



Long Valley Fire Protection District
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MINUTES OF REGULAR MEETING ON MAY 14, 2014

Date: Wednesday, May 14, 2014
Time: 7:00 p.m.
Location: Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake

Members Present: Beveridge, Brown, Day, Rutkowski, and Shaw
Members Absent: None
Others Present: Chief Maniaci, Secretary/Administrative Assistant Grossblatt

1. Call to order, roll call, and announcements. Commissioner Shaw called the meeting to order at 7:00 p.m.

2. Opportunity for public to address the Board on non-agendized items. None.

3. Approval of the minutes of the April 9, 2014 regular meeting. A MOTION WAS MADE BY RUTKOWSKI, SECONDED BY DAY, TO APPROVE THE MINUTES OF THE APRIL 9, 2014 REGULAR MEETING. MOTION PASSED 4-0 WITH 1 ABSTENTION.

4. Chief's Report.

A. Volunteer Report. On behalf of the volunteers, Chief Maniaci reported that roughly \$4,000 was raised during the fishing opener weekend. This amount was considered "under average" but was understandable given the bad weather. Chief Maniaci also mentioned that recent attendance for the weekly trainings has been spotty. Finally, the volunteers received information from the "Reno Fire Show" for the fall conference.

B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. Chief Maniaci informed the Board that there were seven calls since the last meeting. All seven calls were related to medical aides (four of the calls were during the fishing opener weekend).

C. Long Range Planning Discussion.

(a) Personnel. No report.

- (b) Airport. No report.
- (c) Geothermal. No report.
- (d) Maintenance. The Chief will have Chris Baitx look into electrical upgrades (such as installation of LED lights) throughout the station in an effort to reduce our utility bills. An update to the paver installation in the back of the station was also provided to the Board.

Chief Maniaci showed the Board the “thank you” picture postcards that will be sent to those organizations that have donated to the District.

Commissioner Brown asked Chief Maniaci about the recent order of reflective bumper stickers for the District.

Chief Maniaci mentioned that the District was contacted about mutual assistance with the fires in San Diego County. Unfortunately, the District was not able to send any assistance due to a shortage of personnel.

Chief Maniaci indicated that the BLM was holding up all 2013 invoices across the state because of their belief that “volunteers” should not be reimbursed for mutual aid assistance. Fortunately, there are no outstanding invoices from the District to the BLM. Chief Maniaci told the Board that the mutual aid agreement between the BLM and District will be signed once this important issue is resolved. Future updates will be presented as this issue evolves.

On a more optimistic note, mutual aid invoicing between the District and Cal Fire is not an issue. Chief Maniaci also mentioned that the District can expect more local inspections from Cal Fire as part of the SRA fee assessments.

Chief Maniaci mentioned that several new homes were in the process of being built throughout the District.

5. Secretary to the Board/ Administrative Assistant Report. The new Xerox machine was installed this past week and the “scan-to-email” function is working properly. Mr. Grossblatt spent two hours with a technician learning how to use the new machine.

A management letter regarding the June 30, 2013 Financial Audit was signed by Chairperson Shaw and Secretary Grossblatt. The letter states that all information provided to the auditor was true and correct.

Secretary Grossblatt discussed a recent public records request regarding salary information for the District. He indicated that it was necessary to obtain a legal opinion from the District’s attorney on this matter. He then showed the final document that was submitted to the requestor. No personal information was provided.

Regarding State Compensation Insurance Fund, the 2012 payroll audit resulted in a rebate of \$1,700 due to the District's stellar safety record. In addition, we received another check in the amount of \$1,700 related to a dividend distribution. SCIF determined there was a statewide surplus above and beyond liabilities that resulted in the dividend.

Finally, Secretary Grossblatt attended the County Treasury Oversight Committee meeting earlier in the week.

6. Discuss ERAF. Chief Maniaci noted that Leslie Chapman has been busy with the Mono County budget process and as such, there is no current update. Carry over to the next agenda.

7. Review monthly financial reports and budget. Make changes to budget as necessary. Secretary Grossblatt provided an analysis of the 2nd installment of property tax revenues that were recently received from the County. He noted that property tax revenues were not withheld in the 2nd installment due to the pending assessment appeals with MMSA and the Geothermal plant. He indicated that some of the property tax revenues that were withheld in the 1st installment were credited back to the District in the amount of \$1,400. Commissioner Brown noted that with two months left in the fiscal year, approximately 50% of the annual budget remained unspent. As such, he asked about anticipated expenses over the last two months of the current fiscal year and suggested that given the budget surplus, the District may want to consider accelerating other justifiable expenses into the current year budget. Pre-buying propane was one of the items that will be considered. Accelerating the purchase of the tablets was another consideration. Chief Maniaci will report back to the Board on this issue at the next meeting. No changes were made to the current budget.

8. Review 2nd draft of the 2014/15 fiscal year budget. Chief Maniaci passed out a 2nd draft of the 2014/15 fiscal year budget. He noted that the latest estimate of property tax revenues from Mono County for 2014/15 was raised by \$9,000 to \$289,000. Based on proposed expenses of \$304,630 from the 1st draft budget, a deficit of \$15,630 existed in the proposed budget for 2014/15. Given the fact that roughly 50% of the 2013/14 budget remained unspent, the Board believed it was appropriate to move \$25,000 of the current budget surplus towards the 2014/15 budget. The additional \$10,000 was then appropriated to line item 219 (breathing bottles), line item 301 (turnouts), and line item 308 (brush-firefighting). It was agreed that this 2nd draft of the 2014/15 fiscal year budget would be presented for approval at the public hearing in June. Carry over to the public hearing at the June 2014 meeting.

9. Approval of bills and warrants received and prepared since the last regular meeting. All pending and previous warrants were reviewed and discussed. A MOTION WAS MADE BY BROWN, SECONDED BY DAY, TO APPROVE THE PENDING INVOICES FOR PAYMENT. MOTION PASSED 5-0.

10. Electronic submission of warrants. Commission Brown expressed his concern that approval of this item was not properly agendized at the May meeting. After a brief discussion, the Board determined that it was not necessary to re-agendize this item. Secretary Grossblatt informed the Board that the approved minutes from May will be scanned and e-mailed to Leslie Chapman and Gerald Frank later this evening. Secretary Grossblatt outlined the procedures of submitting the warrants now that we have a “scan-to-e-mail” function. These new procedures will start next week.
11. GPS/Mono County/Tablet computer purchase. It was noted that this agenda item was briefly discussed earlier in the meeting under agenda item no. 7. The Board confirmed that two tablets would be purchased in the current fiscal year. A MOTION WAS MADE BY BROWN, SECONDED BY DAY, AUTHORIZING CHIEF MANIACI TO PURCHASE TWO TABLETS AND ANY NEEDED ACCESSORIES, INCLUDING, BUT NOT LIMITED TO, CASES, INSURANCE, CHARGING CORDS FOR FOUR VEHICLES, IN AN AMOUNT NOT TO EXCEED \$3,000 PLUS A 10% OVERRIDE. MOTION PASSED 5-0.
12. Consideration of moving forward with a new set of bylaws. No updates were provided at this time. Carry over to the next agenda.
13. Consideration of whether to update the existing capital improvement plan. No updates were provided at this time. Carry over to the next agenda.
14. Website update. Chief Maniaci reported that volunteer John Kokado has continued to make good progress in the development of the new website. It was suggested that the website should go live over the 4th of July fireworks weekend at Crowley Lake. Carry over to the next agenda.
15. Review correspondence received since the last regular meeting. None.
16. New Business (solar modification). The Board reviewed one estimate for solar modifications in the amount of \$55,000. The Board asked Chief Maniaci to get additional bids for the solar modifications for review. Chief Maniaci mentioned that the District would be providing services (for a fee) at the 4th of July fireworks celebration at Crowley Lake at the request of the Town of Mammoth Lakes. Chief Maniaci mentioned that he will not be at the August meeting (Chris Baitx will sit in for him at that meeting). Finally, Chief Maniaci indicated that ISO ratings have been upgraded for the District.
17. Call for Agenda Items for Next Regular Meeting. Website update; consideration of developing bylaws; consideration of updating our CIP plan; ERAF; solar modifications (under new business); public hearing on the 2014/15 fiscal year budget; final financial audit report for year ending June 30, 2013.

18. Adjournment. A motion was approved to adjourn the meeting and reconvene in regular session on June 11, 2014 at 7:00 p.m. at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California.

Michael Grossblatt
Secretary to the Board