

LOCKWOOD FIRE PROTECTION DISTRICT

23141 Shake Ridge Road

Volcano, CA 95689

Minutes of Regular Meeting of the Board of Directors

October 25, 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 6:04 p.m.

2. Establish quorum-roll call

Those in attendance:

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

ADMINISTRATION MEMBERS: Tim Worny, Treasurer, Fire Chief, Rob Withrow and Board Clerk, Megan Watts.

ABSENT: None

PUBLIC ATTENDEES: Sharon Dowell

3. Closed Session: No Closed Session

4. Public Comments: No public comments.

5. Action Items:

5a) Adjustment of Volunteer FF stipend pay to include Duty Officer rate.

Chief Withrow proposed creating a Duty Officer position for LFPD volunteers. The position would receive a stipend of \$200 per day. The goal of providing stipends is provide seven day a week coverage from 8am to 5pm. This change will provide seven day a week coverage by providing one volunteer on duty from 8am to 5pm seven days a week. The coverage will move between both stations based on need. This one-person staffing model will not inhibit emergency response as the district relies on volunteer firefighters responding from home as our primary means of coverage. The volunteers filling the Duty Officer role have additional responsibilities, including vehicle maintenance, facility upkeep, and providing training for other volunteers etc.

Don Dowell made a motion to adjust one Volunteer FF stipend pay to include Duty Officer rate. Cookie Stevens seconded. The motion passed with 5 yes votes.

5b) Approval for new HVAC Unit for St. 151 with a do-not-exceed amount of \$7,000.

Prices have increased due to recent manufacturing/shipping issues. The quote is for a mini-split unit, old heating unit will remain.

Cookie Stevens moved for the approval of the new HVAC unit purchase. Kelly McGee seconded. The motion passed with 5 yes votes.

5c) Update staffing terms of Amador Plan agreement with CAL FIRE for remainder of contract ending on June 30, 2023

The main benefit of the Amador Plan agreement with CAL FIRE has been Fire Chief position. The upcoming hiring of a Fire Chief will make the agreement much less necessary. Money saved with the suspension or cancellation of the agreement could be used to fund more volunteer positions covering our stations during active fire seasons or other events. Chief Withrow does not advise hiring any full-time staff positions yet. Chief Withrow proposed drafting a letter to be signed by Board President Jan Hewitt, requesting a “suspension” of the Amador Plan agreement. Chief Withrow has also made clear that we can enter into a new agreement with CAL FIRE if needed in the future. It is important to note that Lockwood has been handling their own calls for years now, and regardless of the Lockwood Response, the closest available fire engine will always be dispatched to our calls. This is the same practice throughout all of Amador County.

All Directors were very supportive of the proposal, as well as the growth of LFPD. Joanne McLachlan moved to request a hold or cancellation of the Amador Plan agreement with CAL FIRE. Don Dowell seconded. The motion passed with 5 yes votes.

5d) Approve IT equipment purchases for Fire Chiefs Office with a do-not-exceed amount of \$2,000.

Director Don Dowell assisted in creating a quote for office equipment for the LFPD Fire Chief, which included laptop, monitor, printer and docking station.

Joanne McLachlan moved to approve the purchase of quoted items. Don Dowell seconded. The motion passed with 5.

6. Discussion Items:

Surveillance Cameras - Cookie Stevens will send an email to Bill Cox in regard to the quote he gave initially and let him know LFPD is going to pursue other avenues. Treasurer Tim Worny advised starting with a budget of \$500 to find other alternatives. Chief Withrow will obtain quotes. More lighting in general outside was recommended, especially during training, and President Jan Hewitt suggested looking into solar LED's. FF Ethan Moore will investigate the old surveillance system on hand to see if it's worth utilizing.

7. Approval of Minutes from Regular Meeting of Sept 23, 2021.

Cookie Stevens moved to approve the Minutes of the LFPD Board Meeting held on Sept 23, 2021. Joanne McLachlan seconded. The motion passed with 5 yes votes.

8. Treasurer's Report: Tim Worny reported on both September and August. Approximate numbers from September are as follows: Revenue - 39k, Expenditures - 28k, Profit - 11k. The approximate numbers from August are as follows: Revenue - 14k, Expenditures - 13k, Profit - 1k. Year to Date numbers: Revenue - 147k, Expenditures - 87k. Insurance premiums are rising. LFPD is paying 14k for this year's coverage, which is extremely thorough. Tim will get more quotes for next year. LAFCO - Bev Burr is requesting the information to present on Thursday.

9. Chief's Report:

- Total calls for the month of September (11):
 - Medical - 4
 - Traffic Collision - 3
 - Public Assist - 4
- LFPD currently has 14 active volunteers. Chief Withrow is keeping our volunteers motivated, one of the ways he is doing that is by providing credible training that is certified. Our volunteers have received various NWCG certifications since March, to include S-130 Basic Firefighter, S-190 Intro to wildland fire behavior, L-180 Fireline Leadership and S-212 Chainsaws. All of our volunteers have certifications in CPR and Public Safety/First Aid, two of them completed EMT certification. In addition, our volunteers have also completed the State Fire Training - Basic Emergency Vehicle Operations Course allowing them to operate fire apparatus as well as Confined Space Awareness and HAZMAT First Responder training.
- Serving dinner at the beginning of our Trainings has been a success
- LFPD Engine 6530 will be returning to service soon, still waiting on a few parts from out of state.
- Chief Withrow is interested in hosting other training classes at Lockwood and inviting other agencies, etc.
- Chief Withrow will be hosting a Meet & Greet dinner this Thursday, to include all volunteers, Board members, Auxiliary and their families.

10. Committee Reports:

Grant Committee: Director Dowell reported AFG grant was denied - 2021 cycle being worked on

Planning Committee: Nothing new to report

Policies and Procedures Committee: Director McLachlan to work on amendment to stipend position

Building and Maintenance Committee: FF Randy Binz is continuing work on the bathroom

Communications and Outreach: Chief Withrow is handling the Upcountry News Articles, Jan Hewitt and Megan Watts to proof before submission. Platforms Megan Watts will be managing include Facebook, Instagram, Twitter and Next Door. All board members will be given “@lockwoodfire.org” email addresses.

Disaster Preparedness (Ad Hoc Committee): Director Dowell is working with the local Radio Group trying to raise money for towers for the new radio group. A 50ft. radio tower is being donated, location to be determined. Will keep Chief Withrow informed in discussion of location. The name of the radio group needs to be reevaluated, as it is no longer just *Lockwood* that is participating, and it does not fall under LFPD’s mission. Ad Hoc Committee will be removed from future LFPD agendas as the Radio Group functions independent of LFPD.

Open Discussion: Jan heard from the attorney and there is no need to conduct open advertising for Fire Chief position- can appoint Chief Withrow since he is already doing the job.

11. Auxiliary Report: Giving Tuesday will take place at Katherine Drexel Church, November 30th. Shifts will be monitored locally at Station 152. Concert has been cancelled due to the unforeseen restrictions regarding pandemic. Community Potluck is moving forward for December.

12. Adjournment: Cookie Stevens moved to adjourn the meeting. Kelly McGee seconded. The meeting adjourned at 8:20 p.m.

13. Next Regular Board Meeting:

6pm, **November 22, 2021**, at Fire Station 151, 23141 Shake Ridge Road Volcano, CA 95689