

Wildland Fire Mitigation Division Implementation Plan/Prospectus

This Implementation Plan (“Plan”) is intended to:

1. Document the initial vision, goals, and steps necessary to establish a new Wildland Fire Mitigation Division (“WFMD”) for the Golden Gate Fire Protection District (“GGFPD”).
2. Serve as a Board Overview and Approval Request for the WFMD.

Advisory Committee. The Plan is based on several meetings of the Wildland Fire Mitigation Division Advisory Committee. Initial members of the Advisory Committee include:

- Kyle Benson, GGFPD Chief
- Karla Grahn, GGFPD Board Member
- Dale Ellenson, GGFPD Firefighter
- Chris Creech, GGFPD Firefighter
- Drew Kenyon, GGFPD Firefighter
- Amanda Gierhart, Community Member
- Laura Creech, Community Member
- Tyler Bassett, Community Member
- Cam Kenyon, Community Member

Vision. The overarching and initial vision for the WFMD is to create a community-wide wildland fire mitigation support system that is financially self-sufficient/sustainable through a mix of grant funding, volunteer labor, and community fundraising efforts.

Background. At the start of calendar year 2025, there were no plans to establish the WFMD. However, certain elements of the soon to be published CWPP (Community Wildfire Protection Plan) will demonstrate the need for the creation of the WFMD.

Furthermore, the State of Colorado (via HB25-1009) has passed legislation to prevent and mitigate wildfire destruction by encouraging local governments to reduce dead vegetation that can fuel destructive fires. Jefferson County has approved and created a Wildland Fire Management Program that includes the hiring of full-time Wildland Fire Crew Members. Their program has created 37 Full-Time positions that will be funded by a \$7 million initial offering and a planned \$4.5 million annual budget. The WFMD will mimic certain aspects of the program that JeffCo is creating.

Primary Services. The WFMD will consist of three volunteer teams offering the following primary services:

1. **Wildland Fire Mitigation** (referred to as the “Crew” team): large wildland fire mitigation clearing focused primarily on community exit routes and as identified by the current version (not final) Community Wildfire Protection Plan (CWPP).
2. **Homeowner Assessments**: individualized on-site fire mitigation assessments for community homeowners (upon request).
3. **Education**: general fire mitigation public awareness and education for the community (and outside of individual homeowner assessments).

Team Size, Training Requirements, Service Goals, Volunteer Time Commitments

1. Crew

- a. Team size: 16 volunteers
- b. Training: Volunteers will be required to complete the S-212 “Wildland Fire Chainsaws” course designed to equip individuals with the knowledge and skills necessary for safe and effective chainsaw operation. This course will be offered free of charge for volunteers.
- c. Service level goal: 36 workdays per year (from April to October)
- d. Volunteer time commitment:
 - i. 4-person crews
 - ii. 8 hours per day (two 4-hour shifts)
 - iii. Total work hours (36 days x 4 crew x 8 hours): 1,152 hours
 - iv. Hours required per volunteer (1,152 hours / 16 volunteers): 72 hours for an average of 10.2 hours per month (primarily from April to October)

2. Homeowner Assessments

- a. Team size: 3 volunteers
- b. Training: Volunteers will be required to take a formal home fire mitigation training course. This course will be offered free of charge for volunteers.
- c. Service level goal: 15 assessments per year
- d. Volunteer time commitment:
 - i. Estimate of 2 hours per assessment visit (with up to three visits expected per property), and 2 volunteers working together on each assessment
 - ii. Total work hours (15 assessments x 3 visits x 2 volunteers x 2 hours): 180
 - iii. Hours required per volunteer (180 hours / 3 volunteers): 60 hours for an average of 5 hours per month (assuming year-round services)

3. Education

- a. Team size: 3 volunteers

- b. Training: no formal training
- c. Service level goals:
 - i. Provision of educational material through social media, fire department website postings, mailers, etc.
 - ii. 6 educational “events” per year (e.g., pig roast, craft fair, fire department open houses, stand-alone educational events, etc.)
 - iii. “On call” time for community fire mitigation questions
- d. Volunteer time commitment:
 - i. Three components:
 - 1. Educational material gathering / creation / dissemination: **40 total work hours** per year (should decrease in year 2)
 - 2. Educational “events”
 - a. 6 – 8 hours per event depending on the event, with 2 volunteers working each event for an estimated total of **72 to 96 total work hours** per year (2 volunteers x 6 “events” x 6-8 hours per event)
 - 3. “On call” time for community fire mitigation questions: 4 hours per month or **48 total work hours** per year
 - ii. Total work hours per year (40 + (72-96) + 48): 160 to 184
 - iii. Hours required per volunteer:
 - 1. ~53 to 61 hours per year
 - 2. ~4 to 5 hours per month

Required Action Items / Initial Steps (not necessarily listed in order, and some of these have been completed)

- 1. Implementation Plan (completed via this document)
- 2. Establish target milestones backward from the October 2025 launch date (completed).
 - a. July: Finalize implementation plan – completed
 - b. August:
 - i. All documentation created, 4th Thursday of month (August 28) - completed
 - ii. Board presentation (28 August) – overview, JDs, etc.
 - 1. Prospectus
 - 2. Job Descriptions
 - 3. Rough funding request for 2026 (grants, sponsorships)
 - c. September:
 - i. “Launch” – website, etc.
 - ii. Recruitment first three weeks

- iii. Funding secured
 - iv. Outreach begins Volunteer training
 - d. October:
 - i. Initial interviews done
 - ii. Training started
 - iii. Launch
 - e. All recruitment done by end of the year
- 3. Funding Requirements and Sources (completed - please see full list in the Appendix below)
 - a. Equipment (what's required, what's the cost)
 - b. Training costs for the Crew, Homeowner Assessment, and possibly the Education team members
 - c. Administrative costs (background checks, etc.)
 - d. Workman's Comp
 - e. Funding sources (grants, fundraisers, fire district, county, other?)
- 4. Identification of Workman's Comp / Risk Management considerations - completed
- 5. Communication strategy / creation of page on social media and GGFPD website
- 6. Branding (logo, hats, t-shirts)
- 7. Creation of job descriptions for each team - completed
- 8. Volunteer recruitment - started
- 9. Volunteer onboarding and training
- 10. Waiver forms – Home Assessment completed, others in progress

Advisory Committee Roles and Responsibilities. Initial roles and responsibilities for Advisory Committee members in order to stand up the WFMD are as follows:

- 1. Overall Strategy: Kyle Benson
- 2. Secretary: Drew Kenyon
- 3. Communication/Marketing: Laura Creech
- 4. HR/Legal: Karla Grahm and Cam Kenyon
- 5. Funding/Budget: Chris Creech
- 6. Team Strategies and Key Performance Indicator metrics (measuring success):
 - a. Crew: Dale Ellenson and Tyler Bassett
 - b. Homeowner Assessment: Amanda Gierhart
 - c. Education: Laura Creech

Immediate Plans.

The WFMD is currently communicating with Brian Keating, (JeffCo Wildland Fire Program

Manager) on plans for our potential Mitigation Crew to join with the efforts of JeffCo for a Mitigation Project that will occur within the District and is slated to start in October of 2025. This work will depend on Board approval of the WFMD plan and budget.

Board Approval Requests.

Request #1: Approval to continue due diligence leading to the creation of the Golden Gate Fire Protection District WFMD.

Request #2: Approval to reallocate 2025 Budgeted Line Items to support the initial start-up costs that are posted in the **Appendix**.

Important funding background and notes:

- Several members of the community have contributed directly to the Auxiliary and their financial support is expected with a yet to be determined amount.
- Grants are actively being pursued that could cover some of the start-up costs.
- Training for certifications and pertinent courses may be provided with no costs to the WFMD from other State, County, and Local organizations.
- The chart below represents most of the initial start-up costs while other yet to be determined items may be needed.
- The Golden Gate Fire Protection Division Spending Authorization will be strictly adhered to when making purchases related to the WFMD.

Conclusion. This plan/prospectus outlines a robust, community-driven approach to wildland fire mitigation. With strong volunteer leadership and support from the GGFPD, the Wildland Fire Mitigation Division will serve as a cornerstone of wildfire resilience in the district. We respectfully request the GGFPD Board's approval of this plan/prospectus.

Appendix (Proposed Budget Line Items)

Priority	Item	Qty.	Cost	Total	Annual MNT.	Notes
High	MS-362 Saw	3	\$ 949.00	\$ 2,847.00	\$ 142.35	STIHL MS 362 C-M 20 in. 59 cc Gas Chainsaw Mfr# 11402000629 - Ace Hardware
High	Miliwalke batt. Saw	1	\$ 329.00	\$ 329.00	\$ 16.45	Milwaukee M18 FUEL 16 in. 18V Lithium-Ion Brushless Battery Chainsaw Kit with 12.0 Ah Battery and M18 Rapid Charger 2727-21HD - The Home Depot
High	Chaps	3	\$ 120.00	\$ 360.00		Murdoch's – STIHL - Dynamic Apron Chaps
High	Uniform Shirts	20	\$ 49.00	\$ 980.00	\$ 245.00	Price Rough Estimate - Logo Development Pending - Loose Fit Heavyweight Long-Sleeve Pocket T-Shirt Carhartt Company Gear
High	Roas Sign Stand	2	\$ 245.25	\$ 490.50		Stand for Roll-Up Traffic Sign H-5497 - Uline
High	Road Signs	2	\$ 153.25	\$ 306.50		Customization Traffic Safety Store
High	Cones	4	\$ 42.00	\$ 168.00		Uline - Heavy Duty Traffic Cones - Reflective 36' -S-21635
High	Stop/slow Sign	2	\$ 52.00	\$ 104.00		Hand Held Stop Signs, Stop Slow Signs in Stock - ULINE
High	Safety Vest	4	\$ 18.00	\$ 72.00	\$ 36.00	Amazon.com: VIEWBRITE Reflective (Class 2) Fire Vest Lime Green - 5 Point Breakaway High Visibility Yellow Fire Fighter Vest (XL - 2XL) : Tools & Home Improvement
High	Hard Hats	6	\$ 110.00	\$ 660.00	\$ 330.00	FHRDR Red Full Brim Wildland Helmet - Amazon.com
HIGH	Total			\$ 6,317.00	\$ 769.80	
Medium	Training Courses	5	\$ 250.00	\$ 1,250.00		Misc. Certifications and other task pertinent courses
Medium	Software - Creative	1	\$ 300.00	\$ 300.00	\$ 300.00	
Medium	Educational Materials	25	\$ 20.00	\$ 500.00	\$100	Ordering, Developing, Printing, Binding, etc . . .
MEDIUM				\$ 2,050.00	\$ 400.00	
Low	Chipper	1	\$ 30,000.00	\$ 30,000.00	\$2,500	Specs TBD
LOW	Total			\$ 30,000.00	\$2,500	
ALL IN				\$ 38,367.00	\$ 3,669.80	