

Appendix A – Meeting Agendas, Minutes and Attendance Sign-in Sheets

Meeting 1 – Agenda, Minutes, Attendance Sign-in Sheet

March 19, 2007 Westend Community Wildfire Protection Plan Meeting
Westend Fire Station, 10042 Washougal River Rd., Washougal, WA 98671

AGENDA

GOALS: 1) Outline CWPP Process 2) Review Planning Area 3) Establish Goals and Objectives 4) Create a Risk Assessment

Time	Speaker(s)	Topic
6:00-6:10	Zielin, All	Introductions, agenda review
6:10-6:20	Zielin	Community Wildfire Protection Plan Synopsis <ul style="list-style-type: none">• Roles• Background• Process• Requirements• Completed Data Collection• Current Status• Main Limitations and Douglas County CWPP as a model• Westend CWPP Outline
6:20-6:30	All	<ul style="list-style-type: none">• Questions
6:30-6:40	Zielin, Helgerson	Review Westend Planning Area <ul style="list-style-type: none">• Klickitat and Skamania County CWPP• Westend Base Map
6:40-7:00	Helgerson, Zielin, All	Establish the Westend CWPP Objectives and Goals <ul style="list-style-type: none">• Protection of Life, Property and Resources
7:00-7:45	Helgerson, Zielin, All	Westend Risk Assessment Workshop Process <ul style="list-style-type: none">• Ignition Risk• Hazard – weather, topography, fuel loads and types• Values Protected – infrastructure and other• Protection Capabilities – What we have, what we need and what gaps exist in the system
7:45-8:00	All	Review meeting, set next meeting date, adjourn

West End CWPP

Meeting 1 Minutes – March 19, 2007

Meeting started at 6:00pm









- Introductions
- Sara and Ole presented the general information of a CWPP and handed out maps of our area as well as objectives, an example CWPP from Douglas County and our agenda.
- Group agreed to give our plan the title of: West End, WA Community Wildfire Protection Plan - with the goal to impact on reducing fire risks, to make the communities, forest service and DNR accessible to federal \$ to act on these crucial areas.
- Group outlined risk assessments/ignition risks of our tentative plan:

<u>Man</u>	<u>Natural</u>
Railroads	Lightning
Debris Burning	
Fireworks	
Recreational fires	
Smoking/cigarettes	
Arson	
Logging	
Power lines	
Structure fires	
- Hazards of our area were identified – including weather, topography, fuel loads, types of fuels, rate of fire spread etc.
Weather – extreme wind, low humidity, topography, aspect
Fuels – fuel moisture, fuel chains, fuel types, fuel and accessibility.
Topography – very steep canyon topography
- Values protected were discussed, including commercial timber, water sources, life, recreational values, historical sites, fish hatcheries residential properties and structures, infrastructures and personal property.
- Protection Capabilities were discussed, but it was decided that Fire District 4, Federal and State entities needed to later identify their gaps, needs and intentions. A wildfire protection capabilities form was dispersed for completion by fire agencies.

Next meeting set for April 19th, 2007 - 6:00pm SCFD#4 Station
Meeting was adjourned by 7:30pm.

Westend Community Wildfire Protection Plan Steering Committee
Sign-in sheet – Meeting 1

Date: 20070319 Time: 6:00 - _____ Location: _____

NAME	SIGNATURE	REPRESENTATION	EMAIL
KEITH BROWN		FIRE COMMISSIONER, FIRE DIST. 4	humansol@teleport.com
ROY BURNS	Attended alternative meeting 4/2/07	WESTEND COMMUNITY	
JOHN CARLSON		SKAMANIA CO. DEM	johnc@co.skamania.wa.us
DALE GRAMS	Attended alternate meeting 4/2/07	WESTEND COMMUNITY	dalegrams@prodigy.net
JERRY HARTELOO		WESTEND COMMUNITY	lharteloo@wa-net.com
OLE HELGERSON		FACILITATOR	ole@co.skamania.wa.us
RUSS HOVEY		WADNR	russ.hovey@dnr.wa.gov
MARLON MORAT		SKAMANIA CO. FIRE MARSHALL	morat@co.skamania.wa.us
DON OCHS		FIRE CHIEF, FIRE DISTRICT 4	donald.ochs@verizon.net
GREG PAGE		GIFFORD PINCHOT NF	wgpage@fs.fed.us
CINDY SOLIZ	Attended alternative meeting 4/2/07	WESTEND COMMUNITY	ursa@pacifier.com
SARA ZIELIN		FACILITATOR	Skamaniawfc@saw.net
KARLSON CARLSON		EOC	eoacadwin@co.skamania.wa.us

Meeting 2 – Agenda, Minutes, Attendance Sign-in Sheet

April 19, 2007 Westend Community Wildfire Protection Plan Meeting
Westend Fire Station, 10042 Washougal River Rd., Washougal, WA 98671

AGENDA

GOALS: 1) Identify Gaps 2) Identify Problem Areas 3) Review Community Concerns 4) Identify Projects 5) Prioritize Projects

Time	Speaker(s)	Topic
6:00-6:10	Zielin, All	Introductions, agenda review, meeting minutes from 3/19/07
6:10-6:20	Zielin	Gap Identification Workshop <ul style="list-style-type: none"> • What limitations and/or constraints to our ability to fight wildfire exist within the Westend CWPP planning area?
6:20-7:00	Zielin, All	Map Workshop <ul style="list-style-type: none"> • Population Density • Future Development • Fire History • Fuel Loads
7:00-7:05	Zielin, Page	Grants <ul style="list-style-type: none"> • Many types and requirements
7:05-7:15	Community	Community Questionnaire <ul style="list-style-type: none"> • Concerns from community
7:15-7:45	Zielin	Project Workshop <ul style="list-style-type: none"> • Fuel Mitigation Projects • Planning Projects • Education Projects • Equipment/Staffing/Exercise
7:45 - 7:55	Helgerson, All	Prioritizing Projects <ul style="list-style-type: none"> • High Priority • Moderate Priority • Low Priority
7:55-8:00	All	Review meeting, set next meeting date, adjourn

West End CWPP

Meeting 2 Minutes – April 19th, 2007

Meeting started at 6:00pm

Introductions

Gap Identification Workshop

1. Staging areas for resources
 - Hwy. 14 MP 23
 - Camp WiRiKi
 - Mabee Mines
2. Communications - UHF, DNR & FS are VHF, will need compatibility to narrowband, currently wideband
3. LZ's-some are already established
4. Established evacuation routes
5. 3rd fire station needed-Top of Salmon Falls?
6. No public notification system
7. Water Supply issues
8. Red Card Certification for Volunteer Fire Fighters
9. Education to community

Map Workshop – Looked at Population, Development, Fire History and Fuel Loads and established ‘area of concern’. Four areas of concern were drawn and named within the CWPP planning area:

- Matthews
- Dougan Falls
- Mabee Mines

* The purpose of this exercise was to identify high risk areas that would be severely affected by a wildfire and also be the ignition source of a catastrophic wildfire

*Areas for potential water sources were also drawn at ideal locations and are mapped within the document (Appendix H4 – High Risk Ignition Areas and Potential Water Tank Sites).

Community Concerns – Livestock Evacuation Plan by Cindy Soliz was briefly discussed and was added as a project.

Grants and Requirements – Briefly reviewed grants and discussed how requirements change on a yearly basis. Greg Page discussed Trout Lake, WA CWPP and grants

Established Projects – Listed projects that would help bridge the identified gaps established during the workshop

- Fuel Mitigation Projects
 - P1 – Access to Private Roads – High Priority
 - P2 – Around Homes – High Priority
 - P3 – Critical Infrastructure – Moderate Priority
- Planning Projects
 - P1 – Establish Evacuation/Response Routes – High Priority
 - P2 – Establish water supply site location for acquisition – High Priority










- P3 – Community Mobilization Handbook w/Maps – Moderate Priority
- P4 –Livestock Evacuation Plan – Low Priority
- Education Projects
 - P1 – Engage Community – High Priority
 - Disperse “firewise” info via mail
 - Community Event with info, speakers, food
 - Demo house
 - Dispersal of “firewise” info via County Fire Marshall to community members with building permits
 - P2 – E-media (webpage, DVD’s, CD’s) – Moderate Priority
- Equipment/Staffing/Exercise Projects
 - P1 – “Red Card” training in coordination with FD4 and WADNR – High
 - P2 – VHF radios and/or “gateway” devices – High Priority
 - P3 – Third Fire Station within planning area for growing number of people in the service area – Moderate Priority
 - P4 – Technology – laptops, GPS units – Moderate Priority
 - P5 – Foam

Project Prioritization – Prioritized projects High, Moderate and Low priority within each project category

Next meeting set for May 24th, 2007 - 6:00pm SCFD#4 Station
Meeting was adjourned by 8:00pm.

Westend Community Wildfire Protection Plan Steering Committee
Sign-in sheet – Meeting 1

Date: 20070419 Time: 6:00 - _____ Location: _____

NAME	SIGNATURE	REPRESENTATION	EMAIL
KEITH BROWN		FIRE COMMISSIONER, FIRE DIST. 4	humansol@teleport.com
ROY BURNS		WESTEND COMMUNITY	
JOHN CARLSON		SKAMANIA CO. DEM	johnc@co.skamania.wa.us
DALE GRAMS		WESTEND COMMUNITY	dalegrams@prodigy.net
JERRY HARTELOO		WESTEND COMMUNITY	lharteloo@wa-net.com
OLE HELGERSON		FACILITATOR	ole@co.skamania.wa.us
RUSS HOVEY		WADNR	russ.hovey@dnr.wa.gov
MARLON MORAT		SKAMANIA CO. FIRE MARSHALL	morat@co.skamania.wa.us
DON OCHS		FIRE CHIEF, FIRE DISTRICT 4	donald.ochs@verizon.net
GREG PAGE		GIFFORD PINCHOT NF	wgpage@fs.fed.us
CINDY SOLIZ		WESTEND COMMUNITY	ursa@pacifier.com
SARA ZIELIN		FACILITATOR	Skamaniawfc@saw.net
KATHLEEN CARLSON		EOC	eocadmin@co.skamania.wa.us

Meeting 3 – Agenda, Minutes

May 24, 2007 - West End Community Wildfire Protection Plan Meeting
West End Fire Station, 10042 Washougal River Rd., Washougal, WA 98671

AGENDA

GOALS: 1) Review Projects 2) Add/Remove Projects 3) Prioritize Projects 4) Create an Action Plan

Time	Speaker(s)	Topic
6:00-6:10	Zielin, All	Introductions, agenda review, meeting minutes from 3/19/07
6:10-7:00	Zielin, All	Review and make changes to project descriptions <ul style="list-style-type: none"> • Fuel Mitigation • Planning • Education • Equipment, Staffing and Exercise
7:00-7:20	All	Add/Remove projects
7:20-7:30	All	Prioritize projects <ul style="list-style-type: none"> • Prioritize new projects • Re-prioritize previous projects if necessary
7:30-7:45	All	Create an action plan <ul style="list-style-type: none"> • CWPP sustainability
7:45-7:50	Zielin, Helgerson	CWPP and FEMA Pre-Disaster Mitigation Plan Compliancy
7:50-8:00	All	Review meeting, adjourn meeting THANK YOU FOR ALL OF YOUR HELP!!!

West End CWPP

Meeting 3 Minutes May 24th, 2007

Meeting started at 6:00pm

- 1) Project Description Review – The Committee reviewed all of the projects established from the previous meeting along with the descriptions revised by Sara. Projects were further refined per the West End Steering Committees recommendations.

- 2) Action Plan Review
 - a. An action plan was discussed and it was decided that the Steering Committee would meet annually at a minimum.
 - b. The Title III Wildfire Prevention Coordinator suggested her lead on planning projects, to initially get things started while the grant position still exists and as time allows.
 - c. Greg Page presented an example of how the Trout Lake CWPP has been successful in sustaining their plan:
 - i. CWPP Team consisted of a part-time Fire Specialist, CWPP Coordinator and an AmeriCorp Volunteer
 - ii. The Trout Lake CWPP Team persistently provided the community with meetings, newsletters and information about CWPP's, resulting in the formation of community sub-area groups such as the Yellow Brick Rd.
 - iii. The Yellow Brick Rd group has formed their own committee, listed their objective and goals and created an action plan for projects that better protect their neighborhood.

*It became apparent that multiple full-time positions are necessary to follow through with the CWPP projects and to essentially get the public involved to the point where they take over various projects

- 3) FEMA Compliancy – The West End CWPP will attempt to be as FEMA compliant if feasible within the West End CWPPs main objectives and goals

- 4) Finalizing CWPP – The Committee discussed the upcoming steps to finalize the West End CWPP:
 - a. Review Draft and suggest any changes
 - b. Allow time for public review and comment
 - c. Present public comment to Steering Committee
 - d. Make changes as recommended by Core Group
 - e. Core group signs final document
 - f. Send to DNR for approval

Meeting was adjourned by 7:00pm.