-type: none"> a. Opportunity to join with others members to form local action organization. b. Opportunity to learn of and participate in education and training activities. c. Opportunity to participate in planning and decision-making activities affecting the local area. d. An additional comment suggested they would also receive technical information on fire preparedness, the monthly newsletter, invitation to the annual conference, information and tools to start local action group. 	<p style="text-align: center;">BENEFITS</p> <p><i>Individual Members</i> will receive the following benefits by virtue of their membership:</p> <p>Opportunity to join with other <i>Individual Members</i> to form a local <i>Community Chapter</i>, supported by the availability of information and tools necessary.</p> <p>Opportunity to learn of and participate in education and training activities related to wildfire preparedness.</p> <p>Opportunity to participate in planning and decision-making activities affecting the local area.</p> <p>Subscription to a monthly on-line newsletter.</p> <p>Invitation to attend the annual Statewide Conference.</p>
<p>5. Respondents were very supportive of creating a membership category for individuals who simply want to support the Network.</p> <ol style="list-style-type: none"> a. The majority of respondents favored the name <i>Friend of the Network</i> as the name for this category. b. There was agreement that individuals in this membership 	<p style="text-align: center;">RENEWAL</p> <p><i>Individual Membership</i> will be renewed July 1 of each year. Notifications of membership expiration and the requirement for renewal will be distributed June 1 of each year.</p>
	<p style="text-align: center;">INDIVIDUAL SUPPORTERS OF THE NETWORK</p> <p>Individuals who do not reside in a high wildfire threat location or simply want to support the mission of the Network can apply for membership as <i>A Friend of the Network</i>. Members in this category will not be bound by the obligations or receive the same benefits as <i>Individual Members</i> but will be assessed the same annual fee. <i>Friends of the Network</i> will receive a monthly on-line newsletter and an invitation to attend the annual Statewide Conference.</p>

<p>category should pay the same annual fee as other individual members.</p>	<p>Membership renewal notices and requirements will follow the procedures established for <i>Individual Members</i>.</p>
<p>COMMUNITY</p>	
<p><u>Groups of residents that reside in a wildfire threatened location.</u></p> <ol style="list-style-type: none"> 1. Respondents agreed that there needs to be a membership category for a group that forms around their mutual vulnerability to wildfire. 2. The names <i>Chapter</i> and <i>Community Partner</i> for this category of membership received equal support. The name Community Group was suggested by one respondent. 3. No special membership fee should be assigned to this membership category. 4. There should be no probationary period that must be completed to achieve membership in this category. 5. The benefits that could possibly accrue to members in the category are listed below in rank order of importance: 	<p>When Individual Members in a wildfire threatened location decide to coalesce and form a community action group to address their common vulnerability they may apply for status in the Network as a local <i>Community Chapter/Community Partner</i>.</p>
<ol style="list-style-type: none"> 6. There was agreement that minimum qualifications need to be established for acceptance into this membership category. <ol style="list-style-type: none"> a. A minimum of two and also five founding members received equal support. b. The applicant group should designate a discrete geographical area within which their activities will occur. 	<p>REQUIREMENTS AND QUALIFICATIONS</p> <p>To qualify for status as a <i>Community Chapter/Community Partner</i> the community must meet the following qualifications to apply for Board consideration:</p> <p>Document the involvement and commitment of a minimum of five founding members.</p> <p>Designate a discrete geographical area within which their activities will occur.</p>

<p>c. They should describe a sustainable system of governance that will be utilized for decisions and leadership.</p> <p>d. They should propose a name or title for the group.</p> <p>e. The group should be required to sign an agreement to fulfill obligations specified for this category of membership.</p>	<p>Describe a sustainable system of governance that will be utilized for decisions and leadership.</p> <p>Propose a name or title for the <i>Community Chapter/Community Partner</i>.</p> <p>Complete an application for <i>Community Chapter/Community Partner</i> status to be considered for action by the Board. (Attachment ???)</p> <p>Agree by signature to a <i>Community Chapter/Community Partner</i> Charter that establishes the relationship between the Chapter and the Board/Network as well as the intent of both parties to fulfill incumbent obligations specified to derive mutual benefit in support of the Network's Vision and Mission. (Attachment ???)</p>						
<p>No special membership fee should be assigned to this membership category</p>	<p>ANNUAL FEE</p> <p>No annual fee will be assessed for this category of membership.</p>						
<p>There was strong agreement by respondents that a probationary period should not be imposed.</p> <p>Possible obligations to be fulfilled by Community Chapters are presented in table format. These statements are listed in order of importance with the most important listed first. The weighted score equates to the following:</p> <p>5 = Critically Important; Essential 4 3 = Important but not crucial 2 1 = Not at all Important</p>	<p>OBLIGATIONS AND EXPECTATIONS</p> <p>The obligations that the <i>Community Chapter/Community Partner</i> may be asked to fulfill are listed below in rank order of importance:</p> <table border="1" data-bbox="1169 94 1461 1291"> <thead> <tr> <th>Obligations of local <i>Community Chapter/Community Partner</i></th> <th>Weighted Average</th> </tr> </thead> <tbody> <tr> <td>Advocate for the implementation of prioritized threat mitigation projects.</td> <td>4.25</td> </tr> <tr> <td>Establish a defensible process to track, both in-kind and cash contributions to demonstrate community investment in completing wildfire threat mitigation work. This may also be required to secure grant funding assistance.</td> <td>4.25</td> </tr> </tbody> </table>	Obligations of local <i>Community Chapter/Community Partner</i>	Weighted Average	Advocate for the implementation of prioritized threat mitigation projects.	4.25	Establish a defensible process to track, both in-kind and cash contributions to demonstrate community investment in completing wildfire threat mitigation work. This may also be required to secure grant funding assistance.	4.25
Obligations of local <i>Community Chapter/Community Partner</i>	Weighted Average						
Advocate for the implementation of prioritized threat mitigation projects.	4.25						
Establish a defensible process to track, both in-kind and cash contributions to demonstrate community investment in completing wildfire threat mitigation work. This may also be required to secure grant funding assistance.	4.25						

4.25	Incorporate the threat of wildland fire into the community's culture by developing and implementing an information dissemination program to keep the issue of vulnerability and the wildfire threat before residents on a continuous basis.
4.25	Organize and conduct at least one event annually to highlight the wildland fire threat and mitigation measures that can be implemented.
4.25	Utilize peer pressure to gain increased adoption of defensible space practices by serving as a role model and initiating personal communication with non-cooperating residents.
4.13	Develop a tracking process and file an annual accomplishment report showing status of planned projects and the continued increase in the number or proportion of community properties in compliance with defensible space requirements.
4.00	Develop an Annual Plan of Work and submit to The Network Board that outlines activities and wildfire threat reduction projects that will be initiated and/or completed during the coming year. Plan should detail goals indicating continued increase in the number or proportion of properties in compliance with defensible space requirements.
4.00	Conduct at least one annual membership recruitment activity with goals to increase citizen participation in and support for the Network.
3.88	Provide leadership to secure active participation by residents in the completion of both a Community Wildfire Protection Plan (CWPP) and an evacuation plan.
3.88	Actively participate in activities and discussions necessary to form sustainable partnerships with agencies, organizations and individuals important to the successful mitigation of the wildfire threat.
3.88	Provide leadership to stimulate interest and active support for policies, programs, and initiatives initiated by partnering agencies and organizations when they align with the best interests of the community and the Network.
3.75	Utilize an established organization or governance structure (HOA, town board, fire board, improvement district, etc.), or create a sustainable organizational form with clearly identified membership, and contacts fulfilling leadership roles.
3.75	

Engage in the planning and conduct of activities to build a broad and expanding base of support for threat mitigation projects and public education and information campaigns.	
Assist in resolving conflicts that may occur as a result of activities or the implementation of wildfire threat mitigation projects.	3.75
Provide for representative attendance at Regional or Statewide meetings and conferences.	3.63
Provide representatives to make presentations and participate in activities to represent and promote the interests of the Network.	3.63
Secure the consent of property owners for the conduct of hazardous fuel treatment and wildfire threat mitigation projects on their private holdings.	3.57
Actively engage in program and project planning and implementation to bring local knowledge, ingenuity, and insights to bear on designs, strategies and desirable outcomes.	3.38
Review and provide advice on pre-implementation measures that can assist in securing support for priority project completion.	3.13
Pay a membership fee to the Network. (Could be based on the number of residential properties, a simple flat rate, or some other scheme. This would be in addition to any fees paid for individual memberships)	2.63

Possible benefits to Community Chapters to be fulfilled by the Board and Network staff are presented in table format. These statements are listed in order of importance with the most important listed first. The weighted score equates to the following:

5 = Critically Important; Essential
4
3 = Important but not crucial
2
1 = Not at all Important

BENEFITS

The benefits that could accrue to the *Community Chapter/Community Partner* are listed below in rank order of importance:

	Weighted Score
Possible benefits that would be provided by The Network staff (NDF) and only available to Community Chapters of the Network.	
Identify and provide a single point of contact for assistance.	4.6
Providing assistance for the disposal of accumulated hazardous fuel.	4.6
Complete management of grant funds including accounting, preparation of necessary reports, and completion of required audits.	4.4

	Preparation of proposals to secure grant funding to complete high priority wildfire threat mitigation projects.	4.2
	Assistance in making educational and informational material available for distribution.	4.2
	Project management including work scheduling, quality assurance and the selection of qualified contractors or making work crews available when project prescriptions require the involvement of labor beyond the community's capability.	4.2
	Provide technical assistance in the development of hazardous fuel reduction projects.	4.2
	Assistance in preparing and securing approval for the Community Wildfire Protection Plan.	4.0
	Assist in establishing lines of communication and building partnerships with local fire services.	4.0
	Develop a mentoring program using experienced community leaders to assist new affiliated communities be successful and avoid pitfalls.	4.0
	Assistance in organizing events to heighten awareness and gain a broader base of commitment.	3.8
	Conduct on-site home and property inspections and develop treatment prescriptions to inform and encourage individual property owners to employ defensible space practices.	3.8
	Assist in offering training on tracking in-kind grant match requirements.	3.6
	Assist in organizing, promoting, and conducting educational programs to enhance capacity and skills such as building a community organization, effective leadership, recruiting and managing volunteers, funding sources other than government grants, creating defensible space, building sustainable partnerships, promoting the passage and enforcement of threat reduction building and development codes, etc.	3.6
	Provide a tracking system to record membership, and community accomplishments.	3.6
	Provide start-up funding (\$500 – \$1,000).	3.4

Assist in the development of evacuation plans and evacuation drills.	3.4
Provide a process that gives recognition to communities for threat reduction accomplishments.	3.4
Provide a communications platform that promotes discussion and the sharing of ideas and experiences among members of the Network.	3.4
Establishing necessary lines of communication with all parties impacted by project implementation and completion.	3.2
Examples and templates for letters, publications, forms, agendas, posters, etc.	3.2
Assist in making contact with and engaging agencies, and individuals who can help build sustainable partnerships.	3.2

RENEWAL

Continuation of *Community Chapter/Community Partner* status is subject to review and renewal July 1 of each year. Notifications of membership expiration and the requirement for renewal will be distributed June 1 of each year. An annual report of *Community Chapter* accomplishments will be submitted to the Board in support of membership renewal requests.

Organizations, Agencies, NGO's, Associations and similar groups

1. Respondents agreed that there should be a membership category for organizations that want to support the Network.
2. The favored name for this category was **Partnering Member**.
3. There was agreement that this category of membership should not be charged an annual fee. However a program of recognition for levels of financial or other types of support was suggested.

ORGANIZATIONAL SUPPORT FOR THE NETWORK

Organizations, agencies, NGO's, associations, and similar groups can apply for membership in the Network as a *Partnering Member*. There will be no annual fee assessed members in this category. However it is expected that requests for assistance in the form of expertise, labor, equipment, etc. will be given serious consideration.

Partnering Members who chose to provide financial support through donations will be recognized with additional designations as follows:

- Gold > \$5,000.00
- Silver > \$ 3,000.00
- Bronze > \$1,000.00

Membership renewal notices and requirements will follow the procedures established for *Individual Members*.

ANNUAL MEMBERSHIP RENEWAL

1. There was agreement that memberships should be renewed on an annual basis.
2. Supported criteria for renewal included fulfillment of stated obligations and/or annual plan objectives and payment of any assigned fees. Additional suggestions included having current CWPP in place, making meaningful progress on implementation of CWPP priorities, participation in Wildfire preparedness day, and documenting an investment in cash or in-kind match of at least \$2/capita.
3. It was agreed that non-renewal of membership should be an option for the Board.
4. The most strongly supported criteria to be used in considering non-renewal were:
 - a. Failure to fulfill obligations and record of inactivity.
 - b. Refusal or resistance to providing requested relevant information. Lack of cooperation.
 - c. Failure to pay assessed fees.
 - d. It was suggested that all members be required to

All Network members shall annually file a request for membership renewal and all categories of membership in the Network are subject to review. The board reserves the prerogative to withhold membership renewal after considering the following criteria
 Failure to fulfill obligations and a record of inactivity.

Refusal or resistance to providing requested relevant information. Lack of cooperation.

Failure to pay assessed fees.

A written request for the Board to consider the nonrenewal of a membership must be submitted by a member of the Board with concurrence of the Network staff. The member under consideration for nonrenewal will be afforded the opportunity to submit a written explanation and/or rebuttal.

A 2/3 majority vote of the Board is required to issue a notice of nonrenewal.

file an annual renewal application.

5. It was agreed that written documentation supporting non-renewal would be required and that the member being considered for non-renewal would be given the opportunity to explain or submit a rebuttal.
6. Most support was given to only allowing Board members with Network staff concurrence to submit a documented report requesting non-renewal to the Board Chair.
7. Face-to-face interviews would not be required.
8. Respondents were evenly split on how decision for non-renewal would be made as well as possible alternative consequences that could be applied.

1. Respondents agreed that there should be a reward program to incentivize and recognize exceptional performance by members.
2. The categories of performance that received the most support included:
 - a. Achieving a stated investment level for the completion of mitigation work by residents. (A level of \$2/capita has been suggested)

RECOGNITION AND AWARDS

The Board shall develop an award program that recognizes exceptional performance in the following categories:

- Achieving a stated investment level for the completion of mitigation work by residents. (A level of \$2/capita has been suggested)
- Utilization of creative and innovative approaches to accomplishing the Network mission.
- Expanding membership.

<p>b. Utilization of creative and innovative approaches to accomplishing the Network mission.</p> <p>c. Expanding membership.</p> <p>d. Completing mitigation projects.</p> <p>e. Ratio of residences with defensible space vs total homes in the location.</p>	<p>Completing mitigation projects.</p> <p>Ratio of residences with defensible space vs total homes in the location.</p>
<p>1. Most respondents favored accepting current Network members into the new organization without the need to reapply.</p> <p>2. The condition that received the greatest support was:</p> <p>a. They should be admitted with a grace period of one year where fees required would be waived but performance expectations and obligations would begin upon admission.</p>	<p>DISPOSITION OF CURRENT NETWORK MEMBERS</p> <p>Current Network members will be transferred into the new organization utilizing membership categories that most reasonably align with their current status. They will be admitted without the requirement to complete a new application and any required fees will be waived for one year. However performance requirements and obligations will be initiated upon admittance.</p>

Current Board Members

Position	Appointing/Electing Authority	Board Member	Board Member
Lake Tahoe Network of the Fire Adapted Communities	Tahoe Fire and Fuels Team	Appointed	Ann Grant
Southern Region Communities	Elected – Network Members	Elected	Liz Claggett
Northern Region Communities	Elected – Network Members	Elected	Jessica Santoyo
Western Region Communities	Elected – Network Members	Elected	Pat Murphy
Bureau of Land Management	Bureau of Land Management	Appointed	Vanessa Marquez (Clint Mothershead)
US Forest Service	US Forest Service	Appointed	Dawn Swinney
Nevada Division of Forestry	Nevada Division of Forestry	Appointed	Ryan Shane
Local Fire Service	Nevada Fire Chiefs Association	Appointed	Mike Brown
Volunteer Fire Service	Nevada State Firefighter's Association	Appointed	Mike Heidemann
WUI Planning/Code	???	Appointed	
Landscape Industry	Nevada Landscape Association	Appointed	Sara Anderson
Insurance Industry	???	Appointed	
Counties	Nevada Association of Counties	Appointed	Dagny Stapleton
Mitigation Education	University of Nevada Coop. Extension Living With Fire	Appointed	Ed Smith
Cities	Nevada League of Cities	Appointed	Wes Henderson
Ad hoc	Nevada Fire Board	Appointed	