



CITY *of* CALABASAS

REQUEST FOR PROPOSALS

**DEVELOP A CITY OF CALABASAS COMMUNITY WILDFIRE
PROTECTION PLAN**

**PROPOSALS DUE BY:
4:00 P.M. ON OCTOBER 31, 2024**

**CITY OF CALABASAS
ADMINISTRATIVE SERVICES DEPARTMENT
100 CIVIC CENTER WAY
CALABASAS, CA 91302**

SECTION 1 - INTRODUCTION

Situated approximately 25 miles west of downtown Los Angeles and adjacent to the San Fernando Valley, the City of Calabasas has an approximate population of 24,000 residents. The City's distinctive character is in part derived from its natural environment, oak studded hillsides, and sprawling open space. Other notable characteristics include its physical diversity, small town atmosphere, and active population. Calabasas is primarily a residential community recognized as one of the most desirable communities in the region to live; the community is distinguished by its privacy, neighborhood events, excellent school district, and quality public services. Calabasas is approximately 13.75 square miles, situated in the Las Virgenes Valley, with primary access to the community is from the Ventura Freeway (101) or by Malibu Canyon Road from Pacific Coast Highway.

The City of Calabasas is known for providing its residents and business community with high level and quality public service. Continuity in elected and appointed officials, prudent fiscal management, friendly business environment, collaboration with the school district, committed and dedicated professional staff, and an engaged electorate contribute to Calabasas' stellar and distinguished reputation. The 2022/23 operating budget is approximately \$xx million and comprised of xx full time and xx hourly employees within the departments of City Manager's Office, City Clerk, Administrative Services, Community Development, Community Services, Finance, Communications, Public Safety, Public Works, and Library.

SECTION 2 – SCOPE OF SERVICES BEING REQUESTED

The City of Calabasas is seeking proposals from qualified consultants to develop a comprehensive Community Wildfire Protect Plan for the City of Calabasas.

This project will prepare and develop a Community Wildfire Protection Plan (CWPP) for the City of Calabasas. This plan will serve as the foundational strategic document that would guide the wildfire adaptation and prevention efforts in the city of Calabasas.

Calabasas is located near several historical fire corridors and was most recently impacted by the Woolsey Fire in 2018. The city of Calabasas and its communities are identified by the State Fire Marshall as a Community at Risk. Recently, the city of Calabasas was designated by the California State Board of Forestry as a Fire Risk Reduction Community in 2024.

The development of a CWPP greatly supports the city and the region to clarify and refine its priorities for the protection of life, property, environment, and critical infrastructure in Malibu/Las Virgenes wildland-urban interface. Currently the City of

Malibu has a CWPP and Los Angeles County is developing a CWPP for the county unincorporated area. This project will lead community members, including elected officials, city staff, community organizations, and residents, through valuable discussions on hazard and risk analyses, structural protection assessments, and local preparedness capabilities.

Upon completion, a city CWPP that includes details on existing challenges, community resources, wildfire hazards, and a Wildfire Adaptation Action Plan will be available to guide the subsequent priority actions to meet the goals, objectives, and targets of the Plan.

The project (Plan) would cover approximately 9,000 acres of Local Responsibility Area that is completely encircled with State Responsibility Area adjacent.

Specifically, the purpose of this Request for Proposal (RFP) is to contract with a consultant to:

1. Review existing information

The selected consultant will review existing local policy, planning, and management documents in order to develop an understanding of the local fire history, identify data gaps, understand the community and residential areas, ensure consistency with existing Community Plans, policies, and management approaches, and identify sensitive environmental resource areas. As part of this review, the selected consultant shall review the City's digital map database for relevant baseline information and other data. The City shall make data accessible to the consultant as needed.

The consultant shall consult with LACOFD personnel and CALFIRE personnel for current fire hazard mapping data, past fire data, and vegetation management practices in areas within and adjacent to the City, as appropriate. The consultant shall also consult with representatives of the plan area communities concerning existing and proposed fuel management plans and history.

The consultant shall also review current literature and research regarding hazardous fuel reduction treatments and best practices for protecting at-risk communities.

Based on the review of existing information, the consultant will work with LACOFD, and interested parties to determine if the CWPP boundaries need refinement.

2. Conduct Hazard and Risk Analyses

The selected consultant shall conduct fire behavior modeling in order to inform the recommendations that will form the basis of the CWPP. Analysis should include the following, at a minimum:

- Hazard assessment to identify specific fire hazard zones using variables such as vegetation topography, and weather. Tasks include:
 - Identification of areas with high probabilities of wildfire ignition
 - Description of potential fire spread
 - Description of fire protection capabilities, access, and fire support infrastructure
 - Determination of a fire's run damage potential
 - Depiction of ember exposure zones
 - Identification of existing and planned fuel breaks and treated areas
- Risk assessment to identify specific risk areas, using variables such as roof type, proximity of structures, road access, availability of water supply, fire response times, etc. Tasks include:
 - Risk of fire ignition
 - Risks to infrastructure
 - Local preparedness capability
- Structural protection assessment to evaluate the need, feasibility, and potential location for community defensible space fuel breaks.
- Loss risk assessment to evaluate the property, life, natural, and economic resources that are threatened by wildland fire.

3. Conduct Stakeholder Outreach

The CWPP is a collaborative effort involving the City of Calabasas residents, EPIC-FSC, City Public Safety and Emergency Preparedness, City Community Development, LACOFD staff, District Supervisor representatives, CALFIRE, California State Parks staff, Caltrans staff, environmental organizations and other interested parties. The consultant shall assist in further identifying members of, and officially establishing a Development Team and defining the community process.

A CWPP Development Team are responsible for providing input and guidance at all stages of the project.

The consultant shall also work closely with the Development Team through each stage of the project. This will likely require monthly meetings with the Development Team.

In addition, the consultant shall conduct at least three stakeholder workshops with the following community and government agencies. At least one workshop shall take place after the analysis described in Task 2, and at least one workshop shall take place after the Draft CWPP is released for public review. The consultant will work cooperatively with EPIC-FSC, LACOFD and the City of Calabasas concerning the public stakeholder workshops to conform with regulatory requirements such as the Brown Act.

Examples of stakeholders that should be included in each public meeting include, but are not limited to:

- LACOFD
- EPIC-Fire Safe Council
- City Manager Office
- City Community Development
- CalFire
- City Public Works
- City Community Services
- City Public Safety and Emergency Preparedness
- County Emergency Services
- Caltrans
- California Department of Fish and Wildlife
- California State Parks
- National Park Service
- Southern California Edison
- Southern California Gas Company
- Calabasas community members
- Environmental Defense Center
- Santa Monica Mountains Conservancy
- Audubon Society
- Sierra Club
- Other interested community groups and individuals

4. Mapping

The selected consultant shall produce a series of base maps to be included in the CWPP as well as provided to LACOFD in ESRI ArcGIS or compatible digital format. The following individual base maps should be provided:

- Community WUI
- Hazard severity categories (Zones)
- LRA, SRA, FRA
- Vegetation types, density, slopes, fire history, inhabited areas, cleared areas, and infrastructure
- Environmentally sensitive habitats

Upon the completion of hazard and risk analyses, the consultant shall produce maps depicting the results, including but not limited to:

- Fire spread modeling under multiple spatial and weather scenarios
- Ember exposure zones
- Vegetation Management Project Areas
- Potential evacuation routes
- Community-specific recommendations

The consultant shall coordinate with the City, EPIC-FSC, LACOFD, and affected community representatives to determine the need for additional mapping.

5. Prepare Community Wildfire Protection Plan (CWPP)

The selected consultant shall develop a CWPP based on the information acquired in Tasks 1-4 above. The CWPP shall contain the following:

A. City of Calabasas overview, including (but not limited to):

- Values at Risk (life safety, structures, infrastructure, municipal facilities, natural/cultural/historic resources, recreation and lifestyle)
- Land Use and Zoning/Ownership
- Fire Protection

B. Defining the Wildfire Problem

- Fire Ecology (vegetation, wildlife)
- Climate (including climate change, drought)
- Local Fire History
- Wildland Fire Environment (fuels/fuel characteristics, wildland fuel models, weather, topography, fire behavior characteristics)

C. Communities and Resources at Risk (wildland and urban interface, environmental/cultural/historic values and resource concerns).

D. Wildfire Assessment (state and local severity zones, hazard assessment – including data models, risk assessment, defensibility analysis, ember exposure zones, fire run damage potential, structure assessment and vulnerability, any other appropriate/necessary additional analyses).

6. Action Plan

- Community preparedness – including existing programs, strategies, councils/teams.
- Comprehensive education program with recommendations for residents on how to reduce structure flammability, implement best practices for fire hazard reduction, and become involved in community-based hazard reduction efforts.
- Protecting values – life safety (evacuation, vulnerable populations, pets, livestock), structures/ reducing structure ignitability, development standards, proposed projects, water sources, natural and cultural resources.
- Develop best practices guide to minimize structural ignitability using current fire and building code standards as well as possibly newly rated manufacturing technologies.
- Fuels Mitigation Strategy (existing fuel treatment activities, prioritization of fuel treatments, fuel treatment prescriptions, fuel treatment types and levels, fuel treatment and firefighter safety, fuel treatment tactics, example fuels modification and resultant fire behavior, fuel treatment implementation timing/seasonality).
- Fuels mitigation strategies will include individual community protection plans for mountain and foothill residential communities, to be developed in collaboration with County Fire, community representatives, and CalFire representatives where appropriate. The need for strategic fuel breaks shall also be assessed and mapping and program measures included in the CWPP if appropriate. The fuels mitigation strategy will take into account environmental standards developed by the Development Team with stakeholder input.
- Evacuation (vulnerable populations, pets, routes, potential issues with evacuation)

7. Maintenance and Monitoring (CWPP monitoring and updating, fuel treatment monitoring and maintenance, how to conduct monitoring).

8. CWPP Recommendations

As described in the proposed CWPP Process (Attachment A), the draft CWPP will be provided to the Development Team for review and comment. The review comments shall be incorporated into the final product. The consultant shall provide the Development Team with electronic copies of the CWPP, including maps and graphics, throughout the project. The City, EPIC-FSC and LACOFD shall maintain shared ownership of data, documents, and material for future use and analysis and make available to the public.

The consultant will work with the city and EPIC-FSC in developing a project web page on the City website.

This will be used to post meeting schedules, plan drafts, public education related to the project, maps, and related material relevant to the project.

SECTION 3 - SUBMITTAL REQUIREMENTS AND INQUIRIES

Proposal requirements and contents. Proposals should be submitted in sufficient detail to allow for thorough evaluation and comparison. However, they should be as brief and concise as possible without sacrificing clarity. Proposals and levels of effort should be commensurate with the time and cost limits specified below. Proposals should include the following information, in sectionalized format:

A. Introduction.

Overall understanding of the project and approach; include any issues that you believe will require special consideration for this project. If a joint venture, please identify the prime contractor and all subcontractors.

B. Qualifications.

Firm capabilities, brief history, organizational structure, and top management (similar information for each joint venture participant and subcontractors, and approximate percentage of contribution), and relevant experience. Please include the company type and tax identification or social security number.

C. Personnel.

Identification of the project manager, key personnel, and relevant background; include an organizational chart showing project manager, key personnel, and all supporting staff to be assigned. Provide brief resumes highlighting relevant qualifications. Please identify personnel responsibilities, estimated hours, and percentage of total hours. The selected consultant must commit that the key personnel proposed for the project will be the actual personnel performing the work. Any modifications to staffing during the contract performance period must first be approved by County Fire.

D. Methodology.

Approach toward accomplishing the work program; definition of each task, including depth of analysis, methodology, and data to be used in evaluating project impacts. Specify where and how any original data would be gathered. Identify any recommended changes to the scope of work outline and basis for suggestions. A list of assumptions should be included that clearly define the limits of the scope of work.

E. Cost Proposal.

Itemized budget breakdown by task, deliverable, and cost proposal with estimated hours (total hours and project manager hours) and salary; administrative and overhead expenses; profit; and indirect expenditures. The cost proposal should be presented separately from the technical proposal. Please include a 10 percent contingency in your cost estimate. Such a contingency fund would only be released if the selected consultant performs functions or carries out work that is requested by the City or County Fire and is outside the contracted scope of work.

F. Schedule.

Project schedule for completing each task and the entire project.

G. References.

List of former clients receiving comparable services, including the project manager's name and telephone number. Must provide at a minimum 3 references.

H. Insurance.

Summary of the firm's (and sub-consultant) insurance coverage. Minimum coverage and types of insurance that are required to be maintained throughout the term of the project are identified in the Additional Information section.

All questions and requests for clarification must be submitted in writing to the point of contact identified below by 4 P.M. on October 18, 2024.

Responses to questions submitted prior to the established question deadline will be posted on the City of Calabasas website on October 22, 2024.

Proposal submittal deadline is 4:00 P.M. on October 31, 2024. All proposals must be sent electronically to mdyer@cityofcalabasas.com prior to the deadline. Proposals received after the submittal deadline stated above will not be considered.

All questions and inquiries related to this Request for Proposal (RFP) may be sent to:

Michael W Dyer
Director of Public Safety and Emergency Preparedness
City of Calabasas
mdyer@cityofcalabasas.com
Phone: (818) 324-9224

SECTION 4 - TENTATIVE SCHEDULE

Provided below is the tentative schedule for the proposal process. Note that the schedule is tentative and subject to change.

Event	Date
RFP Distributed	October 11, 2024
Question Submission Deadline	October 18, 2024
Questions Response Posted Online	October 22, 2024
RFP Submission Deadline	4 p.m. on October 31, 2024
Finalist Interviews	November 8, 2024
Award of Contract	November 15, 2024

SECTION 7 - EVALUATION PROCESS

The City will conduct a two-tiered evaluation process to select the ideal firm. The initial evaluation will focus on reviewing the scope of work, the firm's qualifications and experience, and cost. The secondary evaluation will consist of an onsite interview with the top 2 or 3 proposing firms. The weighted criteria for each level are:

A. INITIAL EVALUATION - the following criteria will be used to evaluation proposals:

1. QUALIFICATIONS, BACKGROUND, AND RELEVANT EXPERIENCE
(Weight: 40%)
2. COST ESTIMATES
(Weight: 40%)
3. PROJECT APPROACH, RESPONSIVENESS, AND UNDERSTANDING
(Weight: 20%)

B. SECONDARY EVALUATION - the following criteria will be used:

1. INTERVIEW
(Weight 100%)

SECTION 8 - ADDITIONAL PROPOSAL INFORMATION

A. LEGAL RESPONSIBILITIES

The consultant shall keep itself informed of all local, State, and Federal laws and regulations, including but not limited to those pertaining to conflicts of interest, which in any manner affect those employed by it or in any way affect the performance of its duties under the scope of work. The consultant shall at all times observe and comply with all such laws and regulations.

B. COSTS FOR PROPOSAL PREPARATION

The City shall not be responsible for any costs incurred by any firm for the preparation of any proposals, including interviews. No obligation, either expressed or implied, exists on the part of the City to make an award or to pay any costs incurred in the preparation or submission of a response. All costs associated with the preparation or submission of a proposal are solely the responsibility of the candidate.

C. RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE

The City reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposals, and not award any contract, all at its discretion and without penalty. The selected firm is required to enter into a Professional Services Agreement with the City. The form will be provided to the firm upon request.

D. PROPOSED PROJECT SCHEDULE AND BUDGET

The Consultant shall provide a proposed project schedule (Gant Chart) and Budget with proposed project team hours and hourly rate.

E. PROPOSED CWPP DEVELOPMENT PROCESS

The proposed CWPP Development Process is a starting point and guide by which the CWPP Development process will be accomplished. The proposed development process may be altered with approval of the Project Manager for the city.

ATTACHMENT A

Proposed Community Wildfire Protection Plan Development Process for The City of Calabasas

The purpose of a Community Wildfire Protection Plan (CWPP) is to identify and prioritize areas for hazardous fuel reduction treatments and recommend current best practices as to the types and methods of treatment on land that will protect one or more at-risk communities. Additionally, CWPPs recommend measures to reduce structural ignitability. CWPPs are collaborative agreements, developed by at-risk communities in consultation with various interested parties and agreed to by the appropriate local government, fire department and the State Forester. The Healthy Forest Restoration Act of 2003 encourages the United States Forest Service and the Bureau of Land Management to give consideration to the priorities established by the local community as they develop and implement forest management and hazardous fuel reduction.

CWPPs help make communities safer through identifying, educating and managing fire risk in the wildland-urban interface (WUI). Given the environmental importance of the WUI, the process of developing a CWPP is a critical opportunity to cooperatively identify potential areas for fuel reduction, recommend “best practices” for fuel reduction treatments and to reduce structural ignitability. Any recommendation for fuel reduction treatment may be modified, or even not implemented at all, depending on a number of factors, including environmental review and the availability of funding.

Developing a CWPP does not commit the at-risk community to carrying out, funding or issuing a permit any specific fuel reduction action. All legally required environmental review and permitting would be necessary prior to beginning any fuel reduction treatment. CEQA does exempt from environmental review any fuel management activities within 30 feet, or in some cases within 100 feet of structures to reduce the volume of flammable

vegetation, provided that it will not cause the taking of endangered, rare or threatened plants or animals or result in significant erosion or sedimentation of surface waters.

Since CWPPs are valuable agreements that recommend methods of fuel reduction and are cooperatively developed, the City of Calabasas seeks to assist those unincorporated areas of the County and adjacent cities that wish to develop their own CWPP. The following steps by step guide creates a framework that will guide community groups, associations and neighbors toward creation of a CWPP that can be approved by the Calabasas City Council, County Fire Chief or designee and the State Forester.

STEP 1: CONVENE CWPP DEVELOPMENT TEAM

Purpose:

Gathering the right people to collaborate on the development of a CWPP is an essential first step. Including people that are at-risk to wildland fire or that will be impacted by the implementation of the CWPP starts opening lines of communication and cooperation that will lead to a better CWPP.

Process:

Identify individuals and/or groups most at-risk or impacted by the CWPP, invite their active participation and educate them on the purpose and goals of developing a CWPP.

Actions:

- Create a list of individuals and/or groups that would benefit from identifying, prioritizing and recommending hazardous fuel reduction and structural ignitability reduction methods or types.
- Create a list of individuals and/or groups that would or could be impacted by identifying, prioritizing and recommending hazardous fuel reduction and structural ignitability reduction methods or types.
- Invite participants to an initial meeting to:
 - Learn about the purpose, development process and benefits of creating a CWPP.

- Consider their involvement in the CWPP Development Process.
- Commit to participate in the next steps of the CWPP Development Process.

Resources:

- Creating a Community Wildfire Protection Plan- US Fire Administration:
https://www.usfa.fema.gov/downloads/pdf/publications/creating_a_cwpp.pdf
- EPIC-FSC President
- Director of Public Safety and Emergency Preparedness (Overall Lead)
- County Fire Chief designee
- State Forester
- Community Development staff

STEP 2: CWPP DEVELOPMENT TEAM INVOLVES APPLICABLE LOCAL AND STATE AGENCIES

Purpose:

Working with the Local, State, and Federal agencies is critical given the borders between the City and other government owned lands and our privately owned land in the WUI. Coordination and cooperation between public and private land owners is critical to the success of all CWPPs.

Process:

Identify applicable Local, State, and Federal agencies that border or have natural resource management responsibility.

Actions:

- Contact applicable Local, State and Federal agencies.
- Let them know the area being considered for the CWPP.

- Ask them for any guidance or direction about agency future plans, activities or concerns for the area being considered for the CWPP.
- Invite their participation in discussions or review of CWPP drafts.
- Leave them with contact information for the CWPP Development Team if the agencies have additional information that should be considered for the CWPP.

Resources:

Agency	Representative	Contact Number
National Park Service		
Fish and Wildlife Service US Department of the Interior e.g. endangered species, migratory birds		
CA State Forester		
CA Department of Parks & Recreation		
CA Department of Fish and Game		
CA Department of Transportation		
CA Department of Parks & Recreation		

LAC Office of Emergency Services		
Las Virgenes Council of Governments		
City of Agoura Hills		
Las Virgenes Unified School District		
Las Virgenes Water District		

STEP 3: CWPP DEVELOPMENT TEAM ENGAGES INTERESTED PARTIES

Purpose:

Working with other interested parties is essential to building support for the CWPP. Coordination and cooperation between the CWPP Development Team and interested community-based organizations ought to begin very early in the process to create an open and transparent process that builds trust and improves the quality of the CWPP.

Process:

Identify who should be involved and develop an interested parties list, determine a contact person for each group and collect contact information, explain roles and responsibilities and anticipated level of engagement, provide estimated project schedule.

Actions:

- Contact other interested parties by phone.

- Let them know the area being considered for the CWPP.
- Ask them for any guidance or direction about plans, activities or concerns for the area being considered for the CWPP.
- Invite their participation in discussions or review of CWPP drafts.
- Leave them with contact information for the CWPP Development Team if the organizations have additional information that should be considered for the CWPP.
- List contact and invitation dates and times in the CWPP.

Resources:

Agency	Representative(s)	Contact Number
EPIC Firesafe Council		
Environmental Organizations e.g. Environmental Defense Council, Urban Creeks Council, Forest Watch		
Santa Monica Mountains Reginal Firesafe Council		
Recreation organizations		
Resource advisory Committees		
Utility companies		
Landowners		
Homeowner Associations		
Cultural Resource Groups		
Public at large		
Santa Monica Mountains Conservancy		
Agoura Hills Firesafe Council		

Others:		

STEP 4: ESTABLISH A COMMUNITY BASE MAP AND BOUNDARY AREA

Purpose:

Determining precisely the area to be covered by the CWPP helps the CWPP Development Team focus their attention on the specific resources that are at risk and require protection in the CWPP.

Process:

Identify a geographic area of focus with clear boundaries and the resources that are at-risk.

Actions:

- Map should identify:
 - Inhabited areas at risk for wildfire,
 - Infrastructure: -major public roads, water supply and major power or communication lines that could be at risk,
 - Designation of WUI Zone, and
 - Community resources: recreation and scenic areas, historical and cultural resources, critical and environmentally sensitive habitat.
- Inform government agencies and interested parties of the CWPP Base Map and boundaries.
- Natural or man-made barriers (e.g. highways, ridgelines, creeks, etc.) have been used to define boundaries of CWPP Base Maps.
- Make sure the CWPP Development Team understands the planning areas and the specific areas of concern.

- Attach base map to final CWPP.

STEP 5: DEVELOP A COMMUNITY RISK ASSESSMENT

Purpose:

Gather information and identify areas for hazardous fuel reduction that contribute to the risk of previously identified inhabited areas and community resources at risk.

Process:

Use subject matter experts and other resources to gather information about hazards, risk of fire occurrence, home/businesses and essential infrastructure that are at risk and the local preparedness capability.

Actions:

- Develop Risk List:
 - Inhabited areas at risk for wildfire,
 - Infrastructure:-major public roads, water supply and major power or communication lines that could be at risk, and
 - Community resources including, but not limited to recreation and scenic areas, historical and cultural resources, critical and environmentally sensitive habitat.
- For each item in the Risk List, identify fuel hazard, risk of wild fire occurrence, ignitability, firefighting capability and overall risk.
- Risks can be assessed as:
 - High – Very likely to be hazardous, occur, ignite or be defended,
 - Medium – May be hazardous, occur, ignite or be defended, or
 - Low – Very unlikely to be hazardous, occur, ignite or be defended.
- Factors contributing to risk may include past fire history, weather conditions including wind corridors, water supply, building design and materials in structures, critical habitats as well as other considerations.

- Develop overall Community Value Priority List which factors in the resource, area or structures risk in relationship to the value to the community. It may be important to identify why something is valuable to clarify its priority, particularly if it isn't easily evident to others.
- Community Value can be assessed as:
 - High – Very valuable or unable to be easily replaced or restored,
 - Medium – More or less valuable or could be replaced or restored, or
 - Low – Not valuable or could easily be replaced or restored.
- Add Risk List and Community Value Priority List to the CWPP
- Add any supportive narrative to explain any changes to assessment standards or value factors that might need additional information to the CWPP.

STEP 6: RECOMMEND COMMUNITY HAZARD REDUCTION PRIORITIES AND MEASURES TO REDUCE STRUCTURAL IGNITABILITY

Purpose:

Based on the community risk assessment prioritization, recommendations for the type and method of treatment are identified.

Process:

Using the CWPP Base Map and the community risk assessment the CWPP Development Team identifies, prioritizes and recommends fuel reduction, structural protection and fire response best practices. All recommendations should clearly indicate the relationship to reducing community wildfire risks.

Actions:

- Use a group consensus process to identify and recommend best practices that prevent, mitigate and prepare for risks and hazards.
- Using a similar process, prioritize the hazard reduction measures
- Priorities can be assessed as:

o High – Very important due to risk or community value, o
Medium – Moderately important due to risk or community
value, or o Low – Minor importance due to risk or
community value.

- Seek the guidance and direction of subject matter experts such as fire fighters, environmental organizations and/or others that may provide valuable expertise to the recommendation and prioritization process.
- Document the relationship between the recommended best practices and the risk reduction intended.
- Add the list of recommended and prioritized fuel reduction and structural protection best practices to the CWPP.

STEP 7: DEVELOP DRAFT PLAN

Purpose:

Begin writing the CWPP for consideration by interested parties and eventual approval

Process:

Assemble the written CWPP by pulling together the CWPP Base Map and the lists of:

- CWPP Development Team members.
- All contacted agencies, interested parties and stakeholders.
- Community risks and value assessments.
- Community recommended and prioritized risk reduction and structural protection best practices.

Actions:

- Develop a brief statement of the purpose of this CWPP and the intent to follow environmental review and permitting requirements when appropriate.
- Develop a table of all CWPP Development Team members.

- Develop a table of all federal, state and local jurisdictions you contacted, listing who was contacted, when they were contacted and outlining what they contributed to the CWPP.
- Develop a table of all interested parties and stakeholders you contacted, listing who was contacted, when they were contacted and outlining what they contributed to the CWPP.
- Include the CWPP Base Map and the list of boundaries inhabited areas that are at risk and any critical infrastructure or community resources.
- Develop a table that identifies and prioritizes the hazards, risk of occurrence, ignitability and preparedness of inhabited areas, structure, infrastructure or community resources.
- Develop a table that identifies and prioritizes community or cultural value of inhabited areas, structure, infrastructure or community resources.
- Develop a table that identifies, prioritizes and recommends fuel reduction, structural protection and fire response best practices. All recommendations should clearly indicate the relationship to reducing community wildfire risks.
- Develop and include a list of conservation recommendations which could be considered to reduce incidental environmental impacts of fuel management projects.
- Add any supportive narrative to explain any changes to assessment standards or value factors that might need additional information to the CWPP.
- Add a timeline for evaluating the progress and results of the CWPP.
- Share draft with all governmental and interested parties with whom you have been in contact. Solicit feedback, suggestions and comments.
- Incorporate suggestions into a final CWPP draft document.

STEP 8: FINALIZE AND SUBMIT THE COMMUNITY WILDFIRE PROTECTION PLAN DRAFT

Purpose:

Approval by the County of Santa Barbara, County Fire Chief and the State Forester, as well as the approval of any other applicable jurisdiction or fire chief, provides recognition of the CWPP recommendations and its development in line with the County's CWPP Development Process.

Process:

Submit to the Calabasas City Clerk a final draft and signature page ready for adoption by the Calabasas City Council.

Actions:

- Call the City of Calabasas 818-224-1629 for the name and contact information for the CWPP Coordinator.
- Provide one copy of the final CWPP to the City CWPP Coordinator for review by the CWPP Development Group. Allow about four weeks for review and docketing for adoption by the Calabasas City Council.
- Following the review of the CWPP by the CWPP Development Group, the CWPP Coordinator will place the CWPP approval on the Public Safety Commission agenda and inform the CWPP Development Team of the meeting date. After the Public Safety Commission approves the CWPP, the draft CWPP will be heard by the Calabasas City Council.
- Attend the Calabasas City Council meeting and present the Calabasas CWPP.
- Present the approved CWPP to all government agencies and interested parties contacted throughout the CWPP Development Process.
- Celebrate your success.