



**ROSS VALLEY FIRE DEPARTMENT
BOARD OF DIRECTORS AGENDA
Wednesday, July 9, 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: Board Present: Kircher, McMillan, Burdo, Walker, Finn, Coler, Hellman
Board Absent: Shortall

2. Chief Report – Verbal update by Fire Chief Mahoney

Recap of Chief's Report by President Burdo since Zoom sound was muted: There are three Firefighter Paramedic positions open and we'll be opening a recruitment in July. A conditional offer has been made to the Wildfire Preparedness Coordinator with an expected start date of August. The badge pinning ceremony was a nice event with a great turnout of staff and family. President Burdo acknowledged this is the first meeting without a fire station in Ross and he expressed appreciation for the collaboration.

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.

a) Receive call report for June
Item 4a - Call Report

b) Acknowledge check register issued during June
Item 4b – Check Register



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- c) Receive current budget report
Item 4c – Budget Report
- d) Adopt Resolution 25-09 Approving Revised Budget for FY 2025-26
Item 4d - Staff Report for Resolution 25-09
Item 4d - Attachment #1 - Revised Budget Amendment
Item 4d - Attachment #2 - Resolution 25-09
- e) Approve Minutes of the June 11, 2025, Board meeting
Item 4e – Minutes June 11, 2025

Director Coler stated there was a typo on the June 11, 2025 minutes. The minutes stated President Burdo thanked Director Dowling for her service. President Burdo thanked Director Robbins. Director Coler stated that the minutes don't need to be pulled provided the correction is made.

No public comment.

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

- 5. Adopt Resolution 25-10 creating a Records Retention Policy and for the Department
Item 5 – Staff Report for Resolution 25-10
Item 5 – Attachment #1 - Records Management Policy - Resolution 25-10
Item 5 - Attachment #2 - Exhibit A - Records Management Policy
Item 5 – Attachment #3 - Exhibit B - Records Retention Schedule
Item 5 – Attachment #4 - Exhibit C - Records Destruction Authorization

Chief Mahoney summarized the staff report and fielded questions from the Board. Board agreed that this is an important policy for the department to have.

No public comment.

M/S Coler/Finn to approve Item #5 - roll call vote, seven ayes: Kircher, McMillan, Burdo, Walker, Finn, Coler, Hellman

- 6. Authorize Executive Officer and Board President to Finalize and Execute Memorandum of Understanding (MOUs) between the Ross Valley Fire Department and the International Association of Firefighters Local 1775, and the Ross Valley Fire Chief Officers Association for years July 1, 2025 – June 30, 2028, and Approve Resolutions for Unrepresented Staff for FY25-28 – Chief Mahoney



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- Item 6 - Staff Report for MOUs & Resolutions
- Item 6 - Attachment #1 - Firefighter MOU Final
- Item 6 - Attachment #2 - Firefighter MOU Redlined
- Item 6 - Attachment #3 - Chief Officer MOU Final
- Item 6 - Attachment #4 - Chief Officer MOU Redlined
- Item 6 - Attachment #5 - Resolution 25-11 Administrative Assistant Salary
- Item 6 - Attachment #6 - Resolution 25-12 Fire Inspectors Salary
- Item 6 - Attachment #7 - Resolution 25-13 Wildfire Preparedness Coordinator

Chief Mahoney summarized the staff report and provided highlights of major changes. Director Coler thanked the Chief and Jeff Zuba for answering her questions on the MOUs and the staff report, especially regarding the fiscal language. She also thanked the Firefighters for working with the negotiating team to make it happen.

Public comment: President of the Ross Valley Firefighters Association, Tommy Pastalka spoke. He expressed his gratitude and appreciation on behalf of the Association regarding the time, energy and consideration put into the MOUs. The changes provide a more competitive package to help attract qualified personnel to fill the new Firefighter Paramedic positions and the benefits of this contract are recognized by the Firefighters and their families. Tommy thanked three Firefighters who sacrificed a significant amount of their personal time working on this contract: Andrew Juric, Scott Poppe and Tyler Fiske.

M/S Hellman/Coler to authorize Executive Officer and Board President to finalize and execute the FY 25-28 MOU between Ross Valley Fire Department and FF IAAF 1775 - roll call vote, seven ayes: Kircher, McMillan, Burdo, Walker, Finn, Coler, Hellman

M/S Hellman/Coler to authorize Executive Officer and Board President to finalize and execute FY 25-28 MOU between Ross Valley Fire Department and Chief Officers - roll call vote, seven ayes: Kircher, McMillan, Burdo, Walker, Finn, Coler, Hellman

M/S Hellman/Coler to approve Resolution 25-11 Administrative Assistant salary - roll call vote, seven ayes: Kircher, McMillan, Burdo, Walker, Finn, Coler, Hellman

M/S Hellman/Coler to approve Resolution 25-12 Fire Inspector salary - roll call vote, seven ayes: Kircher, McMillan, Burdo, Walker, Finn, Coler, Hellman

M/S Hellman/Coler to approve Resolution 25-13 Wildfire Prevention Coordinator salary - roll call vote, seven ayes: Kircher, McMillan, Burdo, Walker, Finn, Coler, Hellman

7. Announce Adjournment to Closed Session: **7:00 pm**



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- a) Public Employee Performance Evaluation (Government Code 54957)
 - i) Title: Fire Chief Dan Mahoney

No public comment.

- 8. Announce Action in Closed Session, if any.

President Burdo announced no reportable action.

- 9. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.

President Burdo received an email from a member of the San Anselmo community asking if the Department would be applying for 2026 Fire Risk Reduction Community List which is a list of local agencies located in a SRA or very high fire hazard severity zone that meets best practices for local fire planning and there are some potential insurance benefits as well as other benefits such as access to certain grants. Chief Mahoney said he will look into it and report back. We often collaborate with Marin County Fire and MWPA on grants. President Burdo will forward the email he received to Chief Mahoney to follow up.

Director Finn announced there will be a vacancy on the Sleepy Hollow Fire Board effective August 1 due to Director Sharon Adam's resignation. Director Adams is also an alternate on the RVFD Board. The position will be filled by appointment.

No public comment.

- 10. Adjourn

The next meeting is scheduled for Wednesday, August 13, 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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