



# LITTLE LAKE FIRE DISTRICT



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

Chris Wilkes  
*Fire Chief*

## MINUTES

January 14<sup>th</sup>, 2020

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:00 PM.
- ROLL CALL:** Present: Tony Madrigal, Tom Herman, Arnie Mello and Nancy Stipe.  
Absent: Skip Lucier
- MINUTES:** The minutes for the December 10<sup>th</sup>, 2019 meeting were reviewed and accepted. Arnie Mello suggested a correction to the last sentence in the correspondence paragraph. Motion to accept the minutes with amendment: Nancy Stipe 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>.
- TREASURER'S REPORT:** Chief Wilkes reviewed the Treasurers Report with the board.  
Motion to accept the treasurer's report: Tom Herman 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>.
- CORRESPONDENCE/PUBLIC COMMENTS:** Chief Wilkes asked the board if there were any board members interested in the Fire District Leadership held at the end of January. The staff will also reach out and request a PDF or PowerPoint if offered of the class from FDAC.
- OLD BUSINESS:**
- FIREHOUSE:** Chief Wilkes informed the board he met with Davey at the City of Willits. Davey told Chief Wilkes the plans for the firehouse are 3 weeks out and he will reach out to John Sherman if need be for assistance. Our architect has recommended going with PG&E for the design and specs of the transformer area as the architect has to follow their specs anyways and will save a step.
- EMS:** Chief Wilkes reported the EMS system is still affecting the call volume for the fire department. Ted Williams is pushing hard to get results. Arnie Mello asked if Chief Wilkes has received feedback from the existing ambulance service. Chief Wilkes stated the local ambulance is having issues finding personnel and ambulances to purchase. Chief Wilkes added the ambulance crews have been working their tails off and the owner of Medstar recently drove an ambulance on a call.



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**EMERGENCY VEHICLE REPLACEMENT:** The new 5404 was brought to the meeting. The board suspended the meeting from 5:14PM to 5:31PM to look at the new vehicle. Chief Wilkes informed the board the dealership only offered \$2,000.00 for the old truck. The staff will work on the most fiscally responsible plan with the old truck.

**NEW BUSINESS: MID-YEAR BUDGET REVIEW:** Chief Wilkes reported there are very little and subtle changes to the mid-year budget. Chief Wilkes reported \$70,000.00 was moved to revenue from FBA to cover the new 5404 and Fire Recovery revenue was added to the revenue page as that will help cover the cost for consumables. In appropriation's, \$70,000.00 was added to fund 86-4370 Equipment to pay for the new 5404 truck. These changes will reflect on the future Treasurers Reports. Tom Herman inquired about strike team pay. Chief Wilkes stated that strike team is represented in Appendix B as he wants to keep separate from our daily operational budget. Chief Wilkes thanked the staff for keeping a solid and fiscally responsible budget.

**RESOLUTION 2020-1:** Resolution to transfer funds from fund balance available to Equipment 86-4370 for the purchase of the new rig. Motion to accept Resolution 2020-1: Tom Herman 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>. All Ayes.

**RESOLUTION 2020-2:** Resolution to transfer funds from fund balance available to 86-4360 Building Improvement. Motion to accept Resolution 2020-2: Arnie Mello 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>. All Ayes

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

**TRAINING REPORT:** Training Chief Eric Alvarez reported the 2020 Chief's Academy has begun and was held over the weekend with our burn room. 30 people attended the academy and Training Chief Alvarez stated the academy was a success. Many hours are put into preparing for the academy. Training Chief Alvarez will be conducting a public service at Solid Waste for fire extinguisher training and CPR for the scrubs class at Willits High School.



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Alvarez will hold a fire extinguisher training class at Northbrook on Monday.

**FIREFIGHTERS' ASSOC. REPORT:** Training Chief Alvarez reported the association crab feed will be on February 1<sup>st</sup>, 2020. Two firefighters have received captain status. Eli Owen and Tim Caldwell have taken all the appropriate classes to earn a captain status.

**CHIEF'S REPORT:** Chief Wilkes reported that the 2019 call volume ended in 835 calls. Chief Wilkes thanked the volunteers and their families for the huge commitment to the community. Chief Wilkes is still working on the Nexus Study. The study needs to be rewritten to account for the new firehouse. The larger schools in town have had inspections and the smaller schools will be completed soon. Tom Herman asked if the inspections are annual. Chief Wilkes replied they were. Chief Wilkes also stated that many entities charge the schools now but we have not. We will not this year but in the future we may have to. Chief Wilkes stated it takes about 5 hours to complete a school inspection with help from other staff, longer if only 1 fire marshal is available. Chief Wilkes reported we have received a new rescue vehicle from Medstar. The staff will work on the items needed. Nancy Stipe asked if we could transport. Chief Wilkes stated only in a life threatening situation. Chief Wilkes also stated it can be used as a mobile unit for oxygen tanks, etc....

Motion to adjourn at 5:48PM to closed session.

Out of closed session 6:50PM

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Tony Madrigal, President

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Michelle Schnitzius, Secretary/Treasurer

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*Closed session 1/14/2020*

*Approved agreement with the City of Willits regarding the Measure I excise tax.*