

HAZARD TREE MANAGEMENT PLAN JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST

NOVEMBER 2019

VERSION 2



SOUTHERN CALIFORNIA
EDISON[®]

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HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID
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Updated 11/18/2019

CONTENTS

PROGRAM DESCRIPTION.....2

HTMP Rx PROCESS.....2

ASSESSMENT EXPECTATIONS.....2

WORK PRIORITIES.....3

MITIGATION PRESCRIPTIONS3

ACCESS.....4

PROPERTY OWNER NOTIFICATION & CUSTOMER SERVICE.....4

TREE CREWS.....5

ENVIRONMENTAL.....6

PUBLIC LANDS.....6

SCHEDULING6

REFUSALS.....6

QUALITY CONTROL.....7

SOFTWARE.....7

HTMP CONTACTS.....8

HTMP RISK ASSESSMENT GUIDELINES9

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST



Updated 11/18/2019

PROGRAM DESCRIPTION

- The Hazard Tree Management Plan (HTMP) is a wildfire mitigation program for CPUC designated High Fire Risk Areas (HFRA) in SCE's territory.
- The purpose of the HTMP inspection is to identify trees that are expected to pose a risk to electric facilities based on the tree's observed structural and site conditions. If the Subject Tree's defects calculate to a significant risk, then mitigation measures will be prescribed to remove the risk.
- A "Subject Tree" is any tree in the Utility Strike Zone (USZ) that has the potential to strike our conductors, should it fail.
- The HTMP applies to all Subject Trees beyond the Grid Resiliency Clearance Distance (GRCD) of 12' from the conductor including Palms and Subject Trees located on or around substation facilities. This does not inherently include secondary or service drop lines.
- If a Bark Beetle and drought stressed tree is observed, please contact the SCE Bark Beetle Program at Carol.Green@sce.com.
- Only International Society of Arboriculture Certified Arborists with credentials in current standing may inspect trees for HTMP.

HTMP Rx PROCESS



ASSESSMENT EXPECTATIONS

- Refer to *HTMP Risk Assessment Guidelines* at the end of this job aid.
- Safety should always be the #1 priority. Safety equipment as outlined in the contract SOW (i.e. such as a hardhat, reflective vests, and cell phone are all required while conducting inspections.
- Make your identification and SCE affiliation known;
- Clearly displayed ID badges are required when in the field.
- Trucks should be marked as 'SCE Authorized Contractor' and safely parked in visible areas away from dry brush and grass.
- Business cards identifying the Assessors name, email and cell phone number are required to be on hand while in the field.
- An HTMP Assessor should target to achieve 80 tree assessments per day.
- Assessments are only to be completed by a currently International Society of Arboriculture certified Arborists with an active ISA credential. HTMP trees with risk assessments are considered to be inspected by a subject matter expert and have the potential to serve as legal documentation of a hazardous tree. All records created by must be complete and accurate to the best of the Assessors knowledge.
- All trees must be accurately assessed. Trees that are identified with excessive assessments and/or delisted will be tracked and communicated to the contractor's supervisory team.
- A 360 review of the tree and site should be performed. The site and environmental ESA layer in Fulcrum should be reviewed for any environmental concerns and identified as "Yes" or "No" in the 'Environmental Concerns' section of Fulcrum.
- Assessments should not exceed a quantity of 1.

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST



Updated 11/18/2019

- Photos must be taken and added to the Fulcrum record of:
 - Tree
 - Defect (tree and/or site)
 - Site conditions
 - Customer meter or close up of meter number (if applies)
 - Door hanger (if applies)
- If a "prescription" to remove, prune or skirt is recommended, the record should contain the appropriate level of information for any user to clearly understand the defects and/or site conditions requiring mitigation.
- Assessors are required to sync Fulcrum at least 3 times per day: morning, afternoon and after their last assessment.
- Verification of circuit and district are required for each record using the appropriate mapping layer.
- The Assessor is responsible for the geographical accuracy of the inspection. Property type, physical address and pin location must be verified by the Assessor at the time of the risk assessment. Adjust tree point pin location on the Fulcrum map if needed.
- No Fulcrum records should be deleted for any reason.
- The Suggested Treatment of all risk assessments will determine the work type to be completed. Assessors should confirm this is accurate for each risk assessment created.
- If prescription is refused, the Assessor must update customer work authorization status for all records at the property address.

WORK PRIORITIES

- Each tree will be assigned a work priority. The tree's is calculated based on defects identified by the Assessor. The priority tree's need for mitigation measures performed.
- **Priority 1:** Imminent threat trees. These trees are actively failing and should be reported immediately to the local SSP for remediation. If a Priority 1 is identified the Assessor must stay on site to secure the area until a tree crew arrives or someone relieves them. If the calculator calculates the risk score at a Priority 1 and the tree is neither actively failing nor likely to fail within the next 24 hours, the risk calculator should be adjusted to a more appropriate score.
- **Priority 2:** These trees may contain a significant number of minor defects or one significant defect that may require the tree to be removed or mitigated. Removal, although the preferred method of mitigation, may not always be possible. If removal is not possible, then heavy pruning to bring the hazard below the primary wire is acceptable. Priority 2 trees should be mitigated within 90 days of the assessment.
- **Priority 3:** Subject Trees. These trees do not contain defects significant enough to warrant mitigation measures.

MITIGATION PRESCRIPTIONS

- All mitigation measures should take place between 60 and 90 days of the prescription
- **Removals** – Removals are the preferred method of mitigation of Hazardous Trees in the HFRA. Only trees that have scored high enough to be considered Priority 2 will be removed (Risk Rank Score =>50). Only the property owner, or authorized agent can approve the removal of a tree, and the

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST



Updated 11/18/2019

collection of a physical signature must be attempted prior to removal. A picture of the signed removal form document should then be attached to the Fulcrum record.

Once the tree has been approved for mitigation*, two orange dots will be sprayed: one dot at chest height and the other on the root flare (**must be approved in writing to use paint*). In forest areas, these marks should be on the common approach side of the tree. If approval was not obtained (other than refusal) the tree must be flagged with orange ribbon noting the Fulcrum control number clearly on the ribbon.

If the property owner is requesting removal of additional trees that are less than 12' from the primary wire, the removal of these trees is approved. A separate authorization form should be created for anything outside of the HTMP scope and must be approved by the SSP.

- **Prune** – Heavy topping or crown reduction can be used when removal of the entire tree is not appropriate. Although removal is the preferred method of mitigation, there may be times when environmental sensitivities, customer requests, or other situations may prevent the ability to remove the entire tree. Customer authorization is still requested due to the potential for a large amount of a tree's canopy to be removed and the need for the property owner to acknowledge their understanding of this potential scenario.
- **Palm Skirt** – Skirting is the removal of dead fronds from palm trees. Removal is preferred for all palms. Dislodging dead fronds is the most prominent hazard posed by palm trees, and even more so on palms with less than five years of accumulated dead fronds. Palms with more than five years' worth of accumulated dead fronds should not be skirted.
- **Subject Tree**– No mitigation is required. Trees that did not contain defects that would qualify them as hazardous trees are to be assessed on the next cycle. As of this time, there is no set date for the re-assessment of such trees under the Hazard Tree Program.

ACCESS

- It is the responsibility of the Assessor to make a reasonable attempt to request access to a property to perform an inspection.
- If access is denied or unsuccessful, a door hanger should be left in a visible location and the Fulcrum application should be noted with details and a photo of the door hanger. The details should include an informative description of the tree and its location should be clearly noted including photos (if possible).
- The Assessor will receive 'No Access' call backs from customers and will make an appointment with the customer to complete the assessment. Fulcrum must be documented with the status for each contact made.

PROPERTY OWNER NOTIFICATION & CUSTOMER SERVICE

- Where mitigation work is required, initial notification to the property owner should be performed by the individual performing the inspection.
- If the property owner is available, an attempt to collect their signature on the removal form is required.
- If the property owner is not available, a door hanger with removal form needs to be completed and left in a conspicuous location. Both documents should clearly indicate the Fulcrum control number(s) associated with the hazardous trees on the property.

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST



Updated 11/18/2019

- The Assessor's business card with cell phone number should be attached by staple to the door hanger with removal form. A pre-printed label with Assessor contact information is also acceptable.
- A photograph of the door hanger should be taken and added to the Fulcrum record.
- If the tree is located on a vacant lot, Fulcrum should be noted. For vacant lots, geospatial software (such as Land Vision) should be used to identify the parcel and property owner while on location. When identified, the property owner information and parcel number should be added to Fulcrum to confirm ownership.
- If the property owner is a city, agency or large corporation, this information should be clearly identified in the notes.
- If the property owner **does not respond** within 10 calendar days:
 - The record will be escalated to the Event Expeditor
 - A certified letter will be mailed noting intent to mitigate the hazard and offering an additional 10 business days to respond with an expiration date.
 - If the property owner still does not respond, the mitigation will be scheduled after the letter expires.
- If the property owner **does respond** to the Assessor:
 - Assessor must return all calls within 24 hours.
 - Assessor must update Fulcrum with each contact attempt and the status of each attempt.
 - Assessor must update Fulcrum with the final outcome of the customer contact.
 - If the customer requests an in-person explanation of the tree or work prescribed, the Assessor should schedule return visit appointment using a designated non-certified arborist lead, no greater than 9 days from assessment (letter will be mailed after the 10th day).
 - The status in Fulcrum should be updated placing the record on hold until the appointment date.
 - A photo of the signed removal form must be included in the Fulcrum record.

TREE CREWS

- Mitigation crews are expected to notify all property owners no less than 24 hours prior to starting any required work by successful phone call or door hanger.
- SCE strongly suggests a minimum of 72 hours advance notification for properties where no contact was made (letter expired).
- Work cannot be executed on public land without Environmental approval.
- Work cannot be executed on private land where Environmental Concerns = "Yes" without Environmental approval.
- If an environmental pre-activity survey and/or monitor (biological, wetlands/waters, and/or archaeological are required, tree crews should contact Environmental Services in advance per the environmental timeframe notification indicated in Fulcrum.
- City, state and agency owned trees have additional permission requirements. Tree crews should coordinate the removal of these trees with the HTMP Work Scheduler.

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST



Updated 11/18/2019

ENVIRONMENTAL

- SCE Environmental Compliance will perform an environmental “desktop review” of all applicable trees for mitigation to assess for potential impacts to biological, wetlands/waters, and/or archaeological resources and to determine if public lands authorization is required.
- Once a review has been performed, the appropriate fields will be updated in Fulcrum.
- Work cannot be executed on public land without Environmental Compliance approval.
- Work cannot be executed on private land where Environmental Concerns = “Yes” without Environmental Compliance approval.
- If an environmental pre-activity survey and/or monitor (biological, wetlands/waters, and/or archaeological) are required, contact Environmental Services in advance per the environmental timeframe notification indicated in Fulcrum.

PUBLIC LANDS

- Public lands are lands owned by any local government or state/federal agency. These properties can be identified using the public lands layer within the Fulcrum application.
- Notifying the public agencies is the responsibility of the SCE Real Properties/Government Lands department.

SCHEDULING

- Inspection
 - Work assignments will be determined by the SCE work scheduler.
 - Contractor supervisors should update the ‘HTMP Circuit Tracker’ application in Fulcrum with status of circuit completion. Contact the HTMP Work Scheduler for more information.
- Mitigation
 - Work will be released by the work scheduled once it has been reviewed and approved by the Environmental Compliance group (if applies) and has met customer notification requirements.
- It will be up to the mitigation contractor to determine how assigned work is scheduled within the time allotted for completion. Exceptions may include emergency work, or requests from land owners for specific dates or timelines.

REFUSALS

- If a property owner is clearly refusing the mitigation of a hazard the Assessor should make their best attempt to mitigate the refusal, if safe to do so. If not possible, the Assessor should update the ‘Initial Contact Outcome’ in Fulcrum with the refusal information.
- If the customer is requesting an alternative mitigation measure, this is not a refusal (a refusal is only the circumstance where the property owner will not authorize ANY mitigation). If the property owner will allow pruning to mitigate the hazard, the Assessor must note this in the Fulcrum comments and it is not to be identified as a refusal. If the hazard cannot be mitigated by the requested pruning and a removal is required, discuss this with the owner. If the work is still refused, the Assessor should update the ‘Initial Contact Outcome’ as a Refusal in Fulcrum and update the notes with the reason pruning is not appropriate.

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST



Updated 11/18/2019

- If refused, the Assessor must update customer work authorization status for all records at the property address.

QUALITY CONTROL

- Quality control inspections will be assigned based on completion of mitigation work. If overall hazard mitigation has been achieved, the record will be updated and closed. If overall hazard mitigation has not been achieved, the record will be reassigned to mitigation crews.
- During the course of QC Inspections, overall subject tree inventory will be assessed for accuracy. Any subject trees not identified will be reassigned to the Assessors for risk score calculation.

SOFTWARE

- Fulcrum is the application chosen to record the assessments.
- Link: <https://web.fulcrumapp.com/>

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST



Updated 11/18/2019

HTMP CONTACTS

- **HTMP Operations Manager:** Chuck Dykes at Chuck.Dykes@sce.com or 909-360-3012
- **HTMP Program Advisor:** Sarah Strong at Sarah.Strong@sce.com or 909-824-4039
- **HTMP Event Expeditor:** Michele Barber at Michele.Barber@sce.com or 909-320-0051
- **HTMP Work Scheduler:** Marissa Muniz at Marissa.Muniz@sce.com or 909-357-6152
- **Bark Beetle Tree Program:** Carol Green at Carol.Green@sce.com
- **Vegetation Management Hotline:** 833-744-1393

TRAINING REQUIREMENTS

- All HTMP Assessors are required to review and understand this HTMP Inspector / Certified Arborist Job Aid and the June 2019 Contractor Orientation material which includes a Fulcrum job aid and an environmental overview prior to performing any assessments for HTMP.
- All contractor supervisors are required to contact Sarah Strong by email Sarah.Strong@sce.com when on-boarding and off-boarding their employee to the HTMP Program and to provide the required training material to the on-boarding arborist.
- Contact Sarah Strong to create/remove user ID's in Fulcrum.

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST

Updated 11/18/2019

HTMP RISK ASSESSMENT GUIDELINES

Field	Values	Guidelines	Determination Factors
High Fire Threat District	HTFD (10)	Reference CPUC Fire Threat Map Layer	Red and Yellow region
	Non-HTFD (0)		No color region
District, Circuit, Grid	District	Reference Districts Map Layer	Click on map and see pop-up tab
	Circuit	Reference OH Circuits Map Layer	Click on overhead lines and see pop-up tab
	Grid	Reference Planning Grids Map Layer	Click on map and see pop-up tab label "District-Grid"
Voltage	2.4-21kV (distribution)	Default Distribution; labelled in Circuit Paper Maps (requests a hard copy from local SSP); Maybe Subtransmission (33kV); if aerial cable, report to Chuck and Sarah and stop patrolling	
Structure Number	TEXT input	Reference span using Pole to Pole numbers in remote area	Field check vertical tag on poles
Property Type	Private	Reference Parcel Polygon & Parcel Points Layer; LandGlide App	Enclosed within property boundary; reference with property corner posts in field
	City	Reference Google Map, search city name	Between road and sidewalk within City limit
	County	Reference Parcel Polygon & Parcel Points Layer	NOT Enclosed within property boundary and NOT within City Limit and other Agency Domains
	State	Reference Government Land Layer & Parcel Points Layer; LandGlide App	Parcel Point labeled as "State of California"
	US Forest Service	Reference Government Land Layer & Parcel Points Layer	Click on shaded Government Land and pop-up tag labeled "National Forest"
	School District	Reference Parcel Points Layer	Enclosed within public school property boundary
	Caltrans	Reference Parcel Polygon Layer and Google Map to identify State Highway	Along State Highway outside property boundary; generally within 10ft from the highway white lines
	Edison	Reference Parcel Points Layer; LandGlide App	Enclosed within property boundary Edison owned service yards, buildings, substations and/or parcels
	Railroad	Field Reference	Between fences along railroad corridor
	Unknown	Google Map with property boundary and field reference	Vacant lot without ownership info; boundary of different property types

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST

Updated 11/18/2019

Address	Auto-populate or <i>TEXT input</i>	Google Map and field reference; Use parcel polygon and parcel points layer; use LandGlide or similar apps	Click on map and hold to pin location on Google Map, preferably on the address house for better accuracy; field check based on address signage if undetermined by Google Map; cross reference between street view and satellite view
Overall Condition	No Defect (0)		No apparent defect based on arborist knowledge and pre-existing tree defect list below
	Minor Defect (15)		Have matching defects to the Tree Defect List but does not appear to post failure concern
	Moderate Defect (30)		Usually combination of defects that can result in a possibility of failure
	Major Defect (50)		Obvious defect that will likely result in tree failure
	Tree has failed, uprooted, or is actively failing (50)	Any P1 trees	Imminent Threat (Priority 1) to primary
Tree Defect	Small Codom Top	Identify Codominant stems (competing leaders for sunlight) on excurrent tree (natural tree form with central leader); may apply to decurrent tree if obvious	Split within top 1/4 of the tree height
	Moderate Codom Top		Split origin higher than half of tree height but takes up more than 1/4 of the tree
	Large Codom Top		Split below 1/2 of tree height but above 5ft, reference with DBH height
	Multiple Trunks and/or Very Low Codom	Applicable to all trees (both excurrent and decurrent form)	Split below 5ft from ground, reference with DBH height
	Nuisance Insect or mistletoe		presence of borer holes/woodpecker holes; small crown gall due to potential nematode infestation; sparse clumps of mistletoe
	Moderate insect or mistletoe		presence of frass; scattered clumps of mistletoes
	Severe insect or mistletoe infestation		Significant amount of frass; more than ~40% of canopy covered with mistletoes, or the presence of mistletoe is significantly impacting vigor of the tree
	Dead branches/dead top	Except dead branches from regular dieback found in lower canopy of conifers due to shading (except when there are significant amount of dead branches presence, which poses concern for rot and insect infestation)	
	Fungal Fruiting Bodies	Look for conks on trunk or root rot mushroom around base of trunk	

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST

Updated 11/18/2019

	Minor Rot	Presence of Decaying Wood	Any visible wound or previously healed up calluses with distinct swelling, no visible insect infestation and fruiting body, dead wood solid to touch; minor crown galls; small seam/rib
	Moderate Rot (15)		Multiple visible wounds with nuisance insect infestation and may give-way when poked with stick; visible cavity or dead wood from old cut at branch junction
	Prevalent Rot		Large wound(s) with heart rot and/or cavity, insect infestation with frass clearly visible, some bark shedding, soft wood can be poked through with stick but hard enough to not crumble, visible fungal fruiting body anywhere on the tree or around root crown
	Major Rot (50)		Soft wood that can crumble by force, deep cavity with less than 1/3 trunk diameter in intact/healthy wood condition, visible fungal fruiting body adjacent to open wound (knowing some prevalent fungal species that associate with white rot and brown rot helps); active/severe insect infestation with massive amount of frass around base of tree; actively shedding large chunks of bark
	Minor Included Bark	Included bark is where barks grow against one another at a narrow angle branch union without forming a branch bark ridge	Length of included bark extends less than 1-2ft or trunk diameter at union
	Major Included Bark		Length of included bark extends more than trunk diameter at union; visible rot or insect activity or bleeding canker at included bark
	Poor Pruning Practices	Reference ISA Pruning Standard	Lions tail - removal of all interior branches and leaving only tuft of foliage at the distal portion of a large limb; removal of a limb at a location away from the branch collar; Pollarding - annual heavy pruning during fall seasons resulting a major callus developed at the same pruning locations; live tree trunk damaged by spurs
	Weak, unsound branch attachments	Aspect ratio refers to the ratio between the diameter of 2 branches/trunks	Any branch union with approximately 1:1 aspect ratio and NO branch bark ridge formed; any branch union with included bark

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST

Updated 11/18/2019

	Early Stages of serious disease		Sporadic tuft of dieback branches in tree canopy, some discoloration of foliage (less than half of tree canopy affected, NOT dead/dying), wilting of new growths
	Prevalent Stages of serious disease		Significant amounts of bleeding cankers, presents of multiple symptoms of known disease, general discoloration of foliage and dieback (more than half of tree canopy affected, NOT dead, likely dying)
	Epicormic sprouts	Associates with damaged/dying tree part(s)	Abnormal new growth from the base or main trunk/lateral of an established tree
	Crack in trunk (15)		Any separation of bark and wood extends into heartwood
	Major cracks (50)	Suggest Priority 1 and stay on scene till crew show up	Visible gap/space within the separation of bark and wood and can look into the heartwood; NOT a cavity
	Seams/Ribs	Coincides with Minor Rot	Scar from a healed wound
	Basal Wound	Associates with some level of rot	Dead wood or Cavity exposed at the base of a tree
	Bleeding/Resinous	Associates with rot or insect infection	Visible canker with seeping saps or gummosis
	Live Crown Ratio <50%	STOP!!! Do NOT inventory this tree! Take a picture of the tree and email it to Carol Green (carol.green@sce.com) to be listed in Bark Beetles/DRI project	More than half the canopy is dead
	Structurally unsound trunk/poor taper	Likely found in dense forest with young trees reaching for the sun; If girdled trunk, coincides with Cultural Disturbance under Site Condition	Pistol butted; crooked top; curved trunk; trunk girdled/constricted by man-made object; tall young trees with small diameter in dense forest
Site Conditions	High stand density with single species (1)	Look for poor trunk tapering due to shielding effect within dense forest	
	Change in Drainage (2)	Potential Environmental Concerns found in the area	Watercourse; floodplain; adjacent to culvert; trough in canyon
	History of repeated outage on circuit (2)	Look for history of branch/trunk failure in tree	Evidence of splicing (reconnect broken wire with electric taping)
	Area known to be affected by introduced tree pathogens (Bark Beetle) (3)		Within same span as a beetle-killed tree
	Change in Grade (3)		At a location where the gradient is changing; steep slope area
	Fire Damage (3)	Look for burn mark in the immediate surrounding	Previously burned area

HAZARD TREE MANAGEMENT PROGRAM (HTMP) JOB AID

HTMP INSPECTOR / CERTIFIED ARBORIST

Updated 11/18/2019

	Cultural Disturbance to Landscape - Natural or Unnatural (3)		Adjacent to roadway/infrastructure or frequent travelled trails; mowed lawns; gopher/ground squirrel burrowing site
	Construction - including trenching, paving or road construction (4)	Look for new pavement or freshly dug dirt	Adjacent to construction site or newly developed area
	Areas of recent clearing/thinning/logging/ new edge (5)	Look for new tree removals, stumps on the ground	
	Soil prone to slides (5)	Look for small granule soil, usually with high sand content; look for signs of soil erosion, such as landslide and alluvial fan	On a Slope: Unconsolidated soil; along seismic active geographic site
	High winds (7)		On top of ridgeline; along the side of an exposed canyon
Tree Lean	Slight or No lean	Use "Measure" app to measure the lean angle	<7 degrees lean
	Moderate lean		8-25 degrees lean
	Heavy lean		25+ degrees lean
Likelihood of Line Impact	Very Likely	Coincides with Tree Defects - Tree had failed, uprooted, or is actively failing	Typically Imminent Threat (Priority 1)
	Likely (10)		With Moderate/major defect and can strike lines at 1.1+x line-height factor
	Somewhat Likely (5)		Some lean to no lean with moderate defect
	Unlikely (0)		Strong lean away with weight away from lines