

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
November 22, 2021
6:00 p.m.

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

The meeting was called to order by Vice President Joanne McLachlan at 6:08 p.m.

2. Establish quorum-roll call

Those in attendance:

BOARD MEMBERS: 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: President Jan Hewitt, Director Kelly McGee

PUBLIC ATTENDEES: Sharon Dowell, Sylvia Schofield

3. Closed Session: Closed Session was held to discuss hiring of LFPD Fire Chief

4. Public Comments:

LFPD Auxiliary Co-President Sylvia Schofield requested opinions from the Board regarding the upcoming Community Christmas Dinner and the precautions necessary considering COVID-19 health concerns. Auxiliary recommended taking temperatures of attendees before admittance. The Board agreed that this was an acceptable precautionary measure.

Director Don Dowell proposed using the remaining IT budget allotment for Chief's IT purchase to be used towards purchasing IT equipment for Board Clerk Megan Watts.

5. Action Items:

5a) Appointment of Fire Chief for Lockwood Fire District - with the understanding that the appointment will take place immediately, stipend to be paid as of February 1st, 2022, moving forward.

The Board unanimously agreed to hire Robert Withrow as LFPD's Fire Chief, with no reservations. Appointment will take place immediately and stipend will be paid as of February 1st, 2022, moving forward.

Cookie Stevens motioned. Don Dowell seconded. The motion passed with 3 yes votes.

5b) Resolution to approve application for the 2021-2022 CDF Rural Fire Capacity Program Grant.

Don Dowell motioned to approve application. Cookie Stevens seconded. The motion passed with 3 yes votes.

6. Discussion Items:

Treasurer Tim Worny requested a discussion to review the cost of CSDA (California Special District Association) membership. The total to renew LFPD's membership for 2022 would be approximately \$1291.00. Would the cost be worth it and is it relevant to LFPD? President Jan Hewitt will advise whether to move forward with the membership.

7. Approval of Minutes from Regular Meeting of October 25, 2021.

Cookie Stevens moved to approve the Minutes of the LFPD Board Meeting held on October 25, 2021. Don Dowell seconded. The motion passed with 3 yes votes.

8. Treasurer's Report: Tim Worny reported that we are waiting for the report from the County. Nothing to report currently.

9. Chief's Report:

- Total calls for the month of October (24):

Medical - 12
Public Assist - 5
Hazmat/Hazard - 2
Engine Covers - 4
Chimney Fire - 1

- Engine 6530 is finished being serviced, will return next week. LFPD will be borrowing an Engine from AFD while swapping Engine 6520 for Engine 6530 at HiTech.
- Would like to look at the Operating Budget - Engine 6530 only used approximately \$40k
- LFPD is behind in NFIRS reporting. Randy Binz and other Volunteers are working on getting these current.
- 5 Volunteers will participate in a Badge Pinning on December 12, 2021.

10. Committee Reports:

Grant Committee: Nothing to report

Fiscal and Planning Committee: Meeting scheduled for February to go over District Expenses vs. Budget.

Policies and Procedures Committee: OPM revision is in progress. Amendments are being made to reflect Duty Officer position/pay and references to CAL FIRE are being revised.

Building and Maintenance Committee: Handicap issues are good. County will be contacted regarding renovations and wiring inspections.

Communications and Outreach: Progress is being made on LFPD website and social media accounts.

Open Discussion: A discussion item for next Board Meeting Agenda was requested to discuss District-owned water tanks.

12. Adjournment: Don Dowell moved to adjourn the meeting. Cookie Stevens seconded. The meeting adjourned at 7:04 p.m.

13. Next Regular Board Meeting:

6pm, **December 27, 2021**, at Fire Station 151, 23141 Shake Ridge Road Volcano, CA 95689