

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of January 14, 2026

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Draft RVFD Board Handbook & Formation of Onboarding Ad hoc Committee

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**RECOMMENDATION:**

Staff recommends the Board receive a draft RVFD Board Handbook and approve the formation of a Board Member Onboarding Ad hoc Committee

**BACKGROUND:**

At the November 2025 RVFD Board meeting, Directors expressed interest in establishing a comprehensive Board Handbook for onboarding new Board members and serving as a resource to the Board. Many special districts and fire agencies maintain such handbooks to consolidate key governance information, including:

- Overview of the governance and fiscal structure of the organization
- Overview of the Ross Valley Fire Department
- Board roles and responsibilities
- Meeting procedures
- Legal compliance requirements
- Ethical standards and FPPC mandates
- Public records, Brown Act, and communication protocols
- Expectations for conduct and Board–staff interaction

A handbook also serves as an important onboarding resource for new Directors and helps ensure continuity as the Board composition changes over time.

To support this effort, staff recommends forming a Board Member Onboarding Ad hoc Committee to guide the development of the handbook, review draft sections, and provide input prior to Board consideration. To facilitate this process, staff has created a draft handbook for the Committee’s consideration, using examples from similar agencies.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with creating a handbook and forming an ad hoc committee.

**ATTACHMENTS:**

Attachment 1 - Draft RVFD Board Handbook