

## **Meeting 1**

30-45 minutes.

[Link to Meeting Agenda Template](#)

### **Purpose of meeting 1:**

Introductions leader(s) and community and Overview of FSS and Firewise USA Program.

### **Introductions leader(s) and community members**

### **Overview of FSS and Firewise USA Program**

**Connect with the Resident Leader(s)** in an introductory meeting. Learn how much they know about the Firewise Program and ask if they have any immediate questions or Concerns.

**Share info about Fire Safe Sonoma** and how FSS supports communities through the Firewise process free of charge. Direct them to resources so they can learn more about our community offerings, scope of work, board/committee and team.

### **Learn about the ‘Community’**

Explore the community character and share how FSS determines a community boundary area.

- HOA
- FD (Local and CAL FIRE Battalion)
- Other neighboring Firewise Communities (making sure not to overlap or leave small gaps)
- Neighborhood archetypes (curb and gutter v’s larger parcels)
- How many dwellings within the boundary area? FSS likes 250-500 but can work with larger or smaller.

With all these in mind, look at potential boundary areas. Use the County CWPP HubSite Project Planning Tool and add the layer of the FSS Wildfire Mitigation Groups to draw a draft Boundary area. Screenshot Boundary Area.

### **Action items for 1st meeting:**

FSS Team:

- Create Community Google Folder in FSS Shared Drive>Programs>Firewise>Emerging Firewise.
- Title folder with Community Name and sub folders within to include:
  - Application,
  - Action Plan,

- Surveys,
- Maps,
- Meeting Minutes,
- Contacts,
- Investments and
- Helpful Resources.
- Copy all docs in Emerging Firewise Folder and sort copies into the relevant Sub folders. Change names to delete 'copy of' and title with Community Name. Give Community Leader access to the folder.
- Send Draft Boundary area to CAL FIRE Battalion and Local Fire Chief for their review and Feedback. Let chiefs know they have a new community in their area interested in becoming Firewise. You'll need their engagement at various stages in the process.
- With confirmation of the boundary area, reach out to the leader to schedule meeting 2.

#### Community Leader:

- Start collecting email addresses from within the boundary area.
- Look for additional Resident Leaders (ideally 3 total, on each Firewise Leadership team) to join the Firewise Leadership Team and future meetings.
- Bring new leaders up to speed so they can join for Future meetings.
- Confirm name of Firewise Community.

## Meeting 2

60 minutes

[Link to Meeting Agenda Template](#)

### **Purpose of meeting 2:**

Introduce Google folders and Firewise Process to new leaders with focus on Risk Assessment as first step.

### **Introduction of any new leaders and FSS Team.**

**Review any changes to the boundary area with Chiefs feedback.** Make adjustments if needed. Review and orient Leaders to their Google Folder and Subfolders so they know where to find everything.

- Review basic Process:
  - Risk Assessment
  - Action Plan
  - Investment requirements
  - Firewise Portal - Where all data is collected, notifications come from, renewals are uploaded.
  - Ongoing requirements to remain in good standing.
- Spend time reviewing the application template and community survey.
  - Making note of:
    - How the survey and application ask the same questions
    - No property is singled out - The data collected is looked at as a collective community risk.
    - No house addresses are asked for
    - Community leaders can make minor adjustments or add a question but the survey form should stay the same.
- Share the sample text that they can send to their whole community to introduce Firewise and the Community Survey. Discuss dates for a community meeting with fire chiefs and suggest adding an invitation to this meeting to the text when they send it out. Discuss deadlines for when they would like to have residents complete the survey and add that date to the sample text.
- Let community leaders know you will check their suggested dates and times with the Fire Chiefs to see when they are available to join for a meeting.
- If meeting is in person, ask leaders for suggested locations (residents, schools, HOA community buildings etc)
- Highly recommend leaders start to collect any time or expenses they are spending on fire prevention and preparedness as this is important when applying later on in the process.
- Schedule next meeting with Leaders ahead of Potential Community meeting dates.

## **Action items for 2nd meeting:**

### FSS Team

- Check Chiefs availability for community meeting and send those available days/times back to community Leaders.
- Create event on google calendar and invite leaders and Chiefs. If zoom, create zoom link and share with all.
- Send Esther draft Map to be made into Map for the Application and added to the FSS ArcGIS Wildfire Mitigation Community Group Map Layer.
- Create draft agenda for community meeting and share with community leaders
- Optional: add additional questions/make edits to survey if requested by community leaders.

### Community Leaders:

- If in-person meeting is possible for the community, find and confirm location.
- Create email to community with intro to Firewise, survey and link to survey. Include invitation to Community Meeting details (date, time, location)
- Send Survey and Community meeting invite to the list of community emails collected.
- Take community survey themselves and send any edits/added question requests to FSS Team

### **Meeting 3**

30 minutes

[Link to Meeting Agenda Template](#)

#### **Purpose of Meeting 3:**

Prep meeting for the Firewise Community Meeting

#### **Introductions leader(s) and community members**

##### **Introduce purpose and format of Community Meeting**

- Agenda items and timing for Community Meeting,
- Roles and responsibilities
- Links and resources that will be needed
  - public agenda,
  - community map,
  - link to community survey
- Discuss possible dates and venue for Community Survey close out.

##### **Action items for 3rd meeting:**

For FSS:

- Make any adjustments to agenda
- Create Public agenda PDF (Agenda on one side, community map on the other side)
- Finalize the Slide Deck

For Community Leaders:

- Send reminders to the community about the community meeting.

**Meeting 4**  
45 - 60 minutes

**Purpose of Meeting 4:**

Firewise Community Meeting - Introduction of Firewise USA to Community

Link to Meeting Agenda Template ([Public](#)) and [Slide Deck Template](#)

<b>Time</b>	<b>Topic and notes</b>	<b>Links</b>
15 Min	<p><b>Introductions</b></p> <ul style="list-style-type: none"> <li>- Community Leaders Welcome and Introduction</li> <li>- Fire Representatives Introductions</li> <li>- Fire Safe Sonoma Pres/CEO, Roberta MacIntyre and/or Carol Rice</li> </ul>	<p style="text-align: center;"><b>Public Agenda</b> <b>Attendance Form</b></p> <p><b>CAL FIRE:</b> <a href="https://readyforwildfire.org/prepare-for-wildfire/firewise-communities/">https://readyforwildfire.org/prepare-for-wildfire/firewise-communities/</a></p> <p><b>FSS:</b> <a href="https://www.firesafesonoma.org/">https://www.firesafesonoma.org/</a></p>
20-25	<p><b>Firewise USA</b></p> <p>What is Firewise? Why Firewise?</p> <ul style="list-style-type: none"> <li>- Safer community, homes, properties. Potential grants and insurance.</li> </ul> <p>Share Firewise Requirements.</p> <ul style="list-style-type: none"> <li>- Risk Assessment (Community Survey to gather data)</li> <li>- 3 year action plan</li> <li>- Annual investment (hours worked/money spent)</li> </ul> <p><b>Q &amp; A</b></p> <p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<p><b>Survey Links(Drop in chat at requirements slide):</b></p> <p>Drop Map in chat: (in my files)</p> <p>Link to CAL FIRE/ IBHS Video: <a href="#">CAL FIRE: Home Hardening Demonstration Burn w/ IBHS</a></p>

**HELPFUL RESOURCES**

- *Link to Community Survey:*
- *CAL FIRE Firewise info:* <https://readyforwildfire.org/prepare-for-wildfire/firewise-communities/>
- *FSS Firewise info:* <https://www.firesafesonoma.org/sonoma-county-firewise-communities/>
- *Wildfire insurance:* <https://www.firesafesonoma.org/wildfire-property-insurance/>

- Firewise investment examples: <https://tinyurl.com/bde47n2p>
- Log your Firewise investment: <https://arcg.is/neyKz>

*Insert Community Map HERE*

## Meeting 5

30 minutes

[Link to Meeting Agenda Template](#)

### **Purpose of meeting 5:**

Review and work on Application Risk Assessment Doc.

### **Review Data from Survey and other sources**

- Review location description
- Discuss aspect and slope
- Agree on number of dwellings and population
- Discuss vegetation type
- Discuss FD capabilities
- Confirm accuracy
- Use Community Risk Assessment Data Conversion Table to convert defensible space survey data to Firewise form format.

### **Summary Section**

In paragraph form, summarize the check box section of the Risk Assessment to introduce the community. **Use boilerplate template**

### **Recommendations Section**

- Use the **Community Risk Assessment Data Conversion Table** or the Fire Safe Sonoma **CWPP Risk Assessment Tool** to see what stands out in terms of higher risk, and what over-arching recommendations can be made to address these risks.
- List recommendations in the ‘recommendations’ section characterized by:
  - Defensible Space
  - Structural Ignitability/Structural Hardening
  - Education & Outreach
  - Evacuation/Personal Prep.

### **Action items for the 5th meeting:**

For FSS

- Obtain FD Capabilities Survey results
- Add Map to Application

For Community Leaders

- Review/complete Risk Assessment Section
- Review/complete Summary of Community Section

- Review/complete Recommendations Section
- Send to FSS Lead and fire agencies for review.

**Meeting 6:**  
30-45 minutes

[Link to meeting Agenda Template](#)

**Purpose of meeting 6:**

Feedback of RA Application and Intro to Action Plan

**Feedback on Risk Assessment, summary and recommendations sections**

- Final review
- Summary consensus
- Recommendations consensus

**Introduction of Action Plan Template**

- Discuss the importance of using the CAL FIRE Action Plan form
- Describe the four areas of action items and the need for four action items for each of the four topical areas for each year of the three-year Action Plan
  - Education and outreach
  - home hardening
  - Fuels reduction/defensible space
  - Evacuation/personal preparedness
- Discuss how to write an action item as a SMART objective.
- Brainstorm some sample Action Item recommendations

**Action items for 6th meeting:**

For FSS Team

- Add FD Capabilities to Risk Assessment
- Send sample Action Plan objectives to community leaders

Action Items for Community Leader

- Complete 3 Year Action Plan with at least 3 Action Plan objectives in each category per year.
- Send to FSS Lead for review.

## **Meeting 7**

45 minutes

[Link to Meeting Agenda Template](#)

### **Purpose of meeting 7:**

Final review of application, initial Community Investment and Intro to Firewise Portal

### **Action Plan Review**

- Give feedback on Action Plan - finalize

### **Community Investment**

- Calculating community investment
- Share sample activities and expenses
- Investment data collection Methods
  - Paper form
  - Electronic form(s)
  - FSS portal
  - Firewise Portal

### **Orientation to the Firewise Portal**

- Contact information
- Uploading documents
- Entering community investment data

### **Action items for 7th meeting:**

#### Action Items for FSS Team

- Send Risk Assessment and Action Plan to Fire Chiefs for final review and approval.
- Review Investment Survey Data on Survey 123. Download community data to excel spreadsheet, clean up columns, total columns and share with community leaders when they request.

#### Action Items for Community Leaders

- Create account on Firewise Portal
- Send investment survey out to the community (optional) or have Resident Leader(s) or select members of the community collect the data to complete the Investment Survey.
- If applicable, ask FSS for collective data from the Survey to input to the portal.
- Complete all sections possible on Firewise portal (Steps 2, 4, 6, 7 and 8)

## **Meeting 8**

30-45 minutes

[Link to Meeting Agenda Template](#)

### **Purpose of meeting 8:**

Upload, Review, Submit Application

### **Complete Online Application in Firewise USA® Portal**

- Login to Firewise portal
- Upload Risk Assessment to complete step 3
- Upload Action Plan to complete step 5
- Review ALL information for consistency and accuracy to complete step 9.
- Submit application