



LITTLE LAKE FIRE PROTECTION DISTRICT



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

Chris Wilkes
Fire Chief

MINUTES January 12th, 2021

- 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, Arnie Mello, and Tom Herman
- MINUTES:** Motion to accept the meeting minutes: Tom Herman 1st; Skip Lucier 2nd.
- TREASURER'S REPORT:** Chief Wilkes reviewed the Treasurers Report and the Mid-Year budget review. Fund 86-1022; Social Security/Medicare shows negative due to some strike team quarterly taxes that were included in our budget. FASIS quarterly was paid this month out of 86-1035; Workers Comp. Pants were ordered out of 86-2050; Clothing, 86-2130 included a bathroom fix and this month one of two firehouse payments were deducted from 86-4360; Building Improvements. Chief Wilkes asked the board how they would like Appendix A presented as the year moves along. Arnie Mello suggested to keep as is. Appendix B had no change as the district is waiting on Strike Team reimbursement. Motion to accept the Treasurers Report: Arnie Mello 1st; Nancy Stipe 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** None
- OLD BUSINESS:**
- FIREHOUSE:** Chief Wilkes announced the 3-week work ahead includes metal roofing, insulation, electrical, and sprinkler piping. Chief Wilkes is also hopeful for doors and windows by the end of January. Chief Wilkes reported there would be a change order to add a signboard. The fire department will use this signboard to notify the public of emergencies, events, and community information. Skip Lucier inquired if the district or the general contractor purchases the signboard. Chief Wilkes responded owner would buy it, and the general contractor will install it.
- NEW ENGINE E5469:** Chief Wilkes reported the district is currently waiting on a purchase agreement for the new Engine 5469.



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I.S.O AUDIT: Chief Wilkes informed the board that every five years, there is an I.S.O Audit. The lower the I.S.O. rating, the better for the district as well as insurance in the community. Currently, the fire department is at a 3/3Y, which is excellent. The lower the insurance rating the better for insurance cost for homeowners. This audit is tasking and will need the assistance of the City of Willits. Brown water notices are currently going out to the community to warn them of possible brown water due to hydrant flowing; required by the audit.

NEW BUSINESS: MID YEAR BUDGE REVIEW: The mid-year budget review gives the board and staff an opportunity to review the operational costs for the department. Many times there are unplanned expenses and revenue that were not accounted for when the budget is adopted in September. Chief Wilkes reviewed the midyear budget. Page 2 reflects an addition to the clothing fund; 86-2050. Wildland turnouts and jackets were added to the clothing fund. These costs will be covered by the Paleo Paw donation and will be reflected on the revenue page. Page 4, the only change was an addition of an AED trainer which is beneficial for CPR training. On page 5, additional medical and hazmat supplies were added and will be paid for out of the Medstar donation. The staff will keep a spreadsheet of the purchases for Medstar. On the last page, the equipment budget was increased due to a purchase of a combustible gas indicator. This indicator will be purchased from the Paleo Paw donation.

BOARD MEMBER APPOINTMENT: Skip Lucier nominated Tony Madrigal for Chairman. Motion to accept Tony Madrigal as Chairman; Skip Lucier 1st; Nancy Stipe 2nd. Tom Herman nominated Skip Lucier for Vice Chairman. Motion to accept Skip Lucier as Vice Chairman; Tom Herman 1st; Arnie Mello 2nd.

BILLS: Motion to pay bills: Tom Herman 1st; Nancy Stipe 2nd.

TRAINING REPORT: Training Chief Eric Alvarez reported the last drill was CPR/First Aid. There will be a follow up CPR/First Aid class for the continuation for certification. Three firefighters are enrolled in the 2D class and Chief Wilkes is enrolled in a S290 upcoming class. Training Chief Alvarez also announced he is attending a 1D series of classes throughout February.



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FIREFIGHTERS' ASSOC. REPORT: Association president Aaron Branscomb informed the board the association has received two more volunteer firefighter applications. They will be reviewed at the next meeting. There will be no crab feed this year due to COVID and the costs of crab. Tony Madrigal asked Supervisor Haschak if there was anything he wanted to add. Supervisor Haschak thanked everyone and hopes to get all the firefighters that want to be vaccinated completed in a timely manner. Supervisor Haschak also was thankful the CalTrans sign is operational. Supervisor Haschak announced the district's Nexus study will be on the Feb. 9th agenda for the Board of Supervisors meeting at the county.

CHIEF'S REPORT: Chief Wilkes reported he was pleased to hear the Nexus study will be on the Feb 9th, agenda. The City of Willits is still working on their ordinance and hopefully will be on their February agenda as well. Chief Wilkes reported he is working with Michelle Johnson at the City of Willits to receive the Measure I tax revenue. The City of Willits has proposed Feb 28th and August 31st for the payout dates. December's call volume was 81 calls for service. That is the most the department has received so far in one month. Nancy Stipe thanked Chief Wilkes for all of the work as we have a lot going on with the new firehouse.

Regular meeting adjourned: 5:36PM

Tony Madrigal, President

Michelle Schnitzius, Secretary/Treasurer

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