



# LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter  
*Fire Chief*

## MINUTES

April 12<sup>th</sup>, 2022

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:01 PM.
- ROLL CALL:** Present: Arnie Mello, Tony Madrigal, Nancy Stipe and Skip Lucier. Absent: Tom Herman.
- MINUTES:** Motion to accept the Special Meeting Minutes for March 1<sup>st</sup>, 2022 minutes: Nancy Stipe 1<sup>st</sup>; Skip Lucier 2<sup>nd</sup>.
- Motion to accept the March 8<sup>th</sup>, 2022 minutes: Arnie Mello 1<sup>st</sup>; Skip Lucier 2<sup>nd</sup>.
- TREASURER'S REPORT:** Motion to accept the March Treasurers Report: Skip Lucier 1<sup>st</sup>; Nancy Stipe 2<sup>nd</sup>.
- CORRESPONDENCE/PUBLIC COMMENTS:** Michelle Schnitzius read a thank you letter received for the use of the association room. No public comment.
- OLD BUSINESS:** **FIREHOUSE:** Deputy Chief Thomen reported to the board the electricians had completed the two items outstanding with the electricians. In addition, the staff noticed a leak in the administration hallway and contacted Marty. Marty stated the roof contractors would arrive in the next day or two to fix the leak. Tony Madrigal informed the board that the firehouse was near completion. Michelle has filed a Notice of Completion at the County of Mendocino. Michelle has mailed a copy to every preliminary notice submission and has not heard back about any issues.



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**NEW ENGINE E5469:** Deputy Chief Thomen reported the engine is still at the factory and unfortunately the paint scheme is incorrect. This error will be fixed by BME and will not delay the engine delivery. There is no tentative date for the engine.

**EXPLORER PROGRAM:** Chief Carter informed the board Tony Madrigal stopped in Santa Rosa and grabbed information for the Explorer Program. Chief Carter stated all volunteers need to fill out the documents and have a background check. John Haschak asked the age group for the program. Chief Carter said 14-21 years. Tony Madrigal added that Healdsburg and Cloverdale offer this program as well. In the future, Chief Carter would like to see the explorers have gear as when the explorers reach the second phase of the training as they can go into more environments.

**NEW BUSINESS:** **PRELIMINARY BUDGET:** Michelle Schnitzius reviewed the Preliminary Budget. John Haschak wanted to know if we have our UTV from the PG&E Grant as of yet. Deputy Chief Thomen replied we did not but we are working on it.

**BILLS:** Motion to pay bills: Motion to accept bills: Arnie Mello 1<sup>st</sup>; Nancy Stipe 2<sup>nd</sup>.

**TRAINING REPORT:** Training Chief Alvarez was not in attendance. Chief Carter reported that staff is working on wildland training season. Almost all firefighters have completed the PAC test and engine familiarization. The hose lay drill has been completed and shelter deployment and cutting line will be the next drills. Brookside School brought their 2<sup>nd</sup> graders for a firehouse educational tour and Chief Carter thanked Brooktrails fire for assisting. Staff also attended career day at Mendocino College with literature for future emergency



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responders. Chief Carter reported staff hosted a basic pump operation class on Sunday but it was cut short due to a traffic collision.

**FIREFIGHTERS' ASSOC. REPORT:** Aaron Branscomb reported Mike Colvig from Willits High School assisted with the assembly of the workout bench. Aaron Branscomb also announced there are 2 new firefighters in the background at this time and the roster is filling back up. The fundraiser event ticket mailings have begun and Harry So will be going to Coast Hardware to sell tickets for their Easter event.

**CHIEF'S REPORT:** Chief Carter reported he and Deputy Chief Thomen attended the recent chief's meeting. The Mendocino County Chiefs Association is looking into a new training tower. John Haschak stated there was money left over from the PGE funds to assist with the training tower. Chief Carter stated the burn room we have is great to have as we can use it within the department. Deputy Chief Thomen said the burn room is realistic to a structure fire. Chief Carter informed the board the burn room would need to be upgraded soon. Chief Carter is currently working on the department's fee schedule. Chief Carter stated the schedule had not been updated since 2017, and there has been a cost of living adjustment of 10.2% and 7.9% locally. Chief Carter said the fee schedule is for cost recovery and wants to make sure the fees will cover the costs. Chief Carter is currently looking into a CalFire 50/50 grant and will have more information later. Staff is currently working with Lexipol on updating policies. Chief Carter attended the City of Willits council meeting for a meet and greet in their last meeting. Chief Carter said staff is currently working through all school inspections, and hopefully, they will be completed soon. There were 45 calls for service in March. Chief Carter reported Rescue 5430 is leaking oil, and staff is working on fixing it. Chief Carter thanked staff for their assistance working on the engine as the district will not have to send the engine out and pay for repairs.



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Regular meeting adjourned to closed session: 6:08 PM  
Closed session adjourned: 6:47 PM

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Tony Madrigal, President

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Michelle Schnitzius, Secretary/Treasurer

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and employer.***