

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

June 21, 2024

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 21, 2024. The Meeting was conducted both in-person and via Zoom video-conference.

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. The District's Director of Finance, Brendan Devlin, was also present.

Open Time for Public Expression

No member of the public requested to address the Board.

Consent Agenda

At the request of Director Finn, Item No. 6 on the Consent Agenda regarding the presentation and adoption by resolution of classification of fund balances as required by GASB 54 and the adoption of fund balance policy was removed from the Consent Agenda pending further study of GASB 54's updated requirements.

Upon motion made by Director Adams and seconded by Director Finn, the Consent Calendar Items with Item No. 6 removed, were unanimously approved by single motion, including the Minutes of the Board's March 6, 2024 Special 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 FY2024-25 budget.

Mr. Devlin provided a line item-by-line item update of the District's current budget, including comparisons with the FY2023-2024 adopted budget (as adjusted) and the proposed FY2024-2025 budget he presented. He noted that a conservative approach has been taken in projecting increases in the FY2024-2025 revenues and operating expenses.

Director Adams asked about the \$71,000 estimate provided for income to be received from San Domenico School. Director Shortall recounted the history of the District's payments

from San Domenico, including the 1991 and 2018 agreements between the parties regarding amounts billed and paid for the District's providing of firefighting and other emergency services to the School, and that the School's campus comprises fully one-third of the District's territory/landmass.

Noteworthy increased expenses include the estimated costs of the Ross Valley Fire Department's (RVFD) transition to three-person engine company staffing and expenditures in conjunction with the District's Direct Assistance program for hazardous vegetation removal and home hardening measures by District residents.

Upon motion made by Director Adams and seconded by Director Finn, the proposed FY2024-2025 budget was unanimously approved.

Director Shortall also updated the Board with respect to the annual audit by Chavan & Associates, having succeeded as the District's longtime auditor, Maher CPA, which has discontinued its auditing practice. Mr. Devlin reported on the progress being made on the audit.

Continuation of Ross Valley Paramedic Authority (RVPA) Parcel Tax

Director Finn presented proposed Resolution No. 2024-2 in Support of the Ross Valley Paramedic Tax Rate for FY2024-2025 confirming continuation of the existing Ross Valley Paramedic Authority (RVPA) parcel tax at the new rate structure approved by District voters and levying a tax of \$97.50 per taxable living unit or per 1,500 square feet of parcel in non-residential use within the District for RVPA services during the Fiscal Year 2024-25.

Upon motion made by Director Finn and seconded by Director Adams, Resolution No. 2024-2 was unanimously approved.

Elections Matters

Director Finn presented proposed Resolution No. 2024-3 requesting that the Board of Supervisors to consolidate the District's election with the regularly scheduled election to be conducted on November 5, 2024, requesting election services by the Marin County Elections Department, and authorizing the Secretary to execute and submit to Elections Department the District's Notice of Elective Offices and Jurisdictional Boundary Confirmation for November 5, 2024 election (for Directors Finn and Adams Full-Term Seats ending December 2024).

Upon motion made by Director Adams and seconded by Director Shortall, Resolution No. 2024-3 was unanimously approved.

Conflict of Interest Code Update

Director Finn requested that the Boards authorize President Shortall to execute and Secretary Finn submit to Marin County Board of Supervisors the District's required 2024 Biennial Notice re: the District's Conflict of Interest Code.

Upon motion made by Director Shortall and seconded by Director Adams, the request was unanimously approved.

Fire-Smart Demonstration Garden Update

Director Finn reported on the status of the District's Fire-Smart Demonstration Garden installed at the Sleepy Hollow Community Center, including the recommendations of landscape architect Ann Baker of LandCulture LLP with respect to changes in the configuration of certain areas of the Garden and the provision of signage for public information purposes.

Fire Station 20 Update

Director Finn reported on the status of discussions between the District and the Town of San Anselmo regarding the renovation of RVFD Station 20 and the possible terms and conditions of the District's financial support for the project.

Direct Assistance Program

Director Shortall and Mr. Devlin reported on the enthusiastic support of District residents for the District's Direct Assistance Program, with approximately 50 applications received and 14 provisions of assistance to date, most in the \$2,500-3,000 range with a focus on "big ticket" items that deliver broad benefits to both the community and to the individual homeowners. Director Shortall estimated that if demand continues to grow as anticipated, the Program's total cost to the District could reach \$125,000-150,000.

Director Finn commended Director Shortall and Mr. Devlin for their efforts and the results achieved.

Firewise® Community Initiatives, etc.

Director Shortall reported on the expanded variety of Firewise®-related Community Preparedness programs underway, including goat grazing, a donation of fire hose for the District's restored fire truck, an upcoming outing of the Archie Williams High School Wildfire Club, and other community preparedness activities.

Director Shortall also proposed incorporating an informal evacuation drill/educational opportunity at the District's upcoming 75th anniversary party in September.

Agency Reports

Director Shortall reported on Ross Valley Fire Department (RVFD) matters, including 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 announced that after stepping down as Executive Director of FireSafe Marin (FSM), FSM's day-to-day operations would be run by a team including Jen Gauna, Meg McCabe, and other experienced FSM staff members.

75th Anniversary Event Preparations

Directors Shortall and Finn reported on preparations for the District's upcoming 75th anniversary party in September.

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 6:15 p.m.

Thomas J. Finn, Secretary