
CALIFORNIA WILDFIRE MITIGATION PROGRAM BOARD MEETING

Meeting Minutes – Tuesday, February 20, 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, SSM I
Matthew Delgado, AGPA
Sarah Glenn, AGPA
Kenneth Jacobs-DeLeon, AGPA

Cal OES Staff Present

Ron Miller, Branch Chief, Hazard Mitigation
Ryan Massello, Division Chief, Hazard Mitigation
Angelica Quezada, AGPA, Hazard Mitigation Special Projects (Virtual)
Brian Doss, AGPA, Hazard Mitigation Special Projects (Virtual)
Julie Leo, AGPA, Hazard Mitigation Special Projects (Virtual)
Adriana Arevalo, SSA, Hazard Mitigation Special Projects (Virtual)
David Neill, Assistant Chief Counsel (Virtual)

CAL FIRE Staff Present

John Morgan, Staff Chief (TAU) of Wildfire Risk Reduction
Dennis O'Neil, Assistant Chief (Virtual)
Kara Garrett, Deputy State Fire Marshal III (Specialist)
Carrie Lewis, AGPA
Justine Grafton, AGPA
Will Brewer, GIS Analyst

I. CALL TO ORDER & WELCOME – 10:02 AM

- a. The meeting was called to order at 10:02 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 January 16, 2024. No public comments received.

Motion: F. Bigelow moved to approve Meeting Minutes from January 16, 2024.

R. Troy 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 February 20, 2024.

F. Bigelow 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. FEMA Environmental Historical Preservation (EHP) Update
 - 1. SME and Community EHP Transition with FEMA
 - a. Tuolumne County completed February 7, 2024.
 - b. El Dorado County will be scheduled as soon as SME vendor is selected. RFP closed February 16, 2024.
 - 2. SME and Community EHP Transition to FEMA
 - a. San Diego County Fire Department to be schedule this month.

- b. North Coast Opportunities in Lake County to be scheduled this month.
 - c. Shasta County Fire Safe Council in Shasta County to be scheduled this month.
 - ii. Demo to FEMA on external CWMP Portal - End of February
 - 1. EHP reports stored for each property.
 - a. Site Specific Checklist
 - b. Nesting Bird Survey
 - c. SME EHP Reports
 - d. Home Assessment Reports
 - e. Other property-specific information
 - 2. Reports
 - a. Tracking pending "Issue" properties in review by FEMA
- iii. FEMA Grants Administration
 - 1. Allowable Replacements
 - a. Metal/non-combustible Sheds (if all below apply)
 - i. Original is combustible.
 - ii. A fire hazard to the primary structure.
 - iii. Cannot be relocated.
 - iv. More cost effective than wildfire hardening.
 - v. Total retrofits are within allotted wildfire home hardening budget.
 - b. Metal/non-combustible firewood enclosures (if all below apply)
 - i. Original is combustible or nonexistent.
 - ii. Cannot be moved to required distance from primary structure due to lot size.
 - iii. Must provide complete protection from flame and embers.
 - iv. No temporary measures, tarps or fabric allowed.
 - v. Total retrofits are within allotted wildfire home hardening budget.
 - c. Wheelchair accessible ramps (if all below apply)
 - i. Home Assessment Report recommends replacing deck or stairs.
 - ii. Homeowner needs an ADA accessible ramp in place of stairs.
 - iii. The ADA ramp is non-combustible.
 - iv. Total retrofits are within allotted home hardening budget.
 - d. Other replacements need to be reviewed by FEMA.
 - i. Provide required ordinance.
 - ii. Best course of action based on latest fire research.
- iv. Engage CWMP Portal
 - 1. DR-4407 PJ0512 - Phase II Buildout
 - a. Completed

- i. Ability to collect multiple unique mobile assessments per property.
 - ii. MuleSoft import of key data points to Salesforce (lat/long & foundation type).
 - iii. FEMA tab
 - b. In Progress
 - i. Demo for CWMP Board to be scheduled.
 - c. Developing
 - i. Contractor's tab redesign for better user experience and functionality.
 - ii. Cost per mitigation measure.
 - iii. Site Closeout Documentation uploads (FEMA requirements).
 - iv. Reports and Dashboards.
 - v. Ability of the community user to delete draft homeowner applications.
 - Budget Update – Ron Miller
 - i. SB 85
 - 1. Need to liquidate by \$16M by March 31, 2025.
 - CAL FIRE Update – Assistant Chief Dennis O'Neil
 - i. Conducted a CWMP HIZ/DSI Assessor Training for San Diego County Fire Department on February 14-16th for 17 pilot community assessors.
 - ii. Continued our CWMP Assessment Application review.
 - iii. Attended North Coast Opportunities in Lake County contractor pre-quote walk-through on January 25th in Kelseyville.
- b. California Wildfire Mitigation Program (CWMP) Program Update
- Shasta County/Shasta County Fire Safe Council (FSC) – Kenneth Jacobs-DeLeon
 - i. Home Assessor Training.
 - 1. Working with Western Shasta Resource Conservation District and CAL FIRE.
 - 2. Tentatively Scheduled for Mid-March.
 - ii. Community's Progress on No Issue Properties
 - 1. Actively processing additional no issue properties.
 - 2. Most recent property assessed on February 12, 2024.
 - iii. Contractor Selection for FSC's First Home
 - 1. Contractor has been selected; Bid came in around \$46k.
 - 2. First Home is No Issue.
 - 3. Will Require Nesting Bird Survey (Required for all homes when work is Feb-Aug).
 - iv. Tri Party Agreement is in development.
 - San Diego County/San Diego County Fire Department – Sarah Glenn

- i. EHP Phase I for the expanded area:
 1. Deliverables have been submitted to FEMA, currently under review.
 2. Tribal consultations expected to conclude within two to four weeks.
 - ii. Contractors:
 1. Two Contractors for Manufactured homes on the Qualified list.
 - a. One has signed the Master Agreement (MA), One is still reviewing the MA.
 2. They will be opening the RFQ again to get more qualified contractors and they are conducting targeted outreach to contractors about the program to increase participation.
 - iii. No-Issue Properties
 1. Preparing to go out for contractor quotes on no-issue property in Dulzura.
 2. Conducting outreach to no-issue properties in Campo to increase participation.
- Siskiyou County/Shasta Valley Resource Conservation District – Sarah Glenn
 - i. Scope of Work (SOW) and Bid Form Development.
 1. Initial SOW form developed, in review for finalization.
 - a. Next Step, conduct QA once final.
 2. Initial Bid form developed, in review for finalization.
 - ii. Applications and Assessments:
 1. Continuing to review and approve incoming homeowner applications.
 2. Finalizing internal QA process for reviewing Assessments.
 - Lake County/North Coast Opportunities (NCO) – Matt Delgado
 - i. Home Walkthrough with Contractors
 1. Was conducted January 25, 2024.
 2. Seven contractors attended.
 3. NCO staff provided a briefing and answered contractor questions.
 4. CWMP staff were on hand to observe.
 - ii. Contractor Update
 1. Bids submitted on or before February 8, 2024.
 2. Winning bid was selected.
 - iii. EHP Phase 2 Vendors
 1. Winning bid was selected.
 2. Awaiting signed contract.
 - iv. Staffing
 1. Hiring additional community coordinators.
 - v. Site Work Date
 1. Mid to late March 2024.
 - Tuolumne County – Matt Delgado

- i. FEMA Meeting:
 - 1. County staff and SMEs met with FEMA.
 - 2. Taking a proactive approach to communications.
 - ii. Administration
 - 1. Developing internal processes.
 - 2. Establishing a project staff worksite.
- El Dorado County – Matt Delgado
 - i. EHP Phase I:
 - 1. Process opened January 3, 2024.
 - 2. Bidding extended to February 16, 2024.
 - 3. Reviewing bids.
- Upcoming CWMP Projects – J. Lopez
 - i. Siskiyou County and Riverside County
 - 1. AB 179 Allocation \$13,000,000
 - a. Local Programs TBD \$12,350,000
 - b. Administration (5%) - \$650,000
 - 2. Encumbrance, expenditure, or liquidation by June 30, 2027.
 - ii. Shasta Valley Resource Conservation District in Siskiyou County
 - 1. Hazard Mitigation Grant Program
 - a. Notice of Interest (NOI) Submitted: February 16, 2024
 - i. 25% State Match \$5.7 million (Administration 5%)
 - ii. 75% Federal Match \$17.1 million
 - iii. Total funding: \$22.8 million
 - iv. Community Level Program Impact: 400 to 500 homes
 - 2. State Funds Only: \$5.7 million (Administration 5%)
 - a. Total funding: \$5.7 million
 - b. Community Level Program Impact: 50 to 70 homes
 - iii. Riverside County
 - 1. Building Resilient Infrastructure and Communities (BRIC) Project Proposal Submitted: October 2023
 - a. 25% State Match \$6.6 Million (Administration 5%)
 - b. 75% Federal Match \$19.8 million
 - c. Total funding: \$26.4 million
 - d. Community Level Program Impact: 450 to 540 homes
 - 2. Hazard Mitigation Grant Program Funding
 - a. 25% State Match \$6.6 Million (Administration 5%)
 - b. 75% Federal Match \$19.8 million
 - c. Total funding: \$26.4 million
 - d. Community Level Program Impact: 450 to 540 homes
 - 3. State Funds Only: \$6.6 million
 - a. Community Level Program Impact: 50 to 70 homes
- c. Consideration for engagement of Sloan Sakai Yeung & Wong, LLP as CWMP General Counsel – J. Lopez
 - The Board provided guidance to continuing engagement with Sloan Sakai

Yeung & Wong, LLP and to report back with an update in March.

- i. Continue to ensure that the agreement worked out with the firm is run through Cal OES and Legal contracts. The agreement will go through three rounds of review.
- ii. Pending Cal OES and Legal review, Executive Director J. Lopez, is given authority to enter the agreement and report back on the status at the next meeting.

VI. NEW BUSINESS

- a. Staff Recommendations and Next Steps for the Home Hardening Demonstration Community Pilot Program (*Informational Only*)- Executive Director J. Lopez
 - Reminder Form 700 for CWMP Board Members and Staff
 - Bringing our current communities to work together in a team forum and share experiences.
 - i. The Board requests that the workshops be Noticed so the Board Members may be able to attend.
 - Wildfire Home Hardening (AB179, \$13M)
 - i. Siskiyou County – Sub Application due June 10, 2024
 - ii. Riverside County FEMA Building Resilient Infrastructure and Communities: Letter of Commitment.
 1. The Board grants permission to prepare a draft Letter of Commitment from the CWMP JPA to present to the board.
 - a. To include all options, one through three, in one letter rather than have separate letter for each option.
 - b. The letter to be reviewed by department of finance.
 - c. Include verbiage that everything is pending Board Approval
 - d. Include verbiage that the funds are subject to California Budget Solutions.
 - CWMP Framework
 - i. Existing Draft Document Update
 - ii. Chapter Assignments
 - iii. Request Extension for FEMA Grant PJ512 to 2026 (end of Period of Performance)
 - Legislative Report
 - i. Obtained Report Format
 - ii. Developing Outline
 - iii. A. Browning can assist and provide guidance on the submission and review process.
 - Continuing to work on CWMP Alignment with:
 - i. J. Lopez attended CAL FIRE Wildfire Mitigation Alignment webinar on alignment, CWMP is following very similar plan for alignment.
 1. Webinar Link:
<https://youtu.be/EY6bCS36lLI?si=D5euc016tcwS6YsB>
 - ii. California State Hazard Mitigation Plan
 - iii. Wildfire and Forest Resilience Action Plan, Goal 2. Strengthen Protection of Communities

- iv. 2018 Strategic Fire Plan for California, Goal # 4 - Increase fire prevention awareness, knowledge and actions implemented by individuals and communities to reduce human loss, property damage and impacts to natural resources from wildland fires.
- v. Department of Insurance Safer from Wildfires Program
- vi. Insurance Information Institute
- vii. Insurance Institute for Business & Home Safety (IBHS) Wildfire Prepared Home Certification
- viii. Headwaters Economics
- ix. Cal Poly Wildland Urban Interface (WUI) Institute
- Organize and Educate Communities
 - i. California Fire Safe Council
 - ii. NFPA Firewise
 - iii. Fire Adapted Communities
 - iv. California Board of Forestry and Fire Protection Fire Risk Reduction Community List

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 March 19, 2024.
 - California Natural Resources Agency (CNRA) Building
2nd Floor Conference Room 2-302 (A-B) 715 P Street, Sacramento, CA 95814

VIII. BOARD MEMBER COMMENTS

- a. A. Browning thankful for the work being done, reminder to stay safe with the winter storms going on.
- b. R. Troy, F. Bigelow, and D. Berlant echoed A. Browning's appreciation for the work being done.

IX. PUBLIC COMMENT

- a. No public comments received.

X. MEETING ADJOURNMENT – 11:17 AM

Motion: D. Berlant moved to adjourn the meeting at 11:17 AM.

F. Bigelow seconded the motion.

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