



LITTLE LAKE FIRE PROTECTION DISTRICT



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

MINUTES

July 8th, 2025

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

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

MEETING SUSPENDED: 5:04 PM

Meeting suspended for Chief Alvarez and his completion of his one year probationary period. Board President Tony Madrigal thanked everyone for showing up and supporting Chief Alvarez. Tony Madrigal discussed Chief Alvarez's commitment to education and the department as he is learning and growing every day. Tony Madrigal stated Chief Alvarez is attentive and caring for his staff. Tony Madrigal also added Chief Alvarez helps with maintenance and anything needed around the fire station. Tony Madrigal recognized the volunteers on the department as well and they are appreciated. Captain So thanked Chief Alvarez for taking the role on as chief. Chief Alvarez then spoke about his experiences in the department. Chief Alvarez spoke of his adventures and knowing about everything including, plumbing, electrical, mechanics, and "all other duties", Chief Alvarez stated. Chief Alvarez added protecting lives and property never stops and will continue to earn trust with his firefighters and staff. Chief Alvarez thanked his family for their patience and support. Chief Alvarez appreciates staff and appreciates the board for giving him a chance.



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Chief Alvarez also thanked the volunteers who showed up to the board meeting for their support.

RETURNED TO REGULAR MEETING: 5:24 PM

MINUTES: Approved by Skip Lucier 1st, Nancy Stipe 2nd.

TREASURER'S REPORT: Motion to accept the Treasurer's Report: Tom Herman 1st, Skip Lucier 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: NONE

OLD BUSINESS: INSPECTIONS: Chief stated the 4th of July festivities were busy and unable to follow through with the apartments. Chief Alvarez is hoping they will be completed by the beginning of August. Out of 32 letters sent to apartment owners, not one replied. Staff does not go into apartments. The inspections are on the outside checking for life safety issues and are state mandated.

TRAINING TOWER: Chief Alvarez reported the training tower has been pressure washed, painted and looks great. Staff rented a lift to add plywood and to attach the logo sign. Deputy Chief Thomen is going to add a light to light up the sign.

NEW BUSINESS: FIRE SEVERITY MAP: Matt Keizer explained what the fire severity maps were that are being introduced for the first reading. The fire severity maps were produced by the State of California. Matt Keizer stated the maps were updated in February 2025 and now local government are required to adopt the update fire severity maps. Matt explained according to the maps, the color determines the fire severity range. Tony Madrigal asked if he had the color coding for our district. Matt Keizer replied not as of yet. The state website has the ability to see the high severity by



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inputting the actual address. Matt Keizer also added there will be a future requirement of no plants against houses in certain zones. All new builds are required to follow the new building requirements. Existing houses are not required to update as of now. Tom Herman asked if a line can be added for our district. Davey, from the City of Willits stated he can assist with doing so. Matt Keizer stated the adoption is just to clarify the responsibility areas. Tom Herman motioned Ordinance 2025-2: Staff recommends that the Board introduce by title only the Ordinance adopting the updated Fire Hazard Severity Zone Map (FHSZ) for the Little Lake Fire District Local Responsibility Area (LRA), as released by CAL FIRE under the direction of the OSFM, and Direct Staff to Set a Public Hearing to Adopt the Ordinance at the Next Regular Board of Directors Meeting, August 12, 2025.

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

TRAINING REPORT: Captain So reported that there have been 952 combined training hours to date. On June 24th, 2025, an auto extrication drill was held at TNT Towing Three cars were used in the training, and Captain So thanked TNT for donating the cars. Tom Herman asked about working with EV vehicles. Captain So responded that there is software used primarily for the type of EV vehicle, indicating where to cut the car. Chief Alvarez added, sometimes if there is no service, it is difficult to access the software for the car, so often they will have markings where to cut. On July 1st, 2025, an over-the-embankment drill was held. This drill emphasized on manpower and mechanical advantage. If the hydraulic fails, the firefighters will know how to accomplish the same goals manually. On July 22nd, 2025, Captain So is looking into a firefighter survivor drill. Captain So added the trainings will get more difficult but for now, he will be reviewing the basics. On July 29th, 2025 there will be a captains meeting and August 5th, hoping for fuel drilling. The Chiefs Academy will begin on Aug. 19th.



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The Little Lake Fire Department will be hosting the first class. Three members will be attending. On July 2nd, Captain So hosted a water day at the Kids Club and on July 23rd, there will be another water day hosted there as well. The kids love it, Captain So stated.

FIREFIGHTERS' ASSOC. REPORT: President Aaron Branscomb stated the roster was looking good. One new firefighter and another will be off probation soon. July was busy for the department and our volunteers. Our volunteers donated their time with Hometown Celebration, truck pulls, four rodeos, and the junior rodeo. Water fights were held on the 4th of July and were a hit.

CHIEFS REPORT: Chief Alvarez wanted to recognize the volunteers who helped during the festivities. With volunteering at all the events and fire calls, there were long days for the staff/volunteers. Chief Alvarez is thankful for their time. To date, there have been 330 calls for service. There was a recent traffic collision with a bus over the embankment. PG&E and the water department were needed, but they did not answer the phone, so Chief Alvarez contacted Tom Herman to assist with the water shut-off. Chief Alvarez thanked Tom Herman for his assistance. There was a log deck fire on Franklin Street. There was a small issue finding the FDC connection. Chief Alvarez suggested a fire connection drill in the future to go around to businesses and learn where their connections are and to make sure they are not covered. Many businesses cover the connections which makes them hard to find. Chief Alvarez stated it would be helpful for companies to obtain Fire Fill signs which are online. Chief Alvarez stated that Captain So will start duty coverage tonight. Chief Alvarez and Deputy Chief Thomen will shadow Captain So. The burn room is the next project. Staff is currently waiting on chains which are needed to complete the burn room.



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Meeting adjourned: 6:17 PM
Tom Herman 1st, Skip Lucier 2nd.

Tony Madrigal

Tony Madrigal, Chairman

Michelle Schnitzius

Michelle Schnitzius, Secretary

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