

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
June 28, 2021
6:00 p.m.

WITH COVID RESTRICTIONS LIFTED, THE LFPD BOARD MEETING WAS HELD IN
PERSON AT STATION 151

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

The meeting was called to order by President Jan Hewitt at 6:05 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, Board Secretary Terry Bolyard, CAL FIRE Assistant Chief Rob Withrow, and Webmaster Jackie Vaughn

PUBLIC ATTENDEES: Sylvia Schofield and Sharon Dowell

3. Closed Session: No Closed Session

4. Public Comments: No Public Comments

5. Action Items:

5a) Update Purchasing Authority

Fire Chief and Board President could approve anything up to \$500.00, Board President has to approve anything over \$500.00 up to \$2,000.00, and anything over \$2,000.00 requires the full Board approval.

Tim Worny addressed the proposal regarding requiring full Board approval for any expenditure over \$2000. He thought it might be difficult to get all Board members together for a vote in the event a purchase arose prior to a regular Board meeting. It was suggested any expenditure over \$2000 would need the approval of a quorum (three Board members). It was agreed a quorum would be sufficient to approve any expenditure over \$2000.00.

Don Dowell moved to accept the updated purchasing authority with the amendment of a quorum approving anything over \$2000. Joanne McLachlan seconded. The motion passed with 5 yeas, 0 no's.

5b) Review and Approve FY2020 Budget

It was pointed out a typo was made – the budget being reviewed and voted on is for the Fiscal Year 2022. Tim provided all Board members and CAL FIRE Assistant Chief Rob Withrow with the proposed FY2022 Budget. Tim briefly went over the proposed budget.

Don Dowell moved to approve the FY2022 Budget. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's.

5c) Vote On A Formal Resolution To Extend The Board Terms By One Year To Be In Compliance With The New State Law Requiring Even Year Elections

Jan Hewitt read the proposed Formal Resolution No. 2021-053 To Extend The Board Terms By One Year To Be In Compliance With The New State Law Requiring Even Year Elections.

Joanne McLachlan moved the Resolution be approved as read. Don Dowell seconded. The motion passed with 5 yeas and 0 no's. A copy of the signed Resolution is in the secretary's binder along with the minutes.

6. Discussion Items: No discussion items agendized

7. Approval of Minutes from Regular Meeting Of May 24, 2021.

Joanne McLachlan moved the Minutes of the LFPD Board Meeting held on May 24, 2021 be approved. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's.

8. Treasurer's Report: Tim Worny provided his treasurer's report to the Board prior to the meeting. The report was accepted as submitted.

9. Chief's Report:

- LFPD Chief Rob Withrow distributed: LFPD 2nd Quarter Training Schedule, LFPD Volunteer Firefighter Basic Training Schedule, LFPD Fire Station Daily Duties for volunteer firefighters working stipend shifts, and the LFPD Staffing spreadsheet. Chief Withrow went over each document and clarified any questions.
- LFPD firefighters Kris Morris and Ethan Moore have passed the mid-term testing for their EMT certifications. Their final exam is at the end of July
- LFPD can now equip each volunteer with proper PPE equipment and turnouts
- The medical bags are being inventoried and each bag is being brought into compliance with necessary equipment. Each bag will be exactly the same
- An application for the firefighters to have installed on their phones and radios is being subscribed to. This app will allow each firefighter to know the location of the other firefighters, incident locations, and ETA for firefighters responding to calls.
- The outside of the front bay at Station 151 has been completely painted and the auxiliary has planted lavender in the flower bed next to the front bay
- A new “Tuff” shed has been purchased for Station 151. This will provide proper storage for turnouts and equipment
- Engine #6530 is at High Tech Fire Apparatus in Oakdale, CA being refurbished
- Engine #6520 is in need of small repairs and will be taken to High Tech when #6530 returns

- Engine #6526 will follow #6520 to High Tech for maintenance repairs
- Squad #6546 cannot be retrofitted to carry water. It will remain equipped with back-up apparatus
- LFPD Water Tender will be serviced and minor repairs done
- May Calls: 9 total
 - 3 Public Assist
 - 5 Medical Aids
 - 1 Wildland Fire

10. Committee Reports:

Grant Committee: Don Dowell stated he had nothing new to report.

Fiscal and Planning Committee: Covered under Action Item 5b

Policies and Procedures Committee: Joanne McLachlan nothing new to report

Building and Maintenance Committee: Kelly McGee reported the remodel at Station 151 is nearly ready to have the final inspection. Handicap signs are up, the kitchen countertop has been ordered and will be installed in the next few weeks, window coverings have been ordered. Don Dowell is shopping for the media equipment for Station 151. This equipment will be used in training and presentations.

Communications and Outreach: Jackie Vaughn reported she has now added training and donation links to the LFPD website. Two on-line donations have already been received via the new link. Sylvia Schofield is putting together an article for the Up Country News telling the history of LFPD

Disaster Preparedness Ad Hoc Committee: Jackie advised two individuals showed interest in being a part of a disaster preparedness committee. Don will follow-up.

11. Auxiliary Report: Terry reported the LFPD Concert is planned for October 2, 2021. The pancake breakfast was a huge success bringing in just over \$4000. The auxiliary has decided to continue to meet through-out the summer. Thought of having a BBQ in early November to celebrate the 40th Anniversary of LFPD and to hold the dedication of Station 151 to Bob Benker is being discussed. Terry will ask the auxiliary to put on the agenda for their July meeting (being held July 12) the purchase of a griddle. Rob Withrow stated the griddle used during the pancake breakfast is in bad shape.

Don Dowell tossed out the idea of bringing back a chili cook-off at LFPD. This idea met with much enthusiasm.

12. Adjournment: Joanne McLachlan moved to adjourn the meeting. Don Dowell seconded. The meeting adjourned at 7:45 p.m.

13. Next Regular Board Meeting: July 26, 2021 at 6:00 p.m.