

LOCKWOOD FIRE PROTECTION DISTRICT

23141 Shake Ridge Road Volcano, CA 95689

**Meeting of the Board of Directors
Agenda - June 26, 2023 - 6:00 p.m.**

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

Google Meet joining info:

Video call link: <https://meet.google.com/osw-vamr-cjh>

Or dial: (US) +1 252-776-9046 PIN: 440 963 368#

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. **No closed session.**

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:

a. Approval of proposed 2024 Budget

Motion: _____ 2nd _____ Vote: Yeas _____ No _____ Absent _____ Abstain _____

6. Discussion Items:

7. Approval of Minutes from Board Meeting of May 22, 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

11. Auxiliary Report

12. Adjournment

Motion: _____ 2nd _____ Vote: Yeas _____ No _____ Absent _____ Abstain _____

Next Board Meeting: July 24, 2023

Lockwood Fire Protection District

Board Meeting Minutes

May 22, 2023

Board Meeting: 6:04

Board Attendees: Kelly McGee, Jan Hewitt, JoAnne McLachlan, Cookie Stevens, Don Dowell, Tim Worny. Chief Withrow and Megan Watts were in attendance as well.

Public Comment:

Lee Gravesen spoke to the recent Auxiliary Bingo and Tri-tip dinner fundraiser- said it was one of the best dinners, for the best price, he's had in many years.

Jan Hewitt spoke to the question brought up at April's Board meeting, exploring whether or not there was a conflict of interest in regard to the Chief Officer services provided by Amador Fire Protection District, set forth in the JOA between Lockwood and AFPD. LFPD's legal counsel, Best, Best & Krieger, responded that as long as it is accurate to state that the \$3,500/month paid by Lockwood to AFPD does not directly result in additional compensation to Chief Withrow, there is **no incompatible activity problem under Government Code sections 1125 and 1126**. Similarly, although this does not seem to have been raised by the public commenter, we can preemptively advise that there is **no issue under the Political Reform Act** here (salary paid by government agency, i.e. AFPD, does not qualify as "income" for purposes of a conflict of interest) and that although Government Code section 1090 (applicable to agency contracting) does apply here, as long as Chief Withrow does not participate in any contract processes that would result in an impact to his financial interests (such as an increase in salary from AFPD resulting from his work with Lockwood) then **he is not in violation of the law**, and the two districts can continue to work together under the JOA.

Action Items-

a. Approval of Direct Assessment Agreement (LFPD - County of Amador)

Motion to approve - CS Second - JM All in (5) Absent (0)

Approval of April minutes with amendment: (suggested amendment: the radio tower foundation was actually *not* poured as stated, as granite was present and posed a problem, and hasn't been completed as of yet)

Motion to approve with amendment - JM Second - KM All in (5) Absent (0)

Treasurer's Report-

March numbers are available (see attached)

Annual budget has been worked through and Tim and Chief Withrow are ready to meet with the rest of the committee. Will schedule meeting after this meeting. Possible approval of budget at next month's Board meeting.

Chief's Report-

- Call Volume for April - 18 total (3 fires, 9 medical aids, 1 vehicle accident, 4 public assists, 1 other)

Lockwood Fire Protection District

Board Meeting Minutes

May 22, 2023

- Control burn escapes are happening in the district, nothing too extreme as of yet. Great responses from our volunteers!
- Staffing at 151 - Jack White is covering behind Tom Tomlinson while he's in the Academy - goal is to have at least one volunteer firefighter staffed 24/hr
- 152 has had volunteers responding out of the station
- RTU 130 - certified training needing completion to be able to respond to wildfires - almost wrapped up with LFPD's training
- Training attendance has been spectacular
- Approved transfer of 1964 GMC Water Tender

Public Questions for Chief Withrow:

What is the max capacity of volunteers? - Chief Withrow replied 20, we are maxed

How much are turnouts? - 5k-6k for full set

How often are turnouts replaced? - NFPA says 10 years unless protective abilities have been compromised

Grant committee-

Still waiting on 50/50 grant application with Cal Fire, should hear back around Sept./Oct.

DD submitted an AFG grant for a plethora of items, including apparatus.

Fiscal/Planning-

Working on annual budget, should be meeting shortly.

Policies/Procedures-

All Board members need to be current with their training - sexual harassment; etc. JoAnne will look into the status of required training for Board members. Line staff/volunteers also participate in required training both online and via other platforms.

Building Committee-

As money allows, Chief Withrow would like to include living quarters and a dorm room to the right of the building.

Communications/Outreach-

Residents reaching out regarding "burning" procedures, MW has been responding.

Website is doing well, Engage tool is working fantastically and reaching many residents, all over the county.

Advertising for events, Facebook ad for Bingo reached over 5k.

Jan Hewitt wants Measure M information added to the website.

Lockwood Fire Protection District

Board Meeting Minutes

May 22, 2023

Public question:

Explain Measure M please: Chief Withrow responded with the Measure M process

Why is it limited only to salaries and benefits? - Chief Withrow responded that that was how it was designed and proposed to the voters. Reimbursement for staff during lengthy extreme storm events, etc. and extra staffing is not in our budget, so Measure M money helps LFPD a lot in this regard

Auxiliary Report -

See attached

Public Comment -

Dave Peckinpaugh from Rancho Canyon Rd. is requesting any kind of help LFPD may provide in regard to a neighbor who has put up a gate across Rancho Canyon Rd., stating he owns the portion of Rancho Canyon Rd. and is refusing to remove it. This gate is prohibiting residents of utilizing the road as a critical option for evacuation. - Chief Withrow responded he will speak with Dave regarding their situation after the meeting and he will be more than happy to help, within the legal limits of LFPD's capacity.

Lockwood Neighborhood Radio watch will have to work with an engineer in regard to pouring foundation for the radio tower, as the foundation process was halted due to the presence of granite. Suggested amending the April minutes to reflect current status.

Adjournment (6:46): *Motion to approve- DD Second- CS All in (5) Absent (0)*

Next Board meeting: June 26th @ 6:00pm

| LOCKWOOD FIRE PROTECTION FY2023 | | BALANCE SHEET | | | | |
|---------------------------------|--|-----------------|-------------------------|---------------------|-----------------------|-----------|
| | | 4/30/2023 | | | | |
| | <u>ASSETS:</u> | | | | | |
| 101780 | Cash - General Fund | | \$ 114,851 | | | |
| 101785 | Cash - Capital Improvement Fund | | \$ 35,373 | | | |
| 101786 | Cash-Measure M & Prop 172 | | \$ 277,326 | | | |
| 115001 | Cash - El Dorado Savings/WestAmerica | | \$ 3,441 | | | |
| | Total Cash & Investments | | \$ 430,991 | | | |
| 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 | | \$ 930,825 | | | |
| | <u>LIABILITIES AND FUND BALANCES:</u> | | | | | |
| | Liabilities | | \$ 210,432 | | | |
| | Investment in Fixed Assets | | \$ 426,187 | | | |
| | Reserves and Control Balances | | \$ 294,207 | | | |
| | Total | | \$ 930,825 | | | |
| | | | INCOME STATEMENT | | | |
| | | <u>M</u> | | Year | Annual | |
| | Revenues: | | | <u>Month</u> | <u>to-date</u> | |
| | | | | | <u>Budget</u> | |
| 44100 | Interest income | | | \$2,375 | \$5,580 | \$5,000 |
| 45640 | Intergovernmental | | | | \$0 | |
| 45641 | Prop 172 | | | | \$0 | |
| 45641 | Measure M | \$163,344 | | \$10,845 | \$163,344 | \$155,000 |
| 46024 | Mitigation Fees | | | | \$0 | |
| 46025 | Impact Fees | | | | \$1,000 | |
| 47010 | Assessments | | | \$22,838 | \$67,818 | \$70,000 |
| 47890 | Donations/Fundraisers | | | | \$1,500 | |
| 47890 | Other (Strike Team, AFPD, etc.) | | | | \$69,486 | \$10,000 |
| | Total Revenues | \$163,344 | | \$36,058 | \$308,727 | \$240,000 |
| | Expenditures: | | | | | |
| 50100 | Salaries - Firefighters | \$160,396 | | \$17,990 | \$160,396 | \$161,280 |
| 50310 | FICA - Firefighters | \$11,467 | | \$1,108 | \$11,467 | \$15,000 |
| 50500 | Workers Comp Insurance | \$15,886 | | | \$15,886 | \$18,000 |

| | | | | | | | | |
|-------|--|------------|-------------------------|----------|-------------|------------|--|--|
| 50600 | Unemployment Insurance | \$2,601 | | \$234 | \$2,601 | \$2,000 | | |
| 51500 | Insurance & Bonds | \$0 | | | \$23,593 | \$18,000 | | |
| 51800 | Maintenance - Buildings & Structures | \$0 | | \$248 | \$676 | \$5,000 | | |
| 51900 | Supplies-Firefighters | \$0 | | \$950 | \$22,164 | \$32,500 | | |
| 52200 | Office Expense | \$0 | | | \$0 | \$2,500 | | |
| 52300 | Professional & Services | \$0 | | \$465 | \$2,483 | \$5,000 | | |
| 52302 | Outside Legal | \$0 | | | \$232 | \$2,000 | | |
| 52328 | Professional Services - Audit | \$0 | | | \$0 | \$4,000 | | |
| 52400 | Public & Legal Notices | \$0 | | | \$0 | \$1,000 | | |
| 52870 | Staff Training | \$9,103 | | (\$315) | \$9,103 | \$2,000 | | |
| 52900 | Vehicle Expenses | \$0 | | \$968 | \$194,175 | \$15,000 | | |
| 52900 | Vehicle Expenses-FUEL | \$0 | | \$148 | \$5,048 | \$10,000 | | |
| 56200 | Equipment / repairs | \$0 | | | \$5,405 | \$5,000 | | |
| 53000 | Utilities | \$0 | | \$3,621 | \$13,766 | \$10,000 | | |
| | Subtotal Expenses | \$199,453 | | \$25,418 | \$466,995 | \$308,280 | | |
| | Excess of Revenue over (under) Expenditures before loan payments | (\$36,110) | | \$10,640 | (\$158,268) | (\$68,280) | | |
| | | | CAPITAL ACTIVITY | | | | | |
| 56100 | Buildings and Improvements | | | | \$0 | \$0 | | |
| 56200 | Capital Equipment | | | | \$0 | \$15,000 | | |
| | Subtotal Expenses | | | \$0 | \$0 | \$15,000 | | |
| | Total Expenses | | | \$25,418 | \$466,995 | 323,280 | | |
| | Excess of Revenue over (under) Expenditures after loan payments | (\$36,110) | | \$10,640 | (\$158,268) | (\$83,280) | | |
| | | Total M | | | | | | |

| LOCKWOOD FIRE PROTECTION FY2024 | | | DRAFT | |
|---------------------------------|--|------------|------------|------------|
| BUDGET | | | | |
| | | M | OTHER | ANNUAL |
| | Revenues: | | | BUDGET |
| 44100 | Interest income | | \$4,000 | \$4,000 |
| 45640 | Intergovernmental | | | \$0 |
| 45641 | Prop 172 | | | \$0 |
| 45641 | Measure M | \$180,000 | | \$180,000 |
| 46024 | Mitigation Fees | | | \$0 |
| 46025 | Impact Fees | | | \$0 |
| 47010 | Assessments | | \$76,000 | \$76,000 |
| 47890 | Donations/Fundraisers | | | \$0 |
| 47890 | Other (Strike Team, AFD, etc.) | | \$10,000 | \$10,000 |
| | Total Revenues | \$180,000 | \$90,000 | \$270,000 |
| | Expenditures: | | | |
| 50100 | Salaries - Firefighters | \$ 161,280 | | \$161,280 |
| 50310 | FICA - Firefighters | \$15,000 | | \$15,000 |
| 50500 | Workers Comp Insurance | \$30,000 | | \$30,000 |
| 50600 | Unemployment Insurance | \$3,000 | | \$3,000 |
| 51500 | Insurance & Bonds | | \$25,000 | \$25,000 |
| 51800 | Maintenance - Buildings & Structures | | \$5,000 | \$5,000 |
| 51900 | Supplies-Firefighters | | \$20,000 | \$20,000 |
| 52200 | Office Expense | | \$2,500 | \$2,500 |
| 52300 | Professional & Services | | \$5,000 | \$5,000 |
| 52302 | Outside Legal | | \$2,000 | \$2,000 |
| 52328 | Professional Services - Audit | | \$5,000 | \$5,000 |
| 52400 | Public & Legal Notices | | \$1,000 | \$1,000 |
| 52870 | Staff Training | \$5,000 | | \$5,000 |
| 52900 | Vehicle Expenses | | \$25,000 | \$25,000 |
| 52900 | Vehicle Expenses-FUEL | | \$10,000 | \$10,000 |
| 56200 | Equipment / repairs | | \$5,000 | \$5,000 |
| 53000 | Utilities | | \$12,000 | \$12,000 |
| | Subtotal Expenses | \$214,280 | \$117,500 | \$331,780 |
| | Excess of Revenue over (under) Expenditures before loan payments | (\$34,280) | (\$27,500) | (\$61,780) |
| 56100 | Buildings and Improvements | | | \$0 |
| 56200 | Capital Equipment - used pickup truck | | \$15,000 | \$15,000 |
| | Loan Payment | | | \$0 |
| | Subtotal Expenses | | \$15,000 | \$15,000 |
| | Total Expenses | | 132,500 | \$346,780 |
| | Excess of Revenue over (under) Expenditures after loan payments | (\$34,280) | (\$42,500) | (\$76,780) |
| | Total M | | | |

Minutes of LFPD Auxiliary Meeting
JUNE 5, 2023

1. Call Meeting to Order: The meeting was called to order at 11:05 a.m. by President Megan Watts. Those attending: Vice-President Dyann Paradise, Treasurer and Acting Secretary Terry Bolyard, Cookie Stevens, Jan Hewitt, and Bill McKenna. A quorum was established.

We welcomed a new member: Kathleen Longton. WELCOME KATHLEEN!!

2. Minutes of the May 1, 2023: Dyann moved to accept the minutes as submitted. Cookie seconded. The minutes were approved and accepted.

3. Treasurer's Report: Treasurer Terry reported LFPD Auxiliary checking balance \$5,231.94 LFPD Auxiliary savings balance \$6,002.16.

OLD BUSINESS:

a) Bingo Night Final Report: Terry reported the expenses for the Bingo event were \$2,722.65. The event brought in \$2,566.15. As this was the first time the auxiliary held a Bingo event, it was a learning experience on how to make the event a true success next year. The following ideas were discussed:

- Set the date in April. There were many other events being held in the county on May 20 – Smoke Chasers, the Jackson car show, a Civil War re-enactment, and a child's program. Our May 20 date also fell between the Mother's Day weekend and Memorial Day.
- Hold the Bingo event at Lockwood Fire Station 152. Terry noted very few Lockwood residents attended the event. It was felt a better Lockwood attendance happens when events are held at one of the fire stations. This would also save on the rental fee for the Armory Hall and the cost of liability insurance.
- Do not sell beer and wine. This was not as profitable as we thought. This would save on the purchase of the beer and wine and the one-day liquor license

- Use only the window Bingo cards. We purchased 400 window cards and, if need be, can borrow additional cards from St. Katherine Drexel. The “once-and-done” cards caused confusion. They will be donated to a school or other organization.
- Play only five Bingo games. Sell the cards for \$5 each.
- Serve the Tri tip dinner (the dinner received nothing but raves). Sell dinner tickets on-line in advance charging \$15. Plates purchased at the door \$20

All-in-all, the Bingo event was a fun event and those who came said they had a really good time and would definitely come again. The food was excellent, and we learned a lot. Next year will be a huge success.

b) Clothing Drive Final Report: Terry reported funds from Cash4Clothes were received: \$376 received on May 30, and \$204.75 received on June 2. Cash donations during the drop-off dates totalled \$155.00. The total received for the spring clothing drive \$735.75. A big thank you to Deb Elliot who oversaw this fundraiser. If Deb is willing, we will have another clothing drive this fall – during the month of September.

NEW BUSINESS:

a) Pancake Breakfast: Megan asked if the auxiliary would be agreeable to moving the pancake breakfast into July. That suggestion was met with a unanimous yes. The new date is **July 15**. We will have raffle baskets and a bake sale. New member Kathleen stated she had a \$300 gift card for Costco which she would like to donate to the auxiliary to use for the purchase of supplies for the pancake breakfast. Thank you Kathleen for your generous offer.

A Pancake Breakfast planning meeting is scheduled for **June 19 at 11:00 a.m., Station 151** to finalize details for the upcoming event.

b) Fall Concert: Plans to hold the fall concert/dance in October at Station 152. Terry will reach out to two bands – Over Dryve and Route 88 – and Cookie will reach out to Double Take. We will ask the bands if they are available in October and what the charge is to play at our event.

c) Auxiliary 'go dark': The auxiliary will not meet in August. At this time, Megan proposed the auxiliary change their monthly meeting date to the LAST Monday of the month. This would be the same date as the LFPD Board meetings. The auxiliary would meet at 4 p.m. at Station 151 – prior to the Board meeting starting at 6 p.m. This was suggested so that members who serve on the auxiliary and the board would not have to make two trips a month for meetings. The auxiliary agreed to change the date and time of future meetings – starting with the July auxiliary meeting.

Report by Board President Jan Hewitt:

Jan reported the May Board meeting was short and uneventful. LFPD has 20 volunteers, calls were down after the winter storms. Chief Rob Withrow was pinned and officially became Chief of AFD. He will continue as acting Chief of LFPD.

Discussion/Comment: No further discussion or comments.

Adjournment: The meeting adjourned at 12:10 p.m.

Next LFPD Auxiliary Meeting At Station 151 June 19, 2023 at 11:00 a.m. This meeting is to finalize details for the Pancake Breakfast scheduled for July 15.

Minutes of LFPD Auxiliary Meeting
JUNE 19, 2023

1. Call Meeting to Order: The meeting was called to order at 11:05 a.m. by Vice-President Dyann Paradise. Those attending: Treasurer and Acting Secretary Terry Bolyard, Cookie Stevens, Jan Hewitt, and Kathleen Longton. New auxiliary member LFPD Volunteer Zidane Golightly was also in attendance. A quorum was not established.

This meeting was held to finalize plans for the upcoming pancake breakfast.

- Date: July 15, 2023 8:00 a.m. to 12 Noon, at Station 151
- Set Up: July 15, 2023 at 6:30 a.m.
- Megan and Jan will do the shopping at CostCo for supplies (**NOTE: Kathleen Longton generously donated a \$300 CostCo gift card to the auxiliary. Thank you so much Kathleen**)
- Zidane will check in the shed to see what supplies we already have
- No raffle baskets
- Bake Sale – Everyone is asked to bake items for the bake sale. A message was left with Debra Abrams to see if she will “man” the bake sale. Still waiting to hear back
- Cookie will work on getting a flyer put together. Zidane is also a graphic designer and offered to assist Cookie
- Megan will advertise on social media
- Suggestions to offer a kids event (shooting water through a hoop), having the LFPD volunteers show how they perform some of their duties, a fire extinguisher “how to” demonstration. Jan will talk to Chief Withrow
- **Meet July 10 at 11 a.m. - Station 151 to make sure everything is in order**

Discussion/Comment: Terry spoke with Route 88 regarding the October concert. Cookie spoke with Double Take. Both bands charge \$500. Double Take had October 28 available and it was decided to book them for the concert/dance. Perhaps have a Halloween theme (not costume party).

Cookie will confirm with Double Take. Details will be discussed at the September meeting.

Adjournment: The meeting adjourned at 12:10 p.m.

Next LFPD Auxiliary Meeting At Station 151 July 10, 2023 at 11:00 a.m. This meeting is to finalize details for the Pancake Breakfast scheduled for July 15.