

## **City of San Rafael Wildfire Advisory Committee Guidelines**

Mission Statement: The mission of the Wildfire Advisory Committee is to help improve Citywide resiliency and protect the community and firefighters by reducing wildfire risk. The Committee will use the City's "Wildfire Prevention and Protection Action Plan" as a starting point and will provide input on implementing measures such as the development of new City ordinances, assist in the prioritization of implementation measures, provide input on cost effective implementation strategies, and assist in disseminating information and obtaining wider public input.

Anticipated Term: The Committee is intended to be temporary in nature as opposed to the existing standing Boards and Commissions of the City of San Rafael. The Committee will remain in place for approximately twelve months but serves at the pleasure of the City Council who may adjust the term as necessary.

Organization and Membership: Committee members must live in San Rafael or own/operate a business in San Rafael to serve. The Committee shall be comprised of 15 members of the community. Members will be selected by the City Council's ad hoc Subcommittee for Wildfire Prevention, which includes Mayor Phillips and Councilmember Bushey. The City Council's ad hoc Subcommittee has already identified approximately seven members and is now seeking to call for applications for the remaining eight positions. Criteria for Committee members include such factors as: background/experience in topics related to wildfire prevention, diversity, and availability for and commitment to the goals of the Committee. The meetings will be collaborative and a place to bring forward innovative ideas for consideration.

Specific Duties: The committee's advisory and review function on matters related to implementing the Wildfire Prevention and Protection Action Plan include, but are not limited to:

1. Participating in the development, review, and prioritization of wildfire-related City ordinances.
2. Providing input to strategies related to collaboration, education, coordination for plan implementation, and funding.
3. Reviewing and commenting on existing conditions, ordinances, and mitigation measures within the City relating to wildfire prevention and protection.
4. Participating in the City's efforts to inform and educate the public on wildfire risk, mitigation measures, ongoing and planned efforts, and opportunities for public input.
5. Reviewing and providing feedback on significant wildfire mitigation projects including but not limited to, fuel mitigation, fire road improvements, and evacuation enhancements.

Meetings and Community Involvement: Initial meetings will be held twice a month and will shift to monthly and bimonthly as directed by the City Council ad hoc Subcommittee. Meetings will be open to the public and held in City Hall and the Community Center's as scheduling needs require. Information about the committee meetings, including upcoming agenda, will be posted online and as otherwise required by law. The public will be invited to comment at every meeting. Draft ordinances and other public records reviewed or recommended by the committee will be shared for public comment via community meetings and/or scheduled City Council meetings.

### City Staff Role

Mayor Phillips and Councilmember Bushey will be the co-chairs of the Wildfire Advisory Committee. Primary responsibility for staffing the Committee will rest with the Fire Chief or his designee – and will involve other City staff as necessary. City staff will prepare meeting agendas and prepare summary meeting minutes. Staff will facilitate committee meetings, advocating for productive exchanges of ideas. City representatives will take the feedback, comments, and suggestions of the committee under consideration during plan implementation. City staff will support sharing the committee's feedback with the public through community meetings and/or online forums.