

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
March 25, 2019

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

The meeting was called to order by President Jan Hewitt at 6:03 p.m. and the Mission Statement read.

2. Establish quorum-roll call

Those in attendance were:

BOARD MEMBERS: President Jan Hewitt, Vice President Joanne McLachlan, Director Cookie Stevens, Director Cathy Koos-Breazeal, and Director Kelly McGee. A quorum was established.

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

PUBLIC ATTENDEES: AFD Chief Walter White, Jackie Vaughn, Tom and Debra Abrams, Herb Goldblum, Marilyn Dillon, and Dan McGee

3. Public Comments: None

4. Closed Session: No closed session was held.

5. Discussion/Action Items:

5a) Should The Tri-Fold Lockwood Brochure Be Re-Done And Be Ready For The Town Hall Meeting. Cost: 250 is \$150. 500 is \$89. Jackie Vaughn often receives discount coupons from Vista Print.

Jackie Vaughn presented the Board with the tri-fold brochure which was done in the past. She advised the cost from Vista Print would be \$150/250, \$187.50/500, \$250/1000. (NOTE: The price quoted above on the agenda for 500/\$89 was in error) Also, to have a "rack card" insert of emergency phone numbers would be 500/\$106.91.

Jackie advised she often receives discount coupons from Vista Print so the above prices are approximates. She will also check with Staples and get pricing from them. She would like to have these ready in time for the Town Hall Meeting on April 30.

Cathy Koos-Breazeal made a motion to have the tri-fold brochures and "rack card" printed for a cost not to exceed \$300. Cookie Stevens seconded. The motion passed: 5 yeas, 0 no's.

6. Discussion Items

6a) Determine What Action To Take Regarding Unauthorized Parking At Station 151

It was brought to the attention of the Board that an unauthorized organization has been using Station 151 as a public parking area during events held at a home on the lot next to the station. The cars blocked the driveway and the bays at Station 151 so in the event of an emergency, the fire engines could not get out. This has happened in the past as well as the people attending the events using LFPD Station 151 water to fill large water containers.

Joanne McLachlan advised the Board she looked into code enforcement prohibiting unauthorized parking. Amador County does not have code enforcement. She was advised LFPD could contract with a towing company if they so chose, but the County would not get involved with citations, etc. Joanne played a recorded voicemail from the County regarding the County's non-involvement of code enforcement .

Cathy Koos-Breazeal stated the owner of the property resides in San Jose and has been contacted in the past regarding the events held on his/her property and the attendees using Station 151 for parking, water, etc. The owner didn't respond.

Chief Withrow will draft a letter to the owner. He will also contact the CHP regarding this concern as the State may have enforceable codes for non-authorized parking.

Other suggestions: Paint "Not For Public Use", "No Parking" on the pavement driveway as well as posting on the bays. Also, post signs "For LFPD Use Only".

6b) Determine If Lockwood Should Subscribe To A One-Year Trial Of Lexipol Policy Management Software For Public Safety

Chief Withrow provided a handout from Lexipol Policy Management. This is an organization that specializes in a software program for the development, delivery, and maintenance of policies and procedures for public safety organizations such as LFPD. Chief Withrow has studied LFPD's policies and procedures and found that they are non-compliant, inadequate, antiquated, or simply didn't exist in some aspects. Lexipol would be able to put together and maintain a program for LFPD which will provide current, compliant, and legally defensible policies and procedures. The cost is \$2958 per year. Chief Withrow suggested the Board contract with Lexipol for one year then revisit the matter.

As this matter was not on the agenda as an Action Item, the Brown Act was invoked. Cathy Koos-Breazeal moved this matter be addressed as an action item. Cookie Stevens seconded. The motion passed unanimously.

Joanne McLachlan moved LFPD sign up with Lexipol for one year for a cost not to exceed \$3000.00 then revisit the matter at the end of that one year period. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's.

7. Approval of Minutes from Regular Meeting of January 28, 2019.

Cathy Koos-Breazeal moved the Minutes of the January 28, 2019 Board meeting be approved as submitted. Joanne McLachlan seconded. The motion passed with 5 yeas and 0 no's.

8. Treasurer's Report: Tim Worny advised he had nothing to add to the Treasurer's report he had submitted to the Board. He did state he had not received the County's February report as yet.

9. Chief's Report:

At this time Chief Withrow introduced Chief Walter White of Amador Fire Protection District. Chief White addressed the Board and advised AFPD wants to assist LFPD and Cal Fire in anyway needed to better response times and coverage. He and Chief Withrow will maintain open lines of communication in this regard.

- There were 21 calls during the month of February: 12 medical aids, 5 power lines down, 4 public assists
- Firefighters Randy Binz and Jim Darnell are completing their Driver 1a and 1b training
- Under the Amador Plan, Cal Fire has invoiced LFPD for a partial month in the second quarter and will submit a final invoice at the end of the third quarter. The Treasurer's report reflects the partial invoice received.
- There will be a Town Hall meeting on April 30, 6:00 p.m. at Station 152
- The repairs and revamping of the barn at Station 152 is near completion. A big thanks to Jim Darnell and Tom Abrams for all their hard work. The auxiliary has moved their supplies to the barn and have turned the shed at Station 151 over to the station for the use of storage for equipment, etc.
- Chief Withrow pointed out the new windows being installed at Station 151 and thanked Dan McGee and Randy Binz for their hard work in installing the windows and donating their time and labor to accomplish this project.
- Chief Withrow asked the Board to approve an expenditure of approximately \$1000 for a toolbox and tools needed for Jim Darnell to continue work at Station 152. Right now Jim is using his own tools and having to transport them back and forth.

As this matter was not an Action Item on the Agenda, the Brown Act was invoked.

Cathy Koos-Breazeal moved to put this matter on the agenda as an action item. Cookie Stevens seconded. The motion passed unanimously.

Cathy Koos-Breazeal moved the Board approve an expenditure of up to \$1000 for Jim Darnell to purchase necessary tools and a toolbox for his use at Station 152. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's.

Chief's Report (continued)

- Chief Withrow and Joanne McLachlan are reviewing and bringing the Municipal Services Agreement current
- Chief Withrow told the Board the Buena Vista Casino is near completion and Cal Fire has been asked to help with coverage for the casino. This in no way will affect Cal Fire's coverage with LFPD

- LFPD's three current firefighters have all participated in the ride-along program with Camino
- LFPD's newest volunteer, Mike Jennings, has passed his physicals and is now ready to begin his training. As he currently is with San Jose Fire Department, he is already a trained firefighter and EMT.

10. Committee Reports:

Grant Committee: Nothing new to report

Fiscal and Planning Committee: Nothing new to report

Policies and Procedures Committee: Will meet and work with Lexipol when this project gets underway

Building and Maintenance Committee: Kelly McGee reported the contractor who had agreed to work on Station 151's build-out/remodel, backed out. The work is being done with volunteer labor. Dan McGee (a licensed contractor) has offered to help and oversee the work. Joanne McLachlan has met with Supervisor Brian Oneto and John Hopkins regarding the reconveyance of the two properties. Things are slowly moving forward.

Fire and Safety Committee: Nothing new to report

Communications and Outreach: Jackie Vaughn reported the new website is up and running. She has contracted with GoDaddy for two years, at a cost of \$305.12, for new email addresses for LFPD, access to "The Cloud", etc. Jackie is undergoing training with GoDaddy and suggested at least two Board personnel learn to work with the website and the GoDaddy account in updating and general maintenance. Jackie will help with educating and training Board personnel in this matter.

Jackie suggested putting out a smaller version of "The Smoke Signal" ("The Puff") prior to the Town Hall meeting on April 30. She suggested the use of Condroschoff Fabricators for the printing, folding and mailing of "The Puff." The mailing would be done by Every Door Delivery Mailing which would get "The Puff" to everyone in the community – not just those on a mailing list. The cost would be between \$500 and \$800.

As this was not on the Agenda as an Action Item, the Brown Act was invoked. Cathy Koos-Breazeal made a motion to put this matter on the agenda as an action item. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's.

Cathy Koos-Breazeal made a motion to allow Jackie Vaughn to have "The Puff" printed, folded and mailed by Condroschoff Fabricators for a cost not to exceed \$800. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's.

11. Auxiliary Report: Auxiliary Co-President Marilyn Dillon reported the success of the Taco de Marzo dinner. The next event will be the annual pancake breakfast and Safety Fair on May 18 at Station 151.

12. Adjournment: The meeting adjourned at 7:51 p.m.

13. Next Regular Board Meeting: April 22, 2019 at 6:00 p.m.