

Portola Hills II Firewise Action Plan

Multi-year community wildfire risk reduction roadmap

Plan period 2026-2028 (rolling, reviewed annually)

Version 2.0

Date March 08, 2026

Purpose

A central piece of our Firewise recognition is a multi-year action plan. This plan prioritizes ongoing risk reduction steps, targeted education, and home hardening goals for our community.

At a glance

What this plan covers and how progress is tracked

■ Workstreams

- A - Common area risk reduction
- B - Education and engagement
- C - Home hardening

■ How we measure

- Outreach touches
- Home hardening adoption
- Defensible space compliance
- Volunteer hours + spend

■ Annual cycle

- Q1 plan refresh
- Spring prep outreach
- Mitigation execution
- Peak-season readiness
- Year-end documentation

Executive snapshot

This action plan provides a practical, multi-year roadmap to reduce wildfire risk in Portola Hills II. It focuses on actions the community can take and track: vegetation management, ignition risk reduction, resident education, and home hardening. The plan is reviewed annually based on progress, changing conditions, and guidance from local fire authorities and the Firewise program.

Guiding priorities

- **Risk reduction on common areas:** Maintain and improve slope and fuel treatments, clearance, and access.
- **Resident readiness:** Improve evacuation awareness, alerts, and preparedness.
- **Home hardening:** Increase adoption of ember-resistant upgrades (roofs, vents, eaves, decks, and near-home vegetation).
- **Education and engagement:** Deliver targeted, repeatable outreach that drives measurable action.
- **Continuous improvement:** Track outcomes, volunteer effort, and investments; adjust annually.

Success metrics (tracked annually)

Metric	Target	How we measure
Resident outreach	2+ community-wide touchpoints per year	Meeting(s), email/newsletter, website updates, posted notices
Home hardening adoption	Year-over-year increase	Self-reported upgrades; vendor events; inspections where available
Defensible space maintenance	High compliance in priority areas	HOA landscaping reports; spot checks; resident attestations
Community work / investment	Meet or exceed annual program expectations	Volunteer hours plus documented expenditures
Emergency readiness	Improved awareness and sign-ups	Enrollment in local alerts; Watch Duty usage; drill participation

Multi-year roadmap (2026-2028)

The roadmap is organized into three workstreams: (A) Risk reduction projects, (B) Education and engagement, and (C) Home hardening. Items can be re-prioritized annually based on risk, funding, and operational capacity.

Year	Risk reduction projects (common areas)	Education and engagement	Home hardening goals
2026	Complete/continue priority fuel reduction and maintenance on identified slopes and high-risk corridors. Validate access, clearance, and contractor schedule; document work completed.	Launch annual wildfire readiness campaign: evacuation zones, alert sign-ups, and seasonal reminders. Host 1 community meeting or webinar with OCFA/partners.	Promote 5-10 top upgrades (ember-resistant vents, gutter guards, ignition zone cleanup). Offer a vendor Q&A; or group-discount event where feasible.
2027	Sustain maintenance rotation and address remaining hotspot areas. Add targeted mitigation where new hazards are identified (regrowth, erosion, access constraints).	Run 2 outreach pushes: spring home prep plus late-summer evacuation readiness. Publish simplified checklists and a short visual guide (1-2 pages).	Increase adoption of high-impact upgrades. Introduce a voluntary self-certification checklist (resident attestation plus photos).
2028	Institutionalize recurring maintenance and inspection cadence; improve documentation quality. Evaluate additional grant opportunities for higher-scope mitigation.	Add youth/family education component or neighborhood ambassador model. Coordinate with adjacent associations where possible.	Normalize home hardening improvements as standard practice; track adoption trend and prioritize remaining gaps.

Workstream A - Risk reduction projects

- Maintain slope treatments and fuel modification areas per the HOA maintenance rotation schedule.
- Prioritize removal of highly flammable vegetation and manage regrowth to maintain clearance standards.
- Coordinate with contractors and document dates, locations, and scope of work for annual reporting.
- Review access constraints (gates, signage, roadway clearance) and address gaps with HOA/City as needed.

Workstream B - Education and engagement

- Maintain a simple annual communications plan: spring preparation plus peak-season readiness.
- Promote evacuation resources, alert sign-ups, and Watch Duty usage.
- Publish an annual 'Top Actions for Residents' checklist optimized for skimming and mobile.
- Host at least one educational session per year with fire professionals or vetted partners.

Workstream C - Home hardening goals

- Ember-resistant venting and screening, especially attic/crawl space vents.
- Ignition-resistant zone (0-5 ft) improvements: remove combustible mulch, clutter, and wood piles near structures.
- Roof and gutter maintenance: clean gutters, repair gaps, and use leaf guards where appropriate.
- Deck and fence ignition risk reduction: protect vulnerable connections and remove debris beneath decks.
- Encourage annual resident self-checks prior to peak fire season.

Annual operating cadence

A predictable cadence reduces friction and improves follow-through. This calendar can be reused each year, with dates finalized in Q1 and communicated broadly.

Timeframe	Operational focus	Outputs
Jan-Feb	Plan refresh and reporting	Update action plan; confirm budget; set annual targets; publish summary
Mar-Apr	Spring prep outreach	Resident checklist; defensible space reminders; schedule community meeting
May-Jun	Mitigation execution	Contractor work on common areas; documentation of scope and progress
Jul-Aug	Peak-season readiness	Evacuation resources; alert sign-ups; Watch Duty + SCE outage alerts reminders
Sep-Oct	After-action review	Capture lessons learned; update resources; identify hotspot regrowth areas
Nov-Dec	Documentation and archive	Compile volunteer hours, expenditures, and photos; prepare for next cycle

Documentation checklist for annual renewal

- Annual action plan (this document, updated each year).
- Record of education/outreach activities (emails, flyers, website updates, meeting agendas).
- Mitigation work documentation (before/after photos, scope descriptions, contractor invoices).
- Volunteer hours log (date, activity, hours - aggregated for annual reporting).
- Annual outcomes summary: what was done, what changed, and what is planned next.

Plan maintenance

This plan is intended to be a living document. The Firewise leadership team should review it annually, incorporate lessons learned, and adjust priorities based on risk, funding, and operational capacity.

Approved by (Firewise leadership)	
Name	Date