



California Wildfire Mitigation Program Board Meeting

Meeting Minutes – Tuesday, August 19, 2025



Board Members Present

Abby Browning, Board Chair, Chief, Private Sector / Non-Governmental Organization Coordination, Cal OES

Frank Bigelow, Board Vice-Chair, Deputy Director, Community Wildfire Preparedness & Mitigation and Fire Engineering & Investigations, CAL FIRE

Daniel Berlant, Board Member, State Fire Marshal, CAL FIRE

Robert Troy, Board Member, Assistant Director, Interagency Recovery Coordination, Cal OES

CWMP Staff Present

J. Lopez, Executive Director

Jordon Boyer, Staff Manager

Sarah Glenn, Program Coordinator

Kenneth Jacobs-DeLeon, Program Coordinator

Shawn Oberbruner, Program Coordinator

Cal OES Staff Present

Robyn Fennig, Assistant Director, Hazard Mitigation

Ron Miller, Branch Chief, Hazard Mitigation Assistance (Virtual)

Ryan Massello, Division Chief, Hazard Mitigation

Matthew Delgado, Staff Services Manager I, Hazard Mitigation Special Projects

Julie Leo, Associate Governmental Program Analyst, Hazard Mitigation Special Projects

Angelica Quezada, Associate Governmental Program Analyst, Hazard Mitigation Special Projects

Adriana Arevalo, Staff Services Analyst, Hazard Mitigation Special Projects

Ryan Marth, Senior Emergency Services Coordinator, State Hazard Mitigation Planning Unit (Virtual)

Charmaine Faleaana, Associate Governmental Program Analyst, Hazard Mitigation Support Unit (Virtual)

CAL FIRE Staff Present

Jim McDougald, Assistant Deputy Director

John Morgan, Staff Chief of Wildfire Risk Reduction

Heather McCulley, Deputy Chief of Wildfire Preparedness (Virtual)

Randy Northup, Battalion Chief

Justine Grafton, Associate Governmental Program Analyst, Home Hardening

Will Brewer, GIS Analyst, Home Hardening

Kara Garrett, Deputy State Fire Marshal III (Specialist) (Virtual)

Jillian Fisher, Staff Services Manager I

Carrie Lewis, Associate Governmental Program Analyst, OSFM Support Services

Danh Dao, Staff Services Analyst, OSFM Support Services

I. CALL TO ORDER & WELCOME – 10:01 AM

- a. The meeting was called to order at 10:01 AM and welcome remarks provided by Board Chair A. Browning.

II. ROLL CALL/QUORUM ESTABLISHED

- a. Roll call and quorum established with the following Board Members present.
 - A. Browning – Present
 - F. Bigelow – Present
 - D. Berlant – Present
 - R. Troy – Present

III. CONSENT AGENDA ITEMS

- a. Review and approval of Meeting Minutes from June 17, 2025. No public comments received.

Motion: R. Troy moved to approve the Meeting Minutes from June 17, 2025.

D. Berlant seconded the motion.

Action: All in favor, none opposed, motion carried.

IV. DISCUSSION AND ACTION ITEMS

- a. Receive CWMP Pilot Program update (Information item)
 - Cal OES Hazard Mitigation Assistance (HMA) Special Projects Unit (SPU) Update
 - Matthew Delgado, Staff Services Manager I, Hazard Mitigation Special Projects
 - i. Hazard Mitigation Grant Program (HMGP) Expenditures as of May 30, 2025
 - 1. Update on Total Project Costs per Sub-Applicant as of May 30, 2025
 - ii. CWMP Engage Portal Enhancements Highlights
 - 1. Homeowner Application Enhancements
 - a. Applying takes 5 to 10 minutes
 - b. Removed redundant and unreportable fields
 - 2. Application tracking enhancements
 - a. All data is reportable
 - b. Increased automation
 - c. Simpler user interface
 - 3. Site Enhancements
 - a. Completed build of site from Pre-construction to Closeout
 - b. Sites are linked to projects
 - iii. CWMP Content Outreach
 - 1. Engaging home hardening projects across the state
 - a. Los Angeles County HMGP Sub application

- b. Mendocino County BRIC
 - c. Sonoma County BRIC
 - d. Santa Cruz County BRIC
 - 2. Working to provide access to CWMP content
 - a. Homeowner Application
 - b. Engage Portal
 - c. Home Assessment Application
 - d. Framework Documents
 - 3. Goals
 - a. Help new projects avoid delays
 - b. Work within the existing framework
- iv. DR4407-PJ0512 Closeout
 - 1. Portal Development is complete
 - 2. All other milestones are complete
 - 3. Complete Framework Appendices and final edits by End of August
 - 4. Validating project costs and compiling documentation of the scope of work for FEMA
- CAL FIRE Update – Battalion Chief Randy Northup
 - i. Continuing to develop the Wildland Urban Interface (WUI) Fire Safety Building Standards Compliance Training
 - ii. Continuing to support the California Wildfire Mitigation Program with technical assistance with home hardening recommended retrofits
 - iii. Collaborating and planning with IBHS for September 24, 2025, Wildfire Prepared Home Demonstration Burn
 - iv. In collaboration with Los Angeles County, CAL FIRE provided the ISD Residential Wildfire Hardening Program with educational information on the National Institute of Standards and Technology (NIST) WUI Structure, Parcel, and Community Hazard Mitigation Methodology
- California Wildfire Mitigation Program (CWMP) Pilot Program Update –
 - i. San Diego County/San Diego County Fire Protection District (SDCFPD) – Program Coordinator, Sarah Glenn
 - 1. FEMA EHP Update -
 - a. Submitted eight Phase II reports for “Issue Properties”, Pending FEMA Review
 - b. Pending Record of Environmental Consideration (REC) for the additional “No-Issue” properties in the expanded area
 - 2. Site-Work Updates –
 - a. Seven Homes Complete
 - b. Two homes in active construction
 - c. Three homes pending Tri-party Agreements
 - d. Three bids under review
 - ii. Siskiyou County/Shasta Valley Resource Conservation District (SVRCD) – Sarah Glenn
 - 1. Site Work Updates – Batch One – Eight Homes
 - a. All site work is complete

2. Site Work Updates – Batch Two – Seven Homes
 - a. All site work is complete
3. Site Work Updates – Batch Three – Eleven Homes
 - a. Four complete, site work continues on the remaining sites in the batch
4. Site Work Updates – Batch Four – Nine Homes
 - a. Prepping to start work
5. Site Work Updates – Batch Five
 - a. Prepping to go out for quotes
- iii. Shasta County/Shasta County Fire Safe Council (SCFSC) – Program Coordinator Kenneth Jacobs-DeLeon
 1. Site Work
 - a. Six Homes have been completed
 - b. Nine Homes in active construction, three sites to be awarded at the end of August
 - c. 15 Dspace projects have been completed
 - i. 10 Sites with Dspace in progress
 2. Staff
 - a. Hired a Project Coordinator with a construction and forestry background to oversee Dspace implementation, supervise contractors in the field, assist with closeout process
 - b. Hired a Part-Time Project Assistant to handle admin, scheduling, agreements, homeowner communication and SME coordination.
 3. Project Area
 - a. Door-to-door outreach and visible project activity has driven strong local interest
 - i. Increased use of paper applications, mailing copies to interested homeowners
- iv. Lake County/North Coast Opportunities (NCO) – Kenneth Jacobs-DeLeon
 1. Site Work
 - a. 28 Homes have been completed
 - b. Eight SOW in progress
 - c. Six homes recently started bid process
 - d. Seven homes in active construction
 2. Staff
 - a. Project Manager, Construction Coordinator, Administrative Employee
 - b. Three Full Time Assessors
 - c. Holding interviews to hire two additional assessors
 3. Project Area
 - a. Held a community meeting on July 11th to discuss home hardening with the public
 - b. Community interest continues to grow, new contractors are attending walkthroughs

- c. "Lake Fire" August 8th, near project area, 401 acres burned, two structures lost
- v. Tuolumne County Office of Emergency Services – Program Coordinator Shawn Oberbruner
 - 1. EHP Update
 - a. There are no "no-issue" properties in the project area at this time.
 - 2. Staff
 - a. One full time analyst has been hired.
 - b. Hired a Program Manager, started work July 1, 2025.
 - c. Have completed project training and can now view submitted applications.
 - 3. Community Outreach
 - a. CWMP, SPU and CAL FIRE will be in attendance for the upcoming town hall meeting on August 26, 2025.
 - 4. Project Area
 - a. Two homes in the project area were burned in the Evergreen 2 Fire on June 8, 2025.
- vi. El Dorado County Office of Wildfire Preparedness and Resilience– Shawn Oberbruner
 - 1. EHP Update
 - a. 74 No Issue Properties
 - 2. Program Documents
 - a. Continuing to work on drafts of the Master Agreement, Right of Entry and Tri-Party Agreement
 - 3. Staff
 - a. RFP for construction manager has been posted and closes on 8/29/2025
 - b. CWMP Staff are coordinating a home assessor training session with CAL FIRE for October.
 - 4. Community Outreach
 - a. Attended a stakeholder meeting on June 26, 2025, to identify long term, landscape wide wildfire resilience across the entire Weber Creek project area. CWMP, SPU and CAL FIRE were in attendance.
 - b. CWMP, SPU and CAL FIRE will be attendance for their upcoming town hall meeting on September 8, 2025.
- b. Executive Director Update – J. Lopez
 - Monthly CWMP Report
 - Support to Local and State Wildfire Home Hardening Efforts
 - i. Continue assistance to wildfire home hardening projects:
 - ii. Ventura Regional Fire Safe Council
 - iii. Oregon State Fire Marshals Office
 - iv. Altadena damaged and undamaged homes retrofits
 - v. LA County Incidents: Historic Structures Hardening Guidance
 - vi. LA County Incidents: Recovery Support Strategy or Rebuild Support Strategy Rebuild & Long-Term Recovery Task Force -

County/State/Fed

vii. U.S. Department of Energy's Natural Hazards Program

- Program Update Presentation to Lake County Board of Supervisors
- General Liability Insurance Acquisition
 - i. Received pre-liminary approval
 - ii. Details will be presented to the Board in September
- Updated State Controller's Office Annual Financial Transactions Report
- AB 38, July 1, 2025, disclosure requirements.
 - i. This bill, on or after January 1, 2021, would require the seller of any real property located in a high or very high fire hazard severity zone to provide a prescribed disclosure notice to the buyer, if the home was constructed before January 1, 2020, of information relating to fire hardening improvements on the property and a list of specified features that may make the home vulnerable to wildfire and flying embers and which features, if any, that exist on the home of which the seller is aware. *The bill, on or after July 1, 2025, would require the disclosure notice to also include the State Fire Marshal's list of low-cost retrofits. The bill would also require a seller who has obtained a specified final inspection report to provide to the buyer a copy of that report or information on where a copy may be obtained.*
- Site Work Update over the last year
 - i. First home was completed June 2024, 10 months after the FEMA Grant was awarded.
 - ii. A year later, June 2025 – 35 homes have been completed
 - iii. July 2025 to August 2025 – Increase of 17 homes completed month over month for a total of 60 homes completed to date.
- Shasta County Fire Safe Council Media Event
 - i. Looking to host media event for first home complete on October 21, 2025
 - ii. Community Center is capable of hosting CWMP and WMAC meetings on that date
 - iii. Board Members will confirm availability
- CWMP Pilot Program Next Steps
 - i. CWMP Funding Budget Act 2022 (AB-179) Funding \$13 Million
 - 1. ~\$6 Million Committed to Siskiyou County for HMGP Grant ~\$24 million
 - 2. ~\$7 Million Committed to Riverside County for HMGP Grant ~\$26 million
 - 3. Both Projects submitted to FEMA on 11/21/2024 utilizing funding opportunity DR-4699-CA (California Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides) FEMA Review will take ~7-12 months.
 - ii. SB-946, Personal Income Tax Law: Corporation Tax Law: exclusions: wildfire mitigation payments (2023-2024)
 - iii. Proposition 4
 - 1. Grants under the Home Hardening Program to retrofit, harden, or create defensible space for homes at high risk of wildfire in

order to protect California communities

2. SECTION 1. Section 91510 of the Public Resources Code is amended to read

a. 91510. (a) Of the funds made available by Section 91500, \$135,000,000 shall be available, upon appropriation by the Legislature, to the Office of Emergency Services for a wildfire mitigation grant program. The Office of Emergency Services shall coordinate with the Department of Forestry and Fire Protection in administering these moneys. The grant program shall assist local and state agencies to leverage additional funds, including matching grants from federal agencies. Funds may be used to provide loans, rebates, direct assistance, and matching funds for projects that prevent wildfires, increase resilience, maintain existing wildfire risk reduction projects, reduce the risk of wildfires to communities, or increase home or community hardening. Projects shall benefit disadvantaged communities, severely disadvantaged communities, or vulnerable populations.

c. Discussion and Action Regarding Homeowner Cost Share - Program Manager Jordon Boyer

- Using the current California Department of Housing and Community Development (HCD) [State Income Limits](#), each application is put into an income bracket relative to that county's Area Median Income (AMI)

i. Current CWMP Projects are requiring a percentage of a home's total project cost to be paid prior to site work.

ii. Current Homeowner Cost Share:

1. Up to 120% AMI – No Cost Share
2. Above 120% to 200% AMI – 10% of total project cost
3. Greater than 200% AMI – 25% of total project cost

iii. Based on reported data as of 08/12/2025 –

1. We have 92 total projects with site work in some stage
 - a. 41 in progress
 - b. 51 completed
 - c. 61 of the 92 are No Cost Share; ~66% (Goal is 70% or more)
 - d. 31 of the 92 are Cost Share; ~34% (Goal is 30% or less)
2. CWMP partners have taken in \$131,616.67 to date in reported homeowner cost share
3. Reported total of all site work is currently

\$3,554,363.64

4. Reported average cost per home is currently \$38,634.39

iv. Of the 31 Cost Share homes –

1. **21** homes are Over 120% to 200% AMI – 10% of total project cost
 - a. 6 in Lake County
 - b. 1 in San Diego County
 - c. 7 in Shasta County
 - d. 7 in Siskiyou County
 - e. Most Cost Share spent on a single home in this bracket is \$7,191.23
 - f. Average Cost Share is \$3143.18
2. **10** homes Over 200% AMI – 25% of total project cost
 - a. 1 in Lake County
 - b. 9 in Siskiyou County
 - c. Most Cost Share spent on a single home in this bracket is \$12,400.00
 - d. Average Cost Share is \$6560.99

v. Real Example World Example –

1. A homeowner has a household income of \$101,822.00
2. This puts them at a tier 1 cost share (income bracket of Above 120% to 200%) which is currently 10% of total project costs
3. Had their income been \$97,700 or less (a difference of \$4122) they would have no cost share
4. Defensible Space Quote came in at \$9,417, homeowner paid \$941.70
5. Later, the Home Hardening Quote came in at \$53,957, which will require a payment of \$5,395.70, which the homeowner cannot afford at this time

vi. The Problem –

1. The absence of a tier-based maximum cost share creates uncertainty for homeowners and inefficiencies for the program.
2. Without a clear limit, participants cannot know their maximum out-of-pocket expenses until after contractor bids are received—a process that can take months and require substantial staff time, administrative effort, and resources to complete.

3. Some Homeowners have withdrawn entirely, citing affordability issues
4. Additionally, to retain participants, some scopes of work have often been scaled back to reduce project costs and, in turn, homeowner cost share. While this makes projects more affordable, it results in fewer recommended wildfire mitigation measures being implemented, leaving homes and communities more vulnerable.
5. When a homeowner pulls out of the program due to cost share, the result is a lose-lose scenario:
 - a. For homeowners: wasted time, missed opportunities for wildfire mitigation for their homes.
 - b. For the program: Wasted staff hours and resources, reduced progress toward community-wide wildfire resilience goals, and potentially program participation
- vii. [California Government Code 8654.8\(b\)](#) states: The joint powers authority may also establish financial assistance limits and matching funding or other recipient contribution requirements, as necessary, to ensure the viability and efficient operation of the wildfire mitigation program and to maximize the program's impact on reducing wildfire risk in California.
- viii. Program Recommendation –
- ix. In order to best utilize program funds and to lower the burden on homeowners, the CWMP Staff would like to suggest the following update on Homeowner Cost Share, effective September 1, 2025.
 1. Up to 120% AMI – No Cost share (unchanged)
 2. Above 120% to 200% AMI (Tier 1) – 10% of total project costs; not to exceed \$3,000
 3. Greater than 200% AMI (Tier 2) – 25% of total project costs; not to exceed \$6,000
- x. The Board requests more information and a potential Special Session to vote on the resolution
 1. The Board would like more information on potential impacts to the State portion of the funds

2. The Board would also like more information about potential refunds to previous participants
 3. CWMP Staff and SPU will gather the requested information and potentially schedule a special session for review and resolution
- d. Presentation: California Department of Insurance & Neighborhood Partnership Housing Services (NPHS)
- Home Hardening Loan Programs to Assist Low Income Homeowners
 - i. Presenters Jesse Ibarra and Ryan Sears
 - ii. The Board provided guidance for the CWMP to continue discussions with NPHS
- e. Selection of Board Officers, Chair and Vice Chair
- [CWMP JOINT EXERCISE OF POWERS AGREEMENT](#) (CAL FIRE & Cal OES)
 - SECTION 3. CWMP
 - i. C. Meetings of Board
 - ii. D. Officers; Duties: Related Subjects
 - a. (1) The Board may elect from among members of the Board a chairperson and vice chairperson of the CWMP. By resolution, the Board shall appoint a Secretary of the CWMP.

Motion: A. Browning moved to nominate F. Bigelow to take over as Board Chair from 08/2025 to 08/2026

R. Troy seconded the motion

F. Bigelow moved to nominate R. Troy to take over as Board Vice-Chair from 08/2025 to 08/2026

A. Browning seconded the motion

Action: All in favor, none opposed, motion carried

V. BOARD MEMBER COMMENTS

- a. A. Browning thanks the Cal OES, CAL FIRE, and CWMP teams for all of the work being done. This has been a very tough year, with massive disasters and the administration change at the federal level, very appreciative that we continue to push through.
- b. F. Bigelow looks forward to the next year, he is excited to to be in the Chair position. He is also thankful for all of the work being done.
- c. R. Troy thank you to Chair Browning for her leadership over the past year and looking forward to working with Vice Hair Bigelow at the helm, this was a great meeting with great discussion.
- d. J. Lopez thank you to Chair Browning on behalf of Cal OES, CAL FIRE, and CWMPA

staff. You have challenged us and made us better so we appreciate the hard work and growth of the program.

VI. PUBLIC COMMENT

- a. No public comments received.

VII. CLOSED SESSION

- a. Board Chair Browning provided direction to postpone the closed session until the next scheduled Board Meeting

VIII. MEETING ADJOURNMENT – 12:07 PM

The Next CWMP meeting is scheduled for September 16, 2025, at 10:00 a.m., 715 P Street, 2nd Floor Conference Room 2-221, Sacramento, CA 95814