

Nevada Network of Fire Adapted Communities

Operating Manual

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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.

The Advisory Board is vested with authority to provide recommendations for the direction of the Network by establishing and communicating such recommendations to NDF on operational and programmatic matters.

NDF administers the Network and has authority to accept, reject or modify the Advisory Board recommendations provided by the Advisory Board.

When recommendations are passed and communicated by the Advisory Board to NDF, NDF will review these recommendations for acceptance, rejection or modification before adoption. If NDF makes a

determination to modify or reject a recommendation, NDF will communicate the reasons for the modification or rejection to the Advisory Board and will provide an opportunity for the Advisory Board to modify its recommendation. If NDF makes a determination to accept and adopt, it will communicate this to the Advisory Board, then incorporate the recommendation into the programmatic and operational practices used to administer the Network.

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

Position	Appointing/Electing Authority	Appointed or Elected	Term
Lake Tahoe Network of the Fire Adapted Communities	Tahoe Fire and Fuels Team	Appointed	1 yr. ¹
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. ¹
US Forest Service	US Forest Service	Appointed	1 yr. ¹
Nevada Division of Forestry	Nevada Division of Forestry	Appointed	1 yr. ¹
Local Fire Service	Nevada Fire Chiefs Association	Appointed	1 yr. ¹
Volunteer Fire Service	Nevada State Firefighter’s Association	Appointed	1 yr. ¹
WUI Planning/Code	American Planning Assoc. – NV chapter	Appointed	1 yr. ¹
Landscape Industry	Nevada Landscape Association	Appointed	1 yr. ¹
Insurance Industry	NV Insurance Council	Appointed	1 yr. ¹
Counties	Nevada Association of Counties	Appointed	1 yr. ¹
Mitigation Education	University of Nevada Coop. Extension Living With Fire	Appointed	1 yr. ¹
Cities	Nevada League of Cities	Appointed	1 yr. ¹

Regions:

Southern – Nye, Lincoln, Esmeralda, Clark;

Northern – Elko, Eureka, White Pine, Lander;

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

¹ 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, 12th 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, 12th 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, 12th 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.

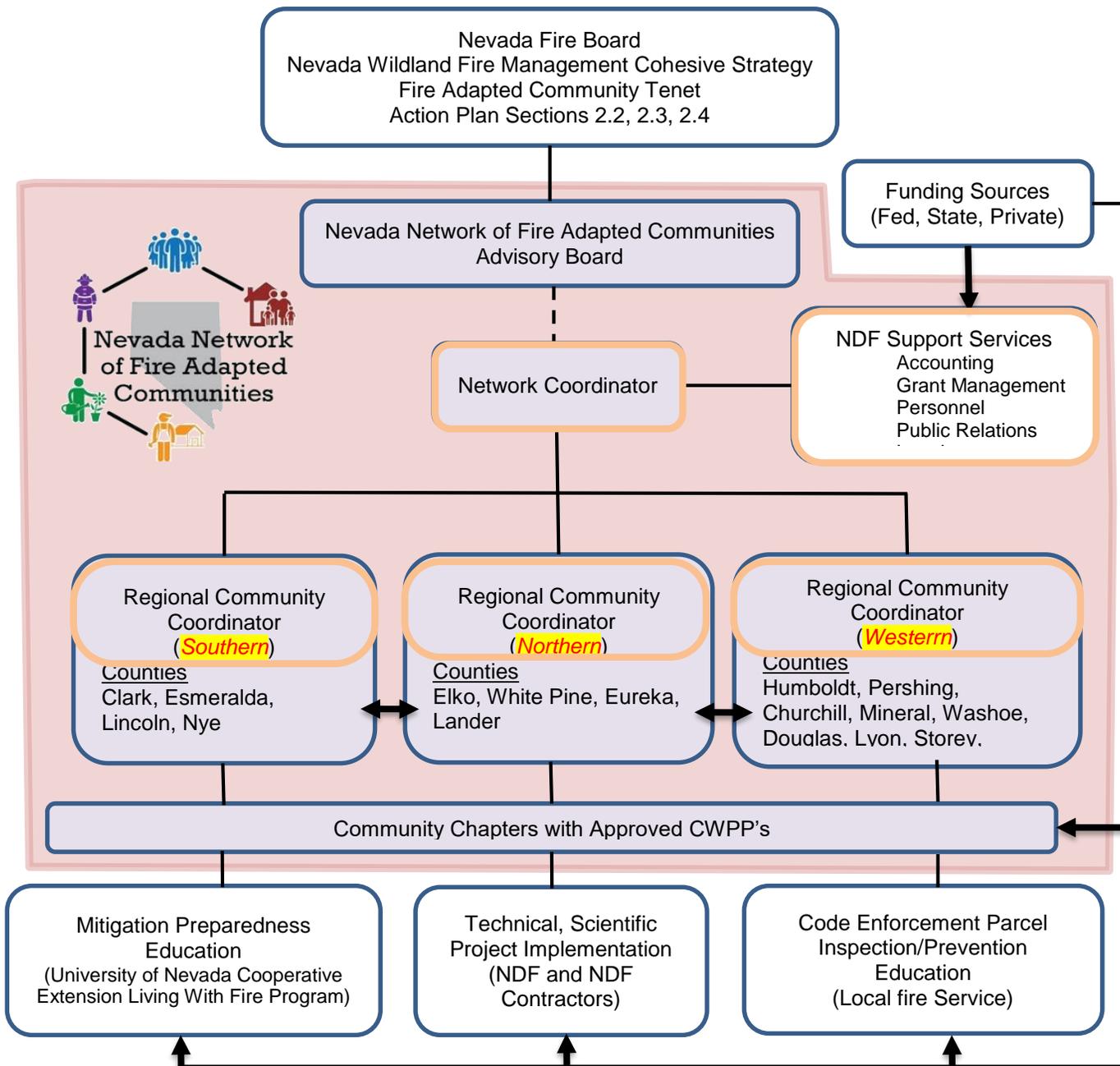
COMPENSATION

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.

NETWORK 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

No annual fee will be assessed for this category of membership. NDF currently has no statutory authority to pursue membership fees. Network Staff will work with NDF to see if that is a possibility in the next biennium

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.

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 1st of each year. Notifications of membership expiration and the requirement for renewal will be distributed December 31st 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) *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

(THE PARTNERING MEMBERSHIP DONATION PAYMENT WILL BE POSTPONED UNTIL THE NETWORK ANNUAL MEMBERSHIP DONATION COLLECTION MECHANISMS ARE IN PLACE.)

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 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.

Obligations and Expectations

The obligations that the *Chapter* must fulfill are listed below in rank order of importance

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 one volunteer hour per residential dwelling unit 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 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.

Renewal

Continuation of *Chapter* status is subject to review and renewal January 1st of each year. Notifications of membership expiration and the requirement for renewal will be distributed December 31st 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-

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. 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



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.

<p>5. Pay the annual fee. individual membership fee will be postponed until the Network Annual Membership fee collection mechanisms are in place</p>	<p>5. Should an individual member choose to affiliate with a Network Community Chapter their membership fee will be pooled into their Community Chapter Grant fund pool as outlined within the Network's Operating Manual Appendix E.</p>
--	---

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

Date: _____

<p>Contact Information:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>County: _____</p> <p>Home Phone: _____</p> <p>Cell: _____</p> <p>FAX: _____</p> <p>E-mail: _____</p>
<p>Mailing Address (If different from above): _____</p> <p>City: _____ State: _____ Zip Code: _____</p>

Please indicate below the category of membership you are seeking:

- Individual Membership: Individuals applying for this category must reside or own property in a location threatened by the occurrence of wildfire. Please provide a general description of where your house or property is located. _

Friend of the Network: Please describe your reason for seeking Network membership in this category. _____

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 become a member in this category. Members in this category will be assessed the same annual fee as *Individual Members*. *Friends of the Network* will receive a monthly on-line newsletter, invitations to training seminars, and an invitation to attend the annual Statewide Conference.

Do you currently, or have you ever served in a 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 completed work to prepare your home and 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.

Primary Community Chapter Affiliation: _____

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.

Additional Community Chapter Affiliations: _____

(The individual membership fee will be postponed until the Network Annual Membership fee collection mechanisms are in place)

Total Amount Enclosed _____

Applicant Declaration

Desiring to become a member, I commit to support, assist, and advance the mission and 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 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 the Network and I will commit to preparing myself, my home, my community, and the surrounding landscape to survive the occurrence of wildfire to the greatest extent possible.

Name: _____

(Printed)

Signature _____ Date: _____

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: _____

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

Network Representative Name: ~ _____

Network Representative Signature: _____ Date: _____



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: _____

Proposed Chapter Name: _____

Primary Contact (Founding Member #1):

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Fire District or Department: _____

Mailing Address (If different from above): _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

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

No Yes (If Yes, please describe)

Secondary Contact (Founding Member #2):

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Fire District or Department: _____

Mailing Address (If different from above): _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

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

No Yes (If 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 or other structures at risk? _____

What is the approximate 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 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.

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 community chapter area 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 (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	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: _____	

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: _____

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

Network Representative Name: _____

Network Representative Signature: _____

Date: _____