

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
January 20, 2020
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 6:02 p.m.

2. Establish quorum-roll call

Those in attendance were:

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: Terry Bolyard, Secretary and Chief Rob Withrow.

ABSENT: Tim Worny, Treasurer

PUBLIC ATTENDEES: Webmaster Jackie Vaughn, Sharon Dowell, Dan McGee, and CSDA Field Coordinator Dane Wadle.

3. Public Comments: CSDA Field Coordinator Dane Wadle addressed the Board giving a brief description of what exactly the California Special District Association does for small districts such as Lockwood. He explained that CSDA acts as a liason for small districts regarding taxes, legalilties regarding organizations beding asked to maintain overwhelming email retention, and in 2020 lobbying for protection regarding PG&E shutoffs. He provided a complete packet to the Board further explaining CSDA's benefits to special districts.

4. Closed Session: No closed session was held.

5. Discussion/Action Items: (These items were reversed in order from the agenda)

5a) Swearing in of Board Director Kelly McGee

President Jan Hewitt presented Kelly McGee with her oath of office. Kelly will continue to serve as a Board Director.

5b) Election of Board Officers

Cookie Stevens moved that Jan Hewitt continue as Board President. Don Dowell seconded. The motion passed unanimously.

Cookie Stevens moved that Joanne McLachlan continue as Board Vice-President. Kelly McGee seconded. The motion passed unanimously.

6. Discussion Items: Progress of Evacuation Route Mapping for District 5

Joanne McLachlan has met with Cindy Engel and the new mapping of Amador County, the population, road and street mapping are being prepared. Chief Withrow stated the evacuation maps are near completion.

The Amador Fire Safe Council met and discussed how to go about finding out which of Amador residents would need special assistance should evaluations occur. This is still being worked out.

7. (a) Approval of Minutes from Regular Meeting of October 28, 2019.

Cookie Stevens moved these Minutes be approved as submitted. Kelly McGee seconded. The motion passed with 3 yeas and 2 abstain.

(b) Approval of Minutes from Regular Meeting of November 24, 2019.

Don Dowell moved these Minutes be approved as submitted. Cookie Stevens seconded. The motion passed with 4 yeas and 1 abstain.

8. Treasurer's Report: Tim Worny was absent from the Board meeting but had submitted a copy of the Auditor's Report to the Board prior to the meeting. Nothing to report.

9. Chief's Report:

- Calls for November and December: 38
- Volunteer Program – 8 active volunteers
- No new volunteer applications
- Training is ongoing. CPR Certification Class will be February 11, 18, and 25
- Firefighter Doug Mather is training to become a Class 1A and 1B driver
- Firefighters Randy Binz and Jim Darnell attended live burn training
- Engine #6526 is now in service and responding to calls
- City of Jackson has a water tender they have offered to sell to Lockwood. Chief Withrow will follow-up on this
- Chief Withrow asked the Board their opinion to approach the LFPD Auxiliary members regarding volunteering to assist at the Sutter Hill Cal Fire Office in answering phones and very light office work. The Board is fine with Chief Withrow approaching the LFPD Auxiliary members with this request.
- Lexipol has completed the LFPD Procedures Manual
- The Injury and Illness Program is being updated
- Generator is installed at Station 151. Waiting to be inspected and signed off
- A computer was purchased and installed at Station 152
- Chief Withrow reported the cost for excavating and putting in road base to improve the drainage problem at Station 151 would be approximately \$5000. The Board will address this issue at the next Board meeting
- Chiefs Association – nothing new to report
- Amador Plan will expire and need to be renewed at the end of the fiscal year

10. Committee Reports:

Grant Committee: Chief Withrow suggested the committee contact Battalion Chief Matt Hill for assistance in applying for grants.

Fiscal and Planning Committee: Committee will be meeting soon

Policies and Procedures Committee: Lexipol has completed the Policy and Procedures Manuel

Building and Maintenance Committee: Kelly McGee reported a plumber is being sought to proceed with the Station 151 remodel. A set of plans will be posted at Station 151 for the contractors to be able to use when working on the building.

Communications and Outreach: The Committee met to make plans for the new year regarding publizing events, the green waste program, setting a date for the spring Town Hall meeting. Chief Withrow will get a date to them soon.

Jackie Vaughn suggested the committee meet with Alan Thompson regarding community communications during an emergency.

Jackie Vaughn provided information to Board members so they can contact Volcano Communications and set up a LFPD email so that all LFPD emails will be held separately on their computers for security purposes.

It was suggested an Ad Hoc Committee be formed to help set up Station 152 as an information center in the event of PG&E outages, emergencies, general community needs.

11. Auxiliary Report: Terry Bolyard (LFPD Auxiliary Treasurer) reported the annual Souper Saturday Supper was a success. 70 community residents attended along with LFPD volunteers and auxiliary members. The next event is the Taco de Marzo taco dinner set for March 21, 2020 at Station 152.

12. Next Regular Board Meeting: February 24, 2020 at 6:00 pm

13. Adjournment: Joanne McLachlan moved to adjourn the meeting. Don Dowell seconded. The meeting adjourned at 7:42 p.m.