



Wildfire Prevention Assessment District

Citizens' Advisory Committee

Meeting Minutes for  
Thursday, October 15, 2015, 7:00 PM



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

Committee Members in Attendance:

Doug Wong, Vice Chair (At Large)  
Lin Barron, Recording Secretary (District 4)  
Steve Hanson (District 1)  
Mike Petouhoff (District 4)  
Clint Johnson (District 6)  
Martin Matarrese (District 7)  
Vince Crudele, Acting Asst. Fire Marshall & Vegetation Management Inspector Supervisor

OFD Personnel Present

Chief Teresa Deloach-Reed  
Anette Boulware, Program Analyst  
Inspector Manuel Pinto

Absent:

Susan Piper, Chair (District 1)

**Meeting called to order at 7:00pm by Vice-Chair Doug Wong**

**1. APPROVAL OF WPAD DRAFT MEETING MINUTES FOR September 17, 2015**

The Board M/S/P the "Draft WPAD Meeting Minutes" from September 17, 2015 meeting.

**2. OPEN PUBLIC FORUM**

Stan Weisner representing Castle Canyon Park (in Dist. 3): Dead tree branches, severe fire hazard. A work request filed with PWA Tree Services and a walk-through with Stephanie Benavides (Parks & Rec) & with Herb Flores of Tree Service— not directed by the OFD Vegetation Management. There has been an open ticket since July. This is a problem and responsibility to bring to Director of Public Works, Brooke Levin.

Dinah Benson: "Vince, as a public safety officer (not as a Vegetation Management Supervisor), is it possible to cite the City for not complying with its own fire code?" OFD has several open Service Requests to PWA (submitted by Vince Crudele). But if a citation is issued, the City ends up sending it back to OFD with the memo: "maybe the Fire Dept. can deal with this."

**3. REVIEW OF FINANCIALS**

a) Vice Chair Wong reviewed current October financial report.

Responses by Pat Lee, OFD Administration to questions from Chair Piper after September WPAD meeting:

Re: \$85,000 Grant Matching for the "Current Year" remains in this month's report for FY15-16 "if designated reserves are not spent in FY 14-15, it will be carried forward to FY 15-16"... In FY14-15, remaining balance for Grant Matching Program was \$65,000, which carried to FY 15-16. Since the adopted budget is \$20,000 for FY15-16, the total working budget became \$85,000 for Grant Matching

Program in FY 15-16.”

[Discussion about what was spent from Matching Grant program.]

Re: “Assessment Engineering” \$236 remains in this month’s report for FY15-16

“this facilities charge starts FY15-16 and does not fit to any category. I am discussing with Budget office for this charge and try to move it out of Fund 2321. I am waiting for their response...”

The Board M/S/P the Financial Reports as submitted for this month’s meeting.

b) Project Budget Review: No document available

#### 4. STAFF REPORT

a) **High Fire Danger Sign** for District 6 is now available:

Location: corner of the intersection of Mountain Blvd & Calaveras where Highways 580 & 13 split

Must co-ordinate with OPW for installation and get location approved by Traffic Engineering.

Councilperson Brookes will get the location approved.

It is a standard sign - no WPAD logo: just like the others already in place (at \$600-\$700ea).

- Arrow locks into place. Some signs/arrows are vandalized repeatedly

C. Johnson: hopes it will be installed before it rains “... [there is] a high interest in this as a PR opportunity.”

- Councilperson Brookes & WPAD board members at the installation.

V. Crudele will be responsible for making the installation work request & to get a schedule. If PWA is not available, he will devise an alternative means of installation.

- Martin Matarrese emphasized calling PG&E & EBMUD before digging.

#### Fire Conditions Arrow explanation

The Fire Dispatch Supervisor broadcasts the fire danger level to stations and announces to adjust the signs. Each station is responsible for ensuring this is done, but there is no double-check. And the station may be out on a call missing the announcement when it is made.

- Public gets confused and calls about discrepancies between stations.

#### b) Staffing

New temporary part-time Inspector, Trevor Tyler, from CalFire:

He is currently working in District 5 & training with Inspector Grissom. He is highly qualified with lots of experience: a degree in Fire Sciences and inspector for CalFire.

Inspector Tyler’s 900 hours start this month, making him valuable for winter projects like broom pulling.

- Was there a disconnect between the timing of hiring part-time Inspectors & fire season?

- Inspector Tyler was to start in July, but he was not released by CalFire until October.

One Full-Time Open Position: Inspector Enrique Orduna has moved to another division. Hiring rules disallow hiring current fully-qualified part-time Inspectors. Must post for outside candidates; current part-time candidates must compete.

- Position may be filled in December.

#### c) Inspections

##### Private Property

Number of completed private property inspections in attached Staff Report below. The incomplete properties

(2,000-3,000) mentioned last month by Inspector Grissom are accounted for in this report. Multiple condominiums are counted in the 21,000 residences, eg: Parkwoods complex

- OFD Admin staff has completed data entry into database.

### Public Property

[Discussion about public property statistics.]

Public Property Statistics: Is there an analogous report for public parcels cleared with WPAD funds?

V. Crudele: "The City has over 994 properties in WPAD; it's not simple."

- OFD does not inspect: undeveloped pathways behind homes with impossible access, paved pathways with stairs are managed by PWA Streets Division, impossible-to-inspect parcels due to their physical location.
- "OFD has done their job as best it can to manage City parcels that may pose danger to residences."

### Statistics Report in a Matrix Format:

Chair Piper had requested two simple matrices to report statistics.

M. Petouhoff emphasized the function of and number 1 priority for the Citizens' Advisory Board is:

- Its responsibility "to oversee the funds for the clearance of **public** parcels cleared with WPAD funds" **not private** properties.
- He feels it is important to have standardized reports and would like to see a report for what is planned to be cleared in the district.
- **M. Petouhoff wanted it on record that this report is not available.**

V. Crudele responded that he has given monthly staff reports on all clearance projects.

- Roadside clearance is dependent on many factors "and cannot be scheduled on specific dates."
- Low staffing continues to be an impediment to keeping up. OFD is behind inspecting vacant lots.

### **d) District wide Vegetation Management Plan**

Reference to the February Public WPAD Retreat:

It was agreed that the budget for a Program Analyst is to be closely coupled with a Vegetation Management Plan

Program Analyst: M. Petouhoff requested for next month's meeting agenda -

"To have an informational written report of what this [Program Analyst, new-hire Anette Boulware] person's scope and priorities are relative to the VM Plan and especially related to professional services contract and in-house source."

### **e) FEMA Grant/CEQA Update**

Quarterly report has been filed with Cal OES. RFQ is still in planning & development for the grant management. OFD and the City Planning Department are coordinating.

Vegetation Management Plan: Chair Piper via e-mail asked OFD Staff for a report at this month's meeting on "when is the ETA for when the Vegetation Management Plan and the RFQ will be done?"

V. Crudele said he cannot deliver that information. There are complexities of day-to-day work and working with Contract Compliance, Planning Department, and Fire Chief Reed. There is no dedicated staff, nor time, to get it done quickly.

[lengthy discussion followed]

Chief Reed:

- "We knew this was going to be bigger than what staff we had... Vince does not have the staff."
- OFD understands the public wants a VM Plan before a new district is brought to the voters.

- A clear decision has been made: an “RFP to separate-out just for the CEQA for FEMA and for the VM Plan.”  
The same group can do the VM Plan.
- Complete the CEQA plan first then work on FEMA project management.
- To bring in a Project Manager would take another 18 months to have an RFP.
- Believes it’s easier to draft an RFP for a CEQA than draft the specific scope of work for the [VMPlan] project  
“Our hope is to bring someone else in to get a final draft for an RFP done by the end of the year 2015.”

M. Matarrese: Concerned that district money runs out over the next two years. A critical path should be laid out. There should be steps and deadlines, goals set, set time-divisions set progressively to meet completion date(s). Benchmarks are needed.

- ultimate goal is to have FEMA Grant and Vegetation Management Plan completed.

M. Petouhoff: “is staff time being taken up by FEMA grant?”

Chief Reed: “No [neither for the VM Plan nor FEMA grant].”

- Staff priority is the regular day-to-day work of inspections and property clearance
- “The RFP is secondary ... we need to switch that.”
- “Plan to do the CEQA and VM Plan together on one RFP and then later on the project piece.”

M. Petouhoff: “Are there competing priorities” like chipping? V. Crudele: Not a priority.

M. Matarrese: “Every day that we don’t work on those milestones... we are going to fail.... [It’s] loud and clear that Chief Reed and staff doesn’t have staff to do the CEQA and FEMA grant what needs to be done.”

Suggestion: contract out to the private sector to bring in someone to meet our 2 year goal.

Chief Reed: is looking for someone in-house to do the RFP.

- “Shouldn’t be too difficult; a lot is template language.” If no one is available, then go outside.
- Scope of services needs to be put together. Get a draft by the end of the year.
- Cannot take this past the 1<sup>st</sup> quarter 2016, otherwise it is too late to bring anything to the voters.

M. Matarrese: “It’ll take too long to find someone [inside the City].”

M. Petouhoff: Because there is urgency of fire season it is “... important to decouple day-to-day staff work from project plan....”

Summary of Project Milestones (feedback by Ken Benson, former WPAD Chair in public audience):

- 2017 targeted political event to create a new district
- Two years left in WPAD at current run rate = 2017
- RFP draft delivered in Jan-Feb 2016 - Internal process to draft
- Contract(s) are approved for person or persons to win that RFP by March-April
- 1<sup>st</sup> draft CEQA by June 1<sup>st</sup> 2016

Motion by Matarrese & Seconded: “to allocate funds to pay for a professional services contract to write an RFP”

[Discussion]

Chief Reed: “We have MOU’s and things of that sort that are not going to just allow us to do that.”

V. Crudele: “There are already funds for a district-wide VM Plan in the budget!”

Motion Amendment by Steve Hanson re language:

“**offer**” to provide funds to be used, if necessary, for an outside professional services contract to write an RFP.

Restated Motion by Martin Matarrese & Seconded:

“to offer to appropriate funds to have an RFQ written by an outside firm if no in-house staff can be located.”

**Motion Passed.**

#### **f) FEMA Grant Communications**

A “Frequently Asked Questions” document handed out.

These are consistent and accurate responses to questions about the FEMA grant. Responses were put together by Mayor’s office, Council members, OFD Chief Reed, Fire Marshall Trujillo, and City Administrator.

Attached below.

#### **5. High Fire Danger, No Smoking Signs on heavily used trails**

Assumption that Park Rules/No Smoking signs were already at entries to Montclair RR Trail.  
(There actually are none on the trail.)

Commercially pre-made signs can be purchased –

- there is \$5,000 with a funding code in the budget for signs.

Suggestion: use the City Parks rules signs. Get City Signs requested through OFD (Crudele) to pay for it.

Lin Barron to send # signs & locations to OFD Vince Crudele.

#### **6. Gateway Educational Panel Replacement**

One panel must be remade as it has outdated information on it.

An additional \$310 is requested by the [North Oakland Hills community group] to fabricate the new panel.

*M/S/P* to spend \$310 on a new panel.

#### **7. WPAD Grant request (Piedmont Pines – Ascot property owners)**

Piedmont Pines reapplication for a Grant was not ready for presentation – some confusion about how to get estimates from “City-Approved” contractors. Is there a list available beyond the short OFD list?

Clarification (V. Crudele): “Any licensed contractor can bid on jobs;” if they are not already in the City payment system, then they must submit certain docs required by Contract Compliance (tax ID, insurance, license, etc info) Applicant can get bids from any company with a license – but if awarded the bid, the company must go to City’s website to become a vendor and approved by Contract Compliance.

Suggestion: Having a ready list makes it easier for applicants.

- Ask Contract Compliance - What vendors are in the system that provide (this) service?

#### **ANNOUNCEMENTS**

Fire Storm 24<sup>th</sup> Anniversary Commemoration at Gateway Memorial:

Press Conference on October 19<sup>th</sup> Monday, from 12 to 1.

Vince will give historical info and tour the media through the fire zone.

A successful October 10<sup>th</sup> PAL Camp and trail cleanup in Joaquin Miller Park (organized by Wendy Tokuda)

~100 volunteers participated! 30 yard & 14 yard dumpsters both filled-up + lots more debris.

Martin Matarrese said the goat contractor he works with had their goats in Middletown to protect the town’s eucalyptus trees in the Valley Fire!

**ADJOURNMENT** – 8:37 pm