



Long Valley Fire Protection District  
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## MINUTES OF REGULAR MEETING July 8th, 2020

Date: Wednesday, July 8<sup>th</sup>, 2020  
Time: 7:00 p.m.  
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

Members Present: Hank Brown, Sharon Shaw, Kim Czeschin

Members Absent: Tom Beveridge, Ron Day

Others Present: Chief Maniaci, Secretary Katie Durgin, Billy Czeschin

Others Absent: None

1. Call to order, roll call, and announcements. The meeting was called to order at 7:00 p.m. Commissioner Brown announced that the district received an audit request involving a series of questions that the Commissioners answered separately. Commissioner Brown noted one of the questions being question #4: "Have there been any other areas of difficulty the district has faced that could potentially impact district finances?" Both Commissioner Brown and Commissioner Shaw responded that Educational Revenue Augmentation Fund (ERAF) could potentially impact district finances.
2. Opportunity for public to address the Board on non agenda items. No public present.
3. Approval of the Minutes of the June 10<sup>th</sup>, 2020 regular meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER CZESCHIN TO APPROVE THE MINUTES OF THE JUNE 10<sup>TH</sup>, 2020 REGULAR MEETING. MOTION PASSED 3-0.
4. Chief's Report.
  - A. Volunteer's Report. Billy Czeschin reported that the volunteers had in-person Thursday night volunteer trainings. The volunteers held a Fourth of July parade that went very well.
  - B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. 5 calls since June regular meeting: 1 traffic collision, 1 drowning, and 3 medical aids.

C. Long Range Planning Discussion.

- (a) Personnel. Chief Maniaci is working with Assistant Chief Joseph Santos to make sure Secretary Durgin receives the training roster sheets in a timely manner. Chief Maniaci reported that there will be another round of COVID-19 testing on July 27<sup>th</sup>. Chief Maniaci put in a request for COVID-19 antibody testing to be done as well.
- (b) Airport. No news.
- (c) Geothermal. No news.
- (d) Station Maintenance. Chief Maniaci asked Maintenance Manager Devin Preston to complete basic maintenance tasks including clean up and tinting windows at the front of the station.
- (e) Vehicle and Equipment Maintenance. Billy Czeschin reported that the master cylinder went out on 3270. All other engines are up and running. 3281 had an issue with the check engine light. Billy spoke with a mechanic from the Silver State International dealership and was able to get it fixed. 3281 has to go to Reno, Nevada to get a seatbelt sensor fixed. Both the check engine light and the seatbelt sensor should be covered under warranty. 3201 will need new tires before this coming winter. The air compressor went out at the station. After dialing down the pressure, Billy said the air compressor is working for most purposes, however, it will not work for putting air in tires. A new air compressor was purchased from Napa and should be at the station in about two weeks. Chief Maniaci noted that the old air compressor is at least 25 years old and has not been tested regularly. It was time for the department to purchase a new air compressor that has been tested and is working properly. Chief Maniaci is planning on having the new air compressor recertified every couple years for safety purposes. Commissioner Brown asked how the breathing apparatus air compressor is working. Chief Maniaci confirmed that it has been certified and is working properly. Chief Maniaci noted they have a sufficient number of volunteers who know how to fill the breathing apparatus bottles.
- (f) Airport MOU between Town of Mammoth Lakes and Long Valley Fire Protection District. No news.
- (g) Review and possible approval of hold harmless agreement between the Fire Dept. and Sheriff's Dept. No news.

5. Board Review/Approval of Payment Warrants since last meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER CZESCHIN TO APPROVE THE PAYMENT WARRANTS. MOTION PASSED 3-0.

6. Secretary to the Board Report. Secretary Durgin reported that working remotely is going well. After troubleshooting with representatives, Secretary Durgin has been able to get Quickbooks Online up to date and ready for payroll. When transferring information from Quickbooks Desktop to Quickbooks Online, all information was transferred including volunteers who have not been with the department for quite some time. Secretary Durgin worked with Chief Maniaci to bring all volunteers at the department up to date in our Quickbooks database. Secretary Durgin reported that the Quartely Tax Report Forms 941, DE9, and DE9C have not been released to anyone due to an Internal Revenue Service COVID-19 form revision. Secretary Durgin will check daily on when the forms are released in order to complete quarterly taxes on time. After speaking with State Compensation Insurance Fund, Secretary Durgin informed the Board that due to a mistake in them failing to mail the department our premium invoice for the month of February of 2020, we have an outstanding balance of \$1,369.99. The normal premium we would have paid for that month would be \$1,843.67, however, we received a credit from 2017 and 2018 in the amount of \$473.68 that was applied to the February premium making the outstanding balance \$1,369.99. Secretary Durgin requested documentation of both the credit and invoice that will be filed with our records.
7. Update on Workers Compensation year-end audit bill. Secretary Durgin spoke with three to four different State Compensation Insurance Fund representatives regarding why we received a high year-end bill. The representatives could not give a clear answer as to why. Secretary Durgin got in contact with Joyce Goggans who was the State Fund auditor for the 2018-2019 year. Joyce Goggans confirmed that the volunteer estimation given for the 2018-2019 premiums was 24 estimated volunteers, which was accurate. The estimation of volunteers showing on the audit was nine volunteers. Joyce Goggans could see based on her records that something went wrong. Joyce Goggans will have a senior underwriter to the policy contact Secretary Durgin to explain the discrepancy in volunteer estimation and for why we received the high year end bill.
8. Fire mitigation fee review. No news. Carry over.
9. Update on Education Revenue Augmentation Fund (ERAF). The draft letter from Tim Sanford was revised by the Board and Chief. The final letter was sent to county council. Chief Maniaci reported that neither Tim Sanford nor Fred Stump has heard back from county council. Tim Sanford should be in contact with Chief Maniaci in the next week for more information. Carry over.
10. Review Current Status of Long Valley Fire Protection District Website. Commissioner Brown asked if we have more openings for captains. Chief Maniaci responded that we do have openings, but no one has been put in that position yet. Commissioner Brown noted there is not an apparatus photo of the old or the new 3232 Engine. Chief Maniaci is in contact with John Kokado to get photos updated. Commissioner Brown suggested having a short biography, dates of service, or picture for the volunteers listed on the "In Memoriam" page. Secretary Durgin has updated the "Meetings and Financial" page. Secretary Durgin will write a statement of cancellation for the April regular meeting Minutes and upload it to the website.

11. Review correspondence received since the last regular meeting. Commissioner Shaw reported that we received a notice from the IRS stating they put our tax payment to form 941. Secretary Durgin will call Joanne Werthwein to notify her we received the notice. Commissioner Shaw reported we received a request from the auditor regarding deposits made during 2017-2018 and 2018-2019. Commissioner Shaw provided the auditor with the requested information minus one check.
12. Review and adjust current FY budget line items as necessary and accept. Secretary Durgin noted we have not received any revenue since last regular meeting. Secretary Durgin presented to the Board the 2019-2020 First-Final Year-End Budget. Chief Maniaci said we will be receiving a few more invoices that will be taken out of fiscal year 2019-2020 budget. Commissioner Shaw will scan/email deposit slips to Secretary Durgin to record in Expenditures. Chief Maniaci will adjust the fiscal year 2020-2021 budget to the new AB8 report at next regular meeting. The new AB8 report is showing an amount of \$358,731. The adopted budget for fiscal year 2020-2021 is \$347,256. This gives an additional fund of \$11,475. Chief Maniaci reported we also received the Fire Chiefs Association check in the amount of \$10,000. Commissioner Brown noted that the funds need to be earmarked for where they will be designated. Commissioner Brown said because we based our adopted 2020-2021 budget on the AB8 reports, we need to allocate the adjusted addition of \$11,475 into the adopted budget. At that point we can transfer the funds to Account 320. Commissioner Brown suggested earmarking the \$10,000 check to Account 320. If needed, we can write a resolution to transfer the \$10,000 from Account 320 to 321.
13. New Business. Chief Maniaci is following up with the illegal activity throughout the district and the ongoing water issues at the industrial park. If Chief Maniaci needs to further bring this to the attention of the Board, he will address it in the Chiefs report.
14. Call for Agenda items for next regular meeting. Fire Mitigation Fee Review; Update on ERAF; Update on Workers Compensation year-end audit bill.
16. Adjournment. A motion was approved by Commissioner Brown, seconded by Commissioner Czeschin, to adjourn the meeting and reconvene in regular session on August 12<sup>th</sup>, 2020 at 7:00 p.m. at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California.

Katie Durgin  
Secretary to the Board