MWPA BOARD OF DIRECTORS AGENDA
Thursday May 21, 2020
3 pm
https://zoom.us/j/93898508404
Webinar ID: 938 9850 8404
Phone 669-900-6833
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, they should contact Jason Weber at jweber@marincounty.org

1. 3 pm Call to order & (introductions, 1st meeting only)

2. Roll Call
   - David Kimball
   - Sashi McEntee
   - Gary Phillips
   - Gabe Paulson
   - Dennis Rodoni
   - Kathryn Donohue
   - Steve Gerbsman
   - Leah Green
   - Leighton Hills
   - Bruce Goines
   - Tom Finn
   - Cathryn Hilliard
   - Mark White
   - Bob Ravasio
   - Barbara Coler
   - Julie McMillan
   - Steve Burdo

3. Agenda Adjustments

4. Open time for public expression. The public is welcome to address the Board of Directors at this time on matters not on the agenda that are within the jurisdiction of the Board. Please be advised that pursuant to Government Code Section 54954.2, the Board 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.

AGENDAS & STAFF REPORTS ON-LINE www.marinwildfire.org
5. **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. No consent items for this meeting.

6. **Old Business:**
   a. No old business for this meeting

7. **New Business:**
   a. Marin Wildfire Prevention Authority (MWPA) Board of Directors Overview—purpose, formation, roles and responsibilities, voting (Attorney Stephen Raab-led review & discussion)
   
b. Resolution of the MWPA Board of Directors, allowing agencies to appoint a single alternate behind each designated member. **Recommendation:** Adopt resolution allowing for the appointment of an alternate to each seat on the Board, Operations Committee and Technical Advisory Committee.
   
c. Options for consideration surrounding the appointment of Board President and Vice President. **Recommendation:** Receive report on JPA language, consider recommendations, and direct staff.
   
d. Marin Wildfire Prevention Authority Website: **Recommendation:** Receive update on development of the MWPA website, provide recommendations to staff.
   
e. Executive Officer recruitment. **Recommendation:** Receive update on the executive officer recruitment.
   
f. MWPA - Measure C Tax Administration. **Recommendation:** Receive briefing on the status of the administration of the FY20-21 tax, including the senior exemption and AB 2476 compliance. Direct staff on options related to noticing the senior exemption.
   
g. Marin Wildfire Prevention Authority year one funding/finance options. **Recommendation:** Receive report on year one funding, including tax bridge options. Establish timeline to adopt FY20-21 budget and direct staff.
   
h. Marin Wildfire Prevention Authority 2020 Work Plan. **Recommendation:** Receive update from sub-committee to include:
      i. Template for projects
      ii. Accelerated year one options, *provide direction to sub-committee*
      iii. Update on planning around mid-long-term projects
i. Marin Wildfire Prevention Authority grant program: Recommendation: Receive update from grant sub-committee.


k. Appointment of the Technical Advisory Committee. Recommendation: Receive update and direct staff.

l. Citizens Oversight Committee: Recommendation: Receive update on the creation of the Citizens Oversight Committee and direct staff.

m. MWPA Board of Directors By-laws: Recommendation: Appoint a sub-committee to develop draft by-laws for consideration of the Board.

8. Committee Reports:

9. Financial Reports:

10. Informational Items:

11. Board 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 Board of Directors 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 Board of Directors 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 Board of Directors must be filed with the Court not later than the 90th day following the date of the Board 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, 5/18/20 1700hrs.
To: Marin Wildfire Prevention Authority Board of Directors
From: Jason Weber, Fire Chief
Subject: Resolution 20-01 Allowing for Board and Committee Alternates

RECOMMENDATION:
Adopt resolution 20-01, allowing for a single alternate behind each agencies Board Member, Operations Committee Member and Advisory/Technical Committee member.

BACKGROUND:

Some Member agencies provided names of alternates to the Board and Operations Committee of the MWPA. The JPA is silent to the issue of alternates. Agencies have expressed an interest in having alternates in the absence of the regularly seated member from their agency.

The adoption of the attached resolution will allow for the placement of alternates, until at which time the Board adopts formal by-laws that speak to this and other matters of the Board.

FISCAL IMPACT:
There is no associated fiscal impact with this action.
RESOLUTION NO. 20-01
RESOLUTION OF THE MARIN WILDFIRE PREVENTION AUTHORITY REGARDING ALTERNATES FOR THE
BOARD OF DIRECTORS, OPERATIONS COMMITTEE AND ADVISORY/TECHNICAL COMMITTEE

WHEREAS, the Joint Exercise of Powers Agreement ("JPA") for the Marin Wildfire Prevention Authority between the Member agencies has a Board of Directors, an Operations Committee, and Advisory/Technical Committee, each of which is comprise of representatives of the Member agencies; and

WHEREAS, the JPA is silent as to the appointment of alternate Board and Committee representatives in order to allow the Marin Wildfire Prevention Authority to determine how alternates may be seated on the Board of Directors and the two Committees.

NOW THEREFORE, BE IT RESOLVED: The Board of Directors hereby authorizes:

1. The Members may each appoint an alternate director to the Board of Directors to fulfill the duties of the Member director appointed if the director is absent or unavailable to fulfill those duties, subject to any requirements set forth in the JPA and the bylaws of the Board of Directors to be adopted.

2. The Members may each appoint an alternate representative to the Operations Committee to fulfill the duties of the Member representative appointed if the representative is absent or unavailable to fulfill those duties, subject to any requirements set forth in the JPA and the bylaws of the Operations Committee to be adopted.

3. The Members may each appoint an alternate representative to the Technical/Advisory Committee to fulfill the duties of the Member representative appointed if the representative is absent or unavailable to fulfill those duties, subject to any requirements set forth in the JPA and the bylaws of the Technical/Advisory Committee to be adopted.

PASSED AND ADOPTED at a special meeting of the Board of Directors of the Marin Wildfire Prevention Authority held on this ___th day of ___________, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Marin Wildfire Prevention Authority

ATTEST:

CLERK
To: Marin Wildfire Prevention Authority Board of Directors  
From: Jason Weber, Fire Chief  
Subject: Board President and Vice President

RECOMMENDATION:

The JPA requires the election of a President and Vice President at the first meeting of each fiscal year. As an interim step the Operations Committee is prepared to provide staff to preside over meeting(s) prior to the election of said positions. Your Board is asked to consider two items:

First, determine when the election of the President and Vice President should occur.

Second, if your Board determines the election should occur at this meeting accept nominations and vote for the President followed by the Vice President.

BACKGROUND:

Section 4e from the JPA states:
“...The Board shall elect, at its first meeting of each fiscal year, a President and Vice President. The President and Vice President shall serve one-year terms, but can be re-elected. The President shall represent the Authority and execute any contracts and other documents when required by the bylaws. The Vice President shall serve in the absence of the President.”

In light of the shelter in place order and the Board having to conduct business virtually, Board members were asked to submit a one page letter of interest for the position of Board President or Vice President. The intention of this was to allow Board members to become acquainted prior to the first meeting. Attached are the four letters of interest received.

FISCAL IMPACT:
There is no associated fiscal impact with this action.
Statement of Interest and Qualifications of Barbara Coler, Councilmember, Town of Fairfax

Dear MWPA Board Members (via Chair Jason Weber, Vice Chair Dan Schwarz, MWPA Operations Committee):

This serves as my request for consideration as the Board President/Vice President of the MWPA. I believe my education, decades of state government work (and with leading national programs) as well as my local government service on the Fairfax Town Council demonstrate my qualifications for a leadership role for our new agency. My years of public service have given me a deep understanding of how government works; I have a unique ability to get things done effectively, efficiently and in an environmentally sound manner. I have been a Fairfax Town Councilmember since May 2013 (initially appointed, then elected in November 2013). I served as Mayor in 2015 and 2019. I am a scientist with Bachelor’s and Master’s degrees in biological sciences, also with an excellent, decades long track record of commitment to protection of public health and the environment. I have significant experience creating programs, developing infrastructure, recruiting/hiring excellent staff, budgeting and implementing complex new programs statewide. I also have extensive experience developing strategic mission(s) for program priorities, effectively communicating objectives, working with diverse stakeholders (community groups, legislators, special interests, and others), and ensuring that the mission is fully implemented.

I have 30 plus years of public environmental agency experience, with more than 27 years serving in California. I have created new environmental programs for the State Of California, drafting/negotiating successful legislation, developing infrastructure, staffing and budgets and implementing these programs in an efficient and environmentally sound manner. For more than two decades I was a Division Chief at a Cal/EPA’s Department of Toxic Substances Control leading hazardous waste site cleanup and permitting programs statewide; I managed more than 160 staff throughout the state. For 5 years I enforced air quality laws as an Enforcement Manager for the Bay Area Air District (BAAQMD), there developing/implementing the 1st comprehensive mobile source enforcement program for any air district. Currently I run my own environmental consulting firm, most recent contracts have been for climate change work for California Air Districts and an environmental justice initiative for Cal/EPA.

Local agency service: Mayor (2019 & 2015)/Vice Mayor (2018)/Councilmember - Town of Fairfax (May 2013 & ongoing). I have brought several environmental, social justice (e.g., renter protections) and other initiatives to Fairfax as well as successfully “pushed for” critical infrastructure improvements. I have been the only Mayor since 2006 to convene our Citizen’s Disaster Committee (in 2015 & 2019) comprised of key emergency responder stakeholders to update our Emergency Operations Plans and also add key “community friendly” elements. Board service – Marin Clean Energy (MCE) & MCE Executive Committee; Marin Telecommunications Agency (Chair – leading the agency disbanding currently); Community Media Center of Marin; Countywide HUD Community Development Block Grant; Marin County Assessment of Fair Housing Steering Committee; Marin Local Agency Formation Commission (LAFCo), several Town of Fairfax Committees and the Marin County Council of Mayors and Councilmembers (MCCMC) Legislative Committee. I am also a Hearing Board member (alt.) for the Bay Area Air District. In addition, over the last few years, I led highly successful voter campaigns for three local taxes (property and sales) to support the Town of Fairfax.

My education and many years of public service with state, regional and local government has given me not only a good understanding as to how government works, but also the ability to understand what doesn’t work and how to get things done. I have a strong work ethic, am a team player, known for my hard work, integrity and practical, progressive approach. I have lived in Marin County for 31 years - I am devoted to protecting our future safety from wildfires; I became a CERT a few years ago. I was part of the initial planning meetings for what has become the MWPA - I am strongly committed to our objectives to implement a comprehensive wildfire prevention and emergency preparedness plan for most of Marin County.

Thank you for your consideration for a leadership role for the agency. I am honored to serve as a Board member of MWPA.

Sincerely,

Barbara Coler
Mobile: 415-450-7860 or bcoler@townoffairfax.org
Statement of Interest and Qualifications of Bruce Goines

Dear Governing Board Members

As a Director of Novato Fire Protection District and your fellow Marin Wildfire Prevention Authority Member, I would now like to serve in a leadership position in our Governing Board. I am particularly interested in serving as Chair or Vice Chair. With 45 years of public service with the US Forest Service as a wildland firefighter, forester, manager of statewide forest health, community development, and wildland fire risk reduction programs, I believe I have a unique set of skills that would be invaluable in the formation and governance of the MWPA board. My goal is to enhance the successful launch of MWPA and assure that all members interests and needs are heard and fairly and equitably addressed in an effective, environmentally sound manner.

After receiving my degree in Forest Resource Management from UC Berkeley in 1974, I worked for the US Forest Service in California. My experience includes managing public grant funds and programs, convening diverse groups of professionals to solve complex resource management problems, and managing programs that delivered financial and technical assistance to communities in all 18 National Forests in California.

Additionally, I have extensive experience as a wildland fire fighter, having held leadership positions in Type II Incident Command Teams and Environmental Assessment Teams, including preparation and administration of forest health, forest vegetation and fuel management contracts. For my last 20 years with the Forest Service, I was manager of statewide programs targeting financial and technical assistance to over 130 Forest communities and 30 tribal governments in California. These programs were delivered through a team of representatives from California’s 18 National Forest in cooperation with the California State Forester (CALFIRE) and Federal, State, local, and environmental organizations. I retired in 2014 and still hold a current license as a Registered Professional Forester in California (RPF#2221) but perform only intermittent pro bono work for friends and associates.

I want to be clear that my sole motivation for aspiring to the MWPA board is my passion for improving forest health and community safety and wellbeing. I have no political aspirations whatsoever. I am passionate about making sure our public is informed, engaged, and very aware of the risks associated with wildland fire. I have hiked over 90% of Marin parks and open space trails and am acutely aware of the current conditions and challenges we face in mitigating potential risks and consequences of catastrophic fire.

On a more personal note, my wife and I have lived in western Novato for 22 years. As a member of the Rotary Club of Novato Sunrise, I am member of its Foundation Board and Chairperson of the Community Service Committee.

I am available to discuss the formative work we have ahead of us and am happy to answer any questions.

Yours in public service,

//Bruce F Goines//

bgoines@novatofire.org, Cell 650-814-6347, Personal email: goineswines@gmail.com
MWPA Board Colleagues:

My name is Sashi McEntee, and I currently serve as Mayor of the City of Mill Valley and chair of the Marin Local Agency Formation Commission (LAFCo). I have previously served as chair of the Mill Valley CERT Steering Committee, vice chair of the Mill Valley Emergency Preparedness Commission, and co-chair of the Disaster Preparedness Subcommittee of the Marin County Council of Mayors and Councilmembers (MCCMC).

The challenge before us is to rapidly establish an effective agency in a time of economic uncertainty and heightened awareness of fire danger.

It will be critical that we:

- Follow the rules, including the Brown Act, Public Records Act, and our formation agreement
- Stay transparent and open to the public
- Are inclusive, allowing voices from all jurisdictions to be heard
- Have a balanced countywide perspective on vegetation management
- Make policy decisions using the guidance from operations
- Responsibly manage the Measure C funds and plan for future years
- Work together as a team to make the county more fire-safe

In less than 2 months, we need to approve a budget, hire an Executive Officer, and give direction to staff at the policy level. We are a large board and risk being ineffective without consistent leadership.

I have experience in establishing these principles in a countywide board. When I was elected chair of Marin LAFCo, we had lost 3 staff members and were behind on our study schedule. Over the past 2 years, we have hired an Executive Officer and Analyst, revamped our policy manual, gotten on track with our 5-year study schedule, and established a value-added reputation in the county. Our commission meetings are effective, with full participation by commission members. We have also kept fees flat while raising the level and quality of service we provide.

The Operations Committee leadership is a fire district rep as chair and city rep as vice chair. It would make sense to reverse that in this board, with a city rep as chair and district rep as vice chair.

I would love the opportunity to serve as chair to help establish our new JPA as an effective, transparent, and collegial agency. I represent a city that is one of the highest fire risk areas in the state and one that has a long history of leadership and cooperation in fire prevention and vegetation management. I would love the chance to bring my skills and experience to bear to enable our board to fulfill its critical mission.

Sincerely,
Sashi McEntee
Mayor, City of Mill Valley / Chair, Marin LAFCo
April 18, 2020

Jason Weber, Chair  
Operations Committee  
Marin Wildfire Prevention Authority

Dan Schwarz, Vice-Chair  
Operations Committee  
Marin Wildfire Prevention Authority

Delivered via Email to: jweber@marincounty.org; dschwarz@cityoflarkspur.org

Dear Chief Jason Weber and Mr. Dan Schwarz,

I respectfully submit this letter of interest to serve as either President or Vice-President of the governing board for the Marin Wildfire Prevention Authority. The desire to lead this board, is both personal and professional. As a fourth-generation West Marin resident, I know firsthand the vulnerability of our local rural villages as result of our remote landscape. As result, I have spent my time committing resources and championing initiatives, like Measure C, to better prepare our communities.

As a Marin County Supervisor, I dedicate my time working on solutions that directly affect our county’s ability to respond to natural disaster. I currently serve as the appointed Director of Emergency Services as well the current Chair of the Marin County Operational Area Disaster & Citizen Corps Council (DC3). These roles allow me the opportunity to utilize a countywide perspective on issues of emergency services. After our 2017 North Bay fires, I co-chaired the North Bay Lessons Learned Board Subcommittee. This resulted in a report with 64 cross-jurisdictional recommendations to improve our community’s fire-risk vulnerability assessment.

In 2019, my office initiated and authored the successful Measure W, an increase in transient occupancy tax that enhances our emergency services in West Marin. And most recently, I have been appointed to co-chair the MarinRecovers initiative to gradually reopens our county by partnering with industry leaders. The health of our local economy and people is at the forefront of this effort.

I hope this letter conveys my deep understanding of emergency preparedness and presents me as an ideal candidate for this appointment. Feel free to contact my office for any additional information.

Sincerely,

Dennis Rodoni, District 4  
Marin County Board of Supervisors
MWPA Colleagues,

My name is Steve Burdo and I am a member of the San Anselmo Town Council and Ross Valley Fire Board. It is an honor to serve as your colleague on the Marin Wildfire Prevention Authority. Our work will be critical in ensuring the preparation, health and safety of Marin County residents and I look forward to collaborating on this endeavor with you.

I would like to formally declare interest in serving in a leadership capacity on this JPA, as Board President or Vice President. While I am a new addition to the San Anselmo Town Council and Ross Valley Fire Board, I possess years of experience on the issue of wildfires as a result of my professional work serving as a Public information Officer (PIO) for Contra Costa County and past deployment experience. Through my work as an emergency services PIO, I have served as a lead PIO in the Emergency Operations Center/Joint Information Center (EOC/JIC) during numerous wildfire and emergency deployments, including the 2017 North Bay Fires, the 2018 Mt. Diablo Fire, as well as during the Public Safety Power Shutdowns in 2019 and the current COVID-19 crisis. This work has provided me an acute understanding of the logistics of fire and emergency management, as well as the importance of communication at all stages - from prevention and preparation, to the event and the recovery.

Communication and transparency will be paramount during the inaugural year of the Marin Wildfire Prevention Authority. My professional experience on this issue and in public communication have prepared me well to serve in a leadership capacity. As such, I would relish the opportunity to apply my skills and experience as Chair or Vice Chair of this JPA and would be honored to have your support.

Together we will establish the Marin Wildfire Prevention Authority as a model for collaborative, transparent government while ensuring our County is adequately educated and prepared. I look forward to doing this work with you.

In Solidarity,

Steve Burdo
San Anselmo Town Council
RECOMMENDATION:
Receive report regarding the update to the MWPA website 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 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 website. The website will be updated regularly to include new information and updates as the JPA is being stood up.
FISCAL IMPACT:
The initial cost to rebuild the website is approximately $3000. There will be some ongoing costs associated with maintenance.
RECOMMENDATION:
Receive report from the Executive Officer Recruitment Sub-Committee, provide feedback.

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.

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 attached EO Job Announcement Brochure has been approved by the Operations Committee. Sources for Job Post include: Linked In Corporate, Western Fire Chiefs Daily Dispatch, Nelsonjobs.com, Craigslist and most Social Media Platforms.
- The subcommittee has recognized that the interview and negotiation process has yet to be determined and will work with the MWPA Board of Directors to establish that procedure.

FISCAL IMPACT:
The cost of the executive recruitment is $26,250 and payable upon appointment of a candidate. Employment costs associated with the actual position will be set by the MWPA Board of Directors.
Hiring now:

EXECUTIVE OFFICER
$167,000 - $185,000

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

| COUNTY OF MARIN                      | SOUTHERN MARIN FIRE DISTRICT |
| SLEEPY HOLLOW FIRE DISTRICT         | TOWN OF ROSS                 |
| STINSON BEACH FIRE DISTRICT         | TOWN OF CORTE MADERA         |
| MUIR BEACH CSD                      | KENTFIELD FIRE DISTRICT      |
| TOWN OF FAIRFAX                     | CITY OF SAN RAFAEL           |
| NOVATO FIRE PROTECTION DISTRICT     | CITY OF MILL VALLEY          |
| CITY OF LARKSPUR                    | INVERNESS PUBLIC UTILITY DISTRICT |
| MARINWOOD CSD                       | BOLINAS FIRE DISTRICT        |
| TOWN OF SAN ANSELMO                 |
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.
To:        Marin Wildfire Prevention Authority Board of Directors
From:  Garrett Toy, Bill Tyler, Jason Weber
Subject:  Measure C Tax Administration

RECOMMENDATION:
Receive report from the Tax Administration Sub-Committee, provide direction related to notice of senior exemption.

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)
- Senior exemption notice options
- 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 has evaluated several proposals for tax administration. The sub-committee will be moving forward with NBS to manage the tax administration in year one. NBS will be retained by Marin County Fire Department under the direction of the MWPA for year one services. This arrangement is to ensure condensed timelines are met related to the submission of FY20-21 tax roll by August 1, 2020 and notifications are made under AB 2476.

The JPA is not required to provide any special notification to low income seniors that are eligible for exemption from the Measure C parcel tax. As part of the tax administration NBS will mail notice of the exemption to any low-income senior that currently has an exemption from the MERA tax, which has the same requirements. This is approximately 140 households Countywide. There is an interest from local taxpayer advocacy group(s) that the JPA make a concerted effort to notify seniors of this exemption. The following options and associated costs are for your Boards consideration:

- Notice only known seniors that currently apply for MERA exemption: 140 households
- Post card notification to households with seniors over the age of 65: 28,000 households

FISCAL IMPACT:
The fiscal impact associated with tax administration are:
Parcel Tax Initial Audit and setup first year only (hourly not to exceed): $19,250
Parcel Tax Administration year 1: $30,250
Notice of new tax, mailing compliance AB2476 not to exceed: $14,812

Senior Exemption notification option costs:
Notice only known seniors that currently apply for MERA exemption: included NBS costs
Post card notification to households with seniors over the age of 65: $20,000
To: Marin Wildfire Prevention Authority Board of Directors  
From: Chris Tubbs – Fire Chief  
Subject: Finance /Funding Options and Timelines  

______________________________  
RECOMMENDATION: Receive report from the Operations Finance Sub-Committee on proposed FY20-21 budget, development of an accounting and support services agreement; and filling the role of Treasurer.

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.
- Other fiscal / administrative needs that the finance subcommittee should explore

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 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 is working with the Operations Work Plan Subcommittee to confirm each agencies capacity to bridge the July 1 to December disbursement period.

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 Board.
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 Operations finance subcommittee recommends:

1. The Operations finance subcommittee be tasked with developing, 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 Operations 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.

3. The Operations Committee returns to your Board in June with a proposed FY20-21 budget for adoption. This budget would fund the FY20-21 workplan, include recommended bridge funding amounts and have a proposed carry forward of funding for FY21-22.
For the Meeting May 21, 2020

To: Marin Wildfire Prevention Authority Board of Directors
From: Bill Tyler – Fire Chief
Subject: 2020-2021 Workplan

RECOMMENDATION:


2. The Operations Committee returns to the MWPA Elected Officials Board in June with a proposed 2020-21 Work Plan for adoption.

Sub-committee will continue to work on elements of the 2020-2021 work plan and keep the Finance Sub-Committee up to date on anticipated costs.

2020-2021 Work Plan Update:

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

<table>
<thead>
<tr>
<th>PROGRAMMATIC AREAS</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>60%</td>
</tr>
<tr>
<td>• Vegetation Management &amp; Fire Hazard Reduction</td>
<td></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>
# MARIN WILDFIRE PREVENTION AUTHORITY

## CORE Programmatic Areas

<table>
<thead>
<tr>
<th>Types</th>
<th>Program &amp; Project Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wildfire Detection</strong></td>
<td>Detection Cameras, Lookouts, Satellite systems, aircraft, patrols</td>
</tr>
<tr>
<td><strong>Notification</strong></td>
<td>Alert Marin, WEA, EAS, NOAA Weather Radios, Sirens, Pulse Point, Hi-Lo Vehicle Sirens, Red Flag Warning Signage</td>
</tr>
<tr>
<td><strong>Evacuation</strong></td>
<td>Evacuation Route Study, Mutual Threat Zone Maps, Parking Boxes, Public Evacuation Maps, Choke Point Reduction, Evacuation Route Signage, Evacuation Drills</td>
</tr>
<tr>
<td><strong>Physical Projects</strong></td>
<td>Evacuation Route Clearance, Shaded fuel breaks, defensible space work, grazing, fuel breaks, fire road maintenance, broom pulling, invasive plant control, chipper days, fire prone vegetation removal, hazardous tree removal, replanting, example gardens and homes</td>
</tr>
<tr>
<td><strong>Planning Projects</strong></td>
<td>CWPP update, update WUI maps, ordinances,</td>
</tr>
<tr>
<td><strong>Vegetation Management and Fire Hazard Reduction</strong></td>
<td>Fuels Crews, Temporary housing for work crews, vehicles, equipment needs: masticators, chippers, saws, hand tools, project management and supervision, private contractors, volunteers</td>
</tr>
<tr>
<td><strong>Local</strong></td>
<td>Matching or direct needs based to qualifying individuals (seniors, AFN, etc.)</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>CA Climate Investments Fire Prevention Grant Program, Fire Prevention and Forest Health, Green Waste Bins</td>
</tr>
<tr>
<td><strong>Federal</strong></td>
<td>Hazard Mitigation Grants, Fire Prevention and Safety Grants, FEMA Pre-Disaster mitigation Program</td>
</tr>
<tr>
<td><strong>Private</strong></td>
<td>PG&amp;E, NFPA Firewise, Donations</td>
</tr>
<tr>
<td><strong>Stakeholder Collaboration</strong></td>
<td>FPOs, ESP, WMS &amp; Seasonal inspectors, residents, public inquiries, Master Gardeners, FSM</td>
</tr>
<tr>
<td><strong>Print Media</strong></td>
<td>Mass Media, brochures, handouts, mailers, newsletters, op-eds, bi-lingual</td>
</tr>
<tr>
<td><strong>Digital Media</strong></td>
<td>Social media, PSA for movie theaters, Social networking sites, Website</td>
</tr>
<tr>
<td><strong>Trainings</strong></td>
<td>Live webinars, workshops for residents, workshops for professionals, school, bi-lingual</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 program & project implementation will be established.

Phase 1: Projects in phases 1 are immediately, or near immediately ready to begin. This includes projects such as fire fuels vegetation reduction, chipper days, public evacuation mapping, public education trainings & mailers, and other projects that have been 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 Evaluations. Phase 1 projects will be listed in this plan with full project worksheets provided in the Appendices. With the adoption of the work 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 work 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 currently identified in the work plan and will be brought before the board at a later date.
MARIN WILDFIRE PREVENTION AUTHORITY

MWPA PROGRAM & PROJECT WORK SHEET

<table>
<thead>
<tr>
<th>Location Zone**</th>
<th>Project Site – Jurisdiction/Agency-***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action/Project</td>
<td>This section includes a description of the proposed action or project. Include additional location details as needed.</td>
</tr>
<tr>
<td>What this means</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>Rationale</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>Declarations ****</td>
<td>Declarations should address (Index) identification of existing programs in the JPA agreement/Measure C. Examples include: This expands an existing program; This accelerates an existing program(s); This is a new program, not possible without MWPA; Without MWPA this program would have been eliminated/reduced due to COVID-19 or other budgetary challenges.</td>
</tr>
<tr>
<td>Concerns &amp; Challenges</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>Environmental level &amp; ESP guide</td>
<td>Categorical exemption, negative-dec, mitigated-dec, EIR, other</td>
</tr>
<tr>
<td>Stakeholders</td>
<td>List of stakeholders. Be specific.</td>
</tr>
<tr>
<td>Timeline</td>
<td>Provide a projected timeline. Include information about needed follow up action or a need to repeat seasonally.</td>
</tr>
<tr>
<td>Outcomes</td>
<td>This section outlines the anticipated result of the item implementation.</td>
</tr>
<tr>
<td>Cost</td>
<td>Include cost estimates</td>
</tr>
</tbody>
</table>

(*) Please establish a project ID using the following method.

**Agency Letters-Year-Funding Bucket- and two-digit sequential number:** If multiple agencies are involved, use the agency that will be the lead project manager. Funding Buckets should be identified as C-Core, D-D Space, and L-Local. Ex: NOV-2020-C01; SRN-2020-L03

(**) Zones should be listed as

Novato Zone, San Rafael Zone, Central Marin Zone, Southern Marin Zone, or West Marin Zone

(***) Project Site should be a geographic location/description followed by the Agency primarily impacted

(****) Declarations:

Declarations should address (Index) identification of existing programs in the JPA agreement/Measure C. Examples include: This expands an existing program; this accelerates an existing program(s); this is a new program, not possible without MWPA; Without MWPA this program would have been eliminated/reduced due to COVID-19 or other budgetary challenges.
**MARIN WILDFIRE PREVENTION AUTHORITY**

<table>
<thead>
<tr>
<th><strong>Project ID# SMFD-2020-L-01</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Southern Marin Zone</strong></td>
</tr>
<tr>
<td><strong>Action/Project</strong></td>
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<tr>
<td><strong>What this means</strong></td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
</tr>
<tr>
<td><strong>Declarations</strong></td>
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</tr>
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<td><strong>Timeline</strong></td>
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<tr>
<td><strong>Outcomes</strong></td>
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<tr>
<td><strong>Cost</strong></td>
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<tr>
<td>ALL ZONES</td>
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<td>-----------</td>
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<tr>
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</tr>
<tr>
<td><strong>Description</strong></td>
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<td><strong>Cost</strong></td>
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<tr>
<td>San Rafael Zone</td>
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<td>----------------</td>
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<tr>
<td><strong>Action/Project</strong></td>
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<tr>
<td><strong>What this means</strong></td>
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<tr>
<td><strong>Cost</strong></td>
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</table>
### Novato – North Zone

**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.

**Declarations**

This accelerates an existing project; Without MWPA this program may be reduced due to COVID-19 or other budgetary challenges.

**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.
MWPA PROGRAM & COST TRACKER:

DEMONSTRATION SCREEN SHARE
To: Marin Wildfire Prevention Authority Board of Directors

From: Rich Shortall, Sub-Committee Lead

Subject: MWPA Grant Program

RECOMMENDATION:
Receive report from the Operations Grant Sub-Committee, provide feedback. Direct sub-committee related to implementation of grant program. Allocate funding and staff resources to support grant program as part of your annual budget adoption.

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.
To: Marin Wildfire Prevention Authority Board of Directors

From: Jason Weber, Fire Chief

Subject: Ecologically Sound Practices Partnership

RECOMMENDATION:
Receive update on environmental community partnership also known as Ecologically Sound Practices (ESP) partnership.

BACKGROUND:
Recognizing the importance of work being carried out with a climate impact lens and ecologically sounds practices surrounding wildfire prevention work. A partnership was formed last fall between environmental leaders and fire agencies in Marin.

This partnership highlights the talent within our own community and the importance of working together to achieve common goals in extraordinary ways. The ESP Partnership allows a forum to:

- provide expertise about ecologically sound best practices;
- bring questions, concerns and solutions to the table;
- coordinate communication with the fire professionals;
- reduce redundancy of efforts;
- develop solutions across areas of expertise.

Attached are meeting notes from a forum in January where environmental leaders from many backgrounds came together and shared aspirations and concerns surrounding fire prevention work. The MWPA and member agencies will be able to utilize the talents within this group as subject matter experts to help guide decisions related to public education, home hardening, defensible space, biodiversity, climate, vegetation management and a host of other important items. The group is currently working with FIRESafe Marin, UC Extension and master gardeners on an updated plant list. Other work surrounds development of guiding principles or “best practices” related to areas of work the MWPA and fire agencies will be doing.

FISCAL IMPACT:
There is no immediate cost to this partnership, or the update provided today.
Overview
The first meeting of the Ecologically Sound Practices (ESP) Partnership took place on January 8, 2020. The ESP Partnership is a collaboration between the fire authorities and climate and environmental organizations of Marin to mitigate the risk of wildfires wisely. The coalition will work as advisors to the fire professionals, defining best practices to guide the implementation of the wildfire prevention plans and offering expertise and recommendations on specific projects.

Over 50 people attended, including fire professionals and members from a broad range of climate and environmental groups, as well as organizations involved in vegetation and green waste management. Supervisor Katie Rice gave opening remarks underscoring the importance of this collaborative effort and encouraging all to support the Fire Prevention Measure C on the March ballot. Lauri Durnell of Grove Consultants International facilitated the event.

The two hour meeting consisted of presentations, discussion and a participatory exercise that generated a graphic web of concerns and aspirations that will be taken into account to define ecologically sound practices. The following summarizes what was presented and shared.

Context and background
Marin’s fire departments have worked together to develop and create the Marin Wildfire Prevention Authority (MWPA) to implement a comprehensive wildfire prevention and emergency preparedness program for Marin County. (See attached ESP Partnership slides for an overview of program goals and funding, JPA Structure, operational zones, and a list of MWPA initiatives that need input from the ESP Partnership.)

On March 3, 2020 Marin residents will vote on ballot Measure C which, if passed, will fund the MWPA. The measure would levy up to 10¢ per building square foot for 10 years to provide approximately $20 million annually in local funding exclusively for wildfire preparedness and prevention projects.

As the MWPA plan took shape and evolved into the current ballot Measure C, it became evident that the climate and environmental communities have relevant concerns and important contributions to make to this effort. The fire chiefs welcomed the input, and amendments were made to the MWPA resolution reflecting the role climate change plays in the escalating threat of wildfires and the need for expert guidance in implementing the plan with ecologically sound practices. The creation of the ESP Partnership is an outgrowth of this process.
The ESP Partnership provides a forum to:
- provide expertise about ecologically sound best practices;
- bring questions, concerns and solutions to the table;
- coordinate communication with the fire professionals;
- reduce redundancy of efforts;
- develop solutions across areas of expertise.

As Chief Weber said, the MWPA-ESP Partnership marks a new way of working together that can serve as a model for other communities facing climate emergencies. He points out that our Partnership is unique in California and possibly nation-wide.

Who are the ESP Partnership members?
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. They formed a Steering Committee to launch the ESP Partnership and will continue to facilitate work moving forward.

The Steering Committee invited people from organizations and agencies recognized for their expertise and involvement in wildfire, climate, and ecologically sound practices. The list consists of renown 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. (See attached list of invited participants.) There is considerable excitement about the idea of having so much talent and experience in one room (Supervisor Rice) in one Partnership (Chief Weber).

This is an evolving process with the goal of creating a forum that is inclusive, coordinated and consensus driven. Suggestions were made at the meeting (and added as poster notes afterward) to include additional:
- arborists
- landscape architects
- nurseries
- climate change planners
- USDA-Natural Resources Conservation Service expertise

We expect that ESP Partnership membership will grow to reflect a full range of relevant stakeholders committed to this effort.

How will the ESP Partnership work with the MWPA?
1. If Measure C passes on March 3, the Marin Wildfire Prevention Authority will be funded and wildfire prevention plans will go into action. The ESP Partnership will provide expertise and advise to support implementation of the MWPA Goals.
Jason Weber emphasized that even if MWPA does not pass in March, our input will be needed by each fire district who has identified work that has environmental and climate implications.

2. The ESP Partnership will provide expertise and advice within the decision-making structure of the Joint Powers Authority.

3. Members of the ESP Partnership will form workgroups to advise on MWPA priority work organized tentatively around the following:
   - Evacuation routes planning/improvements/clearing along rights-of-way
   - Organic resource management
   - Large fuel reduction projects
   - Defensible space
   - Home hardening
   - Public education
   - Training for landscape professionals, inspectors and evaluators

Meeting participants identified their individual areas of expertise and the priority work areas they are interested in contributing to. This information has been compiled into a database to help form subcommittees and will be expanded upon as the definition of projects and Partnership participation evolves.
4. The ESP Partnership will create guidelines for best practices. High priority will be given to actions already underway, such as: 1) improvements to FSM’S restricted and recommended plant list produced by MCL/California Native Plant Society Committee; 2) resolution of green waste disposal (Drawdown project); 3) drafting Ecologically Sound Practices Guidelines (started by OFA and SSR).

Work on these projects will be expanded and will have multiple uses across priority projects.

Aspirations and concerns
The group explored the landscape of aspirations and concerns at the intersection of wildfire prevention and ecologically sound practices. It acknowledged that, while we can build on experience working with land management agencies, new approaches will be required for ecological practices on Marin’s private land in the urban core.

Circles of common interest were laid out on a chart and expanded upon by participants who added specifics, drew interconnections among them and improved descriptive language. These covered: public education, habitat, biodiversity, green resource stream, riparian zones, water conservation, healthy soils, carbon sequestration, forest cover, healthy vegetation. Key takeaways: importance of maintenance, high priority of public education, recognition of interconnections, and the significance of moving from land management agencies to neighborhoods. This chart will be circulated to participants requesting their interpretation.

These categories and comments represent a starting point for forming subgroups and advising on MWPA projects. The list of “best practices” that we develop will take into account these concerns (and more).
This report contains digital photographs of the Ecologically Sound Practices Partnership meeting held January 8, 2020, 3:30-5:30 at the Marin Conservation League.

Charts and photos in this report are by Laurie Durnell from The Grove Consultants International who facilitated the meeting. If you have questions about this report, please contact one of the meeting sponsors (listed next page).
**AGENDA**

- Welcome
- Purpose of the Ecologically Sound Practices Partnership
- Background on the MWPA
- MWPA’s priorities needing ecologically sound practices
- Group discussion: participants’ concerns and suggestions
- ESP Partnership process
- Next Steps

**SPONSORS**

- **Jason Weber**: Fire Chief, MCFD
- **Bill Tyler**: Fire Chief, Novato FD & President, Marin County Fire Chiefs Association
- **Mike Swezy**: Co-chair, Fire and Environment Working Group, MCL
- **Belle Cole**: Chair, Organizing for Action Marin & Convener of Marin Wildfire and Climate Coalition

**OUTCOMES**

- **Lay the groundwork for a working partnership** between the MWPA and environment/climate groups.

So that... Marin Co Fire has partners to co-create **better informed decisions**.

- **Identify** the landscape of **aspirations and concerns** related to the MWPA
- **Explore next steps**

**AGREEMENTS**

- This is not a decision-making meeting, so practice “yes… and…”
- Seek mutual understanding, work to draw out assumptions.
- Build on each other’s Ideas
- Fast-paced and stay on schedule
- Keep your comments focused “Step forward and then step back.”
Bill Tyler Fire Chief, Novato Fire District and President, Marin County Fire Chiefs Assoc. and Katie Rice, District 2 Supervisor kicked off the meeting. Belle Cole, Chair of Organizing for Action Marin and Convener of Marin Wildfire & Climate Coalition oriented the group to the purpose of the Ecologically Sound Practices Partnership. Bill then shared background on the Marin Wildfire Protection Authority (MWPA) and noted the initiatives that need development of ecologically sound practices.
The group explored the landscape of aspirations and concerns at the intersection of wildfire prevention and ecologically sound practices. The group acknowledged that, while they could build on experience working with land management agencies, new approaches will be required for ecological practices on Marin’s private land in the urban core.
Mike Swezy, Co-chair, Fire & Environment Working Group, Marin Conservation League shared some initial thinking on partnership next steps. There are several stakeholder-run initiatives already moving. The group noted several other types of stakeholders to engage going forward. Sticky notes were added by group members after the meeting.
RECOMMENDATION:
Receive update on Advisory/Technical Committee, as an interim step ask agencies to provide expert from each respective member agency for consideration of appointment at your June Board meeting.

BACKGROUND:
The JPA calls for the creation of an Advisory/Technical Committee for expert advice and recommendations related to programs of work. The MWPA will need to adopt bylaws inclusive of the manner in which committee members will be appointed from member agencies. The following excerpt from the JPA is below:

Advisory / Technical Committee
a. The Advisory/Technical Committee shall be responsible to the Operation Committee for expert advice and recommendations regarding how the programs of the Authority should be developed and implemented. The Advisory/Technical Committee shall be comprised of one technical staff member from each Member agency and the Board shall adopt bylaws that establish the manner of appointment to the Advisory Technical Committee.

b. The Advisory/Technical Committee shall hold at least two meetings each year. Special meetings may be called in accordance with the provisions of Government Code Section 54956.

c. Agencies and entities such as Marin County towns or cities that are not a Member, Marin Municipal Water District ("MMWD"), Marin County Open Space District ("MCOSD"), National Park Service, State Parks, and FIRESafe MARIN may be invited to participate as at-large, non-voting Advisory/Technical Committee members. In addition, relevant Marin County land management agencies, private companies and community organizations may be invited by the Board to participate as at-large, non-voting Advisory/Technical Committee members. Said at-large Advisory/Technical Committee members shall be fully recognized by the Advisory/Technical Committee for the purpose of interaction and discussion. These at-large Advisory/Technical Committee members shall be appointed by their respective organizations.

FISCAL IMPACT:
There are no associated costs to this update.
RECOMMENDATION:
Receive update on the creation of the Citizens Oversight Committee and direct staff.

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.

The MWPA Operations Committee, will be working to develop an application for your Boards consideration and ultimate selection of members to the COC.

FISCAL IMPACT:
There are no associated costs to this update.
To: Marin Wildfire Prevention Authority Board of Directors
From: Jason Weber, Fire Chief
Subject: Board of Directors By-Laws Development

RECOMMENDATION:
It is recommended that the Board establish a sub-committee to develop by-laws for consideration of the entire Board for adoption at a future meeting.

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

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

Examples, legal guidance and staff support will be provided to the Board Sub-Committee.

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