
CALIFORNIA WILDFIRE MITIGATION PROGRAM BOARD MEETING

Meeting Minutes – Tuesday, August 15, 2023

Board Members Present

Daniel Berlant, Board Chair, Acting State Fire Marshal, Deputy Director of Community Wildfire Preparedness & Mitigation, CAL FIRE

Abby Browning, Board Vice-Chair, Chief, Private Sector NGO Coordination, Cal OES

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

Frank Bigelow, Board Member, Assistant Deputy Director, Community Wildfire Preparedness & Mitigation and Fire Engineering & Investigations, CAL FIRE

CWMP Staff Present

J. Lopez, Executive Director

Jordon Boyer, SSM I

Matthew Delgado, AGPA

Sarah Glenn, AGPA

Jordan Woods, AGPA

Cal OES Staff Present

Ron Miller, Branch Chief, Hazard Mitigation

Lisa Long, SSM I, Hazard Mitigation Special Projects

Brian Doss, AGPA, Hazard Mitigation Special Projects

Angelica Quezada, AGPA, Hazard Mitigation Special Projects

Liston Conrad, Consultant (Virtual)

Lisa Rice, Consultant (Virtual)

David Neill, Assistant Chief Counsel (Virtual)

CAL FIRE Staff Present

Steve Hawks, Assistant Deputy Director (Virtual)

John Morgan, Deputy Chief

Dennis O'Neil, Assistant Chief

Kara Garrett, AGPA

Justine Grafton, AGPA

Will Brewer, GIS Analyst

I. CALL TO ORDER & WELCOME – 10:00 AM

- a. The meeting was called to order at 10:00 AM and welcome remarks provided by Board Chair D. Berlant.

II. ROLL CALL/QUORUM ESTABLISHED

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

III. APPROVAL OF PREVIOUS MEETING MINUTES

- a. Review and approval of Meeting Minutes from July 18, 2023. No public comments received.

Motion: R. Troy moved to approve Meeting Minutes from July 18, 2023.

F. Bigelow seconded the motion.

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

IV. APPROVAL OF MEETING AGENDA

- a. Review and approval of Meeting Agenda. No public comments received.

Motion: A. Browning moved to approve Agenda for August 15, 2023.

R. Troy seconded the motion.

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

V. OLD BUSINESS

- a. Home Hardening Pilot Program Monthly Status Report (Information item)

- Hazard Mitigation Assistance (HMA) Special Projects Unit (SPU) Update – Branch Chief Ron Miller

- i. Shasta County Fire Safe Council – Ron Miller

1. Shasta County Record of Environmental Considerations (REC) was approved August 15, 2023.
2. Approximately thirty days for Large Project Notification (LPN) and final subaward letter from Federal Emergency Management Agency (FEMA) Region Nine.

- ii. San Diego County – Ron Miller
 - 1. San Diego County REC was approved August 15, 2023.
 - 2. Approximately thirty days for Large Project Notification (LPN) and final subaward letter from Federal Emergency Management Agency (FEMA) Region Nine.
 - iii. Lake County/North Coast Opportunities (NCO) – Ron Miller
 - 1. REC to add Zone Zero was approved.
 - iv. Siskiyou County/Shasta Valley Resource Conservation District – Ron Miller
 - 1. Official Grant Award has been processed and sent to the community.
 - 2. Grants Administration Project Kickoff TBD.
 - v. Tuolumne and El Dorado County – Ron Miller
 - 1. Grant Administration Kickoffs were held July 25, 2023.
 - Budget Update – Ron Miller
 - i. SB 85
 - 1. As of 06/14/2023 all but \$176 is encumbered.
 - 2. Need to liquidate \$4.8M by 06/30/2024 and \$16M by 06/30/2025.
 - ii. AB 179
 - 1. \$13 Million must be encumbered by 06/30/2027 and liquidated by 06/30/2029.
 - CAL FIRE Update – Assistant Chief Dennis O’Neil
 - i. Update on Home Hardening Assessments and Home Hardening Assessment App and Report.
 - 1. Reviewing Scopes of Work (SOW) with San Diego and Shasta Counties.
 - 2. Working with Lake County to begin SOW development.
 - 3. Scheduling training with Siskiyou County.
- b. California Wildfire Mitigation Program (CWMP) Program Update
- CWMP Transition – Executive Director J. Lopez
 - i. CWMP Staff managing program activities related to developing and implementing the CWMP.
 - ii. Financial management of funds related to CWMP and subgrant funds awarded by Cal OES are the responsibility of the HMA SPU.
 - Potential Tax Implications (Update) – J. Lopez
 - i. Continue to move forward with available options.

- ii. 2023-2024 CWMP Budget is updated.
 - iii. Process underway to retain outside legal counsel for CWMP pursuant to the Joint Powers Agreement (JPA).
- Media Strategy (Update) – J. Lopez
 - i. Draft press release for El Dorado has been shared with CAL FIRE, Cal OES, and El Dorado County.
 - 1. Press release to be discussed at upcoming El Dorado County Board Meeting.
 - ii. Vice-Chair A. Browning is meeting with Cal OES Public Information Officer (PIO) to discuss media support for the JPA.
 - 1. Expected to have solutions by end of week.
- Site Visits – J. Lopez
 - i. CWMP is coordinating with local communities to determine site visit availability.
 - ii. Board Members will be provided potential dates as soon as they become available.
- San Diego County – Sarah Glenn
 - i. Estimated timeline of award is early September 2023. FEMA REC was approved August 15, 2023.
 - ii. Two homes with completed Scopes of Work have moved to Environmental Historical Preservation (EHP) vendor for Phase II review.
 - 1. In process of completing walk-throughs with homeowners to discuss proposed retrofit measures.
 - 2. Preparing to be able to move forward with scheduling and carrying out site work when the grant award is issued.
 - iii. Solicitation for contractors was reopened.
 - 1. Actively recruiting contractors who are licensed and qualified to perform retrofit measures on manufactured/mobile homes to expand their current contractors list.
 - 2. Solicitation will close August 25, 2023.
- Lake County/North Coast Opportunities – Matt Delgado
 - i. CWMP Staff and CAL FIRE continue to support NCO with the implementation of the program framework.
 - 1. Collaboration with newly trained assessment team and CAL FIRE to complete existing home assessments.
 - 2. NCO is beginning to prioritize sites for scopes of work.
 - 3. Provided technical assistance with developing the master agreement.
 - ii. FEMA has approved the updated REC to include Zone Zero.
 - iii. Awaiting further clarification on tax implications.

- Tuolumne County – Matt Delgado
 - i. Programmatic kickoff meeting was held with CWMP Staff and Tuolumne County project leads.
 - ii. Provided technical assistance with EHP procurement process.
 - 1. Established FEMA's expectations for Phase I deliverables.
 - 2. Will continue support throughout the process.
 - iii. Phase I EHP deliverables are expected to take six to nine months.
 - 1. FEMA consultations are expected to take an additional three months.

- El Dorado County – Matt Delgado
 - i. Programmatic kickoff meeting was held with CWMP Staff and El Dorado County project leads.
 - ii. Provided technical assistance with EHP procurement process.
 - 1. Established FEMA's expectations for Phase I deliverables.
 - 2. Will continue support throughout the process.
 - iii. Phase I EHP deliverables are expected to take six to nine months.
 - 1. FEMA consultations are expected to take an additional three months.

- Shasta County – Jordan Woods
 - i. Goal to have two to five homes ready for contractor quotes in alignment with projected timeline of FEMA award.
 - 1. Prioritized seven home sites towards this goal.
 - 2. Presently working with CAL FIRE to finalize assessments and scopes of work.
 - 3. After scope is developed, some home sites will require additional EHP review.
 - ii. Community is finalizing the master agreement for contractors who will be placed on the pre-qual list.

- Siskiyou County – Jordan Woods
 - i. Local project team in place
 - ii. Project scoping call planned for next week to establish implementation milestones and timeline.
 - 1. Technical assistance with developing pre-qual list of contractors to perform site work, collecting, and managing client cost share, etc.
 - 2. Adding the community to the CWMP portal so they will be able to accept homeowner applications.
 - 3. Will develop training plan and timeline including use of the CWMP portal and Assessment process.
 - 4. Intent will be to engage a small number of homeowners for soft launch and leverage for training processes.

VI. NEW BUSINESS

- a. Staff Recommendations and Next Steps for the Home Hardening Demonstration Community Pilot Program *(Informational Only)*
 - CWMP Staff is working to move the communities forward in the timeline – J. Lopez
 - i. Communities are selecting limited number of sites based on specific qualifications to push forward into next stages of the timeline.

VII. 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 September 19, 2023.
 - Board Meeting will be held at McClellan Park 2409 Dean St, McClellan Park, CA 95652. ARTP Academy Classroom

VIII. BOARD MEMBER COMMENTS

- a. F. Bigelow provided updated fire stats and noted the rapid increase in fire activity week over week due to lightening strikes.
- b. D. Berlant commented on the change in the meeting location for the September Board Meeting, he also commented on the attendance confirmation and location reporting requirements.
- c. D. Berlant and A. Browning commented on the devastating fire in Maui and the reinforced importance of what the CWMP Home Hardening program aims to do for the State of California and potentially the rest of the country.

IX. PUBLIC COMMENT

- a. No public comments received.

X. MEETING ADJOURNMENT – 10:54 AM

Motion: F. Bigelow moved to adjourn the meeting at 10:54 AM.

R. Troy seconded the motion.

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