

**LOCKWOOD FIRE PROTECTION DISTRICT**  
23141 Shake Ridge Road  
Volcano, CA 95689  
Minutes of Regular Meeting of the Board of Directors  
January 24, 2021  
6:00 p.m.

Call to order and reading of the mission statement.

The meeting was called to order by President Jan Hewitt at 6:03 p.m.

Establish quorum-roll call

BOARD MEMBERS: President Jan Hewitt, Vice President Joanne McLachlan, Director Don Dowell, and Director Cookie Stevens. A quorum was established.

ADMINISTRATION MEMBERS: Tim Worny, Treasurer, Fire Chief, Rob Withrow and Board Clerk, Megan Watts.

ABSENT: Director Kelly McGee

No Closed Session

Top Cop Donation Presentation – The Top Cop organization presented the Lockwood Fire Protection District Auxiliary with a donation of \$1500.00. Sheriff Gary Redman and Joe Dirickx spoke to the Board and public about the history of Top Cop and what they do.

No public comment

No Action Items

Discussion Items:

Water tank discussion tabled to next meeting  
Paving discussion tabled to next meeting

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Don Dowell motioned to approve minutes from November, Cookie Stevens seconded

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Treasurers Report from November and December - see attached - audit report was finalized and distributed

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## Chief's report:

- Call log - 22 for December
- Volunteers really performed during the weather/storm in December
- Cameras have been installed and are up and running
- Minor flooding at 151, adjustments to the grade and rock outside will and are being made
- Goal of having a piece of our equipment manned every day, looking good
- New training schedule is out
- Involved AFPD at trainings recently to promote positive partnership
- Orientation packet for new volunteers is ready, must go through to respond to calls by themselves. Everything is compliant with NFPA
- Chief's vehicle is done and ready
- Good response to recent structure fire, all went well and homeowner was very grateful
- Meeting with Robin Bell from Amador Pines regarding their Road Association having a Duty Officer or contact lead
- Working on a multi-incident response plan with AFPD
- Mini-split is coming for Station 151 next month. Alpine Air Conditioning and Heating is installing.
- New Bay Doors are being installed next month as well
- Snow Dams over the bays will be necessary in the future
- AFPD is willing to donate a squad vehicle, want to explore that further and have a mechanic look it over, will put in front of the Board for final approval. Chief wants to put water on it if possible. Apply for more donations/money from Top Cop for this idea?

## Grant Committee -

- 50/50 grant - moving forward with purchasing all new communications equip (portable radio's and bay station radio for 151) and pagers
- Don thinks we should do another FEMA grant application
- Direction we need to go with the AOG (?) grant - Chief supports trying to get funding for another water tender or Type 6 engine

## Fiscal -

- No need to revise budget
- Possible mid-year review for future projects, wait until vehicles are done being worked on then explore upcoming projects.
- Update OPM to switch South Division Chief to Fire Chief
- Schedule meeting soon to address certain issues/revisions (JoAnne will pick dates and email Chief and Jan)

### Building and Maintenance -

- County hasn't signed off on permits yet
- Keep eyes out for a new snow blower

### Comms and Outreach -

- Working on website
- 40<sup>th</sup> Anniversary video is on website
- Good feedback on FB
- Upcountry Articles are going back to the Auxiliary
- Don Dowell offered to send any district event photos
- LFPD is discussing having a District Flag (maybe on the Auxiliary agenda for next month?)
- Town Hall-ish event in progress.....scheduled for approx. late May

### Auxiliary Report -

- Minutes read by Cookie (see attached)
- Chief wants to do another Dinner Meeting on March 30<sup>th</sup> with everybody
- Megan offered to help the Auxiliary as Vice President

Meeting adjourned (Don Dowell motioned, JoAnne McLachlan seconded) at 7:15

Next meeting: February 28, 6:00pm at Station 151

NOVEMBER REPORT - 2021

LOCKWOOD FIRE PROTECTION FY2021		BALANCE SHEET					
			11/30/2021				
	<b><u>ASSETS:</u></b>						
101780	Cash - General Fund		\$ 378,517				
101785	Cash - Capital Improvement Fund		\$ 28,519				
101786	Cash-Measure M & Prop 172		\$ 376,395				
115001	Cash - El Dorado Savings/WestAmerica		\$ 46,903				
	Total Cash & Investments		\$ 830,334				
142000	Prepaid Expenses		\$ 1,751				
111004	Accounts Receivable/year end		\$ 11,100				
150620	Fixed Assets-Structure		\$ 250,300				
150630	Fixed Assets-Equipment		\$ 930,119				
150631	Fixed Assets-Depreciation		\$ (955,495)				
	Total		\$ 1,068,109				
	<b><u>LIABILITIES AND FUND BALANCES:</u></b>						
	Liabilities		\$ 210,432				
	Investment in Fixed Assets		\$ 426,187				
	Reserves and Control Balances		\$ 431,490				
	Total		\$ 1,068,109				
			<b>STATEMENT</b>				
		<b><u>M</u></b>			<b>Year</b>	<b>Annual</b>	
	<b>Revenues:</b>			<b>Month</b>	<b>to-date</b>	<b>Budget</b>	
44100	Interest income				\$2,100	\$10,000	
45640	Intergovernmental				\$0		
45641	Prop 172				\$0		
45641	Measure M	\$143,468		\$13,309	\$143,468	\$140,000	
46024	Mitigation Fees				\$0		
46025	Impact Fees				\$1,000		
47010	Assessments				\$0	\$70,000	
47890	Donations/Fundraisers				\$0		
47890	Other (Strike Team, AFPD, etc.)		equipment rental	\$1,950	\$31,960	\$45,000	
	Total Revenues	\$143,468		\$15,259	\$178,529	\$265,000	
	<b>Expenditures:</b>						
50100	Salaries - Firefighters	\$59,482		\$7,353	\$59,482	\$299,542	

50310	FICA - Firefighters	\$4,416		\$563	\$4,416	\$10,000		
50500	Workers Comp Insurance	\$4,424			\$4,424	\$10,000		
50600	Unemployment Insurance	\$1,024		\$18	\$1,024	\$2,000		
51500	Insurance & Bonds	\$0			\$14,093	\$6,500		
51800	Maintenance - Buildings & Structures	\$0			\$103	\$27,000		
51900	Supplies-Firefighters	\$0		\$11,219	\$51,107	\$46,000		
52200	Office Expense	\$0			\$0	\$1,000		
52300	Professional & Services	\$0		\$120	\$960	\$2,000		
52302	Outside Legal	\$0		\$116	\$116	\$3,000		
52328	Professional Services - Audit	\$0			\$0	\$4,000		
52400	Public & Legal Notices	\$0			\$0	\$1,000		
52870	Staff Training	\$3,770		\$948	\$3,770	\$5,000		
52900	Vehicle Expenses	\$0	tires F150	\$2,262	\$3,803	\$99,500		
52900	Vehicle Expenses-FUEL	\$0			\$3,918	\$5,000		
56200	Equipment / repairs	\$0			\$0	\$5,000		
53000	Utilities	\$0		\$1,050	\$3,264	\$10,000		
	Subtotal Expenses	\$73,117		\$23,648	\$150,481	\$536,542		
	Excess of Revenue over (under) Expenditures before loan payments	\$70,351		(\$8,390)	\$28,048	(\$271,542)		
			<b>CAPITAL ACTIVITY</b>					
56100	Buildings and Improvements			\$1,265	\$7,536	\$5,000		
56200	Capital Equipment				\$0	\$5,000		
	Loan Payment				\$0	\$12,277		
	Subtotal Expenses			\$1,265	\$7,536	\$22,277		
	Total Expenses			\$24,913	\$158,016	558,819		
	Excess of Revenue over (under) Expenditures after loan payments	\$70,351		(\$9,654)	\$20,513	(\$293,819)		
	Total M							

DECEMBER REPORT - 2021

LOCKWOOD FIRE PROTECTION FY2022		BALANCE SHEET					
			12/31/2021				
	<b>ASSETS:</b>						
101780	Cash - General Fund		\$ 436,215				
101785	Cash - Capital Improvement Fund		\$ 49,686				
101786	Cash-Measure M & Prop 172		\$ 378,506				
115001	Cash - El Dorado Savings/WestAmerica		\$ 46,904				
	Total Cash & Investments		\$ 911,311				
142000	Prepaid Expenses		\$ 1,751				
111004	Accounts Receivable/year end		\$ 11,100				
150620	Fixed Assets-Structure		\$ 250,300				
150630	Fixed Assets-Equipment		\$ 930,119				
150631	Fixed Assets-Depreciation		\$ (955,495)				
	Total		\$ 1,149,086				
	<b>LIABILITIES AND FUND BALANCES:</b>						
	Liabilities		\$ 210,432				
	Investment in Fixed Assets		\$ 426,187				
	Reserves and Control Balances		\$ 512,467				
	Total		\$ 1,149,086				
			<b>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				\$2,100	\$10,000	
45640	Intergovernmental				\$0		
45641	Prop 172				\$0		
45641	Measure M	\$154,667		\$11,200	\$154,667	\$140,000	
46024	Mitigation Fees				\$0		
46025	Impact Fees				\$1,000		
47010	Assessments			\$42,335	\$42,335	\$70,000	
47890	Donations/Fundraisers				\$0		
47890	Other (Strike Team, AFD, etc.)		equipment rental	\$54,290	\$86,251	\$45,000	
	Total Revenues	\$154,667		\$107,825	\$286,354	\$265,000	
	<b>Expenditures:</b>						
50100	Salaries - Firefighters	\$90,274		\$30,792	\$90,274	\$299,542	

50310	FICA - Firefighters	\$6,772		\$2,356	\$6,772	\$10,000		
50500	Workers Comp Insurance	\$4,424			\$4,424	\$10,000		
50600	Unemployment Insurance	\$1,407		\$383	\$1,407	\$2,000		
51500	Insurance & Bonds	\$0			\$14,093	\$6,500		
51800	Maintenance - Buildings & Structures	\$0			\$103	\$27,000		
51900	Supplies-Firefighters	\$0		\$11,466	\$62,573	\$46,000		
52200	Office Expense	\$0		\$191	\$191	\$1,000		
52300	Professional & Services	\$0		\$379	\$1,339	\$2,000		
52302	Outside Legal	\$0			\$116	\$3,000		
52328	Professional Services - Audit	\$0			\$0	\$4,000		
52400	Public & Legal Notices	\$0			\$0	\$1,000		
52870	Staff Training	\$5,570		\$1,800	\$5,570	\$5,000		
52900	Vehicle Expenses	\$0		\$4,247	\$8,050	\$99,500		
52900	Vehicle Expenses-FUEL	\$0		\$2,672	\$6,590	\$5,000		
56200	Equipment / repairs	\$0			\$0	\$5,000		
53000	Utilities	\$0		\$570	\$3,834	\$10,000		
	Subtotal Expenses	\$108,448		\$54,855	\$205,335	\$536,542		
	Excess of Revenue over (under) Expenditures before loan payments	\$46,220		\$52,970	\$81,019	(\$271,542)		
			<b>CAPITAL ACTIVITY</b>					
56100	Buildings and Improvements			\$1,246	\$8,781	\$5,000		
56200	Capital Equipment				\$0	\$5,000		
	Loan Payment				\$0	\$12,277		
	Subtotal Expenses			\$1,246	\$8,781	\$22,277		
	Total Expenses			\$56,100	\$214,117	558,819		
	Excess of Revenue over (under) Expenditures after loan payments	\$46,220		\$51,725	\$72,237	(\$293,819)		
		Total M						
	2021 Treasurer Report Nov 2021							

Minutes of LFPD Auxiliary Meeting  
November 1, 2021

1. Call meeting to order: The meeting was called to order at 1:00 p.m. by Co-President Lynn Gravesen. Those attending: Co-President Lynn Gravesen, Co-President Sylvia Schofield, Treasurer and Acting Secretary Terry Bolyard, Cookie Stevens, Marilyn Dillon, Carol Asmus, Dyann Paradise, Jan Hewitt, Debra Abrams, Kathy Winnie, Jackie Vaughn, and new member Shiela (?) A quorum was established.

Prior to the agenda meeting discussions, Jackie Vaughn presented a request to allow the new organization, Lockwood Neighborhood Radio Watch, to use the "flyer" boxes to put out flyers regarding the organization. Jackie assured the auxiliary the radio watch flyers would be removed before the auxiliary put out the flyers regarding Giving Tuesday and the Christmas Potluck. Discussion and motion regarding this request was agenda and is documented below.

2. Minutes of October 4 LFPD Auxiliary meeting: Terry read the Minutes from the October 4, 2021 meeting. Kathy Winnie moved the minutes be accepted as read. Cookie Stevens seconded. The minutes were approved and accepted.

3. Treasurer's Report: Treasurer Terry Bolyard reported she received the Peity's donation of \$1324.29. LFPD Auxiliary checking balance \$5498.51. LFPD Auxiliary savings balance \$8,726.54

**OLD BUSINESS:**

a) COVID 19 Report from Amador CDC: Sylvia reported the numbers of COVID cases have improved in Amador County. She was told by the County CDC representative that it was still suggested there be no large indoor gatherings and masks were recommended.

b) November 6<sup>th</sup> – Station 151 Dedication to Bob Benker: Lynn reported Chief Withrow requested the Auxiliary provide refreshments at this



ceremony. Several auxiliary members offered to bring scones, coffeecake, muffins, and fruit.

c) Christmas Party/40<sup>th</sup> Anniversary Presentation: Lynn reported the Chief would really like to see this event go forward. Terry moved the Christmas Party/40<sup>th</sup> Anniversary Presentation be planned. Jan seconded. The Auxiliary unanimously voted to go forward with the event with the understanding if a surge in COVID cases happens, the event will be cancelled. The event is scheduled for December 4, 2021 starting at 5:00 p.m. with the following changes:

- Temperatures will be taken at the door
- The community will not be asked to bring any food – the auxiliary members will prepare and serve all dishes
- All members serving food will wear gloves and masks
- Take-out dishes will be provided for those wishing to take their meal home

Sylvia will ask Glenn Plant if he would prepare the turkeys as he has done in the past. \*\* Glenn dropped by the meeting and said he would cook the three turkeys and make the gravy for the dinner.

The members each volunteered to prepare one or two items for the dinner ie. Hams, mashed potatoes, dressing, butternut squash casserole, cranberry sauce, green bean casserole, carrots, and desserts.

Debra and Kathy will visit the restaurant supply store to obtain take-out containers.

Raffle Baskets will be raffled off. We will ask Holly Withrow to sell the raffle tickets.

d) Welcome Pacets for Realtors: Dyann reported this is a work in progress and will be reported on further after the first of the year.

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## **NEW BUSINESS:**

- a) Smoke Signal and Puff Publications: It was agreed to discontinue doing a mass mailing of these newsletters. Lynn will talk to Megan Watts (the new administrator and Board secretary for Lockwood) to post the newsletter(s) on various social media sites.
- b) Schedule 2022 Events/New Events Ideas: It was agreed by everyone to move forward with fundraisers in 2022: January – Souper Saturday; March - Taco de Marzo; May/June – Pancake Breakfast. Plans will be fine tuned closer to the dates when scheduled.
- c) Christmas Gifts for Firefighters and Chief: Terry will get \$50 for each firefighter and cash type Christmas cards to present to the volunteers. Jan will obtain a gift card for the Chief in the amount of \$150.
- d) Giving Tuesday: Kathy Winnie and Jan Hewitt will be at St. Katherine's Drexel on Giving Tuesday representing Lockwood. Other members signed up to sit at each Lockwood Station to collect donations from people driving by. Sylvia will update the “sandwich” boards to put out in front of the stations.
- e) Discussion of Jackie's Proposal: After a brief discussion, it was agreed the Lockwood Neighborhood Radio Watch group could use the “flyer boxes” for their flyers as long as the flyers are removed by November 15 allowing the auxiliary time to post their Giving Tuesday and Christmas Potluck flyers.

### **Report by Board President Jan Hewitt:**

Jan advised the Board adjusted the stipend pay for Ethan Moore and Randy Binz. They are now called Duty Officers and staff Station 151 seven days a week.

At the Chief's suggestion, LFPD has cancelled the Amador Plan with CAL FIRE as we have 14 active volunteers and do not need to pay CAL FIRE for coverage throughout the winter months. CAL FIRE will continue

to offer support however.

Surveillance cameras are being discussed for both stations.

An air conditioning unit has been okayed for Station 151

A new shed has been installed at Station 151 for storage of LFPD equipment

Jan suggested getting a nice flag with the LFPD logo to fly at Station 151. The auxiliary agreed this would be a nice touch. Jan will look into it.

**Member Comments and Suggestions:** It was agreed the auxiliary will go dark during the months of June, July, and August.

**Next LFPD Auxiliary Meeting At Station 151: A final planning meeting for the Christmas dinner will be held on November 29 at 1:00 p.m.**

**Adjournment:** The meeting adjourned at 3:10 p.m.