



LITTLE LAKE FIRE PROTECTION DISTRICT



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

MINUTES

May 22nd, 2024

- OPENING:** Tony Madrigal called the regular meeting of the Little Lake Fire Protection District Board of Directors to order at 5:10 PM.
- ROLL CALL:** Present: Arnie Mello, Nancy Stipe, Tom Herman
Tony Madrigal arrived at 5:24 PM
Skip Lucier: absent.
- MINUTES:** Motion to accept the April minutes: Arnie Mello 1st; Nancy Stipe 2nd.
- TREASURER'S REPORT:** Motion to accept the May Treasurer's Report: Nancy Stipe 1st; Tom Herman 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** None
- OLD BUSINESS:** **FIREHOUSE:** No update. Michelle Schnitzius will remove until further notice.
- NEW ENGINE 5469:** Deputy Chief John Thomen arrived at 5:34 PM and reported staff is currently training on the new engine.
- FEE SCHEDULE:** Division Chief Eric Alvarez attended an administration meeting through CSFA in Eureka recently and learned a Nexus Study was recommended before updating the fee schedule. Michelle Schnitzius will follow through.
- NEW BUSINESS:** **RESOLUTION 2024-1:** Resolution 2024-1 continues from last meeting to hire pension services with Weist Law and CalMuni—motion to accept Resolution 2024-1: Tom Herman 1st; Arnie Mello 2nd. All Ayes: Absent: Skip Lucier
- INTEREST:** Division Chief Eric Alvarez and Tom Herman have



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been working with Interwest, a third-party plan review company, for their services on larger projects. Tom Herman reported that Interwest will provide fees according to the scope of work. Tony Madrigal asked if staff needed to add a line item to the budget, and Tom Herman stated yes and that staff could estimate at this time. Arnie Mello asked if they provide estimates without a charge, and Tom Herman answered yes—motion to move forward with Interwest: Tom Herman 1st; Arnie Mello 2nd. At the next board meeting, staff should have the contract.

CAL-CARD: Division Chief Eric Alvarez and Tony Madrigal learned of the state credit card at the CSFA meeting. At this time, the district credit card is under Michelle Schnitzius, and staff would like to avoid having the credit card under staff as that can affect their credit, and they are also responsible for the charges. The Cal-Card will eliminate having to do so. Staff would like to move forward with obtaining a Cal-Card. The Board of Directors agreed to move forward and apply for a Cal-Card credit card. Michelle Schnitzius will move forward with the process.

COST RECOVERY: Division Chief Eric Alvarez reported staff would like to update the cost recovery process. Currently, insurance is billed for certain accidents in our district for cost recovery of supplies, etc. With the increased costs, staff feels all insurance should be billed for accidents to recover costs. Arnie Mello asked if a Nexus Study is needed. Deputy Chief John Thomen replied that the program has a formula that figures out the calculations. Tom Herman added it is a formula across the county. Motorists will not be billed directly; only insurance will be billed. The Board of Directors would like to direct staff to amend the cost recovery system.

TABLET COMMAND: Deputy Chief Thomen recently spoke to Cody at OES regarding a software program the departments are using. This program allows real-time tracking to and from incidents. Deputy Chief Thomen explained that the Tablet Command is a tracking program with direct response/scene management that uses real-time monitoring to and from incidents



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so the IC knows where the response is coming from. CalFire and many other entities are using it as well. Tom Herman asked about georeferencing for tracking positions; John Thomen replied that it is cellular-based. Dispatch will give updates when needed. Arnie Mello inquired if there was no cellular service and if the software would update when having cell service again. Deputy Chief Thomen replied that it would update in real time. Deputy Chief John Thomen also stated that the program would assist with crews. Nancy Stipe asked if only ICs would use the program. Deputy Chief John Thomen replied yes, but the engines will have tablets. Only ICs will be able to update. John Thomen added that the district already has tablets; only the software will need to be purchased. Motion to buy two licenses for ICs for now on Tablet Command: Arnie Mello 1st; Tom Herman 2nd. Staff will revisit later if they feel more licenses are necessary.

DISPOSING OF EXCESS VEHICLES: Deputy Chief Thomen explained to the board that parts and drivers are difficult to find for the Peterbilt water tender and parts for the Type 1 engine and utility. Deputy Chief Thomen is hoping to sell these vehicles. There are no local interests, and Deputy Chief John Thomen has found an auction site that sells government vehicles. The Peterbilt can only be sold to other fire departments, but most do not have drivers for the large water tender. Deputy Chief John Thomen will submit photos and descriptions as well as the asking price to the auction site, and they will take care of the rest. The auction site will charge an additional fee on their end that does not affect the sale price or the fire department's motion to move forward with the Gov.Deals.com auction site: Tom Herman 1st; Arnie Mello 2nd.

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

TRAINING REPORT: Training Officer Jeff Donaldson was not in attendance. Michelle Schnitzius reported there were 54 calls in April.

FIRE MARSHAL: Division Chief Eric Alvarez has been busy reviewing the solar plan. Three new businesses are coming into town: Guns and



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Ammo, a deli, and a kid's center. Arnie Mello asked if a third-party plan review is needed. Division Chief Eric Alvarez responded that they could, but he feels these can be completed locally. He would send out elaborate systems.

FIREFIGHTERS' ASSOC. REPORT: President Aaron Branscomb was not in attendance. Michelle Schnitzius reported the association poker tournament brought in approximately \$5,000. The association's annual fundraiser will be on August 10th, and an application for volunteering was recently brought in.

CHIEF'S REPORT: Deputy Chief John Thomen informed the board that the new duty rig 5401 was out in the bay if they wanted to see it. When the new duty rig is ready for response, Deputy Chief John Thomen's current duty rig will go to Training Officer Jeff Donaldson.

Meeting adjourned at 7:14 PM

Tony Madrigal

Tony Madrigal, Chairman

Michelle Schnitzius

Michelle Schnitzius, Secretary/Treasurer

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