



LITTLE LAKE FIRE DISTRICT



74 E. Commercial St. • Willits, California 95490
(707)459-6271 • Fax (707)459-7898

Chris Wilkes
Fire Chief

MINUTES

February 11th, 2020

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:01 PM.
- ROLL CALL:** Present: Tony Madrigal, Skip Lucier, Arnie Mello and Nancy Stipe.
Absent: Tom Herman
- MINUTES:** The minutes for the January 14th, 2020 meeting were reviewed and accepted. Motion to accept the minutes: Arnie Mello 1st; Tony Madrigal 2nd.
- TREASURER'S REPORT:** Chief Wilkes reviewed the Treasurers Report with the board. The clothing fund was higher than normal due to helmet purchases. Maintenance of Equipment was high due to a new windshield purchase however this is a reimbursable item from the insurance company. The first payment to the Firehouse loan was made this month. Motion to accept the treasurer's report: Skip Lucier 1st; Nancy Stipe 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** None
- OLD BUSINESS:** **FIREHOUSE:** Chief Wilkes informed the board PG&E is almost finished with the design work for the new firehouse. Chief Wilkes has received plans back from the City of Willits with minor adjustments and Fred Russell is working hard for cost saving reductions. One of the changes is the water heater in the mezzanine. He feels the water heater will not be efficient and on demand would be more of a cost savings. Fred Russell also suggested instead of the HVAC system in each room it would be more efficient for one HVAC system. Separate keypads will not be needed which will be a cost saver as well. Fred Russell is also working with Scott Herman discussing piping changes. Chief Wilkes stated he felt Fred Russell is saving money in advance and appreciates his insight and suggestions. Fred Russell is hoping to have the old firehouse demolition started by April 1st, 2020. Skip Lucier asked if the demolition is a separate RFP. Chief Wilkes stated there will be a RFP for hazmat, demolition and firehouse. Skip Lucier asked if there was a date for the RFP. Chief Wilkes stated the staff is waiting for Dennis to complete updates on the drawings which should be soon. Chief Wilkes



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stated there are many items we still need to address such as removing the Plymovent system out of station 540. Engine 5469 will need to be moved to station 541. Nancy Stipe asked about the additional engines. Chief Wilkes stated we are renting space at the old Remco building for the engines we do not use as often but we will have access too when needed.

EMS: Chief Wilkes reported the situation has not changed. There was a CPR call at the senior center and it took 16 minutes to get an ambulance. Chief Wilkes has attended many meetings and they are working on a solution.

EMERGENCY VEHICLE REPLACEMENT: Chief Wilkes stated there are no lights yet on 5404 as we are waiting on the CopShop to schedule an appointment. The staff is looking at selling 5442 with pump and tank. The chief will take it to the next Chief's meeting to see if there are other departments interested. If 5442 is sold, the funds will be used towards fixing the previous 5401 rig. The approximate cost to fix the old 5401 will be \$10,000.00 to bulletproof. The trade in has no value therefore not worth trading in or selling the rig.

NEW BUSINESS: **TRAVEL EXPENSE POLICY:** Chief Wilkes stated the travel expense policy and the California Fire Assistant Agreement meal policy needs to be updated. The California Fire Assistance Agreement affects the strike team expense when out on a fire. Arnie Mello suggested instituting a provision with airfare vs. vehicle cost. Skip Lucier asked if the \$96.00 for night of lodging includes the taxes. Chief Wilkes stated in certain cities it does however in others such as San Francisco, different rates will apply. Chief Wilkes also reported to the board that he recently attended a FDAC class. Chief Wilkes stated he felt the districts policies need to be updated. Policies help departments run smoothly and many Fire Chiefs will not accept a position unless policies are in place for protection. Skip Lucier suggested that every so often we should review a policy for an update. Motion to accept the update to policy 1026.50: Arnie Mello 1st, Skip Lucier 2nd.

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



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TRAINING REPORT: Training Chief Eric Alvarez reported the last drill night consisted of ropes and knots. One firefighter is currently enrolled in the swift water class which will give us 4 new trained firefighters for our swift water crew. On January 16th, Training Chief Alvarez held a public service fire extinguisher class at Solid Waste and on February 6th a high school student spent time with Training Chief Alvarez for a senior project. February 7th, Training Chief Alvarez conducted a CPR/First Aid class with the SCRUBS class and on February 10th Training Chief Alvarez taught a fire extinguisher training class at the Grange Hall for the residences behind the Grange Hall. Training Chief Alvarez will hold an additional class in the future for those that were unable to attend the first class. Training Chief Alvarez reported the next drill will be rope skills and over the bank rescue.

FIREFIGHTERS' ASSOC. REPORT: Chief Wilkes reported the association crab feed was a great success. Chief Wilkes gave a shout out to Harry So for his dedication and finding the venue but Chief Wilkes also added everyone did a great job. The crab feed would not be a success without all the volunteers helping. Harry So is also donating a lot of time in the Chiefs academy on his own. There is no date as of yet for the Top 10 dinner.

CHIEF'S REPORT: Chief Wilkes is currently working on the Fire Fighter Assistance Grant. Chief Wilkes would like to purchase a compressor for the new firehouse. Chief Wilkes would like the current compressor to move to station 541. Arnie Mello asked if the compressor was included in the new firehouse. Chief Wilkes stated it is an additional cost. Chief Wilkes gave presentations to the teachers at the schools regarding fire marshal requirements in the classroom. Many of the teachers had questions so it is a learning curve for everyone. Skip Lucier asked about the fire alarms in the schools. Chief Wilkes stated many of the schools are existing/non-conforming. Only 2 of the schools actually have a monitored alarm system. Chief Wilkes stated the call volume in January was 65. There was a major structure fire on Pine Mountain. Ridgewood and Brooktrails assisted and there was a great turnout from Little Lake as well. Tony Madrigal asked for suggestions regarding chimney fire prevention. Chief



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Wilkes suggested to always making sure the chimney is clean. There are experts that can come and help as well. Tony Madrigal informed the board the firefighters lay down salvage covers to protect what they can in the house for chimney fires. Chief Wilkes stated homeowners can clean the pipes out but an expert would be more ideal to make sure all is done correctly. Chief Wilkes attended a class in the Bay Area. Chief Wilkes stated though we are a smaller department, he learned we are doing very well compared to other departments. Chief Wilkes strongly suggests members of the board should attend the next class when offered.

Motion to adjourn at 6:06 PM

Tony Madrigal, President

Michelle Schnitzius, Secretary/Treasurer

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