



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 Portuguese Bend Road
Rolling Hills, CA 90274

AGENDA

Special Fire Fuel Management
Committee Meeting

FIRE FUEL MANAGEMENT
COMMITTEE
Tuesday, February 08, 2022

CITY OF ROLLING HILLS
6:30 PM

Executive Order

All Committee members will participate in-person wearing masks per Los Angeles County Health Department's Health Officer Order effective Saturday, July 17, 2021. The meeting agenda and live audio will be available on the City's website:

<https://www.rolling-hills.org/government/agenda/index.php>

Members of the public may come in to City Hall wearing masks, per the new Health Officer's Order. Zoom teleconference will not be available for this meeting, but members of the public can submit written comments in real-time by emailing the City Clerk's office at cityclerk@cityofrh.net. Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information that you do not want to be published.

1. PARTICIPANTS

2. ITEMS FOR DISCUSSION

- 2.A. [DISCUSS SCOPE OF WORK AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILDLAND RESOURCE MANAGEMENT.](#)
RECOMMENDATION: Per the City Council's direction, approve a professional services agreement with Wildland Resource Management.
[Wildland Resource Management-Proposal to City of Rolling Hills UPDATED.pdf](#)
- 2.B. [DISCUSS APPROACHES TO MANAGING FIRE FUEL IN THE CANYONS:Â REGULATORY VERSUS VOLUNTARY.](#)
RECOMMENDATION: Discuss and provide direction to staff.
- 2.C. [DISCUSS COST TO RESIDENTS TO COMPLY WITH AN ORDINANCE TO MANAGE FIRE FUEL IN THE CANYONS.](#)
RECOMMENDATION: Discuss and provide direction to staff.
- 2.D. [CONSIDER AGENDA ITEMS FOR THE NEXT FIRE FUEL MEETING AND SET THE NEXT MEETING DATE.](#)
RECOMMENDATION: Consider reviewing the draft ordinance with comments from hired experts and setting Tuesday, March 1, 2022, 6:30pm as the next meeting date and time.

3. COMMENTS WILL BE TAKEN BY EMAIL IN REAL TIME - PUBLIC COMMENT WELCOME

This is the appropriate time for members of the public to make comments regarding items not listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.

4. ADJOURNMENT

Documents pertaining to an agenda item received after the posting of the agendas are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.



City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 2.A
Mtg. Date: 02/08/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS SCOPE OF WORK AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILDLAND RESOURCE MANAGEMENT.

DATE: February 08, 2022

BACKGROUND:

The Fire Fuel Committee began the development of a canyon management ordinance at the September 29, 2021 Fire Fuel Committee meeting. The public feedback was that an expert is needed to provide support on the provisions of the ordinance. The Fire Fuel Committee agreed and directed staff to begin searching for expert consultants, particularly retired fire fighters who could assist in the development and review of the ordinance. City staff reached out to multiple consultants who were well versed in vegetation management, fire science, and forestry.

Three organizations submitted proposals. The Fire Fuel Committee recommended hiring Wildland Resource Management, and at the January 24, 2022 City Council meeting, the City Council directed the Fire Fuel Committee to engage services not to exceed \$20,000.

DISCUSSION:

At the December 15, 2021 Fire Fuel Committee, the Committee recommended to engage Wildland Resource Management for services for \$14,430. The scope included reviewing the draft ordinance and providing feedback for a fee not to exceed \$7,500. The scope also included canyon management education form on site for \$13,690 for a total of \$14,430.

The December 15, 2021 Fire Fuel Committee was reported out to the City Council at the January 10, 2022 City Council meeting but the item was delayed for discussion to the January 24, 2022 meeting. At

the January 24, 2022 meeting, staff submitted an updated proposal from Wildland Resource Management that eliminated the training of others and include a cost per site visit (\$500). In review of the updated proposal from Wildland Resource Management, the City Council suggested to eliminate the canyon management education and instead target available budget to hold site visits by Wildland Resource Management on private properties in the way that the Fire Department provides hardening the home inspection services. The City Council directed the Fire Fuel Committee to consider the suggestion and engage Wildland Resources Management for service not to exceed \$20,000.

Staff recommends that the Fire Fuel Committee engage Wildland Resources Management to review the draft ordinance and provide feedback for \$7,500 and allocate \$7,500 for site visits for an overall contract of \$15,000.

FISCAL IMPACT:

Staff recommends that the Fire Fuel Committee engage Wildland Resources Management to review the draft ordinance and provide feedback for \$7,500 and allocate \$7,500 for site visits for an overall contract of \$15,000. There is available budget in the Emergency Preparedness account for this expenditure.

RECOMMENDATION:

Per the City Council's direction, approve a professional services agreement with Wildland Resource Management.

ATTACHMENTS:

[Wildland Resource Management-Proposal to City of Rolling Hills UPDATED.pdf](#)

January 20, 2022

Ashford Ball
Senior Management Analyst
2 Portuguese Bend Road
Rolling Hills, CA 90274

Sent via email to aball@cityofrh.net

Dear Mr. Ball:

Thank you for this opportunity to submit a combined proposal for consulting services to the City, and to visit canyon properties to provide advice to the owners of those sites so that they can appropriately treat their lands and advance the wildland fire safety of the City of Rolling Hills.

The services will focus on two different types of activities. The first is to guide code and ordinance development, primarily to assist the determination of what constitutes a nuisance. Tasks would include the description of a nuisance in terms of fuel volume, or arrangement of type (include possibly plant species). For this activity we propose an arrangement based on responding to the questions of the city and offering clarification and guidance. The need for clarification regarding CEQA can also be anticipated. Because of the uncertainty involved in this activity, an arrangement based on time and materials (with a set not-to-exceed ceiling of \$7,500) makes the most sense.

The second activity would be to offer consultations regarding canyon management. The overall goals would be to (1) provide guidance to the community about best practices and CEQA, (2) conduct canyon evaluations, and (3) as an optional activity, train staff regarding how to evaluate the compliance and fuel management of canyons. Based on the tasks associated with site visits, meetings, and consultation, we estimate a cost of \$16,750.

An important feature of this second activity is to offer advice to canyon owners. The cost per visit is \$500 separate from the total cost listed above, based on the aggregation of three visits in a day. Because travel time is a significant portion of the cost, we aim to aggregate three site visits in one day.

We look forward to the possibility of working with the City on scheduling these visits; We assume the City will gather the visit requests and facilitate the scheduling. In addition, this proposal is based on having the City staff document the recommendations. This will result in a City record of expectations, and increased knowledge base and expertise of City staff.

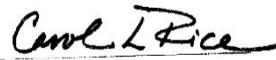
We would be pleased to expand the description of services and deliverables in following discussions.

These services would be provided by Carol Rice, with Wildland Res Mgt and J. Lopez, Los Angeles County Fire Department (retired). Both have been working in the wildland urban interface for decades, and are familiar with the environs and community of the City of Rolling Hills. Both J. and Carol are both natural resource managers and wildland fire managers. Our combined experience enables our ability to offer recommendations that minimize wildland fire hazards and environmental impacts.

The initial work can begin in as soon as agreements are reached.

Below please find a description of services and costs estimated for each task. Please let me know if adjustments should be made so that we can better support the City of Rolling Hills.

Sincerely,



Carol L. Rice

Task	Cost
Guide code development Time and Materials, NTE	\$7,500
Work aimed at determining what constitutes a nuisance	
E.g., fuel volume, fuel arrangement, species	
Discussion of CEQA procedure and local regulations	
Canyon Management	
Identify/select good example of canyon mgt	
Site visit to identify/select canyon where lessons can be learned	\$4,440
Develop BMPs for canyon management, considering local regulations	\$1,480
<i>Assumes work done by other entities, per BMP</i>	
Develop a checklist for evaluations	\$2,220
Spot check other inspections next year	\$1,110
Subtotal (Canyon Management only)	\$9250
Site Vists/ Traning Staff Services	
Consultation services for canyon property owners, at \$500/visit, based on 3 properties/day. Estimated 24 site visits	\$500/site
Training of staff, via site visits to inspect 2 canyons (Optional)	\$3,700



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 2.B
Mtg. Date: 02/08/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ASHFORD BALL, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS APPROACHES TO MANAGING FIRE FUEL IN THE CANYONS: REGULATORY VERSUS VOLUNTARY.

DATE: February 08, 2022

BACKGROUND:

In response to public comments on the draft fire fuel abatement ordinance, the Fire Fuel Committee identify topics/categories of discussion. One topic/category to be discussed is the approach to minimizing wildfire risks for the community.

DISCUSSION:

The Committee will be deliberating on the regulatory approach vs. the voluntary approach.

FISCAL IMPACT:

NONE

RECOMMENDATION:

Discuss and provide direction to staff.

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 2.C
Mtg. Date: 02/08/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ASHFORD BALL, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS COST TO RESIDENTS TO COMPLY WITH AN ORDINANCE TO MANAGE FIRE FUEL IN THE CANYONS.

DATE: February 08, 2022

BACKGROUND:

Many members of the community voiced the burden of cost to comply with an ordinance to abate fire fuel in the canyons. Cost of abatement to mitigate wildfire risks was one of the topics/categories that the Fire Fuel Committee wanted to discuss. The topics/categories of discussions were developed by the Fire Fuel Committee stemming from the public comments on the draft ordinance mandating fire fuel abatement in the canyons.

DISCUSSION:

To mitigate wildfire risks, the cost of fire fuel abatement required of the resident by an ordinance or performed voluntarily by the resident, would be the same regardless of approach. This topic/category will be further discussed by the Fire Fuel Committee.

FISCAL IMPACT:

NONE

RECOMMENDATION:

Discuss and provide direction to staff.

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 2.D

Mtg. Date: 02/08/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ASHFORD BALL, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AGENDA ITEMS FOR THE NEXT FIRE FUEL MEETING AND SET THE NEXT MEETING DATE.

DATE: February 08, 2022

BACKGROUND:

NONE

DISCUSSION:

NONE

FISCAL IMPACT:

NONE

RECOMMENDATION:

Consider reviewing the draft ordinance with comments from hired experts and setting Tuesday, March 1, 2022, 6:30pm as the next meeting date and time.

ATTACHMENTS: