



Santa Clara County FireSafe Council

Mobilizing the people of Santa Clara County to protect their homes, communities and environment from wildfires

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Request For Proposals

FireSafe Area Manager, Wildfire Prevention

The Santa Clara County FireSafe Council needs assistance with its community outreach, education, and hazardous fuel reduction programs and is seeking a qualified individual to fulfill the role of South County Area Manager in the eastern and southern portions of Santa Clara County including San Jose, Morgan Hill, and Gilroy, and to also provide assistance in other areas of the county on an as-needed basis.

The Area Manager will work collaboratively with our agency partners, professional tree contractors, and SCCFSC team members. Work schedules are coordinated with others, however the Area Manager will set their own hours, limited by grant/budgetary constraints. This position will have varying hours depending on weather, season, grant funding and other factors, but is estimated to average approximately 20 hours per week

Responsibilities & Scope of Work

With the guidance of our Executive Director, in a collaborative and cooperative manner, the Area Manager will be responsible for delivering important elements of our Wildfire Prevention Education, Community Outreach, and Hazardous Fuel Reduction Programs. Primary responsibilities and duties are as follows:

Community Outreach and Education

- Engage with homeowners, land managers, fire prevention professionals, and community stakeholders to facilitate hazardous fuel reduction projects.
- Consult with property owners regarding defensible space and wildfire protection best management practices.
- Develop Firewise Community programs and achieve Firewise designation
- Plan and staff table at FireSafe Council events, coordinating with the SCCFSC Education Coordinator.
- Attend SCCFSC board meetings, and local FSC working group meetings as appropriate.
- Write articles, web page, and social media content.
- Prepare maps, handouts, presentations, and other informational material.

Hazardous Fuel Reduction Project Coordination

- Coordinate hazardous fuel reduction projects such as brush chipping, defensible space clearing, and construction and maintenance of roadside and wildland fuel breaks.
- Monitor the work of tree contractors, conservation crews, traffic control contractors, agency staff partners, volunteers, and others involved in conducting on-the-ground vegetation management activities.
- Observe CDCR Fire Crew inmates, under the instruction of a CAL FIRE captain, following specific protocols.
- Ensure compliance with prescribed treatments, safety protocols, environmental mitigation measures and other project elements.

Project Management, Planning and Risk Assessments

- Assist with development and updating of Community Risk Assessments, and Community Wildfire Protection Plans.
- Plan projects by conducting site visits as requested to residential homes, public and private roads, private property lots, public and private watersheds, public parks and open space preserves. Project sites vary from high-income hillside gated residences to remote canyons and ridges with dirt roads leading to small cabins.
- Use GIS or Google Earth to evaluate vegetation, roads, slopes and other conditions and review project location and public and private parcel boundaries.
- Collect and report project data, including volume measurements of piled material, distance and area of treatment locations; crew head counts and equipment verification, photo documentation, and GPS tracks to determine final project boundaries.
- Work with SCCFSC staff to develop bid requests, select contractors, process purchase orders and invoices, and follow up after project completion.

Education, Skills & Abilities

The Area Manager position requires minimum education at the level of a high school diploma, GED, or equivalent experience. Additional education and training in fire science, wildland firefighting, environmental studies, arboriculture, forestry, landscape construction, project management, and communications or other related fields is helpful.

The Area Manager position requires the following skills and abilities. It is expected that the Area Manager will be proficient in most of the elements listed below, and have sufficient experience in order to efficiently deliver the services required with a reasonable time investment to accomplish tasks and objectives.

Where gaps in experience or skills exist, the Area Manager needs to be willing to learn through self-education as needed; time spent to improve knowledge/skills in the areas below is not usually compensated unless authorized in advance.

Administration/Analysis

- Proactively seek information from others to collaborate on projects.
- Define desired outcomes and set appropriate expectations.
- Have strong problem solving skills.
- Consider priorities, and manage work load and schedule.
- Reliably deliver completed projects within the planned time frame.
- Maintain confidentiality of sensitive information is a must when required, while being open, honest, and transparent.
- Communicate well in English, using accepted grammar, spelling, and technical vocabulary. Communicate in a respectful courteous and professional manner. Spanish language skills and vocabulary related to vegetation treatment activities are also desired.
- Familiarity with Google Maps and Earth and other computer programs necessary to communicate and effectively manage projects.
- Perform basic math calculations, including using spreadsheets.
- Contracting processes and procedures including bid requests, quotes, purchase order requisitions, contracts, and invoicing.

Wildfire, natural resources, outdoor projects

- Familiarity with fire protection services and governmental agencies such as public land managers.
- Identify buildings' structural components, design, and materials, and understand their relationship to vulnerability to wildfire and firebrands.
- Understand wildfire risks and hazards to life, property and the environment from wildfire. Understand principles of vegetation as hazardous fuel.
- Identify common native and ornamental trees and shrubs, and different vegetation and habitat types.
- Evaluate tree branching, leaning, and health, and vegetation density and fuel loads in residential and wildland settings.
- Provide assertive leadership on projects, giving direction to contractors, agency staff, conservation crew members, tree workers, homeowners, members of the public, and others.
- Qualify for, and satisfactorily complete CAL FIRE/CDCR sponsor training at Ben Lomond Camp. Note: CDCR may refuse training for persons with a criminal history.
- Have off-road driving skills and confidence in navigating remote areas.
- Identify and respond to hazardous situations.

Functional Capacities

SCCFSC, when notified of a need, will provide reasonable accommodations for workers on its projects. The following functional capacities and abilities may be required to perform some of the duties outlined above:

- Comprehend technical information and complex written materials.
- Remember information and track progress of work.
- Analyze, plan, organize and solve complicated problems.
- Interpret topographic and other maps and remain oriented in off-trail environments.
- See and read printed material, and media displayed on a computer monitor or handheld device including text and images.
- See details at a distance in the landscape and perceive movement in the periphery.
- Hear and gather information on the telephone, in person, in a group setting, and outdoors in wind and adverse conditions.
- Communicate in English in writing and orally, in personal and public speaking settings, and with hand signals in loud environments.
- Manipulate items such as pens, markers, paper and flagging tape, camera, GPS and cell phone.
- Use a computer, printer and other office equipment.
- Stand and walk, park and drive, on roadways and shoulders, with and without traffic control, using caution to prevent hazards to motorists and other crew members.
- Move through difficult terrain, across loose ground; climb over logs and crawl through brush; climb, descend, and traverse natural slopes up to 100% grade.
- Lift and carry up to 25 pounds

- Be responsible for personal health and safety. Contact with poison oak, ticks, snakes, barbed wire, broken glass, metal debris, and other natural and human-made hazards should be expected.
- Work safely in the vicinity of equipment such as tractors, mowers, chippers, chainsaws, cables and winches, be alert for and responsive to related hazards such as flying debris, falling trees and branches.
- Use appropriate personal protective equipment in the field such as sturdy boots, gloves, head, eye and ear protection, dust mask, reflective vest, long sleeves, pants, etc.
- Work in adverse environmental conditions such as heat and sun, cold, rain, sawdust, pollen, exhaust from gas and diesel powered equipment.
- Bring water and food to remote locations and maintain hydration, energy, and alertness throughout the workday.

Non-discrimination

The SCCFSC is an equal opportunity provider and will consider all qualified applicants. In accordance with Federal law and the U.S. Department of Agriculture (USDA), and SCCFSC policy, we prohibit discrimination against our customers, employees, and applicants for employment or contract opportunities on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, veteran status, political beliefs, marital status, familial or parental status, sexual orientation, if all or part of an individual's income is derived from any public assistance program, or any protected genetic information.

To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C, 20250-9410 or call (202) 720-5964 (voice and TDD).

To submit a proposal

To submit a proposal for consideration, please email our Executive Director, Patty Ciesla at pciesla@sccfiresafe.org and provide information regarding your qualifications and rates for services. Examples of prior work are welcome. Proposals are due by November 3rd at 5pm but well-qualified proposals may be considered prior to the closing date.

About the SCCFSC

The SCCFSC is a non-profit organization whose mission is "Mobilizing the people of Santa Clara County to protect their homes, communities and environment from wildfires."

Using volunteer board members and officers, agency partners, executive staff, and independent contractors, we coordinate and manage projects and programs to benefit the wildland-urban interface community. We work with staff and elected officials from public land management and fire protection agencies, private landowners, professional tree contractors and consultants, engaged local volunteers, and others. Our FireSafe team helps us deliver services to homeowners, communities and public land managers in the following forms:

- Free or subsidized chipping of brush and other hazardous fuels cleared by residents to create defensible space around structures.
- Roadside vegetation management including tree trimming and evacuation route clearing.
- Small to large shaded or open fuel breaks in natural environments.
- Defensible space consultations.

- Community risk assessments and project planning.
- Community Wildfire Protection Plans and their updates.
- Environmental review and compliance.
- Educational activities for youth, including Smokey Bear story times.
- Educational and outreach programs for adults such as regular FireSafe Council meetings, general outreach at community events, stakeholder outreach programs, educational workshops, information on our website and in various printed materials, and local signage and media content.

Our programs are funded by federal, state, and local grants, local service agreements, and donations from a variety of entities as well as individuals. Grant writing and grant management, financial management and record keeping, oversight and administration are all important elements to our success and the sustainability of our programs.

SCCFSC does not have a physical office. Consultants provide services from their own office as well as outdoors in the field. Phone, email, and periodic in-person meetings at convenient locations will be the primary modes of collaboration. Consultants will be required to drive to project sites in their personal vehicle; a few sites may require 4-wheel drive and high ground clearance. Consultants provide their own tools, equipment, and supplies.