



**Wildfire Prevention Assessment District Citizens'
Advisory Committee Regular Meeting
Thursday, July 19, 2012 7:00 p.m.**

Richard C. Trudeau Center ~ 11500 Skyline Boulevard Oakland, CA
(Wheel Chair Accessible)

*Bob Sieben, Vice Chair; Don Mitchell, Financial Liaison; Dinah Benson;
Diane Hill; Sean Walsh, Barry Pilger, Barbara Goldenberg, Nick Luby, Ken Thames*

JULY MINUTES 2012

Committee members in attendance: Dinah Benson, (District 7); Barbara Goldenberg (District 4); Nick Luby, (Mayor); Don Mitchell, Treasurer (District 7); Barry Pilger, (District 1); Ken Thames, (Mayor)

Committee members absent: Diane Hill, (District 4); Bob Sieben, (District 1); Sean Walsh, (District 6)

Vacant seats: *At large* District 6 Staff present: Camille Rodgers, Y. Altes

Others present: Shelagh Broderson

Call to Order 7:12, Don Mitchell, Treasurer, presiding

1. Roll Call & Determination of Quorum

2. Open Public Forum

Shelagh Borderson of Garber Park Stewards reported working with city parks and Recreation staff toward a management plan dealing with sudden oak death. She reported that onsite training on SOD will be conducted in the park October 5, 2012 at 10 a.m. The public is invited. She also reported problem with their work having been disturbed by others, suggesting that property lines not being clearly marked might have been an issue.

Barbara Goldenberg, advisory committee member and Shepherd Canyon Homeowners Association (SCHA) representative; SCHA has been doing management around the upper area of Shepherd Canyon and was sorely disappointed when the weed-whacking contractor showed up on Sunday, before the group was able to meet with the biologist as previously promised. When the meadow was weed-whacked, native plants that had been recently planted were removed by contractor personnel. It would have been helpful to have had the chance to walk the area and mark plants to be spared before contractors arrive. She requested that this issue be addressed in the staff report.

Camille Rodgers of OFD responded that an arborist is on site for the Escher Drive and Bagshotte Drive roadside and that the meadow area was not included in the contract though it was added at the last minute to the scope of work.

The arborist has looked at the site and made a report. While the meadow was added at the last minute; no plants were marked there. The area's next project is the Montclair Railroad Trail. Brian Gates, the tree specialist for this area is under contract for two years.

Dinah Benson asked if hiring a surveyor would solve property line issues. C. Rodgers said that the city surveyor was used from time to time to determine property lines and that it is a general fund expense, not a WPAD expense.

3. Approval of Minutes May 17, 2012 Meeting

Minutes approved as amended

The minutes from June 21, 2012 meeting were approved as amended.

4. Financial Report & Budget Adjustments

- Monthly Financial Update – FY 2011-12 – D. Hom & P. Feng

Donna Hom, OFD reported that the most current financials are on the city website.

www.Oaklandnet.com/wildfireprevention

With the new fiscal year starting July 1, the final fiscal year information was not available in time for this meeting. It will be reported next month. There will be some additional collections and interest reported for the year ending June 30, 2012. Revenue almost the same as last year. Donna promised to give the advisory committee a brief training session on reading the financials at the August meeting.

5. Education/Outreach & Sub Committee Reports

- Y Altes reported that orientation binders for new members are nearly completed. The ad hoc needs to meet again to finalize, send contents to a printer and assemble them.
- The distribution of the recently completed WPAD educational video was discussed. It was reported that the video is now available on the web for streaming at www.Oaklandnet.com/Wildfireprevention or www.oaklandWPAD.org/learn.

After discussion of alternatives, it was moved, seconded and carried that staff is directed to prepare an RFP for the duplication of 25,000 DVDs along with the production, printing, addressing and mailing of the DVD to all single family and condo property owners in the district. Staff was directed to have bids available for review at the August meeting.

It was suggested and agreed that an ad hoc public education and outreach committee be formed. Barry Pilger will chair and Ken Benson, Dinah Benson, Ken Thames and Barbara Goldenberg will serve as committee members.

- Camille Rodgers asked the committee about a postcard survey for public feedback. It was decided that a postcard survey was not an appropriate activity for the WPAD to fund. Other public outreach methods were discussed. It was moved, seconded and carried that WPAD members will convene town hall meetings in each district in September and October of 2012 to get feedback from the residents of the district about the WPAD. Each town hall would include a brief history of the WPAD, what improvements have been made, what to do or not to do for vegetation management and feedback from the community. The following members will lead efforts to organize the town hall meetings: District 1 – B. Pilger, District 4 – B. Goldenberg, District 6 – S. Walsh, District 7 – D. Benson or D. Mitchell.

Advisory committee members were reminded that DVDs of the WPAD video might be available for National Night Out on August 7, 2012.

6. Staff Report – Inspector C. Rodgers

- INSPECTORS - Part time inspectors have been hired. Another full time staffer, Enrique Orduna is back on board to help with training. Contact info and assignments for each inspector will be updated on the website.
- Defensible Space Inspection Program Update – Operations staff has started inspections. Inspection staff from the Fire Prevention bureau will begin inspecting vacant lots next week. Improved property inspection reports are handled as follows: One copy is left at the property, one comes to the Fire Prevention Bureau, one stays at the fire station and one is mailed to the homeowner's address.

- The York Trail was cleared with a 100 foot clearance starting on Campus Drive and going down to Park Boulevard and Mountain Boulevard. There had been reports of ceremonies occurring at night and fires being set.
- Full time staff is working on approximately 200 city parcels. Work is being done on Skyline Boulevard, Claremont Boulevard, Joaquin Miller, Skyline to Grass Valley. Work is also being done on arteries to Mountain Boulevard. The goal is to finish clearing them by mid-August and then resume where work began in early June.
- FEMA Grant Update
Deferred to AFM Griffin multi agency phone calls still occur weekly
- WPAD Audit by City Auditor – all requested information has been provided to the City Auditor.
- Parcel Inspections – Started June 15th, 23,000 inspections are to be completed by mid-August. A report is generated monthly. Operations staff is conducting inspections seven days a week with three shifts.
- The Tiger Mower is not being used due to performance problems. All work is being done by hand and with goats.
- Chabot Science Center – Issues remain with the commencement of this project. Concerns over pallid Manzanita, time of year, bird nesting and staff changes at Chabot have all contributed to the delays. Deputy Chief James Williams is working on this issue.

7. Pending List of Future Agenda Items:

- Chabot Science Center
- Report Public Outreach Ad Hoc (B. Pilger, K. & D. Benson)
- Ad Hoc Fire Hazard Electronic Signs (N.Luby, B. Goldenberg)
- Continued use of city funds for clearing (and liening) private property

8. Old & New Business - Ad Hoc Marketing

9. Advisory Committee Comments & Announcements

Adjournment 8:53 PM

Next Meeting Aug. 16, 2012 – 7 PM

Note: Type in blue underline indicates a link to a report attachment available at www.Oaklandnet.com/WildfirePrevention