**MINUTES**

May 8th, 2018

OPENING: The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:05PM

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

 Tom Herman arrived at 5:25PM

MINUTES: The minutes for the regular meeting on April 10th, 2018 were reviewed. Motion to accept the minutes: Skip Lucier 1st; Arnie Mello 2nd. The minutes for the special meeting on April 25th, 2018were reviewed and accepted: Skip Lucier 1st, Nancy Stipe 2nd.

TREASURER’S REPORT: The Treasurer’s Report was reviewed. Chief Wilkes explained Fund 1012 is negative due to strike team. Clothing was a little high due to purchased jackets. Education and training was a high due to the USAR class which will be refunded. A payment was made to Adams Ashby Group out of New Building. Arnie Mello inquired why equipment was in the negative. Chief Wilkes explained the purchase of the OES engine in the beginning of the fiscal year. Special Department is still high due to the $10,000.00 deposit into Savings Bank. Motion to accept the Treasurers Report: Nancy Stipe 1st; Arnie Mello 2nd.

CORRESPONDENCE/PUBLIC COMMENTS: Chief Wilkes received a thank you note from Ventura County regarding the Thomas Fire.

PUBLIC HEARING: Ordinance 18-2; Adoption of the 2016 California Fire Code. Chief Wilkes announced no changes have been made to Ordinance 18-2. No public comment; hearing closed.

OLD BUSINESS: **ORDINANCE 18-2:** Ordinance 18-2 was moved up in Old Business for adoption. Arnie Mello motioned to wave the first reading; Skip Lucier 2nd.

Minutes May 8th, 2018

Page 2

Motion to adopt Ordinance 18-2: Nancy Stipe 1st; Skip Lucier 2nd. Chief Wilkes explained to the board the Ordinance will be reviewed by the city and county. The City of Willits and Mendocino County have 15 days for review and to suggest changes. After 15 days with no comments, the Ordinance will take effect in 30 days.

 **FIREHOUSE:** Chief Wilkes reported everything for the firehouse is on track. The staff will submit the April’s minutes to Adams Ashby Group for the recording of no public comments on the loan with USDA. Chief Wilkes reported Dennis Dong will be here next week for a meeting which will include Lori Adams from Adams Ashby Group. Chief Wilkes suggested two board members join as part of the construction committee. Tony Madrigal suggested Tom Herman and Arnie Mello.

**MAPPING:**  Mapping was budgeted for $16,000.00 on the 2018/2019 preliminary budget. Chief Wilkes announced to the board he applied for a $13,000.00 mapping grant in hopes to offset the cost. Chief Wilkes expects to hear an answer from the grant by June 15th, 2018. Skip Lucier inquired if a onetime cost. Deputy Chief Thomen stated it will be but maintenance will be needed for updates. Arnie Mello inquired if some unforeseen event happens with Chris Adams will the files be transferrable to someone else who can pick up where left off. Tom Herman stated if PDF anyone can, if GIS software then we would have to have a certain program for any changes. Deputy Chief Thomen and Chief Wilkes will look into shape files.

NEW BUSINESS: **RESOLUTION 18-9:** Resolution for hiring Bond Council. Skip Lucier inquired to what services a bond council provides. Arnie Mello informed the board they provide legal services for the bond. Nancy Stipe inquired f the resolution needed to be in more detail. Chief Wilkes stated he spoke with Lori Adams and she stated the resolution is sufficient as the agreement is referred to in the resolution. Motion to move Resolution 18-9 with amendment’s adding Chief Wilkes to sign in the 3rd paragraph: Tom Herman. Nancy Stipe 2nd.

 **PRELIMINARY BUDGET:** Chief Wilkes explained the staff eliminated Strike Team from the budget as strike team cannot be anticipated. The staff can change the budgetary worksheet with the county when strike team money is received. Tom Herman inquired about the $3,558.00 in Extra Help. Chief Wilkes replied the amount covers the hourly administrative overtime. Communications fund increased due to adding our monthly website fee. Membership increased as well due to the addition

Minutes May 8th, 2018

Page 3

of Cal Chamber, CSDA and a QuickBooks upgrade. Audit expense increased due to the increase in our auditor contract. Professional Services increased due to the addition of mapping which Chief Wilkes explained was much needed. Building Improvement increased due to the training tower needed to be repainted and new signs. Nancy Stipe inquired about housing provisions. Chief Wilkes explained part of the funds will come out of Capital Improvement. Tony Madrigal asked about parking lot maintenance for the Baechtel station. Chief Wilkes reported Josh Smith will be giving a quote and the City of Willits recently patched a few potholes. Chief Wilkes also reported the duty vehicle will be purchased this budget season. The duty vehicle will come out of equipment and funds from vehicle replacement. Tony Madrigal inquired if Engine 5480 will be paid off this year. Chief Wilkes confirmed that it will be. Tony Madrigal inquired about replacing hand tools. Chief Wilkes explained that Deputy Chief Thomen maintenances them but they are 14 years old on average so will need to be replaced soon as well as turnouts. Arnie Mello asked if turnouts go bad. Chief Wilkes stated UV lights affect them along with wear and tear so they will need to be replaced. Tony Madrigal suggested replacing in the 2019/20 budget season.

**FIRE RECOVEY U.S.A:** Chief Wilkes explained vehicle accident calls are increasing. Chief Wilkes would like to look into a billing system for recovering costs. Chief Wilkes stated billing would be a case by case basis to insurance companies. Arnie Mello inquired what would happen if the person does not have insurance. Chief Wilkes states we would not bill in that case. Arnie Mello inquired if we would be contracted and how long. Chief Wilkes will look into.

**VFA GRANT:** Chief Wilkes applied for a Fire Assistant Grant. Chief Wilkes stated the grant is a 50/50 grant which will assist us in our radio purchases.

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

TRAINING REPORT: Training Chief Eric Alvarez reported he has been busy with public education. Gateway Gymnastics recently celebrated their 20 year Anniversary and had asked for an Engine and suggested setting up a booth for informational purposes. Training Chief Alvarez informed the board he

will also be teaching a fire extinguisher training refresher course with Microphor in June.

Minutes May 8th, 2018

Page 4

FIREFIGHTERS’ ASSOC. REPORT: Robert McKenzie was not present. Chief Wilkes informed the board the Top Ten dinner was on May 5th, 2018. Only 7 of the Top Ten showed up with 18 attendee’s total. Chief Wilkes reported about $2,000.00 was spent on the dinner and the association may need to reevaluate future top ten dinners due to the cost and no shows. Tony Madrigal suggested a family BBQ instead of a Top Ten dinner to celebrate the firefighters.

CHIEF’S REPORT: Chief Wilkes informed the board Engine 5483 was sold to Frank Dutra Trucking. The department is still waiting on the AFG Grant for tools. Chief Wilkes is hoping to hear soon. Chief Wilkes stated the County has acknowledged the district needs to be involved more in the Cannabis permits that are in the districts area. Chief Wilkes is hoping they will be more forthcoming with information. Training Chief Eric Alvarez is now taking Chief Wilkes spot in the SRJC Advisory Committee. Burn permits will expire May 31st, 2018. After that date, those in the county can go to CalFire to obtain a permit for further burning. Chief Wilkes will be attending the Fire Chiefs meeting tomorrow in Comptche. Deputy Chief Thomen recently participated in recovery diving along with Eric Alvarez, Mike Wilder, Colter King and Greg Elliott. Chief Wilkes reported the district had 47 calls in April.

With no further business meeting was adjourned to closed session. 6:40 PM

Closed session adjourned 7:08PM.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tony Madrigal Michelle Schnitzius, Secretary/Treasurer

***This institution is an equal opportunity provider and employer.***

***Closed session findings: John Thomen wage to increase a total of 6%.***