



LITTLE LAKE FIRE PROTECTION DISTRICT



74 E Commercial Street
Willits, California 95490
(707)459-6271

William Carter
Fire Chief

MINUTES

November 8th, 2022

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tom Herman at 5:04 PM.
- ROLL CALL:** Present: Tom Herman, Nancy Stipe, and Arnie Mello.
Absent: Tony Madrigal and Skip Lucier
- MINUTES:** Motion to accept the October Minutes: Nancy Stipe 1st; Tom Herman 2nd.
- TREASURER'S REPORT:** Motion to accept the November Treasurers Report: Arnie Mello 1st; Nancy Stipe 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** The department received a Happy Halloween card from Daniel.
- OLD BUSINESS:**
- FIREHOUSE:** Chief Carter reported that the leaks had been mitigated. So far no leaks with all of the recent rain. There is still an ongoing issue with the lack of hot water, but the system was built to specs. Tom Herman stated it was a design issue and Chief Carter did report the plumber gave advice and will look into it. Arnie Mello inquired what the issue was with the water. Chief Carter replied it takes 3 minutes or more to receive hot water and in the showers the water cools quickly. Nancy Stipe agreed that it sounded like a design issue. Tom Herman asked if the mechanical engineer has been aware of it. Chief Carter stated Dennis was aware of it but unsure about the mechanical engineer. Tom Herman asked if the unit was undersized. Arnie Mello stated we should not be responsible for fixing the issue. Staff will contact Dennis. Chief Carter reported staff is looking into a window cleaning service.
- BAECHTEL APRON PROJECT:** Chief Carter reported that the



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apron had been completed. There are a few minor flaws but no easy workaround. There were a few breaks along the weakened plane joint. Tony Madrigal stated he did not think was going to be an issue. Tom Herman added that Bouthillier did a nice job and the drainage works well.

NEW ENGINE 5469: Chief Carter reported the new engine is currently in the paint shop. The box for the truck is currently in the factory being built. Hoping for 8 week turnaround.

STREAMLINE: Training Chief Alvarez stated the Streamline program has been purchased and has had one training. A second training will be coming up this Thursday.

ON-SITE FUEL TANK: Chief Carter reported the tank is ready for delivery. Tom Herman asked if the tank is doubled-walled. Chief Carter, yes it is. Chef Carter added it should save \$1.00 per gallon.

NEW BUSINESS: **CREDIT CARD UPDATE:** Michelle reported the staff is looking into a new credit card at Savings Bank of Mendocino County. After numerous tries over the last 8 months of trying to switch the card name to the new chief, the staff has decided to close the account and open up a new card. According to Chase, Michelle was asked in order to switch the name, we have to provide the original letter from the IRS with the EIN number. The letter was no found, so Michelle has requested a replacement letter from the IRS twice and still has not received it. The next, step is closing the account. That will be the only resolution.

ENGINE 5480: Chief Carter reported that engine 5480 needs some repairs. Chief Carter informed the board CalFire recently rented Engine 5485 and the staff will use the funds to help cover the costs for Engine 5485. Tom Herman agreed and also added the Vehicle Replacement fund can cover the remainder.

PGE UTV GRANT: Chief Carter stated the UTV was in freight waiting for a pump. Deputy Chief Thomen is still waiting for an



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update.

TRAILER AND TRACKS FOR UTV: Chief Carter informed the board the Trailer and Tracks have been purchased for the UTV.

SOLAR FUNDING: Chief Carter has reached out to solar installer companies and has not heard back. Chief Carter stated the staff is looking for funding to assist with solar panels on the firehouse. Chief Carter will reach out to Davey at the City of Willits to see if they have any information.

BATTERY BACK-UP SURGE PROTECTORS: Tom Herman recommended looking into APC Battery back-up for the offices and plotter.

SCBA: Chief Carter explained to the board that Honeywell eventually will not support the SCBA packs anymore. Repair and parts will still be available for the time being.

In addition to New Business: Staff will write a thank you letter to the Howard Foundation for the UTV tracks and trailer.

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

TRAINING REPORT: Fire Marshal Alvarez reported that the last two drills were well attended. 5 firefighters completed the 2A class and passed. 3 firefighters are attending the EMT class at the college and should be completed in December. Training Chief Alvarez taught a fire extinguisher training class to Sherwood Valley this past week.

FIREFIGHTERS' ASSOC. REPORT: President Aaron Branscomb was not present. Michelle reported the Halloween drive-through was successful.

CHIEF'S REPORT: Chief Carter reported there were 40 calls in October. The burn ban has been lifted, and staff is issuing residential burn permits. As of now, all large burn permits will have to go through Air Quality. All supplies



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have been purchased for the electrical needs for the donated machinery. Michelle is keeping a spreadsheet of the costs. Chief Carter spoke about Measure P and what the funds would be used for. Michelle will keep an accounting of funds used under the Measure P revenue. Chief Carter informed the board an inflatable structure was put up at the City of Willits' pool. Chief Carter did not know anything about the structure so staff went and inspected it. The structure did not have support in case it deflated so Chief Carter had a meeting with the school board on how to mitigate the issues. The structure has been temporarily removed per the school's request and will go back up when life safety issues have been fixed. Chief Carter also stated there are certain steps to go through before putting up such a structure that was not met. Chief Carter stated that the fire department did not remove the structure that was the school's choice.

Meeting Adjourned: 6:17 PM

Tom Herman, Vice Chairman

Michelle Schnitzius, Secretary/Treasurer

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