

Draft Principles for Prioritizing Staff Resources

Wildfire Safety Advisory Board

March 5, 2025

One objective under Priority 4 of the WSAB 2024-2027 Strategic Plan was, “Establish cohesive vision and roles and responsibilities.” The Board’s adoption of its vision and mission statement created a clear and compelling “north star” for decision making. Board members and staff continue to make progress on establishing roles and responsibilities through continued communication with Energy Safety management, between the Committees and staff, and between individual Board members and staff.

The Board is reviewing progress on and updates to its Strategic Plan. Limited staff resources will remain a constraint on the Board’s efforts. Each Board member has valuable expertise and ideas that benefit from staff support. Agreed-on principles for prioritization would help focus staff’s responsibilities and maximize the Board’s impact with the resources it has available.

The proposed principles for prioritization of staff resources are to select activities that:

- 1) Advance the Board’s mission
- 2) Prioritize topics within Board’s statutory mandate, by:
 - a) Ensuring staff supports the Board in meeting statutory deadlines
 - b) Focusing resources on topics identified in statute, including requests from Energy Safety
 - c) Targeting outputs to key audiences identified in statute
- 3) Prioritize topics with the highest impact or effect on wildfire risk, including by:
 - a) Considering overall impact, including size of the potential risk reduction and the likelihood of implementation
 - b) Identifying a well-defined outcome from each activity
 - c) Incorporating timeliness, e.g., when an output can align with process deadlines at Energy Safety or publicly-owned utilities or rural electrical cooperatives
- 4) Prioritize topics where the Board has unique value, i.e., where it is the best or only organization to address the topic
- 5) Prioritize topics that take advantage of the particular expertise of one or more Board Members
- 6) Support Strategic Planning priorities