



LITTLE LAKE FIRE DISTRICT



74 E. Commercial St. • Willits, California 95490
(707)459-6271 • Fax (707)459-7898

Chris Wilkes
Fire Chief

MINUTES

May 12th, 2020

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:01PM.
- ROLL CALL:** Present: Tony Madrigal, Skip Lucier, Arnie Mello, Nancy Stipe
Absent: Tom Herman left meeting due to technical errors with GotoMeeting.
- MINUTES:** The minutes for the March 10th, 2020 meeting were reviewed and accepted. Motion to accept the minutes: Skip Lucier 1st; Arnie Mello 2nd. The minutes for the April 15th, 2020 special meeting were reviewed and accepted with a correction of Arnie Mello's name. Motion to accept the minutes: Nancy Stipe 1st; Arnie Mello 2nd.
- MEETING SUSPENDED:** Nexus Study moved up in agenda as Blair Aas had another meeting to attend. See old business.
- TREASURER'S REPORT:** Chief Wilkes reviewed the Treasurers Report for April with the board. Fund 86-1035 for Compensation was high due to the FASIS payment. Fund 86-2101 Insurance was over for the addition of Eric's vehicle and Rescue 5431. Two vehicles were recently removed so will reflect as a future credit, therefore should cancel out each other. Fund 86-4360 Equipment was higher than normal due to the CopShop invoice for Rig 5404. Motion to accept the April Treasurer's Report: Nancy Stipe 1st; Arnie Mello 2nd. The May Treasurer's Report was also reviewed with the board. Chief Wilkes explained in Appendix A, Calpo Hom and Dong was paid and there was also a receivable. Appendix B was an update for the Strike Team. The Blue Incident is the only receivable we are waiting on. Motion to accept the May Treasurer's Report: Skip 1st; Nancy 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** Chief Wilkes was grateful to the Howard Foundation for the \$2,932.00 donation and which was used for medical supplies. Chief Wilkes also thanked Medstar as well for their donation towards Rescue 5431. Chief Wilkes was appreciative and also thanked Jim and Teri Robertson and the Grange (Women's Activity \$500.00) for their donations as well.



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OLD BUSINESS: **FIREHOUSE:** Chief Wilkes reported the demolition is on track. Dennis Dong is currently finishing up and will be delivering plans for the new station tomorrow. Chief Wilkes is hoping the City will have time to review as soon as possible as the rate increases for building the fire house the more it is delayed.

NEXUS STUDY: Blair Aas from SCI Consulting Group reviewed the Nexus Study with the board. Blair explained that the Nexus Study is informational at this time. Blair explained when communities grow; many develop programs to keep up with the impact. The Nexus Study for the District will have to be adopted by the city and county but should be straightforward. Blair reviewed the method of the fees on Page 2. Page 3 illustrates the proposed fire impact fee schedule and the maximum fees that can be charged. These fees help maintain the increased service demand from future development. The impact fees are lower at this time due to the new fire station not built as of yet. Page 4 discusses the allowable use of the fees such as expanding infrastructure and additional apparatus that will benefit the growing community. Chief Wilkes wanted to be clear to the public these fees cannot and will not be used for wages, benefits or operational costs. Blair informed the board there are different ways of fee collecting. The City of Willits or the County of Mendocino can collect them upon accepting permit applications or the district can collect on their own. However, the county will most likely have fees to do so. Skip Lucier inquired about what index is commonly used. Blair responded with Engineering News Record as it has to do with construction costs. Chief Wilkes stated it would be better if we collected the fees to avoid paying service fees from other entities. Nancy Stipe agreed. Blair suggested a Resolution for fee collection when it gets to that point. Arnie Mello asked if the fee is collected only on new construction or is it also collected on sheds or electrical. Blair responded that the fees are on building permits for new construction that would be adding new square footage. Chief Wilkes inquired about buildings that are abandoned for over 20 years that will be occupied if qualifies for impact fees. Blair stated under law, for example, if an office building is demolished and replaced, you cannot charge because it is the same impact that was already established prior. However if an abandoned building had no impact prior, but the rebuild has an impact on services such as employees, service calls, etc.... there would be a good chance a fee could be imposed at the discretion of the district.



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NEXUS STUDY cont.... Blair stated the next step would be a resolution and provisions. Then the documents would then be sent to the County of Mendocino and City of Willits. Arnie Mello inquired if the new station should be included. Blair stated he is using the existing services approach since the new station is not built and there is no advantage to waiting another year and half for the new station to be built. Arnie inquired if there were future costs for any changes to the impact fee schedule. Blair stated very minimal as the most of the work has been completed. Tony Madrigal asked the board if they wanted to proceed with the impact fee schedule; all ayes from the board to start the process. Blair will work with staff as far as public postings and resolutions. Tony Madrigal thanked Blair for the presentation. Arnie Mello asked Blair if he will be available for future public hearings. Blair responded yes by phone or video conferencing.

NEW BUSINESS: **2020-2021 PRELIMINARY BUDGET:** Chief Wilkes is worried due to COVID; the district will not receive the PROP 172 revenue, TOT tax from the County of Mendocino and Measure I from the City of Willits. Chief Wilkes informed the board the revenue is baseline on the preliminary budget due to these issues. Chief Wilkes reviewed the preliminary budget changes. Page 2 on fund 86-2050 Clothing, \$8000.000 was removed from structures and helmets. Page 3 on fund 86-2101 insurance increased slightly due to addition of an apparatus. Page 4 on fund 86-2187 Training, technology and software of \$1,400.00 was removed as well as CSDA on Memberships of \$1,400.00. On page 5 on fund 86-2189 County fees were increased due to Measure J revenue. The county charges fees for collection of revenue. On fund 86-4360 Building Improvements, \$1,500.00 was added for DAC and \$500.00 was added for CalMUNI. Both of those fees are due to the firehouse paperwork requirements that we must pay. The firehouse payment was also added to 86-4360 Building Improvements and the income was added for the Measure J on the revenue. Both will cross each other out but need to show on the budget.

BILLS: Motion to pay bills; Skip Lucier 1st; Tony Madrigal 2nd.



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TRAINING REPORT: Chief Wilkes reported 9 people completed the engineer class. Tony Madrigal was in attendance as well. Chief Wilkes also reported that Training Chief Eric Alvarez is working hard to red card our firefighters for the Strike Team deployment through limitations due to COVID.

FIREFIGHTERS' ASSOC. REPORT: Chief Wilkes reported the Top 10 gifts were purchased but have been unable to hold the event due to COVID.

CHIEF'S REPORT: Chief Wilkes reported the old 5404 has been fixed for future use as a utility vehicle. The Chevy was sold to Laytonville Fire for \$5,000.00 and Sparetime purchased the Ford for \$4,500.00. The money received went towards fixing 5404. Chief Wilkes was proud to report Deputy Chief Thomen saved \$8,000.00 on the new 5404. Chief Wilkes thanked the staff for the hard work with the budget. Chief Wilkes informed the board that staff worked on buffing the old Little Lake sign to hang on the substation. A flag was also installed on the training tower. Both are a great addition to the substation. Arnie Mello inquired about the flagpole height requirement and if it was in the way of the flight path. Chief Wilkes stated the flagpole is same height as the stairs on the training tower. Chief Wilkes reported the California Fire Assistance Agreement was received. The reimbursement has changed a bit and will be more work for Michelle as far as payroll but it has been signed and returned. Chief Wilkes reported due to COVID the firefighters will have masks in engines. Our firefighters are following the County of Mendocino's protocol.

Motion to adjourned 7:08PM

Tony Madrigal, President

Michelle Schnitzius, Secretary/Treasurer

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