



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 delegated the decision-making process 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.

Please review the following sections detailing principles, prerogatives, and obligations, and then complete and submit the accompanying form and required information to the Network Coordinator for the Board's 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 Benefits

Principles of Community Chapter 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 Community Chapter 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 Community Chapter Practice

To best of their ability every member and collectively every Community 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 protection or maintenance of resilient landscapes..
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. Establish procedures by which Community Chapter plans or project proposals might be reviewed , as necessary
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. Establish cost recovery methods 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.
9. Assess annual membership fee on individual members of the Community Chapter.

Benefits for Community Chapter

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 from the Network, Living With Fire, and others.
- Connect community with professionals and/or 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).
- Allow *Chapters* to utilize the name, logo, and other marketing materials of the Network when such use clearly advances the Network's mission

Additional aspects 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.

Prerogatives of the *Chapter*

Consistent with the Network mission, vision, charter principles, Network Operating Manual, and applicable agency, state, and federal laws, rules, and procedures, *Chapters* of the Network are authorized to:

1. Organize in any democratic manner and in any area threatened by wildfire.
2. Adopt statements of purpose, develop operating procedures, and institute systems of governance.
3. Join with other *Chapters* and/or enter into cooperative arrangements with any organization such as; local fire districts, Local, State, Federal Agencies, and the Living With Fire program.
4. Identify the primary and backup contacts that will serve as liaison to the Network Board and staff.
5. Use the name Nevada Network of Fire Adapted Communities, the Network, logos, and other images so long as the use is consistent with the Network's mission and Charter principles.
6. In accordance with Nevada's open meeting law, may attend meetings of the Network Board and submit agenda items, proposals, and other requests through prescribed channels, for the board's consideration.
7. 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 accordance with Charter principles.

2. Develop and implement a sustainable system of governance and decision making in accordance 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 first two years and completion by the third year)*
5. Employ all best efforts to advance the mission of the Network by creating a prioritized Action Plan template to become a Fire Adapted Community (FAC).
6. Document a minimum community investment of \$2 per capita annually in activities that contribute to preparing the community for the presence of wildfire.
7. Conduct an annual Fire Adapted Community event.
8. Keep accurate and up to date records of financial transactions, plans, accomplishments, decisions, deliberations and other activities.
9. Provide an annual progress report to the Board summarizing the Chapter's progress in becoming a Fire Adapted Community.
10. Openly share best practices, lessons learned, successes, stories, and highlights of activities with other chapters, 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.

Community Chapter 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 for consideration of approval 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, Mission, Operating Manual and Chapter Leader Handbook.

Any group seeking Network affiliation as an approved *Chapter* must complete the application that follows describing how they are meeting the eligibility criteria. The Network Advisory Board 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*.



Community 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: 07/24/2018

Proposed Chapter Name: Silver State Chapter

Primary Contact (Founding Member #1):

Name: John Smith

Street Address: 1234 Silverbar Rd

City: Minden State: NV Zip Code: 89423

County: Douglas

Fire District or Department: East Fork Fire Protection District

Mailing Address (If different from above): Same

City: _____ State: _____ Zip Code: _____

Home Phone: 775-555-0279 Cell Phone: 775-555-1726

Email: JohnRSmith@ExampleEmail.com

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

No Yes (If Yes, please describe)

- I currently serve as the Vice Chairman of my community's HOA.

Secondary Contact (Founding Member #2):

Name: Jane Doe

Street Address: 1507 Silverbar Rd

City: Minden State: NV Zip Code: 89423

County: Minden

Fire District or Department: East Fork Fire Protection District

Mailing Address (If different from above): Same

City: _____ State: _____ Zip Code: _____

Home Phone: None Cell Phone: 775-555-4459

Email: JaneDoe12@SampleEmail.Net

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

No Yes (If Yes, please describe)

- I currently serve as the Secretary of my community's HOA

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.

The Valley Home estates in North East Minden. Roads include Wisteria Dr. Map Attached

Approximately how many acres are contained within the boundaries? 90

Approximately how many residences or other structures at risk? 180

What is the approximate average lot size? 1/2 Acre

Approximately what percentage of the residential properties in the proposed Chapter area are second homes or rentals? 25%

Please describe the system of governance and decision-making process the proposed Community Chapter will utilize for the Chapter and explain how this system can be sustained over time. Please provide a leadership chart and description of roles for each executive officer.

The Chapter will use the Network Chapter Leader Handbook system of governance (Attache

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?

None Available _____

No

Don't Know

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

HOA: Name Sample Creek HOA

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 community chapter area for the occurrence of wildfire:

1. Community Chipping Program
2. Updating the CWPP
3. Defensible Space Inspections and education

Founding Member Declaration

We, the undersigned, desiring membership as a Chapter affiliate with the Nevada Network of Fire Adapted Communities (Network), commit to support and adhere to the mission and principles described in this Charter and accept the prerogatives, obligations, and benefits 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 using the name and related images in direct connection with work conducted in furtherance of the mission and to achieve the vision.**
- **Only using 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 <small>Note: Only individual members of the Nevada Network in good standing are eligible to sign this declaration.</small>	Contact Information	Date
1. Printed Name: <u>John Smith</u> Signature: <u>John R. Smith</u>	Address: <u>1234 Silver Bar Rd</u> <u>Minden, NV. 89423</u> Phone: <u>775-555-0279</u> Email: <u>JohnR.Smith@Example.com</u>	7/24/18
2. Printed Name: <u>Jane Doe</u> Signature: <u>Jane Doe</u>	Address: <u>1507 Silver Bar Rd</u> Phone: <u>775-555-4459</u> Email: <u>Jane.Doe.12@Sample.Email.</u>	7-25-18
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: _____	
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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: _____	

Please return to Michael S. Beaudoin-Network Coordinator

By Email: MBeaudoin@Forestry.NV.Gov

By Mail:

Michael Beaudoin
Nevada Network
2478 Fairview Drive
Carson City, Nv. 89701

Network Approval:

Date Approved by the Advisory Board: 7-30-18

Denied by the Advisory Board (*Network Staff to follow up with Proposed Chapter founding members to correct application*)

Network Representative Name: Michael Beaudoin
Network Representative Signature: 

Date: 7-30-18

Nevada Network of Fire Adapted Communities Chapter Governance Guidelines (Pending Board Approval)

Network Chapter Board

BOARD MEMBERSHIP

Qualifications

Board Members Shall:

1. Be at least 18 years of age
2. Be an individual member of the Chapter in good standing
3. Be a resident or own/lease property within the defined geographic boundaries of the Chapter
4. Have a demonstrated interest in the reduction of the fire threat to Nevada communities.
5. Be willing to actively advance the mission of the Network and community chapter.

BOARD ELECTIONS

Nominations

Any individual member of the Chapter may submit the name of a qualified member into nomination as a Network Community Chapter Board Member. Nominations shall be submitted in-person at a regularly scheduled chapter meeting and by a deadline announced by the Board.

Elections

Voting to fill vacant positions on the Board shall be conducted by secret ballot electronically or at a regularly scheduled board meeting. Citizens that are Individual Members of the Chapter and own/lease property within the defined geographic boundaries of the Chapter are eligible to cast a vote for board members. The elected board member will be determined by the nominee that receives the most votes.

Terms

Elected board members shall serve two years from their appointment date. 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 accordance with the previously stated procedures.

In the event the normal nomination and election process fails to identify a candidate for a vacant Board seat, the Board may appoint a candidate to fill the vacancy on an interim basis. The board appointed candidate must meet all qualifications for Board membership. The appointed candidate is eligible to be nominated and stand for election at the next election cycle. All provisions of the Community Network Chapter governance guidelines 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 Community Network Chapter governance guidelines.

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.

BOARD OFFICERS

Chairperson

The Chairperson shall preside at all meetings of the community chapter board. The chairperson shall be the point of contact between the community chapter and the Network. The chairperson shall exercise such authority and perform such duties as the community chapter board may assign

Vice Chairperson

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

Secretary

The Secretary shall take a record minutes and supporting documentation from community chapter meetings and make them available to the Network for public viewing.

Treasurer

The Treasurer shall provide the board with fiscal reports for community chapter activities and membership fees at each community chapter meetings. The Treasurer shall ensure community chapter members pay the annual membership fee in accordance with the Network Operating Manual.

NETWORK COORDINATION/ COMMUNICATION

The Community Chapter board will work closely with the Network Regional Community Coordinator or Network Coordinator to ensure the community chapter meets the Network's obligations and expectations for the community chapter. These obligations and expectations are:

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. (Community Chapters are expected to show significant progress within the first two years and completion by the third 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. (Network Operating Manual Page 23)