



CITY OF HOLLISTER
FIRE PROTECTION ADVISORY COMMITTEE AGENDA
SPECIAL MEETING

Thursday, February 5, 2026, 4:00 p.m.

City Council Chamber, City Hall

375 Fifth Street, Hollister, CA 95023

Roxanne Stephens, Hollister Mayor (Chair)
Rolan Resendiz, Hollister Councilmember, District 2
Rudy Picha, Hollister Councilmember, District 1 (alt.)
Ignacio Velazquez, San Benito County Supervisor, District 5
Kollin Kosmicki, San Benito County Supervisor, District 2
Dom Zanger, San Benito County Supervisor, District 1 (alt.)
Leslie Jordan, San Juan Bautista Mayor (Vice Chair)
Scott Freels, San Juan Bautista Councilmember
Jose Aranda, San Juan Bautista Councilmember (alt.)

NOTICE TO PUBLIC

Persons who wish to address the Fire Protection Advisory Committee are asked to complete a speaker's card and give it to the Meeting Clerk before addressing the Fire Protection Advisory Committee. Those who wish to address the Fire Protection Advisory Committee on an agenda item will be heard when the presiding officer calls for comments from the audience. Committee related items not on the agenda will be heard under the public input section of the agenda. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. If you are joining us by Zoom, please click on the bottom of your screen to raise your hand. If you are joining us by Zoom using a cell phone, please press *9. After hearing audience comments, the public portion of the meeting will be closed, and the matter brought to the Fire Protection Advisory Committee for discussion.

Materials related to an item on this agenda submitted to the Fire Protection Advisory Committee after distribution of the agenda packet are available for public inspection in the City Clerk's Office at City Hall, 375 Fifth Street, Hollister, Monday through Friday, 8:30 a.m. to noon, 1:00 p.m. to 4:30 p.m. (City Hall is closed between 12:00 and 1:00 p.m.)

Requests to make presentations to the Fire Protection Advisory Committee should be submitted to the Fire Chief at least ten days before the Fire Protection Advisory Committee meeting. It is customary for City staff members to review such matters before the formal presentation so that the Fire Protection Advisory Committee may have the benefit of all available data. PowerPoint presentations must be presented to the Fire Chief by 5:00 p.m. the day before the Fire Protection Advisory Committee meeting.

The public may watch the meeting via live stream at:

City of Hollister Website

<https://pub-hollister.escribemeetings.com/>

Public Participation:

The public may attend meetings.

NOTICE: The Fire Protection Advisory Committee will hold its public meetings in person, with a virtual option for public participation based on availability. The City of Hollister utilizes Zoom teleconferencing technology for virtual public participation; however, we make no representation or warranty of any kind, regarding the adequacy, reliability, or availability of the use of this platform in this manner. Participation by members of the public through this means is at their own risk. (Zoom teleconferencing may not be available at all meetings.)

If you wish to attend the meeting remotely, please use the zoom registration link below:

https://us02web.zoom.us/webinar/register/WN_QbK-KVEiRP2HkzG_KTvqzw

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (831) 636-4300. Notification of 48 hours prior to the meeting will enable the City to attempt to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

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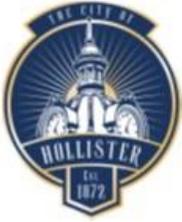
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1. **CALL TO ORDER**
 2. **PLEDGE OF ALLEGIANCE**
 3. **ROLL CALL**
 4. **VERIFICATION OF AGENDA POSTING**

The agenda for the Fire Protection Advisory Committee special meeting of February 5, 2026 was posted on the bulletin board at City Hall on January 30, 2026 per Government Code Section 54954.2.
 5. **APPROVAL OF MINUTES**
 - 5.1 **APPROVE DECEMBER 11, 2025 MEETING MINUTES**
 6. **PUBLIC INPUT FOR ITEMS NOT ON THE AGENDA**

This is the time for anyone in the audience to speak on any item not on the agenda and within the subject matter jurisdiction of the Committee. Speaker cards are available in the lobby, and are to be completed and given to staff before speaking. When the Minutes Clerk calls your name, please come to the podium, state your name and city for the record, and speak to the Committee. If you are joining us by Zoom, please click on the bottom of your screen to raise your hand. If you are joining us by Zoom using a cell phone, please press *9. Each speaker will be limited to up to three (3) minutes with a maximum of 30 minutes per subject. Please note that state law prohibits the Committee from discussing or taking action on any item not on the agenda.
 7. **COMMITTEE BUSINESS**
 - 7.1 **FIRE PROTECTION ADVISORY COMMITTEE BYLAW AMENDMENT**

RECOMMENDED ACTION:
Approve an amendment to the Fire Protection Advisory Committee bylaws to establish a regular meeting schedule of quarterly meetings on the first Thursday of February, May, August, and November at 4:00 p.m.
 - 7.2 **FEASIBILITY STUDY DISCUSSION**

RECOMMENDED ACTION:
Receive an update on the process of the Feasibility Study.
 8. **COMMITTEE REPORTS**
 - 8.1 **COMMITTEE MEMBER REPORTS**
 - 8.2 **CHIEF'S REPORT**
 9. **FUTURE AGENDA ITEMS**
 10. **ADJOURNMENT**



**City of Hollister Fire Protection Advisory Committee
Minutes of the Special Meeting**

**December 11, 2025, 9:00 a.m.
City Council Chamber, City Hall
375 Fifth Street, Hollister, CA 95023**

Members Present: **Roxanne Stephens, Chair**
 Rudy Picha, Alternate
 Scott Freels
 Jose Aranda, Alternate
 Kollin Kosmicki
 Ignacio Velazquez

Members Not Present: **Rolan Resendiz**
 Leslie Jordan, Vice Chair
 Dom Zanger, Alternate

1. CALL TO ORDER

Chair Roxanne Stephens called the meeting of the City of Hollister Fire Protection Advisory Committee to order at 9:00 a.m.

2. PLEDGE OF ALLEGIANCE

Committee Member Rudy Picha led the Pledge of Allegiance.

3. ROLL CALL

Meeting Clerk Veronica Mena called the roll.

4. VERIFICATION OF AGENDA POSTING

5. APPROVAL OF MINUTES

5.1 APPROVE OCTOBER 2, 2025 MEETING MINUTES

Moved by: Kollin Kosmicki

Seconded by: Rudy Picha

Approve minutes with corrections.

Ayes (5): Roxanne Stephens, Rudy Picha, Scott Freels, Kollin Kosmicki, and Ignacio Velazquez

Carried (5 to 0)

6. PUBLIC INPUT FOR ITEMS NOT ON THE AGENDA

Chair Roxanne Stephens opened public comment at 9:03 a.m. There were no speakers.

7. COMMITTEE BUSINESS

7.1 DISCUSS MEETING TIME AND BYLAW AMENDMENT

Fire Chief Goulding provided the report.

Moved by: Kollin Kosmicki

Seconded by: Rudy Picha

Move Fire Protection Advisory Committee to quarterly meetings on the 1st Thursday of February, May, August, and November at 4:00 p.m.

Ayes (4): Roxanne Stephens, Rudy Picha, Kollin Kosmicki, and Ignacio Velazquez

Noes (2): Scott Freels, and Jose Aranda

Carried via roll call vote (4 to 2)

Moved by: Kollin Kosmicki

Seconded by: Ignacio Velazquez

Set a special meeting for Thursday, February 5, 2026 at 4:00 p.m.

Ayes (4): Committee Members Velazquez, Kosmicki, Picha, and Chair Stephens.

Noes (1): Committee Member Aranda.

Abstained (1): Committee Member Freels.

Carried via roll call vote

7.2 FEASIBILITY STUDY DISCUSSION

Fire Chief Goulding and Andy Belknap from Baker Tilly provided a presentation.

Chair Roxanne Stephens opened public comment at 9:56 a.m. There were no speakers for this item.

Baker Tilly will be reviewing data received from the Fire Department and will start scheduling interviews with the committee members. Will have updated information for the next scheduled meeting.

7.3 FIRE COST RECOVERY ORDINANCE

Fire Chief Jonathan Goulding provided the report.

Moved by: Kollin Kosmicki

Seconded by: Roxanne Stephens

Table the Fire Cost Recovery Ordinance until the completion of the Feasibility study.

Ayes (5): Roxanne Stephens, Rudy Picha, Scott Freels, Jose Aranda, and Kollin Kosmicki

Carried (5 to 0)

8. COMMITTEE REPORTS

8.1 COMMITTEE MEMBER REPORTS

No reports.

8.2 CHIEF'S REPORT

Fire Chief Goulding gave updates on the 150th Anniversary of the Fire Department. He also shared that the fire department has been publishing monthly call volume stats on their social media platforms.

Battalion Chief Rodney Dover gave an update on the fire department's fleet.

9. FUTURE AGENDA ITEMS

None.

10. ADJOURNMENT

Chair Roxanne Stephens adjourned the Fire Protection Advisory Committee Meeting at 10:36 a.m.

Veronica Mena, Meeting Clerk



**STAFF REPORT
HOLLISTER FIRE PROTECTION
ADVISORY COMMITTEE
MEETING DATE:
February 5, 2026
REPORT # Fire-2026-01**

AGENDA ITEM: FIRE PROTECTION ADVISORY COMMITTEE BYLAW AMENDMENT

STAFF CONTACT: Jonathan Goulding, Fire Chief

RECOMMENDED ACTION: Approve an amendment to the Fire Protection Advisory Committee bylaws to establish a regular meeting schedule of quarterly meetings on the first Thursday of February, May, August, and November at 4:00 p.m.

DISCUSSION: At the December 2025 Fire Protection Advisory Committee meeting, the Committee considered options for adjusting its regular meeting schedule following prior discussion at the October 2, 2025, meeting. During the December meeting, the Committee selected a revised schedule consisting of quarterly meetings held later in the day to better accommodate member availability, public accessibility, and staff support.

The selected schedule establishes regular Fire Protection Advisory Committee meetings on a quarterly basis on **the first Thursday of February, May, August, and November at 4:00 p.m.**

Consistent with **Article IV – Amendments to Bylaws, Section 4.1 (Procedure)**, proposed bylaw amendments must be introduced at one meeting (done December 11, 2025) and voted on at a subsequent meeting, with written notice provided at least three (3) days in advance. This item represents the return of the proposed bylaw amendment for final consideration and approval, in accordance with those requirements.

For voting purposes, **Article III, Section 3.5 (Quorum)** requires four (4) Committee members to be present, and action requires a simple majority vote of those present and eligible to vote.

FISCAL IMPACT: N/A

PREVIOUS COUNCIL OR COMMISSION ACTION:

- September 5, 2024: The most recent update to the Fire Protection Advisory Committee bylaws went into effect, including the meeting time and frequency.
- October 2, 2025: The Fire Protection Advisory Committee discussed potential changes to the meeting schedule and identified options for consideration.
- December 2025: The Fire Protection Advisory Committee selected a quarterly meeting schedule on the first Thursday of February, May, August, and November

at 4:00 p.m., and directed that the item return for final approval.

CEQA: N/A

ATTACHMENTS:

1. Fire Protection Advisory Committee Meeting Bylaws

FIRE PROTECTION ADVISORY COMMITTEE BYLAWS

ARTICLE I-THE COMMITTEE

Section 1.1 **Name:** The name of this body is the "Fire Protection Advisory Committee".

Section 1.2 **Composition:** The Fire Protection Advisory Committee shall be composed of six (6) members. Two (2) shall be members of the City of Hollister, City Council, two (2) shall be members of the San Benito County Board of Supervisors, and two (2) shall be from the City of San Juan Bautista, City Council, with each agency having an alternate.

~~Section 1.3~~

Section
1.43 **Committee Service:** Each Committee member shall serve at the pleasure of the Governing Board who appointed them, and the Committee Member may be removed at any time, with or without cause by their respective Board.

Section
1.54 **Duties of Committee:** The duties of the Committee may include but not be limited to:

- a. Act as an advisory agency on all fire service agency matters.
- b. Communicate written and oral recommendations directly to the Council/Board member who appointed them.
- c. Study and consider long range plans for the development and improvement for the County of San Benito.
- d. Study and recommend on matters relating to the present and future need for services to be rendered to the general public for Fire Protection Services.
- e. Advise respective Boards on how to spend any revenue generated from cost recovery activities.

ARTICLE II-OFFICERS

Section 2.1 **Titles:** The officers of this Committee are Chairperson, Vice-Chairperson, and Executive Secretary.

- Section 2.2 **Chairperson:** The Chairperson will preside at meetings of the Committee.
- Section 2.3 **Vice-Chairperson:** In the absence of the Chairperson, the Vice-Chairperson will preside at meetings of the Committee. In the absence of both the Chairperson and the Vice-Chairperson, if enough committee members are present to constitute a quorum (4), the members present shall designate an Acting Chairperson for the meeting.
- Section 2.4 **Communication with Staff:** Committee members are encouraged to communicate directly with the Fire Chief or designee regarding ideas, future plans, current activities, and problems. All requests requiring utilization of staff time must be approved by the City Manager.
- Section 2.5 **Executive Secretary:** The Fire Chief or designee is the Executive Secretary of the Committee and will carry out the administrative details of the Committee, including keeping the records of Committee meetings, acting as Secretary at all meetings of the Committee, recording all votes, preparing the agenda and minutes of Committee meetings, serving as technical advisor to the Committee, and at the direction of the City Manager, providing necessary research and fact finding services.
- Section 2.6 **Election of Officers:** Annually, at the regularly scheduled February meeting, the Committee will elect from among its members, a Chairperson and Vice-Chairperson to serve for a term of one year. These positions are limited to two consecutive terms of office.
- Section 2.7 **Vacancy of Chairperson or Vice Chairperson:** If the office of Chairperson or Vice-Chairperson becomes vacant, the Committee will elect a successor from its membership at the next regular meeting, and such election will be for the unexpired term of office.

ARTICLE III-MEETINGS

Section 3.1 **Meeting Time and Place:** Regular Fire Protection Advisory Committee meetings are held at ~~9:00 a.m~~4:00 p.m., on the first Thursday of February, ~~April, June~~May, August, ~~October, and December~~ and November, in the City Council Chambers of Hollister City Hall, 375 Fifth Street, Hollister, California.

Section 3.2 **Alternate Meeting Times:** Special meetings may be called and will be noticed in accordance with the provisions of the Brown Act and other applicable laws. Commissioners will be polled for availability before

setting a meeting date and time.

Section 3.3 **Meeting Cancellation:** Meetings shall be cancelled if there is not sufficient business to discuss or if a quorum of the Committee cannot be present at the meeting.

Section 3.4 **Special Meetings:** Subject to the provisions of the Brown Act and other applicable laws, special meetings may be held. Only those matters listed in the notice of special meetings may be discussed at the meeting. Commissioners will be polled for availability before setting a meeting date and time.

Section 3.5 **Quorum:** Four (4) Committee members constitute a quorum for the transaction of business. Action shall require a simple majority vote of those present who are not excluded from voting.

Section 3.6 **Order of Business:** At the regular meetings of the Committee, business will be conducted in the following order:

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll call
- d. Verification of Agenda Posting
- e. Approval of Minutes
- f. Public Input
- g. Committee Business
- h. Committee Reports
- i. Future Agenda Items
- j. Adjournment

All official actions shall be entered in the minutes of each meeting as action minutes, said minutes to be prepared by the Secretary and shall be approved by the Committee at the next regular meeting or as soon as possible thereafter.

Section 3.7 **Manner of Voting:** Voting on matters coming before the Committee will be by voice vote unless a roll call vote is requested by a Committee member or the Executive Secretary.

Section 3.8 **Rules of Order:** Robert's Rules of Order will govern those aspects of Committee proceedings not specifically provided by these bylaws, the Brown Act or any other applicable state or local law.

Section 3.9 **Setting of Agenda Items:** Committee Members may request items to be placed on a future agenda. A majority consensus of those present at a fire committee meeting is required to add a future agenda item..

Section 3.10 Public Input: Any person wishing to speak on matters within a subject matter jurisdiction of the Committee must fill out a speaker's card prior to addressing the Committee, unless person objects to providing name.

Section 3.11 Agenda: An agenda will be prepared by the Executive Secretary and will be adhered to with the exception that items may be taken out of order for the convenience of those in attendance. The agenda will be posted and distributed to interested parties at least 72 hours in advance of all regular Committee meetings.

The Fire Protection Advisory Committee will operate its meeting pursuant to the Ralph M. Brown Act, Government Code 54950 et seq.

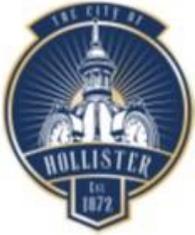
The Fire Protection Advisory Committee may call a special meeting pursuant Section 54956, with at least 24 hours advance notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body.

The Fire Protection Advisory Committee may hold an emergency meeting pursuant to Section 54956.5, when either an "emergency" or "dire emergency" as defined by 54956.5 exists.

At regular meetings, the legislative body may take action on items of business not appearing on the posted agenda when allowed pursuant to Section 54954.2. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item. The Fire Committee shall not consider the item until there is a determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that (1) there is a need to take immediate action and (2) that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

ARTICLE IV-AMENDMENTS TO BYLAWS

Section 4.1 Procedure: The bylaws may be amended by the Committee with such request approved by a majority of the Committee at a regular or special meeting provided that written notice of such amendment was given to Committee at least three (3) days prior to the meeting. A proposed bylaw amendment shall be introduced at one meeting and voted on at a subsequent meeting.



**STAFF REPORT
HOLLISTER FIRE PROTECTION
ADVISORY COMMITTEE
MEETING DATE:
February 5, 2026
REPORT # Fire-2026-02**

AGENDA ITEM: FEASIBILITY STUDY DISCUSSION

STAFF CONTACT: Jonathan Goulding, Fire Chief

RECOMMENDED ACTION: Receive an update on the process of the Feasibility Study.

DISCUSSION: On January 29, 2025, the Fire Protection Advisory Committee (FPAC) recommended awarding a contract to Baker Tilly to conduct a feasibility study on the formation of a regional fire district, with the City of San Juan Bautista administering the contract.

On March 27, 2025, the Committee voted to suspend work on the study, pending further direction from the respective governing boards and city councils. This decision stemmed from a lack of consensus among the three jurisdictions regarding fire service contracts.

Since that time, both San Benito County and the City of San Juan Bautista have entered into contracts with the City of Hollister for fire protection services. These agreements are effective through June 30, 2029.

On August 7, 2025, the Committee voted to resume the Feasibility Study, contingent upon the outcome of the San Benito County Board of Supervisors meeting on August 12, 2025.

On August 12, 2025, the Board of Supervisors voted to proceed with the study and also requested that the scope be expanded to include an evaluation of Emergency Medical Services (EMS) delivery, including transportation and paramedic services.

The City of Hollister and the Hollister Fire Department have been actively collecting and submitting data to Baker Tilly for analysis and review. Some required financial data is still pending from the City of Hollister, the City of San Juan Bautista, and San Benito County; specific requests have been forwarded to those agencies.

Baker Tilly was scheduled to begin reviewing the submitted data following the initial deadline of August 29, 2025. Any outstanding data received after the deadline was to be reviewed on a rolling basis as it became available.

On October 2, 2025, Baker Tilly indicated that the contract issues had been resolved, that they were beginning work on the project, and that they would provide an update at the next FPAC meeting.

On December 11, 2025, the committee received an update from Baker Tilly covering a review of the project scope and initial steps, including a tentative project timeline.

According to the project timeline, February 2026 was going to begin the analysis period. This brief update will confirm where Baker Tilly is in the process and what the next steps will be for the group.

FISCAL IMPACT: The total current cost of the study is \$99,000, with 45% split between the City of Hollister and San Benito County, and the remaining 10% paid by the City of San Juan Bautista.

PREVIOUS COUNCIL OR COMMISSION ACTION:

- **January 29, 2025:** FPAC recommended awarding the feasibility study contract to Baker Tilly.
- **March 27, 2025:** FPAC voted to suspend the study pending further direction.
- **August 7, 2025:** FPAC voted to resume the study pending action by the San Benito County Board of Supervisors.
- **August 12, 2025:** The Board of Supervisors voted to proceed with the study and requested expansion of the scope to include EMS services.

CEQA: N/A

ATTACHMENTS: None