



## UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

GREGORY CAVALIN – SCOTT CRATTY – KEVIN JENNINGS – MICHAEL GRAHAM – PETE BUSHBY

### REGULAR MEETING MINUTES

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

Zoom Link: <https://us06web.zoom.us/j/87886371755>

June 10, 2025

6:00 P.M.

#### 1. CALL TO ORDER and ROLL CALL

The Ukiah Valley Fire District Board of Directors met at a Regular Meeting on June 10, 2025, having been legally noticed on June 6, 2025. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/87886371755>. President Bushby called the meeting to order at 6:01 p.m. with the following **Directors Present:** Scott Cratty, Michael Graham, Kevin Jennings, and Pete Bushby. **Directors Absen:** Gregory Cavalin. **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; and Araceli Sandoval, Clerk of the Board.

*PRESIDENT BUSHBY PRESIDING.*

#### 2. PLEDGE OF ALLEGIANCE

*The Pledge of Allegiance was led by Eric Singleton.*

#### 3. ANNOUNCEMENTS

*No announcements were received.*

#### 4. PUBLIC COMMENT ON NON-AGENDA ITEMS

*No public comments were received.*

#### 5. APPROVAL OF MINUTES

- a. Approval of the Minutes of April 8, 2025, a Regular Meeting.
- b. Approval of the Minutes of April 30, 2025, a Special Meeting.

**Motion/Second:** Graham/Cratty to approve the Regular meeting minutes of April 8, 2025, and the Special meeting minutes of April 30, 2025, as submitted. Motion **carried** by the following roll call votes: **AYES:** Cratty, Graham, Jennings, and Bushby. **NOES:** None. **ABSENT:** Cavalin. **ABSTAIN:** None.

#### 6. UNFINISHED BUSINESS

#### 7. NEW BUSINESS

- a. Introduction of an Ordinance by Title Only Adopting the Updated Fire Hazard Severity Zone Map for the Ukiah Valley Fire District Local Responsibility Area, as Released by the California Department of Forestry and Fire Protection (CAL FIRE) Under the Direction of the Office of the State Fire Marshal (OSFM).

**Presenter:** Matt Keizer, Chief Building Official.

*No public comment was received.*

**Motion/Second:** Jennings/Cratty to introduce the ordinance by title only, with the removal of Section Four. Motion **carried** by the following roll call votes: AYES: Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: Cavalin. ABSTAIN: None.

*Clerk of the Board, Araceli Sandoval, read the following ordinance title into the record:*

AN ORDINANCE OF THE UKIAH VALLEY FIRE DISTRICT DESIGNATING FIRE HAZARD SEVERITY ZONES WITHIN THE UKIAH VALLEY FIRE DISTRICT LOCAL RESPONSIBILITY AREA

**Motion/Second:** Jennings/Graham to introduce the ordinance adopting the updated Fire Hazard Severity Zone Map for the Ukiah Valley Fire District Local Responsibility Area, as released by CAL FIRE under the direction of the OSFM, with the removal of Section Four. Motion **carried** by the following roll call votes: AYES: Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: Cavalin. ABSTAIN: None.

**b. Discussion and Possible Adoption of the Preliminary Fiscal Year 2025–26 Budget through Resolution for the Ukiah Valley Fire District.**

**Presenter:** Eric Singleton, Battalion Chief and Dan Buffalo, Finance Director.

*No public comment was received.*

**Motion/Second:** Cratty/Graham to adopt the Fiscal Year 2025-26 Preliminary Budget for the Ukiah Valley Fire District Budget through Resolution. Motion **carried** by the following roll call votes: AYES: Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: Cavalin. ABSTAIN: None.

**8. COMMUNICATIONS RECEIVED AND FILED – INFORMATION**

*Clerk of the Board stated that all communications have been distributed.*

**9. DIRECTOR'S REPORT**

*No reports received.*

**10. CHIEF'S REPORT**

*Report was received.*

**11. ADJOURNMENT**

There being no further business, the meeting adjourned at 6:37 p.m.

  
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Pete Bushby, Board President

  
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Araceli Sandoval, Clerk of the Board