

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

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August 20, 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

The Board welcomed District resident Karen Molden to the Meeting. 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 May 28, 2009 Regular Meeting and its June 8 and June 19, 2009 Special Meetings were unanimously approved.

Budgetary and Financial Matters

Treasurer Shortall presented (i) a District Balance Sheet as of July 31, 2009, together with data for the period ending July 31, 2009 for comparison purposes, (ii) a District Profit and Loss Statement as of June 30, 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.

Treasurer Shortall reminded the Board that both the District's and the RVFD's approved budgets assume that full District membership in the Ross

Valley Fire Department (RVFD) Joint Powers Authority (JPA) will not occur in FY 09/10. Treasurer Shortall also noted that the District's budget has been revised to reflect the effect of an expected State property tax diversion in the amount of \$81,575.00, which he discussed in detail. He urged the Board to bear these matters in mind, as either or both event could have a material adverse effect on the District in the coming Fiscal Year.

Chairman Berto informed the Board that further adjustment may be needed as a result of the RVFD Battalion Chiefs agreement to forgo a scheduled pay increase, which would reduce the District's expenses.

Treasurer Shortall next reported the commencement of the District's annual audit and requested that the Board members assist in the audit process by promptly responding to responses to requests for information.

#### RVFD Matters

Chairman Berto reported that at its July 9, 2009 monthly meeting the RVFD Board adopted a Fiscal Year 2009/10 budget, modified as of June 30, 2009 to reflect the deferral of scheduled salary increases for RVFD Battalion Chiefs and firefighters. He also noted that the RVFD Chief has been granted a salary increase to \$150,000 plus a \$5,000 housing allowance and that the RVFD Public Information Officer has been granted a salary increase to \$70,000.

Chairman Berto reported that the RVFD has executed an agreement with the Ross Fire Department for the RVFD to provide Battalion Chief coverage to Ross. The terms were not disclosed.

Chairman Berto next described the potential adverse consequences to the RVFD if Measure F in the Town of Fairfax is not re-authorized at the November election.

Director Finn reported on the suspended negotiations for full District membership in the RVFD Joint Powers Authority (JPA). Chairman Berto advocated extending the suspension pending the results of the November election with respect to Measure F. Director Shortall advocated resuming negotiations as soon as possible. The Board instructed Director Finn to await direction from the JPA Subcommittee and to report back to the Board as warranted.

#### RVPA Matters

Director Finn reported that the Ross Valley Paramedic Authority (RVPA) has taken delivery of its new ambulance. The RVPA is also exploring whether

and how to promote the deployment of portable AEDs throughout its service area. Director Finn will become Chairman of the RVPA Board for one year beginning in September 2009 per the customary rotation of the Chairmanship.

#### Fire Pumps Program

Director Finn reported that the five additional portable fire pumps recently purchased by the District have been delivered and will be stored at RVFD Station 20 pending their deployment. The Board instructed Director Finn to prepare for the Board's review thank-you letters to the RVFD personnel who conducted the pumps training/demonstration in May and to seek additional Pumps Program participants for the newly delivered pumps.

#### Annual Report

Chairman Berto reported that he will draft a proposed District Annual Report to be distributed to residents in hardcopy form. The Board urged Chairman Berto to mention the upcoming election for one seat on the District's Board. Two candidates have filed to run: Director Shortall and Ms. Molden.

#### Next Meeting

It was unanimously agreed that the next Regular Meeting of the Board shall be held on Thursday, November 19, 2009.

Since there was no further business to come before the meeting, upon motion made and seconded, the meeting was adjourned at 8:30 p.m.

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Thomas J. Finn, Secretary