



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES  
August 14, 2025**

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**1. Opening Business**

**1.1 Call to Order**

The meeting was called to order by Chair Dunken at 6:00 PM.

**1.2 Pledge of Allegiance and Moment of Silence.**

**1.3 Roll Call**

X Director Cooper    X Chair Dunken    X Director Mayfield    X Director Odell    X Director Tuso

**Staff present:** Interim Fire Chief Grebil, Captain Juszczak and Jessica Keizer.

**2. Public Comment (GC §54954.3)**

Audience member Dolly Riley, who is a Redwood Valley resident and also Chair of the RVMAC invited the Board and everyone in attendance to come visit and attend a RVMAC meeting. They are currently looking for more community participation and for new members to fill positions on their Board. Audience member Marybeth Kelly gave a brief history of the RVMAC and also extended the invitation to get involved. Audience member Gizmo Henderson went over his goals for trailer chain safety and the goal of getting a QR code that links to an educational video made available to everyone purchasing a trailer. He would like to get a letter presented at the Chief's meeting for additional support.

**3. Agenda Amendments (GC §54954.2)**

None

**4. Consent Calendar**

**4.1 Minutes: Approve Regular Board Meeting Minutes of July 10, 2025**

**4.2 Payroll: Approve Payroll 13 and 14 in the amount of: \$53,337.72**

**4.3 Expenditures: Approve Expenditures for July in the amount of:  
General Fund with CalCard Details:                      \$108,256.58**

**Director Tuso made a motion, seconded by Director Odell, to approve the consent calendar.**

**Ayes: Cooper, Mayfield, Odell, Tuso, Dunken**

**Noes:**

**Absent:**

**Abstain:**



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Motion passes

**5. Action Items – Discussion/Action**

**5.1 Review and Adopt a Resolution Acknowledging Acceptance of a Report on the District's Compliance with SB1205 and California Health and Safety Code Section 13146.4 (State Mandated Inspections)**

The Fire District completed 100% of its annual inspections of all known mandated buildings that are included within the mandate for fiscal year 2024 - 2025. In total, the Fire District conducted 10 of the 10 mandated annual inspections.

The acceptance of this compliance report and the recommended Resolution fulfill the statutory requirements contained in California Health and Safety Code Sections 13146.2, 13146.3 and 13146.4, as amended by SB1205.

The staff recommends the Board of Directors receive Resolution #2025-2, acknowledging acceptance of a report on the Redwood Valley Calpella Fire District's compliance with SB1205 and California Health and Safety Code Section 13146.4.

**Director Odell made a motion, seconded by Director Mayfield, to approve the recommended action and approve Resolution #2025-2, acknowledging acceptance of a report on the Redwood Valley Calpella Fire District's compliance with SB1205 and California Health and Safety Code Section 13146.4.**

**Ayes: Cooper, Mayfield, Odell, Tusso, Dunken**

**Noes:**

**Absent:**

**Abstain:**

**Motion passes**

**5.2 Introduction and Waive the Reading of Ordinance 2025-02, an Ordinance of the Redwood Valley-Calpella Fire District, Adopting the 2025 Edition of the California Fire Code part 9 and the 2025 Edition of the California Wildland-Urban Interface Code part 7 with amendments, and Direct Staff to Set a Public Hearing to Adopt the Ordinance at the Next Regular Board of Directors Meeting, September 11, 2025**

Ordinance 2025-02 was presented and the Fire Marshal gave a brief presentation outlining what adopting the 2025 Edition of the California Fire Code part 9 and the 2025 Edition of the California Wildland-Urban Interface Code part 7 with amendments means for RVCFD. The California Fire Code is part of the California Building Standards Code, and a new edition is published every three years by order of the California State Legislature. These new building and fire standards take effect January 1, 2026, unless otherwise stipulated. After a brief discussion, audience comment ensued.



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Director Odell made a motion to approve the recommended action that stated the Board introduce by title only the Ordinance (Attachment 2) of the Redwood Valley-Calpella Fire District, Adopting the 2025 Edition of the California Fire Code part 9 and the 2025 Edition of the California Wildland-Urban Interface Code part 7 with amendments, and Direct Staff to Set a Public Hearing to Adopt the Ordinance at the next regular board of directors meeting on September 11, 2025 with a second from Director Mayfield.

**Ayes:** Cooper, Mayfield, Odell, Tusso, Dunken

**Noes:**

**Absent:**

**Abstain:**

**Motion passes**

**5.3 Public Hearing: Review and Approve the Final Budget for fiscal year 2025/26 per California Health and Safety Code Section 13890**

The public hearing began at 6:19PM and Interim Fire Chief Grebil summarized the proposed Final Budget for this fiscal year 2025/26 and opened it up for discussion. A brief discussion ensued highlighting the revenues and expenditures of the District.

A motion was made by Director Mayfield to adopt the Final Budget for Fiscal year 2025/26 with a second from Director Tusso.

**Ayes:** Cooper, Mayfield, Odell, Tusso, Dunken

**Noes:**

**Absent:**

**Abstain:**

**Motion passes**

**5.4 Review and Approve the County of Mendocino Fire Agency Funding Agreement for the Allocation of Measure P, Measure D and Proposition 172 Revenues for Quarter 3 of Fiscal Year 2024-2025-Discussion/Action**

Measure P =	\$60,689.40
Measure D (TOT) =	\$ 2,499.97
Proposition 172 =	\$ 5,581.66



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The Board reviewed the County of Mendocino Fire Agency Funding Agreement for the Allocation of Measure P, Measure D and Proposition 172 Revenues for Quarter 3 of Fiscal Year 2024-2025 Agreement.

**Director Tusso made a motion to approve the Mendocino Fire Agency Funding Agreement with a second from Director Cooper.**

**Ayes: Cooper, Mayfield, Odell, Tusso, Dunken**

**Noes:**

**Absent:**

**Abstain:**

**Motion passes**

**5.5 Review and Approve a New Copier/Printer Lease Agreement - Discussion/Action**

Staff presented a proposal for a new copier/printer lease agreement. This would update the current copier that is currently on an expired lease agreement. The new proposed copier has the addition of color printing and updated features. The lease has a term of 60 months.

**Director Cooper made a motion to approve the Copier/Printer Lease Agreement with a second from Director Odell.**

**Ayes: Cooper, Mayfield, Odell, Tusso, Dunken**

**Noes:**

**Absent:**

**Abstain:**

**Motion passes**

**5.6 Outdoor Warning Siren – Draft Operating Procedure (OPM 3.24) – Discussion/Action**

Interim Fire Chief Grebil reported that there is no update as he is still waiting on information from other agencies. This item will be on the September meeting for further consideration. Audience Member Dolly Riley expressed her support of the siren and hopes it will be put into operation. Audience member Sonya Pio spoke in favor of the siren and inquired about the water tanks on Road B. Audience member Marybeth Kelly also spoke up in favor of the siren saying "If we have it we should use it". Audience member Gizmo



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Henderson said he had spoke with OES and it is his understanding that a grant is being written for funding for sirens.

**6. Board of Directors and Administrative Reports – Information/Discussion**  
(No action will be taken on any questions raised by the Board at this time.)

**6.1 Board of Directors Report**

**Human Resources Committee (Ad Hoc – Dunken and Odell) -None**

**Budget Committee (Standing – Dunken and Odell)** Met previously and finalized the 25/26 budget that was presented earlier in the meeting.

**6.2 Fire Chief Report**

66 Incidents including 4 fires for June 2025 (July to be reported at September's Board Meeting).

Career: Vacant Duty Officer position (candidate in training on Seasonal/Limited Term Firefighter assignment an going to 24 hour shifts with a Duty Officer assigned to shadow)

Volunteer - Roster = 23 (one of our newest is attending the County Fire Chiefs Volunteer Academy one weekend a month for the next year)

Equipment: Old Water Tender 6291 sold for \$15,100, Utility 6245 for \$3,550 and the unused PTO Pump sold for \$575 on GovDeals.com. E6270 has been listed by Brindlee Mountain Fire Apparatus for \$125,000.

**6.3 Volunteers Reports (Fire Marshal, Training Officer and Safety Officer)**

**Fire Marshal-** It was reported that we are following up on inspections and weed complaints. Also, the topic of burn permit policy needs to be clarified and addressed.

**Training Officer-** It was reported that we are beginning to transfer to the training topic of vehicle extraction. November will be the scheduled training class that RVCFD will be putting on for the County Fire Chiefs Volunteer Academy. Structure fire season is fast approaching so training will start shifting towards that. Local fire agencies are working to coordinate training together to strengthen mutual aide relationships.

**Safety Officer-** We received several new wildland packs thanks to a non-profit organization who donated a sea container of wildland gear in our area. Also, as a safety reminder: Even though we are equipped with an exhaust system it was mentioned to not run vehicles while they are in the bays due to exhaust hazards.



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**6.4 Volunteer Association Report-**

The Volunteer Association reported that Virginia Bartleson had passed away and a sympathy card was sent out. The Association has been awarded 2 cases of Drip Drop hydration packets that are available for use at the station. The grant for address signs has been completed and 100 signs were made and given to the community. A new step was purchased for engine 6267, as well as custom license plate covers for the rigs and new SCBA bottle racks. It was also agreed that if the District does not receive the 50/50 grant from CALFIRE, the association will put in for 50% of the cost of the radios and pagers that the grant funds were allocated to purchase. The BBQ fundraiser was reported to have been very successful. And the "Thank You" Chicken BBQ will be scheduled for 9/27/2025.

**7. Correspondence – Information**

**7.1 Thank you letter for dog rescue**

**7.2 Thank you note for jack rabbit recovery**

**8. Request for Future Agenda Items**

Issuance of Burn Permits

**9. Closed Session: Government Code §54957**

Closed Session entered into at 7:03PM

**9.1 Fire Chief Recruitment: Government Code §54957. (b)(1)**

**9.2 Interim Fire Chief Performance Review: Government Code §54957. (b)(1)**

**10. Open Session reconvened at 7:30PM**

**10.1 Report on Closed Session: Government Code §54957.1**

No action was taken in closed session on items 9.1 and 9.2.

**11. Adjournment at 7:30PM**

There being no further business to come before the Board the meeting was adjourned at 7:30PM.

The next Regular Board Meeting will be September 11, 2025 at 6:00PM



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*Stephanie Dunken*  
Stephanie Dunken, Chair

*Jessica Keizer*  
Jessica Keizer, Clerk