*DRAFT – REQUIRES BOARD APPROVAL*

MINUTES OF REGULAR MEETING OF

BOARD OF DIRECTORS

OF THE

**SLEEPY HOLLOW FIRE PROTECTION DISTRICT**

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March 6, 2023

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A duly noticed Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 7:00 p.m. on March 6, 2023. The Meeting was conducted both in-person and via Zoom video-conference pursuant to the Governor’s Executive Order at a virtual location open to the public and designated in 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

Upon motion made by Director Adams and seconded by Director Finn, the Consent Calendar Items were unanimously approved by single motion, including:

* June 2, 2022 Regular Meeting
* October 6, 2022 Special Meeting
* November 15, 2022 Special Meeting

Financial and Operations Reports

Director Shortall provided a line item-by-line item update of the District’s current budget, including comparisons with the FY2022-2023 adopted budget (as adjusted). He noted that a 6.5% increase in property tax revenues was projected and total expenses were projected to increase owing to the $84,000 spent to pay for Defensible Space inspections within the District, goat grazing costs on the San Domenico School campus, and vegetation management grants disbursed to District residents.

Director Shortall also welcomed Brendan Devlin as the new Treasurer’s Assistant and Liz Ward as the new Accounting Assistant.

Director Shortall updated the Board as to the status of the annual audit and the possible need to explore engaging a successor audit firm.

Director Shortall also stated that it would be helpful for District operating purposes if the District were to open a restricted-use credit card account at Bank of Marin. The Board unanimously approved doing so.

Fire-Smart Demonstration Garden

Director Finn reported on the status of the Notice Inviting Bids and the anticipated process for soliciting and opening bids in connection with the District’s Fire-Smart Demonstration Garden to be installed at the Sleepy Hollow Community Center. He noted that in his discussions with certain local landscapers who might be interested in bidding the project, the heavy winter rainfall would likely cause the launch date to be delayed by several weeks or months once the bid is awarded. In addition, some landscapers have indicated that the combination of the delayed launch together with the ongoing rains and the travel times required of their crews to reach the job site creates uncertainty with respect to their willingness to consider submitting a bid. Director Finn agreed to monitor weather and timing issues and adjust the bid publication process accordingly.

Ceci Van Vorhees Appreciation

Upon motion made by Director Shortall and seconded by Director Adams, Resolution No. 2023-1 Expressing Appreciation to Ceci Van Vorhees for Her Years of Service to the District as Treasurer’s Assistant and Bookkeeper was unanimously approved.

Firewise® Community Initiatives

Director Shortall reported that the District’s Hazardous Vegetation Assistance Grant Program has been discontinued in favor of direct assistance to District residents who apply.

Director Adams reported on the effort to attract more District Block Captains.

Director Shortall reported that Home Evaluations would be suspended for the 2022-23 fiscal year; that goat grazing in the Terra Linda-Sleepy Hollow Divide Open Space would be limited to Open Space lands abutting residences per the County of Marin; that the Ross Valley Shaded Fuel Break will be maintained going forward; that 1 or 2 extra Chipper Days will be scheduled for the coming Chipper Days season; and that the satellite telephones license renewal is due but that those phones will become obsolete when the cell tower on the San Domenico campus becomes operational and therefore the phone may be able to be resold.

Fire Pumps Program

Director Finn reported on the efforts to replace multiple District fire pumps due to excessive wear and tear. Director Finn stated that he is consulting with District resident and retired firefighter John Hanley, who has expertise in such matters, on a replacement strategy.

Agency Reports

Director Finn reported on Ross Valley Paramedic Authority (RVPA) matters, and Marin Wildfire Prevention Authority (MWPA) matters.

Director Shortall reported on FireSAFE Marin matters and Ross Valley Fire Department (RVFD) matters, including the assignment of firefighters due to the scheduled closure of Station 18 in Ross, the standardization of carrying three firefighters per engine in the future, and the improvements needed to Stations 19, 20, and 21 as a result.

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 7:55 p.m.

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Thomas J. Finn, Secretary