

**LOCKWOOD FIRE PROTECTION DISTRICT**  
23141 Shake Ridge Road  
Volcano, CA 95689  
Minutes of Regular Meeting of the Board of Directors  
October 22, 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: Battallion Chief Mike Wiedner, Jackie Vaughn, Tina Darnell, Debra Abrams, Herb Goldblum, Dan McGee and Brandon McGee.

**3. Public Comments:** No public comments were made.

**4. Closed Session:** No closed session was held.

**5. Discussion/Action Items:**

**5a) Establish Webmaster/Public Information Coordinator Position. Offer Position to Jackie Vaughn.**

Jan Hewitt distributed duty requirements for the webmaster/public information coordinator. Jackie Vaughn agreed with the duties required and advised the Lockwood website is in good shape and agreed to continue as LFPD's webmaster.

It was suggested Jackie receive \$300 per month for this position. Jackie also agreed with this amount and stated she would keep track of the time she spends keeping the website current and providing information (via the website and social media) to the LFPD community.

Cookie Stevens made a motion to establish a webmaster/public information coordinator position, offer the position to Jackie Vaughn and pay Jackie \$300 per month. Also, that the pay be re-evaluated in six months. Joanne McLachlan seconded the motion.

The motion passed with 4 yeas and 1 absent.

**5b) Discussion and Vote on Bids Received for the Remodel of Station 151.**

Kelly McGee reported only two bids were received by contractors and both exceeded \$100,000 for remodeling Station 151 according to the plans drawn up.

Cookie Stevens made a motion to reject both bids. Kelly McGee seconded. The motion passed with 4 yeas and 1 absent.

**5c) Rescoping of the Remodel Project at Station 151 and Reopening Bid Process for the Project.**

Kelly McGee and Joanne McLachlan reported to the Board on the overwhelming amount of codes and regulations required by the County to do a remodel of Station 151. Joanne asked the Board's permission to attend the Board of Supervisors' meeting to ask for help in narrowing down the exact codes and regulations LFPD needs to follow for a remodel. It was agreed Joanne attend this meeting.

Kelly stated a request for bids was posted for six weeks when, in fact, it was only required the posting be for five days, wait five days, then repost for another five days.

Cookie Stevens made a motion that once more information is received for a remodel, after Joanne attends the Board of Supervisors' meeting, the remodel project be revamped and the bidding process be reopened. Kelly McGee seconded. The motion passed with 4 yeas and 1 absent.

**5d) Approve \$700 Expenditure on Electrical Work Done at Station 152.**

Kelly McGee made a motion to approve payment of \$700 for electrical work done at Station 152. Joanne McLachlan seconded. The motion passed with 4 yeas and 1 absent.

**6. Discussion Items:**

**6a) Support for Election Polling Place at Station 152.**

Jan Hewitt explained that Station 152 will, again, be used for the November 6 election as a polling station. A Board member or LFPD personnel will need to open the station for the pollworkers to set up on November 5, open the station on November 6 by 6:00 a.m. and close the station after the polls close. Joanne McLachlan stated she would be available to represent the Board on November 6 throughout the day. Terry Bolyard advised she would be working as a pollworker and would therefore be at the Station throughout the day. Tina Darnell volunteered her husband, Firefighter Jim Darnell, to open and close the station as needed.

**6b) Improvements Needed at Station 152 – Auxiliary email received.**

Kelly McGee stated an email was received from the LFPD Auxiliary to the Building and Maintenance Committee stating the roof on the barn at Station 152 was in need of repair and the cost would be approximately \$500. The Auxiliary asked that the \$500 be split 50/50 between the auxiliary and the Board.

Other work needed are counter tops installed, interior paint, and move the gas stove from Station 151 to Station 152.

The Board agreed and approved these improvements.

## **7. Approval of Minutes from Regular Meeting of September 24, 2018.**

Cookie Stevens moved the Minutes of the September 24, 2018 Board meeting be approved as submitted. Kelly McGee seconded. The motion passed with 3 yeas, 1 absent and 1 abstain.

**8. Treasurer's Report:** Tim Worny advised the trailer has been sold and LFPD netted \$18,000 from the sale.

Tim also advised LFPD has received \$25,000 from Cal Fire for the use of the water tender and operator Firefighter Randy Binz.

When the fiscal and planning committee meet, Tim suggested 25 – 30% of the monies received from Cal Fire be earmarked for future equipment repairs and replacement.

Tim cancelled LFPD's contract with Dish Network. This will be a savings for LFPD. However, the receiver and remote could not be located resulting in LFPD having to pay for that equipment.

## **9. Chief's Report:**

Chief Withrow reported the following:

- There were 9 calls during the month of September
- Volunteer Program is ongoing
- Firefighters Randy Binz and Jim Darnell are near completion of training wherein they can respond to medical calls
- Tina Darnell continues to assist Chief Withrow in scheduling training for the volunteers
- Battalion Chief Wiedner reported of a vehicle accident which occurred on October 22 resulting in a medivac call.
- A Chiefs' meeting will be held on November 14 with the focus on a Measure M workshop
- There are no staffing changes between LFPD and Cal Fire
- Training Officers are working on standardizing training programs between Amador Fire/Cal Fire/Lockwood
- Chief Withrow asked for a November agenda item which will discuss the need to purchase four refurbished AED's (Automated External Defibrillators)  
Approximate cost \$3671
- Engine #6540 needs new batteries – approximate cost \$1061.24
- When the time comes, Chief Withrow has a contact to have grading done and rock put down around Station 151

## **10. Committee Reports:**

Grant Committee: Chief Withrow suggested a committee member attend the Fire Safe Council meeting to avoid duplicating applications for grants and focus on grants for specific needs

Fiscal and Planning Committee: Will meet in January to work on 2019 budget

Policies and Procedures Committee: JoAnne McLachlan will provide a report after she attends the Board of Supervisors' meeting regarding policy for remodeling a public building

Building and Maintenance Committee: Kelly McGee advised the Board of Supervisors have requested a “map” of where the County can store their road maintenance equipment and sand at both stations.

Fire and Safety Committee: Nothing new to report

Communications and Outreach: Jackie Vaughn suggested a thank you be posted – perhaps in the Ledger – for the community's involvement and support during the Bells-Across-America ceremony. Jackie will asked the auxiliary to send a thank you to the Honor Guard and bagpiper for their participation at the event.

Jackie passed out a draft of the “Puff” newsletter. It met with approval by the Board. Jackie will have copies made to place in the “Take One” boxes around the community.

Jackie asked the Board to approve her idea of setting up “Cloud” space to save files. The Board agreed.

At the November Board meeting, Jackie will present a proposal for changes to the LFPD website.

It was suggested, and approved, to have the LFPD Board meetings start at 6:00 p.m. during the winter months.

**11. Auxiliary Report:** Tina Darnell talked about Giving Tuesday (November 27). She advised a video was being made highlighting the volunteers, their commitment to LFPD and the commitment of the auxiliary to support Lockwood.

Debra Abrams reported there was a good turn out of the community for Bells-Across-America and she thanked 'Chief Withrow and Cal Fire for the Honor Guard and bagpiper.

Jackie Vaughn thanked Chief Withrow for arranging the tour at Camino.

**12. Adjournment:** Joanne McLachlan made a a motion the meeting be adjourned. Cookie Stevens seconded. The meeting adjourned at 8:44 p.m.

**13. Next Regular Board Meeting: November 26, 2018 at 6:00 p.m.**