

MARIN WILDFIRE PREVENTION AUTHORITY

ADVISORY/TECHNICAL COMMITTEE

GUIDELINES

Ver. 03/30/2026

PURPOSE.

The Advisory/Technical Committee (ATC) is a staff-level working group that forms each year to develop project and program proposals for inclusion in the following year's work plan. The ATC includes staff-level representatives from Member Agencies and other partner organizations, such as National Park Service, Marin County Parks, California State Parks, Fire Safe Marin, UC Cooperative Extension, Pacific Gas & Electric, and the Ecologically Sound Practices Partnership. The ATC does not take formal votes; rather it provides a forum for staff to discuss Measure C-funded projects and programs. The Chair or Vice Chair of the ATC works with Marin Wildfire staff to convey input received to the Operations Committee during public meetings for consideration during the annual work plan development process.

REPRESENTATIVES' RESPONSIBILITIES.

Member Agency Representatives shall:

1. Attend Committee meetings.
2. Serve on sub-committees as needed.
3. Submit detailed project and program proposals to the Committee or respective sub-committee in accordance with the three funding objectives identified in the Marin Wildfire JPA (Core Program, Defensible Space, Local-Specific).
4. Provide technical and expert advice and recommendations regarding the development and implementation of Marin Wildfire programs, and any other such matter as requested by Marin Wildfire staff.
5. As a staff representative of a Member Agency within one of five regional areas in the Marin Wildfire jurisdiction, ATC representatives shall ensure the legislated allocation of funds to the regions is accounted for in the submittal of proposed projects for the annual work plan.

MEETINGS.

Meetings will generally take place December through April during annual Work Plan development with additional meetings scheduled as needed and may be attended by Committee members or an alternate. Meetings may be attended either in person or remotely.

OFFICERS.

The Committee shall elect at its first meeting of each calendar year thereafter, a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson shall serve one-year terms, 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 Marin Wildfire 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 Marin Wildfire Board of Directors and Operations Committee meetings as needed.
5. Work with Marin Wildfire staff to ensure Operations Committee is kept up to date on 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. 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.

SUB-COMMITTEES

The Chairperson may form sub-committees as needed and appoint Representatives to serve on the sub- committee. Additionally, any Committee Representative may request the formation of a sub-committee, which will be subject to the majority approval of the Committee Representatives.