

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

June 26, 2020

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 26, 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

Kathleen [surname: perhaps “Boddes” or “Bodisch”] stated that there needs to be more transparency regarding the possible installation of a cellular telephone tower on the San Domenico campus.

Resident Bruce Baum stated that a letter from counsel for “Money to Burn” to the District regarding the District’s planned lease of office and emergency space at the Sleepy Hollow Community Center remains unanswered by the District.

Consent Agenda: Approval of Prior Meeting Minutes

Copies of the draft Minutes of the Board’s February 28, 2020 Regular Meeting were made available and ample time was allowed for attendees to review and comment on the draft Minutes prior to a motion for approval.

Resident Garril Page stated that she did not receive an advance copy of the Notice of Meeting, and resident Bruce Baum stated that he did not receive an advance copy of the draft February 28, 2020 Minutes. Secretary Finn apologized for any inconvenience and stated that he believed that he had provided an advance copy of both documents to Ms. Page and Mr. Baum via e-mail per prior practice. Secretary Finn also stated that the District’s webmaster has recently become unavailable to post documents to the District’s current website. Secretary Finn noted that the District is exploring migrating its website to a special district-specific website services provider so as to improve the timeliness of updates on the District website.

Following discussion, the Minutes of the Board’s February 28, 2020 Regular Meeting were unanimously approved. A copy of the approved February 28, 2020 Minutes is attached hereto.

Financial and Operations Reports; Presentation and Adoption of FY2020-21 District Budget

Chairman Shortall provided an oral update on the District's current financial information, including (1) the accuracy of the District's revenues projection the pending receipt of the District's share of property tax revenues including ERAF funds, and (2) the latest expenditures of the District's Community Preparedness funds and related billing cycles. Chairman Shortall noted that the District's expenses remain in their normal range.

Resident Bruce Baum asserted the existence of a District "underfunded pension liability" and requested an answer to questions posed by him regarding the issue. Chairman Shortall stated that Mr. Baum has previously been provided with the District's answer to his question. Chairman Shortall also stated that while the Board welcomes public comments and criticism on a particular Agenda item, Board members are advised to refrain from engaging in debate or dialogue with the public when personally criticized and not comment on any personal matter that might be raised by members of the public.

Chairman Shortall presented a proposed District budget for FY2020-21. He reviewed each line item individually noting, among other items, that Community Preparedness funds were re-classified and that certain related expenses, e.g., the cost of inspections, the cost of a coordinator position, will be shared with the Marin Wildfire Prevention Authority in FY2020-21.

Following discussion, upon motion made by Director Adams and seconded by Director Finn, the Board unanimously approved the proposed FY2020-21 Budget.

RVPA Tax Resolution Adoption

Director Finn presented proposed Resolution No. 2020-1 pursuant to which the District confirms and levies a tax of \$83.50 per taxable living unit or per 1,500 square feet of structure developed parcel in nonresidential use for Ross Valley Paramedic Authority (RVPA) services during FY 2020-21.

Following discussion, upon motion made by Director Adams and seconded by Director Shortall, the Board unanimously approved Resolution No. 2020-1.

Election Services Resolution Adoption

Director Finn presented proposed Resolution No. 2020-2 pursuant to which the District requests the Marin County Board of Supervisors to consolidate the District's November 3, 2020 election of two District directors with other elections in the County elections on that date, and requests related election services by the Marin County Elections Department.

Following discussion, upon motion made by Director Adams and seconded by Director Shortall, the Board unanimously approved Resolution No. 2020-2.

Firewise® Initiatives Report

Chairman Shortall reviewed the status of various Firewise® Community and related initiatives undertaken by the District, including goat grazing, hazardous vegetation removal, the chipper program, residential resale inspections, evacuation maps, risk/hazard assessments and

pursuit of grants in collaboration with the Marin Wildfire Prevention Authority (MWPA), community education in collaboration with FIRESafeMarin, and possible improvements to cellular telephone service in the District, particularly in emergency situations.

Resident Garril Page asked if the effort to improve cellular telephone service was being led by the District. Chairman Shortall replied that while the District favors such improvements, the effort was currently being led by the Sleepy Hollow Homes Association (SHHA).

Chairman Shortall stated that emergency communications are a matter of keen interest to the District. He described the potential procurement and deployment by the District of in-residence radios that utilize the National Oceanic and Atmospheric Administration's weather reporting frequencies as a reliable emergency notification back-up in the event cellular telephone service is unavailable.

Resident Garril Page stated that inspectors contracted by Pacific Gas & Electric Co. (PG&E) to evaluate potential risks/hazards associated with PG&E equipment in her neighborhood were denied access by 6 to 7 of her neighbors. Ms. Page stated that PG&E inspectors accessed the area via her property instead and that inspectors should in the future look more carefully for non-compliance.

Chairman Shortall next reviewed and updated the District's Work Plan No. 8, including providing a handout describing a proposal for a District Hazardous Vegetation Removal Grant Program, one-half of which would be funded by the MWPA and one-half by the District in the total combined amount of approximately \$76,000. The Program would provide outright grants (not matching funds) of up to \$3,000 per residence to District residents who removal certain types of hazardous vegetation, subject to residents' submission of appropriate documentation evidencing their qualifying expenditures. Chairman Shortall stated that the Program's details are in the process of being finalized.

Resident Garril Page stated that Monterey Pine trees in the District deserve a special category as hazardous vegetation because many are nearing the end of their lives. Chairman Shortall stated that current best mitigation practices place a higher priority on forest floor hazard mitigation.

Chairman Shortall stated that the Firewise® Community board or committee in the District will be staffed by homeowners, not by District directors.

Kathleen Boddess [?] asked if Triple C Ranch is the subject of rezoning by the County. Chairman Shortall stated that he believes such rezoning has been prompted by concerns over zoning issues and fire hazards in the Oak Manor neighborhood of Fairfax adjacent to Triple C. Ranch.

Fire Pumps Program Report

Director Finn reported that he has been advised by Engineer Aaron Read of the Ross Valley Fire Department that several of the District's fire pumps are nearing the end of their useful lives and that symptoms such as metal and plastic fatigue, parts failures, etc. have become more frequent and further repair problems are to be expected. Director Finn stated that

he has asked Engineer Read for an assessment of the deployed pumps and to explore possible replacement options.

RVFD, RVPA, MWPA, and FIRESafe Marin Matters

Director Finn reported that two new fire engines will be commissioned soon by the RVFD. He stated that pursuant to District Resolution 2019-2, the engines have been purchased using funds to loaned by the District to the RVFD and that the engines serve as security for repayment of the loan.

Director Finn reported that the RVPA has successfully obtained a commitment from the County to cap future increases in its costs charged to the RVPA for paramedic labor at 3% annually.

Director Finn reported that he serves as the District's representative on the Board of Directors of the MWPA, that Director Shortall serves on the MWPA's Operations Committee, and that District resident John Hanley serves on the MWPA Technical Advisory Committee. Director Finn stated that the MWPA's inaugural Bylaws are in the process of being written.

Director Shortall reported that the Countywide Chipper Program administered by FIRESafe Marin will benefit from new software tools that will allow precise quantification of the amounts of materials chipped.

Adjournment

Since there was no further business to come before the Meeting, upon motion by Director Adams and seconded by Director Shortall, the Board unanimously voted to adjourn the Meeting at 5:50 p.m.

Thomas J. Finn, Secretary

ATTACHMENT TO
06-26-20 MINUTES

APPROVED AT
6-26-20 REGULAR MEETING

MINUTES OF REGULAR MEETING OF
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OF THE
SLEEPY HOLLOW FIRE PROTECTION DISTRICT

February 28, 2020

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Open Time for Public Input

There was no request from any member of the public to address the Board regarding items not on the Meeting agenda.

Consent Agenda: Approval of Prior Meeting Minutes

The Minutes of the Board's September 25, 2019 Regular Meeting and October 15, 2019 Special Meeting were unanimously approved.

Financial and Operations Reports

Chairman Shortall provided an oral update on the District's current financial information, including (1) the pending deposit of the District's share of property tax revenues, and (2) the latest expenditures of the District's Community Preparedness funds and related billing cycles. Chairman Shortall noted that the District's expenses remain in their normal range.

District Work Plans

Chairman Shortall reviewed the status of District Work Plan No. 7, noting that the winter-spring time period is an especially busy period due to pre-fire season work planning efforts. He noted (1) meetings continue to be held with the District's partners, including San Domenico School, regarding joint efforts, (2) the District's successful utilization of goats and sheep for clearance of vegetation from both ridgetops and residential areas may be adjusted in 2020 to fine-tune the composition of the herd for maximum efficiency, (3) a possible controlled burn near the 680 Trail, (4) the receipt of NOAA weather radios and their distribution to and training of District Block Captains in anticipation of possible future distribution of radios to all District residences, (5) the possibility of obtaining a CalFire grant to produce Evacuation Maps and Areas of Refuge Maps, (6) an expression of interest from Verizon regarding the possible installation of cellular communications tower with battery back-up on the San Domenico campus, (7) the possible increase in the District's Community Education funding should Measure C pass in the upcoming March 3, 2020 election (and thus create a Marin Wildfire Prevention Authority JPA), (8) a possible Hazardous Species Assessment to update the earlier assessments conducted by the Marin County Fire Department on public lands and by a private contractor on Triple C Ranch, and (9) incorporation of the foregoing into a future update of the District's Strategic Plan, thereby incentivizing District residents' participation in these activities and attracting additional Block Captains.

Director Adams noted that such activities should include District evacuation planning and the annual evacuation exercise.

RVFD, RVPA, FIRESafe Marin, and Firewise® Community Matters

Director Finn and Chairman Shortall reported on matters arising at the RVFD (Finn), the Ross Valley Paramedic Authority (Finn), FIRESafe Marin (Shortall), and regarding the District's Firewise® Community certification (Shortall).

Adjournment

Since there was no further business to come before the Meeting, upon motion made and seconded, the Meeting was adjourned at 5:50 p.m.

Thomas J. Finn, Secretary