



# LITTLE LAKE FIRE PROTECTION DISTRICT



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

## MINUTES

December 9th, 2025

- OPENING:** Tony Madrigal called the regular meeting of the Little Lake Fire Protection District Board of Directors to order at 5:01 PM.
- ROLL CALL:** Tony Madrigal, Skip Lucier, Tom Herman, and Arnie Mello.  
Absent: Nancy Stipe
- MINUTES:** Approved by Arnie Mello 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>.
- TREASURER'S REPORT:** Motion to accept the Treasurer's Report: Tom Herman 1<sup>st</sup>; Skip Lucier 2<sup>nd</sup>.
- CORRESPONDENCE/PUBLIC COMMENTS:**  
Michelle Schnitzius gave a current update on Chief Alvarez. Staff is in contact and praying for a speedy recovery.
- OLD BUSINESS:** UTILITY 5440: Tony Madrigal reported Utility 5440 has completed the DMV required safety inspections and currently waiting for license plates.
- NATIONAL FIRE SAFE COUNCIL:** Captain So informed the board about letters being prepared for distribution to members of the local community through the National Fire Safe Council. These letters request donations of \$5.00 or more to help fund public education pamphlets and flyers, as well as child safety education materials for school events. The rising costs of educational pamphlets make community support especially valuable. 100% of the donations will go towards materials. Captain So called a few others



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departments that use the same service and they are pleased with the process.

**CARPOR PURCHASE:** Tony Madrigal reported the board the carport will be delivered next Wednesday. Tony wanted to acknowledge staff and Mike Frahm for working on the preparation for the carport and keeping the project under budget. Mike Frahm has dedicated many hours and staff appreciates it.

**2025 FIRE CODE:** Tony Madrigal informed the board that the 2025 Fire Code is currently at the City of Willits for approval.

**NEW BUSINESS:** **AGREEMENT FOR SPECIAL COUNSEL SERVICES:** Michelle Schnitzius explained the agreement with Weist Law Firm to the board. The agreement is for the special counsel to assist with a Section 115 Trust.

**ENGINE 5480 REPAIR:** Tony Madrigal informed the board, staff is trying to get Engine 5480 to Healdsburg soon for repair. Arnie Mello inquired about the repair time frame. Tony Madrigal replied that he was not sure. Captain So added that Duty Rig 5403 was recently hit at an intersection by a vehicle that did not yield to both fire rigs. No one was injured, and Michelle will follow through on both insurance companies.

**BOARD MEMBER APPOINTMENT:** Motion for Tony Madrigal to stay as Board Chair: Skip Lucier 1<sup>st</sup> and Tom Herman 2<sup>nd</sup>. Motion for Skip Lucier for Vice Chair: Arnie Mello 1<sup>st</sup>, Tom Herman 2<sup>nd</sup>.

**VFC GRANT:** Michelle Schnitzius informed the board, Little Lake Fire District was awarded a 50/50 grant with the Volunteer Fire Capacity Grant. Staff will be looking into radios.



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**BILLS:** Motion to pay bills: Tom Herman 1<sup>st</sup>, Skip Lucier 2<sup>nd</sup>.

**TRAINING REPORT:** Captain So reported on the last training session CalFire joined, and Captain So explained how valuable it is to cross-train with other departments. Engine 5480 had a recent pump issue during training due to too much pressure. The training was held at San Hedrin Circle, which has powerful hydrants. The final training of the year was Jeopardy, where fire service questions were asked in a competition. Always a fun end-of-year event. In January, AED/CPR and First Aid will be offered. The board is welcome to attend.

**FIREFIGHTERS' ASSOC. REPORT:** Captain Branscomb stated there was not a great turnout for the Toy Run from volunteers. 2 new firefighter volunteer applications were turned in. At the last association meeting, Philip Laurent stepped up for the president position.

**CHIEFS REPORT:** Tony Madrigal reported the USAR trailer went to Petaluma for solar, batteries, and a generator. All donated. Michelle Schntizius added Deputy Chief Thomen has an app on his phone to control the solar and generator. Captain So added there are 631 calls to date for service. Classroom inspections will start soon and Tom Herman and Captain Branscomb will assist if needed. Captain So stated it would be easier with at least 2 people helping. Tony Madrigal added with Chief Alvarez currently out of the office, he thanked Tom Herman for stepping up to assist with the larger upcoming projects. On December 18<sup>th</sup>, 2025, the City of Willits will be inspecting buildings where cannabis is operating. Staff will assist as it is a hazard for firefighters to enter certain facilities when chemicals are in use.



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SUSPEND TO CLOSED SESSION: 6:08 PM  
REPORT OUT CLOSED SESSION: 6:58 PM  
Meeting Adjourned 7:01 PM

Tony Madrigal

Tony Madrigal, Chairman

Michelle Schnitzius

Michelle Schnitzius, Secretary

***This institution is an equal opportunity provider  
and employer.***

***Report out of closed:***

***Wage increase for the Prevention and  
Educational Officer.***