

TOWN OF PORTOLA VALLEY
Wildfire Preparedness
Committee Meeting
May 17, 2023
4 p.m.

Jennifer Hammer, Chair
Dee Bailey, Member
Wanda Ginner, Member
MJ Lee, Member
Nona Chiariello, Committee Liaison

SPECIAL MEETING
HISTORIC SCHOOLHOUSE – 765 PORTOLA ROAD - PORTOLA VALLEY, CA

REMOTE MEETING ADVISORY: On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely; however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at towncenter@portolavalley.net. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/88118248297?pwd=d0ZQTVBCSW0vaFR1RUxkY0pDOUtDZz09>

Meeting ID: 881 1824 8297

Passcode: 846634

To access the meeting by phone:

1-669-900-6833 or

1-888-788-0099 (toll-free)

Mute/Unmute – Press *6 / Raise Hand – Press *9

- 1. CALL TO ORDER & ROLL CALL**
- 2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**
Speakers' time is limited to three minutes.
- 3. APPROVAL OF MINUTES:**
 - a. March 23rd, 2023
- 4. NEW BUSINESS:**
 - a. Fire Marshall updates
 - b. Discussion on proposed fire ordinances 23-03, 23-04, and 3-2023
 - c. Discuss draft outline of WPC wildfire mitigation program report
 - d. Review Wildfire Preparedness Fair 2023
 - e. Discuss Town Council Priorities and short term WPC agenda
- 5. SUBCOMMITTEE AND COMMITTEE LIAISON UPDATES:**
 - a. Conservation Committee update
 - b. Home Hardening and Vegetation Management Subcommittee update
 - c. Finance and Insurance Subcommittee update
- 6. OTHER BUSINESS/STANDING ITEMS:**
 - a. Staff updates
 - b. Quorum Check for meeting

April 25, 2023

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7. ADJOURNMENT - The next regularly scheduled meeting date is 4pm June 21st

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.



TOWN OF PORTOLA VALLEY
Wildfire Preparedness Committee
Thursday, April 27, 2023 – 7:00 PM
Hybrid on Zoom
765 Portola Road, Portola Valley, CA 94028

ACTION MINUTES

A recording of the meeting is [here](#)

Call to Order at 7:00 PM: Chair Jennifer Hammer

1. Roll Call

Present: Wanda Ginner, Jennifer Hammer, MJ Lee, Council Liaison Craig Taylor
Absent: Nona Chiariello, Dee Bailey
Guests: none

2. Oral Communications for items not on the agenda

Chair Hammer announced that the recording of the Mar-23-2023 WPC meeting was lost.

The Committee expressed birthday wishes to Chair Hammer, who postponed any celebration in order to concentrate on the Wildfire Preparedness Fair.

There was no public comment.

3. Approve Minutes of previous meeting

The minutes of Mar-23-2023 were approved unanimously by a show of hands.

NEW BUSINESS

4. Fire Marshal update

No report as Marshal Bullard was absent.

Craig Taylor mentioned that Mayor Jeff Aalfs spoke at the [Apr-25-2023 WFPD Board Meeting](#), where there was to be a first reading of Ordinance No. 13-2023, District Fire Prevention Code. The reading was postponed to a later date. WPC resumed discussion in the Home Hardening subcommittee update.

5. New WPC Meeting Time

Starting May-17-2023 and pending Town Council approval, the WPC will meet on the 3rd Wednesday of the month at 4:00 PM.

The goal of the day/time change to an afternoon meeting is to enable better WFPD and Town staff participation. Craig Taylor may have an occasional schedule conflict with a WPV-Ready meeting.

Motion carried unanimously - Ginner/Lee (M/S)

6. Discussion on Town Council Priorities

Craig Taylor shared the Mar-8-2023 Council Priorities. Discussion was tabled until the May-meeting.

7. Proposal For Simplifying and Clarifying Committee Operations

The Committee of Committees seeks input on its first draft of an initiative to provide alternative operational choices for committees. Committees could operate as a Brown Act Committee, a Non-Brown Act Committee, or a Group. Today's discussion was around what kind of processes would WPC want if we were a non-Brown Act committee, and what questions do we have.

For a non-Brown Act committee there would be:

- No legal requirement for minutes, agendas, or meeting notifications
- Meetings could be completely on zoom
- Meetings would only be recorded if needed
- Quorum might not be necessary or could be applied as needed
- WPC appointments would be approved by a Council sub-committee
- No requirement for committee transparency

Possible questions to include in Chair Hammer's response to the draft:

- Can we still advise the Council if we are non-transparent?
- Since the Member Handbook would need to be updated, can it include a Code of Conduct? E.g., should a member continue if they sue the Town?
- How would being a non-Brown Act committee protect its members from future lawsuits like the one filed by Rusty Day on Jun-2-2022?
- The draft proposes that agendas be reviewed by the Council liaison, which Chair Hammer would prefer to remain with the Town Manager only

8. Review of the 2023 Wildfire Preparedness Fair

Chair Hammer will present a report next month. She has been hearing very nice feedback and will send draft sections of her report to WPC members.

9. 2023-2024 WPC Budget discussion

Chair Hammer will submit a \$5,000 budget, same as last year, to be used for future handouts and mailings.

Motion carried unanimously - Ginner/Lee (M/S)

SUBCOMMITTEE AND STAFF/LIAISON UPDATES

10. Conservation Committee Update – Nona Chiariello

Nona Chiariello reported to Chair Hammer that the Conservation Committee reviewed the WFPD Ordinances 23-03 and 23-04 but did not have a copy of the actual drafts, as they must first go through WFPD legal review. Conservation formed a subcommittee to review the drafts when available.

11. Subcommittee Update – Home Hardening and Vegetation Management – MJ Lee

Because the Town had received little notice on Ordinance No. 13-2023, District Fire Prevention Code, WFPD tabled the first reading. Chair Hammer asked the subcommittee to review and summarize all the ordinances for the next WPC meeting. MJ Lee will inquire with Nona Chiariello about joining the Conservation subcommittee.

12. Subcommittee Update – Finance and Insurance – Jennifer Hammer

Homeowner insurance cancellations continue to be a problem. At the Fair, people reported to Chair Hammer that their insurance had been cancelled this month. While a few individuals have requested the WPC conduct a homeowner survey, there are privacy concerns that outweigh conducting one.

13. Staff Updates

No update as no Town representative was present

14. Meeting adjourned at 8:29 PM.

Next meeting Wednesday, May 17, 2023 at 4:00 PM.

/s/ MJ Lee

WOODSIDE FIRE PROTECTION DISTRICT
ORDINANCE NO. 13-2023
DISTRICT FIRE PREVENTION CODE

AN ORDINANCE OF THE WOODSIDE FIRE PROTECTION DISTRICT ADOPTING THE
2022 CALIFORNIA FIRE CODE (BASED ON THE 2021 EDITION OF THE
INTERNATIONAL FIRE CODE), INCLUDING APPENDICES B, BB C, CC, D, L AND P
ONLY, WITH LOCAL AMENDMENTS, ADOPTING THE 2021 EDITION OF THE
INTERNATIONAL WILDLAND-URBAN INTERFACE CODE, INCLUDING APPENDIXES
A THROUGH D ONLY, ADOPTING FINDINGS SUPPORTING THE LOCAL
AMENDMENTS, ADOPTING A FINDING THAT THE ORDINANCE IS EXEMPT FROM
REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND
REPEALING ORDINANCE NO. 12.

WHEREAS, pursuant to Title 24 of the California Code of Regulations, also known as the California Building Standards Code (“CBSC”) and California Health and Safety Code Section 13869 *et seq.*, a fire protection district may adopt a fire prevention code by reference and may also, when reasonably necessary due to local climatic, geological, or topographical conditions, establish more stringent local building standards relating to fire and safety than those set forth in the CBSC; and

WHEREAS, pursuant to California Health and Safety Code sections 18941.5 and 17958, the Board of Directors of the Woodside Fire Protection District hereby finds that the amendments adopted herein are reasonably necessary because of local climatic, geologic, and topographic conditions; and

WHEREAS, the Woodside Fire Protection District (the “District” or the “Fire District”) now desires to adopt by reference an amended and restated District Fire Prevention Code that makes local amendments to the 2022 Edition of the California Fire Code based upon the 2021 Edition of the International Fire Code; and

WHEREAS, this Ordinance was introduced and was adopted after the holding of a public hearing pursuant to California Health and Safety Code Section 13869.7 and California Government Code Section 50022.3.

NOW, THEREFORE, the Board of Directors of the Woodside Fire Protection District ordains as follows:

**SECTION 1: LOCAL CLIMATIC, GEOLOGICAL AND TOPOGRAPHICAL
CONDITIONS**

Pursuant to Sections 13869.7, 17958.5, 17958.7 and 18941.5 of the California Health and Safety Code, the findings contained herein are submitted as the “Findings of Fact” document supporting adoption of the Woodside Fire Protection District Ordinance No. 13-2023 in order to protect health, safety, and welfare of the residents and the property specific to the areas served by the District.

The Woodside Fire Protection District encompasses 32 square miles in southern San Mateo County. The physical location of the district includes the Town of Woodside, the Town of Portola Valley, and several unincorporated areas of San Mateo County such as Ladera, Los Trancos, Vista Verde, Emerald Lake, and the Skyline region. The Woodside Fire Protection District finds that unique climatic, geological, and topographic conditions within the District warrant amendments to the 2022 California Fire Code that are reasonably necessary to address fire-related problems and concerns and the future direction by which this Fire District can establish and maintain an environment that will afford a level of fire and life safety to its citizens. These climatic, geological, and topographical conditions are as follows:

Climatic Conditions

The climatic weather patterns within the Woodside Fire Protection District are moderate. The district, on average, experiences an annual rainfall of 26 inches. This rainfall can be expected between October and April of each year. However, during the summer months there is little, if any, measurable precipitation. During this dry period the temperatures are usually between 70 – 95 F degrees (June-October) with light to gusty westerly winds. These drying winds, combined with the natural and imported vegetation, which is dominant throughout the area, create a hazardous fuel condition that can cause extensive encroaching into the dense, heavily wooded brush covered hillsides and canyons, and grass covered areas where wind-driven fires can have severe consequences. This has been demonstrated in several similar climatic areas within the State of California and the Western United States.

Because of variable weather patterns, normal rainfall cannot always be relied upon. This can result in water rationing and water allocation programs, as demonstrated in past drought patterns. Water shortages may also be expected in the future due to limited water storage capabilities and increased consumption. The district is bounded by San Francisco Bay on the East and the foothills of the Santa Cruz Coastal Range of mountains on the west. This setting allows for strong gusty winds to blow through the Fire District. These winds are a common occurrence each afternoon during summer months. Wind increases a fire's ability to spread and has been attributed to the rapid spread of both vegetation and structure fires. This is especially true during Diablo wind events when strong northerly winds are aligned with the downslope direction of the canyons and watersheds of the coastal mountains. Automatic fire sprinkler protection as required in buildings specified in Chapter 9 of the Fire Code and the local requirements and standards of the Woodside Fire Protection District would significantly reduce the fire's ability to spread rapidly, especially when the jurisdiction is affected by the typical wind patterns.

The Fire District is in a “Chaparral Biome.” In its natural state, chaparral is characterized by infrequent fires, with intervals ranging between 10 to 15 years to over a hundred years. Mature chaparral (stands that have been allowed greater intervals between fires) is characterized by impenetrable, dense thickets. These plants are highly flammable. They grow as woody shrubs with hard and small leaves, are non-leaf dropping (non-deciduous), and are drought tolerant. After the first seasonal rains following a fire, the landscape is dominated by soft-leaved, non-woody annual plants, known as fire followers, which die back with the summer dry period. The California Interior Chaparral and Woodlands Eco-Region covers 24,900 square miles in an elliptical ring around the California Central Valley. It occurs on hills and mountains ranging from 300 to 3,000 feet in elevation. It is part of the Mediterranean forests, woodlands, and scrub biome. Many of the plants

are pyrophytes, or “fire-loving,” adapted to (or even depending on) fire for reproduction, recycling of nutrients, and the removal of dead or senescent vegetation. Many plant and animal species in this ecoregion are adapted to periodic fire.

The Fire District’s chaparral vegetation includes chamise, manzanita, buckeye, and ceanothus. Oak woodlands is the most widespread, with coast live oak dominating, but the chaparral vegetation also includes scrub oak, blue oak, canyon live oak, valley oak, tan oak, black oak, and interior oak. Open grasslands are the primary understory within the oak savannah woodlands. In areas with interlocking tree canopy, primarily north and east facing slopes, the understory is primarily tree duff and litter.

All vegetation in the Fire District reaches some degree of combustibility during the dry summer months, and under certain conditions, during the winter months. For example, as chaparral and other brush species age, twigs and branches within the plants die and are held in place, increasing the decadent material component. A stand of 10 to 20-year-old brush typically contains enough dead material to produce rates of spread equivalent to fully cured grass. Due to the higher fuel load, fires in brush fields also yield much higher fire line intensity.

In severe drought years, additional plant material may die, contributing to the fuel load. There will normally be enough dead fuel load that has accumulated in 20 to 30-year-old brush to give rates of spread about twice as fast as the rates of spread in a grass fire. Under moderate weather conditions that produce a spread rate of a one-half foot per second in grass, a 20- to 30-year-old stand of brush may have a rate of fire spread of approximately one foot per second. Fire spread in old brush (40 years or older) has been measured at eight times faster than grass (4 feet per second). Under extreme weather conditions these rates can be much higher, with the fastest fire spread rate in grass at up to 12 feet per second or about eight miles per hour. Residential structures within the wildland intermix or interface near mature brush fields are thus at greater threat from wildfire. The climatic conditions along the Peninsula affect the acceleration, intensity, and size of a fire within the District. Times of little or no rainfall, low humidity, and high temperatures have created extremely hazardous fire conditions, particularly as they relate to roof fires and conflagrations. The winds experienced in the District can have a tremendous impact upon structure fires by carrying sparks and burning brands to other structures, thus spreading the fire and causing conflagrations.

Geological Conditions

A. **Seismic Location.** Seismically, parts of the District sit on the San Andreas Fault and other parts sit between two active earthquake faults, the San Andreas Fault and the Hayward/Calaveras Fault, and the District includes numerous other potentially active faults. A majority of the District’s land surface is in the high-to-moderate seismic hazard zones as established by the U.S. Geological Survey. The location makes it particularly vulnerable to damage to taller and older structures caused by seismic events. The relatively young geological processes that have created the San Francisco Bay Area are still active today.

Fires following an earthquake have the potential of causing greater loss of life and damage than the earthquake itself. A significant portion of the District’s residential and commercial structures are in seismic risk zones. Should a significant seismic event occur, fire suppression resources

would have to be prioritized to mitigate the greatest threat and may not be available for every structural fire. In such an event, individual structures should be equipped to help in mitigation of the risk of damage.

Other variables could aggravate the fire hazard after an earthquake: (i) the extent of damage to the water system; (ii) the extent of isolation due to bridge and/or freeway overpass collapse; (iii) the extent of roadway damage and/or amount of debris blocking the roadways; (iv) climatic conditions (hot, dry weather with high winds); (v) time of day, which will influence the amount of traffic on roadways and could intensify the risk to life during normal business hours; and; (vi) the availability of timely mutual aid or military assistance.

B. Waterways. The Fire District's Southern boundary line being the San Francisquito Creek is influenced by tides. The San Francisquito Creek is fed from Searsville Dam, located along Jasper Ridge, and collects water from storm drains along its drainage pathway. The creek finally empties into San Francisco Bay and is therefore influenced by tidal activity. During periods of heavy rainfall in combination with high tides in the Bay, San Francisquito Creek has overflowed its banks, causing floods in the Southernmost portions of the district. The floods have hampered fire apparatus making a timely response to emergencies and providing needed service to the community. Proper roadway widths as defined in Chapter 5 of the Fire Code and the minimum roadway standards established by Woodside Fire Protection District can provide fire apparatus with accessibility while helping to divert excess water flow during rainy seasons.

All of the District's geological conditions described above increase the magnitude, exposure, and accessibility to fire events. For example, a fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself. Hazardous materials, particularly toxic gases, could pose the greatest threat to the largest number of people, should a significant seismic event occur. Fire protection resources would have to be prioritized to mitigate the greatest threat and may likely be unavailable for smaller single-family dwellings or smaller business occupancy fires. Other variable conditions could include damage to the water system, freeway overpass collapse, roadways blocked by debris, and time of day, which could affect traffic patterns during or after the event.

In 1989 a 7.0 magnitude earthquake struck the San Francisco Bay Area via the San Andreas Fault. For three hours following the event, firefighters from Woodside Fire Protection District responded to over 100 incidents per hour. Though during this event, losses in the District due to fire were minimal, however other neighboring jurisdictions were not as lucky. Had automatic fire sprinkler protection systems been a requirement at the time, it could have assisted firefighters in setting their priorities and assisting those citizens who needed emergency services the most.

Topographical Conditions

The district's topographical conditions are closely associated with the geological element. With elevation changes between 400 and 1800 feet within the district, development has followed the path of least resistance, creating a meandering pattern. The district is divided by canyons, hills, lakes, and streams. This circumstance does not lend itself to a good systematic street and road layout, which would promote easy traffic flow. It has, in fact, resulted in few major cross-town thoroughfares that tend to be heavily congested, primarily during commute hours and seasonal

periods of the year. This creates barriers that reduce the response time of fire equipment and other emergency services.

The topography of the District is also challenged by major development patterns. Employment areas are located adjacent to and throughout the jurisdiction. The people who work in these areas have added to the traffic congestion in the District thereby reducing the District's response time capabilities.

Inherent delays caused by these traffic patterns make it necessary to mitigate these problems with greater requirements for built-in automatic fire protection systems, noted in Section 903 of the District Fire Prevention Code, along with local requirements and standards. In addition, the Fire District has added Fire Alarm maintenance requirements, specifically UL Certification noted in Section 907, to reduce false alarms and ensure system reliability.

Heavy traffic congestion on city streets already acts as a barrier to the timely response of fire equipment and emergency services. Continued growth, both residential and commercial, from inside and outside the District will only serve to continue the traffic problem. In the event of an accident or other emergency at certain key point intersections, portions of the Fire District could be isolated, or response times could be sufficiently slowed, thus increasing the risk of substantial injury and damage.

A year-long study of response times for fire apparatus indicates significant increases in response to emergencies during the commute hours of 6:00 am to 10:00 am and again from 3:00 pm to 7:00 pm. In conjunction with the increased response time, fire losses also showed the same pattern of higher losses for fires starting during commute hours.

If fire apparatus is hindered in their response, automatic fire sprinkler protection will help. According to IFSTA Training Manuals, the temperature inside a structure can go from ambient to more than 1,000 degrees Fahrenheit within the first ten minutes of a fire. Delay of fire apparatus will only allow the fire to grow, thus making efforts to suppress the fire more difficult. Additionally, the ability to perform an effective rescue is diminished if firefighters are delayed in their response. With an automatic fire sprinkler protection system in place, the fire should be held to a controllable level, allowing citizens to escape from the burning structure, as well as allowing firefighters to contain the fire in a safe manner in its beginning stages.

The district is divided by three major state highways (La Honda Road/ Hwy 84 and Skyline Blvd./Hwy 35) and one major interstate freeway (I-280). However, the interconnecting road system is significantly less well developed. These conditions are likely to affect response times of fire suppression personnel and apparatus during periods of heavy traffic or conditions of major emergencies.

Many of the older and taller buildings are of designs which also greatly limit accessibility by district fire suppression resources. This includes large narrow parcels that have been subdivided into "flag-lots" on narrow residential streets. The infrastructure that supports these buildings is old and not in compliance with current Codes. Some water purveyors and water mains in residential and commercial areas deliver water supplies that do not meet fire flow requirements required by Appendix B of the California Fire Code. Some fire hydrant locations in both

residential and commercial do not meet distance requirements of Appendix C of the Fire Code. This will not only hamper fire suppression operations, but limits building design. When water supplies must be altered to accommodate new construction, Woodside Fire Protection District Standards on Water Supplies attempt to work with the existing infrastructure to accommodate the needs of firefighters.

Residential properties in the Fire District consist primarily of one-acre or smaller and 1–5-acre parcels, flag lots, and single and multi-family infill developments. Common to the larger parcels is the development of additional residential or in-law type occupancies for which fire department access is difficult based on existing driveway configurations for the original single-family parcels. Flag lots, for example, typically have driveways more than 150 feet, with narrow access, necessitating additional requirements, which the Fire District has added to Section 503, by creating Standards for driveways and private roadways that includes minimum driveway widths, fire apparatus turnaround specifications, and minimum vertical clearances. Areas in the District have older narrow roads, less than 20 feet wide, unimproved sidewalks or gutters and allow parking on both sides. Parking is a regional issue which plagues the streets causing streets to be narrow allowing only one vehicle to pass. Regional traffic has increased causing neighborhoods to be flooded with increased pass-through traffic, reducing alternative emergency response routes. Additionally, Fire Department response times are increased due to gated access roads, a lack of street or address illumination, and existing vegetation barriers. Section 505.1 provides minimum standards for addresses on buildings and now requires new buildings to have illuminated addressing. However, neighborhood street lighting continues to be an issue.

The historical and rural significance of the entire District is an ongoing concern. Buildings, roadways, open space preserves, parks and rural neighborhoods have been preserved to create a feeling of being in the past. More structures are being built on topographically challenging parcels.

Proper roadway widths as required by Chapter 5 and Appendix D of the Fire Code, along with minimum Woodside Fire Protection District Fire Prevention Codes, would allow fire apparatus to set up fire suppression operations and access both driveways that extend greater than 150 feet, and private roadways serving minor developments.

The Very High Fire Severity areas that exist in the District's foothills of the Santa Cruz coastal mountain range and “the narrow drainage and sub-drainage topographic features” of this coastal range have the capability to funnel winds, increase wind speeds, erratically alter wind direction, and facilitate fire spread and promote extreme fire behavior. This is especially true during Diablo wind events when strong northerly winds are aligned with the downslope direction of the canyons and watersheds of the coastal mountains. The topography of the District is, therefore, capable of producing wind conditions that promote extreme wildfire behavior.” These unique topographic and weather conditions that promote fast moving and extreme wildfire conditions make swift evacuation critical for residents within and adjacent to the Very High Fire Severity areas. Furthermore, many Very High and High Fire Severity areas are adjacent to and amongst unmitigated non-fire resilient open space lands containing extreme fuel loads which only make matters worse. Many residents have only a single route out of the area. A large portion of the roads in the Very High Fire Severity areas are narrow and winding having the potential to cause life threatening traffic congestion during an evacuation as residents try to leave the area and firefighters attempt to enter the area to fight the fire. In building fires, winds can literally force the

fire back into the structure, creating a blow torch effect, in addition to preventing the natural and cross ventilation efforts of firefighters.

Water supply, (municipal fire flow), systems within the district are directly affected by the topographical layout of the district. Water supplies within the district vary dramatically with some areas having little or no water flowing more than 500 gallons per minute. This wide variation causes major problems for development as well as fire suppression activities.

The roadway systems throughout the district by and large were designed around the topographical lay of the land with respect to narrow, windy, steep grades with numerous overhanging tree canopy. Grades on some of the roadways exceed 25% and widths of less than twelve feet would not be uncommon. The topographical nature of the district also lends itself to power failures caused when tree limbs fall on sections of electrical lines.

The historical and rural significance of the entire district is an ongoing concern. Buildings, roadways, open space preserves, parks and rural neighborhoods have been preserved to create a feeling of being in the past. More structures are being built on topographically challenging parcels.

SECTION 2: TITLE, ENFORCEMENT AND RECORDKEEPING

This Ordinance, including provisions adopted and incorporated by reference, shall be known as the "District Fire Prevention Code" of the Woodside Fire Protection District and may be cited as such. It is also referred to herein as "this code" or the "Fire Code."

- A. No section of the District Fire Prevention Code shall impose a mandatory duty of enforcement on the Fire District, or on any officer, official, agent, employee, board, or commission thereof. Instead, if any section purports to impose a mandatory duty of enforcement, said section shall be deemed to invest the Fire District, and the appropriate officer, official, agent, employee, board, council, or commission with discretion to enforce the section, or not to enforce it.
- B. A copy of the District Fire Prevention Code, as defined herein, shall be kept on file in the office of the Woodside Fire Protection District Fire Marshal.

SECTION 3: AUTHORITY

The District Fire Prevention Code is adopted pursuant to the Fire Protection District Act of 1987 (California Health and Safety Code Sections 13800 *et seq.*) and the following provisions of that Act:

- A. Section 13861(h), which empowers the district to adopt ordinances;
- B. Section 13861(i), which empowers the district to establish and enforce rules and regulations for the administration, operation, and maintenance of the governmental services which it is authorized to provide;
- C. Section 13862, which empowers the district to provide certain governmental services including fire protection services;

- D. Section 13869, which empowers the district to adopt a fire prevention code by reference;
- E. Section 13870, which empowers the district's authorized representatives to order correction or elimination of fire and life hazards;
- F. Section 13871(b), which provides that failure to correct or eliminate a fire or life hazard after a duly issued order is a misdemeanor;
- G. Section 13872, which empowers the District's authorized representatives to issue citations for certain violations;
- H. Section 13873, which provides that the District's employees shall have the powers of peace officers while engaged in the prevention and suppression of fires and the preservation of life and property; and
- I. Sections 13916, 13917, 13918 and 13919, which, among other things, empower the District's Board of Directors to charge a fee to cover the cost of any services that the District provides and the cost of enforcing any regulation for which a fee is charged.

SECTION 4: ADOPTION BY REFERENCE

The Woodside Fire Protection District hereby adopts the 2022 California Fire Code (California Code of Regulations, Title 24, Part, 9, based on the 2021 International Fire Code published by the International Code Council, with California Amendments), including Chapters 1-80 and Appendices B, BB C, CC, D, L and P only, except to the extent portions of the California Fire Code may be added, deleted, modified, or amended by Section 6 (local amendments) of this code. The 2022 California Fire Code, with the changes, additions, and deletions set forth in this Ordinance, is adopted by this reference as though fully set forth in this Ordinance. The Woodside Fire Protection District also hereby adopts by reference the 2021 edition of the International Wildland-Urban Interface Code (published by the International Code Council), including Appendices A through D, only. As of the effective date of this Ordinance, the provisions of these adopted and amended fire codes, the District Fire Prevention Code, are controlling and enforceable within the limits of each town or city or unincorporated area within the jurisdiction of the District.

SECTION 5: AUTHORITY AND DUTIES OF THE BUREAU OF FIRE PREVENTION AND LIFE SAFETY

The California Fire Code, including California Fire Code Standards as adopted and amended herein, shall be enforced by the Woodside Fire Protection District, and managed by the Bureau of Fire Prevention and Life Safety, and shall operate under the direction of the Fire Chief and the Fire Marshal of the Woodside Fire Protection District. Both Fire Officers shall be known as the Fire Code Officials.

- A. The Chief of the Fire Department shall appoint an officer of the Fire Department as Chief of the Bureau of Fire Prevention. The title shall be Fire Marshal. The appointment shall continue during good behavior and satisfactory service, and they shall not be removed from office except for cause in accordance with the rules and regulations of the Woodside Fire Protection District.

- B. The Fire Marshal may appoint such members of the Fire Department as Deputy Fire Marshals and Inspectors as shall from time to time be necessary.
- C. A report of the Bureau of Fire Prevention shall be made monthly or annually and transmitted to the Board of Directors. It shall contain such statistics as the Chief of the Department, or the Board of Directors may wish to include therein. The Fire Marshal shall produce and transmit to the Board of Directors, Town Councils of Woodside, Portola Valley, and the San Mateo County Board of Supervisors a report of all California State Fire Marshal mandated inspection activity within the Woodside Fire Protection District territory annually, by December 15th. The Chief of the Department shall recommend any amendments to the Code, which, in his judgment, shall be desirable.

SECTION 6: LOCAL AMENDMENTS, MODIFICATIONS AND DELETIONS TO THE CALIFORNIA FIRE CODE

Based upon the findings of the Board of Directors of the Woodside Fire Protection District regarding local climatic, topographical, and geological conditions, the following sections and/or subsections of the 2022 California Fire Code are amended or modified as set forth in this section. If a section is not referenced below, it remains unchanged.

CHAPTER 1 IS ADOPTED IN ITS ENTIRETY AND AMENDED BELOW

101 SCOPE AND GENERAL REQUIREMENTS is *amended* to read as follows:

101.1 Title is *amended* to read as follows:

101.1 Title. These regulations shall be known as the **2022 California Fire Code** with amendments adopted by the **Woodside Fire Protection District** and will be referred to herein as the “this code, “the **Fire Code**,” and/or the “District Fire Prevention Code.”

101.6 Standards and Guidelines Manual is *added* to read as follows:

101.6 Standards and Guidelines Manual. The Bureau of Fire Prevention and Life Safety Standards and Guidelines Manual (“Standards and Guidelines Manual”) shall serve as a supplemental instruction and interpretation manual for the District Fire Prevention Code and is hereby adopted and incorporated by reference as if fully set forth herein. The Fire Marshal is responsible for amending this manual as necessary to maintain current instructions and interpretations. The information contained within the Standards and Guidelines Manual shall not be construed to make new code requirements not authorized by this Ordinance.

SECTION 102 APPLICABILITY is *amended* to read as follows:

102.1 Construction and Design Provisions is *amended* to read as follows:

102.1 Construction and Design Provisions

The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities, and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities and conditions where required in Chapter 11.
4. Existing structures, facilities, and conditions that, in the opinion of the fire code official, constitute a distinct hazard to life or property.
5. Vehicles, ships and boats that are permanently affixed to a permanent location within the boundaries of this jurisdiction where not otherwise limited by law.

102.1.1 Applicability to Alterations, Additions and Repairs of Existing Buildings or Structures is *added* to read as follows:

102.1.1 Applicability to Alterations, Additions and Repairs of Existing Buildings or Structures. Where proposed additions will increase the existing gross floor area by more than 50%, or will increase the number of floors, or alterations or repairs will exceed more than 50% of the existing gross floor area, or a combination of alterations, additions or repairs will exceed more than 50% of the existing gross floor area, such building or structure shall be made in its entirety to conform to the Fire Code requirements for new buildings or structures.

Within the Woodside Fire Protection District's jurisdiction, each of the Building Departments may use their specific dollar values and structural formulas to complete the computation of existing and new gross floor areas. The Fire District will accept the computations within the structure's jurisdictional boundary. Verification must be attained by the Municipal or County Building Official.

102.6 Historic Buildings is *amended* to read as follows:

102.6 Historic Buildings The provisions of this code relating to the construction, alteration, repair, enlargement, restoration, relocation or moving of buildings or structures shall not be mandatory for existing buildings or structures identified and classified by the state or local jurisdiction as historic buildings where such buildings or structures do not constitute a distinct hazard to life or property. Fire protection in designated historic buildings shall be provided *in accordance with the California Historic Building Code.*

SECTION 104 DUTIES AND POWERS OF THE FIRE CODE OFFICIAL is *amended* as follows:

104.1.1 Design Standards is *added* to read as follows:

104.1.1 Design Standards. Woodside Fire Protection District will maintain a set of design and installation standards (Standards and Guidelines Manual) that includes but is not limited to: Address posting, Bridges, Emergency shut off placards, Turnarounds, Turnouts, Driveway criteria, Knox installations, Solar PV integrated roof installations, battery systems and fire sprinkler systems, including those with tanks and pumps.

These standards, which apply to subjects not specifically covered by the Fire Code, are necessary for the Woodside Fire Protection District to provide a reasonable degree of fire and life safety for the community and firefighters within the jurisdictional boundaries of the Fire District and are maintained in accordance with Section 102.9 of the Fire Code.

104.2.1 Review Construction Documents is *added* to read as follows:

104.2.1 Review Construction Documents. Woodside Fire Protection District shall review all applications and construction documents related to any type of existing or new driveway construction, improvement or reconstruction within its territory jurisdiction which have been submitted to the Building Department.

104.12.4 Authority to Photograph or Otherwise Record Investigations is *added* to read as follows:

104.12.4 Authority to Photograph or Otherwise Record Investigations. The Chief or his duly authorized representative may make such audio, visual or other recordings including photographs, video tapes, audio tapes, diagrams, drawings, sketches, and the like, in connection with the investigation of any actual or alleged violation of this code or in connection with the investigation of any incident as authorized by this code.

SECTION 105 PERMITS is *amended* as follows:

105.5 Required Operational Permits is *amended* to read as follows:

105.5 Required Operational Permits.

The fire code official is authorized to issue operational permits for operations set forth in **Sections 105.5.1 through 105.5.55.**

105.5.16 Explosives is *amended* to read as follows:

105.5.16 Explosives.

An operational permit is required for the manufacture, storage, handling, sale, or use of any quantity of explosives, explosive materials, fireworks, pyrotechnic special effects, **or rocketry** within the scope of Chapter 56. See Health and Safety Code Division 11, Part 1, Sections 12000, et seq. for additional requirements.

Exception: Storage in Group R-3 occupancies of smokeless propellant, black powder, and small arms primers for personal use, not for resale and in accordance with Section 5606.

105.5.33 Motor Fuel Dispensing is *amended* to read as follows:

105.5.33 Motor Fuel Dispensing.

An operational permit is required for the **fueling of motor vehicles, including automotive, marine, and fleets, at fixed facilities and through mobile operations.**

105.5.34 Open Burning is hereby *modified by deleting the exception*, as follows:

105.5.34 Open Burning

An operational permit is required for the kindling or maintenance of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be complied with.

105.5.55 Local Permits is *added* to read as follows:

105.5.55 Local Permits. In addition to the other operational permits required by Section 105.5, an operational permit shall be obtained from the Bureau of Fire Prevention prior to engaging in the following activities, operations, practices, or functions:

1. **Apartment, hotel, or motel.** An operational permit is required to operate an apartment house, hotel, or motel.

2. **Cannabis.** An operational permit is required to operate a cannabis facility or operation listed below:

 2.1 Cultivation

 2.2 Distribution

 2.3 Manufacturing

 2.4 Testing/lab

3. **Care facilities.** An operational permit is required to operate a day care facility with an occupant load greater than eight (8) persons.

Exception: Residential or commercial institutional care facility occupancies complying with Health and Safety Code Section 13235 are exempt.

4. **Emergency responder radio system.** An operational permit is required to operate an Emergency Responder Radio System.

5. **High-rise occupancy.** An operational permit is required to operate a high-rise building as defined in Title 24, Part 2, California Code of Regulations.

6. **Live entertainment.** An operational permit is required to operate a business where alcohol is served, while providing live entertainment to the public.

7. **Model rockets rental, sale, or operation.** An operational permit is required to operate, manufacture, import, export, possess, store, rent or sell model rockets as defined by Health and Safety Code Section 12519.

8. **Wood products.** An operational permit is required to store chips, hogged material, wood or other combustible pallets, lumber, or plywood more than 200 cubic feet (6 m³)/34.19 sq ft.

9. **Asbestos removal.** A permit is required to conduct asbestos-removal operations regulated by section 3319.

10. **Christmas tree sales.** A permit is required to use a property for the purpose of selling cut Christmas trees.

11. **Temporary occupancy.** A permit is required for any temporary occupancy.

12. **Temporary water supply.** A permit is required to use a temporary water supply for construction of residential projects or subdivisions pursuant to Section 3313.1.

13. **Indoor growing operations.** A permit is required to operate an indoor growing operation. **Exception:** agricultural greenhouses in an agricultural zone.

[A]105.6 Required Construction Permits is *amended* to read as follows:

[A] 105.6 Required Construction Permits.

The fire code official is authorized to issue construction permits for work as set forth in Sections 105.6.1 through 105.6.25.

105.6.25 Local Construction Permits is *added* to read as follows:

105.6.25 Local Construction permits. In addition to the permits required by Section 105.6.1 through 105.6.24, the following construction permits shall be obtained from the Bureau of Fire Prevention for work as described in this section:

1. **Vegetation Management Plan.** A construction permit is required to implement a vegetation management plan.

2. **Fire Protection Plan.** A construction permit is required to implement a fire protection plan.

105.7 Responsibility of Permittee is *added*, to read as follows:

105.7 Responsibility of Permittee. Construction permits shall be presumed by the Fire District to incorporate all the work that the applicant or the applicant's agent, employees, or contractors shall carry out. Work performed shall be in accordance with the approved plans and with all requirements of this code and any other laws or regulations applicable thereto. No Fire District approval shall relieve or exonerate any person from the responsibility of complying with the provisions of this code, nor shall any vested rights be created for any work performed in violation of this code.

105.8 Fire Protection Plan is *added* to read as follows:

105.8 Fire Protection Plan. A fire protection plan and/or a vegetation management plan shall be prepared by the applicant when required by the fire code official. All fire protection and vegetation management plans require approval by the fire code official.

105.8.1 Cost is *added* to read as follows:

105.8.1 Cost. The cost of preparing and reviewing a fire protection or vegetation management plan shall be the responsibility of the applicant. The cost of the fire protection plan preparation and review shall be the responsibility of the applicant.

105.9 Health Department Approval is *added* to read as follows:

105.9 Health Department Approval. Mobile food preparation vehicles shall display a San Mateo County Health Department sticker as prescribed by County Health.

SECTION 107 FEES is *amended* to read as follows:

107.1 Inspection Authority is *amended* to read as follows:

107.1 Fees The fees for the permits and other services shall be established by resolution of the Woodside Fire Protection District Fire Board Fee Schedule (“Fee Schedule”). The fee shall be set to cover the cost the Fire District incurs to review and inspect the intended activities, operations, or functions.

Exception: Fees for a permit may be waived at the discretion of the Fire Chief when the work or event to be conducted is for the Town of Portola Valley, Town of Woodside, or County of San Mateo.

107.1A Inspection Authority is *added* to read as follows:

107.1A Inspection Authority the Fire Marshal or other designated representatives shall inspect buildings and premises, including appliances and other hazards, to ascertain and cause to be corrected any condition which would be deemed a fire hazard and reasonably tend to cause fire or contribute to its spread, or any violation of the purpose or provisions of this code and of any other law or standard affecting fire and life safety.

107.2 Schedule of Permit Fees is *amended* to read as follows:

107.2 Schedule of Permit Fees. Where a permit or other inspection fee is required, a fee for each permit shall be paid as required, in accordance with the Woodside Fire Protection District Fee Schedule.

107.7 Cost Recovery is *added* to read as follows:

107.7 Cost Recovery. The costs of fire suppression, rescue, emergency medical services, and other costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1, as they may be amended or superseded from time to time. Additionally, any person whose negligence, intentionally wrongful conduct, or violation of law causes an incident resulting in an appropriate emergency response, including, but not limited to, a traffic accident, spill of toxic, flammable, or combustible fluids or chemicals is liable for the costs of responding to the incident, including those costs pursuant to Government Code Section 53150, et seq, as may be amended or superseded from time to time. Any expense incurred by the Woodside Fire Protection District for securing such emergency shall constitute a debt of such person and shall be collectable by the

Woodside Fire Protection District in the same manner as in the case of an obligation under a contract, expressed or implied.

SECTION 111 MEANS OF APPEALS is *amended* to read as follows:

111.1 Board of Appeals Established is *amended* to read as follows:

111.1 Board of Appeals Established. Whenever the Fire Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of this code do not apply or that the true intent and meaning of this code has been misconstrued or wrongly interpreted, the applicant may appeal the decision of the Fire Chief by presenting, within 10 days, a written request to the District Board of Directors, acting as the District's Board of Appeals, for a hearing on and a review of such decision. The request shall state the reasons therefore, and the District Board of Directors shall, within 60 days of the receipt of same, hold a hearing, and may modify, vacate, or affirm the decision.

111.2 Limitation on Authority is *amended* to read as follows:

111.2 Limitation on Authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent or better form of construction is proposed.

111.3 Qualifications and 111.4 Administration are *deleted* in their entirety.

SECTION 112 VIOLATIONS is *amended* as follows:

[A] 112.4 Violation Penalties. is *amended* to read as follows:

[A] 112.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a **misdemeanor**, punishable by a fine of not more than **\$1000** or by imprisonment not exceeding **6 months**, or **both such fine and imprisonment**. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

[A] 112.4.2 Other Penalties and Remedies. is *added* to read as follows:

Section 112.4.2 Other penalties and remedies. Nothing in this Section 112.4 shall limit the fire code official from pursuing other available legal remedies for violations of this code, including but not limited to administrative citations and attendant fines, civil penalties, and administrative and summary abatements.

CHAPTER 2 IS ADOPTED IN ITS ENTIRETY AND AMENDED BELOW

SECTION 202 GENERAL DEFINITIONS is *amended* to add the following:

Administrator. The Fire Chief.

Aerial Fuels. Standing and supported live and dead combustibles not in direct contact with the ground and consisting mainly of foliage, twigs, branches, stems, cones, bark, and vines.

Aerial Pre-plans. Aerial photographs from Google or Bing Maps can be added to a Zone preplan diagram to show surrounding streets or even an entire block of buildings. This instantly gives the Incident Commander important site information such as where alleys are located, where street access is especially narrow, and potential places to stage. If a full floor plan is not available, the footprint of a building can be traced and measured from the aerial map to create a basic site diagram in just a few minutes.

Agency Having Jurisdiction. The agency having delegated or assigned legal authority to adopt, determine, mandate, or enforce ordinances and regulatory requirements, or to take other actions under local, state, or federal law.

All Weather Driving Surface. A roadway designed to carry the imposed weight loads of fire apparatus complete with all underground utilities, curbs, gutters, and a minimum surface finish of one layer of asphalt or concrete or road pavers.

Board of Directors. The governing body of the District

Combustible Material. Rubbish, litter, or material of any kind, other than hazardous vegetation, that is combustible and endangers the public safety by creating a fire hazard as determined by the Fire Marshall.

Driveway, a private access road that provides access from the public way to a structure and that is used for public or private vehicular access, including fire and emergency apparatus or vehicles.

Essential Service Facility. That building or structure which has been designated by the local government to house facilities that are necessary for emergency operations.

Fire Code Official. The District's Fire Chief, employees of the District's Fire Prevention and Fire Suppression Divisions, and such other representatives of the District as may be authorized by the Woodside Fire District Board of Directors or the Fire Chief.

Fire Protection Plan: A document prepared for a specific project or development proposed for the wildland-urban interface area. It describes ways to minimize and mitigate the fire problems created by the project or development, with the purpose of reducing impact on the community's fire protection delivery system.

Fire Trail, a graded firebreak of sufficient width, surface, and design to provide access for personnel and equipment to suppress and to assist in preventing surface extension of fires. Must be able to support the safe travel of a Type 3 Fire Apparatus.

Hazardous Vegetation. Vegetation that is combustible and endangers the public safety by creating a fire hazard, including but not limited to seasonal and recurrent grasses, weeds, vines,

stubble, brush, dry leaves, dry needles, dead, dying, or diseased trees and any other vegetation as determined by the fire code official.

Jurisdiction. Jurisdiction shall mean the territorial boundaries of the Woodside Fire Protection District. As such, "jurisdiction" would mean, as appropriate, certain unincorporated areas of the County of San Mateo, the Town of Woodside, and the Town of Portola Valley. The Fire District's map book shall be adopted by reference to indicate the territorial boundaries of the Woodside Fire Protection District.

When the term "jurisdiction" is used in this code a context that implies the ability to exercise governmental powers, such as "the authority having jurisdiction," the term "jurisdiction" shall mean, instead the public agency authorized to and exercising the governmental power.

Response Time. The elapsed time from receipt of a call to the District seeking emergency assistance and the arrival of the first unit on scene.

Rubbish. Waste matter, litter, trash, refuse, debris, and dirt on streets or private property in the jurisdiction which is, or when dry may become, a fire hazard.

Rural Area. An area generally designated for agricultural or open space uses with parcels of more than 10 acres (4.046873ha) in size.

Rural Residential Area. An area generally designated for single family residential use with parcels between three (1.2140619ha) and 10 (4.046873ha) acres in size.

Sprinkler Alarm And Supervisory System (SASS). A Dedicated Function Fire Alarm System located at the protected premise installed specifically to monitor sprinkler water-flow alarm, valve supervisory, and general trouble conditions where a building fire alarm is not required.

Streets. Includes alleys, parkways, driveways, sidewalks, and areas between sidewalks and curbs, highways, public rights of way, private roads, paper streets, and easements.

Structure: That which is built or constructed.

Temporary Water Supply. Water stored for firefighting purposes in an approved aboveground tank during combustible construction.

Wildland-Urban Interface Fire Area (WUI). A geographical area identified by the state or the agency having jurisdiction as a "Fire Hazard Severity Zone" in accordance with the Public Resources Code, Sections 4201 through 4204, and Government Code, Sections 51175 through 51189, or other areas designated by the agency having jurisdiction to be at a significant risk from wildfires, supported by findings of fact.

SECTION 202 GENERAL DEFINITIONS is *amended* to amend the following terms:

Floor Area, Gross. The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns, or other features. The floor area of a building, or

portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

Areas to be included in the new gross floor area square footage calculation include:

1. Garages or carports if under a habitable space, or covers egress
2. New attached garage
3. All additions
4. Total square footage of any room that received alterations or additions. Removing sheetrock exposing structural framing or any structural change in a room involves the total square footage of that room.

Existing square footage shall be obtained from the San Mateo County Tax Assessor's Office or may be submitted by a licensed architect.

Key Box or Knox Box. (Underwriters Laboratory) UL "Listed" box, the size, and style of which is approved by the fire code official or designee, that meets the District's requirements, and uses the same security key code adopted by the Fire District

Nuisance Alarm. The activation of any fire protection or alarm system which results in the response of the Fire District and is caused by mechanical failure, malfunction, improper installation or maintenance, negligence, or misuse of the system by an owner, occupant, employee, or agent, or any other activation not caused by excessive heat, smoke, fire, or similar activating event.

Person: Includes an individual, heirs, executors, administrators or assigns, and also includes any agency of the State, county, city, district, town or other local public entity, and any individual, firm, association, partnership, business trust, corporation, limited liability company, or company and its successors or assigns, or the agent of any of the aforesaid.

CHAPTER 3 IS ADOPTED IN ITS ENTIRETY AND AMENDED BELOW

SECTION 304 COMBUSTIBLE WASTE MATERIAL is *amended* to read as follows:

304.1.2 Vegetation is *amended* to read as follows:

304.1.2. Vegetation. Hazardous vegetation, combustible material, combustible growth, debris, or rubbish capable of being ignited and endangering property shall be cut down and removed by the owner or occupant of the premises in accordance with the Fire District's ordinances, including but not limited to those ordinances addressing defensible space, exterior hazard abatement, and fuel breaks. Vegetation clearance requirements in wildland-urban interface areas shall be in accordance with Chapter 49 of this code and in accordance with the Fire District's ordinances.

SECTION 307 OPEN BURNING, RECREATIONAL FIRES AND PORTABLE OUTDOOR FIREPLACES is *amended* as follows:

307.1.1 Prohibited Open Burning is *amended* to read as follows:

307.1.1A Prohibited Open Burning Open burning is prohibited within the jurisdictional boundaries of the Woodside Fire Protection District. The Fire Marshal prohibits burning of trash or vegetation, except for fuel reduction purposes and dedicated campfires in County Parks by special permit only.

Exceptions:

1. Gas Fire Pits inspected by the Fire Prevention Bureau.
2. Open burning does not include approved exterior fireplaces with permanent spark arrestors, or barbecues, that are used in a safe manner and used for cooking or warming purposes only.

SECTION 308 OPEN FLAMES is *amended* as follows:

308.3.2 Theatrical Performances is *amended* to read as follows:

308.3.2 Theatrical Performances. Where approved, open-flame devices used in conjunction with theatrical performances are allowed to be used where adequate safety precautions have been taken in accordance with NFPA 160 and Title 19 CCR.

CHAPTER 4 IS ADOPTED IN ITS ENTIRETY AND AMENDED BELOW

SECTION 401 EMERGENCY PLANNING AND PREPAREDNESS is *amended* to read as follows:

401.3.2.1 Nuisance Alarm Notification is *added* to read as follows:

401.3.2.1 Nuisance Alarm Notification. Notification of emergency responders based on a nuisance alarm may be punishable by a fine in accordance with the Woodside Fire Protection District Fee Schedule or requirements. In addition, the responsible party may be liable for the operational and administrative costs incurred from the emergency response or mitigation procedures resulting from a nuisance alarm notification.

401.3.2.2 Multiple Nuisance Alarm Activations is *added* to read as follows:

401.3.2.2 Multiple Nuisance Alarm Activations. Any occupancy that has more than three nuisance alarms causing emergency response within a 12-month period may be required to modify, repair, upgrade or replace their system and/or monitoring station as determined by the fire code official.

401.10 Aerial Pre-Plans is *added* to read as follows:

401.10 Aerial Pre-Plans. For all new construction the fire official is authorized to require a fire aerial pre-plan to be prepared by an approved vendor at the cost of the developer.

SECTION 402 DEFINITIONS is *added and amended* to read as follows:

402.1 is *amended* to add the following:

NUISANCE ALARM

CHAPTER 5 IS ADOPTED IN ITS ENTIRETY AND AMENDED BELOW:

501.1 Scope is *amended* to read as follows:

501.1 Scope Fire service features for buildings, structures and premises shall comply with this chapter, *and appendix D.*

SECTION 503 FIRE APPARATUS ACCESS ROADS is *amended* to read as follows:

503.1 Where Required is *amended* to read as follows:

503.1 Where Required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3 *and according to the Woodside Fire Protection District “Standards and Guidelines Manual.”*

503.1.1 Buildings and Facilities is *amended* to read as follows:

503.1.1 Buildings and Facilities. Every building and facility shall be accessible to Fire District apparatus by way of all-weather access roadways prior to combustible construction. The fire apparatus access roads shall comply with the requirements of this section and extend within 150' of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. The access road shall have a minimum unobstructed width of 20' and shall be required to have a minimum ‘first lift’ of pavement applied that shall support the imposed load of a fire apparatus. The developer shall be required to provide the Fire Chief with a site plan showing the location, width, grades, and cross section of the proposed fire apparatus access roads to be used during construction. Permits shall not be issued, and combustible construction shall not be allowed on the site until this site plan is reviewed and approved and stamped by the Fire District.

Exceptions:

1. The Fire Chief is authorized to increase the dimension of 150 ft. where any of the following conditions occur:

1.1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.

1.2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, non-negotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.

1.3. There are not more than two Group R-3 or Group U occupancies.

2. Where approved by the Fire Chief, fire apparatus access roads shall be permitted to be exempted or modified for solar photovoltaic power generation facilities.

503.1.1.1 Fire Lanes is *added* to read as follows:

503.1.1.1 Fire Lanes Nothing in this code shall prevent a Town or County from designating or maintaining a street as a “Fire Lane” which does not meet the requirements of a fire apparatus access road under Sections 503.1.2 - 5.3.6.

503.1.4 Access to Open Spaces is *added* to read:

503.1.4 Access to Open Spaces. When access to open land/space or fire trail systems maintained for public or private use is obstructed by new development of any kind, the developer shall provide alternate acceptable access into the area that is sufficient to allow access for fire personnel and apparatus. The alternate means of access requires the approval of the fire code official.

503.1.5 Existing Fire Trail Systems Shall be Maintained is *added* to read:

503.1.5 Existing Fire Trail Systems Shall be Maintained. When conditions make maintenance of existing trails impractical, alternate means of access shall be provided and require approval by the fire code official.

503.2.1 Dimensions is *amended* to read as follows:

503.2.1 Dimensions: Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, inclusive of all-weather surface shoulders, and a vertical clearance of not less than 13 feet 6 inches. Security gates shall be in accordance with section 503.6. Driveways serving one property with one or more habitable dwellings shall have an unobstructed driveway width of not less than 12 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. Shared driveways serving more than one property with habitable structures shall have an unobstructed minimum width of 18 feet, inclusive of all-weather drivable surface shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches. All gates obstructing emergency access roadways shall have a sign stating, “Emergency Evacuation Route.”

503.2.6.1 Evaluation and Maintenance is *added* to read as follows:

503.2.6.1 Evaluation and Maintenance. All existing private bridges and elevated surfaces that are a part of the fire apparatus access road shall be evaluated by a California licensed civil engineer experienced in structural engineering, or a California licensed structural engineer, for safety and weight rating, in accordance with American Association of State Highway and Transportation Officials (AASHTO) Manual: “The Manual for Bridge Evaluation,” Second Edition, or other approved standard. Vehicle load limits shall be posted at both entrances to bridges. All bridges and elevated structures providing fire apparatus access shall be routinely maintained in accordance with Section 503.2.6, or when directed by the Fire Code Official.

503.3 Marking is *amended* to read as follows:

503.3 Marking. Where required by the fire code official, approved signs and markings designating fire lanes shall comply with California Vehicle Code Section 22500.1. The designation shall be indicated (1) by a sign posted immediately adjacent to, and visible from, the designated place, clearly stating in letters not less than one inch in height that the place is a fire lane, (2) by outlining or painting the place in red and, in contrasting color, marking the place with the words "FIRE LANE", which are clearly visible from a vehicle, or (3) by a red curb or red paint on the edge of the roadway upon which is clearly marked the words "FIRE LANE". Signs and markings shall not be obstructed and shall be maintained in a clean and legible condition and be replaced or repaired when necessary to provide adequate visibility.

503.7 Fire Lane Restrictions and Requirements is *added* to read as follows:

503.7 Fire Lane Restrictions and Requirements Restrictions and requirements as specified in the California Vehicle Code shall apply to fire lanes established by this section.

SECTION 505 PREMISES IDENTIFICATION is *amended* to read as follows:

505.1 Address Identification is *amended* to read as follows:

505.1 Address Identification. New and existing buildings shall have approved address numbers, building numbers, or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or English alphabet letters. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole, or other sign or means shall be used to identify the structure. Address identification shall be maintained. Said numbers shall be either internally or externally illuminated in all new construction. Numbers shall be as follows: Minimum of one-half inch (1/2") stroke by eight inches (8") high.

Exception: For a single-family dwelling a minimum of one-half inch (1/2") stroke by four inches (4") high. When the structure is more than fifty (50) feet from the street or fire apparatus access road, a minimum of one inch (1") stroke by twelve inches (12") high is required.

505.1.1 Multi-Tenant Buildings is *added* to read as follows:

505.1.1 Multi -Tenant Buildings. Numbers or letters shall be designated on all occupancies within a building. Size shall be one-half inch (1/2") stroke by four inches (4") high and on a contrasting background. Directional address numbers or letters shall be provided. Said addresses or numbers shall be posted at a height no greater than 5 feet, 6 inches (5' 6") above the finished floor and shall be either internally or externally illuminated in all new construction.

505.1.2 Rear Addressing is *added* to read as follows:

505.1.2 Rear Addressing. When required by the fire code official, approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the fire apparatus road at the back of a property or where rear parking lots or alleys provide an acceptable vehicular access. Number stroke and size shall comply with Section 505.1.

Section 506.1 Fire Service Features, Key Boxes *amended* to read as follows:

506.1 Where Required is *amended* to read as follows:

506.1 Where Required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037 and shall contain keys to gain necessary access as required by the fire code official. **Where a new gate or barrier is installed on a fire access roadway, the fire department shall have emergency access. Gates or barriers shall have a Knox® key switch.**

506.1.1.1 Key Box Content Requirements *added* to read as follows:

506.1.1.1 Key Box Content Requirements. The keys to multi-tenant spaces shall be included. Additional keys shall be included for card access, elevator control, fire alarm control panels, and fire sprinkler control valve access.

The Key Box shall contain the following items.

1. Labeled keys to locked points of egress, whether in interior or exterior of such buildings.
2. Labeled Keys to the locked mechanical rooms.
3. Labeled keys to any fence or secured areas not covered in Section 506.1.
4. Labeled keys to any other areas that may be required by the fire code official or designee.
5. A card containing the emergency contact people and phone numbers for each occupancy.
6. Hazardous Safety Data Sheet (SDS).
7. Aerial pre-plan.

Exceptions:

- 1) Multi-tenant spaces which provide a key box for each tenant and are installed per Section 506.1.
- 2) Electronic card keys and codes may be utilized as a substitute for manual keys.

SECTION 507 FIRE PROTECTION WATER SUPPLIES is *amended* to read as follows:

507.5.1.1 Hydrant for standpipe systems is *amended* to read as follows:

507.5.1.1 Hydrant for Fire Department Connections. Buildings equipped with a water-based fire protection system installed in accordance with Section 903 through 905 shall have a fire hydrant within 100 feet of the fire department connections, **or as approved by the fire code official.** **(Also see Section 912.2.)**

Exception:

The distance shall be permitted to exceed 100 feet (30 480 mmm) where approved by the fire code official.

507.5.7 Fire Hydrant Size and Outlets is *added* to read as follows:

507.5.7 Fire Hydrant Size and Outlets. Shall be in accordance with the Woodside Fire Protection District standards, or as approved by the fire code official.

507.5.8 Fire Hydrant Street Marker is *added* to read as follows:

507.5.8 Fire Hydrant Street Marker. Fire hydrant locations shall be visually indicated in accordance with the Woodside Fire Protection District standards or as approved by the fire code official, as may be amended from time to time. Any hydrant marker damaged or removed during street construction or repair shall be immediately replaced by the contractor, developer, or person responsible for removal or damage.

SECTION 508 FIRE COMMAND CENTER is *amended* to read as follows:

508.2 Fire Control Room is *added* to read as follows:

508.2 Fire Control Room. An approved fire control room shall be provided in all new buildings and in occupancies with a change of use requiring protection by an automatic fire sprinkler system. The room shall contain the fire alarm control panels, ERCCS control equipment, and other fire equipment required by the fire code official. Fire control rooms shall be located within the building at a location approved by the fire code official and shall be provided at grade with a means to access the room directly from the exterior. Durable signage shall be provided on the exterior side of the access door to identify the fire control room. Fire control rooms shall not be less than 50 square feet.

Exceptions:

1. Group R-3 Occupancies.
2. Occupancies with a fire pump shall have a fire control room that is a minimum of 200 square feet.
3. In high-rise buildings, the fire control room shall not be less than 200 square feet.

SECTION 510 EMERGENCY RESPONDER COMMUNICATION COVERAGE is *amended* to read as follows:

510.1 Emergency responder communication coverage in new buildings. Exception no. 1 is deleted.

510.3 Permit Required is *amended* to read as follows:

510.3 Permit required. Construction permits shall be required as set forth in Sections 105.6 and 105.7. Maintenance performed in accordance with this code is not considered a modification and does not require a permit.

510.4.2 System Design is *amended* to read as follows:

510.4.2 System design. The in-building, two-way emergency responder communication coverage system shall be designed in accordance with Sections 510.4.2.1 through 510.4.2.8, NFPA 1221, NFPA 72 and San Mateo County ERCCS (P-500).

510.5 Installation Requirements is *amended* to read as follows:

510.5 Installation requirements. The installation of the in-building, two-way emergency responder communication coverage system shall be in accordance with San Mateo County ERCCS (P-500), NFPA 72, NFPA 1221, and Sections 510.5.2 through 510.5.5.

CHAPTER 6 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 605 FUEL-FIRED APPLIANCES is *amended* as follows:

605.3.1 Spark Arrestors is *added* to read:

605.3.1 Spark Arrestors. All chimneys attached to any appliance or fireplace that burns solid fuel shall be equipped with an approved spark arrestor per California Building Code Section 2113.9.2.

CHAPTER 9 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 901 FIRE PROTECTION AND LIFE SAFETY SYSTEMS, GENERAL SCOPE is *amended* as follows:

901.4.4.1 Additional Fire Protection Systems in Accessory Dwelling Units. is *added* to read as follows:

901.4.4.1 Additional Fire Protection Systems in Accessory Dwelling Units. An automatic fire sprinkler system may be used in new accessory dwelling units as an alternative, when aspects of the fire code cannot be met in their entirety and when approved by the fire code official.

901.6.3.2 Records Reporting is *added* to read as follows:

901.6.3.2 Records Reporting. Fire detection, alarm, and extinguishing systems shall always be maintained in an operative condition and shall be replaced or repaired when defective. Non-required fire protection systems and equipment shall be inspected, tested, and maintained or removed. All inspection, testing and maintenance reports shall be forwarded to the Fire District using electronic media to the designated third-party electronic record keeping service as chosen by the Fire District's fire code official. Hard copy reports are not permitted.

SECTION 903 AUTOMATIC SPRINKLER SYSTEMS is *amended* as follows:

903.2 Where Required is *amended* to read as follows:

903.2 Where Required. Approved automatic sprinkler systems shall be provided throughout new buildings and structures in the locations described in this Section or in Sections 903.2.1 through 903.2.21, whichever is most restrictive.

Approved automatic sprinkler systems in existing buildings and structures shall be provided in locations described in Section 903.6.

For the purposes of this Section, firewalls and fire barriers used to separate building areas shall be constructed in accordance with the California Building Code and shall be without openings or penetrations.

1. An automatic sprinkler system shall be provided throughout all new buildings and structures greater than 1,000 square feet of building area.

Exceptions:

1. Group S-2 or U occupancies used exclusively for vehicle parking, and which meet all the following:

1.1 Noncombustible construction.

1.2. Maximum building area not to exceed 5,000 square feet.

1.3. Structure is open on three (3) or more sides.

1.4 Minimum of 10 feet separation from existing buildings unless the area is separated by fire walls complying with California Building Code Section 706.

2. Detached non-combustible motor vehicle fuel dispensing canopies less than 1000 square feet that cover motor vehicle fuel dispensing facilities when constructed in accordance with Section 406.7.2 of the 2022 California Building Code.

3. Agricultural buildings as approved by the fire code official.

903.2.7 Group M is *amended* to read as follows:

903.2.7 Group M. Automatic fire sprinkler systems shall be provided throughout buildings containing a Group M occupancy **and** a fire area greater than 1,000 square feet, and any Group M occupancy used for the display and sale of upholstered furniture.

903.2.10.3 Lithium-Ion Batteries in Vehicles is *added* to read as follows:

903.2.10.3 Lithium-Ion Batteries in Vehicles. An automatic sprinkler system shall be installed throughout buildings having Group S-2 occupancies that house vehicles with lithium-ion batteries. The sprinkler system shall be designed for the square footage area of the building that houses such vehicles, based on an area of sprinkler operation of 2,500 square feet and design density of 0.40 gpm/sf. Group S-2 occupancies with portions of floors without lithium-ion batteries in vehicles shall be provided with a sprinkler protection system per NFPA 13.

903.2.11 Specific Building Areas and Hazards is *amended* as follows:

903.2.11 Specific Building Areas and Hazards. In all occupancies an automatic sprinkler system shall be installed for building design or hazards in the locations set forth in sections 903.2.11.1 through 903.2.11.6.

903.2.11.1 Stories without openings is *amended* as follows:

903.2.11.1 Stories and Basements without Openings. Automatic sprinkler systems shall be installed in every building with a basement.

Automatic sprinkler systems shall be installed in every story of all buildings where the floor area exceeds 1000 square feet and where the following type of exterior wall opening is not provided.

1. Openings entirely above the adjoining ground level totaling at least 20 square feet (1.86 m²) in each 50 linear feet (15 240 mm), or fraction thereof, of the exterior wall in the story on at least one side.

903.2.18 Group U private garages and carports accessory to Group R-3 occupancies is *amended* to read as follows:

903.2.18 Group U Private Garages and Carports Accessory to Group R-3 Occupancies. Carports with habitable space above and attached garages, accessory to Group R-3 occupancies, shall be protected by residential fire sprinklers in accordance with this Section. Residential fire sprinklers shall be connected to, and installed in accordance with, an automatic residential fire sprinkler system that complies with R313 of The California Residential Code or with NFPA 13D. Fire sprinklers shall be residential sprinklers or quick-response sprinklers, designed to provide a minimum density of 0.05 gpm/ft² over the most hydraulically demanding area of the structure, but not to exceed two sprinklers for hydraulic calculations purposes. Garage doors shall not be considered obstructions with respect to sprinkler placement.

903.2.22 Fire Department Delivery Capability is *added* to read as follows:

Section 903.2.22 Fire Department Delivery Capability. An automatic fire sprinkler shall be installed in all new buildings and occupancies or in existing buildings or structures that change occupancy classification or use when the required fire flow exceeds 2,000 gallons per minute.

903.3.1.1.2 Bathrooms is *deleted*.

903.3.1.2 NFPA 13R Sprinkler Systems. is *amended* to read as follows:

903.3.1.2 NFPA 13R Sprinkler Systems. Where in this code a NFPA 13R sprinkler system is allowed, a NFPA 13 sprinkler system shall be used.

903.3.1.3.1. Eave Protection is *added* to read as follows:

903.3.1.3.1. Eave Protection. Sprinkler protection shall be provided under roof eaves as defined in California Building Code Section 702A definitions in Fire Hazard Severity Zones and Wildland Urban Interface Fire Areas.

903.3 Obstructed Locations. is *amended* to read as follows:

903.3 Obstructed Locations. Automatic sprinklers shall be installed with regard to obstructions that will delay activation or obstruct the water distribution pattern and shall be in accordance with the applicable automatic sprinkler system standard that is being used. Automatic fire sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands, **laboratory fume hoods, bio-safety cabinets that use flammable liquids in processes,** or equipment that exceeds 4 feet (1219 mm) in width. Not less than a 3-foot (914 mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers. **Sprinklers shall be provided in all areas, including combustible or noncombustible concealed spaces 6 inches or more in height.**

Exception:

1. Kitchen equipment under exhaust hoods protected with a fire-extinguishing system in accordance with Section 904.

903.3.5.3 Non-permissible Water Supply Storage is *added* to read as follows:

903.3.5.3 Non-permissible Water Supply Storage. Swimming pools and ponds shall not be considered water storage for the purposes of Section 903.3.5.

903.3.10 Partial Systems in New Buildings or Structures is *added* to read as follows:

903.3.10 Partial Systems in New Buildings or Structures. Automatic fire sprinkler systems that only protect a portion of the building shall not be allowed.

903.4.2 Alarms is *amended* to read as follows:

903.4.2 Alarms. One exterior approved audible and visual device, located on the exterior of the building in an approved location, shall be connected to each automatic sprinkler system. Such sprinkler water-flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.

903.6 Where Required in Existing Buildings and Structures is *amended* to read as follows:

903.6 Where Required in Existing Buildings and Structures. An automatic sprinkler system shall be provided in existing buildings and structures where required in Chapter 11 or when improvements are conducted in accordance with this Section.

903.6.1 Where Required Due to Improvements to Buildings and Structures is *added* to read as follows:

903.6.1 Where Required Due to Improvements to Buildings and Structures. The provisions of this Section are intended to provide a reasonable degree of fire safety in existing structures by requiring installation of an automatic fire-extinguishing system. All existing buildings and structures, regardless of type of occupancy or area, shall be provided with an automatic fire sprinkler system in the following circumstances:

1. Where, as determined by the Building Official per the ordinance of their specific jurisdiction, proposed additions will increase the existing gross floor area by more than 50%, or will increase the number of floors, or alterations or repairs will exceed more than 50% of the existing building, or any combination of alterations, additions or repairs will exceed more than 50% of the existing gross floor area. Within the unincorporated San Mateo County State Responsibility Area, where the gross floor area of a proposed alteration, addition, or combination of alterations and additions and the gross floor area of any alterations, additions, or combination of alterations and additions meets the definition of a “substantial alteration” as defined in San Mateo County Ordinance number 4873 or its successor ordinance.
2. Any combination of additions, alterations, or repairs to more than 50% of the existing gross floor area of the building within a two-year time-period. Within the unincorporated San Mateo County State Responsibility Area, any combination of additions, alterations and/or repairs within a two-year time-period meets the definition of a “substantial alteration” as defined in San Mateo County Ordinance number 4873 or its successor ordinance. Timelines will be based on the date of the last final fire inspection.
3. 3. Any additions, alterations or repairs within a building that contains an existing automatic fire sprinkler system shall have the automatic fire sprinkler system extended/modified to the area of proposed work.
4. 4. Any change in use or occupancy creating a more hazardous fire/life safety condition as determined by the Fire Marshal requires that an automatic fire sprinklers system be installed in the space where the change in use or occupancy is proposed.
5. 5. Any change of use from a non-habitable to a habitable, non-day-lighted basement requires the installation of an automatic fire sprinkler system in the proposed habitable basement portion.
6. 6. All automatic fire sprinkler systems shall comply with the current edition of NFPA-13, NFPA-13D, NFPA-13R and any additional National and local standards recognized by the Woodside Fire Protection District.

Exceptions:

1. Buildings or Structures less than 1,000 square feet.
2. Seismic, foundation or accessibility improvements.
3. Detached group U and group U agricultural occupancies which do not already have fire sprinklers and do not have living quarters attached.

4. Work requiring only mechanical, electrical, plumbing and/or demolition.
5. Exterior improvements, including windows, roofing or repairs that constitute reconstruction or renewal for the purpose of maintenance.
6. Work related to damage due to a natural disaster.
7. Mobile/manufactured or factory-built homes constructed or altered on or before March 12, 2011 that were not manufactured with automatic fire sprinklers and are not subject to fire sprinkler requirements.
8. Independent solar carports or structures, non-combustible carports, or shade structures.
9. Canopies less than 1000 square feet over motor vehicle fuel dispensing facilities when constructed in accordance with Section 406.7.2 of the 2022 California Building Code.

903.6.1.2 Partial Systems in Existing Buildings and Structures is *added* to read as follows:

903.6.1.2 Partial Systems in Existing Buildings and Structures. Automatic fire sprinkler systems that only protect a portion of the building shall not be allowed.

Exception: A phased installation of an automatic fire sprinkler system may be accepted as an alternate materials and method application, as prescribed in Section 104.9, when different tenant spaces in the same building are occupied, and the installation of a fire sprinkler system may disrupt business. Not to exceed five (5) years for final completion from initial permit date.

903.6.2 Change of Occupancy Classification is *added*, to read as follows:

903.6.2 Change of Occupancy Classification. Any existing building that undergoes a change of occupancy classification into a higher hazard category shall comply with the requirements of Section 903.2. Relative hazard categories of occupancy groups shall be established based upon the Heights and Areas Hazard Categories of Table 1011.5 of the 2021 edition of the International Existing Building Code, as published by the International Code Council. The requirements of Section 903.2 shall not be required when a change of occupancy classification is made to an equal or lesser hazard category. Group L occupancies shall be considered a relative hazard of 1 (highest hazard).

SECTION 905 STANDPIPE SYSTEMS is *amended* to read as follows:

905.3.12 Lithium-Ion Batteries in Vehicles is *added* to read as follows:

905.3.12 Lithium-Ion Batteries in Vehicles. Buildings with lithium-ion battery vehicle parking shall be equipped with Class I standpipe systems extended to have hose connections located within 100 feet of lithium-ion battery vehicle parking.

SECTION 907 FIRE ALARM AND DETECTION SYSTEMS is *amended* to read as follows:

907.1.6 Certification is *added* to read as follows:

907.1.6 Certification. New fire alarm systems shall be UL-Certified. A certificate of completion and other documentation as listed in NFPA 72 shall be provided for all new fire alarm system installation. It is the responsibility of the building owner or owner's representative to obtain and maintain a current and valid certificate. The protected premises shall be issued a UUFX type certification from Underwriters Laboratories (UL).

907.1.6.1 Posting of Certification is *added* to read as follows:

907.1.6.1 Posting of Certification. The UL certificate required in Section 907.1.6 shall be posted in a durable transparent cover within three (3) feet of the fire alarm control panel within 45 days of the final acceptance test/inspection.

907.4.4 Monitoring of Other Fire Systems is *added* to read as follows:

907.4.4 Monitoring of Other Fire Systems. In buildings equipped with a fire alarm system or sprinkler alarm and supervisory service (SASS) system, where other fire suppression or extinguishing systems are installed in the building (including, but not limited to commercial kitchen suppression systems, pre-action fire suppression systems, dry chemical systems, and clean agent systems), these other suppression systems shall be monitored by the SASS dedicated function fire alarm system and transmitted as a specific signal to the Central Station. The system shall be monitored in compliance with Section 907.6.6.

907.7 Acceptance Tests and Completion is *amended* to read as follows:

907.7 Acceptance Tests and Completion. Upon completion of the installation, the fire alarm system and all fire alarm components shall be tested in accordance with NFPA 72. Fire alarm systems in commercial structures shall obtain a UL Certificate for the system prior to final inspection.

907.9 Where Required in Existing Buildings and Structures is *amended* to read as follows:

907.9 Where Required in Existing Buildings and Structures. An approved fire alarm system shall be provided in existing buildings and structures where required in Chapter 11. When an alteration to any existing building or structure requires an upgrade or new fire alarm system, multiple fire alarm systems shall be approved by the fire code official.

SECTION 912 FIRE DEPARTMENT CONNECTIONS is *amended* to read as follows:

912.2 Location is *amended* to read as follows:

912.2 Location. With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus. The location of the fire department connections shall be within 100 feet of a fire hydrant or as approved by the fire code official (Also see Section 507.5.1.1).

CHAPTER 10 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 1028 EXIT DISCHARGE is *amended* as follows:

1028.5.1 Exit Discharge Surface is *added* to read as follows:

1028.5.1 Exit Discharge Surface. Exterior exit pathway surfaces shall be suitable for pedestrian use in inclement weather and shall terminate at a public way as defined in the California Building Code.

CHAPTER 12 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 1207 ELECTRICAL ENERGY STORAGE SYSTEMS (ESS) is *amended* as follows:

1207.11.5.1 Electrical Disconnect *added* to read as follows:

1207.11.5.1 Electrical Disconnect. The ESS disconnect shall be located on the exterior of the building and at the main panel.

1207.11.11 Interconnected Electrical Power Sources is *added* to read as follows:

1207.11.11 Interconnected Electrical Power Sources, A permanent directory site plan plaque denoting the location of all electrical power source disconnecting means on or in the premises shall be installed at each service equipment location and at the location(s) of the system disconnect(s) for all electric power production sources capable of being interconnected.

CHAPTER 33 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 3303 FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION is *amended* to read as follows:

3303.1.2 Additional Amendments is *added* to read as follows:

3303.1.2 Additional Amendments. Additional requirements may be required to an approved site safety plan if deemed necessary by both the Building Official and fire code official, based on previous fires or hazards that occurred on site or within the jurisdiction.

3303.1.3 Site Security Requirements is *added* to read as follows:

3303.1.3 Site Security Requirements. Site security requirements shall include the following if deemed necessary by both the Building Official and fire code official:

1. Controlled access points.
2. Site fencing, up to 12 feet in height with tamper sensors and security wires on top.
3. Security guards, full-time 24/7 presence on-site, to perform fire watch and patrols.
4. Detection check points located throughout the buildings for fire watch and patrol verification.

5. Security camera coverage throughout the site with motion detection notifications.
6. Identify measures taken to prevent tampering with security cameras and motion sensors.
7. Necessary lighting throughout the project site.

SECTION 3319 GENERAL ASBESTOS REMOVAL is *added* to read as follows:

3319.1 General is *added* to read as follows:

3319.1 General. Operations involving removal of asbestos or asbestos-containing materials from buildings shall be in accordance with Section 3319.

Exception: Section 3319 does not apply to the removal of asbestos from:

1. Pumps, valves, gaskets, and similar equipment.
2. Pipes, ducts, girders, or beams that have a length less than 21 linear feet (6400 mm).
3. Wall or ceiling panels that have an area of less than 10 square feet (0.93 m²) or a dimension of less than 10 linear feet (3048 mm).
4. Floor tiles when their removal can be completed in less than four hours.
5. Group R-3 occupancies.

3319.2 Notification is *added* to read as follows:

3319.2 Notification. The fire code official shall be notified 24 hours prior to the commencement and closure of asbestos-removal operations. The permit applicant shall notify the building official when asbestos abatement involves the removal of materials that were used as a feature of the building's fire resistance.

3319.3 Plastic Film is *added* to read as follows:

3319.3 Plastic Film. Plastic film that is installed on building elements shall be flame resistant as required for combustible decorative material, in accordance with Section 807.

3319.4 Signs is *added* to read as follows:

3319.4 Signs. Approved signs shall be posted at the entrance, exit and exit-access door, decontamination areas, and waste disposal areas for asbestos-removal operations. The signs shall state that asbestos is being removed from the area, that asbestos is a suspected carcinogen, and that proper respiratory protection is required. Signs shall have a reflective surface. Lettering shall be a minimum of 2 inches (51 mm) high.

CHAPTER 39 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 3901 GENERAL is *amended* as follows:

3901.1.1 Cannabis Growing, Processing, or Extraction Facilities is *added* to read as follows:

3901.1.1 Cannabis Growing, Processing, or Extraction Facilities. Cannabis growing, processing, and extraction facilities shall be designed and constructed in accordance with this chapter and NFPA 1, Chapter 38 as amended in Chapter 80.

CHAPTER 49 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 4902 DEFINITIONS is *amended* as follows:

4902.1 WILDLAND-URBAN INTERFACE FIRE AREA (WUI) is *amended* to read as follows:

4902.1 WILDLAND-URBAN INTERFACE FIRE AREA (WUI). A geographical area identified by the Woodside Fire Protection District as a “Fire Hazard Severity Zone” in accordance with the Public Resources Code Sections 4201 through 4204, and Government Code, Sections 51175 through 51189, or other areas designated by the Fire District to be at a significant risk from wildfires.

SECTION 4903 PLANS is *amended* as follows:

4903.2 CONTENTS is *amended* to read as follows:

4903.2 CONTENTS.

The fire protection plan shall be based on a project-specific wildfire hazard assessment that includes consideration of location, topography, aspect, and climatic and fire history.

The plan shall identify conformance with all applicable state wildfire protection regulations, statutes and applicable local ordinances, whichever are more restrictive.

The plan shall address fire department access, egress, road and address signage, water supply in addition to fuel reduction in accordance with Public Resources Code (PRC) 4290; the defensible space requirements in accordance with PRC 4291 or Government Code 51182 and applicable Fire District ordinances; and the applicable building codes and standards for wildfire safety. The plan shall identify mitigation measures to address the project’s specific wildfire risk and shall include the information required in section 4903.2.1

SECTION 4906 VEGETATION MANAGEMENT is *amended* as follows:

4906.2 APPLICATION is *amended* to read as follows:

4906.2 APPLICATION. All new plantings of vegetation in State Responsibility Areas (SRA) and Local Responsibility Areas (LRA) designated as a Very High Fire Hazard Severity Zone shall comply with Sections 4906.3 through 4906.5.3 and applicable Fire District ordinances.

SECTION 4907 DEFENSIBLE SPACE is *amended* to read as follows:

4907.1 General is *amended* to read as follows:

4907.1 General. Hazardous vegetation and fuels and defensible space shall be managed in State Responsibility and Local Responsibility Areas to reduce the severity of potential exterior wildfire exposure to buildings and to reduce the risk of fire spreading to buildings as required by applicable laws and regulations, including applicable ordinances of the Fire District.

4907.3 Requirements is *amended* to read as follows:

4907.3 Requirements. Hazardous vegetation and fuels around all applicable buildings and structures shall be maintained in accordance with the following laws and regulations:

1. Public Resources Code, Section 4291.
2. California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 3, Section 1299 (see guidance for implementation “General Guidelines to Create Defensible Space”).
3. California Government Code, Section 51182.
4. California Code of Regulations Title 19, Division 1, Chapter 7, Subchapter 1, Section 3.07.
5. All applicable ordinances of the Woodside Fire Prevention District.

CHAPTER 50 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 5001 HAZARDOUS MATERIALS GENERAL PROVISIONS is *amended* as follows:

5001.5.1 Hazardous Materials Management Plan (HMMP) is *amended* to read as follows:

5001.5.1 Hazardous Material Management Plan (HMMP). Where required by the fire code official, an application for a permit shall include an HMMP. The HMMP shall include an aerial pre-plan of the facility that includes, but is not limited to, the following:

1. Access to each storage and use area.
2. Location of emergency equipment.
3. Location where liaison will meet emergency responders.
4. Facility evacuation meeting point locations.
5. The general purpose of other areas within the building.
6. Location of all above-ground and underground tanks and their appurtenances including, but not limited to sumps, vaults, below-ground treatment systems and piping.
7. The hazard classes in each area.
8. Locations of all control areas and Group H occupancies.

9. Emergency exits.
10. Fire Department related safety equipment:
 - A. Fire alarm control panel (FACP)
 - B. Sprinkler riser
 - C. Fire department connection (FDC)
 - D. Knox Box location
 - E. Gas valve shutoff
 - F. Electrical main shutoff
 - G. Water shutoff
 - H. Elevator equipment room

5001.5.3 Emergency Response Support Information is *added* to read as follows:

5001.5.3 Emergency Response Support Information. Floor plans, material safety data sheets, Hazardous Materials Management Plans (HMMP), Hazardous Material Inventory Statements (HMIS), and other information must be stored at a readily accessible location as determined by the fire code official. This location may be in cabinets located outside of facilities or buildings. Information may be required to be maintained in a specific electronic media format to facilitate computer aided dispatching.

SECTION 5003 HAZARDOUS MATERIALS GENERAL REQUIREMENTS is *amended* as follows:

5003.9.1.2 Documentation is *added* to read as follows:

5003.9.1.2 Documentation. Evidence of compliance with the provisions of this chapter as well as with state and federal hazardous material regulations shall be maintained on site and available for inspection by Fire District personnel.

CHAPTER 53 COMPRESSED GASES IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 5307 COMPRESSED GASES NOT OTHERWISE REGULATED is *amended* as follows:

5307.4.3 Gas Detection System is *amended* to read as follows:

5307.4.3 Gas Detection System. A gas detection system complying with Section 916 shall be provided in rooms or indoor areas in which the carbon dioxide enrichment process is located, in rooms or indoor areas in which container systems are located, and in other areas where carbon

dioxide is expected to accumulate. Carbon dioxide sensors shall be provided within 12 inches (305 mm) of the floor in the area where the gas is expected to accumulate, or leaks are most likely to occur. The system shall be designed as follows:

1. Activates a low-level alarm upon detection of a carbon dioxide concentration of 5,000 ppm.
2. Activates a high-level alarm upon detection of a carbon dioxide concentration of 10,000 ppm.

CHAPTER 56 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 5601 EXPLOSIVES AND FIREWORKS is *amended* as follows:

5601.1.3 Fireworks is *amended* to read as follows:

5601.1.3 Fireworks. The possession, manufacture, storage, sale, handling, and use of fireworks within all areas of the Woodside Fire Protection District are prohibited.

Exceptions:

1. Storage and handling of fireworks by a Public Safety Agency.
2. Special permit issued to a licensed pyrotechnic operator by the Fire Marshal.
3. Snap Caps and Party Poppers classified by the State Fire Marshal as pyrotechnic devices.

5601.2.2 Sale and Retail Display is *amended* to read as follows:

5601.2.2 Sale and Retail Display. No person shall construct a retail display or offer for sale any explosives, explosive materials, or fireworks within the jurisdiction.

Exception:

Snap Caps and Party Poppers classified by the State Fire Marshal as pyrotechnic devices.

SECTION 5608 FIREWORKS DISPLAY is *amended* as follows:

5608.1 General is *amended* to read as follows:

5608.1 General. All professional pyrotechnical devices used for public display, or special effects, shall be in accordance with the applicable provisions of the State of California Code of Regulations, Title 19, and the applicable section of this code. Permits for public display and/or special effects shall be obtained through the Fire Marshal.

5608.1.1 Scope is *amended* to read as follows:

5608.1.1 Scope. All non-professional fireworks listed by the California State Fire Marshal as “Safe and Sane” are prohibited within the jurisdictional boundaries of the Woodside Fire Protection District.

CHAPTER 57 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 5704 FLAMMABLE AND COMBUSTIBLE LIQUID STORAGE is *amended as follows:*

5704.2.9.6.1 Locations Where Above-Ground Tanks are Prohibited is *amended* to read as follows:

5704.2.9.6.1 Locations Where Above-Ground Tanks are Prohibited. The limits referred to in sections 5704.2, 5704.4.2.4, Table 5704.2, and section 5706 of the California Fire Code in which the storage or dispensing of flammable or combustible liquid, in outside above ground tanks, is permitted, shall be limited to districts zoned for commercial, industrial, or agricultural uses. The dispensing, mixing, handling, or storage adjacent to or on parcels with R1 and R2 occupancies is prohibited.

Exceptions:

1. Quantities less than 50 gallons.
2. Protected above-ground tanks for the purpose of emergency power generator installations in areas zoned commercial, industrial, agricultural, business district, rural or rural residential district, and for approved facilities on an individual basis consistent with the intent of this provision. Tank size shall not exceed 1,000 gallons for any class of liquids.
3. Farms, critical infrastructure, and construction sites if it is determined by the Fire Marshal that the safety of the public is not compromised. The occupancy classification quantities in chapter 57 shall not be exceeded.

5706.2.4.4 Locations where Above-ground Tanks are Prohibited is *amended* to read as follows:

5706.2.4.4 Locations where Above-Ground Tanks are Prohibited. Storage of Class I and II liquids in above-ground tanks is prohibited in all zoning districts except districts zoned for commercial, industrial, or agricultural uses.

Exception: Protected above-ground tanks for the purpose of emergency power generator installations in areas zoned commercial, industrial, agricultural, business district, rural or rural residential, and for approved facilities on an individual basis consistent with the intent of this provision. Tank size shall not exceed 1,000 gallons for any class liquids.

CHAPTER 58 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 5806 FLAMMABLE CRYOGENIC FLUIDS is *amended* as follows:

5806.2 Limitations is *amended* to read as follows:

5806.2 Limitations. The storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited in any area which is zoned for other than industrial use.

Exception: Liquid hydrogen fuel systems in compliance with Section 5806.3 or 5806.4 of this code

CHAPTER 61 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION 6103 LIQUIFIED PETROLEUM GAS, INSTALLATION OF EQUIPMENT is amended as follows:

6103.2.1.7 Use for Food Preparation is *amended* to read as follows:

6103.2.1.7 Use for Food Preparation. Individual portable L-P containers used, stored, or handled inside a building classified as a Group A, Group B, or Group M occupancy for the purposes of cooking, food display, or a similar use, shall be limited in size to one pound capacity and shall be of an approved type. The number of portable containers permitted will be at the discretion of the fire code official. LP-gas appliances used for food preparation shall be listed for such use in accordance with the California Mechanical Code and NFPA 58.

SECTION 6104 LOCATION OF LIQUIFIED PETROLEUM GAS CONTAINERS is amended to read as follows:

6104.2 Maximum Capacity Within Established Limits is *amended* to read as follows:

6104.2 Maximum Capacity Within Established Limits The storage of liquefied petroleum gas shall not exceed a water capacity of 100 gallons aggregate for any one premise installation within the Woodside Fire Protection District territory where natural gas mains exist.

Exception: Installation of Liquefied Petroleum Gas may be permitted if used as a means of emergency standby supply for residential or industrial operations, or used for medical, research, testing, or purposes not suited to the use of natural gas. Such installation shall be in accordance with Chapter 61 of the California Fire Code and all provisions of NFPA 58 and must not exceed 1000 gallons aggregate for any one premise installation.

CHAPTER 80 IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

CHAPTER 80 REFERENCED STANDARDS is *amended by adding* the following referenced standards:

NFPA 3 (2015): Recommended Practice for Commissioning of Fire Protection and Life Safety Systems.

NFPA 1140 (2022), the following sections only:

NFPA 1141 (2022): General Requirements for Fire Protection Infrastructure in Wildland, Rural and Suburban Areas, as amended, only chapters 1-3 and 10-18, and annexes A and L.

NFPA 1141, Amended Sections as follows:

Revise Section 12.2.1 to read as follows:

12.2.1 Unless governed by other locally adopted regulations, or unless alternative means and methods are provided that meet the intent of the Code as approved by the Fire Marshal per Section [A] 104.10 Alternative Materials, Design and Methods of Construction and Equipment any building shall be separated from any other building by at least 30 feet (9.144 m) and be set back at least 30 ft (9.144 m) from a property line.

Revise Section 12.2.2 to read as follows:

12.2.2 Unless governed by other locally adopted regulations, or unless alternative means and methods are provided that meet the intent of the Code as approved by the Fire Marshal per CFC Section [A] 104.10 Alternative Materials, Design and Methods of Construction and Equipment any building that exceeds two stories or 30 ft (9.144 m) in height above the average adjacent ground elevation and that is not protected by an automatic sprinkler system installed and maintained according to NFPA 13 or NFPA 13R, shall be separated from any other structure by at least 50 feet (15.2 m) and be set back at least 30 feet (9.144 m) from a property line.

NFPA 1143 (2022): Risk /Hazard Assessment and Mitigation, only chapters 1-3 and 19-23, and annexes A, J, and L.

NFPA 1144 (2022): Assessing Wildland Fire Hazards in the Structure Ignition Zone, only chapters 1-3 and 24-26, and annexes A, J, K and L.

CHAPTER 80 REFERENCED STANDARDS is further *amended by amending NFPA 13D (2020):Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes as follows:*

Add Section 7.7.1 to read:

7.7.1 Where CPVC pipe is installed above the normal insulation in an unconditioned space, such as in an attic space, or a garage without conditioned living space above, CPVC pipe shall be adequately insulated to a minimum R-19 value, or equivalent, or pipe shall be limited to Type K or L copper, or ferrous piping.

Revise Section 8.3.5.1.2 to read:

8.3.5.1.2 Where fuel-fired equipment is below or on the same level as occupied areas of the dwelling unit, at least one quick-response intermediate temperature sprinkler shall be installed above the equipment or at the wall separating the space with the fuel-fired equipment from the occupied space. In unconditioned spaces, CPVC pipe shall be adequately insulated to a minimum R-19 value, or equivalent, or pipe shall be limited to Type K or L copper, or ferrous piping.

APPENDIX B FIRE FLOW REQUIREMENTS FOR BUILDINGS IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION B105 FIRE FLOW REQUIREMENTS FOR BUILDINGS is *amended* as follows:

Section B105.1 is *amended* to read as follows:

B105.1 One- and two-family dwellings, Group R-3 and R-4 buildings and townhouses.

The minimum fire-flow and flow duration requirements for one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses shall be as specified in Tables B105.1(1) and B105.1(2). The minimum fire flow shall be 1000 gallons per minute. **A water supply for fire protection shall mean a fire hydrant within 600 feet from the building, measured via an approved roadway/driveway capable of the required fire flow. Where a public or private water company is not within a 1000 feet of a required fire hydrant location, or the water company cannot provide the required gallons per minute, NFPA 1142 Standard on Water Supplies for Suburban and Rural Firefighting 2022 Edition may be adhered to for fire flow requirements as an alternate means.**

TABLE B105.1(1) REQUIRED FIRE FLOW FOR ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES is *amended* as follows:

TABLE B105.1(1)

REQUIRED FIRE-FLOW FOR ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES

FIRE-FLOW CALCULATION AREA (Square feet)	AUTOMATIC SYSTEM (Design Standard)	SPRINKLER MINIMUM FIRE- FLOW (gallons minute)	FLOW DURATION (hours) per
0-3,600	No automatic sprinkler system	1,000	1
3,601 and greater	No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2) at the required fire-flow rate
0-3,600	Section 903.3.1.3 of the <i>California Fire Code</i> or Section 313.3 of the <i>California Residential Code</i>	1,000	1
3,601 and greater	Section 903.3.1.3 of the <i>California Fire Code</i> or Section 313.3 of the <i>California Residential Code</i>	$\frac{1}{2}$ value in Table B105.1(2) ^a	1

For SI: 1 square foot = 0.0929 m², 1 gallon per minute = 3.785 L/m.

a. The reduced fire-flow shall be not less than 1,000 gallons per minute.

TABLE B105.2 REQUIRED FIRE FLOW FOR BUILDINGS OTHER THAN ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES is *amended* to read as follows:

TABLE B105.2

REQUIRED FIRE-FLOW FOR BUILDINGS OTHER THAN ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES

AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE-FLOW (Gallons per minute)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) ^a	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) ^a	Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.

- a. The reduced fire-flow shall be not less than **1,500** gallons per minute.

APPENDIX C FIRE HYDRANT LOCATIONS AND DISTRIBUTION IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION C103 FIRE HYDRANT SPACING is *amended* as follows:

C103.2.1 Modified Distribution of Fire Hydrants is *added* to read as follows:

C103.2.1 Average Spacing. In rural areas where parcels with structures have large frontages and or long driveways, the minimum location of a fire hydrant shall be 600 feet to the structure measured via a roadway or primary driveway as approved by the Fire Marshal.

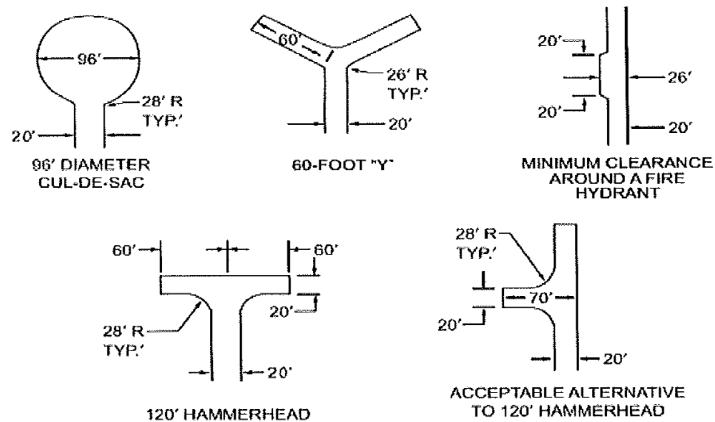
APPENDIX D FIRE APPARATUS ACCESS ROADS IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION D103 MINIMUM SPECIFICATIONS is *amended* as follows:

D103.1 Access Road with a Hydrant is *amended* to read as follows:

D103.1 Access Road with a Hydrant. Where a fire hydrant is located on a fire apparatus access road, the road shall be a minimum of 20 feet in width inclusive of all-weather drivable shoulders.

Figure D103.1 DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND is amended to read as follows:



For SI: 1 foot = 304.88 mm.

FIGURE D103.1 DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND

D103.2 Grade is amended to read as follows:

Section D103.2 Grade. Fire apparatus access roads or driveways shall not exceed 20 percent in grade.

Appendix L REQUIREMENTS FOR FIREFIGHTER AIR REPLENISHMENT SYSTEMS IS ADOPTED IN ITS ENTIRETY AND AMENDED AS BELOW

SECTION L101.1 SCOPE is *amended* as follows:

L101.1 Scope. Buildings more than 10 stories in height shall install Firefighter Air Replenishment Systems.

SECTION 7: VALIDITY

The Woodside Fire Protection District Board of Directors hereby declares that should any section, paragraph, sentence, or word of this Ordinance or of the codes adopted by reference herein be declared for any reason to be invalid, it is the intent of the Woodside Fire Protection District Board of Directors that it would have passed all other portions of this Ordinance independent of the elimination here from of any such portion as may be declared invalid.

SECTION 8: PUBLIC POSTING AND PUBLICATION

This ordinance shall be publicly posted in the following places:

Front Door of the Woodside Fire Protection District Office;

Bulletin Board in Front of Station 19 in the Woodside Fire Protection District; and

Woodside Fire District Website.

Publication shall be as required by law in the County Almanac.

SECTION 9: REPEAL OF CONFLICTING ORDINANCES.

Ordinance No.12 of the Woodside Fire Protection District is hereby repealed.

SECTION 10: ADOPTION OF CEQA FINDINGS.

The Woodside Fire Protection District Board finds that the adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Title 14, Chapter 3, California Code of Regulations Section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the adoption of this Ordinance will have a significant effect on the environment. The Ordinance adopts standard codes in effect pursuant to state law and sets requirements for compliance. The adoption of this Ordinance does not entitle new development or any changes to the physical environment.

SECTION 11: DATE OF EFFECT.

This ordinance shall be published once in the Country Almanac and shall be effective upon the expiration of 30 days from its adoption, except that this Ordinance shall not be effective within a municipality within the District until it is ratified by that municipality's governing body, and shall not be effective within the unincorporated areas that are part of the District until it is ratified by the Board of Supervisors of the County of San Mateo.

Regularly passed and adopted this day of January 2023 by the following vote:

PASSED, APPROVED and ADOPTED this ____ day of May 2023 at the regular meeting of the District Board of Directors held on January 31st, 2023, on a motion made by

Director , seconded by Director , and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ORDINANCE NO. 13-2023

Matt Miller, President
Board of Directors

ATTEST:

Don Bullard
Fire Marshal

AS TO FORM:

Jon Holtzman
District Counsel

ORDINANCE NO. 12
BOARD OF DIRECTORS OF THE
WOODSIDE FIRE PROTECTION DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

AN ORDINANCE ADOPTING BY REFERENCE, THE 2018 INTERNATIONAL FIRE CODE WITH THE 2019 CALIFORNIA AMENDMENTS INCLUDING LOCAL AMENDMENTS AND STANDARDS AS SPECIFIED PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION WITHIN THE TERRITORY OF THE WOODSIDE FIRE PROTECTION DISTRICT, ESTABLISHING A BUREAU OF FIRE PREVENTION AND PROVIDING OFFICERS THEREFORE AND DEFINING THEIR POWERS AND DUTIES.

WHEREAS, Health and Safety Code section 13869 provides that the Woodside Fire Protection District Board of Directors ("Board") has the authority to adopt a fire prevention code by reference pursuant to applicable governmental code provisions.

WHEREAS, Section 108.1 of Chapter 1 of the California Fire Code pertains to the Board of Appeals and this Board hereby determines that the Board of Directors act as a Board of Appeals; and

WHEREAS, Section 304.1.2 of the California Fire Code pertains to vegetation that is capable of being ignited and this Board finds that it is in the best interest of the District to restrict the accumulation of vegetation and specify clearance requirements in wildland urban interface areas; and

WHEREAS, Section 307 of the California Fire Code pertains to open burning and this Board finds it is in the best interest of public safety and welfare to restrict open burning operations; and

WHEREAS, Section 503 of the California Fire Code pertains to Fire apparatus access roads and this Board finds that because of the rural nature of the Woodside Fire Protection District territory it is in the best interest of public safety and welfare to specify specific dimensions and requirements for fire apparatus access roadways and gates.

WHEREAS, Chapter 56 of the California Fire Code pertains to fireworks and this Board finds that the Woodside Fire Protection District enacted Ordinance No. 3 in 1986, prohibiting the use and sale of fireworks within the entire territory of the Woodside Fire Protection District is in the interest of public safety and welfare; and

WHEREAS, Chapter 56 of the California Fire Code pertains to storage of explosives and fireworks where the storage and use is permitted, and this Board finds that it is in the best interest of the District to specify and restrict where such storage and use be permitted in the District; and

WHEREAS, Chapter 57 of the California Fire Code pertains to the storage and dispensing of flammable or combustible liquids in outside above ground tanks, and this Board finds that it is in the best interest of the District to specify and restrict where such storage and dispensing may be permitted in the District; and

WHEREAS, Chapter 61 of the California Fire Code does not specify where the storage, use, handling, or dispensing of liquid petroleum gas is permitted, and this Board finds that it is in the best interest of the District to specify where such uses should be permitted in the District; and

WHEREAS, Table B105.1(1) and B105.1(2) of Appendix B and Table B105.1 of Appendix BB of the California Fire Code provides specified fire flow requirements for buildings and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Table C102.1 of Appendix C of the California Fire Code provides specified fire hydrant locations and distribution and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Appendix D of the California Fire Code provides minimum specifications for access roads with a fire hydrant and maximum grade and this Board finds that said requirements are not practical due to the rural nature of the fire district; and

WHEREAS, Chapter 1 of the California Fire Code does not specifically authorize audio visual or other recording including photographs to assist with investigations of alleged violations of this Code or fire incidents and this Board finds that use of said technological assistance is in the best interest of the District; and

WHEREAS, Chapter 9 of the California Fire Code pertains to automatic fire sprinklers and where they are required, and this Board finds that it is in the best interest of the District to specify installations related to new and existing buildings and structures; and

WHEREAS, In accordance with section 102.9 of the California Fire Code for subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities, Woodside Fire Protection District finds it necessary to maintain a set of design and installation standards as deemed necessary for firefighter safety and suppression activities.

WHEREFORE, this Board does ordain as follows:

SECTION 1. TITLE.

This Ordinance shall be known as the "Fire Code" of the Woodside Fire Protection District and may be cited as such and will be referred to in this ordinance as the "California Fire Code" or "this Code".

SECTION 2. ADOPTION OF THE 2018 INTERNATIONAL FIRE CODE/2019

CALIFORNIA FIRE CODE & FIRE CODE STANDARDS.

It is hereby adopted by the Board of Directors for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the 2018 International Fire Code with the 2019 California Amendments Title 24 Part 9, and the whole thereof, including all Appendices and International Fire Code Standards except for Appendices A and J, as compiled, recommended and published by the International Code Council, save and accept only such portions thereof as are hereinafter expressly deleted, modified or amended by this ordinance; and including such new sections and paragraphs which are hereinafter added to and made a part of the Fire Code and of this ordinance, of which not less than two (2) copies have been and are now filed in the Office of the Fire Chief of the Woodside Fire Protection District and the same are hereby adopted and incorporated, by this reference, as fully as if set forth out at length herein, and from the date on which this ordinance shall take effect, the provisions of same shall be controlling within the Woodside Fire Protection District.

SECTION 3. DEFINITIONS.

- A. Wherever the word “**jurisdiction**” is used in the International/California

Fire Code & Fire Code Standards, it shall mean the Woodside Fire Protection District, except that wherever in the Code, “jurisdiction” is used in a context which implies the ability to exercise governmental powers which the District does not have but which powers are exercised within District’s territorial boundaries by another public agency, then in that context “jurisdiction” shall mean the public agency authorized to and exercising that governmental power.

- B. Wherever the words “**Fire Code Official**” are used they shall be held to mean “Fire Marshal.”
- C. Wherever the words “**Fire Code**” are used it shall mean International/California Fire Code & Fire Code Standards.
- D. Wherever the word “**Driveway**” is used it shall mean an access road from the public way to a structure that is used for public or private vehicular access, including fire and emergency apparatus or vehicles
- E. For calculating compliance within the Fire Code for the specific purpose of required fire flow, “**Floor Area, Gross**” shall mean; The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vents shafts and courts without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area shall be the usable areas under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

F. Wherever the word "Groundcover" is used it shall be held to mean a low growing perennial plant, under 18 inches, that covers expanses of ground, forming the lowest layer of vegetation, below the shrub layer and protecting the topsoil from erosion and can act as a mulch and weed suppressant.

SECTION 4. ESTABLISHMENT OF BUREAU OF FIRE PREVENTION AND DUTIES OF MEMBERS THEREOF.

A. The Fire Code shall be enforced by the Bureau of Fire Prevention in the Woodside Fire Protection District, which is hereby established, and which shall be operated under the supervision of the Chief of the Department.

B. The Chief of the Fire Department shall appoint an officer of the Fire Department as Chief of the Bureau of Fire Prevention. The title shall be Fire Marshal. The appointment shall continue during good behavior and satisfactory service, and they shall not be removed from office except for cause in accordance with the rules and regulations of the Woodside Fire Protection District.

C. The Fire Marshal may appoint such members of the fire department as Deputy Fire Marshals and inspectors as shall from time to time be necessary.

D. A report of the Bureau of Fire Prevention shall be made monthly or annually and transmitted to the Board of Directors. It shall contain such statistics as the Chief of the Department, or the Board of Directors may wish to include therein. The Fire Marshal shall produce and transmit to the Board of Directors, Town Councils' of Woodside, Portola Valley and the San Mateo County Board of Supervisors a report of all California State Fire Marshal mandated inspection activity within the Woodside Fire Protection District territory annually, by December 15th. The Chief of the Fire Department shall recommend any amendments to the Code, which, in his judgment, shall be desirable.

SECTION 5. GENERAL CODE PROVISIONS.

Section 102 Amended 102.1A is added to read as follows:

Section 102.1A Applicability When alterations, additions or repairs exceed 50% of an existing building or structure, or has a Building Safety Score of less than 17, as determined by the Building Official having jurisdiction, such building or structure shall be made in its entirety to conform to the fire code requirements for new buildings or structures.

Within the Woodside Fire Protection District jurisdiction each Building Department may use their specific dollar values, structural formulas and or Building Safety Scores to complete the computation of existing and new square footages. The Fire District will accept the computations within the structure's jurisdictional boundary. Verification must be attained by the Municipality's Building Official.

Under Section 104.1 of the California Fire Code, Section 104.1A and 104.2A will be added to read as follows:

Section 104.1A Design Standards Woodside Fire Protection District will maintain a set of design and installation standards that include but are not limited to: Address posting, Bridges, , Turnarounds, Turnouts, Driveways, Knox installations, Fire Pits, Generators, Solar PV, Integrated Solar PV Roof installations, Energy Storage systems, Fire Sprinkler systems, including those with tanks and pumps.

These standards are necessary for the Woodside Fire Protection District to provide a reasonable degree of fire and life safety for the community and firefighters within the jurisdictional boundaries of the Fire District and is hereby in accordance with section 102.9 of the California Fire Code: For subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities.

Section 104.2.A Review Construction Documents Woodside Fire Protection District shall review all applications and construction documents related to any type of existing or new driveway construction, improvement or reconstruction within its territory which have been submitted to the Building Department.

Section 107.1A is added to read as follows:

Section 107.1A Inspection Authority The Fire Marshal or other designated representatives shall inspect, buildings and premises, including such other hazards or appliances for ascertaining and causing to be corrected any conditions which would be deemed a fire hazard and reasonably tend to cause fire or contribute to its spread, or any violation of the purpose or provisions of this code and of any other law or standard affecting fire and life safety.

SECTION 6. GENERAL FIRE SAFETY PRECAUTIONS.

Section 307.1.1 Amended Section 307.1.1 of this code is deleted in its entirety and replaced by the following section.

Section 307.1.1A Prohibited Open Burning: Open burning is prohibited within the jurisdictional boundaries of the Woodside Fire Protection District. Open burning does not include approved exterior fireplaces with permanent spark arrestors or barbeques that are used in a safe manner and used for cooking or warming purposes only. The Fire Marshal prohibits burning of trash or vegetation, except for fuel reduction purposes and dedicated campfires in County Parks by special permit only.

Exceptions: Gas Fire Pits inspected by the Fire Prevention Bureau.

Section 304.1.2 Amended Section 304.1.2A is added to read as follows:

Section 304.1.2.A Perimeter Property Line Clearance. Section 304.1.2.A Perimeter Property Line Clearance. Persons owning, controlling, or leasing structures and or property are required to remove, a minimum of 50 feet from the perimeter of the property line and 100 feet from any neighboring structure, specifically; flashy fuels consisting of dead weeds and dry annual grasses, as well as dead vegetative material and litter that is capable of being easily ignited and endangering property as determined by the Fire Marshal.

Section 304.1.2.B Section 304.1.2B is added to read as follows:

Section 304.1.2.B Weed Abatement. Due to heavy growth of fuels, unmaintained lots are a hazard to the surrounding properties and the community. Woodside Fire Protection District shall carry out weed abatement program activities throughout the territory of the Woodside Fire Protection District. Vacant parcels, without any structures, shall be mowed of flashy fuels, consisting of dead weeds and dry annual grasses, in their entirety with the exception of conservation areas, sensitive habitat, marsh land, creek banks and a minimum of 50 feet from any riparian corridor, prior to July 1 of every year.

Section 304.1.2.C Section 304.1.2.C is added to read as follows:

Section 304.1.2.C Re-inspection of Violation. Re-inspections of the same violation shall incur a hourly fee of \$90.00 for every hour of re-inspection after the 3rd. inspection of the same violation, at the same location, within a one year period.

Section 304.1.2.D Section 304.1.2.D is added to read as follows:

Section 304.1.2.D Limited Planting Around Structures. Due to the combustible nature of structures throughout the territory of the Woodside Fire Protection District, the planting of new landscape vegetation within the 0 – 5ft zone, adjacent to wood sided habitable buildings, shall be limited as described in this section. When a habitable building includes wood siding on the first floor, no new landscape vegetation, except ground cover, shall be allowed within 5ft of the wood siding. New landscape vegetation, except for ground cover, shall not be allowed within 5ft, in any direction, of any first story window or glass door opening. There is no setback requirement for new landscape vegetation adjacent to Non-combustible siding, such as fiber cement board, stone and stucco.

Exceptions: Existing vegetation planted prior to the adoption of this code.

SECTION 7. FIRE APPARATUS ACCESS ROADS

Section 503.2.1 Amended Section 503.2.1 is deleted in its entirety and replaced by the following section.

Section 503.2.1 Dimensions: Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, inclusive of all-weather surface shoulders, and a vertical clearance of not less than 13 feet 6 inches. Security gates shall be in accordance with section 503.6. Driveways serving one property, with a single or multiple habitable dwelling shall have an unobstructed driveway width of not less than 12 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. Shared driveways serving more than one property with habitable structures shall have an unobstructed minimum width of 18 feet, inclusive of all-weather drivable surface shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches. All gates obstructing emergency access roadways

shall have a sign stating Emergency Evacuation Route.

SECTION 8. AUTOMATIC FIRE SPRINKLERS

Section 903.2 Amended Section 903.2A is added to read as follows:

Section 903.2A New and Existing Buildings. An automatic fire sprinkler system shall be installed in new and existing buildings and structures as follows:

1. As determined by the Building Official, per the ordinance of their specific jurisdiction, all existing one and two family dwellings, buildings and or structures where, additions that increase the existing gross floor area by more than 50%, or alterations or repairs that exceed more than 50% of an existing building or which increase the number of floors. Within the unincorporated San Mateo County SRA area, additions, alterations or repairs which have a Building Safety Score less than 17 shall install an automatic fire sprinkler system.
2. Any combination of additions, alterations or repairs to more than 50% of the existing gross floor area within a two-year time. Within the unincorporated San Mateo County SRA area any combination of additions, alterations and/or repairs which trigger a Building Safety Score less than 17 shall require the entire existing building to be installed with an automatic fire sprinkler system. Timelines will be based on the date of the last final fire inspection.
3. Any additions, alterations or repairs within a building that contains an existing automatic fire sprinkler system shall have the automatic fire sprinkler system extended/modified to the area of proposed work.
4. Any change in use or occupancy creating a more hazardous fire/life safety condition as determined by the Fire Marshal requires that an automatic fire sprinklers system shall be installed in the space where the change in use or occupancy is proposed.
5. Any change of use from a non-habitable to a habitable, non-day lighted basement requires the installation of an automatic fire sprinkler system in the proposed habitable basement portion.
6. All automatic fire sprinkler systems shall comply with the current edition of NFPA-13, NFPA-13D, NFPA-13R and any additional National and local standards recognized by the Woodside Fire Protection District.

Exceptions:

1. Seismic, Foundation or Accessibility improvements.
2. Detached group U and group U Agricultural occupancies which do not already have fire sprinklers and do not have living quarters attached.
3. Work requiring only mechanical, electrical, plumbing and/or demolition.
4. Exterior improvements, including windows, roofing or repairs that is reconstruction or renewal for the purpose of maintenance.
5. Work related to damage due to a natural disaster.
6. Mobile/manufactured or factory-built homes constructed or altered on or before March 12, 2011, which were not manufactured with automatic fire sprinklers and are not subject to fire sprinkler requirements.

Section 901.4.4.1 Amended Section 901.4.4.1 is added to read as follows:

Section 901.4.4.1 Additional Fire Protection Systems in Accessory Dwelling Units. An automatic fire sprinkler system may be used in new accessory dwelling units as an alternative, when aspects of the fire code cannot be met in their entirety and when approved by the Fire Marshal.

SECTION 9. CHAPTER 57 ESTABLISHMENT OF LIMITS IN WHICH STORAGE AND DISPENSING OF FLAMMABLE OR COMBUSTIBLE LIQUIDS IN OUTSIDE ABOVE GROUND TANKS ARE PROHIBITED.

The limits referred to in Section 5704.2, 5704.4.2.4, Table 5704.4.2 and Section 5706, of the California Fire Code, in which the storage and or dispensing of flammable or combustible liquids, in outside above ground tanks, shall be limited to the commercial areas within the jurisdiction of the Woodside Fire Protection District. The dispensing, mixing, handling or storage adjacent to or on parcels with R1 and R2 occupancies is prohibited.

Exceptions:

1. Quantities less than 50 gallons
2. Farms, critical infrastructure and construction site uses if determined by the Fire Marshal that the safety of the public is not compromised. The occupancy classification quantities in Chapter 57 shall not be exceeded.

SECTION 10. CHAPTER 61 ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUEFIED PETROLEUM GASES ARE TO BE RESTRICTED.

The limits referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas is restricted in areas which are heavily populated or congested commercial areas within the territory of the Woodside Fire Protection District.

Section 6104.2 Amended Section 6104.2A is added to read as follows:

Section 6104.2A Where Permitted; The storage of liquefied petroleum gas shall not exceed a water capacity of 100 gallons aggregate for any one premise installation within the Woodside Fire Protection District tterritory where natural gas mains exist.

Exceptions: Installation of Liquefied Petroleum Gas may be permitted if used as a means of emergency standby supply for residential or industrial operations, or used for medical, research, testing, or purposes not suited to the use of natural gas. Such installation shall be in accordance with Chapter 61 of the California Fire Code and all provisions of NFPA 58.

SECTION 11. CHAPTER 56 ESTABLISHMENT OF LIMITS IN WHICH STORAGE, OF EXPLOSIVES AND FIREWORKS AGENTS IS TO BE PROHIBITED.

The storage and handling of fireworks, special effects and pyrotechnics material referred to in Section 5608.1.1 and the California Code of Regulations Title 19, Division 1, Chapter 6 in which storage of explosives and fireworks is prohibited, are hereby established to the entire territory of the Woodside Fire Protection District. Exception: Special permit issued to a licensed pyrotechnic operator by the Fire Marshal.

5608.1 General All professional pyrotechnical devices used for public display, or special effects, shall be in accordance with the applicable provisions of the State of California Code of Regulations, Title 19 and the applicable section of the California Amended Fire Code. Permits for public display and/or special effects shall be obtained by the Fire Marshal.

SECTION 12. CHAPTER 56: EXPLOSIVES AND FIREWORKS

Section 5608.1.1 Amended Section 5608.1.1A is added to read as follows:

Section 5608.1.1A Safe and Sane Fireworks Prohibited. All non-professional fireworks listed by the California State Fire Marshal as “Safe and Sane” are prohibited within the jurisdictional boundaries of the Woodside Fire Protection District.

SECTION 13. APPENDIX B SECTION B105 FIRE-FLOW REQUIREMENTS FOR BUILDINGS.

Section B105.1 Amended **ONE- AND TWO-FAMILY DWELLINGS, GROUP R1 AND R2 BUILDINGS AND TOWNHOMES.** This section is modified by means of Section B103.

SECTION B105.1 (1) of Appendix B of the California Fire Code pertaining to fire-flow requirements for buildings to be amended at any time due to the rural nature of a water system may be substituted by the following:

SECTION B105.1 FIRE FLOW REQUIREMENTS FOR BUILDINGS

B105.1 One- and Two-Family Dwellings.

The minimum fire flow shall be 1000 gallons per minute for structures 3601 square feet and greater and 750 gallons per minute for structures 1 - 3600 square feet. A water supply for fire protection shall mean a fire hydrant within 600 feet from the building, measured via an approved roadway/driveway, capable of the required fire flow. There shall be no reduction for installation of a fire sprinkler system.

Where a public or private water company is not within 1000 feet of the required fire hydrant location, or the water company cannot provide the required gallons per minute, NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting 2017 Edition may be adhered to for fire flow requirements as an alternate means.

SECTION 14. APPENDIX C FIRE HYDRANT LOCATIONS AND DISTRIBUTION.

Section C103.1 Amended Section C103.2A is added to read as follows:

Section C103.2A Modified Distribution of Fire Hydrants; In rural areas where parcels, with structures, have large road frontages and or long driveways the minimum location of a fire hydrant shall be 600 feet to the structure measured via a roadway or primary driveway as approved by the Fire Marshal.

SECTION 15. APPENDIX D FIRE APPARATUS ACCESS ROADS.

Section D103 Amended Minimum Specifications Section D 103.1A and D103.1B is added to read as follows:

Section D103A Access road with a hydrant: Fire apparatus access roads shall be a minimum of 20 feet in width inclusive of all-weather drivable shoulders.

Section D103B Grade: Fire apparatus access roads or driveways shall not exceed 20 percent in grade.

SECTION 16. PROVISIONS OF THE CALIFORNIA FIRE CODE ESTABLISHING BOARD OF APPEALS.

The following provisions for Appeal per Section 108.1 of the California Fire Code shall be amended as follows:

Whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted the applicant may appeal the decision of the Chief by presenting, within 10 days, a written request to the District Board of Directors for a hearing on and a review of such decision appealed. The request shall state the reasons therefore, and the District Board of Directors shall, within 30 days of the receipt of same, hold a hearing, and may, if they determine that the circumstances appear to justify such action, modify, vacate, or affirm the decision.

SECTION 17. PROVISIONS ADDED TO CALIFORNIA FIRE CODE.

The following provisions shall be added or amended to read as follows:

Section 104.10 Amended The following is hereby added to Section 104.10 Chapter 1, of the California Fire Code:

Section 104.10 Authority to Photograph or Otherwise Record Investigations.

The Chief or his duly authorized representative may make such audio, visual or other recordings including photographs, video tapes, audio tapes, diagrams, drawings, sketches, and the like, in connection with the investigation of any actual or alleged violation of this Code or in connection with the investigation of any incident as authorized by this Code."

SECTION 18. FEES

The Board of Directors may, by resolution, establish a schedule of fees to be charged and collected for reviewing plans and specifications, inspection services performed, for the issuance of permits and event stand by services. Such schedule, when adopted, shall be incorporated by reference as a part of this code as fully as if set forth at length herein. Two copies of such resolution shall be kept on file in the office of the Fire Chief of the Woodside Fire Protection District and shall be available for public inspection.

SECTION 19. VIOLATIONS

- A. Any person who shall violate any of the provision of the Fire Code hereby adopted or fails to comply therewith, or who shall violate or fail to comply with an order made there under, or who shall build in violation of any detailed statement or specifications or plans submitted and approved there under, or any certificate or permit issued there under, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the District Board or by a court of competent jurisdiction, within the time fixed therein, shall severally for each and every such violation and non-compliance respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment for not more than six (6) months, or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violation or defects within a reasonable time; and when not otherwise specified, each day that any such prohibited conditions are maintained, shall constitute a separate offense.
- B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

SECTION 20. VALIDITY

The Woodside Fire Protection District Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Code of Standards hereby adopted be declared for any reason to be invalid, it is the intent of the Woodside Fire Protection District Board of Directors that it would have passed all other portions of this ordinance independent of the elimination here from of any such portion as may be declared invalid.

SECTION 21. REPEAL OF CONFLICTING ORDINANCES.

Ordinance No. 11 of the Woodside Fire Protection District shall be and is hereby repealed.

SECTION 22. DATE OF EFFECT.

This ordinance shall be published once in the Country Almanac and shall be effective upon the expiration of 30 days from its adoption.

Regularly passed and adopted this day of January 2020 by the following vote:

YES, and in favor of said ordinance:

Directors:



Matt Miller



Randy Holthaus



Patrick Cain

OUTLINE

PORTOLA VALLEY WILDFIRE PREPARDNESS COMMITTEE REPORT ON WILDFIRE MITIGATION PROGRAMS

This is a proposed outline for a report for the Portola Valley Town Council on potential Portola Valley Wildfire mitigation programs, funding sources, and factors to consider.

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1. THE PURPOSE OF THIS REPORT

A. Goal

The goal of this report is to document the research of the Wildfire Preparedness Committee (WPC) on possible wildfire mitigation programs for Portola Valley. The report will be a resource for the Town Council, PV residents, and future WPC members.

B. History of this Proposal

The report will include a brief history of the WPC Finance and Insurance subcommittee's research on wildfire mitigation programs and possible funding sources. This will include The WPC Finance and Insurance subcommittee creation in Spring 2022, in part, to identify possible funding for wildfire mitigation programs. Also discussed will be the Town Council's request for WPC to identify a wildfire mitigation program that "makes sense for Portola Valley." A description of the actions taken by the WPC Finance and Insurance subcommittee will include the research the subcommittee performed, and their October 2022 10-YR wildfire mitigation proposal entitled, *Fighting the Ember Storm Together*. The report will also include a summary of prior discussions and activities concerning Portola Valley wildfire mitigation programs.

2. WILDFIRE MITIGATION IN PORTOLA VALLEY: UNDERSTANDING THE ISSUES

This section will cover key concepts that the reader needs to understand Portola Valley's wildfire risk and the many factors that should be considered while choosing a wildfire mitigation program.

- Are we doing enough? A comparison of what Portola Valley spends on wildfire mitigation compared to its neighbor, Woodside.
- Evaluating the effectiveness of current wildfire mitigation programs.
- Portola Valley's risk factors including information found in fire maps and Safety Element.
- Portola Valley's fire insurance premium changes.
- The Woodside Fire Protection District's (WFPD) role in wildfire preparedness and prevention including educational programs, home inspections, and enforcement.
- Previous Portola Valley discussions about wildfire mitigation programs and funding.
- Funding considerations, including town budget, Federal and State grant potential, and a possible town or district wide ballot measure.
- A brief history of wildfire building codes and fire ordinances.

3. TYPES OF WILDFIRE MITIGATION PROGRAMS

A review of the different types of wildfire mitigation programs which California towns, like Portola Valley, have implemented. When discussing the following programs, the report will emphasize the needs of Portola Valley, the benefits, and limitations of each grant type and how a similar program might be implemented in Portola Valley. Funding sources for each program type will also be explored.

A. Homeowner grants

The town awards money to a homeowner, which covers 100% of the fire mitigation costs up to a not to exceed amount. These grants are flexible and grant eligibility can be modified over time. They often target low-income household because there are no matching funds required.

Town of Fairfax vegetation management grant¹

The grant offers up to \$1,000 to low-income households and seniors for wildfire mitigation work involving vegetation. It also offers up to \$500 to any Fairfax resident, regardless of income status, for the same type of work.

Sleepy Hollow Fire Protection District vegetation management grant²

This grant provides up to \$600 for defensible space work identified by their Fire District during a home fire risk assessment report. It should be noted that getting a home fire risk assessment report is a proven call to action for homeowners.

El Dorado County tree grant for seniors³

This town received a state grant⁴ of approximately \$200,000 to help senior citizens remove dead and dying trees from their property. The resident must be 60 years of age or older, own the property, and have incomes at or below 60% of the County's area median income. Applications are accepted on a first-come, first-served basis, which means there are limited funds available.

B. Matching fund homeowner grants

These grants match some percentage of what a homeowner has spent on specified fire mitigation. These grants usually include a “cap” or not to exceed amount. This type of grant is flexible and allows a town to change eligibility requirements over time.

Matching fund grants rarely assist low-income households, since the funds required to match the grant can be difficult to afford. These grants are also expensive. With a budget

¹ “Vegetation Management Grant.” Town of Fairfax, 31 Aug. 2021, <https://www.townoffairfax.org/vegetation-management-grant/>.

² “Grants and Assistance Programs.” Sleepy Hollow Fire Protection District, <https://shfpd.specialdistrict.org/grants-and-assistance-programs>.

³ <https://www.edcgov.us/County%20Press%20Releases/Pages/Grants-to-Limited-Income-Seniors-for-Hazardous-Tree-Removal-Still-Available.aspx>

⁴ Grant from the California Department of Forestry (CALFIRE) and Fire Protection State Responsibility Area Fire Prevention Fund (SRAFPF) and Tree Mortality (TM)

of \$250,000, a grant that provides \$2,000 in matching funds could fund as few as 125 homeowners per year. It is also not clear that matching fund programs increase fire mitigation work performed within a community.

Woodside's Defensible Space and Home Hardening Matching Fund⁵

This program began in 2018. The grant amount and the type of wildfire mitigation allowed have changed over the years.⁶ The grant has always offered to match 50% of what homeowners spent on wildfire mitigation up to a certain amount. The program started with a budget close to \$236,000, a grant award of up to \$5,000, and the funds were awarded only for only vegetation management work.⁷ In 2020, wildfire mitigation eligible for matching funds expanded to include ignition resistant roofs, ember resistant vents and installing auto gas shutoffs. By 2023, the program's budget was \$350,000 with a smaller grant award of up to \$3,000. In 2023, they listed the grant, for the first time, as being accepted on a first-come, first-served basis, which means there are limited funds available. Woodside claims they have eliminated \$4 million in fuels since 2018.⁸

Los Trancos & Vista Verde Program for Defensible Space⁹

This program pays 50% of specified wildfire mitigation costs up to \$5,000. The following work is eligible for reimbursement: ignition resistant roofs, exterior walls and/or siding, ember resistant vents, attached structures [including decks], hazardous trees/tree-limbing, brush/ladder fuel mitigation, and automatic gas shut off valve additions. The WFPD manages this program. When the program started in 2016, the budget was \$45,000. By 2022, the budget had grown to \$100,000.¹⁰

C. Discretionary fund

When an entity is given a budget to perform projects as needed. This type of program is flexible and can be created to give as little or as much authority to the entity awarding the money as desired.

Portola Valley Ranch fire mitigation project

This discretionary grant has been very successful and is extremely popular with the PV Ranch community. The Ranch Board gave the Ranch manager a budget and general guideline on how we could award matching fund grants to Ranch homeowners for wildfire mitigation work. The manager has asked residents to work with their neighbors

⁵ "Defensible Space and Home Hardening Matching Fund Program." *Defensible Space and Home Hardening Matching Fund Program* | Town of Woodside California, <https://www.woodsidetown.org/community/defensible-space-and-home-hardening-matching-fund-program>.

⁶ "Adopted Budget 2022-23." Adopted Budget 2022-23 | Town of Woodside California, <https://www.woodsidetown.org/finance/adopted-budget-2022-23>.

⁷ "Basic Financial Statements." Basic Financial Statements | Town of Woodside California, <https://www.woodsidetown.org/finance/basic-financial-statements>.

⁸ "Town of Woodside 2022-2023 Budget Worksheet." Town of Woodside.

⁹ Webmaster, XMR Fire. "Los Trancos & Vista Verde Incentive Program for Defensible Space." WOODSIDE FIRE PROTECTION DISTRICT | Serving Woodside, Portola Valley, Emerald Hills, Ladera, Los Trancos, Skyline, and Viste Verde, <https://www.woodsidefire.org/prevention/los-trancos-vista-verde-defensible-space>.

¹⁰ Town of Portola Valley Ad Hoc Wildfire Preparedness Committee. <https://www.portolavalley.net/home/showpublisheddocument/13708/637304194983800000>.

and to suggest projects that would make their collective properties safer from wildfire. The PV Ranch matches up to 50% of mitigation costs. The Ranch manager also hires the contractor and oversees the work. The report will discuss the possibility of Portola Valley setting up this type of fund to be used by the town manager or WFPD as needed. WFPD could identify high impact fire mitigation projects within PV. The money could be used to assist low-income households. Goals, limits, and oversight could be specified as desired.

D. Enforcement

Enforcement is by far, the most effective fire mitigation program that a town can implement. A study by the FireSafe Council of Oakland on defensible space found that, after the first correctly implemented enforcement cycle, 90-100% of parcels stay in compliance with local fire code. However, to be effective, the program must include 3 pillars or components: targeted outreach that maximizes voluntary compliance; active participation from the community to identify parcels that are out of compliance; and strict enforcement. This includes home inspections, re-inspections, penalties, abatement, and collection which might include billing, taxes, or liens. The study also discusses the need for abatement collection protection for low-income households or qualified seniors.¹¹ The WFPD oversees all enforcement activities in the fire district. The report will review this study and discuss how the WFPD's enforcement program follows or deviates from the Oakland study's "3 pillars."

Enforcement is an expensive fire mitigation program with high overhead costs including inspectors, vehicles, equipment costs such as software and iPads, clerical staff, and abatement costs. However, the cost of an enforcement program can decrease over time and how and when inspections occur can also reduce overhead.¹²

4. FIRE MITIGATION GOALS, GRANTS AND BUDGETS

- Discuss how setting priorities and goals can help focus wildfire mitigation discussions and assist with grant writing.
- Discuss the importance of creating a District California Protection Plan
- Grant writers.
- Discuss what grants Portola Valley might be eligible to receive and how we can improve our chances of getting a grant.

¹¹ Oakland Firesafe Council. https://oaklandfiresafecouncil.org/wp-content/uploads/2019/05/OFSC_2019-Defensible-Space-Study.pdf.

¹² Oakland Firesafe Council. https://oaklandfiresafecouncil.org/wp-content/uploads/2019/05/OFSC_2019-Defensible-Space-Study.pdf.

5. 10-YR WPC WILDFIRE MITIGATION PROPOSAL

A. Research

In Spring 2022, the Town Council requested that the WPC Finance and Insurance subcommittee research a wildfire mitigation program that “makes sense for Portola Valley.” The subcommittee responded by spending 6 months to research these questions and in Winter 2022, presented a 10-YR fire mitigation program entitled *Fighting the Ember Storm Together*.

The program would “make sense” for Portola Valley for the following reasons:

- The 10-YR goals were chosen by reviewing both the goals of the Portola Valley Town Council and the Woodside Fire Protection District. The goals were as follows:
 - Defensible space created on all private property in 10-YR.
 - Ember resistant vents and roofs are installed on all homes in 10-YR.
 - Residents informed on how to defend against an ember storm in 10-YR.
 - Every parcel in town part of a Firewise community in 10-YR
- It made financial sense.
 - It is a low-cost program with a budget of less than \$100,000 for first 2 years of implementation.
 - As the Right of Way program experienced cost reduction, money would be diverted to the *Fighting the Ember Storm Together* program.
 - Because of the way the program was developed, there was a reasonable chance that Federal or State grant money would fund a program expansion in the future.
 - Because the program focused on increasing Firewise communities within Portola Valley, it would lower homeowner fire insurance rates.
 - The program was best use of Portola Valley's limited funds.
 - The program leverages Portola Valley's vibrant volunteer community
 - Every homeowner could participate in program.
 - Low overhead
 - Multiple Federal and State agencies encourage Firewise, increasing the chances of Portola Valley getting Federal and State grants in the future.
 - It creates communication conduits which would help educate residents about the danger from wildfire, how to lower their insurance premiums, and how to stay safe in a wildfire.

B. Fighting the Ember Storm Together

The program consisted of three distinct components: a homeowner grant, a communications component, and a toolkit for homeowners.

Empowering Our Firewise Community

The Empowering Our Firewise Community homeowner grant is a matching grant and intended to encourage homeowners to create Firewise communities. In addition, the grant would empower the Firewise Committees by making them the gatekeeper for the homeowner grants.

- The Homeowner grant consisted of:
 - A one-time \$1,500 grant for residents in a Firewise community: A one-time grant reduces town expenditures while still creating an incentive to become part of a Firewise community.
 - Homeowner must match 50% of the grant amount.
 - Homeowner must have had a WFPD inspection within the last year.
 - Grant applications are bundled and submitted by the Firewise committee. The report will go into detail why this keeps the over-head cost of the grant low.
 - Town provides \$3,000/ no match grant for low-income households. This is vital since low-income households cannot afford to match a \$1,5000 grant. What is considered low income would be discussed in the report.
- The grant was designed to be cost-effective.
 - Cost is spread over 10 years.
 - Currently few homes qualify for grant, therefore low startup costs.
 - By reducing the eligible residents to receive the grant could lower cost further.
 - Reduces staff time and overhead costs because Firewise Committee reviews grants and bundles them.
- Promoting Firewise has community benefits.
 - Creates a communication conduit to residents through the Firewise Committees.
 - Creates a focal point for community home hardening projects.
- Financial Benefits
 - A Firewise centered program may attract State or Federal grant revenue for WFPD and Portola Valley
 - Insurance premium benefits since Firewise communities receive insurance discounts.

Communication component

This component focuses on coordinating and focusing town and district wide communications to educate and assist homeowners. The report would include a section on possible ways to bring together these teams and work together on common messaging. Team members would include:

- Wildfire Preparedness Committee

- Wildfire Preparedness Fair-current
- Weekly wildfire tips-current
- Firewise chats-possible
- Support residents in the changing insurance market
- Understanding new regulations and fire ordinances
- Investigate new ways to ensure homes are ember safe.
- WPV-READY
- Emergency Preparedness Committee
- Conservation Committee

Wildfire Preparedness Committee tool kit for homeowners

The toolkit would focus on programs or information that make it easier for homeowners to take fire mitigation action.

- R4W Sprint or similar programs: Programs which offer easy and low-cost ways to jump-start fire mitigation in a neighborhood.
- Firewise Committees startup costs or annual cost grant: This small grant reduces the burden placed on the Firewise committee members, who currently spend their own money for expenses incurred by the Firewise Committee.
 - Up to \$10 per home in each Firewise community.
 - Mailings, printing, and event costs.
- Support home hardening solutions
 - Have a physical demonstration site for how to harden existing decks or how to install ember resistant vents.
 - Arrange discounts for residents for home hardening projects.
 - Contractor and manufacturer information.
 - Assist residents with understanding building codes.

6. WILDFIRE PREPAREDNESS COMMITTEE RECOMMENDATIONS

This section may or may not exist in the final report. After the report is reviewed by the WPC, the committee will decide if they wish to advise the Town Council on a direction or recommended fire mitigation program.



WILDFIRE PREPAREDNESS FAIR 2023 SUMMARY

PREPARED BY: JENNIFER HAMMER AND MJ Lee

MAY 2023



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ACKNOWLEDGMENTS

A huge thank you to my wonderful committee members who spent considerable time and effort to provide critical support for this event. MJ Lee spent months creating an informative and fascinating speaker series. Dee Bailey spent an incredible amount of time ensuring the success of the home hardening section of the event. Wanda Ginner contributed to logistics and the organization of the Fair. Conservation Committee Liaison, Nona Chiariello, joined her committee at the Conservation exhibit. A huge thank you to Rita Williams for her moderation of the speaker series. Our entire Portola Valley Wildfire Committee (WPC) team would like to thank the volunteers who made our WPC exhibits possible and helped us execute this event: Thank you to Richard Crevelt, Dudley Carlson, Diana Raines, and Lance Ginner.

A special thanks to Kari Chinn. Her help was invaluable, and she guided this event forward for over a year. Thank you to Howard Young and his public works team, especially Justin and Scott, who went out of their way to assist us. Other people who made this event possible include Corie Stocker, our Town Council Liaison Craig Taylor, Vice Mayor Weinikoff, Town Council member Mary Hufty, Cindy Rowe, Patty Dewes, Chip Swan, and our community partners Windmill School and Woodside Priory.

This event could not have happened without the support of the Woodside Fire Protection District (WFPD). Thank you to WFPD Fire Marshal Don Bullard and WFPD Public Education Officer Selena Brown whose advice and efforts were invaluable. And of course, an enormous thank you to all the fire fighters who showed up at the event and to all the volunteers from WPV-Ready and WPV-CERT who supported the EPiC team. In addition, thank you to the San Mateo County Sheriff's Office, The San Mateo County Department of Emergency Management, and the California Department of Insurance for participating in the speaker series.

I would also like to extend my personal thank you to the other town committees who gave up their Saturday to host an exhibit: Thank you to Conservation Committee, Sustainability Committee, and the Emergency Preparedness Committee.

There is not enough room on this page to thank all the people who worked to make this event a success. Please know that your efforts made our town safer and wiser.

Jennifer Hammer
Chair, the Portola Valley Wildfire Preparedness Committee

SUMMARY

Objective

The Portola Valley Wildfire Committee (WPC) is tasked with educating the residents of Portola Valley about the dangers of wildfire and how to mitigate them. This charter includes educating the public on how to harden their homes against wildfire, how to create a defensible space around your homes and how to prepare for an emergency evacuation. Even though the WPC and the Woodside Fire Protection District (WFPD), of which Portola Valley is a part, have a strong public outreach program, many Portola Valley residents have not taken basic wildfire preparedness measures. There are three likely reasons for this inaction. The first reason is financial since the cost of tree removal and home hardening is out of the reach of some PV residents. The second is lack of knowledge. Many residents are paralyzed by the variety of options and issues surrounding wildfire mitigation. The third reason is that residents are not focused on the danger wildfire presents.

Solution

To meet the above objective, the WPC has organized for 2 years, a focused event that provides all the information needed to prepare for wildfire. The event offers a variety of financial approaches, ranging from do-it-yourself projects to companies who provide comprehensive solutions. The Fair is an educational event, targeting residents of the Woodside Fire Protection District (WFPD). The purpose of the event is to also present information to residents in a way that is actionable.

The first Portola Valley Wildfire Preparedness Fair event was on May 14, 2022. Around 200 Portola Valley residents attended. This was double the anticipated attendance. Given the Covid restrictions at the time, and the difficulties coordinating the event given the pandemic, this attendance number was very exciting. Adding to the residents were 42 people supporting the companies, WFPD, and town committees that exhibited.

At the 2022 event, residents learned about the 3 basic steps to being prepared for wildfire: prepare for evacuation, harden your home, and create a defensible space. The WPF brought residents together with companies, technologies, and expert volunteers who could advise and educate on these big 3 steps. The presence of products and services made residents aware of the range of actions they could take.

2023 Portola Valley Wildfire Preparedness Fair

The 2023 Portola Valley Wildfire Preparedness Fair was held on Saturday April 22, 2023 from 10:00 AM to 2:00 PM. The event was very similar to the 2022 event except a speaker series was added. The Portola Valley Wildfire Preparedness Fair 2023 was an educational event bringing together companies, committees, and institutions. WPF 2023 was planned and executed by the Portola Valley Wildfire Preparedness Committee.

The historic School house speaker series included three presentations:

- 10 a.m. to 11 a.m. CA Dept of Insurance on The Changing Insurance Market
- 11:30 a.m. to 12:30 p.m. DIY Panel to Learn How to Help Your Home Survive a Wildfire
- 1 p.m. to 2 p.m. WFPD and SMC DEM on Emergency Action and Response

When attendees first approached the event center, they immediately saw a fire engine. As attendees made their way to the event hall, they passed a fire extinguisher demonstration in the outside parking lot. When they passed the town library, canopied tables could be seen which consisted of the Be Prepared exhibits. Event flyers [figure 1] could be found at several of these exhibits.

As attendees approached the event hall, they were greeted and provided with an event flyer [figure 1]. They were told they could return to the greeter if they had questions. This flyer also served as a future reference for the attendee, to help them remember the key educational points of the Fair. About 30% of attendees had questions before they entered the event hall. This year attendees seemed to stay longer at exhibits and were more likely to say they had obtained the answers they were seeking.

The inside exhibits were clearly marked with a sign that displayed an exhibit name. Most vendors or participants brought additional signage of some kind. Exhibitors also wore a name tag, so attendees understood to whom to direct questions. The exhibits were numbered and ordered to form a circle around the hall.

Exhibits

WPF 2023 was divided into three major educational areas: Be Prepared, Harden Your Home, and Create a Defensible Space. Details about all the exhibits can be found in the event flyer [figure 1]. The exhibits included:

- Big idea table: A 72-inch round table in the center of the hall which held 3-24x36 inch foam backed posters with a summary of the 3 big ideas or themes of the event [figures 2-4]. The table also held two binders that had handouts on a variety of issues such as home hardening, emergency preparedness, defensible space, and local ordinances. Every handout had a QRCode that attendees could use to download a copy of the document.
- Flammable Five exhibit: Five 24x36 inch posters were displayed illustrating the Flammable Five. These trees are banned from new plantings in Portola Valley and residents are encouraged to remove existing plants. The Flammable Five are Juniper, Eucalyptus, Pine, Acacia, and Cypress [figures 5-9].
- Be Prepared exhibits: There were nine exhibits in this category. The theme was to subscribe to SMCAalert, know your evacuation routes and how and when to evacuate. Exhibitors included the WPV-CERT trailer, PV Emergency Preparedness Committee and their communications trailer, WPV-Ready,

Firewise USA®, FireSafe Council of San Mateo County, and a table for the Woodside Fire Protection District, the Wildfire Preparedness Committee, and the Department of Insurance.

- Defensible space exhibits: There were five exhibits in this category. The intent was to educate the attendee on how to use the principle of 3 zones to help your home survive a wildfire. These exhibits included a company offering a do-it-yourself fire retardant, the Portola Valley Conservation Committee who discussed being fire wise while also being conservational minded, and a variety of landscapers and tree services who discussed how to create a defensible space.
- Harden your home exhibits: There were five exhibits in this category. The theme was how to prevent embers from penetrating your home and how to prevent home ignition. Most of these exhibits were companies representing the latest wildfire mitigation technologies including companies that could install these technologies in your home. There was also an exhibit by former contractors who answered questions about do-it-yourself projects or gave advice on what wildfire mitigation products were available. The intent was to offer a variety of options for attendees, ranging from do-it-yourself advice to a turnkey option.

Event Budget

The expenses for WPF 2023 were \$2,555. The town offered to pay the insurance for the event and provided the facility at no cost. These additional costs should be factored into future budgets if the event is not held at the PV Town Center.

Description	Cost
Snacks/drinks for exhibitors including home made cookies	\$100
Cost of rental of next door parking lot	\$800
Name tags, printer cartridge and paper stock for signage	\$155
Post card and mailing	\$1000
2 banners	\$500
Total	\$2,555

Exhibitor communications

Finding vendors was very easy since all but one of the vendors from 2022 asked to return for the 2023 event. In 2023 we reached out to additional town committees and local agencies using the same packet of information we sent the vendors. We stressed, in the email we sent asking them to host an exhibit, our past attendance numbers. We also sent the flyer from 2022 to show vendors what the 2022 event consisted of. It was very easy to get companies and agencies to agree to attend because the event had a track record to build on.

- An invitation letter [figure 10] was sent to companies or volunteers who we targeted to host an exhibit.
- Two weeks before the event, a confirmation email was sent to confirm the exhibitor setup, arrival time and any specific issues with their exhibit. Included with this confirmation email, was a parking map [figure 19]

Promotional efforts

Promotional text [figure 13-18] consisted of a save the date text at 3 months before the event and unique text once a week during the 4 weeks before the event. Town approval was sought to ensure the text did not violate town policy.

When creating the text, importance was placed on stressing the 3 steps to prepare for wildfire and how each exhibit would educate the attendee. The text was created to not only promote the 3 themes of the event but to use language that would create excitement for the event and foster a sense of opportunity. As the speaker series developed, a design was made to also stress the insurance presentation, since a new California wildfire insurance regulation was a topical issue.

The promotional text was sent to the targeted audience of Portola Valley residents via several sources:

- The town sent the text out through its weekly newsletter. Portola Valley does not have a email list of all the town residents. Instead, residents signup to receive emails about specific areas of interest. Therefore, this text was only sent to the residents interested in receiving town news.
- An event page on the town website was created using the text.
- 2 banners announcing the event were hung in two town locations.[figure 21]
- A digital sign announcing the event was placed near Robert's market one week before the event.
- Posters were placed in stores in the local area.[figure 27]
- A postcard was mailed to every home in Portola Valley. [Figure 22]
- Targeted local groups who sent out the text via email include:
 - WPV-Ready using their extensive email list.
 - The Alpine tennis club using their member email list.
 - Ladera Hills using their neighborhood email list.
 - Local garden clubs using their member email list.
 - Block Captains were sent text to send out to their neighborhood. We estimate that 30% sent the text.
 - PV Ranch included 2 articles in their Ranch newsletter.
 - The school district included an article in the school newsletter.
 - The Almanac [a local newspaper] included a lengthy article about the Fair two weeks before the event took place. 2 ads were also taken out by WFPD. The Fair was added to the Almanac online events page and placed on a high priority because an extra fee was paid. If residents went to the events page, the Fair information was scrolling at the top of the page. This newspaper has readership outside of Portola Valley.
 - InMenlo [a local newspaper] included a lengthy article on the event a few days before the Fair took place. This newspaper has readership outside of Portola Valley.
 - NBC Bay Area news contacted the organizer to let them know they would be out to write a story on the day of the event. No reporter actually showed up at the event, but it does show that the promotion was robust enough to capture a news organization's attention.
 - There were also extensive emails sent out to personal contacts and this created a chain of personal emails.
 - The Fair was also tweeted by CAL FIRE and CAL FIRE CZU

Event signage

Signs [figure 24] were made to hang on the side of the exhibit table. The sign included the company or institution name. Exhibitor name tags [figure 23] were also made so that attendees could easily identify who to approach with questions.

Attendees

- The event had at least 350 in-person and virtual, which represents at least a 50% increase from the previous year.
 - Most of the attendees who visited the event center [220-250] were first time attendees. The vendors reported that most attendees had not visited their exhibits last year and that they were serious homeowners who were actively looking for solutions.
 - There were 43 online speaker series attendees.
 - There were 49 in person speaker series attendees. There is no way of knowing how many of these attendees also visited the event center. Therefore, we have not used these totals for our attendee count.
 - In addition to the attendees, there were 32 exhibitors who were PV residents. Since these were volunteers, these exhibitors also visited the other exhibits and learned about wildfire preparedness techniques.
 - The speaker series was recorded and therefore residents continue to view the presentations and learn.
 - Personal discussions with at least 100 attendees offered this feedback:
 - Many attendees were from Portola Valley and had received a personal email from their watch captain or a friend about the event.
 - Many attendees reported they believed they had already done substantial defensible space work on their property. This feedback is reinforced by the fact that the vegetation management exhibit was one of the least crowded. The landscapers even commented on how few attendees were interested in defensible space.
 - Only a handful of attendees knew about the new Fire District draft ordinances which would increase required defensible space and few knew that the fire district was about to step up enforcement and citations. While many attendees stated that they had received a letter from the fire district a few days before, few had read the letter or understood its contents.
 - Many attendees said they were interested in California's new insurance regulations.
 - Some reported their insurance had been cancelled. In addition, many reported several neighbors had also had their insurance cancelled.
 - They were interested in the possibility of discounts that may result from the new regulations. Several people went to the Firewise table to learn how they could organize a Firewise community.
 - Many attendees were interested in home hardening, especially ember resistant vents and roofs. At least five people said they were going to replace their roofs and wanted to find the roofer exhibit.
 - Many people were interested in evacuation and how to prepare. They asked about how to prepare documents and they wanted to discuss how to plan. Topics included: scanning your photo albums

and getting out in minutes, not hours. Most attendees took advantage of the WPC Exhibit QR code to download the list of supplies you should have in a go bag. [Figure 25]

- Quite a few people who were passing by with dogs or picking up kids from a soccer event, were drawn into the event center. Almost to the person, these people were most interested in evacuation and the WPC exhibit with the Go Bag. [Figure 25]
- Last year, the exhibit hall was very crowded because all the exhibits were located inside. Attendees reported they had a hard time getting answers to questions because the exhibitors were busy. In 2023, we moved several exhibits outside which created a feeling of space within the event center. We also stressed to vendors to have a few extra people manning the exhibits. Attendees who were leaving indicated this year that they had all their questions answered and they could be seen leaving with hands full of documentation and free goodies that were passed out by the exhibitors.
- The outside exhibits did not get as many visitors as the inside exhibits. Attendees could be seen walking past the WPV-Ready, WPV-CERT and Emergency Preparedness Committee tents to go directly to the event center entrance. In addition, fewer people walked past these exhibits because they were closer to the library, where there were few parking spots available. Also, the attendees we talked to indicate their attention was focused on insurance and home hardening. The outside exhibits closer to the event center seemed to get more traffic. These were closer to the schoolhouse and the path that most people might take from available parking areas.

Speaker Series

- The speaker series was hugely popular and well attended. The lectures offered additional options for a range of topics.
- Having the professionalism of Rita Williams as moderator added a great deal to the quality of the series. She added the ability to communicate to the audience, a professional approach to interviewing the speakers, and posed great questions. She also tied the presentations together between sessions and talked to each speaker before their session, in order to establish rapport and go over handling Q&A and logistics.
- We recommend that two volunteers be on-site to run the technology in the schoolhouse, and one person be remote on zoom to confirm sound and video are ok. Also, the zoom should include the Q&A function.
- We used only one zoom link for all three lectures and paused the recording between lectures. This worked out well.

Parking

We had a great deal of parking concerns given the number of people that park in the Town Center on a Saturday morning. An excel spreadsheet [Figure 27] was created that documented all the available parking in the area. It was determined that we needed to rent the Christ Church parking lot at a cost of \$800, in order to secure parking for our expected attendees. The parking lot was needed in the morning, but by noon, parking spaces around the Town center started to become available.

Recommendations

- The April 22nd event date, which was Earth Day, was chosen because it was the only date in late April or May that the Town Center was available, and that no other event would be sharing the facility. This proved to be an unfortunate date for two reasons:
 - Initially we had hoped to make this event an Earth Day forward event. However, with the exception of the PV sustainability committee, there was not enough interest in this model to gather volunteers who might expand the event's theme. Therefore, we were competing with other well-promoted Earth Day events in the area.
 - Portola Valley experienced one of the wettest winters we had had in years and many residents were not focused on wildfire.
- In the future, any event date should be selected well over a year out. We suggest that the mid to late May time frame is better suited for the event since residents can see vegetation drying and signs of summer emerging.
- Promotion
 - There was little evidence that promoting the event outside of Portola Valley had significant effect.
 - The most effective marketing seemed to come from the town emails and personal email chains through the watch captains, friends, and groups.
- It was very challenging for a small committee to take on this project. For this event to continue, significant planning should be done well in advance of the event, and before the event is formally announced.
- The same theme of three steps to wildfire preparedness has been used two years in a row. Thought should be given to what new theme might attract residents.
- Substantial work should be done to enhance the hands on, do it yourself section of the Fair. This was very popular.
- Further discussion should take place concerning what type of vendors should participate.
- Given the amount of time and resources this event requires, a discussion about substituting this event with smaller, targeted events might be advised.
- The lecture series was extremely popular and should be continued separately, if not as part of a larger group of events.

Appendix

FIGURE 1 WPF EVENT FLYER 2022

Speaker Series at Historic School House	
10 a.m. to 11 a.m. The Changing Insurance Market	
<p>Moderated by Rita Williams an Emmy and Peabody award-winning journalist</p> <p>What does California's new fire insurance regulation mean to homeowners? Julia Juarez, Deputy Commissioner of the Community Relations and Outreach Branch and Mary Beth Bykowsky, Northern California Outreach Analyst, from the California Department of Insurance, will discuss this important topic.</p>	Exhibit 1: WFFPD Fire Engine Located by the entrance on Portola Road Chat with fire fighters and tour a fire engine.
11:30 a.m. to 12:30 p.m. Learn How to Help Your Home Survive a Wildfire	Exhibit 2: Fire Extinguisher Demo Located in parking lot across from library Learn how to use a fire extinguisher.
<p>How do you make your home safer from an ember storm? Learn from residents who have actually gone through the home hardening process. Panelists include Woodside homeowner Jeff Bauman and Portola Valley Wildfire Preparedness Committee members Doe Bailey, a former contractor, and MJ Lee, a Portola Valley homeowner.</p>	Exhibit 3: Emergency Preparedness Committee Communications Trailer In an emergency, this mobile antenna will keep Portola Valley connected. Ask these volunteers about your evacuation route.
Step 1: Be Prepared	
1 p.m. to 2 p.m. Emergency Action and Response Presentation	
<p>What would happen during a wildfire event? Panelists reviewing scenarios: Don Bullard, Fire Marshal of the Woodside Fire Protection District (WFFPD); Selena Brown, WFFPD Public Education Officer & Emergency Preparedness Coordinator, Brian Kelly, retired Fire Chief and consultant to the San Mateo County Department of Emergency Management (SMC DEM); and Dave Barnett, retired Battalion Chief & consultant to SMC DEM.</p>	Exhibit 4: Wetridge Firewise USA® Learn from your Westridge neighbors how to become a Firewise community and get a discount on insurance.
Exhibit 5: WPV-Ready	Exhibit 10: Midpen Regional Open Space Meet with representatives from Midpeninsula Regional Open Space and discuss their 10-year Wildland Fire Resiliency Program.
Step 2: Defensible Space	
1 p.m. to 2 p.m. Emergency Action and Response Presentation	
<p>What would happen during a wildfire event? Panelists reviewing scenarios: Don Bullard, Fire Marshal of the Woodside Fire Protection District (WFFPD); Selena Brown, WFFPD Public Education Officer & Emergency Preparedness Coordinator, Brian Kelly, retired Fire Chief and consultant to the San Mateo County Department of Emergency Management (SMC DEM); and Dave Barnett, retired Battalion Chief & consultant to SMC DEM.</p>	Exhibit 6: WFFPD/FireSafe Council of San Mateo County Discuss your your wildfire concerns with WFFPD Fire Marshall Don Bullard. Learn from Executive Director Denise Erea what the Fire Safe Council of San Mateo is doing to keep you safe.
Exhibit 7: WPV-Ready Cert Trailer	Exhibit 11: Conservation Committee Local experts will answer questions about how to be wildfire safe and conservation-wise.
1 p.m. to 2 p.m. Emergency Action and Response Presentation	
<p>What would happen during a wildfire event? Panelists reviewing scenarios: Don Bullard, Fire Marshal of the Woodside Fire Protection District (WFFPD); Selena Brown, WFFPD Public Education Officer & Emergency Preparedness Coordinator, Brian Kelly, retired Fire Chief and consultant to the San Mateo County Department of Emergency Management (SMC DEM); and Dave Barnett, retired Battalion Chief & consultant to SMC DEM.</p>	Exhibit 12: Sustainability Committee Learn about the drivers of climate change, and concrete steps to help mitigate warming and drought at the Portola Valley Sustainability Committee table. The first 25 visitors will each receive a WiFi-enabled smart plug to monitor appliance loads in the home.
Step 1: Be Prepared cont.	
Exhibit 8: Wildfire Preparedness Committees Located inside the event center Learn about ember storms and how to keep your home safe. Check out our Go-Bag. Volunteers can also answer questions about fair exhibits and Portola Valley wildfire risks.	
Exhibit 9: California Dept of Insurance Deputy Commissioner Julia Svetlana Juarez and Outreach Analyst Mary Beth Bykowsky, from the California Department of Insurance, will answer your questions about the changing fire insurance market. 11:15 a.m. to 2 p.m.	

Step 1: Be Prepared

Speaker Series at Historic School House

Moderated by Rita Williams an Emmy and Peabody award-winning journalist

10 a.m. to 11 a.m. The Changing Insurance Market

What does California's new fire insurance regulation mean to homeowners? Julia Juarez, Deputy Commissioner of the Community Relations and Outreach Branch and Mary Beth Bykowsky, Northern California Outreach Analyst, from the California Department of Insurance, will discuss this important topic.

11:30 a.m. to 12:30 p.m. Learn How to Help Your Home Survive a Wildfire

How do you make your home safer from an ember storm? Learn from residents who have actually gone through the home hardening process. Panelists include Woodside homeowner Jeff Basman and Portola Valley Wildfire Preparedness Committee members Dee Bailey, a former contractor, and MJ Lee, a Portola Valley homeowner.

1 p.m. to 2 p.m. Emergency Action and Response Presentation

What would happen during a wildfire event? Panelists reviewing scenarios: Don Bullard, Fire Marshal of the Woodside Fire Protection District (WFPD); Sehra Brown, WFPD Public Education Officer & Emergency Preparedness Coordinator; Brian Kelly, retired Fire Chief and consultant to the San Mateo County Department of Emergency Management (SMC DEM); and Dave Barnett, retired Battalion Chief & consultant to SMC DEM.

Step 1: Be Prepared cont.

Located inside the event center

Exhibit 1: WFPD Fire Engine

Located by the entrance on Portola Road. Chat with fire fighters and tour a fire engine.

Exhibit 2: Fire Extinguisher Demo

Learn how to use a fire extinguisher. Located outside the event center.

Exhibit 3: Emergency Preparedness Committee Communications Trailer

In an emergency, this mobile antenna will keep Portola Valley connected. Ask these volunteers about your evacuation route.

Exhibit 4: Westridge Firewise USA®

Learn from your Westridge neighbors how to become a Firewise community and get a discount on insurance.

Exhibit 5: WPV-Ready

Ask about a free defensible space assessment, SMC Alerts, or how to prepare for wildfire.

Exhibit 6: WFPD/FireSafe Council of San Mateo County

Discuss your wildfire concerns with WFPD Fire Marshall Don Bullard. Learn from Executive Director Denise Enea what the Fire Safe Council of San Mateo is doing to keep you safe.

Exhibit 7: WPA-Ready Cert Trailer

Visit the mobile command center for the Citizen's Emergency Response Team.

Step 2: Defensible Space

Meet with representatives from MidPeninsula Regional Open Space and discuss their 10-year Wildland Fire Resiliency Program.

Exhibit 8: Wildfire Preparedness Committee

Learn about ember storms and how to keep your home safe. Check out our Go-Bag. Volunteers can also answer questions about Fair exhibits and Portola Valley wildfire risks.

Exhibit 9: California Dept of Insurance

Deputy Commissioner Julia Svetlana Juarez and Outreach Analyst Mary Beth Bykowsky, from the California Department of Insurance, will answer your questions about the changing fire insurance market. 11:15 a.m. to 2 p.m.

Speaker Series

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FIGURE 2 BIG IDEA POSTER BE PREPARED

Be Ready

Stay Informed

- Sign up for SMC Alert.
- Know your evacuation procedures.
- Visit myzone.zonehaven.com to find out what zone you live in. SMC Alert evacuation notices will use these zones when specifying evacuation instructions.

Make a Plan

- Create a Go-Bag so you can leave in a hurry. Include medications, pet supplies, and all your essentials.
- Plan where your family will meet in case of an emergency.
- Practice all the ways out of your neighborhood. Try driving these routes during the day and night.
- Know where your evacuation station is located.

When the Worst Happens

- When evacuation seems likely, move flammables away from your home.
- Evacuate early. Most deaths in wildfires occur when people wait to evacuate.
- Follow evacuation orders, especially regarding routes and destinations.

Organize Your Community

- Learn who your neighbors are. Do they have special needs? Where are their gas and water valves? Do they need help evacuating?
- Hold a neighborhood meeting to discuss ways to be fire safe. Share information about home hardening techniques and how to create a defensible space around your home.
- Learn how your neighborhood can become a Firewise community. Firewise communities often receive insurance discounts.
- Make sure all your neighbors have filled out the online WFPV-Ready emergency preparedness and response annual community questionnaire. This information will help fire fighters keep your neighbors safe. <http://WFPV-Ready.org/Myinfo>
- Encourage everyone in your neighborhood to have a free WFPD fire assessment performed. This assessment will let your neighbors know what they can do to make both their home and their neighborhood safer from wildfire.



3 steps to prepare for wildfire

FIGURE 3 BIG IDEA POSTER HARDEN YOUR HOME

Harden your home against wildfire	
Roof	Decks
<ul style="list-style-type: none"> • Re-roof with fire resistant materials. • Block spaces between roof decking and covering to prevent ember intrusion. • Remove vegetative debris from the roof. 	<ul style="list-style-type: none"> • Surfaces within 10 ft of structures should be built with ignition-resistant materials.
Vents	Garage
<ul style="list-style-type: none"> • Install ember resistant vents. 	<ul style="list-style-type: none"> • Add a battery back-up to the garage door motor so that the garage can open if power is out. • Install weather stripping around and under the garage door to prevent embers from blowing in. • Treat windows and vents in the garage the same way as if they were a part of the house.
Eaves and Soffits	Chimney
<ul style="list-style-type: none"> • Eaves should be boxed in (soffited-eave design) and protected with ignition-resistant materials. 	<ul style="list-style-type: none"> • Cover your chimney and stovepipe outlets with ember resistant screens. • Close the fireplace flue during fire season when the chimney is not being used.
Windows	Fences
<ul style="list-style-type: none"> • Install dual-pane windows. • Limit the size and number of windows that face large areas of vegetation. 	<ul style="list-style-type: none"> • Separate your fence from your house or upgrade to a noncombustible material to reduce the chance of the fence bringing fire to your home.
Siding	
<ul style="list-style-type: none"> • Update your home siding with ignition resistant building materials, such as stucco, fiber cement siding, treated wood, or other approved materials. This is especially important when neighboring homes are within 30 ft of the home. 	

Wildfire-Resistance: Make the “RIGHT” Choices



3 steps to prepare for wildfire

FIGURE 4 BIG IDEA POSTER DEFENSIBLE SPACE

Create a defensible space around your home

Immediate Zone 0-5 ft

- This is the ember defense zone.
- Use hardscape: gravel, pavers, concrete, etc. No combustible bark or mulch.
- Remove dead weeds, grass, shrubs, trees, branches and vegetative debris.
- Clear your roofs, gutters, decks, porches and stairways.
- Remove all branches within 10 ft of chimney or stovepipes.
- Limit combustible items: e.g. outdoor furniture or planters.
- Replace combustible fencing, gates, and arbors with noncombustible alternatives.
- Relocate garbage, recycling containers, boats, RVs, and other combustible items outside this zone. Relocate wood piles 30 ft from structures.

Intermediate Zone 5-30 ft

- Remove all dead plants, grass, weeds, dry leaves, branches and pine needles.
- Remove branches hanging over roof and keep dead branches 10 ft away from chimney.
- Trim trees to keep branches at least 10 ft from other trees.
- Remove flammable trees such as Juniper, Cypress, Acacia, Pine, and Eucalyptus trees.

Extended Zone 30-100 ft

- Cut annual grass to a max height of 4 inches.
- Create horizontal and vertical space between shrubs and trees.
- Limit dry leaves, needles, twigs, bark, and cones.
- Exposed wood piles must have a min of 10 ft of clearance in all directions.

MINIMUM HORIZONTAL CLEARANCE

MINIMUM HORIZONTAL CLEARANCE

MINIMUM VERTICAL CLEARANCE

MINIMUM VERTICAL CLEARANCE

3 steps to prepare for wildfire

FIGURE 5 FLAMMABLE FIVE: ACACIA

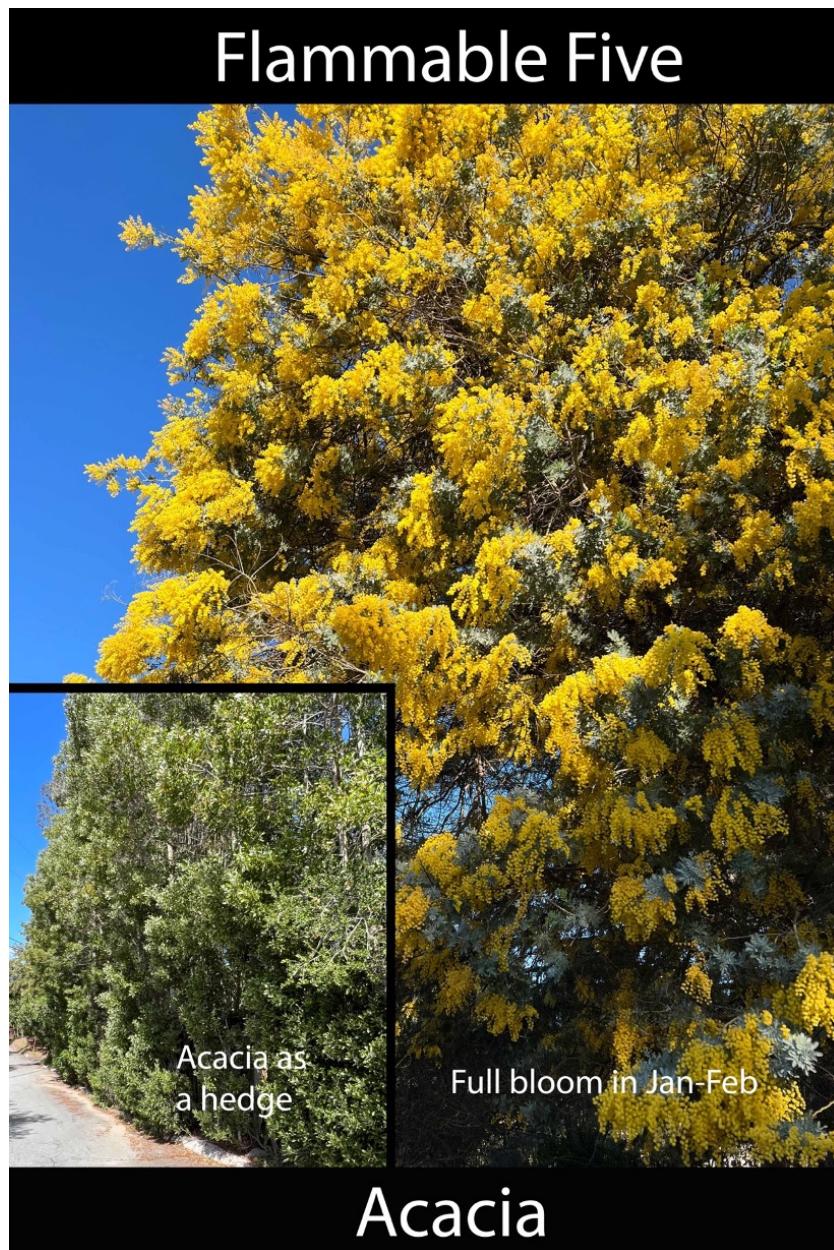


FIGURE 6 FLAMMABLE FIVE: JUNIPER

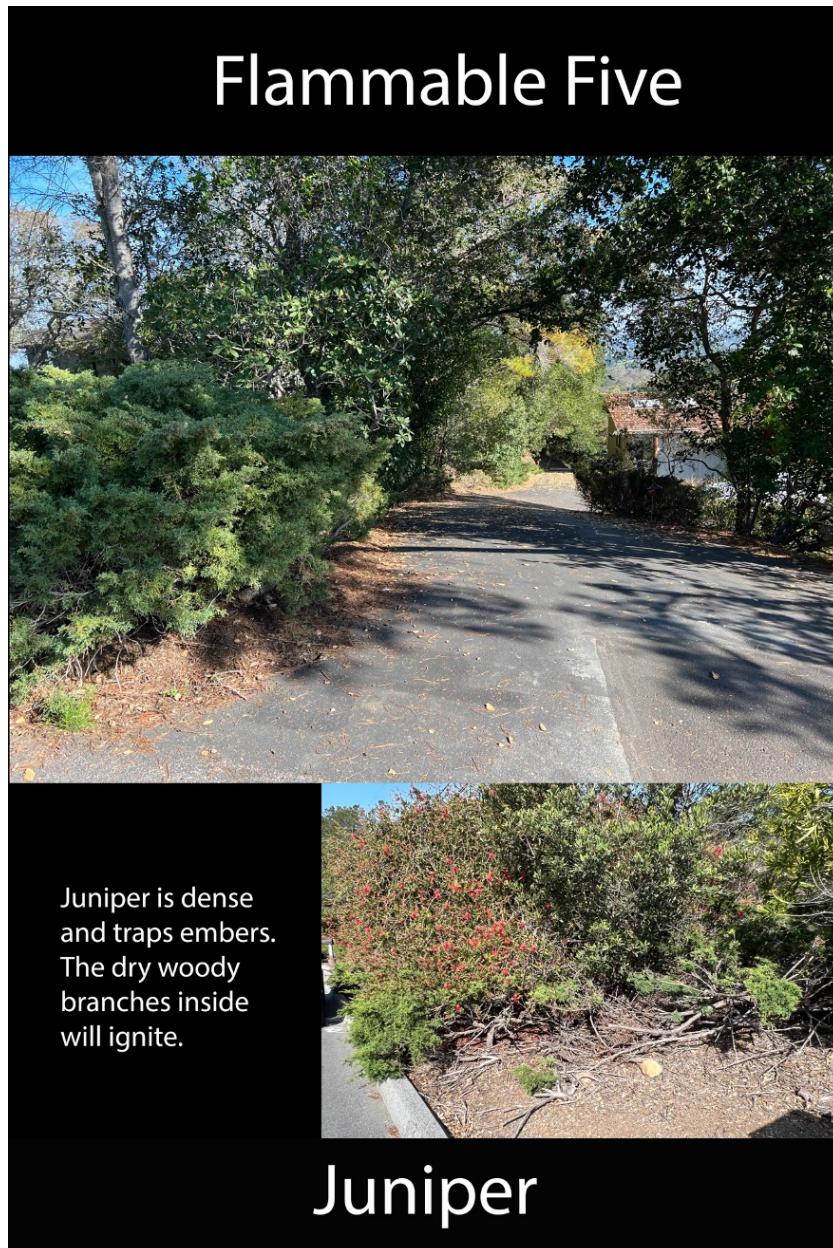


FIGURE 7 FLAMMABLE FIVE: EUCALYPTUS

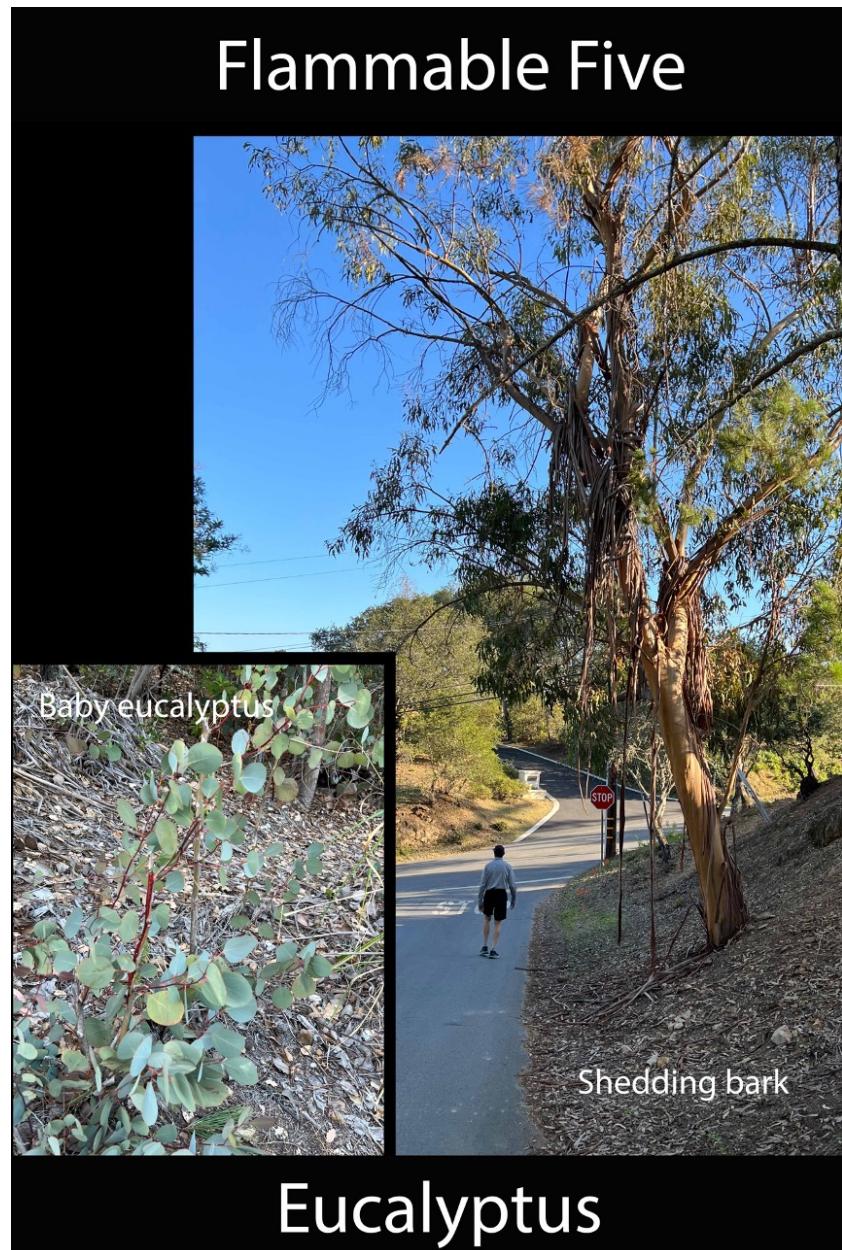


FIGURE 8 FLAMMABLE FIVE: CYPRESS



FIGURE 9 FLAMMABLE FIVE: PINE

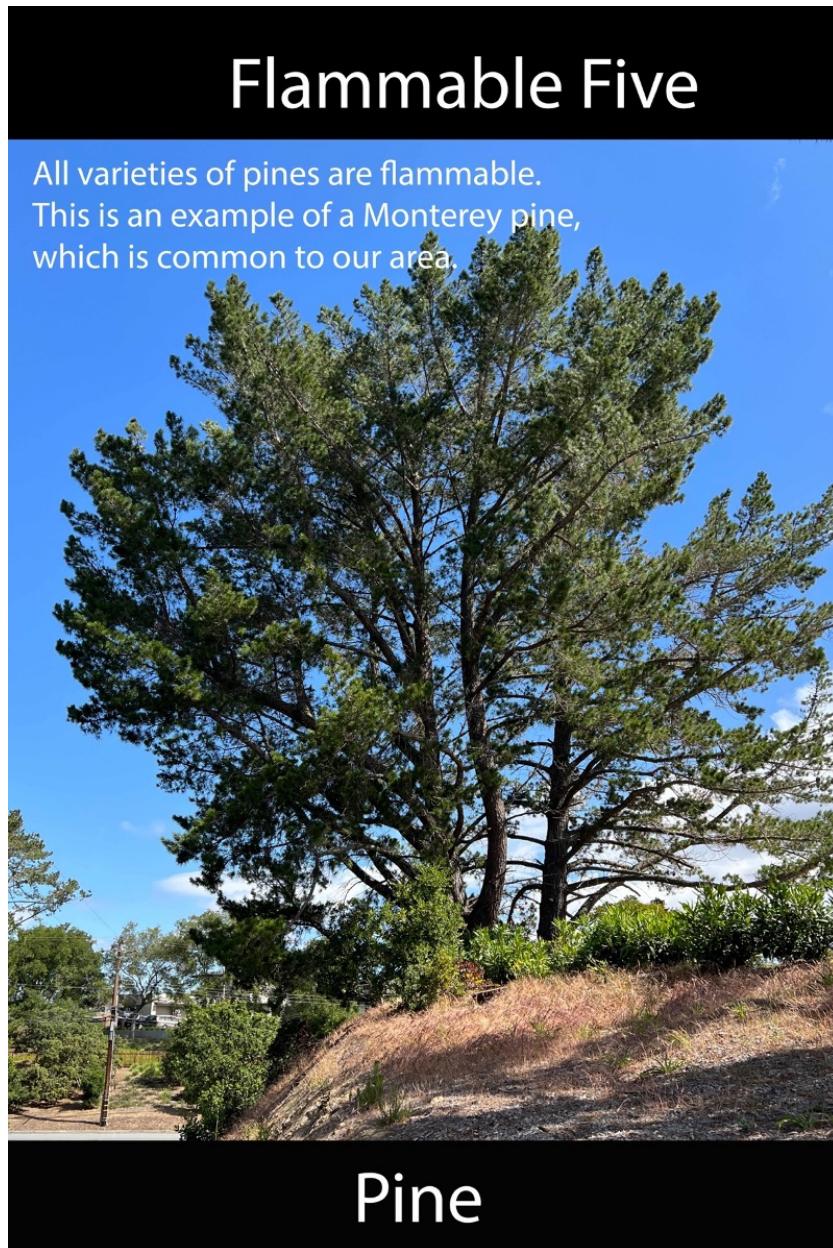


FIGURE 10 EXHIBITOR INVITATION LETTER

**Portola Valley Wildfire Preparedness Fair
Saturday, April 22 2023 @ 10:00 AM to 2:00 PM
Portola Valley Town Center, 765 Portola Road, Portola Valley, CA**

Hi xxxx,

Please confirm you received this email. I am confirming your participation in the Portola Valley Wildfire Fair on Saturday, April 22 from 10 a.m to 2 p.m. I have reserved you the following:

- Tailor information to each exhibitor:
 - Table or booth
 - Outlet
 - Special requests

Please read through these important event details including information on parking, setup, and publicity.

Parking

We have struggled to find the needed parking for the expected attendees. After you unload your supplies, exhibitors are asked to park at Windmill School. [[Parking map](#)] We ask if there is more than one person at your exhibit, you park **one vehicle** in the Windmill parking lot and park **extra cars or large vehicles** at Woodside Priory, which is 1.7 miles down the street. I know you want a huge attendance as much as I do and every parking space we leave open is another attendee. Also, just a reminder that we do not have any space available this year for outside demonstrations or special vehicles.

Setup

- The doors will open on April 22 at 8:30 a.m. Please arrive by 9:15 am.
- If you wish to setup a booth in advance, I will be at the event center on April 21st from 2 p.m. until 5 p.m.
- Your exhibit table will have your name on it.
- Name tags will be at the front table.
- There will be water, coffee, tea and homemade cookies in the kitchen, just off the exhibit hall.
- The restroom is outside the event hall to your right.
- If you need to reach me the day before or on the day of the event, my cell number is 650-245-3056.

FIGURE 11 EXHIBIT MAP INSIDE TOWN CENTER

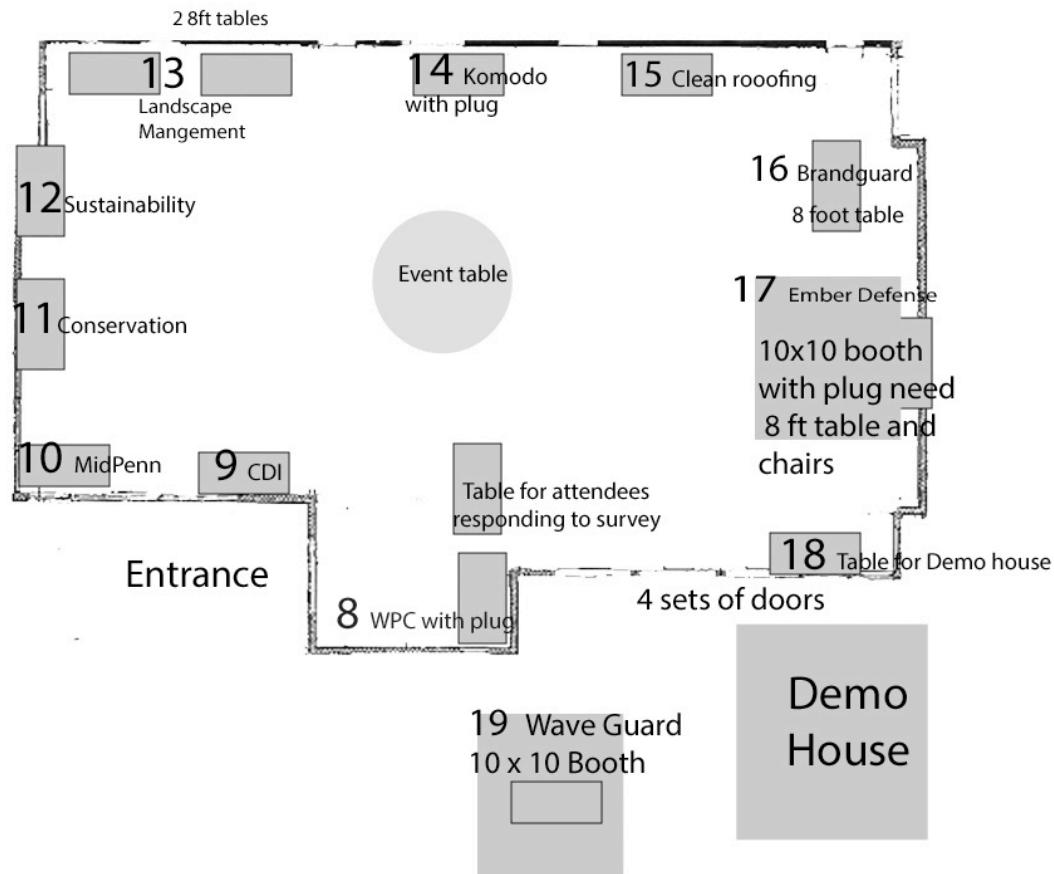


FIGURE 12 EXHIBIT MAP OUTSIDE TOWN CENTER

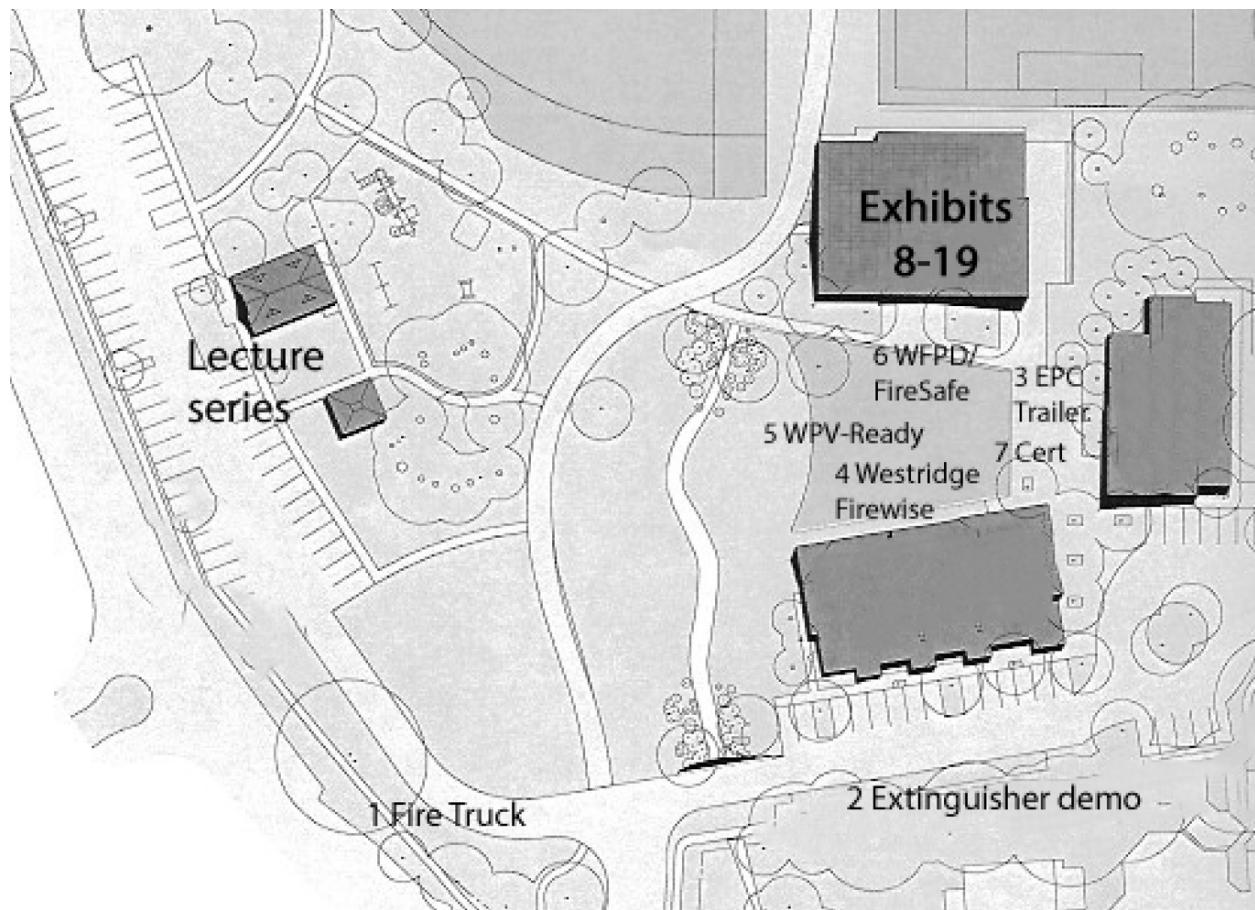


FIGURE 13 PROMOTIONAL TEXT 3 MONTHS BEFORE EVENT

Saturday, April 22, 10am to 2pm at Town Center

Learn how to protect your home during the upcoming wildfire season. Talk with fire fighters, volunteers, and leaders in the wildfire defense industry about how to prepare your family and home in case of wildfire. The Fair will focus on these 3 steps to prepare for wildfire season:

1. Be Prepared

- Prepare for evacuation: Learn about SMC Alert, evacuation routes, online evacuation information, and how to create a Go-Bag. Remember, it is vital to evacuate early!
- Insurance coverage: Discuss the changing insurance market with experts, learn about California's new insurance regulations and how they affect you, find out how you can save money on insurance by becoming a Firewise USA neighborhood.
- Learn how volunteers in our community prepare for disasters and see first hand the emergency equipment designed to keep you safe.

2. Harden Your Home

Did you know that during a wildfire, ember storms can travel up to five miles? Learn how to protect your home from ignition during a wildfire event. Experts with a vast array of wildfire knowledge will be on hand to answer questions about protecting your home from an ember storm.

- Learn about ember resistant vents.
- Discuss DIY home hardening projects with contractors.
- Learn how you can upgrade your roof, home siding, windows, decks, and fences using noncombustible/ignition resistant materials.
- Explore gutter guards which can keep your gutter free of debris that can ignite during an ember storm.
- Learn about current fire safety building codes.
-

3. Defensible Space

- Explore how to create a defensible space around your home. Talk with vegetation management contractors and arborists about all your landscaping needs.
- Explore conservation-wise defensible space.
- Discuss creating sustainable solutions for landscaping and land management challenges, such as the coming zone zero regulation, fire safe fuel reduction, vegetation management, tree removal, native plant landscaping and installation, and botanical site assessment.
- Learn about masticating and land restoration.
- Discuss how to apply for a tree removal permit, how to recognize the flammable-five plants/trees that are wildfire hazards.
- Learn how to schedule a free defensible space inspection with the WFPD and discuss what type of defensible space is required by law.

New this year: Don't miss our lecture series on preparing for wildfire!

This event is brought to you by the The Portola Valley Wildfire Preparedness Committee

FIGURE 14 PROMOTIONAL TEXT WEEK 1

California Fire insurance is changing this Spring!

Did you know that in May 2023, California's new wildfire safety insurance regulation will begin to take effect?

You may be able to obtain discounts for fire mitigation work and receive vital information about your home's wildfire risk score.

Learn more by attending a presentation at the Wildfire Preparedness Fair, given by representatives of the California Department of Insurance. Visit the CDI exhibit and ask questions about your home and insurance policy.

Begin your research on fire mitigation efforts that may save you money and keep your home safer from wildfire.

- Visit 25 Exhibits including vendors, manufacturers, and experts in wildfire preparedness.
- Learn about a Class-A Fire rated roof and ember and fire-resistant vents.
- Landscape specialists will explain how you can maintain a defensible space around your home by removing flammable vegetation.
- Become part of a Firewise community and take advantage of insurance discounts.

Portola Valley continues to face a threat from wildfire. Don't miss this perfect opportunity to learn how you can keep your family safe and help your home survive a wildfire.

Portola Valley Wildfire Preparedness Fair

Saturday, April 22, 2023, 10am to 2pm
Portola Valley Town Center, 765 Portola Road, Portola Valley

FIGURE 15 PROMOTIONAL TEXT WEEK 2

Protect your family

Protect your home

Protect your wallet

3 reasons you should attend the Wildfire Preparedness Fair

Saturday, April 22, 2023, 10am to 2pm at Town Center

Is your family safe in a wildfire?

What would happen during a real wildfire event? What can you expect during an evacuation? How safe is your home? Learn from experts during the Fair's speaker series. Panelists reviewing scenarios include Don Bullard, Fire Marshal of the Woodside Fire Protection District (WFPD); and Selena Brown, Public Education Officer & Emergency Preparedness Coordinator for WFPD; Brian Kelly, retired Fire Chief and consultant to the San Mateo County Department of Emergency Management (SMC DEM); and Dave Barnett, retired Battalion Chief and consultant to SMC; Will you be ready when the evacuation order is given? Visit the Fair's Be Prepared exhibits to learn how to receive evacuation alerts, how to prepare, and how to make you evacuate in time.

Help your home survive a wildfire!

How can you help protect your home from ignition during a wildfire? Learn from Portola Valley and Woodside homeowners and a team of vendors, manufacturers, and experts. Attend a presentation on how to protect your home from an ember storm during the Fair's speaker series. In addition, make sure to visit the Fair's Harden Your Home and Defensible Space exhibits including a demonstration house where you can learn how you can upgrade your home vents, siding, decks, gutters, and fences, using ignition resistant materials.

Protecting your home can protect your wallet too!

Has your fire insurance premium increased? Has your fire insurance cancelled? In the coming months, you may be able to obtain discounts for fire mitigation work and receive vital information about your home's wildfire risk score. Representatives from the California Department of Insurance (CDI) will discuss California's new fire insurance regulation and what it means to homeowners. After the presentation, visit CDI representatives Deputy Commissioner Julia Juarez and Mary Beth Bykowsky at the CDI exhibit to ask questions about your fire insurance. We welcome questions for the speakers ahead of the event. Submit your question.

Portola Valley Wildfire Preparedness Fair

Saturday, April 22, 2023, 10am to 2pm

Portola Valley Town Center, 765 Portola Road, Portola Valley

www.portolavalley.net/WildfirePrepFair

FIGURE 16 PROMOTIONAL TEXT WEEK 3

The PV Wildfire Preparedness Fair is this Saturday, April 22, from 10am to 2pm at PV Town Center

Is your family safe in a wildfire?

1. Learn what would happen during a real wildfire event. Attend the presentation by Don Bullard, WFPD Fire Marshal of the Woodside Fire Protection District); Selena Brown, WFPD Public Education Officer & Emergency Preparedness Coordinator; Brian Kelly, retired Fire Chief and SMC DEM consultant; and Dave Barnett, retired Battalion Chief and SMC DEM consultant.
2. Be ready when the evacuation order is given! Visit the Fair's Be Prepared exhibits to learn how to receive evacuation alerts, how to prepare your family, and how to make you evacuate in time.

Learn about the changing fire insurance market?

1. Stop by the California Department of Insurance (CDI) exhibit and speak to a Representatives from CDI about California's new fire insurance regulation and what it means to homeowners.
2. Attend the 10am-11a.m. presentation: The Changing Insurance Market, given by CDI Deputy Commissioner Julia Juarez and Mary Beth Bykowsky. We welcome questions for the speakers ahead of the event. [Submit your question.](#)
3. Learn how you may be able to obtain discounts for fire mitigation work and receive vital information about your home's wildfire risk score.
4. Become part of a Firewise community and **take advantage of insurance discounts.**

Help your home survive a wildfire!

1. Protect your home from ignition during a wildfire. Visit a demonstration house where you can learn how you can upgrade your home vents, siding, decks, gutters, and fences, using ignition resistant materials.
2. Talk with vendors, manufacturers, and experts in wildfire preparedness.
3. Landscape specialists will explain how you can maintain a defensible space around your home by removing flammable vegetation.

Portola Valley Wildfire Preparedness Fair

Saturday, April 22, 2023, 10am to 2pm

Portola Valley Town Center, 765 Portola Road, Portola Valley

www.portolavalley.net/WildfirePrepFair

FIGURE 17 PROMOTIONAL TEXT WEEK 4

**Don't miss the PV Wildfire Preparedness Fair
this Saturday, April 22, from 10am to 2pm**

Be ready for the new WFPD wildfire defensible space evaluations!

The WFPD has stepped up its Defensible Space & Home Hardening Evaluations. You can avoid a last minute scramble to have work performed and **avoid fines and fees**. Attend the fair and discuss with landscape specialists how you can maintain a ember resistant, defensible space around your home by removing flammable vegetation.

Protect your home from ignition during a wildfire. Visit a demonstration house where you can **learn how to upgrade and harden your home** vents, siding, decks, gutters, and fences, using ignition resistant materials. Talk with vendors, manufacturers, and experts in wildfire preparedness.

Learn how to keep your family safe in a wildfire!

Learn what would happen during a real wildfire event. Attend the 1 p.m.-2 p.m. Emergency Action and Response Presentation by Don Bullard, WFPD Fire Marshal; Selena Brown, WFPD Public Education Officer & Emergency Preparedness Coordinator; Brian Kelly, retired Fire Chief and SMC DEM consultant; and Dave Barnett, retired Battalion Chief and SMC DEM consultant.

Be ready when the evacuation order is given! Visit the Fair's Be Prepared exhibits to learn how to receive evacuation alerts, how to prepare your family, and how to make you evacuate in time.

Learn about the changing fire insurance market!

Your neighbors on Westridge will tell you how you can become part of a Firewise community and take advantage of upcoming insurance discounts.

Stop by the **California Department of Insurance** (CDI) exhibit and speak to Representatives from CDI about California's new fire insurance regulation and what it means to homeowners. Learn how you may be able to obtain **discounts for fire mitigation work** and receive vital information about **your home's wildfire risk score**.

Attend the 10am-11a.m. presentation: The Changing Insurance Market, given by CDI Deputy Commissioner Julia Juarez and Mary Beth Bykowsky. We welcome questions for the speakers ahead of the event. [Submit your question.](#)

You can watch our speaker series via Zoom

Portola Valley Wildfire Preparedness Fair
Saturday, April 22, 2023, 10am to 2pm
Portola Valley Town Center, 765 Portola Road, Portola Valley
www.portolavalley.net/WildfirePrepFair

FIGURE 18 ARTICLE SUBMITTED TO PRESS

Wildfire Preparedness Fair on Saturday, April 22, 10 a.m. to 2 p.m. at Portola Valley Town Center

Portola Valley continues to face a threat from wildfire. The vegetation that is currently growing in response to increased rain will soon become flammable fuel in the summer's heat. Fortunately, residents can start preparing for wildfire by attending Portola Valley's Wildfire Preparedness Fair on Saturday, April 22, 10 a.m. to 2 p.m. at the Portola Valley Town Center. The event focuses on two key wildfire issues: The rising cost of fire insurance and keeping residents safe during a wildfire evacuation.



There will also be a speaker series at the Fair. Representatives from the California Department of Insurance (CDI) will discuss California's new insurance regulations and the changing insurance market. After the presentation, attendees can visit the CDI exhibit to discuss their specific insurance concerns. In addition, members of the Woodside Fire Protection District and San Mateo County Department of Emergency Management will present on what would happen during a real wildfire event.

Additionally, homeowners who perform fire mitigation measures, both home hardening and creating defensible space, may save money as California's new wildfire safety insurance regulation begins to take effect this Spring. At the Wildfire Preparedness Fair, attendees can visit 25 exhibits and talk with vendors, manufacturers, and wildfire preparedness experts. They can explore a demonstration house that will show them how they can harden their home against wildfire by upgrading their home's vents, roof, siding, decking, gutters, and fences using ignition resistant materials. Contractors and manufacturers of fire mitigation products will also be on hand to answer questions as well as landscaping experts, who can explain how to create an ember resistant, defensible space around a home.

The Wildfire Preparedness Fair provides a perfect opportunity for residents to have their questions answered about fire insurance, wildfire evacuation, and how to keep their home safer from wildfire. This event is being organized by the Portola Valley Wildfire Preparedness Committee. www.portolavalley.net/WildfirePrepFair

Short text for event calendar

Wildfire Preparedness Fair on Saturday, April 22, 10 a.m. to 2 p.m. at Portola Valley Town Center

Start preparing for wildfire by attending Portola Valley's Wildfire Preparedness Fair. The event focuses on two key wildfire issues: The rising cost of fire insurance and keeping residents safe during a wildfire evacuation. Representatives from the California Department of Insurance (CDI) will discuss California's new insurance regulations and the changing insurance market.

FIGURE 19 PARKING MAP

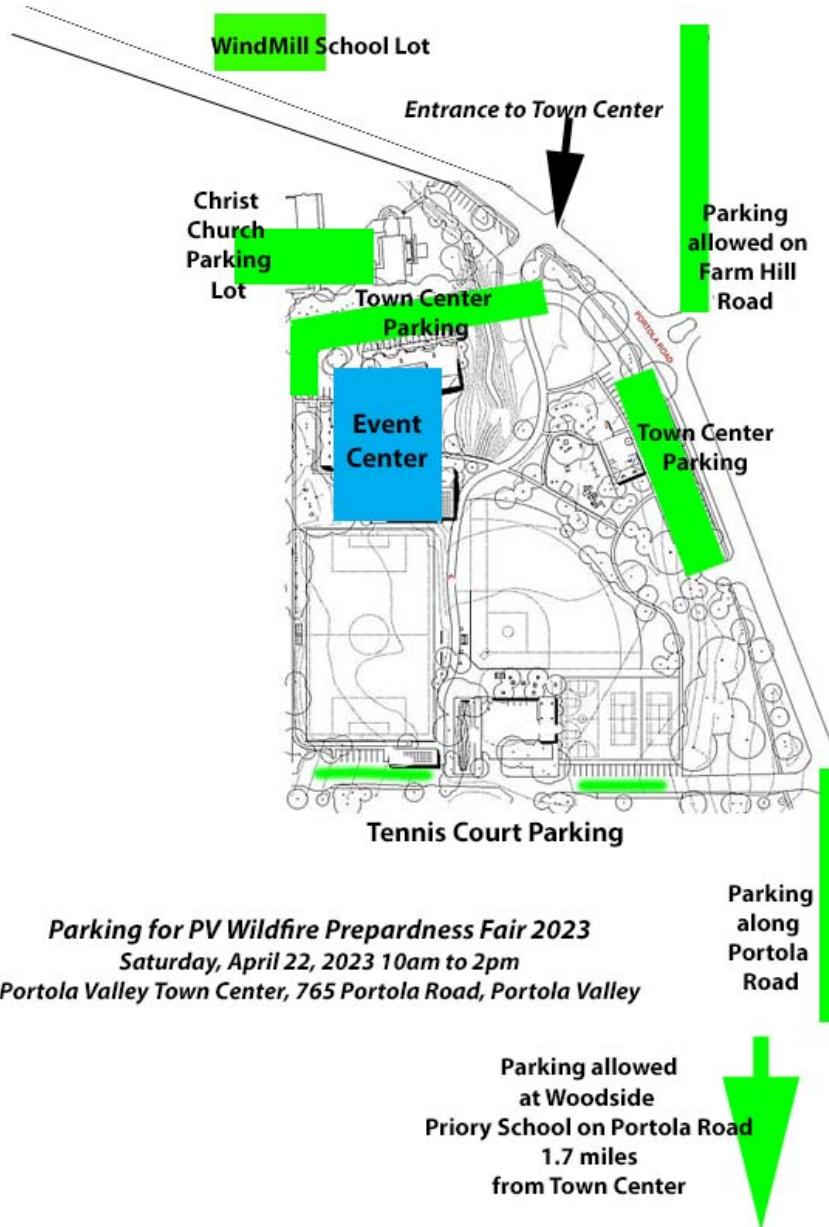


FIGURE 20 SPEAKER SERIES

Wildfire Preparedness Fair

Portola Valley Town Center

April 22, 2023

10 a.m to 2 p.m.

Speaker Series at Historic School House

Moderated by Rita Williams an Emmy and Peabody award-winning journalist

10am-11am The Changing Insurance Market

What does **California's new fire insurance regulation mean to home owners?** Julia Juarez, Deputy Commissioner of the Community Relations and Outreach Branch and Mary Beth Bykowsky, Northern California Outreach Analyst, from the California Department of Insurance (CDI), will discuss this important topic. Visit the CDI exhibit in the Event Center to ask questions about your fire insurance.

11:30am-12:30pm Learn how to help your home survive a wildfire

How do you start the home hardening process? What questions do you need to ask a contractor? Learn from fellow homeowners who have actually gone through the home hardening process. Panelists include Woodside homeowner Jeff Beaman and Portola Valley Wildfire Preparedness Committee members Dee Bailey, a former contractor, and MJ Lee, a Portola Valley homeowner.

1pm-2pm Emergency Action and Response Presentation

What would happen during a wildfire event? Panelists reviewing scenarios include: Don Bullard, Fire Marshal of the Woodside Fire Protection District (WFPD); Selena Brown, Public Education Officer & Emergency Preparedness Coordinator for WFPD, Brian Kelly, retired Fire Chief and consultant to the San Mateo County Department of Emergency Management (SMC DEM); and Dave Barnett, retired Battalion Chief and consultant to SMC DEM.

This event is brought to you by the The Portola Valley Wildfire Preparedness Committee

FIGURE 21 BANNER



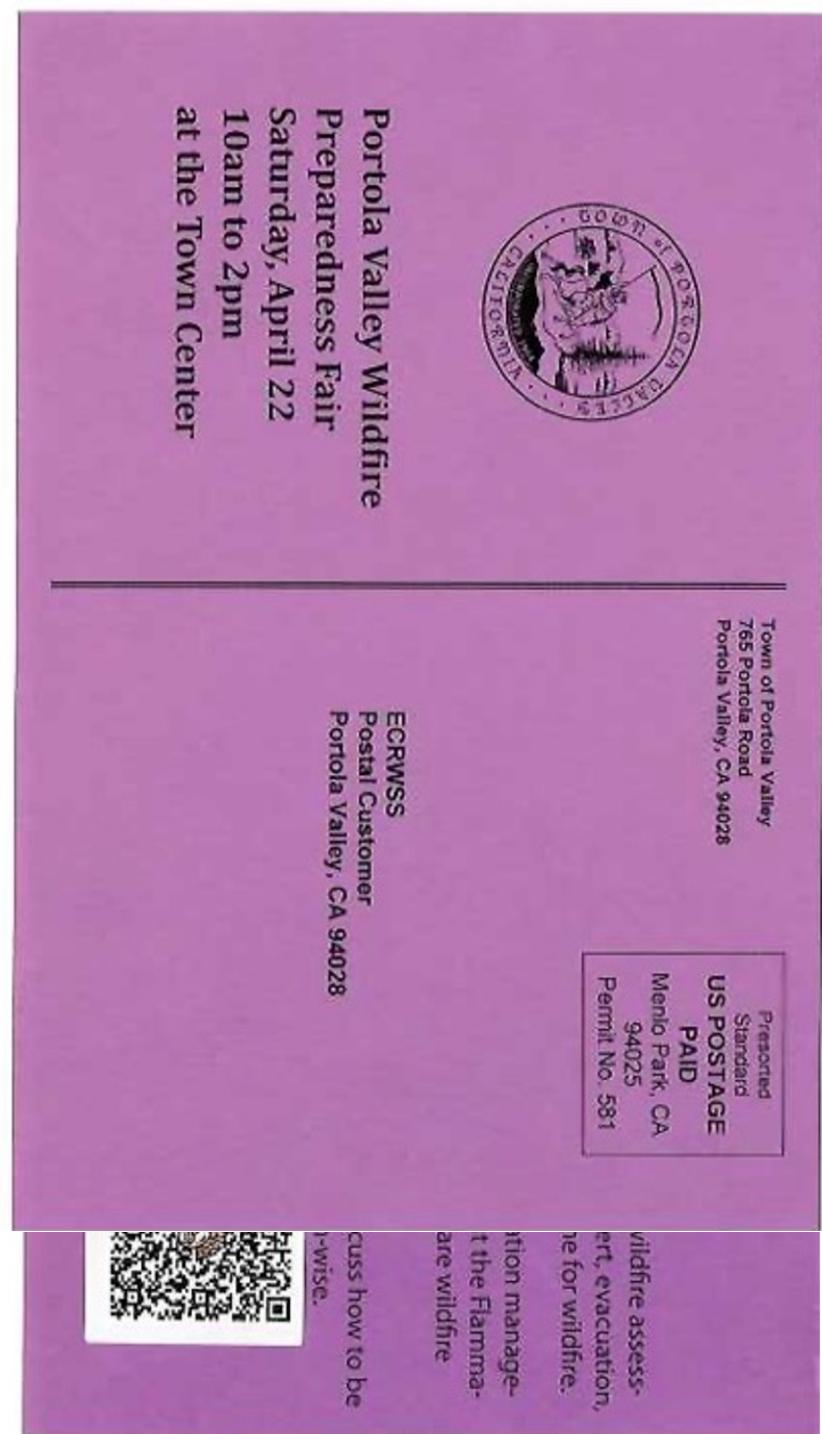


FIGURE 22 POST CARD

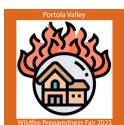
FIGURE 23 NAME TAGS FOR EXHIBITOR



Exhibitor



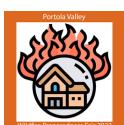
Exhibitor



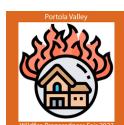
Exhibitor



Exhibitor



Exhibitor



Exhibitor

FIGURE 24 TABLE SIGNS



FIGURE 25 WPC GO BAG

Portola Valley Wildfire Preparedness Committee Go Bag

Visit our website at [Wildfire Preparedness Committee](#)

Subscribe to our [Weekly wildfire safety tips](#) at

Your life may depend on being ready to evacuate in minutes. Have your **Go-Bag** ready near the door closest to your car. Prepare your **Go-Bag** now and refresh the supplies of medication and water each year. Check out the [WPV-Ready website](#) on evacuation to learn how to get evacuation alerts, and for more information on how to keep your family safe if the worst happens. Here is what we put in our Go-Bag:

1. Start with a large sturdy backpack.
2. Have a tag on your Go-Bag that clearly indicates your **evacuation zone** and the radio station that supplies evacuation information.
3. A **map of your evacuation routes**. Understand your route. Do you have more than one?
4. Include a few days of **critical medications**.
5. **Backup important documents** on a [portable disk drive](#). Move digital copies of tax documents, records such as birth and marriage certificates, and copies of titles or deeds onto the disk. In addition, consider adding these digital records: photos of your home, inside and out, for the insurance company. Make sure to include closets and photos of jewelry. Ask yourself what you would want to include on your portable disk drive. **What would you want a record of if you lost your home?** Have photos albums digitally scanned. Take photos of precious mementos such as a favorite craft your child made or close up photos of your Christmas tree that include favorite ornaments. Be sure you are ready to grab your go bag and evacuate!
6. Include a bottle of **water** in case you need to take medication. During an evacuation, you may be in traffic for several hours.
7. A **small first aid kit**.
8. Include **ember resistant gloves** in case you evacuate during an ember storm. Your hands will be exposed when you open the garage door, open the car door, or carry your children or pets.
9. An **ember resistant blanket** can protect your family and pets in case of evacuation during an ember storm.
10. A roll of **duct tape** can help seal car window against smoke.
11. A small **flashlight** will come in handy if evacuation occurs at night.
12. Have an **N-95 Hepa mask** for everyone in your family.
13. An **emergency radio** might come in handy if you are stuck in traffic during an evacuation and you need to turn off your car to save fuel.



FIGURE 26 PARKING EXCEL SHEET

	spaces available
Parking lots and space count we currently have available on event day School house including parking on grass and along road [including parking on right side of entrance which belongs to Christ Church]	70
Town Center including dirt spaces by fence	54
Tennis/Pickle ball court parking	34
Other: small unrestricted lots across from Town Center	20
WFPD [Checked numbers with Selena]	4
Alpine and Portola Road parking[50] available with shuttle	0
Village Restricted parking only [70]	0
Windmill [50] Chained closed on weekend	50
Christ Church [65] Event. Cost \$800	65
Ranch [20] Possibly available with shuttle	0
Woodside Priory [85] available with shuttle	0
Possible parking space created near Spring Down across from tennis courts	15
Valley Presbyterian Church [85]	0
Farm Hill Road	0
Total parking slots available on day of event	312
Parking that we can expect to have available to attendees	
Firetruck and fire extinguisher demo and chipping team	-10
Exhibitor, lecturer and volunteer parking: 25 exhibits, some manned by multiple vendors. They will be asked to car pool.	-40
Based on visual inspections for several weeks, we can expect 130 non-event residents to use the Town parking lot on 4/22. This includes open space overflow, sports teams [pickle ball has a block out date], library and parties.	-130
Actual parking available to attendees on day of event	132
Assumptions about attendee parking	
Parking spaces currently available	132
Percentage of cars with at least 2 people	30%
Percentage of cars with single occupant	70%
# of possible attendees based on number of spaces assuming turn over every 2 hours	343

FIGURE 27 POSTER

The Portola Valley Wildfire Preparedness Fair

Are you ready for a wildfire?

Portola Valley continues to face threats from wildfires. While the recent rain has helped our drought conditions, the threat of wildfire is as prevalent as ever. Recent rainfall has significantly increased fuel load. The vegetation that is currently growing in response to increased rain will soon become flammable fuel in the summer's heat.

Be prepared!

- Did you know that during a wildfire, ember storms can travel for miles? Learn how to help **protect your home from ignition during a wildfire event**.
- 25 Exhibits including vendors, manufacturers, and experts in wildfire preparedness, defensible space, and home hardening.
- Learn how your insurance policy may change this year. Attend a lecture series including a presentation by **representatives from the California Department of Insurance** on California's new wildfire safety insurance regulation.
- Learn how to be prepared in case of evacuation. Keep your family safe!

Portola Valley Town Center
April 22, 2023
10 a.m. to 2 p.m.



Priorities

The Council's Priorities are below listed with solid bullet points; Safety, Fiscal Responsibility and Accountable Governance, Forward Thinking Planning and Sustainable and Resilient Town. Each Priority has a second level focus area below to help clarify direction of projects. Some focus areas have examples included but are not meant to be exhaustive, just illustrative.

- Safety
 - Emergency Preparedness
 - e.g. Evacuation Planning
 - Emergency Response
 - e.g. Coordinating First Responders
 - Assessment and Mitigation of Hazard and Risk
 - Public Safety (Crime)
 - Community Preparedness and Awareness
- Fiscal Responsibility and Accountable Governance
 - Timely Fiscal Auditing and Reporting
 - Operational Efficiencies
 - Transparency
 - Community Engagement/Communications
- Forward Thinking Planning
 - Long-Term Revenue Needs
 - Long-Term Revenue Sources
 - Town Center Master Plan
 - Monitoring Infrastructure
 - General Plan Update
- Sustainable and Resilient Town
 - Promoting Sustainability
 - Land Use
 - e.g. Planning Affordable Housing
 - Protecting and Enhancing Environmental Resources
 - Post-Adoption Housing Element Process

Next steps –

Committee involvement – add to agendas for each committee, liaison discussion, to solicit projects.