



HUMBOLDT COUNTY FIRE SAFE COUNCIL
 Appointed by the Humboldt County Board of Supervisors
 Supported by the Planning Division of
 Community Development Services
COUNTY OF HUMBOLDT
 3015 H Street
 Eureka, CA 95501-4484 PHONE (707) 268-3736



AGENDA
Humboldt County Fire Safe Council Meeting

Monday April 20, 2009 Time: 1 to 4:00 P.M.
Location: Six Rivers National Forest Headquarters in Eureka

SUBJECT	TIME
1. Call to Order and Introductions	(1:00 - 1:05 PM)
2. Approval of Minutes from January 12, 2008 FSC Meeting (See Attachment 2-1)	(1:05 - 1:10 PM)
3. Public Comments/Announcements/Correspondence	
a. 700 Forms	
b. Report from Will - Formalizing the establishment of a community liaison with the Forest Service on large fires	(1:10 - 1:45 PM)
c. Board of Supervisors Agenda item for appointment of two new members	
d. Willow Creek Fire Safe Day and Youth Ecology Fair	
e. PG&E Vegetation Management Multi-Agency Meeting May 19, 2009	
4. Reports from local FSC Representatives	(1:45 – 2:00 PM)
5. Review, modify as necessary, and approve FSC Mission Statement and Meeting Procedures (See Attachment 5-1)	(2:00 – 2:15 PM)
6. Discussion about nexus between FSC work and that of the North Coast Unified AQMD – Special guest Al Steer from NCU AQMD	(2:15 – 2:30 PM)
7. Grant Reports:	
▪ State Grants Clearinghouse Application status	
▪ USFS grant project – Humboldt County CWPP Update status – NWCalfSC Conference	(2:30 – 2:45 PM)
8. Committee Progress Reports & Discussion of Next Steps (See Attachment 8-1 for task tracking - Fire Safe Council Members: Please look over these action items and come prepared to report on any that you are involved in carrying out.)	
1. Fuel Modification/Biomass Utilization	
2. Revenue Source for Fire Protection	(2:45 – 3:35 PM)
3. Level of Service Standard	
4. Improve Emergency Dispatch Services	
5. Safety Element of General Plan Update (fire)	
Times Standard Living with Fire Insert (Also taking advantage of Times Standard monthly focus on Willow Creek)	(3:35 – 3:55 PM)
Confirm Next Meeting Date and Location and Adjourn	(3:55 - 4:00 PM)

(A break will be had as needed)

Attachment 2-1

Draft----- Meeting Summary (Action Minutes) -----Draft
Humboldt County Fire Safe Council
January 12, 2009

A Humboldt County Fire Safe Council (HCFSC) meeting was held on January 21, 2009 from 1:00 P.M. to 4:00 P.M., at the Six Rivers National Forest Headquarters, Eureka, CA. The FSC was appointed by the Humboldt County Board of Supervisors to guide preparation and implementation of the County Master Fire Protection Plan (Fire Plan).

Fire Safe Council Members Attending:

Dan Larkin, Humboldt County Office of Emergency Services, Emergency Services Coordinator
Debra Lake, Fruitland Volunteer Fire Department, Board Chair
Joe O’Hara, Willow Creek Fire Safe Council, President
Lucy Salazar, USFS, Six Rivers National Forest, Fuels Management Specialist & Air Coordinator
Hugh Scanlon, CAL FIRE –HUU, Battalion Chief
Will Harling, Orleans/Somes Bar Fire Safe Council, Director
Bob Harris, Miranda Fire Protection District, Fire Chief,
Ian Sigman, Honeydew Volunteer Fire Company, Chief and Lower Mattole Fire Safe Council
John McFarland, Arcata Fire Protection District, Chief
Dave White, Humboldt County Fire Chiefs Association, Treasurer
Manny Mello, Northwest Insurance, CIC
Richard Bergstresser, Humboldt Redwoods State Park, Ranger

Fire Safe Council Members Absent:

Tim Jones, Bureau of Land Management, Fire Management Officer

Public and Agency Representatives Attending:

Mark Rogers, CAL FIRE –HUU
Cybelle Immitt, Humboldt County Planning
Pat O’Hara, Willow Creek Fire Safe Council
Paul Abbott, Willow Creek Fire Safe Council
Susan Abbott, Willow Creek Fire Safe Council
John Johnston, Willow Creek Fire Safe Council
Barbara Darst, Willow Creek Fire Safe Council
Don Darst, Willow Creek Fire Safe Council

AGENDA ITEM 1: CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 1:02 P.M. by the Fire Safe Council Vice-Chair, Debra Lake, and introductions were made around the room.

AGENDA ITEM 2. APPROVAL OF MINUTES FROM APRIL 7, 2008 FSC MEETING

Discussion – Debra Lake asked if anyone had any corrections or additions in regards to the action minutes. None were made.

Action – On a motion from Joe O’Hara and seconded by Bob Harris, the Council unanimously approved the minutes.

AGENDA ITEM 3 - PUBLIC COMMENTS/ANNOUNCEMENTS/CORRESPONDENCE

- ◇ Report from Joe on workshop – “Well Managed Forest, Global Warming Solutions”
Joe had examples of materials from the workshop for people to look at. He passed the information around the room.
- ◇ 700 Forms – Cybelle will send out the new 700 forms for all FSC members to fill out and return to her office.
- ◇ John McFarland was welcomed as an official member of the Humboldt County Fire Safe Council and thanked for his commitment.
- ◇ CAL FIRE is putting together a book with info about all of the local fire departments based on an annual report for each department. Find out when this is going to come out and get a copy for the FSC.

AGENDA ITEM 4 –BOARD OF SUPERVISORS AGENDA ITEM FOR APPOINTMENT OF TWO NEW MEMBERS

Discussion

Richard Bergstresser was selected by Humboldt Redwoods State Park as their representative. Steve Horvitz will draft a letter and send it to Cybelle to be incorporated into a report to the Board of Supervisors requesting that he be appointed to the position. Will Harling is working with the Hoopa tribe on getting a nominee for the Board.

ACTION

Cybelle follow up with Will on the Hoopa Tribe nominee. Prepare Board report and place the item on their agenda as soon as possible.

AGENDA ITEM 5 - TITLE III FUNDING – REPORT ON NEW LEGISLATION

Discussion

The “Secure Rural Schools and Communities Act” (SRSCA) funding has been restored for a four year period. Title III funds are a part of this act and have been instrumental in supporting much of the fire planning undertaken by the Humboldt County Fire Safe Council. The funding provided under this extended four years has more restrictions than the Title III we have used in the past. It is closely tied to the National Firewise Program. We need to tie our uses of these new funds to implementation of Firewise programs and assisting communities to be certified as Firewise.

AGENDA ITEM 6 - Grants: WUI grant Status and State Grants Clearinghouse Application

Discussion

The WUI grant application was not funded so now we are going to fold the concept into the Fire Safe California Grants Clearinghouse application process.

ACTION

Cybelle, work with the Mattole Restoration Council to fold the WUI application into a Clearinghouse proposal. Get Support from Will, Tim, Lucy and Joe. Ask permission from the Board to submit this proposal.

Also, prepare a Board report asking for matching funds out of the Title III account for the County FSC proposal as well as those of other local FSCs.

AGENDA ITEM 7 - FSC COMMITTEE PROGRESS REPORTS

Discussion

1. FUEL MODIFICATION/BIOMASS UTILIZATION

(Lucy Salazar, Tim Jones, Will Harling and Joe O'Hara. Coordinator - Lucy Salazar)

Action Items:

- Send a copy of the Clearinghouse grant proposal with the work program to the subcommittee. Start planning to get the committee together to start the detailed planning for implementing this program. **(Cybelle I.) In progress.**
- Recruit a State Parks representative on the FSC. **(Cybelle I.) Done**
- Discuss what PG&E's interest is on the countywide level with being involved with biomass utilization efforts and report back to the group. Also, look into the possibility of including their vegetation maintenance maps in the countywide system. **(Will H Maybe with help from Joe O'Hara) Lucy S. will follow up on this.**
- Prepare a staff report and submit a funding request for T3 funding to support fuels reduction efforts in some way to the BOS through the Community Development Services Department. **T3 have been requested as matching funds for multiple fuels reduction grant proposal to the Fire Safe California Grants Clearinghouse. These funds, if granted will be used for the planning aspects of the project. (Will Harling, Cybelle I.) In Progress (set for Board of Supervisor's meeting of February 10, 2009)**
- Keep tabs on progress with biomass utilization and report back at next meeting. Need to focus on goals for Humboldt County. **(Ongoing Lucy S, Cybelle I) – Biomass is starting to be sent to Ultra Power in Blue Lake – Say they will go as far as Orleans – The FSC will plan a fieldtrip for March/April.**
- Use information Jared, from BLM, collected as a starting point for generating a countywide fuels reduction plan as part of State Clearinghouse grant program. **(Cybelle I, Lucy S, Joe O, Will H, and Tim J) – CI – find the information Jared generated a fold it into the project - Ask Lucy for help.**

2. DEVELOP A RELIABLE REVENUE SOURCE FOR FIRE PROTECTION

(Dave White, John McFarland, Will Harling and Cybelle Immitt. Coordinator – Dave White)

Action Items:

- When the how-to-guide is done it will be showcased to local departments on an as needed basis. **(Ongoing) – Added Trinidad CSA benefit assessment – CI – get updated version from Dave W. and post on FSC web site.**

- Meet with the small oversight committee for the fire district formation reorganization and get support and direction for next steps. **(Cybelle I., Dave W., John McFarland, John Miller) Done – This group met and directed next steps.**
- Fine tune the fire service reorganization proposal and meet with the interested fire departments which were identified earlier in the process. Begin the LAFCo application process and associated public outreach program. Seek additional Title III funding to support these efforts. **Have Title III in our budget for this now. Will work more into next year’s budget to keep program going. (Cybelle I., Dave W., John McFarland, John Miller) In progress – Cybelle and John Miller will be meeting with fire departments in the lower Mattole to discuss options for making sure there is adequate fire service and well supported departments in the area. Meetings will also be planned with fire departments in Southern Humboldt and other areas requesting assistants depending on availability.**
- Prepare a staff report and submit a funding request for T3 funding to support MFPP Implementation. **This will be done in coordination with the Community Development Services Department’s annual budget process and funds for specific projects can be requested as needed. (Cybelle I.)**
- Research possible impacts of the State Supreme Court ruling on special benefit. Get a County Counsel opinion on the recent ruling on Benefit Assessments. **(Cybelle I., Dave W., John Miller) Determined not to be a deal breaker but our proposed actions will be stronger if districts have more than one source of revenue.**
- **172 – 3 year agreement with County – up for re-negotiation. Dave White and Glenn Ziemer working on this.**

3. LEVEL OF SERVICE STANDARD

(Dave White, John McFarland, Bob Harris, Hugh Scanlon & Cybelle Immitt. Coordinator – Cybelle Immitt)

Action Items:

- Meet with the committee to populate the data tables with the information we have **(Hugh S and Cybelle I)**. Then meet with the whole subcommittee to go over the data and decide if they are comfortable with sharing what we have with the Fire Chiefs’ Association. **Cybelle I – set up meeting. In progress**
- Present sample and underlying list of criteria to the chiefs. Will be looking for help from the chiefs to self classify LOS. Each fire department will have to approve base information with some quality control oversight. Each fire department will do a self analysis that is then cleared by the chiefs. **(Hugh S and Cybelle I) Hugh S. sent out survey but did not get much of a response (10). In progress. CI - Send a copy to Dave W. and Bob H. Add what CAL FIRE is doing for their info book to what we already have.**
- Get information to the other committee members and start thinking about what “adequate level of service” might mean (via email). Ask the Fire Department folks about this – this group needs to put that together. We need a description of this so it is not too technical for the fire service to rate themselves using a matrix. **(Hugh S)**
- Could add this as an item to the Realtor’s disclosure document. Wait on this task until we have a more complete draft product to share. **Check on the disclosure product being prepared by the realtors and make sure they are including fire service.**
- Refine and standardize the report function of the GIS tool. **(Hugh S)**
- Look into getting Title III funding to support a GIS person to help get this off the ground on the website. **(Cybelle I) This will be done in coordination with the Community**

Development Services Department's annual budget process and funds for specific projects can be requested as needed.

- **Long-term Plan** - Complete sample area demonstrating how the tool can be used to illustrate the current level of service, present to HCFCFA and proceed according to feedback received.
- **Longer-term Plan** – Work with the HCFCFA to Identify and agree on a level of service standard that can be used as a goal by fire departments.

4. IMPROVE EMERGENCY DISPATCH SERVICES

(Dan Larkin, Hugh Scanlon and Dave White. Coordinator – Dave White)

Action Items:

- Keep the FSC abreast of goings on in the effort to coordinate with other agencies. **(Dan L and Dave White) - Ongoing**
- **Dan L** will send updates to **CI** to be forwarded to the FSC.

Dave – looking for repeater for Humboldt Fire Net and the County is looking for something too so we might look into doing a joint project. This will help Kneeland.

HOA communication committee – will have some equipment available. Coordinate issues coming up for use of repeater issues.

The Homeland Security grant is buying software to help interface better.

Six Rivers is getting enhancement for the Fortuna facility – modular office space for short-term. And looking for longer term solutions.

Dispatch is well coordinated. Almost everyone is called out through the Fortuna Command Center now. This is the most coordinated they have ever been. Lost city ambulance - was funding a large share so their loss could impact fire departments (increase their costs). It would be a big step back if things fall apart. Eureka and Humboldt 1 do not participate.

5. MFPP POLICY RECOMMENDATION INTEGRATION INTO THE GPU

(John McFarland, Tim Jones and Cybelle Immitt. Coordinator – Cybelle Immitt)

Action Items:

Cybelle will print off copies of the Safety Element and the Infrastructure and Community Services Element for FSC member review at the January FSC meeting. **Sent via email and handed out hard copies at the meeting. FSC members send policy level comments addressed to the Planning Commission. A good way to do that is to submit a comment using the website tool (www.planupdate.org). Editorial corrections or errors in our information can be sent to Cybelle, cimmitt@co.humboldt.ca.us (there were a few corrections thrown out at the meeting that were not captures so please get that information to Cybelle)**

AGENDA ITEM 8 – REVIEW, MODIFY AS NECESSARY, AND APPROVE FSC MISSION STATEMENT

Discussion

It was proposed that Cybelle send out the draft Mission Statement via email and that FSC members provide suggestions that can be ratified at the next business meeting.

Action

On a motion from Hough Scanlon and seconded by Dave White, the Council unanimously approved the proposed action.

AGENDA ITEM 9 - APPOINT NEW OFFICERS FOR 2009 AND CONFIRM MEETING PROCEDURES

Discussion

It was proposed that the current Officers remain the same. Will Harling will remain the Chair and Debra Lake the Vice-Chair. It was also proposed that the meeting procedures be sent out via email and that FSC members provide suggestions that can be ratified at the next business meeting.

Action

On a motion from Bob Harris and seconded by Joe O'Hara, the Council unanimously approved the proposed action.

AGENDA ITEM 10 CONFIRM NEXT MEETING DATE AND ADJOURN

The next meeting date will be **April 20, 2009 from 1:00 to 4:00 PM at the Fortuna Fire Department.**

CI – Call the Fortuna fire folks about the venue. Left message on 1-26-09, 3-24-09, sent email on 4-7-09.

The meeting was adjourned by Vice-Chair Debra Lake at **3:00 PM**

Attachment 5-1

This version incorporates all of the feedback received since the last meeting.

HUMBOLDT COUNTY FIRE SAFE COUNCIL MISSION STATEMENT

The Mission of the Humboldt County Fire Safe Council is to:

Serve as a forum for the implementation of the measures outlined in the Master Fire Protection Plan (MFPP), share fire-safety information, assess fire risk, promote community fire-safe planning and coordination, link fire-prevention programs, and support the fire service and local fire safe councils.

Original proposed text:

Humboldt County Fire Safe Council Mission Statement

The mission of the Humboldt County Fire Safe Council is to:

Serve as a forum for the implementation of the measures outlined in the Master Fire Protection Plan (MFPP), share fire-safety related information, assess fire risk, promote fire-safe planning and coordination, set fire protection priorities, and link fire-prevention programs.

HUMBOLDT COUNTY FSC MEETING PROCEDURES

1. The Chair and support staff prepare a meeting agenda per FSC direction. FSC members can request that the Chair add items to the agenda up to 10 days prior to the next FSC meeting.
2. Chair calls the meeting to order and secures agreement from all present to follow the agenda, work towards consensus, encourage comments, speak one at a time, and respect agenda items and timeframes. Chair serves as facilitator.
3. Chair calls for a motion, second and vote by a quorum of the FSC (7 or more members) for any Council action.
4. Public input on agenda items allowed as determined by the Chair and FSC members present. The agenda shall include a time for public comment.
5. Planning staff prepares action minutes for review and approval of the FSC at a subsequent meeting.

Attachment 8-1

FIRE SAFE COUNCIL COMMITTEE

Task Tracing from Humboldt County Fire Safe Council

Meeting of

January 12, 2009

Fire Safe Council Members: Please look over these action items and come prepared to report on any that you are involved in carrying out.

1. FUEL MODIFICATION/BIOMASS UTILIZATION

(Lucy Salazar, Tim Jones, Will Harling and Joe O'Hara. Coordinator - Lucy Salazar)

Action Items:

- **Humboldt County CWPP Update and Countywide Fuels Reduction Coordination Program** - Send a copy of the Clearinghouse grant proposal with the work program to the subcommittee. Start planning to get the committee together to start the detailed planning for implementing this program. **(Cybelle I.) Sent info to committee – meeting set for May 14 at 2:00 PM in Cybelle's office.**
- Discuss what PG&E's interest is on the countywide level with being involved with biomass utilization efforts and report back to the group. Also, look into the possibility of including their vegetation maintenance maps in the countywide system. **(Will H Maybe with help from Joe O'Hara) Lucy S. will follow up on this. Cybelle and Lucy will attend a May 19 PG&E Vegetation Management Multi-Agency meeting to learn more.**
- Prepare a staff report and submit a funding request for T3 funding to support fuels reduction efforts in some way to the BOS through the Community Development Services Department. **At the Board of Supervisor's meeting of February 10, 2009 T3 funds were approved as matching funds for multiple fuels reduction grant proposal to the Fire Safe California Grants Clearinghouse (\$10,000 for HCFS, \$65,000 for local FSCs and \$5,000 for admin). If the grant applications are successful, these funds will be used for the planning aspects of the projects. More information will be available on April 20, 2009. A new T3 request will be made to the BOS once we know how much of the requested match is going to be used. (Will H., Cybelle I.)**
- Keep tabs on progress with biomass utilization and report back at next meeting. Need to focus on goals for Humboldt County. **(Ongoing Lucy S, Cybelle I) – Biomass is starting to be sent to Ultra Power in Blue Lake – Say they will go as far as Orleans – The FSC will plan a fieldtrip for March/April.**
- Use information Jared from BLM collected as a starting point for generating a countywide fuels reduction plan as part of State Clearinghouse grant program. **(Cybelle I, Lucy S, Joe O, Will H, and Tim J) – CI – find the information Jared generated a fold it into the Humboldt County CWPP Update and Countywide Fuels Reduction Coordination project - Ask Lucy for help.**

2. DEVELOP A RELIABLE REVENUE SOURCE FOR FIRE PROTECTION

(Dave White, John McFarland, Will Harling and Cybelle Immitt. Coordinator – Dave White)

Action Items:

- When the how-to-guide is done it will be showcased to local departments on an as needed basis. **(Ongoing) – Added Trinidad CSA benefit assessment – CI – got updated version from Dave W. and posted on FSC web site.**
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- **172 – 3 year agreement with County** – up for re-negotiation. **Dave White and Glenn Ziemer** working on this. **Report progress at next meeting.**

3. LEVEL OF SERVICE STANDARD

(Dave White, John McFarland, Bob Harris, Hugh Scanlon & Cybelle Immitt. Coordinator – Cybelle Immitt)

Action Items:

- Meet with the committee to populate the data tables with the information we have **(Hugh S and Cybelle I)**. Then meet with the whole subcommittee to go over the data and decide if they are comfortable with sharing what we have with the Fire Chiefs' Association. **Cybelle I** – set up meeting. **Cybelle and Hugh will meet on April 29 at 10:30 in Cybelle's Office. A meeting with the whole Committee will be planned after that.**
- Present sample and underlying list of criteria to the chiefs. Will be looking for help from the chiefs to self classify LOS. Each fire department will have to approve base information with some quality control oversight. Each fire department will do a self analysis that is then cleared by the chiefs. **(Hugh S and Cybelle I) Hugh S. sent out survey but did not get much of a response (10). Add what CAL FIRE is doing for their info book to what we already have and move forward. In progress.**
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(Dan Larkin, Hugh Scanlon and Dave White. Coordinator – Dave White)

Action Items:

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Dave – looking for repeater for Humboldt Fire Net and the County is looking for something too so we might look into doing a joint project. This will help Kneeland.

5. MFPP POLICY RECOMMENDATION INTEGRATION INTO THE GPU

(John McFarland, Tim Jones and Cybelle Immitt. Coordinator – Cybelle Immitt)

Action Items:

Community Infrastructure and Services Element and Safety Element - FSC members send policy level comments addressed to the Planning Commission. A good way to do that is to submit a comment using the website tool (www.planupdate.org). Editorial corrections or errors can be sent to Cybelle. cimmitt@co.humboldt.ca.us.

The Planning Commission will start to discuss the **Community Infrastructure and Services Element** in May and the **Safety Element** in July.