

**LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

**Meeting of the Board of Directors  
Agenda - July 24, 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. Presentation - Roseanne Chamberlain, LAFCO - overview of LAFCO functions and processes of consolidating districts**

**5. 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.

**6. Approval of Minutes from Board Meeting of June 26, 2023**

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**7. Action Items:**

a. Approval of Command Vehicle Swap

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

b. Discussion/Potential Approval of Volunteer Stipend Increase

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_      Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**8. Discussion Items: none**

**9. Treasurer's report**

**10. Chief's Report**

**11. Committee Reports:**

Grant Committee  
Fiscal and Planning Committee  
Policies and Procedures Committee  
Building and Maintenance Committee  
Communications and Outreach

**12. Auxiliary Report**

**13. Adjournment**

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_      Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**Next Board Meeting: August 28, 2023**

# **LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

## **LFPD Board Meeting Minutes June 26, 2023 - 6:00 p.m.**

**1. Start: 6:02**

**2. Attendees: Cookie Stevens, Don Dowell, JoAnne McLachlan, Jan Hewitt, Kelly McGee**

**3. Closed session: no closed session.**

**4. Public Comments:**

- **J. Vaughn:** update on radio tower cement pad at 152, repeater. Connecting the repeater is the next goal.

**5. Action Items:**

### **a. Approval of proposed 2024 Budget**

Motion: DD 2<sup>nd</sup> CS All in (5)

**6. Discussion Items:**

Tim Worny: Discussion on publishing budget as is.

Dowell: Expenditures are less than spendable. Would like to see the budget more accurately. Additionally speaks on the lack of auxiliary events, lack of involvement. Re: was advised of upcoming Pancake Breakfast, October Concert, and next Spring's Taco feed.

Discussion on Measure M revenue and other monies being received by Lockwood Fire.

Withrow: Explains assistance by hire and how Lockwood receives monies from that and the difference between it and mutual aid.

Dowell: Requests to have more transparency on large purchases and funding and more open discussion on them in the board meetings. Re: other Board members felt all major past purchases had been discussed and voted on. No major purchases have been made recently.

Discussion on parcel tax and alternate funding sources for Lockwood Fire.

Stevens: Expressed concerns regarding difficulty getting auxiliary involvement and new members.

Hewitt: Presented bill from attorneys Best Best & Krieger for \$941.50 to review legality of Lockwood contract with AFPD

Jackie Vaughn: Would like a radio club booth at pancake breakfast. Re: approved

## **7. Approval of Minutes from Board Meeting of May 22, 2023**

Motion: DD 2<sup>nd</sup>: JM All in (5)

**8. Treasurer's report:** last month's report is still current

## **9. Chief's Report**

Withrow: proposed use permit by planning deputy 19001 ponderosa way - winery proposal. The concern of water supply, 7/11 @ 7pm public hearing.

Operating plan updated - received \$5k for water tender rental during fire incident in March.

Writing letter in opposition to take fuel reduction efforts into account for CAL FIRE.

Would like to buy front tires for Squad in the new FY.

Another EMR class paid through Measure M.

Vol. training having a good response.

Jan & Joanne attended recruit academy graduation. Physical fitness award FF Tom Tomlinson.

Jan guest speaker at graduation, Thank you to her.

April call Vol. 37 calls, the majority were medical aids.

Hoses: \$7k to replace all hand lines- purchased postponed until later date.

Dowell: apologized for referring to the D3CC presentation on the proposed Benefit Assessment as a fiasco.

Discussion on new volunteers.

## **10. Committee Reports:**

Grant Committee: None Chief Withrow to draft Top Cop letter for 6520 for new tires

Fiscal and Planning Committee: None

Policies and Procedures Committee: None

Building and Maintenance Committee: Jan: 152 path into barn, make it flat. Fix 152 barn door so it opens fully, weedeat.

Communications and Outreach: Add to website- Measure M ballot language; allocation spreadsheet once approved by Board of Supervisors.

Public outreach: Firewise- Amador Pines

Upcountry news article submitted

## **11. Auxiliary Report :**

See report

## **12. Adjournment (6:58pm)**

Motion: DD 2<sup>nd</sup>: JH All in (5)

**Next Board Meeting: July 24, 2023**

LOCKWOOD FIRE PROTECTION FY2023		BALANCE SHEET				
		4/30/2023				
	<b><u>ASSETS:</u></b>					
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		
	<b><u>LIABILITIES AND FUND BALANCES:</u></b>					
	Liabilities		\$	210,432		
	Investment in Fixed Assets		\$	426,187		
	Reserves and Control Balances		\$	294,207		
	Total		\$	930,825		
			<b>INCOME STATEMENT</b>			
		<b><u>M</u></b>		<b>Year</b>	<b>Annual</b>	
	<b>Revenues:</b>			<b><u>Month</u></b>	<b><u>to-date</u></b>	
					<b><u>Budget</u></b>	
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
	<b>Expenditures:</b>					
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)		
			<b>CAPITAL ACTIVITY</b>					
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						

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.**