

Napa Communities Firewise Foundation

CWPP Process Guide

- o **Form a Firesafe Council CWPP Committee composed of key stakeholders, including:**
 - FSC member(s)
 - NCFE representative
 - Forestry advisor
 - Local fire department representative
 - Other local, state or federal agency representatives (if applicable because significant local acreage is controlled by such agency)

- o **Develop a Wildfire Risk Assessment**
 - NCFE will engage a forester/wildfire expert to lead and write the Risk Assessment
 - The FSC designates neighborhood representatives to meet with the forester and tour the area to provide local knowledge
 - Preliminary results and proposed projects should be reviewed with the stakeholders, especially the fire department representatives, to reach agreement on the appropriate projects and their priority
 - The proposed projects should be divided into 3 groups: those that can be done by the FSC without help, those that require a small amount of funding to accomplish, and those that require quite a bit of funding and time to accomplish. To the extent possible, cost and dependencies for each project should be in the Risk Assessment.
 - Hold a community meeting of the FSC to present the Risk Assessment. The forester, the fire department and NCFE should be present to answer questions and help the community understand the feasibility and relative priorities of the projects. Community input on the Risk Assessment should be solicited and included in the CWPP.
 - The Risk Assessment then forms the basis of the CWPP.

- o **The CWPP is written up by the FSC members using the NCFE CWPP Template.**
 - The goal is to outline some of the key characteristics of the FSC without repeating all of the Risk Assessment information
 - The focus is on the project action plan

- o **The Approval signature page customized for each CWPP; however, at a minimum it will include signatures from:**
 - FSC Lead
 - NCFE President

- Napa County Fire Marshal's office
 - Napa County Fire Chief
 - Napa County Supervisor
- o **CWPP review and sign off**
- Coordinate with NCCFF and send the completed CWPP for review to all of the proposed signors (plus the forester involved with your CWPP) simultaneously and request their review and input within 2 weeks. Stress that this is not their final sign off, but an opportunity provide input, edits and ask questions before the CWPP is finalized. Send a reminder after 1 week to anyone who has not yet responded.
 - The goal is to obtain all input and make just one final edit, otherwise the review process can be protracted.
 - Once all input is received and revisions are made, ask NCCFF to send out the final CWPP in PDF with a DocuSign request to all signatories. Provide a brief explanation of key changes made from the version originally reviewed by the signatories, or if the changes are extensive, send out a "tracked changes" version with the final PDF version to enable signatories to easily understand what changes have been made.
 - The final, signed off document should be housed in the NCCFF Dropbox plus published on the FSC website so it is easily available to the FSC community.
- o **CWPP Followup**
- Annually at the start of the new calendar year, provide NCCFF a brief update on the project progress to assist coordination with NCCFF on grant applications and funding.
 - Update the CWPP every 4 years from the original sign off date.

[Note: we should provide templates for the annual project updates the 4 year CWPP update]