

## CWPP Meeting Guide

Below are **suggestions** on how the CWPP process can go but it's purposely designed to be flexible to the needs of the local community. For a NEW CWPP = 3, 2-hour meetings with usually a 2 week delay between meetings to allow for completion of assignments. For Updating a CWPP = 2, 1-hour meetings with most of the updates to the document completed before the 1<sup>st</sup> meeting.

STEPS	MEETING GOALS		ASSIGNMENTS	
Pre -Meeting Planning			Planning lead (Participating entity) <ul style="list-style-type: none"> <li>• Set 1<sup>st</sup> meeting date, meeting location and reservation</li> <li>• verify availability for key partners to be able to participate</li> </ul>	
Meeting Notification			Planning lead (Participating entity) <ul style="list-style-type: none"> <li>• Invite community members/landowners</li> <li>• Invite adjacent land management agencies/landowners</li> <li>• Invite industry and local interest groups</li> </ul>	
1 <sup>st</sup> Meeting	Wildfire threat education/presentation	FFSL staff/county fire warden	Part I – Community Description	local officials/community fire council
	Identify fire council/planning team	Planning lead		
	Discuss next steps, set next meeting date, and give assignments	Planning lead	Part II – Risk Assessment	FFSL Area FMO, WUI & fire warden
	Meeting set-up/clean up	Planning lead		
2 <sup>nd</sup> Meeting	Presentation on Part II – Risk Assessment “findings”	FFSL staff/county fire warden	Updates the word document with the results from the meeting	Planning lead/community fire council
	Break into groups to discuss and identify activities in Part III.	Planning lead	E-mails draft final to planning team for last comments	Planning lead/community fire council
	Present group activities and prioritize for the CWPP	Planning lead	Complete the “Planning Overview” page 7	Planning lead/community fire council
	meeting set-up/clean up	Planning lead		
3 <sup>rd</sup> Meeting	meeting set-up/clean up	Planning lead		
	Sign CWPP and CELEBRATE	Everyone		