



Long Valley Fire Protection District
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MINUTES OF REGULAR MEETING December 9th, 2020

Date: Wednesday, December 9th, 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, Vehicle and Equipment Manager Billy Czeschin,
Secretary Katie Durgin, Volunteer Cory Barnett

Others Absent: None

TELECONFERENCE INFORMATION:

This meeting was held via teleconferencing with members of the Board attending from separate remote locations due to COVID-19. This change in format is in observance of the recent recommendations made by local officials to take precautions, including social distancing, in order to minimize the spread of COVID-19. Please note the following changes:

1. There is no physical location of the meeting. The meeting was held via teleconferencing.
 2. Public was notified to leave comments on Agenda items before the Board meeting via email by 5:00pm on the day prior to the meeting. Public comments were to be submitted to the Secretary to the Board Katie Durgin at kdurgin@longvalleyfire.com.
 3. Public was notified that they can make comments during the live streaming of the meeting by submitting their comment to kdurgin@longvalleyfire.com.
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1. Call to order, roll call, and announcements. The meeting was called to order at 7:10 p.m. Commissioner Shaw announced that she has a county signature authorization form for all Board members to sign. Commissioner Shaw will leave the form at the station in the secretary's basket.
 2. Opportunity for public to address the Board on non agendized items. No public present.

3. Approval of the Minutes of the November 11th, 2020 regular meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER BEVERIDGE TO APPROVE THE MINUTES OF THE NOVEMBER 11TH, 2020 REGULAR MEETING. MOTION PASSED 5-0.
4. Chief's Report.
 - A. Volunteer's Report. Volunteer Cory Barnett reported on calls since last regular meeting. On November 17th, the volunteers responded to a fire in Sunny Slopes on Owen's Gorge Road. The volunteers were able to put out the fire quickly and no structures were damaged. On November 18th, the volunteers responded to a possible downed wire near Crowley Lake Drive. On November 25th, the volunteers responded to a motorhome on highway 395 being worked on where sparks were reported. Chief Maniaci responded to the call and the issue was resolved. On November 27th, the volunteers responded to a possible bonfire at a sight at one of the hot springs. The fire was caused by a propane in a camp cooking stove. The sheriffs arrived on scene, educated the people involved, and the call ended up being cancelled. On December 6th, the volunteers responded to a call regarding a one-year-old not breathing. The child had a seizure induced by a high fever. That evening, the volunteers responded to a call regarding a pregnant woman having stomach pains. She was taken to Mammoth hospital for treatment. On December 7th, the volunteers responded to a call regarding a tree on a power line near Crowley. The tree was leaning up against a fiber-optic line. Southern California Edison was also paged and arrived on scene. Cory Barnett reported that as a department the volunteers are being extremely cautious regarding COVID-19. The volunteers are following protocols of masking, social distancing, gloves, as well as other safety precautions to best serve the community.
 - B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. 7 calls since November 11th regular meeting: 3 medical aids, 3 assists, and 1 wildland fire. Chief Maniaci reported that the new department spreadsheet is working out very well. Volunteer Paul Zastoupil is working to get the spreadsheet finished. Chief Maniaci noted that if any of the Board would like access that he can gladly grant it to them.
 - C. Long Range Planning Discussion.
 - (a) Personnel. Chief Maniaci is working with legal counsel Tim Sanford regarding the fatality that occurred on Benton Crossing Road. Once Chief Maniaci receives clearance from Tim, he will provide information regarding what happened. Chief Maniaci is working with Assistant Fire Chief Joseph Santos to update the volunteer firefighter roster to keep it most current. Chief Maniaci is going to call for a meeting with the Captains and Division Chief Fred Stump to discuss future personnel and assignments. For now, the volunteer firefighters are not having any in-person meetings. The volunteers are instead having virtual trainings. The trainings include two training sessions as well as a quiz at the end. Chief Maniaci will be asking the department for how many

COVID-19 vaccines will be needed. Commissioner Brown asked if the families of first responders will be included as a priority to receive the COVID-19 vaccine. Chief Maniaci responded that families of first responders are not included in being a priority to receive the vaccine. Commissioner Brown and Commissioner Day asked Chief Maniaci to please inform the authority who makes this decision on vaccine priority, that families of first responders should be a priority as well. (*Meeting notice: Due to technical difficulties, Commissioner Shaw has transferred the position of the Chairman to Commissioner Brown for the remainder of the meeting.*)

- (b) Airport. No news.
- (c) Geothermal. No news.
- (d) Station Maintenance. No news.
- (e) Vehicle and Equipment Maintenance. Vehicle and Equipment Manager Billy Czeshin reported that when the volunteers responded to one of the fires, the door on the new 3232 was open into the wind. The wind sprung the door causing damage. The door is functional; however, it does need bodywork. Billy noted that he has had a hard time getting in touch with any body shop to address the damage. Commissioner Beveridge recommended contacting Performance Auto. Chief Maniaci will contact them and follow up with Billy. There is a coolant leak on 3271. Billy will connect with mechanic Rigo Briviesca to address the leak. 3271 may also need a coolant flush as well. Billy also reported that bits are currently being done on everything.
- (f) Airport MOU between Town of Mammoth Lakes and Long Valley Fire Protection District. Chief Maniaci reported that Haislip Hayes has the original MOU and the department's recommendations. Haislip Hayes and Chief Maniaci will be meeting prior to the holiday to discuss the MOU further.
- (g) Review and possible approval of hold harmless agreement between the Fire Dept. and Sheriff's Dept. No news. Carry over.

- 5. Board Review/Approval of Payment Warrants since last meeting. Due to COVID-19 and social distancing, the Board currently does not have access to the warrants for this meeting. The review and approval of payment warrants since last regular meeting has been postponed until next regularly scheduled meeting on January 13th, 2021.
- 6. Secretary to the Board Report. Secretary Durgin reported that she spoke with Joanne Werthwein from the county regarding the revenue the department received in the amount of \$24,731.30 in Account 320 and \$40,340.00 in Account 321. Secretary Durgin explained that the "appt" that is seen on the Expenditure sheet refers to the apportionment of revenue. There are four apportionments: one in October, in December, in April, and a small one at the end of June. Joanne confirmed that the \$24,731.30 is unsecured property tax and is an on-schedule revenue apportionment deposit.

Secretary Durgin reported that the reason the revenue in Account 321 (in the amount of \$40,340.00) is so high is because the revenue came from a major permit on a commercial storage unit property. Joanne confirmed this by sending Secretary Durgin the receipt from the Community Development Department showing this revenue. Secretary Durgin informed the Board that she spoke with Secretary Olga Gilbert from Antelope Valley regarding the Annual Federal Unemployment Tax (FUTA) issue. As a special district, we are supposed to be exempt from paying this tax. Olga shared her experience that after paying this tax one year, the Internal Revenue Service (IRS) sent her a letter stating exemption and refunded the department. Secretary Durgin noted that she has not been able to reach anyone at the IRS to obtain a letter of tax exemption. After speaking with Commissioner Shaw, Secretary Durgin has decided to go ahead and pay the FUTA tax in the amount of \$4.80 and wait for the letter stating tax exemption at that point. Once she receives this letter, she can get the issue resolved with Quickbooks Online. Secretary Durgin reported that she looked into the payroll software with Paychex to potentially switch to them. However, Secretary Durgin expressed to the Board that because the department just switched to a new interface with Quickbooks Online, she would like to give it a year to see how it goes before considering transferring to Paychex. The Board supports the decision to stay with Quickbooks Online. Secretary Durgin sent in the Appointment in lieu of Election Oaths from Commissioner Brown and Commissioner Beveridge to the county elections office. Secretary Durgin will connect with Commissioner Day to confirm that his oath is sent in.

7. Update on Education Revenue Augmentation Fund (ERAF). Chief Maniaci reported that Tim Sanford has not heard anything regarding ERAF. Carry over.
8. Resolution for Fire Mitigation Fee Review for Board of Supervisors. Chief Maniaci is waiting to meet with Division Chief Fred Stump regarding the fire mitigation fee review. They will be inviting County Supervisor Rhonda Duggan to the meeting as well. Chief Maniaci will follow up with Board regarding this meeting. Carry over.
9. Review correspondence received since the last regular meeting. Chief Maniaci reported that he received an invoice for supplemental volunteer firefighter insurance. He will approve the invoice and deliver it to Secretary Durgin to include in the warrant.
10. Review and adjust current FY budget line items as necessary and accept. Commissioner Brown asked Secretary Durgin if the larger deposits have been correctly appropriated to the designated budget line item. Secretary Durgin confirmed that this has been done. Secretary Durgin noted that on the general ledger she received from the county there were two new revenue items: 1) interest apportionment in the amount of \$1,478.46 in Account 320, and 2) interest apportionment in the amount of \$131.52 in Account 321. Chief Maniaci reported that we will be getting a check from California Governor's Office of Emergency Services (Cal OES) for about \$5,900.00. Once we receive this check, Chief Maniaci will provide a break down for Secretary Durgin to appropriate in Expenditures.
11. New Business. Chief Maniaci reported that about a year and a half ago, he spoke with the delivery chief who brought the new 3232 to Long Valley Fire Department. The

delivery chief said that they have a surplus of extra tools for extrication that they could supply for the department. The delivery chief contacted Chief Maniaci last week stating that the tools are ready for pick up and that they do not want any payment for them. After speaking with Commissioner Brown regarding the tools, Chief Maniaci is going to see if they will take some payment so that there are no liability issues. Chief Maniaci will work with Billy Czeshin to certify that the tools are in good working condition. If there are any tools that the department cannot use, we will supply them to surrounding departments in need.

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 Beveridge, seconded by Commissioner Shaw, to adjourn the meeting and reconvene in regular session on January 13th, 2021 at 7:00 p.m. at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California.

Katie Durgin
Secretary to the Board