



Advisory Board Meeting Minutes (Draft)
Nevada Network of Fire Adapted Communities Board Meeting
October 8th, 2018
University of Nevada Cooperative Extension Office
2651 Northgate Lane, Suite 15
Carson City, Nevada. 89706

Meeting was called to order at 1:13 by Tracy Visher, Board Chair

Board Members in Attendance:

Mike Brown, Nevada State Fire Chief's Association
Ryan Shane, Nevada Division of Forestry
Tracy Visher, Community Representative from Western Region/ Advisory Board Chair
Ann Grant- Tahoe Fire and Fuels Team
Zach Ellinger, Bureau of Land Management
Melynda Sharkozy-Phillips, Community Representative from Northeastern Region
Jeanette Belz, Nevada Insurance Council
Vinson Guthreau, Nevada Association of Counties
Bart Chambers, Nevada Fire Marshal (Arrived 1:31)

Board Members Absent:

Sara Anderson, Nevada Landscape Association
Mike Heidemann, Nevada State Firefighter's Association
Wes Henderson, Nevada League of Cities and Municipalities
Jennifer Diamond- U.S. Forest Service

Board Positions Vacant:

Vacant, Community Representative from Southern Region

Network Staff in Attendance:

Michael S. Beaudoin- Network Coordinator

Supporting Guests in Attendance:

Joshua Woodbury, Deputy Attorney General

1. Introductions – Roll call and determination of quorum: Chairperson Visher called for a roll call and determined that a quorum was not present with advisement from Mr. Woodbury. Mr. Woodbury advised the board that no action could be taken on action items until quorum is met with one more board member.

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.

Chairperson Visher asked for public comment...No Public Comment was made

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

Agenda order was approved as written. Chairperson Visher asked if we could move the agenda around to accommodate the lack of quorum. Mr. Woodbury said that is permissible and the board agreed to move the agenda around.

- Original Item 4: Review and Approval of Minutes from previous meetings moved to 6th item on Agenda.

- Original Item 5: Lake Tahoe Network of Fire Adapted Communities Update Moved to 4th item on Agenda

- Original Item 6: Network Operations Update moved to 5th Item

Motion: Ann Grant, Second: Chief Brown, Vote: I-unanimous

4. Lake Tahoe Network of Fire Adapted Communities Update

Ann Grant provided an update on the Lake Tahoe Network. She noted that the Tahoe Network hosted the Lake Tahoe Wildfire Preparation Workshop on September 13th in Tahoe City. The workshop featured 8 speakers, including Ann, and had good attendance with 40 residents. Presentations focused on the five components of a Fire Adapted Community: Access, Built Environment, Community Protection, Defensible Space, and Evacuation. North Lake Tahoe FPD's Chief Schwartz gave a great presentation on evacuation plans and family to-go-kits.

Ann mentioned that the new Tahoe Network website will launch on November 1st. The site will have better functionality for mobile devices. Ann also reported that Firefest Lake Tahoe was held on September 29th and was very successful with 300-400 attendees. Coordinator Beaudoin mentioned that the Tahoe RCD and the Nevada Prescribed Fire Alliance invited him to have a booth there to represent the Network. Chairman Beaudoin declined because he did not want to encroach on the Tahoe Network's project footprint.

Ryan Shane mentioned that the Nevada Network needs to share successes and failures with the Tahoe Network to better facilitate learning and information exchange for both networks. Coordinator Beaudoin said that he met with Carlie Teague, the Tahoe Network Coordinator, on May 10th. Beaudoin mentioned that the dialogue has been very open with the Tahoe RCD and the two programs continually share success stories and public education material.

Zach Ellinger asked if the Nevada Network is using a risk-assessment (RA) tool like the Tahoe Network does with its defensible space inspections forms. Ryan Shane and Coordinator Beaudoin reported that Nevada Natural Resources and Fire Information Portal has a lot of the RA information. Coordinator

Beaudoin developed a new Network defensible space inspection form with NDF staff that will help us track community progress on defensible space by a community and parcel-by-parcel basis. Coordinator Beaudoin will be working on making a rubric to assign values to each category of the DSI form. Shane mentioned that Beaudoin and NDF staff are working on a Western States Fire Managers grant to help revamp the information portal to accommodate tracking some of the geospatial components of the Network like CWPP and Chapter Boundaries.

- Chief Chambers arrived at 1:31 pm. Chairperson Visher asked Mr. Woodbury if the board achieved quorum. Mr. Woodbury confirmed that the quorum requirements were met and the board can take action on action items within the agenda.

5. Network Operations Update

a. Coordinator Task List

- Coordinator Beaudoin presented an update to the board on the Nevada Network of FAC Coordinator Task List that was generated by Ryan Shane, Ed Smith, and Dr. Elwood Miller. Coordinator Beaudoin, with the assistance of NDF, achieved some major accomplishments such as the creation of a Network CWPP database, a new DSI form, revisions to the operating manual, and the draft Chapter Leader Handbook.
- Ryan Shane commented that Coordinator Beaudoin also assisted NDF with 4 Western States Fire Managers grants. He continued by saying that Beaudoin is currently serving two roles as Network Coordinator and Regional WUI Coordinator for the Network. This has made Michael devote more time to local communities along the Carson Front and limits the amount of program building he can accomplish. The plan is to request hard-funding for his position and additional funding for a Network Western WUI Coordinator.
- Ann Grant asked Ryan if the political climate to approve Network funding is any better given the large fires in Nevada and California this year. Ryan said he is unable to comment on that, but will update the board at the January meeting.

b. Coordinator Financial Outlook

- Coordinator Beaudoin provided a financial overview of the grants that fund his position. He provided the board with a funding model for his position alone and another model with his position with a new WUI coordinator. Him and Ryan will wait to see what happens with NDF's FY21/22 biennium budget requests to determine whether the Network can take on WUI Coordinators.

c. UNR-UNCE and NDF Network Transfer MOU Accomplishment Status update

- Coordinator Beaudoin provided the board with an update on the UNCE/NDF MOU to transfer the Network to NDF. He provided the board with a written summary of NDF and his progress on the MOU. The final item to complete is the Chapter Leader Handbook which is under consideration for approval under Agenda Item # 9.
- Coordinator Beaudoin concluded his report but stating that he will post the summary of his report on the Network's website so board members and the public can review the Network's accomplishments at their leisure.

6. Review and Approval of Minutes from previous meetings.

- a. **June 12th, 2018:** The Board reviewed the minutes. Ann Grant moved to accept the minutes as written for the June 12th, 2018 meeting. Motion: Ann Grant, Second: Chief Chambers, Vote: I-unanimous
- b. **June 18th, 2018:** Coordinator Beaudoin reminded the board that another meeting was held on June 18th to confirm the Board's approval of the Network Annual Membership Fee Guidelines and the applications for Individual and Community Chapters. Chairperson Visher moved to accept the minutes as written for the June 19th, 2018 meeting. Motion: Chairperson Visher, Second: Chief Chambers, Vote: I-unanimous

7. New Community Chapter Membership Applications Approval

- a. **Alpine View Estates HOA:** Coordinator Beaudoin reported on Alpine View's application by saying that the community is located in Douglas County and the we have a very engaged community leader on board. The board asked Coordinator Beaudoin if the application was in order and if he felt the community could meet the Network requirements. Coordinator Beaudoin confirmed that Alpine View Estates is well-positioned to meet the Network requirements. Ann grant moved to accept Alpine View Estates HOA's application to become a new Network Community Chapter. Motion: Ann Grant, Second: Chairperson Visher, Vote: I-unanimous

8. Recertification of Community Chapters from UNCE Program

- b. **Holbrook Highlands:** Coordinator Beaudoin reported that the NDF Network needs to recertify the eight community chapters from the UNCE FAC program. Holbrook Highlands is one of these chapters. Vinson Guthreau noticed that the Holbrook Highlands application lacked the signatures of the founding members. Coordinator Beaudoin confirmed this and noted that the founding members are traveling and that he will arrange to secure signatures from them. The board agreed that the application must be fully signed. Vinson moved that the board conditionally approve the Holbrook Highlands recertification pending the founding member signing the application. Motion: Chairperson Visher, Second: Vinson Guthreau, Vote: I-unanimous

9. Community Chapter Leader Handbook Approval

- Coordinator Beaudoin reported that one of the major to-do items for the Board and the Coordinator is to produce a Network Community Chapter Leader Handbook. He produced a draft version of the handbook and told the Board that it should be seen as a living document that staff can add onto to increase the learning resources available to chapter leaders.
- Vinson asked Coordinator Beaudoin if the proposed handbook aligned with the Network's operating manual. Beaudoin confirmed this and stated that he used much of the language from the manual on a word-for-word basis.
- The Board discussed the Handbook's proposed contractor list. The board suggested removing the listed contractors and providing a mini-guide on procuring contractors for the Chapter leaders. Anne Grant mentioned that Tahoe Regional Planning Agency educates contractors and certifies them before placing them on the preferred contractor lists. The board expressed interest in the Network providing this service to contractors as a long term goal for the Network.

- Chairperson Visher reminded the board that it is the individual's responsibility to determine a contractor's experience with defensible space management and the list should provide them with some tips for contractor procurement. Chief Chambers asked if the Network would accept CAL FIRE certificates for contractors. Coordinator Beaudoin said that is something we can consider but we would need to review the CAL FIRE training program to see if it would work for the Network.
- Jeanette Belz suggested that the Handbook have a version number or date so the Board and Community Leaders could more easily find the most current version. Coordinator Beaudoin will incorporate it within the edits.
- The board expressed concern about allowing community leaders to view the Handbook before they finalize it. Chief Brown moved to accept the Network Community Chapter Leader Handbook presented in the meeting as a draft and to provide a 30-day review period for community leaders to provide comments and edits. Motion: Chief Brown, Second: Chairperson Visher, Vote: I-unanimous

10. 2019 Nevada Network Conference Venue and Date

- Coordinator Beaudoin state that has been working with some venues to secure a date and location for the 2019 Annual Conference but has had some trouble connecting with the correct venue personnel. He has contacted the Peppermill, Atlantis, GSR, and the Arrowcreek Country Club. He is waiting for responses from the Peppermill and GSR.
- Zach Ellinger suggested that the Network might be able to partner with the Great Basin PEMC conference being held in Reno on April 22nd-26th. He will follow up with Coordinator Beaudoin and see if they are willing to add on the Network Conference. Chief Brown will ask the WUI conference if they might be able to accommodate our needs too.
- Chairperson Visher suggest that we ask the FAC Learning Network for help funding or organizing the conference. Coordinator Beaudoin will follow up with Michelle Medley-Daniel at the FAC Learning Network.
- Ann Grant asked if there would be financial support for community members to attend. Melynda Sharkozy-Phillips echoed Ann's statement and added that UNCE provided some travel reimbursement that made it possible for rural communities on Lander and Eureka county to attend. Coordinator Beaudoin stated that the operating manual allows for reimbursement of community leader travel expenses up to \$500.00
- Chief Brown made the motion that Coordinator Beaudoin continue to pursue conference venues and pursue hosting the conference as an addendum to the Great Basin PEMC or WUI conferences and report back to the board at the January meeting or sooner. Motion: Chief Brown, Second: Chief Chambers, Vote: I-unanimous

11. Community Chapter Obligations and Expectations- Community Investment Options

- Coordinator Beaudoin requested that the board review the community investment sheet he produced within the Community Chapter Leader Handbook. The investment example sheet provides examples of acceptable Chapter activities.
- Ryan Shane suggested that the board change the operating manual section on community chapter obligations- number 4 to read that a chapter must "Document a community invest ~~of \$2 per capita~~ of one volunteer hour per residential dwelling unit annually in activities that contribute to fully preparing the community for the presence

of wildfire.” This will allow the Network to better document the community hours and allow community chapters to apply for FireWise Community certification.

- Chief Brown moved to change the community chapter obligations- number 4 to one volunteer hour per residential dwelling unit. Motion: Chief Brown, Second: Chief Chambers, Vote: I-unanimous

12. Strategic Planning Meeting

- Coordinator Beaudoin reminded the board of the need to update the Network’s strategic plan. He stated the he has been working off of the action items from the Nevada Cohesive Strategy from 2015 and the Network has accomplished a lot of the goals. Ryan Shane provided the board additional background on the NV cohesive strategy and how the preliminary Network cohesive strategy was written.
- Coordinator Beaudoin suggested that he revise the Network strategic plan and strike all of the items that NDF and the Network have successfully completed and have a draft version of the strategic plan ready for the January 2019 meeting. Motion: Chairperson Visher, Second: Chief Chambers, Vote: I-unanimous

13. 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.

Chairperson Visher asked for public comment...No Public Comment was made

14. Adjourn - *FOR POSSIBLE ACTION*

Seeing no further agenda items Chairperson Visher asked for a motion to adjourn. Ann Grant so moved, Second: Chief Chambers, Vote: I-unanimous. Meeting adjourned at 4:27 pm.