



Wildfire Prevention Assessment District
Citizen's Advisory Committee

Draft Meeting Minutes for
Thursday, February 16, 2017 @ 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 4)
Steve Hanson (District 1)
Mike Petouhoff (District 4) - Late

Staff Present:

Miguel Trujillo, OFD Fire Marshal
Anette Boulware, OFD Program Analyst
Darin White, Acting Fire Chief
Maria Sabatini, Assistant Fire Marshal
Adam Ball, Fire Suppression District Inspector
Katherine McCain, Fire Suppression District Inspector

Absent:

Teresa DeLoach Reed, OFD Chief- Excused
Glen Dahlbacka (District 6) - Excused

City Council Representative:

Iowayna Pena, District 4 Policy Analyst & Community Liaison

Meeting called to order at 7:03 p.m. By Chair Sue Piper

New Fire Inspector Katherine Mc Cain of District 3 introduced herself.

1. Approval of draft minutes for January 19, 2017 WPAD meetings

Steve Hanson comments

Steve Hanson suggestions: correct spelling of Ms. Benson's first name it is Dinah, and also have her written statement included as a part of the minutes. **Lin Barron suggested** that item number 2 at the second bullet of the minutes be revised, she provided the changes in writing to Anette Boulware, Program Analyst II. Lin Barron also suggested that the time Dinah spoke be listed but the remaining comments are not needed.

Chair Sue Piper will ask Dinah Benson to submit her written public comments to be incorporated in the updated minutes.

Motion: Steve Hanson made the motion to accept with minor changes: Lin Barron 2nd, all in favor motion passed.

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)**

- **Chair Sue Piper asked for a committee volunteer to be the time keeper, Lin Barron offered to fulfill this role. –NO PUBLIC COMMENTS.**

3. **Approval of Financials**

a. **As February 1, 2017**

- b. **Budget adjustments- DISCUSSION- Mike Petouhoff** on GIS update from his discussion & e-mail correspondence with Ahsan of IT department. He referenced the recommendations sheet that he submitted via e-mail.

Chair Sue Piper suggested that the \$20,000 reallocation conversation be tabled to the next month's meeting once OFD has more info on which direction they will move in.

- c. **OFD Recommended General Fund Budget for Vegetation Management for FY 2017-19 and WPAD support- FM Miguel Trujillo advised** that an updated comprehensive proposal has been submitted to Fire Administration for review. The budget included items such as goat grazing, road side clearance, vegetation management annual notification, postage for mailing and minor public education in addition to other budgetary items. **Chair Sue Piper requested** to be notified when this goes before Council so the WPAD committee members can come show support.

NO VOTE: nothing to approve.

4. **January Vegetation Management Statistics: Fire Marshal Miguel Trujillo** read the update from report.

- a. **Status of inspections of public properties-** will begin once new inspection season starts.
- b. **Goat Grazing-** money is allotted for this season.
- c. **Road side clearance-** will be done as needed, weather permitting.

5. **February Vegetation Management Report- Fire Marshal Miguel Trujillo** read the report.

Staffing Update: Fire Marshal Miguel Trujillo advised interviews scheduled for next Friday will be interviewing 3 candidates for the full time Fire Suppression District Inspector position and after we do the selection we expect to send the offer letter shortly thereafter to the qualifying candidate.

CHAIR SUE PIPER inquired about temporary part time staffing and when they will begin. **Fire Marshal Miguel Trujillo** advised we have an existing list and we are looking to bring candidates back in May.

- a. **Preparing for 2017 Residential Property Inspections- Fire Marshal Miguel Trujillo** advised that they are finalizing the new inspection forms to include the current Fire Codes. There is also a draft version of the annual mailer that includes up to date changes and notification of billing upon re-inspection. The first inspection is free of charge; if property owner fails, they must pay for the 2nd and 3rd inspection. The changes and criteria will be highlighted to stand out.

Chair Sue Piper suggested to have our PIO (Public Information Officer) do a press release addressing the changes, and also make sure to update council members so they know and possibly have it included in the Mayor's newsletter.

- b. **Update on status of hauling contract for Chabot Space & Science Center project (\$216,000)**
Fire Marshal Miguel Trujillo advised there is no new news with the clearing. The invoice that was submitted is being processed and we are essentially done with the first phase of the removal.
- c. **Status of Vegetation Management Plan Progress and Work Schedule:**
Fire Marshal Miguel Trujillo advised that (Horizon/Dudek) has made progress with developing the Plan. Project leads have attended field visits and meetings with OFD to review roadside clearance areas, and the information collected from these meetings is being used to update the project maps.
- **Chair Sue Piper** expressed concerns about the public outreach/stakeholder meetings getting delayed and advised that Nicholas communication should handle this to get ahead of the complaints that are coming up. They believe that silence about this project will be problematic and that it will be good for them to know how the public outreach meetings will be structured. The recommendation discussed was to invite attendees based on stakeholder type/ groupings.
 - **Mike Petouhoff suggested that the following information be shared with the Public Outreach team.** Define the mechanism to resolve the public comments that are submitted; such as having a web link to share with community/ interest groups that provides the FACTS on the project as they are available. The WPAD committee is eager to help with getting the message out to their network (via email and social media).
 - **Fire Marshal Miguel Trujillo** advised that a specific public engagement strategy is in the works and OFD representatives will be attending a meeting hosted by Horizon February 17, 2017, to further discuss this strategy and timelines.
- d. **Procedures for protected species- ~~hand out hard copy~~ (Update)** **Fire Marshal Miguel Trujillo** advised that a hard copy will not be distributed, as this document will be presented to Horizon to be included as a part of the long term Vegetation Management Plan.
- e. **Progress on implementing GIS systems for vegetation management - Fire Marshal Miguel Trujillo and Acting Fire Chief Darrin White** emphasized that OFD is looking into purchasing a new database system for tracking both building and vegetation management inspections. OFD is considering Accela and other systems used by SF, City of Berkeley, and State Fire Marshal. OFD wants to be selective about spending money on a particular GIS mapping tool, as they want to ensure it will be compatible with the selected database.
- **GIS mapping tool- Mike Petouhoff** advised this is not what they had in mind when they asked for a GIS mapping tool. The comments they provided were in reference to the demo presented Ahsan of the I.T. department.
 - **Accela project – I.T. to present to Council February 14, 2017**, this meeting was cancelled and Ahsan did not present. OFD is no looking at other options to best meet the needs of the department.
- f. **City of Oakland Contract Compliance Requirements and Vegetation Management Contracts**

- **Civic Corps** - no new update at this time.
- **CAL FIRE - Delta Crews** - A meeting/ training is scheduled for March 2017. OFD is currently working to move forward with a MOU and the logistics of providing tools, restrooms, payment processing and defining the project areas.
- **Contractors meeting-** **Fire Marshal Miguel Trujillo explained that a plan is in place** to address City parcels and getting them compliant in a timely manner. OFD has been meeting with Public Works and Parks and Recreation on complying with the Fire Code. These departments will be giving them 30-day notice prior to inspections.

6. WPAD Public Hearing – February 25, 2017 9 am 12:30 pm at the Trudeau Center:

- a. **RSVP's to Date** - 23 confirmed attendees.
- b. **Review Agenda-** (discussion of the attachment) Claudia Albano volunteered to be the scribe for this meeting. Please arrive before 9:00 a.m.
- **Steve Hanson volunteered to take care of coffee service for this meeting.**
- **Doug Wong pick up donated food items.**
- **Fire Marshal Miguel Trujillo to ask Horizon if they can possible attend this meeting & to consider reviewing the document from the 2015 meeting that listed what worked, what didn't work and lessons learned/ recommendations.**
- **Anette Boulware of OFD please provide for the meeting:**
 1. **Blank Name Tags** (for up to 40 people)
 2. **Big Map of the district that is on foam core** (if we can't find it let Chair Sue Piper know she may have something.)

Grant Applications—Oakland Landscape Committee Phase 2@North Oakland Sports Field-
Gordon Piper gave presentation of application Chair Sue Piper recused herself and Vice Chair Martin Matarrese filled in.

Motion: Doug Wong made the motion to accept this proposal for this grant, Steve Hanson 2nd, all in favor motion passed. Chair Sue Piper abstained.

7. Announcements

- **Fire Danger signs-** near the bottom of Hiller Drive are marked as high- can this be corrected?
- **Oakland Earth EXPO- April 6th** - WPAD will have a table and is interested in having a copy of the new mailer or a print out of the diagram inside, as well as any other information that is available. Chair Sue Piper is looking for committee volunteers to help work the table.
- **Public Safety Meeting North Hills Community Association-** at the Montclair Presbyterian Church February 23rd @ 7p.m. Cheryl Miller to present info on grants available for home owners.

Adjournment @ 8:50 p.m.