**SLEEPY HOLLOW FIRE PROTECTION DISTRICT**

**NOTICE OF REGULAR MEETING**

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**Date:** November 30, 2023

**Time**: 5:00 pm

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**Physical Meeting Location**

Sleepy Hollow Community Center

1317 Butterfield Road

San Anselmo, California

**Virtual Meeting Location**

<https://firesafemarin.zoom.us/j/82181503743?pwd=ZjFUZ2hwR1Uya3ppbm9XOE5UVzJxQT09>

Meeting ID: 821 8150 3743

Passcode: 770818

One tap mobile

+16699009128,,82181503743#,,,,\*770818# US (San Jose)

+16694449171,,82181503743#,,,,\*770818# US

***When joining by telephone, press \*9 to raise your hand / \*6 to mute or unmute yourself.***

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**AGENDA**

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**1.** **Call to Order/Roll Call.** The Meeting will be open to the public except with respect to those matters which the Board determines may fall under certain exception(s) under the Ralph M. Brown Act [California Government Code Sections 54950 *et seq.].*

**2. Open Time for Public Expression**. This portion of the Meeting is reserved for persons desiring to address the Board on any matter not listed on this Agenda that are within the jurisdiction of the Board. Please be advised that pursuant to California Government Code Section 54954.2, the Board is not permitted to discuss or take action on any matter not on the Agenda. Comments may be no longer than three (3) minutes unless authorized by the Chair and should be respectful to the community. Please silence your cell phones during the meeting and mute your microphone when not reporting out.

Board members and staff are not able to engage in dialogue, answer questions, or act on any of the items brought forward during Open Time for Public Expression. All statements that require a response will be referred for reply in writing or may be placed on the Board’s agenda for consideration at a later meeting, at the Board’s discretion.

**CONSENT CALENDAR ITEMS**

**3. Approve Prior Meeting Minutes.** June 22, 2023 Regular Meeting;July 7, 2023 Special Meeting. Please see the draft Minutes at [*www.shfpd.org*](http://www.shfpd.org).

**4. Approve District Membership Application.** *Fire Districts Association of California*

**ACTION OR POSSIBLE ACTION ITEMS**

**5.** **Financial and Operations Reports**, including update re: FY2023-24 District budget.

**6. Presentation and Acceptance of Annual Independent Audit Reports for Fiscal Years Ending June 30, 2021, June 30, 2022, and June 30, 2023.** Please see the Audit Reports at *www.shfpd.org*.

**7. Presentation and Consideration of Staff Evaluation and Recommendation re: Award of Contract for Installation of FireSmart Public Demonstration Garden and Possible Action to Provisionally Award Contract.** Once the contract is provisionally awarded, the District will begin the contract finalization phase in which any outstanding details will be resolved between the two parties. If an agreement cannot be reached between the District and the preferred provisional proposer, then the District will proceed with contract finalization with the next-highest ranked proposer. Once the contract is finalized, the Board will officially award of the contract and authorize the Board President to sign and execute the contract.

**8. Ratify Actions Taken by District Member-Directors of Ross Valley Fire Department Joint Powers Authority Board of Directors Approving:** (i) extending funding through June 30, 2024 to support the currentpositions of Interim Fire Chief, Interim Deputy Chief and all associated costs tobackfill these positions with existing personnel; and

(ii) RVFD Labor Management Subcommittee recommendation to increase staffing with a position start date of July 1, 2024 funded by each RVFD Member agency paying their respective “Percentage Share” (as defined in the JPA Agreement, as amended) from the position date of hire.

**9. Presentation and Consideration of Motion to Support *Safe Streets Program* within the District in Collaboration with the Sleepy Hollow Homes Association.**

**10. Discussion re: commemoration of 75th anniversary of District’s creation.**

(February 28, 2024)

**STAFF REPORTS**

**11. Oral report and update on District *Firewise*® *Community* and Infrastructure/Hazard Mitigation Initiatives,** including (i) presentation on Direct Assistance Program; (ii) update re: setting up the Community Emergency Response Team (CERT) storage area at Sleepy Hollow Community Center; and (iii) Block Captains Program.

**12. Oral reports and discussion** of (i) RVFD matters, including newly open Disaster Coordinator position; (ii) RVPA matters; (iii) FIRESafe Marin matters; and (iv) Marin Wildfire Prevention Authority matters.

**13.**  **Board requests** for future agenda items, questions and comments to staff, and Directors’ announcements, if any

**14.** **Adjournment** to next Regular Meeting: February 22, 2024 (anticipated)

In compliance with the *Americans with Disabilities Act*, if you require special assistance to participate in this Meeting, then please contact Director/Secretary Thomas J. Finn at [*tfinn@well.com*](mailto:tfinn@well.com). Notification at least 48 hours prior to the Meeting will enable the District to make reasonable accommodation to help insure accessibility to this meeting.

Any writings or documents provided to a majority of the Board of Directors regarding any item on this Agenda after the distribution of the original packet will be made available for public inspection at the District’s offices at 1317 Butterfield Road, San Anselmo, California 94960, and online at [*www.shfpd.org*](http://www.shfpd.org). Notice is hereby given that the Board of Directors may discuss and/or take action on any or all of the items listed on this Agenda. If any of these matters above are challenged in Court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this Agenda, or in written correspondence delivered to the District at, or prior to, this Board meeting. Judicial review of an administrative decision of the Board of Directors must be filed with the Court not later than the 90th day following the date of the Board meeting decision (California Code of Civil Procedure Section 1094.6).

\* \* \*

Affidavit of Posting

I hereby certify that I posted the above Notice of Regular Meeting of Board of Directors of the Sleepy Hollow Fire Protection District in a conspicuous place freely accessible to the public at the following location(s) on November 27, 2023:

Sleepy Hollow Community Center          “Sleepy Hollow” Entrance Sign Intersection of The Alameda

1317 Butterfield Road                      opposite 644 Butterfield Road and Oak Crest Road

San Anselmo           San Anselmo adjacent to 230 The Alameda

San Anselmo

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Thomas J. Finn

Director/Secretary