



Wildfire Prevention Assessment District  
Citizen's Advisory Committee

Draft Meeting Minutes for  
**Thursday, September 15, 2016 @ 7:00 pm**



Trudeau Center, 11500 Skyline Blvd, Oakland CA (Wheel Chair Accessible)

**Committee Members Present:**

- Sue Piper, Chair: (District 1)
- Martin Matarrese, Vice Chair: (District 7)
- Lin Barron, (District 1)
- Steve Hanson (District 1)
- Mike Petouhoff (District 4)
- Glen Dahlbacka (District 6)

**Staff Present:**

- Teresa DeLoach Reed, OFD Chief
- Miguel Trujillo, OFD Fire Marshal
- Cesar Avila, OFD Assistant Fire Marshal
- Anette Boulware, OFD Program Analyst
- Adam Ball, OFD Fire Inspector Vegetation Management

**Absent:**

- Doug Wong: (At Large)
- Nayeli Maxson, District 4 Council Aide and Community Liaison

**Meeting called to order at 7:00 pm by Chair Sue Piper**

**1. APPROVAL OF WPAD DRAFT MEETING MINUTES for August 18, 2016 WPAD meeting-**

The minutes to be approved once corrected. Chair Sue Piper to meet with Program Analyst II to discuss revisions to be presented at the next meeting.

- **Vice Chair Martin Matarrese offers clarification on Right Of Way** - There are concrete sidewalks in which the City has the authority to order property owners to make repairs. Similarly where there are NO sidewalks (unimproved) does the City have the authority to have the property owner / adjacent parcel clear vegetation to the edge of the paved portion of the right of way? Is it in the municipal or fire code? If we don't have it should we work on getting that authority? These areas can be the source of ignition and property owners will deny clearing responsibility. **Fire Marshal Trujillo said he would look into this.**

**2. OPEN PUBLIC FORUM** (Speakers must fill out a speaker card for Open Forum or for a specific agenda item. Comments limited to three minutes)

- **GORDON PIPER-** advised that he will be working with Chevron volunteers at the North Oakland sports field next week. There is French broom in this area that is at least 10 feet tall, high grass and thistles. Vince Crudele told him that funding was included in the FEMA grant and funding is not currently available for this. He is concerned about how this will be cleared with the FEMA grant going away. It is not being maintained by Fire or Public works and he feels staff needs to develop a plan for this sports field and suggest that we take some of the \$300,000 to develop a plan.

### 3. Approval of Financials - As of September 1, 2016

- **CHAIR SUE PIPER** asked have the goat grazing invoices been submitted. **MARTIN MATARRESE** advised the King Estates invoices have been submitted and the remaining invoices will be submitted once Grizzly Peak has been completed around October 25, 2016.
- **LIN BARON** expressed concern about being able to expend all of the funds by the end of June 2017. **CHAIR SUE PIPER** advised there are still outstanding invoices to be applied and there is also \$20K available in matching grants for adopt a spot areas. WPAD members need to do outreach to get the word out about the matching grant.
- **GLEN DAHLBACKA** requested clarification on how the funds were carried over from the previous year. **CHAIR SUE PIPER** advised that the budget was reorganized and reflects any carry over.
- **LIN BARON** disclosed the “adopt a budget” line item still shows \$90,000 and it should only show \$20,000 (where is the \$70,000 coming from)? It has been budget into other areas but is not listed on the current report.

**FIRE CHIEF REED:** responded by providing clarification of the numbers per the July report (posted in June 2016). **CHAIR SUE PIPER** advised the intent was to go with a new adopted budget of \$20,000 and anything left over would be rolled into to the Vegetation Management Plan.

**MIKE PETOUHOFF** inquired about the information at the bottom portion of the financial report, he thought \$200k was allocated for the Vegetation Management Plan but report shows \$65,000. **CHAIR SUE PIPER** advised that under the working budget note 2 section info appears and some money was moved for the FEMA grant matching but there should be more money in the Vegetation Management line item. This needs to be reviewed and updated to reflect requested adjustments.

**MIKE PETOUHOFF** asked if there something in place to measure staff time used working on the grant. What is the mechanism/ tracking method that we are using pertaining to the matching? It would be good to have this system in place. **CHIEF REED** responded that the only charges we have against the FEMA grant currently are the pre-award charges from Carol Rice.

**WPAD MEMBERS** suggested that the Fire Department set up a type of tracking system for staff hours that can be used for future grants.

**Motion: to approve Financials -The board will NOT approve the financial report as is, and requested a revised draft with corrected notes before approval.**

**WPAD MEMBERS** requested to have the notes at the bottom of the financial report include clarification of where the \$500,000 was moved to and for what use. **CHAIR SUE PIPER requested** to meet with Fire Marshal Trujillo and Pat Lee OFD Accountant, to work on updating the descriptions on the bottom of the financial report.

**4. Vegetation Management Statistics:** **FIRE MARSHAL MIGUEL TRUJILLO** advised that Brooke Levin Director of Public Works, has requested to have e-mail addresses of WPAD members and contacts past and present for invitations to be sent to out for the Fire Storm Anniversary event she is hosting. **CHAIR SUE PIPER will provide this information.**

**FIRE MARSHAL MIGUEL TRUJILLO** referred to the matrix and advised that the WPAD suggested revisions have been include in latest version of the report and read the report. He advised that for some of the Non- Compliant City Properties there are locations that we do not have access to because they are land locked and have steep slopes and cannot be abated. The areas that are a high priority are in

the works or have already been cleared. **CHAIR SUE PIPER** responded that the WPAD members expect the matrix numbers to change next month to include updated data on the progression of inspections.

**MIKE PETOUHOFF** advised that the report is great and thanks for moving it up on the agenda. He asked if the City Properties titled as WPAD exclude areas that are Public Works responsibility. **FIRE MARSHAL MIGUEL TRUJILLO** responded "YES, that is correct and these are the properties will be added to the GIS system and are already in progress. We have given the extensive list to IT and a copy is available this evening for WPAD committee members to review." **CHAIR SUE PIPER** clarified that these are the 416 WPAD city properties and not the Public Works properties that will be on the GIS system.

**MIKE PETOUHOFF** gave a flip chart presentation of how to possibly report inspection data. Items to be included are inspected, not inspected, passed, not passed, pending data entry--all added up to total number properties at 100% total. The properties that we know will not be cleared should not count against us and should be reflected in the GIS system. Also included is to get to the question of when inspections were or will be completed. **CHIEF REED** asked if the suggestion is for GIS report or for the monthly matrix report at the meetings. Is the "when" for past inspections or in the future or both? **MIKE PETOUHOFF** responded it is in regards to the next steps. The GIS team can help to further define this and it can possibly a data field to include so we can see the date of when inspections were completed.

**FIRE MARSHAL MIGUEL TRUJILLO** continued to read the report addressing the pending contracts.

**WPAD committee suggested** formatting edits for the contracts area of the report, private property updates are not required for this report. They also discussed the contracts for right of way clearance and gave suggestions on how to make a clear separation on the report.

**CHIEF REED** advised that the information in this report will be helpful in future discussions with Public Works and provided suggestions of how to better format the contracts section of the report.

**FIRE MARSHAL MIGUEL TRUJILLO** continued to read the report addressing the goat grazing.

**CHIEF REED** questioned what other areas can the goats possibly be used in? **MARTIN MATARRESE** responded the North Oakland sports field can be done if the FEMA grant does not come through, it is approx. 20 acres. Some of this area cannot be grazed, (areas that are protected creek, too steep, close to power lines, and or unable to fence off) so they would exclude the out of bounds areas from the total acreage. The goats have to graze in sectioned off areas, not the entire 20 acres. **CHAIR SUE PIPER** questioned why can't we do that now? Are there some sections that we can do now?

**MARTIN MATARRESE** responded they are not ready to handle it this year, there is quite a bit of prep work that has to be done (cutting down pathways of excessively tall weeds, fencing off areas of concentration), before the goats can begin grazing. We are also running out of time and the rainy season is soon to begin. Most other areas are too small such as the City properties that dot Skyline.

**MIKE PETOUHOFF** asked is Shepherd Canyon is too steep? **GLEN DAHLBACKA** asked about the large area where Skyline is not developed, all the way from Keller to the stable area near Golf Links? **MARTIN MATARRESE** responded some of those areas are too steep, have electric fence issues and the goats can tumble down and get out. They tried in the past to service that area but it has been handled by the City's roadside crews.

**GORDON PIPER** asked for a report on what, where and what we are going to do about year-round compliance reporting. **MIKE PETOUHOFF** responded that it would be good to see the status of where we are and when it will get done.

**MARTIN MATARRESE** asked if the Vegetation management plan will list items down to the parcel or generalities. **CHIEF REED** RESPONDED this is the part that the contractor will figure out. **CHAIR SUE PIPER** asked how city parks will be listed in the plan, will it be by Parcel, or grouping? **MARTIN MATARRESE** added that a

good question to have answered is what does it cost to bring everything into compliance? Are we exploring this and the public has a right to know how the tax/ assessment will be spent.

**WPAD Members** discussed what the expectation is with how the parcel tax dollars will spent and how to define the true cost of handling the clearing issues. What the fire department is doing to address the problematic areas, when they are doing it and when it will be done. Projects should be prioritized in order of importance with some sort of a visualization tool that can show where the red spots are.

**5. Vegetation Management Report- FIRE MARSHAL MIGUEL TRUJILLO** read the staff report addressing staffing with hopes to have the full time person hired within the next month and the temporary part time staff will hopefully be on board until November 2016.

- **Update feasibility of contracting with Delta Crews – FIRE MARSHAL MIGUEL TRUJILLO** advised that he talked to the Chief of Cal Fire and they are going to meet to discuss working together and putting together a MOU. Fire will have to make certain tools available for their crews to work with. **CHIEF REED** advised they are full for this year so we are working towards getting this implemented in the future.
- **Update on Caltrans Clearance Along 24/13/580 & EBRP tree removal at Lake Temescal-** This project is moving forward. Fire Prevention meets with them once a month to get updates and address areas we would like cleared.
- **Update on status of fuel reduction for Chabot Space & Science Center project (\$216,000) CHIEF REED** advised that after their follow up meeting with Mike Shelton of CSSC, Fire reviewed the initial phases of this project to discover that phase 1 was completed and about 40 trees were removed in phase 2. Mike is going to determine if he wants to finish off phase 2 or if he wants to do trees in group 3 and 4. Group 2 has more trees than group 3 and 4 so the hopes are that he will go with group 2 but he has to go out and identify what those trees are. We have a contractor identified, as soon as Mike says yes to the Phase we will move forward with the project. **CHAIR SUE PIPER** asked can they still do the project in the next few month without running into nesting. **CHIEF REED** responded that's what I understand.

**DINAH BENSON** questioned why aren't the City stables listed on the list? It is about 10 acres of City property and needs to be grazed. **MARTIN MATARRESE** responded that the tenant is responsible for the maintenance and that is why the goats have not been brought in over the last couple of years. Dinah's understanding is that the tenant is not responsible for keeping this compliant and she would like a report on this. **CHIEF REED** responded we will look into this.

**GLEN DAHLBACKA** asked that out of the East Bay Mud (EBMUD) properties that are listed as compliant, what about the key reservoir on Skyline West of Chabot? It is surrounded by Eucalyptus and has a tremendous amount of liter on the ground. Can someone contact EBMUD about cleaning this up? **Fire Marshal Miguel Trujillo** advised that he will follow up and look into this.

- **Vegetation Management Plan Progress and Work Schedule- FIRE MARSHAL MIGUEL TRUJILLO** advised the contract and scope of work are currently being reviewed by the City Attorney's office, and we are anticipating their review to be completed by September 16, 2016. **CHAIR SUE PIPER** added that a meeting has been scheduled for October 10, 2016 so the WPAD members can meet with Horizon to discuss the project.

- **Status of FEMA Grant- CHIEF REED** advised we have received official letters from FEMA and CAL OES stating that they are pulling the grant. We are also still in discussion with FEMA pushing back on their recommendation. **MIKE PETOUHOFF** asked if they gave a rationale as to why? **CHIEF REED** responded it was pretty basic and tied to the litigation. They were not going to be able to come to a settlement with HCN and Oakland or Berkeley, but they were able to reach a compromise with HCN and EBRP. They do not want to go on with the litigation, they just want to see a project done.

**CHAIR SUE PIPER** suggested to put this on next month's meeting Agenda as an action item to discuss where they want the money to go if the FEMA project does not go through. **ANETTE BOULWARE TO REMIND Chair Piper to put this on the agenda for October.**

- **Procedures for protected species- FIRE MARSHAL MIGUEL TRUJILLO** advised that Fire is moving forward with compiling our procedures and shared examples of what is used and how they educate the contractors. There is language that has been in our contracts for over 10 years and read this out loud. We are looking to put together a scope of services to add an on call Biologist, so that when we do some of the large abatements we can call them in to identify what needs to be protected and accomplish protected species goals through this mechanism. We have also in the past brought in all of the contractors as a group to give a presentation of the protected species protocols. **CHAIR SUE PIPER** noted that it would be good to have the contractors and their field staff attend the session. The contractor is not always the same person that does the work; all parties involved need to attend these presentations.

**GROUP DISCUSSION on fines and penalties that can be assessed if violations occur.** This is something that would have to be approved by the City Attorney's office and would have to line up with the Master Fee schedule and we would also have to abide by the Federal laws.

- **Progress on implementing GIS systems for vegetation management-** Fire is working with GIS team to have some of these over lays including the location of protected species. We have given IT a list so they can add a temporary link in the WPAD area hopefully we can have that information in the next few months. The long-term goal is to obtain ACCELA. Fire Marshal Trujillo visited Roseville and Ventura Fire to review their platforms to see what is best for us. Once we obtain ACCELA it will communicate directly with the assessor's office. We are also having meetings with Pictometry and IT to define the layers we want to add. **CHAIR SUE PIPER** asked if there is new fly over information for tree canopies and if so, is it for the entire City or just the City properties? **FIRE MARSHAL MIGUEL TRUJILLO** responded that this is information we can get through Pictometry, we just have to pay for it they only do fly overs once every two years. **CHAIR SUE PIPER** advised that this project maybe a legitimate WPAD cost, if we are getting a fly over for just the City properties. Fire Marshal Miguel Trujillo advised we are also looking to share these cost with Carol Rice of Berkeley because they are looking to get some of the same information. The cost is around \$20,000 per fly over.

**MIKE PETOUHOFF** asked if we uses the specific data fields that were listed in the WPAD Vegetation Management Plan Outline they did in 2015? We will have to tell IT what we want to be listed as layers. If you can have this information with you it can helpful. **CHAIR SUE PIPER committed to sending the power point presentation and the report to Fire Marshal Trujillo that has those items listed.**

**MARTIN MATARRESE** asked do you know how EBRP was able to settle with FEMA and can we settle similarly? **CHIEF REED** responded HCN was already in agreement with what EBRP was doing but not in agreement with Oakland and Berkeley. FEMA advised that they do not want to open the doors to amend the EIS. Another big issue was the habitat relocation situation. Originally 10 years ago we had a section of property but it has been sold off that would not allow us to do the habitat relocation that was originally listed in the EIS, which would cause us to go to Fish and Game to start over. FEMA also mentioned that there may have not have been enough money to cover the removal of the trees project.

## **6. City of Oakland Contract Compliance Requirements and Vegetation Management Contracts-**

**STEVE HANSON** advised that they met to try to understand the City's process and gave recommendations to find that some of those things have already been tried. The main concern was why aren't their more contractors out there and how could we get more to get the jobs done in the desired timeframe.

**CHAIR SUE PIPER** explained the history of using Civicorp. In the early WPAD years Civicorp was utilized and ended up with all of the contracts and the other contractors got upset. We asked if the WPAD be divided into geographical areas allow the 4 contractors to bid on 4 areas and allow Civicorp to do the remaining area. Pat Sierra and Contract Compliance said they would look into this. **Another options is to see if contractors could bid on a packet of things based on geographical areas and have them ready to go out in March or April instead a few days before it happens.** Public perception is that if residents have to be compliant 365 days with the inspections happening in May/June, why does the City get to wait until November? Maybe it can all be cleared by end of September (the beginning of the worst of the fire season) and this would be for next year's contract if this could be done.

**FIRE MARSHAL TRUJILLO** advised he had a few meetings with Public Works, to work on a process and timeline of what the inspections that needs to be done and the schedule of when this should be completed, so their locations can be compliant sooner.

**STEVE HANSON** asked if we are able to consider including non- profit groups such as Civicorp involved in some of this clearing? **Fire Marshal Trujillo advised that we are exploring this as well as other options.**

**MIKE PETOUHOFF** commented on the benefits and drawbacks of utilizing these groups and multi-year arrangements with contractors. On a separate note he suggested that we report on compliance months so we can see that for all of the parcels how many months were they compliant.

**7. Grant Applications-** to date none have been submitted. **GORDON PIPER** complained that this application process is not user-friendly and applicants are probably scared off by this. **LIN BARON committed to** connecting with the community to share grant availability. **CHAIR SUE PIPER advised** if it doesn't look like we can get applicants we can explore moving the funds to another line item.

## 8. Announcements

- **CHAIR SUE PIPER** advised there is a list of events for the 25<sup>th</sup> Anniversary of the Fire Storm available on the table.
- **MIKE PETOUHOFF** stated he wants to make sure the record shows, he agrees with Chief Reed about the matrix and sticking to listing City Properties, private properties do not need to be listed.
- **GORDON PIPER**- commented on the State Tree Mortality Task Force and the grant money and guidelines that are available through the State. There were 6 counties listed and Alameda County is not one of those counties. He feels that Oakland should reach out to the State (Governor and State Attorney) to let them know that this is taxation without representation. We pay the tax dollars and the money should go to more than 6 counties. The state and Federal government should be helping is with our dead and dying trees.
- **DINAH BENSON** suggested to Chair Sue Piper that she write a letter to file a complaint about this and mention that we do not have an effective lobbyist fighting on our behalf. **CHAIR SUE PIPER** advised that she has already written a letter and will follow up on it, especially since she has not received a response.

## 9. Adjournment - 8:55 p.m.