

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

October 16, 2015

A Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 7:00 p.m. on October 16, 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 presided as Chairman and called the meeting to order. Thomas Finn, as Secretary, recorded the proceedings.

Convene and Adjournment to Closed Session

President Berto called the meeting to order and announced that the Board would adjourn to a Closed Session to confer with the District counsel as authorized by California Government Code Section 54956.8 for the limited purpose of identifying and authorizing negotiators regarding real property located at 1317 Butterfield Road, San Anselmo, in negotiations between the District and the Sleepy Hollow Homes Association (SHHA) and Sleepy Hollow Charitable Foundation (SHCF) regarding the terms and conditions upon which the District may participate in a rebuilding of the SHHA's community center (the Project). The meeting was then adjourned to Closed Session.

Re-Convene from Closed Session

President Berto reconvened the meeting at 7:15 p.m. and delegated to Director Finn the chairmanship of the remainder of the meeting. Director Finn, as Chair, announced that the Board had no action to report as a result of the Closed Session just concluded.

Director Shortall requested that, in view of the public interest in the Project, the record should reflect and reiterate the Board's previously stated position that before any decision might be taken by the District with respect possible participation in the Project, the proposed action and related documentation will be posted on the District website for not less than two (2) weeks and a Notice of Meeting will be sent to all District residents

inviting public participation at the Meeting wherein the District's proposed action will come before the Board for consideration.

Public Discussion

With respect to the Project, resident Garril Page thanked Director Shortall for the assurance of further opportunities for public participation as she felt this was problematic in the past. Ms. Page also suggested that the Board consider conducting a "District vote-off" by mail with respect to the Project if and when the Board resolves to participate in the Project. She proposed that the District and opponents of the Project collaborate on the materials to be mailed and the form of the ballot and share the costs thereof.

Resident Evelyn Messinger stated that she wished ask questions on behalf of resident Bruce Baum, who was not in attendance at the meeting, with respect to Agenda Item No. 6 (the November 3, 2015 election results). Director Finn informed Ms. Messinger that her questions with respect to that Item would be welcomed when that Item comes up for discussion later in the meeting.

Ms. Messinger then asked the Board where the Notice of the meeting had been posted. Director Finn stated that the Public Comment Period was reserved for comments from members of the public with respect to items not on the Agenda, rather than for dialogue, but confirmed that Notices were posted physically at the SHHA community center and on the District website.

Ms. Messinger then asked Director Finn if he "was still a member of the Homes Association" (i.e., the SHHA) and stated that she was going to assume that Director Finn was an SHHA member. She then made the comment that because she "is barred from being a member of the Association", she wished to be assured that her interests would be protected in the course of any Project negotiations in which Director Finn might participate.

Resident John Hanley characterized Ms. Messinger's use of the word "barred" as being inaccurate. He stated that eligibility for membership in the Association was based upon the location of one's residence and that the term "barred" was "a little rough" in this context.

Resident David Swaim thanked the Board for its sponsorship of the most recent Chipper Day and stated that many residents took advantage – in some cases excessively – of the service. He stated his hope that more Chipper Days will be conducted in the future.

Resident Steve Roemer suggested that the Board consider adding temporary signage at the gates to Sleepy Hollow notifying the public in advance of Board meetings.

Approval of Prior Meeting Minutes

The Revised Minutes of the Board's April 22, 2015 Special Meeting and the Minutes of the Board's June 26, 2015 Regular Meeting were unanimously approved. Director Finn noted that the previously approved Minutes of the Board's February 14, 2015 Special Meeting included the Letter of Intent "road map" with respect to the Project is included with those Minutes and has been posted on the District website since approximately February 10, 2015.

Resident Garril Page stated that the approval process for the February and April meeting Minutes was cumbersome. Director Finn noted that the February meeting agenda was re-ordered to accommodate Ross Valley Fire Department (RVFD) personnel in attendance at that meeting and the Minutes did not initially reflect that re-ordering, hence the Minutes were revised and re-issued accordingly. Ms. Page thanked the Board for the clarification.

Agenda Items Removed or Deferred

With the Board's unanimous consent, Agenda Item No. 9 (possible financial assistance program re: sprinkler installations) was removed from the Agenda as premature, and Agenda Item No. 6 (administering the Oaths of Office of Directors Berto and Finn) was deferred until after the date of the actual election (November 3, 2015).

Closed Session Action

Director Finn confirmed that no action was reportable out of the Closed Session.

Elections Matters

With respect to Agenda Item No. 6, the Chair confirmed that resident Evelyn Messinger would be welcome to ask any questions she might have. She stated that Mr. Baum's question had to do with the dates of the filing period for the election. Director Shortall noted that the information is available on the County Registrar of Voters website and Director Finn noted that similar information is published periodically in advance in the *Marin Independent Journal*. Director Finn also noted that the related official notices were also duly posted at the Community Center.

Ms. Messinger then asked if the elections filing notice had been posted in three places. Director Finn replied that the required notices were posted at the Community Center as required by law and that the District fulfilled its posting obligation as a result. He noted that the District has customarily posted such notices at the Community Center in lieu of posting at a District office.

Ms. Messinger next asked if the elections filing notice “was e-mailed to the residents that the District broadcasts to”. Director Finn responded that it was not and that the District was not obligated to do so. He noted that elections are conducted by the County and not by the District, that residents have ample opportunities to inform themselves of the process, and that the District posts the notices required by the County in a conspicuous location.

Financial and Operations Reports

Treasurer Shortall presented and briefly reviewed the District budget and provided a status report with respect to the annual audit, which is underway.

New Fire Code

Director Shortall presented materials related to a first reading of the proposed new District Fire Code, including a staff memoranda and a proposed ordinance for adoption subject to finalization of the Code. He noted that the RVFD is enforcing the existing Code pending adoption of the new Code. Director Finn stated that the Board members were in the process of “digesting” the proposed new Code and that its adoption, as-is or revised, would be subject to public input in advance.

Wildland Fire Hazard Mitigation Plan

Director Finn presented a draft letter agreement with XMR Fire for services in connection with the creation of a formal Wildland Fire Hazard Mitigation Plan. Director Shortall reviewed the proposed deliverables under the Plan, the Firewise Community certification process, and the objectives, process, costs, and benefits of formulating and implementing a District-specific Plan with the assistance of experts such as XMR and others, if desirable.

Resident Garril Page suggested that attention be paid to the evolving fire modelling practices and evacuation strategies. Director Shortall stated that he has been focused on doing so.

Sandbag Station

The Board unanimously approved the Sleepy Hollow Creek Committee’s request that the District assume responsibility for and relocating the temporary sandbag station

from the Sleepy Hollow Presbyterian Church to the Sleepy Community Center. Resident John Hanley, President of Youth2Work, expressed his organization's willingness to assist.

Swim Team AED Reimbursement

The Board unanimously approved the reimbursement of the initial purchase of an AED to be purchased by the Sleepy Hollow Swim Team (SHST) and installed at the Community Center pool. The SHST will assume responsibility for installation and training in the use of the AED. In response to a question from resident Walter Kolon, Director Finn stated that the reimbursable cost of the AED was reported to be \$1,481.60 and RVFD Captain Craig Dow has volunteered to conduct the AED training.

Public Safety Improvements at Hidden Valley School

Director Shortall reported that a request had been received from the Ross Valley School District (RVSD) for the District to participate in possible future public safety improvements at Hidden Valley School. Director Shortall stated that he would report back to the Board when any formal request is received.

Directors' Reports

Director Shortall reported on his activities at FIRESafe Marin and RVFD matters. Director Shortall presented, and the Board unanimously approved, an RVFD request for financial limited support, subject to receipt of a formal budget, for a proposed pedestrian-friendly, fire-safe demonstration garden at Station 20 to be designed and installed by Marin Master Gardeners.

Director Finn reported on the resignation of the RVPA Executive Officer and the formation of a Finance Subcommittee.

Fire Pumps Update

Director Finn reported that 30 pumps are now deployed within the District with 2 pumps in reserve. He thanked Aaron Read of the RVFD for his assistance with the program.

Since there was no further business to come before the meeting, upon motion made and seconded, the Meeting was adjourned at 8:35 p.m.

Thomas J. Finn, Secretary

