

**MINUTES  
AUGUST 5, 2019  
WILDFIRE PUBLIC SAFETY TASK FORCE  
REGULAR MEETING**

Chair Chuck Page called the Wildfire Public Safety Task Force Meeting to order at 6:05 p.m. in the Linda Callon Conference Room at Saratoga City Hall at 13777 Fruitvale Avenue.

**ROLL CALL**

PRESENT: Chair Chuck Page, Vice Chair Paul Hansen, Members Bill Cooper, May Lu, Arun Venkatachar, Michael Zhang  
ABSENT: None  
ALSO PRESENT: Crystal Bothelio, Assistant City Manager  
Chief Jason Falarski, Santa Clara County Fire  
Keith Weiner, Building Official  
Curtis Ruel, Senior Deputy Fire Marshal

**ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS**

None

**AGENDA ITEMS:**

1. Public Safety Task Force Minutes

**Recommended Action:**

Review and approve the draft minutes from the July 8, 2019 meeting.

HANSEN/COOPER MOVED TO **APPROVE THE DRAFT MINUTES FROM THE JULY 8, 2019 MEETING WITH AN UPDATE TO REFLECT TASK FORCE MEMBER COOPER'S QUESTIONS REGARDING THE 17 PERILS COVERED BY INSURANCE.** MOTION PASSED. AYES: COOPER, HANSEN, LU, PAGE, VENKATACHAR, ZHANG. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

2. Wildland Urban Interface Building Code

**Recommended Action:**

Receive presentation on Building Code requirements for structures in the Wildland Urban Interface.

Keith Weiner, City of Saratoga Building Official, presented on the Wildland Urban Interface (WUI) building code requirements.

The Task Force discussed fire alarm requirements for homes in the WUI, home sprinkler systems, roofing materials, and defensible space requirements.

3. Santa Clara County Fire Department Fire Prevention

**Recommended Action:**

Receive presentation from Santa Clara County Fire Department staff on the Fire Prevention Program.

Curtis Ruel, Santa Clara County Fire Department Senior Deputy Fire Marshal, presented on the County Fire Department fire prevention efforts, including Brush Abatement Program, defensible space requirements, and the Read Set Go campaign.

4. Development of a Proposed Work Plan

**Recommended Action:**

Continue developing a proposed work plan for the Public Safety Task Force based on Council priorities and timeline of the Public Safety Task Force. Task Force Members should come prepared to add to, refine, and prioritize the work plan at the meeting.

The Task Force reviewed the current draft of the work plan and spent several minutes individually developing additional goals, strategies, tactics, and measures that were written down on sticky notes and placed on the whiteboard. The Task Force then reviewed the sticky notes, consolidating those that were the same and grouping them into the different goals, strategies, tactics, and measures. The Task Force created an updated matrix shown on the following page. The Task Force agreed to review and prioritize the draft work plan at the next meeting. Task Force Members were encouraged to carefully review the draft work plan before the meeting.

<b>Goals</b>	<b>Strategies</b>	<b>Tactics</b>	<b>Measures</b>
1. Public Awareness	<ul style="list-style-type: none"> <li>A. Survey to understand community needs</li> <li>B. Create educational materials</li> <li>C. Conduct outreach sessions</li> </ul>	<ul style="list-style-type: none"> <li>1) Conduct outreach at schools to educate parents about wildfire risk and prevention during school events and activities</li> <li>2) Conduct outreach to students about wildfire risk and prevention and to teach students important skills, like how to use a fire extinguisher</li> <li>3) Conduct outreach on shake roofs</li> <li>4) Conduct outreach on the importance of defensible space</li> <li>5) Conduct outreach on home improvements to improve fire resiliency (such as replacing wood shake roofs)</li> <li>6) Conduct outreach and education to older adults, individuals with disabilities, or people with limited resources on resources that are available to them to reduce wildfire risk</li> <li>7) Conduct outreach and education to older adults, individuals with disabilities, or people with limited resources on resources that are available to them to reduce wildfire risk</li> <li>8) Create new resident or owner fire safety checklist</li> </ul>	<ul style="list-style-type: none"> <li>a) Number of outreach sessions completed</li> <li>b) Post outreach survey</li> </ul>

		9) Mail fire safety checklist to residents	
		10) Include communication plan as part of County Brush Abatement notice	
		11) Conduct animal evacuation outreach	
2. Homeowners Preparedness	A. Promote Firewise Communities	1) Deliver Firewise materials and support teams	a) Complete 3 Firewise Communities certifications by Nov. 2020 ~or~ Complete 1 certification with 2 in progress by Nov. 2020
		2) Identify target communities for FireWise Communities, consider collaboration with Neighborhood Watch	b) Collect before and after photos
		3) Publicize and promote Firewise Communities	c) Reduced number of complaints ~or~ Reduce complaints by 50%
			d) Reduced number of referrals from County Fire for Brush Abatement violations
3. Fuel Reduction	A. Sponsored activities – Fire Department, Midpeninsula Regional Open Space	1) Create homeowner checklist	a) Compile data
	B. Homeowner actions	2) Revisit Tree Ordinance, including replacement requirements for removal of dead trees	
	C. Additional resources	3) Explore and consider expanding Saratoga Fire Protection District Dead Tree Program	
	D. Study other communities, especially those with a fire district		
	E. Publish prioritized map of high-risk areas		
	F. Recruit sponsors, contributors, and work crews		

	G. Utilize Brush Abatement and Weed Abatement Programs to identify need		
4. Funding	<ul style="list-style-type: none"> <li>A. Alliances &amp; collaborations</li> <li>B. Grants &amp; other funding sources</li> <li>C. Support communities through grants and sponsorship resources</li> <li>D. Study the plans of nearby communities</li> <li>E. Publish list of potential contractors and resources</li> <li>F. Recruit key alliance partners, create a shared plan</li> </ul>		
5. Fire Readiness	<ul style="list-style-type: none"> <li>A. Emergency plan</li> <li>B. Test &amp; drill</li> <li>C. Evaluate</li> <li>D. Alert processes</li> <li>E. Public notification</li> </ul>	<ul style="list-style-type: none"> <li>1) Annual emergency test demonstration</li> <li>2) Prepare list of special needs families/persons</li> <li>3) Emergency texting service</li> <li>4) City allocate funds for LRAD</li> <li>5) Mobile emergency communication</li> <li>6) Publicize City EOC tests and results</li> <li>7) Large animal evacuation plan</li> </ul>	<ul style="list-style-type: none"> <li>a) Measure readiness</li> <li>b) Evaluate results</li> <li>c) Conduct annual or semi-annual survey to evaluate efforts</li> <li>d) Measure, compile stats on compliance</li> </ul>

5. Future Agenda Items & Task Force Special Meeting

**Recommended Action:**

Consider agenda items for upcoming meetings and whether to schedule a special Task Force meeting in September. The next Task Force meeting is scheduled for October 7, 2019, unless a special meeting is scheduled before then.

COOPER/HANSEN MOVED TO **HOLD A SPECIAL MEETING ON SEPTEMBER 9, 2019.**  
MOTION PASSED. AYES: COOPER, HANSEN, LU, PAGE, VENKATACHAR, ZHANG. NOES:  
NONE. ABSTAIN: NONE. ABSENT: NONE.

The Task Force agreed to continue developing the Task Force work plan at the September meeting.

**ADJOURNMENT**

Task Force Chair Chuck Page adjourned the meeting at 7:53 p.m.

Minutes respectfully submitted:

Crystal Bothelio, Assistant City Manager  
City of Saratoga