

# Wildfire Programs Advisory Council

## 2025 Report Workgroup Guidance

July 18, 2025

*Updated by Susan Millhauser, Oregon Department of Land Conservation and Development.*

This packet contains the following information to assist the three workgroups of the WPAC in working together to write the Council's 2025 report.

1. Important 2025 context
2. Workgroup objectives and rosters
3. Proposed timeline
4. Considerations for developing report content
5. Sample workgroup schedule

### 1. Important 2025 Context

There is a continued need for the WPAC to meet its legislated obligation for an annual report per Senate Bill 762 Sec. 36(13): *"Each October the council shall submit a report to the Governor and appropriate committees or interim committees of the Legislative Assembly that describes progress on implementing program activities related to defensible space, building codes, land use and community emergency preparedness and that recommends improvements."*

However, given the evolving wildfire policy environment since passage of SB762, the WPAC workgroup process and annual report needs a new approach at this time. Changes are:

- a. Three workgroups will be structured around 1) Funding Assessment (HB 3940 and HB 5006), 2) Local Adoption of Mitigation Measures (SB 83), and 3) Insurance Strategies (SB 85). The workgroup topics align with legislation passed during the 2025 session.
- b. Workgroup memberships are determined at the July 18, 2025, WPAC meeting.
- c. Agency staffing for each workgroup is being updated to reflect the relationship of key agencies to each workgroup's focus.
- d. Review and editorial functions will be provided by the WPAC executive group (Director Grafe, Chair and Vice Chair Hunnicut and McCurdy; and support staff Davis, Millhauser, Gasparini, Rau, and Collins).
- e. Workgroups will be expected to engage with relevant agencies to review and report on implementation status of existing and proposed wildfire programs and policies, including a brief summary of status and outcomes of related policies and programs since SB 762. They will also be expected to focus on current issues and opportunities, offering perspective, vision, and suggested strategy for advancing all components of advancing wildfire protection within their focus areas (see below for description of each workgroup).

## 2. Workgroup Objectives and Roster

Within each workgroup, the designated staff and lead council member(s) work together to schedule and facilitate meetings, organize attendance of agencies to provide information and updates, document discussions in meeting notes, and draft their sections of the report. All workgroup members are expected to take a share of writing. **Workgroups are expected to meet frequently to maintain discussion and progress to meet the deadlines in the timeline included below.** See sample workgroup schedule at the end of this document for an example of how prior workgroups organized their internal timelines.

### **1. Funding Assessment Workgroup (HB 3940 (2025) and HB 5006 (2025))**

#### **Purpose:**

- Engage with Wildfire Program Agencies in the execution of HB 3940 (2025) and HB 5006 (2025).
- Related to wildfire mitigation, assess the progress of funding allocations to the Landscape Resiliency Fund and Community Risk Reduction Fund and advise on the advancement of associated landscape resiliency and community risk reduction programs.
- Related to wildfire readiness and suppression, assess the progress of funding allocations to the OSFM Mobilization Fund and the ODF Large Fire Fund, along with Agency budgets for fire readiness including landowner rates and impacts on rural fire protection district adjustments in HB 3940.
- Consider how the legislature and agencies invest limited wildfire funding resources and suggest potential legislative action to fund resource gaps in all wildfire program implementation agencies.
- Identify intended outcomes and potential future measures of success.
- The Funding Assessment workgroup and the Local Adoption of Mitigation Measures workgroup should consider co-meeting with OSFM at least once to receive information and updates on community risk reduction measures implementation.
- Provide consideration of aspects related to socially and economically vulnerable communities.

Workgroup Leads	Chad Washington, Terry Fairbanks
Agency Staff Support	Derek Gasperini, ODF
Workgroup Member	Nick Browne
Workgroup Member	Pat Skrip
Workgroup Member	Nick Browne
Workgroup Member	Gary Jackson
Workgroup Member	Susan Jane Brown
Workgroup Member	
Workgroup Member	

## **2. Local Adoption of Mitigation Measures Workgroup (SB 83):**

### **Purpose:**

- Engage with implementation agencies in the execution of SB 83 (2025).
- Assess progress and identify opportunities and obstacles for communication and engaging with vulnerable wildfire communities to implement community risk reduction mitigation strategies given the opportunity for local governments to adopt building codes and defensible space codes (post wildfire hazard map).
- Provide recommendations regarding types of outreach, tools, and resources local and tribal governments may need for successful implementation.
- Identify intended outcomes and potential future measures of success.
- The Funding Assessment workgroup and the Local Adoption of Mitigation Measures workgroup should consider co-meeting with OSFM at least once to receive information and updates on community risk reduction measures implementation.
- Provide consideration of aspects related to socially and economically vulnerable communities.

<b>Workgroup Leads</b>	<b>Jim McCauley, Branden Pursinger</b>
Agency Staff Support	Erik Rau, OSFM
Workgroup Member	Ilene Vargas
Workgroup Member	Chad Washington
Workgroup Member	Terry Fairbanks
Workgroup Member	Joshua Shaklee
Workgroup Member	Sarah Worthington
Workgroup Member	Mary Kyle McCurdy
Workgroup Member	Garrett West
Workgroup Member	

## **3. Insurance Strategies Workgroup (SB 85 (2025) and SB 82 (2023)):**

### **Purpose:**

- Engage with DCBS and OSFM in the execution of SB 85 (2025).
- Receive an update on the pilot project between OSFM and the Insurance Institute for Business & Home Safety (IBHS) for implementing strategies to reduce wildfire risk to structures, properties, and communities in ways that could favorably impact insurance rates and availability, including how the pilot is informing implementation of SB 85.
- Identify outcomes and effectiveness of prior legislation related to insurance (SB 82 (2023)).
- Provide consideration of aspects related to socially and economically vulnerable communities.

<b>Workgroup Leads</b>	<b>Bill Messner, Samantha Bayer</b>
Agency Staff Support	Raven Collins, DCBS-DFR
Workgroup Member	John O’Keeffe
Workgroup Member	Ilene Vargas
Workgroup Member	Ty Darby
Workgroup Member	Sarah Worthington
Workgroup Member	Dave Hunnicutt
Workgroup Member	
Workgroup Member	

### 3. Timeline for 2025

<b>Report Timeline</b>		<b>Due Date</b>
Full WPAC meeting - kickoff of report process for 2025	Full WPAC	July 18
Each workgroup holds initial remote meeting, assigns member roles, and plans meetings with relevant agencies	Each of the three workgroups	No later than August 8
Groups submit short summary of progress and a draft outline of their report sections to Executive Group	Each of the three workgroups	August 22
Groups submit their full final content for each of their sections to Executive Group	Each of the three workgroups	September 8
Dave and Mary Kyle review and edit workgroup sections for clarity and content, in consultation with the workgroup leads as needed.	WPAC Chair and Vice Chair	September 15
Provide a copy of each workgroup’s section to agency contacts for review to ensure accuracy.	Susan	September 15; agency corrections due back by September 22
Susan, w/technical support from EJ, submits the final draft report to rest of Executive Group for their review, including Executive Summary and other introductory sections.	Susan & EJ	September 24
Executive Group meets and gives Susan & EJ any guidance needed on how to proceed with final writeup of report.	Executive Group / Susan & EJ	By October 1
Final draft of report ready for full council review and sent out	Susan	By October 10
Full council meeting: Final validation of report		October 17
Final draft of report content and all necessary materials (e.g., photos) ready for DAS to design final version	Executive Group	October 21
Report finalized and released to Director Grafe, Governor, legislature and appropriate committees or interim committees of the Legislative Assembly	Executive Group	October 31

## 4. Content Writing Considerations

Workgroups are expected to submit full drafts of their report content. The role of the Executive Group is to ensure consistency and clarity in report content, and EJ and Susan are tasked with technical review and additional writing of the final report. There is also an agency review process to ensure that information prepared by workgroups is accurate. However, it will help our process greatly if all workgroups can follow these considerations in preparing their content for submission.

The **Funding Assessment workgroup** should prepare:

- 1) A clear description of the policy landscape over the last legislative session on the topic of adequate readiness and response funding for wildfire programs.
- 2) A summary of implementation progress of funding activities in their purview.
- 3) A summary of the opportunities, issues, and recommended directions from the perspective of WPAC members, including areas of agreement, areas of difference, and potential future considerations. Explain why you are making recommendations and what improved implementation/outcome/impact you think they could have, including being specific about how and why this work could be continued, expanded, or adjusted.

The **Local Adoption of Mitigation Measures and Insurance Strategies workgroups** should each prepare:

- 1) A summary of implementation progress of all existing wildfire programs in their purview.
- 2) A clear description of the policy landscape over the last legislative session on all topics within their purview.
- 3) Observations and recommendations, which should be the most substantive component and clearly capture workgroup members' discussions of opportunities, challenges, areas of agreement, areas of difference, and potential future considerations. Explain why you are making recommendations and what improved implementation/outcome/impact you think they could have, including being specific about how and why this work could be continued, expanded, or adjusted.
- 4) Coordination with the Funding Assessment workgroup to ensure investment targets are linked to effective program development recommendations.

Each workgroup should include consideration of the roles, needs, and impacts for socially and economically vulnerable communities.

Write in plain language following Oregon's plain language standards. This means writing for an 8th grade reading level, keeping sentences concise, and not using complex or bureaucratic terms without defining them. Please refer to <https://www.oregon.gov/DAS/Pages/writingplainlanguage.aspx>.

Ensure terminological consistency and clarity: Any technical terms or terms important to the accuracy and content of the report should be defined and used in the same way throughout your content, and as they are referred to in any bills. Avoid using different words for the same concept.

## 5. Sample Workgroup Schedule from 2022

Workgroups may wish to use similar timelines/process steps to organize themselves for 2025. Note that this schedule reflects the former, now outdated topic areas of the prior workgroups.

### WORKGROUP #3 2022 SCHEDULE

Thursday	Topic	Lead
5/26/2022	<b>Prep:</b> <ul style="list-style-type: none"> <li>○ Relevant sections of SB762</li> <li>○ Links / attachments to status reports</li> <li>○ Schedule Agency representation for status discussion (Michael Grant from OPUC)</li> <li>○ Develop questions prior to meeting</li> </ul>	Allen Berreth
6/2/2022	<b>Sections 2-6: Electric Utilities Wildfire Plans / Workshops</b> <ul style="list-style-type: none"> <li>○ Draft section writeup based on topic (PUC)</li> </ul>	
6/9/2022	Review Allen's 1 <sup>st</sup> draft of Utility section	Alessandra de la Torre / / Ian Yocum
6/16/2022	<b>Section 13-15: Public Health (DEQ, OHA, DHS)</b> <ul style="list-style-type: none"> <li>○ Draft section writeup based on topic</li> </ul>	
6/23/2022	Review Alessandra/Ian 1 <sup>st</sup> draft public health	Jim McCauley / Susan Jane Brown /
6/30/2022	<b>Section 18: Wildfire risk reduction through landscape resiliency grants, small forestland grants, Firewise grants, 20-year plan (ODF)</b> <ul style="list-style-type: none"> <li>○ Draft section writeup based on topic</li> </ul>	
7/7/2022	Review Jim/Susan Jane 1 <sup>st</sup> draft of landscape resiliency	Amelia Porterfield / John O'Keeffe /
7/14/2022	<b>Sections 25-27: Prescribed fire (ODF)</b> <ul style="list-style-type: none"> <li>○ Draft section writeup based on topic</li> </ul>	
7/21/2022	Review Amelia/John 1 <sup>st</sup> draft of prescribed fire	Nick Browne / Ian Yocum / Chase Browning
7/28/2022	<b>Section 21: Oregon Conservation Corps (HECC)</b> <ul style="list-style-type: none"> <li>○ Draft section writeup based on topic</li> </ul>	
8/4/2022		Allen / Jim
8/11/2022		Allen / Jim
8/18/2022		Allen / Jim
8/25/2022	<b>Last Meeting before FINAL submission</b>	Allen / Jim