MWPA EXECUTIVE COMMITTEE MEETING AGENDA
Thursday, December 3, 2020
10:00 a.m.

https://zoom.us/j/99385985130

Or Telephone:
669-900-6833
Meeting ID: 993 385 5130

For those joining by phone use: *9 to “raise your hand” and *6 to mute/unmute

ATTENTION: This will be a virtual meeting of the Executive Committee 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, she/he/they should contact Mark Brown at mbrown@marinwildfire.org

1. Call to order.

2. Roll Call.
   Bruce Goines
   Dennis Rodoni
   Sashi McEntee
   Julie McMillan
   Barbara Coler

AGENDAS & STAFF REPORTS ON-LINE www.marinwildfire.org
3. Agenda Adjustments.

4. **Open time for public expression.** The public is welcome to address the Executive 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. MWPA Regular Board Meeting Agenda Planning for December 17, 2020. 
   Recommendation: That the Executive Committee review and provide direction regarding the draft agenda for the MWPA Regular Board Meeting of Thursday December 17, 2020.
   - [MWPA Board Agenda Draft 12.17.2020](#)

6. Update on Environmental Compliance Process and Discuss Next Steps.
   Recommendation: That the Executive Committee receive a verbal report related to the Board subcommittee’s work on the environmental compliance process

7. MWPA Position Descriptions – Executive Officer and Planning and Program Manager Positions.
   Recommendation: That the Executive Committee reviews the position descriptions for Executive Officer and Planning and Program Manager and provide feedback for final descriptions. Additionally, consider recommending to the Board that MWPA create the Planning and Program Manager position within the MWPA.
   - [MWPA Position Descriptions - Authority to Create Planning-Program Manager Position](#)
   - [MWPA Final Plng _ Program Mgr - Ops 11.24.20](#)
   - [MWPA Final Draft Prog Plng Mgr Ops Comp Memo 11.24.20](#)
   - [MWPA Executive Officer Position Description - Draft](#)

8. MWPA Board Retreat Planning.
   Recommendation: Recommend that the Executive Committee creates a sub-committee to work with the Executive Officer to plan and conduct a Board Retreat on January 21, 2021.
   - [MWPA Board Retreat](#)

9. Ecologically Sound Practices Relationship with the MWPA.
   Recommendation: Review, discuss and recommend approaches to working with the Ecologically Sound Practices Partnership.
   - [Ecologically Sound Practices Relationship with the MWPA](#)

10. Information Items.

11. Committee Member 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 Executive Committee regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at 28 Liberty Ship Way, Suite 2800, Sausalito CA 94965. *Note as of 4/30/20 offices are closed to the public. Therefore, documents will be made available upon request and will be available online at www.marinwildfire.org

Notice is hereby given that the Executive 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 Executive Committee must be filed with the Court not later than the 90th day following the date of the Executive Committee meeting 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, November 30, 2020 at 10:00 a.m.

Mark Brown, Executive Officer
MWPA BOARD OF DIRECTORS AGENDA
Thursday, December 17, 2020
3:00 pm

https://zoom.us/j/93068198420
Or Telephone:
669-900-6833
Meeting ID: 930 681 98420

For those joining by phone use: *9 to “raise your hand” and *6 to mute/unmute

ATTENTION: This will be a virtual meeting of the Board of Directors 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, she/he/they should contact Mark Brown at mbrown@marinwildfire.org

1. Call to order.

2. Roll Call.
   - David Kimball
   - Sashi McEntee
   - Kate Colin
   - Gabe Paulson
   - Dennis Rodoni
   - Kathryn Donohue
   - Barry Evergettis
   - Bill Shea
   - Leighton Hills
   - Bruce Goines
   - Tom Finn
   - Cathryn Hilliard
   - Mark White
   - Bob Ravasio
   - Barbara Coler
   - Julie McMillan
   - Steve Burdo

AGENDAS & STAFF REPORTS ON-LINE www.marinwildfire.org
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   Information Only, such as information about Executive, Finance and Citizens’ Oversight Committee Updates

6. Consent Calendar.
   The opportunity for public comment on consent agenda items will occur prior to the Board's 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. Acknowledge __________________________ Committee minutes.
   b. Approve November 19, 2020 MWPA Board of Directors Meeting minutes.

7. Update on Environmental Compliance and Request for Proposals for Environmental Consultant Services.
   Recommendation: Receive update on environmental compliance and request for proposals (RFP) for environmental consultant services.

8. Financial Policy Development
   Recommendation: TBD

9. MWPA Position Descriptions – Authority to Create the Planning/Program Manager Position.
   Recommendation: That the Board review the position descriptions for Executive Officer and Planning and Program Manager and provide feedback for final descriptions. Approve the creation of a Planning and Program Manager position within the MWPA.

    Recommendation: Authorize President Goines to appoint an ad hoc committee of the Executive Committee to work with the Executive Officer to plan a Board Retreat on January 21, 2021.
11. Evacuation Route Study Request for Proposal.
   Recommendation: Authorize Executive Officer Brown to release the RFP for the Evacuation Route Study.

12. Committee Reports.
   d. ESP Committee Updates

13. Information Items.

14. Board Members Request Future Agenda Items.

15. 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.

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I certify that this agenda was posted on the Public Notice Bulletin Board on or before Monday, December 14, 2020 at 3:00 pm.

Mark Brown, Executive Officer

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RECOMMENDATION:

The Executive Committee reviews the position descriptions for Executive Officer and Planning and Program Manager and provide feedback for final descriptions. Additionally, consider recommending to the Board that MWPA create the Planning and Program Manager position within the MWPA.

BACKGROUND:

An important aspect of the Measure C campaign, which created the funding source for the Marin Wildfire Prevention Authority (MWPA), was the pledge to implement vegetation management projects, improve evacuation route safety, improve notification systems, provide defensible space evaluations, etc. in a rapid and efficient manner. In order to plan, implement and manage these various projects, a brainstorming group explored staffing options to meet these needs. The brainstorming group consisted of City Managers Jim Schutz, Dan Schwarz and Todd Cusimano; Fire Chiefs Bill Tyler, Darin White, Chris Tubbs and Jason Weber. The brainstorming group reviewed the following position descriptions prepared by Jean Bonander:

Planning and Program Manager
Administration and Finance Manager
Management Analyst

ANALYSIS:

After looking at the expected scope of work for the MWPA, the brainstorming group felt the Planning and Program Manager should be an employee of the MWPA and should be brought on board as soon as feasible. The anticipated roles and responsibilities consist of the following.
• Coordination between our three funded programs (Core, D-Space and Local-Specific)
• Core – lead role in developing the projects and seeing them through
  o Ops Committee is starting planning for the 21/22 Work Plan, get Planning and Program Manager involved from the beginning
  o Advisory/Technical Committee coordination
  o Designing Core projects to succeed
  o Establishing contracts as needed
• Coordinating with environmental consultant
• Coordinating with the three ESP sub-committees
• Ensuring consistency of D-space programs across agencies
• Coordinating D-space/Chipper Days
• Maintaining a very visible project progress portal for the public – so the public can see what projects we have going and a detailed status updates
• Coordination/consistency/support for the local-specific wildfire prevention projects
• Grant management
• Abatement program management
• Coordinating with the Marin Fire Prevention Officers

Please see the attached recommended position description for the Planning and Program Manager position with salary range.

The brainstorming group felt it was appropriate to table the Administration and Finance Manager and Management Analyst position descriptions in favor of exploring an expansion of our agreement with the Southern Marin Fire District for increased administrative support. The increased administrative support would include:

• Clerical
  o Writing/composing letters, mailers, etc.
• Reception
• Admin Assistant support help with schedule management
• Continued support for agenda prep/management/posting
  o Potential management of the actual meetings
• Policy development and maintenance
• Human Resources
  o Hiring support
  o Training and Employment standards
• Support to create a Strategic Communications Plan
• Website maintenance (before and after re-design of current website)
• Social Media Management
  o Refreshing our current presence
  o Keeping our content fresh and indicative of the projects we have going
  o Responsiveness to public interaction as needed

The attached Executive Officer position description is included with this staff report for review and approval.
FISCAL IMPACT:

The proposed Planning and Program Manager position description includes a recommended salary range and benefits package with a total maximum cost to the MWPA. This position is at a planning and program level for physical projects, rather than at an administrative level. The language of the MWPA JPA Agreement limits administrative costs to not more than 10% of the amount budgeted for each program; however, this position does not involve administrative duties. Therefore, staff recommends that the Planning and Program Manager position be funded through the Core projects budget center and not as part of the administrative costs.

The increased administrative support from the Southern Marin Fire District is being costed at this time. These costs would qualify as administrative costs per the MWPA JPA.

The fiscal impact of the Executive Officer has already been addressed and the approval of the position description does not increase costs to the MWPA.

ENVIRONMENTAL REVIEW:

The Board’s staffing decision is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Respectfully submitted,

Mark Brown, Executive Officer

Attachments:  Planning and Program Manager Position Description
                     Executive Officer Position Description
PLANNING & PROGRAM MANAGER - OPERATIONS

SUMMARY DESCRIPTION

Under the Executive Officer’s direction, the individual in this position plans and manages the Authority’s operational and environmental services programs; oversees the preparation of and review of environmental documents; coordinates environmental planning and regulation compliance activities with the Authority’s jurisdictions, consultants, contract service providers and other city, district, regional, and state agencies; coordinates environmental review functions, including monitoring California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) compliance and assists with other environmental, planning and land management activities; and performs other duties as assigned.

POSITION CHARACTERISTICS

The individual in this position is responsible for most or a majority of the following functions:

- Evaluates and recommends operational planning and policy options for the Executive Officer and/or the Board of Directors.
- Serves as the Authority’s in house program manager for vegetation management/hazard mitigation operating programs.
and oversees consultants providing specialized environmental and compliance services;

- Coordinates and directs consultants and contractors with the design and implementation of restoration, monitoring, habitat/vegetation assessment and hazard mitigation projects and programs in accordance with the Authority’s approved environmental review reports; and
- Exercises discretion and independent judgment to determine and implement appropriate regulatory compliance activities, and to set priorities and coordinate the Authority’s mandates, goals and objectives.

ILLUSTRATIVE EXAMPLES OF DUTIES

The following types of duties are representative of the types of assignments and functions that may be assigned to the individual in this position.

- Oversees and manages preparation of scope of work for operational contracts, solicits proposals, recommends selection, and reviews the work of consultants and contractors preparing project and environmental documents, permits and special studies for Authority programs;
- Manages, oversees and conducts meetings of operational, professional and technical staff and consultants/contractors to resolve issues or to consider changes in plans, programs, policies and procedures;
- Monitors relevant and current legislation, regulations and permit requirements, and revises and recommends Authority procedures and policies for legal and environmental compliance;
- Prepares budget requests, reports, correspondence and supporting justification materials, monitoring projects for schedule and budget compliance, and recommends and justifies budget and schedule adjustments as required;
- Participates with the Executive Officer, Operations Committee and relevant ad hoc committees in Authority project design, location, selection and development;
- Prepares and/or reviews resolutions and agenda materials for operational documents or reports for Authority projects, and presents the materials to the Executive Officer and/or the Board of Directors;
- Oversees the preparation of and reviews of required operational and technical studies and reports to meet the Authority and regulatory agency requirements;
- May conduct field inspections at approved project sites to ensure mitigation compliance;
- Oversees the preparation of and directs the completion of related documents and required environmental reports for Authority and/or jurisdictional projects, including Notices of Exemption, Environmental Impact Reports, Negative Declarations, Environmental Assessments, Biological Assessments, Categorial Exemptions and Initial Studies;
- Reviews project plans and documents from other jurisdictional lead agencies and coordinates responses and/or comments as needed;
- Interprets and applies hazard mitigation and safety rules and regulations to project and work assignments.
- May serve on task forces, ad hoc and standing committees as the Executive Officer’s representative or backup; and
- May represent and/or serve as backup to the Executive Officer and the Authority on task forces, ad hoc and standing committees, and at other organization meetings or at public gatherings.
MINIMUM QUALIFICATIONS, KNOWLEDGE AND ABILITIES

The individual in this position will have a combination of education and experience that reflects the knowledge, skills and abilities to perform the duties and functions illustrated above and described below. Typical equivalencies include:

▪ Graduation from a four (4) year college or university with major course work in public management, engineering, environmental and/or climate studies, physical and biological sciences, or a related field; and

▪ Five (5) or more years of planning and management, and an understanding of environmental analysis with complex public works and hazard mitigation projects/programs in California, involving oversight of preparation of environmental reports, documents, and two (2) years or more of managerial experience; and

▪ Experience deemed relevant may be substituted for formal education.

KNOWLEDGE OF:

▪ Principles, methods and techniques of public project and program management, environmental planning, federal, state and local laws and legislation, regulations, ordinances, current programs and court decisions pertaining to environmental permits, impact analysis, species and habitat protection and hazard mitigation;

▪ Procedures, guidelines and processes for environmental impact reporting, including research and assessment methodologies;

▪ Understanding of project management and environmental considerations in the design, location, construction and maintenance of wildfire prevention, vegetation management, hazard mitigation and other public projects;

▪ Relationship building and communications techniques used in coordinating work efforts with federal, state and local agencies,
and citizens and public interest groups monitoring the Authority’s environmental and programmatic matters; and

▪ Appropriate communication and presentation techniques, and use of information technology and applications.

ABILITY TO:

▪ Determine work priorities and effective staff and program coordination and scheduling;
▪ Assemble, organize and present verbal and written information in compelling ways, and identify and justify alternatives, options and solutions regarding the use of specific resources to achieve the Authority’s stated outcomes;
▪ Oversee the completion of complex and specialized studies and projects, then interpret data leading to the completion of projects and required environmental assessments;
▪ Clearly and respectfully convey the Authority’s strategies and activities to interested agencies and persons;
▪ Work independently and make well considered decisions and recommendations;
▪ Conduct field work and travel as needed; and
▪ Establish and maintain cordial and effective working relationships with staff colleagues, regulatory agencies, consultants and contractors, elected officials and members of the public.

ESTIMATED RANGE OF COMPENSATION AND BENEFITS

Full Time Compensation: $95,000 - $120,000 Annual Benefits in Accordance with Authority Policies

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Revised by Jean Bonander, Consultant
November 24, 2020
补偿摘要

此专业的管理职位具有政策、项目管理和规划职责。该职位所选人员也将成为执行官的运营第二指挥官，可能直到行政和财务管理职位被填补。

推荐基于对具有相似头衔、职责、责任和经验水平的公共和私营部门职位的薪酬审查。另一个决定性因素是位于旧金山湾区，因此提高了基准薪酬的最低8%（8%）和可能高达20%（20%）。

此摘要还指出预期的福利条款，此区域的薪酬可能需要进一步考虑由MWPA对这个职位和未来职位的薪酬，因为现有的福利包是最低的。

工资： $95,000 - $130,000 年度
医疗： $800 - $1,000 每月 - 现金或提供的医疗益本人（1）
带薪休假： 8.00% 工资
401a 计划： 7.05% 工资
457 计划： 员工缴费仅（可能考虑未来几年的匹配）
其他： 0% - 3% 现金用于培训、差旅费按IRS税率，

希望这些信息有所帮助，如果我遗漏了任何东西，请让我知道我会修改此文件。我考虑这是一个最终版本，我将很乐意根据您的任何更改或修正进行任何更改。

您真诚地，
EXECUTIVE OFFICER

SUMMARY DESCRIPTION

At the Board of Directors’ direction, the individual in this position has the dual responsibility of serving as the Authority’s public agency administrator and the leader/manager of a newly created innovative organization with diverse programmatic, environmental and managerial duties, and who also supervises staff and contractors and engages with the community members/organizations who comprise the organization’s constituencies.

POSITION CHARACTERISTICS

The individual in this position is responsible for the following functions:

- Manages, leads and directs administrative and operational activities of a 17-member, multi-jurisdictional Joint Powers Authority (JPA) delivering targeted fire prevention/hazard mitigation services within the JPA’s jurisdictional boundaries.
- Partners with the Board of Directors to develop and implement strategic direction and policies that encompass long and short-term plans.
• Designs, implements and administers agency goals, objectives, and procedures.
• Analyzes and assesses programs, policies, and operations for Board approval and then implements and monitors the activities supporting those stated needs.
• Establishes and implements performance metrics that will guide both strategic and operational decision-making.
• Identifies, analyzes and responds to sensitive community and organizational issues, concerns, and needs.
• Plans, organizes, directs and coordinates the work of Board appointed committees and of staff and/or contractual partners.
• Selects, supervises, trains and evaluates staff and/or contractual partners, seeking highly qualified, representative and diverse constituent representation.
• Interprets local, state and federal laws, regulations and policies and conducts the Authority’s functions with such guidance.
• Researches, analyzes and evaluates opportunities for innovation, and new/refined service delivery methods and techniques for the Board’s consideration and approval.
• Delivers clear and concise reports, specifically financial reports.
• Oversees the financial performance and stability of the organization, ensures the quality of financial records and accounting, and assures the adequacy of financial reporting and budgeting.
• Develops and encourages board members and staff to understand and participate effectively in enhancing the financial and programmatic stability of the organization.
• Effectively communicates verbally and in writing with stakeholders, including board, staff, member agencies, property owners and strategic partners.
• Serves as the Authority’s primary spokesperson and public representative.
- Establishes and maintains effective working relationships with those contacted in the course of work, including city, county and other government/agency officials, community groups and members of the public.
- Works well under pressure with employees, colleagues and community members and adapts readily and easily to changing situations and priorities.

**ILLUSTRATIVE EXAMPLES OF DUTIES**

The following types of duties are representative of the types of assignments and functions that may be assigned to the individual in this position.

- Oversees the preparation, presentation and, upon adoption by the Board, the implementation of the Authority’s annual budget and financial plan;
- Coordinates the work of the Board’s standing and ad hoc committees, and works with the Board to manage the governance, reporting relations and communications among the committees;
- Oversees and as needed, directly manages staff, consultants, contractors, and work output of grant funded agencies and external agencies;
- Formulates fiscal policy in consultation with the Board and committees, and with the independent auditor and finance contract staff;
- Oversees, manages and explains the budget to expenditure activity, cash flow and allocation and reporting of proportional revenues and expenditures;
- Supervises the work of staff, consultants and contractors, and carries out the workflow and processes to direct the effective management of time, scheduling and distribution of workload;
• Drafts, analyzes, presents and with the approval of the Board, executes and implements the Authority’s goals, objectives, performance plans, strategic and foresight plans;
• Assures the coordination of information technology services and interoperability, for ease of use by the Board, staff, contractors and members of the public;
• Assures that key records systems, including production and storage standards, backup and encryption/cybersecurity systems are established, and then maintained and updated, and that destruction policies are established and followed;
• Oversees the preparation of operational and analytical studies for legal, environmental, technical and fiscal programs and policies and then oversees the implementation through completion;
• Assures that Public Records Act requests and other community member requests for information are addressed and completed;
• Advises and works with task forces, ad hoc committees and standing committees at the Board’s direction and as needed to carry out the work of the Authority; and
• Identifies policy and program strengths, weaknesses, opportunities and consequences within the Authority’s range of functions, and recommends, suggests and addresses the challenges, planned for and as they arise.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND ABILITIES

The individual in this position will have a combination of education and experience that reflects the knowledge, skills and abilities to perform the duties and functions illustrated above and described below. Typical equivalencies include:
• Graduation and/or certification from a Masters’ level program in management, public administration, finance, economics, public policy or an equivalent course of study;
▪ Graduation from a four (4) year college or university with major course work in fire management, environmental studies, business, accounting, public administration, economics or a related field; and
▪ Five (5) or more years of fiscal, budgetary, program or general management experience in a public organization; and
▪ Experience in the private sector or specific to the Authority’s function that is deemed relevant may be substituted for formal education.

KNOWLEDGE OF:
▪ Complex organization design, management and functionality.
▪ Project management, analysis and report preparation.
▪ Modern communications and public relations techniques and applications.
▪ Current public sector financial practices.
▪ Current public sector environmental, financial, public meeting and human resources laws, regulations and policies.
▪ Current human relations and personnel practices, including contract employment.

ABILITY TO:
▪ Effectively, compassionately and informatively communicate with colleagues, staff and members of the public
▪ Partner with the Board President and Committee Chairs to effectively and efficiently manage the Authority’s public meetings and to carry out the decisions rendered;
▪ Publicly administer and manage the Authority’s staff, consultants, programs and policies;
▪ Present clear, well-organized and accurate financial, statistical and narrative reports, correspondence, policies, procedures and other materials, fairly and ethically and with the intent of public transparency;
• Develop and maintain professional, fair, cordial and universal working relationships with staff colleagues, elected officials and members of the public.

COMPENSATION AND BENEFITS
Please See the Attached Contract for Professional Services.

Drafted by Jean Bonander, Consultant
November 10, 2020
MARIN WILDFIRE PREVENTION AUTHORITY

STAFF REPORT

For the Executive Committee Meeting on December 3, 2020

To: Marin Wildfire Prevention Authority Executive Committee
From: Mark Brown, Executive Officer
Subject: MWPA Board Retreat Planning

RECOMMENDATION:

Recommend that the Executive Committee creates a subcommittee to work with the Executive Officer to plan and conduct a Board Retreat on January 21, 2021.

BACKGROUND:

The MWPA Board of Directors is a newly-formed board for a newly-formed organization. As such, the Board members have not had an opportunity to learn about each other, develop strong relationships and identify ways to work effectively as a team. As a new organization, the MWPA is still in need of developing Vision and Mission Statements as well as creating broad strategic priorities prior to the development of a comprehensive strategic plan. There is tremendous value in having a cohesive Board that can work well together in this strategic planning process. To that end, staff recommends taking time to build Board member relationships through a day-long retreat on January 21, 2021.

ANALYSIS:

To ensure that the Board retreat is as productive as possible, staff recommends the Executive Committee creates a sub-committee to work with the Executive Officer to plan the retreat with the following parameters:

- Determine if an in-person retreat is feasible or advised
  - If an in-person retreat is not feasible or advised, explore methods to conduct a retreat virtually
- Identify a facilitator and guest speaker(s)
- Develop a pre-retreat packet
  - Roles and Responsibilities of a Board member
The basics of contemporary wildfire science
The basics of wildland urban interface (WUI) principles
Introduction to the California Environmental Quality Act
Introduction to jurisdictional responsibilities in the wildland fire setting
Suggestion to draft Vision and Mission statements to bring to the retreat

- Develop content for the retreat
  - Board member introductions, interfacing and team building
  - Breakout sessions designed to focus on Vision and Mission statements and strategic priorities
    - At the end of these breakouts, content will be shared with the full Board
  - Brief presentations
    - Wildfire science
    - Jurisdictional responsibilities
    - WUI principles
    - CEQA
  - Close out

FISCAL IMPACT:

Unknown at this time. Items such as a meeting location (if the in-person option is chosen), facilitator(s), presenter(s) and meeting materials will generate costs which will be evaluated and presented to the Board.

ENVIRONMENTAL REVIEW:

The Executive Committee’s consideration of plans for a Board retreat is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Respectfully submitted,

Mark Brown, Executive Officer
RECOMMENDATION:

Review, discuss and recommend approaches to working with the Ecologically Sound Practices Partnership.

BACKGROUND:

The Ecologically Sound Practices (ESP) Partnership is a collaboration between the fire authorities and climate and environmental organizations of Marin to mitigate the risk of wildfires. The Partnership advises fire professionals by developing best environmental practices to guide the implementation of the wildfire prevention plans and offering expertise and recommendations on specific projects.

The ESP Partnership was initiated by Fire Chiefs Jason Weber and Bill Tyler, Battalion Chief Christie Neill, FIRESafe Marin (FSM) Coordinator Todd Lando, Organizing for Action Marin’s Belle Cole and Meg McCabe, Marin Conservation League’s (MCL) Mike Swezy and Larry Minikes, and Sustainable San Rafael’s Bill Carney. The group that launched ESP will continue to facilitate work moving forward by serving as the Partnership’s Steering Committee.

The Steering Committee invited input from organizations and agencies recognized for their expertise and involvement in wildfire, climate, and ecologically sound practices. The list consists of renowned fire professionals, fire scientists and fire ecologists; climate scientists, planners and advocates; leading specialists in gardens, native plants, pollination, wildlife and ecosystems, watersheds, soil, forests, composting, waste processing and carbon sequestration.

ESP formed three subject matter committees that have been meeting on a regular basis:

- Vegetation Management and Habitat Protection
- This group focuses on developing best management practices for fuel reduction projects in wildlands and provides subject matter expertise for project development and environmental regulatory compliance.

- Carbon Resource Management
  - This group is developing best management practices for reducing carbon emissions and sequestrating carbon; and for managing green waste and other issues related to conserving carbon. A biomass recovery study endorsed by Drawdown: Marin is an ESP project.

- Defensible Space for Ecological Benefit Committee
  - This group focuses on providing best practices and ecological messaging related to defensible space with target audiences including general public, residents, landscape professionals, and defensible space inspectors.

ANALYSIS:

MWPA’s relationship with ESP has not been articulated by the Board. Nor has the Authority determined where the recommendations from the ESP should intersect with the MWPA and the development of best management practices and the functional areas of the MWPA: Core Functions, Defensible Space and Local Mitigation Projects. Staff is seeking the Executive Committee’s input on this evolving relationship with ESP.

One option is for the MWPA Board to assign ESP a member-at-large position on the Advisory/Technical Committee as this will allow their input at the key formative stage of developing the MWPA’s work plan and practices. Additionally, ESP has asked for increased fire department representation on its three committees. Members from the Advisory/Technical Committee can also sit on the ESP committees to further strengthen the relationship.

When ESP develops its recommendations for best management practices, staff suggests having the Advisory/Technical Committee review and refine those recommendations before they are passed on to the Operations Committee for consideration and to the Board of Directors or MWPA staff as appropriate.

FISCAL IMPACT:

There is no fiscal impact at this time.

ENVIRONMENTAL REVIEW:

The Executive Committee’s consideration of the relationship between the ESP and the MWPA is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Respectfully submitted,
Mark Brown, Executive Officer