

**SLEEPY HOLLOW FIRE PROTECTION DISTRICT  
NOTICE OF REGULAR MEETING**

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**Date:** June 21, 2024

**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/82830657578?pwd=HGhnqKnPAsDM494UGOFI49UoBMOcVY.1>

Meeting ID: 828 3065 7578

Passcode: 686807

Telephone: +1 669 444 9171 US or find your local number:

<https://firesafemarin.zoom.us/j/82830657578?pwd=HGhnqKnPAsDM494UGOFI49UoBMOcVY.1>

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

Remote Access to Meeting Information: The SHFPD Board of Directors offers remote access to meetings via Zoom or through other internet or electronic access. Participation in the meeting via Zoom or other electronic access is provided as a courtesy to the public where no members of the Board are attending the meeting via teleconference as defined in California Government Code Section 54953. When no members of the Board are attending the meeting via teleconference, if a technical error or outage occurs on the Zoom or electronic feed, then the Board may continue the meeting without waiting for Zoom or electronic access to be restored.

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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.** March 6, 2024 Special Meeting. Please see the draft Minutes at [www.shfpd.org](http://www.shfpd.org).

## **ACTION OR POSSIBLE ACTION ITEMS**

- 4. Financial and Operations Reports**, including pending FYE2023-24 and 1991 and 2018 contribution agreements with San Domenico School.
- 5. Presentation and adoption by resolution of FY2024-25 District Budget.** Please see the proposed Budget and draft Resolution at [www.shfpd.org](http://www.shfpd.org).
- 6. Presentation and adoption by resolution of classification of fund balances as required by GASB 54 and adoption of fund balance policy.** Please see draft Resolution at [www.shfpd.org](http://www.shfpd.org).
- 7. Resolution confirming continuation of existing Ross Valley Paramedic Authority (RVPA) parcel tax at new rate structure approved by District voters on June 7, 2022 for paramedic services for an additional four years beginning at \$97.50 in the first year and raising the tax \$3 annually to a maximum amount of \$103.50 per taxable living unit in the fourth year, or \$94.50 per 1,500 square feet of structure developed parcel in non-residential use in the first year and raising the tax \$3 annually to a maximum of \$103.50 in the fourth year.** Please see draft Resolution at [www.shfpd.org](http://www.shfpd.org).
- 8. Resolution requesting the Board of Supervisors to consolidate with the regularly scheduled election to be conducted on November 5, 2024**, and requesting election services by the Marin County Elections Department. Please see draft Resolution at [www.shfpd.org](http://www.shfpd.org) and **Authorize Secretary to execute and submit to Marin County Elections Department District's Notice of Elective Offices and Jurisdictional Boundary Confirmation for November 5, 2024 election** (for Directors Finn and Adams Full-Term Seats ending December 2024).
- 9. Authorize President to Execute and Submit to Marin County Board of Supervisors 2024 Biennial Notice re: District Conflict of Interest Code**

## **STAFF REPORTS**

- 10. Receive oral report on FireSmart Public Demonstration Garden completion.**
- 11. Receive oral report on draft Capital Contribution Agreement with Town of San Anselmo for Station 20 remodel to accommodate additional personnel and apparatus.**
- 12. Discussion re: commemoration of 75<sup>th</sup> anniversary of District's creation.**
- 13. Receive oral reports on District *Firewise*® *Community* and *Infrastructure/Hazard Mitigation Initiatives*, including (i) Direct Assistance Program; (ii) update re:**

Community Emergency Response Team (CERT) resources at Sleepy Hollow Community Center; and (iii) Block Captains Program.

14. **Receive oral reports and discussion** of (i) RVFD matters; (ii) RVPA matters; (iii) FIRESafe Marin matters; and (iv) Marin Wildfire Prevention Authority matters.
15. **Board requests** for future agenda items, questions and comments to staff, and Directors' announcements, if any
16. **Adjournment** to next Regular Meeting: August 15, 2024 (anticipated)

This Agenda was posted in accordance with Sections 54954.2 and 54954.3 of the California Government Code. Any writings or documents provided to a majority of the Board 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 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 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).

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 (415) 256-8300 or [tfinn@well.com](mailto:tfinn@well.com) not less than 72 hours in advance of the meeting. Notification at least 72 hours prior to the Meeting will enable the District to make reasonable accommodation to help insure accessibility to this meeting. American Sign Language interpreters and assistive listening devices may be requested. Copies of documents are available in accessible formats upon request.

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#### **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 June 18, 2024:

Sleepy Hollow Community  
Center  
1317 Butterfield Road  
San Anselmo

"Sleepy Hollow" Entrance Sign  
opposite 644 Butterfield Road  
San Anselmo

Intersection of The Alameda and  
Oak Crest Road  
adjacent to 230 The Alameda  
San Anselmo

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Thomas J. Finn, Director/Secretary