

Nevada Network of Fire Adapted Communities

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Operating Manual **With Proposed Updates**

04/22/2019 6/10/2020

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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, [stakeholders](#) 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.

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MISSION

It is the mission of the Network to foster the widespread occurrence of Fire Adapted Communities where Nevadans living with the threat of wildfire [are encouraged and educated to](#) fully prepare themselves, their homes, and the landscape where they reside to survive the destructive force of wildfire.

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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.~~

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~~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.~~

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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 (completed 12/2018)
- Nevada Cohesive Strategy-Fire Adapted Communities Action Plan (2.2, 2.3, 2.4)
- NNFAC Strategic Plan
- 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 NNFACMAC may submit proposed amendments to the Nevada Fire Board and other vested organizations for consideration and possible approval.

ADVISORY BOARD NNFAC MULTI-AGENCY COORDINATION GROUP (NNFACMAC)

NNFAC BOARD MAC MEMBERSHIP

NNFACMAC is an operational group that aims to facilitate and support statewide collaborative implementation of the Nevada Network of Fire Adapted Communities. The MAC provides general direction and political leadership for NNFAC, as such, members must hold positions within their respective agency that has the *authority and/or ability within respective agency* to support such an endeavor. (Agency leads for community wildfire mitigation efforts are suggested.)

1. Bureau of Land Management
2. United States Forest Service
3. Nevada Division of Forestry
4. Nevada Fire Chiefs Association
5. Nevada State Firefighters Association
6. Nevada State Fire Marshal
7. Nevada Landscape Association
8. Nevada Insurance Council
9. Nevada Association of Counties

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- 10. UNRCE Living with Fire
- 11. Nevada League of Cities
- 12. NV Energy
- 13. Tahoe Fire Adapted Communities
- 14. Community Representative (North)
- 15. Community Representative (South)
- 16. Community Representative (West/Sierra Front)

Additional Membership to Be Determined as needed

DELEGATION OF AUTHORITY:

Nevada Network of Fire Adapted Communities MAC (NNFACMAC) membership and participation falls within each agency's respective policies and procedures. Participation on the MAC group does NOT indicate a delegation of authority, rather the aim of the MAC group is to strengthen and enhance individual member agency policies and procedures collectively through the Network. Each entity listed above is vested in Community Wildfire Hazard Mitigation and by membership agrees to leverage existing and future programmatic support towards reducing Community Wildfire Risk in the State of Nevada.

NNFACMAC MISSION:

Foster widespread occurrence of Fire Adapted Community Chapters; Promote Living with Fire education throughout the state; Model collaborative behaviors and approach to community wildfire mitigation efforts; Improve inter-agency hazardous fuels reduction planning and implementation; Provide statewide leadership and guidance on issues pertaining to community wildfire mitigation efforts.

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 NNFACMAC member representing the communities threatened by wildfire in each of NDF's regions (Northern, Western, Southern). Elected ~~Board~~ NNFACMAC 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

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cooperation and communication between these two sister organizations, a dedicated agency representative seat has been created on the NNFACMAC to be filled by appointment from the Tahoe Fire and Fuels Team.

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NOMINATIONS

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Any person residing in the Region may submit the name of a qualified person into nomination as the Region's representative on the BoardNNFACMAC. Nominations shall be submitted in writing to a location and by a deadline announced by the BoardNNFACMAC.

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ELECTIONS

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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.

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Initial terms of regional representatives will be determined by lot to facilitate the staggering of term expiration. BoardNNFACMAC 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.

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Nominations and elections to fill vacated BoardNNFACMAC seats may be initiated at any time upon approval by the BoardNNFACMAC 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 BoardNNFACMAC seat, the BoardNNFACMAC may appoint a representative to fill the vacancy on an interim basis. The boardNNFACMAC appointed representative must meet all qualifications for BoardNNFACMAC 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 BoardNNFACMAC 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.

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APPOINTED REPRESENTATIVES

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Appointing authorities with designated seats on the BoardNNFACMAC shall select qualified individuals to represent their interest in BoardNNFACMAC 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 BoardNNFACMAC's Executive Committee regarding the appointed representative's effectiveness and fulfillment of BoardNNFACMAC member responsibilities.

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VACANCIES

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Vacancies on the BoardNNFACMAC shall exist (1) upon the death, resignation or removal of any member, (2) upon completion of a BoardNNFACMAC members second term, and (3) whenever additional representation is deemed necessary and seats are added to the BoardNNFACMAC's composition by a majority vote of the BoardNNFACMAC. Any BoardNNFACMAC member may resign effective upon giving written notice to the Chairperson of the BoardNNFACMAC.

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DUTIES OF BOARD NNFACMAC MEMBERS

It shall be the duty of Board NNFACMAC members to:

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- 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 NNFACMAC and participate fully in the discussions, activities and decision-making process of the Board NNFACMAC.
- c) Make recommendations regarding 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.
- e) Establish statewide community mitigation priorities in Nevada
- f) Guide and facilitate allocation of resources throughout all levels to meet statewide priorities
- g) Anticipate and identify future national direction, as well as Nevada State Legislative direction as it relates to the National Cohesive Strategy and implementation of strategies recommended by the Nevada Cohesive Strategy Implementation Team
- h) Provide oversight, guidance and direction to Local Coordinating Groups (LCG)
- i) Facilitate and support standing up 3 LCGs to support local level community mitigation efforts within existing NDF Regional Boundaries
- j) Distribute and archive NNFACMAC:
 - i. Decisions
 - ii. Direction
 - iii. Best management practices
- k) Provide an NNFACMAC member as a media spokesperson for issues of statewide importance (as requested)
- l) Serve as liaison to member agency staff, ensures dissemination of information within member agency and facilitates communication between agencies as needed
- m) Provide guidance and high-level oversight of Prevention Teams, CMATs, etc.—primarily through LCG
- n) Provide liaison and oversight to Area Command/Incident Command during incidents that involve at-risk communities
- o) Host VIP briefings as requested and needed
- p) Host quarterly NNFACMAC/LCG coordination calls or as needed.
- q) Host NNFAC Annual Meeting
- r) Facilitate Statewide CWPP update and maintenance efforts
- s) Review and prioritizes hazardous fuels reduction grants
- t) Provide liaison to Nevada Fire Board and Nevada Cohesive Strategy Implementation Team

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BOARD NNFACMAC MEMBER PERFORMANCE – MEETING ATTENDANCE

Board NNFACMAC members may be granted excused absences from Board NNFACMAC meetings by submitting a request to the Board NNFACMAC Chair. Board NNFACMAC members who

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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 BoardNNFACMAC. The Chair of the BoardNNFACMAC will forward notification of such action to the non-participating boardNNFACMAC 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 BoardNNFACMAC on a case-by-case basis.

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

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DELIBERATIONS AND DECISIONS

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AGENDA

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Items to be considered for discussion and/or action by the BoardNNFACMAC shall be incorporated into a meeting agenda by the Executive Committee (See subsection BoardNNFACMAC 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)

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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)

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DELIBERATIONS

NNFACMAC Consensus Decision Process:

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The NNFACMAC consensus process focuses on a cooperative dynamic. Only one proposal is considered at a time; NNFACMAC works together to make the best possible decision for the group. Decisions are adopted when all NNFACMAC members consent to the result of discussion about the original proposal. NNFACMAC members who do not agree with a proposal are responsible for expressing their concerns. No decision is adopted until there is resolution of every concern. When concerns remain after discussion, NNFACMAC members can agree to disagree by acknowledging that they have unresolved concerns, but consent to

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the proposal anyway and allow it to be adopted. Therefore, reaching consensus does not assume that everyone must be in complete agreement.

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.

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Decision Process

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

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Quorum

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

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NNFACMAC MEETINGS

Business Meetings

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The BoardNNFACMAC shall meet at least quarterly at a location, date, and time determined by the BoardNNFACMAC. Additional meetings may be called by the BoardNNFACMAC Chair, the Executive Committee, or at the request of a boardNNFACMAC member. Notification of meeting dates, times and location as well as the conduct of business at a BoardNNFACMAC 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

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A record of BoardNNFACMAC deliberations and actions will be maintained in the form of meeting minutes. Minutes of meetings will be reviewed and approved by the BoardNNFACMAC. 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 BoardNNFACMAC.

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STATEWIDE NETWORK CONFERENCE

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At least annually, the ~~Board~~NNFACMAC 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~~NNFACMAC and Network staff. (See section on Statewide Meeting/ Conference)

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BOARDNNFACMAC OFFICERS

A chair and vice chair shall form an executive committee.

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Designation

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~~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.~~

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Qualifications

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

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Nominations

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~~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.~~

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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.~~

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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.

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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.

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Duties

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Duties of the Chairperson

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The Chairperson shall preside at all meetings of the Board and exercise such authority and perform such duties as the Board may assign.

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Duties of the Vice Chairperson

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~~THE VICE-CHAIRPERSON SHALL ASSUME ALL DUTIES OF THE CHAIRPERSON DURING HIS/HER ABSENCE AND OTHER DUTIES AS THE BOARD MAY ASSIGN; NNFACMAC GROUP CHAIR~~
ROTATION:

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The NNFACMAC Chair rotates on a two-year cycle starting January 1st. Rotation Order (excluding NGO, non-wildfire management agencies and community representatives):

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- Bureau of Land Management
- United States Forest Service
- Nevada Division of Forestry
- Nevada Fire Chiefs Association
- Nevada State Firefighters

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Association

- Nevada State Fire Marshal

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If an agency is unable to fill the Chair, the responsibility rotates to the next agency. The next agency in the rotation will act as the Vice Chair.

NNFACMAC CHAIR RESPONSIBILITIES INCLUDE:

- a) Determines the need and schedules for NNFACMAC meetings
 - i) At least once per quarter
 - ii) As needed and at the discretion of NNFACMAC Chair/Vice Chair
 - iii) Any member of the NNFACMAC can call for a meeting through Chair
- b) Works with NNFAC Executive Coordinator and members to develop meeting agendas
- c) Facilitates and leads VIP briefings
- d) Facilitates NNFACMAC contributions to legislative processes as needed
- e) Facilitates the consensus decision process within NNFACMAC
- f) Provides primary NNFACMAC representation for briefings, outside meetings, and coordination as required
- g) Manages and monitors NNFACMAC meeting attendance and participation
 - i) Addresses issues as needed
- h) Leads and Facilitates NNFACMAC annual after-action review (discussion at final meeting on annual basis)

NNFACMAC VICE CHAIR RESPONSIBILITIES INCLUDE:

- a) Serves as and performs all duties of NNFACMAC Chair in absence of designated Chair

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COMMITTEE CREATION AND OPERATION

Any Board/NNFACMAC 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/NNFACMAC. Unless otherwise specified, committee membership will be appointed by the Board/NNFACMAC Chair subsequent to recommendations by Board/NNFACMAC members. Committee members are not required to be members of the Network and may be members or non-members of the Board/NNFACMAC. However, every committee must designate both a chairperson and a recorder and the chairperson selected must be a current member of the Board/NNFACMAC. All committees shall submit reports to the Board/NNFACMAC detailing activities and accomplishments on a schedule to be determined by the Board/NNFACMAC.

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COMPENSATION

Board/NNFACMAC members shall serve without compensation. They shall be allowed, if requested and enough 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.

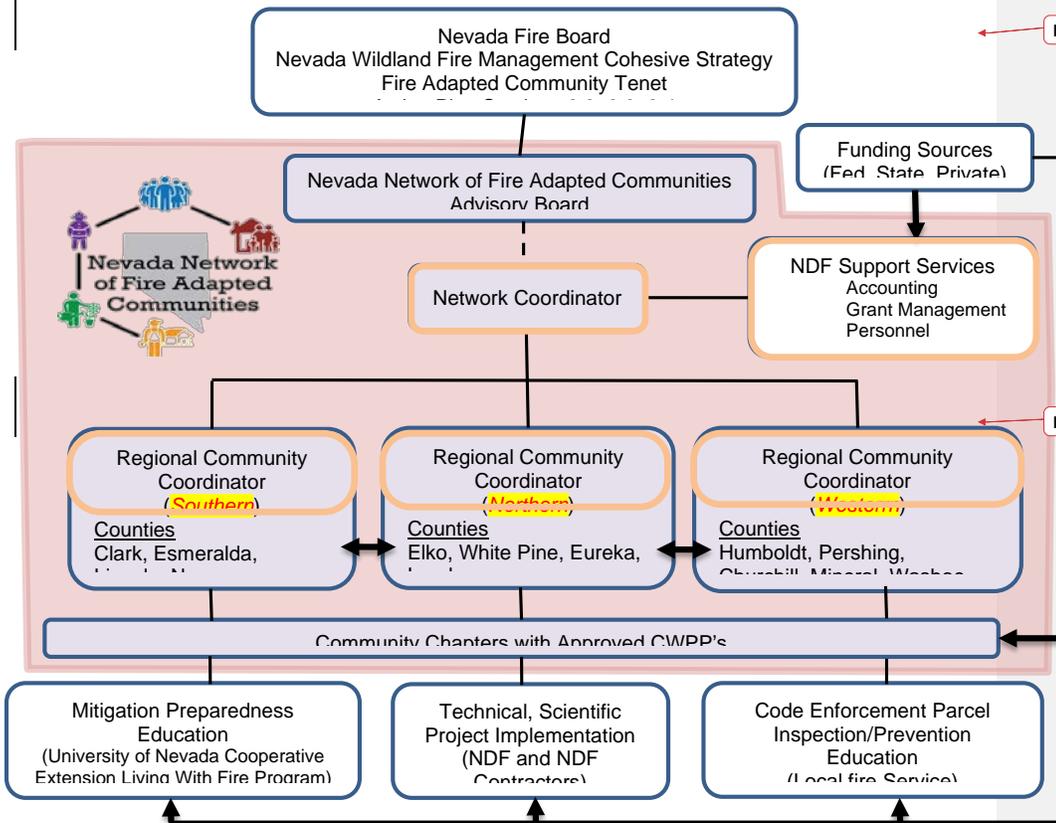
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COMMUNITY COORDINATION/COMMUNICATION

The Board/NNFACMAC will review annual plans of work and goals submitted by community Chapters. The Board/NNFACMAC 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/NNFACMAC members are encouraged to contact community chapter leaders to provide assistance, answer questions and provide encouragement and support. As time allows, Board/NNFACMAC 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/NNFACMAC will encourage and facilitate the creation of Chapter networking opportunities that includes local fire services and enhances communication and shared learning.

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NETWORK STRUCTURE



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**NEVADA FIRE BOARD NNFACMAC'S COHESIVE STRATEGY – FIRE ADAPTED COMMUNITIES
SUBCOMMITTEE**

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The Nevada Fire Board NNFACMAC is responsible for implementing the National Cohesive Wildland Fire Management Strategy (National Strategy) in the State of Nevada.

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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 NNFACMAC 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 BoardNNFACMAC 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.

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STAFFING

NETWORK COORDINATOR

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The Network Coordinator will operate under the guidance of the Network Advisory BoardNNFACMAC 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 BoardNNFACMAC 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 BoardNNFACMAC'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 BoardNNFACMAC meetings, maintain the website, create and distribute newsletters, as well as organize learning opportunities.

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

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REGIONAL COMMUNITY COORDINATORS

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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.

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Regional Community Coordinators are supervised by the Network Coordinator.

NDF SUPPORT SERVICES

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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.

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NETWORK MEMBERSHIP

INDIVIDUAL MEMBERSHIP

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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)

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

ANNUAL FEE

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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

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REQUIREMENTS AND QUALIFICATIONS

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

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- 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.

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BENEFITS

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Individual Members will receive the following benefits:

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- 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.

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- 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.

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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

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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

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To qualify for status as a *Chapter* the community must meet the following qualifications to apply for ~~Board~~NNFACMAC 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~~NNFACMAC. (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/NNFACMAC/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.

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Obligations and Expectations

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

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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/NNFACMAC summarizing the *Chapter’s* progress in becoming a Fire Adapted Community.

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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

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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:

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- 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.

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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.

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Renewal

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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 BoardNNFACMAC in support of membership renewal requests.

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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 BoardNNFACMAC 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.

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A written request for the BoardNNFACMAC to consider the nonrenewal of a membership must be submitted by a member of the BoardNNFACMAC 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 BoardNNFACMAC will not be renewed by the BoardNNFACMAC.

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

RECOGNITION AND AWARDS

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

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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.

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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.

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MARKETING AND COMMUNICATIONS

LOGO

By majority vote, the Board NNFACMAC 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 NNFACMAC and on any product produced in

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cooperation with partnering organizations. Proposed alterations to the logo may be submitted as an agenda item at a regularly scheduled ~~Board~~NNFACMAC meeting and decided by a majority vote of the ~~Board~~NNFACMAC.

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~~NNFACMAC. 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

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Annually, the Network staff, in conjunction with the Network ~~Board~~NNFACMAC, 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~~NNFACMAC. 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

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While the ~~Advisory Board~~NNFACMAC 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~~NNFACMAC, 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~~NNFACMAC, for all financial accounts affecting Network operations and goal attainment, through a report by the Coordinator, at every ~~Board~~NNFACMAC meeting. The ~~Board~~NNFACMAC 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

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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 NNFACMAC.

MEMBERSHIP TRENDS

The Coordinator shall track and analyze membership trends and report the results at all Board NNFACMAC 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 NNFACMAC 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 NNFACMAC, 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 and shall establish and maintain a geospatial database of projects for tracking and reporting.

STRATEGIC PLAN

Under the direction of the BoardNNFACMAC, the Network Coordinator will develop a strategic plan to advance the mission of the Network. The plan will be reviewed and approved by the BoardNNFACMAC. 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 BoardNNFACMAC meeting and require BoardNNFACMAC approval.

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AMMENDMENTS AND CHANGES TO THE OPERATING MANUAL

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

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