

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

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April 11, 2017

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A duly noticed Special Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 7:00 p.m. on April 11, 2017 at 1317 Butterfield Road, San Anselmo, California. A quorum was achieved by the presence of each of the three Directors of the District, namely, Richard Shortall, Thomas Finn, and Christopher Warner. 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 asked the Board about the status and enforceability of the State Responsibility Area (SRA) fee levied by the State on all parcels within the District. Mr. Baum characterized the fee as “inappropriate”.

Chairman Shortall reminded the Meeting that Open Time for Public Expression was limited to public comment on items not on the Meeting Agenda and not intended for dialogue between members of the public and the Board. Chairman Shortall stated that he would be happy to speak with Mr. Baum regarding the SRA fee following the Meeting and, if appropriate, to agendaize the matter for a future meeting.

Chairman Shortall announced that the draft District Strategic Plan and the District Wildfire Hazard Mitigation & Wildland Urban Interface (WUI) Area Assessment and Report that are to be discussed at the District’s planned Special Meeting for April 22, 2017 continue to be available online at the District website.

Report on Community Center Rebuild Project Real Estate Negotiations

Director Warner reported on the non-confidential aspects of the District’s negotiations with Sleepy Hollow Homes Association and the Sleepy Hollow Community Foundation regarding the real property located at 1317 Butterfield Road and other

possible commercial transactions (the Project). He reviewed the history of the negotiations, including the Project's "new model" under which the District would have the ability to participate in the Project as a lessee of office and other space in the proposed building. He stated that several of the District's proposed strategic initiatives could coincide with the new Project structure, referring the Meeting to the draft Strategic Plan and the Wildfire Hazard Mitigation & WUI Area Assessment and Report (Wildfire Hazard Mitigation & WUI Assessment and Report) for descriptions of those initiatives. He said that the Board has taken no publicly reportable action, including no decision as to the District's possible participation in, or transaction with respect to, the Project. He stated that any future consideration of District participation in the Project will follow the District's established public process for taking any such action.

Resident Bruce Baum stated that the draft Strategic Plan includes as a District objective "fiscal stability". He recommended that the Board consider not participating in the Project if doing so would require the District to commit to a "long-term" lease.

#### Proposed Issuance of "Request for Interest" re: Services to Support Initiatives

Director Warner presented for the Board's consideration a proposal to issue a Request for Interest from third party entities regarding potential office space, emergency services, and communications services to support the initiatives recommended in the District's Wildfire Hazard Mitigation & WUI Assessment and Report. Director Warner read aloud the full text of the proposed "Request for Interest Providers of Services In Support of Sleepy Hollow Fire Protection District Community Wildfire Planning, Preparation & Mitigation". <http://www.shfpd.org/about-us/district-documents/meetings/packets/130-request-for-interest-providers-of-services-in-support-of-sleepy-hollow-fire-protection-district-community-wildfire-planning-preparation-mitigation/file> (RFI).

Director Warner specifically noted that the proposed RFI requires written responses from eligible parties within thirty (30) days (i.e., not later than May 11, 2017) affirming that the eligible party is legally capable of providing the services within a period to be specified by the District but in no event later than twelve (12) months from the date of the response to the RFI so as to ensure that eligible entities are aligned with the District's objectives. Director Warner also emphasized the requirement that eligible entities must be capable of providing the types of services itemized.

Resident Garril Page asked if the proposed 15-year lease would be renewable at the District's discretion or whether the lease would be "evergreen", i.e., automatically renewable. Director Warner responded that such a lease would not be "evergreen" unless it is renewed repeatedly at the District's Discretion and that any renewal(s) would not occur automatically.

Resident Jan Blackford asked "how important are emergency- and disaster-related services to the District's objectives and initiatives?" Director Warner stated that

such services are “essential” and Chairman Shortall stated that such services are “central” to the District’s efforts.

Bruce Baum stated that the Marin Emergency Radio Authority’s current program (MERA II) “has shortcomings that should be noted”. He said that MERA II should be looking into connecting to Zayo’s fiber optic telecommunications services so as to connect the County’s Emergency Operations Center with all fire stations in the County. Mr. Baum also stated the County should be looking at the “middle mile” aspects of 5G technology. He stated that the District should “look into hiring a consultant” on these issues.

Garril Page stated that 5G technology will not work in the District because the poles upon which 5G cables would be placed are at the rear of many lots in the District and that 5G requires that the poles be spaced more closely together than currently exist in the District.

Resident Luke Argilla stated that he supports the RFI proposal “as do hundreds of families” in the District. He characterized the RFI proposal as “consistent with the District’s strategic objectives and smart”.

Resident Patricia Grubb stated that she wished to “applaud everything you [i.e., the Board] is doing – and hurry up.”

Resident David Grubb advised the Board “Don’t slow down”.

Resident Jen Haskell stated to the Board that “We’re all safer thanks to your work.”

Bruce Baum again stated his concerns regarding the present MERA II program. Director Warner asked Mr. Baum to put his concerns in writing “because this is an RFI, not a decision to choose a communications service” by the Board.

Director Finn stated that he wished to commend Director Warner for his work on the RFI proposal and endorsed it “both in form and substance”.

Chairman Shortall stated that he wished to reiterate that “there is no deal yet” with respect to the Project; that if and when a deal is proposed, a letter will be sent to all residents in the District; meetings will be held and public input will be taken; and that “total transparency” would be observed in the decisionmaking process.

Director Warner stated that, similarly, any lease renewals would be “like any other major transaction” to which the District is a party, i.e., a transparent process will be followed.

Chairman Shortall stated that that Mr. Baum's "point of view about MERA is fine" but that MERA is an independent public agency with its own governing board and processes and that the District "will not take on MERA's issues". As a result, he said that the Board will not entertain Mr. Baum's suggestion that the District hire a consultant for the purpose of examining MERA issues "for a County-level initiative".

Luke Argilla asked if the RFI would be open to the general public or only to eligible entities. Director Warner stated that only "qualified" entities would be eligible under his proposal but that the District would seek to undertake robust public outreach to maximize public interest in the RFI process. Mr. Argilla asked if May 11, 2017 would be a "drop-dead deadline". Director Warner replied that it would and that entities seeking to participate must meet all requirements precisely. He also stated that the Board has the necessary expertise to engage in this sort of RFI process.

Patricia Grubb commended the Board for doing "a great job" and for its "concern for our safety".

Jan Blackford asked how important the RFI requirements are to the Strategic Plan's objectives. Chairman Shortall replied that the connection between the RFI requirements and the Strategic Plan would be a topic of discussion at the Board's April 22, 2017 Special Meeting and that he anticipated that "all will become clear" via that discussion.

Upon motion duly made (Shortall), seconded (Finn), and passed (unanimous), the Board adopted the proposed RFI documentation and process and directed Director Warner to issue and publish the RFI via public notices on the District website and other means as he deems appropriate to maximize public interest in the RFI.

#### Omission of Approval of Minutes of March 11, 2017 Special Meeting and Re-Agendize

Director Finn pointed out to Chairman Shortall that due to the extended discussions of the draft Strategic Plan, the Wildfire Hazard Mitigation & WUI Assessment and Report, and the RFI proposal, the Chair had omitted to take up the agendized matter of approval of the Minutes of the Board's March 11, 2017 Regular Meeting, copies of which were available to the public at the Meeting and online.

Garril Page noted that the March 11 draft Minutes contained one error: The word "zoneable" should be corrected to read "zoomable". Secretary Finn apologized for the error.

Chairman Shortall said that, absent any objection, he proposed to remove the approval of the March 11 Minutes from the Agenda, directed Secretary Finn to make the correction noted and re-post on the website the draft Minutes as corrected, and to place the approval of those Minutes on the Agenda for the Board's next meeting. No objection having been heard, the proposal was unanimously agreed to by the Board.

Since there was no further business to come before the meeting, upon motion made and seconded, the Meeting was adjourned at 7:35 p.m.

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Thomas J. Finn, Secretary