



Ross Valley Fire Department

Serving Fairfax, Sleepy Hollow, San Anselmo, and Ross

ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS AGENDA MINUTES

Wednesday, November 12, 2025

Note: These are summary action minutes only.

The zoom recording can be accessed by clicking [here](#)

6:00 pm RVFD Board Meeting

Please note new start time per Resolution 25-15

1. Call to order – 6:00 pm

In attendance: Directors Kircher, McMillan, Burdo, Walker, Finn, Shortall, Hellman, Coler

President Burdo asked if there was anyone in chamber or online for public comment and stated he would also ask after the Chief's Report per the agenda.

No public comment.

2. Chief Report – Verbal update by Fire Chief Mahoney

Two new recruits are starting next week. We'll be opening a new recruitment in mid-January for two vacancies. If we fill these, it will be the first time in a long time the department will be fully staffed. Chief Mahoney gave an update on two moving memorial events that he attended in Colorado Springs and Sacramento honoring Captain Rick Addicks. Firefighters participated in the annual Alisa Ann Ruch Burn Foundation Relay that supports burn prevention and survivor programs. RVFD Club donated \$1,000 and the relay stopped at Station 19 to receive the check. Captain Juric coordinated the relay in Marin County. RVFD is participating in the annual holiday toy drive. Drop off locations are at the Fire Stations. The toys are donated to the Fairfax/San Anselmo Children's Center and then distributed to families. The flyer will be sent to the Board members for distribution. Engine 19, Engine 21, Battalion 20 and Medic 18 responded to a cardiac arrest. Patient is currently recovering.

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.



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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 September and October
Item 4a - [Call Report](#)
 - b) Acknowledge check register issued during September and October
Item 4b - [Check Register](#)
 - c) Receive current budget report for September and October
Item 4c - [Budget Report](#)
 - d) Approve Minutes of the September 10, 2025 Board meeting
Item 4d - [Minutes September 10, 2025](#)
 - e) Adopt Resolution 25-16 Approving a Revised Publicly Available Pay Schedule for FY 25-26
Item 4e - [Staff Report - Revised Publicly Available Pay Schedule](#)
Item 4e - [Attachment #1 - Resolution 25-16 Pay Schedule](#)
 - f) Adopt Resolution 25-17 Re-appointing San Anselmo Town Manager David Donery as the Executive Officer of the Ross Valley Fire Department
Item 4f - [Staff Report - Re-Appoint Executive Officer](#)
Item 4f - [Attachment #1 - Resolution 25-17 Reappointing Exec Officer](#)
 - g) Accept Annual Independent Audit Report for Fiscal Year 2024-25 Ending June 30, 2025
Item 4g - [Staff Report - Audit Report for Fiscal Year 24-25](#)
Item 4g - [Attachment #1 - RVFD Basic Financial Statements FY 24-25](#)
Item 4g - [Attachment #2 - Financial SAS 114 Fy 24-25](#)

Director Coler requested Item G to be pulled from consent.

No public comment.

Director Coler raised a question about the uncollected funds from the embezzlement by Mollenkopf, which came about when she was reading the audit report. There is an extension of the judgment against Mollenkopf that will expire in March 2026. Discussion was had about the attempts made in the past to collect. Director Coler suggested contacting



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a collections agency. Discussion was also had about extending the judgment again. Director Coler would like to add to the January 2026 agenda a discussion on the matter of collections.

M/S: Coler made a motion to approve consent including Item G/Finn: Ayes: Directors Kircher, McMillan, Burdo, Walker, Finn, Shortall, Hellman, Coler

5. Receive Presentation on 2025 Defensible Space Program update on Wildfire Preparedness Coordinator Projects – Nicole Marcucci, Wildfire Preparedness Coordinator
Item 5 – [Staff Report - Defensible Space Update & WPC Projects](#)

Wildfire Preparedness Coordinator Marcucci gave a presentation. The Board engaged in discussion and asked questions on grant applications, how to encourage all residents to open their reports, especially those who may not be tech savvy, which roads have been identified for roadside clearance projects and how to ensure continued maintenance is done by property owners.

No public comment.

6. Receive Presentation Related to Special Districts and the Role of the Marin Local Agency Formation Commission (LAFCo) - Dan Mahoney, Fire Chief
Item 6 – [Staff Report -LAFCo Report](#)

LAFCo Executive Officer Jason Fried gave a high-level presentation on the different types of governing models. The Board engaged in discussion and asked questions such as what next steps may be, the Board processes for proceeding, the governance structure of Sleepy Hollow as a pre-Prop 13 Special District, how seats on a board may be filled, pros and cons of different financial structures such as becoming a taxing entity and the role of LAFCo. There was acknowledgment of the recent changes, such as 3-person engine, closure of Station 18, and facilities upgrades that took a long time to bring to fruition, as well as uncertainty about the future of a fire station in Ross. There was acknowledgment that it's important to continue to review all options with the goal of fiscal sustainability into the future. President Burdo wrapped up the discussion by stating 1) Understand that regardless of the model, costs will continue to rise 2) Depending on the action item, the Board may need a unanimous vote to proceed 3) There is a request for a budget report with a five year projection which will be included in the January 2026 RVFD Board meeting and 4) There is a request for a RVFD Board Handbook which will be included in the January 2026 RVFD Board Meeting, along with a proposal to create an Onboarding Subcommittee.

No public comment.

7. Board requests for future agenda items, questions, and comments to staff, staff



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miscellaneous items.

Request from Director Coler to include two agenda items in the January meeting to 1) extend the Mollenkopf Judgement and 2) to create an Onboarding Subcommittee.

Director Finn announced the appointment of the new third Sleepy Hollow Board Member, Jennifer Guana, who is the Director of Operations for FireSafe Marin and a long time Sleepy Hollow resident.

The RVFD Board December meeting is cancelled.

Chief Mahoney will be presenting at the December Ross Town Council meeting on response times.

8. Adjourn

The next meeting is scheduled for Wednesday, December 10, 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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