



LITTLE LAKE FIRE PROTECTION DISTRICT



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

MINUTES

November 10th, 2025

- OPENING:** Tony Madrigal called the regular meeting of the Little Lake Fire Protection District Board of Directors to order at 5:02 PM.
- ROLL CALL:** Tony Madrigal, Nancy Stipe, Tom Herman, and Arnie Mello.
Absent: Skip Lucier
- MINUTES:** Approved by Tom Herman 1st; Nancy Stipe 2nd.
- TREASURER'S REPORT:** Motion to accept the Treasurer's Report: Tom Herman 1st; Nancy Stipe ,2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** NONE
- OLD BUSINESS:** **UTILITY 5440:** Chief Alvarez reported to the board that Utility 5440 has been picked up from the body shop. Deputy Chief Thomen is going to inspect the vehicle before to taking the vehicle for a safety inspection to make sure there are no issues or surprises. After the safety inspection, an updated title will be needed from DMV.
- INSPECTIONS:** Chief Alvarez reported he will start the school inspections in December during winter break. After the schools are completed, hotels and motels will begin.
- NEW BUSINESS:** **CARPORT PURCHASE:** Chief Alvarez reported staff has been cleaning out Station 541 and would like to purchase a 2nd carport structure to protect the vehicles that are out in the elements. The sun is taking a toll on some of the equipment. Chief Alvarez is seeking approval for up to



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\$8,500.00. Tom Herman suggested up to \$10,000.00 due to the rock and other possible necessities for the structure. Motion to accept the carport purchase not to exceed \$10,000.00: Tom Herman 1st, Nancy Stipe 2nd.

NATIONAL FIRE SAFE COUNCIL: Captain Harry So informed the board that he is exploring the purchase of educational materials for both child and senior education. The rising costs of literature have become unaffordable, prompting Captain So to seek ways to support the purchase of these materials. He shared with the board that the National Fire Safe Council (NFSC) offers a program to assist with the costs of educational materials. Captain So received a sample donation letter from the NFSC, which is used to request contributions for community materials. The funds collected through this initiative are maintained in an account established by the NFSC and will be directly allocated to purchasing educational materials. Arnie Mello inquired if the community would be notified about the letters being sent out, to which Captain So responded “yes, they will be notified”. Tony Madrigal suggested contacting Chico Fire, which also utilizes this service, to gather their feedback on the program.

BILLS: Motion to pay bills: Tom Herman 1st, Nancy Stipe 2nd.

TRAINING REPORT: Captain So reported that the last training session focused on hose packs and hose rolls with Self-Contained Breathing Apparatus (SCBAs). Each firefighter's air pack provides 45 minutes of oxygen. Therefore, while carrying hose packs up and down stairs, firefighters can estimate how long their oxygen supply will last based on their breathing techniques. Captain So also mentioned that the new masks vibrate or shake when the oxygen level is low. On November 4, 2025, a practice drill for a five-man engine company on operating fire hydrants was conducted. Captain So explained that the first drill of the year covers the basics, with each subsequent drill building on the previous one, becoming



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more detailed and challenging. This progression emphasizes the importance of participation in all drills. Finally, on December 2, the Little Lake Fire Department will host the end-of-year Jeopardy game. CPR/First Aid will start in January. Captain So has been using the badge maker for CPR cards. The EMT class on November 5th, 2025, consisted of Active Shooter by Damian Angel. On December 3rd, EMTs will be taught Musculoskeletal by Cody Bartholomew. Captain So stated that he and Michelle are still working on a risk reduction program to offer smoke and CO2 detectors to the community. Michelle is currently seeking grants for those purchases.

FIREFIGHTERS' ASSOC. REPORT: Captain So reported there were about 300 people at our Halloween Event. The Toy Run will be November 30th, 2025 and the Truckers Light Parade will be December 13th, 2025. The association will vote for a new president in December.

CHIEFS REPORT: Chief Alvarez reported there are 581 calls to date. Staff has been working to clean up Station 541. Cristian and Harry have been working on organizing turnouts. Captain So would like to look into gear racks for the turnouts to keep them organized and protection so they will last longer. Cal Fire recently reached out for Little Lake Fire's assistance for an auto extrication drill. They requested staff as well as our auto extrication equipment. They will use 5-6 cars from TNT salvage for the drill.

Adjourned 5:49 PM

Tony Madrigal

Tony Madrigal, Chairman

Michelle Schnitzius

Michelle Schnitzius, Secretary

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