



# LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter  
*Fire Chief*

## MINUTES

February 14<sup>th</sup>, 2023

**OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:02 PM.

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

**MINUTES:** Motion to accept the January Minutes: Skip Lucier 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>.

**TREASURER'S REPORT:** Motion to accept the February Treasurer's Report: Tom Herman 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>.

**CORRESPONDENCE/PUBLIC COMMENTS:** None

**MEETING SUSPENDED:** The meeting was suspended for the promotion of Eric Alvarez to Division Chief. Tony Madrigal informed the board Eric Alvarez joined the department in 2012. In 2017 Eric Alvarez was hired as the Training Chief. In 2021 Eric Alvarez took over the Fire Marshal position. Tony Madrigal is impressed by his dedication and treats his board, staff, and volunteers like family. Chief Carter reported that Eric Alvarez stepped up to the Fire Marshal position when needed. Eric is now a Division Chief who will be in charge of the inspection divisions which is a daunting task with much responsibility. Chief Carter thanked his family for allowing him to dedicate his time to the department. Michelle Schnitzus performed the Oath of Office, and Jodi, his wife, pinned Eric with a new Division Chief badge. Eric Alvarez gave an emotional speech and thanked Brooktrails Fire Department, Aaron Branscomb the Association President, Captain Harry So, and his family for attending. He noted that he is unable to spend a lot of time with family between the Fire Calls, Board



# LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter  
*Fire Chief*

Meetings, Association Meetings, out-of-town training, and drills. Division Chief Alvarez also acknowledged Jeff Donaldson for helping with training and welcoming him as part of the staff family.

**OLD BUSINESS:** **FIREHOUSE:** Chief Carter reported there is an updated list of outstanding repairs. Staff will also need to look at the warranty binders and make a list of when warranties expire. Skip Lucier will assist with the binders.

**NEW ENGINE 5469:** Scheduled to be delivered in early to Mid-April.

**USDA EQUIPMENT GRANT:** Chief Carter reported staff is currently looking into bids for a Type 6 and staff is looking at a used one. The chassis is difficult for a new Type 6. By looking into a used Type 6, the delivery date could be as soon as a few months versus 18-24 months for a new Type 6. Chief Carter also stated with a new Type 6; the price is not guaranteed until delivery. Once a decision made, staff will follow the bidding process according to policy.

**ON-SITE FUEL TANK:** Chief Carter reported the onsite fuel tank is operational. There will be an awning installed soon.

**ENGINE 5480:** Chief Carter informed the board that Deputy Chief Thomen spoke to Anything Diesel and hopefully, work will begin soon.

**PGE UTV GRANT:** Chief Carter reported the UTV should be on freight and should be an 8 week turnaround with Duratic.

**SOLAR FUNDING:** Tony Madrigal is looking into solar options. Deadline will be April 14<sup>th</sup>, 2023. Arnie Mello stated we would need to get a signed contract from the solar contractor by April and then we will be locked in on pricing. Skip Lucier has some informational printouts if the board is interested on solar. Tony Madrigal motioned to move forward with a bidding package. Motion to proceed: Arnie Mello 1<sup>st</sup>; Skip Lucier 2<sup>nd</sup>.



# LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter  
*Fire Chief*

**TRAILER AND TRACKS:** Chief Carter stated the tracks have arrived.

**NEW BUSINESS:** **PROMOTION TO DIVISION CHIEF:** Eric Alvarez was promoted to Division Chief.

**HGAC PROGRAM:** Chief Carter explained to the board the HGAC Program is a no cost program to assist with the bidding process. HGAC will offer to do the bidding process for you. Skip Lucier asked if HGAC was for public entities only. Chief Carter stated he was unsure but he did inform the board the contractors have to be signed up through HGAC.

**BILLS:** Motion to pay bills: Arnie Mello 1<sup>st</sup>; Nancy Stipe 2<sup>nd</sup>.

**TRAINING REPORT:** Training Officer Jeff Donaldson informed the board there were 28 firefighters that attended the auto extrication training on February 7<sup>th</sup>, 2023. On January 24, 2023, 31 people attended the first aid training. Training Officer Donaldson also announced the association had promoted 6 new captains. Friday night, Training Officer Donaldson held an extinguisher class as part of the Chief's Academy. Six firefighters are signed up for a two-weekend class in March at Mendocino College.

**FIRE MARSHAL:** Fire Marshal Eric Alvarez is attending Streamline webinars to learn the new system. Streamline is an inspection program that will send reminders and letter updates to what is needed for schools, motels, and businesses after inspections. Streamline also provides checklists for inspections. Michelle will put on our website when the checklist for businesses is complete. Fire Marshal Alvarez stated the program is a lot to learn but will be worth it. Alvarez also stated that he also inspects business licenses when it requires an inspection, but there are a lot of businesses that open in Willits without going through the inspection process. Tony Madrigal also added Eric is also working on FlowMSP uploading pictures to the program.



# LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter  
*Fire Chief*

Chief Carter also added another feature to the FlowMSP is that the program is tied to Ukiah and Hopland and staff will be able to see their pre-planning as well.

**FIREFIGHTERS' ASSOC. REPORT:** President Aaron Branscomb informed the board the association is preparing for the Top 10 dinner in March. Two of our firefighters have passed their paramedic program; Abe Lozoff and Ashly Roach. The department is proud of their accomplishments.

**CHIEF'S REPORT:** Chief Carter reported there were 78 calls in January. Chief Carter also reported that another high school student would join us through one of the programs for after-school education. Chief Carter informed the board that Creekside Cabins has mostly been mitigated as far as tenants moving out. There are 3 to 4 people who are still occupying by choice. Chief Carter is concerned transient will take it over this summer. Harry So stated he was first on the scene to a recent medical aid at Creekside Cabins and only had a two-foot wide pathway for the patient. Arnie Mello asked how the people that chose to stay are getting supplies. Chief Carter stated at one time there was a program through the county that was providing supplies, but unsure what is going on now. Chief Carter announced the county Chief's meeting will be at Station 54 in March. Skip Lucier asked about the Explorer Program. Chief Carter stated the program is moving forward. There are three-four applications that were turned in and will interview soon. Skip Lucier asked what the age group was and Chief Carter replied 14-18 years.

The regular meeting adjourned at 6:01 PM to a closed session.

Closed session adjourned: 6:30 PM

\_\_\_\_\_  
Tony Madrigal, Chairman

\_\_\_\_\_  
Michelle Schnitzius, Secretary/Treasurer

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

***Report out of Closed:***



# LITTLE LAKE FIRE PROTECTION DISTRICT



---

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

William Carter  
*Fire Chief*

*Chiefs evaluation set for March*