**MINUTES**

January 9th, 2018

OPENING: The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:04PM

ROLL CALL: Present: Tony Madrigal, Tom Herman, Skip Lucier, Nancy Stipe and Arnie Mello

MINUTES: The minutes for the regular meeting on December 12th, 2017 were reviewed. Motion to accept the minutes: Skip Lucier 1st; Arnie Mello 2nd.

TREASURER’S REPORT: Treasurer’s report for November was reviewed and accepted. Chief Wilkes explained the 86-1012 overages due to strike team pay. Chief Wilkes also explained we moved $10,000 out of Special Department (86-1012) to increase the Savings Bank account. Motion to accept the Treasurer’s Report: Tom Herman 1st; Skip Lucier 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: None

OLD BUSINESS:

**FIREHOUSE:** Chief Wilkes informed the board he spoke with Quinn Donavon from USDA. Quinn stated the interest rate is still 3.5% at this time. Chief Wilkes would like to set up a meeting with Quinn and suggested Tom Herman and one other board member. Tony Madrigal suggested Arnie Mello. Arnie agreed to meet with Quinn and Chief Wilkes stated he will look into mid-February.

**QUICK ATTACK:**  Chief Wilkes is keeping the Quick Attack on the agenda. Chief Wilkes is waiting for all reimbursements from the fires.

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NEW BUSINESS: **ORDINANCE 18-1:**  Chief Wilkes informed the board Ordinance 18-1 explains the special tax schedule and rates for the construction of the new fire station. Arnie Mello suggested corrections for the dates in the second paragraph from February 13th, 2018 to January 9th, 2018. Motion to continue with proposed changes Tom Herman 1st, and Arnie Mello 2nd.

**RESOLUTION 18-1:** Arnie Mello asked if Resolution 18-1 needed to state what the proposed term was versus stating “sunset”. Tom Herman replied one we receive the loan from USDA we will have an end date. Chief Wilkes informed the board sunset is an excepted term for the ballot. Nancy Stipe inquired if we will have the term end date before it goes on the ballot and if it should be stated as 40 year term if that is what it will be. Arnie Mello suggested as long as the information is out there that it may not matter for the resolution. The board asked if the numbers were confirmed for the assessment. Chief Wilkes answered the numbers are confirmed based off of last year’s county assessment. Tom Herman added the interest rate will not be locked in until the documents are signed. Tony Madrigal stated we are able to pay the loan off sooner with USDA if funds permit. Arnie Mello inquired if we had an updated cost from the architect; Chief Wilkes replied yes. Skip Lucier did add that prevailing wage will vary slightly in this area versus other areas. Motion to accept Resolution 18-1 Tom Herman 1st; Arnie Mello 2nd. All Ayes.

**FEMA GRANT:** Chief Wilkes informed the board the City of Willits’ grant writer has been assisting with our grants. The first grant covers updating the rescue tools such as Jaws of Life. The second grant will cover a Type 3 engine. Chief Wilkes explained vehicle grants are difficult to get but will be hopeful.

**ELECTION:** Tom Herman nominated Tony Madrigal to continue Chariman of the Board. Tony Madrigal accepted; Skip Lucier 2nd.

Tony Madrigal nominated Tom Herman to continue Vice President;Tom Herman accepted; Arnie Mello 2nd.

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

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TRAINING REPORT: Training Chief Alvarez is currently working with 3 firefighters continuing their engineer training. Training Chief Alvarez also informed the board he has been busy with public education. Melissa from 4-H would like to set up an appreciation night in February or March for firefighters. CPR recertification was the first drill night of the year. First Aid training will be the next drill. Ridgewood Ranch has joined Little Lake Fire with training. Training Chief Alvarez also informed the board Brooktrails Fire Department will start training with Little Lake Fire every other month. The Chief’s Academy will start this weekend and Chief Wilkes will be teaching the first 2 nights. Fort Bragg will be offering the burn trailer this year.

FIREFIGHTERS’ ASSOC. REPORT: Robert McKenzie was not present. Chief Wilkes informed the board the firefighters attended many public functions in December such as the Little Lake Health Center open house, Toy Run delivery and community garden lighting event. Chief Wilkes also reminded the board of the crab feed which will be held on February 3rd, 2018.

CHIEF’S REPORT: Chief Wilkes welcomed Training Chief Eric Alvarez as a duty officer. Chief Wilkes announced our first Political Action Committee meeting was successful. Chief Wilkes mentioned he sent out 45 strategic planning packets into the community and has only received 7 back. Many of the recipients claimed they did not know enough about the fire department to return the packets. Chief Wilkes reported in the last 3 months he has attended as many service clubs meetings as possible. The Chamber of Commerce has requested 2 board members to speak at their next meeting. Tom Herman and Tony Madrigal offered to attend. Michelle will send email reminders. Chief Wilkes reported the call volume for 2017 ended with 555 calls. As of January 9th, 2018 we are already at 15. December was a difficult month for response Wilkes stated due to personnel being out on strike teams.

Meeting was suspended to closed session: 6:05PM

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Tony Madrigal Michelle Schnitzius, Secretary/Treasurer

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