

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
August 20, 2018

1. Call to order and reading of the mission statement.

The meeting was called to order by President Jan Hewitt at 7: 00 p.m. and the Mission Statement read.

2. Establish quorum-roll call

Those in attendance were:

BOARD MEMBERS: President Jan Hewitt, Vice-President JoAnne McLachlan, Director Cookie Stevens, and Director Kelly McGee. A quorum was established.

Absent was Director Cathy Koos Breazeal

ADMINISTRATION MEMBERS: Tim Worny, Treasurer, Terry Bolyard, Secretary and Cal Fire Chief Robert Withrow.

PUBLIC ATTENDEES: Marilyn Dillon, Ruth Ann Worny, John and Carol Asmus, Herb Goldblum, Jackie Vaughn, Bob Stevens, Firefighter Jim Darnell, and Tina Darnell.

3. Public Comments: No public comments were made.

4. Closed Session: No closed session was held.

5. Discussion/Action Items:

5a) Building Committee is Seeking Board Approval to Go to Bid for the Remodel Project at Station 151.

Kelly McGee distributed a status sheet regarding the Remodel of Station 151. A copy of that status sheet is attached to the hardcopy of the Minutes in the secretary's minutes binder. Kelly also distributed a breakdown of what all the remodel would include as well as proposed deadlines for interested contractor bids to be delivered. A hardcopy of which is also in the secretary's minutes binder. Any party interested in seeing these documents can obtain a copy from Secretary Terry Bolyard.

Kelly pointed out that Architect John Brozovich has generously offered to provide completed plans for the remodel for a cost of only \$100.00.

She also wanted to point out that Supervisor Brian Oneto asked his Board to waive the permit fee for the remodel and they agreed to do so. These two items are a great savings for LFPD.

A brief discussion was held regarding the paving of the driveway. Kelly stated that Brian Oneto indicated the possibility of a joint venture with the Building Committee to work on the front paving.

Chief Withrow suggested road base be brought in to surround the station. He told the Board if they wanted to spread road base around the station, he would bring in a crew and grader to level out the area and spread the road base.

Cookie Stevens made a motion the Remodel Project for Station 151 go to bid. Kelly McGee seconded. The motion passed with 4 yea's and 1 absent.

Social media, as well as postings in the Ledger and Buy-n-Sell, will be going out immediately to contractors possibly interested in this project.

6. Discussion Items:

6a) Consideration for Paid Position for LFPD Webmaster/Administrator. Jan Hewitt addressed the Board to seek approval for payment to the LFPD webmaster. Currently Jackie Vaughn is acting webmaster.

Chief Withrow suggested this be a stipend and not hourly wage.

The suggested stipend would be \$300 per month. This matter will be agendized on the September Agenda for approval by the Board. Jan Hewitt and Cookie Stevens will create a duty description for the webmaster.

7. Approval of Minutes from Regular Meeting of July 23, 2018.

JoAnne McLachlan moved the Minutes of the July 23, 2018 Board meeting be approved as submitted. Cookie Stevens seconded. The motion passed with 4 yeas and 1 absent.

8. Treasurer's Report: Tim Worny gave a brief rundown of the miscellaneous income received by LFPD. He also reported that to date, \$10,847 has been spent on legal fees.

9. Chief's Report:

Chief Rob Withrow gave a brief report as follows:

- There have been requests for more address signs
- Water tanks need to be filled
- The trailer is still at the consignment RV sales lot. He will check on the status
- He will give a report at the September Board meeting regarding calls received and responded to during the entire month of August
- LFPD has three volunteers: Randy Binz Jim Darnell, and Doug Mather. The three are undergoing required training. Chief Withrow is working on an orientation class that will include basic firefighting skills and CPR, Once completed by volunteers, this will allow them to respond to calls while still undergoing specific training.

Chief Withrow reported that Firefighter Randy Binz has responded to calls with the LFPD water tender. Chief Withrow commended Randy on his dedication.

Water tender #6540 is at Lynch's Automotive for a check engine light. It doesn't appear to be anything serious.

LFPD is in need of new SCBA's (Self Contained Breathing Apparatus). The cost for 12 of these needed pieces of equipment is approximately \$80,000. Chief Withrow is working on perhaps getting some "loaned" to LFPD and also looking into grants in order to purchase them.

Chief Withrow would like to put a policy in place regarding uniforms and the requirement for LFPD responders to be in appropriate uniform when responding to any call. This would identify the responders at a scene as trained LFPD.

10. Committee Reports:

Grant Committee: Nothing new to report

Fiscal and Planning Committee: Nothing new to report

Policies and Procedures Committee: Will work on verbiage regarding uniform policy

Building and Maintenance Committee: Covered under Action Item 5a

Fire and Safety Committee: JoAnne McLachlan had a "flier" regarding Ready, Set, Go. It is a list of things people should have in place in the event of evacuation. It was suggested this be incorporated with the new monthly newsletter "Puff".

Communications and Outreach: Cookie Stevens reported a schedule is being set-up by the committee for the publication of the "Puff" newsletter.

11. Auxiliary Report: Auxiliary Co-president Marilyn Dillon reported Chief Withrow had some of his crew help with the clean-up at Station 152. With their muscle, the weight equipment being stored in the station was moved to the barn. The auxiliary is preparing for the annual Fire House Concert and all the help from the Cal Fire crew, Randy Binz, and Jim Darnell was greatly appreciated.

The Fire House Concert is scheduled for September 29.

Bells-Across-America will be held at Station 151 on October 7. Chief Withrow is working on having a bagpiper and honor guard present at the ceremony.

Glen Plant reported a cap is needed on the roof of the red barn. He will look into this. He also has replaced the rotted wall on the auxiliary shed located at Station 151.

Marilyn Dillon gave a brief introduction of "Giving Tuesday." Details of this auxiliary fundraiser will be forthcoming..

12. Adjournment: Cookie Stevens made a a motion the meeting be adjourned. JoAnn McLachlan seconded. The motion passed with 4 yeas and 1 absent. The meeting adjourned at 8:15 p.m.

13. Next Regular Board Meeting: September 24, 2018 at 7:00 p.m.