

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

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March 5, 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 6:00 p.m. on March 5, 2021 at 100 Tarry Road, San Anselmo, California. The Meeting was conducted via Zoom video-conference pursuant to the Governor's Executive Order, at a virtual location open to the public, and 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 Shortall and seconded by Director Adams, the Minutes of the following Board meetings were each unanimously approved:

June 26, 2020 Regular Meeting (revised)  
July 22, 2020 Special Meeting  
August 24, 2020 Special Meeting  
November 4, 2020 Special Meeting

Financial and Operations Reports

Director Shortall reported that the biannual tax deposit received by the District in December 2020 was 4.5% greater than the preceding deposit; the first of three grant payments from the Marin Wildfire Prevention Authority (MWPA) has been received; the District anticipated receiving a CalFire grant in the amount of \$45,000; and District operating expenses were normal.

Director Shortall also reported that while costs for vegetation management using livestock (goat/sheep grazing) and defensible space inspections were expected to increase in 2021, the costs for those services could be expected to decrease in future years.

Director Shortall further reported that the District's Hazardous Vegetation Removal Grant Program expected to issue 60-70 grants to District residents, subject to documentation requirements. Director Shortall noted that numerous grant recipients had expressed their appreciation for the Program.

Director Shortall estimated that the one-time costs for the District office build-out at the Sleepy Hollow Community Center and associated communications equipment would be approximately \$35,000.

#### FireSmart Demonstration Garden: Design Services Contract

Upon motion made by Director Shortall and seconded by Director Adams, the Contract for Professional Services between Ann Baker Landscape Architect and the District for design and related services in connection with the proposed FireSafe Demonstration Garden at Sleepy Hollow Community Center was unanimously authorized and approved by the Board, subject to legal review. (Motion 2021-1)

Director Shortall noted that the Contract requires Ann Baker to provide a Garden maintenance and upkeep plan in addition to her design services. Director Shortall also noted that Marin Master Gardeners would be auditing and participating in the FireSmart Demonstration Garden project.

#### FireSmart Demonstration Garden: Site(s) License Agreement

Upon motion made by Director Shortall and seconded by Director Adams, the Real Property License Agreement between the Sleepy Hollow Charitable Foundation and the District granting the District permission to install the proposed FireSafe Demonstration Garden at Sleepy Hollow Community Center was unanimously authorized and approved by the Board, subject to legal review.

#### FireSmart Demonstration Garden: Installation Services RFP

Upon motion made by Director Shortall and seconded by Director Adams, the Board unanimously authorized and directed the District Secretary to issue a Request for Proposal (RFP) for Installation Services for the proposed the FireSafe Demonstration Garden at the Sleepy Hollow Community Center at the appropriate time, subject to legal review.

#### Satellite Telephones

Director Shortall reported that several District residents suggested that the District consider purchasing portable satellite telephones for possible emergency use by Block Captains in the event of a Public Safety Power Shutdown or other emergency power outage that makes landline and/or mobile telephone service unavailable in the District. Satellite telephones operate independently of local landline or mobile telephone services and therefore provide emergency voice and data communications capability irrespective of any power outage.

Director Shortall stated that he has begun to investigate satellite telephone models for possible deployment, including vendors and pricing, as well as logistics and testing considerations. Based on 40 telephones deployed, he estimated preliminarily that the cost of such telephones would be in the range of \$40,000 to \$50,000, not including the cost of ongoing service plans.

Upon motion made by Director Shortall and seconded by Director Adams, the Board unanimously authorized Director Shortall to investigate the possible purchase by the District of approximately 40 satellite telephones and a related service plans, and further unanimously authorized Director Shortall to negotiate and execute, on behalf of the District, such agreements and any other documents reasonably necessary for the District to acquire such satellite telephones and service plans, and to take all actions to enter into any amendments or modifications to such agreements that Director Shortall, as Board President, determines are in the best interests of the District, do not materially increase the obligations or liabilities of the District beyond the \$40,000 to \$50,000 estimated cost, are necessary or advisable to complete a purchase transaction, and effectuate the purposes and intent of the Board's Resolution and are in compliance with all applicable laws.

#### District Wildland-Urban Interface Vegetation Management Standards Ordinance

Director Shortall reported that the Cities of San Rafael and Mill Valley had each recently modified their respective vegetation management ordinances, and that San Anselmo Town Councilmember Alexis Fineman had suggested that San Anselmo do the same, so as to proactively reduce the risk of wildfires with the goal of creating defensible space around structures that will minimize the spread of fires from wildlands to structures, and from structures to structures. Director Shortall reported that he would consult with Ross Valley Fire Dept. Chief Jason Weber regarding the substance and strategy for similarly modifying the District's Fire Code for the same purposes.

#### Fire Pumps Program

Director Finn reported that, per the Board's prior request, RVFD Engineer Aaron Read was working on an assessment of the deployed pumps and exploring possible replacement options.

#### RVPA, FIRESafe Marin, and MWPA Matters

Director Finn reported that the RVPA has executed a lease extension with the Town of Ross for paramedic staff and equipment accommodations.

Director Shortall reported that goat grazing will commence in April in Terra Linda before coming into the District in May-June, and that in 2021 the extent of goat/sheep grazing will be expanded to portions of San Domenico School and Triple C Ranch not previously grazed. He stated that, although previously coordinated by FIRESafe Marin, the District may be requested to collaborate in administering the grazing activities within the District in 2021. Director Shortall also reported that the District may be requested to serve as the lead agency in connection with a possible CalFire grant to create a major fuel break on Triple C Ranch.

Director Shortall next reported that the MWPA will be funding in-District Chipper Days in 2021 in addition to the annual District-sponsored Chipper Days.

Director Adams expressed her appreciation for FIRESafe Marin's services within and outside the District and, in particular, for Director Shortall's leadership as Executive Coordinator of FIRESafe Marin.

Adjournment

Since there was no further business to come before the Meeting, upon motion by Director Adams and seconded by Director Finn, the Board unanimously voted to adjourn the Meeting at 6:50 p.m.

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Thomas J. Finn, Secretary