

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

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September 25, 2019

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A duly noticed Special Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 7:00 p.m. on September 25, 2019 at 1317 Butterfield 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

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 May 7, 2019 Special Meeting and June 21, 2018 Regular Meeting were unanimously approved.

Without objection, Chairman Shortall moved Agenda Item No. 7 (adoption of proposed local amendments to District Fire Code) to be the first Item on the Agenda as an accommodation to Ross Valley Fire Department (RVFD) Fire Inspector Robert Bastianon.

Fire Code Adoption Update

Fire Inspector Bastianon reviewed the proposed local amendments to the District Fire Code. These amendments are needed to comply with the updated California Fire Code.

Chairman Shortall asked whether the RVFD was considering proposing that the District adopt a residential resale inspection ordinance similar to other member agencies of the RVFD Joint Powers Authority (JPA). Inspector Bastianon stated that

such an ordinance is a matter separate from the Fire Code amendments under discussion but that he was working on revisions such an ordinance for the District's consideration. He stated that any such ordinance would be specific to the District and that it would be subject to the normal adoption procedures and requirements if approved.

Following discussion, the Board unanimously approved the scheduling of an October 15, 2019 Special Meeting for the second reading of the proposed local amendments to the District Fire Code. The Board thanked Inspector Bastianon for his presentation and attendance.

#### Proposed Lease of Office and Storage Space and Use Rights in Community Center

Chairman Shortall reviewed the status of negotiations in which he has participated as the District's Designated Negotiator in connection with a proposed Lease for District office and storage space and use rights in the prospective Sleepy Hollow Community Center. He stated that the District's goal is the functionality of the Center for District purposes and not the design features of other aspects of the Center project. He reviewed the proposed Lease dated September 14, 2019 which has been available to the public on the District website since that date, a copy of which is attached hereto, noting the itemized benefits to the District and the enumerated functions stated in the Lease. He also noted that the proposed annual rent had been re-negotiated down from \$99,000 per year to \$90,000 per year to reflect the reduction in square footage that the Lease would cover based on the revised building plans for the Center.

Sleepy Hollow Homes Association (SHHA) President Jan Blackford stated that the SHHA appreciated the District's needs and that she hoped the re-design of the Center will meet the district's long-term needs. She urged approval of the proposed Lease.

SHHA Vice President Scott Hintergardt said that he concurred with Ms. Blackford's comments and stated that the SHHA is excited about working with the District going forward.

Resident Garril Page stated that the Lease negotiation process had reverted to a "wish list stage" and urged the Board to consider the \$90,000 annual rent amount as merely "tentative" as it was excessive. She reiterated the comments contained in her e-mail sent to the members of the Board prior to the meeting.

Following discussion, upon motion made by Director Finn and seconded by Director Adams, the Board unanimously approved the form of the proposed Lease and directed that the proposed Lease form remain available for public review via the District website.

## Financial and Operations Reports

Chairman Shortall distributed to the Board and to those in attendance a revised District budget for FY19-20. He noted that (1) revenues were projected to increase by up to \$150,000 more than previously forecast, (2) a “conservative” 4% increase in property tax revenues was assumed, (3) ERAF and HOPTR changes remain to be determined, (4) the District’s Community Preparedness allocation was increased to \$175,000 from \$150,000, and (5) the District’s aggregate reserve accounts (designated and undesignated) totalled \$4,693,000.

Following discussion, upon motion made by Chairman Shortall and seconded by Director Adams, the Board unanimously approved the adoption of the FY19-20 budget revisions presented.

Chairman Shortall next announced that the District’s annual audit had been completed and that the District’s financial condition was certified by Maher & Company CPAs as “100% clean”. The Board acknowledged and accepted the audit report.

## Proposed Membership in Marin Wildfire Prevention Authority JPA

Chairman Shortall reviewed the status of the newly-formed Marin Wildfire Prevention Authority JPA (MWPA). He stated that proposed parcel tax for funding the MWPA’s operations would be the subject of a ballot measure in the March 3, 2020 election.

Following discussion, upon motion made by Director Finn and seconded by Director Adams, the Board unanimously approved the District’s joining the MWPA as a member.

## District Work Plans

Chairman Shortall reviewed the status of the current District Work Plans, noting that the District’s utilization of goats for clearance of vegetation from both ridgetops and residential areas (e.g., Luzanne Circle) had been successful. He noted that the Towns of Fairfax and San Anselmo had expanded their use of goat grazing as a hazard mitigation measure having observed the District’s success. He stated that future use of both goats and sheep will be pursued, and that all District partners in the goat-grazing initiative made substantial contributions to the joint effort.

Chairman Shortall reported that the District’s Chipper Program had continued to expand, with the next Chipper Day scheduled for October 15, 2019 in conjunction with the annual Creek Clean-up Day.

Chairman Shortall announced that in 2020 the District's annual Emergency Evacuation Drill will include the two newly-certified Firewise® Communities on Oak Springs Drive.

Chairman Shortall also announced that (1) a District Community Safety Class would be conducted in 2020, subject to scheduling and available space, (2) the District's *Living with Fire in Sleepy Hollow* publication will be updated and again distributed to all District residents in 2020, (3) approximately forty (40) Block Captains have been recruited by Director Adams for Community Preparedness efforts and that training and events were in the process of being planned, (4) NOAA weather radios were in the process of being sourced by the District for use by Block Captains and others in the event of emergency communications needs.

Resident Garril Page asked if expressed concern regarding the MWPA JPA's potential costs. Chairman Shortall responded that the allocation of funds to the MWPA JPA's start-up expenses would be determined subject to passage of the ballot measure.

Ms. Page next asked if the potential designation of Hidden Valley School and San Domenico School as "Areas of Refuge" in the event of a major wildfire would clash with the schools' own fire safety obligations and restrictions. Chairman Shortall responded that this was dependent on the time of day and time of year that a major wildfire takes place, as the schools may or may not be in session at that time.

Ms. Page next expressed her concerns regarding the potential traffic complications in utilizing Sir Francis Drake Blvd. as an evacuation route out of the District. Chairman Shortall stated that local law enforcement would provide traffic control at the intersection of Sir Francis Drake Blvd. and Butterfield Road in such event. He also stated that, by Ross Valley standards, Butterfield Road is relatively wide and runs along the lowest point of elevation in the District, making it the evacuation route least likely to be negatively affected by a fire.

Following discussion, the Board unanimously approved the Work Plans report and the formulation of Work Plans for the coming year as presented.

#### Fire Pumps Program

Director Finn reported that RVFD personnel had recommended that the District begin to explore the replacement of certain fire pumps with more recent models.

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

Director Finn and Chairman Shortall reported on matters arising at the RVFD (Shortall), 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 8:20 p.m.

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Thomas J. Finn, Secretary