
CALIFORNIA WILDFIRE MITIGATION PROGRAM BOARD MEETING

Meeting Minutes – Tuesday, May 21, 2024

Board Members Present

Daniel Berlant, Board Chair, State Fire Marshal, CAL FIRE
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
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
Brian Doss, AGPA
Angelica Quezada, AGPA
Adriana Arevalo, SSA

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)
Kara Garrett, Deputy State Fire Marshal III (Specialist)
Carrie Lewis, AGPA
Justine Grafton, AGPA
Will Brewer, GIS Analyst
Randy Northup, Battalion Chief
Madison Nicholas, SSA

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 – Absent
 - R. Troy – Present
 - F. Bigelow – Present

III. APPROVAL OF PREVIOUS MEETING MINUTES

- a. Review and approval of Meeting Minutes from April 16, 2024. No public comments received.

Motion: R. Troy moved to approve Meeting Minutes from April 16, 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 May 21, 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. Engage CWMP Portal
 - 1. Development Sprints Eight and Nine are Underway.
 - a. General Enhancements
 - i. Stage and Status revisions and additions
 - ii. CWMP Application improvements
 - iii. CWMP Site record improvements
 - iv. Closeout process improvements

- v. Terminology clean up
 - b. CWMP Reports
 - i. The CWMP unit will continue to monitor and update the CWMP webpage with reports with information from Engage.
 - ii. The website tool WordPress does not allow for an Application Programming Interface (API) connection to Engage. Therefore, Power BI has been identified by IT as a solution.
- ii. CWMP Framework
 - a. Version One Draft -Summary of Topics
 - i. Table of Contents
 - ii. Introduction
 - iii. Subrecipient, Cal OES, & Cal FIRE Roles and Responsibilities
 - iv. Criteria for Homeowner Participation
 - v. Homeowner Cost Scaling
 - vi. Eligible Treatment Measures
 - vii. Eligible Management Costs
 - viii. Contract Procurement & Minimum Qualifications
 - b. Version One Draft -Appendices
 - i. Homeowner Application
 - ii. County Selection for CWMP
 - iii. Building Contractor Classifications
 - iv. Defensible Space/Vegetation Management Compliance
 - v. Federal Emergency Management Agency (FEMA) Environmental Historical Perseveration (EHP)
 - vi. CWMP Retrofit List Minimum Qualifications
 - vii. Income Self Attestation Form
 - viii. Outreach Toolkit
 - ix. Final Inspection Checklist
- CAL FIRE Update – Deputy Chief Heather McCulley
 - i. Continued to provide technical assistance to San Diego County and North Coast Opportunities (NCO) pilot communities with the initiation of defensible space treatments and home hardening retrofits for their first homes.
 - ii. Conducted a walk-through of NCO's first home that is being retrofitted on May 1st.
 - iii. Released an updated version of the CWMP Retrofit List and Minimum Quality Standards (MQS) document on April 19th.
 - iv. Assisted with the CAL FIRE and Insurance Institute for Business and Home Safety (IBHS) Wildfire Preparedness Week Demonstration Burn.
- b. California Wildfire Mitigation Program (CWMP) Program Update
 - CWMP Update: General – Jordon Boyer
 - i. CA Housing and Community Development (HCD)

1. 2024 HCD State Income Limits released May 9, 2024
 - ii. Gov Delivery
 1. Subscriber Capture page added on Cal OES/CWMP website for Updates & Notifications
 - iii. CWMP Dashboards
 1. Using Microsoft Power BI to visualize real time reports from Salesforce onto Cal OES /CWMP website.
- Shasta County/Shasta County Fire Safe Council (FSC) – Kenneth Jacobs-DeLeon.
 - i. Tri-party and Master Agreement
 1. Receiving final mark-ups
 - a. Will include prevailing wage.
 - b. Expected to be completed in the upcoming weeks.
 2. Initial three bids must be revisited to include prevailing wage with the new contract.
 - ii. FEMA
 1. Submitted five issue property packets.
 2. Waiting for Biological Assessment
 - iii. Nesting Bird Survey
 1. Shasta County Fire Safe Council will utilize the Western Shasta Resource Conservation District for Bird Surveys
 - 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.
 2. FEMA is preparing a Biological No Effect Memo for the No Issue properties in the expanded areas, which will support our EHP clearance of the No Issue parcels under the project.
 - ii. Site-Work Updates – Dulzura No-Issue Properties
 1. Project CWMPA-000471 Received One Contractor Quote and One Vegetation Management Quote.
 2. Final Revised Contractor Quote - \$71,338.50 – Includes Home Hardening and Hardscaping.
 3. SDCFPD is working on a “Fair and Reasonable” report for review prior to the contract being issued.
 4. Vegetation Management work is complete and costs from the CCC's came in approximately half of the original quote.
 - iii. Site-Work Updates – Campo No-Issue Properties
 1. SDCFPD completed walk-thru with homeowner on 5/17/24, will be going out for bid solicitation.
 2. Another assessment completed on a no-issue, stick built, 2-story home, next step will be developing a SOW.
 3. Program Manager has contacted the Homeowners Association (HOA) in Campo to set up a meeting to discuss the Wildfire

Home Hardening grant program.

iv. Contractors

1. SDCFPD re-opened the Request for Qualifications (RFQ) for Qualified Contractors. RFQ is now closed, and one additional C-47 (Manufactured Home) Contractor has expressed interest.
 2. SDCFPD is working on updating insurance requirements in Master Agreement to encourage more participation.
- Siskiyou County/Shasta Valley Resource Conservation District (SVRCD) – Sarah Glenn
 - i. Tri-Party Agreement
 1. The Tri-party agreement is Complete.
 2. Will be able to begin work once Bids are received and awarded.
 - ii. Contractor Walk-throughs
 1. Looking to start scheduling contractor walk-throughs early June.
 2. Will begin receiving quotes soon after.
 - Lake County/North Coast Opportunities (NCO) – Matthew Delgado
 - i. First Home
 1. Site work is nearing completion.
 2. Nesting bird remains on the property.
 3. Work is underway.
 - ii. Project ramp up
 1. Next home is expected to begin work in early June.
 2. Following two homes in mid-June
 3. New home assessors are continuing to develop capacity.
 - iii. Next Steps
 1. CWMP Authority Board site visit
 2. Drive community engagement
 - Tuolumne County – Matthew Delgado
 - i. EHP Phase I Update
 1. EHP Phase I deliverables were submitted to FEMA for review.
 2. FEMA returned deliverables with feedback for corrections.
 - ii. Community Update
 1. April 25, 2024
 2. Provided Program Overview and Expectation setting.
 3. ~ 70 Residents in attendance
 - El Dorado County – Matthew Delgado
 - i. EHP Phase I intent to award has been issued.
 1. County Board of Supervisors needs to approve the award.
 - ii. Staffing
 1. Program positions have been approved by the board of directors.
 2. Full Time Equivalent positions supporting the program.

- Legislative Report Update – J. Lopez
 - i. Input received from CWMP Board Members, Former CWMP Stakeholders, Local Partners, and Insurance Institute for Business & Home Safety (IBHS).
 - ii. Current version incorporates input, photographs, and other graphics.
 - iii. The Board members will provide feedback on the updated draft by the end of the week.
 - 1. The Board members will individually receive an electronic copy of the report and submit their edits/comments.
 - iv. Upon updated feedback, Executive Director J. Lopez will begin engagement regarding the submittal process next week.
 - v. CAL FIRE and Cal OES, will begin the review process per their individual department policies and requirements,
 - 1. Final edits should be reviewed and implemented prior to submitting for review at the Director level.
 - 2. Cal OES will complete the Governor's Office Action Request (GOAR) Process.
 - 3. CAL OES will be complete the final submission of the report.
- c. CWMP Update: General Counsel – J. Lopez
 - The Board approved the engagement with Sloan Sakai Yeung & Wong, LLP.
 - i. We are working to comply with the State rules governing the Joint Powers Authority, CAL FIRE, and Cal OES to get the contract and funds finalized.
 - ii. We are also working to comply with the additional budgetary requirements related to the budget freeze. The memo has been signed by Cal OES Chief Deputy Director and will be submitting everything to FI\$Cal.

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. Responding to the Department of Finance, Natural Resources, Environment, and Capital Outlay Unit, Inquiries:
 - 1. Answered questions about program status and challenges.
 - ii. 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.
 - iii. 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.

- iv. AB 2983, as amended, Rodriguez. Office of Emergency Services: Hazard Mitigation Grant Program: comprehensive wildfire mitigation program: impact on fire insurance.
 - v. AB 2416, as amended, Connolly. Residential property insurance: wildfire risk.
 - vi. Little Hoover Commission: California's Homeowners' Insurance Market Study
- Bringing our current communities together
 - i. Meetings scheduled for first Thursday of each Month.
 - CWMP Projects Implementation
 - i. Provide Subject Matter Expert Support to each community organization.
 - 1. Propane Tank Screen Retrofit addition to Minimal Quality Standards
 - 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

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 **June 13, 2024 (Off-Cycle, Off-Site)**.
Meeting Location: Riviera Heights Homeowners Association
3040 Riviera Heights Drive
Kelseyville, CA 95451

VIII. BOARD MEMBER COMMENTS

- a. R. Troy provided update on the FEMA Hazard Mitigation Benefit Cost Analysis (BCA) requirements, they BCA has been reduced from 7% to 3% and small projects, under \$1,000,000 will only be required to submit a BCA narrative rather than a full BCA. This is good news as it will help build capabilities of the communities.
- b. F. Bigelow looking forward to next month's meeting.
- c. D. Berlant thanked all the partners that provided support for the Wildfire Preparedness Week. There was a lot of focus on Homeowners, Home Hardening, and Defensible Space, there were events held all over the state.

IX. PUBLIC COMMENT

- a. No public comments received.

X. MEETING ADJOURNMENT – 11:10 AM

Motion: R. Troy moved to adjourn the meeting at 11:10 AM.

F. Bigelow seconded the motion.

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