

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
March 22, 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: Terry Bolyard, Secretary, CAL FIRE Assistant Chief Rob Withrow, and Webmaster Jackie Vaughn

3. Closed Session: After roll call, the Board Directors and CAL FIRE Assistant Chief Rob Withrow went into a closed session to discuss personnel issues. Secretary Terry Bolyard and Webmaster Jackie Vaughn were excused.

7:08 pm The Regular Meeting of the LFPD Board of Directors reconvened in open session via ZOOM

Those in attendance:

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, Terry Bolyard, Secretary, CAL FIRE Assistant Chief Rob Withrow, and Webmaster Jackie Vaughn

President Jan Hewitt announced no reportable action was taken in the closed session.

4. Public Comments: No public comments

5. Action Items:

5a) Accept Resolution for Lockwood Fire Protection District To Participate In Amador County's OES Emergency Mitigation Plan

Don Dowell addressed the Board and stated that in order for FEMA to accept the OES Plan, Lockwood Fire Protection District needs a signed Resolution formalizing their participation. Don Dowell made a motion to sign such a Resolution. Cookie Stevens seconded.

The motion passed unanimously.

5b) Update Signatures On LFPD's El Dorado Savings Bank Debit Card. Remove Former Signer Who Is No Longer With LFPD And Add Chief Rob Withrow As A Signer

Tim Worny addressed the Board regarding LFPD's El Dorado Savings Bank Debit Card. Cathy Koos-Breazeal is currently a signer on the card. As Cathy Koos-Breazeal is no longer with LFPD, Tim suggested her name be removed from the account and CAL FIRE Assistant Chief Rob Withrow's name be added and the Chief be issued a debit card. Tim Worny and Jan Hewitt are also on the account.

Don Dowell made a motion that Cathy Koos-Breazeal's name be removed from the LFPD's El Dorado Savings Bank Debit Card and CAL FIRE Assistant Chief Rob Withrow's name be added. Cookie Stevens seconded. The motion passed with 4 yeas and 1 absent (Joanne McLachlan was experiencing technical difficulties and was unable to access the meeting at this time).

5c) Approve Expenditure Of Up To \$32,000 For Structural Turn-Outs

CAL FIRE Assistant Chief Rob Withrow addressed the Board with a request for an expenditure of up to \$35,000 (not \$32,000) for structural turn-outs for LFPD volunteers. Don Dowell made a motion to approve an expenditure of up to \$35,000 for structural turn-outs. Kelly McGee seconded. The motion passed with 4 yeas and 1 absent.

5d) Approve Expenditure Of \$900 For New Fire Department Logos For Engines and New SCBA's

CAL FIRE Assistant Chief Rob Withrow addressed the Board with a request for an expenditure of \$900 for new fire department logos for LFPD engines as well as the new SCBA's. Terry Bolyard suggested the LFPD Auxiliary might be able to assist with this purchase. Jan Hewitt suggested the Board vote to approve the \$900 expenditure in the meantime then approach the auxiliary at their next meeting.

Cookie Stevens made a motion the Board approve a \$900 expenditure to purchase new fire department logos. Don Dowell seconded. The motion passed with 4 yeas and 1 absent.

6. Discussion Items: No discussion items agendized

7. Approval of Minutes from Regular Meeting Of February 22 2021.

Kelly McGee moved the Minutes of the LFPD Board Meeting held on February 22, 2021 be approved. Cookie Stevens seconded. The motion passed with 4 yeas and 1 absent.

8. Treasurer's Report: Tim Worny briefly went over the Treasurer's Report. \$308,000 was received for equipment rental, \$10,000 was received from Measure M Funds, \$1614 was received from interest income.

9. Chief's Report:

- Kris Morris is attending driver/operator training. Randy Binz is currently the only operator for LFPD
- Kris Morris is working stipend shifts – rotating between both stations Monday through

Friday

- Chief Withrow thanked the LFPD Auxiliary for providing refreshments at the new volunteer orientation meeting
- LFPD has 8 new volunteers bringing the total to 12
- Volunteer training is going well
- Chief Withrow will be getting a dumpster for Station 151 to clean up debris from the remodel and trash items from both stations. This dumpster will not be for the general public's use
- Thank you to Dan McGee (Board Director Kelly McGee's husband) for installing the new cabinets at Station 151. They look wonderful
- Chief Withrow made a suggestion to invite CAL OSHA to the LFPD stations some time in the future to do an inspection of the stations. This will be addressed for approval at a future Board meeting
- Apparatus maintenance – Engine 6530 (Type I Engine) is being inspected at Burtons. A \$3000 expenditure for maintenance and repair of Engine 6530 will need Board approval. This will be addressed at the next Board meeting.
- AFD has a Type 6 engine they are thinking of selling. Chief Withrow will contact AFD and research perhaps a trade deal
- Volunteer training will take place at Station 152 on March 23, 2021
- Calls for February 2021: 11 Total
 - 4 Medical Aid
 - 4 Public Assist
 - 2 Traffic Collisions
 - 1 False Alarm

10. Committee Reports:

Grant Committee: Nothing new to report

Fiscal and Planning Committee: Nothing new to report. Committee will meet soon

Policies and Procedures Committee: Nothing new to report.

Building and Maintenance Committee: Kelly McGee reported Baron's Flooring will install the new flooring at Station 151. Joanne McLachlan purchased a sink, stove, and microwave fan unit for Station 151. The plumbing has been completed. Chief Withrow and LFPD Firefighter Randy Binz will install the new countertops.

Communications and Outreach: Jackie Vaughn reported the articles for UpCountry News are going well. Jackie has access to the LFPD call log so that information can be reported each month

Disaster Preparedness Ad Hoc Committee: Nothing new to report

11. Auxiliary Report: LFPD Auxiliary Secretary/Treasurer Terry Bolyard reported the Auxiliary is moving forward with the June 5 pancake breakfast/safety fair. The next auxiliary meeting will be held via ZOOM on April 5, 2021

12. Next Regular Board Meeting: April 26, 2021 at 6:00 p.m.

13. Adjournment: Joanne McLachlan moved to adjourn the meeting. Don Dowell seconded. The meeting adjourned at 8:20 p.m.