

**LOCKWOOD FIRE PROTECTION DISTRICT**  
23141 Shake Ridge Road  
Volcano, CA 95689  
Minutes of Regular Meeting of the Board of Directors  
October 26, 2020  
6:00 p.m.

**DUE TO THE GOVERNOR'S EXECUTIVE ORDER N-25-20, THE LOCKWOOD FIRE BOARD OF DIRECTORS CONDUCTED ITS MEETING REMOTELY USING ZOOM.US**

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

The meeting was called to order by President Jan Hewitt at 6:05 p.m.

**2. Establish quorum-roll call**

Those in attendance were:

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

**ADMINISTRATION MEMBERS:** Tim Worny, Treasurer, Terry Bolyard, Secretary, Webmaster Jackie Vaughn

Those absent from attending: Vice President Joanne McLachlan, Director Kelly McGee (Kelly attempted to join in the meeting, but due to technical difficulties couldn't participate), CAL FIRE Assistant Chief Rob Withrow,

**PUBLIC ATTENDEES:** Joe Pistritto and Lynn Graveson

**3. Public Comments:** Joe Pistrutto addressed the Board regarding disaster communications preparedness. He explained the need to create a community involved communications outreach. The California Office of Emergency Services are offering a grant to fund the necessary equipment for such an outreach. Don Dowell advised the cut-off date for the grant submission is October 30. The grant would provide funds for purchasing a radio tower and radios for individuals wanting to participate in the program within the Special District of LFPD.

Joe and Don will research further to gather equipment cost for such a project in order to submit the grant request by the due date. In the next month the ad hoc Disaster Preparedness committee will discuss the people resources needed to manage the project and will report out at the next Board meeting. Jackie Vaughn will reach out to the community to see how many individuals would be interested in participating in the project. If awarded, LFPD is not required to accept the grant should we determine the resources to manage the grant project are not adequate.

This matter will be posted as an action item on the November Agenda.

**4. Closed Session:** No closed session was held.

**5. Action Items:**

**5a) LFPD Website Addition Of Portal For LFPD Directors and Staff At \$40/month**

Cookie Stevens made a motion to have the addition of a Portal to the LFPD website for a cost of \$40 per month. Don Dowell seconded. The motion passed with 3 yeas and 2 absent.

## **5b) Station Update on Paving Bids for Station 151: Discuss and Approve Winning Bid**

Cookie Stevens gave an update of her research for paving bids. She contacted four paving contractors – only one contractor, Dave Bunfill Blacktop Service, responded with a bid. After vetting the paving company and receiving positive feedback from local residents who have had work done by this company, it was Cookie's recommendation to accept Dave Bunfill's bid for paving at 151. The Board will contact CAL FIRE Assistant Chief Rob Withrow and get his approval to move forward.

Don Dowell moved to accept the bid of Dave Bunfill Blacktop Service – pending the approval of CAL FIRE Assistant Chief Rob Withrow. Cookie Stevens seconded.

The motion passed with 3 yeas and 2 absent.

## **6. Discussion Items:**

Jan Hewitt very briefly reported on the Grand Jury Report with regard to AFPA.

## **7. Approval of Minutes from Regular Meeting Of September 28, 2020.**

Don Dowell moved the Minutes of the LFPD Board Meeting held on September 28, 2020 be approved. Cookie Stevens seconded. The motion passed with 3 yeas and 2 absent.

**8. Treasurer's Report:** Tim Worny briefly went over the Treasurer's Report which was submitted to the Board. He

advised the rental of LFPD equipment and personnel by CAL FIRE will bring in revenue of approximately \$180,000 in the coming months, \$98,000 of which will go to the District, the remainder being for labor costs.

Tim received the draft audit report from the auditor and has responded with some corrections. He expects to receive the final report in a couple of weeks. He indicated there were no negative findings.

**9. Chief's Report:** CAL FIRE Assistant Chief Rob Withrow was absent from the Board meeting. No Chief's Report was given.

## **10. Committee Reports:**

**Grant Committee:** Don Dowell reported 620 masks were distributed from Station 152 on October 24. These masks were purchased with funds received from the CAREs Grant. Another distribution of masks will take place at Station 151 on October 31, 2020 between 12 – 3 p.m.

**Fiscal and Planning Committee:** Nothing new to report

**Policies and Procedures Committee:** Nothing new to report

**Building and Maintenance Committee:** Jan reported Volunteer Firefighter Randy Binz has been working at Station 151. He has started the flooring and painting inside the station and it looks wonderful.

**Communications and Outreach:** Jackie Vaughn wanted to express her sincere gratitude for the LFPD outpouring of condolences on the loss of her brother, Past LFPD Fire Chief Bob Benker. She also wanted to thank the LFPD Auxiliary for providing refreshments and support at Bob's Memorial held October 11, 2020 at the Volcano Gallery.

Jackie further wanted to give a big shout-out to Sharon Dowell (Don Dowell's wife) for her behind-the-scenes work on preparing grants and providing support to the LFPD functions. Thank you Sharon for all you do.

## **11. Auxiliary Report:**

LFPD Co-President Lynn Graveson reported the mask distribution at Station 152 was very successful. She said it was a fun event held strictly drive-through with COVID safety precautions in place. Several people made donations which brought in \$245. The next mask distribution will be on October 31, 2020.

Lynn also reported several LFPD Auxiliary members provided a meal for the volunteers during their training on Thursday, October 15. The LFPD firefighters and CAL FIRE personnel who attended training that evening were very appreciative. The discussion of providing a meal once a month for LFPD training will be discussed at the next Auxiliary meeting.

**12. Next Regular Board Meeting: November 23, 2020 at 6:00 p.m.**

**13. Adjournment:** Don Dowell moved to adjourn the meeting. Cookie Stevens seconded. The meeting adjourned at 7:22 p.m.