

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

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June 13, 2013

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A Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 2:00 p.m. on October 3, 2012 at 1317 Butterfield Road, San Anselmo, California. A quorum was achieved by the presence of two of the three Directors of the District, namely, Thomas Finn and Richard Shortall. Director Frank Berto was absent. Director Shortall 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 other member of the public to address the Board regarding items not on the meeting agenda.

Fire Break Funding Project Proposal

The Board welcomed District resident John Hanley to the Meeting. Mr. Hanley was accompanied by John Gulick, Esq.

Chairman Finn noted that the matter which Messrs. Hanley and Gulick had come to the Meeting to discuss (Fire Break Project Funding Proposal) was not scheduled to be considered until later in the Meeting's Agenda. As there were no other members of the public present at the Meeting, the Board agreed, for the convenience of Messrs. Hanley and Gulick, that the Fire Break Project Funding Proposal should be taken up out of sequence as the first matter on the Agenda so that Messrs. Hanley and Gulick would not have to sit through the rest of the Agenda before their matter could be considered. Director Shortall concurred, and Messrs. Hanley and Gulick thanked the Board for accommodating them.

Mr. Hanley presented to the Board a detailed proposal requesting partial start-up funding for a newly-formed nonprofit corporation named "Youth2Work" (Y2W). Mr. Hanley stated that Y2W had been formed by him with the assistance of Mr. Gulick for purposes that include performing brush removal and vegetation management in connection with the creation and maintenance of strips of cleared land intended to stop

the spread of a fire. Mr. Hanley stated that Y2W plans to employ mostly teenagers who are residents of the District and to train, equip, and supervise them in creating and maintaining of fire breaks within the District. Mr. Hanley, who is a retired member of the San Francisco Fire Department, is Y2W's chief executive. He stated that he will be assisted in operating Y2W by other retired and active firefighters. Mr. Gulick noted that Y2W has provided the District with a copy of the Internal Revenue Service determination letter evidencing Y2W's nonprofit status.

The Board discussed the merits of the proposal in detail. Chairman Shortall expressed the opinion that it is in the best interest of the District and its residents to fund such projects to provide a public benefit for the District and its residents in the promotion of the District's statutory purposes. This includes vegetation management and access for emergency vehicles, which are key components of maintaining fire safety within the District's boundaries.

Director Finn noted that the County of Marin has ceased annual fire road maintenance activities within the District, and the County's fire break creation activities are currently limited to those performed by the Marin County Fire Department's (MCFD) Tamalpais Fire Crew (TFC). Director Finn stated that the TFC has completed a major fire break project on Triple C Ranch in the District but, based on his observations and discussions with the TFC Superintendent, the TFC has moved on to new locations outside of the District for the foreseeable future. Director Finn stated that Y2W could be a valuable resource for both the District and for private property owners to undertake similar projects in the absence of the TFC.

Director Finn stated that he was in favor of making a modest one-time grant to Y2W to fund equipment purchases and training as described in the proposal. Chairman Shortall stated that he was in favor of providing additional funding for projects on an "as needed, as agreed" basis, subject to a maximum amount of \$20,000, for a period of one (1) year. Director Finn asked Messrs. Hanley and Gulick if Y2W would have any objection to imposing certain customary terms and conditions on the funding, such as insurance, indemnification, reporting requirements, audits, legal compliance, dispute resolution, etc. Messrs. Hanley and Gulick each stated that they anticipated that such terms would be required by the District and had no objections. They invited the District to propose a formal agreement to govern the grant.

Upon motion made and seconded, the Board unanimously agreed, subject to legal approval by the District's counsel, to authorize a grant as described above, directed Director Finn to instruct counsel to proceed with the preparation of such an agreement for the Board's and Y2W's review and comment, and authorized the Board to enter into such an agreement with Y2W provided that it meets with the parties' and their respective counsel's approval. Mr. Hanley and Mr. Gulick thanked the Board and expressed their desire that Y2W enter into such an agreement as soon as is practicable so as to make its services available in time for fire season.

Messrs. Hanley and Gulick then departed the Meeting.

#### Approval of Prior Meeting Minutes

The Minutes of the Board's May 9, 2013 Special Meeting were unanimously approved.

#### Financial and Operations Reports

Treasurer Shortall presented (i) a District Balance Sheet as of May 31, 2013, together with a Year-to-Date summary of budget progress; (ii) a District Profit and Loss Statement as of May 31, 2013, together with data for FY2011-2012 for comparison purposes, and (iii) various warrants for the payment of normal District expenses. The Board reviewed and unanimously approved the financial reports, warrants, and budget update presented.

Treasurer Shortall next provided an update on the progress of the District's annual audit. Treasurer Shortall thanked the Board for their assistance in providing all required information and documents requested by the District's financial auditors.

#### Ross Valley Paramedic Authority (RVPA) Tax Levy for FY2013-2014

See below.

#### Elections Matters

Director Finn presented to the Board a report on the procedures to be followed to ensure that the RVPA tax levy election is consolidated with and undertaken as part of the upcoming November 5, 2013 general election. In accordance with prior practice, Director Finn presented to the Board for adoption a Resolution of Consolidation with respect thereto, which Resolution was unanimously passed by the Board. The Board directed Director Finn to timely file a copy of the Resolution with the Registrar of Voters in accordance with prior practice.

#### Possible Clubhouse Rebuild/Co-Location Opportunity

Directors Finn and Shortall reported on their subcommittee activities in connection with exploring the opportunity for the District to co-locate in a rebuilt Sleepy Hollow Homes Association (SHHA) Clubhouse. The Directors reported that discussions and research were ongoing, and that multiple meetings had been held by and among stakeholder groups to review submissions from interested architects, to select a project architect, and to consult with local public safety personnel and District residents about

the project. Director Shortall reported that together with the SHHA, the District had facilitated a meeting with the Ross Valley Fire Department (RVFD), the MCFD, the Director of the Marin County Office of Emergency Services, the Marin Chapter of the American Red Cross, and RACES (local radio communications organization) to discuss the value of a local emergency center and features that should be incorporated in such a facility if one could be constructed in the District. Director Shortall stated that the meetings were very helpful and thanked the public safety personnel who had attended.

Director Finn reported that a charitable foundation, the Sleepy Hollow Charitable Foundation (SHCF), had been formed by local residents to coordinate the Clubhouse project fundraising and to manage the design process along with the SHHA. Director Finn stated that it appeared that the primary purposes of the SHCF at this stage were to enable tax-deductible contributions to be made in support of the rebuilding effort and to serve as a co-coordinator of the project so as to allow the SHHA to focus on its day-to-day operations.

Director Shortall stated that the District subcommittee members continually stated to all parties involved that the District's potential participation in the financing of the rebuild would be decided only after fully investigating the possible need, alternatives, scope, structures, design, legal, and other issues that might arise if this opportunity were to be pursued. Director Finn added that obtaining certain exclusive and non-exclusive use rights, including the right of the District to utilize a rebuilt Clubhouse as a public shelter and disaster recovery center in the event of emergencies, remained the subcommittee's primary objectives. Director Finn stated that both he and Director Shortall consistently emphasized to public safety officials, the SHCF, the SHHA, and District residents that the District's possible financial participation in the project would be subject to legal clearance from the District's counsel and substantial public input from District residents.

### Other Reports

Director Shortall reported on certain RVFD matters, including personnel matters (particularly upcoming retirements), training programs, and other activities of interest to the District. He also discussed the operations of the RVFD Board subsequent to the Town of Ross having become a member of the RVFD Joint Powers Authority.

Director Finn reported that the Ross Valley Paramedic Authority's (RVPA) decision to launch a pilot program to provide Basic Life Support (BLS) transport services so as to capture additional transport revenue has thus far shown positive results.

Director Shortall requested that the Board consider updating the District's current (2010-2015) Strategic Plan as the Plan is a "living" document that is designed to be

reviewed and revised from time to time. He stated that he would be happy to facilitate doing so.

Director Finn reported that he has responded on the District's behalf to the Marin Civil Grand Jury's recent request for information regarding the District's compliance with the requirements of AB1234 (ethics training).

### Adjournment and Reconvene

Director Shortall announced that, during the course of the Meeting, he had telephoned Director Berto to inquire as to Director Berto's absence. Director Shortall reported that Director Berto stated that he had incorrectly recorded the Meeting date on his personal calendar and apologized for the error and his absence.

Director Finn stated that because the Resolution regarding the RVPA tax levy was time-sensitive, the Board should consider adjourning the Meeting and reconvening at Director Berto's home so as to be ensure that all Directors are able to vote today on the Resolution. Chairman Shortall concurred and instructed to Director Finn to affix a note to the door of the Clubhouse indicating that the Meeting had adjourned to Director Berto's residence nearby and inviting any interested parties to proceed to Director Berto's residence address.

Upon arriving at Director Berto's residence, Director Finn, as Secretary, recorded that a quorum of the Directors of the District had been achieved and the Meeting was reconvened for the sole purpose of considering the RVPA tax levy for FY2013-2014. Following a discussion, a motion was made, seconded, and passed unanimously approving the RVPA tax levy for FY2013-14.

### Next Meeting

It was tentatively agreed that the next Regular Meeting of the Board shall be held on August 15, 2013.

Since there was no further business to come before the Meeting, upon motion made and seconded, the Meeting was adjourned at 3:15 p.m.

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Thomas J. Finn, Secretary