

Orchard Springs Firewise Community Bylaws

V2.0

June 21, 2026

Article I. Orchard Spring Firewise Community (OSFWC)

Section 1. About

The building of this community started in 2021, we were certified by Firewise USA on September 22, 2022, and recertified every year through 2024. To stay certified we need to make progress on home and property hardening and grow our community each year. See Map in Appendix A of our region bounded by Highway 174, Rollins Lake, and Chattering Pines Road. This specific region was approved by fire personnel for size, terrain, and shared evacuation routes.

Article II. Purpose

Section 1. Goal

Save lives, homes, and money by protecting assets and the natural values of the region from wildfire.

Section 2. Mission

Organize this Firewise Community centered around Orchard Springs Road with nearby associated roads that share evacuation routes, and in collaboration with, and approval from, local fire resource personnel who will approve a viable Firewise region. Once organized, work with our community, neighbors, and members on projects designed to achieve our common community goals.

Article III. Membership

Section 1. Board Members & Meetings

- I. The board is made up of at least 3 volunteer members, from the Orchard Springs Firewise Community region, preferably, at least one person from each of 3 sections of our region, the north, the south, and the middle between those bounded by Orchard Springs Road north and south.
- II. The minimum board members are three and a resident leader, resident co-leader, and treasurer, where these and other board members share all board tasks.
- III. The board meets quarterly in person, and/or remotely, to manage documentation, plan activities and communications including annual community education meetings and special projects.
- IV. Decisions are made by discussion and a simple majority of those present at the meeting in which the vote takes place.
- V. The treasurer and resident leader will co-manage a non-profit bank account to hold the funds for community activities.

- a. The account is at Tri Counties Bank, 709 Sutton Way, Grass Valley, CA 95945
 - b. The account is under the following IRS Employer Identification Number: 33-1489848.
 - a. The address of this non-profit is Orchard Springs Firewise Community PO Box 385, Chicago Park, CA 95712
 - c. If either co-manager of this bank account is unable to continue responsibilities for this account, then another board member can take the place of this member, determined in the next board meeting by simple majority vote.
 - d. If all board members are unable to continue responsibilities for this account, then the community can be polled for new board members to join, and then co-managers for this account can be determined in the next board meeting by simple majority vote.
- VI. If this community disbands then the bank account will be closed with all remaining funds going to the Peardale Chicago Park Fire Protection District, 18934 Colfax Highway, Grass Valley, CA 95945.
 - VII. If the number of people on the board drops below 3 people, or needs help, or replacement of current members, the community will be polled by email and phone calls for additional board members.
 - VIII. This community will disband if there are not enough people on board to drive the activities to maintain the Firewise certification.
 - IX. Board members receive no compensation for their work.

Section 2. Volunteer Tasks

- I. Board: Decide and prioritize by-laws, community meetings, goals, projects, and purchases.
- II. Resident leader or resident co-leader: Maintain a spreadsheet of neighbors, update yearly from surveys returned, and bi-annually with new residents.
- III. Resident leader or resident co-leader: Compile volunteer work log data for application.
- IV. Resident leader or resident co-leader: Reapply for recertification every November.
- V. Resident leader or resident co-leader: Create and submit 3-Year Action Plan and update every 3 years.
- VI. Resident leader or resident co-leader: Interact with agencies as needed.
- VII. Treasurer and resident leader: Co-manage a non-profit bank account to hold the funds for community activities .
- VIII. Resident leader or resident co-leader: Monitor email box and respond.
- IX. Email communications: Email communications for meetings, community information, projects, events, and call for volunteers and work logs.
- X. Website communications: Website communications for meetings, community information, projects, events, and call for volunteers and work logs.
- XI. US postal communications: Bi-annual US Postal letter to list obtained from county to all new residents, and outreach for people for whom we do not have an email address.
- XII. Volunteer project coordinator: Roadside cleanup, evacuation resources, and other fire mitigation project coordination.
- XIII. Volunteer event coordinator: Community event(s) coordination, at least one for the required annual community gathering for informational purposes.
- XIV. Volunteer grant writer: Pay attention to opportunities for state, and local grants to fund projects and to support community activities.
- XV. Volunteer fundraiser: Plan, execute fundraising for donations to support community activities.
- XVI. Volunteer to create evacuation maps for sending out and posting on the website.
- XVII. Volunteer to create a phone tree for emergency communications.
- XVIII. Volunteer to coordinate and promote neighbor buddy system for emergencies.

Section 3. Membership Tasks

- II. Attend one educational meeting or participate in one community work project annually.
- III. Work on home and property hardening, little by little, every year, to withstand wildfire.
- IV. Return one volunteer work log with hours spent doing home, property, and community projects, including equipment, labor, and material costs, and send it to the board, by October. The work log can be sent by one of three methods:
 - a. Print, fill out, take a photo, and text to (530) 346-6799
 - b. Fill out online document, attach, and send by email to OrchardSpringsFWC@gmail.com
 - c. Print, fill out, and mail to Orchard Springs Firewise Community PO Box 384, Chicago Park, CA 95712

