



MWPA ADVISORY/TECHNICAL COMMITTEE AGENDA

Thursday, February 4, 2021

3:00 pm

<https://zoom.us/j/96817512952>

Webinar ID: 968 1751 2952

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

1. Call to order.

2. Roll Call

Steve Marcotte
Quinn Gardner
Ruben Martin
Jordan Reeser
Larry Pasero

David Taylor
Lynne Osgood
John Hanley
Fred Hilliard
Jesse Peri

Todd Lando
Ray Moritz
Dan Mahoney
Sean Condry

3. Agenda Adjustments.

- 4. Open time for public expression.** *The public is welcome to address the Advisory/Technical Committee at this time on matters not on the agenda that are within the jurisdiction of the Committee. Please be advised that pursuant to Government Code Section 54954.2, the Committee is not permitted to discuss or take action on any matter not on the agenda. Comments may be no*

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*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 Officers Report – Verbal Report.

Information Only, topics to be addressed include: Board of Directors Meeting, Executive, Finance, Operations and Citizens’ Oversight committee updates.

6. Bylaws Development.

Recommendation: approve bylaws to be presented to the MWPA Operations Committee for review and the MWPA Board of Directors for approval.

7. Project Work Plan Forms (redesign)

8. Project Work Plans (Timelines)

- a. Local Mitigation*
- b. Defensible Space*
- c. Core Projects*
- d. Project Funding Reallocation Flexibility*
- e. Environmental Compliance*

9. Information Items.

10. Committee Members Request Future Agenda Items

11. 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 Members 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 Sausalito, CA 94965 *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 Advisory/Technical 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 meeting. Judicial review of an administrative decision of the Operations Committee must be filed with the Court not later than the 90th day following the date of the Operations Committee meeting decision (Code of Civil Procedure Section 1094.6)

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I certify that this agenda was posted on Public Notice Bulletin Board on or before Monday, February 1, 2021 at 3:00 pm.



Mark Brown, Executive Officer

**MARIN WILDFIRE PREVENTION AUTHORITY
ADVISORY/TECHNICAL COMMITTEE BYLAWS**

Ver. 02/01/2021

ARTICLE I – NAME

In accordance with the Joint Exercise of Powers Agreement (JPA) for Marin Wildfire Prevention Authority (MWPA), this Committee shall be designated the Marin Wildfire Prevention Authority Advisory/Technical Committee, referred to hereinafter as “Committee.”

ARTICLE II – PURPOSE

The Committee shall provide technical and expert advice and recommendations to the Operation Committee and the MWPA Board of Directors regarding the development and implementation of MWPA programs. The Committee shall also review, comment upon, and make recommendations on any other such matter as referred to it by the Operation Committee and/or the MWPA Board of Directors. In the dispatch of its responsibilities, the Committee may conduct meetings, appoint sub-committees or working groups, and engage in such activities as it deems necessary in furtherance of its purpose.

ARTICLE III - ORGANIZATION

The Committee shall be comprised of one technical staff Representative from each MWPA Member agency. The MWPA Board of Directors shall adopt bylaws that establish the manner of appointment to the Committee. The Committee is seated by the MWPA and shall have no authority separate or apart from that of the MWPA.

ARTICLE IV – REPRESENTATIVES’ RESPONSIBILITIES

Representatives shall:

1. Attend Committee meetings.
2. Serve on sub-committees as applicable.
3. Submit detailed project and program work plans to the Committee or respective sub-committee specific to the Committee Representative’s local jurisdiction and in accordance with the three funding objectives identified in the JPA (Core Program, Defensible Space, Local-Specific).
4. Assist in promotion and public outreach efforts on behalf of the MWPA as requested.
5. Provide technical and expert advice and recommendations regarding the development and implementation of MWPA programs, and any other such matter as referred to them by the Operation Committee and/or the MWPA Board of Directors.

6. As a member of one of five regional areas in the MWPA, shall represent and ensure the legislated allocation of funds to the regions is carried out as prescribed in the ordinance, in the submittal of proposed work plans to the MWPA Board of Directors.

ARTICLE V – MEETINGS

All proceedings of the Committee and standing sub-committees shall be conducted according to the rules contained in the most recent edition of Rosenberg’s Rules of Order when these do not conflict with these bylaws.

- A. The Committee shall conduct two (2) meetings annually unless authorized by the MWPA Board of Director’s President to hold additional meetings.
- B. Special Meetings of the Committee and any standing sub-committee may be called in accordance with the provisions of the Brown Act, Government Code section 54956.
- C. Minutes of the adjourned, regular, and special meetings of the Committee shall be kept and said minutes shall be forwarded to each member of the Committee within thirty (30) days after each meeting.
- D. Minutes of the adjourned, regular, and special meetings of the Committee are a part of the public record and shall be posted to the MWPA website in a timely manner following final approval by the Committee.
- E. The time, date, and location of any sub-committee meeting shall be determined by the members of such sub-committee.

ARTICLE VI – OFFICERS

The Committee shall elect, at its first meeting and then at its first meeting of each calendar year thereafter, a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson shall serve one-year terms, with the exception of the inaugural year, but can be re-elected to multiple and/or consecutive terms. Election to the position of Vice Chairperson does not imply succession to the position of Chairperson the following fiscal year. The Committee should strive for a balance of executive/administrative and fire expertise in the composition of the Chairperson and Vice Chairperson assignments. Election shall be by a majority vote.

A. DUTIES OF THE CHAIRPERSON

1. Preside over meetings of the Committee.
2. In cooperation with MWPA staff, prepare agendas for Committee meetings.
3. Ensure minutes are recorded for all applicable Committee meetings. A clerk/secretary may be assigned for the purpose of recording meeting minutes as well as any other duties needed to assist the efficient facilitation of said meeting.
4. Attend MWPA Board of Directors and Operations Committee meetings.
5. Report to the Operations Committee the actions and recommendations of the Committee to the extent needed to supplement any Committee reports.
6. Assign special duties and responsibilities to the Vice Chairperson as needed.

7. Form sub-committees as needed and appoint Representatives to serve on the sub-committee.
8. Call special meetings as needed.
9. Act as official spokesperson for the Committee.

B. DUTIES OF THE VICE-CHAIRPERSON

1. Perform the duties of the Chairperson in the absence of the Chairperson.
2. Serve in such capacities as may be assigned by the Chairperson.

ARTICLE VII – SUB-COMMITTEES

The Chairperson may form sub-committees as needed, in accordance with the provisions of the Brown Act (Gov. Code, §§ 54950 *et seq.*) and appoint Representatives to serve on the sub-committee. Additionally, any Committee Representative may request the formation of a sub-committee be added to a future agenda and be subject to the majority approval of the Committee Representatives.

A. STANDING SUB-COMMITTEES

Standing subcommittees have a continuing subject matter jurisdiction and may include more than a quorum of Committee Representatives. The Chairperson may appoint selected Committee Representatives, members of the public, and consultants to serve on Standing Committees. Standing sub-committee meetings shall be noticed and conducted pursuant to the provisions of the Brown Act.

B. AD HOC SUB-COMMITTEES

Ad hoc sub-committees are temporary and composed solely of less than a quorum of the Committee. An ad hoc committee serves a purpose limited in scope and will be dissolved once its specific task is completed. Because ad hoc sub-committees are not subject to the Brown Act, meetings need not be noticed and conducted pursuant to the provisions of the Brown Act.

ARTICLE VIII – CONDUCT OF BUSINESS

In accordance with the Joint Exercise of Powers Agreement for the MWPA:

A. QUORUM

A majority of Committee Representatives will constitute a quorum; however, if the number of Committee Representatives is an even number, then 50% of the Committee Representatives will constitute a quorum. In the event of a meeting of the Committee with less than a quorum, the present Committee Representatives will only have the power to dismiss a meeting. For purposes of conducting business, a majority of the quorum will be authorized to act on behalf of MWPA, subject to the voting conditions set forth in Section VIII(B).

B. VOTING

For all votes conducted by the Committee, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the Committee Representatives present vote in favor of a motion, and (2) the Committee Representatives present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.

C. MEMBERS-AT-LARGE

Agencies and entities such as Marin County towns or cities that are not Members of MWPA, 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.

ARTICLE IX – COMPLIANCE

Committee Representatives must abide by these Bylaws and the provisions of the Brown Act.

ARTICLE X – GOVERNING PROVISIONS; SEVERABILITY

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Committee are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control, and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

ARTICLE XI – EFFECTIVE DATE AND AMENDMENTS

These Bylaws shall be effective upon their adoption at a regularly scheduled meeting of the MWPA Board of Directors. These Bylaws may be amended or repealed, and new bylaws created by the majority vote of the Committee at any meeting. Any member of the Committee may propose amendments to the Bylaws.