

AGENDA
Nevada City Fire Safety Advisory Committee
Meeting #3
May 20, 2020, 5:30-7:00 pm, City Council Chambers

In order to minimize the spread of the COVID-19 virus, Governor Newsom has issued Executive Orders that temporarily suspend certain requirements of the Brown Act. Please be advised that the Council Chambers are closed to the public.

For the Meeting on May 20th all of the Members of this committee will be attending in the council chambers. We will adhere to all social distancing practices.

Public attendance:

For the health and safety of the public we are asking that you please attend the meeting via Zoom (an internet platform).

- 1. If you would like to attend this meeting as an observer, please email Vice Mayor Minett at erin4nevadacity@gmail.com no later than 1 p.m. on May 20, 2020. You will receive an email with a Zoom link to this meeting approximately 10 minutes before the meeting starts.**

- 2. If you wish to make a comment on a specific agenda item, please submit your comment via email to Vice Mayor Minett at erin4nevadacity@gmail.com before 1 p.m. on May 20, 2020. Please limit comments to 200 words or less. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. If you are attending the meeting via Zoom, public comments will be accepted at the beginning of the meeting.**

- 3. In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact the Deputy City Clerk at (530) 265- 2496 x133. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II]. Language translation services are available for this meeting by calling (714) 754- 5225 at least 48 hours in advance.**

The City of Nevada City and The Fire Safety Advisory Committee thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.

1. Call to Order
2. Roll Call: Chair, Vice-Mayor Minett, Sam Goodspeed, Terry Anderson, Sam Gitchel, Carrie Monohan, Annette Seabury, Richard Thomas, Teri Voorhes, Facilitator Pete Williams
3. Project Scope Reminder (Erin)
"To promote public fire safety and community involvement to protect Nevada City residents, business owners, visitors and structures from wildfire. Establish objectives to support overall vegetation management and wildfire mitigation, identify funding sources, and promote public education and awareness."
4. Public Comment
5. Announcements from Committee Members (All)
6. Meeting #3 Purpose (Pete/Erin):
 - a. Finish Current Reality
 - b. Continue work plan—Affinity Exercise
 - c. Decide who works on what
7. Review/Approve May 6 minutes (All)
8. Review agenda--- (Pete)
9. Team Scribe & Ground Rule Recorder for this Meeting? (Erin)
10. Review/Approve Current Reality (All)
11. Continue Affinity Exercise—What needs to be done in our three areas (All):
 - a. vegetation management
 - b. procure funding
 - c. public education
12. Who works on what?
13. Define Outcomes
14. Project Selection Criteria
15. Meeting Schedule going forward
16. Meeting Plus-delta (Pete)
17. Adjournment

Minutes (3 pages)
Nevada City Fire Safety Advisory Committee
 May 6, 2020, 3:00 - 4:30 p.m. via Zoom

Present	NAME	EMAIL/PHONE	ACTION ITEMS
X	Erin Minett, Chair City Council	erinminett@gmail.com 530 263 7102	<ul style="list-style-type: none"> • Work with Pete to prepare the next meeting agenda and post. • Host May 20 meeting. • Add to or edit "Current Reality" statement. • Add to or edit "Affinity Exercise" Google Doc • Provide waivers to Richard Thomas for community working on city property
X	Pete Williams, Facilitator	peteandsuewi@sbcglobal.net (916) 965-4561	<ul style="list-style-type: none"> • Work with Erin to prepare the next meeting agenda
X	Sam Goodspeed, NC Fire	sam.goodspeed@nevadacityca.gov (530) 957-9892	<ul style="list-style-type: none"> • Add to or edit "Current Reality" statement. • Add to or edit "Affinity Exercise" Google Doc
X	Sam Gitchel, Greater Champion FWC	samgitchel@gmail.com 530 470 3200	<ul style="list-style-type: none"> • Add to or edit "Current Reality" statement. • Add to or edit "Affinity Exercise" Google Doc
X	Terry Anderson, Willow Valley FWC	itstea@gmail.com 530 264 7089	<ul style="list-style-type: none"> • Add to or edit "Current Reality" statement. • Add to or edit "Affinity Exercise" Google Doc
X	Teri Voorhes, Deer Cr Southside FWC	Teriryan13@gmail.com 650 740 9678	<ul style="list-style-type: none"> • Take meeting minutes and work with Pete to publish • Add to or edit "Current Reality" statement. • Add to or edit "Affinity Exercise" Google Doc
X	Richard Thomas, Deer Cr Southside FWC	randtthomas@sbcglobal.net 530 264 6740	<ul style="list-style-type: none"> • Take notes on "Current Reality" and work with Pete to update. • Add to or edit "Current Reality" statement. • Add to or edit "Affinity Exercise" Google Doc
X	Annette Seabury, Greater Cement Hill FWC	netsnuthouse@yahoo.com 925 642 3799	<ul style="list-style-type: none"> • Add to or edit "Current Reality" statement. • Take notes on "Ground Rules/Norms" and work with Pete to format. • Add to or edit "Affinity Exercise" Google Doc
X	Carrie Monohan, The Sierra Fund	carrie.monohan@sierrafund.org 530 265 8454 ext. 214	<ul style="list-style-type: none"> • Add to or edit "Current Reality" statement. • Add to or edit "Affinity Exercise" Google Doc

Next meeting: May 20, 5:30 pm, City Council Chambers

Related documents:

Current Reality; Ground Rules: A Work in Progress

Welcome: Erin welcomed everyone and informed us that Matthew Coulter, Resident would be joining the meeting. The agenda was revised to include Public Comments. Going forward we will include Public Comments after approving minutes/project scope reminder and choosing Team Scribe.

1. Review agenda: Pete and Erin walked us through the agenda. The following changes were made: Project Scope Reminder was moved from #6 to #3 and will be placed after Review/Approve Minutes going forward. Public Comments was inserted as #5.
2. Review/Approve April 15 minutes: Richard Thomas moved to approve minutes/Terry Anderson seconded and all approved. When asked for additions to agenda Richard Thomas requested waivers for Community members working on city land. Erin Minett will provide them to Richard Thomas after the meeting.
3. Project Scope Reminder: Erin reviewed our Project Scope to set the tone for the meeting. "To promote public fire safety and community involvement to protect Nevada City residents, business owners, visitors and structures from wildfire. Establish objectives to support overall vegetation management and wildfire mitigation, identify funding sources, and promote public education and awareness."
4. Team Scribe for this meeting? Current Reality Recorder?: Team Scribe for May 6, 2020 meeting is Teri Voorhes. Current Reality Recorder is Richard Thomas. Annette Seabury will continue to take notes regarding Ground Rules and Group Norms.
5. Public Comments: There were no public comments. Confirmed with Matthew Coulter that he wanted to listen to the meeting but did not have any comments at this time.
6. Fist of Five-Shall we use?: Carrie Monohan reviewed *Learning with Fist of Five Voting* by Jake Calabrese. The committee voted to implement the practice of using this for voting going forward - it was voted in with unanimous 5 fingers: Absolutely, best idea ever! I'll champion it.
7. Myers Briggs (Keirsev Temperament Sorter) Results and Implications: Pete Williams walked the committee through the results of the MBTI. He reviewed characteristics of the 16 personality types and discussed how we want to be mindful of that when working as a group. He felt we are pretty well balanced but with a majority of extroverts vs. introverts. This will be helpful information moving forward in communicating as a team. Pete closed with the understanding that our results are preferences and we can adjust them to work together.
8. Refine Current Reality: The committee discussed each line item of our Current Reality document. Richard Thomas will update and distribute prior to next meeting.
9. Team Process Review: Confirmed we had clear roles for today's meeting. Pete reviewed and described typical stages of successful team development: forming, storming, norming, and performing.

We are currently at forming stage and want to be careful of storming.

10. Affinity Exercise: Using the Zoom Chat function the committee spent 10 minutes doing an exercise to start identifying what tasks need to be done to address items included in Current Reality. We added actions which included a verb and no more than 10 words. Carrie Monohan gathered the results and created the Google Doc *Affinity Exercise Nevada CityFire Prep To Do List*. The link was shared with everyone to edit before our May 20th meeting. Next meeting we will throw these up on a board to start prioritizing.

11. +/^Δ: Pete recommended that we routinely review what went well (+) and what we could improve (^Δ) as a step in closing our meetings. This meeting's pluses were: Erin thanked everyone for doing a good job reviewing the Current Reality and a good start to what needs to be done. Everyone thanked Pete for guiding us through the meeting. Richard Thomas thanked Matthew Coulter for attending the meeting. No issues were identified for improvement.

12. Adjournment: Meeting adjourned at 4:30pm and May 20, 2020 meeting set for 5:30pm. If Shelter in Place is lifted we will meet in City Hall Chambers.

-- Notes taken by Teri Voorhes

Nevada City Fire Safety Advisory Committee

Current Reality (a work in progress)

As of May 6, 2020

	Vegetation management
1	Most open-space lands in proximity to Nevada City were logged and mined in the past, resulting in overstocked, high-risk forest lands. While a great deal of fuel reduction has been done on City-owned open spaces (Airport, Sugarloaf, Environs/Tribute Trail; Hirschman), these areas remain high risk for wildfire given heavy fuel loads, illegal campfires, and proximity to Nevada City.
2	To protect the core of Nevada City, we don't know which areas are most critical for fuels management. This applies to City-owned lands as well as private and federal lands in the sphere of influence.
3	Nevada City's inventory of City-owned properties is becoming more complete and detailed with maps and an inventory list..
4	There is not currently a plan for restoring Nevada City's open spaces to become more fire-resilient. Such a plan would provide site-specific guidance for selection of species, spacing and sequence of treatments. Without such a plan, fuel reduction activities may not contribute the goal of building resilient forests.
5	Some fuel reduction services are currently available to residents, including curbside chipping and green waste drop sites.
6	City policy is not specific regarding vegetation overlapping adjacent properties.
7	There is not currently a continuous fuel break/modification across Deer Creek Canyon from Ridge Road to Highway 49 in proximity to Nevada City.
	Public education and awareness
1	Erin has developed an educational postcard that will go to Nevada City residents the week beginning Monday, May 11th.
2	A variety of community education activities take place sponsored by Nevada County/OES, City of Nevada City (town halls), the Fire Safe Council of Nevada County, Yubanet, individual Firewise groups, and others.
3	Aerial vegetation maps of Nevada City lands overlaid with property lines,

	ownership, and hydrants help plan for vegetation management, public education and awareness.
4	Nevada City's chipping program has been well received by residents and encourages residents to reduce fuels.
5	Nevada City Fire Department has reached out to local media outlets to run pre-fire season prevention and preparedness articles. Meetings are being scheduled with their staff.
6	Ready Nevada County will be producing a prevention and preparedness pamphlet that will be mailed to all County residents. This will be similar to the one that was sent last year with updated information. Will include in information specific to Grass Valley and Nevada City.
	Procure funding
1	Nevada City has limited funding to put into projects
2	Nevada City funding is inadequate to address all vegetation concerns on City-owned land, especially with revenues anticipated to drop.
3	The Sierra Fund submitted an unsuccessful grant proposal intended to fund, development of a vegetation management plan and a funding plan by <u>December 2022</u> . With basic grant language (boilerplate) and specifics completed, applications for future grant opportunities will be much easier and less time consuming.
4	Nevada City will be experiencing budget shortfalls in the near term and the next fiscal year due to the COVID-19 pandemic.
	Prevention Activities
1	Nevada City has an active Residential Chipping Program which may be applied for through the City. Forms are on the City Website

2	Nevada City Hazardous Vegetation Abate Ordinance adopted in 2019 (Chapter 8.10 NC Muni Code) gives Nevada City Fire Department greater authority to enforce vegetation management on parcels within the city limits of Nevada City. 2020 "Informational Notice" will go out with the next City Newsletter. Violation Notices will follow shortly thereafter.
3	Nevada City has agreements in place to contract with CalFIRE - Washington Ridge Crews. Availability may be limited due to cutbacks in funding.
4	Nevada City Department of Public Works will continue to perform routine vegetation maintenance on city owned right-of-ways as availability permits.
	Other
1	The capacity of Nevada City's water delivery system to fight a multi-hydrant fire, while generally believed adequate, is unknown. Some infrastructure inadequacies could provide a problem. An update of the City's capacity, and available water from NID, is underway.
	Nevada City's wooden street signs are difficult to see and could burn in a wildfire. This is a concern both for out-of-area firefighters and for residents trying to evacuate.
3	PG&E will be modifying their power shut off protocols this summer, and we can expect more power grid interruptions in Nevada City as the fire danger and wind events intersect.

Draft Ground Rules

Nevada City Fire Safety Advisory Committee

April 15, 2020

Following are ground rules that were discussed. We will continue to develop this list.

Schedule: We will meet 2-3 times in the first month and once a month after that. We will meet for 1½ hours on the first Wednesday of every month, with our next meeting on May 6 at 3 p.m. We will continue meeting at 3:00 pm while sheltering in place; when traditional meetings resume we will meet at 5:30 in City chambers. No breaks in meetings.

The general expectation is for work to be completed between meetings.

Brown Act requirements: Meetings will be conducted to comply with the Brown Act. Agendas will be posted three days in advance; meetings will be recorded and minutes posted; and the public must have opportunities for input.

Public input: Meetings will be open to public participation. We discussed methods for managing public input, should this become an issue, but did not reach conclusions.

Absences: Members will notify Erin when they cannot attend a meeting. When absent, members are encouraged to join the meeting remotely if possible. Alternate representatives may attend meetings but proxy votes will not be accepted.

Decision making: We will make decisions by majority vote. Five or more members who are physically present will constitute a quorum. A majority of those who are physically present will carry the vote. [Let's clarify whether remote participants can vote.] We will try the "Fist of 5" method to encourage dialogue before voting on agenda items.

Expert input: the committee may invite outside experts on particular issues, e.g. Waste Management regarding green waste drop sites. Such appearances must be agendized.

Tools may be utilized to facilitate decision-making, e.g. flow charts or other analytic processes.

Ground Rules Additions:

May 6, 2020

- Fist to Five voting approach accepted by committee as a means of voting
- Fist to Five in effect as of May 6, 2020

- Committee agreed to no breaks during meetings