

MINUTES FOR A MEETING OF THE WILDFIRE SAFETY COMMISSION

Wednesday, December 16th, 2020 11:00AM to 1:00PM Zoom

As the December 16th Wildfire Safety Commission (WSC) will be held electronically, any public forum testimony is to be submitted in writing by members of the public by 10AM the day before the scheduled meeting. Staff will compile all written testimony into one document and send the document to the Commission members and post the testimony on the agenda the day before the meeting after 10AM. The written testimony will also be included in the minutes.

Members of the public are welcome to listen or view the Wildfire Safety Commission meeting live. Please contact katie.gibble@ashland.or.us if you would like to listen to this meeting live.

Meeting protocol via Zoom: raise hand to chime in and Stephen or Katie will facilitate when you can begin speaking

I. CALL TO ORDER

A. Dan Dawson, Stephen Gagne, Doug Kay, Kent Romney, Charisse Sydoriak, Paul Behrhorst, Chris Chambers, Bruce Moats, Tonya Graham, Katie Gibble

II. INTRODUCTIONS

III. APPROVAL OF MINUTES

A. All approved

IV. PUBLIC AND GUEST FORUM

V. ADJUSTMENTS TO AGENDA

A. Stephen: suggests focusing meeting around what WSC can do to motivate community to take action while still within first six months post-Alameda Fire

1. Kent notes that much work is already being done by working groups to meet this idea

B. Charisse: proposes to present work of the Home Inspection Capacity-Building working group first

1. All approved

VI. CITY COUNCIL CHECK-IN

A. Alameda Fire City Survey

1. City Council discussion is available in November 30th meeting recording

B. Evacuation study coming to City Council near beginning of 2021

C. City Communications staff hiring

1. Finance is restructuring Central Services, and funding for Communications staff may be funded under this restructuring. Tonya will send update to group.

D. Building Code check-in

1. City Council will be able to look at the building code in March, at the earliest

E. New Fire Chief

1. Council will take this on in New Year.

F. Work Plan and priorities for City Council next year.

1. Strategic planning session may occur to help set priorities. No plan for this is yet set.

VII. OLD BUSINESS

A. Working Group List

1. FAC Expansion/integration (KG, KR, CS, DK)

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- a) No progress to report
2. CWPP (CS, PB, KR)
 - a) What is being done in the Home Inspector Capacity Building group will feed into CWPP
3. Nuisance Ordinance Expansion (DD, CS, CC, KG)
 - a) Dan: Requests briefing on nuisance ordinance letters that were sent out by Brian Hendrix
 - b) Draft of proposed changes sent to Chris and Ralph, not reviewed by them at this time.
 - (1) After review it will take time by legal to turn language into formal ordinance
4. Home Inspector Capacity Building (KR, CS, PB)
 - a) Moved to the top of the agenda, before City Council check in.
 - b) Working group creating a volunteer cadre to perform home assessments.
 - (1) Documents attached at end of minutes describe program in detail
 - c) Discussion: “boots on the ground” now (within the 6-month window of Alameda Fire)
 - (1) Stephen suggests recruiting CERT volunteers to go out and do work/spread the word about wildfire safety. Suggests expediting home assessments to meet this three-year window.
 - (a) Charisse, Kent and Chris describe the challenges and requirements of training well-qualified home assessors.
 - (b) Tonya: we should not underestimate the power of disaster amnesia. Is it possible for us to combine CERT workforce with postcard efforts?
 - (i) Bins out in neighborhoods
 - (ii) Fleet of volunteers to go out and re-provide postcard info
 - (2) Kent moves that this commission set up a working group to work in tandem with the risk assessment program to address boots on the ground work to reduce the wildfire risk to the city of Ashland.
 - (a) Vote passes
 - (b) Charisse, Kent, Tonya, Stephen, Katie, Chris
 - (3) Fire scar from Alameda Fire will be consistent reminder for several years.
 - (4) Kent: what work have we done to respond to recent fires and get that word out to the public?
 - (a) Public relation campaign. Tonya poses the idea to extend the wildfire preparedness campaign
5. Nursery/Landscaper Education (CS, KG)
 - a) No progress to report
6. Fire-Safe Business License Program for Landscapers and Contractors (KG, SG)
 - a) No progress to report

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7. New Building Code Adoption advocacy (KG, SG)
 - a) Previously covered
8. Electric Utility Risk Assessment (SA)
 - a) Steve Asher not present
- B. Farmer's Market (Doug)
 1. Moving to ScienceWorks, starting March.
- C. Homeland Security Grant for evacuation planning (Katie)
 1. Working with contractor to get more detailed data to contractor
- D. DEQ Grant (Katie)
 1. Council approved of the Community Response Plan for Smoke, now it goes to the County for approval, hopefully before the end of the year.
 2. We may be receiving more funds from the DEQ to allow us to purchase more air purifiers.
- E. Building code update (Chris)
 1. Nothing else to report
- F. Real Estate Engagement Program (SG, KG)
 1. Three of the four aspects of the program have been implemented. NFPA 2-day course for inspectors still being delayed due to COVID.
- G. Intterra/WiRe Program rollout (DD, BM, KG, KR)
 1. No update to report
- H. Spring Wildfire Preparedness Campaign (KG, KR, CS, DK)
 1. This group will begin planning in January 2021
- I. Illegal Camping Ignition Sources (KG, CC)
 1. Parks is looking into expanding drone ignition detection to greenway.
 - a) Drone program came in under budget last year, may add another day to flights in the coming year.
 - b) Chris may come to commission to help get a motion of support for expanding the drone program to the Greenway. Decision to expand the program must come before fire season.
 - c) Chris already has tentative support from Parks Commission.

VIII. NEW BUSINESS

- A. Consumer product testing (mulch, deck boards, fencing, fire retardant)
 1. Stephen and Doug and owner who lost home in fire will be testing different materials to protect fences next summer. Products will be tested over time for next several years to see how the products perform with age. Different types of bark mulch will also be tested.

IX. REPORTS AS TIME ALLOWS

- A. Forest Lands Commission

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1. Charisse attended – Marty Mane presented tree mortality findings, noting that Douglas Fir viability may be in question.

B. Chamber Wildfire Task Force (Katie)

X. NEXT MEETING

A. Wednesday, January 20th, 2021 Zoom

XI. ADJOURN

Wildfire Safety Commission **Wildfire Risk Assessment Program Working Group** (another name change)
Document Resulting from the December 15, 2020 on-line meeting
Attending: Paul Behrhorst, Chris Chambers, Katie Gible, Kent Romney, and Charisse Sydorik

Commented [CS1]: Adopted another name

Purpose and Need

The September 8, 2020 Alameda Fire showed us how vulnerable Ashland and neighboring communities are to the disastrous consequences of extreme wildfire. It is imperative that we promptly respond by investing in multiple components of wildfire mitigation proven to be most effective in motivating and enabling residents and businesses to prepare for wildfires originating in or entering the City.

In recognition of this need to act, this Wildfire Risk Assessment Program (WRAP) Working Group worked with Ashland's Wildfire Division to adopt the following high-level near-term programmatic goal:

Ashland's wildfire risk is reduced by 25% citywide by December 31, 2023 through a major increase in community-driven wildfire mitigation activities.

Wildfire risk reduction has many components, one of which is performing property wildfire risk assessments. Once risks are identified, it is the property owner's responsibility to mitigate those risks. Securing the means to mitigate identified risks can be challenging for many residents.

In 2018, a citywide curbside residential area risk assessment was completed by Ashland's Wildfire Division staff. The top 1,100 most-at-risk residential properties in the City were identified to receive FEMA grant funding to mitigate wildfire risk starting in early 2021 and ending 3 years later. This means that assistance is available to mitigate between 7-14% of identified wildfire at-risk properties within city limits by December 31, 2023.

There is no equivalent risk reduction initiative for the 6,000+ properties not covered by the FEMA grant. To accomplish the goal of reducing Ashland's wildfire risk by 25% in the next 3 years requires a significant increase in mitigation activities in addition to those supported by the FEMA grant.

We need to figure out how to inspire and grow risk reduction activities at an unprecedented scale. The Wildfire Risk Assessment Program proposed in this document only addresses the risk assessment component of a wildfire mitigation program. *A corresponding wildfire risk reduction program must be stood up simultaneously with a risk assessment program to enable people to do the wildfire risk reduction work identified in curbside and "home-site" wildfire risk assessments.*

WILDFIRE RISK REDUCTION PROGRAM GOALS and GUIDING PRINCIPLES

- We recognize that an actively involved community at the grass roots level increases wildfire mitigation effectiveness.
- We understand that face-to-face, two-way communication has proven to be the most effective means to promote behavioral changes that are sustainable.
- We recognize that diverse partnerships are key to engaging residents/business owners to do the work.
- We recognize that wildfire risk mitigation is the property owner's responsibility; however, on a case-by-case basis we may facilitate wildfire mitigation work.
- We are committed to working collaboratively with others to promote initiatives that enable wildfire risk reduction work to be accomplished when risk assessments are completed.
- We will serve all members of the community regardless of citizen tenure, income, or status.
- We will leverage existing resources and tools to accomplish program objectives.
- We are committed to adopting a risk reduction approach that is sustainable for at least 10 years.

- We recognize that as environmental and socioeconomic conditions change, we must be open-minded and flexible in our approach.
- We recognize that wildfire risk mitigation is dependent on a critical mass of participation to achieve success at a meaningful scale (partnerships, neighborhoods, and whole landscapes).

Commented [CS2]: First rough draft of this guiding principle. Please consider whether the statement needs editing and suggest changes.

Wildfire Safety/Property/Risk Assessment (WRAP) Program

An important component of the wildfire risk mitigation process is to identify risks on individual properties. The purpose (aka charter) of the Wildfire Risk Assessment Project proposed is *to substantially increase the capacity of Ashland's Fire & Rescue to provide timely, no-cost property risk assessments citywide, indefinitely*. If we are successful, the WRAP may serve as a model for other municipalities to consider.

Measurable OBJECTIVES:

- Analyze and summarize (using multiple metrics) residential, business, and institutional property risk assessment needs citywide to establish scope of work parameters by January 31, 2021.
- Develop a framework/plan for a Wildfire Risk Assessment Program (WRAP) by March 31, 2021.
- Launch the Wildfire Risk Assessment Program October 31, 2021.
- A minimum of 8 volunteers are certified to perform WRAs in Ashland by October 31, 2021.
- The number of certified volunteers available to city residents and businesses is maintained at 8 or more every year beginning in 2022.
- Encourage demand for and enable capacity to conduct 1,000 WRAs per year. (Baseline is 150)
- By September 30, 2020, develop the capacity to perform a WRA within 2 weeks of a request and for the homeowner to receive a report within 2 weeks of the WRA.
- Perform 3,000 WRAs within five years of launching the WRAP.
- Complete curbside risk assessments for non-residential properties by December 2022.
- Rescore all residential properties assessed in 2018 through curbside risk assessments by January 2023.
- 70% or more of property owners, businesses, and renters are aware of the free WRAP in annual surveys starting in the year 2023.
- An annual progress/accomplishment report is due 60 days before the Annual Wildfire Safety Commission Report to City Council.

Commented [CS3]: Changed year on 12/15

Working Group Operating Expectations

- This working group will maintain session agendas/minutes to document work.
- We will front load meeting agendas with topics that need Chris and Katie's attention.
- We will strive to limit the front-loaded portions of the meetings to 1 hr or less.
- Working group members understand that meetings may go beyond 1 hr.
- **Meeting regularity: no more meetings in 2020. Reconvene on January 4, 2021 from 1-3pm. Meet every week at this time until we have completed the WRAP plan.** We may not meet on January 18 (MLK day).

New How statements

- Encourage self-directed networks (e.g., service organizations, community and neighborhood groups, and NPOs) to (1) recruit their constituents to ask for HSAs, (2) accomplish wildfire mitigation work, and (3) track constituent's accomplishments.
- Facilitate opportunities for individuals, neighborhoods, and community organizations to get engaged.

- Consider the CERT program’s administrative model, WiRe dataset and scoring system, and other existing tools to stand up the WRA project.
- Annually measure citizen awareness of the availability of the risk assessment project and free property assessment through existing city survey instruments

HOW? VHSA Programmatic Requirements:

- Implementation of the WRAP is facilitated by a paid or volunteer coordinator depending on City requirements and grant funding. The position is overseen by the City’s FAC coordinator and supported by the Ashland Wildfire Safety Commission.
- Volunteer HSAs meet City of Ashland volunteer requirements (e.g., background checks)
- Volunteer HSAs are certified to perform home site assessments through a training and certification process. Specific training requirements TBD but are likely to be those identified by the National Fire Protection Association (NFPA) or the National Wildfire Coordinating Group (NWCG).
- The VHSA program will use existing ~~Interra software~~ MyHome Portal database to identify and document home site risks and risk change over time.
- A database is developed and maintained to assign and track VHSA activities and report out on annual accomplishments. Database parameters will be defined in the project framework/plan due on March 31, 2021.

- identify ways to advertise the program and develop schedule of advertising

HOW? Opportunities Revealed in today’s session:

- Ashland’s CERT program has paved the way for our working group to learn about and understand what is required to stand up a major volunteer-based program. Some of the CERT volunteers ~~may have already shown interest~~ ~~be interested~~ in also getting trained and certified to become VHSAs.
- People have expressed interest in serving as the WRA volunteer coordinator. We will invite her to get involved in the programmatic details after we have solidified our intent and project parameters. She is welcome to attend our strategic planning meetings when/if she chooses, so we will continue to keep her on the working group mailing list. Work group sessions are not dependent on her availability at this stage of project development.
- The FEMA grant that Ashland successfully competed for provides wildfire mitigation funding and services for approximately 1 out of 6-7 homes in Ashland. To receive the funds/services, affected property owners must sign a contract to maintain reduced fuel load on their property for ~~2~~ 20 years.
- OSF has access to laid-off staff who want to do something good for the community. OSF wants to be involved in helping their folks find ways to contribute to wildfire mitigation in Ashland.
- The Rogue Valley Prevention Cooperative has expressed interest in standing up a regional volunteer-based home site assessment program. The program we design may serve as a model.
- Local resources that are performing HSAs within the Rogue Basin include Katie and Brian in Ashland, Tyler A. from the Oregon Dept of Forestry, the Medford Fire Inspector, and Rick McClintock provides home site assessments for FireWise Communities.
- The SW Colorado FAC Network has a “neighborhood ambassadors’ program that has been successful in primarily rural communities. The program has not been stood-up in a city-based community like Ashland. We can learn more from Alison Lerch and Becca Samulsky.
- The Coalitions and Collaboratives (COCO) Wildfire Best Practices Course cadre has given Charisse the names of several persons and organization in the area that we may be able to tap into for ideas, information, training, and more.
- Katie told us that FireWise community leaders tend to want to stay focused on their community so we should not expect these leaders to serve as VHSAs outside of their neighborhoods.
- Wildfire Mitigation training leading to certification as an NPFA qualified Home Site Assessment assessor is available but the training is expensive (cost is \$8,500—class size is limited to 40 students and each student must pay \$500). This ~~two one~~ day course covers wildfire science and is designed for persons with no prior knowledge or experience. There are few instructors and all in-person classes

Commented [KG4]: Are we targeting high, very high, and extreme risk homes? If so, how?

Commented [CS5R4]: VH does not stand for “very high” risk properties. An objective of the project is to ensure timely assessments regardless of tenure, status, or income of community members. However, you make a good point because we need to focus on those properties that are at higher risk rather than those that are not. I think we need to figure this out in our action plan – strategies and tactics.

Commented [KG6]: We will have to dig into specifics of this training and certification program eventually. Not sure if next meeting or one further down the road would be best, but providing a specific roadmap from volunteering, to ultimately being able to conduct home assessments, will need to be mapped out, including in-between steps of conducting rapid curbside assessments before “moving up” to conducting 1 hour assessments

Commented [CS7]: Paul asked: How will volunteers access this software?

have been cancelled during the COVID pandemic. This class has no certification, but you do get a certificate of completion. This is the most comprehensive course offering that Katie and Chris are aware of. The more advanced training leading to certification as a Wildfire Mitigation Specialist is a 2-day in-classroom course. The class has two components-A second option is a certification: Certified Wildfire Mitigation Specialist. The certification has two components a) passing an exam, and b) passing a practicum. The cost is \$350/person and the certification is good for 3 years, after which the specialist has to retake the class to get recertified. Students must study This course covers building codes. It is not clear how the NFPA courses would be meet our need to train and certify a cadre of volunteer HSAs in Ashland. Kent has volunteered to take a hard look at the course curricula and get back to the working group to propose a training program for VHSAs. We may be able to standup a training cadre using local resources.

Commented [KG8]: This second certification does not have a two day course. It's all self-study.

Commented [KG9]: I would say we do know what the training would offer: a unified, nationally recognized certification standard for the volunteers to meet.

SOME NUMBERS TO THINK THROUGH:

Katie's quick math for CURBSIDE ASSESSMENTS: currently 6799 homes assessed within Ashland's MyHome Portal. If we want to "refresh" this data every 3 years and we have 8 volunteer assessors, each volunteer would have to conduct ~850 assessments every 3 years, or ~283 assessments every year. At ~3 minutes per curbside assessment, that's 14 hours of curbside home assessments each year per volunteer; I'd double that time to account for walking between homes and talking with curious/interested homeowners who engage with the volunteer, equaling ~28 hours per year. This seems like a reasonable amount of time to expect of a volunteer.

Thinking through this, a couple of items to work out:

- o How homeowner will record assessment
 - check out a City tablet (if that's even an option, my hunch is it is not)
 - have volunteers use their smart phones and download ArcGIS Collector to collect data digitally – this would require discussion about using volunteer's phone data to conduct assessments
- o Setting geographic areas that each volunteer is responsible for to eliminate spatial overlap of where assessments are performed

Commented [CS10]: Thanks Katie for these calculations. I really helps to have a foundation around which we can build an informed approach to the workload.

Katie's quick math for ONE HOUR ASSESSMENTS: 3000 homes in 4 years (assuming current goal of 3000 by December 2024) with 8 volunteers. That is 375 1-hour assessments per volunteer over the 4 year period, or ~94 home assessments per year per volunteer. That is 94 hours per year (approximately 1 home assessment every 4 days). Once assessment is complete, volunteer must take field notes from assessment and place into a digital, formal document and pass on to the volunteer coordinator and/or emailing it to the homeowner. I usually spend ~30 minutes per homeowner typing this info up and sending it back to the homeowner. This increases the annual time estimate per volunteer to 141 hrs/year on home assessments, or 3.5 work weeks (assuming a typical 40 hour work week).

If we stretch this goal to completing 3000 assessments over 5 years (by December 2025), that is 75 assessments/volunteer/year, which will equate to 112.5 hrs/year, or 2.8 work weeks worth of work.

Combining the 1 hour home assessment time estimates with the curbside assessment time, that is a total of 140.5 – 169 hours/volunteer/year.

ASHLAND'S WILDFIRE RISK REDUCTION PROGRAM (The yellow highlighted text that follows is a place holder for a broader discussion on whether the WSC wants to develop a coordinated effort that includes coordinated risk assessments, fuels mitigation (in developed areas and at the landscape scale), firewise landscaping, etc. in a document titled "wildfire risk reduction program.")

Wildfire risk reduction is a critical activity that contributes to a “fire adapted community.” The National Wildfire Coordinating Group defines a fire adapted community as: *“A human community consisting of informed and prepared citizens collaboratively planning and taking action to safely coexist with wildland fire.”*

“Fire adapted communities are knowledgeable, engaged communities where actions of residents and agencies in relation to infrastructure, buildings, landscaping and the surrounding ecosystem lessen the need for extensive protection actions and enable the communities to safely accept fire as part of the surrounding landscape. Because every community is unique, the steps and strategies they take to improve their wildfire resilience will vary from place to place.” (Fire Adapted Communities Network <https://fireadapted.org/>)

Ashland’s Wildfire Division employs a full-time Fire-Adapted Community Coordinator and part-time staff who perform wildfire risk assessments, among other duties.

More TBD...if we elect to draft a document that will cover all risk reduction activities. Unless and until this is determined, we will only cover the wildfire safety assessment component in the remainder of this paper.

SCOPE OF WORK (how is the work going to get done?) (Version 2: Dec 15, 2020)

Unassigned Discussion Topics/Notes:

- The Rogue Valley Prevention Cooperative has expressed interest in standing up a regional volunteer-based home site assessment program. The program we design may serve as a model.
- The SW Colorado FAC Network has a “neighborhood ambassadors” program that has been successful in primarily rural communities. The program has not been stood-up in a city-based community like Ashland. We can learn more from Alison Lerch and Becca Samulsky.
- The Coalitions and Collaboratives (COCO) Wildfire Best Practices Course cadre has given Charisse the names of several persons and organization in the area that we may be able to tap into for ideas, information, training, and more.

Objective: Launch the Wildfire Risk Assessment Program (WRAP) and, simultaneously--a Coordinated Wildfire Risk Reduction Program (WRRP) by October 31, 2021

A corresponding wildfire risk reduction program must be stood up simultaneously with a risk assessment program to enable people to do the wildfire risk reduction work identified in curbside and “home-site” wildfire risk assessments.

Strategic Approach: The Wildfire Safety Commission needs to figure out how to simultaneously stand-up a **coordinated wildfire mitigation program** to support community wildfire mitigation activities, particularly reducing fuels on private, business, and institutional properties with or without additional funding.

Step 1: Share the WRAP initiative with WSC commissioners on Dec 16, 2020; and propose standing up a parallel working group to focus on creating a coordinated wildfire mitigation program implementation plan by March 31, 2021.

Tactic: Initial emphasis is leveraging existing working group efforts that focus on getting mitigation work done, such as the real estate engagement program; nuisance ordinance expansion; hazardous vegetation and combustible Materials disposal day in May; educating landscapers and nurseries and encouraging the use of the FireWise plantings; adopting updated building codes; and sharing information and resources for reducing fuels on private and business properties.

Tactic: Leverage the FEMA grant that Ashland successfully competed for provides wildfire mitigation funding and services for approximately 1 out of 6-7 homes in Ashland. To receive the funds/services, affected property owners must sign a contract to maintain reduced fuel load on their property for 20 years.

Situation Assessment for the WRAP Metrics

Objective: Analyze and summarize (using multiple metrics) residential, business, and institutional property risk assessment needs citywide to establish scope of work parameters by January 31, 2021.

Step 1: Review available metrics (e.g., WiRe data) strengths and weaknesses to identify gaps and opportunities

Katie’s quick math for CURBSIDE ASSESSMENTS: currently 6799 homes assessed within Ashland’s MyHome Portal. If we want to “refresh” this data every 3 years and we have 8 volunteer assessors, each volunteer would have to conduct ~850 assessments every 3 years, or ~283 assessments every year. At ~3 minutes per curbside assessment, that’s 14 hours of curbside home assessments each year per volunteer; I’d double that time to account for walking between homes and talking with

curious/interested homeowners who engage with the volunteer, equaling ~28 hours per year. This seems like a reasonable amount of time to expect of a volunteer.

Thinking through this, a couple of items to work out:

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Combining the 1 hour home assessment time estimates with the curbside assessment time, that is a total of 140.5 – 169 hours/volunteer/year.

Step 2: Consider Asset Mapping (Fire Learning Network Tool)

Step 3: Other....

Complete a Wildfire Risk Assessment Program Plan

Objective: Develop a framework/plan for the Wildfire Risk Assessment Program (WRAP) program by March 31, 2021

General Expectations:

- Implementation of the WRAP is facilitated by a paid or volunteer coordinator depending on City requirements and grant funding. The position is overseen by the City's FAC coordinator and supported by the Ashland Wildfire Safety Commission.
- Consider the CERT program's administrative model, WiRe dataset and scoring system, and other existing tools to stand up the WRAP.
- Volunteer WRAP assessors meet City of Ashland volunteer requirements (e.g., background checks)

Step 1: Meet on January 4, 2021 and weekly on Monday's for 1-2 hours between 10:30-4:00 until the WRAP strategic planning process is completed. Deadline is March 31, 2021. (We will set up a regular meeting time after Charisse consults with Kent about his availability).

Step 2:

Step 3:

Create Capacity to Implement the Wildfire Risk Assessment Program

Objective: A minimum of 8 volunteers are certified to perform WRAs in Ashland by October 31, 2021.

Objective: The number of certified volunteers available to city residents and businesses is maintained at 8 or more every year beginning in 2022.

Discussion Notes:

- Volunteer WRAs must be certified to perform home site assessments through a training and certification process. Specific training requirements TBD but are likely to be those identified by the National Fire Protection Association (NFPA) or the National Wildfire Coordinating Group (NWCG).
- Ashland's CERT program has paved the way for our working group to learn about and understand what is required to stand up a major volunteer-based program. Some CERT volunteers have already shown interest in also getting trained and certified to become WRAP assessors.
- People have expressed interest in serving as the WRAP volunteer coordinator. We will invite all interested persons to get involved in the programmatic details after we have solidified our intent and project parameters.
- Wildfire Mitigation training leading to certification as an NPFA qualified Home Site Assessment assessor is available but the training is expensive (cost is \$8,500—class size is limited to 40 students and each student must pay \$500). This two-day course covers wildfire science and is designed for persons with no prior knowledge or experience. There are few instructors and all in-person classes have been cancelled during the COVID pandemic. This class has no certification, but you do get a certificate of completion. This is the most comprehensive course offering that Katie and Chris are aware of. A second option is a certification: Certified Wildfire Mitigation Specialist. The certification has two components a) passing an exam, and b) passing a practicum. The cost is \$350/person and the certification is good for 3 years, after which the specialist has to retake the class to get recertified. Students must study building codes. It is not clear how the NPFA courses would meet our need to train and certify a cadre of volunteer HSAs in Ashland. Kent has volunteered to take a hard look at the course curricula and get back to the working group to propose a training program for volunteer home site assessors. We may be able to standup a training cadre using local resources
- Katie told us that FireWise community leaders tend to want to stay focused on their community so we should not expect these leaders to serve as WRAs outside of their neighborhoods.

Commented [KG1]: We will have to dig into specifics of this training and certification program eventually. Not sure if next meeting or one further down the road would be best, but providing a specific roadmap from volunteering, to ultimately being able to conduct home assessments, will need to be mapped out, including in-between steps of conducting rapid curbside assessments before "moving up" to conducting 1 hour assessments

Commented [KG2]: I would say we do know what the training would offer: a unified, nationally recognized certification standard for the volunteers to meet.

Step 1: Research the options and agree on qualifications and training/certification requirements for WRA "personnel" by March 31, 2021.

Notes: Kent has spoken to ODF (Southwest Oregon). OSU has a comprehensive educational program to enable citizens to wildfire mitigation "specialist" in the State of Oregon. See on-line links that Kent sent out on Dec 15. Kent and Charisse will be meeting with Chris Adlam of OSU on Thursday to look into the possibility of creating a customized 6-week self study curricula to meet our needs, and potentially that of other communities in the Rogue Valley. After completing the course, students can take a test (possibly sponsored by the NFPA) to qualify for or be certified as a property risk assessor of wildfire mitigation specialist. Katie asked if OSU has the capacity to do manage the training process so that the City of Ashland doesn't have to. Chris brought up the issue of liability. Can the OSU training provide legal coverage for the City of Ashland if the State of Oregon is sponsoring the training/certification? NFPA sets the gold standard for "certification."

Step 2: Develop training materials and find instructors. If necessary, secure funding for training by June 1, 2021

Step 3: Initiate training by...tbd

Step 4: Certify 8 volunteers to do WRAs by October 31, 2021

Step 5: Review and refine training requirements after the pilot program has been operational for 6 months.

Increase Demand for Wildfire Risk Assessments

Objective: Encourage demand for and enable capacity to conduct 1,000 WRAs per year. (Baseline is 150).

Tactic: Facilitate opportunities for individuals, neighborhoods, and community organizations to get engaged

Tactic: Encourage self-directed networks (e.g., service organizations, community and neighborhood groups, and NPOs) to (1) recruit their constituents to ask for HSAs, (2) accomplish wildfire mitigation work, and (3) track constituent's accomplishments.

Tactic: OSF has access to laid-off staff who want to do something good for the community. OSF wants to be involved in helping their folks find ways to contribute to wildfire mitigation in Ashland.

Tactic:

Manage Project Personnel and Data

Objective: By September 30, 2020, develop the capacity to perform a WRA within 2 weeks of a request and for the homeowner to receive a report within 2 weeks of the WRA.

Objective: Perform 3,000 WRAs within five years of launching the WRAP.

Objective: Complete curbside risk assessments for non-residential properties by December 2022.

Objective: Rescore all residential properties assessed in 2018 through curbside risk assessments by January 2023.

Discussion Notes:

→ Local persons that are performing WRAs within the Rogue Basin include Katie and Brian in Ashland, Tyler A. from the Oregon Dept of Forestry, and the Medford Fire Inspector. Rick McClintock provides home site assessments for some FireWise Communities.

Personnel Management

Step 1: Create a job description for the WRAP coordinator by March 31, 2021.

Step 2: Recruit and "hire" the WRAP coordinator by June 1, 2021.

Step 3: Create a job description for WRAP volunteers by March 31, 2021

Step 4: Recruit and hire WRAP volunteers by June 1, 2021

Step 5: Train and certify WRAP volunteers by October 31, 2021

Data Management

Step 1: Develop a database to track volunteer training, certification, and work performed by October 31, 2021.

Step 2: Provide the means to enable WRAP volunteers to access the MyHome Portal database to record risk assessment data they need and to report findings.

Tactic: The WRAP will use existing MyHome Portal database to identify and document wildfire safety site risks and risk change over time.

Tactic: A database is developed and maintained to assign and track WRAP activities and report out on annual accomplishments. Database parameters will be defined in the project framework/plan due on March 31, 2021.

Tactic:

Routinely Evaluate Project Effectiveness

Objective: 70% or more of property owners, businesses, and renters are aware of the free WRA program in annual surveys starting in the year 2023.

Objective: An annual progress/accomplishment report is due 60 days before the Annual Wildfire Safety Commission Report to City Council.

Tactic: Identify ways to advertise the project and develop schedule of advertising.

Tactic: Annually measure citizen awareness of the availability of the risk assessment project and free property assessment through existing city survey instruments.