*DRAFT – REQUIRES BOARD APPROVAL*

MINUTES OF REGULAR MEETING OF

BOARD OF DIRECTORS

OF THE

**SLEEPY HOLLOW FIRE PROTECTION DISTRICT**

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June 22, 2023

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A duly noticed Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 5:00 p.m. on June 22, 2023. The Meeting was conducted both in-person and via Zoom video-conference pursuant to the Governor’s Executive Order at a virtual location open to the public and designated in the Notice of Meeting.

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. Brendan Devlin

Open Time for Public Expression

No member of the public requested to address the Board.

Consent Agenda

Upon motion made by Director Adams and seconded by Director Finn, the Consent Calendar Items were unanimously approved by single motion, including the Minutes of the Board’s March 6, 2023 Regular Meeting.

Financial and Operations Reports

Director Shortall welcomed Brendan Devlin, Director of Finance, to the meeting and expressed the District’s gratitude to Mr. Devlin for his assistance in crafting the proposed FY2023-24 budget.

Director Shortall then provided a line item-by-line item update of the District’s current budget, including comparisons with the FY2022-2023 adopted budget (as adjusted) and the proposed FY2023-2024 budget he presented. He noted that the projected FY2023-2024 budget assumes conservative projected increases in property tax revenues, Educational Revenue Augmentation Fund (ERAF) revenues, Homeowners Property Tax Relief (HOPTR) amounts, interest income, and operating expenses. Noteworthy increased expenses include projected Community Preparation expenditures in conjunction with the transition from a grant-based model to a direct assistance model for hazardous vegetation removal by District residents, with particular emphasis on encouraging removal of juniper, bamboo, and Italian Cypress. The proposed budget results would lead to projected overall revenue in excess of $2 million with up to $5.2 million in total reserves by FYE2023-2024.

Upon motion made by Director Adams and seconded by Director Finn, the proposed FY2023-2024 budget was unanimously approved.

Director Shortall next updated the Board with respect to the annual audit and the need to explore engaging a successor audit firm, as the District’s longtime auditor, Maher CPA, discontinued its auditing practice. The Board unanimously authorized Director Shortall to review qualified potential successor auditors and to engage a firm expeditiously so as not to delay the commencement of the FY2022-23 audit.

Continuation of Ross Valley Paramedic Authority (RVPA) Parcel Tax

Director Finn presented proposed Resolution No. 2023-3 in Support of the Ross Valley Paramedic Tax Rate for FY2023-2024 confirming and levying a tax of $94.50 per taxable living unit or per 1,500 square feet of structure developed parcel in non-residential use within the District for RVPA services during the fiscal year 2023-24.

Upon motion made by Director Shortall and seconded by Director Adams, Resolution No. 2023-3 was unanimously approved.

Investment Committee Formation

Director Finn updated the Board regarding the possible formulation of a District Investment Policy to govern investment of District funds. Mr. Devlin suggested that the Board consider forming an Investment Committee to explore options for investing a portion of the District’s financial resources in suitable assets in recognition of the possibility that the current macro-economic environment suggests that economic conditions may be less favorable in the future. Director Finn described his recent communications with Optimized Investment Partners in this regard. Director Adams stated that such options should be explored.

Director Shortall requested that Mr. Devlin prepare an assessment of the District’s finances, including its investment options, and that after reviewing Mr. Devlin’s report, the Board should consider the possibility of forming an ad hoc subcommittee to consider such options. Directors Adams and Finn concurred.

Fire-Smart Demonstration Garden

Director Finn reported on the status of the Notice Inviting Bids and the anticipated process for soliciting and opening bids in connection with the District’s Fire-Smart Demonstration Garden to be installed at the Sleepy Hollow Community Center. He noted that recent changes in the configuration of certain areas of the Center’s grounds will necessitate the revision of the Garden plan and that landscape architect Ann Baker of LandCulture LLP would revise the relevant drawings to reflect the changes which will then be included in the bid package.

Website Upgrades

Director Finn apologized to the Board for recent delays in uploading certain materials that are required to be posted on the District’s website. He state that he will collaborate with the District’s webmaster, Streamline, do so as soon as is practicable.

Firewise® Community Initiatives, etc.

Director Shortall reported that the District’s Hazardous Vegetation Assistance Grant Program has been discontinued in favor of direct assistance to District residents who apply. He also reported that a total of 5 Chipper Days will be conducted this year in collaboration with the Marin Wildfire Prevention Authority (4 remain to be conducted) and that notifications of the upcoming Chipper Days will include the assistance of Block Captains.

Director Shortall next described the planning for a future District evacuation drill. Director Shortall is collaborating with Miranda Miller, Emergency Preparedness Coordinator of the Ross Valley Fire Department, in the planning.

Director Adams reported on her efforts to encourage more neighborhood gatherings hosted by Block Captains at which Chipper Days and Direct Assistance programs can be promoted.

Updates re: Fire Pumps Program; Fire Truck; RVFD

Director Finn reported on the efforts to replace multiple District fire pumps due to excessive wear and tear. Director Finn stated that he is in communication with Brushfire Battle Systems, a pump vendor, as well as with the Ross Valley Fire Department (RVFD) regarding possible options.

Director Shortall reported on the status of the restoration of the District’s wildland fire truck. He stated that the immediate goal was to have the truck available to participate in the annual Sleepy Hollow Fourth of July parade.

Agency Reports

Director Shortall reported on Ross Valley Fire Department (RVFD) matters, including the assignment of firefighters due to the scheduled closure of Station 18 in Ross, the standardization of carrying three firefighters per engine in the future, and the improvements needed to Stations 19, 20, and 21 as a result.

Director Finn reported on Ross Valley Paramedic Authority (RVPA) matters, and Marin Wildfire Prevention Authority (MWPA) matters.

Director Shortall reported on Fire Marin (FSM) matters, including the FSM’s Ambassador Program to represent FSM at upcoming public events.

Adjournment

Since there was no further business to come before the Meeting, upon motion by Director Adams and seconded by Director Finn, the Board unanimously voted to adjourn the Meeting at 5:55 p.m.

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Thomas J. Finn, Secretary