

MINUTES OF SPECIAL MEETING OF  
BOARD OF DIRECTORS  
OF THE  
**SLEEPY HOLLOW FIRE PROTECTION DISTRICT**

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November 4, 2020

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A duly noticed Special Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 6:00 p.m. on November 4, 2020 at 100 Tarry Road, San Anselmo, California. A quorum was achieved by the presence of each of the Directors of the District, namely, Richard Shortall, Thomas Finn, and Sharon Adams. Richard Shortall, as President, presided as Chairman and called the meeting to order. Thomas Finn, as Secretary, recorded the proceedings.

Open Time for Public Input

Resident Bruce Baum stated that the District should consider providing document shredding services to District residents as paper documents stored in residences represent a fire hazard. Chairman Shortall stated that such stored documents do not constitute a significant fire hazard within the District. Director Finn stated that the Marin Recycling Center operates a document shredding service for local communities including Sleepy Hollow, but stated that he did not know whether that service has been temporarily suspended due to the COVID-19 pandemic or whether the service is provided free of charge.

Resident Bruce Baum stated that a January 6, 2020 letter from counsel for “Money to Burn” to the District regarding the District’s planned lease of office, storage, and emergency space at the Sleepy Hollow Community Center remains unanswered and requested that the District issue a response.

Fire-Smart Demonstration Garden Design and License Agreements

Director Finn presented a Staff Report regarding a proposal that the District establish a Fire-Smart Public Demonstration Garden to be located at the Sleepy Hollow Community Center (the “Garden”). He reviewed for the Board a proposed series of agreements that could be negotiated with the property owner, with a Fire-Smart specialist landscape architect and, if those agreements were to be successfully reached, with a qualified landscape contractor, selected via a public bid process, to install the Garden.

Director Finn stated that the proposed cost to the District to obtain the right to install the Garden at the Community Center should be negligible; that the professional services of the landscape architect should not exceed \$50,000; and that the costs of installation would be determined by the responses received to the District’s Request for Proposals to be issued in connection with the public bid process.

Chairman Shortall stated that visual examples of Fire-Smart landscaping are the most effective means of influencing residents' choices regarding landscaping design and plant selection to help to reduce the risk of conflagration in the District.

Resident Garril Page asked if the landscape architect has already been chosen to provide the Garden design and related services. Chairman Shortall stated that the architect has not been selected as the Garden landscape architect but that the firm Ann Baker Landscape Architect is recognized as a Fire-Smart specialist, has previously designed well-regarded Fire-Smart gardens in Sonoma County, and is known to FIRESafe Marin as a knowledgeable resource in Fire-Smart landscaping matters.

Resident Pat Dunn stated that he believes a \$50,000 cap on the landscape architect's services is excessive and that even \$10,000 is too much to pay for such services. He stated that the relatively small amount of space proposed for the Garden cannot justify such a potential expenditure. Chairman Shortall stated that the firm Ann Baker Landscape Architect is a highly reputable specialist whose fees can be expected to be in-line with similarly qualified local landscape architects.

Resident Bruce Baum stated that the District should consider engaging "Paul" of O'Donnell's Fairfax Nursery to provide landscape design services and suggested that the District obtain three bids for the installation phase.

Resident Pat Dunn reiterated that the potential cost of the Garden as proposed is higher than is necessary or reasonable.

Resident Garril Page stated that the Garden as proposed could be a helpful resource for District residents but that the proposed location of the Garden will be insufficiently visible to passersby and therefore might not have maximum potential influence on residents' landscaping design and plant selection choices.

Following discussion, upon motion made by Director Finn and seconded by Director Adams, the Board unanimously authorized Director Finn to pursue the negotiation of potential agreements with the property owner and with Ann Baker Landscape Architect regarding the terms and conditions under which the Garden might be designed and installed at the Community Center in connection with District's prospective lease at the Community Center.

Website Upgrade and Services Agreement

Director Finn presented a Staff Report regarding a proposal that the District engage the services of a reputable vendor that specializes in providing website services to California special districts to host, upgrade, and maintain the District website so as to maximize public use and ensure compliance with the latest accessibility and transparency requirements. Director Finn identified Streamline, a division of Digital Deployment, Inc. of Sacramento, as the proposed service provider.

Director Shortall stated that Streamline has been identified as a reputable vendor by both the Marin Local Agency Formation Commission and by the Marin Civil Grand Jury.

Resident Bruce Baum stated that he is experienced in website matters and suggested that the District not allow itself to be “locked into [Streamline’s] tools”. He also asked whether three bids were required to be obtained by the District before selecting such a service provider. Director Finn stated that California fire districts may contract for certain special services, including technology services, that are incidental to the operation of their district without conducting a public bid process so long as the expenditure does not exceed \$25,000. Director Finn also noted the \$2,400 scholarship that the District has been awarded by the California Special Leadership Foundation to facilitate the website upgrade, which scholarship will defray all costs to the District for such services for 15 months.

Resident Garril Page stated that she supports the website upgrade proposal and looks forward to utilizing the upgraded website.

Following discussion, upon motion made by Director Shortall and seconded by Director Adams, the Board unanimously authorized Director Finn as Board Secretary to execute Streamline Platform Subscription Agreement No. 2944886052 effective October 30, 2020 through January 30, 2022 (15 months) at no cost to the District and for a fee of \$200 per month thereafter, subject to cancellation by the District on 30 days’ prior notice.

Adjournment

Since there was no further business to come before the Meeting, upon motion made and seconded, the Meeting was adjourned at 6:35 p.m.

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Thomas J. Finn, Secretary