



ROSS VALLEY FIRE DEPARTMENT

BOARD OF DIRECTORS MINUTES

Wednesday, January 14, 2026

Note: These are summary action minutes only.

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

1. **Call to order – 6:00 pm.**

In attendance: Directors McMillan, Dowling, Burdo, Walker, Gauna, Hellman, Coler

Absent: Shortall, Finn, Kircher

2. **Chief Report**

a) **Service Recognition of President Steve Burdo**

Chief Mahoney acknowledged Steve Burdo's service and contributions as a RVFD Board Member over the past six years. Chief Mahoney presented President Burdo with a RVFD Firefighters helmet.

Public Comment: Fire Captain Tomas Pastalka, President of FF Association, expressed his appreciation for Steve Burdo's contributions to the RVFD. Fire Engineer Sid Jamotte also expressed his appreciation. Both expressed their desire to work collaboratively with the next President and the RVFD Board.

b) **Verbal update by Fire Chief Mahoney**

FFP Recruitment is open. There are two open position. Goal is to have them on board by May 1. Hosted breakfast with Santa in December. This year's toy drive was very successful. Firefighter health and wellness assessments were completed. Appreciation was given to the Board for supporting this endeavor. The new website will be launched on February 6. A preview was given and suggestion made. Fire Station 20 move in will be February 3. Phase II is hardscaping out front. Fire Station 21 remodel is moving along. Going out to bid in February with a goal to break ground in June. Fire Chief Mahoney reported on two fire incidents.

3. **Announce Adjournment to Closed Session:**



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Convene in Closed Session: (Mollenkopf)

- a) **Conference with legal counsel – existing litigation**
(Government Code § 54956.9(d)(1))

Ross Valley Fire Service v. Richard H. Mollenkopf, et. al., Marin County Superior Court case number CIV166651

4. Announce Action in Closed Session, if any.

No reportable action.

5. 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.

Public Comment: None

6. **Public Hearing:**

In general, the following procedural order applies to public hearing items:

- **Staff Presentation**
- **Board questions**
- **Public Comment - limited to 3 minutes/person**
- **Board discussion/action**

- a) Conduct a Public Hearing in Compliance with Assembly Bill 2561/Government Code Section 3502.3 regarding Vacancies, Recruitment, and Retention Efforts and accept the Annual Report on Staff Vacancies, Recruitment, and Retention Efforts as Required Under AB 2561

Item 6a - [Staff Report - Annual Report on Staff Vacancies, Recruitment and Retention Efforts as Required under SB 2561](#)

Item 6 - [Attachment #1 - Text for Assembly Bill No. 2561 Gov Code Section 3502.3](#)

Chief Mahoney gave a summary. No questions from the Board.

Public comment: None

Board acknowledged the work put into recruitments. Chief Mahoney complimented The Town's HR Team on their work on the recruitment and the job flyer.

Public Hearing closed. Report accepted by the Board.



7. 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 and out of jurisdiction report for November and December
Item 7a - [Call Reports](#)
 - b) Acknowledge check register issued during November and December
Item 7b - [Check Registers](#)
 - c) Receive current budget report for November and December
Item 7c - [Budget Reports](#)
 - d) Approve Minutes of the November 12, 2025, Board meeting
Item 7d - [Minutes](#)

Public Comment: None

M/S: Coler/McMillan: Ayes: Directors McMillan, Dowling, Burdo, Walker, Gauna, Hellman, Coler

8. Appoint President and Vice President to the Ross Valley Fire Department Board of Directors for 2026 – Fire Chief Mahoney

Item 8 - [Staff Report - Appoint President and Vice President](#)

Chief Mahoney gave a summary.

Public Comment: None

M/S: Coler/Dowling - To appoint Julie McMillan as President: Ayes: Directors McMillan, Dowling, Burdo, Walker, Gauna, Hellman, Coler

Presidency transferred to McMillan.

M/S: Hellman/Burdo - To appoint Barbara Coler as Vice President: Ayes: Directors McMillan, Dowling, Burdo, Walker, Gauna, Hellman, Coler

9. Receive budget reports with 20-Year History of Member Agency Contributions - Finance Director Jeff Zuba



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Item 9 - [Staff Report - 20-Year History of Member Contributions](#)

Item 9 - [Attachment #1 - RVFD 20-Year Member Contributions](#)

Finance Director Jeff Zuba gave a presentation and fielded questions from the Board.

Public comment: None

The report has been received by the Board.

10. Consider Approving Resolution 26-01 adopting the proposed line-item budget revisions for Fiscal Year 2025-2026 Operating Budget. – Fire Chief Mahoney & Finance Director Jeff Zuba

Item 10 - [Staff Report - FY 2025-26 Budget Revisions](#)

Item 10 - [Attachment #1 - Resolution 26-01](#)

Item 10 - [Attachment #2 - Exhibit A - FY 2025-26 Budget Proposed Line Item Adjustments](#)

Item 10 - [Attachment #3 - Five Year Projection](#)

Chief Mahoney gave a summary and Finance Director Zuba gave a presentation. Finance Director Zuba fielded questions from the Board.

Public comment: none

M/S: Coler/Burdo: Ayes: Directors McMillan, Dowling, Burdo, Walker, Gauna, Hellman, Coler

11. Receive draft Board of Directors Handbook and approve creation of Onboarding Ad hoc Committee

Item 11 - [Item 11 - Staff Report - Board of Directors Handbook & Committee](#)

Item 11 - [Attachment #1 - Draft Board of Directors Handbook](#)

Chief Mahoney gave a summary, including an overview of corrections that Director Coler proposed. These corrections have been made. Other changes were proposed that have been made. Director Hellman and Director Shortall expressed interest in being on this committee.

Public comment: none

M/S: Burdo/Coler - To form committee and recommend Directors Hellman and Shortall to be on the committee: Ayes: Directors McMillan, Dowling, Burdo,



Walker, Gauna, Hellman, Coler

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

Director Hellman wanted to know the status of the ballot initiative in Ross. Director McMillan responded that the February 12 Ross Town Council agenda will have a discussion about forming a committee to look at these issues. The RVFD meeting is February 11 so an update can be given after this meeting. The Ross Valley Paramedic Authority agreed upon a lease with the Town of Ross.

13. Adjourn

The next meeting is scheduled for Wednesday, February 11, 2026, 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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