

## MINUTES

December 11<sup>th</sup>, 2018

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:04 PM.
- ROLL CALL:** Present: Tom Herman, Skip Lucier, Nancy Stipe, Arnie Mello and Tony Madrigal
- MINUTES:** The minutes for the special meeting on November 7<sup>th</sup> were reviewed. Motion to accept the minutes: Skip Lucier 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>. The minutes for the October meeting were reviewed and accepted. Motion to accept the October meeting minutes: Skip Lucier 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>.
- TREASURER'S REPORT:** The November Treasurer's Report was reviewed. Chief Wilkes explained to the board that there were a few added expenses to the Treasurer's Report such as strike team, mapping and pump and tank for the new Ram. Motion to accept the November Treasurers Report: Tom Herman 1<sup>st</sup>; Nancy Stipe 2<sup>nd</sup>. The December Treasurers Report was reviewed and accepted. Motion to accept the December Treasurers Report: Nancy Stipe 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>.
- CORRESPONDENCE/PUBLIC COMMENTS:** NONE
- OLD BUSINESS:** **FIREHOUSE:** Chief Wilkes reported the first construction meeting will be Thursday at 3PM. Dennis Dong will be attending the meeting as well. Cameron Weist has called and requested the history of the fire department for the feasibility report. Chief Wilkes will send the history to Cameron. Two sea containers have been purchased for storage. Training Chief Alvarez and Deputy Chief Thomen have been working on cleaning out their offices. Chief Wilkes is hoping to have them moved out by the end of the month. Tony Madrigal informed the board that staff is currently looking for a place to store equipment. Chief Wilkes stated he has reached out to Peter Koch, REMCO as well as Sparetime for assistance with storage. Skip Lucier asked about the amount of equipment that needs to be stored. Chief Wilkes replied 3 trailers, antique engine, a water tender,

generators and a rail car. Chief Wilkes did inform the board that we will need 24 hours access to our equipment. Tony Madrigal inquired about 52 Humboldt and when it will need to go on the market. Tom Herman stated we will need to put together a bid package for removal of home. Chief Wilkes informed the board the offer will need to go to other agencies first then to the general public. Tom Herman mentioned contacting County Counsel for confirmation. Arnie Mello asked what the target date is. Chief Wilkes is hoping the RFP's will go out in late February. Skip Lucier asked if the removal of the house is a separate proposal. Chief Wilkes informed the board that the house is separate.

**MAPPING:** Chief Wilkes reported the mapping project is moving forward. Chris Adams is working on book #2. Chief Wilkes mentioned that Chris Adams spoke to him about an additional overlay which would cost an extra \$5,000.00. This overlay would update any additional buildings added on a property. Chief Wilkes stated this may be something we can look into in the future. Nancy Stipe asked if that is something we can get from the county. Chief Wilkes stated not at this time.

**STRIKE TEAM DISBURSEMENT:** Chief Wilkes provided an excel sheet of strike teams that have been paid out and monies received. Tom Herman inquired if any were FEMA/FED funded. Chief Wilkes stated all invoices are paid via OES. Arnie Mello informed the board that he and Michelle have been discussing on a balance sheet which will assist in the confusion of the strike team pay. Chief Wilkes stated we are one of 3 entities that do not wait for the receivables prior to paying our firefighters. Chief Wilkes reported the staff waits for invoices just in case there are any discrepancies before we pay firefighters.

**FIRE RECOVERY REPORT:** Chief Wilkes reported we have received about \$3,000.00 from traffic accidents to date.

**NEW BUSINESS: ELECTION 2018:** Measure J passed by 75.79%. An official letter was provided to the board.

**MID YEAR BUDGET REVIEW:** Chief Wilkes reported in January the staff will provide the board with a mid-year budget review.

**MONETARY COMMITMENT PROJECT:** Chief Wilkes informed the board there will be a resolution in January to move \$900,000.00 for our new firehouse project commitment.

**DONATED GOOD/PROJECTS:** Chief Wilkes spoke with county counsel regarding donation of supplies or labor donated to a project. Chief Wilkes was informed that a company can donate to a project but if they have employees they have to pay prevailing wage. Chief Wilkes emailed the county back asking for more details. Tom Herman informed the board a structure is just a “thing” but any labor to build that structure would be need to be paid at prevailing wage.

**ZACH PEHLING:** None

**ELECTIONS:** Board elections. Skip Lucier motioned for Tony Madrigal as board president. Skip Lucier 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>. Tom Herman motioned for Skip Lucier as vice president. Tom Herman 1<sup>st</sup>; Nancy Stipe 2<sup>nd</sup>.

**BILLS:** Motion to pay bills; Tom Herman 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>.

**TRAINING REPORT:** Training Chief Alvarez reported PG&E came out and reviewed gas and electric emergencies. Globe, a company which is a brand for turnouts recently did an inspection on our turnouts and educated the firefighters on turnout care. The chiefs academy begins on the 4<sup>th</sup> and 5<sup>th</sup> of January. Captain Goss from Brooktrails Fire Department and Training Chief Eric Alvarez will meet in December and compare training drills. Brooktrails would like to join Little Lake Fire for training drills. Chief Wilkes added we will be red carding for strike teams this year. Red carding qualifies firefighters for strike teams.

**FIREFIGHTERS’ ASSOC. REPORT:** Robert McKenzie was not present. No report.

**CHIEF’S REPORT:** Chief Wilkes attended the recent LEMSA meeting. Ambulances have been at a drawn down lately. There are 2 less ambulances in Willits which leaves one to cover the area. There have been cases where no ambulances are available which has increased our call volume for calls for service. 26 medical aide calls have been added to our call volume in November alone. Chief Wilkes stated Little Lake Fire Department and Brooktrails Fire Department each have one paramedic on the department. Chief Wilkes informed the county the paramedics could be of help when an ambulance is not available or if the paramedic arrives on scene with the fire department prior to the ambulance arriving. Coastal Valley EMS is interested in allowing that to happen. Arnie Mello inquired if the fire department can transport if needed. Chief Wilkes replied we cannot due to

liability. Chief Wilkes stated it will cost about \$30,000.00 to equip a paramedic at the fire department for proper response. Arnie Mello suggested the hospital may be able to assist. Call volume for the month of November was 77 and 632 calls for the year so far. A major extrication was needed on Highway 20 recently. The vehicle was about 500-550ft over the embankment. Chief Wilkes reported they could not find the vehicle originally as the location was incorrect. After searching and yelling the chief finally heard a response and found the vehicle. The terrain was steep and the chief was extremely proud of our volunteers for their hard work. Chief Wilkes has been busy with prevention due to cannabis applications due by December 1<sup>st</sup>. The next city council meeting will discuss the tax on cannabis. Chief Wilkes will also discuss the ambulance draw down at the meeting as well. Nancy Stipe asked if the facilities will put the fire department in more danger. Chief Wilkes stated no as long as they follow the rules. Chief Wilkes informed the board that the pump and tank for 5401 will be shipping Friday. Chief Wilkes also reported he is considering press releases for major incidents with the newspapers as many calls happen on the weekends. Tony Madrigal mentioned to the board the need for a turnout air dryer. Chief Wilkes stated it takes 3-4 days for turnouts to dry on their own once they are washed. The dryer will allow firefighters to wash their turnouts more often as the drying time is about a few hours. Chief Wilkes discussed dispatching with Howard Forest. The City of Willits recently had an issue with Howard Forest as they were “walked on” during a structure fire call out. The city was not happy and files a complaint even though Chief Wilkes advised against it. Tony Madrigal feels we should go to Howard for dispatching. Arnie Mello asked if we are providing fire protection for the city and they provide dispatch. Chief Wilkes confirmed but also added they exchange sewer and water for fire protection and no money changes hands. Arnie Mello inquired of what we needed to do to switch to Howard Forest and Chief Wilkes replied just a resolution. Tony Madrigal asked for this issue to be added to the agenda at the next meeting for discussion.

Meeting adjourned 7:02PM

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Tony Madrigal, President

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Michelle Schnitzius, Secretary/Treasurer

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