



LITTLE LAKE FIRE PROTECTION DISTRICT

1575 Baechtel Rd. Willits, California 95490
(707)459-6271

Chris Wilkes
Fire Chief

MINUTES February 9th, 2021

- 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, Skip Lucier, Nancy Stipe, and Arnie Mello
Absent: Tom Herman
- MINUTES:** Skip Lucier suggested a word correction on page 2. Instead of “addiction” the word should be “addition”. Michelle will amend the minutes. Motion to accept the meeting minutes with amendment: Skip Lucier 1st; Nancy Stipe 2nd.
- TREASURER’S REPORT:** Chief Wilkes reviewed the Treasurers Report with the board. Fund 86-1022, Social Security and Medicare will be high due to quarterly strike team. Payroll taxes for strike team are separated for the monthly payroll but more difficult for quarterly. Chief Wilkes reviewed the firehouse project Appendix A and Strike Team Appendix B with the board. Nothing new to report for Appendix A. Chief Wilkes reported the staff paid out on the Oak/August Fire which is reflected on Appendix B. The district is still waiting on reimbursement for the previous strike teams that were paid out. Motion to accept the Treasurers Report: Nancy Stipe 1st; Skip Lucier 2nd.
- SUSPEND AGENDA:** Public hearing for Resolution 2021-2. Blair Aas reviewed the Nexus Study and the Capital Fire Facilities and Equipment Plan Resolution. Once adopted, Blair will give a copy to the County of Mendocino for their Board of Supervisors meeting in March or April. The Nexus Study fees are not based on the Capital Fire Facilities and Equipment Plan, but the County of Mendocino is requiring this plan for reference and to move forward with the adoption. Blair Aas informed the staff a second posting is not required for the adoption.
- OPEN PUBLIC HEARING:** Approval of the Capital Fire Facilities and Equipment Plan.
NO COMMENTS



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PUBLIC HEARING CLOSED: Motion to close the public hearing: Arnie Mello 1st; Skip Lucier 2nd. Motion to adopt Resolution 2021-2: Arnie Mello 1st; Skip Lucier 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: Chief Wilkes informed the board that Gerry Gonzalez received a letter from Amy Good. Amy was traveling through town and had an issue with her camper in the Safeway parking lot. She had to leave her camper for a week in the Safeway parking lot and was happy to find it undisturbed. She wanted to recognize firefighter Abe Lozoff for the assistance he offered to her and her 13 year old grandson. Amy stated he went out of his way to help them. Chief Wilkes said he was proud of Abe and wanted to commend him for his help.

OLD BUSINESS: **FIREHOUSE:** Chief Wilkes is happy with the firehouse progress. The framers, electrical, metal building workers and HVAC are all working together on a daily basis. Chief Wilkes stops by daily to look at the progress. Chief Wilkes informed the board to let him know if they would like a tour to view the progress. Tony Madrigal thanked Chief Wilkes and Skip Lucier for their involvement with the meetings and the daily updates with the firehouse.

NEW ENGINE E5469: Deputy Chief Thomen sent an email to BME for an update. Deputy Chief Thomen is still waiting on a spec package.

I.S.O AUDIT: Chief Wilkes informed the board the I.S.O Audit is moving along smoothly. Chief Wilkes is currently working with Pine Mountain in order to add them to the audit. Chief Wilkes is hoping by adding Pine Mountain to the audit, it will help with the I.S.O rating. Chief Wilkes would like to add Ridgewood Ranch as well. An I.S.O Audit is not a simple task and takes many hours to complete.

NEW BUSINESS: **RESOLUTION 2021-1:** Chief Wilkes informed the board a resolution is needed to amend the budget with the county. The mid-year budget review updates the unexpected costs and revenue for the mid fiscal year. Motion to accept Resolution 2021-1: Nancy Stipe 1st; Arnie Mello 2nd. All Ayes.



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BILLS: Motion to pay bills: Skip Lucier 1st; Nancy Stipe 2nd.

TRAINING REPORT: Training Chief Eric Alvarez is currently taking Inspector 1A, 1B, 1C, and 1D. Chief Wilkes informed the board the classes would help him understand Fire Codes, Inspections, and the Fire Marshal position's responsibilities. Anderson Valley canceled the Company Officer 2D class. Hopefully the class will be reinstated. There are two confirmed firefighters for the upcoming EMT class, Harry So and Jorge Mendoza. Chief Wilkes announced he completed the S290 course recently. The S290 course is an extreme behavior class. Chief Wilkes would like to bring this class to Mendocino County with the same instructors. The meteorologist who helped teach the class was extremely interesting, and Chief Wilkes felt he learned a lot from him. Training Chief Alvarez is currently working with Jennifer Barrett from Willits High School to figure out how they can complete the First Aid/CPR training over zoom with her class.

FIREFIGHTERS' ASSOC. REPORT: Association President Aaron Branscomb reported the firefighters have had a busy January. From 2PM-2AM during the snow day, the department had 35 calls. One was an echo response on BlackHawk Drive with 7 personnel, an ambulance, Sheriff's Office and Fish and Game, which resulted in search and rescue rescuing the firefighters and ambulance crew and leaving the vehicles at scene until the next day. Calls were consistently coming in and Aaron was proud of the department for stepping up and delegating calls where they needed to be. Association President Aaron Branscomb also informed the board he donated his time to the high school and hospital over the weekend with standby for the vaccination clinic.

CHIEF'S REPORT: Chief Wilkes commended the volunteers and staff for their dedication during the snowstorm. Chief Wilkes announced there were 92 calls in January, which is a record-breaker. The staff is currently conducting mandated inspections for schools, hotels, motels, and apartments. Inspections are a difficult task due to limited personnel but are state mandated. The dispatch from Howard Forest has been going well. There is still a learning curve with the new dispatch system, but the transition has been smooth. Tony Madrigal thanked the staff and volunteers for their



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time and efforts during the snow day. He informed the board three firefighters stayed overnight in the firehouse, sleeping on the floor, gurney, and couch to be available to the public in case needed. Three citizens needed shelter as well, as their vehicles or homes were unattainable. They could not find any hotels available, so we offered the firehouse for refuge until the next day.

Adjourned to closed session: 5:40PM
Out of closed session: 6:14PM
Regular meeting adjourned: 6:15PM

Tony Madrigal, President

Michelle Schnitzius, Secretary/Treasurer

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Closed session: Personnel issue; future hiring