**MINUTES**

March 13th, 2018

OPENING: The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:03PM

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

 Tom Herman departed at 6:33PM

MINUTES: The minutes for the regular meeting on January 9th 2018 were reviewed. Motion to accept the minutes: Skip Lucier 1st; Tom Herman 2nd.

TREASURER’S REPORT: The Treasurer’s report was reviewed and accepted by Tom Herman 1st and Nancy Stipe 2nd.

MEETING SUSPENDED FOR CLOSED SESSION 5:07PM

OUT OF CLOSED SESSION 5:40PM

SUSPEND AGENDA AS IS TO DISCUSS MIDYEAR BUDGET REVIEW

 Chief Wilkes explained to the board about a recent meeting with the county regarding resolutions that were not transferred in the 2016-2017 budget season. Chief Wilkes informed the board the transfers were an oversight of the County. Nancy asked if we can use the Munis reports instead of our Treasure’s reports. Chief Wilkes stated we can but they are more detailed and may be confusing. Tom Herman suggested we do not use the county reports. Arnie Mello inquired about balance sheets. We currently do not run balance sheets but we can in the future. Michelle will get with Arnie when we choose to use balance sheets for assistance. Chief Wilkes stated our Fund Balance should never be zeroed out per the county. Chief Wilkes stated in the future Fund Balance Reserves only will be transferred in June per the county request.

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CORRESPONDENCE/PUBLIC COMMENTS: None

OLD BUSINESS:

 **FIREHOUSE:** Chief Wilkes informed the board there will be a meeting with Quinn Donovan in March regarding the application.

 **QUICK ATTACK:**  Chief Wilkes stated Deputy Chief Thomen will be looking into quotes.

 **ORDINANCE 18-1:**  Chief Wilkes would like to move Ordinance 18-1 to the next board meeting.

 **FEMA GRANT:** Chief Wilkes submitted 2 grant packets prior to the deadline. One grant was for a Type 3 Engine and the other grant was for over the bank rescue tools. Chief Wilkes did state the district will have to match both grants at 5%.

NEW BUSINESS: **CITY OF WILLITS:** Chief Wilkes informed the board the ad hoc will stay on top of the City of Willits regarding being included in the cannabis excise tax.

 **MID YEAR BUDGETARY REVIEW:** Please see suspended agenda notes above.

 **HERB WILLIAMS:** Resolution 18-2 was unanimously accepted by the board to hire Herb Williams as a consultant for the upcoming election in November 2018. Chief Wilkes explained to the board the district can pay up to $2,000.00 for his services. Motion: Tom Herman 1st, Arnie Mello 2nd.

 **MAPPING:** Chief Wilkes explained after the recent fires our district needs to update the mapping. Chief Wilkes suggested Chris Adams for mapping as he has completed mapping projects for the Fire Safe Council in Pine Mountain. Chief Wilkes informed the board he and Deputy Chief John Thomen will work on the cost with Chris for the noew run books. Tom Herman recommended Mr. Adams work as well as he has worked with him previously. Tom Herman did suggest an ample amount of storage for devices using the map books. Chief Wilkes implied we may not need as many layers as previously suggested on the map books. Tony Madrigal asked Chief Wilkes to continue with the project and let the board know what is needed.

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 **STRIKE TEAM REIMBUSEMENTS:** Chief Wilkes informed the board most local strike team reimbursements have been received. Chief Wilkes followed through with the Helena incident and was informed the paperwork was misplaced. Chief Wilkes was able to resubmit the paperwork through email with the receipt from the post office with tracking from the previous submission. The Thomas, Creek and Redwood incident is still pending. Arnie Mello asked if the outstanding revenue is known. Chief Wilkes replied we do know within a few dollars. Chief Wilkes stated we have not paid out on the Thomas of the Creek to the strike team members as we are awaiting another reimbursement. Tom Herman suggested paying out as that is what the board previously agreed upon. Tony Madrigal suggested to staff to first see what is pending and move forward with payroll from there as he would like to know where we stand.

BILLS: Motion to pay bills; Tom Herman 1st; Arnie Mello 2nd.

TRAINING REPORT: Training Chief Alvarez assisted with the high school interviews at Willits High School. Training Chief Alvarez also stated he recently conducted a CAM and infant training for the SCRUBS class at Willits High School. February 22, 2018 Training Chief Alvarez held a presentation for the Headstart program and will be presented at the Willits 4-H Club on March 19th, 2018. Drill night on the 30th of January was a First Aid re-certification. February 6th, 2018 Brooktrails Fire and Ridgewood Ranch joined our volunteers for a SCBA mock rescue simulation. Training Chief Alvarez informed the board there are different styles of SCBA’s with departments. Training Chief Alvarez informed the board the next drill night will consist of repelling.

FIREFIGHTERS’ ASSOC. REPORT: Robert McKenzie was not present. Chief Wilkes informed the board the association just purchased EZ Up for future functions.

CHIEF’S REPORT: Chief Wilkes announced to the board we are at 52 calls for January. Deputy Chief Thomen and Michael Frahm recently assisted with a recovery at Lake Mendocino. Chief Wilkes stated Little Lake assisted Brooktrails Fire on a recent structure fire due to cannabis. Chief Wilkes explained the difference between permitted and unpermitted facilities. This facility was unpermitted. Nancy Stipe asked if Little Lake Fire can bill for service since the incident was from an unpermitted facility. Chief

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Wilkes replied we could in certain circumstances. Tony Madrigal suggested to Chief Wilkes to contact Brooktrails Fire to see if they invoice for these incidents. Chief Wilkes stated we usually can bill within our district. Chief Wilkes also informed the board he sent out 47 Strategic Planning packets to various people in the district and has only received 11 back which was disappointing. Chief Wilkes stated many members if the community admitted to not knowing what their fire house entails. The public does not understand what we do. LAFCO is the middle of a municipal service review. Staff is currently proving LAFCO information needed for this review. Chief Wilkes, Deputy Chief Thomen and Tony Madrigal were currently attending a statutes and regulation class. Chief Wilkes explained to the board if you have one paid staff you are responsible for Fire Marshal services. Code enforcing is our liability and not the city’s. Chief Wilkes explained the liability and responsibility of a Fire Marshal.

Motion to adjourn: Nancy Stipe 1st; Arnie Mello 2nd at 6:47PM

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Tony Madrigal Michelle Schnitzius, Secretary/Treasurer

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

***Reporting out of closed session:***

***Reimburse Chief Wilkes for pre-planned cancelation expenses due to Strike Teams***

***Tony Madrigal will set up a 6 month review with Chief Wilkes***