

**Advisory Board Meeting Minutes**  
**Nevada Network of Fire Adapted Communities Board Meeting**

March 12th, 2018

Atlantis Resort and Casino – Grand 3 Room

3800 S Virginia St, Reno, NV 89502

3:05 PM until 4:05 PM

Meeting was called to order at 3:05pm by Chairman Smith.

**Board Members in Attendance:**

Mike Brown, Nevada State Fire Chief's Association  
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  
Jeanette Belz, Nevada Insurance Council  
Marty Woods, U.S. Forest Service  
Bart Chambers, Nevada Fire Marshal  
Tracy Visher, Community Representative from Western Region  
Vanessa Marquez, Bureau of Land Management

**Board Members Absent:**

Sara Anderson, Nevada Landscape Association  
Mike Heidemann, Nevada State Firefighter's Association  
Wes Henderson, Nevada League of Cities and Municipalities

**Board Positions Vacant:**

Vacant, Community Representative from Southern Region  
Vacant, Community Representative from Northern Region

**Supporting Guests in Attendance:**

Elwood Miller, Former Network Coordinator, Retired  
Joshua Woodbury, Deputy Attorney General  
Michael Beaudoin, Network Program Coordinator

**1. Introductions** – Roll call and determination of quorum

**2. Public comment** Public comment will be taken at the beginning and end of the meeting, and may be taken at the discretion of the Chair on agenda items listed for possible action. Public comments may be limited to 3 minutes per person at the discretion of the Chair. The public may request that items be added to a future agenda. Comment will not be restricted based on viewpoint. No action will be taken on any matters raised during the public comment period that are not already on the agenda. Persons making comment will be asked to begin by stating and spelling their name for the record.

Ann told the group about the recent Tahoe Fire and Fuels team event and that it was a success.

**3. Review of agenda and opportunity for altering the order of topics - \*FOR POSSIBLE ACTION\***

Agenda order was approved as written. Motion: Mike, Second: Bart, Vote: I-unanimous

**4. Review and approval of minutes from previous meetings - \*FOR POSSIBLE ACTION\* a. January 23rd, 2018**

The minutes were approved as written. Motion: Ann, Second: Tracy, Vote: I-unanimous

**5. Review of election results**

Tracy Visher was elected as the Western Regional Community Representative. She conveyed her honor for being able to serve in that capacity. There were no nominations received for the Northern and Southern Nevada Community Representative board members for the election. Those positions will remain vacant until filled per the Network Operating Manual procedures.

**6. Installation of new Board Members - \*FOR POSSIBLE ACTION\***

- a. Northeastern Nevada Regional Community Representative – No Action
- b. Western Nevada Regional Community Representative - Tracy Visher
- c. Southern Nevada Regional Community Representative – No Action

Election results were accepted and the Western Regional Board Member was installed officially. Motion: Mike, Second: Ann, , Vote: I-unanimous

**7. Operating Manual Clarifications, Updates and Approval - \*FOR POSSIBLE ACTION\***

**a. Advisory Board-Elected Regional Representatives-Define regions, exclude Tahoe Basin**

Tahoe Basin has its own Network, so regional representatives need to be from outside of the Tahoe basin, but within a region in Nevada. This was elevated because a Tahoe Basin resident self-nominated during the nomination process. Regions were named according to the same title as the NDF Regions to provide clarity. Language in the operating plan reflected these corrections. Motion: Tracy, Second: Bart, , Vote: I-unanimous

**b. Advisory Board-Nominations-Remove oral nominations at conference**

Nominations need to be received and elections conducted prior to the annual conference, so vocal nominations during the conference is not compatible with the rest of the nomination and election process. Motion: Dagny, Second: Ryan, Vote: I-unanimous

**c. Advisory Board-Elections-Ballot submission, removal of proxy votes, special election clause**

The process for dealing with unfilled regional representative seats was deliberated. An appointment of a duly qualified representative will occur by the board. The appointee will be able to be nominated and run for election the next regular election. If elected that person will fill the seat for the remainder of the vacated term. Motion: Dagny, Second: Ryan, Vote: I-unanimous

**d. Deliberations and Decisions – Meetings – Minutes requirements, review and approval, and maintenance**

The minute taking has been delegated to the coordinator or some person that the coordinator recruits to perform this task during board meetings. NDF and other cooperators may have people willing and capable of providing this support. Michael is comfortable with this assignment and the responsibility of coordinating the task. Motion: Mike, Second: Ann, Vote: I-unanimous

**e. Network Membership-Individual renewal dates**

A discussion occurred about the renewal dates that were listed and the Board decided to change them from 6/30-7/1 to 12/31-1/1. Motion: Tracy, Second: Bart, Vote: I-unanimous

**f. Network Membership-Chapter benefits**

The board discussed a section that was not currently in the operating manual as it was previously agreed that those items would be included in the chapter handbook and charter. Those items included the chapters being able to reasonably expect support in a variety of different areas. It was stated that NDF does not currently have the staff and funding to support all of the proposed actions. NDF would be willing to provide the prescribed support described in the proposed language if staff and funding was made available to the agency and the Network. As such the Board agreed that support could be defined as mentorship, guidance, and connecting to resources available for communities to accomplish tasks. Motion: Mike, Second: Bart, Vote: I-unanimous

**g. Network Membership-Chapter renewal dates**

Same correction to dates as in item e. above per the same motion and vote.

**h. Disposition of current network members-application process**

No Action taken.

**i. Approval of Operating Manual for use.**

Following all discussions, the Board voted to accept the Operating Manual as the official governing document for all Network Operations. Motion: Mike, Second: Tracy, I-unanimous

**8. Status reports on filling vacant seats:**

**a. WUI Planning Code**

Bart Chambers, Nevada State Fire Marshal, was announced at the appointed member from the Nevada Fire Marshal's Office. The Board welcomed his participation and assistance.

Jeanette Bels, Nevada Insurance Council, was introduced as the insurance industry representative. The Board welcomed her participation and assistance.

**9. Network Operations Update**

**a. Coordinator Task List**

The Board was made aware that Michael has been provided a task list with deadlines for tasks that need to be completed by him. The list was constructed by Ryan from various sources such as the Nevada

Cohesive Strategy-FAC Action plan, UNR-NDF Network Transfer MOU and others. The task list was not available for viewing, though it was suggested that the Board see the list to ensure endorsement and understanding of the Coordinator's workload.

**b. UNR-UNCE & NDF Network Transfer MOU accomplishment status update**

Ed and Ryan worked together to update the MOU because of the delay in getting several tasks completed. The fully executed and updated version was sent earlier in the week from Ed to Ryan and Michael.

**10. Discuss meeting schedule for upcoming meetings - \*FOR POSSIBLE ACTION\***

Michael will send out a Doodle poll to established a meeting date in June.

**11. Public Comment**

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Michael presented the financial outlook for the Network which included about 2.5 years of funding for his position.

**12. Adjourn - \*FOR POSSIBLE ACTION\***

The meeting was adjourned at 4:50pm. Motion: Mike, Second: Tracy, Vote: I-unanimous