

**LOCKWOOD FIRE PROTECTION DISTRICT**  
23141 Shake Ridge Road  
Volcano, CA 95689  
Minutes of Regular Meeting of the Board of Directors  
August 23, 2021  
6:00 p.m.

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

The meeting was called to order by President Jan Hewitt at 6:10 p.m.

**2. Establish quorum-roll call**

Those in attendance were:

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

**ADMINISTRATION MEMBERS:** Tim Worny, Treasurer, Board Secretary Terry Bolyard and newly appointed Webmaster Megan Watts.

**ABSENT:** Director Don Dowell and CAL FIRE Assistant Chief Rob Withrow

**PUBLIC ATTENDEES:** Jackie Vaughn, LFPD Firefighter Kris Morris, Steve Alread, Aaron Vogel

**3. Closed Session:** No Closed Session

**4. Public Comments:** Jackie Vaughn addressed the Board announcing her retirement from LFPD as of September 30, 2021. She introduced Megan Watts who will be replacing her as LFPD Webmaster/Public Relations Coordinator. Jackie also stated she is starting a new project – General Mobile Radio Service (GMRS). Jackie and Steve Alread briefly went over what GMRS was all about and how it would benefit the Lockwood community. Jan expressed the Board's gratitude for all Jackie has done for LFPD and welcomed Megan aboard.

**5. Action Items:**

**5a) Approval for new GMRS group to use one of the LFPD stations as a meeting place.**

As stated above, Jackie Vaughn and Steve Alread explained what GMRS was all about and that a start-up committee is underway. They requested the use of either Station 151 or 152 for the GMRS committee meetings.

Kelly McGee made a motion to allow GMRS to use either station as a meeting location. Cookie Stevens seconded. The motion passed with 4 yeas and one absent.

**5b) Approve letter of support from LFPD for new GMRS radio group.**

Jan Hewitt read a letter she had prepared for Lockwood supporting the new GMRS radio group. Cookie Stevens made a motion to approve the proposed letter of support. Joanne McLachlan seconded. The motion passed with 4 yeas and one absent.

The newly formed group will be entitled: Lockwood Neighborhood Radio Group

**5c) Approve Surveillance Cameras Estimate**

Cookie Stevens distributed estimates for surveillance cameras to be installed at Station 151 and Station 152. After a brief discussion of locating surveillance equipment which was previously installed at Station 151, and obtaining estimated cost of purchasing equipment from perhaps Costco, this matter was tabled and will be re-addressed at the next scheduled Board meeting.

**5d) Set up a committee to develop criteria and recommendation for hiring a dedicated fire chief for Lockwood in 2022.**

Joanne McLachlan volunteered to serve on the committee to develop criteria and recommendation for hiring a dedicated fire chief for Lockwood in 2022. Cookie Stevens also volunteered to serve on the committee.

Kelly McGee moved that Joanne McLachlan and Cookie Stevens serve on the committee to develop criteria and recommendation for hiring a dedicated fire chief for Lockwood in 2022. Cookie Stevens seconded. The motion passed with 4 yeas and one absent.

**6. Discussion Items: No discussion items on the agenda**

**7. Approval of Minutes from Regular Meeting Of July 26, 2021.**

Cookie Stevens moved the Minutes of the LFPD Board Meeting held on July 26, 2021 be approved. Joanne McLachlan seconded. The motion passed with 3 yeas, 1 abstain, and 1 absent.

**8. Treasurer's Report:** Tim Worny reported the County has completed their year end report. He will now contact the LFPD auditor to begin the 2021 audit.

**9. Chief's Report:**

CAL FIRE Assistant Chief Rob Withrow was absent but provided Jan Hewitt with his report.

- Total calls for the month of July: 14

- 8 Medical
- 2 Wildland Fire
- 1 False Alarm
- 1 Smoke Check
- 1 Physical Assist
- 1 Agency Assist

- Volunteers have been staffing Station 151 each day because of the fire activity
- The LFPD water tender has been committed to the fire (Caldor) since it started. LFPD Firefighters Randy Binz and Kris Morris are operating the water tender with the new volunteers rotating each day to gain experience
- Rob thanked the LFPD Auxiliary for providing food and drink for our firefighters as they staff Station 151
- LFPD Firefighters Kris Morris and Ethan Moore have completed their EMT Class and will soon take the National Registry test to become certified EMTs
- LFPD volunteers have completed the vast majority of the basic wildland firefighter training and have moved to driver operator training.
- Firefighter training has moved to Thursday evenings
- Hopefully a Badge Pinning Ceremony can take place this fall for the new volunteers
- Rob and LFPD Firefighter Brian Jones (a registered nurse) are currently working with Mountain Valley EMSA to keep Lockwood as a CE provider and get certified to teach Emergency Medical Responder Classes
- Engine #6530 is still at Hi Tech Fire Apparatus in Oakley
- The new EMS supplies and equipment has arrived and is in service on the LFPD equipment
- Much of the new/replacement fire tools have been ordered and starting to arrive

#### **10. Committee Reports:**

Grant Committee: Don Dowell was absent. Nothing new to report

Fiscal and Planning Committee: Nothing new to report

Policies and Procedures Committee: Nothing new to report

Building and Maintenance Committee: Kelly McGee will obtain the final sign-off on the remodel of Station 151. Jan suggested the Board consider allowing Station 151 to be used by other groups as a meeting place. Perhaps renting Station 151. Tim advised the Board would need to contact the insurance carrier to discuss liability, etc.

Communications and Outreach: Nothing new to report

Disaster Preparedness Ad Hoc Committee: Nothing new to report

**11. Auxiliary Report:** Terry reported the Auxiliary's next meeting is September 13 at Station 151. The Auxiliary will decide at that time whether to go forward with the planned concert (scheduled for October 2) or to cancel due to the rising number of COVID cases in the County.

Auxiliary members have signed up to make food to supply LFPD firefighters staffing Station 151. Energy drinks and protein bars have been purchased as well.

**12. Adjournment:** Joanne McLachlan moved to adjourn the meeting. Cookie Stevens seconded. The meeting adjourned at 7:30 p.m.

**13. Next Regular Board Meeting: September 27, 2021 at 6:00 p.m.**