



LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter
Fire Chief

MINUTES

March 14th, 2023

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:05 PM.
- ROLL CALL:** Present: Nancy Stipe, Arnie Mello, Tony Madrigal, Tom Herman and Skip Lucier.
- MINUTES:** Motion to accept the February Minutes: Skip Lucier 1st; Arnie Mello 2nd with amendments per Nancy Stipe and Arnie Mello.
- TREASURER'S REPORT:** Motion to accept the March Treasurer's Report: Tom Herman 1st; Arnie Mello 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** Michelle informed the board that St. Francis sent a thank you card for our help with the smoke detectors.
- OLD BUSINESS:**
- FIREHOUSE:** Chief Carter reported the HVAC company worked on the units for three days. Chief Carter asked for updated As-Builts with the changes made. During the process, a few ceiling tiles were stained with oil, and Simpson Sheet Metal stated they would reimburse the replacement cost.
- NEW ENGINE 5469:** Chief Carter informed the board, the pump panel unit has been mounted. The box is complete and still hoping for a delivery date at the end of April.
- USDA EQUIPMENT GRANT:** Chief Carter reported that 2 boxes were added to the Type 6 build for storage. Type 6 is still under budget and hoping for a 60-day delivery time.
- ON-SITE FUEL TANK:** Chief Carter reported the onsite fuel



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tank awning has been installed.

ENGINE 5480: Chief Carter informed the board the pistons and sleeves were being worked on today. Training Chief Jeff Donaldson added the cylinder head has arrived and Chief Carter stated the engine may be completed as soon as tomorrow.

PGE UTV GRANT: Chief Carter reported while the UTV is being built we were able to obtain a loaner from Derotic. Tom Herman asked how long staff has the loaner for. Chief Carter stated 30 days. Chief Carter also stated, Michelle added the loaner to the insurance policy. Chief Carter also stated the tracks that we had did not fit on the loaner and staff is concerned they are not the correct tracks for the new UTV. Phone calls have been made and waiting to hear back.

SOLAR FUNDING: Tom Herman announced the bid opening for the Solar Project will be this Friday. The lowest responsible bidder will need to submit the application to PG&E by April 14th, 2023. As of now, no bids have been received. Michelle informed the board all required posting obligations have been met.

NEW BUSINESS: **RESOLUTION 2023-1:** Michelle explained Resolution 2023-1 is a resolution from FDAC on the merging of FDAC and FASIS. FDAC requires this resolution for acknowledgment of the merge. Motion to accept Resolution 2023-1: Tom Herman 1st; Nancy Stipe 2nd. All ayes.

RESOLUTION 2023-2: Michelle explained Resolution 2023-2 would approve the use of funds from Savings Bank account ending in 4068 for use of pre-payment for the Type 6. USDA will reimburse Little Lake Fire District after the full payment is made. Motion to accept Resolution 2023-2: Tom Herman 1st; Arnie Mello 2nd. All ayes.

BILLS: Motion to pay bills: Skip Lucier 1st; Nancy Stipe 2nd.



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TRAINING REPORT: Training Officer Jeff Donaldson informed the board on February 28th, the boom was used for the drill. On March 7th, the S130 class was offered, one of six required classes in the Wildland series for strike teams. Training Officer Donaldson added Cody Bartholomew, Jeramy Lippincott and himself completed class 2B. Cody Bartholomew and Keith Michalak from Ridgewood Ranch have started the EMT class. On April 15th, there is a mandatory strike team class at 9 AM at Station 54. Nancy Stipe asked if firefighters want to go on a strike team do they need to attend? Training Chief Donaldson responded yes. Chief Carter added they are required to attend or they will not be able to go on the strike teams.

FIRE MARSHAL: Division Chief Alvarez reported he has been busy with business licenses and inspections for hotels and motels. During spring break, he will complete the school inspections. Division Chief Alvarez stated that it would be nice for the Superintendent to join in on the inspections, and he would call and touch basis with him. Division Chief Alvarez also stated he has been busy with meetings regarding the expansion talks with the log yard into Quail Meadows. In addition, the City of Willits and Little Lake Fire Department is concerned about water issues. Chief Carter stated four wells and two ponds would be needed, and he is still awaiting updated information. Division Chief Alvarez said there are numerous letters from past Chiefs regarding the log yard deck with a history of concerns and non-compliance. The Safeway gas pressure test passed, and Chief Carter stated that March 21st or 22nd is the final inspection.

FIREFIGHTERS' ASSOC. REPORT: President Aaron Branscomb stated one firefighter is off probation and next month we will hold a promotion. The top ten award dinner is this Saturday at 4 PM and all board members are invited.

CHIEF'S REPORT: Chief Carter reported there were 56 calls in February. Chief Carter also



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announced Station 54 hosted the Chief's meeting last Wednesday and was successful. The training room was packed with 38 people, and next time staff will use the at-bay. The Fire Chief's Academy is ending, and Mendocino College will take over in the future. There are 3 Explorer candidates set for interviews on March 22, 2023. Chief Carter stated he is working with Lexipol's Grant program to see what is available. Tomorrow the Chief will attend a phone meeting to hear what they offer, the cost, and how to use the program.

The regular meeting adjourned at 5:51 PM to a closed session.

Closed session adjourned: 7:30 PM

Tony Madrigal, Chairman

Michelle Schnitzius, Secretary/Treasurer

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Report out of Closed:

Chief Carter is off probation