

Project Charter: Board Objective: 2024 Board of Supervisors Objective

Prepared by/project manager: Craig Griesbach, Director of Emergency Services

Project Sponsor: Steve Monaghan, Information and General Services Agency Director

1. BACKGROUND AND PROJECT JUSTIFICATION

To describe, articulate, and achieve the Board of Supervisors 2024 objective for Emergency Preparedness:

Lead the community in all hazards planning, preparedness, response, and recovery with a focus on wildfire. Do this by focusing on improving countywide evacuation routes and safety, continuing to strengthen early alert and critical communication systems, partnering closely with residents and community partners in emergency preparedness, defensible space, home hardening, green waste disposal, and fire-safe land stewardship.

2. PROJECT SCOPE AND TIMELINE

To execute the Office of Emergency Services core mission of community emergency Planning/Preparedness, Mitigation, Response, and Recovery.

Primary initiatives in achieving this mission include:

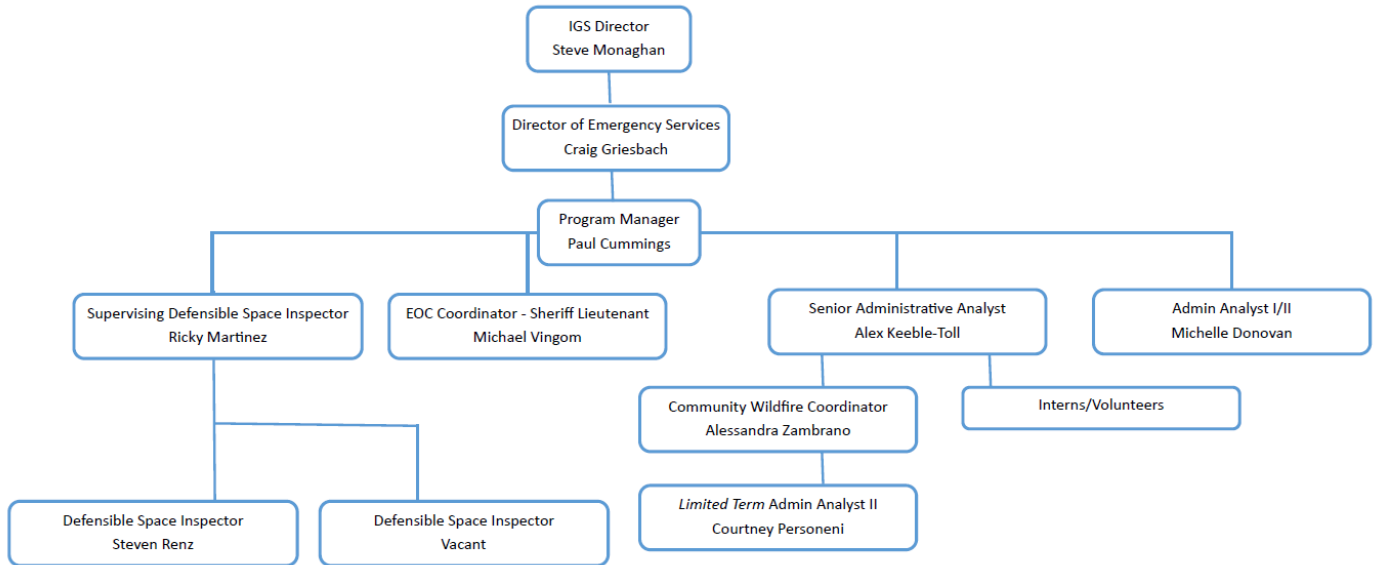
- Increase evacuation safety programs countywide through strategic planning to save lives with a focus on implementing larger scale evacuation projects.
- Improve countywide early warning systems and emergency communications.
- Reduce fire severity and intensity through fuels management by increasing defensible space, affordable green waste disposal, and fuel mitigation implementation including a focus on projects and programs that are multi-benefit for mitigation of other disaster events.
- Provide a coordinated approach to wildfire preparedness through advocacy, community engagement, education, key stakeholder partnership and project implementation including cultivating individual projects into larger community-wide projects.
- Plan and train for, respond to, and recover from all hazards, with a specific emphasis on wildfires. Prioritize completion of key strategic planning projects.
- Continue aggressive grants approach while being strategic with grant opportunities based on required match, capacity, and management/administration funding.
- Invest in enhanced response and recovery resources for the community.
- Supporting and maturing existing OES programs and team while ensuring projects and actions are balanced with overall capacity.

3. WORKGROUP MEMBERS – ROLES & RESPONSIBILITIES

Team Member Name	Department	Roles/Responsibility
Craig Griesbach	OES	Project Manager
Alex Keeble-Toll	OES	Communications Representative
Elise Strickler	IGS Administration	Budget Support

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Paul Cummings	OES	Project Team
Michael Vingom	Sheriff	Project Team
Alessandra Zambrano	OES	Project Team
Ricky Martinez	OES	Project Team



4. HIGH LEVEL REQUIREMENTS:

Major Stakeholders:

- Nevada County Board of Supervisors (*leadership, policy, and budget support*)
- Nevada County CEO Team (*leadership, policy, and budget support*)
- Nevada County Community Development Agency (*projects, similar communities of interest, roads, infrastructure, emergency response, and subject matter expertise*)
- Nevada County Health and Human Services Agency (*similar communities of interest, supportive services, and emergency response*)
- CAL FIRE (*emergency response, wildfire prevention/mitigation, grants, and projects*)
- Local Fire Districts (*emergency response, wildfire prevention/mitigation, and projects*)
- Law enforcement agencies (*emergency response, evacuation mission, wildfire prevention/mitigation, and projects*)
- Utility service providers (*PG&E, AT&T, Liberty, etc. related to infrastructure and emergency response*)
- Firewise Communities (*communities of interest specifically with wildfire*)
- Nevada County Fire Coalition (*education, outreach, and communities of interest specifically with wildfire*)
- Incorporated Cities and Town (*alignment and collaboration with preparedness, mitigation, response and recovery efforts*)
- Cal OES, FEMA, BLM and National Forest (*project alignment and state/federal resource support*)
- Nongovernmental Organizations (*wildfire prevention/mitigation, outreach, education, projects, collaboration, grants, and response/recovery resources*)
- Regional County's (*Response support and project alignment*)

PROJECT CHARTER

High Level Risks and Assumptions:

- New wildfire and emergency events
- Staffing capacity with new and ongoing project demands
- Funding shortfalls and lack of sustainable funding
- Timing of grant awards associated to match funding requirements and project timelines
- Staff turnover and recruitment
- Availability of contractors and vendors to complete projects

5. Communications Plan:

Reference the 2024 OES Outreach and Engagement Plan.

6. Summary Budget:

Reference the adopted OES budget (20702) including additional grant awards occurring during 2024. Budgeted staffing, initiatives, and projects are all connected to accomplishing the Emergency Preparedness Objective. This budget is primarily funded by grants and general fund. The increased project and grant management workload is driving the need for increased capacity needs of project management related to mitigation and recovery projects. Also, the need for community green waste resources remains a primary challenge due to the lack of consistent funding for these resources. Additional funding would be needed to effectively manage these projects and programs in the following order of priority:

- \$25,000: Recovery consultant contract
- \$75,000: Project management consultant contract(s) for mitigation project implementation
- \$25,000: Community green waste drop off event funding for FY 24/25

Charter Budget – Emergency Preparedness					
		Costs			
Initiative/Project	Board Workshop \$ (Board Priority Assign. GF)	Other Funded Costs	Unfunded Costs (e.g. grant or other future opportunity?)	Total Cost	Revenue Note
Emergency Preparedness Operating budget FY 23/24	\$0	\$3,846,997	\$0	\$3,846,997	Combination of grants and general fund, supports operations and project delivery in line with this Board Priority
Mitigation & Recovery Project consultants	\$100,000	\$0	\$0	\$100,000	Project management for fuel reduction mitigation and recovery projects
General Housing	\$25,000	\$0	\$0	\$25,000	Supports planned events for FY 24/25
Total	\$125,000	3,846,997	\$0	\$3,971,997	

Approved by (Project Sponsor): _____ Date: _____

