

Fire Chiefs Guide for developing a Community Wildfire Protection Plan

This Fire Chiefs Guide was created for leaders by leaders & is designed to work directly with “Preparing a Community Wildfire Protection Plan – Handbook” available at: www.safnet.org/policyandpress/cwpp.cfm

Fire Chiefs Guide General Instructions	Phase 1: Forming and Norming	Phase 2: Risk Assessment and Priority Setting	Phase 3: Plan, Do and Evaluate
<p>This Fire Chiefs Guide is designed to supplement the document entitled: “Preparing a Community Wildfire Protection Plan – Handbook for Wildland-Urban Interface Communities” available at www.safnet.org/policyandpress/cwpp.cfm or contact the Western Governors’ Association at (303)-623-9378 for a free copy. Please reference the Fire Chiefs Guide Supplement for details about each of the step instructions listed on the remainder of this Fire Chiefs Guide.</p> <p>Minimum CWPP requirements As required by the Healthy Forest Restoration Act:</p> <ol style="list-style-type: none"> 1 Collaboration: local and state government agencies in consultation with federal agencies and other interested parties 2 Prioritized Fuel Reduction: identify and prioritize areas for hazardous fuel reduction; recommend types of treatment; must protect one or more at-risk communities and essential infrastructure 3 Treatment of Structural Ignitability: A CWPP must recommend measures for homeowners and communities to reduce ignitability of structures <p>Collaboration: More than asking for feedback - must plan, do and act together; three entities must mutually agree: local government, local fire department(s), and state entity responsible for forest management. In addition, must consult with local representatives from USFS/USDA and BLM/DOI and other interested parties or persons in the development of the plan.</p> <p>Fire Chiefs Guide Symbols:</p> <ul style="list-style-type: none"> P Plan symbol - vision, knowledge, network, scope and planned activities. D Do symbol - activities accomplished to gain a planned outcome A Act symbol numerically indexed; A planned activity that is ready for action/implementation <p>Timeline for first CWPP The first draft of the CWPP can be accomplished with 6 well planned meetings that should take between 6 months and 18 months to complete. Consider a strategy of developing a simple version of the CWPP that you can “Plan – Do – and Act” on with smaller successes. This will lead to larger outcomes as the plan is expanded in the future.</p>	<p>Step #1 Convene Decision-makers: Form a core team of representatives from local government, local fire, and state agency responsible for forest management</p> <ul style="list-style-type: none"> D-1 Staff meeting review of CWPP process; brainstorm methods and who to invite to the planning process P-1 Fire Chief to decide the need for a CWPP; consult with neighboring fire chiefs P-2 Conceptual mission and policy direction developed by the fire chief D-2 List lead planning team: local, state and federal agencies; local community leaders P-3 Define jurisdictional and non-jurisdictional players and match them to the wildland fire problems P-4 Identify core group of policy leaders, statutory authorities; those with sign off powers; granting agencies P-5 Review local, state and federal wildfire plans and the City/County General Plan Safety Element D-3 Face to face meetings with city and county executive and political leaders – check the level of support for the CWPP P-6 Begin defining the geographical planning area for the CWPP <p>Step #2 Involve Federal Agencies: Identify and engage local representative of the USFS and DOI; contact other land management agencies as appropriate. Public Releases</p> <ul style="list-style-type: none"> D-1 Define property ownership in the CWPP planning area. P-1 Work with state and federal agencies for grant opportunities <p>Step #3 Engage Interested Parties: Contact and encourage active involvement in plan development from a broad range of interested organizations and stakeholders.</p> <ul style="list-style-type: none"> P-2 Contact local agencies that have completed a CWPP A-1 Assign the official CWPP planning team for the first meeting D-2 Face to face meeting with state, federal and regional leaders that have a property interest in completing a CWPP – discuss the need to form a planning team and to access available grant funds D-1 Personal invitation to property owners and stakeholder groups to join the CWPP planning process P-1 Find meeting locations and convenient meeting times D-2 Develop the agenda for the first meeting A-1 Convene the first CWPP meeting: introduce planning process; describe benefits of doing a CWPP; expand planning team membership; and encourage support and involvement P-2 Fire chief to assure CWPP process is on the right track and empower other leaders to keep process on track P-3 Fire chief to encourage members of the planning group to stay engaged; encourage the non-participants to engage and speak out; make sure the non-fire representatives are invited P-4 Understand and be ready to address the “deal stopper” issues; be ready to keep planning team focused on the mission and vision of the planning process D-4 Refine the vision and direction of the planning process to accurately reflect the community concern. 	<p>Step #4 Establish a Community Base Map: Work with partners to establish a baseline map of the community that defines the community WUI, inhabited areas at risk, forested areas containing critical human infrastructure, and forest areas at risk for large-scale fire disturbance.</p> <ul style="list-style-type: none"> P-1 Start with any base map; define the CWPP planning area – use natural and recognizable boundary breaks A-1 Convene the second CWPP meeting and focus on defining the fuel hazards, assets at risk and confirm the planning area; make sure that the planning team understands the mission and vision of the CWPP process <p>Step #5 Develop a Community Risk Assessment: Work with planning partners to develop a community risk assessment that considers fuel hazards; risk of wildfire occurrence; homes, businesses, and essential infrastructure at risk; other community values at risk and local preparedness capability.</p> <ul style="list-style-type: none"> P-1 Gather information about hazards, fuel models, risks, threats; use local, state and federal agency information A-1 Convene the third CWPP meeting; present and build upon the risk and assessment information; fire chief to “tell it like it is” <p>Step #6 Establish Community Priorities and Recommendations: Use the base map and community risk assessment to facilitate a collaborative community meeting to identify priority fuel reduction, structural protection, and improved fire response project; clearly indicate relationship to reducing community wildfire risks.</p> <ul style="list-style-type: none"> P-1 Develop a process that leads to collaboration and consensus building around the highest priority projects that prevent, mitigate and prepare for risks and hazards; consider wildland fire threat to structures as well as structure to structure fire spread. A-1 Convene the fourth CWPP meeting; review risk mgmt. and reduction plans; prioritize planning project D-1 Facilitate the meeting; capture feedback, organize and prioritize; fire chief should be present to encourage and monitor feedback making sure the planning process is staying on track. 	<p>Step #7 Develop an Action Plan and Assessment Strategy: Consider developing a detailed implementation strategy to accompany the CWPP, as well as a monitoring plan that will ensure its long-term success.</p> <ul style="list-style-type: none"> A-1 Attain buy in and commitment for the “doing”; track and measure progress; engage private property owners A-2 Convene the fifth CWPP meeting; fire chief to encourage outcomes and community involvement; fill the gaps and keep the process moving forward D-1 Set up a method for changing, updating, and revision of the plan; change to meet future demands <p>Step #8 Finalize Community Wildfire Protection Plan: Communicate CWPP results to the community and key partners.</p> <ul style="list-style-type: none"> D-1 Public release and a media blitz about who, what, where, why, and how the fire safe projects are being processed; use planning team members to deliver the message. D-2 Planning team to develop the background, funding and staffing plans for the projects. A-1 Leadership team to meet with key stakeholders, property owners, and policy leaders and deliver the plan message; attain signature support from funding agencies. A-2 Convene the sixth CWPP meeting; celebrate the development of the plan; schedule future meeting to follow implementation, update, funding and tracking of plan; set a specific date for the next meeting. <p>Step #9 Track Progress and Update CWPP: A plan stays alive when it’s evaluated and updated to meet the reality of the implementation days.</p> <ul style="list-style-type: none"> P-1 Describe accomplishments to date and review the 8 Step CWPP planning process to pick up loose ends and new areas of concern. A-1 Convene the seventh CWPP meeting to celebrate success, upgrade existing plans and to plan for the future P-1 P-2: Plan future meetings to track and update the planned activities
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