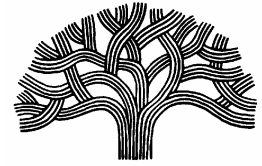




Wildfire Prevention Assessment District
Citizens' Advisory Committee Meeting
Thursday November 16, 2006 7:00 p.m.
Richard C. Trudeau Training Center
11500 Skyline Boulevard Oakland, CA



*Robert Sieben, Chair; Barbara Goldenberg, Vice Chair; Susan Burnett, Treasurer;
Ken Benson; Robert Faber; Barry Pilger; Gordon Piper; Allene Warren; James Williams*

Minutes

- I. Call to Order at 7:00 p.m.
 - Roll Call and Determination of Quorum – Quorum Achieved. Present: Sieben, Goldenberg, Burnett, Benson, Piper, Faber, Pilger, Wong; Warren arrived at 7:30; James Williams excused; AFM Griffin and Chief Williams absent due to illness.
 - Opening Statement by Chair:
 - Doug Wong is the newly appointed At Large Representative by Council Member Chang. Doug has 30 years experience as a fire engineer and fought the 1991 fire. He is active as an instructor for CORE, a Red Cross volunteer and was a member of the group that formed the WPAD for the election. His concerns include providing representation for the entire Wildfire district, not just one area.
 - Announcements for the Advisory Committee will be made either by the Chair at the beginning of each meeting, or under the Advisory Committee Open Forum towards the end of the agenda.
 - Clarification: a point of order can be made specifically when an issue in parliamentary procedure is affected.
 - Guidelines for Civility were reviewed.
 - A Moment of Silence was observed in honor of the five firefighters in Southern CA who lost their lives in the line of duty while trying to save a home during the Esperanza wildfire caused by arson, during Santa Ana winds.
- II. Open Public Forum
 - Roger Brett – representing Montclair West Homeowner Association – met with Cameron Colson and observed a demonstration of the Hydro-mechanical Obliterator. His opinion was that the process is appropriate for lighter vegetation, not the larger materials as promoted at last meeting; further review is needed.
 - He also stated that he gave his copy of the revised contract scope to the contractor identified for the Pershing Tree Project phase 2, as the vendor had not received a formal revision in the mail as promised.
 - He also asked on behalf of his group the Montclair Safety and Improvement Council, that the area near Park Blvd. and Highway 13 – the hillside as you are heading south where there is work being done as a landscaped area – be brought to the committee's attention, as it is unclear if the work is of the quality they desire.
 - Lech Naumovich – Conservation Analyst for the California Native Plant Society – provided a [handout](#), (but not enough copies, so it will be posted on the website) regarding the “cut and don't take” treatment policy. He would like this policy to be considered as it is beneficial to native plants, and presents a more holistic approach.
- III. Approval of Minutes of the [November 16, 2006](#) meeting
 - Motion to accept minutes, to include several typographical corrections, was made by Pilger, was seconded by Burnett and approval was unanimous.
- IV. Financial Discussion –

- Donna Hom discussed the audit process: as requested at the previous meeting, she requested in writing the timeline, via the City Controller's office, for the audit process. She had been informed by the Controller's office that the audit would be done by the end of November and received by December 31. To date she has not received a response from the Auditor. She will make a second request for information. This year, the Controller's office automatically included the WPAD in the ongoing contract with the auditor which saved us time and probably money. This is the last year with the current auditor, and it would most likely be a large savings for us to engage the same auditor as the rest of the city assessments, as an economy of scale is realized.
- Hom outlined the timeframe for the City's budget process: January 26 is the Fire Department's deadline to submit budget for the City's process. The public process will continue through City Council. The WPAD budget will be a stand alone item as it has been in the past years, and it will go to City Council at the same time as the Fire Department and the other City assessment district budgets. The Chair appointed an ad hoc budget committee (Burnett, Benson, Wong, Goldenberg and Griffin) to meet (after December 4) and make a recommendation for the WPAD 2007-2008 fiscal year budget and to bring it to the January meeting for approval. Revenues will be estimated as the same as for this current fiscal year.
- Hom clarified that the reserve funds reflected in the budget now will be held for FEMA grant matching funds, with approximately one-third being spent each year of the three year grant, once it is approved, which is likely to begin fiscal year 2007-2008 following the environmental review process.
- Recommendations for a new treasurer will be made at the December meeting, as Burnett will be leaving. The appointment will be made at the January meeting.

V. Fire Prevention Bureau Staff Report – Update on Ongoing Issues. Report made by Shaff.

- Meeting dates for 2007 have been identified and posted.
- The request was made that any WPAD Advisory Committee member, who has not previously been sworn in by the City Clerks Office, needs to make arrangements to do so. It was advised to have a copy of your appointment letter in hand, to have your City Council member's Chief of Staff assist in making the appointment to get sworn in. The number to make an appointment is 238-3226.
- The City Attorney has been contacted about addressing the private/public partnership issue. A meeting date has been set for November 30 at 4:30 p.m. at 1 Frank H Ogawa Plaza, 6th floor so that a complete discussion of the issues can be achieved as it is a complex issue. Chair Sieben appointed an ad hoc committee to meet: Benson, Burnett and Goldenberg. They will report back on December 7.
- Chief Williams recommended a DVD from FEMA which was partially played before and after the meeting. He suggested that it be played as part of meetings with the public. Copies will be made for the Committee. It will also be sent to KTOP to play on the public TV station.

VI. Discussion and Action to be Taken Regarding the Ad Hoc Committee on Endangered Plant Species Statement of [Goals and Objectives](#).

- Faber reported out on the document. Discussion and suggestions on items 3 and 7 will be brought back to the ad hoc group by staff. Compliments from the public included Karen Paulsell and Ralph Kantz, who offered thanks to the committee for a good piece of work that will forward the goals of protecting these plants. Site specific prescription recommendations will be needed in certain areas. Also the timing of prescriptions needs to be included, as well as information going out to homeowners and the public in general. Motion to accept the goals and objectives was made by Goldenberg, seconded by Burnett and approval was unanimous.

VII. Presentation and Discussion of New Insights Gained at the 2006 National Wildland/Urban Interface Fire Education Conference

- Sieben's [presentation](#) is attached. The main point was a paradigm shift from the initial steps of maintaining "defensible space" to the concept of being responsible for the "home ignition zone" which is the FireWise national message and is supported by excellent, recent scientific research. Chief Williams and staff also highly recommend this approach to property owners as the next phase in the message to the community about how to best protect themselves from wildfire.

VIII. Discussion Regarding Goals and Objectives from the Special Meeting

- The original four primary goals will be kept intact. Slight revisions were made to the draft document by Chair and staff to better organize the items. The Chair suggested that each goal be assigned to a pair of committee members for the purpose of reviewing, prioritizing and drafting a more complete set of achievable supporting objectives for each primary goal for reporting out as drafts at the next meeting and in January. Electronic documents can be mailed to Kshaff@Oaklandnet.com so they can be shared as drafts with the entire committee. Assignments were as follows:
 - Objective 1 – Pilger and Piper
 - Objective 2 – Sieben and Faber
 - Objective 3 – Wong, Goldenberg and Williams
 - Objective 4 – Warren and Benson
- Discussion on the development of the Decision Making Criteria Matrix included a request for staff to contact the facilitator and technical advisor from the Special meeting to see if there was a ranking or weighting scale already designed. The Chair requested that each committee member review the matrix for major omissions or redundancies, try to create a ranking system for each criteria and to possible test it out on a project or two of their own in the WPAD to see how it works. This information can also be sent to Kshaff@Oaklandnet.com so it can be shared as drafts with the entire committee.

IX. Advisory Committee Open Forum

- Piper requested a letter of appreciation be issued to the volunteer groups who participated on November 11. It was acknowledged that WPAD was not a sponsor of the event, and that those committee members present were there as private citizens.

X. Pending List of Possible Agenda Items:

- Vegetation Management Plan for 2007
- Private/Public Partnerships
- Long-term (10 year) Vegetation Management Plan
- Public Works Agency Responsibility Areas
- CDF Presentation on fire hazard analysis and treatments
- Fire Dynamics presentation by Maria Morales
- Presentation by CDF to present ideas on urban forest master plan for the City of Oakland
- Presentation by Fourth Bore Coalition regarding possible funding opportunity for vegetation management
- Hydro-mechanical obliteration demonstration

The meeting was adjourned at 9:06 p.m.

Note: [Type in blue underline](#) indicates a link to a report attachment available at www.Oaklandnet.com/WildfirePrevention