

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

October 29, 2025

A duly noticed Special Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 12:00 p.m. on October 29, 2025. The Meeting was conducted both in-person and via Zoom video conference.

A quorum was achieved by the presence of each of the current Directors of the District, namely, Richard Shortall and Thomas Finn, with one vacancy created by former Director Adams' resignation. Richard Shortall, as President, presided as Chairman and called the meeting to order. Thomas Finn, as Secretary, recorded the proceedings.

Also in attendance were Ross Valley Fire Department Senior Fire Inspector Robert Bastianon and Ross Valley Fire Department Wildfire Preparedness Coordinator Nicole Marcucci.

Open Time for Public Expression

No member of the public requested to address the Board.

Swearing In of Director Gauna

President Shortall administered the oath of office to Director Jennifer Gauna, filling the vacancy created by the resignation of former Director Sharon Adams.

First Reading of Proposed Updated Fire Code and WUI Code Ordinances

The Board received a presentation from Senior Fire Inspector Bastianon regarding his Staff Report describing the required updates to the District Fire Code, including the scope of the proposed adoption including findings of fact, establishment of limits specific to the District, and repeal language for previous ordinances.

Upon motion by Director Shortall and seconded by Director Finn, the Board unanimously approved the first reading of the proposed ordinance adopting the updated Fire Code and set the public hearing and second reading of the ordinance for November 20, 2025.

The Board next received a presentation from Senior Fire Inspector Bastianon regarding his Staff Report describing the required adoption of a new District Wildland-Urban Interface Code necessitated by the State's recently adopted changes to the California Public Resources Code.

Upon motion by Director Shortall and seconded by Director Finn, the Board unanimously approved the first reading of the proposed ordinance adopting the required repeal of the District Wildland-Urban Interface Code and the adoption of a new District Wildland-Urban Interface Code and set the public hearing and second reading of the ordinance for November 20, 2025.

Ross Valley Fire Department JPA Board of Directors Appointments

Upon motion by Director Shortall and seconded by Director Finn, the Board unanimously approved Resolution No. 2025-6 adopting the District's 2025 appointments to the Ross Valley Fire Department Joint Powers Authority Board of Directors as follows:

Director: Director Richard C. Shortall, Jr.

Director: Director Thomas J. Finn

Alternate: Director Jennifer Gauna

Adjournment

Since there was no further business to come before the Meeting, upon motion by Director Shortall and seconded by Director Finn, the Board unanimously voted to adjourn the Meeting at 12:25 p.m.

Thomas J. Finn, Secretary