EXECUTIVE COMMITTEE AGENDA

Thursday July 1, 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 June 3, 2021 Executive Committee Meeting Minutes
      6a1 - MWPA EXEC COMM 6-3-21.pdf

7. **Information Items.**

   a. Defensible Space Inspection and Evaluation Software

      Recommendation: receive a report from staff regarding development and implementation of defensible space inspection and evaluation software by Fire Aside.
      7a1 - MWPA EC Staff Report Fire Aside.pdf

   b. Educational Item for Next Board of Directors Meeting
      Recommendation: give staff suggestions for an educational session at the next Board of Directors Meeting.

8. **Board of Directors Meeting Agenda Review.**

   a. July 15, 2021 Board of Directors Meeting Draft Agenda
      Recommendation: provide staff feedback and input for the July 15, 2021 Board of Directors Agenda.
      8a1 - MWPA Board of Directors Draft Agenda - 7-15-2021.pdf

9. **Directors Matters**

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 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 June 28th, 2021 at 10:00 am.***

Mark Brown, Executive Officer

THE MARIN WILDFIRE PREVENTION AUTHOR ITY
EXECUTIVE COMMITTEE MEETING
10:00 a.m. Thursday, June 3, 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), Dennis Rodoni (County of Marin), Julie McMillan (Ross), Rachel Kertz (San Rafael), Sashi McEntee (Mill Valley)
   Staff in Attendance: Consultant Jean Bonander, Planning and Program Director Anne Crealock, Legal Counsel Emily Longfellow

3. Agenda Adjustments.

There were no adjustments.

4. Open Time for Public Expression.

There were no comments.

5. Executive Officer's Report

Ms. Bonander presented the staff report that included the following: 1) The fire season is in full swing state wide with a huge increase in hiring of fire personnel; 2) County Fire Chief Weber reported to her that there was a one-acre fire in Mill Valley that was quickly contained; and the seasonal Fire Fighters Training Academy burned 43 acres in strategic locations in Novato; 3) The Work Plan and Budget were approved; 4) Executive Officer Brown and Planning and Program Manager Crealock were working with member agencies on logistics for implementing the plan; 5) Manager Crealock is working with Panorama Environmental on CEQA compliance; 6) On June 15th the State is lifting the occupancy and social distancing requirements; 7) Executive Officer Brown is working on plans for in-person meetings and would like to start small; 8) Executive Officer Brown is working on policy development issues.

Director McMillan referred to the in-person meetings and suggested an option that would allow the public to continue to participate remotely.

Director McEntee supported this suggestion but noted it would require a lot of staff time to do both the in-person and Zoom meetings. This will come at a cost. She asked Ms. Bonander if the training academy conducted prescribed burns. Ms. Bonander stated "yes".

Director Kertz referred to the in-person meetings and noted each area seems to be doing something different timewise. They need to figure out when and how to start these meetings

and communicate this information to residents. Ms. Bonander wondered if there was a central site.

President Goines stated he would like to go slowly in terms of the in-person meetings.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

6. Consent Calendar
   a. Approve May 6, 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, Rodoni/McMillan, to approve the May 6, 2021 Executive Committee Meeting Minutes as submitted.
AYES: All

7. Board of Directors Meeting Agenda Review
   a. June 17, 2021 Board of Directors Draft Agenda

Ms. Bonander presented a staff report and noted the layout is straightforward. The two Action Items are at the end of the agenda and includes the Election of Board President and Vice-President for next year.

Director Kertz asked how each jurisdiction would be rolling out information about the Work Plan. She wants to make sure the community understands the work. She asked if the communication would be coming from the MWPA or if it would be managed by the jurisdictions. She asked if the Board would be receiving status report on projects on a regular basis.

President Goines stated this item is not on tonight's agenda and should be placed on an upcoming agenda.

Director McMillan stated she would love to see a sample of the tracking mechanism that Panorama Environmental and the MWPA will use. She wants to get comfortable with the information that is captured.

Legal Counsel Longfellow stated it would be appropriate to direct staff to bring this item back as a future agenda item.

Director Rodoni stated the Executive Committee has the right to remove or change anything on the agenda.

Director McEntee agreed with Director Kurtz and would like to see a report that would inform residents what to expect. Ms. Bonander stated this item (how the Work Plan tracking would roll out) could be included in the Executive Officer's Report or under Item #7 as a staff report. It could be placed under Information Items if there is no action taken or direction given.

Director McMillan stated the topic should be tracking and communication to the public. It could be previewed by the Board and then reviewed in detail by the Executive Committee. Ms. Bonander stated the issue could be included on the June 17th Board agenda with a referral to the Executive Committee for further refinement.

Manager Crealock stated staff could also cover what the process will be and the next steps.

Ms. Bonander summarized the agenda item by item. She noted the addition of Item #7b-Tracking, Communications, and Next Steps for the Work Plan with a tie in with Panorama Environmental process. The action item would be a referral to the Executive Committee for further review.

President Goines stated they have received the ESP draft document (principles and practices) and they need to figure out the process including making sure it complies with CEQA, how to implement, etc. The documents talks about vegetation management, defensible space management, and carbon and biomass management.

Director McEntee wanted to know if the ESP is asking the MWPA to make changes to the Work Plan. President Goines stated "no". Director McEntee stated staff should take the first cut at this and then offer suggestions on how it fits in.

Director McMillan stated she thought it had been decided that the document should go through the Operations (OPS) Committee, the Advisory Technical Committee, legal counsel, Panorama Environmental, the Executive Committee, and ultimately to the Board.

Ms. Bonander stated acknowledging the ESP draft document could be under Information Items as #9e.

Director McEntee asked why acknowledgement of the various meeting minutes was not on the Consent Calendar. It is now under Information Items. Director McMillan stated it was moved because the Board is not a part of those committees.

Ms. Bonander noted the Election of President and Vice President for 2021/22 would be under Action Items. There is no procedure for the election of each position. Director Kertz asked if they should discuss forming a Governance Committee to discuss a process for the elections at a future meeting. Ms. Bonander stated the Executive Committee might be the appropriate venue to make a recommendation.

Ms. Bonander described item #10b. President Goines asked which two goals would be discussed. Ms. Bonander stated they would be discussing defensible space and wildfire protection goals. President Goines mentioned the importance of public outreach. Ms. Bonander stated the agenda item could be a request of the Board to prioritize the goals for future discussion.

Legal Counsel Longfellow reminded the Board to not veer too much into the substance of an issue that is not on tonight's agenda.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

8. Informational Items

There were no information items.

9. Committee members request for future agenda items

Director Kertz stated the issue regarding how to track the Work Plan should be on an upcoming agenda.

Director McEntee stated the Executive Committee should review the structure of the standard agenda at the end of the year.

President Goines stated he would like the Executive Committee to review the report prepared by several graduate students about the formation of the MWPA.

10. Adjournment- President Goines adjourned the meeting at 11:06 a.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

MARIN WILDFIRE PREVENTION AUTHORITY

STAFF REPORT

For the Meeting of July 1, 2021

To: Marin Wildfire Prevention Authority Executive Committee

From: Mark Brown, Executive Officer

Subject: Defensible Space Inspection and Evaluation Software

RECOMMENDATION:

Receive a report from staff regarding development and implementation of defensible space inspection and evaluation software by Fire Aside.

BACKGROUND:

Fire Aside is a Marin-based technology company founded in 2019 supporting fire agencies and nonprofit organizations to reduce wildfire risk to structures. Fire Aside provides integrated products that improve resident access to information, wildfire mitigation resources, as well as more efficient administration of these programs.

In 2019 FireSAFE MARIN engaged Fire Aside to develop an online portal and app for its chipper program. Fire Aside built the Chipper Day Marin website, which allows the public to register for chipper day events and to receive alerts and reminders about their registration. In addition, Fire Aside developed a field app that provides real-time information to the crews to optimize their routes and it allows them to collect valuable data about the chipper program. Finally, Fire Aside created an online portal that allows FireSAFE MARIN to access the data for reporting and evaluation purposes.

ANALYSIS:

Central Marin Fire recognized that there was an opportunity to build on the Chipper Day Marin website and app to further efforts to improve defensible space inspections and ultimately resident engagement in defensible space work. Central Marin worked with Fire Aside to

develop a beta version of a defensible space evaluation and inspection (DSI) software that has been successfully tested by inspectors.

The 2021 Work Plan, which was developed by the Operations Committee and Advisory Technical Committee and approved by the Board, includes the following description:

> The Greater Ross Valley Fire Agencies (MRN, RVY, KNT, CMD) propose an MWPA multi-agency core funded project to fund development of a Defensible Space Evaluation data collection and resident reporting software tool. This iOS based software, already in development, will: improve the efficiency of data collection during Defensible Space evaluations/inspections; improve the ability to communicate defensible space and home hardening deficiencies; improve communications to property owners and residents regarding recommended and required corrective actions; integrate other MWPA programs such as “Chipper Days" to leverage defensible space inspections as a tool to improve participation and reduce hazardous vegetation; improve the ability to collect and analyze actionable data for future wildfire hazard assessment and hazard and risk modeling; provide verified data on the success of MWPA programs in reducing community risk. The resulting tool should be offered and available to all MWPA member agencies, and its use would be encouraged, but not required, for documentation and communication of defensible space and home hardening inspections and evaluations.

As indicated by the Work Plan, Fire Aside has begun developing a Defensible Space Inspection and Evaluation Software that can be used MWPA-wide. Once fully implemented, field inspectors will be able to use an app to collect data during their visits to properties. Then residents will be able to use an online portal to access their personalized defensible space evaluation reports.

A critical component of resident engagement and of residents taking action on defensible space recommendations is awareness and easy access to remediation tools such as community chipping programs. Residents need to be aware of their specific vegetation problems (the inspection), have a catalyst to take action (deadline of a free chipping event), and easy access (efficient routing & simplicity of curbside chipping). By integrating the defensible space evaluation report with the community chipping program software, MWPA will be able to present residents with their next chipper day at the same time inspectors present them with information about the vegetation they should remove. Residents will be able to click and register for a chipping event directly from the defensible space evaluation report.

This integration will be highly effective, given that 89.5% of residents stated that the free chipping program caused them to remove vegetation. The net result will be higher resident engagement with defensible space actions, a safer community and higher return on investment on both the defensible space inspections and community chipping.

FISCAL IMPACT:

The Work Plan sets the cost of development and implementation of the DSI software at $234,000.

The MWPA's Guidelines for Contract Services require Board approval for contracts estimated to cost more than $25,000 and where it is determined that it is in the best interest of the Authority for services other than construction, to be provided by a specific consultant. (MWPA Purchasing Policy § 1201.6.2). In this instance, Fire Aside developed the Chipper Day Marin software, a beta version of the DSI software and it will build on that platform to create the DSI software that will be used this season by field inspectors. Fire Aside is uniquely qualified and has demonstrated its skill and ability to perform these software development services. Therefore, staff believes that it is in the best interest of the MWPA to enter into a contract with Fire Aside for this service.

ENVIRONMENTAL IMPACT:

Entering into a software agreement for defensible space inspection software 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 July 15, 2021
3:00 PM

https://zoom.us/j/93068198420
Or Telephone:
669-900-6833
Meeting ID: 930 6819 8420

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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.**

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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 June 17, 2021 Board of Director Meeting Minutes

b. Agreement with Fire Aside for Defensible Space Inspection Software
Authorize Executive Officer Mark Brown to execute a professional services agreement with Fire Aside for development and implementation of the defensible space inspection software.

c. Central Marin Shaded Fuel Break Planning Project
Recommendation: authorize staff to adjust the funding allocation for this project to be 100% scoping and compliance.

7. Staff Reports.

a. Finance Staff Report
Recommendation: receive report.

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. Educational Session

10. Action Items

a. Elect Board President and Vice President for 2021/22

Recommendation: nominate and elect Board President and Vice President for 2021/22.

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