

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

March 12, 2026

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 March 12, 2026. 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 Jennifer Gauna. 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, and Lucy Ray were also present.

Open Time for Public Expression

No member of the public requested to address the Board.

Consent Agenda

Upon motion made by Director Finn and seconded by Director Gauna, the Consent Calendar Items with were unanimously approved by single motion, including (a) the Minutes of the Board's July 24, 2025 Special Meeting; October 29, 2025 Special Meeting; and November 20, 2025 Special Meeting, (b) the Board's receipt and acknowledgment of the findings and opinion of independent auditor Chavan & Associates CPAs regarding the District's financial statements or internal controls for the Fiscal Year ending June 30, 2025, (c) the creation of an Ad Hoc subcommittee for the purpose of reviewing/overseeing potential Investment Management services to the District, (d) financial contributions towards equipment purchases and installation at Ross Valley Fire Station 20, and (e) engagement of Lucy Ray to evaluate and provide recommendations re: the District website and related matters.

Director Shortall expressed the District's gratitude to Mr. Devlin for his assistance in spearheading the annual audit. Mr. Devlin thanked the audit team at Chavan & Associates CPAs as well as the Board for their efforts in completing the audit.

Financial and Operations Reports

Finance Director Devlin reported the District's financial position as of December 31, 2025, including that income was exceeding expenses by approximately \$130,000. He noted that, compared to December 31, 2024, the District's reserves had decreased by due to the District's contribution (as of December 31, 2025) toward the renovation of Station 20. He also noted that expenses were expected to increase in 2026 due to the rollout of the Direct

Assistance Program, with an initial goal of providing financial assistance to approximately 20 homes in 2026.

Director Shortall added that planned 2026 equipment purchases for the Community Emergency Response Team (CERT) program would further narrow the difference between income and expenses.

Approval of Ross Valley Paramedic Authority Parcel Tax Confirmation, etc.

Upon motion by Director Shortall and seconded by Director Gauna, the Board unanimously approved Resolution No. 2026-1 confirming continuation of the existing Ross Valley Paramedic Authority (RVPA) parcel tax of \$103.50 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 Fiscal Year 2025-26.

Staff Reports

The Board received oral reports on in-District matters, including:

- FireSmart Public Demonstration Garden matters
- Contribution Agreement with Town of San Anselmo for Station 20 renovation including possible District supplemental contribution.
- *Firewise® Community* and Infrastructure/Hazard Mitigation Initiatives, including:
 - (i) Direct Assistance Program;
 - (ii) Block Captains Program;
 - (iii) Home Evaluations Program; and
 - (iv) CERT Program.

In connection with the Block Captains Program, Director Gauna asked about the level of interest expressed by residents or others purchasing the District's surplus satellite telephones. Director Shortall stated that the number of satellite telephones needed by the District has decreased due to technology upgrades, etc. He stated that the RVFD has expressed interest in possibly purchasing four of the satellite telephones and that the District would likely retain three or four telephones for emergency back-up use.

The Board also received oral reports on ex-District matters, including:

- RVFD matters
- RVPA matters
- FIRESafe Marin matters; and
- Marin Wildfire Prevention Authority matters.

Announcements

Director Shortall stated that the District's Strategic Plan requires updating and that the process of doing so will commence later in 2026.

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 7:05 p.m.

Thomas J. Finn, Secretary