



Long Valley Fire Protection District  
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## MINUTES OF REGULAR MEETING November 11th, 2020

Date: Wednesday, November 11<sup>th</sup>, 2020  
Time: 7:00 p.m.  
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

Members Present: Hank Brown, Tom Beveridge, Ron Day, Sharon Shaw, Kim Czeschin

Members Absent: None

Others Present: Chief Vincent Maniaci, Volunteer Gerry LeFrancios, Secretary Katie Durgin

Others Absent: None

1. Call to order, roll call, and announcements. The meeting was called to order at 7:03 p.m. A moment of silence was observed to honor all veterans who have served in the United States Armed Forces. Commissioner Brown announced that a firefighter was severely injured in the San Francisco Bay area by holding a hose that was run over by a city bus. The firefighter was thrown in the air and was severely injured. Commissioner Brown wanted to make sure that our firefighters are aware of these dangers and are following safety protocols. Chief Maniaci explained the safety protocols that the firefighters follow related to hose use. Chief Maniaci assured the Board that our firefighters do follow all safety protocols.
2. Opportunity for public to address the Board on non agendized items. No public present.
3. Approval of the Minutes of the October 14<sup>th</sup>, 2020 regular meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY TO APPROVE THE MINUTES OF THE OCTOBER 14<sup>TH</sup>, 2020 REGULAR MEETING. MOTION PASSED 5-0.
4. Chief's Report.
  - A. Volunteer's Report. Volunteer Gerry LeFrancios reported they elected a new Board member and officers for the Long Valley Volunteers Association. Gerry announced that the Christmas party has been cancelled this year due to safety concerns with COVID-19. Assistant Fire Chief Joseph Santos is planning on doing an ice training for the volunteers in December if the conditions permit.

B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. 2 calls since October 14th regular meeting: both calls were medical aids.

C. Long Range Planning Discussion.

(a) Personnel. Chief Maniaci reported that Volunteer Paul Zastoupil has put together a new call log database that will include all information for the Volunteers Association and the Long Valley Fire Department. The database will include, but not limited to all calls, average number of calls per month, average number of personnel on each call, the apparatus used on the calls, regular meeting reports, all medical supplies, reminders on when medical supplies need to be replenished, and all start dates and end dates of volunteers. Volunteer John Kokado has been working with Paul Zastoupil to get the database online. The database will be accessible through the Long Valley Fire Protection District website. Chief Maniaci noted to let him know if there is any report that the Board would like to see and he can create the algorithm in the database. Secretary Durgin will have access to the database to update call and training logs. Chief Maniaci proposed to the Board to give Secretary Durgin and \$50 per month raise to her stipend. A MOTION WAS MADE BY COMMISSIONER BEVERIDGE, SECONDED BY COMMISSIONER BROWN TO INCREASE SECRETARY DURGIN'S STIPEND BY \$50 PER MONTH. MOTION PASSED 5-0. Chief Maniaci will provide numbers to Secretary Durgin for their California Office of Emergency Services (OES) assignment. Chief Maniaci reported that he has been approached by five volunteers who have expressed interest in doing an Emergency Medical Technician (EMT) class. Chief Maniaci recommended that once the volunteers pass the class, the department will then reimburse them for cost. Chief Maniaci noted that he can get partial reimbursement from the Fire Chiefs Association to cover the cost as well. Volunteer Marguerite McDonald will be taking over the station cleaning position. Chief Maniaci received her letter of intent to take over the position and has onboarded her to officially start.

(b) Airport. Chief Maniaci reported that Advanced Air and United Airlines will start flights into Mammoth starting on December 17<sup>th</sup>, 2020. Advanced Air will service flights out of Carlsbad, Burbank, and Hawthorne. Advanced Air has a 32 passenger jet. The capacity per flight of Advanced Air varies on how much they book. United Airlines has a 70 passenger jet and will fly out of Los Angeles (LAX), San Francisco, and Denver. United Airlines will do flights four days per week on Thursday, Friday, Sunday, and Monday. Flights will also be running out of Denver on Saturdays. Flights will run out of LAX every day except Saturdays. Social distancing does not apply within Advanced Air or United Airlines aircrafts.

(c) Geothermal. No news.

- (d) Station Maintenance. Chief Maniaci reported that the roofers were at the station fixing the flashing. Commissioner Brown asked if there have been any leak issues with the roof. Chief Maniaci responded that there have not been any leak issues. Chief Maniaci reported a circuit pop issue with the command unit. Pete DeGeorge, Billy Czeshin, and Devin Preston have fixed the problem.
- (e) Vehicle and Equipment Maintenance. Commissioner Brown noted that the old 3232 has been returned from being stationed at the airport. Chief Maniaci responded explaining that there is not a location at the airport where the old 3232 would not freeze. Commissioner Brown asked if there has been anything done with the paint on 3225. Chief Maniaci responded that John Kokado has not yet had a chance to take 3225 to town to get a quote. Commissioner Brown asked if the new 3281 still needed warranty work. Chief Maniaci responded that mechanic Rigo Lemus looked at the engine on 3281 and confirmed that it does not need warranty work.
- (f) Airport MOU between Town of Mammoth Lakes and Long Valley Fire Protection District. Chief Maniaci reported that after a long conversation with Haislip Hayes, he asked the Chief to bring him what the department wants in the MOU. Haislip Hayes told Chief Maniaci that whatever he brings, Haislip will sign it.
- (g) Review and possible approval of hold harmless agreement between the Fire Dept. and Sheriff's Dept. Chief Maniaci reported that Tim Sanford has not received any information from the county. Chief Maniaci asked Tim Sanford to please press the county regarding the hold harmless agreement. Carry over.
- (h) Fire Mitigation Fee Review. Chief Maniaci reported that there is really no way of increasing our development impact fees. However, Chief Maniaci stated we could adopt new Resolutions when it comes to building terms. The department could increase costs for residential square footage and for any building additions. Chief Maniaci stated we would have to present to the County Board of Supervisors a Resolution that states the changes the department would like to see. Chief Maniaci is planning on inviting Rhonda Duggan, elected Mono County Supervisor for District 2, to one of the regular meetings. Chief Maniaci would like to bring Rhonda Duggan up to speed with the different issues the department has been facing including but not limited to ERAF, Airport MOU, and dispatch. The Board of Commissioners decided to include the Resolution regarding Fire Mitigation Fee Review for Board of Supervisors as an agenda item for December 9, 2020 regular meeting.

- 5. Board Review/Approval of Payment Warrants since last meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY TO APPROVE THE PAYMENT WARRANTS. MOTION PASSED 5-0.
- 6. Secretary to the Board Report. Secretary Durgin reported that the Firefighter Volunteer Stipend has been paid. Joanne Werthwein will be processing the stipend this week. The

volunteers should receive their checks by Thanksgiving. Secretary Durgin reported that when she ran the Firefighter Volunteer Stipend, the department was required to pay Annual Federal Unemployment Tax (FUTA) and Employment Training Tax (ETT). The department is supposed to be exempt from paying these taxes. After speaking with a Quickbooks representative to resolve the issue, she informed Secretary Durgin that the department needs to submit a letter from the IRS stating the tax exemption and reasons why. Once Quickbooks receives this letter they will be able to correct the tax issue. Secretary Durgin is going to get in contact with Olga, the Secretary for Antelope Valley regarding the issue. Olga has had to resolve this issue with Quickbooks in the past and may be able to direct Secretary Durgin on how to make the changes without needing a letter from the IRS. Commissioner Shaw asked if there is any update on changing from Quickbooks to another payroll company. Secretary Durgin replied she has contacted Paychex, ADP, and Sage50 payroll services. Secretary Durgin is waiting to hear back from these companies with a quote and will follow up with the Board of Commissioner at next regular meeting. Secretary Durgin reported Quickbooks Desktop at the station office has officially been cancelled. Chief Maniaci ran a backup to have all of our information before Quickbooks Desktop was cancelled. Secretary Durgin reported that the State Compensation Insurance Fund Workers Compensation report for the period of May 8, 2020 to November 8, 2020 has been submitted. Secretary Durgin will provide a copy to Commissioner Shaw to file at the station.

7. Update on Education Revenue Augmentation Fund (ERAF). No news. Carry over.
8. Resolution for Volunteers Carlene Millan and Alex Millan. Chief Maniaci presented the Resolution to the Board of Commissioners. Commissioner Brown read the Resolution aloud. Commissioner Brown asked for two edits to be made. Chief Maniaci will make those edits and email the Resolution to the Board.
9. Review correspondence received since the last regular meeting. Secretary Durgin received a notification of a change to the requirements for the Government Compensation in California (GCC) Report. Starting for year 2020, the department GCC report submission must include compensation paid to elected officials. Secretary Durgin will submit this report April of 2021. Secretary Durgin received correspondence from the county regarding the elections. After November 24<sup>th</sup>, 2020, the county will send out a certificate of appointment for Commissioner Hank Brown, Commissioner Tom Beveridge, and Commissioner Ron Day.
10. Review and adjust current FY budget line items as necessary and accept. Secretary Durgin noted that the department received revenue in the amount of \$24,295.37 in Account 320 and \$40,340.00 in Account 321. Secretary will follow up with Joanne Werthwein to confirm these revenues are correct and what they are from. Chief Maniaci will also call the County Building Official to find out what the revenue is from. Secretary Durgin allocated the deposit of \$19,978.55 from the State of California grant into Administrative Fees until she receives the correct disbursement of funds from Chief Maniaci.
11. New Business. No new business.

12. Call for Agenda items for next regular meeting. Update on ERAF; Resolution regarding Fire Mitigation Fee Review for Board of Supervisors.
13. Adjournment. A motion was approved by Commissioner Brown, seconded by Commissioner Day, to adjourn the meeting and reconvene in regular session on December 9<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