



LITTLE LAKE FIRE DISTRICT



74 E. Commercial St. • Willits, California 95490
(707)459-6271 • Fax (707)459-7898

Chris Wilkes
Fire Chief

MINUTES

June 9th, 2020

- 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, Nancy Stipe, Tom Herman, Skip Lucier and Arnie Mello
- MINUTES:** The minutes for the May 12th, 2020 meeting were reviewed and accepted. Motion to accept the minutes: Arnie Mello 1st; Skip Lucier 2nd.
- TREASURER'S REPORT:** The Treasurer's Report was reviewed with the board. Motion to accept the Treasurer's Report: Nancy Stipe 1st and Skip Lucier 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** Chief Wilkes reported the district received a Community Foundation Zoom Grant for the amount of \$180.00. No public comment.
- MEETING SUSPENDED:** Meeting was suspended for reviewing the Nexus Study and **Resolution 2020-3**. Blair Aas informed the board the district will need to have a public hearing at a later date, possibly July. Blair Aas reviewed Resolution 2020-3 which is the districts' fire impact fee program and also allows the collection of fees from the District itself versus the city or county. Tony Madrigal asked the board if we should wait until next meeting to approve. Blair Aas suggested to the board to consider sending the Nexus study to the City of Willits and County of Mendocino for review. Tony Madrigal would like to wait and follow public procedure. Chief Wilkes suggested we wait another month as well and Arnie Mello stated if waiting another month will work he agrees. The board agreed to wait another month. Staff will publicly notice and put on the agenda for July.
- CLOSED SESSION:** Report out: Reviews and personnel were discussed. Arnie Mello informed Chief Wilkes the board is appreciative and recognizes the hard work on the firehouse project.



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OLD BUSINESS: **FIREHOUSE:** Chief Wilkes stated the staff is still in the process of paying Coleman Engineering for the demo project. There are steps to take for labor compliance and when we receive the required paperwork the district can release the remainder of the funds. Skip Lucier asked if there was a Notice of Completion. Chief Wilkes confirmed there was a Notice of Completion on May 19th, 2020. Chief Wilkes stated Michelle Schnitzius dropped off the Notice of Completion the next day but the County of Mendocino did not record the Notice of Completion until June 3rd, 2020. Chief Wilkes reported so far there has been 7 bid packets pulled for construction. The engineers cost estimate is 5.1 million. Chief Wilkes also reported that RFI's (Request for Information) have been coming in for review. Fred Russel and Dennis Dong have been answering the questions. Skip Lucier inquired about the encroachment permit with the City of Willits. Chief Wilkes stated he is currently working on the encroachment permit but it is up to the contractor to complete. Chief Wilkes informed the board there were examples for the plaque in their board packets for review. Chief Wilkes thanked Nancy Stipe for assisting with the plaque layout and research. Chief Wilkes stated he is also working on the bell. Nancy Stipe asked where the location of the bell will be. Chief Wilkes responded by the PG&E transformer and we will lose the drinking fountain due to plumbing issues.

2020-2021 PRELIMINARY BUDGET: The 2020-2021 Preliminary budget was accepted by the board and the staff will post a legal notice in the newspaper. Motion to accept the preliminary budget with changes: Tom Herman 1st; Nancy Stipe 2nd. All Ayes.

ORDINANCE 20-1: Public hearing and second reading for Ordinance 2020, adoption of the 2019 Fire Code. Chief Wilkes stated Ordinance 20-1 was noticed appropriately in the newspaper. If the board chooses to adopt, the ordinance will go to the County of Mendocino and City of Willits for ratification. There was no comment so far from the City of Willits or County of Mendocino. The County of Mendocino has 15 days after time and date stamp for comment. Ordinance 20-1 will go in effect 30 days after the 15 days comment period.



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NEW BUSINESS: **RESOLUTION 2020-3:** See suspended meeting above. Chief Wilkes added he went to a Board of Supervisors meeting when Hopland Fire adopted their Nexus Study. The Board of Supervisors was supportive of the impact fees for the fire departments. Staff will follow proper procedure with the newspaper during the process. The meeting will be Zoom as well as offered in the bay with social distancing.

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

TRAINING REPORT: Chief Wilkes informed the board the firefighters are finishing up on red carding for the fire season. The next drill will be the Pack test where they will have to carry 45 lbs. of hose on their backs for 3 miles.

FIREFIGHTERS' ASSOC. REPORT: Chief Wilkes reported the association is working on an alternative fundraiser and possibly holding something during Harvest Moon in the fall.

CHIEF'S REPORT: Chief Wilkes announced the assessment book for the county has been completed with the changes for the new fiscal year. There are 4,850 parcels in the district so the assessment has been time consuming. There has been an equipment issue lately which has kept staff busy with repairs. The alternator went bad in the water tender and the Chief's vehicle blew a water pump. The call volume is back up to 50/60 calls per month. There was a recent incident of a cement truck and a sedan. Chief Wilkes thanked the board for the hydraulic tools as they worked out great on the call and completed the job quickly and safely. Deputy Chief Thomen's rig put out a vehicle fire at Safeway recently. Quick response made a difference. Burn Permits have expired but some residents can still obtain one from Calfire if they are in the State Responsibility Area. There has been many escape control burns so people need to be careful. Training Chief Alvarez has been working on the abatement for fire hazard. Chief Wilkes explained blight is not what we are looking for, only fire hazards. Chief Wilkes reported Quinn Donovan from USDA informed staff there is a



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45%/55% USDA grant we should look into. The staff will work with Quinn to complete the process. Tom Herman asked if we could use the grant for vehicle replacement. Chief Wilkes replied we could but he is hoping to get the grant for the allowable items for the new firehouse. The staff was hoping for the grant to cover items such as a much needed air compressor. Chief Wilkes informed the board the fire department assisted with the graduation parade for the 2020 Willits High School Graduates.

Motion to adjourned 7:48PM

Tony Madrigal, President

Michelle Schnitzius, Secretary/Treasurer

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