

**Advisory Board Meeting Minutes**  
**Nevada Network of Fire Adapted Communities Board Meeting**  
Tuesday, January 23<sup>rd</sup> , 2018 8:00 am. – 12:00 p.m.  
Nevada Association of Counties Office  
304 S Minnesota St, Carson City, NV 89701

Meeting was called to order at 8:15am by Chairman Smith.

**Board Members in Attendance:**

Mike Brown, Nevada State Fire Chief's Association  
Liz Claggett, Community Representative from Southern Region  
Ann Grant, Lake Tahoe Network of Fire Adapted Communities  
Dagny Stapleton, Nevada Association of Counties  
Ed Smith, University of Nevada Cooperative Extension  
Ryan Shane, Nevada Division of Forestry  
Lea Cartwright, Nevada Insurance Council  
Marty Woods, U.S. Forest Service

**Board Members Absent:**

Sara Anderson, Nevada Landscape Association  
Mike Heidemann, Nevada State Firefighter's Association  
Wes Henderson, Nevada League of Cities and Municipalities  
Pat Murphy, Community Representative from Western Region  
Vanessa Marquez, Bureau of Land Management  
Northern Region Communities Rep. – Vacant  
WUI Planning Code – Vacant

**Board Positions Vacant:**

Community Representative from Northern Region  
WUI Planning/Code

**Support Members in Attendance:**

Jamie Roice-Gomes, University of Nevada Cooperative Extension

**Guest in Attendance:**

Elwood Miller, Former Network Coordinator, Retired  
Joshua Woodbury, Deputy Attorney General  
Michael Beaudoin, Incoming Coordinator  
Janice Roberts, local fire adapted community residents – Holbrook Highlands

**1. Introductions**

No quorum achieved. No action will be taken.

**2. Public comment**

Elwood will be leaving around 11am

**3. Review of agenda and opportunity for altering the order of topics**

- Action – no action

#### **4. Review and approval of minutes from previous meetings**

- Minutes 6/21/17 Retreat
  - Mike moved to approve with edits
  - Dagny Seconded
  - Vote – Favor unanimous, Leah abstained
  
- Minutes 10/9/17 Board Meeting
  - Mike moved to approve with edits
  - Liz seconded
  - Vote – Favor unanimous, Leah abstained

#### **5. Summary of reviewed, revised and approved operating manual sections**

Action was taken to construct, review and edits materials for the following sections in the operating manual at the last Board Meeting.

- a. Advisory Board
  - 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
    - 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. Marketing and Communications
- f. Financial Management
- g. Monitoring, Maintenance, and Reporting
- h. Strategic Planning
- i. Amendments and Changes to the Operating Manual

Action – No action taken

#### **6. Election of Board Officers (Action)**

**Action** – No action taken

## **7. Finalize Board approval for the following sections of the operating manual**

### a. Advisory Board

#### i. Community Coordination/Communication

The coordinator will be handling a lot of the community coordination. Board members will not all be able to provide the mentorship that Elwood has suggested that is needed of community chapter leaders. Industry representatives on the board will need to focus on their specialties when coordinating with chapters. Mike suggested that fire department needs to have ownership and commitment of the local issues. Coordination with local fire departments needs to be included at the chapter leader and regional board rep. Wording clarified in the operating discussion document.

Ann suggested that each board member could provide a presentation of ways to help chapters or other parts of the organization. Ryan concurred that the board needs to lead in ways that provide support and tools for success. Ann mentioned that a grant writing course would be helpful. Janice voiced the desire for the function of the network to have clear communication lines and sources for support and information. Could be provided by the coordinator. Elwood suggested that Board orientation and education is needed and should be included somewhere in the planning documents.

Action – Dagny moved to accept the revised as revised

Ann- seconded

Vote – pass unanimously

### b. Organizational Structure

Ryan mentioned that NDF would likely add an additional regional community coordinator in the western region due to the community coordination workload.

Mike motioned to accept org chart as written

Seconded by Elwood

Vote – passed unanimously

### c. Nevada Fire Board's Cohesive Strategy

Dagny moved to approve as written in the discussion document

Mike seconded

Vote- passed unanimously

### d. Staffing

Dagny recommended that Executive Coordinator should be replaced by Network Coordinator. Ryan added that the coordinator needs to operate within the policy and legal confines of the Division of Forestry.

Ann moved to approve the coordinator section as written and edited

Liz seconded

Vote- passed unanimously

Ann moved to approve the coordinator section as written and edited

Liz seconded

Vote- passed unanimously

Ryan suggested that maintain needs to be added to the regional community coordinators description.

Mike moved to approve the coordinator section as written and edited

Dagny seconded

Vote- passed unanimously

NDF Support service section

Mike moved to approve the section as written and edited

Ann seconded

Vote- passed unanimously

#### e. Marketing and Communications

Logo section

Liz moved to approve the section as written and edited

Dagny seconded

Vote- passed unanimously

Website section

Dagny moved to approve the section as written and edited

Liz seconded

Vote- passed unanimously

5-minute break taken at 9:35am, resumed at 9:55am

#### e. and f. Education Programming, Annual Meeting/Conference, Financial Management sections

Dagny asked where extensions role could be clarified and it was noted that it was included in these sections as well as in the organization chart as the educational arm of the Network.

Mike moved to approve the section as written and edited

Liz seconded

Vote- passed unanimously

#### g. Monitoring, maintenance, and reporting

Database management, Membership trends section, membership needs and desires, fire adapted community status, community wildfire protection plans, and project implementation sections

Ryan voiced the need to add the centralized location for all CWPPs as a coordinator role and duty. Ed pointed out that calling out NDF specifically for project implementation should be expanded to include all potential implementers. It was clarified that it was needed for the Network to be a centralized tracking and reporting entity for fire adapted community project accomplishments.

Liz moved to approve the section as written and edited

Ann seconded

Vote- passed unanimously

#### h. Strategic Plan Section

Mike moved to approve the section as written and edited

Liz seconded

Vote- passed unanimously

#### i. Amendments and Changes to the Operating Manual Section

Liz moved to approve the section as written and edited

Ann seconded

Vote- passed unanimously

## **8. Discuss changes to Chapter Charter and Application for Membership**

Elwood discussed how the draft charter was organized and the sections include. He also presented the individual membership application and mentioned the Nevada Fire Safe Council had no such application. Elwood recommended that this be added to the next agenda for action.

## **9. Discuss content and planning for Spring 2018 Statewide Conference**

Jaime presented the draft agenda for the 3/12/18 statewide conference. Ed used the advice from the last Board meeting and constructed the agenda. Bart Chambers agreed to Emcee. Kim Segeris will present on the California wildfire season lessons learned. Chief Bob Roper will present on creating fire adapted communities-how far have we come?. Bob lost homes in his neighborhood and his original home he had built in the 1980's. Mel Holland of the West Washoe wildfire preparedness group and impacted by the Little Valley Fire. He will talk about community development of a CWPP. Ed Smith will speak about CWPP development tools on the Living With Fire website. Chief Mike Brown will talk about engaging local fire services in their community. He will also ask the Governor's office for a presentation. Ryan Shane and Rodd Rummel talking about resources available from agencies. State farm insurance will be talking about NFPA grants. Then lunch. Then the coordinator and NDF will be presenting on organization developments. In the afternoon, there will be a choice to attend a board meeting or a speed dating for information café to allow people to collecting information from each other and specialists on how to become a more fire adapted community.

Election of community representative will be on the agenda before the Board Meeting/Speed dating.

It was asked how the meeting was being marketed. Right now social media, website. A letter from the Network to the fire chiefs was recommended. A flier was requested to post in communities. NACO recommended that a presentation be provided to the NACO board at the 2/23/18 at 0930 at the NACO office. Dagny also recommended to include something in the weekly NACO newsletter. Dagny recommended taking the same approach with the Nevada League of cities through Wes Henderson. Board members should register.

Dagny suggested that a nuts and bolts presentation to bring new people up to speed with FAC, CWPPs and other things that are not common vernacular.

Joshua mentioned that we would need to be considerate of the open meeting law in terms of not deliberating outside of the Board Meeting.

## **10. Election of Board Officers**

Deferred to the Board meeting at the Annual Conference. Regional community representatives will be elected at the meeting. Jaime will put a call for nominations in the network pulse newsletter. She will collect nominations and pass to Michael for balloting at least 2 weeks before the meeting.

## **11. Status reports on filling vacant seats:**

### **a. WUI Planning Code**

Mike recommended looking at Nevada Fire Marshal's Office to fill this seat. Dagny questioned if they knew about the baseline or exceeding at the local level. She recommended that we consider urban planning people and offered to reach out if needed.

### **b. Insurance Industry**

Jeanette Belz from the Nevada Insurance Council agreed to fill the Insurance Industry seat.

**c. Northern Regional Community Rep.**

Vacant and will be

**12. Network Operations Update**

**a. Coordinator Hiring Status**

Michael Beaudoin will be starting on 2/12/18 and eager to get started.

**b. Coordinator Task List**

Ryan will share with the Board for review and action at a future Board Meeting.

**c. UNR-UNCE/NDF Network Transfer MOU**

Ryan has a second draft presently to make a couple corrections to re-align the timelines on the MOU to ensure that NDF and UNR meet expectations with the assistance of the newly hired coordinator.

**13. Meeting schedule (Action)**

Action – Next meeting will be at the 3/12/18 Annual Conference at the Atlantis at 3:15p-4:15p in Reno NV. Future meetings will be decided at that meeting or through Board polling.

**14. Public Comment**

Mike mentioned that there is a large turnover of fire chiefs in the area and suggested that we get on their radar to consider WUI issues and the resulting impacts after wildfire to communities. Getting them involved early will be good for supporting Fire Adapted Communities mission.

Janice asked why less prevention funding is available than suppression. Mike mentioned there was many opportunities to be proactive, such as putting powerlines underground near communities may actual save money over time.

Marty mentioned that Carpenter 1 has similar post-fire impacts that are Nevada situations. Dagny said it was a great time to discuss these issues while it is fresh on people's minds. Ann said that Thomas fire was very relatable to the fires in the Sierras. Some communities were using plastic piping for the hydrants, which melted and therefore couldn't provide water to suppression resources.

**15. Adjourn (Action)**

Meeting adjourned at 11:32am.