MWPA Operations Committee AGENDA
Thursday May 14, 2020
3pm
https://zoom.us/j/97252939522
Webinar ID: 972 5293 9522
Phone 312-626-6799
For those joining by phone only use: *9 to “raise your hand” and *6 to mute/unmute

ATTENTION: This will be a virtual meeting of the Operations section of the Marin Wildfire Prevention Authority pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jason Weber at jweber@marincounty.org

1. 3 p.m. Call to order & Welcome

2. Roll Call
   George Kraukauer       Chris Gove        Kenny Stevens
   Jim Schutz            Bill Tyler        Todd Cusimano
   Dan Schwarz           Rich Shortall     Garrett Toy
   Jason Weber           Chris Tubbs       Joe Chinn
   Jim Fox               Eric Dreikosen    Dave Donnery
   Mark Pomi             Alan Piombo

3. Agenda Adjustments

4. Open time for public expression. The public is welcome to address the Committee at this time on matters not on the agenda that are within the jurisdiction of the Committee. Please be advised that pursuant to Government Code Section 54954.2, the Committee is not permitted to discuss or take action on any matter not on the agenda. Comments may be no longer than three minutes and should be respectful to the community. Please silence your cell phones during the meeting / mute your microphone when not reporting out.
5. **Consent Calendar:** The opportunity for public comment on consent agenda items will occur prior to Committee discussion of the consent agenda. The Committee may approve the entire consent agenda with one action. In the alternative, items on the consent agenda may be removed by any Committee or staff member, for separate discussion and vote.

   a. Approval of the April 30, 2020 minutes from the MWPA Operations Committee.

6. **Old Business:**
   a. Marin Wildfire Prevention Authority year one funding/finance options. **Recommendation:** Receive verbal report on year one funding including tax bridge options. Direct sub-committee to prepare update for MWPA Board on 5/21/20

   b. Marin Wildfire Prevention Authority Measure C Tax Administration. **Recommendation:** Receive briefing on proposals for tax administration of Measure C funds. Direct sub-committee to finalize proposal for MWPA Board on 5/21/20

   c. Update on Executive Officer recruitment. **Recommendation:** Receive update on the executive officer recruitment from the sub-committee. Direct sub-committee to prepare update for MWPA Board on 5/21/20

   d. Marin Wildfire Prevention Authority 2020 Work Plan. **Recommendation:** Receive update from sub-committee to include:
      i. Template for projects
      ii. Accelerated year one options
      iii. Update on planning around mid-long-term projects and;
      iv. Direct sub-committee to prepare update for MWPA Board on 5/21/20

   e. Marin Wildfire Prevention Authority grant program: **Recommendation:** Receive update from grant sub-committee. Direct sub-committee to prepare update for MWPA Board on 5/21/20

7. **New Business:**
   a. Marin Wildfire Prevention Authority Website: **Recommendation:** Receive update on development of the MWPA website.

   b. Citizens Oversight Committee: **Recommendation:** Appoint a sub-committee to prepare COC application process for MWPA Board consideration.

   c. Operations Committee By-laws: **Recommendation:** Appoint a sub-committee to develop draft by-laws for the MWPA Operations Committee.
d. Legal opinion regarding a Committee Members affiliation with non-profit FIRESafe Marin:
Recommendation: Receive report from Deputy County Counsel Stephen Raab

8. Committee Reports:

9. Financial Reports:

10. Informational Items:

11. OPS Members Request Future Agenda Items

12. Adjourn.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the MWPA at 415-539-MWPA (6972). Notification at least 48 hours prior to the meeting will enable the Agency to make reasonable accommodation to help insure accessibility to this meeting.

Any writings or documents provided to a majority of the Operations Committee regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at 33 Castlerock Ave. Woodacre CA 94973 *note as of 4/30/20 offices are closed to the public documents will be made available upon request and will be available online at www.marinwildfire.org

Notice is hereby given that the Operations Committee may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Operations Committee must be filed with the Court not later than the 90th day following the date of the Operations Committees decision (Code of Civil Procedure Section 1094.6)

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Monday 5/11/20 1500hrs.

Jason Weber – Operations Committee Chair
1. Call to Order- Marin County Fire Chief Weber called the meeting to order at 3:05 p.m. and welcomed the Fire Chiefs and City/Town Managers.

2. Roll Call
   Committee Member Attendance: Joe Chinn (Ross), Todd Cusimano (Corte Madera), Eric Dreikson (Marinwood), Dave Donnery (San Anselmo), Jim Fox (Inverness Fire), Chris Gove (Muir Beach Fire), George Kraukauer (Bolinas Fire), Al Piombo (Mill Valley Fire), Mark Pomi (Kentfield Fire), Steve Rabb (Marin County Attorney), Jim Schutz (San Rafael), Dan Schwarz (Larkspur), Rich Shortall (Sleepy Hollow Fire District), Kenny Stevens (Stinson Beach Fire), Bill Tyler (Novato Fire), Garrett Toy (Fairfax), Chris Tubbs (Southern Marin Fire), Jason Weber (Marin County Fire)

   Chief Weber stated Kevin Yeager was behind the scenes running the Webinar. The public will have an opportunity to address the committee by using the “raising your hand” function.

3. Agenda Adjustments

   There were no adjustments to the agenda.

4. Open Time for Public Input

   Steven and Pamela congratulated the committee and looked forward to future accomplishments.

   Mr. Ron Arlas, former Mayor of Larkspur, stated the Citizens for Wildfire Preparedness group is interested in how and when the committee will set up a Citizen’s Advisory Committee.

5. Consent Calendar

   There were no Consent Calendar items.

6. Marin Wildfire Prevention Authority (MWPA) Operations Committee (OPS) Overview-
   Purpose, formation, roles and responsibilities, voting

   Chief Weber thanked the voters of Marin County for bringing this JPA to fruition and briefly discussed the community process which included over 100 public meetings. He thanked the agency members and community leaders for supporting the effort.
Mr. Steven Rabb explained the Operations Committee is an advisory committee to the Board of Directors. The committee is subject to the Brown Act and has a unique voting structure. There is a two-step process required to pass any motion. The first step is that a majority of the quorum present must approve a motion. The second step is based upon the population of the member’s jurisdiction—there has to be a majority of “yes” votes on a population basis. Each member of the Operations Committee has a certain population base based on the 2010 Census (which will be updated soon). There must be over 50% of the population representing a “yes” vote as well. This number can change based on who is present in the quorum. Both steps have to be met—a majority of the members and a majority of the population that they represent. Verification will be done through an Excel spreadsheet. This two-step process emphasizes the need for a consensus. A roll call vote (person by person) must be taken when using Zoom.

Chief Weber stated the Operations Committee’s purpose is to refine and develop a budget and a Work Plan that will be submitted to the Board for policy level direction. The Technical Advisory Committee will be responsible for “getting into the weeds” of the Work Plan.

Chief Weber opened the meeting to public comments.

Mr. Steve Keys asked about the timetable for coming up with a plan.

Chief Weber closed the meeting to public comments.

Chief Weber stated Mr. Keyes question would be answered later in the meeting.

7. New Business
   I. Selection of Chair and Vice Chair of the Operations Committee

Chief Weber presented a brief report.

M/s, Tyler/Schwarz, to appoint Chief Weber to serve as Chair of the Operations Committee and Committee member Schwarz to serve as Vice Chair of the Operations Committee. Ayes: All (through a roll call vote)

Chief Weber opened the meeting to public comments.

Mr. Steven Keys supported the motion and stated they were excellent choices.

Chief Weber closed the meeting to public comments.

Chair Weber stated terms would carry to December 31st.

   II. Marin Wildfire Prevention Authority year one funding options

Chair Weber presented a brief report. There is great interest from the public in moving things forward rapidly. The tax roll will go out in the fall and the first round of funding will be available
the beginning of next year. The offer from the Tax Collector is a Dry Period Funding which is a normal business practice for municipalities. This is a Dry Period Funding piece that is distinguishable from the loan. He recommends the establishment of a subcommittee to review this option. Decisions will be made based on the Work Plan and the associated budget. He recommended the appointment of two City/Town Managers and two Fire Chiefs.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

M/s, Tyler/Schwarz, to appoint Committee members Pomi, Tubbs, Cusimano, and Chinn to serve on the subcommittee.
Ayes: All (through a roll call vote)

III. Marin Wildfire Prevention Authority Measure C Tax Administration

Chair Weber presented a brief report. He stated the firm NBS was hired last fall to give advice on the ballot measure. NBS is used by many municipalities to manage tax data and rolls. The recommendation is to re-engage with NBS to prepare the tax roll for this fall. This work includes making sure the data is accurate, that the tax roll is submitted in a timely manner, that the senior exemption process is established early enough, and that all legal requirements and notifications are made. He recommended they move forward with MBS and negotiate the terms of the agreement.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

M/s, Schwarz/Tyler, to appoint Committee members Tyler and Toy for the Measure C Tax Administration Subcommittee and move forward to negotiate the terms and costs with MBS to prepare the tax roll for this fall.
Ayes: All (through a roll call vote)

IV. Update on Executive Officer Recruitment

Committee member Pomi presented a brief report. The Executive Officer would manage the new JPA and make sure they are following through with timelines and commitments. A job description has been created which includes certain characteristics, qualifications, and skill sets. The MWPA Board of Directors will establish the salary and benefits at a future meeting. A proposed salary range has been created. Nelson Staffing has been retained to perform the recruitment for the JPA thorough a Direct Hire Search Agreement. The recommendation is to
form a subcommittee consisting of two Fire Chiefs and two City/Town Managers. He volunteered to be the point person with Nelson Staffing.

Committee member Schutz stated the recommendation makes sense as presented. There are a variety of qualified candidates and different compensation packages depending on the top candidates. They should “cast a wide net” and find the best person possible. He volunteered to be on the subcommittee.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

M/s, Schutz/Weber, to appoint Committee members Pomi, Tubbs, Schutz, and Donnery to serve on the subcommittee.

Ayes: All (through a roll call vote)

V. Marin Wildfire Prevention Authority 2020 Work Plan

Committee member Tyler presented a brief report. The program put forward in support of Measure C included the following four core programmatic parts: 1) Evacuation and notification; 2) Vegetation management; 3) Public education; 4) Grants. Other programs include defensible space, home hardening, evaluations and inspections, and agency specific concerns. He recommended establishing a sub-committee to work on all of the elements of the 2020 Work Plan. The draft plan would be brought to the executive group for approval.

Committee member Shortall reported Fire Safe Marin has been providing wildfire protection and prevention training for 29 years. They have managed multiple grants, county-wide Chipper Days, and large-scale fuel reduction projects and grazing programs. Fire Safe Marin has prepared an Action Plan for immediate implementation that includes: 1) Fire prevention and preparedness education; 2) Workshops for community members and landscape professionals; 3) Development and distribution of educational materials; 4) Providing full-time field support for Fire Wise communities; 5) Expansion of the goat and grazing programs for fuel reduction; 6) Creation of a standardized signage program at the community level; 7) Implementation of a pilot program to improve alerts and warnings in limited cell coverage areas. He acknowledged some of these function will be taken over by the MWPA JPA.

Committee member Tyler thanked Committee member Shortall and Fire Safe Marin for their efforts. He noted their programs and projects would fit into the JPA Work Plan. He briefly discussed defensible space evaluations and how agencies could opt in or out of this function.

Chair Weber discussed the Evacuation Study and the submission of a $750,000 grant application by the County Department of Public Works Grant. This grant funding would significantly leverage the funds needed to accomplish the study. The study is an important first year component since it will help inform the Work Plan over the next ten years.
Committee member Tyler discussed the draft Request for Proposal (RFP) for work projects initially provided by San Rafael Fire Chief Bob Sinnott. He noted this would be a very important subcommittee that should include from four to eight members. He volunteered to be on the subcommittee.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

Committee member Cusimano suggested appointing two City/Town Managers to this subcommittee.

M/s, Cusimano/Chinn, to appoint Committee members Schutz, White, Shortall, Schwarz, Tubbs, Tyler, and Chair Weber to serve on the subcommittee.

Ayes: All (through a roll call vote)

VI. Marin Wildfire Prevention Authority grant program

Chair Weber presented a brief report. He stated they need to establish a framework for a Grant Program under the JPA. The emphasis would be on seniors, low-income, and those with access needs.

Committee member Shortall stated this issue is the most commonly asked question from the public and he supports getting something up and running very soon.

Committee member Tyler stated his agency has had a very successful grant program for a number of years that included access through the Website portal with forms available and a process already in place. He volunteered to assist in this process.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

Chair Weber and Committee members Shortall, Chinn, and Tyler volunteered to serve on this subcommittee.

M/s, Weber/Tyler, to appoint to Chair Weber and Committee members Shortall, Chinn, and Tyler to serve on this subcommittee.

Ayes: All (through a roll call vote)

8. Committee Reports
There were no Committee Reports.

9. Financial Reports

There were no Committee Reports.

10. Informational Items

There were no items.

11. OPS Members Request Future Agenda Items

Chair Weber stated some of the items discussed required action from the OPS Committee relatively soon. Under the JPA they are required to have a budget in place 90 days after certification of the election (July 1st). He recommended they schedule the next Operations Committee for May 14th. The Board could meet on May 21st for a status report. Approval of the budget should occur one month later. A citizen had questions about the Citizens’ Oversight Committee and the JPA is clear that the applications are submitted to the Board. Committee member Tyler stated the May 14th meeting should include an agenda item that sets forth a process to collect nominations for each of the represented groups.

Committee member Schwarz stated they should get a legal opinion with respect to Committee members reviewing a draft proposal from a non-profit group that they are involve with. Chair Weber stated they might want to secure a legal opinion from someone other than Mr. Rabb since he is counsel for County Fire and Southern Marin Fire. Committee member Schwarz stated he did not want to slow things down and thought Mr. Rabb was more than qualified.

Chair Weber stated the next Operations Committee meeting would be held on Thursday, May 14th and the Board would meet on Thursday, May 21st. Legal counsel would look at the relationship of a non-profit Boardmember with the JPA.

Committee member Tyler stated he would like to start discussions on the formation of the Citizens’ Advisory Committee at the next Operations Committee.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

Committee member Tyler asked if they should begin discussions about the Technical Advisory Committee at the May 14th meeting. Chair Weber stated this group will be assisted by various environmental partners to help with decisions on the Work Plan. He asked each Committee member to think about members of the community that could serve on this committee. Mr. Rabb noted the appointment of the Technical Advisory Committee was under the auspices of the Board.
12. Adjournment- Chair Weber adjourned the meeting at 4:30 p.m. The next meeting would be held on Thursday, May 14th.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary
To: Marin Wildfire Prevention Authority Operations Committee
From: Chris Tubbs – Fire Chief
Subject: Finance Sub-Committee Report

RECOMMENDATION: Receive report from the Finance Sub-Committee, direct sub-committee to coordinate with the workplan sub-committee; develop an accounting and support services agreement; and determine interested agencies in filling the role of Treasurer. Provide recommendations to bring forward to the MWPA Board.

BACKGROUND:
The Finance Subcommittee set out to explore several key issues related to funding for the JPA,

- What is the source of funding prior to the collection of tax revenue.
- How much funding will be available prior to the tax revenue stream
- What is the mechanics of both acquiring early funding, and the disbursement of the MWPA funds.
- How and who will be responsible for managing the MWPA’s funds.
- What does the JPA require with regards to the role of Treasurer.
- Are there other administrative needs that the finance subcommittee should identify for the Operations Committee.

Finance / Funding
The MWPA has the ability, under the California Constitution, to access funds managed by the County Treasurer. The County Treasurer is authorized and empowered to make temporary transfers from funds in custody and managed by the County Treasurer, to the MWPA. The County Treasurer and the MWPA execute an agreement which contains terms of the transfer including the amount of funding, the interest rate of the temporary transfer, and the time period in which the temporary funding will be re-paid by the MWPA. It is not a recorded loan but rather a negative fund balance carried by the County, that is reclaimed when tax revenues arrive. It is reported that the interest rate on this transfer of funds is 3%.

Roy Givens, County Treasurer, will be our Point of Contact. The County has experience with this process and in fact, does this with some regularity. Multiple transfers are available; the MWPA is not limited to a single transfer. The MWPA could limit the amount it transfers with the
The objective of minimizing its exposure to the 3% fee by initiating a smaller level of funding, then if it is determined that additional funds are needed, the MWPA could leverage an additional transfer(s).

Property tax disbursements arrive in December (55% of total), April (40% of total), and June 5% of total).

To assist in determining the amount of funding available to the MWPA, the subcommittee determined that identifying the amount of funds that would be needed between the July 1, 2020 period and the arrival of the December 2020 disbursement. This will be critical in determining what level of funding would be needed through this transfer process effective July 1, 2020.

The subcommittee recognized that the level of funding that would be needed from the County Treasurer, would also likely be dependent on which agencies had their own internal funding that could bridge the period of July 1 to the December disbursement, with respect to the local mitigation funds and the defensible space inspection funds. The subcommittee reached out to each of the member agencies and determined: the majority, though not all agencies, can reportedly fund the measure C expenses until the December tax disbursement.

The Work Plan subcommittee has been collecting detailed plan proposals from the member agencies. This information will provide an estimated total with regards to application for the Core Functions funding. The funding for defensible space inspections and local mitigation is already available via the funding table provided by Chief Weber. The finance subcommittee will probe this question further to determine how much of their proposed plan, (Core Functions, Defensible Space, and Local Mitigation), can they fund until the December disbursement arrives. The finance subcommittee recommends developing a refined financial assessment of the funds that will be needed until the property tax is distributed by the County and received by the MWPA.

The subcommittee further recommends that: approved workplans for the 2020/2021 budget do not exhaust the entire first year core functions revenues and that the Operations Committee recommends to the Governing Board, the carryover of some of the first year funding to begin building a reserve balance that will support JPA funding beginning in July 1, 2021 and until the December 2021 disbursement.

**Finance Officer & Administrative Services**

The subcommittee also recognized that there was, to our knowledge, no previous discussions regarding a treasurer for the MWPA and this would be an essential element to launching the work of the MWPA. The Executive Officer Recruitment subcommittee is currently focused on this position but was not tasked with any other positions or duties. The finance subcommittee also explored the treasurer and administrative support issue and brings forth a recommendation to the Operations Committee.
The JPA (Section 12 a-c) specifies that the treasurer must come from a member agency (12a). MERA operates under a similar requirement and the treasurer position is filled by a member agency (Corte Madera at this time). The finance subcommittee briefly examined the MERA documents: “MERA FINANCIAL AND ACCOUNTING SUPPORT SERVICES” (Feb. 2019 & “MERA ADMINISTRATIVE SUPPORT SERVICES” (Feb. 2019) agreements. The finance subcommittee assessed that these two documents serve as a template / model agreement to use as a basis for the MWPA’s own needs.

RECOMMENDATIONS:

The finance subcommittee recommends to the Operations Committee:

1. The finance subcommittee be tasked with developing for the Operations Committee, a Financial and Accounting Support Services Need Agreement similar to the MERA example, and to also develop an Administrative Support Services Agreement for the MWPA.

2. The finance subcommittee also be tasked with soliciting interest from member agencies with respect to filling the treasurer and administrative support needs through a contract similar to MERA’s model. (terms and conditions to be determined and negotiated at the direction of the Operations Committee). The Southern Marin Fire District is one agency that has already submitted their interest in taking on this responsibility for the MWPA.
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RECOMMENDATION:
Receive report from the Tax Administration Sub-Committee, provide feedback. Direct Sub-Committee to prepare update for MWPA Board.

BACKGROUND:
It is important to ensure that an accurate tax roll is submitted to the County Department of Finance by August 1st. The sub-committee has worked with several vendors that provide tax administration services. The following components of services will be required in a condensed timeline by the selected vendor:

- Senior Exemption Process (with at least 30 days to submit)
- Audit of the data to ensure accuracy of the roll
- Compliance notification (AB 2476)
- Completion and submission of accurate tax roll by August 1st.

The Sub-Committee is evaluating proposals from vendors and will be providing a recommendation to the MWPA Board.

FISCAL IMPACT:
The fiscal impact associated with tax administration is under negotiation and is expected to be in a range of $40,000-50,000 for set up and administration of the tax levy and an additional $15,000 in mailings in year one to comply with AB 2476.
To: Marin Wildfire Prevention Authority Operations Committee

From: Mark Pomi, Jim Schutz, Chris Tubbs, Dave Donery

Subject: Executive Officer Recruitment Sub-Committee Report

RECOMMENDATION:
Receive report from the Executive Officer Recruitment Sub-Committee, provide feedback. Direct Sub-Committee to prepare update for MWPA Board.

BACKGROUND:
The Executive Officer Recruitment Subcommittee is currently working with Nelson Staffing a local recruitment firm to identify a slate of candidates for the MWPA Executive Officer position. The Nelson Company was founded in 1970 with locations throughout California, Nelson ranks among the largest independent staffing companies in the United States. Nelson places talent in numerous fields, including Administration, Executive Management, Technology, Manufacturing, Legal, Human Resources, Finance and Accounting.

The EO Recruitment subcommittee has engaged with Nelson Staffing setting expectations and a timeline for the recruitment process. The EO subcommittee members shared their thoughts and/or priorities for the new Executive Officer role. Embracing the values of Excellence, Innovation, Empathy, and Integrity were highlighted as important traits. The subcommittee strongly expressed the importance to the consultant that an early July 2020 date be the goal to have the new Executive Officer beginning the onboarding process with the MWPA.

The EO subcommittee and Nelson Staffing have agreed that Nelson would vet all applicants, compile a complete list of all applicants, and provide their professional recommendations (and resumes) on the top 8-10 candidates. Nelson will share this information with the EO subcommittee to determine a final slate of candidates for interviews.

- The EO job announcement brochure has been published, approved by the EO subcommittee and is attached for your review.
- The subcommittee has also recognized that the interview and negotiation process has yet to be established and encourages direction from the Operations Committee on next steps.

FISCAL IMPACT:
There is no direct fiscal impact related to this update.
Hiring now:

EXECUTIVE OFFICER
$167,000 - $185,000

Apply to lwolford@nelsonstaffing.com no later than June 10, 2020

NELSON
Marin’s Communities Are Threatened by Wildfire

More than 260,000 people live in Marin County, served by cities, towns, the County of Marin, and well-coordinated fire agencies. Marin’s wildlands and lush vegetation make our neighborhoods beautiful and desirable places to live, but also leave residents and visitors vulnerable to wildfire. Local fire agencies and communities must coordinate wildfire prevention and disaster preparedness, including maintaining defensible space, reducing combustible vegetation, making homes fire resistant, and planning for organized evacuation in an emergency. Individual homes and properties are more fire resilient when preparedness is approached at the community scale. A collective effort by all residents and property owners is necessary to build a resilient community and reduce the threat of wildfire to life, property, and infrastructure.

The Opportunity

Everyone now knows the threat and true impact of wildfire on our California communities, but not many know exactly what to do about it. Many communities brace for the next fire season hoping it will not be their turn.

In Marin County, California, leaders have done something about it. Marin County Elected Officials, Fire Chiefs, City Managers, and others closely partnered with their communities to create an entirely new organization – the Marin Wildfire Prevention Authority (MWPA). Marin County voters showed approval and confidence in this new organization by passing, with over 70% approval, a ten-year parcel tax to fund the effort.

The MWPA will bring in approximately $20 million a year for the next 10 years to make a significant difference in Marin’s resiliency and ability to carry out wildfire prevention, vegetation management, disaster preparedness, defensible space management, and more. This 17-agency effort is a model and template for other California counties who want to address wildfire but can’t do it on their own.

You can be a part of this dynamic and exciting new organization by serving as its first Executive Officer. Are you ready?
INITIATIVES OF THE MWPA & OUR NEW EXECUTIVE OFFICER

- Improving emergency alert and warning systems to enhance early alert for organized evacuations.
- Expanding coordinated efforts to reduce combustible plants and vegetation.
- Improving evacuation routes and infrastructure to enhance traffic flow and promote safe evacuations.
- Expanding and enhancing defensible space and home evaluations and educating homeowners about how to reduce the vulnerability of their home and neighborhood to wildfire.
- Providing grants and support to seniors, persons with disabilities, and low-income homeowners who need assistance maintaining a defensible space, making homes fire resistant, reducing combustible vegetation, and preparing for emergencies.
- Creating and sustaining a coordinated local wildfire public safety and disaster preparedness program.
- Supporting residents to establish Firewise USA programs in neighborhoods through ongoing public education.

The following agencies and districts are members of the MWPA:

<table>
<thead>
<tr>
<th>COUNTY OF MARIN</th>
<th>SOUTHERN MARIN FIRE DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLEEPY HOLLOW FIRE DISTRICT</td>
<td>TOWN OF ROSS</td>
</tr>
<tr>
<td>STINSON BEACH FIRE DISTRICT</td>
<td>TOWN OF CORTE MADERA</td>
</tr>
<tr>
<td>MUIR BEACH CSD</td>
<td>KENTFIELD FIRE DISTRICT</td>
</tr>
<tr>
<td>TOWN OF FAIRFAX</td>
<td>CITY OF SAN RAFAEL</td>
</tr>
<tr>
<td>NOVATO FIRE PROTECTION DISTRICT</td>
<td>CITY OF MILL VALLEY</td>
</tr>
<tr>
<td>CITY OF LARKSPUR</td>
<td>INVERNESS PUBLIC UTILITY DISTRICT</td>
</tr>
<tr>
<td>MARINWOOD CSD</td>
<td>BOLINAS FIRE DISTRICT</td>
</tr>
<tr>
<td>TOWN OF SAN ANSELMO</td>
<td></td>
</tr>
</tbody>
</table>
THE POSITION
Executive Officer

This new and exciting role will bring executive leadership talent commensurate with dynamic duties of managing and leading a public agency inclusive of 17 members; providing wildfire prevention services across Marin protecting over 250,000 residents.

Duties
The EO serves a dual purpose—as a public administrator and as the Executive Officer of the MWPA. The incumbent must have the skill and experience in directing a public agency to help the board make sound decisions. The incumbent must also possess the qualities of a good public administrator in order to carry out those decisions made by the Board.

Characteristics
• Ability to learn from the past
• Strong communication skills
• Building relationships
• Realistic optimism
• Listening skills
• Willingness to take calculated risks
• Reading people and adapting to necessary mgmt. styles
• Thinking outside the box
• Drive and resilience
• Enjoy large-group problem solving
• Ability to weave together input from various interest groups
• High ethical standards
• Diplomacy and tact
• Self confidence

Skills
• Managing, leading and directing operations and activities of a municipal JPA providing fire prevention services.

• Works in partnership with the Board to provide strategic direction and policies that encompass long and short-term plans.

• Developing and administering agency goals, objectives, and procedures.
• Analyzing and assessing programs, policies, and operational needs.

• Establishes and implements performance metrics that will guide both strategic and operational decision-making.

• Identifying and responding to sensitive community and organizational issues, concerns, and needs.

• Planning, organizing, directing and coordinating the work of lower level staff and/or contractual partners.

• Selecting, supervising, training, and evaluating staff and/or contractual partners.

• Interpreting laws, regulations and policies.

• Researching, analyzing, and evaluating new service delivery methods and techniques.

• Preparing clear and concise reports, specifically financial reports.

• Provides oversight of the financial performance and stability of the organization; and ensures the quality of financial records and accounting; and the adequacy of financial reporting and budgeting.

• Work to develop and encourage board members and staff to understand and participate effectively in enhancing the financial stability of the organization.

• Ensures effective communication both orally and written to all stakeholders, including board, staff, members, landowners, and strategic partners.

• Serves as the primary spokesperson and public representative.

• Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.

• Ability to work well under pressure and adapt easily to changing situations and priorities.

**Minimum Qualifications**

*Education, Training and Experience Guidelines:*

Bachelor’s degree with major course work in Public Administration or a related field. Master’s degree desirable. Ten years of management and leadership experience including five years at a significant and increasingly responsible administrative level is required.

**Salary & Benefits**

*Salary:*

The salary for this position will be commensurate with qualifications and experience. The expected salary range is between $167,000—$185,000 annually.

*Benefits:*

Benefits will be negotiable upon appointment.
The Selection Process

To be considered, candidates must submit a compelling cover letter, resume, and six professional references to lwolford@nelsonstaffing.com. Candidates are strongly encouraged to apply early in the process for optimal consideration. The closing date for this position is June 10th, 2020. Nelson Staffing will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Only a select group of highly qualified candidates will be invited to interview and an interview with the Board of Directors will follow shortly thereafter. It is anticipated that the new Executive Officer will begin in July 2020 or at a mutually agreeable date.

Should you have any questions regarding this position or the recruitment process, please contact Lisa Wolford at Nelson Staffing: 415-446-0215 or lwolford@nelsonstaffing.com.

Additional information about the MWPA can be found at Marinwildfire.org
RECOMMENDATION:

1. Receive verbal update on the 2020-2021 Work Plan
2. Direct participating agencies to submit programs and projects in a recommended format with anticipated costs for phase I, II, and III consideration.
3. Direct participating agencies to submit programs and projects that can be brought forward under a “quick start” document, which can be immediately funded and approved by the MWPA Board.
4. Coordinate with the Finance Committee ensuring workplan is aligned with FY20-21 budget.

The Sub-Committee will continue to develop and refine the 2020-’21 workplan including items outlined above.

2020-2021 Work Plan Update:

The sub-committee is tasked to create a draft work plan based on identified programmatic areas in the initiative (See table below). Recognizing the need for urgent action, the sub-committee will be recommending immediate and phased actions to help prevent destructive wildfires in Marin. This plan’s recommendations on priority vegetation fuel reduction projects, evacuation improvements, and public education, etc., can protect our Marin communities in the short term and place our county on a trajectory away from increasingly destructive fires and toward more moderate and manageable fire regime.

<table>
<thead>
<tr>
<th>PROGRAM AREA</th>
<th>% OF FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPA CORE</td>
<td></td>
</tr>
<tr>
<td>• Wildfire Detection, Notification &amp; Evacuation Improvements</td>
<td></td>
</tr>
<tr>
<td>• Vegetation Management &amp; Fire Hazard Reduction</td>
<td>60%</td>
</tr>
<tr>
<td>• Grants Management</td>
<td></td>
</tr>
<tr>
<td>• Public Education</td>
<td></td>
</tr>
<tr>
<td>Defensible Space Evaluations – Home Hardening</td>
<td>20%</td>
</tr>
<tr>
<td>Local Wildfire Prevention Mitigation</td>
<td>20%</td>
</tr>
</tbody>
</table>
Implementation Phases

Based on community need and expectations, as well as the variety of MWPA agency needs, a phased approach to implementation will be established. An initial Quick Start Plan includes projects ready to begin implementation as part of Phase 1. Additionally, the work plan will be developed to include projects in progress that can be implemented in phase 2 and 3.

Phase 1: Projects in phases 1 are immediately, or near immediately ready to begin. This includes projects such as vegetation reduction, public education, mailers, public evacuation maps, chipper days, expanded grazing, and other projects that are pending funding. These projects have already been vetted through community processes or are directly supported by the establishment of the MWPA, such as Defensible space and home hardening inspections. Phase 1 projects will be listed in this draft plan, with full project sheets provided in the Appendices (See samples below). With the adoption of a Quick Start Plan, the Board may approve the projects listed as Phase 1, demonstrating to the community an immediate return on their investment.

Phase 2: Projects in phase 2 will be prioritized and reviewed locally but are pending environmental review, community input and/or are waiting for bids and contractors. Some projects are pending the availability of staff to support. These projects will be listed in the plan, and full project sheets will be brought to the board for review at a future date. By approving the Quick Start Plan, the Board is telling the individual agencies to continue with their planning process. These projects will be brought before the operations committee for prioritization before full project sheets are submitted to the Board.

Phase 3: Projects and expenses in phase 3 relate to the capacity building of the MWPA itself. These include purchasing equipment, identifying and hiring MWPA contractors or fuel crews, and completing projects with MWPA staff and equipment. These projects are not directly included in the Quick Start Plan and will be brought before the board at a later date.
JPA Core: Phase 1 Project Sheets

Structure: A sample JPA Core project sheet is included below, organized by zone. Each item includes a rationale that explains how it is linked with the six key program areas of the MWPA and Measure C Initiatives. Each item is summarized in the following format:

<table>
<thead>
<tr>
<th>Location Zone</th>
<th>Project Site – Jurisdiction-Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action/Project</strong></td>
<td>This section includes a description of the proposed action or project. Include the specific location.</td>
</tr>
<tr>
<td><strong>What this means</strong></td>
<td>This section should explain in more detail what this action would mean to those impacted by it. Include project scope.</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>This section includes a discussion of why this project is important and how it fits into the goal of the MWPA. Reference a specific MWPA section/goal.</td>
</tr>
<tr>
<td><strong>Concerns &amp; Challenges</strong></td>
<td>This section includes a discussion of political, legal, or cost feasibility concerns. List any anticipated challenges and opportunities to mitigate them.</td>
</tr>
<tr>
<td><strong>Environmental level &amp; ESP guide</strong></td>
<td>Environmental compliance work status, ESP best practices, etc.</td>
</tr>
<tr>
<td><strong>Stakeholders</strong></td>
<td>List of stakeholders. Be specific.</td>
</tr>
<tr>
<td><strong>Timeline</strong></td>
<td>Provide a projected timeline. Include information about needed follow up action or a need to repeat seasonally.</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td>This section outlines the anticipated result of the item implementation.</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>Include cost estimates</td>
</tr>
</tbody>
</table>
### Sample of Local Mitigation Projects

<table>
<thead>
<tr>
<th>Location Zone</th>
<th>Novato – North Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action/Project</strong></td>
<td>FIRECLEAR Public Evacuation Map Printing and Mailing</td>
</tr>
</tbody>
</table>

**What this means**
Printing, materials, and other production costs for mailing and distribution of public evacuation mapping in Novato. This project provides accelerated access to high resolution digital files of a 2-spread Main City FireClear Brochure, City-wide FireClear Map, City-wide Zone Identification Map, (35) Area Maps plus 2-sided Area Map Brochure with QR Codes, and a 2-sided Defensible Space Brochure already created using the same FireClear visual standards to be used for signage, PDFs, and mailings.

**Rationale**
The number one concern of the public with regards to immediate need in a wildfire is evacuation information. These public maps include a new information guide for escape and personal protective actions in the event of an escalating wildland fire. Allows the public to preplan and share specific evacuation information with family members and routes from each individual neighborhood. It includes the concept of pre-identified “Areas of Refuge” which are considered a last resort should evacuee become unable to evacuate fully out of an area under immediate fire conditions, directing them to closer areas nearby where they can reasonably expect to be able to ride out a fire until it passes and then they can evacuate further out of the area.

**Concerns & Challenges**
Many members of the public cannot read or decipher a printed map and will need to take time to understand content and exercise through evacuation drills.

**Environmental level & ESP guide**
N/A

**Stakeholders**
NFD, homeowners, business owners, City of Novato

**Timeline**
30 days to print and distribute via us mail.

**Outcomes**
To convey the importance of distributing spatial awareness and literacy in fire risk areas; to encourage accurate cognitive recall of fire evacuation information for residents, tourists, students, commuters, and employees in fire risk areas; and to create and distribute fire evacuation and preparedness information that is coherent, cohesive, and memorable.

**Cost**
Not to exceed $60,000 This estimate includes printing, materials, or other production costs.
## Sample Vegetation Reduction Project

<table>
<thead>
<tr>
<th>Location Zone</th>
<th>San Rafael Hill Evacuation Route Clearance– San Rafael- North</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action/Project</strong></td>
<td>Roadside clearance measures would reduce ignition potential and make for more accessible evacuation routes in the San Rafael Hill area.</td>
</tr>
<tr>
<td><strong>What this means</strong></td>
<td>Crews of 3 to 5 would work on clearing roadside vegetation to increase evacuation and street width where possible. Residents on the marked streets would see a direct benefit.</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>In the event of an emergency, access and egress are critical. Removing roadside vegetation and other proactive measures provide additional time for responders and residents. Ties into evacuation route clearance.</td>
</tr>
<tr>
<td><strong>Concerns &amp; Challenges</strong></td>
<td>Homeowner approval of vegetation work (Opt-out), traffic control, possible parking</td>
</tr>
<tr>
<td><strong>Environmental level &amp; ESP guide</strong></td>
<td>Following current adopted City guidelines related to roadside work.</td>
</tr>
<tr>
<td><strong>Stakeholders</strong></td>
<td>Homeowners along San Rafael Hill, SRFD.</td>
</tr>
<tr>
<td><strong>Timeline</strong></td>
<td>Approximately 3 weeks, with annual maintenance of 1 week.</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td>Safer evacuation routes for residents and better access for first responders, builds into other evac route programs.</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>$50,000</td>
</tr>
</tbody>
</table>
To: Marin Wildfire Prevention Authority Operations Committee
From: Rich Shortall, Sub-Committee Lead
Subject: MWPA Grant Program

RECOMMENDATION:
Receive report from the Grant Sub-Committee, provide feedback. Direct Sub-Committee to prepare update for MWPA Board.

BACKGROUND:
An important goal of the Marin Wildfire Prevention Authority initiative was to provide grants for low income seniors and people with access and functional needs to maintain their homes in a way that reduces the threat of wildfire. The sub-committee is working to establish recommended income and funding limits. To be eligible, it is recommended that recipients must be both the homeowner and occupy the home.

Grant funds could be used for vegetation management projects that create defensible space and/or home hardening projects such as installation of fire safe vents.

There will be a timeline for grant submissions and grants will be awarded competitively with first priority given to the neediest households. Assistance will be available for those who do not have internet access or have other special need requirements.

FISCAL IMPACT:
The recommendation of the sub-committee is to allocate $500,000 annually for the grant program. $100,000 would be retained for abatement of properties identified by social services or other community affiliates that are aware of a senior living condition that pose significant danger to the occupant and/or surrounding properties.
DEFENSIBLE SPACE AND HOME HARDENING GRANT PROGRAM

The Marin Wildfire Prevention Authority is committed to reducing the threat of wildfire in our community. The Defensible Space And Home Hardening Grant Program was created to help low-income seniors and people with disabilities and access functional needs (AFN) conform to defensible space best practices. Defensible Space is the area between a house and an oncoming wildfire where the vegetation has been modified and/or maintained in a way that significantly reduces fire fuel loads and the wildfire threat and provides an opportunity for firefighters to more effectively defend the house. If you are physically and financially unable to maintain the state-mandated 100’ of defensible space around your home, our Program may help.

The following eligible activities are examples of ways to create defensible space:

- Get a free evaluation from your local fire agency, with a prescription for actions to reduce hazards
- Create a conforming vegetation management plan from a landscape professional
- Remove and replace combustible mulches
- Removal of dead and down brush and woody debris;
- Removal of fire prone plants
- Mowing annual dry grasses to a height of not more than 3”;
- “Limb up” trees that are within 100 feet of a structure;
- Replanting to create a fire resistant landscape

Home hardening projects such as these examples are also eligible for reimbursement:

- Replacement of windows with dual-pane, tempered glass
- Installation of non-combustible ember-resistant vent screens and/or chimney spark arrestors;
- Installation of fire resistant gutter screens.

Eligibility:

- Must be over 65 or is a person with a disability making it impossible for you to do the clean-up work yourself.
- Must be the owner and occupy the house
- Must be deemed financially unable to hire a contractor

Income Requirements

**Up to $1000 is available for:**

- One-person household: Income is less than $36,550 (annually)
- Two-person household: Income is less than $41,800 (annually)

**Up $1000 is available with a required match of 50%:**

- One-person household: Income is less than $60,900 (annually)
- Two-person household: Income is less than $69,500 (annually)
Please follow the link to the online form to sign up for the program. If you do not have internet access, please call the Marin Wildfire Prevention Authority at ____________ for assistance.

**Notes:**
- Grant money is allocated from the annual budget dependent upon the annual approved fiscal budget and is subject to change without notice.
- In Fiscal Year 20-21 $400,000 is available for the grant program
- Grants are awarded through a competitive process. Neediest households will have first priority.
- Grant funds will be distributed equitably across the five MWPA zones
- Homeowners are responsible for hiring a contractor.
RECOMMENDATION:
Receive report regarding the update to the MWPA website [www.marinwildfire.org](http://www.marinwildfire.org) provide feedback.

BACKGROUND:
Websites play a critical role in connecting the community to organizations. Additionally, the MWPA is committed to transparency and community engagement. The Website [www.marinwildfire.org](http://www.marinwildfire.org) is under development. The website was formatted for ease of navigation and provide a location to post documents, make notice of meetings and allow connectivity with our constituents. The Marin County Civil Grand Jury has drafted several reports with recommendations related to transparency. Those recommendations have been incorporated into the website. Additionally, there will be a portal where the public can sign up for notifications and events. Below are screen shots of the beta-website. The website will be updated and go live Friday or Saturday this week.
FISCAL IMPACT:
The initial cost to rebuild the website is approximately $3000. There will be some ongoing costs associated with maintenance.
To: Marin Wildfire Prevention Authority Operations Committee

From: Jason Weber, Fire Chief

Subject: Citizen Oversight Committee

RECOMMENDATION:
Receive report regarding the establishment of the Citizens Oversight Committee and establish a sub-committee to prepare application process recommendations for the MWPA Board.

BACKGROUND:
The Board of Directors will create a Citizens’ Oversight Committee. The Citizens’ Oversight Committee will review Authority spending on an annual basis following the report from the Treasurer. After review of the previous year’s work program and the financial audit, the Citizens’ Oversight Committee will adopt a report describing the extent to which the funds have been spent consistent with the tax measure and provide feedback to the Board of Directors. Citizens’ Oversight Committee participants will be residents who are neither elected officials of any government entity, nor public employees of any Member. Service on the Citizens’ Oversight Committee will be restricted to individuals who reside in Marin County. Participants on the Citizens’ Oversight Committee will be required to submit a statement of financial disclosure and participation will be restricted to individuals without economic interest in any of the Authority’s projects. The Citizens’ Oversight Committee may create subcommittees to monitor the deliberations of the Board of Directors, Operations Committee, and the Advisory/Technical Committee. The Board of Directors shall appoint participants to Citizens’ Oversight Committee from applications received as set forth below:

- Five participants, each residing in one of these five general geographical areas: West Marin, Novato, San Rafael, Central Marin, and Southern Marin.
- One participant from a taxpayer organization of Marin County.
- One participant from environmental organizations of Marin County.
- One participant from FIRESafe MARIN or similar fire prevention organization.
- One participant from a non-partisan civic organization such as League of Women Voters.

FISCAL IMPACT:
There is no associated fiscal impact with this action.
To: Marin Wildfire Prevention Authority Operations Committee

From: Jason Weber, Fire Chief

Subject: Operations Committee By-Laws Creation

____________________________________________________________________________

RECOMMENDATION:
It is recommended that the Operations Committee establish a sub-committee to develop by-laws for consideration of the entire committee and ultimately adoption by the MWPA Board.

BACKGROUND:

To ensure consistent and “best practices” it is recommended that the Operations Committee establish by-laws to clarify the following but not limited to:

- Purpose
- Organization
- Meetings
- Officers and Committees
- Conduct of business

FISCAL IMPACT:
There is no associated fiscal impact with this action.