



Wildfire Prevention Assessment District
Citizens' Advisory Committee
Approved Meeting Minutes for
Thursday, August 15, 2013, 7:00 PM



Trudeau Center, 15500 Skyline Blvd., Oakland CA (Wheel Chair Accessible)

Wildfire Prevention Assessment District

Citizen's Advisory Committee Meeting

Meeting Called to Order by the Chair Bob Sieben at 7:05pm.

Board Members present: Bob Sieben (Chair), Dinah Benson, Fred Booker, Diane Hill, Nick Luby, Katherine Moore, Ken Thames, and Doug Wong

Board Members not present: Barbara Goldenberg (Vice Chair), Don Mitchell, and Lars Breyer

7pm Chair delivered opening statement. Reordering Agenda items, discussing Open Public Forum and Speaker time, deleted the redundant position of Financial Liaison, and introduced the new Board Members Doug Wong and Fred Booker. Further clarified the role of the Board is advisory, oversight, and to receive input and information from the public, experts on the field, and from the Oakland Fire and City Staff. Planning, management, and supervision of the actual processing of the District's vegetation management contracts is the responsibility of the Oakland Fire Department and City Staff. Chair also reviewed the changes in the Oakland Fire Prevention Bureau and in long term staff; Leroy Griffin, Camille Rogers, and Yeda Altes all of which are either no longer with OFD and the District or unavailable for medical reasons. Chair noted and thanked Camille Rogers for her years of service to the City of Oakland and to the Wildfire Prevention District and wished her well now that she had retired.

7:05pm Meeting called to order by the Chair.

- 1) Open Public Forum with 2 speaker cards time set at 3 minutes by the Chair:
 - a. Mike Petouhoff Shepherd Canyon HOA and Friends of Montclair RR Trail
 - b. Lin Barron Friends of Montclair RR Trail
- 2) Monthly Financial Report- Presented by Pauline Feng OFD
 - a. Last Year's Financials presented (unaudited)
 - i. Fund Balance at beginning of FY 12-13 \$1,648,532
 - ii. FY 12-13 Revenue \$1,790,755
 - iii. Less FY 12-13 Expenditures \$1,774,907
 - iv. 12-13 Rev less 12-13 Expenditures \$15,848
 - v. Ending FY 12-13 Fund Balance \$1,664,380

- b. Current Year Financials Presented FY 13-14 (unaudited)
 - i. Fund Balance at Beginning of FY 13-14 \$1,664,380
 - ii. FY 13-14 Revenue Net \$ (50)
 - iii. Change to FY 13-14 Fund Balance \$ (50)
 - iv. FY 13-14 Fund Balance as of 8/09/13 \$1,664,330
 - c. Status of FY 12-13 Independent Audit to be discussed at September meeting.
 - d. Ms. Feng discussed how for the near term she would be unavailable on Thursday nights due to an educational commitment and would be unavailable to present the District's Financials in person. She and OFD would still be preparing the Financial Reports.
 - e. Board moved unanimously to receive the Financial Report.
- 3) Approval of Wildfire Prevention Assessment District Citizen Advisory Committee Minutes of June 20th, 2013 Meeting. It was noted that Katherine Moore Board Member was not present and had been left off the Minutes for this meeting. After accepting that correction the Board moved to accept the Minutes as corrected.
- 4) Chairs Report
- a. Welcomed the 2 new Board Members, Doug Wong At-Large Representative, and Fred Booker, District 1 Dan Kalb appointee.
 - b. Distributed Questionnaire on WPAD Ten Year Goals and asked the Board to fill it out and return to him at 6 Starview Drive, Oakland, CA 94618 within a week.
- 5) Old Business
- a. City's Wildfire WPAD Website updated (update underway and OFD will have additional links and document by September meeting)
 - b. FEMA update- Nothing released by the Feds yet.
 - c. Progress on Program Analyst II position- After discussion this was set as an agenda item for the next WPAD Citizen's Advisory Committee Meeting. There was concern within the Board that the position may take several months to be posted, recruited, and even longer to fill. Comments were made about hiring or funding the hiring of an interim Project Manager to bridge this delay timeframe in filling this position for the District by the City.
 - d. Feedback was given on outreach at Fire Station Open Houses.
 - e. Status of the Replacement of Fire Danger signs. OFD staff reported that the order now that the FY 13-14 budget had been approved was given to Public Works. Chair asked for this to be updated further at the September Meeting.
 - f. Fire inspections status and update- Kim Catano OFD verbally gave that the inspections had restarted that approximately 60% of private parcels had been inspected as of August 9th. 14,336 parcels had been inspected so far and 747 were out of compliance. After re-inspections, 66 were still non-compliant. Public comment came in seeking how much longer to complete this year's public and private parcel inspections. Chair asked for report and a handout detailing progress and status for the September meeting.
 - g. Vegetation management report- OFD Staff verbally discussed contracting efforts to date but did not present nor communicate number of public and private parcel clearance

contracts and their status at this meeting. The Goats have completed this year's grazing. 550 acres were grazed this season.

- h. Progress of grants at Chabot Science Center and Skyline Median both projects were discussed but no report or data on level of completion and or expectation of finish were provided by OFD staff. It was confirmed that the Board had allocated the \$172,000 in a not to exceed for this year's budget at the June 20th meeting for the Skyline Median Project.

6) New Business

- a. Budget for Goat Grazing through June 2014 will expire May 2014. Kim Catano OFD asked that the Board consider action this fall to extend or renew the Goat contract so it will not expire in May. Board and Chair agreed that this needed to be a September Agenda item.
- b. Budget for Maintenance of Fire Access trails on Oakland Property. This was discussed and the Chair and Board asked that this be a specific Agenda topic for the September Meeting.
- c. Contingency plans for the possible termination/non-renewal of the District was discussed and it was determined that there would possibly be sufficient funds to operate the District FY 14-15 and that the Advisory and Oversight would need to continue through the uses of the District's funds. No action was taken or sought at this time.

7) Possible new directions

- a. Banning the sale of broom species in Oakland- Board member Dinah Benson had researched and discovered that Broom is already classified as a Class C Plant- Noxious Weed and told the Board that she was attempting to gather more data from the Count Agricultural Commissioner to determine next steps and Board's possible advisory or advocacy around the sale of Broom. To be updated at the September meeting.
- b. General discussion on addressing problem with Insurance Companies cancelling insurance within the District. Possible advocacy role for the Committee in outreaching to Insurance Industry and communicating the services within the District. No action taken at this time.
- c. Committee for or representing District volunteer groups. This was mentioned at the City Council action taken for the District Renewal efforts. Lively public and Board discussion on how this would work and best design for the possible committee. This was seen as a September agenda item.

8) Future Agenda Items

- a. Planning Process
- b. Public Outreach

Meeting adjourned at 9:12pm