**MINUTES**

December 12th, 2017

OPENING: The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:03PM

ROLL CALL: Present: Skip Lucier, Tony Madrigal and Arnie Mello

Absent: Tom Herman and Nancy Stipe

MINUTES: The minutes for the regular meeting on November 14th, 2017 were reviewed. Motion to accept the minutes: Skip Lucier 1st; Arnie Mello 2nd.

TREASURER’S REPORT: Treasurer’s report for November was reviewed and accepted. Chief Wilkes explained the 86-1012 overages due to strike team pay. Motion to accept the Treasurers Report: Arnie Mello 1st; Skip Lucier 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: Chief Wilkes announced to the board that LAFCO has a position open.

OLD BUSINESS:

**FIREHOUSE:** Chief Wilkes would like to start the PAC meetings after the holidays. Chief Wilkes stated a construction committee will also be required. Chief Wilkes explained any project over $5,000.00 will need to go to bid. Tony Madrigal explained the bidding process. All bids for the firehouse will be submitted by the deadline and reviewed. Skip Lucier asked if a bid comes in extremely low but the bidder has no firehouse experience do they have to be chosen. The concern being they will not build to suit as they do not have experience. Tony Madrigal stated the lowest responsible bidder will be accepted. Responsible does not necessarily mean lowest bid. Tony Madrigal explained the best way is to take the actual architectural plans and proceed from there. Skip Lucier stated there may be 2-3 qualified lowest responsible bidders and what to do if that is the case. Tony Madrigal explained the board or committee will review and determine who the lowest responsible bidder is. Arnie Mello asked the board if the plans were the same as last time. Chief Wilkes explained the plans have been updated to code. Skip Lucier inquired why an elevator is necessary if we have an upstairs.

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Chief Wilkes stated the requirement is due to the current ADA code. Chief Wilkes stated at this time we do not have a second story in the plans. A second story is not cost efficient according to Chief Wilkes. Tony Madrigal informed the board he wanted to make sure the firefighters had a place to hang out and rest. Tony Madrigal stated he would like to see a sleeper program in the future to assist the firefighters if we were to have another fire like the Redwood Complex. Chief Wilkes explained to the board the firefighters had to sleep in the chairs in the office for the Redwood Complex which was unfortunate.

**QUICK ATTACK:**  Chief Wilkes reported with the current strike team income we are closer to obtaining a new quick attack. Chief Wilkes would like the quick attack ordered before next fire season. Chief Wilkes stated the additional lights and radio package will be the difference between the current quick attack and the new quick attack.

**ADDITIONAL OLD BUSINESS:** Tony Madrigal inquired about Engine 5485. Chief Wilkes informed the board 5485 has been on 2 structure fires and there have been no issues. The last drill the firefighters changed out the hoses for 5485. Chief Wilkes also stated 5485 fits in the firehouse at station 540. Tony Madrigal was pleased the district saved 2/3 cost of a new fire engine by purchasing a used one even with all of the additions of doors and paint. Chief Wilkes reported that engine 5482 was supposed to go to Ridgewood Ranch however they are researching a used Type 3 at this time.

NEW BUSINESS: **MAPPING PROJECT:**  Not an action item. Chief Wilkes reported the district needs run book updates. A quote was given at $6400.00 but Chief Wilkes felt that was unaffordable. Chief Wilkes stated the firefighters need updated run books as they are utilizing out of date mapping. Tony Madrigal stated other departments that are not familiar with this area need to use our run books and the ones we have are not useful. Chief Wilkes informed the board we need to get the books up to date to work with the CAD system. Chief Wilkes will look into options.

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BILLS: Motion to pay bills; Arnie Mello 1st; Skip Lucier 2nd.

TRAINING REPORT: Training Chief Eric Alvarez was absent due to strike team. Chief Wilkes reported in December the association normally offers a Jeopardy night but with the strike team out they were unable to. Chief Wilkes informed the board that EMT requirements and training are changing again. In order to stay an EMT, trsining is necessary to administer Narcan, blood glucose, CPAP and Epi Pens. There is an additional cost for these supplies to the engines but Chief Wilkes believes we should consider. Arnie Mello asked what Narcan was. Chief Wilkes explained it is used for overdosed patients. Chief Wilkes stated this particular training is not offered in house and would need 3rd party training. Chief Wilkes also informed the board he applied to teach EMT classes for Mendocino College.

FIREFIGHTERS’ ASSOC. REPORT: No report.

CHIEF’S REPORT: Chief Wilkes stated the department has been busy with calls. A strike team has been out in the LA area and not expected to return until next Tuesday. Chief Wilkes attended a Fire Chief Symposium during the board meeting in November. Chief Wilkes learned a great deal and thanked the board for allowing him to attend. Reaching the public was addressed in one of his classes. Chief Wilkes stated it was recommended to him to develop a strategic plan in order to get a future vision for our Fire District. Tony Madrigal asked what else we can do to educate the public. Chief Wilkes is hoping to circulate informational sheets to the public explaining units which is on their tax bill. Chief Wilkes will also be meeting at the service clubs such as Lions, Rotary, Soroptimist and the Chamber. Chris Wilkes stated we are getting numerous requests for fire trucks and personnel related holiday gatherings. Our firefighters will volunteer their time for the Christmas Eve toy delivery and Little Lake Health Clinic open house. Chief Wilkes will be a judge in the cookie contest at Scoop’s. The Community Garden Project at the hospital has requested an engine for the dates of December 15-17th possibly extending if need be to decorate with Christmas lights for a display. Chief Wilkes informed the board there was a hospital debriefing regarding some of the recent calls but our firefighters did not attend. Chief Wilkes informed the board he met with the City of Willits regarding after action due to the Redwood Complex. An official after action meeting will be held at 5PM but Chief Wilkes will not be able to attend due to being on call and our monthly board meeting. Chief Wilkes reported we have received all invoices up to the current strike team. Chief Wilkes explained to the board how once we received the

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invoice from the state we can pay our firefighters. Payment for the strike teams from the state could take some time to receive therefore the District pays the firefighters once invoice is received due to the financial hardship it can cause when the firefighters are away from their employment. Tony Madrigal inquired about Fire Marshal services and if we can pay a 3rd party Fire Marshal to help with the demand. Chief Wilkes informed the board the hotels and schools cannot hire a 3rd party and must be completed through the fire department. Chief Wilkes informed the board the ad hoc which will work with the City regarding services will meet after the first of the year.

Meeting Adjourned: 6:03PM

Motion to adjourn the meeting; Tony Madrigal 1st; Arnie Mello 2nd.

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Tony Madrigal Michelle Schnitzius, Secretary/Treasurer

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