



LITTLE LAKE FIRE PROTECTION DISTRICT

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

Chris Wilkes
Fire Chief

MINUTES

October 13th, 2020

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:00PM.
- ROLL CALL:** Present: Tony Madrigal, Skip Lucier, Nancy Stipe, Tom Herman and Arnie Mello
- MINUTES:** The minutes for the September 8th, 2020 meeting were reviewed and accepted. Motion to accept the meeting minutes: Skip Lucier 1st; Nancy Stipe 2nd.
- TREASURER'S REPORT:** Chief Wilkes reviewed the Treasurer's Report. Maintenance of Equipment was higher than normal due to repairs on Engine 5468. Fuel was high due to strike team deployment. The district covers the fuel to and from strike team deployments. Appendix A was reviewed. Castino kitchen invoice was paid as well as Pardini Appliance and High Country security which will be reimbursed through the USDA Grant. Tom Herman suggested obtaining a budget for Calpo, Hom & Dong as well as Adams & Ashby. Staff will work on a budget. Appendix B was reviewed by Chief Wilkes. All invoices we have received have been paid out. The district has not received any revenue as of yet from strike teams. Motion to accept the Treasurer's Report: Tom Herman 1st; Nancy Stipe 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** Chief Wilkes informed the board the staff received a few thank you letters from the fires. Mike Maynard from Calfire sent a letter to the district commending our firefighters for a job well done on the Oak Incident.
- OLD BUSINESS:** **FIREHOUSE:** Chief Wilkes reported we are approximately 2 weeks behind. One week was due to the Oak incident. Plumbers are working on the sewer and today was the final inspection for the underground. Recently the staff met with 2 furniture design companies. There has been a change to the walk up window. The window has been changed from 3ft. to 5ft. wide.



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PG&E was on site today for pole removal. Hopefully they will remove the pole this week. Once the PG&E pole is removed, then AT&T can remove theirs. Tom Herman asked when the anticipated date of completion was. Chief Wilkes is hoping July 2021.

NEXUS STUDY: Chief Wilkes informed the board the Nexus Study is still a work in progress. The City of Willits does not have an ordinance on file for impact fees. The city manager and Jim Lance are currently looking into an ordinance so we can move forward.

NEW BUSINESS: **RESOLUTION 2020-6:** Chief Wilkes reviewed Resolution 2020-6. Chief Wilkes reviewed the previous year's EOY with the board. The staff over the years have been conservative with the budget. Chief Wilkes would like to replenish funds back into vehicle replacement. Motion to transfer funds into vehicle replacement: Tom Herman 1st; Skip Lucier 2nd. All Ayes.

RESOLUTION 2020-7: Chief Wilkes reviewed Resolution 2020-7 to transfer funds into Capital Improvements. Chief Wilkes stated there are projects that need to be completed after the new firehouse is built and these funds will help complete those future projects. Motion to transfer funds into Capital Improvements: Skip Lucier 1st; Tom Herman 2nd. All Ayes.

USDA GRANT: Chief Wilkes announced to the board the USDA Grant has been awarded. This grant is a 55/45% grant and the staff will be working with Quinn Donovan for reimbursement and ordering of covered supplies for the new firehouse. The staff had an issue with the grant as our name Little Lake Fire Protection District was not consistent with the different entities involved. The IRS does not allow enough digits to include the districts entire name and Sam.gov has our entire entity name. Therefore Quinn Donovan was having issues with the grant as the two entities did not match. After many hours from staff with phone calls, the issue was resolved and the grant was awarded.

NEW FIRE APPARATUS: Chief Wilkes announced BME was the recognized lowest bidder. BME is 14 months out so we are hoping to



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receive the engine prior to next fire season. Chief Wilkes asked the board if they would like staff to continue researching and obtain a spec package. Tom Herman asked if there are grant options for the new Type 3 engine. Chief Wilkes stated AFG grants are usually only for vehicle replacement. Chief Wilkes will send an email to USDA and inquire about optional grants for the engine. Board agreed that staff should research a new type 3 engine.

BILLS: Motion to pay bills: Due to a computer issue with the county, Michelle was unable to print the Munis report. Board directed staff to pay bills not to exceed \$101,000.00. Tom Herman 1st; Skip Lucier 2nd.

TRAINING REPORT: Training Chief Eric Alvarez reported the last drill consisted of auto extrication at TNT towing. Upcoming drills will include traffic control safety and engine orientation for the new firefighters. Training Chief Eric Alvarez reported traffic control is more dangerous to firefighters than structure fires. Training Chief Eric Alvarez will also be working on videos for fire safety. Due to COVID, the teachers have requested a video so they can present on Zoom for their students discussing fire safety and prevention.

FIREFIGHTERS' ASSOC. REPORT: Aaron Branscomb announced the Top 10 dinner was held on an association meeting night in August. September's meeting was canceled due to the fires. Two new firefighter applications have been turned in and will be presented at the next association meeting.

CHIEF'S REPORT: Chief Wilkes reported we had a pre-position out in Lake County and after the first night they were dispatched to the Glass Fire. Chief Wilkes informed the board there were 76 calls in September. The staff recently accepted a donation from Paleo Paw, Inc. (LEEF). The donation will pay for 3 combustible gas indicators for use of un-odorized gas. The duty rigs will now be outfitted with these indicators. LEEF inquired why we do not have our duty rigs outfitted yet for these devices. Chief Wilkes explained to LEEF we have not had a budget increase since 2003 and they are expensive devices. Any donation amount left will cover much needed wildland gear. Tony Madrigal directed staff to send a thank you letter for



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their donation. Chief Wilkes reported Deputy Chief Thomen is currently working on putting together a strike team that has been requested. Tom Herman inquired about how many firefighters are currently on the roster. Chief Wilkes reported 36 at this time. The average response is 10-12 firefighters and the new firefighters have been great with responses.

Suspend regular meeting to Closed Session: 6:01PM
Report out of closed session: 6:15PM
Regular meeting adjourned: 6:20PM

Tony Madrigal, President

Michelle Schnitzius, Secretary/Treasurer

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