



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.



Peter Robert Bushby (Dec 30, 2025 08:32:44 PST)

Pete Bushby, Board President



Kristine Lawler, Clerk