*DRAFT – REQUIRES BOARD APPROVAL*

MINUTES OF REGULAR MEETING OF

BOARD OF DIRECTORS

OF THE

**SLEEPY HOLLOW FIRE PROTECTION DISTRICT**

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June 15, 2021

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A duly noticed Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 5:00 p.m. on June 15, 2021. The Meeting was conducted via Zoom video-conference pursuant to the Governor’s Executive Order at a virtual location open to the public designated on the Notice of Meeting.

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 Expression

No member of the public requested to address the Board.

Consent Agenda: Approval of Prior Meeting Minutes

Upon motion made by Director Adams and seconded by Director Shortall, the Minutes of the Board’s March 5, 2021 Regular Meeting were unanimously approved.

Financial and Operations Reports

Director Shortall reported on a supplemental revision to the District’s FY2020-21 budget, the second such revision during this fiscal year. The revision was required due to, among other fiscal matters, the biannual property tax deposit received by the District was 4.5% greater than the preceding deposit; an increase in the amount of Excess Revenue Augmentation Funds (ERAF) received; interest received on the District’s 2019 loan to the Ross Valley Fire Department (RVFD) utilized by the RVFD to purchase two Pierce Manufacturing Type 1 *Enforcer 1500 GPM T3 Pumpers* apparatus; and the receipt of most of the balance (90%) of the three grant payments from the Marin Wildfire Prevention Authority (MWPA).

Director Shortall also reported that ordinary District operating expenses were normal, while expenses for vegetation management using livestock (goat/sheep grazing), defensible space inspections, and the District’s Hazardous Vegetation Grant Program were roughly as expected. Special one-time expenses for the purchase of District satellite telephones, audio-visual equipment, communications antennae, professional services in connection with the District’s FireSmart Public Demonstration Garden, and buildout costs associated with the District’s anticipated facilities lease at the Sleepy Hollow Community Center resulted in a $43,000 increase in total expenses above the previously budgeted amount. Director Shortall recommended that to ensure sufficient funds were available to cover increased expenses and possible financial contingencies, a one-time transfer of $100,000 from the District’s Undesignated Reserves should be made to the District’s operating account.

Upon motion made by Director Finn and seconded by Director Adams, the latest revision, the FY2020-21 budget as revised, and the transfer from Undesignated Reserves were unanimously approved.

Director Shortall next reported on the projected FY2021-22 budget. He stated that, as of March 2021, the FY2021-22 budget was likely to be a “status quo” budget but with up to $50,000 in reduced expenses, which would offset the increased FY2020-21 expenses described in the preceding paragraph. New expenses anticipated in FY2021-22 include technology and internet-related services for the new office (est. $1,000); an increase in the allocation to the Hazardous Vegetation Grant Program (by $35,000, excluding the $80,000 received from the MWPA); and, “as a placeholder only”, up to $100,000 for installation and related expenses in connection with the FireSmart Public Demonstration Garden, including increased legal expenses associated with the location of the planting areas described in the License Agreement.

RVPA Tax Approval

Upon motion made by Director Shortall and seconded by Director Adams, Resolution No. 2021-2 confirming and levying a tax of $87.50 per taxable living unit or per 1,500 square feet of structure developed parcel in nonresidential use for RVPA services during FY2021-22 was unanimously approved.

Hazardous Vegetation Grant Program

Director Shortall reported on the success of and proposed changes to the District’s Hazardous Vegetation Grant Program, including a slight lowering of the budget from $130,000 to $120,000 and simplification of the reimbursement process so as to induce more District residents to apply.

Director Adams asked whether the listed species of disfavored plants would be modified, for example, to include cypress, or remain the same. Director Shortall responded that the list had not changed substantially and that the Program’s focus would continue to be on encouraging residents to remove the most ubiquitous disfavored plants in the District, especially juniper and bamboo.

Upon motion made by Director Finn and seconded by Director Shortall, the proposed changes to the Hazardous Vegetation Grant Program were unanimously approved.

Oral Reports

* Community Center Facilities Lease and FireSmart Public Demonstration Garden

Director Shortall reported that steady progress has been made on construction of the District office premises within the Community Center and that he was hopeful that move-in could occur in the coming months, subject to the lessor’s (the Sleepy Hollow Charitable Foundation, or SHCF) receipt of a Certificate of Occupancy and delivery of possession of the premises as specified in the prospective Lease.

Regarding the Garden, Director Shortall mentioned that the landscape architect’s renderings were available for inspection and that non-flammable fencing options for screening the generator unit were being considered.

Director Shortall also stated that one of the Board’s goals, if and when the Lease is executed and the SHCF delivers possession of the office, is to arrange for the Directors and Block Captains to host office hours on an occasional basis so that members of the public can visit the District office and obtain in-person answers to their questions regarding, e.g., FireSmart plantings, the Hazardous Vegetation Grant Program, and other ongoing District initiatives.

* Chipper Days

Director Shortall stated that it is possible that one Chipper Day may be added during FY2021-22.

* District Website Upgrade

Regarding the new District website under construction, Director Shortall responded to an inquiry by Director Finn as to the status of part-time services provider Jordan Gauna. Director Shortall stated that Ms. Gauna would be a contractor to, rather than an employee of, the District for all purposes.

* Block Captains

Director Adams reported that the Block Captains have received or will receive their satellite telephones and satellite maps soon. There have been some issues with respect to functionality but Director Adams attributed those issues mostly to operator error.

Director Shortall stated that planning was underway for a District-wide mock Evacuation Drill spearheaded by the Block Captains that would be documented by photographs submitted online by participants. In exchange for submitting evidence of their participation, residents would be enrolled in a drawing that would award small cash prizes to a limited number of participants whose names were drawn from those who submitted photographs.

Director Shortall stated that, subject to applicable COIVD-19 restrictions on public gatherings, Block Captain-hosted block parties may resume soon.

* Fire Pumps Program

Director Finn reported that, per the Board’s prior request, RVFD Engineer Aaron Read was continuing to work on an assessment of the deployed fire pumps and exploring possible replacement options. Upon receipt of Engineer Read’s recommendations, the Board will consider proposals for replacing some or all of the pumps.

* RVPA, FIRESafe Marin, and MWPA

Director Finn reported on RVPA and MWPA matters and Director Shortall reported on FIRESafe Marin matters. Both Directors reported that the District continues to collaborate effectively with all three agencies.

Adjournment

Since there was no further business to come before the Meeting, upon motion by Director Finn and seconded by Director Shortall, the Board unanimously voted to adjourn the Meeting at 5:45 p.m.

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Thomas J. Finn, Secretary