

MINUTES

September 10th, 2019

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:02PM.
- ROLL CALL:** Present: Tony Madrigal, Skip Lucier, Nancy Stipe, Tom Herman and Arnie Mello
- MINUTES:** The minutes for the August 13th, 2019 meeting were reviewed and accepted. Motion to accept the minutes: Nancy Stipe 1st; Arnie Mello 2nd. The minutes for the special meeting on June 6th, 2019 were reviewed and accepted: Skip Lucier 1st; Nancy Stipe 2nd.
- TREASURER'S REPORT:** Chief Wilkes reviewed the Treasurers Report with the board. Transportation and Travel was high due to fuel and increased calls. Appendix A was presented to board for suggestions. Appendix A represents the new firehouse revenue and expenses and will be updated as needed. Nancy Stipe questioned Extra Help 86-1012 as not listed in the Treasurers Report. Chief Wilkes explained we will have a separate appendix in the future which will represent the strike team expenses and revenues. Motion to accept the Treasurers Report: Arnie Mello, 1st; Skip Lucier 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** None

OLD BUSINESS: FIREHOUSE: Chief Wilkes has been in contact with Dennis. Dennis is updating the firehouse plans and will send the updated plans when he can. The parking lot is 6.5" higher than the front door for ADA. The parking lot will have to be lowered and will have to change the building design in order to accommodate for ADA. Dennis is also working on the PG&E issue of the transformer location. Dennis is working with the city and PG&E with the transformer location. Skip Lucier stated that PG&E is the final say. Arnie Mello asked if we would have to redesign the building. Chief Wilkes stated yes, if PG&E does not approve it at the park. The City of Willits will have to approve it at the park as well. Chief Wilkes also stated Fred Russell is working on the RFP for contractors to remediate the lead and asbestos for demolition. Skip informed the board this is a 2 phase process.

CANNIBIS EXCISE TAX: Chief Wilkes is still working with the City of Willits. The ad-hoc has met but has not decided on a percentage as of yet. The City of Willits has placed a \$10,000.00 line item in their budget for a temporary good faith hold. Tom Herman stated we may need to hire a Fire Marshal with those funds. Chief Wilkes asked the ad-hoc to tour facilities so they understand what the responsibility is for the fire department. Until then, the City of Willits will not understand the obligation the fire department has on these facilities.

EMS: Chief Wilkes informed the board of the September 6th, 2019 due date for proposals. County of Mendocino has remained silent and the chief stated no one knows what is going on at this point. Tom Herman asked if a sales tax would help. Chief Wilkes stated a half cent sales tax was mentioned at the board of supervisors meeting. Chief Wilkes is not sure if they will go through with it and if they do, it will hurt the City of Willits if they decide to go out for a future tax.

NEW BUSINESS:

FINAL BUDGET: Chief Wilkes reviewed the final budget. A few items were added to the final budget. The Cascade system and pagers were added to equipment. The Nexus study for possible impact fees were added to professional services and much needed structure gear was added to clothing. Chief Wilkes stated it is important that we look into replacing turnouts a little as we go. Nancy Stipe asked if additional fuel was added to Transportation and Travel, the chief responded yes. Chief Wilkes stated our last budget increase was in 2003. All expenses are increasing, especially recertification's and training. Materials that were \$65.00 are now \$450.00 for the same book. Chief Wilkes stated that cost of business has increased 400%. Arnie Mello stated the district has a flat parcel tax where it will not increase with inflation and asked how many districts are in a similar situation. Chief Wilkes informed the board "not many" and it is an issue. Nancy Stipes also replied the increase in the budget will have to go to the voters. Chief Wilkes agreed. Motion to accept the final budget: Tom Herman 1st; Nancy Stipe 2nd; All Ayes.

RESOLUTION #2019-9: Chief Wilkes reviewed Resolution #2019-9. Resolution # 2019-9 will allow the district to open a Savings Bank account for the new firehouse. It is extremely difficult for payables and future reimbursements to go through the county and have the funds correctly deposited in to the correct account as well as in a timely manner. Opening a Savings Bank account for the firehouse will be more transparent and easier to reconcile. Arnie Mello asked if the account will be closed when the firehouse is complete. Chief Wilkes stated yes the account will be closed. Tom Herman suggested Chairman, Vice Chairman, Chief and

Administrative Assistant should be added to Resolution # 2019-9. Michelle will amend Resolution #2019-9. Motion to accept Resolution #2019-9 with amendment: Tom Herman 1st; Nancy Stipe 2nd. All ayes.

RESOLUTION #2019-10: Chief Wilkes explained to the board Resolution #2019-10 will allow the transfer of funds to open the new Savings Bank firehouse account. Motion to accept Resolution #2019-10: Tom Herman 1st; Skip Lucier 2nd. All ayes.

2019 FIRE CODE ADOPTION: Chief Wilkes informed the board the 2019 Fire Code is out. Staff will start the proper proceedings for the adoption when able to adopt. One of the new updates in the fire code will be Chapter #39 which deals directly with extraction and processing. Arnie Mello asked if only certain extractions were updated. Chief Wilkes stated no, it is general update which could include anything extracted such as lavender (example). When the staff starts the process the paperwork will be hand delivered to the county to make sure they receive it.

HURST TOOL REPLACEMENT: Chief Wilkes stated to the board the Hurst tools need to be replaced. The current ones we have are 5,000 lb. pressure tools and the new ones are 10,000 lb. pressure tools. The parts come from Italy and are getting more difficult to repair therefore we will need to look into future upgrades for the rescue engine. Arnie Mello asked how many rescue tools do we have on the engine. Chief Wilkes stated 10 and 2 are newer. Skip Lucier asked if the newer ones are hydraulic. Chief Wilkes stated they were battery and most new ones are battery operated now. Arnie Mello suggested replacing one at a time and in the meantime use the hydraulic ones we have until replaced. Chief Wilkes replied he agreed and was planning on suggesting replacing one at a time.

BILLS: Motion to pay bills; Arnie Mello 1st; Tom Herman 2nd.

TRAINING REPORT: Training Chief Eric Alvarez was not able to attend.

FIREFIGHTERS' ASSOC. REPORT: The fundraiser had a low turnout. Chief Wilkes believes it was due to the Roots of Motive Power BBQ on the same date. This year the return address for the raffle envelopes were incorrect and the date was changed causing confusion for the fundraiser as well.

CHIEF'S REPORT: Chief Wilkes reported the call volume is up to 540 to date. There was a commercial structure fire on Robert Dr. Chief Wilkes informed the board we had great response and commended the firefighters for keeping the fire limited and protecting the structure next door. Chief Wilkes stated 5480, 5485, Brooktrails and Ridgewood responded. The building was all open beams, full of old redwood dust and occupied by transients.

The City of Willits brought their backhoe and was a great help. Chief Wilkes thanked the City of Willits for their assistance. There was a loss to the fire department of hose and backhoe tires which we will need to bill for. The Boy Scouts obtained the stove and chopping block from station 540. Skip Lucier thanked the fire department for the donation. Chief Wilkes informed the board Roots of Motive Power took the generator and were very pleased. The shed has been taken down that the generator was stored in. The jail doors will be displayed at the museum and the pool table has been moved to the storage container at station 541. Chief Wilkes thanked Tom Herman for assisting with the Fire Safe Council mapping. There was a recent accident at Black Bart/Blackhawk Dr. where a water tender lost its breaks. Chief Wilkes stated the volunteers did a great job pumping the tanks. Tony Madrigal thanked the Chief for being out all night and still working the day. Chief Wilkes stated many had to do that and he is proud of our volunteers. Tony Madrigal suggested maybe down the road we need to buy more lighting for structure fires, that way when looking for people there would be better lighting.

Meeting adjourned to closed session at 6:40PM

Report out of closed session at 7:00PM

Tony Madrigal, President

Michelle Schnitzius, Secretary/Treasurer

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Report out of closed session:

Authorize Chief Wilkes to amend agreement for Exhibit A (Nexus Study)
for any additional cost to the contract as needed.

Motion to accept the professional service SCI Construction contract:
Tom Herman 1st; Arnie Mello 2nd.