

LOCKWOOD FIRE PROTECTION DISTRICT

23141 Shake Ridge Road Volcano, CA 95689

**Meeting of the Board of Directors
Agenda - November 27, 2023 - 6:00 p.m.**

In-person Meeting at Station 151 - 23141 Shake Ridge Rd., Volcano CA 95689

Join Zoom Meeting:

<https://us06web.zoom.us/j/86091148620?pwd=VDhob0ZWTDRubS9YSzFoaUQ4Wm1xdz09>

Meeting ID: 860 9114 8620

Passcode: 881553

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

LFPD CREED: The principal purpose of this district is the protection of its citizens through the prevention and extinguishing of fires and the protection of life and property. May each action taken by this board be for the benefit of the district and for no other purpose – self serving or otherwise.

2. Establish quorum-roll call

3. Closed session. Closed session Authority:

According to the California Government Code 54957, the Lockwood Fire Protection District Board of Directors reserves the right to hold a closed session for consideration of real property negotiations, pending litigation, threats to public buildings or public access and personnel matters. **Closed session will be held to discuss personnel issues.**

4. Public Comments:

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Lockwood Fire Protection District; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting.

5. Action Items:

Provide an update on the Ad Hoc committee for community outreach and authorize a mailer to survey community on willingness to increase parcel tax for Lockwood to remain independent, or merge with AFPD. Mailer cost not to exceed \$2,500.

Motion_2nd _____ Vote: Yeas _____ No _____ Absent _____ Abstain _____

6. Discussion Items:

Provide status on LAFCO process for potential Lockwood merger with AFPD.

7. Approval of Minutes from Board Meeting of October 23rd, 2023

Motion_2nd _____ Vote: Yeas _____ No _____ Absent _____ Abstain _____

8. Treasurer's report

9. Chief's Report

10. Committee Reports:

Grant Committee
Fiscal and Planning Committee
Policies and Procedures Committee
Building and Maintenance Committee
Communications and Outreach
Disaster Preparedness Ad Hoc Committee

11. Auxiliary Report

12. Adjournment

Motion 2nd _____ Vote: Yeas _____ No _____ Absent _____ Abstain _____ **13. Next**

Board Meeting: To be determined.

LOCKWOOD FIRE PROTECTION DISTRICT

23141 Shake Ridge Road Volcano, CA 95689

Meeting of the Board of Directors Minutes - October 23, 2023 - 6:00 p.m.

In-person Meeting at Station 151 - 23141 Shake Ridge Rd., Volcano CA 95689

Join Zoom Meeting:

<https://us06web.zoom.us/j/86091148620?pwd=VDhob0ZWTDRubS9YSzFoaUQ4Wm1xdz09>

Meeting ID: 860 9114 8620

Passcode: 881553

Meeting was called to order at 6:00pm.

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

LFPD CREED: The principal purpose of this district is the protection of its citizens through the prevention and extinguishing of fires and the protection of life and property. May each action taken by this board be for the benefit of the district and for no other purpose – self-serving or otherwise.

2. Establish quorum-roll call

President called roll, all present. Quorum established.

Staff Present:

ustin Yelinek, AFD Battalion chief

3. Closed session. Closed session Authority:

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4. Public Comments:

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Lockwood Fire Protection District; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting.

- a. One member of the public questioned when Chief Withrow addressed AFPD’s intention to terminate the JOA between AFPD and LFPD, and whether it was referenced during the discussion of item 7d. After reviewing the recording of the meeting, it is confirmed this discussion took place during the discussion of item 7d (approximately 50 minutes into the meeting). This discussion did not take place *after* the break and 7-d was not reopened. Board President Hewitt specified it is the portion of Chief Officer Services addressed in the JOA that is being canceled, which is Addendum B.
- b. A member of the public asked what LFPD’s net worth is. Board President Hewitt replied this will be investigated in the LAFCO process.
- c. One member of the public expressed hope that Fire Departments aren’t neglected to the extent county roads have been.
- d. Tommiete Rey expressed concern to Board President Hewitt about not including her opinion on parcel tax increase, sent via email on 8/27/23, in public comment or in the minutes from our previous Board Meetings. It was later verified that approximately 1 hour and 37 minutes into the August 28th, 2023 Board Meeting, Secretary Megan Watts read this email verbatim. This was also reflected in the minutes from the August 28th Board Meeting, and the email attached to the minutes.
- e. Director Don Dowell read a letter from Sylvia Schofield. (See attached)

5. Approval of Minutes from Board Meeting of October 9, 2023

Motion to accept minutes after suggested amendments from Board: Director Don Dowell moved to approve.

Motion 2nd: Director Stevens

Yeas 5 No Absent Abstain

6. 30-day Cancellation notice by AFPD of Addendum “B” of Lockwood/AFPJ Joint Operating Agreement which covers Chief Services - Battalion Chief Yelinek, Amador Fire:

On October 17th, AFPD voted to cancel JOA with LFPD for Chief Officer Services. This cancellation will take effect November 17th.

One member of the public asked if training would look different without the JOA. Battalion Chief Yelinek replied that they would, somewhat, but that there would still be training with LFPD in some form less frequent than a weekly basis.

Laura O’Brien asked if LFPD will pay for EMR certifications. Engineer Randy Binz replied that LFPD would pay for EMR certifications.

Jackie Vaughn asked over Zoom if LFPD will hire a new Fire Chief. Board President Hewitt responded that this would be a long-term point of discussion for the Board, and that Engineer Binz was willing to stand in as Interim Fire Chief. Board President Hewitt and Director Stevens expressed gratitude for Chief Withrow’s leadership of, and contributions to, LFPD.

7. Presentation by Jan Hewitt & Joanne McLachlan of preliminary analysis of future operating costs and the potential increase on parcel tax amount to keep LFPD solvent.

(See attached handout)

8. Action Items:

a. Approve a resolution for the Lockwood Fire Protection District to request the Amador Local Agency Formation Commission (LAFCO) to initiate proceedings for a change of organization to the Amador Fire Protection District and dissolution of the Lockwood Fire Protection District.

Motion to approve this resolution: Director Stevens moved to approve.

Motion 2nd: Director McGee

Yeas 4 No 1 Absent Abstain

b. Approve insurance renewal with the George Petersen Insurance Agency not to exceed \$30K

Motion to approve insurance renewal: Director Don Dowell moved to approve.

Motion 2nd: Director McLachlan

Yeas 5 No Absent Abstain

9. Discussion Items:

a. Treasurer Vacancy - Determine whether to hire an individual or a firm for a part-time treasurer position

Director Dowell suggested a Board Member could do this job, and it doesn't need to be a paid position. Director McLachlan nominated Director Dowell to be Treasurer. The Board agreed that Director Dowell would most likely be the best candidate. Director Dowell will discuss this with President Hewitt at a later date. President Hewitt mentioned it would be worth paying the person to accept this position. It was noted that Amador Fire is handling this for LFPD in the interim, until the end of November.

A member of the public suggested the scope of work should be made available to the public.

b. Board Secretary Vacancy

A search has been initiated for a replacement Board Secretary, as Board Secretary Megan Watts has announced her departure. Due to Board Secretary Watts' pre-existing positive work relationship with Auxiliary Secretary Zidane Golightly, Board Secretary Watts has invited Golightly to shadow tonight's meeting to get an idea of the scope of work before accepting the position.

10. Treasurer's Report

(See attached)

11. Chief's Report (by Chief Yelinek):

- 23 Calls for month of September
- Firefighter Rich Fugere is newly EMR certified, having taken and passed the course.
- A local resident donated an old house for use in November's multi-company structure fire drill.
- Engine 6520 needs new tires. Jackson Tire quoted \$6,000 for a set of 4 tires.

Board Director Hewitt added that this Friday, October 27th, is Firefighter Tom Tomlinson's last day with LFPD. Gratitude was expressed for his time and effort put into LFPD and into educating new and existing firefighters. Firefighter-Paramedic Steve Clark will be assuming his position.

12. Committee Reports

Grants - Nothing to report

Fiscal/Planning - Nothing to report

Policy/Procedures - Update needed in Operations Policy Manual

Building - Nothing to report

Comm/Outreach - Board Secretary Megan Watts gave her departure notice, and intention to train Zidane Golightly for the position. Golightly is a former LFPD volunteer firefighter, current Secretary of the Auxiliary, and additionally has experience in social media and website management, graphic design and computer work.

13. Auxiliary Report

(See attached)

14. Adjournment

Motion to approve adjournment by Board Director Dowell. Seconded by Director Stevens.

Motion 2nd: Director Stevens

Yeas 5 No Absent Abstain

Meeting adjourned at 7:37pm.

Next Board Meeting: November 27, 2023

To whom it may concern :

The pros and cons of LFPD consolidating with AFPD are many.

My concern is that we residents who live in the District to be affected have not been informed of the alternatives ... only the pros of consolidation as seen thru the eyes of Chief Withrow ...who does not live in the district of Lockwood Volunteer Fire Protection District but in Jackson. There is no question that he has rebuilt LFPD during the time that we were assisted by Cal Fire and the last couple of years as we have returned to our independence without Cal Fire. But his leadership towards Consolidation appears to have been one sided and without community involvement. I feel that the move to consolidate with AFPD needs to be evaluated independently, pros and cons publicly debated and then voted on by the people who live within LFPD.

This has not been done. Please as the LFPD Board ... do not vote on this important decision without giving the Community the opportunity to be informed, alternatives considered, and the community allowed to vote on this important decision.

Thank you ... Sylvia Schofield ... former Board Member of LFPD and member of the Auxiliary of LFPD.

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	10/31/2023		
			BALANCE SHEET		
ASSETS:					
101780	Cash - General Fund		\$	101,883	
101785	Cash - Capital Improvement Fund		\$	36,999	
101786	Cash - Measure M & Prop 172		\$	268,681	
115001	Cash - El Dorado Savings/WestAmerica		\$	-	
	Total Cash & Investments		\$	407,563	
111004	Accounts Receivable		\$	38,695	
142000	Prepaid Expenses		\$	2,139	
150620	Fixed Assets-Structure		\$	380,931	
150630	Fixed Assets-Equipment		\$	1,072,205	
150631	Fixed Assets-Depreciation		\$	(994,136)	
	Total		\$	907,397	
LIABILITIES AND FUND BALANCES:					
	Liabilities		\$	210,432	
	Investment in Fixed Assets		\$	426,187	
	Reserves and Control Balances		\$	270,778	
	Total		\$	907,397	
			INCOME STATEMENT		
		M		Year	Annual
	Revenues:	YTD	Month	to-date	Budget
44100	Interest income			2,855.27	4,000
45640	Intergovernmental				
45641	Prop 172				
45641	Measure M	89,412.68	11,934.18	89,412.68	180,000
46024	Mitigation Fees				
46025	Impact Fees			500.00	
47010	Assessments				76,000
47890	Donations/Fundraisers		100.00		
47890	Other (StrikeTeam,AFPD,etc.)		4,668.09	12,590.47	10,000
	Total Revenues	89,412.68	16,702.27	105,358.42	270,000

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	10/31/2023		
		M		Year	Annual
	Expenditures:	YTD	Month	to-date	Budget
50100	Salaries - Firefighters	64,665.00	15,750.00	64,665.00	161,280
50310	FICA - Firefighters	3,875.86	937.13	3,875.86	15,000
50500	Workers Comp Insurance				30,000
50600	Unemployment Insurance	419.48	20.45	419.48	3,000
51500	Insurance & Bonds				25,000
51800	Maintenance - Buildings & Structures		248.00	248.00	5,000
51900	Supplies - Firefighters		1,170.82	7,116.06	20,000
52200	Office Expense		326.02	326.02	2,500
52300	Professional & Services	355.00	75.00	355.00	5,000
52302	Outside Legal			941.50	2,000
52328	Professional Services - Audit				5,000
52400	Public & Legal Notices				1,000
52870	Staff Training	1,074.00		1,074.00	5,000
52900	Vehicle Expenses		1,017.21	1,017.21	25,000
52900	Vehicle Expense - FUEL		199.93	3,653.82	10,000
56200	Equipment / repairs				5,000
53000	Utilities		917.89	2,899.14	12,000
	Subtotal Expenses	70,389.34	20,662.45	86,591.09	331,780
	Excess of Revenue over (under)				
	Expenditures before loan payments	19,023.34	(3,960.18)	18,767.33	(61,780.00)
			CAPITAL ACTIVITY		
56100	Buildings and Improvements		-	-	-
56200	Capital Equipment		-	-	15,000
	Subtotal Expenses		-	-	15,000
	Total Expenses		20,662.45	86,591.09	346,780
	Excess of Revenue over (under)				
	Expenditures after loan payments	19,023.34	(3,960.18)	18,767.33	(76,780.00)
	Total M				

Minutes of LFPD Auxiliary Meeting

NOVEMBER 27, 2023

1. Call Meeting to Order: The meeting was called to order at 11:02 p.m. by President Megan Watts. Those attending: Vice President Dyann Paradise, Secretary Zidane Golightly, Jan Hewitt, Cookie Stevens, and Bobbie Crowell. A quorum was established.

2. Minutes of October 23, 2023: Megan moved to table the minutes. Zidane seconded. The minutes were tabled.

3. Treasurer's Report: Treasurer Terry Bolyard was not present to deliver this report.

OLD BUSINESS:

a.) Halloween Concert final update

The concert, although a good time for all involved, was not a financial success. The attendance was low, and as such, all present agreed that 2024's concert should be rebranded as a Fall/Harvest Concert, and be held earlier in October than the abundance of Halloween events in the week leading up to Halloween.

NEW BUSINESS:

a.) New Auxiliary members

With President Megan Watts' departure from the Auxiliary effective December, and Cookie Stevens' departure in 2024 announced today, members agreed to continue the search for new Auxiliary members. Potential people to ask include Firefighter Steve Clark's wife Charlene, and potentially Deb Elliot (about rejoining.)

Secretary Golightly introduced her mother, Roberta Crowell, the newest Auxiliary member, who joined today.

Desire was voiced to ask Treasurer Terry Bolyard about her willingness to continue in her current position, as well.

b.) Giving Tuesday (November 28th)

Although President Megan Watts did volunteer to dissolve or transfer the Square account to someone else's login email before leaving, it was clarified that Square donations could not be accepted as part of the Giving Tuesday event, as donations needed to be made to LFPD through Amador Community Foundation to be matched. Online donations must be made on ACF's website, on which LFPD has a donation page. Checks will also be accepted at both of the fire stations in two 3-hour shifts (9am-1pm and 1pm-3pm), each staffed by two people. Cookie Stevens volunteered to transport Station 152's end of day donations to Secretary Golightly at Station 151, from where Golightly had agreed to deliver all physical donations to President Megan Watts at the Giving Tuesday event at Katherine Drexel church.

c.) Cookies With Santa (December 8th)

An initial event time of 5-7 was suggested, although this could be changed in either direction based on Allan's availability in which to be the station's Santa. Zi Golightly agreed to update the flyer from 2022 and post it to social media and the website. Jan Hewitt suggested also running ads of the flyer in the Ledger Dispatch and Upcountry News, for whom she would put Zi in touch.

It was anticipated that sufficient Christmas decorations could be found between the Barn and the upper storage of station 151. While it would be ideal not to purchase more decorations, it was agreed that the decor should be more intricate than last year's event, and that additional lights and snowflakes could be purchased affordably at Lowe's if required.

Finally, it was decided that extra cookies would be offered in to-go bags for families, and that Zi would compile a cookie signup list to email everyone.

d.) Santa Cruise; Carson Pass Pines Parade

It was reported that Lockwood would participate in the Carson Pass Pines Parade, using engines 6526 and 6530. The event will be December 16th, although it would be necessary to verify the exact start time (estimated 3:30pm) if Zi were to make a flyer combining the times and routes of all parades. Zi agreed to figure out if and when LFPD would be driving through La Mel Heights and past Allan Road again this year, and if it's not happening, will simply use Carson Pass Pines Parade's own itinerary flyers.

Report by Board President Jan Hewitt:

Board President Jan Hewitt reported the vote to move forward on the resolution to start the LAFCO process, and that it is not yet known what is happening on AFPD's end of their resolution, if anything. LAFCO Executive Director Byron Damiani, being out of town and tending to family, was not yet available to discuss further questions. Board President Hewitt also reported on the decision to appoint Engineer Randy Binz as Interim Fire Chief, and that the finalization of that decision will be formally announced at tonight's Board Meeting.

Board President Hewitt also mentioned that a concern which caught the Board's attention was that if no funding mechanism were settled on with which to keep LFPD both independent and properly operational, undergoing the LAFCO process with proper planning and advance communication would be better than having the decision foisted upon us for lack of a better option panning out in a timely fashion.

Finally, Board President Hewitt announced her involvement in the Ad Hoc Committee formed to design and print mailers informing district residents of LFPD's options, the parcel tax increase necessary to keep it independent, and to gauge interest in the latter. The committee consists of Board President Jan Hewitt, Board Director Don Dowell, Board Director Cookie Stevens, Sharon Dowell, Jackie Vaughn and Sylvia Schofield. Their next possible meeting date would be January 18th, and the expenditure of up to \$2,500 for the mailers will be discussed and voted on at tonight's board meeting.

Discussion/Comment:

It was mentioned that the Auxiliary goes dark in December (save for Cookies With Santa). Regarding taking over of Auxiliary communications in Megan's absence, Dyann volunteered to be acting Auxiliary President until someone permanent can be found to do the job.

Adjournment: The meeting adjourned at 12:01 p.m.

Next LFPD Auxiliary Meeting on January 22nd at Station 151 at 11:00 a.m. This meeting is to discuss any loose ends regarding Giving Tuesday, December events, Megan Watts' departure from the position of Auxiliary President, onboarding Roberta Crowell to the Auxiliary, and going

public with the search for new Auxiliary members.