

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
March 26, 2018

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

The meeting was called to order by President Jan Hewitt at 7: 01 p.m. and the Mission Statement read.

2. Establish quorum-roll call

Those in attendance were President Jan Hewitt, Vice-President Cathy Koos-Breazeal, Director JoAnne McLachlan, and Director Kelly McGee. A quorum was established.

Also in attendance: Tim Worny, Treasurer, Terry Bolyard, Secretary and Cal Fire Chief Robert Withrow.

Public attendees: Bob and Cookie Stevens, Jeff and Marilyn Dillon, John and Carol Asmus, Gary and Jackie Vaughn, Sylvia Schofield, Glen Plant, Herb Goldblum, Andrea Macon, Hack and Margene Severson, Bob Benker, Shanan Greene, Jolene Mittelstadt, Dan and Brandon McGee, Sabrina Guzman, Don Dowell and Tom and America Rees.

3. Public Comments: At this time Joanne McLachlan moved to have Chief Withrow address the meeting.

4. Cal Fire Chief Rob Withrow Report:

Chief Withrow briefly went over the Cal Fire/LFPD contract. He advised the contract had been signed by the LFPD Board and was in the process of being finalized.

The Chief went over Cal Fire's roll in providing supplemental support to LFPD. He explained that all Cal Fire personnel are "all risk responders". They are trained to not only fight both wildland and structure fires, but are certified EMT's as well.

Chief Withrow went on to explain that Cal Fire will be providing 24/7 assistance both in on and off fire season. The annual cost to LFPD for providing this service is approximately \$179,000

With the problem on upper Shake Ridge with the road separating, Chief Withrow stated emergency vehicles were still allowed to use Shake Ridge. Asked what the response time (approximate) was for Cal Fire to get to the Station 151 area and Station 152 area, Chief Withrow responded: approximately 10 minutes to 151 and between 15 and 20 minutes to 152.

Chief Withrow stated LFPD needs to rebuild its volunteer base. Letters need to go out and social media used. He also suggested the Board revisit their Policy and Procedures and he would work with them to have LFPD Policy and Procedures work with Cal Fire's.

All-in-all, LFPD needs to be built back up.

Bob Benker stood and gave a brief history of Lockwood. He had served with LFPD for

20 years as chief.

Chief Withrow distributed a 30/60 Day Action Plan (a copy of which is attached to the hardcopy of these Minutes).

He advised that there were 26 calls responded to between February 1 and March 26.

Finally, Chief Withrow advised Firefighter ID cards were being made and a few more reflective address signs were being installed.

As Chief Withrow finished his presentation, Jolene Mittelstadt stood and addressed the Board. She distributed a written request for financial information for LFPD. Her request included year-to-date check account registeries for the general fund and Measure M, a year-to-date statement of the El Dorado Bank Strike Account, and the most current outside agency audit. Tim Worny said he would be happy to provide that information to Jolene.

Don Dowell also submitted a request for a copy of the monthly treasurer's report. Tim Worny agreed to provide that to him and also stated that he (Tim Worny) would provide the monthly treasurer's report to web master Jackie Vaughn to be posted with the approved Minutes.

5. Discussion/Action Items: Revise Petty Cash Procedures.

Tim Worny advised there was \$500 in cash sitting in a cash box at fire station 151. He advised this money isn't used and suggested it be deposited back into the LFPD general fund. Joanne McLachlan moved the petty cash be redeposited into LFPD general fund. Kelly McGee seconded. The motion passed unanimously.

Tim Worny stated John King's name needed to be removed as a person authorized to have a debit card for LFPD. It was agreed only the Board President and Board Treasurer need to maintain the debit cards. Cathy Koos-Breazeal had previously held a debit card but was happy to relinquish it to Jan Hewitt.

6. Discussion:

6a) Status of Reconveyance of Properties. Jan Hewitt updated that the County had requested further verbage to the reconveyance documents (that was provided) and the reconveyance issues should be resolved soon.

6b) Cathy Koos-Breazeal asked about mitigation funds for tires. Tim Worny advised there were general funds that would be able to purchase the tires.

7. Approval of Minutes from Regular Meeting of January 22, 2018, Special Meeting of January 24, 2018, and Special Meeting of February 12, 2018.

January 22, 2018: Joanne McLachlan moved to approve the Minutes. Cathy Koos-Breazeal seconded. The motion passed with 4 yeas, 0 no's

January 24, 2018: Kelly McGee moved to approve the Minutes. Cathy Koos-Breazeal seconded. The motion passed with 4 yeas and 0 no's.

February 12, 2018: Cathy Koos-Breazeal moved to approve the Minutes, Kelly McGee seconded. The motion passed with 4 yeas and 0 no's.

8. Treasurer's Report for February 2018. Tim Worny stated the County had not completed their report as of the time of this meeting. A new budget needs to be done before the beginning of the new fiscal year.

The check reimbursing Joanne McLachlan for the class she recently took and paid for out of her own funds came in. This check was from a scholarship Joanne received for the class but the check was made payable to LFPD. Tim said he would just endorse the check over to Joanne.

The debit card issue was again addressed. The Fiscal and Planning Committee will meet and resolve this issue.

9. Committee Reports:

Grant Committee: Cathy Koos-Breazeal advised the Safer Grant was a work in progress. The 50/50 Grant will be handled by Chief Withrow and Tim Worny.

Fiscal and Planning Committee: Joanne McLachlan reported that the committee had a meeting in February but there was still a lot to be done and the committee will be meeting again soon.

Policies and Procedures Committee: Joanne McLachlan advised new wording was needed and she will be working with Chief Withrow. Joanne suggested pay-per-call be increased and wish to move to have the stipend program deleted. This matter will be agendized on the April Board Meeting Agenda. Chief John King's name needs to be removed from the Policies and Procedures Manual.

Building and Maintenance Committee: Kelly McGee reported. She suggested new plans be drawn up to make Station 151 more of a working facility: i.e. meeting facility and defer the idea of a sleeping quarters for the time being. Tim Worny advised he had contacted seven contractors regarding work to be done at Station 151. Only one of the seven responded with interest and a bid.

Kelly McGee suggested the new trailer which was recently purchased for LFPD to use for 24/7 coverage be sold as LFPD did not have the personnel. This matter will be agendized on the April LFPD Board Meeting Agenda.

Fire and Safety Committee: Cathy Koos-Breazeal advised that she was notified the green bins previously stationed at 151 were no longer going to be made available. Chief Withrow said he would look into the matter and see if something can be worked out.

Communications and Outreach: Chief Withrow will put out a press conference to the public advising of the Cal Fire and LFPD contract. He will work with web master Jackie Vaughn to get the press conference on local social media.

10. Auxiliary Report: Auxiliary Co-president Marilyn Dillon reported the Taco de Marzo dinner was (again) a great success even with the inclement weather.

11. 8:57 p.m. At this time, President Jan Hewitt dismissed the public and the Board went into closed session.

9:31 p.m. The closed session adjourned and the public reconvened.

Jan Hewitt advised the public the Board had met and the current investigation is ongoing.

12. Adjournment: Joanne McLachlan moved the meeting be adjourned. Kelly McGee seconded. The meeting was adjourned at 9:32 p.m.

8. Next Regular Board Meeting: April 23, 2018, 7:00 p.m.