

# REQUEST FOR PROPOSAL (RFP)

## Shelter Cove Wildfire Resiliency & Community Defense Project: Phase 1 Defensible Space Treatment: Treatment Units A1-A4, and ATC

### Issued by:

Shelter Cove Resort Improvement District No.1  
Fire, Rescue, and EMS Department  
9126 Shelter Cove Road Whitethorn CA, 95589  
Project Coordination by Trees Foundation

### Proposals must be submitted by online Proposal Form:

[Treatment Unit A1 Proposal Form](#)

[Treatment Unit A2 Proposal Form](#)

[Treatment Unit A3 Proposal Form](#)

[Treatment Unit A4 Proposal Form](#)

[Treatment Unit ATC Proposal Form](#)

On or before 5:00 PM (PST) 10/20/2024

For more information regarding this RFP,

Contact: Trees Foundation, Tanner Speas

707-932-1173 or [tanner.speas@treesfoundation.org](mailto:tanner.speas@treesfoundation.org)

Issued: 10/01/24



Shelter Cove Wildfire Resiliency & Community Defense Project: Phase 1  
Request for Proposal (RFP)  
Defensible Space Treatment: Treatment Units A1-A4 and ATC

**Section One: Overview**

The Shelter Cove Resort Improvement District (SCRID) was awarded \$6,222,500 from the U.S. Department of Agriculture as part of the Community Wildfire Defense Grant program. This funding will support the Shelter Cove Wildfire Resiliency & Community Defense Project (SCWRCDP) to provide outreach, coordination & inspections services and conduct 1,211 acres of hazardous fuels reduction work over a 5-year period. This project is designed to protect life and property in Shelter Cove by implementing priority actions identified in the Humboldt County Community Wildfire Protection Plan to reduce wildfire risk, create a fire resilient community, and restore healthy landscapes.

**The SCWRCDP fuel reduction will be implemented in three phases:**

Phase 1: Private Residence and Undeveloped Parcels Defensible Space Treatments

Phase 2: SCRID Lands New Fuel Reduction Treatments

Phase 3: SCRID Lands Existing Shaded Fuel Break Re-Treatments

**This Scope of Work for this Request for Proposals is specific to Phase 1: Private Residence and Undeveloped Parcels Defensible Space Treatments.**

As part of the SCWRCDP, Home Risk Assessments are being conducted on the 532 private residences within Shelter Cove. These assessments are documenting the hazardous fuels that are to be removed by Defensible Space Treatments which will be following the Shelter Cove Fire Department / USDA Fuels Reduction Prescription [\\*See Attachment 2](#). This treatment will cover the area within 100' from the residence, and will follow the specific prescriptions per Home Ignition Zones 0-2 (Zone 0: 0-5' from the residence; Zone 1: 5'-30' from the residence, Zone 2: 30'-100' from the residence.)

This RFP is for a batch of specific "Treatment Units" which are collections of private residences [\\*See Attachment 1, "Treatment Units Included in the Scope of this Proposal"](#). These Treatment Units will be awarded to implementation contractors who show that they are appropriately skilled, qualified, and equipped to complete the defensible space treatments with a high level of competency, and efficiency, while staying within the budget and timeframe.

**Section Two: Schedule**

SCRID Issues RFP	9/30/2024
Proposals Submittal Deadline	10/20/2024
Review proposals. SCRID will review and rate proposals, and may, at its discretion, hold interviews to further rate proposals.	10/21/2024 - 10/25/2024
Notice of selected contracts.	10/25/2024
Execute Professional Services Agreement (PSA)	11/01/2024

### **Section Three: Scope of Services**

The [Treatment Units \(Attachment 1\)](#) have had Home Risk Assessments conducted that include a Treatment Plan section (available at the contractor's request. Inquire at [tanner.speas@treesfoundation.org](mailto:tanner.speas@treesfoundation.org).) This will provide direct guidance on the needs of each individual property, and general services provided by the successful proposer are described in the [Scope of Work \(Exhibit A\)](#). The services provided are guided by the Shelter Cove Fire Department USDA Fuels Reduction Rx ([Attachment 2](#)) and may include leaf blowing, pruning, hedging, weed whipping, mowing, chainsawing, tree climbing, chipping, and material hauling. It is expected that the contractor will have the necessary skills, abilities and tools to complete the Treatment Units that are contracted. The contractor will be expected to coordinate with the Shelter Cove Fire Department, the Trees Foundation Coordination and Technical staff, and the residents they are serving.

### **Section Four: Minimum Qualifications**

**The successful proposer shall be able to provide the following minimum qualifications:**

- Possess and maintain insurance adequate to meet the insurance requirements \*see Section Seven: Insurance Requirements
- Have all appropriate licenses/qualifications needed to perform the described work.
  - Per the California Contractors State License Board (CSLB), if the cost of a weed abatement/brush clearing project is \$500 or more, including labor and materials, and the work involves trimming/removing trees, the C-61/D-49 Tree Service or C-27 Landscaping license classification is required.
- Possess a Humboldt County Business License.
- Provide all labor and tools necessary to complete the work.
- Provide a chipper capable of handling debris up to 8" in diameter and provide all fuel and maintenance.
- Own or have access to a trailer for disposing material.
- Internet, and email communication availability.
- Ability to do data entry into online Survey 123 forms.

### **Section Five: Proposal Package Requirements**

#### **A. PROPOSAL FORMAT**

Proposals are to be submitted through an online ArcGIS Survey 123 Form. Each Treatment Unit has a separate Treatment Unit Proposal Form. You may submit a proposal for each treatment unit by filling out the corresponding form.

#### **The following information will be collected:**

- Contractor Business Name
- Owner / Primary Contractor Name
- Contact Phone Number
- Contact Email
- Address of Operations
- Statement of Availability

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- Confirmation that you have or are unable to obtain the required insurance coverage
- Confirmation that you have the necessary license to conduct this work
- Statement of Qualifications, Experience
- 2 References
- Project Plan: Crew and Equipment Details
- Project Plan: Estimated Timeframe
- Project Plan: Community Sensitivity
- Total Treatment Unit Cost

**B. PROPOSAL ELEMENTS**

- a. **Experience:** Please provide a synopsis of your work experience and any projects similar to what this RFP is requesting.
- b. **References:** Please provide two (2) references with contact information that can speak to your previous work performed.
- c. **Project Plan:** Please provide a description of your project plan for the work you are proposing to accomplish. Project Plan should include:
  - i. Crew and equipment details
  - ii. Community sensitivity efforts
  - iii. Estimated timeframe
- d. **Cost:** Please provide a not to exceed cost for the Treatment Unit that you are applying for.  
\*See Attachment 1, Treatment Units, and the associated Treatment Unit Available Funding Ceilings.

**Section Six: Submittal of Proposals**

Each Treatment Unit has a corresponding Proposal Form. You may submit a proposal for one or all of the Treatment Units. You must submit a Proposal Form for each Treatment Unit that you are applying for. Below are links to each of the Treatment Unit Proposal Forms:

[Treatment Unit A1 Proposal Form](#)

[Treatment Unit A2 Proposal Form](#)

[Treatment Unit A3 Proposal Form](#)

[Treatment Unit A4 Proposal Form](#)

[Treatment Unit ATC Proposal Form](#)

Accepting submissions of proposals NO LATER THAN 10/20/2024 at 5 pm.

Proposals must be received through the online Proposal Form corresponding with each Treatment Unit. It is the sole responsibility of the proposer to complete the Proposal Form so that it is received by the time and date required. If you need assistance or are having difficulty with the Proposal Form submission method, please contact Tanner Speas at 707-932-1173, or by email at [tanner.speas@treesfoundation.org](mailto:tanner.speas@treesfoundation.org)

## **Section Seven: Insurance Requirements**

The contractor shall comply with the standard insurance provisions detailed below.

- i. CONTRACTOR is not entitled to any rights, unless certificates of insurance, or other sufficient proof that the following provisions have been complied with, and such certificate(s) are filed with the Clerk of the Resort Improvement District No. 1.
- ii. Without limiting Contractor's indemnification provided herein, Contractor shall and shall require any of its subcontractors to take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers with a current A.M. Bests rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of Contractor, its agents, employees or subcontractors
  1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence from CG 0001), in an amount of \$1,000,000 per occurrence. If work involves explosive, underground or collapse risks, XCU must be included. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project, or the general aggregate shall be twice the required occurrence limit. Said policy shall contain, or be endorsed with, the following provisions:
    - a. Its officers, employees, and agents, are covered as additional insured for liability arising out of the operations performed by or on behalf of Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the RID#1, its officers, agents, and employees.
    - b. The policy shall not be canceled or materially reduced in coverage without thirty (30) days prior written notice (10 days for non-payment of the premium) to RID#1 by certified mail.
    - c. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.
    - d. For claims related to this project, the Contractor's insurance is primary coverage to the RID#1, and any insurance or self-insurance programs maintained by the Resort Improvement District No. 1 are excess to Contractor's insurance and will not be called upon to contribute with it.
    - e. Any failure to comply with reporting or other provisions of the parties, including breach of warranties, shall not affect coverage provided to Resort Improvement District No. 1, its officers, employees, and agents.. Automobile liability insurance with coverage at least as broad as Insurance Services Office form CA 0001 06092, Code 1 (any auto), for vehicles used in the

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- f. performance of this Agreement with minimum coverage of not less than \$1,000,000 per accident combined single limit (CSL). Such policy shall contain or be endorsed with the provision that coverage shall not be canceled or materially reduced in coverage without thirty (30) days prior written notice (10 days for non-payment of premium) to Resort Improvement District No. 1 by certified mail.
  - g. C. Workers' Compensation insurance meeting statutory limits of the California Labor Code which policy shall contain or be endorsed to contain a waiver of subrogation against Resort Improvement District No. 1, its officers, agents, and employees and provide for thirty (30) days prior written notice in the event of cancellation.
1. The contractor shall furnish Resort Improvement District No. 1 with certificates and original endorsements affecting the required coverage prior to execution of this Agreement by Resort Improvement District No. 1. The endorsements shall be on forms as approved by the Resort Improvement District No. 1's Risk Manager or Resort Improvement District No. 1 Counsel. Any deductible or self-insured retention over \$100,000 shall be disclosed to and approved by Resort Improvement District No. 1. If Contractor does not keep all required policies in full force and effect, Resort Improvement District No. 1 may, in addition to other remedies under this Agreement, take out the necessary insurance, and Contractor agrees to pay the cost of said insurance.
  2. The Resort Improvement District No. 1 may elect to treat a failure to maintain the requisite insurances as a breach of contract/agreement and terminate the contract/agreement as provided herein.
  3. Contractor shall indemnify and hold harmless Resort Improvement District No. 1 and its Board, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission by the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Resort Improvement District No. 1.

**Section Eight: Awards and Notifications**

Contracts are anticipated to be awarded on, or soon after, October 25<sup>th</sup>, 2024.

A Shelter Cove WRCD Project Representative will contact successful and unsuccessful submitters by phone or email after October 25<sup>th</sup>, 2024.

**Section Nine: Contact Information**

For inquiries about the project, the Treatment Units, the Proposal Forms, or other questions, contact Tanner Speas at 707-932-1173, or by email at [tanner.speas@treesfoundation.org](mailto:tanner.speas@treesfoundation.org)

We look forward to receiving your proposals and working together to create a safer and more resilient community through proactive vegetation management.

# **EXHIBIT A**

## **SCOPE OF WORK**

Defensible Space Treatment: Treatment Units A1-A4

### **Exhibit A: Scope of Work**

For each home to be treated, a Home Risk Assessment with Treatment Plan will be provided by SCRID that contains direct guidance on the needs of each individual property. The residential defensible space treatments have been designated into 4 broad categories: 1%, 25%, 50%, and 100%. These categories represent the general ratio of work required to achieve a complete treatment, ie. 1% indicates that approximately 1-24% of the property needs fuel reduction treatment to achieve the defensible space prescription. 25% equates to 25-49%, etc... These categories are how the Treatment Units are organized. The 1% and 25% categories generally will necessitate more landscaping and less forestry work, whereas the 50%-100% are likely to require more forestry clearing. However, all categories may require the full spectrum of this scope of work.

#### **General services provided by the successful proposer will include but are not limited to:**

- Treatments in Zone 0, 0-5 feet from a building, structure, deck, and auxiliary buildings:
  - Remove leaves, needles, and all dead or dying vegetation on roofs, gutters, decks, porches and stairways.
  - Cut all grass to a maximum height of two (2) inches and remove all trimmings.
  - Remove all hazardous fuels trees that are under 8" in diameter at chest height and all brush and other flammable vegetation.
  - Limb, or prune landscape trees and shrubs to eliminate dead or dying material.
  - Remove tree branches that overhang roofs (30' above the roof line) and remove all branches 10 feet away from chimneys or stove pipes.
  - Remove combustible materials located on top of or underneath a deck, balcony, or stairs.
  
- Treatments in Zone 1, 5-30 feet from a building, structure, deck, and auxiliary buildings:
  - Remove all dead or dying, flammable or combustible vegetation within 30 feet of each building, structure or dwelling.
  - Remove all hazardous fuels trees that are under 8" in diameter at chest height.
  - Remove lower branches of trees greater than 8" to a height of 15 feet or 1/3 of the tree height, whichever is less.
  - Cut all grass to a maximum height of two (2) inches and remove all trimmings.
  - Remove all fallen leaves.
  - Trim trees to keep branches a minimum of 10 feet from other trees.
  - Relocate any wood piles to a minimum of 30 feet away from structures as feasible.
  - Remove or prune flammable plants and shrubs.
  - Create a separation between trees, shrubs and items that could catch fire, such as patio furniture, wood piles, and swing sets.
  
- Treatments in Zone 2, 30-100 feet from a building, structure, deck, and auxiliary buildings:
  - Cut dead or dying grass to a maximum of two (2) inches; trimmings may remain on the ground.
  - Reduce any ladder fuels to a maximum height of eighteen (18) inches.
  - Remove all hazardous fuels trees that are under 8" in diameter at chest height.
  - Remove lower branches of trees greater than 8" to a height of 10 feet or 1/3 of the tree, whichever is less.

## **EXHIBIT A**

### **SCOPE OF WORK**

#### Defensible Space Treatment: Treatment Units A1-A4

- All dead or dying woody surface fuels and aerial fuels within the reduced fuel zone shall be chipped. Loose surface fuels shall be permitted to a depth of two (2) inches. This requirement is primarily intended to eliminate trees, bushes, shrubs and surface debris that are completely dead or with substantial amounts of dead branches or leaves/needles that would readily burn.
- Down logs or stumps anywhere within 100 feet from a building, structure or dwelling, when embedded in the soil, may be retained when isolated from other vegetation.
  
- **Treatments on Undeveloped Parcels**
  - Cut dead or dying grass to a maximum of two (2) inches; trimmings may remain on the ground.
  - Reduce any ladder fuels to a maximum height of eighteen (18) inches.
  - Remove all hazardous fuels trees that are under 8" in diameter at chest height.
  - Remove lower branches of trees greater than 8" to a height of 10 feet or 1/3 of the tree, whichever is less.
  - All dead or dying woody surface fuels and aerial fuels within the reduced fuel zone shall be chipped. Loose surface fuels shall be permitted to a depth of two (2) inches. This requirement is primarily intended to eliminate trees, bushes, shrubs and surface debris that are completely dead or with substantial amounts of dead branches or leaves/needles that would readily burn.
  - Down logs or stumps anywhere within 100 feet from a building, structure or dwelling, when embedded in the soil, may be retained when isolated from other vegetation.
  
- **Other Considerations**
  - Successful proposers will provide treatments as needed based on the SCFD USDA Fuels Reduction Prescription, this Scope of Work, the Treatment Units Home Risk Assessments and Treatment Plans, location, weather conditions, and scheduling coordination with the landowners and residents.
  - Scheduling and coordination will be with the Trees Foundation Coordination and Technician staff.
  - Travel will be required to various homes and communities throughout the project area of Shelter Cove.
  - Required legal disposal of green waste and other flammable materials as directed by SCRID.
  - No equipment shall be used that will damage existing building components and private property including driveways, fences, water lines, and septic.
  - No equipment shall be used that requires additional permitting or surveying for use.
  - Work shall only be performed in the CEQA exempt defensible space zone 0-100' from a building, structure, deck, etc.



**ATTACHMENT 1**  
**TREATMENT UNITS A1-A4**  
**INCLUDED IN THE SCOPE OF THIS PROPOSAL**

**Attachment 1: Treatment Units**

**This Request for Proposals is for the following Treatment Units.**

If you would like access to the specific Home Risk Assessments and Treatment Plans, you may request them through email at [tanner.speas@treesfoundation.org](mailto:tanner.speas@treesfoundation.org)

<b>Treatment Unit A1</b>		
<a href="#"><u>Treatment Unit A1 Proposal Form</u></a>		
<b>Treatment Unit Description:</b> This unit is composed of residences that need minimal defensible space work, primarily consisting of grass, with some possible brush and landscaping fuel reduction. There may be minimal tree limbing (limb removal through climbing will be a separate contract). These residences will need fine dead fuels removed with a leaf blower from Zone 0 and potentially from the roof and gutters.		
<b>Treatment Unit Available Funding Ceiling:</b> \$12,000.00		
#	Defensible Space Treatment Address	Work Rating
1	125 Bambi Dr, Whitethorn, CA, 95589	1%
2	196 Machi Rd, Whitethorn, CA, 95589	1%
3	14 Millcreek Rd, Whitethorn, CA, 95589	1%
4	188 Machi Rd, Whitethorn, CA, 95589	1%
5	8 Patsy Ct, Whitethorn, CA, 95589	1%
6	1594 Upper Pacific Dr, Whitethorn, CA, 95589	1%
7	180 Machi Rd, Whitethorn, CA, 95589	1%
8	1025 Spring Rd, Whitethorn, CA, 95589	1%
9	1264 Upper Pacific Dr, Whitethorn, CA, 95589	1%
10	521 Muskrat Cir, Whitethorn, CA, 95589	1%

**ATTACHMENT 1**  
**TREATMENT UNITS A1-A4**  
**INCLUDED IN THE SCOPE OF THIS PROPOSAL**

Treatment Unit A2		
<a href="#">Treatment Unit A2 Proposal Form</a>		
<p><b>Treatment Unit Description:</b> This unit is composed of residences that need moderate defensible space work, primarily consisting of grass, brush, and landscaping fuel reduction. There may be tree removal and limbing (limb removal through climbing will be a separate contract). These residences will need fine dead fuels removed with a leaf blower from Zone 0 and potentially from the roof and gutters.</p>		
<p><b>Treatment Unit Available Funding Ceiling:</b> \$18,000.00</p>		
#	Defensible Space Treatment Address	Work Rating
1	160 Olsen Rd. Whitethorn. Ca. 95589	25%
2	174 Olsen Rd. Whitethorn. Ca. 95589	25%
3	227 Vista Rd. Whitethorn. Ca. 95589	25%
4	325 Seafoam Rd. Whitethorn, Ca. 95589	25%
5	30 Highview Cir Whitethorn, CA 95589	25%
6	127 Cook Rd. Whitethorn CA 95589	25%
7	52 Spruce Rd. Whitethorn CA 95589	25%
8	840 Hillside Drive, Shelter Cove, Ca. 95589	25%
9	210 Vista Road, Whitethorn, CA	25%
10	837 Blueridge Rd. Whitethorn 95589	25%

**ATTACHMENT 1**  
**TREATMENT UNITS A1-A4**  
**INCLUDED IN THE SCOPE OF THIS PROPOSAL**

<b>Treatment Unit A3</b>		
<a href="#"><u>Treatment Unit A3 Proposal Form</u></a>		
<b>Treatment Unit Description:</b> This unit is composed of residences that need substantial defensible space work, consisting of grass, brush, trees and landscape plants. There will be tree removal and limbing (limb removal through climbing will be a separate contract). These residences will need fine dead fuels removed with a leaf blower from Zone 0 and potentially from the roof and gutters.		
<b>Treatment Unit Available Funding Ceiling:</b> \$20,000.00		
#	Defensible Space Treatment Address	Work Rating
1	61 Vance Rd. Whitethorn, CA. 95589	50%
2	8984 Shelter Cove Rd. Whitethorn CA 95589	50%
3	420 Humboldt Loop, Whitethorn, Ca. 95589	50%
4	581 Toth Rd. Whitethorn, Ca. 95589	50%
5	54 Parsons Rd. Whitethorn, CA. 95589	50%
6	25 Vegara Ct. Whitethorn, CA. 95589	50%
7	26 Spring Rd, Whitethorn, CA, 95589	50%
8	25 Ash Ct, Whitethorn, CA, 95589	50%
9	257 Dolphin Dr. Whitethorn CA 95589	50%
10	27 Eel Ct, Whitethorn CA, 95589	50%

**ATTACHMENT 1**  
**TREATMENT UNITS A1-A4**  
**INCLUDED IN THE SCOPE OF THIS PROPOSAL**

<b>Treatment Unit A4</b>		
<a href="#"><u>Treatment Unit A4 Proposal Form</u></a>		
<p><b>Treatment Unit Description:</b> This unit is composed of residences that need the highest level of defensible space work, consisting of grass, brush, trees and landscape plants. There will be tree removal and limbing (limb removal through climbing will be a separate contract). These residences will need fine dead fuels removed with a leaf blower from Zone 0 and potentially from the roof and gutters.</p>		
<p><b>Treatment Unit Available Funding Ceiling:</b> \$24,000.00</p>		
#	Defensible Space Treatment Address	Work Rating
1	439 Seafoam Rd. Whitethorn, Ca. 95589	100%
2	246 Hemlock Rd, Whitethorn, CA 95589	100%
3	562 Muskrat Cir, Whitethorn, CA, 95589	100%
4	1284 Blueridge Rd, Whitethorn, CA, 95589	100%
5	177 Pepperwood Dr, Whitethorn, CA, 95589	100%
6	389 Upper Pacific Dr, Whitethorn, CA, 95589	100%
7	2204 Telegraph Creek Rd, Whitethorn, CA	100%
8	902 Toth Rd, Whitethorn, CA, 95589	100%
9	274 Combs Rd, Whitethorn, CA, 95589	100%
10	62 Seal Ct, Whitethorn, CA, 95589	100%

**ATTACHMENT 1**  
**TREATMENT UNITS A1-A4**  
**INCLUDED IN THE SCOPE OF THIS PROPOSAL**

Treatment Unit ATC		
<a href="#">Treatment Unit ATC Proposal Form</a>		
<p><b>Treatment Unit Description:</b> This unit is composed of residences that need tree climbing to remove limbs of trees that are in Zone 0 or Zone 1 that are greater than 8” in diameter. Limbs will be removed up to 30’ above the structure roof, following the defensible space project prescription.</p>		
<p><b>Treatment Unit Available Funding Ceiling:</b> \$4,000.00</p>		
#	Defensible Space Treatment Address	Work Rating
1	30 Highview Cir Whitethorn, CA 95589	TC
2	210 Vista Road, Whitethorn, CA	TC
3	420 Humboldt Loop. Whitethorn, Ca. 95589	TC
4	25 Ash Ct, Whitethorn, CA, 95589	TC
5	27 Eel Ct, Whitethorn CA, 95589	TC
6	125 Bambi Dr, Whitethorn, CA, 95589	TC
7	196 Machi Rd, Whitethorn, CA, 95589	TC
8	188 Machi Rd, Whitethorn, CA, 95589	TC

## ATTACHMENT 2



# Shelter Cove Fire Department

Resort Improvement District #1

Nick Pape, Fire Chief  
9126 Shelter Cove Road  
Whitethorn, CA 95589  
Office: (707) 986-7507

### USDA Fuels Reduction RX

**1) Defensible Space Zone 0-5 noncombustible clearance around the immediate building, structure or dwelling.**

- ✓ Maintain **noncombustible** clearance by removing all dead or dying flammable vegetation or disposable combustible materials within 5 feet of each building, structure, or dwelling.
- ✓ Limb all overhanging tree branches or 30ft above the roof line and away from all chimneys or stove pipes.

**2) Defensible Space Zone: 5-30 foot defensible space for firefighters around the immediate building, structure or dwelling.**

- ✓ Maintain clearance by removing and clearing all dead or dying flammable or combustible vegetation within 30 feet of each building, structure or dwelling.
- ✓ Remove leaves, needles, and all dead or dying vegetation on roofs, gutters, decks, porches and stairways, etc.
- ✓ Remove all dead or dying trees, branches, shrubs or other plants adjacent to, or overhanging, the building, structure or dwelling.
- ✓ Remove lower branches of trees to a height of 15 feet or 1/3 of the tree height, whichever is less.
- ✓ Cut all dead or dying grass to a maximum height of two (2) inches and remove all trimmings.
- ✓ Remove all fallen leaves.

**3) 30-100 feet from any building, structure, or dwelling or. Maintain the “horizontal spacing standard” appropriate to the parcel slope.**

- ✓ Cut dead or dying grass to a maximum of two (2) inches; trimmings may remain on the ground.
- ✓ Live flammable ground cover less than eighteen (18) inches in height may remain, However the lower branches of trees overhanging or adjacent to the ground cover must be removed to a height of 10 feet or 1/3 of the tree, whichever is less.
- ✓ Single specimens of trees or other vegetation may be retained provided they are well spaced, well-trimmed and create a condition that avoids spread of fire to other vegetation or to a building, structure or dwelling. Remove lower branches of trees to a height of ten (10) feet or 1/3 the tree height, whichever is less.
- ✓ Reduce any ladder fuels to a maximum height of eighteen (18) inches.

- ✓ All dead or dying woody surface fuels and aerial fuels within the reduced fuel zone shall be removed. (Tree removal will be on a case by case basis and part of the reduced fuel zone plan.
  - ✓ Loose surface fuels shall be permitted to a depth of two (2) inches. This requirement is primarily intended to eliminate trees, bushes, shrubs and surface debris that are completely dead or with substantial amounts of dead branches or leaves/needles that would readily burn.
  - ✓ Down logs or stumps anywhere within 100 feet from a building, structure or dwelling, when embedded in the soil, may be retained when isolated from other vegetation.
- 4) Clearance Zone along each private property line that borders or is adjacent to an area that might be used for exiting and/or an evacuation route, including but not limited to a driveway, county road, temporary refuge area.**
- ✓ Single specimens of trees or other vegetation may be retained provided they are well spaced, well-trimmed and create a condition that avoids spread of fire to other vegetation or to a building, structure or dwelling. Remove lower branches of trees to a height of eight (8) feet or 1/3 the tree height, whichever is less.
  - ✓ Reduce any ladder fuels to a maximum height of eighteen (18) inches.

