

# Nevada Network of Fire Adapted Communities

## Operating Manual

*(03/12/2018)*



# Table of Contents

<b>VISION</b> .....	
<b>MISSION</b> .....	
<b>GOVERNANCE</b> .....	
<b>GOALS AND OBJECTIVES</b> .....	
<b>ADVISORY BOARD</b> .....	
BOARD MEMBERSHIP.....	
QUALIFICATION	
COMPOSITION, TERMS, AND VACANCIES	
ELECTED REGIONAL REPRESENTATIVES	
NOMINATIONS	
ELECTIONS	
APPOINTED REPRESENTATIVES	
VACANCIES	
DUTIES OF BOARD MEMBERS	
BOARD MEMBER PERFORMANCE - MEETING ATTENDANCE	
DELIBERATIONS AND DECISIONS.....	
AGENDA	
DELIBERATIONS	
DECISION PROCESS	
QUORUM	
MEETINGS.....	
BUSINESS MEETINGS	
STATEWIDE NETWORK CONFERENCE	
BOARD OFFICERS.....	
DESIGNATION	
QUALIFICATIONS	
NOMINATIONS	
ELECTIONS AND TERM OF OFFICE	
REMOVAL AND RESIGNATION OF OFFICERS AND BOARD MEMBERS	
DUTIES	
DUTIES OF THE CHAIRPERSON	
DUTIES OF THE VICE CHAIRPERSON	
COMMITTEE CREATION AND	
OPERATION.....	
COMPENSATION.....	
COMMUNITY COORDINATION AND COMMUNICATION.....	
<b>STRUCTURE</b> .....	
<b>NEVADA FIRE BOARD'S COHESIVE STRATEGY - FIRE ADAPTED COMMUNITIES</b>	
<b>SUBCOMMITTEE</b> .....	
<b>STAFFING</b> .....	
NETWORK CORRINATOR.....	
REGIONAL COMMUNITY COORDINATORS.....	
NDF SUPPORT SERVICES.....	
<b>NETWORK MEMBERSHIP</b> .....	
INDIVIDUAL MEMBERSHIP.....	
ANNUAL FEE	

REQUIREMENTS AND QUALIFICATIONS  
 BENEFITS  
 RENEWAL

INDIVIDUAL SUPPORTERS OF THE NETWORK.....  
 ORGANIZATIONAL SUPPORT FOR THE NETWORK.....  
 COMMUNITY CHAPTERS.....  
     REQUIREMENTS AND QUALIFICATIONS  
     ANNUAL FEE  
     OBLIGATIONS AND EXPECTATIONS  
     BENEFITS  
     RENEWAL

**RECOGNITION AND AWARDS.....**  
**DISPOSITION OF CURRENT NETWORK MEMBERS.....**  
**MARKETING AND COMMUNICATIONS .....**  
     LOGO  
     WEBSITE  
     NETWORK MEMBER UPDATES AND INFORMATION  
     EDUCATIONAL PROGRAMMING

**ANNUAL MEETING/CONFERENCE.....**  
**FINANCIAL MANAGEMENT.....**  
     FINANCIAL MANAGEMENT  
     BALANCE REPORTING

**MONITORING, MAINTENANCE, AND REPORTING .....**  
     MEMBERSHIP TRENDS  
     MEMBERSHIP NEEDS/DESIRES  
     FIRE ADAPTED COMMUNITY STATUS  
     COMMUNITY WILDFIRE PROTECTIONS PLANS  
     COMMUNITY PROTECTION PROJECTS

**STRATEGIC PLAN.....**  
**AMMENDMENTS AND CHANGES TO THE OPERATING MANUAL.....**  
**APPENDIX .....**  
     APPENDIX A - BOARD MEMBERSHIP AND CONTACT INFORMATION.....  
     APPENDIX B - INDIVIDUAL MEMBERSHIP APPLICATION.....  
     APPENDIX C - COMMUNITY CHAPTER APPLICATION AND CHARTER.....  
     APPENDIX C - FIRE ADAPTED COMMUNITY ACTION PLAN.....

## **VISION**

People living in vulnerable wildland urban interface locations, 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.

## **MISSION**

It is the mission of the Network to foster the wide spread occurrence of Fire Adapted Communities where Nevadans living with the threat of wildfire fully prepare themselves, their homes, and the landscape where they reside to survive the destructive force of wildfire.

## **GOVERNANCE**

The decision-making process for 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 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.

## **GOALS AND OBJECTIVES**

The goals and objectives of the Network are set forth by 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:

- UNR-UNCE and NDF Network adoption MOU
- Nevada Cohesive Strategy-Fire Adapted Communities Action Plan (2.2, 2.3, 2.4)
- Network and Agency funding agreements

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.

## **ADVISORY BOARD**

### BOARD MEMBERSHIP

#### Qualifications

Board members shall:

1. Be at least 18 years of age
2. Be a Nevada resident, or be an appointed representative from a Nevada based organization, or occupy a residence within an NDF region
3. Have a demonstrated interest in the reduction of the fire threat to Nevada communities
4. Be a member of The Network in good standing
5. Be willing to actively advance the mission of the Network.

#### Composition, Terms, and Vacancies (Table 1)

#### Elected Regional Representatives

There shall be at least one elected Board member representing the communities threatened by wildfire in each of NDF's regions (Northern, Western, Southern). Elected Board members shall serve three-year staggered terms

While the Western Region technically includes communities in the Tahoe Basin, citizens located within the Basin have formed an independent Network of Fire Adapted Communities. Therefore, locations within the Basin are not included in the Nevada Network. To ensure cooperation and communication between these two sister organizations, a dedicated seat has been created on the Nevada Network Board

to be filled by appointment from the Tahoe Fire and fuels Team.

## Nominations

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 to a location and by a deadline announced by the Board.

## Elections

Voting to fill vacant Regional Representative seats shall be conducted by secret ballot submitted electronically or by US Mail. Citizens who are Individual Members of the Network and reside or own 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. The nominee receiving the second most votes will be designated an alternate and will serve in the event the elected Regional Representative vacates the seat. The alternate will serve until the next election cycle and will be eligible to be nominated as a candidate and stand for election.

Initial terms of regional representatives will be determined by lot to facilitate the staggering of term expiration. 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 are they to be denied the opportunity to be nominated for a second term.

Nominations and elections to fill vacated Board seats may be initiated at any time upon approval by the Board and shall be conducted in accord with previously stated procedures.

In the event the normal nomination and election process fails to identify a Regional Community Representative for a vacant Board seat,

the Board may appoint a representative to fill the vacancy on an interim basis. The board appointed representative must meet all qualifications for Board membership. The appointed representative is eligible to be nominated and stand for election at the next annual election. At that election the individual elected shall serve the remaining balance of the term. All provisions of the manual that apply to Board members will also apply to interim appointees however time served in an interim capacity will not be counted toward the term limit restrictions as stated in the manual.

### Appointed Representatives

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.

### Vacancies

Vacancies on the Board shall exist (1) upon the death, resignation or removal of any member, (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.

Table 1. Board Representation, and Terms

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

Regions:

Southern – Nye, Lincoln, Esmeralda, Clark;

Northern – Elko, Eureka, White Pine, Lander;

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

<sup>1</sup> 1 year appointments are eligible for annual reappointment.

## DUTIES OF BOARD MEMBERS

It shall be the duty of Board members to:

- a) 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.
- b) Attend scheduled meetings of the Board and participate fully in the discussions, activities and decision-making process of the Board.
- c) Recommend the duties, employment, removal, and performance evaluation of all agents, employees and contractors of the Network.
- d) Advance the mission of the Network by establishing policies, setting priorities, defining tasks, developing plans, and creating programmatic implementation strategies.

## BOARD MEMBER PERFORMANCE – MEETING ATTENDANCE

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.

While attending Board meetings is important, it is also expected that board members will engage in a constructive manner and be a positive contributor to board deliberations and decisions.

## DELIBERATIONS AND DECISIONS

### Agenda

Items to be considered for discussion and/or action by the Board shall be incorporated into a meeting agenda by the Executive Committee (See subsection Board Officers). 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 Network Coordinator and will follow the rules as dictated by Nevada's Open Meeting Law. Per Attorney General's Policy, review of final drafts will be performed by the NDF assigned Deputy Attorney General prior to publication and posting. (Nevada Revised Statutes, Chapter 241; Nevada Open Meeting Law Manual, 12<sup>th</sup> Edition, January 2016; University of Nevada Cooperative Extension Fact Sheet 14-02, 2014)

### Deliberations

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 to 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.

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. No action or deliberation will be allowed on items that are not on the agenda. (Nevada Revised Statutes, Chapter 241; Nevada Open Meeting Law Manual, 12<sup>th</sup> Edition, January 2016; University of Nevada Cooperative Extension Fact Sheet 14-02, 2014)

### Decision Process

Decisions will be made and recorded by the introduction of motions and voting in accord with Robert's Rules of Order.

### Quorum

A quorum shall consist of more than 50% of the Board members duly appointed or elected to serve on the Board.

## MEETINGS

### Business Meetings

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, 12<sup>th</sup> Edition, January 2016; University of Nevada Cooperative Extension Fact Sheet 14-02, 2014)

### Minutes

A record of Board deliberations and actions will be maintained in the form of meeting minutes. Minutes of meetings will be reviewed and approved by the Board. It will be the responsibility of the Network Coordinator to ensure a person is available at each business meeting to record the minutes. The Network Coordinator will also maintain a file containing all minutes approved by the Board.

### Statewide Network Conference

At least annually, the Board will organize and conduct a statewide Network conference. The programmatic content, location, date, and all financial and logistical considerations will be the responsibility of the Board and Network staff. (See section on Statewide Meeting/ Conference)

## BOARD OFFICERS

### Designation

The officers of the Board shall be a Chairperson, and a Vice Chairperson. At the discretion of the Board 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.

## Qualifications

Any member of the Board in good standing may serve as an officer of the Board.

## Nominations

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.

## Elections and Term of Office

Officers shall be elected by a majority of voting Board members present 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. 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.

## Removal and Resignation of Officers & Board Members

Any officer may be removed from their office 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.

Any member of the Board whose actions and behavior are 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.

## Duties

### 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.

### Duties of the Vice Chairperson

The Vice-Chairperson shall assume all duties of the Chairperson during his/her absence and other duties as the Board may assign,

## COMMITTEE CREATION AND OPERATION

Any Board member may recommend the establishment or dissolution of a committee created to carry out specific tasks of The Network. The decision to create a proposed committee will require approval by the Board. Unless otherwise specified, committee membership 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. However, every committee must designate both a chairperson and a recorder and the chairperson selected must be a current member of the Board. All committees shall submit reports to the Board detailing activities and accomplishments on a schedule to be determined by the Board.

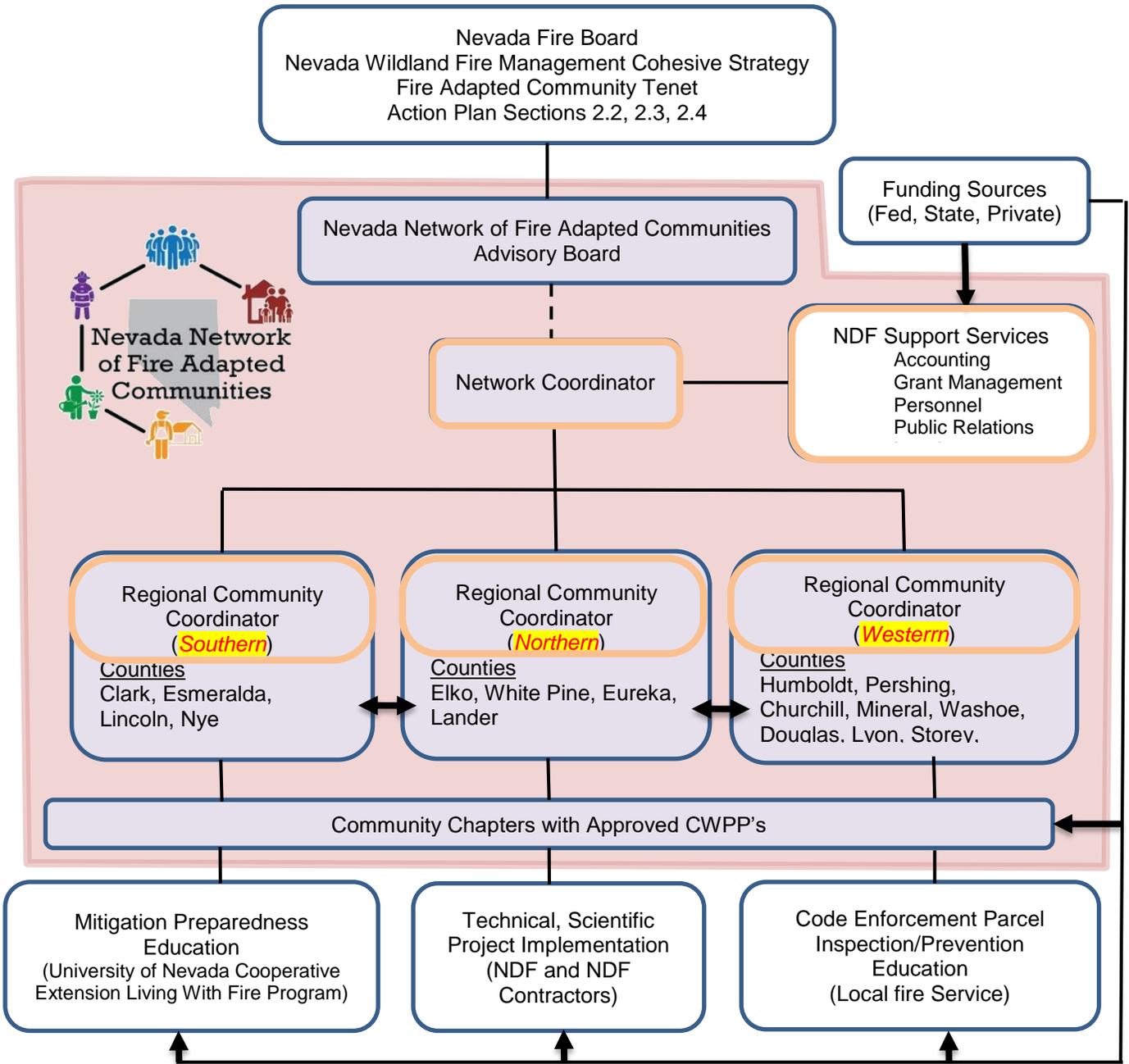
## COMPENSATION

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. Reimbursement for travel expenses incurred shall be approved by The Network Coordinator up to \$500.00 for attendance at regularly scheduled meetings.

## COMMUNITY COORDINATION/COMMUNICATION

The Board will review annual plans of work and goals submitted by community Chapters. The Board will routinely request reports and updates on Chapter activities, progress in completing high priority projects as detailed in approved Community Wildfire Protection Plans, and work to engage local fire services. In conjunction with appropriate staff, and as time allows, Board members are encouraged to contact community chapter leaders to provide assistance, answer questions and provide encouragement and support. As time allows, Board members will also respond to requests to be in attendance or make presentations at meetings and other community gatherings of local community Chapters based on their areas of expertise. Through formal and informal avenues, the Board will encourage and facilitate the creation of Chapter networking opportunities that includes local fire services and enhances communication and shared learning.

**STRUCTURE**



The Nevada Fire Board is responsible 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. Create Resilient Landscapes
2. Create Fire Adapted Communities
3. Increase Safe and Effective Response to Wildfire Ignition

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 Appendix D. 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.

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.

Sections 2.1 and 2.5 fall within the responsibility of the fire service's fire prevention and community education function working in partnership with the University of Nevada Cooperative Extension's Living With Fire program. Section 2.6 comes under the authority of the State Fire Marshal, the State Forester/Fire Warden, and all local fire service jurisdictions.

## **STAFFING**

### NETWORK COORDINATOR

The Network Coordinator will operate under the guidance of the Network Advisory Board to design and implement the Network program and will be the primary tactical decision maker implementing the Network operations according to the strategy set forth by the Advisory Board and within the legal and policy constraints of the Nevada Division of Forestry. The Network Coordinator will ensure that the Regional Community Coordinators are deploying the program according to the Board's 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 learning opportunities.

The Cooperative Forestry and Fire Supervisor at NDF will be the direct supervisor of this position.

### REGIONAL COMMUNITY COORDINATORS

The Regional Community Coordinators will assist communities to become active, stable, local chapters that focus on

building community level partnerships to plan, fund, implement and maintain fuel reduction, defensible space, 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.

Regional Community Coordinators are supervised by the Network Coordinator.

#### 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 processed through and by the Network Coordinator, who will make arrangements and design processes to gain the required services and levels of support.

### **NETWORK MEMBERSHIP**

#### INDIVIDUAL MEMBERSHIP

Individuals who live or own property with the threat of wildfire may join the Network as an *Individual Member*. (See attached Application for Individual Membership)

*Individual members* may affiliate with any Community Chapter where they live or own property. (See manual section on Chapter Membership)

#### ANNUAL FEE

*Individual Members* will be assessed an annual fee of \$15.00/ membership/ year.

For purposes of membership, the year will cover the period between January 1-December 31. The fee will not be prorated on the basis of partial year membership.

*Individual members* may belong to and support the work of additional community chapters for an additional fee of \$5/year each.

## REQUIREMENTS AND QUALIFICATIONS

To qualify for membership as an *Individual Member*, individuals must:

- a. Reside or own property in a Nevada location threatened by wildfire.
- b. Agree to support the Vision and Mission of the Network.
- c. Apply fire adapted community principles to their own residence/properties.
- d. If affiliated with a community chapter, agree to support the work of the chapter by active participation in the accomplishment of goals and objectives.
- e. Pay the annual fee.

## BENEFITS

*Individual Members* will receive the following benefits:

- a. The opportunity to support an organization that works to reduce the threat from wildfire and increase the survivability of their home and their community.
- b. The opportunity to join with other *Individual Members* to form a local community *Chapter*, which could increase the opportunity to receive financial support from state, federal and local entities to assist in preparing the community for the presence of wildfire.
- c. The opportunity to receive information, education and training related to wildfire preparedness.
- d. The opportunity to acquire technical knowledge needed to more effectively influence planning and decision-making activities affecting the local area.

## RENEWAL

*Individual Membership* will be renewed January 1<sup>st</sup> of each year. Notifications of membership expiration and the requirement for renewal will be distributed December 31<sup>st</sup> of each year.

### INDIVIDUAL SUPPORTERS OF THE NETWORK (*FRIEND OF THE NETWORK*)

Individuals who do not live in an area with a threat of wildfire or simply want to support the mission of the Network can apply for membership as *A Friend of the Network*. (See attached Application for Individual Membership) Members in this category will be assessed the same annual fee as *Individual Members*. In addition to the annual fee, *Friends of the Network* are encouraged to make additional donations in support of the Network's mission. *Friends of the Network* will receive a monthly on-line newsletter and an invitation to attend the annual Statewide Conference.

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

### ORGANIZATIONAL SUPPORT FOR THE NETWORK (*PARTNERING MEMBER*)

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 choose to provide financial support through donations will be recognized with additional designations as follows:

Platinum > \$10,000.00 or greater

Gold > \$5,000.00

Silver > \$ 500.00

Bronze > \$100.00

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

## COMMUNITY CHAPTERS

When *Individual Members* in a wildfire threatened location decide to coalesce and form a local action group to address their common vulnerability they may apply for status in the Network as a local *Chapter*.

### Requirements and Qualifications

To qualify for status as a *Chapter* the community must meet the following qualifications to apply for Board consideration:

- a. Document the involvement and commitment of a minimum of two founding members **that are in good standing as individual members within the Network.**
- b. Designate chapter boundaries within which their activities will occur that do not overlap with other chapter boundaries.
- c. Select a sustainable system of governance that will be utilized for decisions and leadership.
- d. Propose a name or title for the *Chapter*.
- e. Complete an application for *Chapter* status to be considered for action by the Board. (See attached Chapter Charter and Application)
- f. Agree to principles, prerogatives, and obligations as detailed in the Chapter Charter that establish the relationship between the *Chapter* and the Board/Network as well as the intent of both parties to fulfill obligations that ensure mutual benefit in support of The Network's Vision and Mission.

### Annual Fee

No annual fee will be assessed for this category of membership.

## Obligations and Expectations

In order to retain membership in good standing with the Network, Community Chapters must :

1. With support from The Network, and in partnership with your local, state and federal fire agencies, create or update the Community Wildfire Protection Plan (CWPP) for the community. (Must show significant progress within the first year and completion by the second year)
2. Create a prioritized action plan to become a Fire Adapted Community (FAC).
3. Conduct an annual Fire Adapted Community event.
4. Document a community investment of \$2 per capita annually in activities that contribute to fully preparing the community for the presence of wildfire.
5. Provide an annual progress report to the Board summarizing the *Chapter's* progress in becoming a Fire Adapted Community.

Additional obligations of mutual benefit may be suggested as the *Chapter* grows and experiences success. These additional expectations are listed in the Chapter Leader Handbook and may be discussed at the time of membership renewal.

## Benefits

The benefits that a Chapter can reasonably expect the Network to provide are information, mentorship, guidance, and connectivity to resources to assist with the following:

- Provide a single point of contact for membership support.
- Disposal of accumulated hazardous fuel
- Funding and grant opportunities

- Access to educational and informational material available for distribution.
- Connect community with qualified contractors or work crews when project prescriptions that require the involvement of labor beyond the community's capability.
- Creating or maintaining the Community Wildfire Protection Plan (CWPP).

Additional benefits of mutual benefit may be suggested as the *Chapter* grows and experiences a different set of needs for support and continued success. These possible additional benefits are listed in the Chapter Leader Handbook and may be discussed at the time of membership renewal.

## Renewal

Continuation of *Chapter* status is subject to review and renewal January 1<sup>st</sup> of each year. Notifications of membership expiration and the requirement for renewal will be distributed December 31<sup>st</sup> of each year. An annual report of *Chapter* accomplishments will be submitted to the Board in support of membership renewal requests.

## Membership non-renewal

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;

1. Failure to fulfill obligations and a record of inactivity.
2. Refusal or resistance to providing requested relevant information. Lack of cooperation.

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, rebuttal and/or corrective action. Members including Chapters choosing to not address the Board will not be renewed by the Board.

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

### **RECOGNITION AND AWARDS**

While all chapters deserve recognition, the Board shall develop an award program that recognizes exceptional performance in the following categories:

1. All members in good standing shall receive certification and recognition annually.
2. Achieving a stated investment level for the completion of mitigation work by residents. (A level of \$2/capita has been suggested).
3. Utilization of creative and innovative approaches to accomplishing the Network mission.
4. Expanding membership.
5. Completing mitigation projects.
6. Ratio of residences with defensible space vs total homes in the location.

### **DISPOSITION OF CURRENT NETWORK MEMBERS- PENDING BOARD ACTION**

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 through the application process and any required fees will be waived for one year. However, performance requirements and obligations will be initiated upon admittance.

## **MARKETING AND COMMUNICATIONS**

### LOGO

By majority vote, the Board will adopt a Network logo to symbolically represent the foundation principles and mission of the Network. The logo will be prominently displayed on all materials produced by the Board and on any product produced in cooperation with partnering organizations. Proposed alterations to the logo may be submitted as an agenda item at a regularly scheduled Board meeting and decided by a majority vote of the Board.

### WEBSITE

A unique and distinct website clearly establishing the autonomous identity of the Network will be developed by NDF staff. The architecture and content of the site will be reviewed and approved by the Board. Maintenance of the website will be the responsibility of the Network Coordinator working with the support of technical and creative expertise supplied by NDF.

### NETWORK MEMBER UPDATES AND INFORMATION

To keep Network members informed and updated on activities, opportunities, and other business, the Network and NDF staff will provide for the routine and regular, periodic distribution of information in whatever form and format is most convenient and accessible by members. This may take the form of a monthly on-line newsletter, Email notifications, postings on social media outlets or other communication forms.

### EDUCATIONAL PROGRAMMING

Working in partnership, the Living With Fire program of the University of Nevada Cooperative Extension will be the primary public information/education component of the Network. Published material, videos, presentations, workshops, field tours, and

numerous forms of on-line and social media outlets will be utilized in cooperation with Network staff to convey a consistent message in support of the Network mission. Coordination and planning between Network and Living With Fire staff will be required for focused educational efforts, events, and public education activities.

### **ANNUAL MEETING/CONFERENCE**

Annually, the Network staff, in conjunction with the Network Board, will organize and conduct a statewide Network conference. Programmatically, the conference will consist of an educational component focused on a particular theme and a second component consisting of a Network business meeting. The educational component will be organized by University of Nevada Cooperative Extension and the business meeting will be organized and conducted by the Network Coordinator and the Board. The conference will be open to the public but focus on the exchange of information and enhanced opportunity for the networking of Network members.

### **FINANCIAL MANAGEMENT**

#### FINANCIAL MANAGEMENT

While the Advisory Board provides Network operation and management direction, it is neither responsible nor accountable for the management of the finances that support Network operations. It shall be the duty of the Coordinator and NDF staff to manage all aspects of grants and other funding used to advance the mission of the Network. It is intended that grants and other financial assets be managed in a way that support the goals of the Board, and are in compliance with OMB Circulars, as well as NDF and State of Nevada policies and regulations.

#### BALANCE REPORTING

The Nevada Division of Forestry shall provide current balances to the Board, for all financial accounts affecting Network operations and goal attainment, through a report by the Coordinator, at every Board meeting. The Board shall allow time for the Coordinator to prepare such reports in the annual work plan or other means of expressing expectations of the Coordinator.

## **MONITORING, MAINTENANCE, AND REPORTING**

### DATABASE MANAGEMENT

The Coordinator shall maintain a current and accurate accounting of all contacts, members, status, activities, accomplishments, and any other relevant information as requested by the Board.

### MEMBERSHIP TRENDS

The Coordinator shall track and analyze membership trends and report the results at all Board meetings.

### MEMBERSHIP NEEDS/DESIRES

The Coordinator shall periodically poll the membership to determine needs, evaluate performance, solicit recommendations for improvement, and obtain opinions related to community fire adaptation and provide the results of such queries to the Board for consideration.

### FIRE ADAPTED COMMUNITY STATUS

While community adaptation for the presence of wildfire is more of a process than an end, accomplishments in community preparedness can be defined and documented. A well-defined system of criteria for determining achievement and progress will be developed and utilized to determine Network effectiveness.

### COMMUNITY WILDFIRE PROTECTION PLANS

The Board, Coordinator(s), and Network partners shall promote the importance of completing an approved CWPP to ensure a well planned and executed set of steps to achieve the highest level of wildfire adaptations reasonably possible with each community. The Coordinator shall maintain or coordinate a centralized location where all CWPPs are publicly accessible.

### COMMUNITY PROTECTION PROJECTS

Community wildfire adaptation projects shall be completed in conformance with the priorities established in an approved CWPP.

Implementation and management of projects shall be the responsibility of the Nevada Division of Forestry and/or community partners such as local fire services, federal agencies and other state agencies. The Coordinator shall establish and maintain a geospatial database of projects for tracking and reporting.

### **STRATEGIC PLAN**

Under the direction of the Board, the Network Coordinator will develop a strategic plan to advance the mission of the Network. The plan will be reviewed and approved by the Board. Annually the approved plan will be reviewed and form the basis for the annual plan of work. Updates, edits, additions, or any changes to the approved plan will be submitted as an action item at a regularly scheduled Board meeting and require Board approval.

### **AMMENDMENTS AND CHANGES TO THE OPERATING MANUAL**

Proposed changes to the Operating Manual can be submitted for consideration by any Board member as an agenda item at any regularly scheduled Board meeting. A majority vote of the Board will be required to approve proposed changes.

APPENDIX A

ADVISORY BOARD MEMBERS

Member	Representing	Term
Ann Grant	Tahoe Network of Fire Adapted Communities	1 year (2017-2018)
Vacant	Southern Region Communities	3 years (2018-2021)
Vacant	Northeastern Region Communities	3 years (2018-2021)
Tracy Visher	Western Region Communities	3 years (2018-2021)
Vanessa Marquez	Bureau of Land Management	1 year (2017-2018)
Marty Woods	US Forest Service	1 year
Ryan Shane	Nevada Division of Forestry	1 year (2018-2019)
Mike Brown	Nevada Fire Chiefs Association	1 year (2018-2019)
Mike Heidemann	Nevada State Firefighter's Association	1 year (2018-2019)
Bart Chambers	WUI Planning/Code	1 year
Sara Anderson	Landscape Industry	1 year (2018-2019)
Jeannette Belz	Insurance Industry	1 year (2018-2019)
Dagny Stapleton	Nevada Association of Counties	1 year (2018-2019)
Ed Smith—Vacant 5/18	Living With Fire Program	1 year (2018-2019)
Wes Henderson	Nevada League of Cities	1 year

APPENDIX B – BOARD ACTION PENDING

INDIVIDUAL MEMBERSHIP APPLICATION

APPENDIX C – BOARD ACTION PENDING

COMMUNITY CHAPTER MEMBERSHIP APPLICATION AND CHARTER

APPENDIX D – BOARD ACTION PENDING

FIRE ADAPTED COMMUNITY ACTION PLAN



# THE NEVADA NETWORK OF FIRE ADAPTED COMMUNITIES

## Community Chapter Charter and Application

### Background

#### Mission

The mission of the Nevada Network of Fire Adapted Communities (Network) is to foster the wide spread occurrence of Fire Adapted Communities (FAC) where Nevadans living with the threat of wildfire fully prepare themselves, their homes, and the landscape where they reside to survive the destructive force of wildfire.

#### Vision

People living in vulnerable wildland urban interface locations, 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.

To fulfill this mission and achieve this vision, The Nevada Fire Board consisting of local, state, and federal fire officials adopted an implementation plan that specified the following three actions:

1. 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. Establish current level of risk and hazard of wildfire to communities and take action to reduce risks and hazards.
3. Create functioning financial incentives that provide positive feedback loops for communities and residents to continue implementing Fire Adapted Community actions.

On October 24, 2016 the Nevada Division of Forestry (NDF) presented a proposal to create a new organization responsible for completing the actions specified in the Fire Board's plan. In attendance was a broad base of stakeholders who thoroughly reviewed the proposal and ultimately supported proceeding with the development of the proposed organization. A core component of the Network's structure was an advisory board consisting of representatives from

major stakeholder organizations and residents from threatened communities. The Network Advisory Board was vested with the decision-making process and was charged with providing overall operational and programmatic direction. To the greatest extent possible, NDF has divested itself of the decision-making process and has delegated this to the Board. The Board has adopted the procedure described in this Charter to encourage threatened communities to organize, and become members of the Network as Chapters. Additional details regarding the Network's operational procedures and organizational form can be found in the Board's Operating Manual.

Review the following sections detailing principles, prerogatives, and obligations, and then complete and submit the accompanying form and required information to the Board for their consideration and action. Upon approval, the applicant community will gain formal recognition as a Chapter of the Network.

## **The Network's Guiding Principles, Prerogatives and Obligations**

### **Principles of Organization**

1. Membership will be open to all individuals who subscribe to and support the mission and principles of the Network.
2. Individual members will be allowed to organize local chapters of the Network in geographical areas threatened by wildfire utilizing an appropriate democratic organizational form to address any issue or activity that is relevant to and consistent with the mission and principles of the Network.
3. Decisions will be made and activities initiated at the most local level that includes all relevant and affected parties.
4. All Chapter members will have an equitable opportunity and responsibility to participate in discussions, deliberations, and the decision-making process.
5. Decisions will be made by methods and bodies representing a full diversity of views and interests and not controlled by any single view or interest.
6. Deliberations and decisions will incorporate the best knowledge and experience presently available.
7. The Board, NDF, and Chapter organizations will maintain the highest standards of credibility and ethical conduct, and disseminate full and accurate reports of activities and accomplishments as well as accountings of their business affairs.

### **Principles of Practice**

To best of their ability every member and collectively every Chapter will:

1. Seek the collaboration and contributions of diverse professions, experience, knowledge, viewpoints, and resources to build trust and gain support for completion of needed activities and projects to accomplish the mission of the Network.

2. Proposed activities and projects must meet established standards and comply with applicable agency, state, and federal laws, regulations and rules.
3. Encourage those activities and practices that ensure the sustainable productivity of the ecosystem.
4. Engage in mutual learning to deepen respect for and trust in one another and to improve understanding and appreciation of the natural system in which they choose to reside.
5. Commit to resolving conflicts constructively without resorting to social, psychological or physical intimidation or violence.
6. Support collective actions required to increase community survivability and accept personal responsibility for mitigating those risks and hazards on their property that result from individual actions and choices.

## **Prerogatives of the Network Board**

The Network Board reserves the prerogative to:

1. Review and approve any *Chapter* application for funding, contract, or agreement that in any way conveys obligations and/or liabilities to the Network and/or the Network Board.
2. Request records reports or other disclosures regarding the activities, accomplishments, or business affairs, of any *Chapter*.
3. Review and approve any plans or project proposals prepared or submitted by a *Chapter* in furtherance of the Network mission.
4. Intercede where internal *Chapter* conflicts and disagreements jeopardize accomplishment of the mission or pose potential threats to the Network's, the Network Board's or NDF's reputation and/or credibility.
5. Utilize photographs, reports, interviews, or other materials and information regarding *Chapter* accomplishments to promote and advance the public image and awareness of the Network.
6. Review any and all *Chapter* activities to ensure continued compliance with the eligibility requirements and adherence to the Network mission and Charter principles.
7. Negotiate reasonable fees to recover costs associated with providing services requested by a *Chapter*.
8. Revoke *Chapter* status when it is determined that a group is in state of non-compliance with the mission, Charter principles, Network operating procedures, or applicable agency, state, or federal laws, procedures and rules.

## **Obligations of the Network Board**

In support of chapter plans and activities, the Network Board will:

1. Allow *Chapters* to utilize the name and logo of the Network when such use clearly advances the Network's mission.
2. Identify and provide a single point of contact for assistance.
3. Inform *Chapters* of funding opportunities and provide assistance in the preparation and submission of requests and applications.

4. Provide financial management services including accounting, preparation of necessary reports, and completion of required audits to ensure that the expenditure of funds used to advance the Network mission complies with reporting and accounting requirements.
5. Seek media coverage and other avenues to promote and increase public awareness of *Chapter* accomplishments.
6. Assist in the identification and linkage with needed expertise and sources of professional assistance.
7. Provide educational experiences to enhance member understanding and increase *Chapter* effectiveness as well as assist in making educational and informational material available for distribution.
8. Provide assistance for the disposal of accumulated hazardous fuel.
9. Provide 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.

### **Prerogatives of the *Chapter***

*Chapters* of the Network are authorized to:

1. Organize in any democratic manner and in any area threatened by wildfire for the purpose of addressing any issue or activity that is relevant to and consistent with the Network's mission and Charter principles.
2. Adopt statements of purpose, develop operating procedures, and institute systems of governance consistent with the Network's mission, the Charter principles, and the provisions contained within the Network Operating Manual.
3. Join with other *Chapters* and/or enter into cooperative arrangements with any organization where such collaboration is consistent with the Network's mission, the Charter principles and complies with applicable agency, state, and federal laws, rules, and procedures.
4. Identify the primary and backup contacts that will serve as liaison to the Network Board and staff.
5. Levy *Chapter* dues or other fees to recover the costs associated with services rendered. *While this authorization is extended to the local chapter, there is no requirement that they do so. The decision to levy dues or fees must be made in accordance with the decision-making process agreed to in the chapter's structure for governance.*
6. Use the name Network of Fire Adapted Communities, logos, and other images so long as the use is consistent with the Network's mission and Charter principles.
7. Attend meetings of the Network Board and submit agenda items, proposals, and other requests through prescribed channels, for the board's consideration.
8. Publicize and promote chapter activities and accomplishments providing all participants and contributors are given equitable credit and recognition.

### **Obligations of the *Chapter***

In support of the Network, *Chapters* shall:

1. Take all actions necessary to ensure that the collective organization as well as individual members conduct all activities and functions to advance the Network's mission in accord with Charter principles.

2. Develop and implement a sustainable system of governance and decision making in accord with Charter principles.
3. Identify primary and backup contacts to serve as the communication link and liaison to the Network Board and staff.
4. With support from The Network, and in partnership with relevant local, state and federal fire agencies create or update the Community Wildfire Protection Plan (CWPP) for the Chapter's identified geographic area. *(Must show significant progress within the first year and completion by the second year)*
5. Diligently employ all best efforts to advance the mission of the Network by creating a prioritized action plan to become a Fire Adapted Community (FAC).
6. Document a minimum community investment of \$2 per capita annually in activities that contribute to fully preparing the community for the presence of wildfire.
7. Conduct an annual Fire Adapted Community event.
8. Actively participate in deliberations and decisions where such involvement benefits the entire organization or is of particular relevance to the chapter's activities.
9. Keep accurate and up to date records of membership, financial transactions, plans, accomplishments, decisions, deliberations and other activities and provide an annual progress report to the Board summarizing the Chapter's progress in becoming a Fire Adapted Community.
10. Openly communicate and share best practices, lessons learned, successes, stories, and highlights of activities with other chapters and the Network Board and staff.
11. Give full cooperation in responding to requests from Network Board and staff for information, reports, or other materials.
12. Indemnify and hold the Network Board, its employees, agents, and representatives, harmless from any costs, attorney's fees, damages or liabilities arising out of or in any way caused by the chapter's breach of operating procedures, or negligence.

## **Membership**

### **Eligibility Criteria**

When Individual Members in a wildfire threatened location decide to coalesce and form a local action group to address their common vulnerability they may apply for membership in the Network as a local *Chapter*.

#### REQUIREMENTS AND QUALIFICATIONS

To qualify for status as a *Chapter*, the community must meet the following qualifications to apply for Board consideration:

1. Document the involvement and commitment of a minimum of two founding members.

2. Designate chapter boundaries within which their activities will occur that do not overlap with other chapter boundaries.
3. Select a sustainable system of governance that will be utilized for making decisions and ensuring continuing leadership.
4. Propose a name or title for the *Chapter*.
  
5. Establish goals and commit to increase awareness, motivate the residents of the community and seek the expertise and resources required to accomplish the necessary tasks to advance the Network's mission and achieve the vision.
6. Complete an application for *Chapter* status to be considered for action by the Board.
  
7. Agree to follow the provisions embodied in the *Chapter* Charter that establishes the relationship between the Chapter and the Board/Network as well as the intent of both parties to fulfill obligations that ensure mutual benefit in support of The Network's Vision and Mission.

## **Application**

Any group seeking Network affiliation as an approved *Chapter* must complete the application that follows describing how they are meeting the eligibility criteria. The NFSC Board of Directors will review and act on all applications. The board will first determine if the criteria have been satisfied. If the Board finds that the criteria have been met, a majority vote will be required to approve chapter status for the applicant group.

Approval of formal chapter status confers both powers and obligations on both the Network and the *Chapter*.



## Chapter Application and Member's Declaration

***Please provide the requested information under each of the headings that follow:  
Additional pages may be attached if more space is required.***

Date: \_\_\_\_\_

Proposed Chapter Name: \_\_\_\_\_

### Primary Contact:

Name: \_\_\_\_\_

Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Fire District or Department: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you currently or have you ever served in leadership role in your community?

No  Yes (If yes please describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Secondary Contact:**

Name: \_\_\_\_\_

Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Fire District or Department: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you currently or have you ever served in leadership role in your community?

No  Yes (Please describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the geographical area that defines the operational jurisdiction for the chapter. Please attach a map showing the boundaries within which the chapter will conduct its activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximately how many acres are contained within the boundaries? \_\_\_\_\_

Approximately how many residences? \_\_\_\_\_

What is the average lot size? \_\_\_\_\_

Approximately what percentage of the residential properties in the proposed Chapter area are second homes or rentals? \_\_\_\_\_

Please describe the system of governance and decision-making process you have installed for the Chapter and explain how this system can be sustained over time. Please provide leadership chart and description of roles for each executive officer.

-

---

---

---

---

---

---

---

Is the geographical area proposed for the Chapter included within an approved Community Wildfire Protection Plan?

No  Yes Date of approval \_\_\_\_\_  Don't Know

Within the proposed *Chapter* boundaries, has work been completed to prepare the location for wildfire e.g. hazardous fuel reduction, defensible space completion, structure modification, access improvement, roof replacement, etc.?

- Yes  
If so, are records, maps, GIS data, and other materials documenting this activity available?

---

- No
- Don't Know

Which of the following best describes the organization submitting this application:

- HOA: Name \_\_\_\_\_
- GID: Name \_\_\_\_\_
- Community Board: Name \_\_\_\_\_
- Special District: Name \_\_\_\_\_
- Previous Fire Safe Council Chapter: Name \_\_\_\_\_
- Previous Community/Group member of the Network: Name \_\_\_\_\_
- Newly Organized Group: Please describe \_\_\_\_\_  
\_\_\_\_\_
- Other: Please explain \_\_\_\_\_  
\_\_\_\_\_

Please identify the three highest priority needs that must be addressed to prepare the proposed location for the occurrence of wildfire:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Founding Member Declaration

***We the undersigned, desiring membership as a Chapter affiliate with the Nevada Network of Fire Adapted Communities, commit to support and adhere to the mission and principles described in this Charter and accept the prerogatives and obligations that such an affiliation confers. Further we recognize and acknowledge that the goodwill, trust and reputation of the Network as a whole and the ability of every member to advance the mission rests on the acts, words and deeds of all those associated with the name and related images. Recognizing that chapter affiliation gives us the opportunity to use the name, we commit to:***

- ***Conducting our affairs in a manner that upholds the integrity, credibility and reputation associated with the name and related images.***
- ***Only use the name and related images in direct connection with work conducted in furtherance of the mission and to achieve the vision.***
- ***Only use the name and related images in conformity with operating procedures and standards for use and quality set forth from time to time by the Network Board.***
- ***Stop using the name and related images upon termination of individual membership or chapter status.***

Name (please print) Signature	Contact Information	Date
Note: Only individual members of the Nevada Network in good standing are eligible to sign this declaration.		
1. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
2. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
3. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
4. Printed Name: _____	Address: _____	

Signature: _____	Phone: _____ Email: _____	
5. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
6. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
7. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
8. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
9. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
10. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
11. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
12. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
13.		

Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
14. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
15. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
16. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	
17. Printed Name: _____  Signature: _____	Address: _____ Phone: _____ Email: _____	



# THE NEVADA NETWORK OF FIRE ADAPTED COMMUNITIES

## Application for Individual Membership

Qualifications	Benefits of Membership
To qualify for membership as an <i>Individual Member</i> , individuals must:	<i>Individual Members</i> will receive the following benefits:
1. Reside or own property in a Nevada location threatened by wildfire.	1. The opportunity to support an organization that works to protect their home and their community from wildfire.
2. Agree to support the Mission and Vision of the Network.	2. The opportunity to join with other <i>Individual Members</i> to form a local community <i>Chapter</i> , which could increase the opportunity to receive financial support for fire adapted activities from state, federal and local entities.
3. Apply fire adapted community principles to their own residence/properties.	3. The opportunity to receive information, education and training related to wildfire preparedness.
4. If affiliated with a community chapter, agree to support the objectives of that chapter.	4. The opportunity to acquire technical knowledge needed to more effectively influence planning and decision-making activities affecting the local area.
5. Pay the annual fee. Continued membership requires annual renewal	

*Friend of the Network* Please describe your reason for seeking Network membership in this category. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you currently, or have you ever served in leadership role in your community?

No  Yes (If yes please describe) \_\_\_\_\_  
\_\_\_\_\_

Is there a Community Chapter of the Network active in your community?

Yes Name \_\_\_\_\_

Are you currently an active participant in this Chapter?

Yes  No

No

Not sure

Are you aware of any other organization or group that is currently working to prepare your community for the presence of wildfire?

Yes Name \_\_\_\_\_

No

Not sure

Have you actively completed work to prepare your home and your property for the occurrence of wildfire?

Yes, briefly describe work completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No Briefly describe your plans to begin preparing your home and property for the occurrence of wildfire:

---

---

---

**Annual Membership Fee**

Amount Enclosed

The yearly membership fee is \$15.00.

---

*Individual Members* may become active

In more than one community Chapter.

There is an additional annual fee of

\$5.00/Chapter if you wish to exercise

this option.

---

Total Amount Enclosed

---

## Applicant Declaration

Desiring to become a member, I commit to support and advance the mission and assist in achieving the vision of the Nevada Network of Fire Adapted Communities. I accept the obligations and responsibilities that such an affiliation confers. Further, I recognize and acknowledge that the goodwill, trust, and reputation of the Network as a whole and the ability of every member to advance the mission rests on the acts, words, and deeds of all those associated with the Network. Therefore, my involvement will be conducted in a manner that upholds the integrity, credibility and reputation of Network and I will commit to preparing myself, my home, and the surrounding landscape to survive to the greatest extent possible, the occurrence of wildfire. Furthermore, I will support and engage with others to extend this preparedness to create a community-wide reality.

Name: \_\_\_\_\_

(Printed)

Signature \_\_\_\_\_ Date: \_\_\_\_\_



# THE NEVADA NETWORK OF FIRE ADAPTED COMMUNITIES

## Community Chapter Action Plan (**Pending Board Approval**)

**Chapter Name:** \_\_\_\_\_

**Chapter County:** \_\_\_\_\_

**Community Chapter Contact Name:** \_\_\_\_\_

**Community Chapter Contact Number:** \_\_\_\_\_

### Chapter Membership Eligibility Criteria Review

To qualify for membership as a *Community Chapter* the community must:

1. Document the involvement of a minimum of two founding members that are in good standing as individual members within the Network.

1a. Please document at least two of the founding members as listed in your founding Network Member Declaration:

Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Complete an application for *Chapter* status to be considered for action by the Network Advisory Board.

2a: Did the Network Advisory Board approve your community chapter application?

Yes No Not Sure

2b: If yes, what date did the Advisory Board approve the *Chapter* application? \_\_\_\_\_

2c: Did the community *Chapter's* executive committee receive a copy of the approved application?

Yes No

2d: Did the community *Chapter's* executive committee receive a copy of the Network community *Chapter Leader Handbook*?

Yes No

2d: If yes, did the Network Coordinator or Network Regional Community Representative provide the community *Chapter's* executive committee training on the use of the *Chapter Leader Handbook*?

Yes No

2e: Does the Network Coordinator or Network Regional Community Representative have a training plan in place for the community *Chapter*?

Yes No

3. Designate *Chapter* boundaries within which chapter activities will occur and that do not overlap with other chapter boundaries

3a: Did the Network Advisory Board approve the proposed *Chapter* boundaries within your original community chapter application?

Yes No Not Sure

3b: Did the *Chapter* receive an approved community *Chapter* boundary map from the Network Coordinator or the Network Regional Community Coordinator?

Yes No Not Sure

3c: Are *Chapter* boundaries incorporated into the Network's ArcGIS database?

Yes      No

4. Propose a name or title for the *Chapter*

4a. Did the Network Advisory Board approve the proposed *Chapter* name or title within the original community chapter application?

Yes      No      Not Sure

5. Select a sustainable system of governance that will be utilized for decisions and leadership

5a. Please describe the system of governance and decision-making process the community *Chapter* installed and explain how this model is sustainable:

---

---

---

---

---

---

---

---

---

---

5b. Did the Network Advisory Board approve the proposed leadership organizational chart and description of roles within the original community chapter application?

Yes      No      Not Sure

5c. Please attach the most recent leadership organizational chart for the community *Chapter*.

6. Agree to the principles, prerogatives, and obligations as detailed in the Chapter Charter that establish the relationship between the *Chapter* and the Board/ Network as well as the intent of both parties to fulfill obligations that ensure mutual benefit in support of the Network's Vision and Mission

6a. Did all founding members sign the founding member declaration statement on the community *Chapter's* original Community Chapter Application?

Yes No Not Sure

6b: Have all members of the community *Chapter's* current executive committee read and understand the founding member declaration statement?

Yes No Not Sure

### Community Chapter Obligations and Expectations

To retain membership as a *Community Chapter* the community must:

1. Create or Update the Community Wildfire Protection Plan (CWPP) for the community by the second year of membership.

1a: Does your community have a CWPP in place that adheres to the requirements of the Healthy Forests Restoration Act of 2003?

Yes No

1b: If Yes, what year was the CWPP completed? \_\_\_\_\_

1c: If No, What steps have you taken to make significant progress towards creating a CWPP for your community?

---

---

---

---

---

---

---

2. Created a prioritized action plan to become a Fire Adapted Community (FAC).

2a: Has the Network Coordinator or Network Regional Coordinator approved your community's action plan?

Yes, Date Completed: \_\_\_\_\_ No

2b: If not, have you scheduled a meeting with your Network Regional Coordinator to assist with completing your community's action plan?

Yes, Date Completed: \_\_\_\_\_ No

2c: Has your Community completed the Fire Adapted Communities Network Building Exercise?

Yes, Date Completed: \_\_\_\_\_ No

2d: If not, has the Network Coordinator or Network Regional Coordinator scheduled a meeting to conduct the Fire Adapted Communities Network Building Exercise with your community?

Yes No

2e: Please list the five priority Fire Adapted Community concepts from the Network Building Exercise that your community is striving to achieve:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

3. Conduct an annual Fire Adapted Community event.

3a: Has your community conducted your Fire Adapted Community Event this year?

Yes, Date Completed: \_\_\_\_\_ No

3b: If not, when you do plan to conduct your Fire Adapted Community Event?

Date Planned: \_\_\_\_\_

Have you contacted your Network Regional Coordinator for assistance with planning your Fire Adapted Community Event?

Yes                  No

3c: If Yes, what type Fire Adapted Community Event did you conduct?

- Defensible Space Training
- Community Chipping or Slash Removal Day
- Community Thinning Project
- Home-hardening seminar
- Wildfire related conference or workshop
- Evacuation Drill
- Other: \_\_\_\_\_

3d: Please document your volunteer hours or hard-match for your event below:

Nevada Network of Fire Adapted Communities- FAC Event Contributions Sheet						
Event Name	Event Date	Match Type	Volunteer Hours	Hard Match Item	Amount	
		Total Match:				



The FAC Network building exercise is a tool for your community to use to generate an action plan to implement FAC concepts in your community. Complete the exercise and identify five concepts that your community can strive to obtain. Your Network Community Coordinator will guide you through this building exercise.



## FAC Network Building Exercise

### 1. Resilient Landscapes

- Develop Agreements for Shared Fuels Treatments
- Enable Large-Landscape Level Fuel Treatments
- Develop Conservation Easements
- Improve landscape management for fire Prevention
- Improve wildfire treatment mapping

### 2. Fire Adapted Communities

- Cultivate partnerships with realtors, insurers, volunteers
- Provide defensible space inspections and education
- Connect community members with fire agencies
- Provide community wildfire awareness programs
- Improve local capacity for fire mitigation work
- Promote FireWise and Ready,Set, Go Programs
- Obtain FireWise USA Community Certification
- Enable home hardening programs for residents
- Enact/Improve WUI Codes and Ordinances
- Provide incentives for residents to complete defensible space
- Complete community hazard assessments and CWPPs
- Cultivate community FAC leaders
- Provide defensible space inspection trainings for chapter members and residents

### 3. Safe and Effective Wildfire Response

- Improve local wildland Fire Response
- Improve community ingress/egress
- Improve community and residential signage
- Inform and Rehearse Evacuations
- Connect with your local Fire District to see how they are implementing FAC concepts

## Score Descriptions

0: N/A, this practice is not important or applicable or feasible

1: Abandoned: We tried to employ this practice but stopped because we weren't getting sufficient results

2: Covered: Other agencies have this covered

3: Emerging: We need to emphasize this practice more but could use more help or information

4: Adolescent: We are making some progress on this practice

5: Mature: We excel at this practice and we are getting good results from implementation

## Nevada Network of Fire Adapted Communities Membership Fee Guidelines

I. Purpose: The Purpose of the annual individual fee is to establish a funding pool from which an individual's community chapter can draw upon for supporting fire adapted community enhancing activities. This pool will be made available to the community chapter upon the approval of a grant proposal for eligible projects.

II. Fee Amount: Individual members will be assessed a fee of \$15.00 per annum. Community Chapters will not be assessed a membership fee.

Individual Members may belong to and support the work of additional community chapters for an additional membership fee of \$5.00 per annum for each additional chapter.

Partnering Members of the organization are not limited on the amount they may contribute to the Network. Partnering members who choose to provide annual or one-time financial support through donations will be recognized, within the year of donation, with additional designations as follows:

- a. Platinum > \$10,000.00 or greater
- b. Gold > \$5,000.00
- c. Silver > \$ 500.00
- d. Bronze > \$100.00

III. Fee Collection: Membership fee collection will be conducted via check or the Network's designated online payment system. Membership applicants will be provided a written confirmation of payment. Membership dues paid by cash will not be accepted.

IV. Fee Documentation and Tracking: Fees will be taken in by the Nevada Division of Forestry, tracked by community, and deposited into a dedicated account for Community Chapter support grants. NDF grant administrative staff will have the authority to deposit monies from or release monies for approved projects or activities. The Network Coordinator or designated Community Regional Coordinator will track

membership fee income and grant expenditures. These income and expenditure reports will be provided to NDF grant administrative staff on a quarterly basis, as well as to the Advisory Board at Board meetings.

V. Community Grant Applicant Eligibility Criteria

Eligible applicants are community chapters of the Network in good standing as defined in the Network Operating Manual. ~~“Good Standing” is defined as, a community chapter that:~~

- ~~a. Current on membership dues~~
- ~~b. Has made satisfactory progress on their Network Community Chapter Action Plan~~
- ~~c. Continues to uphold the missions, values, and vision of the Network~~

Formatted: Indent: Left: 1.25", No bullets or numbering

VI. Community Grant Eligible Activities

Qualifying project and activities include:

- a. Hazardous Fuel Reduction
  - Community Chipping Days
  - Green Waste Bin Programs
  - Roadside Chipping
  - Selective Tree Thinning for wildfire reduction
  - Modification of vegetation along shared roadways to provide safer routes of ingress and egress within the Network Community Chapter.
  - Other projects that reduce fuel loads and are scientifically supported activities that mitigate wildfire behavior.
- b. Fire Adapted Community Education
  - Community Chapter Wildfire educational workshops
  - Living With Fire publication printing costs
  - Evacuation plan education and rehearsals
  - Defensible Space Inspection educational program
  - Wildfire prevention education programs
  - Other training and education that has proven to effective at reducing the amount, size and destructive nature of wildfires in the wildland urban interface.

Formatted: Font: Cambria, 12 pt

- c. Wildfire Prevention Planning
  - Wildfire risk or related mapping
  - Creation or update of a Chapter Community Wildfire Protection Plan (CWPP)
  - Development of evacuation plans
  - Other planning efforts that increase the collaborative understanding of wildfire risks and prioritization of specific actions that can be synergistically implemented by community partners, organizations and residents.

Non-eligible Costs include but are not limited to:

- Costs that don't improve the community's ability to survive wildfires by being fire adapted.
- Costs that don't help the community achieve the mission and vision of the Network.
- Costs that are not directly associated with the approved project proposal
- Costs already funded through another funding source
- Purchase of capital equipment

## VII. Grant Application Evaluation and Selection Process

- a. Evaluation Process:
  - Applications will be reviewed by a panel of five members consisting of:
    1. Network Coordinator
    2. Network Regional Community Representative
    3. Network Advisory Board Chair
    4. Network Advisory Board Member
    5. Network Regional Community Coordinator
- b. A project will not be selected if it conflicts with another proposed or previously approved project.
- c. Application Ranking Criteria:
  1. The application clearly identifies the focus of the grant as Fire Adapted Community Education, Fire Prevention Planning, or Hazardous Fuels Reduction or a combination thereof.

2. The project has identified linkages to the Community's CWPP and the Communities Fire Adapted Action Plan. It can also include linkages to one or more of the following planning documents: the Network Strategic Plan, Nevada Division of Forestry Strategic Plan, local fire district plan, FireWise Community Hazard Assessment, County Hazard Mitigation Plan or other local plan that addresses the risk, impact, mitigation or prevention of wildfire.
3. The project directly addresses the risk of wildfire within the Wildland Urban Interface.
  - i. The project is fully defined with metrics to measure progress and completion
  - ii. Project boundaries are clearly defined on a map or ArcGIS layer.
  - iii. The project protects community shared assets-at-risk.
4. Community support exists
  - i. The project proposal includes plans for external communications, such as planned press releases, social media campaigns, community meetings, project signage, or field tours that reach owners or residents within the target community.
  - ii. Written public support exists
  - iii. An approved resolution from the appropriate Network Community Chapter.
  - iv. Match requirements can be achieved through in-kind or cash donations.
5. There is a grant implementation plan and budget in place
  - i. The proposed project includes a timeline that addresses potential limitations and provides milestones to measure project progress.

- ii. The proposed project includes an accurate set of deliverables that are measureable and attainable
  - iii. The proposed project is fully defined with metrics to measure progress and completion.
  - iv. The proposed project budget clearly shows how grant funds will be spent
- 6. Demonstrated success as a Network Community Chapter.
  - i. Community Chapter has successfully managed similar projects or programs in the past. This may include partnering with a more experienced organization to provide project support.
  - ii. Provides examples of chapter successes in becoming a Fire Adapted Community.
- 7. Network Site-Visit or Meeting
  - i. The Network Coordinator, Network Regional Community Coordinator, or an appointed Network staff member will conduct a site-visit of the proposed hazard mitigation site, if they deem necessary, to evaluate how the proposed project will reduce the threat of wildfire within the Community's WUI.
  - ii. The Network Coordinator, Network Regional Community Coordinator, or an appointed Network staff member will conduct, if they deem necessary, a phone or in-person meeting to evaluate how the proposed project will plan for the reduction of or educate residents to reduce the threat of wildfire within the Community's WUI.

VIII. Grant Process

- a. The Network Coordinator, and staff as directed, will solicit Project Applications and set response deadlines.

1. Network Community Chapters will submit a project proposal which includes:
  - i. Grant Application
  - ii. Scope of Work
  - iii. Proposed Project Budget, including matching funds
  - iv. Project Map
  - v. Board Resolution
  - vi. Current Copy of Network Community Action Plan

~~2.b.~~ The Network Coordinator, and staff as directed, select applications in accordance with Section VIII of the Network's Membership Fee Guidelines

Formatted

~~3.1.~~ The Network Coordinator, and staff as directed, will produce a grant agreement and review it in detail with the Network Community Chapter.

~~4.2.~~ No work on the proposed grant may start until there is a fully executed agreement between the Network and the Network Chapter applicant

~~5.c.~~ The Network Coordinator, and staff as directed, will award grants once the grant agreement is received by the Network Advisory Board and signed by the advisory board designee and Network Coordinator the grant approval process is complete.

Formatted

~~6.d.~~ NDF grant administrative staff will process requests for reimbursements and requests for advances to ensure that community chapters can attain approved funding to implement their agreement obligations.

#### IX. Approved Grant Amendment

1. Any amendment to an approved project must be submitted to the Network for prior approval. A Network Chapter working on an approved project may submit a proposed change in the scope of work of their grant by submitting the proposed change in writing to the Regional Community Coordinator. The Network Coordinator will review the proposed amendment with the Advisory Board and issue a written Notice Of Amendment Decision.

X. Community Grant Compliance

1. Non-compliance will result in the grant expenditure reimbursements being denied upon confirmation of the Board.
2. Project grant compliance will be evaluated by the Network Coordinator or Regional Community Coordinator through at least one site-visit while the grant is open. The Network representative will meet with the Community Chapter representative and complete the project progress evaluation form during this site visit.
3. The Community Chapter shall maintain an accounting systems that accurately reflects fiscal transactions, using the necessary controls and safeguards. The chosen accounting system shall provide a good audit trail, including original receipts, progress payments, invoices, cancelled checks, etc.
4. Upon completion of the project, the Network may audit the project records. A project is considered complete once the Network approves the project closeout report. The purpose of the audit is to verify that project expenditures were properly documented. If a project is selected for an audit, the Network will notify the Community Chapter in writing at least 30 days in advance. Projects are subject to an audit at any time for up to two years after project completion.

~~X~~.XI. Dispersal of Abandoned Chapter's Funds

- a. Funds accumulated through individual membership fees, sponsorships and other means associated with a community chapter that fails to maintain good standing with the Network will be dispersed to the network after a continuous period of five years.
- a.b. The Network Coordinator shall gain Board approval for the dispersal of funds for any of the following purposes:

8.1. Network operations and functions that directly benefit that specific community or nearby communities.

Formatted: Font: Cambria, 12 pt