

# San Diego County Community Wildfire Protection Plan (CWPP) Completion Guide

Learn the process of how to create or update a CWPP in San Diego County through our workshop offerings, partnerships, and review committee.



**FIRE SAFE  
COUNCIL**  
of San Diego County

# What is a Community Wildfire Protection Plan?

Community Wildfire Protection Plans (CWPPs) are an important component of a wildfire safety strategy. These plans are highly collaborative and are developed by communities in partnership with federal, state, and local agencies, who can help to identify and prioritize projects and priorities.

Currently there are 40 approved CWPPs in San Diego County. These documents are signed and approved by a CWPP review committee, local fire agency, and the CAL FIRE Unit Chief.

## How does the Fire Safe Council of San Diego County support the CWPP process?

The Fire Safe Council of San Diego County (FSCSDC) supports local FSCs, tribes, HOAs, and other community groups in drafting or updating their CWPPs through:

- Annual CWPP Writer's Workshop
- A CWPP Template
- GIS Mapping
- Facilitating review and approval

## Why develop or update a CWPP?

- In some cases, grant applications may receive greater priority if the projects are identified in an approved CWPP.
- Work to address issues specific to your community, such as: wildfire response, hazard mitigation, and community preparedness.
- Identify and prioritize areas for hazardous fuel reduction and forest health projects, and outline plans for mitigation.
- Collaborate with stakeholders in your community to identify and clarify priorities for protection of life, property, and critical infrastructure.



### Helpful resources & contact information:

- CWPP Review Committee liaison and Fire Safe Council Coordinator:  
[morgan.dioli@rcdsandiego.org](mailto:morgan.dioli@rcdsandiego.org)
- CAL FIRE / San Diego County Fire Community Risk Reduction Captain:  
[thomas.shoots@fire.ca.gov](mailto:thomas.shoots@fire.ca.gov)
- Specific maps are required to have an approved CWPP in San Diego County. For mapping requests, contact Morgan and Thomas.



## About the Annual CWPP Review Cycle

The Fire Safe Council of San Diego County (FSCSDC) sets annual dates for CWPP Writer's Workshops and conducts outreach. The FSCSDC also sets annual dates for the CWPP Review Committee and sets timeline for the year.

The Writers' Workshops typically occur in January through February of each year, with the Review Committee meetings being held around March through April.

Community FSCs and other interested authors are highly encouraged to attend the January CWPP Writer's Workshop to be included in the Spring Review Committee meeting.

CWPP reviews can occur outside of the annual CWPP review cycle through special meetings of the Review Committee (coordinated by the FSCSDC).

### Writer's Resources

- [FEMA "Creating a Community Wildfire Protection Plan" Guide](#)
- [The Community Wildfire Protection Planning Process: A Quick Guide Series on Collaboration](#)
- [Preparing a community Wildfire Protection Plan, a Handbook for Wildland Urban Interface Communities](#)
- [Download the official San Diego County CWPP template on our website here.](#)
- [To find a list of approved CWPPs in San Diego County, their project boundaries, and additional resources visit our website here.](#)

## What is the CWPP Writers' Workshop?

The CWPP Writers' Workshop is where community organizations can learn about the countywide CWPP template and the CWPP process. This meeting is led by the FSCSDC President where technical assistance and guidance is offered to attendees.

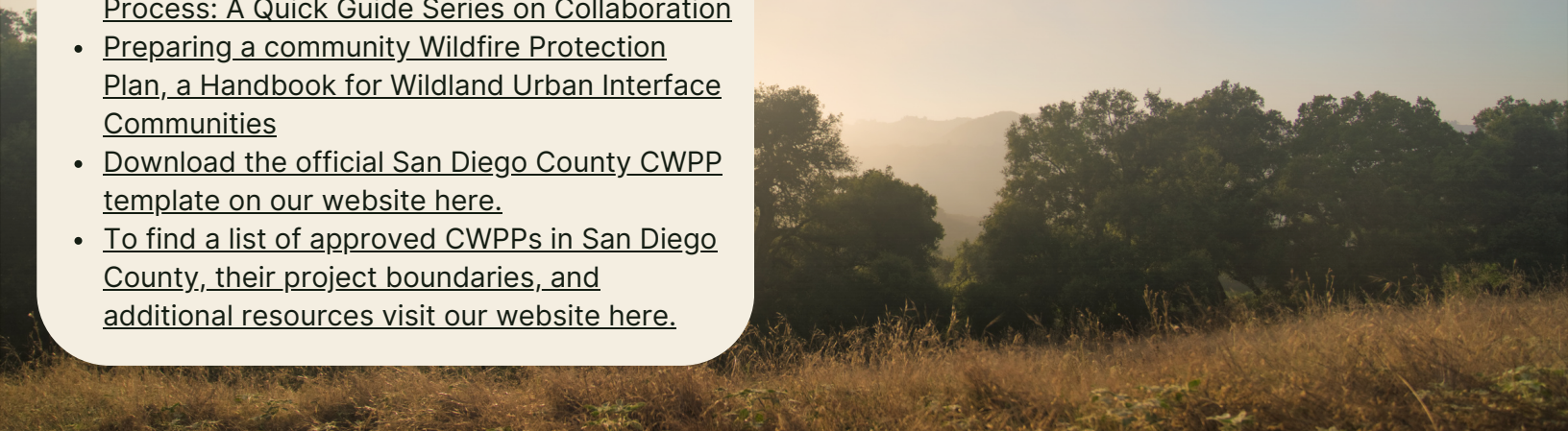
Additionally, CWPP Review Committee agency representatives are invited to provide insight, guidance, and resources.

### Writer's Tip

Community Wildfire Protection Plans are highly collaborative. Working with the local fire protection districts/departments and applicable federal and state partners in your community is key to the success of a CWPP.

[Find an interactive map of all local fire protection districts here.](#) Contact the Fire Safe Council for contacts in your community.

Think about other partners in your community that may engage in wildfire resilience projects. Examples may include school districts, regional parks, water districts, utility companies, conservancies, etc.



# Community Wildfire Protection Plan Process

## *From first draft to final copy*

**Step One:** A community organization engaged wildfire mitigation work (usually a local Fire Safe Council, HOA, Firewise community, tribal nation, etc.) notifies FSCSDC staff they are interested in drafting or amending a CWPP.

**Step Two:** FSCSDC connects CWPP author to the corresponding fire agency, or agencies, to consult during the drafting process. The author will work hand in hand with the local fire representative when making decisions for the document. The FSCSDC provides this information through passing on contact information if the authors don't already have this information.

Some groups have several fire agencies within their boundary. All agencies within the boundary should be consulted during the drafting of the document. The FSCSDC or CAL FIRE GIS can verify fire agency coverage and confirm your boundaries.

**Step Three:** The CWPP authors hold several drafting meetings to receive public and other stakeholder engagement on the document. Usually, the local fire agency will decide what representative they would like to send to those community meetings and a CAL FIRE Community Risk Reduction captain is usually present to inform the document.

**Step Four:** The authors submit the draft to FSCSDC. County Fire can provide mapping services if the corresponding fire agency does not have these capabilities. County Fire can also be consulted for existing boundaries if the fire agency does not have records of those. At this stage, all required maps should be drafted. Those required maps include: Area Communities Map, Fire Hazard Severity Map, Fire History Map, PACE Evacuation Map, and an optional Fuels Treatment Projects Map.



**Step Five:** The document then goes to the CWPP review committee. Typically, the review committee meeting invitation is extended to a representative from each of the following agencies: FSCSDC President, RCDGSDC, BLM, CAL FIRE, San Diego County Fire, San Diego City Fire, USFS, USFWS. The FSCSDC coordinator distributes all CWPP drafts to review committee members two weeks prior the review committee meeting for corresponding departments to review and provide accurate comment during the meeting.

**Step Six:** The CWPP is either 1) Approved as is 2) Needs edits and another review.

**Step Seven:** FSCSDC reports back to the community FSC to communicate the outcome of the review, and request edits, if needed. The corresponding changes are made then resubmitted for another round of review which takes place virtually over Google Drive/Box for review committee members to confirm their edits have been made. The review committee has 14 days to ensure their edits are made before the document is taken to the next step.

**Step Eight:** FSCSDC finalizes all edits from the review committee and submits to the CWPP author to double check before the document goes to the signature phase.

**Step Nine:** The FSCSDC sends the document in sequential order to the CWPP author, local fire agency representative, FSCSDC President and CAL FIRE Unit Chief for final signatures via DocuSign.

**Step Ten:** Once signatures are final, the CWPP process is complete. Final CWPPs are published on FSCSDC website, sent to the community Fire Safe Council and/or CWPP author, and California Fire Safe Council.

