



California Wildfire Mitigation Program Board Meeting

Meeting Minutes – Tuesday, November 19, 2024



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

Cal OES Staff Present

Robyn Fennig, Assistant Director, Hazard Mitigation (Virtual)

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

Ryan Massello, Division Chief, Hazard Mitigation

Matthew Delgado, Staff Services Manager I, Hazard Mitigation Special Projects (Virtual)

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

Angelica Quezada, Associate Governmental Program Analyst, Hazard Mitigation Special Projects (Virtual)

Adriana Arevalo, Staff Services Analyst, Hazard Mitigation Special Projects (Virtual)

Carl DeNigris, Assistant Chief Counsel (Virtual)

Matteo Rodriguez, Sr. Environmental Planner, Wildfire Resilience Unit (Virtual)

Patrick Buttron, Emergency Services Coordinator - Southern Region (San Diego)

CAL FIRE Staff Present

Andrew Henning, Assistant Deputy Director of Community Wildfire Assistance and Fire Engineering & Investigations

Christine McMorrow, Deputy Director, Strategic Communications

John Morgan, Staff Chief of Wildfire Risk Reduction

Heather McCulley, Deputy Chief of Wildfire Preparedness

Dennis O'Neil, Assistant Chief, Home Hardening

Justine Grafton, Associate Governmental Program Analyst, Home Hardening

Will Brewer, GIS Analyst, Home Hardening

Vikkie Franklin, Staff Services Manager II (Virtual)

Jillian Fisher, Staff Services Manager I (Virtual)

Carrie Lewis, Associate Governmental Program Analyst, OSFM Support Services (Virtual)

Madison Nicholas, Staff Services Analyst, OSFM Support Services (Virtual)

I. CALL TO ORDER & WELCOME – 11:39 AM

- a. The meeting was called to order at 11:39 AM and welcome remarks provided by Board Chair A. Browning.

II. ROLL CALL/QUORUM ESTABLISHED

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

III. APPROVAL OF PREVIOUS MEETING MINUTES

- a. Review and approval of Meeting Minutes from October 15, 2024. No public comments received.

Motion: R. Troy moved to approve the Meeting Minutes from October 15, 2024.

D, Berlant seconded the motion.

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

IV. OLD BUSINESS

- a. Home Hardening Pilot Program Monthly Status Report (Information item)
 - Hazard Mitigation Assistance (HMA) Special Projects Unit (SPU) Update –Division Chief Ryan Massello
 - i. Hazard Mitigation Grant Program (HMGP) Expenditures as of September 30, 2024
 - 1. Update on Total Project Costs per Sub-Applicant as of September 30, 2024.
 - ii. Revision of Framework Documents – Version 2.1
 - 1. Based revisions on previous feedback from the board.
 - 2. Ensuring alignment with PJ0512 deliverables for FEMA.
 - iii. Deliverables
 - 1. Core Document
 - 2. CWMP Appendices
 - 3. FEMA Appendices
 - 4. Other Appendices
 - 5. Sample Forms and Templates
 - iv. Expect to provide copies to the board in advance of the January board meeting.
 - CAL FIRE Update – Assistant Chief Dennis O’Neil
 - i. CAL FIRE Staff have started working on the assessment application report.
 - ii. CAL FIRE staff attended the International Code Council Committee

Action Hearings in Long Beach.

- iii. Attended the UL Fire Safety Research Institute WUI Advisory Committee Meeting.
- iv. CAL FIRE staff continue to support the California Wildfire Mitigation Program with technical assistance with recommended retrofits and associated standards.

b. California Wildfire Mitigation Program (CWMP) Program Update

- San Diego County/San Diego County Fire Protection District (SDCFPD) – Program Coordinator, Sarah Glenn
 - i. FEMA EHP Update
 - 1. US Fish and Wildlife Services (USFWS) approved Biological Assessment (BA) for all three project areas, Dulzura, Campo, and Potrero, including the expanded areas.
 - ii. Site-Work Updates – Dulzura No-Issue Property
 - 1. Vegetation Management work is complete.
 - 2. Home Hardening Complete.
 - iii. Site-Work Updates – Campo No-Issue Properties
 - 1. Vegetation Management Complete.
 - 2. Home Hardening Quotes – One to be awarded by November 27, one solicitation going out November 22.
 - 3. Two additional no-issue assessments being conducted.
- Siskiyou County/Shasta Valley Resource Conservation District (SVRCD) – Sarah Glenn
 - i. Site Work Updates – Batch One
 - 1. Work is being finalized on the first batch of eight homes.
 - 2. Will begin scheduling walk throughs.
 - ii. Site Work Updates – Batch Two
 - 1. Eight more projects in the second batch have been awarded for all work except hardscaping and scheduling is underway.
 - a. Will be scheduling a job walk prior to work commencing.
 - 2. Obtaining separate quotes for hardscaping.
 - iii. Zone Zero Cost Estimates – Methodology
 - 1. Bid Task Forms – totals per task included all zones.
 - 2. Tree Inventory – Divided total cost of tree removal by number of trees removed. Determined average per tree. Totaled by zone.
 - 3. Determined cost per task per zone and totaled for cost per zone.
 - 4. Determined costs per zone for all eight homes in first batch to determine averages.
 - 5. The CWMP Zone Zero does go beyond California Public Resources Code (PRC) Section 4291 and is more stringent.
- Shasta County/Shasta County Fire Safe Council (FSC) –Program Coordinator, Kenneth Jacobs-DeLeon.
 - i. Site Work

1. Have received bids for first three homes.
 2. Completed one Scope of Work (SOW).
 - a. Site work scheduled to begin this week November 19.
 - ii. Staff
 1. Contracted a Labor Compliance Consultant.
 - iii. Outreach
 1. Distributing flyers to local homes to generate interest.
 2. Plan on reaching out to their board to assist with community outreach.
 3. Collaborating with other communities to share ideas and programs to increase efficiency.
 - iv. FEMA
 1. Waiting for Biological Assessment (BA).
- Lake County/North Coast Opportunities (NCO) – Kenneth Jacobs-DeLeon.
- i. Site Work
 1. Nine Homes have been completed
 2. Six homes in active construction
 3. Four SOW in development
 4. Two Homes have had site work start recently
 - a. Several more expected to start in the upcoming weeks.
 - ii. Staff
 1. One new assessor has been hired and is onboarding.
 - a. Looking to hire one more.
 - iii. Community Engagement
 1. Held a community event on Friday November 15.
- Tuolumne County – Kenneth Jacobs-DeLeon
- i. EHP Phase I Update
 1. Phase I deliverables have been submitted to FEMA and are under review.
 - ii. Staff
 1. In the process of hiring two new staff members including a Project Manager.
 2. Secured an Office space for the Project Manager.
 - iii. Community Interest
 1. Receiving calls from the community for information on the program.
 2. Interest from Homeowners and Contractors on how to apply.
- El Dorado County – Kenneth Jacobs-DeLeon
- i. Program Documents
 1. Continuing to work on drafts of the Master Agreement, Right of Entry and Tri-Party Agreement.
 - ii. EHP Phase I
 1. Project area boundary expansion has been finalized.
 2. New boundary includes seven more parcels.

iii. Staff

1. The Draft Request for Qualifications (RFQ) for a Construction Manager has been finalized.
2. Looking for a qualified contractor.

- Community Flowchart – Sarah Glenn

- i. High level overview of the milestones completed to get through site work.
- ii. Timeline is phased in line with grant phases.
- iii. The initial pilot communities helped develop the processes and procedures to reach these milestones.
- iv. The lessons learned from the first pilot communities are already being implemented.

c. Executive Director Update – J. Lopez

- General Counsel Update

- i. Contract with Sloan Sakai Yeung & Wong, LLP to serve as CWMP General Counsel has been signed and are in transition.
- ii. Legal Counsel will begin attending meetings starting in January.

- Legislative Report

- i. Report at Governor's Office.
- ii. Once report is reviewed by the Governor's Office it will come back to the Board for approval.
- iii. Upon final Board approval the report will be submitted to the State legislature with cover Letter from Cal OES and CAL FIRE Directors.

- Support to Local and State Wildfire Home Hardening Efforts

1. Continue assistance to wildfire home hardening projects: Napa County, Sonoma County, California Fire Safe Council.

- Monthly CWMP Report

- i. Revised report provided to Board Members incorporating Board Chair Browning's suggestions.
- ii. The CWMP Staff will incorporate additional Board Member feedback for the January 2025 report including:
 1. Adding Project Areas to Participating Communities.
 2. Adding the number of completed homes per community to the front of the report.
 3. Adding the Defensible Space Averages that were presented – adjust up and down as number of houses and totals increase.
- iii. Beginning January 2025, the report will be sent electronically prior to the Board Meeting to allow for more time for review.

- CWMP Vacant Position

- i. The CWMP has one position that is currently vacant. This position is equivalent to 20% of the total CWMP Staff.

- ii. Cal OES has placed a hold on filling the position due to budget issues.
 - iii. The CWMP General Fund is separate from the Cal OES General Fund and therefore the CWMP may need support from the Board with getting the hold released to get the vacancy filled.
- FEMA Environmental and Historic Preservation (EHP) Streamlining Project
 - i. Project: Exploring opportunities to further streamline EHP reviews through participation in agreement documents with state and federal partners.
 - ii. FEMA assembling team, developing, and reviewing internal work priorities regarding agreements.
 - iii. Board of Forestry and Fire Protection, CAL FIRE, and Cal OES Representatives Selected.
 - iv. California Natural Resources Agency (CNRA):
 - 1. California State Historic Preservation Office (SHPO).

V. NEW BUSINESS

- a. Next Steps for the Demonstration Project – J. Lopez
 - CWMP Funding Budget Act 2022 (AB-179) Funding \$13 Million
 - i. \$6 Million Committed to Siskiyou County for HMGP Grant.
 - ii. \$7 Million Committed to Riverside County for HMGP Grant.
 - Proposition 4
 - i. 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.
 - ii. SB-946, Personal Income Tax Law: Corporation Tax Law: exclusions: wildfire mitigation payments. (2023-2024) applies solely to CWMP recipients.
 - CWMP Story Map for Publishing and Distribution
 - i. The Board provides guidance to the CWMP Staff to publish the Story Map and make the link public for viewing.

VI. FUTURE MEETING SCHEDULE

- a. Third Tuesday of each month starting at 10:00 AM and ending at 12:00 PM.
- b. Next CWMP Board Meeting will take place on January 21, 2025 (No Meeting in December 2024), at 715 P Street, 2nd Floor Conference Room 2-221, Sacramento, CA 95814.

VII. BOARD MEMBER COMMENTS

- a. A. Browning thankful to San Diego County Fire Protection District and CAL FIRE for hosting us for the Press Conference and the Board Meeting location. Throughout California we are still in fire season as well as wind events continuing, encourage Californians to stay vigilant.

- b. F. Bigelow we are still in fire season, over 7,600 fires responded to this season. Northern California will be expecting a Bomb Cyclone, up to 20 inches of rain. Days like this are so important to celebrate all of the hard work by the community and homeowner as well.
- c. R. Troy thankful for the hospitality of the San Diego team and grateful to see the hard work in the different communities.
- d. D. Berlant had the opportunity to visit Dulzura prior to this Board being formed, it is really nice to see the first home hardened, and to know that it is the tipping point of more to come.

VIII. PUBLIC COMMENT

- a. No public comments received.

IX. Meeting Adjournment – 12:43 PM

Motion: D. Berlant moved to adjourn the meeting at 12:43 pm.

R. Troy seconded the motion.

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