



CITIZEN OVERSIGHT COMMITTEE AGENDA

Wednesday April 28, 2021

5:30 PM

<https://zoom.us/j/93455535718>

Or Telephone:

669-900-6833

Meeting ID: 934 5553 5718

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 Citizens' Oversight Committee Meeting 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.**

Kingston Cole
Larry Minikes
Stephen Keese
Lucy Dilworth
Rebecca Suggs
Pat Randolph
Larry Chu
Max Perrey
Carolyn Longstreth

3. **Agenda Adjustments.**

4. Open time for public expression.

*The public is welcome to address the Citizens' Oversight Committee at this time on matters not on the agenda that are within the jurisdiction of the Committee. Please be advised that pursuant to the 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. Executive Officer's Report - Verbal Report.

Information Only, such as information about Marin/Statewide Wildfire Status Update, Executive and Finance Committee Updates.

6. Consent Calendar.

The opportunity for public comment on consent agenda items will occur prior to the Committee'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. Approve minutes from the 3/24/2021 Citizens' Oversight Committee Meeting.
[MWPA COC 3-24-21.pdf](#)

7. Committee Reports.

- a. Monitoring Assignment Reports

Recommendation: receive informational reports from Committee members assigned to monitor MWPA Board and Committees.

- b. ESP/Environmental Groups Ad Hoc Subcommittee Report

Recommendation: receive an update on the development of goals and plans pertaining to the review of ESP and other environmental groups dealings with the MWPA.

- c. Policies and Procedures Ad Hoc Subcommittee Report

Recommendation: receive an update, provide input and approve the draft Citizens' Oversight Committee Policies and Procedures.

[Vers. 3 MWPA COC Policies and Proceures & Conduct Code .pdf](#)

8. Information Items.

- a. Brown Act Training

Recommendation: receive Brown Act training from legal staff.

9. Committee Members Request Future Agenda Items.

10. 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 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 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 Committee meeting. Judicial review of an administrative decision of the Citizens' Oversight Committee must be filed with the Court not later than the 90th day following the date of the 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 Sunday April 25, 2021 at 5:30.



Mark Brown, Executive Officer

THE MARIN WILDFIRE PREVENTION AUTHORITY
CITIZENS' OVERSIGHT COMMITTEE MEETING
5:30 p.m. Wednesday, March 24, 2021
Via teleconference due to Coronavirus (COVID-19)
MINUTES

1. Call to Order- Chair Minikes called the meeting to order at 5:33 p.m.

2. Roll Call

Committee members – In Attendance: Kingston Cole, Larry Minikes, Stephen Keese, Lucy Dilworth, Rebecca Suggs, Pat Randolph, Larry Chu, Max Perrey, Carolyn Longstreth
Staff in Attendance: Executive Officer Mark Brown

3. Agenda Adjustments

There were no adjustments.

4. Open Time for public expression

There were no comments.

5. Executive Officer's Report

Executive Officer Brown presented a report that included the following: 1) The recent Board meeting including approval of the Mission and Vision Statement, good start on Goals and Values, and future work on objectives; 2) Developing appropriate level of content for meeting minutes; 3) Operations (OPS) and Advisory/Technical Committees have not had public meetings but ad hoc subcommittees continue to work on projects; 4) Expansion of environmental requirements on the form; 5) Fair Political Practices Form (FPPC) 700 is due; 6) Program and Planning Manager position interviews; 7) Executive Review of the National Institute of Standards and Technology (NIST) study of the Camp Fire; 8) Board acknowledgement of the COC Bylaws; 9) Process for recruitment for COC members.

Committee member Dilworth asked if Google would be involved in the County-wide study on evacuation routes. Executive Officer Brown stated Google could be a respondent to the Request for Proposal (RFP).

Committee member Chu referred to recruitment of COC members and suggested the agency members could recruit within his or her region similar to the way they recruit for local boards and commissions.

Committee member Suggs had a question about the Form 700. Committee member Chu recommended members go to the FPPC Website and use its spreadsheet. It is easier.

Chair Minikes opened the meeting to public comments.

There were no comments.

Chair Minikes closed the meeting to public comments.

6. Consent Calendar

- a. Approve minutes from the February 24, 2021 COC Meeting and March 14, 2021 Special Meeting

M/s, Cole/Randolph, motion to approve the February 24, 2021 and March 14, 2021 minutes as submitted.

Ayes: All

7. Committee Reports

- a. Monitoring Assignment Reports

Committee member Randolph stated she is responsible for attending the Advisory/Technical Committee meetings. They have not met since the last COC meeting. She is also responsible for attending the Executive Committee meeting. She noted the utilization of Grizzly Corp has morphed into two positions. There was a presentation entitled Organizational Outreach which focused on getting grant funding to back up the funding from Measure "C". She noted grant funding is not always "free" and there is often a lot of administrative reporting. This topic needs to be a part of the Communications Strategy.

Chair Minikes reported on the recent Board meeting. They are working on the Mission and Vision Statement and they have a lot of very positive ideas.

- b. ESP/Environmental Groups Ad Hoc Subcommittee Report

Committee member Cole read the letter he sent to Chair Minikes and Ms. Belle Cole, representatives of the ESP Partnership. The letter cited the ad hoc subcommittee's goals: 1) To make transparent and readily available to the public all past activities, communications, recommended environmental practices that have occurred between the MWPA and the various environmental groups that have contributed to the ESP Partnership dating from the agreement to the present; 2) To ensure that all these activities and recommended environmental practices are made available to the public on an on-going basis in the future. He stated discussions are underway about the status of the ESP and what the arrangement will be in the future. The ESP is being asked to post everything on the Website- minutes, notice of meetings, videos, etc. A report will be written with recommendations to the full committee.

Committee member Randolph stated she has been attending all three of the ESP subgroups meetings and was concerned about the formation of a Steering Group that is making final decisions as to best practices, etc. The composition of this Steering Group is unclear.

Committee member Longstreth asked who would make the decision about what is posted to the Website. Committee member Cole stated that would be up to the ESP Partnership. Chair Minikes stated the MWPA might not have the bandwidth. There are discussions about an independent Website or one tied to another group. There are limitations but he is confident that the partnership will get them what they want.

Committee member Longstreth stated they are closing in on finalizing the BMP's for all three groups. They will be sent to the Board.

Committee member Dilworth asked if the ESP would continue to play a role once the BMP's are issued. Chair Minikes stated he did not think it would end too quickly- it would evolve. Committee member Longstreth stated this has not been discussed.

Committee member Chu asked if the Board was evaluating the difference it would cost fire professionals to do something without feedback vs. the additional best practices that will be suggested. Doing things at a higher threshold would cost more. Executive Officer Brown stated the Board has not done that type of analysis. He noted they were getting free advice on environmental compliance.

Committee member Dilworth asked if ESP would have the ability to persuade the groups to give it time before taking action. Chair Minikes stated all the ESP is trying to do is help.

c. Policies and Procedures Ad Hoc Subcommittee Report

Chair Minikes asked for a volunteer to take Committee member Randolph's spot on this ad hoc subcommittee. Committee member Suggs volunteered.

8. Informational Items

Committee member Suggs reported there is a team of students at Stanford who are working on a case study regarding the MWPA. It will include the history and what happened during the first year. Interviews will begin soon.

Committee member Perrey reported Executive Officer Brown attended the last Southern Marin Disaster Council meeting and gave a presentation on Zonehaven.

9. Committee members Request Future Agenda Items

Chair Minikes reminded the committee that if they want something included in the committee packet it needs to be sent to Executive Officer Brown the Thursday before the meeting.

Executive Officer Brown stated the Executive Committee would like each of the committees to receive Brown Act training.

10. Adjourn- Chair Minikes adjourned the meeting at 4:30 p.m.

Respectfully submitted,
Toni DeFrancis, Recording Secretary

Policies and Procedures of the Marin Wildfire Prevention Authority Citizens Oversight Committee

Code of Conduct

The COC's primary purpose is to oversee the MWPA's alignment of expenditures and work plans with the founding documents and report on these matters to the MWPA Board of Directors. In the performance of these duties and to foster professionalism, collegiality, and inclusion, the COC adopts this Code of Conduct.

COC Members will:

1. Treat all individuals with fairness, dignity, and respect.
2. Act with integrity and in an ethical manner.
3. Ensure fair, open, and responsive interactions.
4. Interact cooperatively within the MWPA and other related entities.
5. Recognize that our objective is to assist and support the MWPA accomplish its mission.
6. Respect the time of others by being punctual, prepared, concise, and to the point.
7. Share responsibility for work and majority decisions.
8. Criticize only ideas, not people.

Procedures

The COC's procedures explain how Members will accomplish the objectives of the Committee.

1. A minimum of three Members will be assigned as observers to each MWPA committee. At least one observer will attend in person at every meeting. Members who are unable to attend will coordinate in advance with the other assigned observers.
2. If a member misses 4 assignments in a 6-month timeframe, the member may be reassigned, asked to resign from the COC, or removed by a Committee vote.

3. Members will be punctual in attending all meetings. If a member is consistently more than 10 minutes late for 4 meetings in a 6-month timeframe, the member may be reassigned, asked to resign from the COC, or removed by Committee vote.
4. Members will review all materials that are published in advance of a meeting.
5. Members will silence cell phones in meetings and minimize background noise when not speaking during video conferences.
6. Members will ask questions at meetings, if necessary, during public expression periods in accordance with Brown Act. If there is a COC Discussion item on the agenda Members will use that period to discuss items of concern to the observer, if any, or to express the previously approved and authorized concerns of the COC.
7. At MWPA meetings where a Member addresses issues relating to work plans or expenditures, concerns should be expressed concisely and in the form of seeking clarification or asking questions.
8. At MWPA meetings, all Members will be speaking in a personal capacity unless previously authorized by the full COC. The Member may state that he or she is a Member of the COC but that he or she is speaking personally.
9. After seeking clarification of an issue at an MWPA meeting, the Member, if not satisfied that the issue has been addressed or fully understood, can seek further clarification with the Executive Officer or the committee chair. If the Member feels that the matter is still not clear or needs further clarification, the member will bring the issue back to the COC for consideration and discussion. If the COC agrees that the issue remains a matter of concern the COC may issue a communication to the Board explaining its concerns.
10. The COC will issue a report annually to the MWPA Board of Directors, and communicate as needed, regarding whether expenditures and work plans meet the criteria defined in the MWPA founding documents. In addition, as needed or requested, the COC may raise an issue or communicate with the Board about any transparency issues of concern to the COC.
11. Members may assist the MWPA Board of Directors in the process of filling vacant seats on the COC as requested by the Board, including recruiting candidates, reviewing applications, and recommending qualified candidates.