
CALIFORNIA WILDFIRE MITIGATION PROGRAM BOARD MEETING

Meeting Minutes – Tuesday, October 17, 2023

Board Members Present

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

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

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

CWMP Staff Present

Jordon Boyer, SSM I

Matthew Delgado, AGPA

Sarah Glenn, AGPA

Cal OES Staff Present

Ron Miller, Branch Chief, Hazard Mitigation

Lisa Long, SSM I, Hazard Mitigation Special Projects

Angelica Quezada, AGPA, Hazard Mitigation Special Projects

Lisa Rice, Consultant (Virtual)

Liston Conrad, Consultant (Virtual)

CAL FIRE Staff Present

John Morgan, Staff Chief (TAU) of Wildfire Risk Reduction

Heather McCulley, Deputy Chief of Wildfire Preparedness

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 – Absent

III. APPROVAL OF PREVIOUS MEETING MINUTES

- a. Review and approval of Meeting Minutes from September 19, 2023. No public comments received.

Motion: R. Troy moved to approve Meeting Minutes from September 19, 2023.

A. Browning 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 October 17, 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. Community Updates – Ron Miller
 - 1. Grant Administration Kickoff Meetings have been conducted for all six communities.
 - 2. Subrecipients are administering projects which include financial record keeping, invoicing, and quarterly reporting.

- 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 – Deputy Chief Heather McCulley
 - i. Continued Assessment Reviews and Scope of Work Development for Pilot Communities
 - ii. Updated the Minimum Quality Standards document (MQS).
 - iii. Will be conducting Field Day Training in Shasta County October 24, 2023.

- b. California Wildfire Mitigation Program (CWMP) Program Update
 - Shasta County/Shasta County Fire Safe Council – Jordon Boyer
 - i. Community aims to harden 25 homes within first year of Hazard Mitigation Grant Program (HMGP) Grant.
 - ii. Community Identified Seven Priority Home Sites:
 1. All Seven have finalized Home Assessments and Scopes of Work.
 2. Six of the home sites are “issue properties” and will require Environmental Historical Preservation (EHP) Phase II review (about eight weeks). One home site is a “no-issue property” and ready for contractor quotes.
 - iii. Contractors will begin bidding process in the near future.
 1. Master Agreement (MA) recently completed. Will be sent to contractors to sign.
 2. Tri-Party Agreement in legal review

 - San Diego County/San Diego County Fire Department – Sarah Glenn
 - i. EHP Phase I – They have given notice to proceed for the review of the expansion area.
 - ii. Lot One - contracts under review by San Diego Department of Purchasing and Contracting for signature.
 - iii. Lot Two - The evaluation team is currently writing the recommendation to award report to the Department of Purchasing and Contracting for the responses received.
 - iv. Three contractors in place, will be scheduling kick-off meeting for the contractors.
 1. In the process of obtaining mobile home contractors, should have contracts in the near future.

- Siskiyou County/Shasta Valley Resource Conservation District – Sarah Glenn
 - i. Two assessments finalized and QA Complete.
 - 1. Next step: Begin Scope of Work Development
 - ii. Procurement Documents complete and community is developing Request for Qualifications (RFQ).
 - iii. Outreach materials have been provided to the community to distribute or modify as necessary to begin homeowner outreach.

- Lake County/North Coast Opportunities (NCO) – Matt Delgado
 - i. First scope of work (SOW) has been completed and has passed QA.
 - 1. CWMP staff is continuing to provide technical support with the site-specific checklist.
 - 2. Homeowner walkthrough and contractor bidding may be able to commence in November.
 - ii. NCO staff is proceeding to work on the next SOW.

- Tuolumne County – Matt Delgado
 - i. RFQ for Phase I EHP vendors closed October 13, 2023.
 - ii. Decision expected in November.
 - iii. Work to commence after the contract is awarded.

- El Dorado County – Matt Delgado
 - i. Continuing to work through the contract development process for the EHP contract.
 - ii. Expecting to post the Request for Proposal (RFP) by the end of the month.

VI. NEW BUSINESS

- a. Staff Recommendations and Next Steps for the Home Hardening Demonstration Community Pilot Program (*Informational Only*)- Jordon Boyer
 - Website Updates for www.caloes.ca.gov/cwmp
 - Contact List created and distributed to local community points of contact.
 - Shared Contractors State License Board Resources with Communities.
 - CAL FIRE MQS updates to be highlighted and discussed with local community partners.
 - New CWMP AGPA Position closes on Cal Careers on October 26, 2023.
 - CWMP Staff developing simplified “CWMP 101” presentation.

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 November 28, 2023. (**Off Cycle**),
 - California Natural Resources Agency (CNRA) Building
2nd Floor Conference Room 2-221, 715 P Street, Sacramento, CA 95814

VIII. BOARD MEMBER COMMENTS

- a. R. Troy would like to focus on the action items and the opportunity to provide additional education to the public.
- b. A. Browning thanked the Cal OES and CAL FIRE teams for their efforts in moving the program forward. Thankful for the invitation to the demonstration last month, very motivating to put these efforts into action.
- c. D. Berlant appreciates Executive Director J. Lopez for bringing Zone 0 initiative to the Board to incorporate it into the CWMP Program even before it is regulation. All the effort to get us where we are in the program is well worth it and these demonstrations document the effectiveness of these initiatives. Looks forward to being able to celebrate hammer swinging on the project. Theme of next meeting will be to deep dive into analysis of assessments and EHP issues.

IX. PUBLIC COMMENT

- a. No public comments received.

X. MEETING ADJOURNMENT – 10:44 AM

Motion: R. Troy moved to adjourn the meeting at 10:44 AM.

A. Browning seconded the motion.

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