

LOCKWOOD FIRE PROTECTION DISTRICT

23141 Shake Ridge Road

Volcano, CA 95689

Minutes of Regular Meeting of the Board of Directors

June 4, 2018

(NOTE: The Regularly Scheduled May Meeting Fell on Memorial Day – thus the meeting was moved to June 4, 2018 at 7:00 p.m.)

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

The meeting was called to order by President Jan Hewitt at 7: 01 p.m. and the Mission Statement read.

2. Establish quorum-roll call

Those in attendance were:

BOARD MEMBERS: President Jan Hewitt, Director JoAnne McLachlan, and Director Kelly McGee. A quorum was established.

Absent Due to Medical Reasons: Vice-President Cathy Koos-Breazeal,

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

PUBLIC ATTENDEES: Firefighter Randy Binz, Bob and Cookie Stevens, Gary and Jackie Vaughn, Sylvia Schofield, Herb Goldblum, Debra Abrams, Margene and Hack Severson, Ruth Ann Worny, Theresa Coleman, Dan and Brandon McGee, Sabrina Guzman, Robin Bell and Jack Lindecker.

3. Public Comments: Ruth Ann Worny commented on how nice Station 151 looked. Chief Withrow commended Firefighter Randy Binz for his hard work in cleaning up the station.

**4. Closed Session: Conference With Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Section 54956.9(d)(2)
1 case**

7:03 p.m. President Jan Hewitt asked all present (except Board Directors and Secretary Terry Bolyard) to please leave the meeting as a closed session was to be held.

7:15 p.m. Tim Worny, Chief Withrow and public attendees were invited back in to continue the public meeting.

President Jan Hewitt advised no reportable action was taken during the closed session.

5. Discussion/Action Items:

5a) Discuss and act regarding:

- 1. Scope of work to be done on remodel of Station 151**
- 2. Plans to be drawn for remodel**
- 3. Possibility of seeking bids for the project**

Kelly McGee distributed the Building and Grounds Maintenance Committee Report which set forth the status of Station 151 remodel. A hardcopy is in the Minutes Binder.

Chief Withrow briefly went over the handout for the public. A discussion was held regarding the cost of plans which could run as much as \$3000.00. Tim Worny suggested a motion be made to set the amount for plans not to exceed \$3000. Joanne McLachlan made a motion to keep the cost of the plans at \$3000. Kelly McGee seconded. The motion passed with 3 yeas and 1 absent. Kelly will further research getting an architect for this project.

5b) Approval of OPM updates and modifications:

Joanne McLachlan distributed the OPM modifications which were discussed at the April 30, 2018 Board meeting. Kelly McGee made a motion these modifications be implemented into the OPM. Joanne McLachlan seconded. The motion passed with 3 yeas and 1 absent.

5c) Approval of 2019 Budget:

Tim Worny distributed the Fiscal and Planning Advisory Committee Report and briefly went over the information. Chief Withrow explained the billing of Cal Fire to LFPD and the staffing of the Dew Drop Station.

When the Budget is approved, it will be posted on the LFPD website. The Cal Fire Contract will also be posted on the LFPD website.

Joanne McLachlan moved the 2019 Budget be approved as submitted. Kelly McGee seconded. The motion passed with 3 yeas and 1 absent.

6. Approval of Minutes from Regular Meeting of April 30, 2018.

JoAnne McLachlan moved the Minutes of the April 30, 2018 Board meeting be approved as submitted. Kelly McGee seconded. The motion passed with 3 yeas and 1 absent.

7. Treasurer's Report: Tim Worny advised he has redrafted the Rental Agreement for renting LFPD facilities for outside functions: i.e. political gatherings, community functions, etc.

It was also discussed that the second phase of the 50/50 Grant be let go for this year.

8. Chief's Report:

Calls: Time Period of April 30, 2018 – May 31, 2018: 11 calls. Average response time 15 minutes. Chief Withrow explained that two of the medical assist calls were for non-emergency response, therefore response time would have been longer.

Training: Training for LFPD volunteer firefighter Randy Binz is ongoing.

Chief Withrow announced there are two new volunteers about to start training: Jim Darnell and Ethan Moore.

Amador Fire Chief's Association Meeting Report: PG&E gave a training session at the Chief's meeting.

Chief Withrow commended Jackie Vaughn on the fine job of putting out the Smoke

Signals newsletter.

Staffing at Dew Drop will remain the same as fire season gets underway. There will be no Cal Fire invoicing to LFPD this year for the Amador Plan.

Chief Withrow advised volunteer Glen Plant will act as maintenance overseer.

9. Committee Reports:

Grant Committee: Nothing new to report

Fiscal and Planning Committee: Covered under Action Item 5c

Policies and Procedures Committee: Covered under Action Item 5b

Building and Maintenance Committee: Covered under Action Item 5a with a note there is a water leak at Station 152.

Fire and Safety Committee: Nothing new to report

Communications and Outreach: Jackie Vaughn announced the Smoke Signals newsletter is back in circulation. She also asked that meeting agendas get to her sooner than the Friday before a Board meeting. Terry agreed she would also like agenda items to be delivered sooner in order to get a final agenda ready before the Friday before a meeting.

10. Auxiliary Report: Auxiliary Co-president Sylvia Schofield reported on what a success the LFPD Auxiliary "Thank You" pancake breakfast was. There were 13 informative booths at the event and a nice turnout of the community. Although the breakfast was free, the auxiliary raised money from their bake sale, raffle baskets, and general donations.

11. Adjournment: Kelly McGee made a motion the meeting be adjourned. Joanne McLachlan seconded. The meeting adjourned at 7:58.

13. Next Regular Board Meeting: June 25, 2018 at 7:00 p.m.