**MINUTES**

February 12th, 2019

OPENING: The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:07 PM.

ROLL CALL: Present: Nancy Stipe, Arnie Mello and Tony Madrigal

 Skip Lucier arrived at 5:25PM

 Absent: Tom Herman

MINUTES: The minutes for the January 8th, 2019 meeting were reviewed and accepted. Motion to accept the minutes: Arnie Mello 1st; Nancy Stipe 2nd. The minutes for the January 18th, 2019 special meeting were reviewed and accepted. Motion to accept the special minutes: Arnie Mello 1st; Nancy Stipe 2nd.

TREASURER’S REPORT: Chief Wilkes reviewed the treasurer’s report with the board. Strike team was paid out in the extra help fund and maintenance of equipment was high due to a wiper converter purchase. Special department had an increase due to the Life Assist medical supply purchase for the district and Ridgewood Ranch. Ridgewood Ranch will be reimbursing their portion. This purchase was an unexpected expense the district did not budget for. Motion to accept the Treasurers Report; Nancy Stipe 1st; Arnie Mello 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: John Haschak was in attendance. John introduced himself to the board and informed the board he will help where needed. Chief Wilkes thanked John Haschak for attending the board meeting.

OLD BUSINESS: **FIREHOUSE:** Chief Wilkes reported to the board we are in the middle of our project and financing timeline. Chief Wilkes informed the board it looked as though the bid opening will be July 1st, 2019 but can change. Chief Wilkes feels we can keep the firetrucks at 540 a little longer. There will be a construction committee meeting on February 28th, 2019 to discuss money saving options. Chief Wilkes informed the board we owe it to the community to save where we can. Tony Madrigal was concerned

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about going to bid during the summer time. Chief Wilkes stated we will know more down the road. Nancy Stipe inquired about pinning. Nancy wanted to know if it had to do with the wall or the church. Chief Wilkes stated it had to do with the church and we may need to over excavate to stabilize the ground. Chief Wilkes also stated that Dennis Dong may be changing the layout so the pinning will not be necessary.

 **MIDYEAR BUDGET REVIEW:** Chief Wilkes explained the mid-year budget review will give the district the ability to adjust the budget with the county when budget items change. Chief Wilkes is proud of the staff for staying within the budget. Chief Wilkes explained that strike team reimbursements are slowly being reimbursed from the state. We will also have election cost for fund 86-2231 but we are unsure at this time what the expense will be. Fuel is up due to our increased call volume and the purchase of Hurst “jaws of life” tools will cause the equipment fund to increase. Chief Wilkes informed the board $900,000.00 was moved into building improvements which was a requirement for our loan. Chief Wilkes reported we are doing really well with our budget. Nancy Stipe inquired which fund moving expenses were being deducted from. Chief Wilkes stated building improvements.

NEW BUSINESS: **RESOLUTION 2019-1:** Resolution 2019-1 allows the district to adjust the budget with the county. Motion to accept Resolution 2019-1; Nancy Stipe 1st; Skip Lucier 2nd.

 **RESOLUTION 2019-5:** Resolution 2019-5approves the Little Lake Fire Protection Districts Debt Management Policy. Chief Wilkes explained to the board this policy is common policy and a requirement for our loan. This policy explains how we manage the districts debt. The districts bond counsel needs to have this in place so the board and district show responsibility for the debt. Arnie Mello explained the policy has to be included in the package to show what guidelines we have in place for debt management. This policy gives investors assurance we will still be around in 30 years for the debt payoff. Chief Wilkes stated this policy is a must in order to move forward with the loan. Motion to accept Resolution 2019-5: Skip Lucier 1st; Arnie Mello 2nd.

 **THIRD PARTY COUNSEL:**  Chief Wilkes reported that historically the district has used the county for counsel. With the overwhelming need for documents to be reviewed in a timely manner, Chief Wilkes suggests a 3rd party counsel. Arnie Mello inquired if we are charged with counsel from the county. Chief Wilkes stated we were. Skip Lucier inquired if the rates were similar. Chief Wilkes stated he was not sure but will look into it.

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Skip Lucier stated he would rather have a quicker response and the board agreed. Chief Wilkes stated we have the ability to sole source counsel without a bidding process. John Haschak inquired why the county has such a delay in response. Chief Wilkes replied he thinks they are overwhelmed.

**FORM 700:** Michelle informed the board that Form 700 is due April 2nd, 2019.

BILLS: Motion to pay bills; Nancy Stipe 1st; Arnie Mello 2nd.

TRAINING REPORT: Training Chief Alvarez reported a CPR class was held for drill in January with 37 students in attendance. Training Chief Alvarez attended the PG&E natural gas academy. For attending the event the district received a new gas meter which was much needed. The meters range in price from $3,100.00 -$4,000.00 therefore a great benefit for the community. Training Chief Alvarez stated the meter has already been used on a call. Firefighter Tylor Yadon has recently passed the DMV test so he is now an engineer. Firefighter Eli Owen is currently working on his engineer hours which will add another engineer to our list. Tony Madrigal asked how many engineers we will have. Training Chief Alvarez informed the board the district will have 18 engineers when Eli Owen finishes. Training Chief Alvarez reported he held a CPR/AED class at the high school and fire extinguisher training at the City of Willits.

FIREFIGHTERS’ ASSOC. REPORT: Chad Lesher was briefly in attendance but had to leave for a Willits Frontier Day meeting. Willits Frontier Days will be donating funds to purchase smoke detectors.

CHIEF’S REPORT: Tony Madrigal suggested the explanation of the strike team qualifications for the newspapers and John Haschak. Chief Wilkes explained the minimum requirements for red carding. Red carding is the qualification you receive once all classes are completed which allows our firefighters to respond on a strike team. Due to liability and safety, firefighters must meet certain standards to respond on strike teams. Chief Wilkes explained our volunteers are professionals and meet or exceed the qualifications. Chief Wilkes gave an update on 5401. The new Ram 5401 duty rig is currently at the Cop Shop in Yuba City. The latest update from the Cop Shop is the duty rig is 60% completed. We are hoping to get the duty rig back within 2 weeks. So far, the staff is $8,000.00 under budget with the duty rig. Tony Madrigal thanked Deputy Chief John Thomen for saving the district a lot of money due to his maintenance work on the engines and duty rigs. Chief Wilkes stated the annual crab feed was a success. That will be the last crab feed in the old firehouse.

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Chief Wilkes informed the board we have added a paramedic to the department. The call volume is up due to the shortage of ambulances. Chief Wilkes explained the differences in response calls. Alpha response is a non-emergency, Bravo is a general emergency, Charlie response is life threatening, Delta response is a heart attack/trouble breathing or a diabetic emergency and Echo is usually CPR in progress. Due to the ambulance draw down, our volunteer firefighters are responding to all medical aides, which can be taxing on our volunteers and their employers. Chief Wilkes informed John Haschak the department does not normally respond to basic medical aides but when there are no ambulances in our district we are now responding. Chief Wilkes informed the board the ambulance service needs to fix this issue as soon as possible for the safety of the community. Tony Madrigal stated that many volunteers have to clock in and out for calls and do not get paid. So a basic medical need such as a stomach ache is difficult both financially and personally for our volunteers, especially when there are often multiple calls a day. Chief Wilkes reported Chris Williams has sent a one page view on the new mapping project. Chief Wilkes explained all the old run books were hand drawn. During the Mendo Complex fire, mapping was lacking and was difficult to follow. This mapping project was paid for by a matching grant.

Meeting adjourned 6:15PM to closed session

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Tony Madrigal, President Michelle Schnitzius, Secretary/Treasurer

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