

LOS ANGELES WILDFIRE RESILIENCE ALLIANCE ACTIVITIES WORKBOOK

A wildfire resilience workbook, designed to engage community and partner organizations, leading to a better prepared community.

www.wildfirealliancela.org

This workbook created for:





SAMPLE ONLY

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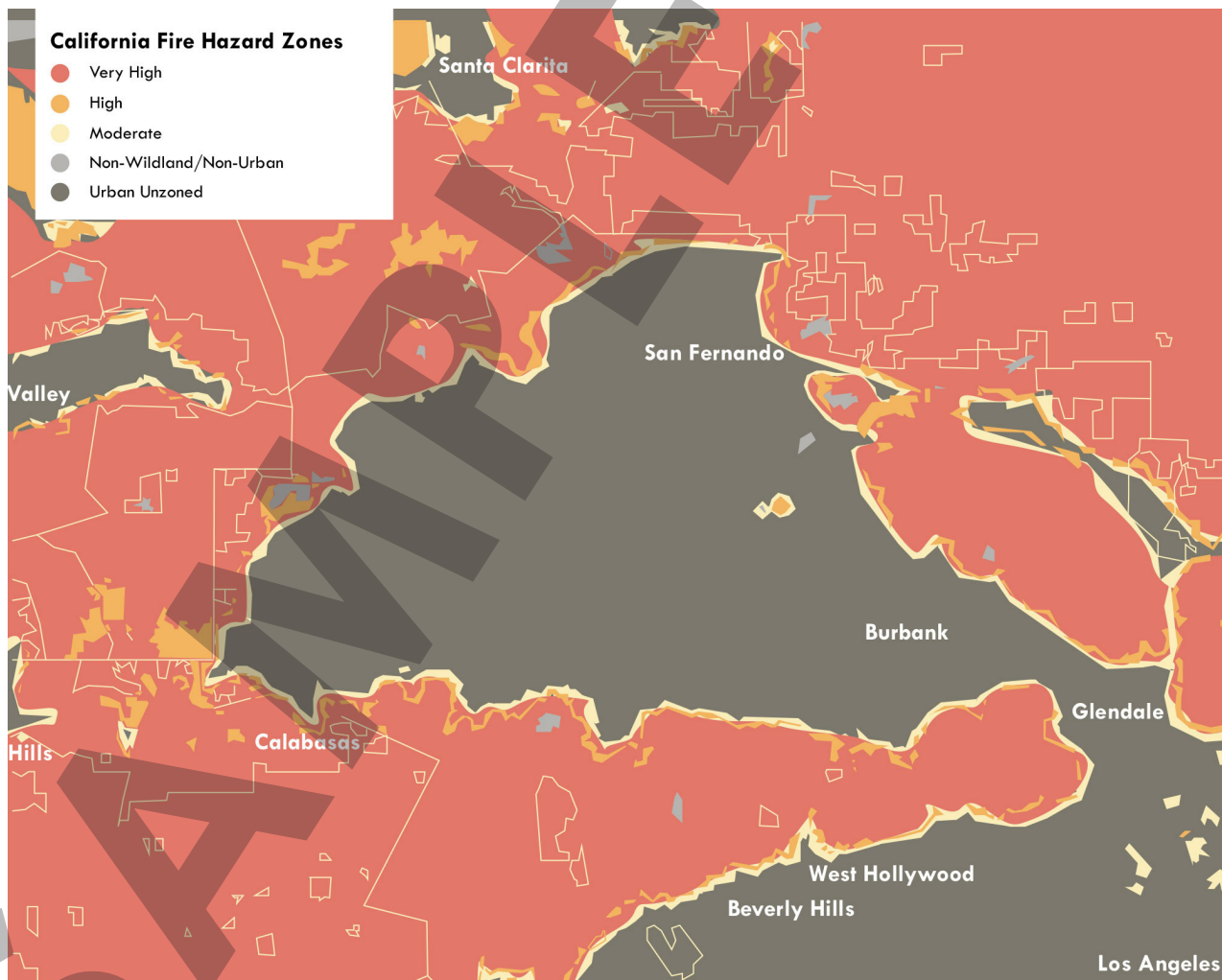
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INTRODUCING THE LOS ANGELES WILDFIRE RESILIENCE ALLIANCE

The past decade has seen a dramatic rise in the destructive nature of wildfires in California. Historic drought, expanded production of homes in wildland areas, and dense populations have all contributed to the dangers that wildfires present. In Los Angeles, some of the most significant threats from wildfires exist. This isn't just about trees and brush burning, but homes, their contents, and anyone in the path of a moving wildfire. Today, wildfires burn hotter, expand more rapidly, and cause more destruction than at any time in the past 100 years. The threat is real, so working to reduce that threat is a core objective for everyone who lives close to what is called the *Wildland Urban Interface*, or WUI.

Did you know?

Los Angeles County ranks third in the country relative to the number of properties at risk of being impacted (burned) by wildfire. (Source: U.S. Department of Forestry)



The Los Angeles Wildfire Resiliency Alliance is a collaborative effort between your Los Angeles City Fire Department and MySafe:LA, a public safety and resilience non-profit organization. In many cases, additional recognition may come from your local City Council office.

The objectives of the “Wildfire Alliance” are simple, and include:

- Organizing a group of homeowners/residents to better collaborate in the event of a wildfire
- To teach key wildfire prevention, survival, and recovery tactics
- To engage each organized community with their “first in” fire stations
- To share each organized community with others, for a “ring of defense”
- To meet State and Federal wildfire preparedness objectives, leading to potential insurance discounts and other benefits
- To create an ongoing, supportive mechanism for managing community wildfire preparedness

UNDERSTANDING THE RISK

Every neighborhood and community has a unique wildfire threat. Threats in nature may include local weather patterns, wind patterns, vegetation, and topography. Unfortunately, there are many “human related” threats as well. These may include street layouts, home layouts, infrastructure, and poor home hardening practices. When nature and manmade issues collide, a severe threat matrix may result. This is why the L.A. Wildfire Resilience Alliance is so important - to get a strong understanding of what may impact your community, and how to reduce the threat of wildfire.

Did you know?

Since 2010, wildfires have killed nearly 150 people in California.

Since 2005, wildfires have destroyed more than 97,000 structures - and in many cases required mass evacuations.

Wildfire smoke is unhealthy to breath, and is a public health concern - even as much as 100 miles away from an active or recent wildfire burn.

GETTING YOUR NEIGHBORS INVOLVED

Creating a safer and more resilient community requires having engaged neighbors. By actively canvassing and recruiting in your own neighborhood you can attain valuable input and involvement that leads to shared objectives, different perspectives, and eventual goals and executed activities.

Depending on the type of organization you’re working with (HOA, NC, Ad Hoc Group), you may already have a number of engaged neighbors. If only one person is the driving force behind creating a Wildfire Alliance collaboration, start small - get three or four neighbors engaged and build the infrastructure for a Wildfire Alliance workgroup. While other neighbors may be passive when things are being established,

once in place, you are likely to find that many of the people who live around you will become a part of your Wildfire Alliance effort.

GETTING CERTIFIED

Once you've created your committee or "working group," you should focus on not only establishing an ongoing series of activities that will result in greater awareness, preparation, and resilience, but on becoming a certified partner in the L.A. Wildfire Resilience Alliance. This recognition is aimed at acknowledging your community's desire to be more wildfire ready.

How does certification work?

The purpose of certification is simple:

Once you and your neighborhood complete a series of preparedness steps, you'll have demonstrated a willingness to be more engaged in reducing the threat from wildfire. This collaboration will also help your community to become qualified to apply for the NFPA's FireWise USA program, the California Fire Safe Council's regional program, and potentially other programs at both a State and Federal level.

Benefits of becoming a certified "Alliance Partner" include:

- The LAFD, MySafe:LA, and your Wildfire Alliance working group have a direct connection
- Your neighborhood will gain a realistic wildfire threat analysis
- You and your neighbors will learn exactly what to do in the event of a wildfire
- Your working group will be able to undertake mitigation projects together
- You will become part of a network of neighborhoods working together to blunt wildfire risk
- You will be prepared to apply for various State and Federal "wildfire ready" programs

To become a certified partner, you will need to complete the following steps:

- Submit your desire to join the Alliance (do so online at www.mysafela.org/wildfire/)
- Meet with the LAFD and MySafe:LA and receive a briefing on wildfire readiness
- Join the Los Angeles "MySafe:LA Fire Safe Council" (meets third Thursday of each month)
- Complete the action items in this workbook
- Have the workbook "signed off" by both an LAFD Bureau Commander and a MySafe:LA officer

REMEMBER: *The certificate is the beginning of your wildfire resilience activities. This workbook is designed to get you and your community ready.*

NOTE: Becoming certified is recognition of your efforts to work towards a more resilient community. There is no promise or guarantee made that being a partner community will protect your homes. Such protection is based on your involvement. This workbook and the LAWRA initiative are designed to help you, and should not be construed as any form of protection or insurance.

ADMINISTRATION - ABOUT YOUR COMMUNITY

GETTING STARTED

This workbook will help you organize a group of your local homeowners/residents, to create a functional working group, and to then act as a “resilience community,” collectively reducing the threat of wildfire in your neighborhood.

The steps to create and functional working group include:

- Determining your organizational structure
- Implementing a leadership and coordination team
- Conducting an initial “kickstart” meeting
- Obtaining a wildfire risk assessment of your neighborhood
- Engaging with partners (such as the LAFD, Council Office, MySafe:LA, etc.)
- Delegating roles and responsibilities for short and mid term actions
- Gaining your Los Angeles Wildfire Resilience Alliance “Certificate of Completion”

Let's get started.



STEP ONE: WHAT TYPE OF COMMUNITY GROUP ARE YOU?

LAWRA WORKS WITH MULTIPLE TYPES OF COMMUNITY GROUPS

It's important to have an organized structure in place when creating your Wildfire Alliance entity. The Wildfire Alliance has been designed to work with many types of established - or perhaps new groups.

Select The Type of Group You Intend To Use:

- Homeowner's Association [HOA] (1)
- Neighborhood Council [NC] (2)

1. If you've selected Homeowner's Association, you'll need to organize a committee to manage your HOA's Wildfire Alliance participation.
2. If you've selected Neighborhood Council, as with an HOA, you'll need to organize a committee to manage your NC's Wildfire Alliance participation.

STEP TWO: ESTABLISHING AN HOA WILDFIRE ALLIANCE COMMITTEE

FOLLOW THE TEMPLATE ON THE FOLLOWING PAGES AND BECOME CERTIFIED.

The following pages are designed to help you prepare for registration of your working group and to develop your own Wildfire Alliance entity.

IMPORTANT: *Only complete the version of the form that applies to your organization type and style (e.g. Homeowner's Association).*

ESTABLISHING A HOMEOWNER'S ASSOCIATION WILDFIRE ALLIANCE COMMITTEE

FOLLOW THE TEMPLATE ON THIS PAGE AND BECOME CERTIFIED.

NAME of HOA: _____

PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

ADDRESS: _____

CITY: _____ STATE: CA ZIP CODE: _____

PRIMARY PHONE: _____

PRIMARY EMAIL ADDRESS: _____

WEBSITE: _____

FACEBOOK: _____ NEXTDOOR: _____



// PART II / STEP ONE & TWO

Next, establish the leadership and management of the Wildfire Alliance Committee:

NAME OF COMMITTEE: _____

COMMITTEE CHAIR: _____

PHONE: _____ EMAIL: _____ TWITTER: _____

COMMITTEE VICE CHAIR: _____

PHONE: _____ EMAIL: _____ TWITTER: _____

COMMITTEE COORDINATOR: _____

PHONE: _____ EMAIL: _____ TWITTER: _____

COMMITTEE MEMBER: _____

PHONE: _____ EMAIL: _____ TWITTER: _____

IMPORTANT: *Your HOA must establish a charter for the Wildfire Alliance in your HOA's name. All meetings must be OPEN to ensure transparency and community engagement. All committee's must agree to meet at least once a calendar month.*

ESTABLISHED MEETING LOCATION: _____

IF LIVE MEETINGS ARE NOT POSSIBLE, WILL YOU USE ZOOM (or similar) YES _____ NO _____



HOA COMMITTEE JOB DESCRIPTIONS

ADD JOB DESCRIPTIONS FOR YOUR COMMITTEE:

COMMITTEE CHAIR:

COMMITTEE VICE CHAIR:

COMMITTEE COORDINATOR:

COMMITTEE MEMBER (OR AREA ZONE WARDENS):

NUMBER OF STRUCTURES IN YOUR HOA:

HOA COMMITTEE COMMITMENT

ESTABLISHMENT AND SIGNATURE PAGE:

As the Chairperson for the named Homeowner's Association, I certify that we have established a committee to perform the actions required of a partner member in the Los Angeles Wildfire Resilience Alliance. It is understood that participation in the Alliance is voluntary, that that no costs are required for participation.

The committee will agree to meet on a monthly basis, to follow the established job descriptions and activities that support mitigation of risk related to wildfire, evacuation, and recovery.

The committee and the HOA understand that advice and discussion provided by the Los Angeles City Fire Department, City Council members or designated representatives, as well as input from partners, including but not limited to MySafe:LA is for evaluation purposes only, and does not constitute external influence or oversight related to the actions of your committee and/or Homeowner's Association.

NAME OF HOMEOWNER'S ASSOCIATION: _____

NAME OF COMMITTEE CHAIR: _____

COMMITTEE CHAIR SIGNATURE: _____

DATE: _____

NAME OF WITNESS: _____

WITNESS SIGNATURE: _____

DATE: _____

FOR THE LOS ANGELES CITY FIRE DEPARTMENT:

BUREAU: _____ FIRE DISTRICT: _____

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

DATE OF COMPLETION: _____

FOR MYSAFE:LA:

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

FOR LAFD USE ONLY:

Los Angeles City Council District _____ Los Angeles County Supervisory District _____

ESTABLISHING A NEIGHBORHOOD COUNCIL WILD-FIRE ALLIANCE COMMITTEE

FOLLOW THE TEMPLATE ON THIS PAGE AND BECOME CERTIFIED.

The creation of an NC committee and completion of the tasks established within this workbook may result in a certification of completion from the Los Angeles *City* Fire Department.

NAME of NC: _____

PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

ADDRESS: _____

CITY: _____ STATE: CA ZIP CODE: _____

PRIMARY PHONE: _____

PRIMARY EMAIL ADDRESS: _____

WEBSITE: _____

FACEBOOK: _____ NEXTDOOR: _____

Next, establish the leadership and management of the Wildfire Alliance Committee:

NAME OF COMMITTEE: _____

COMMITTEE CHAIR: _____

PHONE: _____ EMAIL: _____ TWITTER: _____

COMMITTEE VICE CHAIR: _____

PHONE: _____ EMAIL: _____ TWITTER: _____

COMMITTEE COORDINATOR: _____

PHONE: _____ EMAIL: _____ TWITTER: _____

COMMITTEE MEMBER: _____

PHONE: _____ EMAIL: _____ TWITTER: _____

// PART II / STEP ONE & TWO-A

IMPORTANT: *Your NC must establish a mission for the Wildfire Alliance in your NC's name. All meetings must be OPEN to ensure transparency and community engagement. All committee's must agree to meet at least once a calendar month.*

ESTABLISHED MEETING LOCATION: _____

IF LIVE MEETINGS ARE NOT POSSIBLE, WILL YOU USE ZOOM (or similar) YES _____ NO _____

ADD JOB DESCRIPTIONS FOR YOUR COMMITTEE:

COMMITTEE CHAIR:

COMMITTEE VICE CHAIR:

COMMITTEE COORDINATOR:

COMMITTEE MEMBER(S):

NEIGHBORHOOD COUNCIL COMMITTEE COMMITMENT

ESTABLISHMENT AND SIGNATURE PAGE:

As the Chairperson for the named Neighborhood Council, I certify that we have established a committee to perform the actions required of a member of the Los Angeles Wildfire Resilience Alliance. It is understood that participation in the Alliance is voluntary, that that no costs are required for participation.

The committee will agree to meet on a monthly basis, to follow the established job descriptions and activities that support mitigation of risk related to wildfire, evacuation, and recovery.

The committee and the NC understand that advice and discussion provided by the Los Angeles City Fire Department, City Council members or designated representatives, as well as input from partners, including by not limited to MySafe:LA is for evaluation purposes only, and does not constitute external influence or oversight management related to the actions of your committee and/or Neighborhood Council.

NAME OF NEIGHBORHOOD COUNCIL: _____

NAME OF COMMITTEE CHAIR: _____

COMMITTEE CHAIR SIGNATURE: _____

DATE: _____

NAME OF WITNESS: _____

WITNESS SIGNATURE: _____

DATE: _____

FOR THE LOS ANGELES CITY FIRE DEPARTMENT:

BUREAU: _____ FIRE DISTRICT: _____

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

DATE OF COMPLETION: _____

FOR MYSAFE:LA:

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

FOR LAFD USE ONLY:

Los Angeles City Council District _____ Los Angeles County Supervisory District _____

INITIAL PRESENTATION

ESTABLISHMENT AND SIGNATURE PAGE:

Once the administrative work has been completed, it's time for you and your organization to have their first presentation on how the Alliance works, how it can assist you in your specific geo location within the greater Los Angeles footprint, and what opportunities may exist in the near future.

TYPE OF PRESENTATION: _____

IN-PERSON: _____ VIRTUAL: _____

DATE: _____ PRESENTED BY: _____

REPRESENTING YOUR NEIGHBORHOOD:

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

FOR THE LOS ANGELES CITY FIRE DEPARTMENT:

BUREAU: _____ FIRE DISTRICT: _____

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

DATE OF COMPLETION: _____

FOR MYSAFE:LA:

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

LOS ANGELES FIRE SAFE COUNCIL MEETING RECORD

Attending a MySafe:LA Los Angeles Fire Safe Council meeting is an excellent opportunity to learn more about how the LAWRA may benefit your neighborhood, and potentially how your HOA or NC could become an NFPA Firewise USA site, or your own Fire Safe Council.

NOTE: These activities are all designed to provide you with additional resources to develop your own local strategy on being better prepared against wildfire.

LOS ANGELES FIRE SAFE COUNCIL MEETING

IN-PERSON: _____ VIRTUAL: _____

DATE: _____ PRESENTED BY: _____

REPRESENTING YOUR NEIGHBORHOOD:

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

FOR THE LOS ANGELES CITY FIRE DEPARTMENT:

BUREAU: _____ FIRE DISTRICT: _____

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

DATE OF COMPLETION: _____

FOR MYSAFE:LA:

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

COMMUNITY WILDFIRE RISK ASSESSMENT

GETTING THE TEMPLATE

A key step in preparing your community to be more wildfire aware is a community wildfire risk assessment. The NFPA uses a template for wildfire assessment, and LAWRA believes it is a useful tool and as such, we use the Firewise USA wildfire assessment template for our program.

You may download the template here:

<https://www.nfpa.org/-/media/Files/Firewise/Get-started/FirewiseCommAssess.ashx>

HOW DOES AN ASSESSMENT HELP?

A wildfire assessment will give you and your neighbors a good overview into the various types of challenges your specific community may face. It's also an important function relative to becoming either a Firewise USA or Fire Safe Council site.

The assessment should focus on:

- Vulnerability of homes to ember, surface fire, and crown fire
- Condition of the structures themselves
- Immediate hazards within the home ignition zone on individual properties
- Concerns presented by common/open space areas or adjacent public lands

It should also consider factors that impact risk and influence fire behavior or structure ignitability, such as:

- Structural characteristics (roofing, siding, decks)
- Vegetation types
- Slope and aspect (the direction a community faces—north, south, east, or west)
- Housing density

FEATURES OF AN ASSESSMENT

The key features found in a community wildfire risk assessment include:

- It can be completed in a variety of ways, including a walkthrough or a drive by, and does not require each individual dwelling unit to have a home risk assessment completed prior to the community assessment.
- It should focus on condition of vegetation within the participating site's boundary; general landscaping characteristics; home construction (materials used for roofs, siding, decks, etc.); and relationship of ignition potential of combustible materials on adjacent properties.
- It needs a logical recognized site boundary (HOA, defined neighborhood, street, etc.).

ASSESSMENT PARTICIPANTS

LIST THE PARTIES INVOLVED

List the principal participants who assisted in data gathering and development of this assessment (include name, role/organization, phone and if not listed previously, email).

ASSESSMENT DATE: _____

ASSESSMENT SITE TITLE: _____

BOUNDARY DESCRIPTION (An HOA subdivision, defined streets, GIS data, etc.)

LAFD LEAD FOR ASSESSMENT: _____

RANK: _____ ASSIGNMENT: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

ATTENDEE: _____ EMAIL: _____

FOR THE LOS ANGELES CITY FIRE DEPARTMENT:

BUREAU: _____ FIRE DISTRICT: _____

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

DATE OF COMPLETION: _____

FOR MYSAFE:LA:

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

ASSESSMENT MAP

ATTACH A MAP OF YOUR COMMUNITY

Using tape or staples, please attach a copy of the map used to define the area of your community wildfire risk assessment:

TAPE OR STAPLE

TAPE OR STAPLE

TAPE OR STAPLE

TAPE OR STAPLE

COMMUNITY WILDFIRE MEETING

ORGANIZATION, RESPONSIBILITIES, AND OBJECTIVES

Once you have established either a committee or a new organization dedicated to wildfire resilience, it's time to put the program into use. Follow these steps and your community will be on the way to having a better understanding of the threats related to wildfire, and how to mitigate some of those risks.

YOUR FIRST MEETING

The first meeting of your committee or group will set the stage for a successful Wildfire Alliance effort and is critical to the success of the project. This may be the first time you meet with some of your neighbors - even if they live right next door.

When you meet, whether its in-person or virtual (via Zoom, Teams, etc.) there should be a meeting leader - a coordinator - who starts the discussion off. Even if a different individual eventually ends up being the leader of your Wildfire Alliance working group, the person who either has the vision to start the effort, of the committee chair established by your HOA or NC should have a clear agenda in place for this initial meeting.

This is a good opportunity for neighbors to network with each other and find the common ground that will support your alliances mission. This first meeting doesn't require partner organizations to be in attendance, but both the LAFD and MySafe:LA will make officers available to support you, which may make establishing objectives and roles and responsibilities easier to fulfill.

NOTE: Make certain you use a comfortable and neutral location for your initial meeting. Even if the meeting location changes in the future, having a place where everyone who attends is comfortable and can easily see and hear what others are sharing is essential to a good group collaboration. Some options for a meeting place are community centers, your own backyards, and during times without pandemic related restrictions certain fire stations may be an option.

INITIAL OBJECTIVES

While some of the personnel may have been established by your HOA or NC, if you're building a new Non-Profit or Ad Hoc organization, you'll want to establish a "chain of leadership" and related roles and responsibilities.

Regardless of the type of entity you are involved with, in addition to a chairperson or executive, it's vital that you have a person fulfilling the role of Secretary. This person will record the activities of each meeting, maintaining a log that can be reviewed in the future, to measure progress, and to identify attendees, visitors, issues, etc.

If you conduct your meetings virtually, it's essential that you record each meeting for the same reasons noted above. If you plan on recording the meetings, make certain you get permission from those in attendance to create and maintain a recording.

Overall, consider these objectives for your first meeting:

1. Establish roles and responsibilities
2. Determine the number of homes and/or apartments included in your group
3. Establish a communications tree, and a method for managing communications
4. Determine a meeting schedule for the initial six (6) months of activities
5. Have participants complete the sign in sheet (see Exhibit C)
6. Have participants complete the brief “my wildfire concerns” survey (see Exhibit D)
7. Establish guests to invite to meeting #2, and determine the primary point of contact
8. Conclude the meeting

NOTE: It’s important not to do too many things in your first meeting. This is an opportunity for your neighbors to get to know each other a bit, and to share their concerns related to wildfires. From this initial meeting, your short to mid term vision will fall into place, and you’ll be better prepared to set up a secondary meeting - and those beyond that into the future.

STEP FOUR: UNDERSTANDING RESPONSIBILITIES

A FUNCTIONAL WORKING GROUP REQUIRES ONGOING ENGAGEMENT

Core to the Wildfire Alliance mission is the ability to adhere to a neighborhood group series of responsibilities. These activities and action items will propel the working group forward in its overall objective of creating increased awareness and preparedness related to the threat from wildfires.

RESPONSIBILITIES

- Maintain a list of active participants from your neighborhood
- Determine locations for meetings and/or coordinate virtual meeting spaces
- Develop agendas for periodic neighborhood meetings
- Maintain and keep secure any documentation in relation to the group
- Designate the groups cabinet. (i.e. President, Vice-President, Secretary, Treasurer)
- Maintain lines of internal communication with your group (e.g. email, social media, etc.)
- Link between the group and the LAFD Operations Bureau office
- Link between the group and MySafe:LA
- Link between the group and your Los Angeles City Council District Office
- Oversee prioritization of group discussion topics
- Ensure the community is in compliance with all City brush clearance fire codes
- Oversee the planning of neighborhood mitigation projects
- Establish a primary point of contact (POC) for collaboration with others
- Collaborate with other Alliance groups for cohesion and new ideas

MEETING PARTICIPANTS

List the participants of your first meeting. Add additional sheets of paper if required, and be certain to include the date and location.

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

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Name: _____ email: _____ phone: _____

COMMUNITY WILDFIRE MEETING

THE SECOND MEETING

The second meeting is likely to be even more important than the first. In order for a group to feel they are benefiting from the monthly time commitment a meeting requires, useful information is essential.

SECOND MEETING OBJECTIVES

Prior to conducting your second meeting, you should plan on completing the following objectives for your group:

1. Meet with the LAFD Bureau Community Resilience Officer (typically a Captain) to gain valuable insight into program requirements, coordination, and objectives
2. Share the survey content with your LAFD point of contact (typically the Resilience Officer noted above), so that officer gets a clear understanding of participant's concerns
3. Discuss other potential stakeholders for your group, including communications (e.g. Verizon), Web (e.g. Facebook), and partners (e.g. MySafe:LA).
4. Determine what the specific natural and manmade wildfire threats are to your specific neighborhood.
5. Register your Wildfire Alliance group online at: www.wildfireallianceca.org
6. Invite appropriate guests to the next scheduled meeting

CREATE PARTNERSHIPS THAT SUPPORT RESILIENCE

Who are you going to invite to your second meeting?

At the very least, you'll want to include members from your local LAFD Bureau to join you. Don't worry - they'll help you by determining who should attend, and what additional contacts may be appropriate for you.

Each geographic LAFD Bureau has a Deputy Chief, an Assistant Chief, a Captain II Training Support Specialist, and a Captain I Community Resilience Officer.

OPERATIONS VALLEY BUREAU: What makes the Valley area unique is that it interfaces with most of the wildland threat that exists within the Los Angeles City limits. The LAFD's Operations Valley Bureau is your partner in ensuring each neighborhood (including yours) has the ability to develop resiliency plans, as well as how to take action to become better prepared for the various threats - including wildfires - that may affect you and your neighbors.

You may also wish to invite a member from MySafe:LA to attend your next meeting. MySafe:LA has been the education and training partner for the LAFD for more than a decade, and their expertise with community engagement, wildfire prevention, and public safety will help your Wildfire Alliance to operate at maximum efficiency.

MEETING PARTICIPANTS

List the participants of your first meeting. Add additional sheets of paper if required, and be certain to include the date and location.

Name: _____ email: _____ phone: _____

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LAWRA SIGN-OFF FOR CERTIFICATION

CHECKING THE BOXES

Completing the activities listed within this workbook will prepare you for ongoing wildfire resilience activities - and make you a qualified LAWRA certified partner. All of the following must be completed.

The Los Angeles Wildfire Resilience Alliance is designed to provide you with the structure to create a more resilient neighborhood: Your home. Your neighbor's homes. The idea is to protect everyone to the extent possible from the threat of wildfire.

Have the following activities signed off by a sworn, authorized member of the Los Angeles City Fire Department:

Organizational structure (Committee, Working Group, NPO) Determined

Reviewed by:

_____	_____
Printed Name	Rank, Bureau
_____	_____
Signature	Date

Leadership team established

Reviewed by:

_____	_____
Printed Name	Rank, Bureau
_____	_____
Signature	Date

Initial meeting with LAFD Bureau Community Resilience Officer

Reviewed by:

_____	_____
Printed Name	Rank, Bureau
_____	_____
Signature	Date

Wildfire "Threat Analysis" by LAFD completed

Reviewed by:

_____	_____
Printed Name	Rank, Bureau
_____	_____
Signature	Date

// PART IX

Initial “Working Group” meeting completed

Reviewed by:

Printed Name

Rank, Bureau

Signature

Date

Community Action Plan completed

Reviewed by:

Printed Name

Rank, Bureau

Signature

Date

Meeting with “First In” fire company completed

Reviewed by:

Printed Name

Rank, Bureau

Signature

Date

Second (2nd) working group meeting completed

Reviewed by:

Printed Name

Rank, Bureau

Signature

Date

LAFD USE ONLY

All work group tasks completed, and certificate of completion may be issued.

Approved by:

Printed Name

Rank, Bureau

Signature

Date

MYSAFE:LA USE ONLY

All work group tasks completed, and certificate of completion may be issued.

Approved by:

Printed Name

Rank, Bureau

Signature

Date

WILDFIRE ALLIANCE RESOURCES

The following resources will help you develop a successful Wildfire Alliance strategy. Remember: A good project group requires experts from multiple disciplines.

LAFD Operations Central Bureau:	https://www.lafd.org/about/central-bureau
LAFD Operations South Bureau:	https://www.lafd.org/about/south-bureau
LAFD Operations West Bureau:	https://www.lafd.org/about/west-bureau
LAFD Operations Valley Bureau:	https://www.lafd.org/about/valley-bureau
Fire Station Directory	www.lafd.org/fire-stations/station-results

LOS ANGELES CITY COUNCIL

Directory:	https://lacity.gov/government/elected-officials/city-council
MySafe:LA:	213.634.0100
Email:.....	wildfire@mysafela.org
Primary website.....	www.mysafela.org
Wildfire website	www.wildfirealliancela.org

ADDITIONAL RESOURCES:

Los Angeles Emergency Management Department.....	213.484.4800
LAPD General Information:.....	877.275.5273
Department of Water and Power.....	800.342.5397
Department of Aging:	800.510.2020
Department of Animal Services:.....	888-452-7381
Department of Building and Safety	213.485.6334
Park-Related Emergencies.....	323.913.7390
Refuse Collection	800.773.2489
Sewer/ Storm Drain Problems.....	800.773.2489
Storm Damage/ Mudslide Reports.....	800.524.2845
Street Lights	800.996.2489
Traffic Signals	213.580.1177
Trees Down/ Debris Removal	800.996.2489
Southern California Gas Company.....	800.427.2200

STUFF THE LAWYERS WANT YOU TO KNOW

The entity being certified is an independent organization (ALLIANCE PARTNER) and not an agent or employee of the City of Los Angeles (CITY). ALLIANCE PARTNER shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of CITY.

The provision of a “Certificate of Completion” is an acknowledgement that the ALLIANCE PARTNER has completed the various steps outlined to become a functional working group supporting wildfire prevention. The Certificate does not certify any skills, expertise, or firefighting abilities of any kind and the ALLIANCE PARTNER agrees that CITY is providing the “Certificate of Completion” as an informal, non-binding document to provide prestige to the ALLIANCE PARTNER for their effort in organizing a working group for the purpose of mitigation of risk related to wildfires.

ALLIANCE PARTNER and its directors, officers, partners, agents, employees, and Subcontractors, shall obtain and maintain all licenses, permits, certifications and other documents necessary for ALLIANCE PARTNER’S participation in the Wildfire Alliance. ALLIANCE PARTNER shall immediately notify CITY of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents that relate to ALLIANCE PARTNER’S participation in the Wildfire Alliance.

For the duration of the participation in the Wildfire Alliance, ALLIANCE PARTNER shall maintain valid Business Tax Registration Certificate(s) as required by CITY’S Business Tax Ordinance, Section 21.00 et seq. of the Los Angeles Municipal Code (“LAMC”), and shall not allow the Certificate to lapse or be revoked or suspended.

Except for the active negligence or willful misconduct of CITY, or any of its boards, officers, agents, employees, assigns and successors in interest, ALLIANCE PARTNER shall defend, indemnify and hold harmless CITY and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney’s fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by CITY, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including ALLIANCE PARTNER’S employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by ALLIANCE PARTNER, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of CITY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of participation in the Wildfire Alliance.

ENTITY DESCRIPTIONS

HOA: A homeowners association is a private organization that consists of members of a community. It is headed by an HOA board, who are volunteers usually elected into position. The HOA acronym stands for “homeowners association.”

The main reason for creating a homeowner association is to increase property values. Through maintaining communal areas and enforcing rules and regulations, property values can go up over time. These keep the overall community looking nice and keep the home somewhat cohesive - and in the case of threats such as wildfires, better aware of risks and mitigation.

NC: Neighborhood Councils are the closest form of government to the people. They are advisory bodies, who advocate for their communities with City Hall on important issues like development, homelessness, and emergency preparedness. Neighborhood Councils are part of the Los Angeles City government, and have annual budgets funded by taxpayer dollars. Neighborhood Council board members are City officials who are elected by the members of their local communities, but they donate their time as volunteers. The Neighborhood Council system was established in 1999 as a way of ensuring that the City government remains responsive to the different needs and lifestyles of Los Angeles’ rich variety of communities.

NPO: Charitable nonprofits embody the best of America. They provide a way for people to work together for the common good, transforming shared beliefs and hopes into action. They give shape to our boldest dreams, highest ideals, and noblest causes.

The term “nonprofit” means different things to many different people. It’s a commonly used word without a common understanding between writer and reader. People often use the words “nonprofit” and “tax exempt” interchangeably. Congress has created almost three dozen types of tax-exempt organizations in different sections of the tax code. These include Section 501(c)(4) (social welfare organizations, homeowners associations, and volunteer fire companies), Section 501(c)(5) (includes labor unions), Section 501(c)(6) (includes chambers of commerce), and Section 501(k) (child care organizations). Each section identifies certain conditions that must be met to be exempt from paying federal income taxes. The one common condition is not paying out profits (“no part of the organization’s net earnings can inure to the benefit of any private shareholder or individual”); hence the term, “nonprofit.” Section 501(c)(3) of the tax code refers to “public charities” (also known as charitable nonprofits) and “private foundations.”

STARTING A NON PROFIT ORGANIZATION

The Los Angeles City Fire Department does not engage in developing non-profit organizations, or in providing expertise on how to create a non-profit entity. To the extent that anyone would be interested in creating a non-profit organization in California, there are a few links that may serve as a starting point. The LAFD and its partners do not endorse any process or support entity, and is providing links (below) for reference purposes only.

HELPFUL LINKS

<https://charitynetusa.com/services/nonprofit-start-up/>

<https://www.councilofnonprofits.org/tools-resources/how-start-nonprofit>

<https://donorbox.org/nonprofit-blog/start-a-nonprofit/>



SIGN IN SHEET

Title of Meeting: _____

Location: _____ Date: ___/___/___ Time: _____

Facilitator (print): _____ Signature: _____

Attendees:

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Name: _____ email: _____ phone: _____

Total time of meeting: _____

Format: Live _____ Virtual _____ Recorded: YES _____ NO _____

WILDFIRE RISK SURVEY

Please complete the following brief survey to help us determine how to best organize our Wildfire Alliance mitigation and resilience plans. There is no requirements of a name or personal data associated with this survey.

DATE: _____ COMMUNITY: _____

QUESTION: *Which of the following are you most concerned about? (Select all that apply)*

- Wildfires when I'm away from home
- Wildfires near me and I don't know how to escape
- Sirens and wind at night, and no known reason
- Protecting my home from my neighbor's vegetation

QUESTION: *How do you think you could help your Wildfire Alliance? (Select all that apply)*

- I have a swimming pool that could be used by firefighters
- I have access to business services that might defray costs of our Wildfire Alliance
- I have time to dedicate to supporting the overall Wildfire Alliance effort
- I have relationships with elected officials
- I have relationships with fire or police officials

QUESTION: *What job do you have that might help your Wildfire Alliance (Select all that apply)*

- I'm a firefighter
- I'm a physician
- I'm a plumber
- I'm an electrician
- I'm an educator
- I'm a CEO of a business
- I'm in public relations and/or marketing
- I'm retired, but am willing to help!

QUESTION: *What do you want to learn relative to reducing the threat of wildfires?*

- How to harden my home property
- What the City brush clearance codes are
- How to clear brush and vegetation around my property
- How to create a family escape plan
- How to prepare a GO bag for evacuation

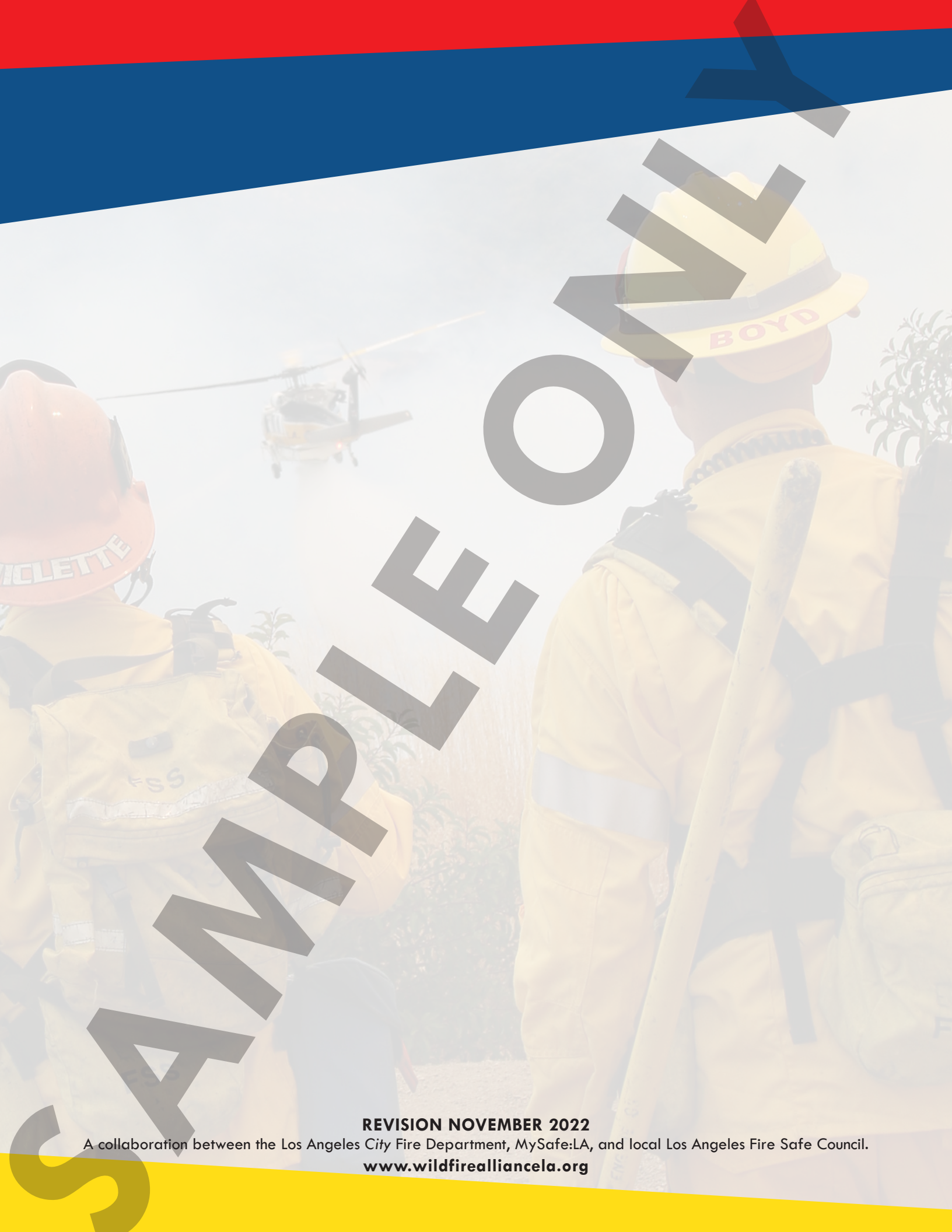
- How to prepare my pets for evacuation
- How to use a fire extinguisher
- How to perform CPR
- How to notify my neighbors about an approaching wildfire
- How to safety evacuate in time via pre-determined routes
- How to invest in the proper insurance and document planning

Thank you for participating in this short survey. You may optionally decide to provide your name and contact information so your Wildfire Alliance can reach out to you.

OPTIONAL:

Name: _____ email: _____ phone: _____





REVISION NOVEMBER 2022
A collaboration between the Los Angeles City Fire Department, MySafe:LA, and local Los Angeles Fire Safe Council.
www.wildfirealliancela.org