

LOCKWOOD FIRE PROTECTION DISTRICT

23141 Shake Ridge Road

Volcano, CA 95689

Minutes of Regular Meeting of the Board of Directors

January 28, 2019

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

The meeting was called to order by President Jan Hewitt at 6:00 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, Director Cathy Koos-Breazeal, and Director Kelly McGee. A quorum was established.

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

PUBLIC ATTENDEES: Battalion Chief Mike Wiedner, Jackie Vaughn, Firefighter Randy Binz and his wife Sherri, Firefighter Jim Darnell and his wife Tina Darnell, Firefighter Doug Mather and his wife Michelle, Herb Goldblum, Dan McGee, John and Sylvia Schofield, Glen Plant, Sharon Bertolucci, Jeff and Marilyn Dillon, Bob Stevens, Richard Lee, and Supervisor Brian Oneto.

3. Public Comments: Mr. Richard Lee addressed the Board regarding a lake he has on his property which is located on Buckeye, right off of Shake Ridge near Hale Road. Mr. Lee distributed documents which addressed the possibility of developing a backup water source for fire fighting. He stated the lake on his property is approximately 35 feet deep and easily accessible on land or by helicopters. His suggestion is to put in solar panels and install a pump which would keep the lake full year round. A copy of Mr. Lee's handout is in the secretary's Minutes binder. There would be a cost to the community to upgrade the existing lake and dam, install solar, install a pump and maintenance costs. Chief Rob Withrow suggested he and Battalion Chief Mike Wiedner go and look at the lake and the surrounding property. The Board thanked Mr. Lee for his offer and suggestions and said they would discuss the issue further after Chief Withrow and Battalion Chief Wiedner report back.

4. Closed Session: No closed session was held.

5. Special Announcement and Presentation:

a) Retiree Presentation

Chief Withrow presented Cathy Koos Breazeal and Glen Plant with plaques commemorating their years of service with LFPD. He also presented them with their badges which were adorned with "Retired" across the front. Cathy Koos Breazeal addressed the Board and public and said it was an honor to serve as a firefighter and EMT for 13 years with Lockwood.

b) Promotion

Chief Withrow presented Firefighter Randy Binz with the Bugel pins for his collar representing FF Binz has complete his certification and is now promoted to engineer. His wife Sherri pinned the Bugel pins on his collar. FF Binz expressed his appreciation and thanked Chief Withrow for his guidance and mentoring during his training.

c) Badge Pinning Ceremony

Firefighters Randy Binz, Jim Darnell, and Doug Mather were all presented with their official Lockwood Fire Protection District Badges as each have completed their certification as firefighters. The wives of these gentlemen pinned the badges on their shirts.

The three firefighters then each took their oath to serve LFPD and the community.

A round of applause congratulated the men. A short break for coffee and cake (provided by auxiliary President Sylvia Schofield) was taken for pictures and handshakes.

6. Action Items:

6a) Continue or Discontinue Use of Time Clock

Treasurer Tim Worny addressed the Board regarding the time clock at Station 151. He suggested the time clock really was not needed at this time as a spreadsheet was in place and being used to track the firefighters time when responding to calls, working at the stations, etc. He said if a firefighter was required to go to Station 151 to “punch in” prior to responding to a call, obviously the response time would suffer. Chief Withrow stated the spreadsheet now being used is working well.

JoAnne McLachlan moved the use of the time clock be discontinued. Kelly McGee seconded. The motion passed unanimously.

6b) Approval of G-Suite for email/cloud/calendar applications for department use.

Webmaster Jackie Vaughn addressed the Board and asked that this matter be deferred to the February Board meeting as she is still doing research for the best applications available and the cost.

The matter is deferred.

7. Discussion/Action Items

7a) Discussion of Remodel Project

7b) Review of Building Committee Report

7c) Consideration/Approval of Resolution 19-01

Building and Maintenance Committee Members Kelly McGee and JoAnne McLachlan provided the Board with documents regarding the remodel of Station 151. JoAnne explained LFPD could opt in to Resolution 19-01 which would allow LFPD to seek a contractor for the upgrade and remodel of Station 151 within the budget limit of \$60,000 and use the uniform cost accounting procedures put in place by this Resolution. A copy of the documents provided are in the secretary's Minutes binder.

Cathy Koos Breazeal moved the Board approve Resolution 19-01. Cookie Stevens seconded. The motion passed unanimously. President Jan Hewitt signed the resolution. A copy of the signed document is provided in the secretary's Minutes binder.

7d) Future Paving Project at Station 151

The matter of paving Station 151 was discussed. JoAnne McLachlan said, obviously no paving could be done until late spring/early summer, but Station 151 did need to be repaved from the two bays out to the street. Chief Withrow suggested road base be spread all around Station 151. He stated if LFPD purchased the road base, his Cal Fire crew could grade the area and spread the road base without cost to LFPD. This matter will be further discussed closer to spring when the weather would be better.

7e) Livestreaming Video of Board Meetings.

Cookie Stevens presented the Board with information regarding equipment and tech support from a company called Open.Media. This would allow all Board meetings to be livestreamed to community residents who are unable to attend Board meetings but wish to be apprised of what took place. There was a discussion regarding how many residents in the community would actually log-on to watch the livestream and would it justify the cost. It was suggested the Board meetings be audio taped and the tapes made available for any residents wishing to hear what took place during the meetings. Minutes (approved by the Board) are kept by secretary Terry Bolyard and are posted on the LFPD website. Terry keeps hardcopies of all approved minutes, along with documents distributed in a binder – also available to anyone interested

JoAnne McLachlan moved the matter of livestreaming Board meetings be deferred until a future date. Cookie Stevens seconded. The motion passed unanimously.

8. Approval of Minutes from Regular Meeting of November 26, 2018.

Cookie Stevens moved the Minutes of the November 26, 2018 Board meeting be approved as submitted. Cathy Koos Breazeal seconded. The motion passed unanimously.

9. Treasurer's Report: Tim Worny stated he didn't have the County's December report so he had nothing to report on as yet. He did state the company that did LFPD payroll – P&L Bookkeeping - would no longer be doing the payroll. Tim reported 414 Accounting in Ione will now be doing the payroll.

10. Chief's Report:

Chief Withrow reported the following:

- There were 13 calls during the month of November and 14 calls during the month of December
- Chief Withrow met with potential volunteer Mike Jennings and advised Mr. Jennings is looking forward to being a part of LFPD. Mike is an engineer with the San Jose Fire Department. He and his family recently purchased a home in the Lockwood District. Chief Withrow will undergo the process of bringing Mr. Jennings on board.
- LFPD firefighters will participate in a ride-along training event wherein they will

ride-along with the medic-unit of (?) to gain knowledge and experience during medical calls.

- During the Chiefs' meeting, the focus is still on Measure M funds
- Chief Withrow distributed a copy of the 2019 Volunteer Firefighter Training Schedule (a copy is in the Minutes binder)
- Chief Withrow is working on getting a Volunteer Training Program up and running
- LFPD "jaws of life" needed maintenance – that has been taken care of.
- Chief Withrow advised the Board he is asking a third party – unaffiliated with LFPD or Cal Fire – to go over the Policy and Procedures of LFPD to be sure they are in compliance
- All LFPD volunteers are involved with an on-line certification program called Target Solutions
- Driver 1a and 1b training will take place soon
- Chief Withrow said he would like to get new reflective signs for both Station 151 and Station 152 which would be easily seen when driving on Shake Ridge. He will discuss this further at a future Board meeting

Number 11 omitted by clerical error

12. Webmaster Report: Jackie Vaughn reported the new LFPD website should be up and running in two weeks.

13. Committee Reports:

Grant Committee: Nothing new to report

Fiscal and Planning Committee: Will meet after receiving the County's report

Policies and Procedures Committee: Nothing new to report

Building and Maintenance Committee: Addressed under 7a-c

Fire and Safety Committee: Nothing new to report

Communications and Outreach: Chief Withrow reported he is organizing Town Hall meetings in various area to educate the community in wildfire safety i.e. defensive space, evacuation plans, situational awareness, etc. The first Town Hall meeting is scheduled to take place in Red Coral on February 7. A Town Hall meeting for the LFPD community with take place at Station 152 sometime in late April or early May

14. Auxiliary Report: Auxiliary Co-President Marilyn Dillon reported the success of the Souper Saturday Supper bringing in just over \$1000. The next event will be the Taco de Marzo dinner – date in March to be determined. Jeff Dillon, who oversaw the parking along with John Schofield during the soup dinner, reported a trench in the parking area at Station 152 seems to be getting wider and asked the Chief to take a look and see what can be done.

12. Adjournment: Joanne McLachlan made a motion the meeting be adjourned. Cathy Koos Breazeal seconded. The meeting adjourned at 7:51 p.m.

13. Next Regular Board Meeting: February 25, 2019 at 6:00 p.m.