



# LITTLE LAKE FIRE PROTECTION DISTRICT



1575 Baechtel Rd. Willits, California 95490  
(707)459-6271

Chris Wilkes  
*Fire Chief*

## MINUTES March 9<sup>th</sup>, 2021

- 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, Arnie Mello and Tom Herman
- MINUTES:** Motion to accept the February meeting minutes: Arnie Mello 1<sup>st</sup>; Skip Lucier, 2<sup>nd</sup>.
- TREASURER'S REPORT:** Chief Wilkes reviewed the Treasurer's Report with the board. Social Security and Medicare are in the negative due to strike team quarterlies. The strike team is something we cannot predict, but the state will eventually reimburse. There have not been any changes on Appendix A. Chief Wilkes was happy to announce the district has finally received revenue from the state for pending strike teams. There have been issues with the state confirming if the paperwork was in the right hands or where the paperwork currently stands. Dealing with local agreements have been difficult.
- CORRESPONDENCE/PUBLIC COMMENTS:** Chief Wilkes informed the board that the staff had received a letter from the Craig family thanking the firefighters for their Oak Fire efforts. Chief Wilkes read the letter to the board. The Craig family also included a generous donation of \$1,000.00 to the volunteer association. The volunteer association will dedicate the donation to much-needed wildland gear.
- OLD BUSINESS:** **FIREHOUSE:** Chief Wilkes reported to the board; the firehouse is making good progress. The large crates on site are the bay doors that have arrived from Sweden. There were a few changes to the file room. The file room will now house the copier, and the copy room will become an office for a future staff member. There was an issue with labor compliance recently, but it does not have anything to do with the district. Tom Herman inquired about contingency. Chief Wilkes stated we are doing well but will get a report and send it to the board. Chief Wilkes also informed the



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board there was a change to the combo unit. The contractor will use the "Carrier" brand versus the "Train" brand. There was an issue getting the Train unit promptly.

**NEW ENGINE E5469:** Deputy Chief Thomen is still waiting on a spec package.

**I.S.O AUDIT:** Chief Wilkes announced the district is maintaining the 3/3Y status which is great news. Little Lake Fire Protection District has always done well but times are changing and it is becoming more difficult to keep the low ratings. The lower the number the better insurance rating for the community. 3/3Y is the lowest we can get. There is a 2/2Y but without a paid fire department it would be extremely difficult to get. Ridgewood Ranch was able to get a classification as well. The rating should help decrease their insurance costs. Tony Madrigal asked if Pine Mountain was under our ISO rating and the chief responded yes when within 5 miles.

**NEW BUSINESS:** **MCAFD BOARD MEMBER REQUEST:** Chief Wilkes informed the board he used to attend the meetings but they are more geared for board members. Chief Avila from Anderson Valley is the Chief's representative for the meetings. Motion to nominate Skip Lucier for the board member representative for MCAFD: Tom Herman 1<sup>st</sup>; Arnie Mello 2<sup>nd</sup>.

**MUNICIPAL SEC. DISCLOSURE POLICY:** Chief Wilkes stated there are many disclosures to protect investors. DAC is a company that verifies the proper financial information is provided to the investors from the district. Chief Wilkes stated the board is allowed to vote on this policy without posting. This policy is just about transparency with investors. Motion to accept the Municipal Sec. Disclosure Policy: Tom Herman 1<sup>st</sup>, Arnie Mello 2<sup>nd</sup>.

**BILLS:** Motion to pay bills: Skip Lucier 1<sup>st</sup>; Nancy Stipe 2<sup>nd</sup>.



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**TRAINING REPORT:** Training Chief Eric Alvarez stated the last drill night reviewed fire department connections for commercial buildings. Firefighters at the previous drill completed First Aid/CPR and EMT certification. Firefighter Ben O'Neill is working with 3 to 4 firefighters every Thursday evening for specific training. Training Chief Alvarez announced Willits High School's Scrubs class has reopened. Training Chief Alvarez recently completed a fire behavior training and will continue to offer educational courses until the end of the year. Firefighter Alyssa Alvarez has recently completed an S290 class. The class was held on the 6th, 7th, 13th, and 14th of March. Three firefighters signed up for the company officers class, and Training Chief Alvarez recently completed 1A, 1B, 1C, and 1D Fire Inspection class. The next series will be available in August or September.

**FIREFIGHTERS' ASSOC. REPORT:** Association President Aaron Branscomb announced this Saturday is the Top 10 firefighter dinner, and Aaron invited the board to attend.

**CHIEF'S REPORT:** Chief Wilkes reported that staff is working on the preliminary budget. Chief Wilkes will also send out self-evaluation forms shortly to staff for yearly reviews. Zach Pehling finished the Audit recently for 2020. Covid delayed the Audit. We are hoping Zach will be able to zoom in for the audit review in April. Training Chief Alvarez and staff have completed a few school inspections. Recently the district received the Cannabis Excise Tax Q2-4 payment. Next year's City of Willits Cannabis Excise tax projection is low, so the staff is unsure what to expect. The call volume for the year is 164 calls for service. Battalion Chief Ben O'Neill has helped with duty coverage. Chief Wilkes is thankful for the help. Battalion Chief Ben O'Neill is also working on an explorer program for teens. He will research the costs and policies and will bring them to the board. Nancy Stipe inquired about what the minimum age is to join the program. Tony Madrigal stated Battalion Chief Ben O'Neill told him 14. Chief Wilkes is looking forward to the program and hopefully will help kids with a future firefighter career. Skip Lucier informed the board there might be something the Scout Oversight Committee can help out with funding. Skip Lucier feels this is an excellent program for kids. Skip Lucier asked Chief Wilkes if Battalion Chief Ben O'Neill was willing to take this on.



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Chief Wilkes replied yes, and is grateful as staff would not have time to take this on at this time. Chief Wilkes thanked Firefighter Aaron Branscomb for his dedication to the vaccination clinics here in Willits. Firefighter Aaron Branscomb has been on standby with the ambulance for the vaccinations on weekdays and weekends when needed.

Motion to adjourn: Skip Lucier 1<sup>st</sup>, Arnie Mello 2<sup>nd</sup>.  
Regular meeting adjourned: 6:06PM

\_\_\_\_\_  
Tony Madrigal, President

\_\_\_\_\_  
Michelle Schnitzius, Secretary/Treasurer

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