



# LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter  
*Fire Chief*

## MINUTES

June 14<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 5:02 PM.
- ROLL CALL:** Present: Tony Madrigal, Nancy Stipe, Skip Lucier and Tom Herman.  
Arnie Mello arrived: 5:21PM.
- MINUTES:** Motion to accept the April minutes: Skip Lucier 1<sup>st</sup>, Tom Herman 2<sup>nd</sup>.
- TREASURER'S REPORT:** Motion to accept the June Treasurers Report with an update for EOY payables: Tom Herman 1<sup>st</sup>; Skip Lucier 2<sup>nd</sup>.
- CORRESPONDENCE/PUBLIC COMMENTS:** Michelle informed the board, Norm Brown and Jim Robertson thanked the board for their appreciation gifts.
- OLD BUSINESS:** **FIREHOUSE:** Chief Carter stated the staff is still waiting on the updated As-Builts.
- EXPLORER PROGRAM:** Chief Carter reported to the board the program is still moving forward. Packets are still in the review process and Chief Carter will reach out next week if he does not hear an update.
- ENGINE 5469:** Chief Carter reported we are still in a holding pattern and hope to have parts needed by the end of July. Once the parts arrive, BME will push us through.



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**FIREFIGHTER POSITION:** Chief Carter reported tomorrow is the deadline for all applications. Five applications have been received, and he hopes for a new hire in July. Skip Lucier asked if the applications were from the association, and Chief Carter replied yes.

**FlowMSP SUBSCRIPTION:** Chief Carter reported he is halfway through the setup process. Chief Carter is hoping mid-July, FlowMSP will be up and running. The staff has opted for the three years subscription to save money.

**PRELIMINARY BUDGET:** Michelle Schnitzius reviewed the Preliminary Budget. On page 2; EAP was added, Page 4; FlowMSP was updated to 3 years and Page 5; fuel increase. Motion to accept the Preliminary Budget: Tom Herman 1<sup>st</sup>; Nancy Stipe 2<sup>nd</sup>.

**NEW BUSINESS:** **FEE SCHEDULE:** Chief Carter highlighted some of the changes to the fee schedule. Skip Lucier asked when the last fee schedule was updated; Chief Carter replied in 2017. Chief Carter stated he added 12% overall to the fee schedule for the cost of living and cost recovery increases over the last few years. Tom Herman informed the board of his concerns. Tom Herman stated equipment rentals cost and the time it takes for the reviews, such as solar and site plans, are increasing, and the hourly for administrative services might be low. Tony Madrigal suggested charging hourly for complex reports. Chief Carter stated there were different line items for specific reports, but Chief Carter said he would revisit the hourly rates for those line items. Skip Lucier asked the board if the staff should revisit the fee schedule every five years or annually. Chief Carter suggested a quick annual review would be good to ensure we are in line. Motion to move forward for a Fee Schedule update with adding revisions as discussed: Skip Lucier 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>.



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**STATION 541 APRON REPLACEMENT:** Tom Herman informed the board we had received a preliminary estimate for the apron project. This project is due to a direct impact of the wear and tear due to building the new firehouse. Tom Herman stated he, Chief Carter, and Michelle Schnitzius would get together to review the bid package. Staff will post the bid package online, Builder's Exchange, and in the newspapers. Motion to move forward with the Apron Project; Skip Lucier 1st; Arnie Mello 2nd.

**BILLS:** Motion to pay bills: Nancy Stipe 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>.

**TRAINING REPORT:** Training Chief Alvarez finished the wildland series with the mobile attack and hose lays. The last drill reviewed FDC connections and how the firefighters hook up to sprinkler systems and different hose fittings. Training Chief Alvarez stated this was also an excellent drill for the new firefighters. The next drill will be out in the field to identify more connections for the FlowMSP software. Recently the staff hosted 50 students and parents for public education. Three firefighters are enrolled in the Driver Operator 1A class, and Driver Operator 1B will follow in July. Training Chief Alvarez informed the board there is a live burn on June 25th, and on July 23rd, there will be a zone training drill in the Cherry Creek Subdivision. There are two firefighters enrolled in the upcoming EMT college class in August.

**FIREFIGHTERS' ASSOC. REPORT:** Aaron Branscomb reported the open house on Saturday was a huge success. Aaron thanked Nancy Stipe for setting up and helping during the event and Training Chief Alvarez, Tony Madrigal and Chief Carter for BBQ during the event. The muster truck and bounce house was a big hit. Almost all volunteers made it and thanked the volunteers and the community for their support. Two new firefighter's applications have been turned in and if accepted, the roster will be close to full.



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CHIEF'S REPORT: Chief Carter reported there were 4 fires, 12 emergency calls, 25 traffic collisions, 2 HazMat, 7 service calls, 2 false alarms and 1 special incident in May. One incident was at Blosser Lane with a cooking issue. The fire department was never called on this incident. Chief Carter had a discussion with the principal to touch basis about the miscommunication and why the fire department was not called. There will be a new superintendent in a few weeks and Chief Carter will also touch base again at that time. Blosser Lane has had issues for a long time and they reported they are "working on it". Chief Carter reported they said their plans have been approved but are hung up somewhere in the system. Chief Carter informed the board the Assistance by Hire and the OES salary survey have been sent in for this year. The 12 hour commitment is now back to 4 hours how it used to be. The Top 10 dinner was canceled but the Top 10 firefighters have received their gifts. The new Training Officer/FF position will close tomorrow. Chief Carter stated he is looking into the association age change from 21 years of age to 18 years of age. The Explorer program ends at 18 years of age, therefore this would allow the firefighters to transition. Skip Lucier stated it would be difficult to have the Explorer end at 18 years and the department begin at 21 years. Chief Carter is working on mandated inspections and looking into cost recovery for the inspections. A formal letter and checklist will be mailed out to the inspection location prior to arrival. Chief Carter will keep the costs to a minimum but cost recovery is needed.

SUSPEND TO CLOSED: 5:57PM

Closed session adjourned: 6:58 PM

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Tony Madrigal, President

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Michelle Schnitzius, Secretary/Treasurer

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and employer.***



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***Closed Session:***

***Chairman Tony Madrigal reported to the board  
the status of Chief Carter's performance  
evaluation.***