

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

June 12th, 2018

University of Nevada Cooperative Extension Office

4955 Energy Way, Reno, NV 89502

10:00 AM until 5:05 PM

Meeting was called to order at 10:00 am by Network Program Coordinator Michael Beaudoin.

Board Members in Attendance:

Mike Brown, Nevada State Fire Chief's Association

Jamie Roice-Gomes, University of Nevada Cooperative Extension

Ryan Shane, Nevada Division of Forestry

Jennifer Diamond, U.S. Forest Service

Tracy Visher, Community Representative from Western Region

Zach Ellinger, Bureau of Land Management

Melynda Sharkozy-Phillips, Community Representative from Northeastern Region

Leah Cartwright

Board Members Absent:

Sara Anderson, Nevada Landscape Association

Mike Heidemann, Nevada State Firefighter's Association

Wes Henderson, Nevada League of Cities and Municipalities

Ann Grant, Lake Tahoe Network of Fire Adapted Communities

Dagny Stapleton, Nevada Association of Counties

Jeanette Belz, Nevada Insurance Council

Bart Chambers, Nevada Fire Marshal

Board Positions Vacant:

Vacant, Community Representative from Southern Region

Vacant, Community Representative from Northern Region

Supporting Guests in Attendance:

Elwood Miller, Former Network Coordinator, Retired

Bryan Stockton, Deputy Attorney General

Michael Beaudoin, Network Program Coordinator

1. Introductions – Roll call and determination of quorum

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

Elwood Miller handed out a fact sheet regarding the Nevada Prescribed Fire Alliance. He wants to make people aware this organization exists and is fully functional. He feels this organization and The Network should get together and work together as partners. He went over the handout to explain the mission and objectives. Elwood also went over their current status, funding and challenges. He would like this matter to be placed on the next Board agenda to discuss this in more detail and how to create a liaison. Michael Beaudoin said he agrees to put this on the next agenda. Michael mentioned reaching out to Julie Hunter and have her present at the next Board meeting in October to make that connection. Members agreed and had no further comment.

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

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

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

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

5. Lake Tahoe Network of Fire Adapted Communities Update

Michael met the new coordinator for the Lake Tahoe Network of Fire Adapted Community, Carly T. They have been sharing publications and experiences with public outreach. They will continue to work together and build on the connection. Ryan asked if there was a timeline. Michael said second half of June to work on new programs he hasn't worked with much. We will be using the Podio website, social media and a graphic artist intern. Michael will start working on this and copying some material over. Tracy asked if we can use an intern. Ryan said we have an intern they have been using for a while. Ryan said funding is tight, however this can be a win-win for everyone. Jamie said she may know an intern they can use. The funding will need to be looked into.

6. Advisory Board Chairperson Election - *FOR POSSIBLE ACTION*

Ryan nominated Mike. Mike declined the nomination. Ryan nominated Tracy and Tracy accepted the nomination and said she is willing to serve. Motion: Ryan, Second: Mike and Zach, Vote: I-unanimous. Michael will run the rest of the meeting per discussion between Michael and Tracy.

7. Installation of new Board Members - *FOR POSSIBLE ACTION*

- a. Northeastern Nevada Regional Community Representative – Melynda Sharkozy-Phillips
- b. New UNCE Advisory Board Representative – Jamie Roice-Gomes

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

No action required for Jamie as being the new UNCE Representative. This item was for informational purposes only.

Michael at this time introduced the two new board members: Zach Ellinger from the Vegas BLM Office, and Jennifer Diamond from the US Forest Service.

8. Adoption of Network Pulse from Living with Fire - *FOR POSSIBLE ACTION*

Jamie talked about the monthly newsletter. It goes out to different fire agency individuals, around 800 subscribers. Michael said in the coordinator task list the coordinator needs to continue or discontinue the Network Pulse. Staff recommends to continue the newsletter. It has great articles in it, updates on the program, fire prevention, fire protection districts and so forth. If anyone is interested in subscribing, let Jamie know and she will add you to the list. Motion: Mike, Second: Tracy, Vote: I-unanimous

9. Community Chapter Requirements and Qualifications - *FOR POSSIBLE ACTION*

In the Operating Manual, Community Chapter, Requirements and Qualifications section some updates need to be addressed/clarified. Section A – Individual members in good standing – Some questions were brought up if they need to be an individual member to start a new chapter? This section clarifies that saying yes. After discussion of what good standing means, the language was changed to read: “that are individual members within the Network” and delete the words in good standing. Motion: Tracy, Second: Mike, Vote: I-unanimous

Another topic for same item is members to join as chapter members. We do not have financial policies in place yet to take money in. Partnership donation payment language was added to read: “Partnering member”. Motion: Ryan, Second: Mike, Vote: I-unanimous

In addition to this change it was also changed on page 20 section e. to add: “The individual membership fee will be postponed until the Network Annual Membership fee collection mechanisms are in place”. Motion: Tracy, Second: Ryan, Vote: I-unanimous

Tracy would like to get more involved in her region. Jamie agreed that we need to get Tracy’s name out there and help with transition. Michael will put together a contact list for Tracy. We will also invite Tracy to the next meeting with East Fork. It was mentioned to put Tracy in the newsletter.

10. Community Chapter Obligations and Expectations - *FOR POSSIBLE ACTION*

It was suggested to change the language from “may be asked” to “must” in the operating manual, obligations and expectations section 1. There was discussion if the Network has resources for this. They are limited but do have resources. We also need to educate people regarding the CWPP. There are different examples out there to use. The foundation is there they need to get it done. Michael will be developing education tools such as PowerPoints and handouts for individuals to use. It was mentioned that the ISO will be looking at the CWPP’s. More discussion was made about the history of what happens during the probationary period. It was said they would not receive official recognition as a chapter. In the action plan if no significant change or improvements of moving along with the CWPP in the first year, we will provide them with the help and tools needed to keep them going. The language was changed from “must” to “expected”. The first paragraph will keep the word “must” only in section 1. should be changed to read expected. It was also discussed to show significant progress within the first two years and completion by the third year. Motion: Tracy, Second: Zach, Vote: I-unanimous

11. Disposition of Current Network Members-Application Process - *FOR POSSIBLE ACTION*

Michael mentioned a change in the operating manual: the transition of the current network members, transfer network members from the old organization to this new organization by guiding them through the new application process and waiving their required fees for one year. This language was proposed at the March meeting but not adopted. Motion: Mike, Second: Tracy, Vote: I-unanimous

12. Community Chapter Charter and Application Approval - *FOR POSSIBLE ACTION*

Michael pulled this information from Dr. Miller's proposed application and the operating manual. This is the chapter charter and shows the mission and vision statement. Michael went over the highlights of the document and handed it out to those present. After discussion and review of the operating manual the board proposed these the following changes:

- Page numbers need to be fixed.
- Page 2 at the top it has a sentence mid-paragraph, "To the greatest extent possible..." – change language to read NDF has delegated the decision-making process to the Board."
- Page 2 the Title: The Network's Guiding Principles, Prerogatives and Obligations – change the word Obligations to Benefits.
- Page 3 the title: Obligations of the Network Board – change to now read: Benefits for Community Chapter.
 - Under the same section: 1-9 should be the same as the benefits in the operating manual.

It was discussed that numbers 1-9 are what the NV FSC used to do and may not be an appropriate list for the Network. We will support and assist but we don't have the manpower to do everything. Since these are listed as benefits in the operating manual it was suggested to list them as benefits in the Chapter Charter for better clarification. This section should be replaced with the benefits in the Operating Manual.

14. Lunch Recess: Motion: Mike, Second: Tracy, Vote: I-unanimous- 12:15

15. Public Comment -1:31

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

No public comment was made.

We no longer have a quorum and will be unable to motion/vote on matters discussed. Michael suggested that the board review the proposed materials for revision but reminded the board that no formal action could take place.

12. Community Chapter Charter and Application Approval - *FOR POSSIBLE ACTION* CONTINUED

Discussion started with the operating manual, benefits section and changes that will be made to it. This is regarding the 1-9 benefits from the chapter charter.

Operating Manual:

- Last bullet point should have added language: name, logo, and other marketing materials
- Fifth bullet point should add professionals and/or qualified
- Last paragraph change word from benefits to aspects

Principles of Organization in the Chapter Charter changes:

- A comma needs to be added after the word wildfire in number 2
- Change title to read “Principles of Community Chapter Organizations”
- Add the word “Chapter” in areas necessary to clarify language

Principles of Practice in the Chapter Charter changes:

- Number 3 needs changing: the protection or maintenance of resilient landscape and delete rest

Prerogatives of the Network Board in the Chapter Charter changes:

- Number 3 change from review and approve to may review and delete in furtherance of the network mission
 - Number 3 change to now read: Establish procedures by which Community Chapter plans or project proposals might be reviewed as necessary.
- Number 7 – concern with the language Negotiate. Perhaps change to establish.

Prerogatives of the Chapter in the Chapter Charter changes:

- Anything Mission/Vision related in this section should be moved to the beginning of this document with the mission/vision section.
- Number 1 should say consistent with the network mission, vision, charter principles, network operating manual, and applicable agency, state, and federal laws, rules and procedures.
- Number 7 add the words In accordance with Nevada’s open meeting law may attend...
- Number 5 was moved from this section and placed as number 9 under the Prerogatives of the Network Board in the Chapter Charter

Obligations of the Chapter in the Chapter Charter changes:

- Number 2 – change the word accord to accordance
- Number 4 was changed according to Operating Manual
- Number 5 – delete the word diligently. Add word template after Action Plan
- Number 6 – delete the word fully
- Number 8 – Suggested deleting
- Number 9 – delete the word membership. There will be a system when people sign up to be members that will track their membership. When they input their information it will also ask them to pay. It was suggested to have a login and password in case people want to access the membership list. People can pay online or by check.

Membership section in the Chapter Charter changes:

- Change title to Community Chapter Membership

- Number 6 – delete action and replace with consideration of approval

Application section in the Chapter Charter changes:

- Delete The NFSC Board of Directors to say Advisory Board
- Number 7 – added Operating Manual and Chapter Leader Handbook.

Comments made during changes: Funding for a neighborhood community was brought up and how this works. NDF will hold the funds. Everyone agreed that funding needed to be tracked. It is a grantor/recipient relationship. Social media was discussed and the different forms of it. NDF has a Facebook account it can use but it may be confusing since it is a whole and not just the Network's. Other discussions were made on social media and what is currently out there. We want to target our audience. Michael will work with DCNR to discuss the social media issue. It was asked to have Prerogatives of the Chapter in the Chapter Charter number 5 clarified on what the difference between a levy and a donation was. Individual Membership Dues are \$15 per year. It was discussed if the Chapter could open their own accounts. The Chapter needs to track the funding. It may give them more options. It was discussed if it was mandatory for a member to pay a fee or dues. The board retained the membership fee model. It takes two individual members to make a chapter.

Chapter Application and Member's Declaration changes:

- Change Primary Contact to read: Primary Contact (Founding Member):
- Change Secondary Contact to read: Secondary Contact (Founding Member):
- Clean up language: question on bottom of the page needs an "a" added before the word leadership
- On page 9 the question Approximately how many residences? Should read: Approximately how many residences or other structures at risk?
- On page 9 What is the average lot size should read what is the approximate lot size?
- First paragraph on page 9 (below questions) – change decision-making process with the proposed Community Chapter will
- Delete the word installed and replace with utilize
- Page 10 last sentence: Do we want this section to be consistent with the action plan? Michael said this was mostly to get people thinking.
- Page 10 last sentence: change the word location to Community Chapter Area

These questions are meant to get people thinking. We are happy to sit down with people to go over these questions and help them fill it out. A toolkit should be put together for them on how to fill this out and basic steps with also contact lists for contractor's, nurseries, and such. Funding was discussed about if the organization wants to be a 501(c)3. We need to be careful with this because some organizations want the benefits but don't follow through with the requirements of being a 501(c)3.

Founding Member Declaration section changes:

- Grammar updates were made with adding commas

Do we want to clarify Nevada Network of Fire Adapted Communities and The Network? We should go through the document and change the language to be consistent with "the Network".

Page 16 end of document – Michael will add a section for official use only with information from the action plan of received by, date, approval date and such.

Michael will clean up this document with the changes proposed. We will then place it on the next agenda for approval.

No action was taken since we do not have a quorum.

13. Individual Member Application Approval - *FOR POSSIBLE ACTION*

Changes in this section are:

- Number 5 on first page in first column: delete Continued membership requires annual renewal
- Top of page 2 in first paragraph - Grammar was updated with adding commas and delete the hyphen in the word online
- Page 3 last sentence - delete the word actively and second your
- Page 4 Annual Membership Fee under the words Yearly membership fee – “Primary Community Chapter Affiliation
- Page 4 Annual Membership Fee under the last paragraph – “Additional Community Chapter Affiliation”
- Page 5 changes:
 - Add word assist after support and add commas
 - Delete words assist in achieving the
 - Delete words as a whole
 - Move “the occurrence of wildfire to after the word survive
 - Add the words my community after my home and delete the last sentence

People were asking if they pay the fee will they be a member forever. Number 5 on the first page in the first column explains the fee is annual and will need to be paid annually.

17. Network Annual Membership Fee Guidelines - *FOR POSSIBLE ACTION*

We will need an emergency meeting regarding this matter before June 20th. These need to be adopted before that time. This section is regarding the funds collected.

Changes:

- Delete fee of \$15.00 per annum and replace with an annual membership fee
- Delete language that is the same in the operating manual as in this document
- Remove membership fee section and put in operating manual. The grant part will become Appendix E
- Delete Section II
- Section I delete individual
- Delete word upon and replace with via
- In section IV - Delete words taken in and add received by
- Add words will be and community affiliation
- Delete word dedicated
- Now reads that will be held for community chapter support
- Second paragraph change last sentence ending “and the community chapter executive committee upon request
- In the grant section, section I change it to Community Grant

- Section b. delete amount, size and destruction nature to frequency, size and cost
- Language added V old VI (Please refer to your CWPP for project recommendations)
- Section VI old VII a. to read: Applications will be reviewed by a committee of four or five members selected by the Network Coordinator. The Coordinator will present the working group's funding recommendation to the Board. The Board retains final authority to approve or deny.
- Section c. Application Ranking criteria – will be utilized should the Network secure grant funding from an external grantor
- Delete rest of section since that will muddy waters
- Header for new grant section (Appendix E) Nevada Network
- Grammar clean up in section IX old X 3. by adding an s to the word system

Discussions: There was a question regarding the last sentence in section I. Ryan mentioned we may receive grant money in the future. If this happens, then the chapters can apply for more than their membership fee. Michael mentioned it the guidelines were written to incorporate larger grant monies should they become available in the future. There is a section we should create a matrix for or use links that explains to people what these are like the green waste bin program. A question was brought up regarding the funds and how they are spent. Since we have a grant agreement it should be fine.

Michael will contact all Board members to see when they can meet for Emergency meeting. We have a 3 day posting requirement.

All other items on the agenda will be postponed until the next meeting.

Agenda item 18. Network Operations update – The updated information will be e-mailed to the Board. Please do not comment back otherwise we need to bring it to the next meeting.

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

We will have an emergency meeting next week as a conference call.
Next meeting will be scheduled for October.

21. Public Comment

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

Mike Brown invited Michael Beaudoin to the next Fire Chiefs meeting being held in September. Michael said he would be happy to attend if that is what NDF and Ryan would like him to do.

22. Adjourn - *FOR POSSIBLE ACTION*

The meeting was adjourned at 5:05pm. No motion was taken due to lack of quorum.