

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

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May 28, 2009

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A Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 7:35 p.m. on May 28, 2009 at 70 Crane Drive, 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.

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.

Approval of Minutes of Prior Meetings

The Minutes of the Board's March 19, 2009 Regular Meeting and April 30, 2009 Special Meeting were unanimously approved.

Budgetary and Financial Matters

Chairman Berto reviewed the District's annual budget development and adoption process, including its relationship to the Ross Valley Fire Department's (RVFD) annual budget process, which is currently underway.

Chairman Berto reviewed the status of the RVFD's current (FY 08/09) and proposed (FY 09/10) budgets. Chairman Berto noted that the RVFD's proposed FY 09/10 budget calls for a 6% increase in contributions from the Towns of Fairfax and San Anselmo, attributable in part to proposed RVFD salary increases totaling \$141,000. The estimated RVFD compensation costs for FY 09/10 would be \$2.4 million in salaries and \$1.8 million in benefits, or a total of \$4.2 million. The proposed RVFD FY 09/10 budget will be considered at the next RVFD Board

meeting, after which Chairman Berto will update the District Board as to the potential consequences for the District's FY 09/10 budget.

Treasurer Shortall noted that both the District's and the RVFD's budgets currently assume that full District membership in the RVFD Joint Powers Authority (JPA) will not occur in FY 09/10. Treasurer Shortall suggested that the District's budget, when adopted, should include notations regarding the potential effects of (1) full District membership occurring in FY 09/10, and (2) State property tax diversions owing to the State's ongoing fiscal crisis.

Treasurer Shortall will begin developing a proposed FY 09/10 budget for the District for the Board's review at its next meeting, taking into consideration all of the foregoing matters.

Treasurer Shortall next presented (i) a District Balance Sheet as of May 28, 2009, together with data for the period ending May 28, 2008 for comparison purposes, (ii) a District Profit and Loss Statement as of May 28, 2009, together with data for Fiscal Year 2008 for comparison purposes, and (iii) various warrants for the payment of normal District expenses. Copies of these documents are attached hereto. The Board reviewed and unanimously approved the financial reports and warrants presented.

In connection with the financial reports, Treasurer Shortall confirmed that the District's operating and investment accounts, both of which are maintained with the County of Marin, are interest-bearing and securely accessible online. Accordingly, there is no need to further explore transferring some or all of the District's accounts to a commercial bank to seek higher returns or to avoid ongoing difficulties that the County's MERIT accounting system has experienced.

#### 2009-10 Paramedic Services Tax Approval

Pursuant to its authority for funding paramedic services through June 30, 2011, the Board next unanimously passed Resolution No. 2009-01 approving the Ross Valley Paramedic Authority (RVPA) tax levy for FY 09/10. The levy imposes a tax of \$42.00 per taxable unit and \$42.00 per 1,500 square feet of commercial space, plus \$0.50 per tax bill to be retained by the County of Marin as payment for the collection, for paramedic services in the District during FY 09/10. Resolution 2009-1 approving the RVPA services tax is attached hereto.

#### RVFD Matters

Director Finn reported on the status of negotiations for full District membership in the RVFD JPA. Director Finn reviewed in detail the progress of the latest negotiations and the external factors affecting them.. The Board

instructed Director Finn to continue to work to resolve these issues and to report back to the Board as warranted.

Chairman Berto noted that the RVFD has hired a new, full-time Fire Marshal and that this may be an opportune time to raise again the issue of fire-safe roofs within the District. The Board agreed to Chairman Berto's suggestion that a letter be written to Supervisor Brown regarding the need to formulate a plan to phase out wood shake roofs within the District.

#### Fire Pumps Program

Director Finn reported that each of the additional portable fire pumps has now been deployed following the District's successful training/demonstration program held for new Pumps Program participants on May 23, 2009. The Board instructed Director Finn to prepare for the Board's review thank-you letters to the RVFD personnel who conducted the training/demonstration and a punch-list of follow-up tasks.

#### Gann Limit

Director Finn reported on developments in his research regarding the Gann Limit restrictions. He stated that he has met with the managers of the Inverness Public Utilities District and obtained valuable insights and guidance on Gann Limit compliance.

#### Wood Chipper Program

Director Shortall reported on developments in his research regarding the possibility of the District sponsoring a pilot wood chipper program. Director Shortall further described the wood chipper program at Lake Tahoe and other considerations and agreed to obtain more information and report back to the Board.

#### Clubhouse Generator Contribution Request

Directors Berto and Finn reported on their contacts with the Sleepy Hollow Homes Association (SHHA) regarding District assistance in the procurement of an emergency generator for use at the SHHA Clubhouse. Director Finn reported that the project was in the process of being formally approved by the SHHA and agreed to report back to the Board as warranted.

#### Equine Evacuation Program

Chairman Berto announced that the Equine Evacuation Program developed by the Marin Horse Council to assist horse owners and caretakers in safely providing for their animals in the event of a fire would be held on June 7, 2009 at the San Domenico Equestrian Center. All Directors are invited to attend.

#### District Outreach

Director Shortall suggested that the Board consider creating a quarterly or biannual newsletter to be sent to residents, either in the form of an e-newsletter or a hardcopy newsletter. The Board agreed to explore this suggestion at an upcoming meeting.

#### Next Meeting

It was unanimously agreed that the next Regular Meeting of the Board shall be held on Thursday, August 20, 2009.

Since there was no further business to come before the meeting, upon motion made and seconded, the meeting was adjourned at 9:50 p.m.

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Thomas J. Finn, Secretary