



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 ON JUNE 11, 2014

Date: Wednesday, June 11, 2014
Time: 6:30 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,
Carlene Millan, Tyler Haakana

1. Call to order, roll call, and announcements. Commissioner Shaw called the meeting to order at 6:35 p.m. Tyler Haakana and Carlene Millan informed the Board that as part of the 40th anniversary of the Long Valley Fire Protection District, there will be an open house/ movie night for the general public on Wednesday, July 2nd (this is in addition to the annual 4th of July BBQ/open house at the Fire Station). Additionally, Thursday night training sessions (starting on July 10th) will be open to the public to encourage new volunteers to join the department. Ms. Millan also mentioned that there are three new “junior” volunteers that have joined the department. Finally, it was mentioned that the volunteers would appreciate Board support for windbreakers/ duty shirts commemorating the 40th anniversary of the District.

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

3. Pursuant to Government Code Section 54957, the Board convened in closed session to consider personnel evaluations of the Fire Chief and Secretary to the Board / Administrative Assistant.

4. Announcement of any action taken by the Board in closed session. The Board reconvened in regular session and announced that personnel evaluations of the Chief and Secretary/ Administrative Assistant were discussed and that final evaluations would be given during closed session at the July 9, 2014 meeting. Chief Maniaci mentioned that he would be giving personnel evaluations for the paid staff in the near future.

5. Approval of the minutes of the May 14, 2014 regular meeting. Commissioner Brown requested some minor clarifications to the draft minutes. A MOTION WAS MADE BY RUTKOWSKI, SECONDED BY DAY, TO APPROVE THE MINUTES OF THE MAY 14, 2014 REGULAR MEETING. MOTION PASSED 5-0.

6. Chief's Report.

A. Volunteer Report. The volunteers gave their report during announcements.

B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. Commissioner Brown asked about the plaque dedication for Christina DeGeorge. Chief Maniaci informed the Board that unfortunately we are back to square one with respect to ordering the plaque as the current contractor did not fulfill his promised obligation. Commissioner Brown suggested we move forward with the dedication over the July 4th weekend in lieu of the plaque being reordered.

Chief Maniaci informed the Board that there were fifteen calls since the last meeting. Nine of the calls were medical aide responses. Four of the calls were vehicle accidents (including one fatality). One of the calls was for a fire and the remaining call was a small plane crash that was just out of the District's boundary.

C. Long Range Planning Discussion.

(a) Personnel. We have one new junior volunteer.

(b) Airport. No report.

(c) Geothermal. No report.

(d) Maintenance. The paver project has been completed.

Chief Maniaci ordered the two surface pro tablets. He also ordered the accessories, including the two-year insurance plan. Finally, the Chief mentioned that he moved forward with the Fire Programs software purchase as discussed at the May meeting.

7. Secretary to the Board/ Administrative Assistant Report. Secretary Grossblatt briefly discussed how the new scan-to-email function is working. There has been a problem with the new Xerox machine getting kicked off-line when the back-up generator comes on during the weekly test.

8. 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.

9. Review monthly financial reports and budget. Make changes to budget as necessary. Secretary Grossblatt noted that the property tax administrative fee charged by Mono County was \$12,180. This amount was debited out of our 320 account by the Auditor's office this past month. Chief Maniaci went over several expense items (fuel, maintenance, tablets) that will be accelerated into the 2013/14 fiscal year given the current budget surplus. After accounting for these accelerated expenses, it was estimated that a budget surplus of roughly \$110,000 will be carried over into the next fiscal year. No changes were made to the current budget.

10. Public Hearing regarding adoption of the 2014/15 fiscal year budget. Commissioner Shaw opened up the public hearing regarding the adoption of the 2014/15 fiscal year budget. No public was present so the public hearing was closed. Secretary Grossblatt indicated that the most recent revenue estimate from Mono County was \$293,630 (an increase of \$4,000 from last month's draft budget). Following a brief discussion, the Board agreed to keep the revenue figure at \$289,630 and will assume that any revenues above this amount go to reserves. From last month's draft budget, the Board determined that \$25,000 from the current budget surplus would be added to the revenue figure of \$289,630 - for a total budget of \$314,630. Given the additional \$4,000 in projected revenues, the \$25,000 addition from the surplus was reduced to \$21,000. Chief Maniaci then gave the Board an update on the succession plan regarding the Equipment Maintenance Manager position. A MOTION WAS MADE BY BROWN, SECONDED BY RUTKOWSKI, TO APPROVE THE (JULY 1, 2014 THRU JUNE 30, 2015) 2014/15 FISCAL YEAR BUDGET IN THE AMOUNT OF \$314,630 (WHICH INCLUDES \$293,630 IN ESTIMATED PROPERTY TAX REVENUES PLUS \$21,000 FROM THE 2013/14 BUDGET SURPLUS). MOTION PASSED 5-0.

11. Approval of bills and warrants received and prepared since the last regular meeting. All pending and previous warrants were reviewed and discussed. It was also recommended that this agenda item be removed from future meetings given this item was deemed unnecessary. A MOTION WAS MADE BY BROWN, SECONDED BY BEVERIDGE, TO APPROVE THE PENDING INVOICES FOR PAYMENT AND TO REMOVE THIS AGENDA ITEM FROM FUTURE AGENDAS. MOTION PASSED 5-0.

12. Acceptance of the final "Financial Audit" report for FY ending on June 30, 2013. A MOTION WAS MADE BY BROWN, SECONDED BY RUTKOWSKI, TO ACCEPT THE FINANCIAL AUDIT REPORT FOR THE FISCAL YEAR ENDING ON JUNE 30, 2013. MOTION PASSED 5-0.

13. Consideration of moving forward with a new set of bylaws. Chief Maniaci produced an updated version of the draft bylaws for everyone's review. Carry over to the next agenda.

14. Consideration of whether to update the existing capital improvement plan. No updates were provided at this time. We hope to have a formatted version for approval at the July meeting. Carry over to the next agenda.

15. Website discussion. John Kokado is close to finishing the new website. We are hoping to go live over the July 4th holiday weekend. Carry over to the next agenda.
16. Review correspondence received since the last regular meeting. The District received a notice from Mono County regarding a seminar to explain the property tax administrative fee calculation.
17. Solar modification. We are still in the process of obtaining additional bids. Carry over to the next agenda.
18. New Business. Chief Maniaci obtained quotes from Digital 395 for internet access. After a brief discussion, a consensus formed to recommend switching from Schat.net to Digital 395.
19. Call for Agenda Items for Next Regular Meeting. Website update; consideration of developing bylaws; consideration of updating our CIP plan; ERAF; solar modifications; 40th anniversary of the Long Valley Fire Protection District.
20. Adjournment. A motion was approved to adjourn the meeting and reconvene in regular session on July 9, 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