

LOCKWOOD FIRE PROTECTION DISTRICT

23141 Shake Ridge Road Volcano, CA 95689

Meeting of the Board of Directors Agenda - March 25 - 6:00 p.m.

In-person Meeting at Station 151 - 23141 Shake Ridge Rd., Volcano CA
95689

Join Zoom Meeting:

<https://us06web.zoom.us/j/87204116099?pwd=rwGivkhh7QzSgOWc2EwhcWbGy3y5Xw.1>
Meeting ID: 872 0411 6099
Passcode: 096357

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

LFPD CREED: The principal purpose of this district is the protection of its citizens through the prevention and extinguishing of fires and the protection of life and property. May each action taken by this board be for the benefit of the district and for no other purpose – self serving or otherwise.

2. Establish quorum-roll call

3. Closed session. Closed session Authority:

According to the California Government Code 54957, the Lockwood Fire Protection District Board of Directors reserves the right to hold a closed session for consideration of real property negotiations, pending litigation, threats to public buildings or public access and personnel matters. **No closed session.**

4. Public Comments:

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Lockwood Fire Protection District; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting.

5. Discussion and Possible Action Items

- A. Acceptance of Letter of Resignation from Board President Jan Hewitt**
- B. Announcement of Board Vacancy**
- C. Discussion and Possible Action of Review of LFPD Resolution to consider dissolution and annexation to AFPD**
- D. Review and acceptance of updates to the LFPD Operations Policy Manual.**

E. Signing of the Conflict of Interest Form 700

This form is to be kept in the District file.

F. Discussion of hiring a District Treasurer

6. Approval of Minutes from Special Board Meeting of February 20, 2024

Motion_2nd _____ Vote: Yeas _____ No _____ Absent _____ Abstain _____

7. Approval of Minutes from Board Meeting of February 26, 2024

Motion_2nd _____ Vote: Yeas _____ No _____ Absent _____ Abstain _____

8. Budget report

9. Chief's Report

10. Committee Reports:

Grant Committee
Fiscal and Planning Committee
Policies and Procedures Committee
Building and Maintenance Committee
Communications and Outreach

11. Auxiliary Report

12. Adjournment

Motion 2nd _____ Vote: Yeas _____ No _____ Absent _____ Abstain _____

Next Board Meeting: Monday, April 22nd.

LOCKWOOD FIRE PROTECTION DISTRICT

23141 Shake Ridge Road Volcano, CA 95689

Meeting of the Board of Directors Minutes - February 26 - 6:00 p.m.

In-person Meeting at Station 151 - 23141 Shake Ridge Rd., Volcano CA
95689

Join Zoom Meeting:

[https://us06web.zoom.us/j/85951909631?pwd=AvAyWARZQDo7jz8yt0vC
AftnEX5XN9.1](https://us06web.zoom.us/j/85951909631?pwd=AvAyWARZQDo7jz8yt0vCAftnEX5XN9.1)
Meeting ID: 859 5190 9631
Passcode: 624907

The meeting was called to order at 6:09pm by Board President Jan Hewitt.

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

LFPD CREED: The principal purpose of this district is the protection of its citizens through the prevention and extinguishing of fires and the protection of life and property. May each action taken by this board be for the benefit of the district and for no other purpose – self serving or otherwise.

2. Establish quorum-roll call

President Jan Hewitt called roll. Those in attendance: President Hewitt, Director Don Dowell, Director JoAnne McLachlan, Director Cookie Stevens. Those absent: Director Kelly McGee. Quorum established.

3. Closed session. Closed session Authority:

According to the California Government Code 54957, the Lockwood Fire Protection District Board of Directors reserves the right to hold a closed session for consideration of real property negotiations, pending litigation, threats to public buildings or public access and personnel matters. **No closed session.**

4. Public Comments:

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Lockwood Fire Protection District; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting.

- a. Amador Fire Protection District Public Information Officer Kayla Dale was given the

lectern to speak. She addressed an article published by Ad Hoc committee member Jackie Vaughn in the Ledger Dispatch on February 9th, which she maintained held misleading comments framing the LAFCO process as AFPD wanting to forcibly overtake LFPD. PIO Dale wanted the community to know that AFPD was not forcing any decision on LFPD regarding consolidation or dissolution, and that as another party in the decision making process, AFPD also had a choice to make in whether or not they would even want or be feasibly able to take on LFPD. She mentioned she had noticed some very negative and misleading, if not wholly untrue, conversations unfolding on Facebook and Nextdoor that lent themselves well only to speculation and fear, and she mentioned that her attempts to clarify muddled information were blocked on Nextdoor in particular. She also shared that people had been calling and walking into AFPD stations to criticize personnel, citing the outrage they felt at reading Jackie Vaughn's Ledger Dispatch article.

Battalion Chief Justin Yelinek then stepped up to the lectern and told those in attendance a little about himself. He shared that it took 3,000 hours of in-classroom training, not including physical training regimens, practices, drills, on-the-job training and strike team assignments, over the course of his career to demonstrate proficiency in all the responsibilities necessary to become a Battalion Chief. He emphasized that an enduring firefighting career with growth opportunities would almost certainly mean for personnel what it had meant for him: Missed summers and vacations with families, missing the birthdays of young children, and repeatedly missing first days of school. He said that this extended time away from family was a known part of this job, and wished to emphasize that although firefighters know what kind of sacrifice the job requires, it's not unreasonable to request that the community refrain from creating a hostile environment for firefighters. Battalion Chief Yelinek shared that the conversations AFPD firefighters were seeing on social media concerned them, and they were beginning to feel unwelcome responding in this area, participating in joint trainings, or assisting LFPD with calls in this district. He said that AFPD would not shut down any fire stations, and in fact are interested in opening more. He assured the room that AFPD wishes to support LFPD in any way possible, regardless of the outcome of the LAFCO process, but wished to stress that firefighting can often be thankless and necessitate distance and isolation from family, friends and other important factors in a firefighter's mental health and overall wellbeing. He urged everyone present to consider that making such a significant personal sacrifice only to receive public hostility does not further a good rapport or working relationship. He asked that people find a way to opine publicly without so much negativity, as district residents have reportedly been going door to door claiming that AFPD plans to shut down fire stations and take or get rid of equipment. He also reassured all in attendance that AFPD supports LFPD in whatever outcome, praising the dedication and work of those helping look into an increased parcel tax as a method of funding independence.

Jackie Vaughn then stepped up to the lectern to apologize for the harsh public treatment AFPD personnel had received, and assured PIO Dale she had not been walking door to door or rallying anyone, but had only been sharing her opinions. She shared that her main concern was with the Board, and that she had concerns about transparency and public outreach regarding consolidation over other options. She said that her opinions don't include thinking of AFPD as a bad fire department or that they

would do LFPD wrong, simply that consolidation isn't necessary. She maintained that she had no role in blocking PIO Dale from participating in conversation on social media. She clarified that all she wants is for LFPD to explore every option available to them, and that publishing letters in the newspaper was meant to get more people paying attention to new developments and coming to the Board meetings. She expressed grief that when her article was published in the Ledger Dispatch as a "press release", this had not been done with her knowledge or at her behest, as she and the other person who wrote it made sure to disclose that it was written by two ad hoc committee members. She reiterated that she thought no ill of AFPD, but simply had seen concerning history with consolidations, and praised the JPA between LFPD and AFPD. Jackie apologized to Battalion Chief Yelinek and PIO Dale for the hostilities AFPD had been receiving, apologized for any impact her opinions might have had in giving others the idea they should behave this way. She said she would be willing to re-examine whether her concern about something that happened with Fiddletown's fire department had tinted her view of the facts, and that she would look into different ways to word her opinions that would not evoke confrontational desires from readers, and that would leave readers open to hearing AFPD's side of the story. Jackie thanked and complimented them for their service, hard work and dedication to their district, and assured those present that she didn't want to strain the relationship between LFPD and AFPD, in case consolidation would be the best available option if LFPD's independence were not discovered to be financially feasible.

PIO Dale thanked Jackie and said she appreciates the apology and recognition. She wished to let those present know that the enduring phone-ins and walk-ins have all occurred under the assumption and verbiage that AFPD is actively trying to dissolve and liquidate LFPD, and essentially take all of LFPD's assets and money before shutting down stations. She also mentioned that someone had approached an AFPD volunteer whose primary job is with PG&E, requesting a grant from PG&E to fund LFPD.

5. Discussion Items:

6. Action Items:

a. Adopt updated conflict of interest language for OPM section 1020.2 as follows: Directors shall file Form 700 Statements of Economic Interests annually on April 1st with the Lockwood Fire Protection District and retain the Form 700s for all Board members.

Board President Jan Hewitt briefly recapped information from the January 22nd Board Meeting: The Form 700 is to be filed annually, as required by the state, identifying whether Board members have any conflicts of interest. As the county Elections Office would no longer be retaining these, the language in the OPM would be updated to reflect the change in filing procedure.

Board Director Cookie Stevens added that she and President Hewitt had taken this time to also make a few small changes to other language of the OPM, and that the file had been emailed to the Board. She asked if any Board members had any last minute input or changes. President

Hewitt asked if she would need to change instances of “Fire Chief” to “Interim Fire Chief” for the duration of Interim Fire Chief Binz’s service in this role, then revert the language to “Fire Chief” when appropriate. It was concluded that this temporary change was not necessary.

Motion to approve the updated conflict of interest language for OPM section 1020.2: Board Director Don Dowell

Motion_2nd: Board Director Cookie Stevens

Vote: Yeas 4 No _____ Absent _____ Abstain _____

b. Approve Resolution adopting the updated Policy and Procedures Manual Section 1020.2. The updated policy and resolution will be sent to Kimberly Grady, the recorder/clerk at Amador County Registrar of Voters.

President Hewitt checked to ensure all Board members had read this resolution; All had done so. She additionally asked if any members of the public would like to read the resolution, to which no interest was demonstrated.

Motion to approve Resolution adopting the updated Policy and Procedures Manual Section 1020.2: Board Director JoAnne McLachlan

Motion_2nd: Director Stevens

Vote: Yeas 4 No _____ Absent _____ Abstain _____

All Board Directors and the Board Secretary signed the document after the motion passed.

c. Read out the results of the survey postcard count conducted at the 2/20/24 Special Meeting and discuss next steps. Possible action required.

See also - Attachment: Survey Results spreadsheet prepared by Director Don Dowell.

After reading the results (attachment), Director Dowell shared updates as follows regarding the response postcard count: That the majority of the responses had been counted during the Special Board Meeting on February 20th, but that the days between then and now were spent counting a few more there weren’t time for in the meeting, as well as counting late arrivals. Additionally, time and consideration went into how to count multiple parcel owners’ submissions, or to count votes without addresses where the responder’s name could, without question or doubt, be connected to that of a parcel owner (for example, for responders having very specific or uncommon names, or names which occur only once in both the parcel owner list and the response collection). Ad Hoc committee member Jackie Vaughn helped count the additional votes.

Director Stevens shared that she thinks it would be wise to reiterate again what consolidation would mean, as she doesn’t think it has been discussed at the length it requires to be understood, so it may help quell the public’s fears to actually understand what is meant by consolidation. At the very least, she thinks it’s necessary to get a ballpark figure of what consolidation would cost compared to other options.

Director McLachlan explained that a consolidation would simply change the response area boundary and the oversight board, and that the cost of AFPD’s assessment was actually a little less expensive than what Lockwood residents are currently paying. She thought it advisable to let LAFCO continue their financial analysis and be open to learning what the results are.

Director Dowell expressed that the LAFCO process might reach completion before a ballot measure could be drafted allowing for a formal vote on potential parcel tax increase.

President Hewitt reiterated that the LAFCO process was initiated to perform a thorough investigation and analysis into the pros and cons of the options presented to LFPD, and that completion of the LAFCO process and action on a best solution discovered during the process were, themselves, mutually exclusive. She maintained that the completion of the LAFCO process didn't come with any requirements to vote on or immediately implement any discovered best solution, but instead would require town hall meetings and public hearings be held to allow the public to ask questions about the now fully investigated and understood best solution discovered during the LAFCO process. She added that fully discovering all the pros and cons of each route forward is necessary to give complete information about each route forward, particularly the best possible route forward to the public, and that this was what the LAFCO process was meant to do. She reminded the room that the resolution to participate in the LAFCO process had already passed and the application had already been filed. She said she believed it was important to allow the process to proceed so the point of public hearings could be reached, and the community could have their question answered, as many people are requesting access to information that the LAFCO process' thorough analysis is meant to acquire.

Director Stevens added that the aforementioned information would be accurate and the result of financial analyses conducted by LAFCO, as opposed to simply people's opinions, fears, rumors or theories. She said it's important to fully understand and report all known advantages and disadvantages of each possible outcome so the community can be given the facts.

President Hewitt added that it's very important to get answers to questions such as what all the conditions might be of merging with AFPD and what the benefit assessment might be, and that until we have this information, there is a limit to how many of the public's questions we can even answer. Additionally, information the LAFCO process compiles about each path forward will give the public new questions to ask that they wouldn't think to ask without that added context.

President Hewitt agreed that thorough community outreach and education was important, but that the completion of the LAFCO process didn't itself necessitate any immediate fulfillment of whatever the verdict may be (consolidation, dissolution, etc) and that there would still be time allotted for public hearings and answering of questions. She also took a moment to reiterate for posterity that the survey was conducted to collect parcel owners' willingness to pay an increased parcel tax if it would keep LFPD independent, and was not about whether or not residents approved or disapproved of consolidation with AFPD. She also shared that while the 33% response rate for the survey postcards is a good response rate given how these campaigns usually fare, this still also meant that 67% of the community had not yet weighed in.

Director McLachlan assured those present that their opinions and concerns were important to the Board, but that so far, most of the engagement yielded by the public outreach and education had come from those present in the room and a small and vocal group who had yet to appear at meetings, but mostly held their conversations on social media.

Director Dowell shared concern that it might demonstrate a lack of care for the community by moving the LAFCO process along before everyone is made aware of what each option being investigated entails.

Jackie Vaughn wished to reiterate the importance of utilizing the email list to update members of the community about Board meetings and updates on the LAFCO process and parcel tax increase initiative, to include residents who don't use social media. She was concerned there hadn't been enough time to do enough of this, and asked for an update on the LAFCO process timeline.

President Hewitt responded that the current best estimation is 5 or 6 months, based on how long it typically has taken in the past, so the estimate

Ad Hoc committee member Sharon Dowell expressed concern that the response postcard initiative was the first time the wider public had been made aware of the Board's investigation into LFPD's path forward, the LAFCO process, or the parcel tax increase as a mechanism for funding independence. She hoped that time could be taken to continue with public outreach and education, and felt it would be counterintuitive to move forward with the LAFCO process without more attention given to this regard, and more information about all the alternatives available to LFPD.

Board President Hewitt reiterated again that the purpose of the LAFCO process is to acquire this necessary information by running numerous cost analyses of each possible path forward for LFPD, and to weigh to pros and cons of each so that factual information may be reported to the public at public hearings, and so that people can ask questions that pertain specifically to factual information.

Director McLachlan shared that she greatly preferred hearing input, opinions and concerns from the small handful of people who have shown consistent interest in, and engagement with LFPD at meetings or via LFPD's official venues of communication, but she's noticed that turnout to the meetings does not seem proportionate to the amount of outreach LFPD is doing through their official modes of communication.

Sharon Dowell also asked for a status check from Board Secretary Zi Golightly on whether all the new LAFCO or parcel tax increase questions submitted to info@lockwoodfire.org had been answered and added to the FAQ section of the website. Secretary Golightly replied that, in addition to Sharon's own questions submitted, all of the 4 relevant questions submitted had been answered, and 2 of those submissions were different wordings of the same question. All relevant questions received were answered and posted to the website. Most questions submitted were entirely unrelated, and were commonly requests for fire patch or coin donations for the personal collections of children and retired EMS workers.

7. Approval of Minutes from Special Board Meeting of January 8, 2024

Motion to approve minutes as submitted: Director McLachlan

Motion_2nd: Director Stevens

Vote: Yeas 4 No Absent Abstain

8. Approval of Minutes from Board Meeting of January 22, 2024

Motion to approve minutes as submitted: Director Stevens

Motion_2nd: Director McLachlan

Vote: Yeas 4 No Absent Abstain

9. Budget report

Director Dowell reported that the documents necessary from the county to complete this

report had not yet been received.

10. Chief's Report

Interim Chief Binz reported a total call volume of 25, with a distribution of: 10 medical aids, 8 traffic collisions, 2 electrical hazards, 3 structure fires (one of which was only an alarm) and 1 public assist.

The month's trainings had been in patient breathing assessments (including how to conduct these assessments in patients confirmed positive for COVID-19), CPR recertification classes and water supply management and deployment.

Chief Binz expressed his gratitude for Battalion Chief Yelinek's support and collaboration on the water supply training, and an overall appreciation for AFD's help with LFPD's trainings.

He reported that 2 volunteer firefighters have currently committed to 2 days per week of mandatory response, while the rest are responding from home. A minimum of 2 personnel respond to each call, and Station 151 is currently staffed. 2 volunteers are still attending EMT classes. There are a total of 9 volunteer firefighters currently, and that John Bishop, the new volunteer and paramedic from Nebraska, has been a huge help with medical training and education, as he is also a medical instructor. He is currently cleared to respond to medical calls, but still needs to complete Volunteer Firefighting Academy before he can respond to other types of calls.

He additionally shared that he'd just received an email from AFD Battalion Chief Watkins regarding the upcoming courses, which included Driver/Operator 1a and 1b and FEMA Incident Command System course 100. Enrollment costs were \$300 per person for each Driver/Operator course.

He also reported that Engine 6526 broke down on Fiddletown Road en route to a medical call after the heater popped a fuse and prompted the engine to perform a safety shutoff. During the repair for the fuse, it was also discovered that the water pump was leaking. The total cost of repairs was \$1,700. This cost did not include the towing invoice, which had not yet arrived. Chief Binz added for context that Engine 6526, is fairly old (1999) and is LFPD's most-used vehicle, responding to a majority of the calls.

Finally, Chief Binz shared that the need had arisen to purchase new hoses, which are \$150 per hundred feet, and each engine requires 400 feet of hose total. He will continue to perform quality tests on all hoses.

11. Committee Reports:

Grant Committee

Director Dowell reported that he and Interim Chief Binz had originally discussed submitting a grant for a tactical water tender, but had instead shifted focus and are looking into a 2002 or similar year engine to replace Engine 6520. Chief Binz is currently compiling call data and analytics to submit to the grant organization, while Director Dowell collects financial data and cost estimates. Director Dowell also reported he had recently attended a seminar on vehicle

acquisition and writing grant narratives, and found it very helpful in empowering him to show they're meeting the funding requirements.

President Hewitt thanked Director Dowell for his report, and added that the VFC grant for the year had been approved, which pays for half of any approved volunteer fire equipment. She asked Chief Binz to finalize the list of gear and tools that would require grant applications.

Fiscal and Planning Committee

President Hewitt suggested that this committee meet soon. Director McLachlan added that the 2023 audit needs to be completed and that some additional information needs to be collected for the auditor, and that this needs to be addressed between now and the next Board meeting. She explained that when LFPD's Treasurer role was temporarily delegated to AFD, the auditor and his staff went there to receive the necessary information. President Hewitt recalled them meeting to review the records, but hadn't received any additional communication about what the auditor and team still needed that LFPD now needed to provide before the report could be closed out. She also hasn't been made aware of any problems with the report requiring immediate attention. The committee will need to meet to review whether or not it's still feasible to have a Board member also serve as Treasurer, or if that's a policy of the past. She also told those present that any money disbursed to LFPD from the county is viewable in the check register. She said anyone is able to view the check register if they're concerned any county money is being spent on anything unrelated to fire service.

Policies and Procedures Committee

Director Stevens reported that she had updated the Operations Procedure Manual, and will share it with the Board in the coming week. This would be voted into acceptance at the next Board meeting.

Building and Maintenance Committee

Although Director McGee was not present to deliver this report, Interim Chief Binz reported his intent to arrange for a service call to check Station 151's water tank, as water pressure in the station had been low recently.

Communications and Outreach

Secretary Golightly reported that 4 questions about parcel tax increase (2 of them near identical) had arrived through the website's form submission service, around the same time that Sharon Dowell submitted hers. All questions were answered and uploaded to the Parcel Tax Increase FAQ. All other questions submitted were requests for fire service memorabilia for collectors, which had become more common submissions recently in response to patch collection becoming a social media trend. She said she was unable to comply with any requests for gifts of patches or coins for personal collections, and that these requests all came from out of state. Director Dowell said that was unsurprising, and it's likely that those starting collections for social media trends likely don't realize patch and coin collections have long been a trade culture between EMS departments, families and veterans. Secretary Golightly also shared that the February 21st was the deadline for Upcountry News article submissions and that the Auxiliary already had plans to publish an article about the Book & Bake Sale, and President Hewitt added that there was possible flexibility, as Debbie keeps a spot available for LFPD in the paper. Debbie had emailed Chief Binz about combining his Chief's Update with the Auxiliary event

article, and he agreed to do so. In closing, Secretary Golightly reported that she would be sending out a reminder about the next Board Meeting to LFPD's email list and would begin posting these reminders to social media, but that she didn't think it wise to send out multiple Board Meeting reminders a month because subscribers and social media followers had already been receiving many updates about the Parcel Tax Increase surveys and FAQ, and that between Auxiliary event reminders, Public Information updates, incident reports and CAL FIRE press releases, it was important not to make email subscribers feel spammed by LFPD or they would begin to unsubscribe. Director Hewitt agreed that one notification a month about Board Meetings would be sufficient.

12. Auxiliary Report

As President Hewitt was not present for the most recent Auxiliary meeting, Secretary Golightly delivered this report based on the minutes she took as Auxiliary Secretary.

The Auxiliary discussed the Book & Bake Sale planning meeting and logistics surrounding setup, breakdown, everyone's plans for baked goods and amounts of each, collection dates on each Saturday of march prior to the event, special pickup requests for book donations, flier posting and signage. Debbie Abrams had volunteered to spearhead the Bake Sale side of the event, and had plans to bake significant amounts of a few different treats. Zi had emailed the flier to the Events list, posted it on social media and pinned it up at every known grocery store bulletin board, plus the Volcano post office. Deb Elliot had her box truck ready and was making some extra signs.

The LFPD flier boxes posted at the residential mailbox clusters were also undergoing repairs or replacement with the combined efforts of a committee formed to fix, replace and reinstall them, after collecting a thorough map of their locations and the condition of each cluster box.

Secretary Golightly also shared here what she had told the Auxiliary already: That Jackie Vaughn had run the article she and Sharon wrote for the Ledger Dispatch by Secretary Golightly before submitting it, and Secretary Golightly okayed the article specifically because Jackie and Sharon were very straightforward about having written it on behalf of the Ad Hoc Committee. After the Ledger Dispatch somehow published it as a "Lockwood Fire Press Release", Secretary Golightly enlisted Jackie's help removing that mistake from the Ledger Dispatch's website. Although this was done quickly, the mistake was printed in the newspaper and out in the world already, so Secretary Golightly let the public know that she had not written it and that the Ad Hoc Committee had included no verbiage suggesting Secretary Golightly had written it.

Additionally published in the Ledger Dispatch was President Hewitt's very uplifting article about the revitalization of the Auxiliary and the events of the year.

13. Adjournment

Motion to adjourn: Director McLachlan moved to adjourn.

Motion 2nd: Director Stevens

Vote: Yeas 4 No _____ Absent _____ Abstain _____

14. Next Board Meeting: Monday, March 25th.

To: Lockwood Fire Protection District Board of Directors

From: Ad Hoc Survey Committee

Re: Survey Results

The following are the results of the survey as of the deadline of February 16, 2024. We are still receiving a few stragglers in the mail which will be incorporated into the totals as presented to the Board at the February 26th meeting, but these late entries are not likely to change the totals significantly.

Respectfully submitted,

Survey Totals				
Yes with address:	176	Yes	239	67.13%
Yes with no address:	63	No	77	21.63%
No with address:	37	Need more Info	40	11.24%
No with no address:	40	Returned surveys	356	
Need more info w/ address:	24	Undeliverable count	33	
Need more info w/o address:	16	Sent Surveys	1098	
		Participation percent		32.42%

Don Dowell

Board Member

Ad Hoc Committee member

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	1/31/2024			
			BALANCE SHEET			
ASSETS:						
101780	Cash - General Fund		\$ 110,827			
101785	Cash - Capital Improvement Fund		\$ 59,036			
101786	Cash - Measure M & Prop 172		\$ 259,465			
115001	Cash - El Dorado Savings/WestAmerica		\$ -			
	Total Cash & Investments		\$ 429,328			
111004	Accounts Receivable		\$ 38,695			
142000	Prepaid Expenses		\$ 2,139			
150620	Fixed Assets-Structure		\$ 380,931			
150630	Fixed Assets-Equipment		\$ 1,072,205			
150631	Fixed Assets-Depreciation		\$ (994,136)			
	Total		\$ 929,162			
LIABILITIES AND FUND BALANCES:						
	Liabilities		\$ 106,197			
	Investment in Fixed Assets		\$ 447,156			
	Reserves and Control Balances		\$ 295,689			
	Total		\$ 849,042			
			INCOME STATEMENT			
		M		Year	Annual	
Revenues:		YTD		Month	to-date	Budget
44100	Interest income			3,248.36	9,246.04	4,000
45640	Intergovernmental					
45641	Prop 172					
45641	Measure M	126,559.28		10,910.42	126,559.28	180,000
46024	Mitigation Fees					
46025	Impact Fees				1,000.00	
47010	Assessments				42,862.50	76,000
47890	Donations/Fundraisers					
47890	Other (StrikeTeam,AFPD,etc.)			-	13,049.12	10,000
	Total Revenues	126,559.28		14,158.78	192,716.94	270,000

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	1/31/2024			
		M		Year	Annual	
Expenditures:		YTD		Month	to-date	Budget
50100	Salaries - Firefighters	99,581.34		9,950.00	99,581.34	161,280
50310	FICA - Firefighters	6,274.52		761.18	6,274.52	15,000
50500	Workers Comp Insurance	11,563.50			11,563.50	30,000
50600	Unemployment Insurance	916.67		497.19	916.67	3,000
51500	Insurance & Bonds			62.62	11,577.30	25,000
51800	Maintenance - Buildings & Structures				248.00	5,000
51900	Supplies - Firefighters				8,231.43	20,000
52200	Office Expense				500.05	2,500
52300	Professional & Services			3,645.67	4,130.67	5,000
52302	Outside Legal				941.50	2,000
52328	Professional Services - Audit					5,000
52400	Public & Legal Notices					1,000
52870	Staff Training	1,074.00			1,074.00	5,000
52900	Vehicle Expenses					25,000
52900	Vehicle Expense - FUEL			357.29	5,465.99	10,000
56200	Equipment / repairs					5,000
53000	Utilities			829.93	5,520.89	12,000
	Subtotal Expenses	119,410.03		16,103.88	156,025.86	331,780
	Excess of Revenue over (under) Expenditures before loan payments	7,149.25		(1,945.10)	36,691.08	(61,780.00)
			CAPITAL ACTIVITY			
56100	Buildings and Improvements			-	-	-
56200	Capital Equipment			-	-	15,000
	Subtotal Expenses			-	-	15,000
	Total Expenses			16,103.88	156,025.86	346,780
	Excess of Revenue over (under) Expenditures after loan payments	7,149.25		(1,945.10)	36,691.08	(76,780.00)
	Total M					

Minutes of LFPD Auxiliary Meeting

MARCH 4th, 2024

This meeting was moved to Zoom due to concerns about travel to Station 151 in inclement weather.

1. Call Meeting to Order: The meeting was called to order at 10:00 a.m. by President Dyann Paradise. Those attending: President Dyann Paradise, Secretary Zi Golightly, Treasurer Terry Bolyard, Deb Elliot, Jackie Vaughn, Bobbie Crowell, JoAnne McLachlan, Jan Hewitt, Sylvia Schofield

2. Minutes of February 12, 2024: It was moved to approve the minutes after two small changes were made that Deb pointed out. Treasurer Terry Bolyard moved to approve the minutes after these changes were made. Bobbie Crowell seconded. The motion passed with all Yeas.

3. Treasurer's Report:

Checking: \$4,715.81

Savings: \$14,008.56

No major changes, but still awaiting the invoice that includes savings interest.

Bill: \$756 for Streamline, the Special District web platform used to host LFPD's website.

After Zi explained what Streamline was and that it was for a service in use, Terry said that this cost would be split evenly between LFPD and the Auxiliary.

4. Chief's Report:

Chief Binz was not available to give this report.

OLD BUSINESS:

a.) Cluster Boxes

Bobbie said that discussions with Gary Vaughn about repair and replacement as necessary were still underway, to determine whether to adopt the plexiglass placards from Staples and some kind of weatherproofing like clear packing tape or glue, as well as if t-stakes would be used.

Deb reported that some cluster boxes are still serviceable without having to be replaced. Some boxes already contain the Book & Bake Sale flier, and people have taken notice; more people take pictures of the flier than actually take a flier.

Bobbie said that any serviceable cluster box should stay in place to finish out its lifespan, with repairs to damaged ones. Current numbers: 11 need replacement, 6 have lids missing, 9 are fine, and 4 new spots need approval for cluster box placement by Gary.

b.) Signage

At the previous meeting, Deb had shown her painted slip-on sign covers made from 5 gallon silver mylar zip bags that slip over the Pancake Breakfast signs and can advertise events by way of stencils and paint as needed. These signs had withstood the rain wonderfully and

many agreed they looked great. Deb said she got the bags at an auction and still has a big bag of them.

Dyann and Ron made 4 additional signs that were well placed in downtown Volcano and looked great. She made and printed them from her computer and laminated them. Deb said it was awesome not to have to fumble with plywood.

Zi said she would follow up on the A-frames being put out during staffing hours at each station, and would see who the Jeep belonged to that was often seen at Station 152. Jackie floated the idea of designing bumper stickers for fire personnel to put on their cars; Zi said she would look into the material necessary to make weatherproof LFPD stickers, and see if firefighters would be willing to put the stickers on their cars.

NEW BUSINESS:

a.) Book & Bake Sale pre-event planning

Dyann talked to Debbie Abrams, who will deliver bakery containers to anyone needing them, as she has them on hand already for her own baking needs. She asked everyone to put their name on a tag she will give them, so that any of your items that don't sell can find their way back home with you easily. Someone said that members of the public had offered to bring baked goods; Deb said the Auxiliary will already have more than enough, and Terry pointed out that from a health & safety standpoint it was not advisable to accept these. JoAnne mentioned that someone who had offered two loaves of bread was also interested in joining the Auxiliary, and Dyann said to thank them for the kind gesture but let them know we have enough baked goods, but can always use more Auxiliary members.

b.) Pre-event setup

Dyann said that the day-before event setup would commence at 4pm at Station 151, and that as many hands on deck as possible would be appreciated. Dyann has made genre cards for table toppers, and coffee sales cards.

JoAnne said she didn't think the tables at Station 151 would be enough, and that we may need some from the Barn. As Deb said the box truck would not be available for this task, Zi asked if anyone had a long pickup truck. Terry said that firefighters have often assisted with this in the past, and it was worth asking, so Zi said she would ask, and would also see if tables would fit in her or Bobbie's vehicles diagonally with the rear seats and front passenger seats folded down.

Debbie Abrams had been in touch to request 2 tables, in an L shape, in the corner near the kitchen for the Bake Sale and coffee area.

Terry volunteered to work the cash box for book sales, while Debbie would take money for the Bake Sale.

Jackie recommended the pricing guide be written on the whiteboard. Zi agreed to do this. Dyann said she would post info boards with Parcel Tax Increase survey results for those who hadn't yet seen them.

Deb urged those participating to pace themselves with the lifting and moving of books, and to remember that boxes in a shape you know you can maneuver might not be a weight that your body can handle for long periods of time or altogether. She recommended that people lift large boxes in teams of two. She also asked that everyone keep an eye out for identifiably first edition, vintage or rare classic books, which can be sold for a bit more. Deb said she would

prepare a list of what to look out for. In closing, she said that this was a test event and was not likely to be perfect, as we haven't done it before.

When the idea arose to bring shopping bags for people's large book purchases, Zi, Bobbie and Deb offered to bring an abundance of bags they had in excess at home. It was requested that everyone who had unneeded bags please bring them.

Jackie reminded everyone who had an Auxiliary shirt or apron to wear theirs, to make themselves identifiable as event staff.

Deb thanked everyone for their hard work and participation and said we looked to be in pretty good shape.

c.) News Articles

Jackie mentioned she had a couple freebie article spaces, and that Jack put two articles on the sidebar of section 2 of the Ledger Dispatch. The first was an article by the Ad Hoc Committee about the parcel tax increase surveys, and the second was Jan's article about the revitalization of the Auxiliary and upcoming events.

Zi reminded everyone that printed copies of the Ledger Dispatch had the AHC's article labeled as a "Press release from LFPD", and that neither she or Jackie understand why this choice was made, but that Zi had seen the AHC's article before it was submitted, and could verify that Jackie and Sharon made it clear they co-wrote it as an AHC initiative. Jackie had since reached out and had "press release" removed from the Ledger Dispatch website, but the newspapers out in the wild would still have the mistake on them. Zi was made aware of this on February 9th when someone wrote to her Public Information Coordinator email to ask if she had really written it.

d.) Clothing Drive

Deb has talked with Cash4Clothes and has a pickup schedule for donations set up. Like last year, the drive donation days will be every Saturday in April in the Pine Grove Market parking lot. Deb will put this information on the info board at the Book & Bake Sale, near the PTI survey results.

e.) Groups.io

Jackie let everyone know she has sent out the invites to everyone's emails listed on the Auxiliary member list. She asked that anyone who hasn't received an invitation to their email please check their sub-inboxes such as Spam, Socials, Updates and Promotions to see if it wasn't delivered to their main inbox, and that if they still didn't find the invitation, to ask Jackie to send them another. She also said that if anyone finds the site confusing or has problems with it, they can call her for help. She said she really likes using it to send out advisories, but understands that some people just won't wind up using it, and that so far, not many members who had joined the group were still engaging with it, and that 5 members had never joined.

JoAnne said that because she doesn't follow, she must be one of the 5. Jackie said she'd be happy to help JoAnne get started and show her how to use it.

f.) Upcoming Events

MARCH 9th Saturday: Book & Bake sale, 9am-1pm at Station 151

APRIL all Saturdays: Clothing drive, 9am-1pm at Pine Grove Market

MAY 5th Saturday: Tacos De Mayo, 5pm-8pm at Station 152

PANCAKE BREAKFAST: September looking good to avoid peak heat months. Fall is getting kind of stacked, so the main goal is not to have 2 Auxiliary events in the same month.

SOUPER SATURDAY/SOUPER SUPPER: Probably in Fall, but there's plenty of time and meetings to discuss. November would work if the Pancake Breakfast would be moved to September.

Jackie remembered she needs to return some chafing dishes the Auxiliary lent to Glenn and that she's helping him return. Zi agreed to pick these up and put them back in the Barn when she went to measure tables for transport.

Report by Board President Jan Hewitt:

Jan reported that the Parcel Tax Increase survey results were read to the public at the February 26th board meeting. Zi also sent the results out to the email list and posted them on LFPD's website, under Governance -> Parcel Tax Increase, above the FAQ. The total response rate was 33% of parcel owners, with 67% not responding, but that this is actually a good amount of engagement given how these kinds of survey campaigns usually go.

Sylvia suggested it might be worthwhile to also post the results in the cluster boxes.

Terry asked if responses without addresses were counted after all. Jan replied that they were, but as their own separate Yes/No/Need More Information categories.

Closing comment: Zi said she would finalize the Auxiliary involvement & event info sheet and make an Auxiliary events mailing list when she next went over to Jackie's.

Adjournment: The meeting adjourned at 11:03 a.m.

Next LFPD Auxiliary Meeting on April 1st at Station 151 at 10:00 a.m. This meeting will discuss the spring Clothing Drive and potentially Tacos De Mayo.

Recording Secretary,
Zi Golightly

Minutes of LFPD Auxiliary Meeting
FEBRUARY 12, 2024

1. Call Meeting to Order: The meeting was called to order at 10:05 a.m. by Lynn Gravesen. Those attending: Lynn Gravesen, Sherri Binz, Deb Elliot, Treasurer Terry Bolyard, Bobbie Crowell, Donna Forsythe, JoAnne McLachlan, Jackie Vaughn, Lura O'Brien, Secretary Zi Golightly, Interim Chief Randy Binz

2. Minutes of January 22, 2024: The minutes were tabled to fix some account totals recorded backwards (checking's amount inputted for savings, and vice versa). Treasurer Terry Bolyard moved to approve the minutes after this change was made. Bobbie Crowell seconded. The motion passed with all Yeas.

3. Treasurer's Report:

\$55 in donations placed in the Boot during the Cookies With Santa Event

\$10 Reimbursement to Jan Hewitt for purchase of electric chafing dish for Auxiliary food events

\$0.88 (Two donations of \$0.44 each) from UK Donations

Checking: \$4,715.81

Savings: \$14,008.56

4. Chief's Report:

Calls: 7 Medical aid, 1 structure fire, 1 electrical hazard, 6 traffic collisions – Chief Binz took this time to remind everyone to slow down when it's snowing, raining or icy, and to ask others to do the same.

Purchase proposal: 6 long sleeved Class B uniform tops, 2 firefighter badges, 1 Chief badge, 12 beanies, 2 EMT multitool instruments for the volunteers enrolled in EMT class. Will order after the cost of the Chief Badge and long sleeved Class Bs are confirmed.

Chief Binz took a moment to show everyone the new large TV used primarily for live dispatch and staffing through an app called I Am Responding. He explained how the app worked to those unfamiliar with it.

OLD BUSINESS:

a.) Cluster Boxes

Lynn and Bobbie took a day trip to observe and document all the cluster boxes and their state of wear. Four new cluster box locations were discovered, and Bobbie added these to a list she had made for Gary and Lynn. She passed the list around for everyone to see, and additionally passed around a clear plexiglass placard she acquired from Staples, with a Book & Bake Sale flier inside, to demonstrate her idea for weatherproofing the paper announcements.

A decision about whether to use the placard approach, continue with the old approach of clear flier boxes, or find a different method will need to be made before any construction progress can begin. The current ideas should be run by Gary Vaughn, Bill McKenna and Ron Paradise, who can help determine the best approach to weatherproofing or propose alternate

methods before they begin building the replacement boxes. It was suggested that real estate agents be contacted and asked about their favorite cluster box construction. Although it would be preferable to have boxes with at least 5 fliers inside for residents to take, the single-flier placard method would eventually begin to save on printing costs. Bobbie had acquired a rough estimate of \$96 in total to make a placard for each cluster box, and she volunteered to handle the updating of the event messaging in each box (removal of past event fliers and replacement with either an upcoming event flier or a Join The Auxiliary infosheet). Deb suggested that after Gary decides on construction materials, that the Auxiliary can save money if everyone searches their garages or storage and see if they have any of the materials Gary needs. Bobbie reported that Debbie & Tom Abrams have t-posts. Sherri suggested that Bobbie take charge of that group and that everyone be sure to communicate with her about it.

b.) Signage

Deb Elliot showed a mylar sign base she had brought with her, and explained that its reflective background served as good contrast for opaque letters that could be applied somehow – Painting, vinyl or the like. Everyone agreed that this would be a good method for which to display the Book & Bake Sale advertising, and that these signs could be left out and presumably not messed with in the same way that A-frame signs tend to be.

NEW BUSINESS:

a.) Book & Bake Sale

Deb reported that Debbie Abrams had volunteered to be in charge of the bake sale portion of the event. Zi shared that the baked goods signup sheet was live and had a few signups already from people baking cookies, although the bake sale was by no means exclusive to cookies. Coffee would be priced at \$1 per cup.

The Book & Bake Sale flier would soon be rolled out to the email list, and either a spreadsheet or an email thread of locations at which to post fliers. Zi volunteered to post fliers throughout Jackson at the grocery store bulletin boards there, as well as at Pine Grove Market and IGA Pioneer. She encouraged others to post fliers anywhere they frequent, such as community centers or their churches, where appropriate.

Deb also shared that book collections had already begun, and that she would be bringing her box truck to the station for collection days and potentially to people's houses for special pickups. The two Saturdays preceding March 9th (February 24th and March 2nd) would serve as collection days at Station 151, which Chief Binz had approved. The event itself would need a setup and breakdown crew.

b.) Marketing

Jackie wrote and submitted an Ad Hoc Committee article to the Ledger Dispatch's print from Friday, February 9th, and by merging it together with the article about the revitalization of Lockwood's Auxiliary, she was able to buy a quarter page to hopefully get more eyes on either article. A copy of the Ledger Dispatch was passed around, and the Auxiliary article was very uplifting.

Bobbie asked how public information has been handled for the Auxiliary in the past. Lynn and Deb responded that it hasn't been very structured in the past, but that Deb was now in charge of information and coordination.

Deb suggested that the signage for the Book & Bake Sale event, in the form of the mylar signs and the A-frames, be placed out immediately. Zi volunteered to go letter the A-frames and to bring one to Station 151, and to add the event to the website and make an email push campaign after. Deb said she would see about fitting the mylar signs over the corrugated plastic Pancake Breakfast signs.

When the idea of making a Facebook Group (or page) for the Auxiliary resurfaced, Jackie and Zi proposed the idea of giving Groups.io a try, as choosing Facebook limits who can participate only to those who feel safe or willing to have a presence on Facebook, excluding many people who do not. Two members of the Auxiliary shared that any avenue besides a social media group/page would be preferable. The idea of trying out Groups.io as an alternative to nesting email threads and replies, appeared favorable; Jackie agreed to set up a Groups.io group for the LFPD Auxiliary and advised everyone to be on the lookout for email invitations to the platform.

c.) Upcoming Events

MARCH 9th Saturday: Book & Bake sale, 9am-1pm at Station 151

APRIL all Saturdays: Clothing drive, 9am-1pm at Pine Grove Market

MAY 5th Saturday: Tacos De Mayo, 5pm-8pm at Station 152

Report by Board President Jan Hewitt: Jan was not present for this Auxiliary meeting.

Adjournment: The meeting adjourned at 11:07 a.m.

Next LFPD Auxiliary Meeting on March 5th at Station 151 at 10:00 a.m. This meeting is to discuss final planning for the week immediately leading up to the Book & Bake Sale Event, as well as discuss and prepare for April's clothing drive.

Recording Secretary,
Zi Golightly