



## **CWPP PLANNING TEAMS**

For communities either creating their first Community Wildfire Protection Plan (CWPP) or updating an older plan, one of the first steps you will take is to identify and convene a planning team. Each community is unique, and therefore, each planning team structure will likely differ based on your community's distinct needs, capacity, and size.

### **LEARN MORE**

#### **CWPP Planning Team Structures**



**A must read: Preparing a Community Wildfire Protection Plan**

## **HEALTHY FOREST RESTORATION ACT REQUIREMENTS**

- CWPPs must be developed collaboratively by local and state representatives in consultation with federal agencies and interested parties.
- Three entities must mutually agree to the contents
  - applicable local government (city or county)
  - local fire department
  - state entity responsible for forest management (in Washington, this is the State Forester)

# THE CORE TEAM

**To help facilitate a collaborative CWPP process, there are many planning team structures and options that you can consider.**

## Identifying Your Role

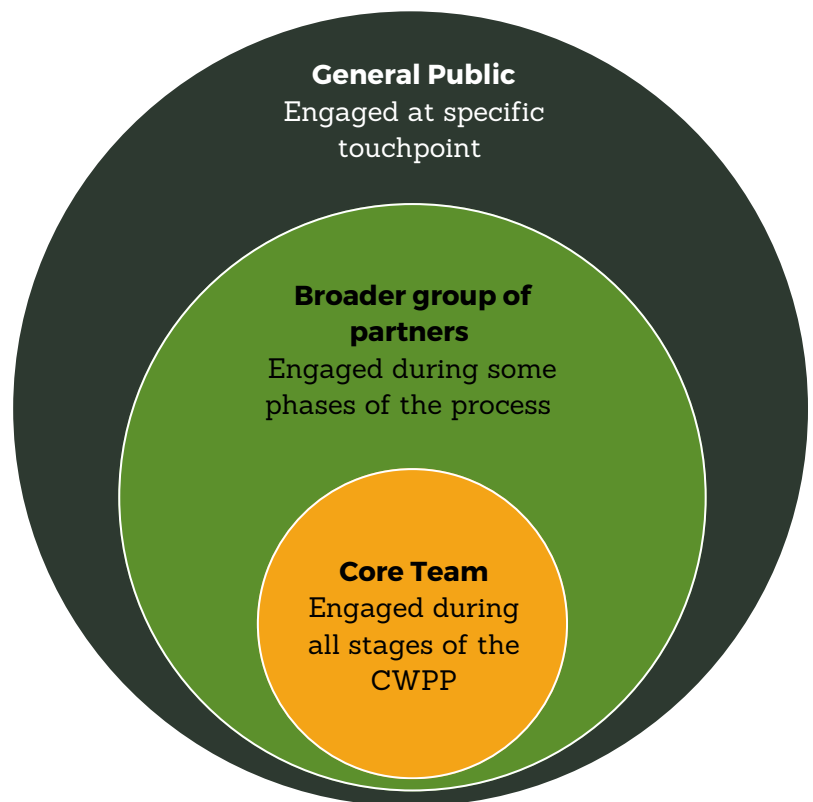
From the simple to the complex, various factors shape the coordination, organization, and functioning of CWPP planning teams. These include the scope and geographic scale, level of interest, number of partners involved, available capacity, information accessibility, and degree of community engagement. When embarking on the development of a CWPP, you may assume multiple roles. These roles aim to foster collaboration, ensure diverse representation and perspectives, facilitate active participation of stakeholders, provide information and expertise, and maintain transparency and clarity in roles and decision-making processes. At the center of this process lies the “Core Team”.

## Who should be on a core team?

Your core team members should represent the people and lands within your project area, have subject matter expertise in fire behavior, community outreach, and local government regulations and resource, and hold decision making authority within their organizations.

## What is the role of the core team?

The core team is the most engaged group at all stages of the process. They meet regularly to set the strategic direction of the plan, ensure the process is collaborative, seek local expertise, and help identify other partners and data sources.



# ASSIGNING TEAM ROLES

## Assembling a Team and Defining Roles

One of the Core Team's roles is to help identify the functions needed to facilitate and coordinate the development of the CWPP. They are responsible for not only ensuring a blend of expertise and perspectives from the start, but also assembling a team and defining roles and responsibilities to foster synergy, maximize resources, achieve desired outcomes, and contribute to the completion of the plan. The functions and activities needed to support the planning process, plan development, and participant and community engagement will vary for each plan.

## Examples of Responsibilities Needed to Support the CWPP Development Process

### Leadership (Often the responsibility of the Core Team)

- Ensure Healthy Forest Restoration Act requirements are met
- Set goals and objectives
- Provide technical expertise and content (local and technical)
- Establish process for collaborative engagement and decision making
- Establish working groups or committees
- Identify a plan writer
- Track plan development progress and timeline

### Facilitator

*Meeting design & preparation, set timeline, and facilitation.*

### Stakeholders, Content Contributors, and Reviewers

*Provide information and resources on: data selection, values at risk, risk and hazard analysis, priority fuel reduction treatments and mitigation actions, local information and context, roadway hazards, fire history and behavior, partnerships, organization & agency roles, community needs, community assets and gaps, and local plan alignment.*

### Contract Management

*Funding and sub-contract administration for outside contract services needed to help develop CWPP plan components*

### Plan Writer, Map Developer

*Write plan, mapping, document layout and design.*

### Coordinator

*Outreach to partners and stakeholders; coordinate public engagement and plan review process.*

### Communications

*Public outreach, comms between CWPP planning team participants, public notices, CWPP summaries and other comms collateral*

### Signatories

*Ensure Healthy Forest Restoration Act Requirements are met; plan review and singiture.*

# STRENGTHENING PLANNING TEAM MEMBER PARTICIPATION

The CWPP development process can often take six months or more, and CWPP team members' understanding, capacity, interest, and commitment may affect their participation. Here are a few potential barriers to consider to help facilitate CWPP team member and stakeholder engagement.

- 1. Lack of awareness and unclear benefits: potential partners do not grasp the significance or benefits of their participation**
  - a. Spend time introducing partners to the CWPP before you start the process (go over their role, requirements, and associated benefits)
  - b. Explain how CWPP's are one of the best resources we have to establish wildfire risk reduction priorities based on community needs and values
- 2. Limited time and resources, and capacity for partner participation**
  - a. Consider offering stipends, scheduling meetings outside of work hours, or contracting someone to help with CWPP planning
- 3. Competing priorities: potential partners may have other commitments**
  - a. Use your time efficiently: consider joining existing meetings, developing a shared timeline, and identifying interests and values ahead of time
- 4. Organizational culture: you have a difficult time generating engagement**
  - a. Engage leadership early and build relationships before you ask someone to participate
  - b. Use existing partnerships to find participants
- 5. Geographic distance: some partners may not live near by, making participation more difficult**
  - a. Provide a variety of platforms for engagement (e.g. online meetings and communication or meetings outside of work hours)
- 6. Communication: find the right balance in communication for your unique location**
  - a. Communicate often, but do not overwhelm people
  - b. Consider creating subgroups or working groups to delegate tasks
  - c. Be flexible
- 7. Trust: lack of trust and past conflict may hinder participation**
  - a. Consider using an outside facilitator or coordinator
  - b. Leverage existing relationships

## SEEKING MORE INFORMATION ON CWPP PLANNING?

[CWPP Resource Hub](#)

[Resources for Washington](#)

[CWPP Technical Assistance](#)

