



Long Valley Fire Protection District  
3605 Crowley Lake Drive • Crowley Lake • California 93546  
760.935.4545 / 760.935.4436 (facsimile)  
longvalleyfd@gmail.com

**MINUTES OF REGULAR MEETING  
March 13<sup>th</sup>, 2024**

Date: Wednesday, March 13<sup>th</sup>, 2024  
Time: 7:00 p.m.  
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

Members Present: Dan Gordon, David Melchior, Kim Czeschin, Lorinda Beatty, Ron Day

Members Absent: None

Others Present: Fire Chief Scott McGuire (via Google Meet), Division Chief Fred Stump, Equipment Maintenance Manager, Billy Czeschin, Captain Soibian Spring, Paul Zastoupil, Mono County District 2 Supervisor Rhonda Duggan (via Google Meet), Becky Davis, Gerry LeFrancois, Secretary Kathryn Durgin (via Google Meet)

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. The meeting was called to order at 7:01pm. Commissioner Gordon led all in attendance to the Pledge of Allegiance. No announcements were made.
2. Opportunity for the public to address the Board on items of interest to the public that are not agendized and within the jurisdiction of the Board. No items of interest by the public were addressed to the Board.
3. Staff report on the progress of the Sunny Slopes Station 2 project. Commissioner Day opened the discussion with staff reports to be followed by public comment. Chief McGuire outlined the approach for managing staff reports going forward, categorizing them into three distinct groups. Specifically, Chief McGuire will oversee and report on the overview, timeline, and budget aspects. Gerry LeFrancois will focus on reporting anything pertinent to the county, including the permit application process and county deliverables. Fred Stump will be responsible for handling and reporting on funding matters, particularly county funding and funding contracts.

*Report from Chief McGuire:* Chief McGuire provided an update, stating that there have not been any significant changes to the overall Station 2 project timeline as presented at the February Board meeting. He mentioned that the prior Board had allocated \$20,000 to the project. Additionally, he stated that there is approximately \$100,000 or more to spend in order to get to the point of having a Conditional Use Permit (CUP) in place. Chief McGuire suggested including an agenda item for future meetings discussing how the Board intends to earmark funds for the project budget. He proposed that the Board consider setting aside the \$20,000 previously agreed upon, along with the anticipated \$100,000 from the county, into the Capital Account 321. This would ensure these funds are earmarked specifically for the project in the Capital Improvement Plan, locking them in for this purpose. He shared that these funds would cover expenses such as application and permit fees, hiring outside contractors, and acquiring a site plan. He stated that the \$20,000 earmarked by the Board, combined with the anticipated \$100,000 from the county, should be sufficient to progress the project to the Design Phase and the Request for Proposal (RFP) process at which point the Board can reassess the situation. He suggested that at the upcoming regular meeting, the Board consider taking action to approve a resolution that includes earmarking the \$20,000 and the anticipated \$100,000 from the county into Capital Account 321, as well as approving the agreement set by Mono County regarding the spending requirements of the \$100,000.

Additionally, the Chief mentioned receiving notification from Senator Kevin Kiley's organization regarding an application process for federal funding. Considering this opportunity, he emphasized the potential need for the department to pursue applying for funding in a timely manner. He suggested that there may be a requirement for a special meeting within the next 30 days for the Board to approve the submission of a letter requesting funds from congress through Senator Kevin Kiley.

*Report from Gerry LeFrancois:* Gerry provided an update stating that the Conditional Use Permit (CUP) application was submitted in February of this year. He mentioned having a meeting with Mono County staff and Station 2 Project Planner Brent Calloway last Thursday. Gerry noted that Brent Calloway requested several items for the site plan, aiming to determine the building's location, including building layout, pavement, utility placements, parking, drainage, and the necessity of a dry well. Gerry also highlighted the need to adhere to the county's policy on dark color tones.

Gerry reported corresponding with Mono County Environmental Health Director Louis Molina via email. From this correspondence, Gerry learned that the percolation test might be waived, but soil profiles for the potential leach field are required. Joe Adler, Geologist for Sierra Geotechnical Services, confirmed favorable soil conditions and will submit a proposal for soil profiling to satisfy Environmental Health requirements. According to Gerry, Joe Adler did raise a good question regarding what the threshold is for when prevailing wage comes into effect on all the preliminary studies to get the project to the building permit stage. Gerry suggested consulting the department's legal counsel regarding prevailing wage. He also emphasized the necessity of a soils report during the building permit phase to determine design criteria, including compaction, slab thickness, and aggregate specifications. Additionally, Gerry communicated with Triad Civil Engineer Tom Platz, who raised concerns about the building's location

and suggested moving it away from the northeast corner closer to highway 395, along with the need for a dry well. Tom Platz will provide a proposal incorporating discussed adjustments.

Lastly, Gerry proposed a basic steel structure for the building, considering that a significant portion will be used for vehicle parking. Tom Platz mentioned using Valley Steel from Bakersfield, known for their expertise in Eastern Sierra conditions. Chief McGuire remarked that former Fire Chief Vince Maniaci will provide a digital copy of the two-story building, which he has already completed, for submission to the county to determine color palettes.

Chief McGuire recommended that since a project timeline has been set and progress is being made with several contractors, including some from the community, it would be worthwhile to forward all project information to the department's attorney and the Fair Political Practices Commission (FPPC) for review. He shared that considering some of these contractors reside in the district and may stand to gain from the construction of a new fire station, it is crucial for the department to adhere strictly to specific ethics regulations throughout this process.

*Report from Division Chief Fred Stump:* Fred Stump confirmed the availability of the preliminary project funding of \$100,000 from Mono County, as discussed in prior meetings. He shared that to facilitate the transfer of these funds, an agreement between the Long Valley Fire Board of Commissioners and Mono County is required, stating that he believes the county intends to transfer the entire amount in one transaction. Fred Stump agreed with the Chief's proposal to establish an encumbered line item in Capital Account 321 for these funds, specifying that the county will require the \$100,000 be allocated solely for professional services. He reported that the Mono County Council will prepare the agreement, subject to review by Long Valley Fire's legal counsel, Tim Sanford. Upon fund transfer, the county will request invoice documentation from Long Valley Fire detailing the professional services used for the Station 2 project.

Fred also reported that the Sunny Slopes and Long Valley Fire ad hoc committee were able to meet since the previous Board meeting. During this meeting, Chief McGuire and Birchim Community Services District (BCSD) requested a copy of the Southern California Edison site plan for power distribution. Fred provided this plan to Chief McGuire and BCSD. Fred asked Commissioner Beatty to confirm with BCSD that they have received a copy of the site plan.

Chief McGuire commented that the \$100,000 will exclusively cover services from external contractors, whereas application and permit fees will be drawn from the \$20,000. He shared that the only item that needs to be clarified is whether the California Environmental Quality Act (CEQA) document should be funded from the \$100,000 or the \$20,000. Gerry LeFrancois suggested that, assuming not all of the \$100,000 will be spent, the department consider allocating funds for the building permit and CEQA document from the \$100,000 due to their potentially high costs. Fred Stump will follow up with Mono County Board of Supervisors Chair Stacy Corless and Mono County Administrative Officer Sandra Moberly regarding this suggestion.

Chief McGuire further commented that during the ad hoc committee meeting, they established rules of engagement in moving forward with the project. Fred Stump will oversee any correspondence with Mono County and interdistrict communication, while Gerry LeFrancois will lead communication with the county regarding permits, applications, engineering, and planning. Chief McGuire will handle communication regarding timelines, budget requests, and finance. Secretary Durgin added that she will collaborate with Chief McGuire to create a payout disbursement listing for both the \$100,000 and the \$20,000 within Capital Account 321 to ensure transparency in submitting documentation to the county as per the funding agreement.

Commissioner Day opened a time of public comment concerning for the Station 2 Project:

*Public comment from Mono County District 2 Supervisor Rhonda Duggan:* Rhonda Duggan provided a project template timeline questionnaire to the Board on behalf of Representative Kevin Kiley's office. This template contains a series of questions intended to assess the department's readiness for project funding by determining if the project is shovel-ready. She emphasized that for the upcoming funding cycle, potentially passing in September or October 2023, the department must be able to provide positive responses to all questions. She stated that if achieving this is not currently possible, efforts should be made to ensure readiness for the subsequent appropriation cycles to be considered for federal project funding. Additionally, Rhonda suggested utilizing the same template to pursue State funding. She stressed the importance of collaborating with department attorneys to address potential conflict of interest issues while finalizing the project details.

Rhonda Duggan mentioned that the project is on the radar of Senator Kiley, Senator Butler, and Senator Padilla, indicating that once the questionnaire is submitted and the project becomes shovel-ready, there should not be a need to promote it again. Chief McGuire noted that the questionnaire from Kevin Kiley is due on March 22nd, and that the project is not far enough along to meet that deadline, however the department should begin completing the questionnaire in preparation for submission during the next appropriation cycle.

Rhonda Duggan also reported on a new development that came up at the Mono County Board of Supervisors meeting last week, highlighting that the Bridgeport Fire Department requested additional funding due to their limited property tax revenue caused by several public buildings being exempt from property taxes. She shared that this prompted the Board of Supervisors to refer the matter to county staff for further analysis on funding distribution among fire departments leading to a broader assessment of property tax allocation for all county fire departments. She shared that Long Valley Fire may be approached for information in the near future due to this new assessment.

Additionally, Rhonda informed the Board of County Council Stacy Simone's retirement on May 14th, 2024, with her last Board meeting scheduled for April 16th, 2023. Rhonda noted that if there is anyone who would like to share stories and anecdotes, please feel free to send them to Sr. Deputy Clerk/Elections Assistant Danielle Espinosa.

4. Approval of the Minutes of the February 12<sup>th</sup>, 2024 Special Meeting. A MOTION WAS MADE BY COMMISSIONER BEATTY, SECONDED BY COMMISSIONER MELCHIOR, TO APPROVE THE MINUTES OF FEBRUARY 12TH, 2024 SPECIAL MEETING. Motion passed 5-0.

5. Chief's Report.

A. Volunteer Report. Chief McGuire provided an update, reporting that there have been 12 calls since the February Board meeting. Among these, two calls were cancelled in route, with several linked to the severe wind conditions. He also noted a series of calls to a single residence for medical aid. Chief McGuire also mentioned that due to strong winds, 158 trees fell within the community. He reported that county cleanup efforts occur Monday through Thursday for public areas only, excluding private properties, with no cleanup performed on Fridays, Saturdays, or Sundays. Chief McGuire expressed gratitude to firefighters for their response during the challenging wind conditions. He reported 23 volunteers on the roster, with an average of 6.5 volunteers responding to calls. Additionally, three trainings have taken place since the February meeting, covering extrication and room search, though one training was cancelled due to COVID-19 exposure.

B. Report on Current Fire Department Activities, Assignments, and Schedule for potential Board direction. Chief McGuire reported that legal council Tim Sanford is retiring on June 14<sup>th</sup>, 2024. Chief has not heard confirmation from Tim Sanford on who his replacement will be. Additionally, Chief McGuire reported that the department did receive a gear donation including 23 self-contained breathing apparatus (SCBA) Scott packs and 23 bottles from a training academy in Southern California. Tim Sanford is currently working on the release of liability for that gear donation. Chief McGuire reported that the grant period has closed for the Assistance to Firefighters Grant (AFG). The department has submitted two grants, one is an AFG apparatus grant looking to acquire a Super 3 which is a Type 3 vehicle that would replace both Reserve 3232 and 3225. The second AFG grant that the department submitted was for thermal imaging equipment.

Chief McGuire informed that CalFire's annual inspection list is coming up. Decisions regarding which inspections Long Valley Fire will delegate to CalFire versus conducting in-house need to be made. Long Valley Fire is required to annually inspect specific properties such as schools and housing. While Chief McGuire prefers keeping these inspections in-house, he highlighted potential liability if the department fails to conduct inspections or defer them to CalFire. He stated that he will ensure that in-house inspections will be completed to avoid this liability.

C. Long-Range Planning Discussion.

(a) Personnel. Chief McGuire reported that he has completed an EMR Bridge course to be able to teach Red Cross in-house. On April 3<sup>rd</sup> and 4<sup>th</sup> there is a CPR Instructor course that he and two other volunteers will be taking in order to be able to teach Red Cross CPR in-house. Regarding long range, Chief McGuire reported there is a

Aircraft Rescue and Fire Fighting (ARFF) training at the airport which is an eight-hour course on April 27<sup>th</sup>, 2024. Chief reported that on March 27<sup>th</sup>, 2024 there is a combination Inyo County and Mono County Chief's meeting in Bishop that has also been coordinated with CalFire and the Forest Service. Chief McGuire shared that Long Valley Fire was supposed to host West Valley Search and Rescue at the station. Due to the windstorm, they were unable to arrive but are planning to reschedule in the next month. Lastly, Chief McGuire informed the Board that there is a celebration of life service that will be held for Commissioner Hank Brown in June. Both Mammoth Fire and Long Valley Fire will be bringing engines. According to Chief McGuire, Diane Brown has requested that those who will be attending from the department to please RSVP to her.

(b) Airport. Chief McGuire reported that the Memorandum of Understanding (MOU) with the Airport and the Town of Mammoth Lakes is currently being worked on.

(c) Geothermal. No news.

(d) Station Maintenance. Chief McGuire reported that the fuel shed's door has sustained some damage, and the paint on both the shed's sides and the building itself is worn. He proposed repainting the chipped areas and also suggested painting the front bay doors.

(e) Vehicle and Equipment Maintenance. Chief McGuire reported that a member of the community has sold a snow blower to the department valued at \$2,000, sold to the department for \$1,000 with a \$1,000 in-kind donation. Chief reported that Captain Soibian Spring has had 3202 stationed at the airport, however, was unable to use it as intended. Chief McGuire proposed that given 3202 is being stored outside and is not serving as useful equipment, the Board consider selling it for \$1 other departments in need. The Board approved this proposal. Additionally, Chief McGuire reported that he attended a Unified Command meeting where it was announced that California Radio Interoperable System (CRIS) radios are expected to be operational in October 2024, with plans to install a CRIS repeater in Antelope Valley. Testing will begin in Bridgeport and gradually expand southwards to Wheeler Crest. However, he shared that running two radio systems concurrently during installation and testing may pose challenges.

(f) Board of Forestry Fire Safe Regulations Discussion and Possible Action. No news.

6. Board review/approval of payment warrants since the last meeting. A MOTION WAS MADE BY COMMISSIONER MELCHOIR, SECONDED BY COMMISSIONER CZESCHIN TO APPROVE PAYMENT WARRANTS SINCE LAST BOARD MEETING. Motion passed 5-0.
7. Discussion and action on Memorandum of Understanding (MOU) between the Airport and the Town of Mammoth Lakes. Chief McGuire reported that he, along with two airport staff members, reviewed a Memorandum of Understanding (MOU) drafted in 2021. He shared that the MOU was generally straightforward, but clarification is needed regarding fees and how the Town of Mammoth pays fees to agencies beyond

its boundary. Chief provided an example regarding mitigation fees collected from the airport by the Town of Mammoth Lakes, posing questions about how fees are distributed among Long Valley Fire and Mammoth Fire. While historically handled correctly, this aspect was not clearly addressed in the drafted MOU. Captain Spring commented on other unclear points in the draft, suggesting that this is an opportune time to address them in the new MOU. Fred Stump highlighted the importance that the new MOU explicitly states that it supersedes and replaces all prior MOUs. Chief McGuire emphasized the importance that both Long Valley Board of Commissioners and Town Council approves the new MOU. This ensures the highest authority in both agencies approves the agreement, preventing any future issues. Chief McGuire will continue working with airport staff on the new MOU. Carry over.

8. Discussion and action on refurbishment of the Memorial Garden. Division Chief Fred Stump provided a summary of the Memorial Garden's history, detailing its establishment, the plaques it houses, and its maintenance. Fred suggested that as the garden is being refurbished, it is an ideal time to define its future appearance and contents. Chief McGuire requested clarification from the Board on guidelines for who will be included in the Memorial Garden, such as line of duty deaths, active members at the time of passing, and those who contributed significantly to the department. Commissioner Beatty suggested doing a three-tier memorial including active duty, line of duty, and In Memoriam showing dedication and service. Chief McGuire shared that after speaking with Long Valley Officers, they all agree to reinstate a flagpole along with sufficient lighting for the Memorial Garden. Considering the upcoming 50th anniversary of Long Valley Fire, Chief McGuire proposed celebrating with a refurbished Memorial Garden. Chief McGuire requested that the Board establish guidelines for inclusion, who receives resolutions, and handling of current plaques. Discussion was made by the Board regarding this request. After discussion, Chief McGuire proposed forming ad hoc committees to review personnel and design, returning with recommendations at the next meeting. A MOTION WAS MADE BY COMMISSIONER GORDON, SECONDED BY COMMISSIONER MELCHOIR TO AUTHORIZE THE VOLUNTEER FIREFIGHTERS TO FORM AN AD HOC COMMITTEE THAT WILL REVIEW PERSONNEL AND DESIGN FOR THE LONG VALLEY FIRE MEMORIAL GARDEN AND PRESENT BACK TO THE BOARD. THE AD HOC COMMITTEE WILL INCLUDE COMMISSIONER BEATTY AND COMMISSIONER DAY. Motion passed 5-0.
9. Secretary to the Board's Report. Secretary Durgin provided an update concerning activities since last regular meeting. Firstly, she reported that the department received the annual notice from California State Controller regarding the 2023 Government Compensation in California (GCC) report. The report is due by April 30<sup>th</sup> and she will be working on it in the coming weeks. Secretary Durgin started prepaying on a few of the vendor invoices in order to avoid late notices that the department has been receiving. Thus far she has made a one-time prepayment on AmeriGas, Dewey Pest Control, and Southern California Edison. Secretary Durgin reported that she sent the revised pay schedule to the Board as well as the new disbursements listing for expenditures. Lastly, she reported on items that are coming up ahead including completing the Quarterly Tax

Reports, payroll next week, and continuing to complete California Special District Association (CSDA) trainings.

10. Review correspondence received since the last regular meeting. Secretary Durgin reported that most of her correspondence since last regular meeting has been related to the Station 2 project, establishing the CSDA membership, and following up with the county on past due notices to confirm payment has been made.
11. Review and adjust current FY budget line items as necessary and accept. Chief McGuire highlighted the Special District expense (Item #214) budgeted at \$5,000. He stated that the Board had discussed using some of these funds toward the Station 2 project, however with the new proposal of utilizing the \$20,000 and \$100,000 in Capital Account 321 for Station 2, these budgeted funds can remain in the Special District expense line item. Chief McGuire stated that the budget is tracking well and there are no other changes to be made at this time.
12. New Business. No news.
13. Call for Agenda items for the next regular meeting. Staff report on the progress of Sunny Slopes Station 2 project; Discussion and action on MOU between the Airport and Town of Mammoth Lakes; Discussion and action on refurbishment of the Memorial Garden.
14. Adjournment. A motion was made by Commissioner Beatty, seconded by Commissioner Melchior, to adjourn the meeting and reconvene in regular session on April 10th, 2024, at 7:00 pm at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California. Motion passed 5-0.

Katie Durgin  
Secretary to the Board  
Long Valley Fire Protection District