

LOCKWOOD FIRE PROTECTION DISTRICT
23141 Shake Ridge Road
Volcano, CA 95689
Minutes of Regular Meeting of the Board of Directors
February 28, 2022
6:00 p.m.

Call to order and reading of the mission statement.

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

Establish quorum-roll call

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, Fire Chief, Rob Withrow and Board Clerk, Megan Watts.

ABSENT: None

No Closed Session

Public comment:

Don Dowell - Lockwood Radio wants to distribute flyers at the upcoming auxiliary event. (Chief says fine - Jan will inform the radio group of approval)

Don Dowell - Logo issues on the homepage of website (may be too large?) Megan showed the board and attendees the website and there are no issues with the logo being disproportioned.

Action Items -

Chief met with Red Cross representative and they would like to utilize station 152 as an evacuation shelter. Chief presented a facility use agreement. Will be reimbursed for utilities, etc. and liability would be covered in use agreement.

Motion - DD Second - JM Yea - 5 Nay - 0

Discussion Items -

- Kayla Dale (Risk Reduction Officer for AFD) presented the outline of the upcoming Smoke Chaser's event (Fire and Evacuation Preparedness and Resources, etc.) at the Amador County Fairgrounds in May 2022. Kayla and Dierdre Mueller of Fiddletown are leading the event logistics. The event is going to be held on May 21st and 22nd. County agencies and nearby county agencies will talk about evacuation preparedness and logistics in the event of a wildfire in our County. Kayla is asking if Lockwood would like to participate in the event. Fire Departments, Sheriff's Office, Insurance Companies, ACART, OES, etc. will be in

attendance. *Chief would like LFPD to be there to present on Firefighter Volunteers, getting the word out regarding becoming a Volunteer, what it entails, etc.*

Lockwood Board agrees that LFPD will participate in the event.

- Postponed discussion on Water Tanks and Paving.

Treasurer's Report - Good financial standing. Waiting on report from County.

Chief's Report -

- Introduction of Tom Tomlinson, LFPD Duty Officer
- 6546 is complete
- 6520 will go to HiTech next - will extend ladder box. Will be our "first out" engine for 151. 6530 will go to 152 once 6520 comes back.
- PG&E staged equipment at 151 during the storms in December, have been great to work with, supplied a truck and transfer of gravel as well as a check for use of our facilities.
- Training - Went to Consumnes Fire and had an amazing training! Troops did great!
- AFD staffed engine coverage for us during our training day at Consumnes, huge thank you for that!
- 33 calls for the month of January (reporting of total responses are now being collected, instead of the previous reports of just Measure M calls.) 5 of those were outside our district.
- Auxiliary asked what the department needs purchased, Chief has asked for nozzles.

Grants - Nothing new to report

Chief wants to talk to Don about OTS and also Top Cop possibilities.

Fiscal Planning -

Group needs to meet to forecast budget. Chief will send appointment invite.

Policy -

Group needs to meet to discuss adjustments/revisions. Chief will send appointment invite.

Building -

Chief will contact county regarding completion of renovations; will call Derek Selman as well to borrow Grader. Door locks need to be replaced. Water line out to apparatus bay, will be done in house. Gravel is here to do parking area. Chief wants to call local company (Fowler) to do an assessment of apparatus bay in regards to a snow dam, possible gutters, etc. New apparatus bay doors are in and working fantastically. Minisplit has also been installed and is great!

Communications/Outreach -

Facebook posts are flowing great. Email blasts have gone out regarding upcoming Chipping Event. Smoke Chaser email blast once we receive logos, etc. from Kayla. Chief would like Facebook page to be LFPD only, not another one for the Auxiliary.

Auxiliary Report - Cookie read minutes from last meeting (see attached)

Adjourn @ 7:07pm -

Motion - DD Second - CS Yea - 5 Nay - 0

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

LOCKWOOD FIRE PROTECTION FY2022		BALANCE SHEET					
			2/28/2022				
	ASSETS:						
101780	Cash - General Fund		\$ 405,121				
101785	Cash - Capital Improvement Fund		\$ 43,858				
101786	Cash-Measure M & Prop 172		\$ 358,111				
115001	Cash - El Dorado Savings/WestAmerica		\$ 46,904				
	Total Cash & Investments		\$ 853,994				
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		\$ 1,091,769				
	LIABILITIES AND FUND BALANCES:						
	Liabilities		\$ 210,432				
	Investment in Fixed Assets		\$ 426,187				
	Reserves and Control Balances		\$ 455,150				
	Total		\$ 1,091,769				
			STATEMENT				
		<u>M</u>			Year	Annual	
	Revenues:			<u>Month</u>	<u>to-date</u>	<u>Budget</u>	
44100	Interest income				\$2,390	\$10,000	
45640	Intergovernmental				\$0		
45641	Prop 172				\$0		
45641	Measure M	\$184,803		\$17,914	\$184,803	\$140,000	
46024	Mitigation Fees				\$0		
46025	Impact Fees				\$1,000		
47010	Assessments				\$42,335	\$70,000	
47890	Donations/Fundraisers				\$0		
47890	Other (Strike Team, AFD, etc.)				\$86,501	\$45,000	
	Total Revenues	\$184,803		\$17,914	\$317,029	\$265,000	
	Expenditures:						
50100	Salaries - Firefighters	\$109,744		\$7,709	\$109,744	\$299,542	

50310	FICA - Firefighters	\$8,261		\$590	\$8,261	\$10,000		
50500	Workers Comp Insurance	\$6,636			\$6,636	\$10,000		
50600	Unemployment Insurance	\$2,264		\$339	\$2,264	\$2,000		
51500	Insurance & Bonds	\$0			\$14,093	\$6,500		
51800	Maintenance - Buildings & Structures	\$0			\$103	\$27,000		
51900	Supplies-Firefighters	\$0		\$5,240	\$78,419	\$46,000		
52200	Office Expense	\$0			\$191	\$1,000		
52300	Professional & Services	\$0		\$1,170	\$2,574	\$2,000		
52302	Outside Legal	\$0		\$522	\$957	\$3,000		
52328	Professional Services - Audit	\$0			\$0	\$4,000		
52400	Public & Legal Notices	\$0			\$0	\$1,000		
52870	Staff Training	\$7,068		\$1,290	\$7,068	\$5,000		
52900	Vehicle Expenses	\$0			\$8,719	\$99,500		
52900	Vehicle Expenses-FUEL	\$0			\$6,590	\$5,000		
56200	Equipment / repairs	\$0			\$0	\$5,000		
53000	Utilities	\$0		\$1,469	\$6,540	\$10,000		
	Subtotal Expenses	\$133,973		\$18,329	\$252,159	\$536,542		
	Excess of Revenue over (under) Expenditures before loan payments	\$50,830		(\$416)	\$64,871	(\$271,542)		
			CAPITAL ACTIVITY					
56100	Buildings and Improvements		heat pump 151	\$6,989	\$15,770	\$5,000		
56200	Capital Equipment				\$2,224	\$5,000		
	Loan Payment				\$0	\$12,277		
	Subtotal Expenses			\$6,989	\$17,994	\$22,277		
	Total Expenses			\$25,318	\$270,153	558,819		
	Excess of Revenue over (under) Expenditures after loan payments	\$50,830		(\$7,405)	\$46,877	(\$293,819)		
	Total M							

Minutes of LFPD Auxiliary Meeting
JANUARY 31, 2022

1. Call Meeting to Order: The meeting was called to order at 1:05 p.m. by President Lynn Gravesen. Those attending: President Lynn Gravesen, Treasurer and Acting Secretary Terry Bolyard, Sylvia Schofield, Cookie Stevens, Dyann Paradise, Jan Hewitt, Deb Elliot, Donna Forsythe, Megan Watts, and Carol Asmus.

2. Minutes of January 10, 2022 LFPD Auxiliary meeting: Terry read the Minutes from the January 10, 2022 meeting. Dyann moved the minutes be accepted as read. Cookie seconded. The minutes were approved and accepted.

3. Treasurer's Report: Treasurer Terry reported LFPD Auxiliary checking balance \$4,364.96. LFPD Auxiliary savings balance \$17,727.20.

** At this time Lynn suggested moving New Business Item E (Nominations and voting for open positions). Members agreed. Lynn advised two officer positions were open – Vice-President and Secretary. Megan Watts volunteered to fill the Vice-President position and Deb Elliot volunteered to fill the Secretary position. Lynn asked if anyone else was interested in either position – no one raised their hand. Terry moved Megan Watts be elected as Vice-President and Deb Elliot be elected as Secretary. Sylvia seconded the motion. The motion passed unanimously. YEA – we have a full panel of officers!

OLD BUSINESS:

a) COVID 19 Report from Amador CDC: Sylvia reported there are 15 individuals in the hospital with COVID. The district “suggests” no events be planned at this time. The Auxiliary cancelled their “Christmas in February” event already.

b) Welcome Packets for Realtors: Nothing new to report

c) Review Schedule of Events: It was suggested the first event be a free community dinner rather than a fundraiser. We have food that was purchased for the Christmas dinner being stored in various freezers and needs to be used. Everyone agreed this would also be a good way to thank the LFPD Community for their ongoing financial support during the past two years when the Auxiliary was unable to have their usual fundraisers. The only event was the pancake breakfast in June 2021 which was a huge success due to the generosity of the community.

Everyone agreed a free dinner would be a great way to kick-off getting our fundraising events started again. Lynn asked everyone to think of a good “Title” for our spring event which is scheduled for April 9, 2022.

Lynn will talk to Chief Withrow about scheduling a Townhall meeting in March.

d) Food Schedule for the Station: Jan reported the freezer at Station 151 is full – no need for the Auxiliary to add to it at this time.

e) Lunches for Training: Megan will take charge of ordering sandwiches, chips, drinks, cookies for the February 26 training to be held in El Dorado Hills. She will be attending that training and will pick-up and deliver the lunch. The Auxiliary will fund the lunch.

The March 25 training is scheduled to take place at LFPD Station 151 and the Auxiliary members will prepare the lunch for that training event.

f) Recruitment Flyer: Lynn and Cookie will work together to design a flyer for recruiting new Auxiliary members.

NEW BUSINESS:

a) Top Cop Donation: Lynn reported she and Terry attended the January 24, 2022 Board meeting and received the donation check from Top Cop. It was anticipated this donation was for \$1000 but was actually \$1500.

b) Kathleen Gadway Donation: Megan reported she received notice from Stripe (on the LFPD website) that a \$100 donation was received from Kathleen Gadway.

c) Up Country News: Lynn advised a monthly article will be written up in the Up Country News (free of charge) providing updates of LFPD activities and events. She asked everyone to provide her with suggestions and ideas for the monthly articles.

d) Flyer From Fiddletown: Sylvia was hoping to show the Auxiliary a flyer prepared by the Fiddletown community. She was unable to find the flyer on her phone, but said it was much like the flyer LFPD had called “Puff”. Sylvia suggested the Auxiliary consider bringing back “Puff” and posting it on the various social media sites.

e) Nominations and Voting for Open Positions: The Auxiliary voted in Megan Watts as Vice-President and Deb Elliot as Secretary

Report by Board President Jan Hewitt:

Jan reported LFPD is fiscally in very good shape. The last Board meeting agenda items were postponed as the meeting focused on the Top Cop donation. She also reported the LFPD engines are all being serviced (one at a time) and any repairs needed are being made.

Member Comments and Suggestions: The planter box at Station 151 needs to be weeded and freshened up. Lynn will contact Marilyn and ask that a work party be put together for this project.

Deb talked about an organization called SAVERS which will take thrift store type items to sell. SAVERS “values” the items being donated and gives a monetary donation for the items to the non-profit providing the items. Deb said she already has a small trailer about half full and asked members if they have any items they want to get rid of. She will follow-up with SAVERS and get the necessary paperwork for the Auxiliary to take advantage of this fundraiser.

Adjournment: The meeting adjourned at 2:40 p.m.

Next LFPD Auxiliary Meeting At Station 151: March 7, 2022 at 1:00 p.m.