

REVISED

MINUTES OF SPECIAL MEETING OF

BOARD OF DIRECTORS

OF THE

**SLEEPY HOLLOW FIRE PROTECTION DISTRICT**

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April 22, 2015

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A duly noticed Special Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 5:35 p.m. on April 22, 2015 at 1317 Butterfield Road, San Anselmo, California. A quorum was achieved by the presence of each of the three Directors of the District, namely, Frank Berto, Thomas Finn, and Richard Shortall. Frank Berto, as President, presided as Chairman and called the meeting to order. Thomas Finn, as Secretary, recorded the proceedings.

Public Discussion

No member of the public requested to address the Board on matters not on the agenda.

Consent Calendar Items

On the motion of Director Shortall, seconded by Director Finn, the Consent Calendar items were unanimously approved, including:

- the Minutes of the Board's February 14, 2015 Special Meeting;
- the renewal of the District's insurance policy and authorization of the addition of cyber-liability, fidelity, umbrella, and injunctive relief coverages; and
- the authorization of filings re: upcoming elections matters and approval of resolution requesting consolidation of election, etc.

Agenda Re-Ordered to Accommodate On-Duty RVFD Personnel

With the consent of Chairman Berto, the Agenda was re-ordered so as to permit the representatives of the Ross Valley Fire Department (RVFD) in attendance to make their presentations and return to their duty stations promptly.

## Presentation of Proposed New Fire Code

RVFD Fire Inspectors Rob Bastianon and Ruben Martin presented to the Board for consideration a proposed District Fire Code. Inspectors Bastianon and Martin recommended adoption of the Code with the attached amendments, subject to the Board's review and final approval over the coming months.

Inspector Bastianon noted that the main change from the RVFD's prior proposed version of the Code was the inclusion of the sprinkler ordinance. Director Shortall asked if the current Code was being enforced by the RVFD within the District. Inspector Bastianon said that it was being enforced but not with the propose sprinkler ordinance amendments.

Director Shortall asked the Inspectors if, in their professional opinions, the proposed Code was the optimal Code for adoption by the District. Both Inspectors opined that it was.

Director Finn suggested that the Board in the coming months review the Code as presented and consult with the RVFD with respect to possible questions, clarifications, and modifications. Inspectors Bastianon and Martin concurred and agreed to assist the Board in finalizing a Code that is capable of being adopted.

Director Finn asked the Inspectors if they would be amenable to considering a possible District financial assistance program to encourage homeowners' compliance with the proposed sprinkler requirements in connection with residential remodels. The Inspectors expressed their support for such a program generally but stated that it was a matter for the Board's consideration exclusively.

## Wildfire Hazard Mitigation Plan

Director Shortall presented to the Board a draft Five-Year Wildfire Hazard Mitigation Strategy including suggested Deliverables. He recommended that the Plan be viewed in light of the District's stated goal of qualifying as a "Firewise Community". He also suggested asking: "If money was no object, what would the District and the RVFD want" in terms of hazard mitigation efforts?

Director Shortall introduced Todd Lando, Principal Consultant with XMR Fire, who explained that he has been working for FIRESafe Marin to obtain grant funding from the State for hazard mitigation efforts. He stated that twelve Marin agencies, including v the district, has applied for such grants, but that the State granted funds only to FIRESafe Marin and therefore the District would receive only a superficial hazard evaluation. He recommended that the District act on its own to address hazard

mitigation, and therefore he was supportive of the draft Plan presented by Director Shortall. He advocated that the District pursue the development of its own District-specific Plan, outlining four suggested steps:

1. Prepare a written wildfire street-level risk assessment, utilizing technology, to identify and prioritize potential projects;
2. Develop a District-wide community wildfire hazard education program;
3. Develop and implement a District-wide vegetation management program;  
and
4. Seek “Firewise Community” recognition, which may lead to rate reductions by homeowners insurance carriers for their insureds within the District (as has happened in three Mill Valley neighborhoods).

RVFD Battalion Chief Dan Mahoney endorsed the ideas expressed by Mr. Lando and Director Shortall, stating that the District’s setting and size could make it a model for other communities in the RVFD service area.

Resident Connie Berto suggested that the Plan include efforts to formalize fire road gate key holders’ participation regarding possible escape routes, maintenance options for fire roads generally (citing the efforts of Triple C Ranch as a model), and improved cell phone reception infrastructure improvements.

Director Shortall proposed conceptualizing the Plan in phases, beginning with efforts such as chipper days to improve fuel reduction, evacuation planning and exercises, individual parcel assessments, CERT training, fire modelling, communications options, and creating model areas, all in conjunction with developing the Plan and exploring funding the efforts using District resources. Director Finn stated his support and noted that such efforts would require a base of operations, which the proposed Community Center project could provide.

Upon the motion of Director Shortall, seconded by Director Finn, the Board unanimously approved entering into discussions with XMR Fire to provide services to the District in connection with the proposed Plan, subject to any public contract bid requirements, etc., and authorizing Director Finn to pursue contract negotiations with XMR Fire for such services.

#### Directors’ Reports

Director Shortall reported that the District’s annual audit has been completed and that he was awaiting receipt of the audit report. He presented a revision of the District’s budget as of June 26, 2015.

Director Shortall reported on RVFD matters arising.

Director Finn reported on Ross Valley Paramedic Authority (RVPA) matters arising, including the recent passage of the RVPA tax measure in the District, which the Board unanimously approved.

Director Shortall reported on FIRESafe Marin matters.

Director Finn reported that he was attempting to schedule another fire pumps training event in collaboration with the RVFD and the prospective program participants.

Since there was no further business to come before the meeting, upon motion made and seconded, the Meeting was adjourned at 6:30 p.m.

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Thomas J. Finn, Secretary