

THE MARIN WILDFIRE PREVENTION AUTHORITY  
CITIZENS' OVERSIGHT COMMITTEE MEETING  
6:00 p.m. Tuesday, December 1, 2020  
Via teleconference due to Coronavirus (COVID-19)  
MINUTES

1. Call to Order- Board President Goines called the meeting to order at 6:00 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. Introductions

President Goines asked each COC Committee member to introduce themselves and discuss his or her background, interests, etc.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

6. Overview of the Marin Wildfire Prevention Authority

Executive Officer Brown welcomed the Committee members and presented a staff report regarding the three documents that created the MWPA, its mission, structure, etc.

There were no questions or comments from the committee.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

7. Citizens' Oversight Committee Member Roles and Responsibilities and Elect a Chair and Vice-Chair

Executive Officer Brown presented a staff report.

There were no questions from the committee.

M/s, Perrey/Dilworth, to elect Committee member Minikes as COC Chair and Committee member Chu as COC Vice-Chair.

Ayes: All

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

President Goines turned the meeting over to Chair Minikes.

8. Develop a Process to Create COC Bylaws

President Goines presented a report and stated staff was working on some templates that will be presented to the COC for review.

Chair Minikes asked for volunteers to serve on the Bylaws Sub-Committee.

M/s Chu/Keese, to appoint Committee members Dilworth, Suggs, Perrey, and Randolph to serve on the Bylaws Sub-Committee.

Ayes: All

Chair Minikes opened the meeting to public comments.

There were no comments.

Chair Minikes closed the meeting to public comments.

9. Assign COC Members to Monitor MWPA Committees and Board Sub-Committees

Chair Minikes asked for volunteers to monitor MWPA Committees and Board Sub-Committees.

Committee members Chu, Cole, and Keese volunteered to monitor the Finance Sub-Committee.

Committee members Randolph and Keese volunteered to monitor the Board Executive Committee and the Advisory/Technical Sub-Committee.

Committee members Dilworth, Perrey, and Suggs volunteered to monitor the Operations Committee.

Committee member Longstreth and Dilworth volunteered to monitor the MWPA Board.

It was the consensus to appoint Committee members Dilworth and Longstreth to monitor the MWPA Board; Committee members Randolph and Keese to monitor the Board Executive Committee; Committee members Chu, Cole, and Keese to monitor the Finance Sub-Committee; Committee members Dilworth, Perrey, and Suggs to monitor the Operations Sub-Committee; Committee members Keese and Randolph to monitor the Advisory/Technical Sub-Committee.

President Goines stated “all eyes, on all things, all the time” should be the rule.

Chair Minikes opened the meeting to public comments.

There were no comments.

Chair Minikes closed the meeting to public comments.

#### 10. Meeting Schedule

Chair Minikes asked the Committee to discuss a meeting schedule preference (day of the week and time).

There were comments from Committee members.

Chair Minikes suggested tentative meeting dates of Tuesday, January 5<sup>th</sup> and Tuesday, January 26<sup>th</sup>, starting at 5:30 p.m. The fourth Tuesday of the month would be the Regular Meeting date. They should also meet one more time in December on Tuesday, December 29<sup>th</sup> to discuss the Bylaws and perhaps other issues.

Chair Minikes opened the meeting to public comments.

There were no comments.

Chair Minikes closed the meeting to public comments.

#### 11. Review Brown Act Meeting Constraints and Requirements

Executive Officer Brown presented a staff report. He discussed the purpose of the Brown Act, Serial Meetings, how sub-committees operate, etc.

Chair Minikes opened the meeting to public comments.

There were no comments.

Chair Minikes closed the meeting to public comments.

#### 12. Informational Items

Committee member Keese asked for information about how the ESP Partnership, FERN, and other environmental groups fit together, communicate with each other, and their relationship to the MWPA. Executive Officer Brown stated the Board will be formalizing this process.

#### 13. COC Members Request Future Agenda Items

Chair Minikes stated he would like to schedule a presentation to the COC from FERN and perhaps the other environmental organizations.

Committee member Perrey would like a presentation about the MWPA finances (a deep dive).

Chair Minikes asked the Committee to review the CWPP Draft, in particular Section 9.

Committee member Chu asked if a list of warrants (check register) was reviewed by the Board. Executive Office Brown stated the Budget Report has a list of expenditures. Committee member Chu asked that the Committee receive a copy of the list.

Committee member Perrey asked for a roster of the COC Sub-Committees.

#### 14. Adjournment- Chair Minikes adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Toni DeFrancis,  
Recording Secretary