



EXECUTIVE COMMITTEE AGENDA

Thursday August 5, 2021

10:00 AM

<https://zoom.us/j/99385985130>

Or Telephone:

669-900-6833

Meeting ID: 993 8598 5130

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

ATTENTION: This will be a virtual meeting of the Executive Committee of the Marin Wildfire Prevention Authority pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda.

1. Call to order.

2. Roll Call.

Bruce Goines

Dennis Rodoni

Sashi McEntee

Julie McMillan

Rachel Kertz

3. Agenda Adjustments.

4. Open time for public expression.

The public is welcome to address the Executive Committee at this time on matters not on the agenda that are within the jurisdiction of the Committee. Please be advised that pursuant to 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 Executive 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 July 1, 2021 Executive Committee Meeting Minutes

[6a1 - MWPA EXEC COMM 7-1-21.pdf](#)

7. Action Items.

a. Discuss Strategic and Governance Ad Hoc Subcommittees of the Board of Directors

Recommendation: to discuss appropriate membership and tasks of Strategic and Governance Ad Hoc Subcommittees with subsequent appointments to be made by the Board President.

[7a1 - Strategic and Governance Ad Hoc Subcommittees of the Board of Directors .pdf](#)

8. Information Items.

a. Advisory/Technical Committee At-Large/Non-voting Membership Recommendations

Recommendation: receive a report from staff and provide feedback regarding the recommendation from the Chair of the Advisory/Technical Committee for at-large/non-voting membership.

[8a1 - Advisory-Technical Committee At-Large-Non-voting Membership Recommendations.pdf](#)

9. Board of Directors Meeting Agenda Review.

a. August 19, 2021 Board of Directors Meeting Draft Agenda

Recommendation: provide staff feedback and input for the August 19, 2021 Board of Directors Agenda.

[9a1 - Draft MWPA BoD Agenda - 8-19-21.pdf](#)

10. Directors Matters

a. Directors Matters Item for Board of Directors Meeting Agendas

Recommendation: review options and provide feedback for facilitating a Directors Matters agenda items for Board of Directors meetings.

[10a1 - Directors Matters - Board of Directors.pdf](#)

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

Notice is hereby given that the Executive Committee may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in Court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Committee meeting. Judicial review of an administrative decision of the Executive Committee must be filed with the Court not later than the 90th day following the date of the 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 August 2nd, 2021 at 10:00 AM.



Mark Brown, Executive Officer

THE MARIN WILDFIRE PREVENTION AUTHORITY
EXECUTIVE COMMITTEE MEETING
10:00 a.m. Thursday, July 1, 2021
Via teleconference due to Coronavirus (COVID-19)
MINUTES

1. Call to Order. President Goines called the meeting to order at 10:00 a.m.

2. Roll Call.

Directors – In Attendance: Bruce Goines (Novato Fire), Julie McMillan (Ross), Rachel Kertz (San Rafael), Sashi McEntee (Mill Valley)

Directors- Absent: Dennis Rodoni (County of Marin)

Staff in Attendance: Executive Officer Brown, Planning and Program Director Anne Crealock, Legal Counsel Megan Acevedo

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 the staff report that included the following: 1) Law enforcement and fire agencies are increasing patrols during the 4th of July weekend; 2) The local fire update included the normal initial attack profile with a bit of an increase in the month of June; 3) The statewide fire update included a few fires caused by lightening that occurred in the mountain area up north and a handful of fires throughout the State; 4) He, along with President Goines and Manager Crealock, took a hike sponsored by the One Tam agencies in conjunction with the Marin Water District; 5) He noted the hike made them realize that there is no conflict between resource benefit and fire benefit ; 6) Zonehaven is progressing with the zones being finalized and viewable by the public- staff is coordinating the media campaign with the Public Information Officers (PIO) in the County ; 7) The Zonehaven maps have been embedded in the County of Marin's emergency portal; 8) Staff met with the Chairs of the Operations (OPS) Committee and the Advisory Technical Committee (ATC) and Ms. Charlotte Jordain to discuss objectives and metrics- the plan is to create an ad hoc subcommittee consisting of two members of the OPS and three ATC members with each of the five geographical areas represented; 9) The subcommittee will meet in early August with subsequent meetings every two weeks- goal is to complete the objectives and metric in two months; 10) Staff is moving ahead with the implementation of the Communications Strategy and continues to search for a Website developer; 11) He displayed a photograph of the MWAP defensible space door tags that was in USA Today; 12) He drafted an article titled "Fire Adapted Communities - a Systems Approach" that will be published in the Independent Journal

in mid-July; 13) He noted his recent presentation at the recent Marin County Council of Mayors and Councilmembers (MCCMC) meeting went well; 14) The draft Best Management Practices document by Ecological Sound Practices (ESP) was submitted to the MWPA- Planning and Program Manager Crealock, Panorama Environmental, and legal counsel are reviewing the document; 15) Staff is continuing to get interest from the State Legislative Analyst Office regarding enforcement of defensible space requirements; 16) He was asked by the Association of Bay Area Governments (ABAG) to participate in a focus group regarding wildfire and housing; 17) President Goines is working on a strategic document on transitioning from build up to governance (operational planning) and getting the word out about the progress being made.

Manager Crealock reported on the following: 1) Upcoming Board of Director's agendas will include environmental documents on the Consent Calendar; 2) This will include less complex projects that qualify for exceptions to CEQA requirements- this will allow staff to get these projects started as soon as possible; 3) Several of these projects include goat grazing, chipper days, core evacuation routes; 4) The work of Panorama Environmental has been exceptional.

Director McMillan asked Executive Officer Brown to include the cooperative work being done with other agencies in his Marin IJ article.

Director Kertz noted the upcoming Board agenda includes an item pertaining to a modification to the Work Plan and she asked how staff would track and manage changes to the Work Plan. Executive Officer Brown stated it would be two-fold: staff would amend the tables in the approved Work Plan and on the Website itself.

Director Kertz asked Executive Officer Brown to make sure residents know that the projects included in the Work Plan for a particular area was initiated by the local Fire Chiefs.

Director McEntee asked Executive Officer Brown what he envisioned in terms of the next steps or milestones for the organization. Executive Officer Brown stated he plans to start working more on policies, supported by the Board, and the strategic piece including the Communications Strategy. He also wants the MWPA to start leveraging the networks that have been built. President Goines added there is a need for the MWPA to branch out- with State Parks, the Federal land owners, Marin Parks and Open Space, and others. A unified story needs to be told. He would like to see additional field tours!

President Goines opened the meeting to public comments.

Mr. Steven Keese asked if there is anything going on with the Finance Committee. Executive Officer Brown stated "not at this time".

President Goines closed the meeting to public comments.

6. Consent Calendar

- a. Approve June 3, 2021 Executive Committee Meeting Minutes

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

M/s, McMillan/McEntee, to approve the June 3, 2021 Executive Committee Meeting Minutes as submitted.

AYES: All

ABSENT: Rodoni

7. Informational Items

a. Defensible Space Inspection and Evaluation Software

Executive Officer Brown presented a staff report. He discussed the relationship between FireSafe Marin and Fire Side, a software development company, to create a mechanism for tracking the MWPA funding of Chipper Days. It also includes the creation of an application form that would allow contractors to enter information about the number miles driven, the size of the piles, and to be more efficient. This information is included in the end of the year report. It also includes a customer survey. Central Marin Fire Battalion Chief Lando has connected the Chipper Day app with the d-space evaluations. He expanded this into a beta test through Central Marin Fire funding and the Operations (OPS) Committee decided to make this a JPA wide Core project in the amount of \$234,000. Staff checked the Financial Policies and felt this met the sole source requirements. Staff would like to place this item on the July Board meeting Consent Calendar.

Director McMillan stated she would like to see a live example. President Goines stated Battalion Chief Lando gave a thorough presentation and a real time example of a parcel with written descriptions and visuals. Director McMillan suggested posting this to the Website.

Director Kertz stated she would ask the detailed questions at the Board meeting but noted it was a high price tag for software. She asked if the MWPA is this vendor's first customer. Executive Officer Brown stated "yes, for this type of application". He noted the challenge is the tremendous amount of data and storing the data. Director Kertz asked for more information on how and when the other jurisdictions could participate and what would be required. She asked who would be responsible for the maintenance and upgrades and who owns the data. Executive Officer Brown stated maintenance and upgrades are part of the contract. The data belongs to the MWPA. Director Kertz asked for more information on what the annual and monthly charges would be based on.

Director McEntee asked if MWPA would get a break since the company will be selling the software to other agencies. Executive Officer Brown stated this is part of the conversation.

Legal Counsel Acevedo stated the questions and recommendations were on target with what staff is working on with the software vendor. They are also getting clarity on the pricing.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

b. Educational Item for Next Board of Directors Meeting

Executive Officer Brown presented a staff report and stated he received some suggestions from Director McMillan. He asked for feedback. Ideas include: 1) Brown Act Training; 2) Report on Zonehaven; 3) Contemporary Wildland Urban Interface (WUI) Practices; 4) California Environmental Quality Act (CEQA) Training; 5) Vegetation Management Training; 6) Resource/Fire Benefit Sessions.

Director Kertz stated she loved educational moments but asked if the plan is to educate the Board or the community. She asked if this training could occur after the meeting when a quorum is not necessarily required. Some of the topics mentioned are covered through FIRESafe Marin and she wanted to avoid duplication. Executive Officer Brown stated this is an educational exercise for the Board and not the community. He was not sure if it would have to be a part of the regular meeting.

Director McEntee agreed with Director Kertz. These sessions would be helpful in making good decision but she would not include Brown Act Training. She liked the fire science, inspection related topics- those that are tied to the Work Plan.

Director Kertz asked if there would be opportunities for each jurisdiction to present its Work Plan. This could be an educational opportunity.

Director McMillan asked how much time a particular item would take. Executive Officer Brown stated about fifteen minutes. Director McMillan suggested a ten minute presentation with five minutes of questions and answers.

Executive Officer Brown suggested an educational “house out” approach. The first session could include home hardening, defensible space, fire smart landscaping, etc. Director McEntee supported this suggestion as long as the information is different from what is presented by FIRESafe Marin. Executive Officer Brown stated they could use a home in Marin as an example.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

Director McMillan would like the Brown Act Training presented sooner than later and perhaps off-line. Director McEntee suggested inviting the member agencies to join in. President

Goines stated it should be presented to all the MWPA committees with some type of certification process.

8. Board of Directors Meeting Agenda Review

Executive Officer Brown presented a staff report. He noted Director Kertz suggested the following addition under Staff Reports: Work Plan Project Update.

Director McEntee asked Executive Officer Brown if he would recommend any changes, revisions, etc. to the agenda format. Executive Officer Brown stated he has made some subtle changes in an attempt to streamline the process.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

Director McMillan suggested including a time assignment of fifteen minutes for the Educational Session.

9. Directors Matters

Director Kertz reported she has been helping with the Corte Madera NRG program to distribute evacuation tags. She asked Executive Officer Brown to reference this at the next Board meeting.

Director Kertz asked if this agenda item could include Director's attendance at relevant meetings, seminars. The MWPA Website could include a list of educational items such as online forums, conferences being presented by other organizations.

Director McMillan stated there was a presentation by the Climate Action Committee of the Marin County Council of Mayors and Councilmembers (MCCMC) about the impacts of wildfire smoke.

President Goines suggested they go slow and asked Executive Officer Brown to bring back a recommendation.

10. Committee members request for future agenda items

President Goines would like to see the following items on an upcoming agenda: 1) Consideration of a group that would work on governance questions for the Board; 2) Formation of an ad hoc team to do some brainstorming on moving forward, strengths and weaknesses, vulnerabilities, opportunities, etc..

11. Adjournment- President Goines adjourned the meeting at 11:22 a.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



MARIN WILDFIRE PREVENTION AUTHORITY

STAFF REPORT

For the Meeting of August 5, 2021

To: Marin Wildfire Prevention Authority Executive Committee

From: Mark Brown, Executive Officer

Subject: Discuss Strategic and Governance Ad Hoc Subcommittees of the Board of Directors

RECOMMENDATION:

To discuss appropriate membership and tasks of Strategic and Governance Ad Hoc Subcommittees with subsequent appointments to be made by the Board President.

BACKGROUND AND DISCUSSION:

As the Marin Wildfire Prevention Authority enters its second full fiscal year there is a need to transition from a focus at the Board level of building the organization to governance of the organization. Additionally, there is no language in the Joint Powers Agreement or Board bylaws stipulating how officers of the Board are elected.

To address these issues, staff recommends that the Executive Committee offer input into the formation of two temporary ad hoc subcommittees to develop recommendations for the MWPA Board.

The first ad hoc subcommittee would focus on MWPA's transition from build-out to organizational governance. Some of these transitional items are at the strategic/policy level and some are at the operational level. The ad hoc subcommittee can work with staff to create a recommended road map for this transition, which would be presented to the Board.

The second ad hoc subcommittee would evaluate the current structure of officers and the most appropriate procedure to use for nominating and electing officers with an eye toward succession planning.



FISCAL IMPACT:

None

ENVIRONMENTAL IMPACT:

Discussing the formation of ad hoc subcommittees is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Respectfully submitted,

Mark Brown, Executive Officer



MARIN WILDFIRE PREVENTION AUTHORITY

STAFF REPORT

For the Meeting of August 5, 2021

To: Marin Wildfire Prevention Authority Executive Committee

From: Mark Brown, Executive Officer

Subject: Advisory/Technical Committee At-Large/Non-voting Membership
Recommendations

RECOMMENDATION:

Receive a report from staff and provide feedback regarding the recommendation from the Chair of the Advisory/Technical Committee for at-large/non-voting membership.

BACKGROUND:

Section 7c of the MWPA joint exercise of powers agreement (JPA Agreement) stipulates the ability of the Board to appoint ad hoc/non-voting members to the Advisory/Technical Committee. The JPA Agreement provides:

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.

ANALYSIS:

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Based on the recommendation from the Chair of the Advisory/Technical Committee, staff recommends that the Board invite the following entities to provide at-large/non-voting members (one each) to the Advisory/Technical Committee:

Marin Municipal Water District
Marin County Parks and Open Space District
California State Parks
National Park Service
Ecologically Sound Practices

The addition of the large land management agencies to the Advisory/Technical Committee will increase communications between the MWPA, member agencies and these agencies and create a more efficient project proposal/implementation process.

The addition of a member from the Ecologically Sound Practices partnership will allow the Advisory/Technical Committee direct access to environmental subject matter experts during the design phase of projects which will allow for a more efficient environmental compliance process.

FISCAL IMPACT:

None

ENVIRONMENTAL IMPACT:

Considering at-large/non-voting membership of the Advisory/Technical Committee is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Respectfully submitted,

Mark Brown, Executive Officer



MWPA BOARD OF DIRECTORS AGENDA

Thursday August 19, 2021

3:00 PM

<https://zoom.us/j/93068198420>

Or Telephone:

669-900-6833

Meeting ID: 930 6819 8420

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

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1. Call to order.

2. Roll Call.

David Kimball	Barry Evergettis	Mark White
Sashi McEntee	Bill Shea	Bob Ravasio
Rachel Kertz	Paul Jeschke	Barbara Coler
Gabe Paulson	Bruce Goines	Julie McMillan
Dennis Rodoni	Tom Finn	Steve Burdo
Kathryn Donohue	Cathryn Hilliard	

3. Agenda Adjustments.

4. Open time for public expression.

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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.

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- a. Approve May 27, 2021 Board of Director Special Meeting Minutes
- b. Approve July 15, 2021 Board of Director Meeting Minutes
- c. Central Marin Shaded Fuel Break Planning Project
Recommendation: approve assigning all funds allocated with this planning project for scoping and compliance.

7. Staff Reports.

- a. Finance Staff Report
Recommendation: receive report.
- b. Work Plan Update
Recommendation: that the Board review and provide input on this FY 2021-2022 Work Plan update.

8. Committee Reports.

- a. FireSafe MARIN
Recommendation: receive report.
- b. Operations Committee
Recommendation: receive report.
- c. Advisory/Technical Committee
Recommendation: receive report.

9. Information Items.

- a. Acknowledge July 1, 2021 Executive Committee Meeting Minutes
- b. Acknowledge July 28, 2021 Citizens' Oversight Committee Minutes

- c. Educational Session

Recommendation: participate in an educational session - Home Evaluations Using the DSI Application.

10. Action Items

11. Board Members Request Future Agenda Items.

12. Adjourn.

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I certify that this agenda was posted on the Public Notice Bulletin Board on or before day, month, year at time.



Mark Brown, Executive Officer



MARIN WILDFIRE PREVENTION AUTHORITY

STAFF REPORT

For the Meeting of August 5, 2021

To: Marin Wildfire Prevention Authority Executive Committee
From: Mark Brown, Executive Officer
Subject: Directors Matters Item for Board of Directors Meeting Agendas

RECOMMENDATION:

Review options and provide feedback for facilitating a Directors Matters agenda items for Board of Directors meetings.

BACKGROUND:

The Marin Wildfire Prevention Authority (MWPA) consists of a diverse membership and the Board of Directors meetings offer an important opportunity for information sharing across member agencies.

Many Boards and Councils offer their members an opportunity to share pertinent information with their fellow members as an agenda item. The Executive Committee has directed staff to present options to allow for a similar opportunity at MWPA Board of Directors meetings.

ANALYSIS:

A large board of 17 members can pose challenges when creating an opportunity for Board members to share information about their member agency. If each Board member speaks for 1-2 minutes each, this can take up to 25 minutes. To facilitate the exchange of relevant information among Board members, but to limit the time spent on this exchange, staff has developed several approaches for the Executive Committee's consideration.

One strategy could include tight constraints regarding the substantive content of this information sharing. Staff recommends avoiding discussion of specific projects that are occurring in the member agency jurisdictions, as this topic is covered by staff during the Work



Plan update. Information shared during “Directors Matters” could be limited to policy level decisions at the member agencies such as ordinance adoption, strategic direction, and legislative support.

An additional consideration is developing a process for identifying the Board members who will be asked to share information. Many smaller Boards and Councils call on every member to ask if they have information to share. This helps to create involvement, but with a 17-member Board, this could be time consuming. A second approach could be to ask if Board members have information to share and the Board President can call upon members who have raised their hands.

A third option would be to identify Board members to represent the agencies from their geographical area. The identified Board member for each geographic area can poll their partner members from their area prior to the meeting and share pertinent information. If needed, the Board member from the specific agency sharing information can be called upon to expand on the topic. Since the Executive Committee comprises one member from each geographical area, these Board members may be the appropriate members to facilitate this form of information exchange.

FISCAL IMPACT:

None

ENVIRONMENTAL IMPACT:

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

Respectfully submitted,

Mark Brown, Executive Officer