Southern Marin Fire Protection District
Emergency & Disaster Preparedness Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

Tuesday, September 8, 2020
7:30 am

Right to be Heard: Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

Accommodations: Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda and a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for the meeting, upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact Southern Marin Fire Protection District at 415.388.8182 at least 5 working days prior to the meeting and provide information on the assistance required.

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Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Board of Directors Meeting will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID19 virus, the Board of Directors Board Room will not be open for the meeting. Board Directors and the public will be participating telephonically and will not be physically present in the Board Room.

If you would like to speak on an item on the agenda, you can access the meeting remotely: Join from a PC, Mac, iPad, or Android device. Although your image will not be shown on the video conference, you will be able to listen and view the meeting on Zoom.
Please use this URL https://zoom.us/j/3435788058

Or Join by Phone:
*67 +1 301 715 8592
Enter meeting ID: 343 578 8058

Note: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers shown above.
If you want to comment during the Public Expression portion of the Agenda, you can use the “Raise Hand” function in Zoom or you can press *9 if you are calling in. The Clerk of the Board will select you from the meeting cue. Please be patient while waiting in the cue.

If you do not want to speak during the Public Expression portion of the Agenda, you are also encouraged to submit email correspondence to adminaide@smfd.org.

Email comments will be accepted up until 5:00 PM the day of the meeting and forwarded to the Board of Directors and placed in the District’s permanent records. If you submit an email comment, please note in the subject line, “Public Expression.”

1. **Call to Order**

2. **Open Time for Public Expression** (limited to 3 minutes per person)
   
   *The Board welcomes public comments on all agenda items.*

3. **Agenda Adjustments**

4. Approval of Minutes
   4.a Emergency & Disaster Preparedness Committee Minutes - August 11, 2020
   
   Approve Minutes
   
   August 2020 EDPC Committee minutes- final.docx

5. Reports and Information
   5.a Measure C Update
   
   Receive Report
   
   Staff_Report_Measure_C_EDP_Committee_Seventember_8_2020.doc
   
   5.b Southern Marin Fire Protection District Mask Up Program
   
   Receive Report and Provide Direction
   
   SOM Mask Project.pdf
   
   5.c Evacuation Flyer
   
   Review and provide comment
   
   SMFD-evacuation-routes-TamValley.pdf

6. **Action Items**
   
   6.a Staff Report - Defensible Space Inspectors
   
   Committee to recommend to the Board of Directors the hiring of two Defensible Space Inspectors for the Fire District, with 2-year term contracts funded by the MWPA
   
   Staff Report - EDP Committee D-Space Inspectors 9-1-20.pdf

7. **CLOSED SESSION:**
   
   NONE PLANNED

8. **Adjournment**

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**Posting Statement**

*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*
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Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.
MEETING DATE: Tuesday, September 8, 2020

AGENDA TITLE: Emergency & Disaster Preparedness Committee Minutes - August 11, 2020

LEAD DIVISION: N/A

RECOMMENDED MOTION: Approve Minutes

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS
August 2020 EDPC Committee minutes- final.docx
PREPARED BY: Mariya Weinberg
REVIEWED BY: N/A
SUBMITTED BY: Christian Tubbs, Fire Chief
Southern Marin Fire Protection District
Emergency & Disaster Preparedness Meeting
Tuesday, August 11, 2020 – 07:30 am – Headquarters
Director Peter Fleming – Chair
Director Tom Perazzo
Alternate: Director Cristine DeBerry

MINUTES

1. **CALL TO ORDER: 07:34 A.M (by Director Fleming).**

**In Attendance:**
BOARD: Via Zoom Meeting: Director Fleming In person: Director Perazzo.

Absent: none

2. **OPEN TIME FOR PUBLIC EXPRESSION:**
No public present in person or online.

3. **AGENDA ADJUSTMENTS:**
None.

4. **APPROVAL OF MINUTES:**
Emergency & Disaster Preparedness Committee Meeting Minutes July 14, 2020.
   *Motion to approve:*
   M/S Perazzo/Fleming
   Aye: Perazzo, Fleming

5. **Reports and Information**

5.a **Measure C Update – verbal report**
The agreement for the District to provide financial and administrative services to MWPA was approved at the last Board of Directors meeting. Since that approval, Ms. Schiffman has been getting financial infrastructure set up. This include things like EIN, State Payroll ID, checking account, etc… SMFD Amin Aide Ms. Weinberg has met with MWPA interim director, President of the Board, and Chief Jason Weber to go over Board packet creation and timelines. This year in the adopted budget, the Measure U program funded the four new Defensible Space Inspectors, as well as the LRAD system. We will wait to pursue LRAD until we receive our disbursement of tax funds in December, but we are pursuing hiring the
defensible space inspectors. Chief Hilliard has started that process with HR. Director Fleming asked for any questions. There were none.

5.b Sausalito and Mill Valley Mask Program
Chief Welch updated the Committee and asked if there is any interest in pursuing this project. City of Sausalito has a branded mask that they will sell as part of their fundraising efforts. In Mill Valley, the Emergency Preparedness Commission and the Chamber of Commerce partnership raised about $5k to buy about 1500 masks. These go out to the Chamber members, but the unincorporated business are left out, except for a few that are also Chamber members. We do have some budget in EDPC to get a SMFPD logo masks and posters #MaskUpMillValley for the businesses to put up. The Chamber would distribute them. Chief Welch’s department can provide $2,500 and looking for another $2,500 in funds from SMFD.

Director Fleming and Director Perazzo are in support of this proposal. Will help businesses and demographics who may not have income to buy masks, and encourage to wear masks.

Chief Tubbs proposed for Staff to identify a source of $2,500 in the budget, will share with the committee, and then propose to the full Board of Directors. Chief Welch to work on getting a design/get a mock ups.

Chief Welch also said he will try to get support from the Rotary club.

5.c Tamalpais Valley Neighborhood Response Group Update
Chief Welch and Chief Tubbs had a meeting with a few Tamalpais residents, who are very interested in organizing neighborhood groups, including Pam Keon and Maggie Lang. We want to encourage ERGs. However, we don’t really have resources, as things are, to fully support a program like that. One possibility could be a shared staff person, for example like the one in the Central Marin area. Right now, we can support printing and minor purchases to get block captains up to speed. We have been working on nrgmillvalley.org website, which covers all of unincorporated Mill Valley 94941. In the future we would expect to include Sausalito. Chief Welch had a meeting with Pam Keon, Ted Barone, Olivia Jacobs all of whom wanted to know what areas and what can we support. We have set up nrg@smfd.org email, which we plan to equip with auto-reply that would automatically send out useful information. Maggie Lang will handle some of the initial meetings and contacts. We don’t want to get ahead of ourselves, so we want to move forward in a pilot fashion. Mill Valley NRG will have about 7000 or so residents that would be broken down into clusters supported by block captains.

Chief Tubbs said we definitely don’t want to discourage community interest, but keep in mind that we also have a CERT program that we are trying to expand across all of Marin, so we have to budget our resources. Sometimes NRG requests exceed resources, and we do need to come up with a strategy to set things up for success. Something to investigate is how the District can play a coordination role or partner with other agencies. Chief Welch particularly pointed out the Southern Manor NRG in the area near Edna McGuire School, which straddles Mill Valley and the District. Ashley Raveche is leading that effort. We also have NRGs in Mill Valley in Cascade Canyon and Scott Valley, and Tam Valley has a big effort. There is a Cal Student that will hopefully assist in populating the map on our web site, and Chief Welch also reached out to Santa Rosa JC for additional resources/intern.

Director Perazzo mentioned that on August 6th we got an email from a Mill Valley resident Michelle Van Dera of 5 Ridge Ave asking about emergency plans/evacuation routes. Chief Welch said we have that info
on the District and Mill Valley website. Chief Welch said he’d check and also that McKenna is working on getting them re-printed and mailed out again. Also, Sausalito is being added. We are also working on Strawberry and Tiburon. So, the whole area will be covered, and the maps mailed out. Director Perazzo said he’d send Ms. Van Dera some information.

Director Fleming asked if we were looking for any specific guidance on NRGs. Chief Tubbs responded that it was just an update. The Directors will also have this information to share with the community in case they have any questions, and to be aware that a discussion about NRG coordinator is happening, so there are no surprises.

5.d Southern Marin Disaster Council Summit (Review)
Director Perazzo and Chief Welch spoke about the summit. They particularly mentioned the County Health Department presentation by Doctor Santora about the current situation on COVID-19, and the great information it provided. There was a proposal from the attendees to meet more often, which looks like it will be about every 6 weeks. They also plan to try to get all the participating committee members to attend, not just the chairs or active players, especially to get the younger members involved, and partners in Marin City and floating homes. The floating homes members did not attend the latest summit, so more outreach is needed. Also, shorter agendas, with more in-depth info on each item, are being considered. Turnout was around 15 people, Director Perazzo started it off, then was Doctor Santora’s presentation, Chief Welch spoke about evacuation planning, BOAD was there, Maggie Lang talked about NRGs and CERT.

Director Fleming asked if there any sharing of info afterward? Chief Welch & Director Perazzo replied that Doctor Santora had sent out her slide show, and that Maggie was taking notes and Dr. Perazzo can send Director Fleming a copy of Dr. Santora’s presentation, and also the notes when Maggie gets then out.

Director Fleming asked if the summit be recorded and short clips recorded on social media or otherwise there, and Chief Welch confirmed that this should be possible.

CLOSED SESSION
There was no closed session at this meeting.

ADJOURNMENT:

Motion to adjourn:
M/S Perazzo/Fleming
Aye: Perazzo/Fleming

Adjourned at 7:59 AM.
MEETING DATE: Tuesday, September 8, 2020

AGENDA TITLE: Measure C Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive Report

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS
Staff_Report.Measure_C_EDP_Committee_September_8_2020.doc

PREPARED BY: Chris Tubbs
REVIEWED BY: N/A
SUBMITTED BY: Christian Tubbs, Fire Chief
STAFF REPORT – MEASURE C UPDATE

Date
September 8, 2020

Topic
Measure C Update

Summary
The Southern Marin Fire Protection District staff continue to support the MWPA as it is fully stood up. This past month our Finance Manager, Administrative Aide and Fire Chief have completed a number of action items related to the MWPA. The Board of Directors of the MWPA has already taken a number of actions since its formation and is now in the final stages of selecting an Executive Officer.

Background
In March 2020 Marin County voters approved a special tax measure that generates an estimated $19.7M annually. These funds are dedicated to reducing the risks associated with the threat of wildfire. Since the passage of the measure, Fire Chiefs and their staff have been working diligently to help standup the new Joint Powers Agreement Organization – the Marin Wildfire Prevention Authority.

The Board of Directors of the Marin Wildfire Prevention Authority has been meeting monthly. Their actions to date include the adoption of Bylaws, the adoption of the FY20/21 budget, selection of a legal firm to provide legal services for the MWPA, selection of Jean Bonander as the Interim Executive Officer, the adoption of the Board President and Vice-President, as well as the approval to enter into a contractual agreement with the Southern Marin Fire Protection District. SMFD Board President Cathryn Hilliard is the District’s representative to the MWPA.

The Board of Directors has initiated the process to establish a citizen oversight committee.
As part of the approved budget, each member agency will be receiving funding for their defensible space inspector program and their local mitigation projects. The SMFD will be hiring two defensible space inspectors and using its local mitigation funds to install and deploy three of seven LRAD devices.

The Southern Marin Fire Protection District (SMFD) and the Marin Wildfire Prevention Authority (MWPA) entered into a contractual agreement in which SMFD provides financial and administrative support to the MWPA. During this past month our Finance Manager has continued the process of standing up a new accounting system, working with the County to facilitate the exchange of funds in order to begin making expenditures, as well as submitting the first monthly finance statements to the Board of Directors at their August Board meeting. Our Administrative Aide, Mariya Weinberg, has equally been busy supporting the MWPA by preparing and distributing the August Board packets, as well as supporting other administrative needs of the Interim MWPA Executive Officer. Chief Tubbs, the chair of the Operations Committee’s Finance Subcommittee, has also continued support of the MWPA by providing monthly Finance Committee Reports for the Board of Directors. Most recently Chief Tubbs completed the drafting of a series of financial policies for the MWPA’s review and adoption. The Board of Directors will be establishing a Finance Committee. One of the responsibilities of this committee will be the review of finance policies.

Chief Tubbs is currently researching and developing a proposal for the MWPA Board to consider entering into a contract for Granicus PEAK – the software system used for agenda management.

The Board of Directors has been working on the selection of the Executive Officer. Most recently the Board had identified the two final candidates and were in the final selection process. We are anticipating an announcement soon.

The next MWPA Board of Directors Meeting is scheduled for September 17, 2020.

Conclusions
This is an update of MWPA Activity.

Recommendation(s)
The Fire Chief recommends the Report be Received.
MEETING DATE: Tuesday, September 8, 2020

AGENDA TITLE: Southern Marin Fire Protection District Mask Up Program

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive Report and Provide Direction

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS
SOM Mask Project.pdf
PREPARED BY: Tom Welch
REVIEWED BY: N/A
SUBMITTED BY: Christian Tubbs, Fire Chief
STAFF REPORT – Mask Up Project

Date
September 8, 2020

Topic
Mask Up Southern Marin Fire Protection District

Summary
This is a follow-up report to an item initially introduced on August 11, 2020. The purpose of the program is to support both the business community, patrons and residents. The purchase (to be delivered by the Mill Valley Chamber of Commerce) is $2310 for 585 masks.

Background
The EDPC has a desire to prepare residents and businesses within the District against the ill effects of disasters. For a small financial allocation, the District will provide branded masks to pass out to businesses for use in their businesses. The masks can also be provided to our underserved populations to enable safe interaction with all community elements as necessary. Masks in public spaces are currently required to conduct commerce due to the Health and Human Services shelter in place. Many within our community either don’t have masks due to financial circumstances or come to the stores not prepared. This program enables businesses within the jurisdiction to provide a reusable mask to patrons and enable commerce. The result is enhanced support of our community by masking more people up and supporting our business community.

Conclusions
This small program could have big results. First, the community appreciates the support, specifically for our underserved residents and further appreciates the District’s connection with local businesses.

Recommendation(s) – See Attached Documentation
Allocate $2310.75 for the project to purchase 585 sealed and branded masks.
MEETING DATE: Tuesday, September 8, 2020

AGENDA TITLE: Evacuation Flyer

LEAD DIVISION: N/A

RECOMMENDED MOTION: Review and provide comment

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS
SMFD-evacuation-routes-TamValley.pdf

PREPARED BY: Tom Welch
REVIEWED BY: N/A
SUBMITTED BY: Christian Tubbs, Fire Chief
Locate your pets and place in carriers NOW. You will not be able to catch them when the fire approaches.

Be sure your pets wear tags and are microchipped.

Place carriers (with your pets in them) near the front door, with fresh water and extra food.

Prepare animals for transport and consider moving them to a safe location early, before evacuation is ordered.

Dress all family members in long sleeves and long pants - heavy cotton or wool is preferable.

Wear leather gloves, head, and eye protection - full coverage goggles are best.

Cover your face with a dry bandana or scarf (cotton or wool) over a N95 mask.

Carry a headlamp or flashlight (even during the day), cell phone, and spare batteries.

Carry car keys, wallet, and ID.

Drink lots of water and stay hydrated.

Have a “Grab & Go Bag” for each family member.

Shut all interior and exterior windows and doors and leave them unlocked.

Remove combustible window shades and lightweight curtains; close metal shutters.

Move furniture to the center of the room, away from windows.

Shut off gas at the meter; turn off pilot lights.

Leave indoor and outdoor lights on for firefighters.

Shut off heat, air conditioning, and house fans.

Carry a headlamp or flashlight (even during the day), cell phone, and spare batteries.

Carry car keys, wallet, and ID.

Drink lots of water and stay hydrated.

Have a “Grab & Go Bag” for each family member.

Shut all interior and exterior windows and doors and leave them unlocked.

Remove combustible window shades and lightweight curtains; close metal shutters.

Move furniture to the center of the room, away from windows.

Shut off gas at the meter; turn off pilot lights.

Leave indoor and outdoor lights on for firefighters.

Shut off heat, air conditioning, and house fans.

Gather combustible items outside the house (patio furniture, children’s toys, door mats, trash cans, etc.) and place in garage or move them at least 30’ from structures (optional: place in your pool).

Close propane tank valves. Move small tanks (bbq or grill) away from structures.

Hosing your roof down is dangerous and ineffective. Clean your gutters and blow leaves away from house instead (if time allows).

Don’t leave sprinklers on or water running - they are ineffective and can reduce critical water pressure for the entire neighborhood.

Back your car into the driveway so it is facing out, with vehicle loaded and all doors and windows closed.

Unlock and prop open fence and side gates. Have a plan for operating your garage door without power.

Place ladder(s) at the corner(s) of structures for firefighters.

Seal attic and ground vents with plywood or metal covers.

Patrol your property and monitor the fire situation.

Don’t wait for an evacuation order if you feel threatened.

Check on or call neighbors and make sure they are aware and preparing to leave.

Assist elderly or disabled neighbors.

Carpool to reduce traffic when evacuating!

Listen and follow outdoor alerting instructions (LRAD).

This flyer was funded by a generous donation from the Rotary Club of Mill Valley.
KNOW 2 WAYS OUT
TAKE ONLY ONE CAR IF YOU ARE DRIVING OUT.

SIGN UP FOR ALERTS

ALERT MARIN:
Register for emergency notifications at ALERTMARIN.ORG to receive evacuation notices by email, phone, or text.

NIXLE:
Text “94941” to 888777 to receive public safety alerts via text or email.

EVACUATION NOTICES FROM ALERT MARIN WILL USE THE FOLLOWING TERMINOLOGY:

EVACUATION ORDER
Leave now! Evacuate immediately. Do not delay to gather valuables or prepare your home. Follow any directions given in the evacuation order.

EVACUATION WARNING
Evacuate as soon as possible. A short delay to gather your Grab & Go Bag and prepare your home (see below) may be ok. Leave if you feel unsafe.

SHELTER IN PLACE
Stay in your current location or the safest nearby building or community refuge area. This may be required when evacuation is impossible, too dangerous, or unnecessary.

WILDFIRE & EMERGENCY “GRAB & GO BAG”
Put together an emergency supply kit in advance and keep it easily accessible. Plan to be away from your home for an extended period of time. Each person and pet should have their own Grab & Go Bag. Backpacks work great for storing these items.

- Bandana, N95 mask, goggles, leather gloves
- Water bottles and food
- Map marked with two evacuation routes
- Prescription medications
- Change of clothing
- Extra eyeglasses or contact lenses
- Extra set of car keys, credit cards, cash (small denominations)
- First aid kit
- Flashlight and headlamp with extra batteries
- Battery-powered radio and extra batteries
- Copies of important documents (birth certificates, passports, insurance policies, etc)
- Pet food and water, leashes, pet supplies and medications
- Spare chargers for cell phones, laptops, etc.
- Personal hygiene and sanitary supplies
- Easily carried valuables
- Family photos and other irreplaceable items
- Personal computer and digital information backups on hard drives and/or disks.

Plan to be away from your home for an extended period of time. Each person and pet should have their own Grab & Go Bag. Backpacks work great for storing these items.

EVACUATION ROUTES TAMALPAIS VALLEY VICINITY

PRIMARY EVACUATION ROUTES
SECONDARY EVACUATION ROUTES
COMMUNITY REFUGE AREA (CRA)
A predesignated neighborhood specific area for the public to seek refuge during a wildland fire. The public should Go-Wait-Listen:
1. Go (Walk or Bike) to safety (CRA)
2. Wait for the danger to pass
3. Listen for instructions from authorities

ITEMS TO TAKE ONLY IF TIME ALLOWS:
- Easily carried valuables
- Family photos and other irreplaceable items
- Personal computer and digital information backups on hard drives and/or disks.

Put together an emergency supply kit in advance and keep it easily accessible.
STAFF REPORT
SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Tuesday, September 8, 2020

AGENDA TITLE: Staff Report - Defensible Space Inspectors

LEAD DIVISION: N/A

______________________________________________________________

RECOMMENDED MOTION: Committee to recommend to the Board of Directors the hiring of two Defensible Space Inspectors for the Fire District, with 2-year term contracts funded by the MWPA

______________________________________________________________

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS
Staff Report - EDP Committee D-Space Inspectors 9-1-20.pdf

PREPARED BY: Mariya Weinberg
REVIEWED BY: N/A
SUBMITTED BY: Christian Tubbs, Fire Chief
STAFF REPORT – Defensible Space Inspectors

Date
09/08/20

Topic
Defensible Space Inspectors Update

Summary
Wildfire Mitigation Specialists (CWMS) contracted, trained, and equipped to perform Structural Ignitability and Defensible Space Evaluations; Parcel by parcel to provide quality evaluations of fire hazards on all parcel’s areas in Mill Valley, Tiburon & Sausalito, (South Zone). CWMS hired under full time, limited term contracts to work year-round to assess and record existing conditions, writes prescriptions for each parcel, and provides written evaluations, and face to face education-based remedies to property owners. The Wildfire Mitigation Specialists will support homeowners to modify the existing built environment, and create good defensible spaces, reduce hazards, and create a more fire adaptive community. The results of these evaluations will provide parcel level data and hazard identification, thereby facilitating increasingly informed decisions about where best to apply home hardening incentives and vegetation management funding. Compliance can best be achieved by education and cooperative analysis of existing conditions. Compliance based approach uses evaluations, guidance, persuasion, incentives, and other cooperation tools to induce voluntary compliance. When voluntary compliance cannot be achieved, the fire district will follow our existing citation process to gain compliance.

Background
In March this year voters approved a new special tax (Measure C) that provides funding to reduce the risks from the threat of wildland fire throughout the County. One segment of the funding is dedicated to defensible space inspections and as a result, the fire district will hire 3 fire inspectors (2 for SMFD and 1 for MVFD) whose primary responsibilities will be focused on structural ignitability and defensible space evaluations and. These positions are funded from the MWPA D-Space Inspectors budget line and have been
budgeted in the SMFD 20/21 budget. These positions are 2-year term in order to evaluate the startup and progression of the MWPA.

**Recommendation(s)**
It is recommendation from staff to approve the hiring of two Defensible Space Inspectors for the fire district to be 2-year term contracts funded by the MWPA.

Respectfully,

*Fred Hilliard*
Fred Hilliard, Division Chief
Fire Marshal