



## UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

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

### REGULAR MEETING MINUTES

Civic Center Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482 Zoom Link:

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

August 12, 2025

6:00 P.M.

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

The Ukiah Valley Fire District Board of Directors met at a Regular Meeting on August 12, 2025, having been legally noticed on August 7, 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 6:00 p.m. with the following **Directors Present:** Scott Cratty, Michael Graham, Kevin Jennings, and Pete Bushby. **Directors Absent:** Gregory Cavalin. **Staff Present:** Eric Singleton, Battalion Chief; Justin Buckingham, Battalion Chief; Matt Keizer, City of Ukiah Chief Building Official; and Araceli Sandoval, Clerk of the Board.

*PRESIDENT BUSHBY PRESIDING.*

#### 2. **PLEDGE OF ALLEGIANCE**

*The Pledge of Allegiance was led by Director Graham.*

#### 3. **ANNOUNCEMENTS**

*No announcements were received.*

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

*No public comments were received.*

*Clerk states that there were no members of the public.*

#### 5. **APPROVAL OF MINUTES**

##### **a. Approval of the Minutes of June 10, 2025, a Regular Meeting.**

**Motion/Second:** Jennings/Graham to approve the Regular meeting minutes of June 10, 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**

**a. Adoption of an Ordinance 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, City of Ukiah Chief Building Official.

*No public comment was received.*

**Motion/Second:** Jennings/Cratty to adopt 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. Motion **carried** by the following roll call votes: AYES: Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: Cavalin. ABSTAIN: None.

ORDINANCE NO. 2025-01

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

7. **NEW BUSINESS**

**a. Adoption of Resolution Acknowledging a Report on the District's Compliance with SB1205 and California Health and Safety Code Section 13146.4.**

**Presenter:** Matt Keizer, City of Ukiah Chief Building Official.

*No public comment was received.*

**Motion/Second:** Jennings/Graham to adopt Resolution (2025-03) acknowledging acceptance of a report on the Ukiah Valley Fire District's compliance with SB1205 and California Health and Safety Code Section 13146.4. Motion **carried** by the following roll call votes: AYES: Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: Cavalin. ABSTAIN: None.

**b. Introduction of an Ordinance by Title Only and Adoption of the Corresponding Resolution of the Ukiah Valley Fire District Adopting the 2025 Edition of the California Fire Code, Part 9, With Amendments, as Well as the 2025 Edition of the California Wildland-Urban Interface Code, Part 7, Regulating and Governing the Safeguarding of Life and Property From Fire and Explosion, and Providing for the Issuance of Permits, and Repealing All Other Ordinances and Parts of Ordinances of the Ukiah Valley Fire District in Conflict Herewith.**

**Presenter:** Matt Keizer, City of Ukiah Chief Building Official.

*No public comment was received.*

**Motion/Second:** Jennings/Graham to introduce the ordinance by title only. 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 ADOPTING THE 2025 EDITION OF THE CALIFORNIA FIRE CODE PART 9 WITH AMENDMENTS, AS WELL AS THE 2025 EDITION OF THE CALIFORNIA WILDLAND-URBAN INTERFACE CODE, PART 7 REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION AND FOR PROVIDING FOR THE ISSUANCE OF PERMITS, REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES OF THE UKIAH VALLEY FIRE DISTRICT IN CONFLICT HEREWITH.

**Motion/Second:** Jennings/Cratty to introduce an ordinance adopting the 2025 California Fire Code and the 2025 WUI Code, and adopt a Resolution (2025-04) establishing the findings of fact, including additions or amendments, to address local conditions. Motion **carried** by the following roll call votes: AYES: Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: Cavalin. ABSTAIN: None.

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

**Presenter:** Justin Buckingham, Battalion Chief and Eric Singleton, Battalion Chief.

*No public comment was received.*

**Motion/Second:** Cratty/Jennings to adopt the final Fiscal Year 2025–26 budget for the Ukiah Valley Fire District through Resolution (2025-05). Motion **carried** by the following roll call votes: AYES: Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: Cavalin. ABSTAIN: None.

**d. Approval and Adoption of Fiscal Year 2025–26 Ukiah Valley Fire District Gann Limit Resolution.**

**Presenter:** Eric Singleton, Battalion Chief.

*No public comment was received.*

**Motion/Second:** Jennings/Graham to approve and adopt the Gann Limit Resolution (2025-06) for Fiscal Year 2025–26. 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 stated that no communications had been received.*

**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 6:57 p.m.

  
Peter Robert Bushby (Oct 28, 2025 19:09:10 PDT)  
Pete Bushby, Board President

  
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Araceli Sandoval, Clerk of the Board