

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

March 11, 2017

A duly noticed Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 10:00 a.m. on March 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

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

Consent Calendar: Approval of Prior Meeting Minutes

The Minutes of the Board’s September 13, 2016 Regular Meeting, November 22, 2016 Regular Meeting, and February 15, 2017 Special Meeting as revised, were unanimously approved.

Financial and Operations Reports

Treasurer Shortall presented updates of the District Balance Sheet, Profit & Loss Statement, and check register as of the Meeting date. Copies of each of the documents were available to the public at the Meeting and time was taken to allow those in attendance to review the materials.

Director Warner offered to meet with representatives of the Marin County Civil Grand Jury, if amenable, on behalf of the District in connection with the inquiries received from the Grand Jury dated January 27, 2017 regarding certain of the District’s

financial policies. The Board authorized Director Warner to do so and to consult with Director Finn in connection therewith for background information purposes.

RVFD, RVPA, and FireSAFE Marin Matters

President Shortall reported on the status of the ongoing labor negotiations with the Ross Valley Fire Department (RVFD) firefighters and Battalion Chiefs. He noted the firefighters' financial concessions in prior negotiations and commended RVFD personnel for their exemplary performance during the recent storms. He also noted the RVFD's installation of video access to creek conditions adjacent to Station 19 and the improved creek gauges, both of which are publicly available through the RVFD website.

Director Finn reported on the status of the Ross Valley Paramedic Authority's (RVPA) ongoing efforts to revise its operating agreements with various vendors, including certain terms and conditions of City of Larkspur's provision of financial agent services to the RVPA.

President Shortall reported on the Marin County Fire Department's (MCFD) receipt of State Responsibility Area financial grants obtained with the help of FireSAFE Marin. He recommended that the district pursue grant opportunities similar to those sought by the Nicasio Volunteer Fire Department, including for dead tree removals, which would provide synergy with the District's upcoming revised Strategic Plan. Director Warner endorsed this approach.

Director Finn recommended that the District consider two unrelated actions. First, he suggested that the District acknowledge the lengthy service of RVFD Executive Officer Debbie Stutsman, who is retiring soon from her position as San Anselmo Town Manager. He also suggested that the District explore the desirability of applying for membership in the Fire Districts Association of California (FDAC). The FDAC is fire district-specific, and Director Warner stated that joining the FDAC could be helpful for monitoring legislation of interest to the District, including proposed legislation that includes unfunded mandates. The board concurred with both suggestions and authorized Director Finn to coordinate the recognition of Ms. Stutsman and requested that President Shortall explore FDAC membership.

Firewise Initiative and Wildfire Hazard & Wildland Risk Mitigation Assessment Update

President Shortall reviewed the highlights of the District's Wildfire Hazard & Wildland Risk Mitigation Assessment and the related *Firewise Communities* initiative. He led an informal discussion of topics including (i) the concepts of risks versus hazards, model scenarios, and mapping and modelling capabilities.

Resident Garril Page noted that the County's hardcopy maps are "zoomable" and suggested that the District request that the County likewise make the online versions

“zoomable”. President Shortall concurred and said that he would explore the possibility of adding to the District’s website the County’s map of the District.

President Shortall further discussed the following topics covered in the Assessment and made various recommendations for further action:

(ii) preparedness and planning; education and outreach; multi-modal vegetation management (e.g., chipper days), structural ignitability; human and animal evacuation drills; AlertMarin capabilities, the County’s Ready-Set-Go Program; improved cellular communications capability; removal of hazardous non-native vegetation species (e.g., juniper, pampas grass, bamboo); designated safety zones; and the possibility of installing an emergency warning horn/loudspeaker; interfacing with the Marin County Open Space District re: fuel reduction and fire road maintenance;

(iii) the District’s recent adoption of updated Fire and WUI Codes;

(iv) residential re-sale inspections and assessments;

(v) periodically updating the “Living with Fire” booklet so as to make it more District-specific;

(vi) seasonal/annual changes in the primary hazards to be focused upon;

(vii) the District’s recent *Firewise Community* accreditation and signage;

(viii) the creation of an All Hazards Annex as an educational resources; he also noted the heavy utilization of the sandbag station this winter.

Resident Garril Page commented on the “risks and rewards” associated with several of the topics that President Shortall mentioned. She suggested that “wet” conditions should also be assessed because of the risk of landslides. She also mentioned the concept of “clusters” of hazards, such as the presence of bamboo adjacent to a shake roof, coupled with congested on-street parking could pose a heightened risk to neighbors. She also suggested a targeted special mailing of Assessment-related materials to residents and that contractors be notified of the adoption of the new Fire and WUI Codes. She noted that the issue of cellular communications is being discussed by County officials and President Shortall requested that Ms. Page forward to him any information that she may have in this regard. Finally, Ms. Page suggested that in connection with the upcoming residents’ directory, residents’ e-mail addresses should be solicited so as to permit emergency notifications via e-mail.

Director Warner thanked Ms. Page for her suggestions and suggested that, as a condition to receiving the updated directory, residents could be required to provide their

e-mail addresses for emergency notifications. This would be a “co-benefit” for both the District and for the Sleepy Hollow Homes Association (SHHA).

Upon motion duly made (Director Warner) and seconded (Director Finn), the Board unanimously agreed to accept the Assessment and commended President Shortall and Todd Lando of XMR Fire LLC for their efforts in producing it.

Strategic Planning Process

President Shortall announced that although the process of updating the District’s Strategic Plan was set to get underway, certain projects are of such urgency that they should be implemented as soon as possible while the Strategic Plan is being revised. He identified those projects as:

(i) Commence individual parcel risk assessments: President Shortall will work with Todd Lando and MCFD Battalion Chief Christie Neil on this.

Resident Garril Page mentioned the potential risk posed by residential tear-down projects within the District. President Shortall stated that he would defer to Chief Neil on how to handle this issue.

Director Warner stated that the District should be precise when explaining “the how and the why” of the assessments via outreach, as assessments of private individuals’ parcels can involve some delicacy.

(ii) Chipper Days strategies: President Shortall suggested that the District consider holding seasonal Chipper Days (i.e., 4 times per year), possible weekday Chipper Days, and various types of Chipper Days (e.g., pick up versus drop off).

(iii) “Living with Fire” booklet: President Shortall suggested adding District-specific information.

(iv) District newsletter: President Shortall suggested resuming publication of a District newsletter, perhaps twice yearly. Director Warner suggested that perhaps resident Garril Page could suggest some resident-supplied input.

(v) Evacuation drills: President Shortall suggested utilizing as zone-based drill, rotating from year-to-year. He noted the success of Kent Woodlands’ annual drill.

Resident Garril Page suggested mentioning such drills in the District newsletter.

(vi) SRA grants: President Shortall recommended pursuing SRA grant opportunities, particularly now that the District is a certified *Firewise Community*.

(vii) SHHA Directory: President Shortall suggested collaborating with the SHHA on the new directory, making sure that any District materials contributed are not duplicative of SHHA materials. Director Warner mentioned the “co-benefit” to be derived and wondered if the District should consider contributing funding to the effort.

Resident Garril Page noted potential issues arising from the unavailability of the directory to residents who are not SHHA members and resident turnover. President Shortall stated that the directory could be mailed to “resident” rather than to named individuals.

Director Warner urged that communication should be multi-modal and continual from both the District and from the SHHA. Resident Garril Page suggested recruiting an e-mail list manager for such purposes. President Shortall noted that Todd Lando already maintains such a list but that it is confidential. Director Warner suggested utilizing Nextdoor.com and texting to residents on an ongoing basis.

(viii) Strategic Planning process: President Shortall offered to prepare a first draft followed by public input via public meetings. He envisions the Plan to look ahead 3 to 5 years. Director Warner noted that the Plan process fits with the Assessment and also helps to inform the District’s budgeting process.

(ix) Sharing of Assessment: Director Warner suggested that the Assessment be presented by the Board to the following entities:

- San Domenico School Board of Directors (Director Warner)
- SHHA Board of Directors (Director Warner)
- Hidden Valley School administration and PTAs
- Sleepy Hollow Presbyterian Church Council
- Marin Open Space District Board of Directors (President Shortall)

Resident Garril Page suggested adding presentations to Footpeople and the Marin Horse Council. She also suggested making clear which assessments and recommendations come from the County and which are District-specific.

President Shortall noted that enforcement of the Codes, etc. are the responsibility of the RVFD and that the MCFD also maintains seasonal inspectors who provide additional inspection manpower. He stated that the assessments are the basis for recommendations and collaboration, rather than punitive or prescriptive.

Resident Garril Page asked if the County’s codes are applicable. President Shortall noted that the District’s recent adoption of its own Fire and WUI Codes supersede the County’s ordinance.

Director Warner recommended that the Board approve the prompt implementation of the urgent projects recommended by President Shortall. President

Shortall stated that there are budget implications to doing so, but that the District has ample designated reserves on hand for this purpose and/or has the power to revise such designations to make funds available as necessary.

Upon motion duly made (Director Warner) and seconded (Director Finn), the Board unanimously approved the prompt implementation of the initial initiatives and projects identified above and the making of any budget adjustment, if necessary to their implementation.

Directors' Announcements, etc.

Director Warner requested that the Board consider convening a Special Meeting in the coming weeks to report on aspects of the possible transaction between the District and the Sleepy Hollow Homes Association (SHHA) and Sleepy Hollow Charitable Foundation (SHCF) regarding the real property located at 1317 Butterfield Road and other possible commercial transactions.

Since there was no further business to come before the meeting, upon motion made and seconded, the Meeting was adjourned at 11:25 a.m.

Thomas J. Finn, Secretary