



ROSS VALLEY FIRE DEPARTMENT
Minutes of the Ross Valley Fire Board of May 14, 2025

Note: These are summary action minutes only.
The Zoom recording can be accessed by clicking [here](#)

6:30 pm RVFD Board Meeting

1. Call to order – 6:30 pm.

Board Present: Dowling, McMillan, Burdo, Walker, Finn, Shortall, Coler, Hellman
Board Absent: Kircher

2. Chief Report – Verbal update by Fire Chief Mahoney

Recruitment: The Firefighter-Paramedic recruitment will begin after the negotiation process is complete. The Wildfire Preparedness Coordinator closes May 30. Lucas Dentoni began on April 1 as Fire Inspector. A job offer was made to Lauren Houde as Administrative Assistant.

The focus has been on supporting employees in regards to the accident in Woodacre, including a diffusing to help process emotions and a debriefing with multiple agencies involved in the incident.

Director Finn inquired about the changes in call types the past month. Chief Mahoney said April is often a slower time of year and call types can fluctuate.

3. Open time for public expression. The public is welcome to address the Board at this time on matters, not on the agenda. However, please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or that the need to take action arose following the posting of the agenda.

No public comment.

4. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda. Otherwise, all items may be approved with one action. (6:39 pm)

No public comment.

M/S Coler/Finn to approve consent agenda - roll call vote, eight ayes: Dowling, McMillan, Burdo, Walker, Finn, Shortall, Coler, Hellman



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5. Authorize the Board President to execute a Professional Services Agreement with the Town of San Anselmo that includes renewing the 2020 financial services agreement with an expanded scope and adding a human resources function.

Chief Mahoney and Jeff Zuba fielded questions from the Board related to the capacity of the Town to handle additional work and what happens should legal counsel be needed in handling HR issues. The Board would like a progress report in six months.

No public comment.

M/S Finn/Hellman to approve consent agenda - roll call vote, eight ayes: Dowling, McMillan, Burdo, Walker, Finn, Shortall, Coler, Hellman

6. Review Fiscal Year 2025-2026 Proposed Budget & Five-Year Budget Projection – Finance Director Jeff Zuba (6:50 pm)

Item 6 – Staff Report for Fiscal Year 2025-2026 Proposed Budget & Five-Year Budget Projection

Item 6 – Attachment #1 – FY 2025-26 Proposed Budget

Item 6 – Attachment #2 – Five-Year Financial Forecast

Chief Mahoney summarized the staff report. Jeff Zuba presented a PowerPoint and fielded questions from the Board on the following topics: RVPA is still working on the paramedic incentive calculations so an estimate has been included in the budget. Jeff explained how the salary savings from closing Station 18 affects the participating agencies. Jeff consulted with advisors about refinancing the pension liability in 2022 but it was not financially advantageous at that time. The unfunded liability is approximately \$19m. The five year forecast will be revised after negotiations and we will know salary savings from Ross station in early 2026. Explanation was given on two of the benefit line items. The unassigned reserves are not found in the line item budget but are outlined in the staff report and the reserve policy set by the Board is followed. Reserves are held for one-time costs, not on-going costs. Reserves are in the LAIF account.

Chief Mahoney fielded questions on the following topics: Changes in line items in the budget where one increased and another decreased. The budget does not include any significant one time expenses. We would need to look at the budget further for additional possible savings. We are not replacing the burn trailer or putting more money into it for firefighting purposes.

No public comment.

No action needed.



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7. Approve Side Letter with the International Association of Firefighters Local 1775 and the Ross Valley Fire Department, increasing staffing to Minimum Emergency Response Force from 9 to 10 firefighters daily. (7:20 pm)

Item 7 - Staff Report - Increase Staffing to Minimum Emergency Response Force

Item 7 - Attachment #1- Staff Report October 11, 2023 - Consider Recommendation from Labor Management Subcommittee Relating to Increased Staffing

Item 7 - Attachment #2 - Approved Side Letter dated June 12, 2024: Creation of Firefighter Paramedic Position Between Ross Valley Fire Department and IAFF Local 1775

Item 7 - Attachment #3 - Side Letter: Increase Staffing to Minimum Emergency Response Force between Ross Valley Fire Department and Ross Valley Firefighters' Association IAFF Local 1775

Chief Mahoney summarized the staff report and explained this side letter will be incorporated into the new MOU. Several Directors expressed words of acknowledgement on reaching this goal. Director Shortall offered to have an onboarding process for new Board Members since things like this item can be complex. Chief Mahoney said he is looking at creating a handbook.

No public comment.

M/S Coler/Hellman to approve consent agenda - roll call vote, eight ayes: Dowling, McMillan, Burdo, Walker, Finn, Shortall, Coler, Hellman

President Burdo formally welcomed Director McMillan and Director Dowling and expressed his admiration for their work in Ross. Director Hellman noted the Board has a female majority.

8. Announce Adjournment to Closed Session: (7:28 pm)

No public comment.

Convene in Closed Session:

a) Conference with Labor Negotiators (Government Code 54957.6)

- i) Agency Designated Representative: Dave Donery
Employee Organization: Ross Valley Fire Chief Officers Association and
The Ross Valley Firefighters Association
Regarding: Labor Negotiations

9. Announce Action in Closed Session, if any.

The Board took no reportable action. (9:00 pm)



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10. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
11. Adjourn

The next meeting is scheduled for Wednesday, June 11, 2025, in person at the San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960, and via zoom.

Lauren Houde

s/Lauren Houde, Administrative Assistant

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