

**LOCKWOOD FIRE PROTECTION DISTRICT**  
23141 Shake Ridge Road  
Volcano, CA 95689  
Minutes of Regular Meeting of the Board of Directors  
May 24, 2021  
6:00 p.m.

**DUE TO THE GOVERNOR'S EXECUTIVE ORDER N-25-20, THE LOCKWOOD FIRE  
BOARD OF DIRECTORS CONDUCTED ITS MEETING REMOTELY USING  
ZOOM.US**

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

The meeting was called to order by President Jan Hewitt at 6:02 p.m.

**2. Establish quorum-roll call**

Those in attendance were:

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

**ADMINISTRATION MEMBERS:** Tim Worny, Treasurer, CAL FIRE Assistant Chief Rob Withrow, and Webmaster Jackie Vaughn

**ABSENT:** Board Secretary Terry Bolyard

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

**4. Public Comments:** Jackie Vaughn addressed the Board requesting them to consider putting two water tanks at Station 152. Jan Hewitt asked what capacity. Jackie requested the Board to give this some thought and perhaps agendaize the matter as a discussion item at a future Board meeting.

**5. Action Items:**

**5a) How To Change Lockwood Election Cycle To Comply With New State Law.** Jan addressed the Board regarding the new State Law requiring elections be held in even numbered years. As this new law would require some of the Board directors to either have their term shortened by one year or extended an additional year, Jan asked each Director their preferences. After discussion, Don Dowell made a motion to extend the terms for one year. Joanne McLachlan seconded the motion. The motion passed with 5 yeas and 0 no's.

**5b) Dedicate Lockwood Station 151 In Memory Of Long Time Fire Chief Bob Benker.** CAL FIRE Assistant Chief Rob Withrow addressed the Board requesting Lockwood Station 151 be dedicated to Bob Benker. Bob served as LFPD Fire Chief for 20+ years. Rob suggested a plaque commemorating Bob and an unveiling ceremony in the near future. Don Dowell made a motion Station 151 be dedicated to the memory of Bob Benker. Kelly McGee seconded. The motion passed with 5 yeas and 0 no's.

**5c) Paint The Front Bay Building Of Station 151 (Admin Building) Not To Exceed \$3500.** Rob Withrow requested the Board approve an expenditure to have the front bay building at Station 151 professionally painted now that the remodel is very near completion. Treasurer Tim Worny advised this expenditure would not be a problem. Joanne McLachlan moved to approve the front bay building at Station 151 be painted – the cost not to exceed \$3500. Kelly McGee seconded. The motion passed with 5 yeas and 0 no's. Rob will obtain bids and move forward.

**5d) Approve Purchase And Installation Of Granite Countertop For Station 151 Not To Exceed \$2500 Including All Costs For Materials And Labor.** Jan advised the Board she and Auxiliary Co-President Lynn Gravesen visited the granite outlet store in Sacramento. They found a granite slab that would fit the needs to finish the kitchen at Station 151. LFPD would need to install the plywood base for the countertop (Rob said that was no problem). The cost for the granite countertop and backsplash would be \$1211.59. Labor cost to have the granite store install the granite would be \$1040.00 bringing the total under the requested \$2500 limit. Don Dowell moved to approve an expenditure not to exceed \$2500 for the labor and materials to install a granite countertop at Station 151. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's.

## **6. Discussion Items:**

**6a) Discuss Backup Plan For Coverage And Response When Lockwood Vehicles Are Being Rented By CAL FIRE.** CAL FIRE Assistant Chief Rob Withrow addressed the Board stating Engine #6530 is out-of-service. Engine #6520 will not be rented out to CAL FIRE as it is necessary Engine #6520 remain at the Lockwood Station. The water tender can and will be rented to CAL FIRE but will remain accessible to Lockwood should the need arise. He assured the Board the Lockwood Community would have adequate coverage at all times.

**6b) Revisit Website Portal – Cancel Due To Non-Use.** Jackie Vaughn discussed the fact that the Portal set up through Get Streamlined wasn't being used and she felt the Board may want to cancel the subscription to the Portal at this time. The cost for the Portal is \$40 per month. The Board agreed. Should the Board decide in the future to reconsider the pros and cons of the Portal, this matter will be readdressed. Jackie will contact Get Streamlined and cancel LFPD's subscription to the Portal.

**6c) Sealcoat New Asphalt and Concrete Replacement.** Cookie reported the sealcoat on the new asphalt at Station 151 has been done. The total cost was \$2800. The Board discussed the concrete replacement and agreed this is not a priority at this time. This matter will be readdressed after fire season.

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

Joanne McLachlan moved the Minutes of the LFPD Board Meeting held on April 26, 2021 be approved. Cookie Stevens seconded. The motion passed with 4 yeas and 1 abstain by Kelly McGee as she was not at the April 26 meeting..

**8. Treasurer's Report:** Tim Worny reported April revenue of \$11,000. \$8800 received from Measure M. The Treasurer's Report was accepted as submitted.

## 9. Chief's Report:

- Calls for April 2021: 7 Total  
4 Medical Aid  
3 Public Assist
- There was a badge pinning ceremony held on May 19. LFPD Volunteer Firefighters Kris Morris and Ethan Moore received their firefighter badges and were sworn in.
- Training for all volunteers is moving forward. They have just completed their wildland training
- The quarterly training schedule has been submitted to the Board
- All LFPD volunteers have been attending training regularly
- The new SCBA's have been delivered
- The cost of the EMT class for Kris Morris and Ethan Moore was quoted and approved by the Board for \$2400. Rob advised the Miwok Tribe has generously offered to pay \$1800 toward the class – leaving LFPD to pay the \$600 balance
- New uniform patches have been designed. Rob showed the Board the new patch and all agreed it was very attractive
- Apparatus and equipment inventory is being completed. Rob will advise the Board of necessary supplies needed
- Cascade Fire Equipment in Oregon is going over Engine #6546 and will submit an estimated cost for retrofitting the engine

## 10. Committee Reports:

Grant Committee: Don Dowell stated he had nothing new to report. Jackie Vaughn reported on the LISTOS Grant. The funds have now been received. Jackie suggested table coverings with the LFPD logo be purchased with some of the remaining funds. Don Dowell suggested Jackie receive a small stipend for her relentless job of providing LISTOS with the required reports and follow-up. Jan asked if reflective resident address signs were still available for order through LFPD. Rob said they were.

Fiscal and Planning Committee: Nothing new to report

Policies and Procedures Committee: Joanne McLachlan updated the Policy and Procedures to reflect the stipend change for driver/operator stipend.

Building and Maintenance Committee: Kelly McGee advised she will obtain the sign-off on the final permit at Station 151 once the kitchen area is complete. Handicap placards will be installed to be in compliance. Rob reported new electrical plugs and plates have been installed at Station 151 and a new outlet will be installed at Station 152 to accommodate a large electrical cord.

Communications and Outreach: Jackie Vaughn reported the articles for UpCountry News are going well. She will be posting the flyer for the upcoming Auxiliary Pancake Breakfast on the social media sites.

Disaster Preparedness Ad Hoc Committee: Jackie will have information about the Ad Hoc Committee at the pancake breakfast and will get contact information from any interested person.

**11. Auxiliary Report:** Co-President Sylvia Schofield joined the meeting to report the preparation for the pancake breakfast event was going well. She asked anyone representing Lockwood or the Auxiliary wear masks. She stated anyone preparing or serving food should also wear gloves. Tables and chairs for eating will be set-up outside. Raffle baskets will be placed according to social distancing guidelines. Jan Hewitt thanked the auxiliary for all the purchases

they made toward the remodel at Station 151 (i.e. two Murphy beds and bedding,, small table and chairs, stainless prep table, and bathroom accessories).

**12. Next Regular Board Meeting: June 28, 2021 at 6:00 p.m.** Jan asked the Board if everyone was agreeable and comfortable to have the next Board meeting held in-person at Station 151. All were agreeable.

**13. Adjournment:** Joanne McLachlan moved to adjourn the meeting. Cookie Stevens seconded. The meeting adjourned at 7:52 p.m.