

**SLEEPY HOLLOW FIRE PROTECTION DISTRICT**  
**1040 Butterfield Road**  
**San Anselmo, California**  
**94960**

***Directors***

Richard C. Shortall, Jr., President  
Thomas J. Finn, Secretary  
Sharon Adams, Treasurer

August 28, 2020

Via E-mail to [Max.Thelen@marincivilgrandjury.org](mailto:Max.Thelen@marincivilgrandjury.org) and U.S. Mail

The Honorable Andrew E. Sweet, Presiding Judge  
Marin County Superior Court  
c/o Marin County Civil Grand Jury  
3501 Civic Center Drive, Room 275  
San Rafael, California 94930

Re: Responses to Grand Jury Follow-Up Report on Web Transparency of Agency  
Compensation Practices (the  
“Report”)

Dear Judge Sweet:

Enclosed please find the Sleepy Hollow Fire Protection District’s (SHFPD) responses to the recommendations made in the Report. This response was duly authorized at a Special Meeting of the Board of Directors of the SHFPD held on August 24, 2020. The SHFPD website has been updated to include all recommendations that pertain to our District.

Please do not hesitate to contact me if the Civil Grand Jury should have any questions regarding these responses.

Very truly yours,



Richard C. Shortall, Jr.  
Director & President

Enclosure

cc: SHFPD Board of Directors

**SLEEPY HOLLOW FIRE PROTECTION DISTRICT  
RESPONSE TO GRAND JURY REPORT**

Report Title: Follow-Up Report on Web Transparency of Agency Compensation Practices

Report Date: April 28, 2020

Agenda Date: August 24, 2020

Response by: Richard C. Shortall, Jr. Title: Director/President

**FINDINGS**

- I (we) agree with the findings numbered: F1, F2, F3, F4, and F5.
- I (we) disagree *partially* with the findings numbered: None
- I (we) disagree *wholly* with the findings numbered: None  
(Attach a statement specifying any portion of the findings that are disputed; include an explanation of the reasons therefor.)

**RECOMMENDATIONS**

- Recommendations numbered R1, R2, R3, R4, R5, and R6 have been implemented.  
(Attach a summary describing the implemented actions.)
  1. The State of California Government Compensation Portal "button" was moved under the "Finances" tab.
  2. The button utilizes the following link:  
  
<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240>
  3. We added a Board Compensation annual report under the Salary & Compensation section of Finance. I have prepared an updated report for 2019-2020 which is attached and which has been sent to our webmaster for posting on the website.
  4. Our latest report to the State Compensation portal prepared by our auditor contains compensation for all Board members. The State has not posted yet.

I believe we are now fully compliant with your recommendations.

Date: August 24, 2020

Signed: 

Number of pages attached: 1

**ATTACHMENT TO SLEEPY HOLLOW FIRE PROTECTION DISTRICT  
RESPONSE TO GRAND JURY REPORT**

**SHFPD BOARD of DIRECTORS COMPENSATION REPORT**


**EXECUTIVESUMMARY:** To comply with the requirements of Assembly Bill No.2040 and Assembly Bill 1234, the district prepares a yearly report of the annual compensation and expense reimbursements paid to each board member. This report is a summary of compensation and expense reimbursements for the fiscal year 2019-2020.

For purposes of this report, compensation and reimbursements are broken down three categories for the fiscal year ended June 30, 2020. Following are the categories and the types of meetings or programs under each category:

1. Regularly scheduled monthly Board meetings and other Special Board Meetings
2. Board Committee meetings
3. Liaison Assignments to Advisory Committees, Councils and Forums such as the Ross Valley Fire Department, Ross Valley Paramedic Authority, FIRESafe MARIN and others.
4. Conferences, Training and Memberships
5. Treasurers Duties
6. Other – Miscellaneous Expenses

	<b>Rich Shortall</b>	<b>Tom Finn</b>	<b>Sharon Adams</b>
Board Meetings	450	450	450
Committees	0	0	0
Liaison Assignments	1750	1300	300
Conferences/Training	0	0	0
Treasurer	600	0	0
Miscellaneous	0	0	0
<b>TOTAL</b>	<b>\$2800</b>	<b>\$1750</b>	<b>\$750</b>

Date: August 24, 2020

Signed: 

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MARIN COUNTY  
COUNSEL'S OFFICE