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# CALIFORNIA WILDFIRE MITIGATION PROGRAM BOARD MEETING

## Meeting Minutes – Tuesday, April 16, 2024

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### **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  
Matt Delgado, Program Coordinator (Virtual)  
Kenneth Jacobs-DeLeon, 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  
David Neill, Assistant Chief Counsel (Virtual)

### **CAL FIRE Staff Present**

Jim McDougald, Assistant Deputy Director  
John Morgan, Staff Chief of Wildfire Risk Reduction  
Heather McCulley, Deputy Chief of Wildfire Preparedness (Virtual)  
Dennis O'Neil, Assistant Chief (Virtual)  
Kara Garrett, Deputy State Fire Marshal III (Specialist)  
Carrie Lewis, AGPA  
Justine Grafton, AGPA  
Randy Northup, Battalion Chief (Virtual)  
Madison Nicholas, SSA

**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 March 19, 2024. No public comments received.

**Motion:** R. Troy moved to approve Meeting Minutes from March 19, 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:** F. Bigelow moved to approve Agenda for April 16, 2024.

A. Browning 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. Federal Emergency Management Agency (FEMA) Environmental Historical Preservation (EHP) Update
      - 1. In FEMA Review
        - a. Tuolumne Project Site Review of No Issue Properties
        - b. Shasta's first Issue Properties
        - c. San Diego's Phase 1 expansion area and Issue Property Review.
      - 2. SME and Community EHP Transition to FEMA

- a. El Dorado will be scheduled as soon as SME contract is signed.
  - ii. HMGP Grants Expenditures
    - 1. Review of total project expenditures through December 2023 for each community.
      - a. Project Costs
      - b. Management Costs
  - iii. CWMP Portal Administration Tool Update
    - 1. Processing IT Augmentation for Additional Portal Updates
    - 2. Finalizing All Remaining User Stories by April 30th
    - 3. CAL FIRE Given CWMP Portal Access for easy access to reports.
    - 4. FEMA Given CWMP Portal Access for Issue Property Reviews
    - 5. IT is working on a Solution for Live Dashboard Display of CWMP Community Status for CWMP Webpage
  - iv. CWMP Framework Updates
    - 1. Latest processes and procedures
    - 2. Consistent terminology throughout the program
    - 3. Will be shared as a resource for other wildfire mitigation projects.
- CAL FIRE Update – Assistant Chief Dennis O’Neil
  - i. Conducted the field training portion of our CWMP Defensible Space Inspector/Home Ignition Zone class for the Shasta County Firesafe Council and North Coast Opportunities pilot communities.
  - ii. Attended Fire Safety Research Institute Wildland Advisory Committee Meeting.
  - iii. Attended International Code Council (ICC) 2024 Committee Action Hearings.
  - iv. Provided technical assistance to NCO and San Diego County Fire pilot communities with their first homes to be retrofitted.
  - v. Compiling stakeholder comments on our Version 2 CWMP Retrofit List and Minimum Quality Standards (MQS) document.
- b. California Wildfire Mitigation Program (CWMP) Program Update
  - Shasta County/Shasta County Fire Safe Council (FSC) – Kenneth Jacobs-DeLeon
    - i. Home Assessor Training
      - 1. Four assessors have completed their training and are now prepared to begin conducting home assessments.
      - 2. Seven Total Assessors
    - ii. Community Engagement
      - 1. Collaborating with the construction manager to help fine tune a Minimum Quality Standard form that will be available for all communities to use in the future.
    - iii. Tri-party and Master Agreement
      - 1. Currently in the process of undergoing legal review.
  - San Diego County/San Diego County Fire Department (SDCFD) – Sarah Glenn

- i. EHP Update
    - 1. FEMA has reviewed the revised draft of the Biological Analysis (BA), next step is to submit it to U.S. Fish and Wildlife Service for approval.
    - 2. The No-Issue Parcels in the Expanded Area could be wrapped up soon.
  - ii. No-Issue Property Update in Dulzura
    - 1. Project CWMPA-000471 Received One Contractor Quote and One Vegetation Management Quote.
    - 2. Contractor Initial Quote - \$87,084.23 – Includes Home Hardening and Hardscaping.
    - 3. Vegetation Management Quote - \$23,400.00 – To be handled by the California Conservation Corps. (CCC's).
    - 4. Bird Survey to be conducted week of April 8, 2024. Tentative Vegetation Management Start Date of April 15, 2024
  - iii. Contractors
    - 1. SDCFD will be re-opening the RFQ for Qualified Contractors.
    - 2. RFQ is re-opened quarterly.
    - 3. Looking to add General Contractors and C-47 (Manufactured Homes) Contractors.
    - 4. Opening a new procurement for Landscaping Contractors – Scope of Work (SOW) to include Hardscaping and Vegetation Management.
- Siskiyou County/Shasta Valley Resource Conservation District (SVRCD) – Sarah Glenn
- i. Scope of Work (SOW) and Bid Form Development.
    - 1. SVRCD will be the first community to utilize the new streamlined MQS Version Two, SOW, and Bid Form combined template.
    - 2. They have completed their first SOW and it has gone through QA.
  - ii. Tri-Party Agreement
    - The Tri-party agreement is in development, pending finalization.
- Lake County/North Coast Opportunities (NCO) – Sarah Glenn
- i. Home assessor training March 21
    - 1. Three additional project coordinators are trained and working on assessments.
  - ii. Work is underway.
    - 1. Home hardening and defensible space work is underway.
    - 2. Some delays since the previous update but we learned valuable lessons.
  - iii. Project ramp up
    - 1. Finalizing the scopes of work for next two homes
    - 2. Bidding expected in May.
    - 3. Focus on cluster hardening.

- Tuolumne County – Sarah Glenn
  - i. EHP Phase I Update
    1. Received first deliverables from SMEs.
    2. Collating all deliverables to send to FEMA for review.
  - ii. Community Update
    1. Meeting Scheduled for April 25, 2024
    2. Expectation setting
  
- El Dorado County – Sarah Glenn
  - i. EHP Phase I intent to award has been issued.
    1. County Board of Supervisors needs to approve the award.
    2. Will be presented at the County's May Board Meeting
  - ii. Staffing
    1. Program positions have been approved by the board of directors.
    2. 4 Full Time Equivalent positions supporting the program.
  
- CWMP Website Presentation – Jordon Boyer
  - i. Presentation on the new CWMP Home page, QR codes, and vanity link
  - ii. Review of the About, Homeowners, Contractors, Board Meetings, Resource Center, and Contacts tabs.
  - iii. Update on the Static Dashboard for CWMP Statistics
    1. Cal OES IT is looking at ways to integrate live dashboard.
  
- Legislative Report Update – J. Lopez
  - i. First draft available for Board Member input
  - ii. Input received from Cal OES, CAL FIRE and local partners and other stakeholders. Additional input was requested and still pending.
  - iii. Traditional Cal OES Review Process is about 75 calendar days.
    1. 45 days maximum for internal executive review.
    2. Policy Office initial review (5 days)
    3. Legal review (10 days)
    4. Chief Deputy Director review (15 Days)
    5. Program/Policy Office re-review (5 Days)
    6. Director review (10 days)
  - iv. The Governor's Office Action Request (GOAR) process will need 30 Days minimum prior to final submission.
  - v. The Board Members will provide comments and feedback by April 30, 2024
  
- c. Approval of engagement of Sloan Sakai Yeung & Wong, LLP as CWMP General Counsel – J. Lopez
  - J. Lopez is seeking approval to sign the contract with Sloan Sakai Yeung & Wong, LLP upon completion of the final review.
    - i. California Wildfire Mitigation Program Authority Business Plan

1. 3. Management team
  - a. Overall responsibility for operations has been delegated by the governing board to the Executive Director. The Executive Director will take all necessary and appropriate actions to implement the business plan adopted by the governing board as updated from time to time, with the following limitations:
    - b. Obtain prior approval of the governing board for contracts that either (a) involve a cost or obligation to CWMP greater than \$100,000 annually (or if the contract is not for a set amount, where the obligation is likely to exceed \$100,000 annually); or (b) have a duration or likely duration greater than 12 months.
- ii. The contract has been reviewed by Cal OES Legal Affairs, Cal OES Contracts Unit, and Osman I. Mufti, Partner at Sloan Sakai Yeung & Wong LLP

**Motion:** A. Browning moved to approve the engagement of Sloan Sakai Yeung & Wong LLP.

R. Troy seconded the motion.

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

## VI. NEW BUSINESS

- a. Staff Recommendations and Next Steps for the Home Hardening Demonstration Community Pilot Program (*Informational Only*)- Executive Director J. Lopez
  - State Legislative and Budgetary Inquires
    - i. Responded Department of Finance, Natural Resources, Environment, and Capital Outlay Unit, Inquiries:
      1. Answered questions about program status and challenges.
    - ii. AB 2469: Existing law makes the operation of the program contingent upon an appropriation by the Legislature and repeals the program's provisions on July 1, 2025. This bill would extend the program's repeal date to July 1, 2030.
    - iii. SB 946: Wildfires: community hardening. This bill would state the intent of the Legislature to enact subsequent legislation related to community hardening to address risks resulting from wildfires. This bill would, for taxable years beginning on or after January 1, 2024, and before January 1, 2029, provide an exclusion from gross income for amounts received as a California qualified wildfire loss mitigation payment, as defined.
      1. Answered questions from Franchise Tax Board (FTB) regarding CA Wildfire Mitigation Program (CWMP)

- Bringing our current communities together
  - i. Scheduling the community organizations next meeting
- CWMP Projects Implementation
  - i. Provide Subject Matter Expert Support to each community organization.
  - ii. Collection of before, during and after photographs of structures and properties
- CWMP Alignment Update
  - i. California Department of Insurance, Safer from Wildfires Program
  - ii. California Department of Housing and Community Development, ReCoverCA Programs
  - iii. Insurance Institute for Business & Home Safety (IBHS), Wildfire Prepared Home Designation
  - iv. Headwaters Economics, Wildfire Retrofit Reports
- Appointment of CWMP Permanent Secretary
  - i. CWMP Joint Exercise Powers Agreement
    - 1. Section 3. CWMP
    - 2. D. Officers; Duties: Related Subjects
      - a. (1) By resolution, the Board shall appoint a Secretary of the CWMP.
  - ii. Makeda Johnson was appointed as Provisional Secretary in June 2022, we are now transitioning into a Permanent Secretary and would like a Motion to Appoint Sarah Glenn as the Permanent Secretary.
    - 1. Meeting Minutes – Friday, June 24, 2022
      - a. E. Secretary Appointment
      - b. Motion: R. Troy moved to appoint Makeda Johnson as Provisional Secretary. D. Berlant seconded the motion.
      - c. Action: All in favor, none opposed, motion carried.

**Motion:** R. Troy moved to appoint Sarah Glenn as the Secretary of the CWMP.

A. Browning seconded the motion.

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

## 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 May 21, 2024.
  - California Natural Resources Agency (CNRA) Building  
2nd Floor Conference Room 2-221 715 P Street, Sacramento, CA 95814

## VIII. BOARD MEMBER COMMENTS

- a. A. Browning congratulations to CAL FIRE team on their promotions and thank you to everyone working on the program. She understands the difficulties and intricacies with working with so many layers of government.
- b. R. Troy wants to take time for awareness that the state did receive a Major Declaration for the Early February storms, for Public Assistance in nine counties in California, which will lead to additional federal funds.
- c. F. Bigelow would like to congratulate Chief John Morgan on his permanent position as Staff Chief. Also, congratulations to the newly appointed Assistant Deputy Director Jim McDougald, he will be overseeing the program at his level as well.
- d. D. Berlant was very excited last month about the work beginning and even more excited now that it is official, looking forward to getting out there to see the work themselves.

## IX. PUBLIC COMMENT

- a. No public comments received.

## X. MEETING ADJOURNMENT – 11:37 AM

**Motion:** F. Bigelow moved to adjourn the meeting at 11:37 AM.

A. Browning seconded the motion.

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