



# CAL FIRE - Office of the State Fire Marshal Wildfire Mitigation Advisory Committee Charter

## PURPOSE

The Wildfire Mitigation Advisory Committee (Committee) will provide a means of communication between the CAL FIRE-Office of the State Fire Marshal, representatives of industry, state agencies, the fire service, and other stakeholders. The Committee will provide a forum for addressing wildfire preparedness and mitigation issues of statewide concern, share best practices, seek comments and specific input on programs and technical issues, and inform local agencies and the public of applicable new laws and regulations.

## GOALS AND OBJECTIVES

The Committee is being formed pursuant to Assembly Bill 9 (Chapter 225, Statutes of 2021) to act in an advisory capacity on the programs and activities of the Community Wildfire Preparedness and Mitigation Division.

### Goal:

Professional, effective, and consistent delivery of the programs and activities of the Community Wildfire Preparedness and Mitigation Division.

### Objectives:

- Provide a consistent and regular means of communication on topics related to community wildfire preparedness and fire mitigation between the department, the Office of the State Fire Marshal, representatives of relevant industries, state agencies, fire service agencies, and other stakeholders
- Provide a forum for addressing wildfire preparedness and mitigation issues of statewide concern
- Share latest available research and best practices with regard to community fire preparedness and mitigation efforts
- Seek and provide comments and specific input on proposed programs, policies, guidelines, budget, and technical issues, and inform local agencies and the public of applicable new laws and regulations
- Provide and receive updates and feedback regarding the programs operated by the Community Wildfire Preparedness and Mitigation Division within the Office of the State Fire Marshal



## COMMITTEE MEMBERSHIP

Members of the Committee shall be all of the following:

- The Director of the Department of Forestry and Fire Protection, or their designee
- The Director of the Department of Conservation, or their designee
- The Director of the Office of Energy Infrastructure Safety, or their designee
- The chair of the State Board of Forestry and Fire Protection, or their designee
- The State Fire Marshal, or their designee
- The Director of Emergency Services, or their designee
- The Insurance Commissioner, or their designee
- The Director of State Planning and Research, or their designee
- A representative from the California Fire Safe Council
- A representative from the insurance industry or an insurance research organization
- A local fire service representative
- A representative from the building industry
- A representative from the University of California Cooperative Extension
- A representative from the California Fire Science Consortium
- A representative from the Department of Housing and Community Development
- A representative from the Rural County Representatives of California
- A representative from the California Association of Resource Conservation Districts
- A representative from the League of California Cities
- A representative from the California State Association of Counties
- A representative from tribal government
- [A representative from the California Natural Resources Agency](#)

The State Fire Marshal may decide to add any other appropriate stakeholders, including representatives from local governmental agencies.

The chairperson of the Committee shall be the State Fire Marshal.

The members of the Committee shall serve without compensation, but each member shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties.

## MEETINGS

- Schedule



## WILDFIRE MITIGATION ADVISORY COMMITTEE

- The Committee shall meet on the third Tuesday of each month from 13:00 to 15:00. If the meeting lands on a holiday, the Committee shall postpone and meet on the subsequent Tuesday.
- Location
  - Meetings shall be regularly scheduled in Sacramento
  - Meetings may be scheduled throughout the state on an as-needed basis
- Meetings will not be cancelled without cause

In order to ensure consistency and transparency, the following Roberts Rules of Order shall be adhered to:

- An approved published agenda,
- Meeting minutes,
- A quorum,
- Motions and seconds, and
- Voting requirements (including requests for roll call voting).

Rules for recognition and timelines for debate will be suspended unless specifically enacted by the membership.

Meetings may be rescheduled if the Committee is unable to meet a quorum.

A motion will be passed by a simple majority of the entire voting membership.

All members, voting and non-voting, may submit informational, discussion, and/or action items for the agenda prior to the meeting. Agenda items will take precedent and non-agenda items may be transacted upon if time permits.

### **COMMITTEE PROTOCOL**

- The Committee shall comply with Bagley-Keene Open Meeting Act
- Only items listed on the published agenda as “Motion Required” may be acted upon
- The Committee chair has the authority to set time limits on any agenda item

### **PROCESS**

- The Community Wildfire Preparedness and Mitigation Division will provide administrative support to the Committee
- Agenda items should be submitted to the Committee coordinator four weeks before the scheduled meeting date
- Minutes will be taken at each meeting that capture the essence and actions of the meeting



## WILDFIRE MITIGATION ADVISORY COMMITTEE

- Draft minutes will be posted on the Office of the State Fire Marshal website for review by the Committee and other interested parties
- After approval at the next meeting, final minutes will be posted on the Office of the State Fire Marshal website

### **QUORUM**

A simple majority (50% plus 1) of the committee membership shall be a quorum.

### **RESPONSIBILITY OF THE CHAIR**

- Interpretation and decisions are the purview of the chair

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