

# Incident Action Plan

## LRA Fire Hazard Severity Zoning

Short Title: “LRA FHSZ”

**Incident # 07-CA-CDF-000025**

**Operational Period:**

February 29, 2008

To

March 13, 2008



# Incident Briefing

ICS 201

Incident Name: <b>LRA FHSZ</b>	Date Prepared: <b>2/28/08</b>	Time Prepared: <b>1500</b>
Operational Period: <b>2/29 – 3/13/08</b>	Operational Period Date/Time: From: <b>2/29/08, 0800 hrs</b>	To: <b>3/13/08, 1700 hrs.</b>

INCIDENT LOCATION: **California**

MAP ATTACHED? Yes  No

**BRIEF SUMMARY OF INCIDENT:**

**Deliver timely Local Responsibility Area Fire Hazard Severity Zone recommendations with sufficient information about the recommendations to support local jurisdiction ordinance adoption proceedings.**

**CURRENT/COMPLETED ACTIONS:**

1. Continue to receive, evaluate and process LRA map validation updates from local jurisdictions
2. Draft the formal recommendation transmittal letter
3. Transmit Director's formal VH FHSZ recommendation to local jurisdictions during spring 2008
4. Draft an Information Bulletin describing the fire hazard severity zone post adoption update process
5. Maintain status on the LRA FHSZ draft map validation progress
6. Maintain status on the LRA FHSZ ordinance adoption progress
7. Update the CALFIRE/SFMO/FRAP web pages

**RESOURCES SUMMARY:** (Type, Number, ETA, Location/Assignment) (Leave Blank if ICS 204 Attached)

**See Attached ICS 203**

**Prepared By:  
(Name/Title)**

**Robert Chew  
Plans Section Chief**

**Approved by  
Incident Commander:**

**Dave Hillman**

# Incident Action Plan

## Incident Objectives/Action Priorities

ICS 202

Incident Name:	<b>LRA FHSZ</b>	Date Prepared:	<b>Feb. 28, 2008</b>	Time Prepared:	<b>1500</b>
Operational Period:	<b>01/25/08</b>	Operational Period Date/Time:	From: <b>2/29/08 0800</b>	To:	<b>3/13/08 1700</b>

### General Goal For The Incident

Deliver timely Local Responsibility Area Fire Hazard Severity Zone recommendations with sufficient information about the recommendations to support local jurisdiction ordinance adoption proceedings.

### Specific Objectives for Each Section and Branch

COMMAND: Monitor project progress, update the executive team and provide guidance on executive team direction to the project team.

Operations Section: Transmit draft FHSZ recommendations to local jurisdictions, assist as requested with validation procedures, and monitor progress of the validation and update efforts. Prepare formal LRA FHSZ transmittal package for the Director's signature.

Northern and Southern Branches: Transmit draft FHSZ recommendations to local jurisdictions, assist as requested with validation procedures, and monitor progress of the validation and update efforts. Transmit mapping questions and issues to the issue log coordinator and communicate responses to interested parties as needed.

Mapping Branch: Receive FHSZ-LRA Map comments and recommendation from CAL FIRE Units and Contract Counties. Evaluate FHSZ-LRA Map comments and recommendations. Produce Change Map, which reflects the Branch's evaluation of the FHSZ-LRA Map comments and recommendations received. Post Change Maps on FRAP website. Respond to questions and comments regarding FHSZ Model. Update FHSZ- LRA Map Adoption Spreadsheet on FRAP FTP Site.

Plans Section: Develop and maintain a mapping questions issue log. Maintain the project IAP. Coordinate assignment of technical specialists as needed, and develop the final project documentation package in the form of a CALFIRE Handbook (policy and procedures) update.

Technical Specialists: Provide specialized technical research and review as needed.

Logistics Section: Secure conference rooms, conference line telephones, office supplies, printers, Internet access, and IT support as needed

Communications Officer: Update the FHSZ web site to reflect an emphasis on the LRA mapping effort. Provide sufficient detail to allow the web site to remain a valuable communication tool for the project. Develop and distribute articles on FHSZ to industry publications and periodicals.

Finance Section: Track expenditures, prepare quarterly and final progress reports for the project's OES HMGP grant

### Attachments ( \*\*\* Required for IAP)

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Incident Briefing (ICS 201)              | <input checked="" type="checkbox"/> Communications Plan (ICS 205)      | <input type="checkbox"/> Weather/Safety Message                  |
| <input checked="" type="checkbox"/> Organizational Assignment List (ICS 203) | <input type="checkbox"/> ICS Position/Phone Numbers (ICS 205-1) ***    | <input type="checkbox"/> Fact Sheet / Media Release              |
| <input checked="" type="checkbox"/> Task Assignments (ICS 204)               | <input checked="" type="checkbox"/> Organizational Structure (ICS 207) | <input checked="" type="checkbox"/> Initial Briefing (ICS 210-3) |
| *** # attached <u>2</u>  | <input checked="" type="checkbox"/> Schedule of Events (208)           | <input checked="" type="checkbox"/> Teamdocs File Structure      |
| <input type="checkbox"/> EOC Request/Task Assignments (ICS 204-1)            | <input type="checkbox"/> Location Map _____ Location [ICS 209-(3-7)]   | <input checked="" type="checkbox"/> Issue log procedures         |
| # attached _____   | <input type="checkbox"/> Situation Status Summary (ICS 209)            |  |

**Prepared By:** Robert Chew, Plans Section Chief  
(Name/Title)

**Approved by:** Dave Hillman

Southern California Fire Siege  
 Overview Report  
 Project Tasks and Milestones

<b>2008 Targets</b>	<b>Key Tasks</b>
February - March	Continue receiving and processing LRA validation recommendations
February	Prepare draft transmittal letter
March - April	Prepare transmittal letter packages for Director Grijalva's signature.
March - June, 2008	Begin sending transmittal letters to local jurisdictions
March – September	Monitor LRA VH FHSZ ordinance adoption progress
July – November	Draft FHSZ chapter of the CAL FIRE handbook



# Incident Action Plan

## Division/Group Assignment List

<b>Group Assignment</b>		1. Branch Mapping		2. Division/Group			
3. Incident Name <b>LRA FHSZ</b>		4. Operational Period Date: 2/29/08 – 3/13/08      Time: 0800-1700					
5. Operations Personnel							
Operations Chief	Mitchell	Division/Group Supervisor					
Branch Director	Dean Cromwell	Air Attack Supervisor No.		N/A			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
	Dave Sapsis	1					
	Robin Marose	1					
	Mark Rosenberg	1					
7. Control Operations							
<p>Incorporate appropriate validation updates into the FHSZ model GIS data.</p> <p>Prepare updated LRA FHSZ maps</p> <p>Provide updated LRA FHSZ maps to local government upon request</p> <p>Update mapping status on the LRA FHSZ status spreadsheet</p>							
8. Special Instructions							
<p>First priority is the validation adjustments for Very High FHSZ LRA</p> <p>Second priority is validation adjustments for High and Moderate FHSZ in LRA</p> <p>Record issues that need to be addressed in the SRA review and in future FHSZ guidance.</p>							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		King NIFC		Logistics		King NIFC	
Tactical Div/Group		King NIFC		Air to Ground		King NIFC	
Prepared by (Resource Unit Ldr.) Robert Chew, Plans Section Chief.		Approved by (Planning Sect. Ch.) Robert Chew, Plans Section Chief.		Date February 28, 2008		Time 1500	

# Incident Action Plan

## ICS 204 Division/Group Assignment List

<b>Group Assignment</b>		1. Branch Southern		2. Division/Group			
3. Incident Name <b>LRA FHSZ</b>		4. Operational Period Date: 2/29/08 – 3/13/08				Time: 0800-1700	
5. Operations Personnel							
Operations Chief	Mitchell	Division/Group Supervisor		Mapping Technical Group			
Branch Director	Sass Barton	Air Attack Supervisor No.		N/A			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
GIS SLU	Dennis O’Niel	1					
GIS BEU	Katie Trenner	1					
GIS BDU	Paul Camarena	1					
GIS SBC	David Neels	1					
GIS ORC	Heather Archambault	1					
GIS VNC	Jim Kniss	1					
GIS KRN	Chuck Dickson	1					
GIS LAC	Jay Lopez	1					
7. Control Operations Local CAL FIRE Unit Chiefs to continue to provide support to local jurisdictions as needed							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		King NIFC		Logistics		King NIFC	
Tactical Div/Group		King NIFC		Air to Ground		King NIFC	
Prepared by (Resource Unit Ldr.) Wayne Mitchell, Planning Ops.		Approved by (Planning Sect. Ch.) Wayne Mitchell, Planning Ops.		Date February 28, 2008		Time 0800	

# Incident Action Plan

## ICS 204 Division/Group Assignment List

<b>Group Assignment</b>		1. Branch Northern		2. Division/Group			
3. Incident Name <b>LRA FHSZ</b>		4. Operational Period Date: 2/29/08 – 3/13/08      Time: 0800-1700					
<b>5. Operations Personnel</b>							
Operations Chief	Mitchell	Division/Group Supervisor		Mapping Technical Group			
Branch Director	Kathleen Schori	Air Attack Supervisor No.		N/A			
<b>6. Resources Assigned this Period</b>							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
GIS Technical Team Leader	Rich Strazzo	1					
GIS LMU	Nicole Mello	1					
<b>FHSZ Model &amp; GIS LNU</b>	Marshal Turbeville	1					
GIS BTU	Jeff Harter	1					
GIS NEU	Scott Witt	1					
FHSZ Model (AEU)	Chris Waters	1					
GIS CZU	John Martinez	1					
7. Control Operations Local CAL FIRE Unit Chiefs to continue to provide support to local jurisdictions as needed							
8. Special Instructions							
<b>9. Division/Group Communication Summary</b>							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		King NIFC		Logistics		King NIFC	
Tactical Div/Group		King NIFC		Air to Ground		King NIFC	
Prepared by (Resource Unit Ldr.) Robert Chew, Planning Sect. Chief		Approved by (Planning Sect. Ch.) Robert Chew, Planning Section Chief.		Date February 28, 2008		Time 0800	

# Incident Action Plan

<b>Project Team (rev. Feb. 8, 2008)</b>					
<b>NAME</b>	<b>ROLE</b>	<b>AGENCY</b>	<b>EMAIL</b>	<b>CELL PHONE</b>	<b>Office Phone</b>
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			@fire.ca.gov		
<b>Additional Contacts</b>					

## Issue Log Collection, Storage and Sharing “LRA FHSZ”

Other External Internet fire information and data websites:

<\\fpsfm01\FHSZBSR>

### FTP Site

Project data storage website:

[http://www.fire.ca.gov/wildland\\_content/teamdocs/](http://www.fire.ca.gov/wildland_content/teamdocs/)

This site is accessible through the internet. It requires neither login nor password for access.

### LRA FHSZ Mapping Issue Log

**Purpose:** The LRA FHSZ project team is maintaining an issue log as the repository for responses to questions that arise concerning the LRA fire hazard severity zone maps. These questions may become code interpretation, simple recommendations, identify mapping issues that need further resolution. The process will provide prompt and accurate information to all the team members.

**Background:** As counties and cities throughout the state implement the new VHFHSZ Maps by ordinance, many questions will come to CAL FIRE for help to better understand what is meant by some of the code sections and process for developing the VHFHSZ Maps. As these local jurisdictions hold ordinance hearings regarding the LRA VHFHSZ maps, there will also be questions from the public, manufacturers and builders. CAL FIRE Units and Contract Counties are a resource for the local agencies as they go through this process. The Units will respond to questions from the locals in their areas. Unit and Contract County staff can seek resolution to questions and issues through the Regions to the LRA FHSZ project team.

**Responsibility:** The Documentation Unit Leader in the Planning Section is responsible for maintaining and communicating a current and accurate issue log. Issue log responses will be prepared by a team as identified in the IAP. Technical specialists will be consulted, depending on the specific issue and the specific expertise needed to develop the response. The Documentation Unit Leader will be responsible for ensuring that all questions and appropriate answers are documented in the issue log and that answers are available to all project members by posting the log on the team website.

## **Questions/Issues Resolution Process Responsibilities:**

**Unit LRA FHSZ Coordinator:** As the primary point of contact with local government, the Unit/Contract County FHSZ coordinator is the first point of contact for questions from local jurisdictions. The Unit/Contract County Coordinator should attempt to answer questions based on their knowledge of the project. The Unit/Contract County Coordinator should also consult the issue log to determine if the specific question or a substantially similar questions has been answered by the project team. If the issue cannot be resolved, then the issue should be forwarded to the Northern/Southern Branch Manager. The Unit/Contract County Coordinator should describe the issue in a clear and concise written format.

**Northern/Southern Branch Manager:** The Northern/Southern Branch Manager should attempt to answer questions based on their knowledge of the project. They should also consult the issue log to determine if the specific question or a substantially similar questions has been answered by the project team. If issue cannot be resolved, then the issue should be forwarded to the Documentation Unit Leader for referral to the Issue Log Team.

**Documentation Unit Leader:** The Documentation Unit Leader will receive specific questions/issues from the Branch Manager. The Documentation Unit Leader may also receive question/issues from other sources. Issues will be assigned to the Issue Log Team. The Documentation Unit Leader will monitor the progress of issue resolution, will post the response from the Issue Log team, and will communicate the resolution back to the originating point.

### **Issue Log Team**

The Issue Log Team is responsible for resolving the issue. Technical expert may be consulted as necessary to make sure that resolution is complete and timely. The team function is to ensure that the answers of the Mapping questions are appropriately addressed in a timely fashion and that they are compliant with program policies, procedures and direction. The Project Incident Commander will keep executive staff updated on major issues and will approve issues/tasks that need to be addressed by CALFIRE legal staff. The team will develop answers in a timely manner and will let the Documentation Unit Leader know when the response can be published in the issue log.

## **Issue Log**

The issue log is an Excel spreadsheet data file. The issue log shall be posted on the project team's [http://www.fire.ca.gov/wildland\\_content/teamdocs](http://www.fire.ca.gov/wildland_content/teamdocs) so that all project team members can view previously addressed questions and responses. At all levels, personnel should check the log for an issue/answer prior to sending the same issue forward for resolution. Any questions regarding the log itself shall be addressed by the Branch Manager.