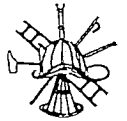


LITTLE LAKE FIRE DISTRICT



74 East Commercial Street • Willits, California 95490
(707) 459-6271 • Fax (707) 459-7898

CHRIS WILKES
Fire Chief

MINUTES

September 12th, 2017

OPENING: The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:05PM

ROLL CALL: Present: Tom Herman, Tony Madrigal, Arnie Mello and Skip Lucier
Absent: Nancy Stipe

MINUTES: The minutes for the regular meeting on August 8th, 2017 were reviewed. Motion to accept the minutes: Tom Herman 1st, Tony Madrigal 2nd.

TREASURER'S REPORT: Treasurer's report was reviewed and accepted. Motion to accept the Treasurer's Report: Tom Herman 1st, Arnie Mello 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: None

OLD BUSINESS: **FIREHOUSE:** Chief Wilkes informed the board that USDA will allow the District to skip the pre-application process. Chief Wilkes was also researching members for the PAC committee. Tony Madrigal suggested speaking to some of the service clubs to see if anyone may be interested.

QUICK ATTACK: Chief Wilkes informed the board that a quick attack is still needed and would like to keep on the agenda. Chief Wilkes feels we will be having a vehicle shortage soon and a quick attack will be necessary.

PURCHASE OF OES: Chief Wilkes reported the OES has returned from Burton's. Burton's did a great job on the paint. Chief Wilkes stated the incorrect wheel were put on the OES, however GCR will replace at no charge. The OES will remain at 540. Tony Madrigal informed the board a few hundred thousand dollars were saved by purchasing the used OES versus a new engine.

FINAL BUDGET: Final budget was accepted and approved. Tom Herman 1st, Arnie Mello 2nd.

NEW BUSINESS: **ENVIRONMENTAL AIR SAMPLING:** Chief Wilkes informed the board the air sampling results came in. Chief Wilkes reported offices were not at a normal count as several molds were found indoors. A normal count for spores is around 3,000 and Deputy Thomens office resulted in 17,000 and Training Chief Alavarez's office resulted in a 9,000 spore count. Filters can help the issue but will not resolve the problem. Chief Wilkes reported if a new firehouse is not voted in, we will need to close our current location. Skip Lucier inquired about fee for the air sampling service. Chief Wilkes informed the board the fee was \$600.00. Skip Lucier asked if we should have an annual inspection. Arnie Mello mentioned the wet winter will make a difference as well. Chief Wilkes informed the board we will stay on top of it. Arnie Mello inquired if the air quality has always been a concern. Tony Madrigal replied that it has always been a concern.

NOVEMBER 2018 ELECTION: Skip Lucier asked if there were any anticipated items going on the ballot for 2018. Tom Herman replied that it is hard to tell at this point. Tom Herman added we should have gone to election this year but we were not ready for it. Motion to go to election: Skip Lucier 1st, Tom Herman 2nd.

LOCAL CANNIBUS ORDINANCE: Chief Wilkes reported the City will vote on the ordinance at the September 13th, 2017 meeting. The public safety involvement will depend on the type of facility such as type 6 or type 7. If ethanol is allowed, they will need to permit a type 7 facility with conditions. Tom Herman inquired if we are able to review and approve a type 7 facility. Chief Wilkes reported he can only enforce the fire code. Tom Herman asked what the zoning areas are. Chief Wilkes informed the board heavy industrial areas. Chief Wilkes also reported our firefighters need to have the information of what may be inside those buildings for safety reasons so our involvement is crucial. Chief Wilkes stated we will work with the city on inspections. Tom Herman asked if people can go to the county to apply for a permit. Chief Wilkes reported yes they can. Chief Wilkes informed the board the county needs to be more forthcoming in the permit process with fire departments. Skip Lucier asked who sets the fee structure. Chief Wilkes stated we set our fee schedule for our district. Chief Wilkes also informed the board the City of Willits expects us to do the inspections and we will work together to collect our fees. Arnie Mello asked if there may be issues down the road with the fire department if the applications increase. Chief Wilkes explained the State Fire Marshal requirements to the board and the added inspections can stress a department and the department does not have the funds to pay for a separate fire marshal position. Tony Madrigal stated the position is a

special position with those that have experience and not everyone is qualified to do it. Tony Madrigal also informed the board the State Fire Marshal's office will invoice us if we do not provide the services. Chief Wilkes stated as our call volume increases we will not be able to keep up with the demands and we do not have the room or funds to house extra staff. Tony Madrigal asked if we will get extra calls due to cannabis. Chief Wilkes stated yes and our community needs to understand it is a lot for our volunteers to keep up with the additional calls while leaving their daily jobs.

WEBSITE: Chief Wilkes explained we have not had a website in the past but we are in a day and age where we should have one. Chief Wilkes showed a short video of a company called Streamline which specializes in Special District websites. The cost is based on our budget, therefore will be \$150.00 per month for management. Skip Lucier asked if the website will be monitored by us and Chief Wilkes responded the website will be monitored by us and Streamline. Motion to accept website: Skip Lucier 1st; Arnie Mello 2nd.

BILLS: Motion to pay bills; Tom Herman 1st; Arnie Mello 2nd.

TRAINING REPORT: Chief Wilkes informed the board 2 more members have been put through the pumping class. One engineer needs a few more hours then they will be completed as well. Chief Wilkes reported we were not able to attend the Fort Bragg Labor Day water fight due to strike teams.

FIREFIGHTERS' ASSOC. REPORT: No report.

CHIEF'S REPORT: Chief Wilkes reported the door on 541 is currently being repaired. Patriot's Day on September 11th was a success. There was a great turnout and lunch was provided after the event. Chief Wilkes praised the volunteers who picked up the slack when strike teams were out. Chief Wilkes announced the only strike team we have not been paid for yet is the Minerva Fire. Chief Wilkes expressed appreciation to Deputy Chief Thomen as a strike team leader. A strike team leader not only benefits our department but others as well. Chief Wilkes explained to the board that Deputy Chief Thomen is the only active strike team leader in the county.

Minutes September 12th, 2017

Page 4

Meeting Adjourned: 6:18PM

Motion to adjourn the meeting; Arnie Mello, 1st, Skip Lucier, 2nd.

Tony Madrigal

Michelle Schnitzius, Secretary/Treasurer

This institution is an equal opportunity provider and employer.