

**LOCKWOOD FIRE PROTECTION DISTRICT**  
23141 Shake Ridge Road  
Volcano, CA 95689  
Minutes of Regular Meeting of the Board of Directors  
July 23, 2018

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

The meeting was called to order by President Jan Hewitt at 7: 02 p.m. and the Mission Statement read.

**2. Establish quorum-roll call**

Those in attendance were:

**BOARD MEMBERS:** President Jan Hewitt, Vice-President Cathy Koos-Breazeal, Director JoAnne McLachlan, and Director Kelly McGee. A quorum was established.

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

**PUBLIC ATTENDEES:** Sylvia Schofield, Jeff and Marilyn Dillon, Gary and Jackie Vaughn, Tim and Debra Abrams, Kathy Winnie, Hack and Margene Severson, John and Carol Asmus, Herb Goldblum, Glen Plant, Dan McGee, Charlie and Colleen Tinney, Cal Fire Chief Scott Lingren, and Bob and Cookie Stevens.

**3. Public Comments:** No public comments were made.

**4. Closed Session:** No closed session was held.

**5. Discussion/Action Items:**

**5a) Swearing in Newly Elected Board Member Lois “Cookie” Stevens.** President Jan Hewitt gave the Oath of Office to the newly elected Board Director Lois “Cookie” Stevens. A big round of applause and Cookie took her seat with the Board.

**5b) Election of Board Members:** JoAnne McLachlan nominated Jan Hewitt as President. Jan accepted the nomination. The Board passed unanimously that Jan remain as President.

Kelly McGee nominated JoAnne McLachlan as Vice President. JoAnne accepted the nomination. The Board passed unanimously that JoAnne become Vice President.

**5c) Impact Fee Refund and Possible Establishment of Policy on Impact Fees:**

Treasurer Tim Worny gave a brief summary of a situation wherein property was purchased ten years ago and the owners have decided not develop the property and asked the County for a refund of impact fees. After much discussion – with public input - as to statute of limitations and also the fact that the property had received fire protection, even though it sat vacant, it was decided no refund for fire impact fees would be granted.

The Board further discussed and agreed that a policy needed to be put in place that clearly

states fire impact fees are non-refundable. JoAnne McLachlan suggested that fire impact fees already paid by a property owner could be transferrable should the owner sell the property.

Tim Worny will research what paperwork is needed that will make it policy no refunds will be made.

Cathy Koos-Breazeal made a motion that a policy be drawn up and implemented regarding a no-refund clause. JoAnne McLachlan seconded. The motion passed with 5 yeas and 0 no's.

#### **5d) Review and Approval of Proposed Plans for Building Remodel at Station 151:**

Kelly McGee submitted the preliminary plans for the remodel of Station 151. JoAnne McLachlan advised that until the properties are reconveyed and ownership returned to LFPD, the plans cannot be submitted to the County for building permits. Kelly advised she had spoken to Brian Oneto and the Board of Supervisors were to meet on Tuesday, July 24. This matter was on the BOS agenda. Mr. Oneto indicated the completion of the reconveyance would be voted on at that time. Kelly said it is her understanding the reconveyance will be made soon after the Board of Supervisors' meeting.

JoAnne McLachlan made a motion that the preliminary plans be accepted. Kelly McGee seconded. When asked the cost of the plans once they are fine-tuned and complete, Kelly advised the architect fees will not exceed the \$3000 limit set by the Board.

The motion to accept the preliminary plans passed with 4 yeas and 1 no.

### **6. Discussion Items:**

#### **6a) Reconstitution of Standing Committees:**

Grant Committee: Jan Hewitt, Chief Rob Withrow, and Don Dowell  
Fiscal and Planning Committee: Tim Worny, Jan Hewitt, and JoAnne McLachlan  
Policies and Procedures Committee: JoAnne McLachlan, and Kelly McGee  
Building and Maintenance Committee: JoAnne McLachlan and Kelly McGee  
Fire Code and Safety Committee: Cathy Koos-Breazeal  
Communications and Outreach: Jan Hewitt, Cookie Stevens, and Jackie Vaughn

#### **6b) CERT Team Briefing:**

Cathy Koos-Breazeal gave a short presentation regarding CERT (Community Emergency Rescue Team). She told what CERT members do. A few years ago this was brought up at an auxiliary meeting and several members signed up for more information. There is training involved and Cathy advised two weekend training sessions are required to be certified. Currently there are no CERT teams in Amador County.

Jan Hewitt suggested a trip to West Point to see how their CERT teams are trained and what all is involved. That suggestion was readily accepted. More information to come.

At this time Chief Withrow brought up the staffing for the Mt. Zion Lookout Station. He said he felt it would be very beneficial to reopen the Mt. Zion Lookout Station. He suggested the auxiliary discuss this at their meeting and see if anyone would be interested in volunteering.

He will provide further information regarding training, hours, etc. It was suggested that both the CERT team issue and the Mt. Zion Lookout Station issue be announced at the Auxiliary functions (i.e. the upcoming concert) and getting the community involved.

### **6c) Closed Session Mandates – The Brown Act**

Cathy Koos-Breazeal distributed a presentation document to the Board advising she had been made aware that a Board member had violated the Brown Act. JoAnne McLachlan read the mandates of the Brown Act and keeping closed session discussions confidential. Cathy advised the Board members were aware of what the Brown Act says, but confidential discussions were leaked to the general public regardless by a Board member.

Jackie Vaughn at this time stated she too had heard rumors of closed session discussions being leaked to a hair dresser and others in the community. She said this happened during the campaign and she didn't want to bring the matter to the Board at that time and make it a campaign issue. However, she felt the matter needed to be addressed because people's reputations had been severely damaged by this violation.

Jan Hewitt advised that this situation could be handled by: Filing a lawsuit against the LFPD Board, taking the matter to the Grand Jury, or asking the Board to investigate and take measures accordingly. Cathy Koos Breazeal stated she would like to see this matter handled by the Board if possible.

Jan Hewitt at this time stated all Board members needed to have an email address that was not accessible to others – including their family members – as confidential emails and closed session minutes were not for public viewing.

### **7. Approval of Minutes from Regular Meeting of June 4, 2018.**

JoAnne McLachlan moved the Minutes of the June 4, 2018 Board meeting be approved as submitted. Kelly McGee seconded. The motion passed with 3 yeas and 2 abstain.

**8. Treasurer's Report:** Tim Worny advised that to date, approximately \$9000 had been spent in legal fees by LFPD. He told of a \$500 donation received from a woman who lives in Hawaii but owns property in the Lockwood District.

The auditor agreed to do LFPD's audit again this year and not increase his rate to do so.

### **9. Chief's Report:**

Chief Withrow introduced Chief Scott Lingren. Chief Lingren gave a brief presentation of what his duties are with regard to Lockwood and overseeing Cal Fire personnel.

Chief Withrow advised the sale of the trailer is still pending and he will follow-up on any interest and offers that the sales lot has received.

Chief Withrow has found a doctor in Pine Grove – Dr. Sullivan – who is willing to do the physical exams for the LFPD volunteers.

Jan Hewitt asked about getting the green bins back and Chief Withrow said he would research this matter.

Calls: June 4 – July 23, 2018: 9 calls. 7 medical, 1 public assist, and 1 false alarm

Training: LFPD currently has two volunteers: Randy Binz and Jim Darnell. Possible volunteer, Ethan Moore, is moving out of the LFPD area.

There is another interested party, Doug Mather. Chief Withrow is following up with Mr. Mather.

Chief Withrow said Randy Binz has responded to several calls and is doing an outstanding job. He reported that Randy Binz staffed Water Tender #6540 on the Irish Fire incident.

Training for Randy and Jim Darnell is ongoing.

Amador Fire Chief's Association Meeting Report: Nothing new to report

Training Officer's Report: Nothing new to report

Chief Withrow and Tim Worny are working on the budget with the plan to purchase the much needed SCBAs

## **10. Committee Reports:**

Grant Committee: Nothing new to report

Fiscal and Planning Committee: Nothing new to report

Policies and Procedures Committee: Nothing new to report

Building and Maintenance Committee: Covered under Action Item 5d

Fire and Safety Committee: Nothing new to report

Communications and Outreach: Jackie Vaughn announced she met with Jan Hewitt and Cookie Stevens to work on getting a monthly newsletter put together to be put in the LFPD boxes located throughout the LFPD community. This would keep the community updated on upcoming events and general information. This would not take the place of the Smoke Signals, just a “bullet point” information sheet. Jackie thought the title could be “Puff”.

**11. Auxiliary Report:** Auxiliary Co-president Sylvia Schofield again reported on what a success the LFPD Auxiliary “Thank You” pancake breakfast was and the several calls she received from the community telling her how much it was appreciated.

The annual Firehouse Concert is set for September 29<sup>th</sup>. Hwy 88 will be the band providing the music. Again, the Auxiliary members will provide their delicious appetizers.

Bells-Across-America will be held at Station 151 on October 7.

**12. Adjournment:** The meeting adjourned at 8:39 p.m.

**13. Next Regular Board Meeting: August 20, 2018 at 7:00 p.m. The Board meeting date has moved up one week to accommodate everyone's schedules.**