

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of March 11, 2026

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Revised RVFD Board Handbook & Dissolution of Onboarding Ad hoc Committee

---

**RECOMMENDATION**

Staff recommends the Board receive a revised version of the RVFD Board Handbook and approve the dissolution of the Ad Hoc Board Member Onboarding Committee.

**BACKGROUND**

At the January 2026 RVFD Board meeting, Directors received a Draft Board Handbook for onboarding new Board members and serving as a resource to the Board. The Board also approved the formation of an Ad Hoc Board Member Onboarding Committee, composed of Director Hellman and Director Shortall, to further update the Handbook.

Director Hellman, Director Shortall, Fire Chief Mahoney and Administrative Assistant Houde met on February 10. The suggestions were incorporated into the revised version (Attachment #1) for your review and acceptance.

Since the Ad Hoc Committee has met its goal of creating a handbook, staff recommend that the committee be dissolved. The RVFD Board Handbook is a living document and can be updated going forward as appropriate.

**FISCAL IMPACT**

There is no direct fiscal impact associated with creating a handbook and dissolving the Ad Hoc Committee.

**ATTACHMENTS**

Attachment 1 - Revised RVFD Board Handbook