# Humboldt County
# Fire Safe Council

## CWPP PROJECT INPUT AND UPDATE PROCESS

### Introduction

As part of the Humboldt County Community Wildfire Protection Plan, the HCFSC maintains a GIS database of wildfire planning features including risks/hazards, values/assets, treated and proposed projects. Much of the database consists of community-identified features documented during the dozens of CWPP update workshops held during three update cycles. Treated and proposed projects have been contributed by various local groups over the years, as well. The database can be found here: *https://webgis.co.humboldt.ca.us/HCEGIS2.6_CWPP*.

The purpose of this document is to describe the process of making substantial updates to an existing project (e.g. changing project status to treated, expanding project scope) and adding new projects to the CWPP GIS database. This process applies to projects only; additions and revisions to other database features (i.e. risks, hazards, values, assets) will be made at the discretion of HCFSC staff and will be provided in summary to the full HCFSC at each quarterly meeting. HCFSC staff may also make discretionary changes to projects to address errors and oversights (e.g. inaccurate interpretation of workshop maps or insufficient detail provided during workshop).

The process outlined below is meant to improve management of data generated through the CWPP planning process as well as other relevant partner data—a priority action (3.6.4-1) of the CWPP *Integrated Planning Goal, Metric 3.6.4: Fire-Planning Data Management*.

### Who can propose?

Project submissions will be accepted from local fire safe councils, watershed groups, tribes, land management entities, or other similar groups.

Project updates/proposals will not generally be accepted from unaffiliated citizens. These individuals will instead be directed to a local group that may have specialized knowledge of the area or issue, or may already be developing a similar project. The local group may choose to vet the project and propose it to the Humboldt County Fire Safe Council through the process outlined below.

### What information should be included?

Proposals must include:

- *For NEW projects only:* Letter (or email) from a representative designated by the proposer entity. Alternative documentation of decision-making such as meeting notes may also be accepted. Where project development involves several collaborators, a letter (or email) stating support for the proposed project should be provided by those groups as well. For example, if a land management entity proposes a new project within the operational area of a local FSC or Tribe, ideally that FSC or Tribe would indicate their support for the action.
- Completed CWPP WebGIS Request Form.
- *Optional:* hand-drawn map, .shp (ArcGIS generated), .kmz (Google Earth generated), or .json (County WebGIS generated); staff can assist with this step, in some cases.

**HCFSC Project Approval Process**

1.. Between HCFSC meetings, HCFSC staff will:

- Make any necessary clarifications with the proposer entity
- Generate an initial map, if none is provided
- Compile and package proposals for inclusion in the next HCFSC meeting's Consent Agenda
- Provide packaged proposals to the HCFSC and public for review in advance of the next meeting

2. At each HCFSC meeting:

- The Chairperson will request a motion to approve Consent Items, which will generally include all project proposals compiled over the course of the previous quarter.
  - At this time, any voting member may ask that a project proposal(s) be pulled for further discussion. Staff, with support from the proposer group (if present), will provide further detail about the proposal.
- Following discussion, the item may be motioned for approval separate from all other Consent Agenda items.
  - If a majority of voting members vote nay: a letter (or email) will be sent to the proposer group stating the reason that the project will not be incorporated into the CWPP.
  - If a majority of voting members vote aye, staff will:
    - Finalize any associated mapping using the information provided on the Request Form and any subsequent discussions
    - Assign project IDs to new projects
    - Update the publicly accessible WebGIS
    - Notify the proposer group that their project has been added to the CWPP and provide them with the project ID(s) associated with their proposal
    - Track new additions so that a comprehensive list may be included with the next complete update of the CWPP
- Finally, remaining items on the Consent Agenda may be motioned for approval by any voting member. Ensuing action will depend on the outcome of the vote as described above.