
CALIFORNIA WILDFIRE MITIGATION PROGRAM BOARD MEETING

Meeting Minutes – Thursday, June 13, 2024

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

CWMP Staff Present

J. Lopez, Executive Director
Jordon Boyer, Staff Manager
Sarah Glenn, Program Coordinator

Cal OES Staff Present

Robyn Fennig, Assistant Director, Hazard Mitigation
Ron Miller, Branch Chief, Hazard Mitigation Assistance
Ryan Massello, Division Chief, Hazard Mitigation
Brian Doss, Associate Governmental Program Analyst
Angelica Quezada, Associate Governmental Program Analyst
Julie Leo, Associate Governmental Program Analyst
Adriana Arevalo, Staff Services Analyst
David Neill, Assistant Chief Counsel (Virtual)

CAL FIRE Staff Present

John Morgan, Staff Chief of Wildfire Risk Reduction
Dennis O'Neil, Assistant Chief, Home Hardening
Shawn Fairbanks, Deputy Chief Utility Wildfire Mitigation
Matt Damon, Staff Chief of Wildfire Mitigation Assistance
Carrie Lewis, Associate Governmental Program Analyst, OSFM Support Services
Justine Grafton, Associate Governmental Program Analyst, Home Hardening
Madison Nicholas, Staff Services Analyst, OSFM Support Services
Danh Dao, Staff Services Analyst, OSFM Support Services

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 May 21, 2024. No public comments received.

Motion: R. Troy moved to approve Meeting Minutes from May 21, 2024.

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 June 13, 2024.

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. Hazard Mitigation Grant Program (HMGP) Expenditures as of April 30, 2024
 - 1. Update on Total Project Costs per Sub-Applicant as of April 30, 2024
 - ii. Engage CWMP Portal
 - 1. General Enhancements
 - a. CWMP Application and Site record improvements underway.
 - 2. Conducted a demo with FEMA EHP on June 7, 2024

- a. Topics Included:
 - i. Log in home page
 - ii. Tracking CWMP applications
 - iii. Conducting Environmental Historical Preservation (EHP) reviews
 - iv. Sending, tracking, and receiving Requests for Information (RFIs)
 - v. Approving RFIs
 - vi. Batching by EHP issue
 - iii. CWMP Framework
 - 1. Version One Draft -Summary of Topics
 - a. Additional technical reviews
 - b. Restructuring and formatting
 - c. Additional Appendix reviews
 - d. Citations/reference reviews
 - e. Version One Draft -Appendices
- CAL FIRE Update – Assistant Chief Dennis O’Neil
 - i. Continued to provide technical assistance to San Diego County Fire and NCO pilot communities with the initiation of defensible space treatments and home hardening retrofits for their first homes.
 - ii. Assisted Siskiyou with preparing scope of work documents for their defensible space-only program.
 - iii. Conducted a meeting on June 5th with CWMP pilot community assessors to solicit feedback on the program assessment application.
 - iv. Acquired pre-home hardening and defensible space treatment drone video for the NCO Kelseyville Riviera Project
- b. California Wildfire Mitigation Program (CWMP) Program Update
 - Shasta County/Shasta County Fire Safe Council (FSC) – Staff Manager Jordon Boyer on behalf of Kenneth Jacobs-DeLeon.
 - i. Tri-party and Master Agreement
 - 1. Receiving final mark-ups
 - a. Expected to be completed in the upcoming weeks.
 - ii. California Department of Industrial Relations (DIR)
 - 1. Attended DIR Webinar on Prevailing Wage June 6, 2024
 - iii. FEMA
 - 1. Waiting for Biological Assessment
 - San Diego County/San Diego County Fire Protection District (SDCFPD) – Sarah Glenn
 - i. EHP Update
 - 1. FEMA’s comments on the Biological Assessment have been transmitted and are being addressed now.
 - ii. Site-Work Updates – Dulzura No-Issue Properties
 - 1. Vegetation Management work is complete.

- 2. Tri-Party Agreement is signed and Contractor is working on Bond, expect to start work in a couple of weeks.
 - iii. Site-Work Updates – Campo No-Issue Properties
 - 1. One Manufactured Home SOW complete, going out for solicitation.
 - 2. One stick-built home, finalizing SOW and will go out for solicitation soon.
 - Siskiyou County/Shasta Valley Resource Conservation District (SVRCD) – Sarah Glenn
 - i. Contractor Walk-through
 - 1. First Contractor Walk-through scheduled for June 14, 2024.
 - 2. Could potentially start work within 10 days of awarding bid.
 - ii. Project Ramp Up
 - 1. Eight projects ready to go throughout the summer.
 - Lake County/North Coast Opportunities (NCO) – Sarah Glenn on behalf of Matthew Delgado
 - i. First Home
 - 1. The Board will see the first home June 13, 2024
 - ii. Project ramp up
 - 1. Three homes in progress.
 - 2. Accepting additional applications.
 - iii. Next Steps
 - 1. Continue progress as scheduled.
 - Tuolumne County – Sarah Glenn on behalf of Matthew Delgado
 - i. EHP Phase I Update
 - 1. EHP Phase I vendor is completing edits requested by FEMA.
 - El Dorado County – Sarah Glenn on behalf of Matthew Delgado
 - i. EHP Phase I intent to award has been issued.
 - 1. County Board of Supervisors has approved the award.
 - ii. Next Steps
 - 1. Award kickoff meeting with the subrecipient and SME June 13th
 - 2. FEMA introduction meeting.
 - 3. Begin work on Phase I deliverables.
- c. Executive Director Update – J. Lopez
- General Counsel Update
 - i. Working to finalize engagement and approvals through FI\$Cal.
 - Legislative Report
 - i. The latest copy has been provided to the Board Members
 - 1. Confirmed the report covers all six of the requirements of AB 38.
 - 2. All four Board Members will complete a final review and submit comments quickly to begin the next steps.

3. Cal OES Board Members and CWMP Staff will submit to Cal OES Leadership, CAL FIRE CWMP Board Members will submit to CAL FIRE Leadership.
 4. Upon Cal OES and CAL FIRE Leadership approval, Cal OES will submit the report through the Governor's Office Action Request (GOAR) Process.
 5. The Final Report should come back to the Board for a final review before officially posting.
- Wildfire Prepared Home Designation
 - i. J. Lopez (CWMP), Dennis O'Neil (CAL FIRE), and Deanna Fernweh (NCO), are working on the Wildfire Prepared Home Designation for the CWMP projects being completed in Lake County.
 - ii. SDCFPD, through CWMP coordination, is working with IBHS on potential Wildfire Prepared Home Designation in San Diego County CWMP projects.
 - iii. Plan is to loop in Shasta County FSC once construction begins.
 - Continue Alignment Process:
 - i. The Minimum Quality Standards (MQS) was submitted to various external partners and the feedback is that the MQS has been very well received.
 - ii. The Insurance Institute of Business and Home Safety (IBHS), California Department of Insurance (CDI) and Housing and Community Development (HCD) have all provided positive feedback and plan to incorporate into their respective programs.

VI. NEW BUSINESS

- a. North Coast Opportunities in Lake County Update, Deanna Fernweh
 - Two additional homes started construction on June 12, 2024
 - Current Timeline of Homes
 - i. January to March 2024
 1. Two new coordinators were onboarded and trained.
 - ii. April 2024
 1. First Home Completed
 - iii. May 2024
 1. Six contractor walk-throughs to acquire bids.
 2. Four homeowners and three contractors in contract for June construction
 3. Eight new contractors
 4. Five new defensible space vendors
 - iv. June to August 2024
 1. Ten homes slated for completion.
 2. September scale up applications and assessments
 3. September to Spring 2025 expected to be the busy season.

- Anticipated Spending
 - i. Contractor Budget Only
 - 1. Goal \$2,860,000 and 76 Homes Complete
 - 2. Second Quarter 2024
 - a. Five homes - \$200,000
 - 3. Third Quarter 2024
 - a. Ten homes - \$400,000
 - 4. Fourth Quarter 2024
 - a. 25 homes - \$1,000,000
 - 5. First Quarter 2025
 - a. 35 homes - \$1,400,000
- Photo presentation of completed retrofits and what to expect and Media Event and Board Member walk-through.

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 July 16, 2024.
Meeting Location: 715 P Street, 2nd Floor Conference Room 2-302 (A-B), Sacramento, CA 95814

VIII. BOARD MEMBER COMMENTS

- a. A. Browning is appreciative of the teams and she understands the difficulties of working with the Federal agencies and the other involved agencies. Thank you to Lake County and, thank you to NCO within Lake County.
- b. R. Troy thank you to NCO for hosting us and being the leaders in the state. Also thank you to NCO for their openness and willingness to work with the contractors and homeowners.
- c. F. Bigelow is thankful for all the hard work, the two-year mark of the JPA indicates the long road it has taken to get to this point and the culmination of a lot of work to get here.
- d. D. Berlant indicates that the upcoming July Meeting will mark the one-year completion of his term as Board Chair and the two-year anniversary of the creation of the Board. He also requests that we initiate a closed session for the annual employment review of the Executive Director J. Lopez as he reports directly to the Board. He also thanked all the partners for their hospitality in hosting us for the Board Meeting and the following Media Event.
- e. Executive Director J. Lopez recognized the hard work of all the teams and the effort of current and former stakeholders to help us reach this goal. He also announced the departure of Senior Grants Management Analyst Brian Doss from the program and recognized Brian's contributions from the program's inception until now.

IX. PUBLIC COMMENT

- a. No public comments received.

X. MEETING ADJOURNMENT – 10:58 AM

- a. Board Chair Daniel Berlant adjourned the meeting at 10:58 am.