



# LITTLE LAKE FIRE PROTECTION DISTRICT



74 E Commercial Street  
Willits, California 95490  
(707)459-6271

William Carter  
*Fire Chief*

## MINUTES

April 11<sup>th</sup>, 2023

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:01 PM.
- ROLL CALL:** Present: Nancy Stipe, Arnie Mello, Tony Madrigal, Tom Herman and Skip Lucier.
- MINUTES:** Motion to accept the March Minutes: Nancy Stipe 1<sup>st</sup>; Tom Herman 2<sup>nd</sup>. Error in March Minutes motion. Arnie was not present at the meeting to second the motion. Michelle will update. Motion to accept the March 21<sup>st</sup>, 2023 Special Meeting Minutes: Skip Lucier 1<sup>st</sup>, Tom Herman 2<sup>nd</sup>.
- TREASURER'S REPORT:** Motion to accept the March Treasurer's Report: Arnie Mello 1<sup>st</sup>, Tom Herman 2<sup>nd</sup>.
- CORRESPONDENCE/PUBLIC COMMENTS:** None
- OLD BUSINESS:** **FIREHOUSE:** Chief Carter reviewed the updated punch list for the firehouse. Marty from ACGC stopped by and repaired a few items on the list. Chief Carter stated hot water is still an issue, but the system was built to plan; therefore, the District will need to work with the engineer to resolve the issue. Harry So added once he had hot water with his shower; it only lasted about 10 minutes before it was cold. Chief Carter stated the staff is waiting for Rick, the plumber, to show up so we can discuss our options. Chief Carter reported Marty from ACGC fixed the outside gate, applied epoxy to the cinderblocks in the bay, and he will contact Rick, the plumber, True North, for the office leak and the HVAC company for updates on the As-Builts. Staff will follow through for future updates.



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**MEETING SUSPENDED:** Firefighter Manuel Orozco is off probation and was sworn in by Administrative Assistant Michelle Schnitzius. Manuel Orozco stated he was happy to be back on the department.

## MEETING RECONVENED

**NEW ENGINE 5469:** Chief Carter is hoping to receive the engine by the end of May or the beginning of June.

**USDA EQUIPMENT GRANT:** Chief Carter reported the Type 6 is still in production and he is hoping for delivery within 3 weeks.

**ENGINE 5480:** Chief Carter informed the board Engine 5480 is completed and the pistons were replaced. Tony Madrigal thanked John for working for 3 days with Ray on Engine 5480.

**PGE UTV GRANT:** Chief Carter reported the tracks for the UTV fit perfectly. The decals should be done shortly and Deputy Chief Thomen will take the UTV to the Howard Foundation for viewing.

**SOLAR FUNDING:** Chief Carter stated PG&E sent a link and the paperwork is completed to move forward. Skip Lucier added the solar panels will be delivered this week and they may start on Monday.

**NEW BUSINESS:** See the suspended meeting above.

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

**TRAINING REPORT:** Training Officer Jeff Donaldson informed the board on April 4<sup>th</sup>, 2023 the drill was on water supply and mobile attack which is required for a red card. Aaron Branscomb has been signed off as a new engineer. On April 1, 2023, Training



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Officer Jeff Donaldson and Firefighter Dion Beckmann attended a required strike team class in Mendocino. Training Officer Jeff Donaldson stated 3 more drills are required to complete the wildland series. Chief Carter will be attending Inspection classes at the end of April.

**FIRE MARSHAL:** Division Chief Alvarez reported he has been busy with hotels, motels and schools. Seven out of ten of the hotels and motels have been completed. At the same time, Division Chief Alvarez is taking photos to add to the FlowMSP software program. Chief Carter also stated the FlowMSP program is tied into Redwood Valley and Ukiah Fire Department. Division Chief Alvarez added that the Streamline Program has been working great and the District fees are minimal compared to the State Fire Marshal's office would charge a minimum of \$250.00 from portal to portal if they have to come and inspect the schools, hotels, and motels. Tom Herman inquired if the upgrades staff is working on will help the ISO rating. Chief Carter replied yes as far as pre-planning.

**FIREFIGHTERS' ASSOC. REPORT:** President Aaron Branscomb stated there are three spots open on the roster. The association is working on the fundraiser for June.

**CHIEF'S REPORT:** Chief Carter announced it looks like the firefighters will be having the July 4<sup>th</sup> water fights this year. There were 66 calls in March. Chief Carter also informed the board the County Fire Chiefs Association is looking into a Fire Wardens position and will have more information at a later time. Chief Carter is going to research the Safer Grant and the AFG Grant. Chief Carter is looking into a grant service through Lexipol. The AFG is not a matching grant, the District will have to contribute 5%. Tom Herman asked if the fee for the grant service is a percentage, and Chief Carter replied it would be a flat fee for the service. Nancy Stipe inquired if the Fire Warden is a new position and Chief Carter replied yes. Skip Lucier added they are looking for a person to be a



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voice to the supervisors and at the state level for the fire departments. Skip Lucier stated the MCAFD group is getting smaller and hopes will not go away. Chief Carter informed the board the preliminary budget is close to completion and 5 new Explorers have signed up. Chief Carter reported 5400 is out of the body shop and back in service.

The regular meeting adjourned at 6:06 PM to a closed session.

Closed session adjourned: 6:21 PM

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Tony Madrigal, Chairman

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Michelle Schnitzius, Secretary/Treasurer

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***Report out of Closed:***

***Knox Box contract update.***