Wildfire Prevention Assessment District Citizens' Advisory Committee Meeting

THURSDAY, NOV. 15, 2012 7:00 P.M.

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

MINUTES NOVEMBER 2012

Called to Order 7:07 PM, D. Mitchell presiding

1. Roll Call & Determination of Quorum

Committee members in attendance:
Don Mitchell. Treasurer (District 7); Nick Luby (Mayor's Rep); Barry Pilger, Recording Secretary (District 1); Ken Thames (Mayor's Rep); Dinah Benson (District 7); Diane Hill (District 4)
Committee Members not in attendance:
Robert Sieben, Chair (District 1); Barbara Goldenberg, Vice Chair (District 4)

Vacant Seats: At Large, District 6 & District 6

Staff Present: DC J. Williams, AFM L. Griffin, Supervisor C. Rodgers, Y. Altes, P. Feng

2. Open Forum

3. Monthly Financial Report & Budget Adjustments – P Feng

Monthly Financial Update

P. Feng presented unaudited financials from last fiscal year and current fiscal year financials through November 8, 2012. The decrease year over year in vegetation management spending is due partly due to competitive bidding resulting in lower costs. Tree removal contracts will start early in 2013, placing more demands on the vegetation management budget.

4. Approval of Minutes for October 18, 2012

The minutes from the October meeting were discussed and approved.

5. Chair's Report

Business cards were discussed and committee members were asked to review the proposed text and layout of the cards.

A two day NFPA training program on assessing wildfire hazards was discussed. A class of 25 costs approximately $3000. It was moved and seconded that the ad hoc public outreach and education committee evaluate the program and bring a recommendation to the January meeting.

Deputy Fire Chief J. Williams reported on the recent reorganization of OFD. It is now structured into five divisions with a total 562 personnel (500 sworn). He will present a more detailed report at the January board meeting.

- Field Operation Bureau consists of fire suppression and emergency response.
- Fire Prevention and Support Services Bureau
- Fiscal & Administration Services Division
- Emergency Management Services Division
- Medical Services Division

6. Staff Report

AFM L. Griffin reported that the performance audit by City Auditor is still on hold pending scheduling by audit staff. It is expected early next year.

FEMA grant progress: The Fish and Wildlife record of decision will be received soon. The onboard review is scheduled. It will take into account endangered species. Release of the environmental impact statement (EIS) document for 90 day public review is scheduled for December.

Inspection program update:

- Full scale enforcement is winding down
- Total compliant properties : 25554; total non compliant: 324
- 2238 re-inspections; 1344 found in compliance; 440 non compliant.
- 160 properties now in queue for enforcement; 68 on appeal with the balance going to contract for abatement. Most are vacant lots. OFD is working with El Cerrito to learn how to add abatement costs to the owner's current property tax roll/bill as opposed to simply putting a lien on the property.
- Funds are available through the California Fire Safe Council to assist homeowners with hardships to abate their properties. A grant has been applied for.

7. Public Education and Outreach Ad Hoc Committee Report - B. Pilger introduced the following motion:

It is moved that the advisory committee hereby requests that staff begin performing tasks outlined in the ad hoc committee's report contained in the October minutes that are on-going and additional as follows:

Serve as staff liaison and support to the WPAD ad hoc outreach and education committee and implement outreach and education plans and projects approved by the advisory committee.

Organize and coordinate annual town hall meetings in April/May and in September/October each year involving council members, residents, and homeowner groups in each of the districts.

Organize outreach meetings between councilmembers and appointees at least twice per year. Help appointees prepare their presentations and updates to the councilmembers.

Organize annual meetings between chair and council members not in the WPAD to ensure they are informed of the existence and importance of the district

Develop and maintain list of leaders of neighborhood groups, such as neighborhood watch groups, CORE groups, NCPCs, formal and informal homeowners associations; interface with these leaders for "private" mailing lists/listservs, or other electronic group mechanisms. Obtain listserv updates from committee members. Do a monthly WPAD email update to residents of the district.

Implement HTML platform to do these monthly blast to listservs. Ensure that text only version of blast is consistent with HTML content. Consider using Constant Contact, Vertical Response or similar platform.

Create and maintain a list of 'friends of the WPAD' and do custom blasts to that list with announcements of meetings, minutes, agendas and such. Use Constant Contact, Vertical Response or similar vendor.

Create and maintain archive of resources on the subject of wildfire prevention and history. Coordinate archive with Oakland Public Library to ensure that documents which cannot be electronically archived are available in a special library collection or Oakland History Room for the public to access.

- Create archive/resources section on website as repository for this information
- Cross link to Oakland Public Library

Coordinate all city services required for the district, including liaison with city attorney, city printing and mailing services, information technology and the like.

Maintain current list of advisory committee member terms and remind members when terms need renewing or are ending well in advance so new appointees can be found and councilmembers and mayor alerted. Work with council staff to ensure that councilmembers are aware of pending vacancies in plenty of time to ensure all positions are always filled with appointees.

Furthermore, the advisory committee hereby directs staff to discontinue the following activities:

Preparing meeting agendas, taking meeting minutes, attending local fairs, chamber of commerce meetings or other public events on behalf of the WPAD, or attempting to find sponsors for co-branding, or paying for outreach.

After being seconded and some discussion, the motion was passed unanimously.

D. Benson moved that up to $250 be allocated for speaker honorarium for the District 6 town hall meeting in late November. Moved, seconded, passed.

B. Fire Danger Sign - Ad Hoc Committee Report
N. Luby and L. Griffin proposed allocating $200,000 for purchase of fire danger signage in the budget. Moved, seconded, passed. After discussion, it was decided that a formal presentation be made in January on the specifics of the system.

C. Ad Hoc Budget Committee
The advisory committee voted to establish an ad hoc budget committee to bring 2012-14 budget recommendations to the advisory committee's January meeting. The committee will consist of D. Mitchell, B. Pilger, D. Benson, K. Benson, D. Hill. D. Mitchell will chair.

Adjournment 8:48 P.M.

Cancelled - December 20, 2012

Next Meeting January 17, 2013 – 7- 9 p.m.

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