



LITTLE LAKE FIRE PROTECTION DISTRICT



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

William Carter
Fire Chief

MINUTES

May 10th, 2022

- OPENING:** The regular meeting of the Little Lake Fire Protection District Board of Directors was called to order by Tony Madrigal at 5:16 PM.
- ROLL CALL:** Present: Arnie Mello, Tony Madrigal, Nancy Stipe, Skip Lucier and Tom Herman.
- SUSPEND:** Meeting suspended to move the Audit up for Zach Pehling's presentation of the audit.
- MINUTES:** Motion to accept the April minutes: Skip Lucier 1st; Arnie Mello 2nd.
- TREASURER'S REPORT:** Michelle Schnitzius reviewed the Treasurers Report with the board. Strike Teams Motion to accept the May Treasurers Report: Nancy Stipe 1st; Arnie Mello 2nd.
- CORRESPONDENCE/PUBLIC COMMENTS:** LAFCO is currently looking for board members. No public comment.
- OLD BUSINESS:** **FIREHOUSE:** Skip Lucier informed the board the As-Builts are currently being updated. Fred Russell is currently reviewing all As-Builts.

EXPLORER PROGRAM: Chief Carter informed the board Tony Madrigal stopped in Santa Rosa and grabbed information for the Explorer Program. Chief Carter stated all volunteers need to fill out the documents and have a background check. John Haschak asked the age group for the program. Chief Carter said 14-21 years. Tony Madrigal added that Healdsburg and Cloverdale offer this program as well. In the future, Chief Carter would like to see



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the explorers have gear as when the explorers reach the second phase of the training as they can go into more environments.

NEW BUSINESS: **PRELIMINARY BUDGET:** Chief Bill Carter reported to the board that the staff added a firefighter position. Chief Carter stated the new FF would have 8:00-5:00 hours and a future on-call position when ready. Having another on-call duty officer will help with the workload of this department. The goal is also for future movement in the department.

ACGC FINAL PAYMENT: Skip Lucier reported to the board the current updates for the firehouse. Fred Russell has reviewed all the As-Builts and O&M and sent a letter three days before regarding the incomplete manuals. Many issues are minor, but ACGC must address a few larger ones. Skip informed the board if we have problems with As-Builts, the general contractor is responsible for two years. If what we need is not in the As-Builts, any future projects on the building is compromised with incorrect plans. The general contractor bears responsibilities for the As-Builts. Skip asked the board if we want to return to the general contractor and have a written contract stating they will honor the warranties and As-Builts as they are. The Board of Directors agreed the As-Builts need to correct. Arnie Mello suggested to the board of directors that we wait until the general contractor responds to Fred Russell's letter. Tom Herman suggested sending a letter to ACGC with outstanding deficiencies from the Board of Directors. Tom Herman also added the final payment is the only leverage for the As-Builts. Skip Lucier stated the general contractor had sub-contractors who did a great job and others who did not. Motion to move forward with ACGC's final payment. Tom Herman 1st, with an addendum: Respond to ACGC stating deficiencies that need to be corrected. Skip Lucier 2nd.

AUDIT: Meeting was suspended (see above). Zach Pehling



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reviewed our 2021 Audit for the 2020-2021 Fiscal Year. Zach reviewed page by page to update the board. Arnie Mello suggested further explanation regarding expenditures and Zach stated he would update the audit to explain in more detail financial situations that effect the firehouse.

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

TRAINING REPORT: Training Chief Alvarez announced he is working on finishing the wildland series. Training Chief Alvarez reviewed form 214's in preparation for the wildland season. The next few drills will review hose lays and mobile attack. Training Chief Alvarez informed the board staff has had multiple elementary classes attend the firehouse for public education. The staff thanked the firefighters who volunteered their time to assist. For the last few weeks, staff has had Adrian, a high school student, help at the firehouse Tuesdays and Thursdays 3 PM-5 PM. His time will end at the end of the school year. Training Chief Eric Alvarez completed 1A, B and C series recently and thanked the board and staff for the opportunity. Two schools were finished this week and will be working on the R1/R2 and apartments shortly.

FIREFIGHTERS' ASSOC. REPORT: Aaron Branscomb reported tickets have arrived and are currently being sold for the open house. Horseman's Ranch Rodeo will be coming up and there will be a few firefighters volunteering for EMT.

CHIEF'S REPORT: Chief Carter reported there were 57 calls in April. The association Top 10 has still not been rescheduled. Chief Carter stated the association needed to build a program for events including Top 10. The staff always plans the events but there are many no-shows to assist with the events. Chief Carter is working on a 5 and 10 year plan for the department. Chief Carter has been reviewing the past documents for reference. As far a



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vehicle replacement, he will keep his rig for the Chief's response vehicle. Chief Carter and staff are also working on updating the fee schedule.

SUSPEND TO CLOSED: 6:50PM

Closed session adjourned: 7:23 PM

Tony Madrigal, President

Michelle Schnitzius, Secretary/Treasurer

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Report out of closed session:

Staff salary for Preliminary Budget was discussed.