

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

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June 18, 2025

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A duly noticed Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 5:05 p.m. on June 18, 2025. 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

Upon motion made by Director Shortall and seconded by Director Adams, the Consent Calendar Items were unanimously approved by single motion, including (a) the Minutes of the Board's June 21, 2024 Regular Meeting, August 19, 2024 Special Meeting, and October 29, 2024 Special Meeting, and (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, 2024.

Finance Director Devlin endorsed and recommended the Board's acceptance of the audit report and recognized the efforts of Liz Ford in facilitating the audit process. The Board commended Finance Director Brendan Devlin and Ms. Ford for their efforts on the District's behalf.

Financial and Operations Reports

Director Shortall, in his capacity as District Treasurer, reported that the District's current finances were in-line with customary conservative expectations, with the caveat that the financial data available was current as of April 30, 2025 per the County of Marin's delayed reporting and that an updated report from the County was expected in August 2025.

Finance Director Devlin projected that, as of the date of the Meeting, the District would record a surplus for FY2025-25 of a minimum of \$50,000.

Director Shortall next invited Finance Director Devlin to present the District's proposed FY2025-26 budget. Finance Director Devlin anticipated that projected revenues were likely to exceed projected expenses. This was attributable to (a) a modest increase in property tax revenues and the adopted Ross Valley Fire Department budget, subject to mid-year adjustments that may be authorized, and (b) flat or modestly increased expenses depending on the size and scope of the District's Direct Assistance Program (currently being piloted) as part of the Community Preparedness budget allocation and possible supplemental expenses in connection with the ongoing restoration of the District fire truck and the establishment of the District FireSmart Public Demonstration Garden.

Director Shortall expressed the District's gratitude to Mr. Devlin for his assistance in crafting the proposed FY2025-26 budget. He also noted a new expense allocation to the District's Block Captain Program to fund neighborhood events, and thanked Director Adams for spearheading the Program.

Upon motion made by Director Finn and seconded by Director Adams, the proposed FY2025-2026 budget was unanimously approved.

#### Continuation of Ross Valley Paramedic Authority (RVPA) Parcel Tax

Director Finn presented proposed Resolution No. 2025-2 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 \$100.50 per taxable living unit or per 1,500 square feet of parcel in non-residential use within the District during the Fiscal Year 2025-26.

Upon motion made by Director Shortall and seconded by Director Adams, Resolution No. 2025-2 was unanimously approved.

#### Legal Counsel Conflict of Interest Waiver

Director Finn presented proposed Resolution No. 2025-3 authorizing the District Secretary to execute a Conflict of Interest Waiver with Acevedo & Longfellow LLP in connection with the negotiation and documentation of the Contribution Agreement between the District and the Town of San Anselmo in connection with the renovation of Ross Valley Fire Station 20.

Upon motion made by Director Shortall and seconded by Director Adams, Resolution No. 2025-3 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.

#### 75th Anniversary Event

Directors Shortall and Finn reported on the District's successful 75th anniversary party held in September 2024, including the informal evacuation drill/educational outreach that coincided with the event.

### Fire Station 20 Update

Director Finn reported on the status of ongoing 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 suggested changes to the District's Direct Assistance Program. 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.

### Firewise® Community Initiatives, etc.

Director Shortall reported on the expanded variety of Firewise®-related Community Preparedness programs underway, including goat grazing and other community preparedness activities.

### Agency Reports

Director Shortall reported on Ross Valley Fire Department (RVFD) matters, including the upcoming 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.

Director Finn reported on Ross Valley Paramedic Authority (RVPA) matters, and Marin Wildfire Prevention Authority (MWPA) matters.

Director Adams announced her intention to resign from the Board later in 2025.

### 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 6:05 p.m.

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Thomas J. Finn, Secretary