



# CAL FIRE - Office of the State Fire Marshal Community Wildfire Preparedness Strategy Workgroup Charter

## PURPOSE

The Community Wildfire Preparedness Strategy Workgroup (Workgroup) is established by the Wildfire Mitigation Advisory Committee (WMAC) to coordinate, implement, monitor and advance the community wildfire preparedness associated Key Actions from the State's 2026 Wildfire Action Plan. The interagency and partner organization group will develop and operationalize a coordinated statewide strategy supporting a holistic, multi-domain approach to reducing wildfire impacts in and around communities.

## GOALS and OBJECTIVES

### Goals:

1. Strengthen Community and Structure Mitigations — Expand implementation of proven measures that reduce structure loss, increase firefighter and public safety, and enhance community survivability.
2. Build Local and Regional Preparedness Capacity — Improve capacity of counties, tribes, and local governments to plan, prioritize, coordinate, and sustain wildfire preparedness efforts.
3. Establish Consistent Metrics, Data, and Decision Support Systems — Develop statewide standards for risk assessment and outcome tracking.
4. Strengthen Public Awareness, Education, and Behavior Change — Advance statewide education and engagement to increase adoption of preparedness practices.
5. Reduce Human-Caused Wildfire Ignitions — Support ignition-reduction strategies through infrastructure hardening, vegetation management, roadside treatments, and public behavior-change initiatives.



## COMMUNITY WILDFIRE PREPAREDNESS STRATEGY WORK GROUP

### Objectives:

- Develop a work plan prioritizing key actions of the task force not assigned to specific organizations including setting deliverables and timelines.
- Coordinate the development and implementation of the key actions listed above.
- Track and report on the progress for key actions assigned to specific organizations.
- Execute any tasks or assignments from the WMAC, Wildfire & Forest Resilience Task Force, or State Fire Marshal.
- Provide monthly updates to the WMAC, regular updates to the Task Force, and updates upon request of the State Fire Marshal and leadership of the Task Force.

### COMMITTEE MEMBERSHIP

Workgroup membership shall include representatives of the Wildfire Mitigation Advisory Committee's member organizations, as well as other appropriate stakeholders as identified by the State Fire Marshal.

The chairperson and vice chairperson of the Committee shall be appointed by the State Fire Marshal.

The members of the Workgroup shall serve without compensation.

### MEETINGS

- To the maximum extent possible, even though not required by law, the Workgroup shall follow the Bagley-Keene Open Meeting Act. This includes, but is not limited to, published notices and agendas, meetings open to the public and voting on those agenda items that require it.
- Schedule
  - The Committee shall set the meeting frequency and schedule.
- Location
  - Meetings shall be regularly scheduled in Sacramento with a virtual option to the extent possible.
  - Meetings may be scheduled throughout the state on an as-needed basis
- Meetings will not be cancelled without cause



## COMMUNITY WILDFIRE PREPAREDNESS STRATEGY WORK GROUP

### COMMITTEE PROTOCOL

- In order to ensure consistency, governance, and transparency, the workgroup will follow Robert's Rules of Order.
- Rules for recognition and timelines for debate will be suspended unless specifically enacted by the membership.
- Only items listed on the published agenda as "Motion Required" may be acted upon
- The Committee chair has the authority to set time limits on any agenda item
- A motion will be passed by a simple majority of the membership in attendance.
- All members, voting and non-voting, may submit informational, discussion, and/or action items for the agenda prior to the meeting. Agenda items will take precedent and non-agenda items may be transacted upon if time permits.

### PROCESS

- The Community Wildfire Preparedness and Mitigation Division will provide administrative support to the Work Group
- Agenda items should be submitted to the Committee coordinator two weeks before the scheduled meeting date
- Minutes will be taken at each meeting that capture the essence and actions of the meeting
  - Draft minutes will be posted on the Office of the State Fire Marshal website for review by the Committee and other interested parties
  - After approval at the next meeting, final minutes will be posted on the Office of the State Fire Marshal website

### RESPONSIBILITY OF THE CHAIR

The Chair has authority for interpretation of procedure and meeting conduct.