

**LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road

Volcano, CA 95689

Minutes of Regular Meeting of the Board of Directors

November 23, 2020

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 6:00 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:** Tim Worny, Treasurer, Terry Bolyard, Secretary, CAL FIRE Assistant Chief Rob Withrow, and Webmaster Jackie Vaughn

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

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

**5. Action Items:** There were no action items to be addressed.

**6. Discussion Items:**

**6a) Options For Patching Concrete Aprons In Front Of Both The Front And Back Bays At Station 151:** Jan addressed the Board concerning the concrete aprons in front of both bays at Station 151.

With the new paving now complete, the existing aprons are in need of repair. Jan also stated the transition between the concrete and the door entrance to the front bay are not ADA compliant. There is too much of a lip. Rob suggested contacting cement contractor Hills Brothers Company to have them come take a look at what repairs/patching can be done. He also suggested this project be put on hold until the remodel at 151 is complete. Jan will talk with Auxiliary Co-President Lynn Gravesen regarding a temporary fix for the transition at the front door. Lynn's family is in the door business. Cookie Stevens will contact Hills Brothers Company to discuss the cement repair work.

**6b) Completion Of Paving At Station 151:** Cookie Stevens reported the paving at Station 151 is complete and looks great. She commented on how nice Dave Bunfill was to work with and also stated LFPD Volunteer Firefighter Randy Binz was a huge help with the project. Kelly McGee added that Randy Binz has been working tirelessly at Station 151 with the remodel – laying flooring, painting, assisting with the paving project, etc. A HUGE thank you goes out to Randy for all he does for LFPD beyond his firefighting duties. Jackie Vaughn will post a recommendation for Dave Bunfill Paving on the LFPD website and other social media sites.

**6c) 40<sup>th</sup> Anniversary Of Lockwood Fire Protection District:** This agenda item was scheduled by LFPD Auxiliary Co-President Sylvia Schofield. Sylvia was unable to attend the Board meeting so this matter was not addressed.

## **7. Approval of Minutes from Regular Meeting Of October 26, 2020.**

Don Dowell moved the Minutes of the LFPD Board Meeting held on October 26, 2020 be approved. Cookie Stevens seconded. The motion passed unanimously.

**8. Treasurer's Report:** Tim Worny gave a brief report stating the 2020 Audit is complete. LFPD received \$10,000 revenue from Measure M and will be receiving \$137,000 from CAL FIRE for the rental of LFPD equipment during the remainder of the 2020 fire season.

## 9. Chief's Report:

- CAL FIRE Chief Lundgren will be retiring in December. The Board will send a letter of appreciation to Chief Lundgren for his support and assistance to LFPD.
- Rob commended the LFPD volunteers for all their participation and hard work in working with CAL FIRE during the fire season.
- Rob threw out a suggestion of offering education funds to LFPD volunteers wishing to study for EMT Certification and/or fire science. The Board will consider this suggestion and address the matter at a future Board meeting.
- Training is ongoing and LFPD volunteers are doing well
- Engine #6530 needs some refurbishing. Rob will work on having the needs addressed
- SBA's are becoming a priority
- Calls: September there were 23 calls – 13 Medical Aid  
5 Public Assistance  
2 Traffic Collision  
3 False Alarm  
October there were 12 calls – 7 Medical Aid  
1 Public Assistance  
1 Electrical Hazard  
3 False Alarm
- There will be a staff/volunteer meeting at Station 151 on December 3, 2020

## 10. Committee Reports:

Grant Committee: Don Dowell reported the AFG-S Grant for COVID 19 equipment is closed. A California Fire Safe Grant for education and outreach for fire hardening materials plus a \$3000 stipend has been submitted. An OES Grant has been submitted for PSPS Communications Center. The CARES Grant funding is on track.

Fiscal and Planning Committee: Joanne McLachlan suggested the committee plan to meet to discuss funds being received from CAL FIRE for equipment rental and the budget needs of LFPD.

Policies and Procedures Committee: Nothing new to report

Building and Maintenance Committee: Kelly McGee reported the bathroom flooring at Station 151 is complete. Kelly's husband, Dan, and

cabinet maker Jim Hansen will be making the cabinets for Station 151 for just the cost of material – no labor costs. A huge thank you goes out to Dan and Jim.

**Communications and Outreach:** Jackie Vaughn reported a mass email has gone out regarding Giving Tuesday and asking for donations for LFPD. She suggested an article be posted in the Ledger Dispatch regarding the progress LFPD has made in improving their two fire stations, the training of the volunteers and providing necessary equipment.

**Disaster Preparedness Ad Hoc Committee:** Don Dowell reported several people in the community have shown an interest in being a part of this committee. Don will plan a meeting with all who are interested in the near future.

**11. Auxiliary Report:** LFPD Auxiliary Secretary/Treasurer Terry Bolyard reported the auxiliary continues to meet via ZOOM each month. The auxiliary is planning a raffle basket fundraiser at Station 152 on December 12 between 12 and 3 pm. There will be several baskets, along with donations made from local wineries which includes a case of wine from Karmere Winery, wine and a free tasting voucher from Mediterranean Vineyards, and a truck load of firewood (with delivery) from Supervisor Brian Oneto. The baskets will be placed with social distancing at Station 152. People wishing to purchase raffle tickets can come to the station to see the baskets and purchase tickets (please wear a mask). Winners will be contacted via phone and delivery arrangements will be made. Everyone coming to purchase raffle tickets will be given an N95 mask.

**12. Next Regular Board Meeting: December 28, 2020 at 6:00 p.m.**

**13. Adjournment:** Joanne McLachlan moved to adjourn the meeting. Don Dowell seconded. The meeting adjourned at 7:32 p.m.