



Ukiah Valley Fire District Board of Directors
Regular Meeting
AGENDA

(to be held both at the physical and virtual locations below)

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

To participate or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/87886371755>

Or you can call in using your telephone only:

- Call (toll free) 1 669 444 9171
- Enter the Access Code: 878 8637 1755
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

December 9, 2025 - 6:00 PM

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

The Ukiah Valley Fire District Board of Directors welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the District Board when this matter is considered. If you wish to speak on a matter that is not on this agenda that is within the subject matter jurisdiction of the Ukiah Valley Fire District, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5. APPROVAL OF MINUTES

5.a. Approval of the Minutes for the June 4, 2025, Regular Meeting.

Recommended Action: Approve the Minutes for the June 4, 2025, Regular Meeting

Attachments:

1. 2025-06-04 UVFD Draft Minutes

5.b. Approval of the Minutes for the October 14, 2025, Regular Meeting.

Recommended Action: Approve the Minutes for the October 14, 2025, Regular Meeting

Attachments:

1. 2025-10-14 UVFD Draft Minutes

6. **UNFINISHED BUSINESS - DISCUSSION/ACTION**

7. **NEW BUSINESS - DISCUSSION/ACTION**

7.a. Discussion and Consideration to Change the Regular Meeting Start Time to 5:15 p.m.

Recommended Action: Approve regular meeting start time to be 5:15 p.m.

7.b. Approval of Allocation of \$50,082.50 in Fire Mitigation Funds (Fund 918) for the Joint Purchase of Dozer, Transport Truck, and Equipment Trailer, and Authorize the Corresponding Budget Amendment.

Recommended Action: Approve the allocation of \$50,082.50 in Fire Mitigation Funds (Fund 918) for the joint purchase of a dozer, transport truck, and equipment trailer, and authorize the corresponding budget amendment.

Attachments:

1. Hopland Proposal
2. City of Ukiah Approval for Purchase ASR

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

9. **DIRECTOR'S REPORT**

10. **CHIEFS REPORTS**

11. **ADJOURNMENT**

Please be advised that the Ukiah Valley Fire District complies with ADA requirements and needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. Materials related to an item on this Agenda submitted to the Ukiah Valley Fire District after distribution of the Agenda Packet, are available for public inspection at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street, Ukiah, CA 95482, during normal business hours Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following location: Ukiah Valley Fire District Office - 1500 South State Street; Ukiah, California; and online not less than 72 hours prior to the meeting set forth on this agenda. To view the meeting, click on the name of the meeting at: www.cityofukiah.com/meetings.

Araceli Sandoval, Deputy City Clerk

Dated: 12/5/25



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes for the June 4, 2025, Regular Meeting.

DEPARTMENT: Fire

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Kristine Lawler, City Clerk

ATTACHMENTS:

1. 2025-06-04 UVFD Draft Minutes

Summary:The Ukiah Valley Fire District Board of Directors will consider approving the minutes for the June 4, 2025, special joint meeting held with the Ukiah City Council.

Background:On June 4, 2025, the Ukiah Valley Fire District (UVFD) Board of Directors met in a special joint meeting with the Ukiah City Council for a budget workshop. Normally the draft minutes are placed on the following meeting for approval. However, the June 4th minutes were inadvertently overlooked and not placed on the next meeting for approval.

Discussion:Due to the time that has elapsed, the UVFD Board may review the June 4th meeting at this link: <https://ukiahca.portal.civicclerk.com/event/2308/media> if necessary. Staff recommends approving the minutes of June 4, 2025.

Recommended Action:Approve the Minutes for the June 4, 2025, Regular Meeting

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved: 
 Doug Hutchison, Fire Chief

**CITY OF UKIAH
CITY COUNCIL and UKIAH VALLEY FIRE DISTRICT MINUTES
Special Joint Meeting
UKIAH VALLEY CONFERENCE CENTER
200 South School Street, Ukiah, CA 95482**

Virtual Meeting Link: <https://us06web.zoom.us/j/87363354197>

**June 4, 2025
3:00 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Ukiah City Council and the Ukiah Valley Fire District (UVFD) Board of Directors met at a Special Joint Meeting on June 4, 2025, having been legally noticed on May 30, 2025. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/87363354197>. Mayor Crane called the meeting to order at 3:04 p.m. Roll was taken with the following **Councilmembers Present:** Mari Rodin, Heather Criss, Juan V. Orozco, Susan Sher, and Douglas, F. Crane. **UVFD Board of Directors Present:** Gregory Cavalin, Scott Cratty, Michael Graham, and Pete Bushby. **UVFD Director Absent:** Kevin Jennings, **Staff Present:** Sage Sangiacomo, City Manager; Dan Buffalo, Finance Director; Eric Singleton, Battalion Chief; Justin Buckingham, Battalion Chief; Stephanie Abba, Fire District Clerk; and Kristine Lawler, City Clerk. **Additional Staff Present:** Jessie Brunell, Finance Controller; Oliver MacDonald, Senior Accountant; Traci Boyl, Senior Management Analyst/Emergency Coordinator; Maria Ceja, Administrative Analyst; Mary Horger, Financial Services Manager; and Sheri Mannion, Human Resources Director/Risk Manager (*participating online*).

PRESIDENT BUSHBY PRESIDING.

The Pledge of Allegiance was led by City Manager Sangiacomo.

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Clerk noted that no public members were present online or in the room.

3. NEW BUSINESS

a. Ukiah Valley Fire Authority Administration and Operations Workshop.

Presenters: Dan Buffalo, Finance Director; Sage Sangiacomo, City Manager; Justin Buckingham, Battalion Chief; and Eric Singleton, Battalion Chief.

No public comment was received.

The City Council and UVFD Board of Directors participated in a discussion regarding the Ukiah Valley Fire Authority administration and operations.

4. ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 p.m.

Pete Bushby, Board President

Kristine Lawler, City Clerk



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>

October 14, 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 October 14, 2025, having been legally noticed on October 9, 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:** Gregory Cavalin, Scott Cratty, Michael Graham, Kevin Jennings, and Pete Bushby. **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; and Kristine Lawler, City Clerk.

PRESIDENT BUSHBY PRESIDING.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Eric Singleton, Battalion Chief.

The following item was heard out of order

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comments were received.

3. ANNOUNCEMENTS

President Directive to Staff to agendize an item on the next meeting to consider changing the regular meeting start time to 5:15 p.m.

Clerk announced that the Fire Executive Committee regular meeting of November 11, 2025, is cancelled due to the Veteran's Day Holiday.

5. APPROVAL OF MINUTES

a. Approval of the Minutes for the August 12, 2025, Regular Meeting.

Motion/Second: Cratty/Jennings to approve the Minutes of August 12, 2025, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Cavalin, Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: None. ABSTAIN: None.

6. UNFINISHED BUSINESS

a. Adoption of 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 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, Chief Building Official/Fire Code Official.

No public comment was received.

Motion/Second: Cavalin/Jennings to adopt 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 Providing for the Issuance of Permits, and Repealing All Other Ordinances and Parts of Ordinances of the Ukiah Valley Fire District in Conflict Herewith. Motion carried by the following roll call votes: AYES: Cavalin, Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: None. ABSTAIN: None.

ORDINANCE NO. 2025-02

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.

7. **NEW BUSINESS**

a. **Receive the Final Ukiah Valley Fire District Annual Mitigation Fee Report for Fiscal Year 2024–25.**

Presenters: Eric Singleton, Battalion Chief and Matt Keizer, Chief Building Official/Fire Code Official.

No public comment was received.

Motion/Second: Jennings/Cavalin to receive the final Ukiah Valley Fire District Annual Mitigation Fee Report for Fiscal Year 2024–25. Motion carried by the following roll call votes: AYES: Cavalin, Cratty, Graham, Jennings, and Bushby. NOES: None. ABSENT: None. ABSTAIN: None.

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

No communications were received.

9. **DIRECTOR'S REPORT**

Presenters: Director Cratty and Doug Hutchison, Fire Chief.

10. **CHIEF'S REPORT**

Presenter: Doug Hutchison, Fire Chief.

Report was received.

11. **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:26 p.m.

Pete Bushby, Board President

Kristine Lawler, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Approval of Allocation of \$50,082.50 in Fire Mitigation Funds (Fund 918) for the Joint Purchase of Dozer, Transport Truck, and Equipment Trailer, and Authorize the Corresponding Budget Amendment.

DEPARTMENT: Fire

PREPARED BY: Eric Singleton, Battalion Chief

PRESENTER: Eric Singleton, Battalion Chief

ATTACHMENTS:

1. Hopland Proposal
2. City of Ukiah Approval for Purchase ASR

Summary:The Fire District Board will consider approval of \$50,082.50 from the Fire Mitigation Fund (Fund 918) for the Ukiah Valley Fire Authority's share of a joint purchase with Water, Wastewater, Electric, and Public Works Departments. The purchase includes a used Caterpillar D6C dozer, Mack transport truck, and a Cozad equipment trailer all to be acquired from the Hopland Fire Protection District.

Use of the mitigation funds is consistent with allowable purposes, as the equipment will directly support and expand fire mitigation, fuels reduction, and protection efforts within the District.

Background:Recently, Staff explored grant opportunities for a new dozer and transport equipment but received quotes exceeding \$500,000 and the availability of those type of grants are scarce and highly competitive. Garage staff estimated that purchasing comparable new equipment would cost more than \$900,000. Meanwhile, the Hopland Fire Protection District board voted on October 2, 2025, to sell one of its Dozers, Dozer 6140, along with the transport truck and equipment trailer. Acquiring this used equipment ensures essential emergency and maintenance tools remain in the local region at a fraction of the cost of buying new.

Discussion:The Hopland proposal (Attachment 1) includes a 1976 Caterpillar D6C dozer, a Cozad 40-ton equipment trailer, and a 2002 Mack CH 613 transport truck, offered as a package for \$138,000. The City of Ukiah's approval of the multi-department cost share is shown for reference (Attachment 2). The identified share attributable to the Authority is \$50,082.50, and staff has determined that this amount is eligible for funding through the Fire Mitigation Fund (Fund 918).

The equipment package provides essential fire suppression and fuels reduction capabilities, expanding our ability to provide quick responses to vegetation fires and expanding shaded-fuel-break operations within the District. The dozer is exempt from California Air Resources Board requirements due to its limited-use, emergency-service classification, and the transport truck qualifies for a low-population waiver, allowing it to operate without emissions retrofit.

The dozer will primarily be used by the Fuels Crew for expanded wildfire mitigation and fuel reduction, with top priority during fire season for building containment lines and supporting fire suppression. The equipment will be shared across multiple departments to maintain roads to support heavy equipment transport and fire resource access in the Wildland Urban Interface areas, increasing overall utilization and inter-agency cooperation.

The Fire Mitigation Fund (Fund 918) has a reserve balance of \$247,544, confirmed through coordination with the Finance Department. With the current-year budgeted expense of \$13,814 for the Lovers Lane Station loan

obligation, the remaining balance is \$233,730 for eligible mitigation expenditures. The Hopland equipment acquisition directly enhances and expands the District's operational capacity; therefore, the full \$50,082.50 Authority share qualifies under mitigation funding provisions that allow 100% cost coverage for new or expanded services. Staff requests approval of the \$50,082.50 in Fire Mitigation Fund (918) and corresponding budget amendment for the Hopland equipment purchase to expand and improve wildfire mitigation and prevention.

Recommended Action: Approve the allocation of \$50,082.50 in Fire Mitigation Funds (Fund 918) for the joint purchase of a dozer, transport truck, and equipment trailer, and authorize the corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: YES

CURRENT BUDGET AMOUNT: 91821400.80100.E1001: \$0; 91821400.80100.V2371: \$0;
91824100.54110.E6161: \$0

PROPOSED BUDGET AMOUNT: 91821400.80100.E1001: \$17,891.79; 91821400.80100.V2371:
\$22,391.96; 91821400.54110.E6161: \$9,798.75

FINANCING SOURCE: Mitigation Fund 918 Reserves

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Fire Chief Doug Hutchison, City Manager Sage Sangiacomo, Fleet Supervisor Dave Kirch, Sr. Management Analyst Traci Boyl

Approved: 
Doug Hutchison, Fire Chief



Hoplend Fire Protection District

21 Feliz Creek Road • Post Office Box 463 • Hopland, California 95449

(707) 744-1222 • (707) 744-1198 Fax

www.hoplandfire.com

District Fire Chief Mitch Franklin

Date: October 31, 2025

Equipment For Sale

In August 2025, we, the Hopland Fire Protection District, had an unexpected change from a funding source and while budget expenditures have been drastically reduced, there is still an immediate need for cash. Therefore, on October 2nd, 2025, at a regular board meeting and with the support of Chief Franklin, the Hopland Fire Board of Directors voted to sell our Dozer 6140 and its accompanying equipment which includes a Mack Truck and Equipment Trailer.

Equipment: Dozer, Dozer Transport (Mack Truck), and Dozer Trailer (Equipment Trailer)

Sale Price: \$138,000.00

Specifications

Make/Model	VIN	Notes
1976 Caterpillar D6C Dozer	10K12818	4,745 Hrs, Environmental Cab, Fire Curtains, Winch, Cal Fire Spec, Fire Radio, Headset
Cozad 40 TON Equipment Trailer	CC78212	
2002 Mack CH 613 Truck	1M1AA18Y22W146515	119,467 Miles

If you have questions, please contact me (707) 391-4699.

Chief
Mitch Franklin







Agenda Item No: 8.c. MEETINGDATE/TIME: 11/5/2025ITEM NO: 2025-1239

AGENDA SUMMARY REPORT

SUBJECT: Approval of Purchase of Caterpillar Dozer, Mack Truck and Cozad Equipment Trailer from the Hopland Fire Protection District in the Amount of \$138,000.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

PRESENTER: Tim Eriksen, Public Works Director/City Engineer

ATTACHMENTS:

1. Proposal

Summary: Council will consider the approval of purchase of a Caterpillar dozer, Mack truck and Cozad equipment trailer from the Hopland Fire Protection District in the amount of \$138,000.

Background: Staff had previously applied for grants to allow for the purchase of a new dozer but had received quotes in excess of \$500,000. Garage staff estimated that a new dozer, trailer and semi-truck would cost more than \$900,000.00 if purchased new. The purchase of the dozer, semi-truck and equipment trailer will keep an important piece of emergency and maintenance equipment locally in Mendocino County. The vehicles will be used by many different departments within the City including Fire, Water, Wastewater, Electric and Public Works.

Discussion: The dozer will be used in fire response and fuel mitigation projects, grading access roads, levee maintenance at water and wastewater treatment plants and small public maintenance and infrastructure projects. The semi-truck will be used in conjunction with the equipment trailer to both haul the dozer to project sites and carry other heavy vehicles and equipment. The semi-truck will also allow City staff to train and maintain for their Class A licenses, which is required by the California Department of Transportation for many different heavy vehicles operated by City staff.

The dozer is CARB (California Air Resource Board) exempt due to its planned low-use and emergency/public safety use and the semi-truck is also exempt due to a low population waiver.

See Attachment #1 for a copy of the proposal from the Hopland Fire Protection District. Note, the original proposal cited \$150,000 but was later negotiated at \$138,000 which is estimated to be the fair market value by the City's Fleet Maintenance Division. The purchase of the vehicle will be shared between five (5) funds including Fire (Fire Mitigation)/General, Water, Sewer, Electric, and Landfill.

Recommended Action: Approve purchase of Caterpillar dozer, Mack truck and Cozad equipment trailer from the Hopland Fire Protection District in the amount of \$138,000.

BUDGET AMENDMENT REQUIRED: NO

CURRENT BUDGET AMOUNT: 10021210.80100.VXXXX: \$46,000; 80026110.80100.VXXXX: \$23,000; 70024500.80100.VXXXX: \$23,000; 82027111.80100.VXXXX: \$23,000; 84027225.80100.VXXXX: \$23,000

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

REVENUE: No **GRANT:** No

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Dave Kirch, Fleet and Plant Maintenance Supervisor, Traci Boyd, Senior Analyst

STRATEGIC PLAN (SP):

CLIMATE INITIATIVES (CI): 4b – Maintain wild lands.

GENERAL PLAN ELEMENTS (GP): GP-A4 - Public Facilities, Services, and Infrastructure Element, GP-A5 - Environment and Sustainability Element, GP-A6 - Safety Element

Approved:


Sage Sangiacomo, City Manager