

**Summit County Wildfire Council  
Meeting Minutes  
November 18, 2021  
1:30 – 3:30 p.m.  
Summit County Community & Senior Center, Fremont Room**

**Attendees:** Jim Lee, Lee Theobald, Ashley Garrison, Ryan McNertney, Eric Nichols, Steve Lipsher, Terry Startzel, Joel Dixon, Brent Spahn, Drew Hoehn, Ryan Cole, Rick Herwehe, Ryan Cook, Chris Stewart, Mark Truckey, John Taylor, Brad Piehl, Jen Barchers, Caitlin Jacobshagen, Kat Gray, Andy Held, Beth Huron, Dan Schroder, Jim Curnutte

- I. Welcome and Introductions:** Jim Curnutte acted as chair and opened the meeting at 1:30 p.m.; attendees introduced themselves.
- II. Approval of Agenda and September 16, 2021 Minutes:** Jim Curnutte announced that the BOCC has determined that the Wildfire Council will serve as the Strong Future Fund Task Force going forward. Andy Held moved to approve the agenda and September 16, 2021 minutes. Ryan Cook seconded the motion and the council approved the agenda and minutes without changes.
- III. Summit County Wildfire Council By-Law Revision Review:** Dan projected the revised by-laws for the council to review. The names of participating entities now reflect changes to organizational names that have occurred in the last several years. Staff only made a few other minor changes, such as meeting frequency, which is now quarterly. Andy Held moved to approve the revised by-laws, Steve Lipsher seconded the motion, and the council approved the revised by-laws.
- IV. Grant Paperwork Revision Update:** Ashley presented the draft revisions to the Hazardous Fuels Reduction Grant packet (see Attachment A). Revisions include simplification of the reimbursement form, updated language regarding eligibility, additional information about the CWPP grant, and modifications to the weed management requirements. Working with the Summit County Weed Control manager, staff propose removing the provision that holds back 10% of the total grant funds and relying instead on existing weed ordinances within the Land Use and Development code to allow Summit County Weed Control to enforce on grant properties when necessary. Applicants will still be required to submit a weed management plan, and the revised application provides information on weed management as well as contact information for the Weed Control Department. Discussion followed on more details of the revision, as well as suggestions from the Council:
  - Simplified and clarified the grant application checklist and requirements.
  - Simplified proposed budget section.
  - Application still includes Acknowledgement form for each individual property owner to complete.
  - Suggestions for improving the grant scoring matrix:
    - Refine the cost per acre section;

- Provide a category for the strength of the project based on expected impact;
- Include the name of previous projects connected to proposed project;
- Factor in slope of the project area.

Staff will send out revisions prior to the next Wildfire Council meeting. The CWPP application packet will include similar revisions. Staff will present both when ready.

**V. Project Planning Reset - Whole Group Activity:** Dan laid out maps of each river basin and asked the group to brainstorm and indicate on the maps areas and/or projects on which to focus county funds and planning efforts. Kat gave a few USFS updates as a precedent to the activity: The Ruby Ranch NEPA analysis was approved. Ruby Ranch may submit a funding request for the project. The Swan Interdisciplinary Project (1,700 acres) is out for public scoping. The Frisco Back Yard project (behind Zach’s stop on Miner’s Creek Rd.) is currently being scoped. Ryan McNertney added that the Colorado State Forest Service needs help with project planning in the community.

**VI. Project Planning Wrap-Up Discussion:** Representative activity participants gave a summary of current and suggested projects.

- Upper Blue River Basin – Projects could include fuel breaks in the Ten Mile Range, as well as projects in the Town of Blue River and Breckenridge.
- Snake River Basin – Potential work includes areas around development and common open space in and around Keystone. The Alders residents are coordinating with Soda Creek residents on a grant for the Jones Gulch area for next year. Rocky Mountain Youth Corps did a lot of work in Settler’s Creek this year, and the Alders completed a grant project in 2021.
- Lower Blue Basin – Suggestions mostly focused on the area in and around Silverthorne, some on the NW side of Frisco, and Hamilton Creek. Ruby Ranch, Willowbrook, and all of the neighborhoods that butt up against wilderness have potential for projects.
- Ten Mile Basin – The Frisco Back Yard project is in the works. A lot of work has already been done on the west side of the highway. Potential fill-in spots could include trails crossing private/USFS land, but have to consider the lynx corridor near Copper Mountain.
- Consider infrastructure projects such as providing gravel for people to put around homes.
- Consider evacuation routes in all areas for potential projects.

**VII. Legislative Updates: None.**

**VIII. 2022 Meeting Schedule:** Feb. 17, May 19, Sept. 15, Nov. 17

**IX. Adjournment:** The Chair adjourned the meeting at 3:30 p.m.

Minutes submitted by Beth Huron, Summit County Community Development

# Attachment A

## 2022 Summit County Hazardous Fuels Reduction Grant Program Overview and Application

Since 2006 the Board of County Commissioners (BOCC), through the Summit County Wildfire Council (SCWC), has provided matching grants to eligible homeowner groups to conduct hazardous fuels reduction projects. In 2008, Summit County voters approved Referred Measure 1A, which among other things provides funding to support the community based Hazardous Fuels Reduction Grant Program (the Grant). The Grant program assists property owners with actual costs associated with hazardous fuels reduction efforts in designated areas of concern throughout Summit County.

### Eligibility:

Landowners within identified Community Wildfire Protection Plan (CWPP) Focus Areas are encouraged to apply. Focus Area maps can be found at Projects initiated and/or completed prior to grant award are not eligible for funding. Land that has received Hazardous Fuel Reduction grants within the past ten (10) years is not eligible for grant funds. *Landscaping, home hardening and infrastructure development projects are important for reducing risk, but do not qualify for this program.* The 'CWPP' grant is a parallel cost share program to the HFR grant and covers infrastructure, education, and planning projects.

### The Matching Reimbursement Program:

Projects that have neighborhood participation are more likely to receive grant funds versus individual projects. Applicants must understand that funding is on a 50/50 reimbursement basis. Grant awardees will be required to pay all up-front costs associated with the project.

Upon staff inspection and satisfactory completion of the project, 50% of the total project cost (no greater than actual expended funds) is eligible for reimbursement.

### Grant Timeline:

- **April 29:** Applications are due. SCWC subcommittee reviews and scores applications.
- **May:** Wildfire Council meeting; Applications and committee scores are presented. Funding recommendations are made by SCWC to BOCC.
- **June:** Board of County Commissioners (BOCC) meeting; SCWC recommendations are made during BOCC work meeting. BOCC approves grant awards.
- **Early July:** Grant Award letters are sent to recipients. ***Once signed and returned, work on approved projects can begin.***
- **Once a project is completed:** Awardees can submit for reimbursement and project review. Projects should be completed within one year of award. Applicants should request an extension of funding as soon as possible if they cannot complete the project within the award timeframe.

## Weed Management Requirements:

The State of Colorado and Summit County Government take the threat of non-native invasive plant species (noxious weeds) very seriously. These plants have been proven to cause environmental and economic harm by reducing native plant habitat, changing delicate ecosystems and reducing crop yields in areas of the state that are heavily dependent upon agriculture.

The ground disturbance caused by hazardous fuels reduction efforts allows noxious weeds to invade areas that might not have previously been infested. In 2010 the BOCC stated, “We don’t want to trade one environmental issue (wildfires) for another (weeds).” As a result, the county has enlisted the support of the Summit County Weed Control Department to assist in ensuring that projects funded through the Grant Program do not become infested with noxious weeds.

- A comprehensive weed management component is part of the Grant Program not only to ensure that new infestations do not become established, but also to empower participants with the knowledge to address any weed issues that may arise. Visit <https://www.summitcountyco.gov/993/Summit-County-Noxious-Weeds> for a list of Summit County Noxious Weeds.
  - The County Weed Management Plan (WMP) can be found here: <https://www.summitcountyco.gov/994/Summit-County-Weed-Management-Plan>
  - Information on the FREE backpack loaner program for chemical treatment of weeds can be found here: <https://www.summitcountyco.gov/529/Backpack-Loaner-Program>
  - For assistance in implementing your WMP from a licensed contractor, a list of companies is available here: <https://www.summitcountyco.gov/956/Licensed-Noxious-Weed-Contractors>
1. **Each grant application must include a Weed Management Plan (Box 9).** The Summit County Weed Control Manager is available to assist grant representatives with developing the Weed Management Plan at no cost. Contact the Summit County Weed Control Manager at 970.668.4218 *after* April 1.
  2. The grant representative must provide a copy of the Weed Management Plan to each property owner participating in the grant.
  3. A Project Participation and Weed Management Acknowledgement Form (Attachment B) must be signed by each participating property owner and submitted with the signed letter of acceptance. By signing this form the property owner acknowledges that they have received a copy of the Weed Management Plan, agree to follow the recommendations of the Plan and will allow the Summit County Weed Control staff access to their property for the purposes of monitoring weeds.
  4. During the two (2) years following project completion, Summit County Weed Control staff will monitor properties within the project area for weed infestations. If weeds are found, staff will make specific recommendations to the property owners on methods of control and ensure the WMP is being followed.

5. Grant recipients are subject to the Summit County Land Use and Development Code re: noxious weed control and failure to do may result in corrective action by county Weed Control staff.

## After Your Project is Awarded a Grant:

1. An Award Letter will be sent to the project Applicant/Representative with the award amount and acknowledgement of the award requirements. Return signed award letter prior to starting project work.
2. Obtain three (3) written bids from tree removal contractors. Return a copy of each bid with your signed Award Letter, no later than thirty (30) days after Award Letter date.
3. Take photographs of the project area prior to beginning any work.
4. Hire a contractor who will use your approved Scope of Work (Box 8) to execute your hazardous fuels reduction work. Project work must be completed within one (1) year of the Grant award.

## Application Check List

- Complete grant pre-application
- Notify participating property owners about this grant request.
- Completely fill in boxes I – II on the Grant application.
- Submit a Project Area Map (Attachment A, developed with staff assistance).
- Submit signed Project Participation and Weed Management Acknowledgment form (Attachment B) for each participating landowner.

## Application Due Date

***The Application AND Project Participation and Weed Management Acknowledgement Forms are due no later than Friday, April 29, 2022 at 2:00 PM.***

Applications must be submitted electronically to: [Dan.Schroder@colostate.edu](mailto:Dan.Schroder@colostate.edu). For specific grant application questions call Summit County Extension at 970.389.5756.

## Contact Information

Colorado State University Extension Office (Grant Administrator) – 970.389.5756

Summit County Weed Control Manager – 970.668.4218

## Hazardous Fuels Reduction Grant Application Instructions

All boxes are fill-in enabled and character locked. Applicants must fit all information into the allotted character space.

Box 1 – Insert Grant Applicant and Grant Representative contact information (may be the same person).

Box 2 - Insert project and subdivision name. Identify the [CWPP Focus Area](#) your project is in. If project is outside a focus area list the nearest focus area. Staff will determine and insert the wildfire hazard rating for your subdivision.

Box 3 – List the budget and funding sources for the project.

**Personnel/labor** is usually volunteer or staff time used as match, is valued at volunteer labor rate (at time work occurred), and must be documented. If the award recipient passes funds to individual landowners the landowner's labor is reimbursable and valued at the volunteer labor rate. Payment will be made to original award recipient.

**Contractual** is the (estimated) amount of out of pocket expenses, paid receipts, invoices showing a zero balance. Proof of payment (zero balance invoice, receipt, etc.) must be provided at closeout.

**Equipment/supplies** covers any out of pocket expense (with receipts) or valued at fair market value if donated by recipient (ex. bar oil, two cycle fuel) and rental equipment with receipts or use of recipient-owned equipment to be valued at current market rental rate.

Applications will be disqualified if insufficient match is identified (must meet 50/50 requirement). The totals in these boxes will add automatically when data is entered into the fields. It is recommended that you check to ensure that all numbers add up correctly.

Box 4 - Answer **all** specific questions. “Acres treated” are considered to be the actual number of acres that will be treated (parking lots, buildings and meadows do not count in the acreage number). If the project will primarily create and improve defensible space around homes, list the number of defensible spaces to be created. Both boxes may be completed, at a minimum, acres treated or D-spaces needs to be filled in.

Include any information you have regarding current and past projects within and adjacent to your project.

Box 5 - The Project Area Description should give a brief overview of the project. Describe existing conditions in the area and clearly explain the need for the proposed work. Access limitations may include anything that would hinder access to the project area.

Work with staff to produce a map of the project area or used Google Maps/onX/County Parcel Viewer to create your own. **Include your map as Attachment A.**

Box 6 - The Scope of Work should explain exactly how the grant dollars are to be spent. This description will provide the specific details of the project using measurable units where applicable. Be concise, but say exactly what will be done with grant funds. Use this box to explain budget detail. The Project Timeline should include such things as: begin/end dates, milestones, etc.

Box 7 - Describe the contributions each partner will make to the project by stating the collaborating partners' names and what they will be contributing to the project, such as equipment, matching funds, etc.

Box 8- Clearly explain the “who, what, where, when and why” of how this project will remain effective over time. The five main points to be included for fuels reduction projects are:

1. **Environmental Factors:** Describe the maintenance requirements unique to this project based on site characteristics, e.g. present and future vegetation occupying the site, growth rates, returned natural fire intervals or any other environmental factor that affects the continued maintenance of this project.
2. **Education:** Describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations of the project's maintenance.
3. **Commitment:** Clearly demonstrate a commitment by the individual/community to maintain this project into the future, e.g. state laws, CWPP terms, signed landowner agreements or other documents or agreements that hold the grantee accountable for project maintenance over time.
4. **Monitoring:** Describe who will be responsible for monitoring the project, what qualifications they have, if not obvious (e.g. local fire district personnel, Colorado State Forest Service personnel), and at what intervals they will be checking (e.g. yearly, quarterly); clearly describe timelines, milestones, and measurables.
5. **Sustainability:** Clearly describe how the project will be sustained over time.

Box 9- Noxious Weed Management Plan Answer the three questions to develop a weed management plan. Contact the Summit County Weed Control Manager at 970.668.4218 after April 1 if additional assistance is needed to create the Weed Management Plan for your project area.

**2022 Summit County Hazardous Fuels  
Reduction Grant Application**

Dollar Amount Requested	
Match Amount	

Applicant Information	
1	Grant Applicant:
	Grant Representative:
	Address:
	City/Zip Code:
	Phone (Work/Cell):
Email:	

Project Name, Subdivision Name, & Focus Area	
2	Project Name:
	Subdivision Name:
	CWPP Focus Area:

Project Budget				
Expense Category	Grant Share (Funding amount requested)	Leveraged Funds (Matching Funds)		Total
		Dollars	In-kind	
Personnel/Labor:				
Contractual:				
Equipment/Supplies:				
Other:				
<i>List Other expenses in Scope of Work Narrative. 2022 volunteer rate is \$28.54/hr</i>				
<b>Total:</b>				

Project Summary		
Number of acres treated:		Estimated cost/acre:
		Estimated cost/d-space:
Number of D-spaces (Zones 1 & 2):		Number of homes or infrastructure directly affected by project:
Has any of this project been treated before using HFR grant funding? If yes, please describe scope of work completed.		
4	Was the previously treated area done more than 10 years ago?	
	If no, please describe why project is needed in addition to previously completed work.	
What other fuels reduction projects are occurring in the area?		
<i>This can include Chipping Program Utilization, FireWise USA projects, other HFR grants, other grants or self directed work, USFS or local gov't projects.</i>		

Project Area Description	
<i>All information for the project must fit into the allotted character space provided below</i>	
5	Provide a brief overview of the project and the project area, general forest condition, and project access. Specify size of project and land ownership involved (e.g. private, common property, county, federal). Include address & schedule number if multiple properties are included. <b>1500 characters</b>

**Scope of Work / Project Timeline**

*All information for the project must fit into the allotted character space provided below.*

Provide a specific scope of work including a budget narrative, which clearly describes how the project will be completed. This should include treatment type (e.g. defensible space, fuel break, slash treatment) and expected project timeline. **1500 characters**

6

**Collaboration**

Specify the private, local, tribal, county, state, federal and/or non-governmental (501c3) organizations that will contribute to or participate in the completion of this project. Describe briefly the contributions each partner will make (e.g. donating time/equipment, funding). **500 characters**

7

**Project Longevity / Maintenance**

Clearly describe how this project will remain effective over time. See Application instructions for additional detail. (Environmental, Education, Commitment, Monitoring, Sustainability). **500 characters**

8

**Noxious Weed Management Plan**

The weed management plan will assist in monitoring for noxious weeds and serve as a roadmap to treat any weeds that grow as a result of ground disturbance from your fuels reduction project. For additional assistance contact the Summit County Weed Manager at 970.668.4218 after April 1.

1) What Noxious Weeds are present or might you expect to appear after Ground Disturbance (Chamomile, Toadflax, Canada Thistle, etc.)?

Blank response area for question 1.

2) What Method will you be using to Control (Mowing, Pulling, Chemical, etc.)?

Blank response area for question 2.

3) How often will you implement your WMP (Spring and Fall, Mid-Summer, Monthly, etc.) and for how long?

Blank response area for question 3.

9

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# ATTACHMENT B: PROJECT PARTICIPATION and WEED MANAGEMENT ACKNOWLEDGEMENT FORM

I \_\_\_\_\_, acknowledge my participation in the Summit County Hazardous Fuels Reduction Grant Program and my personal responsibilities in accordance with the grant criteria.

\_\_\_\_\_ I have received a copy of the Weed Management Plan applicable to my property.

\_\_\_\_\_ As a participant of the Hazardous Fuels Reduction Grant, I understand my responsibility to manage noxious weeds on my property.

\_\_\_\_\_ I authorize Summit County Government to access my property to conduct noxious weed inspection for up to 2 years following project completion.

\_\_\_\_\_ I understand my property is subject Summit County Land Use and Development Code re: noxious weed control and failure to do may result in corrective action by county Weed Control staff

Project Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Legal Description (Lot, Block, Subdivision): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Electronic signature ok*

Please return this signed form to your neighborhood Grant Representative.

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*For Grant Representative Use Only*

**Grant Representative – Please complete contact information below prior to distributing Weed Management and Project Participation Acknowledgement Forms to participating property owners.**

(Grant Representative) First and Last Name: \_\_\_\_\_

(Grant Representative) E-mail Address: \_\_\_\_\_

(Grant Representative) Mailing Address: \_\_\_\_\_

**All individual property owners' Project Participation and Weed Management Acknowledgement Forms must be completed and submitted with the Grant Application in order to be considered.**

For questions about weeds contact Summit County Weed Control Manager, 970.668.4218

## ATTACHMENT A: PROJECT AREA MAP

Please work with staff to develop a map of the project area. Attach a map of the project area.

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# Summit County Hazardous Fuels Reduction Grant Scoring Matrix

Below is the Grant scoring matrix that will be used by the Grant Selection Subcommittee to determine the eligibility of your project to receive grant funds. This matrix is included for your information and is for office use only.

(For office use only)

Project Name

Score

Does the grant representative understand and accept the 50/50 grant reimbursement conditions?				
Yes = Eligible for Scoring			No = Ineligible	
Has a Weed Management Plan been developed?				
Yes = Eligible for Scoring			No = Ineligible	
Is the project in a Focus Area?				
Yes		2		No 0
Does the project link/connect/ or infill previously treated areas				
yes		2		no 0
Does this project clearly attempt to protect communities and/or provide defensible space?				
Yes		2		No 0
What is the projected Cost per Acre?				
<\$1,000 4		\$1,000-\$1,999 3	\$2,000-\$3,999 2	=>\$4,000 0
or- if applicable What is the projected cost per d-space				
How well does this project meet the following criteria: Is this project contiguous to any other fuel treatment, does it compliment surrounding fuels reduction projects, and will it give adequate protection to the community?				
5 excellent	4 good	3 average	2 fair	1 poor
What (estimated) percent of neighborhood homeowners are participating in this project?				
75-100	50-75	50-25	0-25	
% already completed d-space or fuels reduction project				
75-100	50-75	50-25	0-25	
How well are project longevity and maintenance described in the application?				
5 excellent	4 good	3 average	2 fair	1 poor
Has a 10-year project effectiveness maintenance plan been identified?				
Is this project attainable in a 12 month time frame?				
Yes		2		No 0



SUMMIT COUNTY WILDFIRE COUNCIL

phone | 970.668.3595  
www.SummitCountyCO.gov

0037 Peak One Dr. | PO Box 5660  
Frisco, CO 80443

**Summit County Wildfire Mitigation Grant Program Pre-Application**

Dear Interested Grant Representative,

Since 2006 the Board of County Commissioners (BOCC), through the Summit County Wildfire Council (SCWC), has provided matching grants to eligible homeowner groups to support community wildfire protection projects. In 2008, Summit County voters approved Referred Measure 1A, which among other things provides funding to support the Summit County Wildfire Mitigation Grant programs. In 2018, voters renewed the measure, extending funding for the Grant programs indefinitely. The Grant programs assist Summit County property owners with cost-share based on pre-approved budget estimates for community protection from wildfire, through a reimbursement process.

The **Hazardous Fuels Reduction (HFR) Grant** supports 50/50 cost share for fuels reduction projects. The **Community Wildfire Protection Plan (CWPP) Grant** supports up to 90/10 cost share for community projects including development of emergency water supplies, improvements to evacuation routes, hazard tree removal and other protection strategies.

Individuals and community groups interested in applying for a grant must understand the requirements of the grant programs prior to submitting a formal application.

Interested property owners should contact Summit County CSU Extension with any questions or for assistance with project development. You can also contact your local fire district to create a forest management/ defensible space plan for your project area.

**To participate in this program you will be required to:**

- Provide your name, e-mail address, and your best phone number. (please enter here)

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- Provide the name of the community or subdivision. (please enter here)

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- Describe the proposed project, what it attempts to achieve, the acreage impacted, and the estimated cost, in dollars, of the entire project. (attach additional pages if necessary)

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### **Requirements, cont.:**

- Notify neighboring property owners or the HOA about this grant opportunity.
  - Recruit neighboring property owners or the HOA to financially commit to participation.
  - Provide a list of participating property owners.
  - Provide all participating property owners with a copy of the ProjectParticipation and Weed Management Acknowledgement Form; submit all signed forms with the grant application.
  - Complete the multi-page grant application including budget information.
  - Create, submit, and enact a Weed Management Plan (instructions included in application)
  - Submit a Project Area Map and “before” photos.
  - Provide three (3) written bids from project contractors.
  - Submit all application materials by Friday, April 29, 2021 at 2:00 p.m. and adhere to the twelve (12) month project timeline.
  - Submit a final report with “after” photos upon completion of project.
- Projects initiated and/or completed prior to grant award are not eligible to receive grant funds.
  - Land that has received Wildfire Prevention grants within the past ten (10) years is not eligible to receive grant funds.

If you feel you are able to fulfill the grant requirements listed above, contact Dan Schroder, Summit County Colorado State University Extension Director to submit this Pre-Application and to obtain the full application packet and information on the application process.

**This Pre-Application must be submitted to the Summit County CSU Extension Office by Friday, March 25, 2021.**

Contact Dan by e-mail at [dan.schroder@colostate.edu](mailto:dan.schroder@colostate.edu) or by phone at 970.389.5756.