

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
February 24, 2020
6:00 p.m.

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

The meeting was called to order by President Jan Hewitt at 6:00 p.m.

2. Establish quorum-roll call

Those in attendance were:

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

ADMINISTRATION MEMBERS: Tim Worny, Treasurer, and Terry Bolyard, Secretary

ABSENT: Cal Fire Chief Rob Withrow

PUBLIC ATTENDEES: Firefighters Randy Binz and Jim Darnell, Webmaster Jackie Vaughn, Sharon Dowell, Dan McGee, Tom and Debra Abrams, and Auxiliary Co-President Sylvia Schofield.

3. Public Comments: None

4. Closed Session: No closed session was held.

5. Discussion/Action Items:

5a) Allocate \$5000 For Road Base To Re-Do Unpaved Areas At Station 151

Joanne McLachlan moved to allocate \$5000 for road base to re-do unpaved areas at Station 151. Don Dowell seconded. The motion passed with 5 yeas and 0 no's.

Firefighter Jim Darnell asked the Board's permission to remove a dead tree which is located in the area where grading and road base would be spread. The Board agreed to the tree removal.

5b) FEMA Grant – Maximum Amount to Apply For (for purchasing SCBA's)

President Jan Hewitt went over the FEMA Grant (Assistance to Firefighters). She met with Matt Hill to review the last FEMA Grant applied for – which was refused – in order to improve the application. Jan then asked the Board to decide the maximum amount to apply for. LFPD would be responsible for 10% of whatever funds were used. The Board agreed a maximum amount should be \$100,000. Cookie Stevens made a motion to apply for the FEMA Grant in an amount not to exceed \$100,000. Don Dowell seconded. The motion passed with 5 yeas and 0 no's.

5c) Send Letter To Oppose Assembly Bill 2093 (Requiring All Agencies to Retain Two Years Worth of emails)

Jan addressed the Board regarding the vague requirements of what emails (exactly) would be required to be retained. This Bill has been opposed in the past and is being opposed again by various agencies. Joanne McLachlan moved that a letter be submitted opposing Assembly Bill 2093. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's. Jan will draft the letter.

6. Discussion Items: No Items Addressed

7. Approval of Minutes from Regular Meeting of January 20, 2020.

Don Dowell moved these Minutes be approved as submitted. Cookie Stevens seconded. The motion passed with 5 yeas and 0 no's.

8. Treasurer's Report: The Treasurer's Report was approved as submitted. Tim advised LFPD has received monies from property taxes in the amount of \$44,000. LFPD has also received funds from Cal Fire for the rental of engines in the amount of \$28,000.

9. Chief's Report:

Cal Fire Chief Withrow was absent – no Chief's report was given.

10. Committee Reports:

Grant Committee: Deadline for filing FEMA Grant 3/13/20. Jan asked the Board to submit their ideas for what protective equipment LFPD needs to put on the application. Chief Withrow will also help provide this information.

Fiscal and Planning Committee: Committee will be meeting soon

Policies and Procedures Committee: Nothing new to report. Firefighter Jim Darnell asked if there was a current Code of Conduct policy in place for the new volunteers to be made aware of. Firefighter Randy Binz will provide the last Code of Conduct policy and ask Chief Withrow if there is anything more current.

Building and Maintenance Committee: Kelly McGee reported the plumbing contractor they have been working with is starting to be back-out of the remodel project. She is now looking for a new plumber to proceed with the remodel work.

Jan Hewitt expressed concern for protecting the new generator located at Station 151 from vandals and/or theft. Several ideas were suggested. This will be addressed at the March Board Meeting.

Communications and Outreach: Webmaster Jackie Vaughn advised that the “Puff” publication is being postponed as the LFPD and LFPD Auxiliary have many events coming up (i.e. Taco de Marzo, Townhall Meeting, Pancake Breakfast and Fire Safety Faire) and the LFPD flier boxes will have fliers for each of these events.

Jackie advised it is not mandatory for LFPD Board members and personnel to have separate email addresses from their personal email address. However it is suggested they do so. She also advised the Board members should never respond to all when responding to any Board related emails as this would be in violation of the Brown Act.

11. Auxiliary Report: LFPD Vice-President Sylvia Schofield reported she is drafting a letter for publication in the Ledger and other social media in honor of LFPD's 40th Anniversary. She

will provide the Board and Auxiliary with a draft for changes, corrections, and additions.

The Taco de Marzo dinner is set for March 21, 2020 at Station 152. The annual Pancake Breakfast is scheduled for May 30. The TownHall meeting: date-to-be-determined

Jim Darnell thanked the Auxiliary for the supplies purchased for Station 152 and advised that Campbell Construction has generously donated some of the materials used to do the “yard work” at the stations.

12. Next Regular Board Meeting: March 23, 2020 at 6:00 pm

13. Adjournment: Joanne McLachlan moved to adjourn the meeting. Don Dowell seconded. The meeting adjourned at 7:16 p.m.