



# LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter  
*Fire Chief*

## MINUTES

December 13<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 5:00 PM.
- ROLL CALL:** Present: Tom Herman, Nancy Stipe, Arnie Mello, Tony Madrigal and Skip Lucier.  
Absent: None
- MINUTES:** Motion to accept the November Minutes: Arnie Mello 1<sup>st</sup>, Nancy Stipe 2<sup>nd</sup>.
- TREASURER'S REPORT:** Motion to accept the December Treasurers Report: Tom Herman 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>.
- CORRESPONDENCE/PUBLIC COMMENTS:** None
- OLD BUSINESS:**
- FIREHOUSE:** Chief Carter reported that HVAC filters were plugged in and have been changed out. Chief Carter explained it will be some work to change out in the future. We will have to contact a heating and air conditioning company to get on a maintenance schedule.
- BAECHTEL APRON PROJECT:** Chief Carter reported that the apron project had been completed. Staff is still waiting on final documentation from Adams and Ashby for closure.
- NEW ENGINE 5469:** Chief Carter reported Deputy Chief Thomen has been receiving progress pictures. The staff is hoping the engine is getting closer to completion.
- USDA EQUIPMENT GRANT:** Chief Carter reported today staff received a spec sheet on the Type 6. Chief Carter is also



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working with HGAC for the bidding process. HGAC will contact the salesman at BME for information. Tom Herman asked if HGAC took care of the bidding process. Chief Carter replied yes they do.

**ON-SITE FUEL TANK:** Chief Carter reported the tank is up and running. A canopy is still needed and he is waiting on the City of Willits to get back to him on requirements.

**ENGINE 5480:** Chief Carter is waiting on pricing from the diesel shop and when they can fit the Engine in for repair. Tom Herman asked if it was an issue having 5480 offline. Chief Carter replied no as Engine 5484 is being used as a backup as well as 5443 for immediate response.

**PGE UTV GRANT:** Staff is working with the owner at the Polaris division building the UTV. There has been a lot of miscommunication, and hoping to get an update on December 22, 2022.

**SOLAR FUNDING:** No Update per Chief Carter. Tony Madrigal added he would work on the information. Chief Carter has stated he has emailed four different companies and has not had a response. Tom Herman added the payback would be changing in April, and the rates would not be as good. Arnie Mello added if the department can get a contract or commitment before April, the department may be able to be on the old plan rate.

**TRAILER AND TRACKS:** Chief Carter stated the trailer was purchased from 101 Trailer and is currently at Station 541. The tracks have been ordered and should be close for delivery. Chief Carter thanked the Howard Foundation for purchasing the trailer and tracks and for their support.

**BATTERY BACK-UP SURGE PROTECTORS:** Battery Back-ups have been purchased and installed. All PCs and the plotter are now protected.



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**NEW BUSINESS:**     **FIREFIGHTER OATH:** Jace Kroh is off probation and was sworn in as a firefighter.

**ELECTION:** Skip Lucier nominated Tony Madrigal for Board President: Skip Lucier 1<sup>st</sup>; Nancy Stipe 2<sup>nd</sup>. Arnie Mello nominated Skip Lucier as Vice Chairman: Arnie Mello 1<sup>st</sup>; Tony Madrigal 2<sup>nd</sup>.

**OATH OF OFFICE:** Tom Herman was sworn in. Skip Lucier was sworn in at the County of Mendocino for another 4 year term.

**BILLS:**                     Motion to pay bills: Tony Madrigal 1<sup>st</sup>; Skip Lucier 2<sup>nd</sup>.

**TRAINING REPORT:** Training Officer Jeff Donaldson reported the last two drills were well attended. 3 firefighters are currently attending EMT and will take the national registry. The Chiefs Academy will be starting shortly and there will be a 2B class offered at the College of Mendocino in the spring 2023 semester. Training Officer Donaldson thanked Howard Hospital for offering the old hospital for training. There are about 20 people for this training. The ladder truck will be in use at this training to help cut holes in the roof. There will be a first aid/CPR class offered in January and February Training Officer Donaldson will start the wild and series training. Tony Madrigal thanked Howard Hospital as well.

**FIRE MARSHAL:**     Fire Marshal Eric Alvarez will soon be Division Chief/Fire Marshal. Fire Marshal Alvarez reported he has been busy with Streamline pulling templates to use for businesses, restaurants hotels, motels and schools. Schools will be inspected during their spring break.

**FIREFIGHTERS' ASSOC. REPORT:** President Aaron Branscomb reported the association firefighters donated 4 hams to the food bank. The association participated in the Toy Run and had a great turn out. Branscomb also



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reported the firefighter roster is almost complete.

CHIEF'S REPORT: Chief Carter reported there were 48 calls in November. Chief Carter announced that Measure P has passed and will be implemented in late 2023 or early 2024. Chief Carter stated he is hoping the payments will be sent out quarterly. Staff would like to set aside the funds to help with a 3-0 engine staff. Having staff available will allow quicker responses for the community. The electrical work for the Grizzly machine has been completed and is under budget. Station 541 has roof leaks. Chief Carter hopes Collicutt Construction will be able to look at it soon. Chief Carter announced he had completed 1A and 1B series, and 1C will be offered at the end of January. In February, the Chief Officer 3 A class will be offered.

The regular meeting adjourned at 5:53 PM to a closed session.

Closed session adjourned: 6:28 PM

Tony Madrigal

Tony Madrigal, Chairman

Michelle Schnitzius

Michelle Schnitzius, Secretary/Treasurer

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employer.***



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***Report out of Closed:***

***Promoted officers and staff will research closeout with  
funds in the firehouse bank account.***