Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

### A. GENERAL INFORMATION

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3. Organizational Placement (Division/Branch/Office Name)

Recovery Operations Directorate/California Wildfire Mitigation Program (CWMP)

4. CEA Position Title

CWMP/JPA Executive Director

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

Assembly Bill 38 (Wood, 2019) required the California Governor’s Office of Emergency Services (Cal OES) and the California Department of Forestry and Fire Protection (Cal FIRE) to enter into a joint powers agreement (JPA) to develop and administer a comprehensive wildfire mitigation program. This agreement allowed for Cal OES and Cal Fire to create the California Wildfire Mitigation Program (CWMP) which is ran by a Board of appointees from Cal OES and Cal FIRE. This CEA B position will serve as the Executive Director of the CWMP Board and have overall responsibility for operations of the CWMP. The Executive Director is authorized to operate the CWMP within the framework established by law and the JPA, and in accordance with rules and policies adopted by the governing board.

6. Reports to: (Class Title/Level)

Deputy Director of Recovery, Exempt

7. Relationship with Department Director (Select one)

- [ ] Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- [x] Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): Reports directly to the Deputy Director of Recovery.

8. Organizational Level (Select one)

- [ ] 1st
- [ ] 2nd
- [ ] 3rd
- [x] 4th
- [ ] 5th (mega departments only - 17,001+ allocated positions)
9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The CWMP is a legally separate entity from its members. It has a governing board consisting of two members appointed by Cal OES and two members appointed by Cal FIRE. Overall responsibility for operations has been delegated by the governing board to the Executive Director (this position). The Board was developed as a requirement of AB 38 and allows for both Cal OES and Cal FIRE to have equal representation, however the operation of the CWMP is delegated to the Executive Director who must have authority to collaborate with government and community stakeholders in the creation of robust wildfire mitigation policies and the implementation of actionable measures to meet the goals of AB 38. This position will serve as the CWMP Executive Director, and is responsible for the overall direction, organization of resources, and implementation of objectives assigned to the CWMP.

The CWMP Executive Director will direct the organizational strategy of the CWMP and is responsible for oversight of CWMP activities, strategic planning, and risk management. The CWPM Executive Director will guide and inform policy development and advise the Board on policy implementation activities; develop and maintain relationships with state agencies, industry stakeholders, and academic institutions; and ensure the development of obtainable goals and objectives of the CWMP. This includes, but is not limited to, developing and implementing residential wildfire risk reduction policy and objectives, staffing plans, assessments, applicable mitigation/management measures, and vulnerability studies; identifying financial impacts; managing stakeholder and policy coordination; and conducting high-level outreach.

The CWMP Executive Director is authorized to operate CWMP within the framework established by law and the joint exercise of powers agreement that formed CWMP and in accordance with rules and policies adopted by the governing board. The incumbent will be expected to:

- Identify emerging legal, economic, political, social, technological, and marketplace trends that are likely to affect CWMP’s fulfillment of its mission, its operations, solvency, and management and bring to the attention of the governing board all matters that are sensitive in nature or that have a significant policy impact;
- Advise the governing board on all matters pertaining to CWMP;
- Cooperate with and act as liaison between and among the governing board, the CWMP staff, the members of CWMP and their staffs, departments and agencies of the State of California, the Legislature, the Governor, the State Treasurer, the Insurance Commissioner, and other state officers;
- Present recommendations to the governing board for policies, rules, and proposed actions to carry out the provisions of laws that apply to CWMP programs;
- Create and submit reports, resolutions, and procedures to the governing board, and make recommendations for legislative action on changes in CWMP’s programs and efforts in connection with the laws that govern the administration of CWMP;
- Maintain membership in and participate in the proceedings of state, national and other organizations in the field of wildfire loss mitigation for the purpose of keeping abreast of developments in that field and any and all related fields or endeavors—membership and participation includes traveling to and attending meetings of those organizations, as appropriate;
- In consultation with the governing board as needed, act as the primary spokesperson for CWMP to the public and appear before and offer testimony to Legislative committees and address other groups to inform them of the operations, programs, and policies of CWMP as well as positions taken by the governing board (if any) on proposed laws and other issues;
- Prepare proposed updates to the CWMP business plan no less frequently than annually and submit the updates to the governing board for consideration and approval;
- Oversee, direct, and monitor the performance of services from all CWMP contractors, vendors, consultants, and advisors;
- Accept service of summons and any other legal service of process for and on behalf of the governing board and CWMP;
- Execute all documents and authorize the issuance of instructions to accomplish the Executive Director’s authorized responsibilities and duties.
10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.

- Program is indirectly related to department's primary mission.

- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The Cal OES mission is to protect lives and property, build capabilities, and support our communities for a resilient California. The CWMP program is directly tied to the Cal OES mission, not only in the protection of lives and property, but also in building capabilities and supporting communities for a resilient California in the face of unprecedented wildfires. In addition, the Cal OES Strategic Plan contains the following goals which tie to the purpose of this program.

- Goal 1: Anticipate and enhance prevention and detection capabilities to protect our State from all hazards and threats.
- Goal 2: Strengthen California’s ability to plan, prepare for, and provide resources to mitigate the impacts of disasters, emergencies, crimes, and terrorist events.
- Goal 4: Enhance the administration and delivery of all state and federal funding and maintain fiscal and program integrity.

The purpose of the CWMP is to facilitate the implementation of wildfire home hardening activities for socially vulnerable residents in high fire hazard areas throughout the state. The CWPM Board will also be charged with dispersing funds, grants and other types of assistance and incentives to homeowners and communities, when available, to implement home hardening programs to protect against fire damage.

The CWMP Executive Director will take all necessary and appropriate actions to support continued development of the CWMP through implementation of the business plan adapted by the governing board and administer the program to meet the goals and objectives of the CWMP.
B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

California has moved into a new chapter of emergency management and disaster response and recovery in the State. Emergencies and disasters are more frequent, more complicated, and often involve multiple counties and regions of the state. The resulting recovery for communities takes much longer and is significantly more costly. To protect communities against catastrophic wildfires, California must invest in mitigation activities at the landscape level to improve forest health, but also at the community level to harden homes and establish defensible space within communities. These interventions need to be present to change wildfire behavior, lower a fire’s intensity, and mitigate loses from catastrophic mega fires.

Natural disasters have had a historically disproportionate impact on communities with largely vulnerable populations (e.g., people of lower socio-economic status, racial/ethnic minorities, the elderly, the disabled, etc.). These communities also often face obstacles to accessing mitigation and recovery resources due to various hardships (e.g., language barriers, complex grant applications, cost, etc.). Socially vulnerable homeowners face many barriers in maintaining defensible space around their homes or implementing recommended home hardening measures. Consequently, achieving community resilience to wildfire is often out of reach for socially vulnerable neighborhoods. This position is critical to increasing the ability of these communities to access resources and reduce their risk.

In 2008, California adopted the Chapter 7A Building Codes to ensure new construction would use the safest materials and designs to increase the likelihood that homes will survive exposure to embers and flames. However, Cal OES and California Department of Forestry and Fire Protection (CAL FIRE) estimate there are over 500,000 homes owned by low-income homeowners in the State Responsibility Area and the Local Responsibility Area in the Very High Wildfire Severity Zone that do not meet the standards of modern building codes. These homes and communities are at great risk to future wildfires and must be "hardened" to improve their survivability.

In 2019, the Legislature passed Assembly Bill 38 (Wood), Statutes of 2019, Chapter 391 to require Cal OES and CAL FIRE to establish a Joint Power Authority (JPA) to administer the CWMP to retrofit homes built prior to the adoption of Chapter 7A and establish defensible space in high risk, socially vulnerable communities. The CWMP is created for the sole purpose of encouraging cost-effective structure hardening and retrofitting that creates fire-resistant homes, businesses, and public buildings, and facilitating vegetation management, the creation and maintenance of defensible space, and other fuel modification activities that provide neighborhood or community wide benefits against wildfire. The purpose of the JPA is to exercise those powers jointly by funding and managing a program to accomplish that purpose.

To meet the requirements of the legislation, Cal OES and CAL FIRE began developing the framework for establishing a statewide program that can be modeled throughout California communities. The framework will provide the opportunity for California communities to leverage state and federal resources to develop local home hardening programs and defensible space programs that address community wildfire risk reduction and resiliency needs. To help expedite local home hardening program development and inform build-out of the state’s framework, Cal OES and CAL FIRE created a methodology from wildfire risk and social vulnerability metrics to identify communities to implement demonstration home hardening projects that could test the state’s proposed framework.

In the 2020 Budget Act, Cal OES was allocated $21,924,000 to fund activities of the CWMP. In 2021, Cal OES and Cal FIRE formally established the JPA for the CWMP. Cal OES is the administrator of the Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) programs for the State of California. The Hazard Mitigation Grants Program (HMGP) is a post-disaster funding program that will pay up to 75 percent of the cost of eligible mitigation projects. The CWMP Board approved use of the $21,924,000 in state funds to cover the local 25 percent match to participate in HMGP for the three demonstration communities, ultimately increasing the dollars available for the demonstration projects up to $87,600,000.

The CWMP Executive Director will work independently to engage stakeholders, develop policy recommendations, liaise with industry experts and academic institutions, and present to the legislature on activities of the CWMP. Eligible measures have been informed by the latest in fire science, in collaboration with experts at CAL FIRE, the National Institute of Standards and Technology, and the Insurance Institute for Business and Home Safety, to mitigate against fire risks caused by ember, radiant heat, and flame. The CEA B will continue and build upon relationships with these and other stakeholders to further develop data and science to inform program development and evolution.
C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

This position serves as the Executive Director of the CWPM and is responsible for overseeing, planning, and directing the statewide wildfire mitigation program; leading the process of developing and promoting educational programs that stress the importance of residential wildfire mitigation; collaborating with academic institutions, non-governmental organizations, and industries to promote and support wildfire mitigation research and activities statewide; and, other actions that promote wildfire mitigation and present whole community wildfire risk reduction solutions. This position is responsible for the management, organization of resources, and the implementation of objectives assigned to the CWMP. This includes but is not limited to the development and implementation of residential wildfire risk reduction objectives, staffing plans, assessments, applicable mitigation/management measures, vulnerability studies, and financial impacts.

The CWMP Executive Director will organize and supervise the JPA professional staff in the development of policies, methodologies, and investment strategies that serve to prioritize equitable investment in underserved communities most vulnerable to wildfire risk. The incumbent will develop goals and objectives, annual work plans, and formulate policies for statewide implementation; recommend and establish CWMP policies and procedures for Board approval; establish and manage contracts approved by the Board; identify specific program issues or conflicts associated with program activity; collaborate with academic institutions, nonprofit entities, the residential construction industry, and wildfire-related research groups and agencies in science and engineering to promote and support wildfire mitigation related research and educational activities; and direct the development of issue briefs and/or make recommendations for efficient resolution and improvements to the JPA Board, the Director of Cal OES, and other Cal OES Executive staff members.

This position is responsible for realizing the goals outlined in the Business Implementation Plan of the CWMP; developing and recommending policies, standards, and planning guidelines to enhance program implementation; coordinating with various program and administrative staff regarding available funding and programmatic eligibility requirements of Federal and State programs; and planning, directing, and providing oversight and guidance to the statewide residential retrofit program designed to help California homeowners make their homes more resistant to wildfire damage.

The CWMP Executive Director will review and analyze various technical documents, feasibility studies, vulnerability analyses, planning documents, specifications, appeals, local codes and standards, and similar documents applicable to CWMP implementation; direct and coordinate the completion of technical and special reports including detailed analyses of complex issues related to construction methods, costs and codes, environmental and historic preservations, benefit costs analyses, and other related topics.
C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The CWMP Executive Director is authorized to operate CWMP within the framework established by law and the joint exercise of powers agreement that formed CWMP and in accordance with rules and policies adopted by the governing board. The CWMP Executive Director will advise the governing board on all matters pertaining to CWMP; cooperate with and act as liaison between and among the governing board, the members of CWMP and their staffs, departments and agencies of the State of California, the Legislature, the Governor, the State Treasurer, the Insurance Commissioner, and other state officers; present to the governing board for adoption recommended policies, rules, and proposed actions to carry out the provisions of laws that apply to CWMP programs; make recommendations for legislative action on changes in CWMP's programs and efforts in connection with the laws that govern the administration of CWMP; act as the primary spokesperson for CWMP to the public and appear before and offer testimony to Legislative committees and address other groups to inform them of the operations, programs, and policies of CWMP as well as positions taken by the governing board (if any) on proposed laws and other issues.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

This position will develop and implement new policies and build upon the policies implemented by Cal OES in the wildfire mitigation space.

The CEA will provide strategic, high-level policy development and programmatic oversight of statewide wildfire retrofit program costs, investment priorities, and implementation strategies. This position will participate in statewide executive management meetings and contribute to statewide discussions on wildfire mitigation program development and implementation.

These policies will complement existing efforts and the efforts being implemented by Cal OES and Cal Fire. This position will collaborate with Cal OES and Cal Fire leadership for California to develop consistent statewide wildfire mitigation policies and procedures and to maximize the opportunities to reduce wildfire risk throughout the State.