**MINUTES**

November 14th, 2017

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: Tom Herman, Skip Lucier, Tony Madrigal and Nancy Stipe

 Arnie Mello arrived at 5:42PM

MINUTES: The minutes for the regular meeting on September 12th, 2017 were reviewed. Motion to accept the minutes: Tom Herman 1st, Skip Lucier 2nd. The minutes for the regular meeting on October 10th, 2017 were reviewed. Motion to accept the October minutes: Tom Herman 1st, Nancy Stipe 2nd.

TREASURER’S REPORT: Treasurer’s report for October was reviewed and accepted. Motion to accept the Treasurer’s Report: Tom Herman 1st, Nancy Stipe 2nd. Treasurer’s report for November was reviewed and accepted. Motion to accept the Treasurer’s Report: Tom Herman 1st, Nancy Stipe 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: None

SUSPENDED: Meeting was suspended for our Audit 2016 review with Zach Pehling. Zach Pehling reviewed the 2016 Audit by page. Zach informed the board we are sitting well with GASB and PERS. There will always be a short fall with PERS but we are in a good position. Zach mentioned Calpers was lowering investment returns which will affect future contributions. Zach also explained to the board once we hit 1000 strike team hours regarding an individual, they are subjected to Calpers.

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OLD BUSINESS:

 **FIREHOUSE:** Tony Madrigal informed the board we have set up a Political Action Committee account at Savings Bank. More information will be presented after the first of the year.

 **QUICK ATTACK:**  Deputy Chief Thomen informed the board we will revisit the Quick Attack after the holidays. Deputy Chief Thomen is hoping to start researching a new Quick Attack in February. Tom Herman inquired if the quick attack will have a camper and tank pump. Deputy Chief Thomen confirmed there will be a pump and camper on the new rig. Nancy Stipe asked if the rig will be similar to what we have. Deputy Chief Thomen stated the cab will be a little larger allowing room for extra personnel but other than that all will be similar.

 **LOCAL CANNABIS ORDINANCE:** Tony Madrigal informed the board everything is moving along with the City of Willits. The Chief will be continuing efforts of evolvement.

 **OLD BUSINESS FOLLOW UP:** Michelle Schnitzius asked the board members for biographies for the website. Michelle will send emails reminding the board.

NEW BUSINESS: **FIRE MARSHAL SERVICES:**  Tony Madrigal explained to the board, fire marshal services are taking an abundance of time. Tony would like to use an Ad-hoc committee to work with the City of Willits for an agreement. Tom Herman asked if the purpose was to work out a fee structure. Tony replied yes or a flat fee paid to district. Tony suggested getting an ad-hoc together as soon as we could.

 **SPECIAL TAX CALCULATION:**  Tony explained this special calculation sheet will help the public understand their tax bill. Nancy Stipe stated the sheet looked good and a good time for educating the public as the tax bills just came out. Nancy Stipe also mentioned possibly adding the 3 units but may be too confusing for the public. Tony Madrigal stated the average household was 2 units. Nancy asked if we are only mailing out and Tony informed the board we are passing out. Nancy suggested it would be good to mail out as well so people can understand what their taxes are about. Tom Herman supported the suggestion of mailing out; Tony replied the Chief will decide. Skip Lucier the timing for mailing out is ideal however he suggested a cover letter would be a good addition. Nancy reminded the board elections are a year away and we need to start

 working on the firehouse. Tom Herman suggested letting Chief Wilkes know to add a cover letter and the sheet is approved.

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

TRAINING REPORT: Training Chief Eric Alvarez reported he recently held an IS100 class at the high school. Training Chief Alvarez also instructed a cribbing class as well as a fire extinguisher and first aid class. Training Chief Alvarez will be bringing a fire truck to Blosser Lane Elementary School for fire prevention education. Microphor’s training had to be rescheduled due to a fire call. Carl Magann had 14 students in attendance for his FRO class at station 541. Drill night consisted of auto extrication and the last drill of the month will be debriefing on the Mendo Lake Complex.

FIREFIGHTERS’ ASSOC. REPORT: No report.

CHIEF’S REPORT: Chief Wilkes was not in attendance. Deputy Chief John Thomen informed the board we are at 480 calls this year. Deputy Chief Thomen also reviewed the Redwood Complex fire with the board. Deputy Chief Thomen explained they were originally requested for Santa Rosa but quickly rerouted back to Willits. The strike teams assisted in evacuations and help cut off the fire. Deputy Chief Thomen reported they were then sent to the Reeve’s Canyon area. Chief Wilkes attended numerous meetings during the fire to help keep the community up to date. Deputy Chief Thomen would like to work on driver operators. Tom asked if expensive to license drivers and Deputy Chief Thomen replied only about $20.00. Tony informed the board we have had a few take classes already but they were unable to take the operator test. Deputy Chief Thomen will look into run book mapping. Our mapping is in desperate need for an update. Deputy Chief Thomen reported he and Chief Wilkes have spoken to Brooktrails Fire to see if they were interested in sharing the cost for updates. Tom Herman suggested speaking to the Fire Safe Council. Tom also mentioned the Fire Safe Council has fire hydrant mapping as well. Nancy Stipe mentioned that younger generations of firefighters do not have knowledge of road history. The board agreed. John Thomen informed the board that the public inquired about the siren we had in the past. Nancy Stipe reported the siren was taken out due to complaints from the public and lawsuits threatened. Tony Madrigal told the board Chief Wilkes slept in his office during the duration of the fire making sure he was available to the public all hours.

Meeting Adjourned: 6:09PM

Motion to adjourn the meeting; Nancy Stipe, 1st, Tony Madrigal, 2nd.

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Tony Madrigal Michelle Schnitzius, Secretary/Treasurer

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