

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOUR  
November 8, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Four was called to order, following the Open Forum for shareholders to address the Board, by President Conley at 8:45 a.m. on Wednesday, November 8, 2023, in Bldg. 5, Conference Room B and via Zoom Conference Call.

**PLEDGE OF ALLEGIANCE**

President Conley called the Pledge of Allegiance.

**ROLL CALL**

Present: President Conley, Vice President Glasser, Secretary Kuhl, Chief Financial Officer Green, Directors Falconer, Potter, and Cross.

GRF Representative: Ms. Gerber (via zoom, entered at 8:47 a.m.)

Guests: Three Mutual Four shareholders (in person)  
One Mutual Four shareholders (via zoom)  
Vicky Burdwell, Mutual Four Resident (in person)  
Lauren Caster, Film Crew Representative (entered at 9:02am)

Staff: Mr. Moore, Building Inspector  
Ms. Hopkins, Mutual Admin Director (entered at 8:47 a.m.)  
Ms. Barua, Sr. Portfolio Specialist  
Ms. Kong, Assistant Portfolio Specialist

**MINUTES**

Following a discussion and upon a MOTION duly made by President Conley and seconded by Director Falconer, it was

RESOLVED to approve the Regular Meeting Minutes of October 11, 2023, as presented.

The MOTION passed unanimously.

**BUILDING INSPECTOR'S REPORT**

Building Inspector, Moore presented his report (attached).

Following a discussion and upon a MOTION duly made by President Conley and seconded by Vice President Glasser, it was

**BOARD OF DIRECTOR  
MUTUAL FOUR**

**November 8, 2023**

RESOLVED to approve the proposal for Anguiano Lawn Care to work on the patio expansion for Unit 81-B. Work to be done at the shareholder's expense.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Conley and seconded by Chief Financial Officer Green, it was

RESOLVED to approve the proposal for MP Construction to work on unit remodel for Unit 51-I. Work to be done at the shareholder's expense.

The MOTION passed with six "yes" (President Conley, Vice President Glasser, Chief Financial Officer Green, Director Falconer, Director Potter, and Director Cross) and one "no" (Secretary Kuhl) vote.

Following a discussion and upon a MOTION duly made by President Conley and seconded by Chief Financial Officer Green, it was

RESOLVED to approve the proposal for MP Construction to work on unit remodel for Unit 84-I. Work to be done at the shareholder's expense.

The MOTION passed unanimously.

Following questions, Building Inspector Moore left meeting at 9:01 a.m.

**GUEST SPEAKER**

Film Crew Representative discussed project for film at unit 40G.

Following questions, Ms. Caster left meeting at 9:27 a.m.

**GUEST SPEAKER**

Mutual 4 Resident, Vicky Burdwell provided an update regarding plan to help residents during holidays in open forum.

**GRF REPRESENTATIVE REPORT**

GRF Representative Ms. Gerber, provided an update on GRF projects.

**SECRETARY'S REPORT / CORRESPONDENCE**

Secretary Kuhl received no correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

**BOARD OF DIRECTOR  
MUTUAL FOUR**

**November 8, 2023**

Chief Financial Officer Green provided an update.

**UNFINISHED BUSINESS**

Following a discussion and upon a MOTION duly made by Chief Financial Officer Green and seconded by President Conley, it was

RESOLVED to ratify proposed rule change amending 04-7496-1 Electrical Vehicle Charging Station of the Rules and Regulations; the 28-day posting requirement has been met.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Director Potter and seconded by Chief Financial Officer Green, it was

RESOLVED to ratify proposed rule change amending 04-7590-1 FEEDING WILDLIFE of the Rules and Regulations; the 28-day posting requirement has been met.

The MOTION passed unanimously.

**UNFINISHED BUSINESS**

Following a discussion and upon a MOTION duly made by Vice President Glasser and seconded by Secretary Kuhl, it was

RESOLVED to approve the proposed Mutual Four Spring Party for Wednesday, April 17<sup>th</sup>, 2024, at a cost not to exceed \$1,000. Funds to come from Miscellaneous and ask the President to sign any necessary documentations.

The MOTION passed unanimously.

**NEW BUSINESS**

Following a discussion and upon a MOTION duly made by Chief Financial Officer Green and seconded by President Conley, it was

RESOLVED to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers,

**BOARD OF DIRECTOR  
MUTUAL FOUR**

**November 8, 2023**

monthly general ledger and delinquent assessment receivable reports for the month of September 2023.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Green and seconded by President Conley, it was

RESOLVED to close the money market account with First Foundation and transfer all funds to a Money Market Account at US Bank.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Conley and seconded by \_\_\_\_\_, it was

RESOLVED to cancel Mutual Four's monthly board meeting scheduled on Wednesday, December 13<sup>th</sup>, 2023, due to the holiday.

The MOTION failed due to lack of second.

**PORTFOLIO SPECIALIST'S REPORT**

Assistant Portfolio Specialist Kong submitted her report (attached).

**COMMITTEE REPORT**

Member Services Committee  
Secretary Kuhl provided an update.

Facilities Committee  
No report.

Operations Committee  
Director Potter provided an update.

Administration Committee  
Director Kuhl provided an update.

Landscape Committee  
No report.

Special Events Committee  
Vice President Glasser provided an update.

Electric Vehicle Committee  
Chief Financial Officer Green provided an update.

**ANNOUNCEMENTS**

**NEXT MEETING: Wednesday, December 13, 2023, Open Forum begins at 8:30 a.m. and the Meeting begins at 8:45 a.m. in Building 5, Conference Room B, and via Zoom Conference Call.**

**DIRECTOR'S COMMENTS**

No Director made a comment.

**SHAREHOLDER COMMENTS**

No shareholder made a comment.

**ADJOURNMENT**

There being no further business to conduct, President Conley adjourned the meeting at 10:13 a.m. and announced there would be an executive session following the meeting to discuss member issues.

**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session on November 8, 2023, at 10:32 a.m., and took the following actions:

The Mutual Four Board of Directors approved the executive session minutes of October 11, 2023.

1. Legal Matters
  - a. None were discussed.
2. Contracts
  - a. None were discussed.
3. Assessments / Delinquencies
  - a. Several were discussed.
4. Disciplinary Hearings
  - a. No disciplinary hearing occurred.



Attest, Jan Kuhl, Secretary  
SEAL BEACH MUTUAL FOUR  
DK 11/8/23

## MUTUAL 4 INSPECTOR'S REPORT

MUTUAL: **(04) FOUR**      DATE: **November**      INSPECTOR: **Darrien Moore**

### PERMIT ACTIVITY

UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
37-I	ABATEMENT	GRF	05/29/23	06/02/23	NO		P.E.A SOLUTIONS
43-L	FLOORING	GRF	07/27/23	08/05/23	NO		WHITSELL RESTORATION
45-A	SHOWER CUTDOWN	GRF	10/10/23	11/10/23	NO		NUKOTE
45-H	REMODEL	YES	08/14/23	12/30/23	NO		MP CONSTRUCTION
46C	GLASS PANELS	GRF	08/15/23	08/31/23	NO	10/06/23 - FINAL	CUSTOM GLASS
47-I	REMODEL	BOTH	06/27/22	03/01/23	YES	inspection correction 09/18/23	HANDYCREW
49-F	SOLAR PANELS	BOTH	12/09/21	01/31/22	NO		SOLARMAX
49-H	SHOWER CUTDOWN	BOTH	09/27/23	10/27/23	NO		NUKOTE
51-I	POPCORN/REMODEL	BOTH	10/05/23	04/30/24	NO		MP CONSTRUCTION
52-E	PORCH WALL/GLASS	GRF	03/27/23	07/30/23	YES		LW DÉCOR
76-K	SHOWER CUTDOWN	BOTH	10/16/23	11/16/23	NO		NUKOTE
79K	Heat Pump	BOTH	10/09/23	11/09/23	NO		Just Right Services
79-G	Sliding Window	BOTH	09/15/23	09/18/23	NO	10/06/23 - FINAL	BROTHERS GLASS
81-E	FLOORING	GRF	08/28/23	10/15/23	NO		LW DÉCOR
83-G	HVAC	BOTH	08/17/23	10/17/23	NO		ALPINE
84-F	Interior work/washer dry	Both	09/28/23	10/30/23	NO	10/10/23 - Half final	M&M SKYLIGHTS
84-G	Pergola	GRF	10/05/23	01/30/23	NO		MP CONSTRUCTION
84-I	POPCORN/REMODEL	BOTH	10/05/23	04/30/24	NO		MP CONSTRUCTION
84-J	CART PAD	GRF	08/25/23	10/10/23	NO		FOUR STAR LANDSCAPE
85-G	AWNINGS	GRF	10/10/23	10/10/23	NO		AAA AWNINGS
86-F	AWNING	GRF	12/12/23	12/12/23	NO		AAA AWNINGS
87B	DISHWASHER	GRF	08/25/23	10/30/23	NO	10/11/23 - FINAL	LW DÉCOR
88-E	FLOORING	GRF	09/30/23	11/30/23	NO	10/10/23 - FINAL	KARYS CARPET

### ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
40-E		10/12/23							
45-I		07/06/23	08/10/23	08/08/23	08/18/23	10/26/23			
46-F		10/12/23							
47-B		04/13/23	09/27/23	10/17/23					
47-K		08/03/23	09/08/23	09/11/23	09/23/23	10/16/23			
50-A		09/27/22							
50-F		04/20/23	06/08/23	06/13/23	06/23/23				
51-G		04/20/23							
51-I		08/10/23	09/26/23	10/26/23	10/10/23	10/16/23			
73-F									
76-E		09/15/23							
76-L		05/24/23	08/01/23	08/01/23	08/11/23	10/13/23	13	1	16
77-E		03/20/23	06/06/23	06/06/23	06/16/23				
79-A		06/28/23	10/02/23	10/02/23	10/12/23				
80-A		09/05/23	10/25/23	10/25/23					
80-J		06/22/23	09/14/23	09/18/23					
81-E		11/01/22	08/04/23	08/08/23	08/18/23	10/23/23			
82-L		08/03/23	08/28/23	09/13/23	10/10/23				
84-F		03/30/23	09/10/23	09/18/23	09/23/23	10/23/23			
84-I		08/03/23	09/19/23	09/19/23	10/01/23	10/16/23			
88-E		03/22/22	10/06/23	10/10/23	10/19/23				
89-D		08/11/23							

NMI = New Member Inspection    PLI = Pre-Listing Inspection    NBO = New Buyer Orientation  
FCOEI = Final Close of Escrow Inspection

### CONTRACTS & PROJECTS

CONTRACTOR	PROJECT	EXPIRATION
Total Landscape	Landscape Maintenance	10/31/2023
Fenn Pest Control	Termite Inspections	5/31/2026
Fenn Pest Control	Bait Station Maintenance	6/30/2026

### SHAREHOLDER & MUTUAL REQUESTS

SHAREHOLDER	MUTUAL
45A - Exterior termites.	
42E - Interior termites.	
44F - Stucco patch.	
Carport 52 - Stucco repair.	
47G - Garbage disposal not working.	

**SEAL BEACH MUTUAL NUMBER FOUR****Physical Property****AMEND****Electric Vehicle Charging Station Rules**

1 An “electric vehicle charging station” means a station that is designed in compliance with the  
 2 California Building Standards Code and delivers electricity from a source outside an electric  
 3 vehicle into one or more electric vehicles. An electric vehicle charging station may include  
 4 several charge points simultaneously connecting several electric vehicles to the station and  
 5 any related equipment needed to facilitate charging plug-in electric vehicles.  
 6

7 Shareholders may install a charger through the Mutual 4 EV Infrastructure program, or they  
 8 may install a private charger. All chargers will be installed in the carport area associated with  
 9 that shareholder. Some rules apply to ALL chargers, and some are unique to a specific  
 10 installation.  
 11

12 Mutual 4 may install an electric vehicle charging station in the common area for the use of all  
 13 members of the association and, in that case, the association shall develop appropriate terms  
 14 of use for the charging Station.  
 15

**1. GENERAL:**

16  
 17  
 18 **1.1.** An electric vehicle charging station shall meet applicable health and safety  
 19 standards and requirements imposed by state and local authorities, and all other  
 20 applicable zoning, land use, or other ordinances, or land use permits.  
 21

22 **1.2.** Mutual 4 Electric Vehicle Charger installations are allowed with board approval.  
 23 All costs, usage charges and monthly fees are applicable.  
 24

25 **1.3.** The shareholder associated with any charging station shall, at all times, maintain  
 26 a HO-6 Policy and a minimum of \$500,000 liability coverage policy prior to  
 27 activation. That shareholder and each successor shareholder shall provide the  
 28 association with the certificate of insurance annually thereafter.  
 29

30 **1.4.** The Mutual may impose reasonable restrictions on EV charging stations  
 31 provided those restrictions do not significantly increase the cost of the station or  
 32 significantly decrease its efficiency or specified performance. **NO CHARGERS**  
 33 **ARE TO BE SHARED OR RENTED TO OTHER INDIVIDUALS.** ~~No chargers~~  
 34 ~~are to be shared or rented to other individuals.~~  
 35

**2. INFRASTRUCTURE PROGRAM:**

36 **3 SCE Rebate Projects WITH 42 CHARGERS – 7-year minimum requirement from**  
 37 **date of activation.**  
 38

39  
 40 **2.1.** All shareholders who are part of the original Mutual 4 infrastructure 42 charger

(Sept 22)

**SEAL BEACH MUTUAL NUMBER FOUR****Physical Property****AMEND****Electric Vehicle Charging Station Rules**

SCE program have paid their initial fees and have chargers installed in their assigned carports. These chargers belong to the Mutual. ~~Additional shareholders may join the Infrastructure Program at a later time for a fee of \$900.00.~~ Chargers must be Ever Charge Level 2 chargers only. Installations must be performed by Doneen Electric and all costs associated with installations will be paid by shareholder and SCE grants. ~~All requests will be forwarded to the Physical Property Department at least two weeks prior to a board meeting.~~ **THESE CHARGERS CANNOT BE REMOVED WITHOUT WRITTEN MUTUAL 4 BOARD APPROVAL.**

**3. PRIVATE INSTALLATION**

**3.1.** If a shareholder desires a private charger, the shareholder must seek board approval, provide an HO-6 insurance policy with a minimum of \$500,000 liability coverage and adhere to all other factors as stated in Davis-Stirling. Also, the shareholder must use a UL listed, L2 outdoor charger that must be hardwired to its source and **INSTALLED OR REMOVED BY A QUALIFIED ELECTRICAL CONTRACTOR THAT IS EVITP CERTIFIED.** All costs for installation and the charger will be paid by the shareholder.

**3.2.** The following provisions apply:

**3.2.1.** The owner first shall obtain approval from the Mutual to install the electric vehicle charging station and the association shall approve the installation if the owner agrees in writing to do all of the following.

**3.2.1.1.** Comply with the Mutual's architectural standards for the installation of the charging station.

**3.2.1.2.** Engage the approved licensed electrical contractor that is EVITP certified to install the charging station.

~~**3.2.1.3.** Within 14 days of approval, provide a certificate of insurance that names the Mutual as an additional insured under the owner's insurance policy in the amount set forth in paragraph (3).~~

~~**3.2.1.4.**~~**3.2.1.3.** Pay for ~~both~~all the costs associated with the installation of and the electricity usage associated with the charging station.



**SEAL BEACH MUTUAL NUMBER FOUR****Physical Property****AMEND****Electric Vehicle Charging Station Rules**

81                   **3.2.2.**     The owner and each successive owner of the charging station shall  
82                   be responsible for all of the following:

83  
84                   **3.2.2.1.**    Costs for damage to the charging station, common area,  
85                   exclusive use common area, or separate interests resulting  
86                   from the installation, maintenance, repair, upgrades,  
87                   removal, or replacement of the charging station.

88  
89                   **3.2.2.2.**    Costs for the maintenance, repair, and replacement of the  
90                   charging station until it has been removed and for the  
91                   restoration of the common area after removal.

92  
93                   **3.2.2.3.**    The cost of electricity associated with the charging station.

94  
95                   **3.2.2.4.**    Disclosing to prospective buyers the existence of any  
96                   charging station of the owner and the related responsibilities  
97                   of the owner under this section.  
98

99                   **3.3.**        The Mutual may grant exclusive use in carport stalls to members who run utility  
100                   lines from their units or their meters for charging stations their assigned carport  
101                   stall and install meters in the common areas for charging stations in a  
102                   Shareholder's their assigned carport. The Mutual may enter into a license  
103                   agreement with shareholders who install charging stations in their carports.  
104                   Installing circuit breakers, conduit and wiring from the association's electrical  
105                   panel to the parking space will be done by the shareholder at shareholder's  
106                   expense. If the electrical panel cannot handle the extra load created to the  
107                   charging station, and/or the panel will need to be upgraded, all costs associated  
108                   with the upgrade must be requested and are at the requesting owner's expense.  
109                   All requirements in Section 3 are applicable.

110  
111                   **3.4.**        Whenever a shareholder installs an EV charging station, an agreement signed  
112                   by the shareholder will be recorded putting future shareholders of the unit on  
113                   notice of their obligation to maintain the charging station and carry proper  
114                   insurance, and from there forward to be responsible for all charges associated  
115                   with the charging station.  
116

117                   **3.5.**        The owner who submitted the application to install the charging station shall  
118                   provide the association with the corresponding certificate of insurance within 14  
119                   days of approval of the application.  
120

(Sept 22)

**SEAL BEACH MUTUAL NUMBER FOUR**

**Physical Property**

**AMEND**

**Electric Vehicle Charging Station Rules**

**Document History**

Adopted: 14 Sept 2022 Amended:

**Keywords:** Mutual Four Electrical Vehicle Charging Station

121

DRAFT

**SEAL BEACH MUTUAL NO. FOUR**

**Shareholder Regulations**

**Feeding Wildlife**

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- 1. This rule is intended to set certain limitations on interactions between non-domesticated animals indigenous to this community and the members and residents living in close proximity. For purposes of this policy, non-domesticated wildlife is described as all members of the wild bird family, including but not limited to, hawks, owls, pigeons, doves, crows (Crows carry the West Nile virus.), and black birds, as well as other wildlife such as rabbits, opossums, raccoons, squirrels, rats, coyotes, and feral cats.
- 2. Handouts of food rarely meet the nutritional needs of wildlife and may cause those animals to gather and remain in small areas around the source of food. This human-to-wildlife interaction invites larger more aggressive predators, such as coyotes, to come to the area looking for food. Wild animals being fed by human interaction lose their fear of people which leaves the human at risk of being bitten and suffering substantial injury.
- 3. Additionally, many beloved family pets have been the unintended victims of feeding wildlife when taken by larger predators being drawn to unnatural food sources. These situations may also result in an encouraged rodent population, as well as insect infestation.
- 4. Therefore, the following must be adhered to in compliance with this Mutual policy in concert with California Code 251.1, Harassment of Animals, to wit:
  - 4.1. *“Except as otherwise authorized in the Fish and Game Code, no person shall harass, herd or drive any game or non-game bird or mammal or furbearing mammal. For the purposes of this section, harass is defined as an intentional act which disrupts an animal’s normal behavior patterns, which includes, but is not limited to, breeding, feeding, or sheltering”.*
- 5. Further, in compliance with California Code 251.1, Harassment of Animals, the following limitations on wildlife and member interactions are established:
  - 5.1. Do not feed any non-domesticated wildlife on Mutual property.
  - 5.2. Pet food and standing water sources are prohibited on patios, in carport areas, and in gardens.
  - 5.3. Domesticated pets to include caged birds, may not be kept on patios
  - ~~5.4. Domesticated pets to include caged birds, may be kept on patios.~~
  - 5-5-5.4. trash and garbage, whether contained or not, may not be left outside of the unit at any time.
  - 5-6-5.5. Bird feeders with bird seed of any type are not allowed at the unit or anywhere on Mutual property including hanging from trees or other support devices.
  - 5-7-5.6. Mutuuls Four allow bird feeders:
    - 5-7-1-5.6.1. A hummingbird-type feeder with liquid food is permitted at a

(Dec 2024/Oct 2023)

**SEAL BEACH MUTUAL NO. FOUR**

**Shareholder Regulations**

**Feeding Wildlife**

unit but not on common area Mutual property including hanging from trees or other support devices.

~~5.8. Pet food and water sources are prohibited on open patios and in carport areas.~~

5.9.5.7. Pet food and water sources are prohibited on open patios and in carport areas unless the shareholder/resident is present.

- Source Guides: California Code 251.1, Harassment of Animals
- ASPCA – Eight Reasons to Not Feed Wildlife
- City of Seal Beach Ordinance (1057 #1), Feeding Wild Birds
- California Department of Fish and Game – Keep Me Wild
- Orange County Vector Control District – Bird Feeders & Rats
- National Wildlife Health Center
- USGS Fact Sheet – Coping with Diseases at Bird Feeders
- El Dorado Nature Center
- Mutual Occupancy Agreement, Article (5)

**Document History**

Adopted: 13 May 2015 Oct 2023

**Keywords:** Mutual Four Feeding Wildlife

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# PORTFOLIO SPECIALIST REPORT

NOVEMBER 2023

## PROPER USE OF GARBAGE DISPOSAL

**DISCLAIMER: Many Mutuals discourage the usage of garbage disposal, but if you happen to use the garbage disposal be sure to run plenty of water!**

Follow these easy steps when using the garbage disposal:

1. Turn on the cold water
2. Turn on the disposal
3. Feed the material into the disposal a little at a time
4. When the hammering stops, turn off the disposal and keep the water running for one minute
5. Make sure to run the disposal every day, even though you are not putting it to normal use
6. If the disposal stops working, locate the RED re-set button on the bottom surface of the unit and hold for 30-seconds.

### **\*REMINDER\***

#### **Please do not grind these items**

Bones

Carrot peelings

Celery & Rhubarb Stalks

Coffee Grounds

Corn Cobs—Husks or Silks

Egg Shells

Onion Skins

Pea Pods

Potato Peelings

Grease

Pills

Glass

Rice

Any fibrous materials

If the disposal is not grinding as well as it should, grind some ice to sharpen the blades. To deodorize the disposal, grind some lemon, lime, or orange rinds.



# FIRE SAFETY

November 2023

Portfolio Specialist Report





# ORANGE COUNTY FIRE AUTHORITY NOVEMBER 2022 SOCIAL MEDIA / RSG! TOPICS

**KEEP** a lid or fire extinguisher  
**NEARBY** when cooking



ocfa.org



**Holiday Cooking Safety:** More cooking fires are reported on Thanksgiving Day than any other day of the year, followed by Christmas and Christmas Eve. Help protect your family and home by keeping a lid or fire extinguisher nearby when cooking this holiday season. For more information on holiday cooking safety, visit [ocfa.org](http://ocfa.org).

**STAY** in the kitchen when cooking  
**NEVER LEAVE** food unattended



ocfa.org



**Holiday Cooking Safety:** Unattended cooking is the leading cause of home cooking fires. Stay in the kitchen when frying, grilling, or broiling food. For more information on cooking safety, visit [ocfa.org](http://ocfa.org)

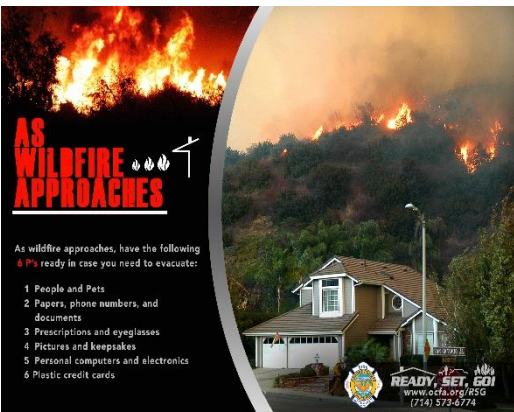
**PULL** the PIN, **AIM** LOW, **SQUEEZE** the LEVER,  
**SWEEP** the NOZZLE from side to side



ocfa.org



**Fire Extinguishers:** Fire extinguishers can save lives and property! Use the P.A.S.S. Method – Pull the pin, Aim low, Squeeze the lever, and Sweep the nozzle from side to side. For more information on fire extinguishers, visit [ocfa.org](http://ocfa.org).



**AS WILDFIRE APPROACHES**

As wildfire approaches, have the following ready in case you need to evacuate:

- 1 People and Pets
- 2 Papers, phone numbers, and documents
- 3 Prescriptions and eyeglasses
- 4 Pictures and keepsakes
- 5 Personal computers and electronics
- 6 Plastic credit cards

**READY, SET, GO!**  
www.ocfa.org/RSG  
(714) 573-6774

**As Wildfire Approaches:** To prepare for a possible evacuation, load everything in your car, including your Disaster Supply Kit and Go! Bag. Back the car in the driveway and keep the keys with you in case you need to leave quickly. For more information on what to do as wildfire approaches, visit [ocfa.org/RSG](http://ocfa.org/RSG).

# FIRE EXTINGUISHERS



*Fire extinguishers can save lives and property, but should only be used if the fire is small, smoke and heat have not filled the room, and if you have a clear escape route. If you're unsure, evacuate immediately and call 9-1-1.*



*Since fire grows and spreads rapidly, the number one priority is to get out safely.*



**Orange County  
Fire Authority**

**(714) 573-6200**  
[ocfa.org](http://ocfa.org)



## **Types of Fire Extinguishers**

Multipurpose (ABC) fire extinguishers are recommended for home use. Fire classifications are used to indicate the type of fire they will extinguish.

- A – For use with ordinary materials like cloth, wood, and paper.
- B – For use with flammable liquids like grease, gasoline, oil, and oil-based paints.
- C – For use with electrical equipment that is connected to an outlet.

## **Before Using a Fire Extinguisher**

- Alert others that there is a fire and appoint someone to call 9-1-1.
- Make sure the fire is small, not spreading, and that you have a clear escape route.

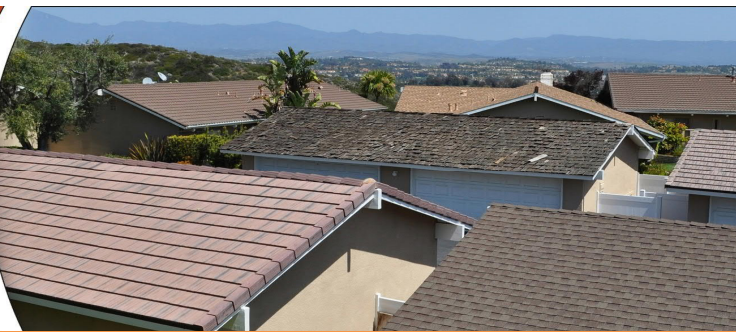
## **The P.A.S.S. Method**

- Pull the pin.
- Aim low. Stand six to eight feet away and point the extinguisher nozzle at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side to side until the fire is completely out.

## **Fire Extinguisher Maintenance**

- Keep your extinguisher in plain view and out of the reach of children.
- Read and follow all instructions on the label and check for dents, corrosion or damage monthly.
- Non-rechargeable fire extinguishers should generally be replaced every five to seven years.
- Fire extinguishers are good for one use only. To dispose of an extinguisher, release the pressure by squeezing contents into a trash can. Let the extinguisher sit for 48 hours and then throw it in a trash can. You can also drop off used extinguishers at any household hazardous waste facility.





The roof is the most at-risk part of a home during a wildfire. Even if the flames never reach your property, windblown embers can threaten your home and bring fire to your front door.



Keep your roof clear of debris year round.



Orange County  
Fire Authority

[www.ocfa.org/RSG](http://www.ocfa.org/RSG)

If burning embers cause your roof to catch fire, it is likely that the fire will spread to the rest of your home. Homes with flammable roofs are much more likely to be destroyed than those with fire-resistant roofs.

Pine needles, leaves, and debris build up put your roof at risk from burning embers.

Plug gaps between the roof covering, roof deck or sheathing with non-combustible materials regardless of your roof's rating. This is often called "bird stopping," as it stops birds from building nests in gaps on the roof's edge.

Replacing plastic skylights with dual pane glass is another way to better protect your home. Dual panes and tempered glass are much more likely to resist damage if exposed to burning embers.

For more information, please visit the OCFA website or call (714) 573-6774 to schedule a Wildfire Home Assessment.

**READY, SET, GO!**

# AS WILDFIRE APPROACHES



**Early evacuation is the best way to protect yourself and your loved ones during a wildfire. As a wildfire approaches, follow these steps to help prepare your family and home, and make your evacuation safer.**



*Review your Wildfire Action Plan so all family members have the same information and know what to do.*



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Have all necessities ready, including the 6 P's, in case you have to evacuate:

1. People and pets
2. Papers, phone numbers, and important documents
3. Prescriptions, medical equipment, and eyeglasses
4. Pictures, family keepsakes, and other meaningful items
5. Personal computers, hard drives, tablets, or other data storage devices, including cell phones, and chargers
6. Plastic credit cards, ATM cards, and cash

Load everything into your car, including your Disaster Supply Kit and Go! Bag. Then, back the car into the driveway and close the windows and doors. Keep the keys with you, in case you need to leave quickly.

At Home:

- Close all windows and doors
- Shut off air conditioning and fans
- Close the fireplace flue
- Leave lights on, including porch lights
- Move outdoor combustible items (patio furniture, door mats, charcoal, firewood, lighter fluid, brooms, trash cans, etc.) away from the house or bring them inside
- Turn off propane tanks
- Close the garage door
- Connect garden hoses to spigots and place them so they can reach any area of the house
- Don't leave sprinklers on or water running as this can waste critical water pressure

For more information, please visit the OCFA website or call **(714) 573-6774** to schedule a Wildfire Home Assessment.