

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
November 26, 2018

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

The meeting was called to order by President Jan Hewitt at 6:00 p.m. and the Mission Statement read.

2. Establish quorum-roll call

Those in attendance were:

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

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

PUBLIC ATTENDEES: Battallion Chief Mike Wiedner, Jackie Vaughn, Firefighter Randy Binz, Firefighter Jim Darnell, Tina Darnell, Herb Goldblum, Dan McGee, John and Sylvia Schofield, and Ruth Ann Worny.

3. Public Comments: No public comments were made.

4. Closed Session: No closed session was held.

5. Discussion/Action Items:

5a) Approve Moving Website To Another Host And Sharing Cost With Auxiliary.

LFPD Webmaster, Jackie Vaughn, reported she had taken a compliance class regarding website protocols and compliances. LFPD is not in compliance with several website requirements. She researched and found a company by the name of "Streamline" who works with organizations on their websites bringing them into compliance and then keeping them in compliance.

Jackie explained the annual cost to have Streamline on board with the LFPD website would be \$600. In the past the auxiliary has paid for the cost of the LFPD website and domain name. She showed a short video of how Streamline works.

JoAnne McLachlan made a motion the LFPD Website be moved from Homestead (who now hosts the LFPD website) to Streamline. Cookie Stevens seconded. The motion passed unanimously.

Several auxiliary members were in attendance and the matter of funding will be put on the auxiliary's next meeting, December 3, agenda.

5b) Move Date Of December Board Meeting Or Not Hold A December Board Meeting.

Cookie Stevens made a motion to not hold a December Board meeting. Kelly McGee seconded. The motion passed unanimously. The next Board meeting will be January 28, 2019 at 6:00 p.m.

6. Discussion Items:

6a) Discuss Criteria For Payment Expenditures: What The Board Pays For And What The Auxiliary Pays.

To alliviate confusion, it was suggested that Board Treasurer Tim Worny and Auxiliary Treasurer Terry Bolyard put together lists of who should get what invoices for payment. They agreed to work on this.

6b) Revisit Measure M Expenditure Catagories Based On Information Received At AFPA Meeting.

Jan Hewitt attended the AFPA meeting and learned Measure M funds could be used for turnouts and boots for firefighters. After discussion of the wording of Measure M funds, Chief Withrow will follow-up with the County.

7. Approval of Minutes from Regular Meeting of October 22, 2018.

JoAnne McLachlan moved the Minutes of the October 22, 2018 Board meeting be approved as submitted. Kelly McGee seconded. The motion passed with 4 yeas and 1 abstain.

8. Treasurer's Report: Tim Worny stated he didn't have anything to add to the Treasurer's report provided to the Board.

9. Chief's Report:

Chief Withrow reported the following:

- There were 16 calls during the month of October
- LFPD Volunteers Randy Binz, Jim Darnell, and Doug Mather have completed EMR training and are now responding to medical calls
- Engine #6540 has had a check engine light come on and is being looked into
- Chief Withrow would like to arrange for a Badge pinning ceremony
- Dew Drop Station will be getting a new captain
- Chief Withrow will be working with Jackie Vaughn on the new website
- There is a Board of Supervisors meeting on December 4 at 9:00 a.m. On the agenda will be a discussion of LFPD's and Cal Fire's working relationship. Jan Hewitt advised many of the auxiliary members would be attending the meeting showing the auxiliary's support of Chief Withrow and Cal Fire's support of LFPD.

10. Committee Reports:

Grant Committee: Jan Hewitt and Chief Withrow will continue to work on what grants are available and what LFPD would best benefit from

Chief Withrow said he would like to look into the possibility of LFPD purchasing a smaller engine to get to more obscure properties where the larger engine can't get to. He will look into the cost and report back.

Fiscal and Planning Committee: Will meet in January to work on 2019 budget

Policies and Procedures Committee: Nothing new to report at this time

Building and Maintenance Committee: JoAnne McLachlan and Kelly McGee are working with John Hopkins regarding all the County protocols for an invitation to bid and hiring contractors for the build-out at Station 151. Kelly reported the General Service Administration is still waiting for the Board of Supervisors to provide maps of the properties of both stations before conveyance can be made to the District.

Fire and Safety Committee: Cathy Koos-Breazeal advised of a problem in Amador County regarding residents with dementia/Alzheimers and wandering away from their homes. She reported there is a bracelet tracking device that can be obtained to help. There are three criteria one must meet to obtain one of these tracking bracelets: The individual must show recognizable signs of dementia, they must have a propensity to wander, and they must live with another individual full time who would be able to alert authorities when the individual goes missing. So far, only three individuals have registered for these bracelets.

It was suggested the information regarding these tracking bracelets be provided during a community meeting wherein fire safety, evacuation information, etc. be discussed.

Communications and Outreach: Jackie Vaughn suggested some of the fire safe info and info regarding the tracking bracelets could be put in the "Puff" newsletter.

11. Auxiliary Report: Sylvia Schofield (Co-President of the Auxiliary) reported on the December 8, 2018 Christmas dinner. Doors open at 5:30 p.m. The boys from the Youth Camp will be invited again this year.

Sylvia stated that although a nice gas range had been donated to LFPD and had been considered to replace the range at Station 152, it would require a gas line be run and venting installed. The auxiliary really doesn't use a stove – just an oven to keep things warm – so the electric stove at Station 152 is just fine.

Sylvia brought up the matter of the cluster boxes. It doesn't seem as though the residents in the LFPD community are taking the fliers from the boxes. The benefit of the boxes will be addressed by the auxiliary as making enough copies of the fliers is costly.

12. Adjournment: Joanne McLachlan made a motion the meeting be adjourned. Cookie Stevens seconded. The meeting adjourned at 7:46 p.m.

13. Next Regular Board Meeting: January 28, 2019 at 6:00 p.m.