

**LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

**Meeting of the Board of Directors  
Agenda - January 22 - 6:00 p.m.**

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

**Join Zoom Meeting:**

[https://us06web.zoom.us/j/81894719377?pwd=IN2EF96YvVpqO6gNa0abKO  
M3Yget1G.1](https://us06web.zoom.us/j/81894719377?pwd=IN2EF96YvVpqO6gNa0abKO<br/>M3Yget1G.1)

Meeting ID: 818 9471 9377

Passcode: 782531

**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. **Closed session will be held to discuss personnel issues.**

**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:**

Explain changes in From 700 filing procedures and the requirement to adopt the approved conflict of interest code.

Motion\_2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**6. Discussion Items:**

a. Provide an update on [LAFCO application]/LAFCO process for potential Lockwood merger with AFPD.

b. Provide an update on the Ad Hoc Committee's parcel tax survey mailers.

**7. Approval of Minutes from Board Meeting of October 23, 2023**

At the November 27, 2023 Board Meeting it was moved that these minutes be tabled, and that the new Board Secretary proofread and correct the former Board Secretary's submitted minutes, at the request of a member of the public.

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

**8. Approval of Minutes from Board Meeting of November 27, 2023**

Motion: 2nd Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**9. Budget 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  
Disaster Preparedness Ad Hoc Committee

**12. Auxiliary Report**

**13. Adjournment**

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

**14. Next Board Meeting: To be determined.**

# **LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

## **Meeting of the Board of Directors Minutes - November 27, 2023 - 6:00 p.m.**

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/86091148620?pwd=VDhob0ZWTDRubS9YSzFoaUQ4Wm1xdz09>

Meeting ID: 860 9114 8620

Passcode: 881553

**Meeting was called to order at 6:06pm.**

### **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**

President called roll, all present. Quorum established.

### **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. **Closed session will be held to discuss personnel issues.**

**Closed session began at 6:15pm.** Recess was called.

**Closed session ended at 6:32pm.** Reconvention occurred.

**Closed Session Results:** Randy Binz has been officially appointed as Interim Fire Chief. He will assume command and administrative duties and be given authority to process bills and payroll for the duration of his service as Interim Chief. In addition, a Lockwood debit card will be issued to him from El Dorado Savings Bank, subject to defined spending limits.

Zidane Golightly has been officially appointed as Board Secretary. This also includes Public Information duties, and maintenance LFPD's website and social media accounts.

### **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.

- a. One member of the public requested clarification on the hiring process for the Board Secretary position. Board President Hewitt responded that an internal hiring process was conducted to prioritize finding someone already familiar with LFPD operations with volunteer and/or Auxiliary experience. The selected candidate fulfilled both criteria.

## 5. Action items

**Provide an update on the Ad Hoc committee for community outreach and authorize a mailer to survey community on willingness to increase parcel tax for Lockwood to remain independent, or merge with AFPD. Mailer cost not to exceed \$2,500.**

Director Dowell described the Ad Hoc committee initiative to gauge community receptivity to a parcel tax increase to keep Lockwood independent, Proposed cost to print and mail materials is not to exceed \$2,500.

Motion to approve Ad Hoc Committee: Director Dowell moved to approve.

Motion 2<sup>nd</sup>: Director McLachlan

Yeas   5   No        Absent        Abstain       

## 6. Discussion Items

### a. Provide status on LAFCO process for potential Lockwood merger with AFPD

Board President Hewitt reported that LAFCO sent a packet of information to start collecting regarding the process, Board President Hewitt and Director Dowell agreed on the importance of coordinating with LAFCO Executive Director Byron Damiani about any information collected. Board President Hewitt reiterated that the LAFCO process had no intention to, or agenda for, any decision about whether or not to merge Lockwood with AFPD until the community had first had a chance to respond to the Ad Hoc mailers. As such, and as Executive Director Damiani was out of town, no further action was taken.

LAFCO's first meeting to discuss Lockwood updates is Thursday, November 30, at 5:30pm at 810 Court Street in Jackson, in the Supervisor's Chambers.

b. In response to questions from community members about revenue sources, Board President Hewitt responded that parcel tax and Measure M were the primary sources. Supplemental revenue, although unpredictable, can come from hiring out equipment and personnel for mutual aid when staffing permits.

When the question arose of what would happen if an affirmative vote occurred from the community to increase the parcel tax, Board President Hewitt responded that a ballot measure would be drafted to allow the community to vote, and would require two thirds approval.

## 7. Approval of Minutes from Board Meeting of October 23, 2023

Motion to table minutes until next regular Board Meeting: Board President Hewitt moved to approve.

Motion 2<sup>nd</sup>: Director Dowell

Yeas 5 No      Absent      Abstain     

## 8. Budget Report:

The Treasurer's Report from Stacy Powrozek (AFPD) had been received, and printed copies were shared. As this was the last report Stacy had agreed to do for Lockwood, it was reiterated that a new Treasurer should be found to replace former Treasurer Tim Worny.

## 9. Chief's Report

- 27 Calls for month of November; 19 medical aids, 7 wildland fires, 1 traffic collision.
- Engine 6520 tire replacement update: Estimated cost \$2,000, as Engine 6520 needs 2 new tires.
- The station will continue to have 24-7 coverage, with a minimum of 2 responding.
- LFPD Will be attending the Carson Pass Pines Christmas Parade with 2 apparatus, Engine 6530 and Engine 6526. They will still be available to respond from the parade.
- Received 2 Volunteer Firefighter Applications.

## 11. Auxiliary Report

Director Stevens reported that the Cookies With Santa event would be held at Station 151, from 4pm to 7pm, on December 8th. She reported the Auxiliary will meet in January to plan 2024 events.

## 12. Adjournment

Motion to approve adjournment by Board President Hewitt.

Motion 2<sup>nd</sup>: Director Stevens

Yeas 5 No      Absent      Abstain     

**Meeting adjourned at 8:06pm.**

Next Board Meeting: January 22, 2024

# **LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

## **Special Meeting of the Board of Directors Minutes - January 8th - 6:00 p.m.**

### **Zoom Meeting only**

Join Zoom Meeting:

<https://us06web.zoom.us/j/82932335913?pwd=8Hsi3Drbw8bIMuynT6nVJ10ispbMDb.1>

Meeting ID: 829 3233 5913

Passcode: 458906

**Meeting was called to order at 6:08pm.**

### **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**

President called roll, all present. Quorum established.

### **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.) Discuss and approve survey mailer to community regarding the proposed parcel tax increase for fire protection.**

Ad Hoc Committee member Jackie Vaughn commenced screensharing to show the mailer the AHC has sent to Condrashoff Fabrications, and mentioned that they would be able to suggest any last-minute advice or changes with regard to format and legibility of the mailer.

It was confirmed that a majority affirmative vote from the public would require a ballot

measure be drafted to conduct a formal vote for the parcel tax increase.

Jackie mentioned that, by the time a ballot measure would need to be drafted, the question of “voter or parcel owner” would need to be answered; Currently mailers are being shipped to parcel owners, but it should be considered that not all residents with voting power voters may be homeowners (and thus liable for parcel tax), and not all parcel owners may be full-time Amador County residents (and thus registered to vote in Amador County, in town to check their mail frequently, or familiar with LFPD in any meaningful capacity.)

The idea was also floated that a dollar or percent range be used to convey the PTI increase estimation, to prevent giving the public too low or high of a projection compared to what may be officially proposed. Jackie agreed to get Condrashoff owner Benita’s insight on this, with her extensive experience producing mailers.

The mailer would be sent to constituents by February 16, 2024, with costs not to exceed \$2,500.

Motion to authorize print and distribution of the Ad Hoc committee’s mailer survey on proposed parcel tax increase to maintain LFPD’s independence: Director Dowell moved to approve.

Motion\_2<sup>nd</sup>: Director Cookie Stevens

Vote: Yeas   5   No        Absent        Abstain       

**6. Adjournment**

Motion to approve adjournment by Director Stevens

Motion 2<sup>nd</sup>: Director Dowell

Yeas   5   No        Absent        Abstain       

**Board Meeting: The next Board Meeting will be held January 22, 2024**

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	11/30/2023		
			BALANCE SHEET		
<b>ASSETS:</b>					
101780	Cash - General Fund		\$	91,491	
101785	Cash - Capital Improvement Fund		\$	37,287	
101786	Cash - Measure M & Prop 172		\$	257,581	
115001	Cash - El Dorado Savings/WestAmerica		\$	-	
	Total Cash & Investments		\$	386,358	
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		\$	886,192	
<b>LIABILITIES AND FUND BALANCES:</b>					
	Liabilities		\$	210,432	
	Investment in Fixed Assets		\$	426,187	
	Reserves and Control Balances		\$	249,573	
	Total		\$	886,192	
<b>INCOME STATEMENT</b>					
		<b>M</b>		<b>Year</b>	<b>Annual</b>
	<b>Revenues:</b>	<b>YTD</b>		<b>to-date</b>	<b>Budget</b>
			<b>Month</b>		
44100	Interest income			5,997.68	4,000
45640	Intergovernmental				
45641	Prop 172				
45641	Measure M	104,681.51	15,268.83	104,681.51	180,000
46024	Mitigation Fees				
46025	Impact Fees		500.00	1,000.00	
47010	Assessments				76,000
47890	Donations/Fundraisers				
47890	Other (StrikeTeam,AFPD,etc.)		-	12,590.47	10,000
	Total Revenues	104,681.51	15,768.83	124,269.66	270,000

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	11/30/2023		
				<b>Year</b>	<b>Annual</b>
		<b>M</b>		<b>to-date</b>	<b>Budget</b>
<b>Expenditures:</b>		<b>YTD</b>	<b>Month</b>		
50100	Salaries - Firefighters	77,865.00	13,200.00	77,865.00	161,280
50310	FICA - Firefighters	4,617.91	742.05	4,617.91	15,000
50500	Workers Comp Insurance	11,563.50	11,563.50	11,563.50	30,000
50600	Unemployment Insurance	419.48	20.45	419.48	3,000
51500	Insurance & Bonds		11,514.00	11,514.00	25,000
51800	Maintenance - Buildings & Structures			248.00	5,000
51900	Supplies - Firefighters		1,115.37	8,231.43	20,000
52200	Office Expense		174.03	500.05	2,500
52300	Professional & Services	485.00	130.00	485.00	5,000
52302	Outside Legal			941.50	2,000
52328	Professional Services - Audit				5,000
52400	Public & Legal Notices				1,000
52870	Staff Training	1,074.00		1,074.00	5,000
52900	Vehicle Expenses		57.08	1,074.29	25,000
52900	Vehicle Expense - FUEL		136.91	3,790.73	10,000
56200	Equipment / repairs				5,000
53000	Utilities		684.03	3,583.17	12,000
	Subtotal Expenses	96,024.89	39,337.42	125,908.06	331,780
	Excess of Revenue over (under)				
	Expenditures before loan payments	8,656.62	(23,568.59)	(1,638.40)	(61,780.00)
<b>CAPITAL ACTIVITY</b>					
56100	Buildings and Improvements		-	-	-
56200	Capital Equipment		-	-	15,000
	Subtotal Expenses		-	-	15,000
	Total Expenses		39,337.42	125,908.06	346,780
	Excess of Revenue over (under)				
	Expenditures after loan payments	8,656.62	(23,568.59)	(1,638.40)	(76,780.00)
	Total M				



LOCKWOOD FIRE PROTECTION FY2024		MONTH:	12/31/2023			
			BALANCE SHEET			
<b>ASSETS:</b>						
101780	Cash - General Fund		\$	111,363		
101785	Cash - Capital Improvement Fund		\$	58,727		
101786	Cash - Measure M & Prop 172		\$	258,106		
115001	Cash - El Dorado Savings/WestAmerica		\$	-		
	Total Cash & Investments		\$	428,195		
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		\$	928,029		
<b>LIABILITIES AND FUND BALANCES:</b>						
	Liabilities		\$	19,509		
	Investment in Fixed Assets		\$	426,187		
	Reserves and Control Balances		\$	482,333		
	Total		\$	928,029		
<b>INCOME STATEMENT</b>						
		M	Year		Annual	
		<u>YTD</u>		<u>to-date</u>	<u>Budget</u>	
<b>Revenues:</b>						
44100	Interest income			5,997.68	4,000	
45640	Intergovernmental					
45641	Prop 172					
45641	Measure M	115,648.86		115,648.86	180,000	
46024	Mitigation Fees					
46025	Impact Fees			1,000.00		
47010	Assessments			42,862.50	76,000	
47890	Donations/Fundraisers					
47890	Other (StrikeTeam,AFPD,etc.)			458.65	10,000	
	Total Revenues	115,648.86		178,558.16	270,000	

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	12/31/2023			
				Year	Annual	
		<u>YTD</u>		<u>to-date</u>	<u>Budget</u>	
<b>Expenditures:</b>						
50100	Salaries - Firefighters	89,631.34		89,631.34	161,280	
50310	FICA - Firefighters	5,513.34		5,513.34	15,000	
50500	Workers Comp Insurance	11,563.50		11,563.50	30,000	
50600	Unemployment Insurance	419.48		419.48	3,000	
51500	Insurance & Bonds			11,514.00	25,000	
51800	Maintenance - Buildings & Structures			248.00	5,000	
51900	Supplies - Firefighters			8,231.43	20,000	
52200	Office Expense			500.05	2,500	
52300	Professional & Services			485.00	5,000	
52302	Outside Legal			941.50	2,000	
52328	Professional Services - Audit				5,000	
52400	Public & Legal Notices				1,000	
52870	Staff Training	1,074.00		1,074.00	5,000	
52900	Vehicle Expenses				25,000	
52900	Vehicle Expense - FUEL			243.68	10,000	
56200	Equipment / repairs				5,000	
53000	Utilities			1,107.79	12,000	
	Subtotal Expenses	108,201.66		139,921.30	331,780	
	Excess of Revenue over (under)					
	Expenditures before loan payments	7,447.20		40,275.26	38,636.86	(61,780.00)
<b>CAPITAL ACTIVITY</b>						
56100	Buildings and Improvements			-	-	-
56200	Capital Equipment			-	-	15,000
	Subtotal Expenses			-	-	15,000
	Total Expenses			14,013.24	139,921.30	346,780
	Excess of Revenue over (under)					
	Expenditures after loan payments	7,447.20		40,275.26	38,636.86	(76,780.00)
	Total M					

**Minutes of LFPD Auxiliary Meeting**  
**NOVEMBER 27, 2023**

1. Call Meeting to Order: The meeting was called to order at 11:02 p.m. by President Megan Watts. Those attending: Vice President Dyann Paradise, Secretary Zi Golightly, Jan Hewitt, Cookie Stevens, and Bobbie Crowell. A quorum was established.

2. Minutes of October 23, 2023: Megan moved to table the minutes. Zi seconded. The minutes were tabled.

3. Treasurer's Report: Treasurer Terry Bolyard was not present to deliver this report.

**OLD BUSINESS:**

a.) Halloween Concert final update

The concert, although a good time for all involved, was not a financial success. The attendance was low, and as such, all present agreed that 2024's concert should be rebranded as a Fall/Harvest Concert, and be held earlier in October than the abundance of Halloween events in the week leading up to Halloween.

**NEW BUSINESS:**

a.) New Auxiliary members

With President Megan Watts' departure from the Auxiliary effective December, and Cookie Stevens' departure in 2024 announced today, members agreed to continue the search for new Auxiliary members. Potential people to ask include Firefighter Steve Clark's wife Charlene, and potentially Deb Elliot (about rejoining.)

Secretary Golightly introduced her mother, Roberta Crowell, the newest Auxiliary member, who joined today.

Desire was voiced to ask Treasurer Terry Bolyard about her willingness to continue in her current position, as well.

b.) Giving Tuesday (November 28th)

Although President Megan Watts did volunteer to dissolve or transfer the Square account to someone else's login email before leaving, it was clarified that Square donations could not be accepted as part of the Giving Tuesday event, as donations needed to be made to LFPD through Amador Community Foundation to be matched. Online donations must be made on ACF's website, on which LFPD has a donation page. Checks will also be accepted at both of the fire stations in two 3-hour shifts (9am-1pm and 1pm-3pm), each staffed by two people. Cookie Stevens volunteered to transport Station 152's end of day donations to Secretary Golightly at Station 151, from where Golightly had agreed to deliver all physical donations to President Megan Watts at the Giving Tuesday event at Katherine Drexel church.

c.) Cookies With Santa (December 8th)

An initial event time of 5-7 was suggested, although this could be changed in either

direction based on Allan's availability in which to be the station's Santa. Zi Golightly agreed to update the flyer from 2022 and post it to social media and the website. Jan Hewitt suggested also running ads of the flyer in the Ledger Dispatch and Upcountry News, for whom she would put Zi in touch.

It was anticipated that sufficient Christmas decorations could be found between the Barn and the upper storage of station 151. While it would be ideal not to purchase more decorations, it was agreed that the decor should be more intricate than last year's event, and that additional lights and snowflakes could be purchased affordably at Lowe's if required.

Finally, it was decided that extra cookies would be offered in to-go bags for families, and that Zi would compile a cookie signup list to email everyone.

d.) Santa Cruise; Carson Pass Pines Parade

It was reported that Lockwood would participate in the Carson Pass Pines Parade, using engines 6526 and 6530. The event will be December 16th, although it would be necessary to verify the exact start time (estimated 3:30pm) if Zi were to make a flyer combining the times and routes of all parades. Zi agreed to figure out if and when LFPD would be driving through La Mel Heights and past Allan Road again this year, and if it's not happening, will simply use Carson Pass Pines Parade's own itinerary flyers.

**Report by Board President Jan Hewitt:**

Board President Jan Hewitt reported the vote to move forward on the resolution to start the LAFCO process, and that it is not yet known what is happening on AFPD's end of their resolution, if anything. LAFCO Executive Director Byron Damiani, being out of town and tending to family, was not yet available to discuss further questions. Board President Hewitt also reported on the decision to appoint Engineer Randy Binz as Interim Fire Chief, and that the finalization of that decision will be formally announced at tonight's Board Meeting.

Board President Hewitt also mentioned that a concern which caught the Board's attention was that if no funding mechanism were settled on with which to keep LFPD both independent and properly operational, undergoing the LAFCO process with proper planning and advance communication would be better than having the decision foisted upon us for lack of a better option panning out in a timely fashion.

Finally, Board President Hewitt announced her involvement in the Ad Hoc Committee formed to design and print mailers informing district residents of LFPD's options, the parcel tax increase necessary to keep it independent, and to gauge interest in the latter. The committee consists of Board President Jan Hewitt, Board Director Don Dowell, Board Director Cookie Stevens, Sharon Dowell, Jackie Vaughn and Sylvia Schofield. Their next possible meeting date would be January 18th, and the expenditure of up to \$2,500 for the mailers will be discussed and voted on at tonight's board meeting.

**Discussion/Comment:**

It was mentioned that the Auxiliary goes dark in December (save for Cookies With Santa). Regarding taking over of Auxiliary communications in Megan's absence, Dyann volunteered to be acting Auxiliary President until someone permanent can be found to do the job.

**Adjournment:** The meeting adjourned at 12:01 p.m.

**Next LFPD Auxiliary Meeting on January 22nd at Station 151 at 11:00 a.m.** This meeting is to discuss any loose ends regarding Giving Tuesday, December events, Megan Watts' departure from the position of Auxiliary President, onboarding Roberta Crowell to the Auxiliary, and going public with the search for new Auxiliary members.

Recording Secretary,  
Zi Golightly