LITTLE LAKE FIRE PROTECTION DISTRICT

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

MINUTES

September 9th, 2025

OPENING: Tony Madrigal called the regular meeting of the Little Lake Fire Protection District Board of Directors to order at 5:00 PM.

ROLL CALL: Tony Madrigal, Nancy Stipe, Tom Herman and Arnie Mello.
Absent: Skip Lucier

MEETING SUSPENDED: 5:01 PM

Meeting suspended for Matt Keizer who provided the first reading of the the 2025 Fire Code. No changes to the sprinkler systems and very few general updates. Open to Public Comment: None. Motion to move forward with the 2025 Fire Code: Tom Herman 1st; Arnie Mello 2nd. Matt Keizer added there will be a public hearing at the next meeting.

Firefighters Shane Freudenberg, Ryan Tennison and Pablo Avalos were sworn in.

RETURNED TO REGULAR MEETING: 5:11 PM

MINUTES: Approved by Arnie Mello 1st; Nancy Stipe 2nd.

TREASURER'S REPORT: Motion to accept the Treasurer's Report: Tom Herman 1st; Nancy Stipe 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: NONE

OLD BUSINESS: INSPECTIONS: Chief Alvarez reported all state mandated inspections have been completed. Michelle has sent out all

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invoices however, addresses need to be updated as many has sold to new owners. Staff is changing the addresses as we receive updates from owners.

2025 FIRE CODE: See suspended meeting.

DRONE: Chief Alvarez announced to the board staff has been training on the new drone used for search and rescue, over the embankment and structure fires. The drone can also be used for site inspections on rooftops. The drone also has thermal imaging to allow for nighttime searches. The drone can also detect the intensity of the fires and can detect people through windows. Tony Madrigal added that Ukiah Fire uses their drone for inspections as well. Chief Alvarez stated there are only 3 staff members that are allowed to operate the drone at this time. Harry So recently attended a drone class so he will be one of the operators. Nancy Stipe recommended a policy for the drone.

NEW BUSINESS: FIREFIGHTER SWEAR-IN: See suspended meeting.

FINAL BUDGET: Michelle Schnitzius reviewed the final budget. No significant changes have been made. Motion to accept the final budget: Tom Herman 1st; Arnie Mello, 2nd. All ayes.

FINANCE COMMITTEE: Staff would like to have a meeting in October to review Section 115 Trust and unfunded liabilities.

UTILITY 5440: An emergency call came out. Michelle explained 5440 is currently in the body shop. Staff felt it was a responsible financial decision to buy back Utility 5440 from the insurance company versus totaling the vehicle and having to find money in the budget to buy a new one.

BILLS: Motion to pay bills: Nancy Stipe 1st; Arnie Mello 2nd.

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TRAINING REPORT: Captain So reported there has been 1148 combined training hours so far this year. On September 2nd, drill consisted of ladders and windows. Vertical ventilation will occur on September 23, 2025, simulating the process of getting on top of a roof for ventilation. The firefighter will also learn to practice with the chainsaw for roof ventilation. EMT class reviewed the new regulations for child/infant CPR protocol. On October 1st, EMT class will offer trauma assessments. Captain So just completed Instructor 1 class which instructed how to engage with students in a variety of ways. Captain So has been working on a training binder that will assist firefighters knowing where they are in training and what they are missing.

FIREFIGHTERS' ASSOC. REPORT: None

CHIEFS REPORT: Chief Alvarez was called away on a fire call.

Meeting adjourned: 6:01 PM

Tony Madrigal

Tony Madrigal, Chairman

Michelle Schnitzius

Michelle Schnitzius, Secretary

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