

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

February 16, 2012

A Regular Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 7:40 p.m. on February 16, 2012 at 1317 Butterfield Road, 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

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 February 1, 2012 Special Meeting were unanimously approved.

Approval of Responses to Grand Jury

The District's responses to the Grand Jury's recent survey of Special Districts in Marin were unanimously approved. A copy of those responses is attached hereto.

Mather Road Fire Road Access Assistance; Vegetation Management Initiatives

Chairman Berto presented to the Board a letter received from Howard Ortman of 29 Mather Road on behalf of four fellow property owners requesting the District's support in connection with a possible upgrade of access to and extension of the fire road adjacent to their properties. A copy of Mr. Ortman's letter is attached hereto.

Director Shortall informed the Board that vegetation clearing activities in the area were continuing under the auspices of the Marin County Fire Dept. (MCFD) and the Ross Valley Fire Dept. (RVFD) with the District's support. Directors Berto and Finn

expressed their willingness to consider having the District provide some form of support for the assistance requested, subject to the receipt of further information as to the scope and timing of the proposed work. Director Shortall agreed to explore the matter and report back to the Board.

Director Shortall provided to the Board an update on progress toward establishing vegetation management objectives within the District. He agreed to confer with RVFD Chief Meagor regarding vegetation management initiatives, including the efforts employed by the Town of Fairfax.

Fire Pumps Program Update

Director Finn reported that a slight increase in the insurance premium for coverage of the District's portable fire pumps was anticipated in 2012. Director Finn also reported on efforts to deploy the five additional pumps with the cooperation of residents and the RVFD.

District Annual Report

The Board unanimously agreed that the prospect of adding the Town of Ross (and the Ross Fire Dept.'s assets) as a member of the RVFD Joint Powers Authority (JPA) was of such importance that publication of the District's forthcoming annual report should be deferred until the matter is resolved and publicly announced so that it may be included in the report.

Ross Valley Fire Department (RVFD) and Related Matters

Chairman Berto reported on the status of discussions between the RVFD and the Town of Ross regarding the possible combination of the RVFD and the Ross Fire Dept. (RFD) via the addition of the Town of Ross as a member of the RVFD JPA. Director Shortall noted that the primary issues concerned harmonizing the Departments' respective labor contracts and JPA governance issues.

As a separate matter, Director Shortall suggested that the Board offer to host one of the RVFD Board's meetings. Directors Berto and Finn concurred.

Director Berto noted that he has been notified of a variance application filed with the County of Marin by the residents of 22 Crane Drive. Director Berto stated that the variance application seeks to expand the street-side parking in such a way that might narrow the clearance available to emergency vehicles, and requested the Board's permission to convey the District's concerns over that possibility to the County. The Board agreed that Director Berto should bring the possibility to the County's attention via a letter from the District.

Ross Valley Paramedic Authority (RVPA) Matters

Director Finn reported that the RVPA has successfully completed the initial phase of the BLS transport pilot program and that the data show increased revenues without compromising response times.

Director Finn also noted that the ballot materials in support of the RVPA tax levy for FY 12/13 will be presented to the Board at its next meeting.

Financial Matters

Treasurer Shortall presented (i) a District Balance Sheet as of February 15, 2012, together with a Year-to-Date summary of budget progress; (ii) a District Profit and Loss Statement as of February 15, 2012, together with data for Fiscal Year 2009 for comparison purposes, and (iii) various warrants for the payment of normal District expenses. The Board reviewed and unanimously approved the financial reports, warrants, and budget update presented.

Treasurer Shortall next provided an update on the progress of the District's annual audit.

Treasurer Shortall recommended that the District explore the possibility of placing some of the District's financial reserves in a deposit account at a commercial bank, as such banks are currently paying a higher rate of interest than the District's reserves are currently earning from the County of Marin. Directors Berto and Finn concurred, and Director Shortall, as Treasurer, was requested to explore the matter and report back to the Board.

Next Meeting

It was tentatively agreed that the next Regular Meeting of the Board shall be held on May 17, 2012.

Since there was no further business to come before the meeting, upon motion made and seconded, the meeting was adjourned at 8:45 p.m.

Thomas J. Finn, Secretary

