



Wildfire Prevention Assessment District
Citizen's Advisory Committee

Draft Meeting Minutes for
Thursday, November 17, 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)
- Doug Wong: (At Large)
- Lin Barron, (District 1)
- Steve Hanson (District 1)
- Mike Petouhoff (District 4)
- Glen Dahlbacka (District 6)

Staff Present:

- Miguel Trujillo, OFD Fire Marshal
- Anette Boulware, OFD Program Analyst
- Teresa DeLoach Reed, OFD Chief
- Cesar Avila, Assistant Fire Marshal

Absent:

Meeting called to order at 7:01 p.m. by Chair Sue Piper

1. Approval of draft minutes for October 20th, 2016 WPAD meetings

Fire CHIEF REED suggested to move council members into their own category not under staff in the header section of the minutes. **Lin Barron** advised that Nayeli Maxson is no longer employed with the City and can be removed.

Lin Barron- make sure to put 2 "R's" in her last name.

Motion: will accept to approve the **October 20th minutes-** Chair Sue Piper

The Board: **Move to acceptance-** Lin Barron / **Second-** , Martin Matarrese /**Pass-** all in favor of **accepting the October 2016 minutes** with the minor corrections.

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)

NONE

3. REVIEW of Financials

- a. As of September 1, 2016 - report will stay as previously published.
- b. As of October 1, 2016 - report will stay as previously published.

Chair Sue Piper advised that Pat Lee does not go back to make adjustments to previous month's financials but the November report will reflect the requested adjustments. Lin Barron advised that she is still not able to find the footnote for \$500,000 from the previous district on the sheet, it is not the same as the \$500,000 from the general fund. Chair Sue Piper requested to have another adjustment on this report. Add a #8 in the footnote to show that the \$500,000 (approx.) that was originally assigned to the Fire Prevention and Suppression Assessment District was moved to the Vegetation Management Plan.

Motion:

The Board: **Move to acceptance-** Doug Wong / **Second-** Steve Hanson / **Pass-** all in favor of accepting the **November 2016 financials** with the minor corrections.

4. Vegetation Management Statistics: Fire Marshal Trujillo presented report

- a. Status of inspections of public properties
- b. Goat Grazing
- c. Road side clearance
- d. Residential Property Inspections

BOARD DISCUSSION of the statistics

Chair Sue Piper suggested that a presentation be made at the next meeting on the cost trends for the last few years in the Debris /Chipping program with a focus on how the remaining money in this program will be used by the end of the fiscal year. Group discussed pros and cons of the program and the possibility of moving any leftover money into the vegetation management plan.

Chief Reed commented that she looked in the Horse Stables issue that Dinah Benson brought up at a previous meeting and confirmed that since they are under a 3rd party contract they are in fact responsible for keeping it in compliance.

Mike Petouhoff commented there is a historical artifact of Spelling for Shepherd Canyon there are 2 spellings. When it is the creek it's spelled with an "A" Sheph**A**rd Canyon vs. spelling it with an "E" Sheph**E**rd, if it is LAND.

5. Vegetation Management Report

FIRE MARSHAL Trujillo read report.

- a. **Update on Caltrans Clearance Along 24/13/580& EBRP tree removal at Lake Temescal**
- b. **Update on status of hauling contract for Chabot Space & Science Center project (\$216,000)-** Davey Tree started removing trees yesterday 11/16/16, they should be finished in a few weeks.
- c. **Status of Vegetation Management Plan Progress and Work Schedule-** December 2nd is the kick off meeting date, WPAD committee members will be in attendance.

- d. **Procedures for protected species- Fire Marshal Trujillo** advised that we are working to identify funding. **Chair Sue Piper** suggested the possibility to move funds around from the WPAD money to cover the cost for a Botanist.
- e. **Progress of implementing GIS system for vegetation management:**

Martin Matarrese - suggestion for the GIS test; it would be good to have some tutorial or trainings on how to use the system and how to run queries.

Chair Sue Piper -advised committee members to type up their suggestions and send them to Anette to compile a summary of what was submitted and for her to send to Ahsan. WPAD wants to look at the City properties only and want the product to be more users friendly.

NEXT DOOR.COM website -**Chair Sue Piper** suggested that **Fire Chief Reed** check with Harry Hamilton because he has a Master account and can advise of how to gain access.

- f. **City of Oakland Contract Compliance Requirements and Vegetation Management Contracts**
Chair Sue Piper commented that she hopes all of this will be done before March or April 2017.

- **Fire Chief Reed** commented that she hopes we will do one more mailing before the next fire inspection season and this will need to be redesigned and include a close out message.
- **Chair Sue Piper** commented that we should shoot for January 2017 to have a draft of this to present to WPAD for feedback/ revisions.

6. **WPAD Public Hearing Proposal-** Chair Sue Piper advised Trudeau Center has already been reserved for Saturday February 25th from 9:00 am- 12:00 noon. Discussed the outline for the session and that the focus of this is to document and make use of what has been learned during the span of the WPAD.

FORMAL RESOLUTION: Steve Hanson suggested a resolution be submitted - **The Board will take formal testimony both oral and written on February 25, 2017 which will result in a finding and recommendation report for Wildfire Prevention in Oakland to be completed prior to the board's dissolution.**

7. **Support of Oakland Urban Forestry Forum's Campaign for Urban Forestry Funding in next 2 year budget cycle.** Sue presented the letter, the area that is highlighted in yellow at the top of the page 1, is a very important part. Board discussed edit suggestions. Doug Wong requested that this be tabled to the next meeting.
8. **Grant Applications-** There are none this month and 2 scheduled to come in for next month. One of the applications is for the North Oakland Sports field. Volunteers from a church in Hayward want to send 100 volunteers Sunday December 18th from 9: am- 1:00 p.m. to pull broom. Sue is looking for team leaders.

9. **Announcements**

10. **Adjournment @ 8:56 p.m.**