



Long Valley Fire Protection District  
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MINUTES OF REGULAR MEETING  
April 10<sup>th</sup>, 2024

Date: Wednesday, April 10<sup>th</sup>, 2024  
Time: 7:00 p.m.  
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

Members Present: Dan Gordon, David Melchior (attending as a non-voting member of the public via Google Meet), Kim Czeschin, Lorinda Beatty, Ron Day

Members Absent: None

Others Present: Fire Chief Scott McGuire (via Google Meet), Division Chief Fred Stump, Captain Soibian Spring, Secretary Kathryn Durgin (via Google Meet), John Kokado, Rich Booher, Hap Hazard

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. The meeting was called to order at 7:09 pm. 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.

*Report from Chief McGuire:* Chief McGuire provided an update on the project's current status, highlighting that one of the scheduled tasks, hiring a Request for Proposal (RFP) for the project, remains outstanding due to awaiting funding approval from Mono County. He shared that he has drafted an RFP and would like to review it with the Station 2 ad hoc committee for their input and approval. Pending completion of this step, the department can proceed with soliciting bids for the project. Chief McGuire also noted a couple of other pending items: Gerry LeFrancois is awaiting confirmed quotes from Sierra Geotechnical and TRIAD; and finalizing the funding agreement with Mono

County. He shared that once the county's \$100,000 funding is secured, the project can advance to the RFP and design phase.

*Report from Division Chief Fred Stump:* Fred Stump delivered an update on the \$100,000 preliminary funding agreement with Mono County. He confirmed that the funds may be used to cover California Environmental Quality Act (CEQA) costs and other professional services. Fred shared that he had asked Becky Davis, a resident of Sunny Slopes, to inquire with her husband, a member of the Birchim Community Services District (BCSD) Board, about Southern California Edison's (SCE) proposed plan for providing service to Station 2. Fred shared that he, along with Commissioner Day, Gerry LeFrancois, Chief McGuire, a member from BCSD, and an SCE planner, held a Teams meeting to strategize utility routes for Station 2 in order to not conflict with residents, water concerns, and fiberoptic concerns. Fred outlined a proposed route for the Board and indicated that Gerry LeFrancois is working on getting a detailed county map to facilitate SCE's planning. He noted that due to rule changes, SCE no longer offers a reduced connection fee option for Station 2 as the station will utilize propane on site. Fred expressed gratitude for BCSD's input, emphasizing the importance of their support for the project's progress without jeopardizing the community water system. He acknowledged Mono County staff for working very quickly and diligently on the funding agreement, mentioning that legal counsel Tim Sanford has reviewed it and made revisions. Fred shared that the agreement is scheduled for consideration by the Mono County Board of Supervisors on May 14th.

4. Approval of the Minutes of the March 13<sup>th</sup>, 2024 Regular Meeting. A MOTION WAS MADE BY COMMISSIONER CZESCHIN, SECONDED BY COMMISSIONER BEATTY, TO APPROVE THE MINUTES OF MARCH 13TH, 2024 REGULAR MEETING. Motion passed 4 with 1 abstention.
5. Chief's Report.
  - A. Volunteer Report. Chief McGuire provided an update, reporting that there have been 10 calls since the last regular meeting. Emergency calls included a wide range of things from fire calls to backcountry rescues. Volunteer trainings have been focusing on self-contained breathing apparatus (SCBA) and buddy breathing. Lastly, he reported that the volunteer firefighter roster has increased to 24 volunteers.
  - B. Report on Current Fire Department Activities, Assignments, and Schedule for potential Board direction. Chief McGuire provided an update on the current activities of the fire department. He announced the retirement of legal counsel Tim Sanford on June 14th, 2024, with no confirmed replacement yet. However, he shared that Sophie Bidet, a community member, has expressed interest in serving as a contract legal counsel.

Regarding grants, Chief McGuire reported that the Urban and Community Forest Grant with CalFire is now open. He will be working on submitting an application for this grant. He noted a recent meeting involving Fire Chiefs from Inyo and Mono

County and with the southern district areas of the Forest Service, Bureau of Land Management, and CalFire regarding a memorandum of understanding (MOU) agreement. An agreement was signed by CalFire that is the same agreement for all of Inyo and Mono County and was put into effect last week.

Chief McGuire reported that the West Valley Search and Rescue did stay at the station for a night. They did a great job at keeping the station clean and left several food items at the station as a gift of gratitude. Looking ahead, he reported that plans are in place for Long Valley Fire to participate in the Fourth of July event. He shared that the Town of Mammoth Lakes has asked for the support of any additional personnel who could provide parking and security for the event. Chief McGuire reported on a potential opportunity for the fire department to work with the Mammoth Airport for a C17 support during the week of August 20<sup>th</sup>. If this comes to fruition, Long Valley Fire will be sending a crew with at least one apparatus.

Lastly, Chief reported that this year the Long Valley Firefighters Association (LVFA) will not be working the Fishing Opener as the Pelican Grill is not available to the association. In lieu of this, the LVFA has decided to put funding toward supporting former Fire Chief Vincent Maniaci who suffered a stroke. Chief shared that Vincent Maniaci is currently in recovery at the hospital and is looking forward to returning home to continue his recovery.

C. Long-Range Planning Discussion.

(a) Personnel. No news.

(b) Airport. No news.

(c) Geothermal. No news.

(d) Station Maintenance. Chief McGuire reported that portions of the station building including the doors and the wood paneling on the north side of the station are damaged and need to be repainted.

(e) Vehicle and Equipment Maintenance. Chief McGuire reported that the old 3202 is no longer in the department's service as it has gone to Wheeler Crest Fire Department. The new 3202 is currently having some repair work done.

(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 CZESCHIN, SECONDED BY COMMISSIONER GORDON TO APPROVE PAYMENT WARRANTS SINCE LAST BOARD MEETING. Motion passed 4 with 1 abstention.

7. Resolution R24-05 Approving the Agreement between County of Mono and Long Valley Fire Protection District Regarding Preliminary Funding for Fire Station 2. Commissioner Day opened discussion on the resolution. Chief McGuire clarified that the resolution

acknowledges Mono County's provision of preliminary funds for the Station 2 project, outlining Long Valley Fire's commitment to utilize these funds in accordance with the county agreement. Fred Stump proposed that Commissioner Day sign the county agreement on behalf of Long Valley Fire. The Board agreed with this proposal. Fred will communicate this decision to Mono County staff and noted that Resolution 24-05 aims to authorize Commissioner Day to sign the county agreement once it is available, eliminating the need for another Board meeting. Fred Stump read Resolution R24-05 aloud. A MOTION WAS MADE BY COMMISSIONER BEATTY, SECONDED BY COMMISSIONER GORDON TO APPROVE THE AGREEMENT BETWEEN COUNTY OF MONO AND LONG VALLEY FIRE PROTECTION DISTRICT REGARDING PRELIMINARY FUNDING FOR FIRE STATION 2. Motion passed 4 with 1 abstention.

Fred Stump provided further comment on the Sunny Slope Station 2 project. He mentioned a desire to have legal counsel Tim Sanford review the prevailing wage matter concerning TRIAD and Sierra Geotechnical Services Inc. Fred reported on a discussion he had with Tim Sanford about this issue, and his understanding was that the preliminary work before construction might not fall under prevailing wage requirements. According to Fred, Tim Sanford is currently conducting further research to confirm whether prevailing wage applies during this initial stage. Chief McGuire clarified that the department's ability to receive preliminary funding from Mono County doesn't hinge on Tim Sanford's clarification on prevailing wage. Long Valley Fire can proceed with contracting the agreement with Mono County while awaiting a response from Tim Sanford regarding prevailing wage.

8. Discussion and action on Memorandum of Understanding (MOU) between the Airport and the Town of Mammoth Lakes. Chief McGuire informed that he, along with the airport manager and operations manager, have reviewed a Memorandum of Understanding (MOU) drafted in 2021. The Town of Mammoth Lakes will now undergo a review of the draft. Chief McGuire is currently awaiting any edits or feedback from the Town of Mammoth Lakes regarding the MOU. Once this review process is concluded, the MOU will be presented to the Board of Commissioners for approval before its adoption. Carry over.
9. Discussion and action on refurbishment of the Memorial Garden. Division Chief Fred Stump remarked on the process of gathering names of personnel for the department's memorial. He suggested reaching out to former Long Valley Fire Chiefs to compile a list of potential names. Fred shared that Chief McGuire can speak with a contact he has with Search and Rescue (SAR) who served with the department previously. Fred noted that Equipment Manager Billy Czeshin will also contact Tom Long, an original founding member of the Long Valley Fire Protection District, for further information. Fred shared the community's preference for a rural design for the memorial and emphasized the importance of providing seating at the front edge for visitors to rest during walks. He expressed his willingness to assist in the refurbishment of the memorial garden.

Chief McGuire mentioned that he and Secretary Durgin have compiled a list of personnel dating back to 1994, but need information for personnel prior to that year. He sought

recommendations from the memorial ad hoc committee on the qualifications for inclusion on the memorial. Additionally, Chief McGuire proposed using funds from the Station Maintenance budget line item to purchase a new flagpole while awaiting feedback on the memorial design. This purchase may exceed \$5,000, requiring Board approval. Commissioner Day inquired about the removal of the two stumps in the garden as well. Discussion was made by the Board regarding the purchase of a new flagpole, stump removal, and repairing sprinkler systems. A MOTION WAS MADE BY COMMISSIONER GORDON, SECONDED BY COMMISSIONER CZESCHIN, TO APPROVE THE FIRE CHIEF TO USE THE EXISTING FUNDS IN THE STATION MAINTENANCE BUDGET LINE ITEM AND TO EXCEED THE \$5,000 PURCHASING LIMIT FOR THE PURPOSE OF PURCHASING A NEW FLAGPOLE, MOVING THE TWO LARGE STUMPS, AND ESTABLISHING SPRINKLERS FOR THE MEMORIAL GARDEN AREA. Motion passed 4 with 1 abstention.

10. Discussion and action regarding a Memorial plaque for Commissioner Hank Brown. Commissioner Day expressed his intention to honor the life and commitment of Commissioner Hank Brown by installing a plaque for him at the station. This plaque would resemble those currently displayed at the station, honoring individuals who have served as Commissioners or firefighters for over 20 years. Commissioner Gordon clarified that this plaque would be distinct from the Memorial Garden and would instead be mounted at the station. A MOTION WAS MADE BY COMMISSIONER GORDON, SECONDED BY COMMISSIONER CZESCHIN TO ESTABLISH A PLAQUE AT THE FIRE STATION HONORING THE LIFE AND DEDICATION OF COMMISSIONER HANK BROWN. Motion passed 4 with 1 abstention.
11. First Draft of Fiscal Year 2024-2025 Budget. Chief McGuire provided an overview of the first draft budget of fiscal year 2024-2025 detailing the changes he has proposed. He noted that during last fiscal year's budget \$25,000 was allocated to Station Maintenance. Some of these funds were utilized in last year's budget to repair the station roof. Chief proposed that the Board continue to keep this \$25,000 allocation in Station Maintenance for repainting the station building, repairing the tool shed, as well as for the refurbishment of the Memorial Garden. Another budget line-item that Chief McGuire highlighted was to combine #204 Liability Insurance and #204a Supplemental Insurance as these do not need to be in separate budget line-items because both coverages are under one insurance package through George Petersen Insurance Agency. Chief McGuire highlighted other minor proposed budget line-item changes including Workers Compensation Insurance, Gas-Diesel, Uniforms, Breathing Bottles, Turnouts, California State Firefighters Association (CSFA), and Hose. Chief noted that with the budget adjustments made, the initial draft budget for fiscal year 2024-2025 is currently below the total amount stated in the 2023-2024 AB8 report. The Board of Commissioners agreed that the proposed budget looks good and are in agreement to combine budget line items #204 and #204a.
12. Secretary to the Board's Report. Secretary Durgin provided an update concerning activities since last regular meeting. Firstly, she reported that the quarterly tax reports for first quarter of 2024 have been submitted. Secondly, the State Controller's Office

Special District's Government Compensation Report has been submitted. Lastly, she brought to the Board's attention that the department has received a notice from the IRS concerning a discrepancy in payroll tax payments for Calendar year 2023. After verifying the department tax payments with an IRS representative, they found that the payroll tax for August 2023 was never received by the IRS. Secretary Durgin worked with county staff to resolve the issue and found it was an oversight on the county's part. The county has since submitted the payment. She shared that because of the discrepancy and incorrect application of tax payments, the IRS has issued a check to Long Valley Fire for \$31.53. However, this check needs to be voided because once all payments are processed and applied accurately, there will be no need for it. Secretary Durgin has since followed the directions given by the IRS on how to void this check and send it back to the IRS. Secretary Durgin will follow up with the IRS to verify all payments have been processed to the correct tax period.

13. Review correspondence received since the last regular meeting. No additional correspondence reported.
14. Review and adjust current FY budget line items as necessary and accept. Chief McGuire stated that the budget is currently on track. He noted that there may need to be an adjustment for the Workers Compensation budget line item once the department receives the final bill for the current fiscal year. He shared that the estimated anticipation for the end of the 2023-2024 fiscal year budget will be approximately \$80,000-\$100,000 under budget. He proposed that these funds would then role into the Capital Reserve Account.
15. New Business. No news.
16. 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; Second review of Fiscal Year 2024-2025 Budget.
17. Adjournment. A motion was made by Commissioner Beatty, seconded by Commissioner Czeschin, to adjourn the meeting and reconvene in regular session on May 8th, 2024, at 7:00 pm at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California. Motion passed 4 with 1 abstention.

Katie Durgin  
Secretary to the Board  
Long Valley Fire Protection District