**MINUTES**

April 10th, 2018

OPENING: The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:08PM

ROLL CALL: Present: Tony Madrigal, Tom Herman, Skip Lucier, Nancy Stipe and Arnie Mello

MINUTES: The minutes for the regular meeting on March 13th, 2018 were reviewed. Motion to accept the minutes: Skip Lucier 1st; Arnie Mello 2nd. The minutes for the special meeting on March 28th, 2018were reviewed and accepted: Tom Herman 1st, Skip Lucier 2nd.

TREASURER’S REPORT: The Treasurer’s Report was reviewed. Chief Wilkes explained Fund 1012 is negative due to strike team. Auditor payment was made against Fund 2181 and Top Ten gifts were purchased out of special department. Motion to accept: Tom Herman 1st and Arnie Mello 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: Chief Wilkes informed the board FASIS is having an election. Tony Madrigal directed staff to vote.

OLD BUSINESS:

 **FIREHOUSE:** Chief Wilkes reported a contract has been signed by Adam Ashby Group, Inc. consulting services. A Memorandum of Understanding was also signed with Delphi Political Consulting Firm. Arnie Mello inquired if robo call will be used. Chief Wilkes informed the board it is part of the package and cannot be removed. The staff is researching Bond Counsel whom will assist with the language for the ballot measure. Chief Wilkes stated Request for Proposal went on the website. The deadline for the proposals will need to be submitted by April 20th, 2018. The PAR will need to be submitted by USDA. Tom Herman reminded staff that soft costs are reimbursable. The staff has been keeping records of all soft costs.

Minutes April 10th, 2018

Page 2

**QUICK ATTACK:**  Chief Wilkes was excited to announce the quick attack will on the 2018/2019 budget.

**ORDINANCE 18-1:**  Chief Wilkes explained to the board

Ordinance 18-1 will represent the Special Tax for the new firehouse.

 Once a cost estimate is received, Ordinance 18-1 will be revised. Tony asked what the estimate for a unit cost would be. Chief Wilkes stated $30.00 per unit in his opinion would cover the cost. Chief Wilkes also stated there may be roughly $350,000.00 in soft costs pertaining to the new firehouse from past to present.

 **MAPPING:**  Chief Wilkes applied for a PG&E grants in hopes to help with the mapping cost. Chief Wilkes reported he is going to add the estimate cost to the 2018/2019 Budget.

 **ORDINANCE 18-2:**  Chief Wilkes explained fire code adoption to the board. Chief Wilkes submitted the Ordinance to county counsel via email. The county suggested hand delivery for the county to actually take action. Board of Supervisors and County has not responded. The City of Willits has not responded with any feedback regarding the Ordinance as of yet. If no input is received by county or city, we will move forward with adoption. Once the Ordinance is adopted, the County of Mendocino and City of Willits have 15 days to respond.

NEW BUSINESS: **RESOLUTION 18-7:** Tom Herman moved adoption to discuss Resolution 18-7. Skip Lucier 2nd the discussion. Arnie Mello suggested some corrections as far as spelling on the resolution. Staff will correct. Motion to approve Resolution 2018-7 with corrections: Tom Herman 1st; Skip Lucier 2nd. Public notice was properly posted. No public comment.

BILLS: Motion to pay bills; Nancy Stipe 1st; Tom Herman 2nd.

TRAINING REPORT: Training Chief Eric Alvarez announced the Urban Search and Rescue class will need to be rescheduled due to a tree falling on Baechtel Rd. which interfered with holding the class. The last drill consisted of the burn room with Brooktrails Fire and Ridgewood Ranch. Training Chief Alvarez, Chief Wilkes with volunteers assisted Pine Mountain Fire Safe Council with their fire prevention weekend. Property owners were met

Minutes April 10th, 2018

Page 3

with and educated on clearances. Nancy Stipe inquired if anything has been held or will be held like that in Brooktrails. Chief Wilkes reported they used to. Chief Wilkes also stated that many residences in the Mariposa area were under the impression they are in our fire district however they are not.

FIREFIGHTERS’ ASSOC. REPORT: Robert McKenzie was not present. Chief Wilkes informed the board the association was asked to help with a function with Servpro May 5th, 2018.

CHIEF’S REPORT: Chief Wilkes reported we did not receive the AFG Type 3 Engine Grant which is hard to come by. On April 19th Chief Wilkes will attend a supervisor forum. Chief Wilkes stated Prop 172 funds assisted in payment for the water tender and it looks like we will get in the next budget year. Chief Wilkes reported EMS is struggling with funds and Prop 172 should help those entities. Chief Wilkes would like board members to meet and update board policies. Nancy Stipe and Skip Lucier volunteered to assist. Chief Wilkes reported 57 calls for service in March including a structure fire in Covelo. 28 calls involved an EMS service which is where Prop 172 funds will assist in EMS financial needs. Nancy Stipe asked if there have been any accidents on the bypass. Chief Wilkes stated only on the off ramp. Chief Wilkes informed the board more Cannabis facility permits are coming through. Chief Wilkes explained the extraction process and what solvents are used for that purpose.

With no further business meeting was adjourned. 6:22PM

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tony Madrigal Michelle Schnitzius, Secretary/Treasurer

***This institution is an equal opportunity provider and employer.***