



# Menlo Park Fire Protection District

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**Fire Chief**

Harold Schapelhouman

**Board of Directors**

Robert J. Silano

Peter Carpenter

Chuck Bernstein

Rex Ianson

Virginia Chang Kiraly

November 4, 2016

George Roderick's, City Manager Town of Atherton

In order to assist the Town with its proposed fiscal review of the Fire District, we are delivering the following important items in hard copy to your office:

1. Our current budget
2. Our most recent comprehensive audit report
3. Our 2015 Standards of Cover Assessment Report
4. Our tax rate area (TRA) information for the Town
5. Our Emergency incident information specifically for Atherton

As part of our commitment to transparency and good governance, I wanted to make sure that if you are not able to find something on our web-site, please let me know and I will see if we have it readily available in hard copy form.

If a requested item cannot be found on our web-site or does not exist in presentable format in our files, and takes a reasonable amount of staff time to be prepared, we will provide you with that data at our earliest convenience. The emergency call data took approximately 4 hours of staff time to research and prepare.

If your request will take a substantial amount of staff time or require additional work by one of our consultants, we will advise you as to those time frames and potential costs. This may include data that has to be tallied by hand. In the case that the requested data does not exist in any form in our records we will notify you. You may then, at your option, decide to collect the data yourselves or request that we engage staff or consultants, at your cost, to collect the data for you.

In order to make this as efficient as possible we would request that you prepare a schedule containing a comprehensive list and description of all of the data that you would like from the District. If we need clarifications on your request, I would suggest a face to face meeting with management of both jurisdictions and knowledgeable staff to be certain there is no confusion or wasted effort.

We would also ask that the Town allow us to review and offer suggestions for a scope of services from any consultants retained to conduct a Fire Services Fiscal Review.

Please let me know if you find these suggestions useful and would like to proceed in the manner suggested,

Thank you

Harold Schapelhouman, Fire Chief

Cc: Fire Board