

## MINUTES

October 09, 2018

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:05 PM.
- ROLL CALL:** Present: Tom Herman, Skip Lucier, Nancy Stipe, Arnie Mello and Tony Madrigal
- MINUTES:** The minutes for the regular meeting on September 11<sup>th</sup> were reviewed. Motion to accept the minutes: Tom Herman 1<sup>st</sup>; Skip Lucier 2<sup>nd</sup>.
- TREASURER'S REPORT:** The 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, insurance for the new Ram 5401, duty shirt, lettering and camper for the Ram 5401. Skip Lucier inquired if the new 5401 was close to completion. Chief Wilkes replied we are waiting for the Cop Shop and hopefully will be done soon. Chief Wilkes also reported the estimated revenue for 2017/2018 is \$352,472.23. Motion to accept the Treasurer's report; Nancy Stipe 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>.
- CORRESPONDENCE/PUBLIC COMMENTS:** Chief Wilkes informed the board a thank you card was received from a Brooktrails resident regarding a mutual aid call.
- OLD BUSINESS:**
- FIREHOUSE:** Chief Wilkes reported there was a good forum in the local paper about the new firehouse. Chief Wilkes recently discovered a new grant that would assist with the firehouse but unfortunately it applies everywhere but California. Tom Herman is hoping we will be eligible for an equipment grant.
- GRANTS:** Chief Wilkes reported the AFG grant for the rescue tools was not approved. Deputy Chief Thomen did order GPS units that were covered under the VFA Grant.

NEW BUSINESS: **KZYY:** Postpone

**CANNIBIS EXCISE TAX:** Chief Wilkes reported Measure I for the City of Willits has passed. Measure I is an indirect tax applied to cannabis products when manufactured.

**SENATE BILL 1205:** Chief Wilkes informed the board, Senate Bill 1205 is a state mandated bill for fire inspections. Previously fire inspections were not audited throughout the state but now fire inspections are held accountable through resolutions from the board. The senate bill will require resolutions from the Board of Directors stating the fire inspections have been completed. Chief Wilkes stated there will be fees involved. Educational facilities will not be charged however hotels/ motels would be. Tom Herman inquired about the additional cost to staff for these mandatory inspections. Chief Wilkes replied the costs would be in the fees. Arnie Mello asked when the deadline is for the resolution from the board. Chief Wilkes informed the board the next budget cycle is his goal.

**PROCUREMENT POLICY CHANGE:** Chief Wilkes, Nancy Stipe and Skip Lucier have been working on an updated procurement policy. The current policy has not been updated in 18 years. Request for proposal was updated to more current standards from \$500.00 to \$5,000.00. Bid requirements previously stated \$500.00 and has been updated from \$2,500.00- \$15,000.00. When amounts reach \$15,000.00 a formal bidding process will be required. The requirements of 3 quotes will still be in place, but the process will be easier. Tom Herman verified with the Chief if a big emergency would arise if the board would be informed. Chief Wilkes confirmed the board would be advised.

BILLS: Motion to pay bills; Tom Herman 1<sup>st</sup>; Skip Lucier 2<sup>nd</sup>.

TRAINING REPORT: Cal Fire has expressed interest in training with our firefighters. October 3<sup>rd</sup> the police department, fire department and ambulance went to Recreation Grove Park for a public education event. October 20<sup>th</sup> we will be hosting a fire safety booth at Mendo Mill. Tony Madrigal asked if we should set up a booth for Measure J. Chief Wilkes said we can promote Measure J in plain clothes with the booth already in place.

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

CHIEF'S REPORT: Chief Wilkes reported red flag warnings will be issued soon. We will be on standby if needed for pre-positioning. OES has set aside funds to cover pre-positioning. The department has paid out on the Cook, Kamp and Station as far as strike team pay. Chief Wilkes stated the ambulance service is decreasing in Willits/Ukiah area which will be more taxing on the department. Chief Wilkes reported there have been instances where no ambulances are available in the area. Tony Madrigal asked how many ambulances are there in the county and Chief Wilkes replied he wasn't sure exactly but at least 3 for entire county. Chief Wilkes explained to the board the fire department will now have to be dispatched for more medical aids if no ambulance is available which will be difficult for our volunteers. Nancy Stipe inquired if the department can transport if needed. Deputy Chief Thomen replied the liability will be too high. Tom Herman stated hospital transfers guarantees income for the ambulance. Chief Wilkes stated we will be close 600-650 this year without the additional medical aids. Alyson from The Willits Weekly asked if they train their paramedics in house. Chief Wilkes replied they need to go through private companies for training and the pay is low in this area. Deputy Chief Thomen added the schooling is located in Humboldt and SRJC. Chief Wilkes reported there were 62 calls for September. Chief Wilkes is proud of our response and our volunteers. Chief Wilkes reported he and Deputy Chief John Thomen met with Chris Adams regarding the mapping project. Chris Adams brought in samples and Chief Wilkes stated he was happy with the project so far. Tony Madrigal would like to have a special meeting on November 7<sup>th</sup>, 2018.

Meeting adjourned 6:14PM

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Tom Herman, Vice Chairman

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Michelle Schnitzius, Secretary/Treasurer

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