



Long Valley Fire Protection District
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MINUTES OF REGULAR MEETING
March 8th, 2023

Date: Wednesday, March 8th, 2023
Time: 7:00 p.m.
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

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

Members Absent: None

Others Present: Fire Chief Scott McGuire, Division Chief Fred Stump, Volunteer Gerry Le Francois (via Google Meet), Assistant Training Officer Pete De George, Fleet Equipment Manager Billy Czeschin, Board Secretary Katie Durgin (via Google Meet), Sunny Slopes resident John Millane, Sunny Slopes resident Becky Davis

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. Commissioner Brown inquired about the Notice section on the meeting agendas, specifically regarding the use of teleconferencing in light of the AB 362 authorization amending the Brown Act to immediately allow legislative bodies of local agencies to meet remotely during state-declared emergency. AB 361 was introduced to extend Executive Order (N-29-20) during the COVID-19 pandemic. Commissioner Brown asked whether any changes need to be made to the notification for conducting online meetings. Division Chief Fred Stump replied that remote meetings can still be conducted without a state of emergency declaration, however proper protocol needs to be followed to provide the necessary information for the public to attend. Commissioner Shaw suggested that the Notice section on the agendas may need to be revised in the coming months.
2. Opportunity for public to address the Board on items of interest to the public that are not agendized and within the jurisdiction of the Board. No public comments.
3. Discussion on Proposed Fire Station in the Sunny Slopes Area. Commissioner Shaw opened the discussion with staff reports to be followed by public reports.

Staff Report: Division Chief Fred Stump gave an update on the Local Agency Formation Commission (LAFCO) documentation requirements for extension of services from Birchim Community Services District (BCSD). He informed the

attendees that Mono County had provided him with the necessary documentation requirements, which he had forwarded to the Chair of BCSD Board and to Tricia Corto. Fred discussed with Tricia the possibility of BCSD supplying water to Long Valley Fire Station 2, which was on their agenda for their upcoming meeting. Tricia confirmed with Fred that the BCSD was willing to supply water to Long Valley Fire Station 2. They also discussed the preferences of BCSD regarding the LAFCO documentation process. Fred made sure that BCSD was aware that Long Valley Fire would cover any fees associated with the documentation process.

Fred outlined two possible avenues for the documentation process, both of which would require a contract for service between BCSD and Long Valley Fire. The first option proposed was for BCSD to initiate the boundary change process, with the contract stating that BCSD would engage in this process. The second option would involve seeking an exemption to this process instead of altering boundaries. Fred emphasized the importance of BCSD indicating which option they preferred, so that Long Valley Fire could take appropriate actions. Wendy Sugimura, the Mono County Community Development Director, provided her input and suggested that the LAFCO documentation process may appear more bureaucratic than it actually is. She offered her assistance to BCSD in navigating these procedures. Additionally, Fred shared that the county is currently undertaking a sphere of influence municipal services review, which includes assessing housing viability sites throughout the county.

Gerry LeFrancios reported that he had been conducting outreach to local surveying firms, TRIAD Surveying and Eastern Sierra Land Surveying, to obtain a detailed site plan for the department. He emphasized that this plan would not only be used for potential entitlements but also for future building permit processes. He mentioned that one of the current volunteer firefighters has a family member who might be able to assist with developing a site plan and plot plan, which could save the department some money. Gerry stated that he was waiting for the county to provide the record of survey that had been done, so he could send it out to the firms as part of the information necessary for them to understand what already existed and to provide the best possible price estimates. He added that three firms had expressed interest in giving a cost estimate for creating a site plan and plot plan for Fire Station 2. Once the cost estimates are obtained, Gerry expressed his hope that the department would be able to qualify for something below a mitigated negative declaration (MND), which is the simpler of the two California Environmental Quality Act (CEQA) documents that the department is required to obtain.

Fred recommended that after discussing everything with Gerry, the department should complete the county process through the Planning Commission hearing to gain entitlement on the property. Once the entitlement is obtained, the project would be considered "shovel-ready," and the Board can move forward with the next steps. Fred noted that according to Mono County, public facility zoning, or land-use designation does not automatically include a fire station, so the department must go through the Planning Commission to gain entitlement on the property. Board discussions were made regarding the updates Fred presented. Chief McGuire asked

the Board what the ballpark costs would be, given the Board is soon to approve the 23/24 fiscal year budget. Fred stated that the cost to acquire the entitlement could run close to \$40,000.

Public Report: Sunny Slopes residents John Millane and Becky Davis inquired about the draft pit and its implications. Fred Stump provided them with an explanation of what a draft pit is and how it benefits fire departments.

Conclusions: Commissioner Shaw closed the discussion stating Fred Stump and Gerry Le Francios will move forward with obtaining the entitlement for Station 2.

4. Approval of the Minutes of the February 8th, 2022 regular meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY TO APPROVE THE MINUTES OF THE FEBRUARY 8TH, 2022 REGULAR MEETING. Motion passed 3-0 with 2 abstentions.
5. Chief's Report.
 - A. Volunteer's Report. Chief McGuire reported that there have been 13 calls since the last regular meeting. The roster now consists of 24 volunteers, which is a decrease from the previous period. Paul Zastoupil, a volunteer on the department, conducted an assessment on calls and found that the volunteer call response has averaged around 9-10 volunteers over the past year. Currently, the department is experiencing an average of seven volunteers responding to calls. Recent trainings have focused on station maintenance due to the snowstorms. Training Assistant Pete De George has done an exceptional job conducting training sessions on various topics, including but not limited to ropes, call systems, and nods.
 - B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. 13 calls since last regular meeting including medical aids, propane leaks, a refrigerator leak, and several traffic collisions.
 - C. Long Range Planning Discussion.
 - (a) Personnel. Chief McGuire reported that the department did lose access to Convict Lake Road for almost a week. Despite providing single lane access, the road remained inaccessible to anyone except the department squad during the movement of people up and down the road. Mono County and Inyo County are currently under a State of Emergency. A Type I team from CalFire has been called in to provide aid over the next few days. California Office of Emergency Services (CALOES) is also sending personnel to support county staff for the next few weeks.

A pre-positioning request from CALOES was made to Long Valley Fire to staff engines throughout the area. However, due to the department's limited staff, Chief McGuire turned down the request. Two CAL Fire engine crews are

currently providing aid to more critical areas, including Lee Vining and June Lake. If the weather holds, their plan is to be in Crowley this coming Friday.

Chief McGuire also reported that approximately 20,000 sandbags are scheduled to arrive from Modesto tomorrow morning. These sandbags will be dropped at Long Valley Fire and distributed to the rest of the county. Chief McGuire provided a snow and weather update for the next few weeks.

Chief McGuire reported that during a recent leadership meeting, per diem for the Assistant Chief role was discussed. Following a conversation with Gerry Le Francois, it was decided to transition him to an hourly position. This will allow the Chief to allocate his work to different areas and bill accordingly. As an hourly employee, Gerry will be able to bill his hours towards grants, administration, and station maintenance.

Chief McGuire also provided an update on the Mono County Healthcare Coalition. He attended their meeting today, and healthcare staff are overwhelmed. There was a discussion about having staff stay at the hospital over the weekend due to concerns about healthcare workers not being able to get in and out of the hospital during the snowstorms. He also reported on the Care Flight plane that crashed near Reno, Nevada, resulting in the deaths of the patient, the patient's spouse, the pilot, the medic, and the nurse. A replacement plane is now up and running.

To conclude, Chief McGuire reported that the National Guard has requested staffing at the airport on March 29th.

- (b) Airport. Chief McGuire informed the Board that he had a call with the Mono and Inyo Health Coalition earlier that day. He shared that there have been incidents where patients could not be flown out because the airport was inaccessible due to snow-covered roads. Chief McGuire also mentioned that a new Aircraft Rescue and Firefighting (ARFF) building had been approved through the permit process. He described the building as a sizable project.
- (c) Geothermal. No news.
- (d) Station Maintenance. Chief McGuire reported that the LED lights for the station meeting room and for the three bays at the front of the station are ready to be installed. Maintenance has mostly consisted of sandbags and shoveling. Roof shoveling is the next major item that they will be working on. There is a station leak above unit 3232. Division Chief Fred Stump submitted CALOES paperwork on behalf of the department for damages due to recent snowstorms. Chief McGuire has submitted an CALOES request for damages due to recent snowstorms. Fred informed the Board that given the state of emergency, the Board can add an Emergency Item to the Agenda declaring that the department has emergency damage on the station roof. The Board can

direct Chief McGuire to start looking for contractors to address the damages from the snowstorms.

A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY, TO ADD AN EMERGENCY AGENDA ITEM REGARDING THE ROOF LEAK. COMMISSIONER BROWN MOVED THAT THE BOARD DETERMINED THAT THERE IS A NEED TO TAKE IMMEDIATE ACTION WITH RESPECT TO THE PROPOSED AGENDA AND THAT THE NEED FOR ACTION CAME TO THE ATTENTION OF THE BOARD OF COMMISSIONERS SUBSEQUENT TO THE AGENDA BEING POSTED AND THEREFORE THE BOARD WILL ADD THIS ITEM TO THE AGENDA PER CALIFORNIA GOVERNMENT CODE, SEC. 54954.2b2. Note that the urgency items may only be added to the agenda of regular meetings which this is and not to special meetings. Motion passed 5-0.

(e) Vehicle and Equipment Maintenance. Chief McGuire reported that they are waiting on a part from Burtons Fire to fix the charging system on vehicle 3271. Once the part is received, the work will be done at the station. Additionally, Burton's Fire will be conducting a tour in the coming weeks and there is a possibility that they will bring vehicle 3232 to the station during the tour. With regard to vehicle 3200, Chief McGuire discussed with Billy Czeschin and they both concluded that it does not make sense to invest more money into it as it now currently needs a new transmission. Therefore, the decision has been made to bring 3200 back to the station, where the volunteers will strip it and decide on next steps for finding a new Chiefs vehicle.

(f) Board of Forestry Fire Safe Regulations Discussion and Possible Action. No news.

6. Board review/approval of payment warrants since last meeting. The Board of Commissioners reviewed payment of warrants since last regular meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER BEVERIDGE TO APPROVE PAYMENT WARRANTS SINCE LAST REGULAR MEETING. Motion passed 5-0.

7. Discussion and possible action on purchase of a new Fire Chief's vehicle. Chief McGuire presented the different options that the Board had previously discussed after conducting research on each topic. The first option included purchasing a county surplus command vehicle, however, after reaching out to the county, it was reported that there are no vehicles currently available. The county does not anticipate there to be any vehicles available in the near future. The second option was to search for existing command vehicles, whether new or used. Chief McGuire suggested exploring this option but thus far, no suitable used vehicles have been found. The last option is to purchase a new vehicle, and Chief McGuire had looked into a lease-to-purchase option, however this was not deemed a viable option for the department. Chief McGuire and Billy Czeschin then discussed the last option of purchasing a new command vehicle and provided the pros and cons of different vehicles they have

found (i.e. Ford F-150, Dodge Ram, and Chevy Silverado). All the vehicles found were priced between \$45,000 and \$50,000 to purchase new. The estimated cost for outfitting the vehicle was provided by Brian at Burton's Fire, and it was projected to be around \$30,000. The Board discussed the information presented by Chief McGuire. Chief McGuire is leaning toward purchasing the Ford Ram due to the ability to have the on-board generator system. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY, TO DIRECT CHIEF MCGUIRE TO WORK WITH BURTON'S FIRE TO INQUIRE OF ANY DISCOUNTS ON A FLEET VEHICLE AND TO USE BURTON'S FIRE TO OUTFIT THE COMMAND VEHICLE. IF THERE IS NOT A FLEET DEAL AVAILABLE WITH BURTON'S FIRE, THEN CHIEF WILL START RESEARCHING VEHICLE PURCHASE AT HIS DISCRETION AT THE MAXIMUM PURCHASE OF \$100,000. Motion passed 5-0. This motion was made after all other options to purchase a Chief command vehicle have been exhausted.

8. First Draft of Fiscal Year 2023-2024 Budget. Chief McGuire presented the first draft of the fiscal year 2023-2024 budget to the Board. He discussed the changes he made and the reasons behind them based on anticipated needs for the upcoming fiscal year. One of the line items that was highlighted was #200 Station Maintenance, which saw an increase in budget from \$15,000 to \$25,000 in anticipation of addressing standard maintenance issues resulting from winter damage. Chief McGuire highlighted regarding line item #302 Hose where he budgeted \$2,000 less than last fiscal year. He pointed out that the department has hose that is on order for the current fiscal year that will hopefully arrive before July 1, 2023. If not, the department needs to carry that cost into fiscal year 23-24. Chief McGuire also stated regarding hose testing that it is very difficult and not feasible to perform hose testing in house. He would like to obtain a cost estimate to outsource hose testing during fiscal year 2023-2024. The Board will review the proposed budget draft and follow up at the next regular meeting.
9. Update on Education Revenue Augmentation Fund (ERAF). No news.
10. Discussion on solar panel installation at the fire station. No news.
11. Secretary to the Board's Report. Secretary Durgin reported that she is finishing up the California Government Compensation report and will submit the report no later than next week. She reported that she has been in correspondence with Zach Wood, the contact person for Resource Concepts Inc. who is conducting the municipal services review for Mono County to supply him with the requested information for the project. Commissioner Brown emphasized that if Zach Wood is asking for a budgeted revenue amount, to not provide him with the gross revenue amount, but to provide the amount less ERAF. Fred Stump reiterated this point to Zach Wood several times in his conversations with him. Secretary Durgin reported that she sent out the final draft of the Fetcher and Company financial audit for 2021-2022 to the Board. She is waiting to hear from the Board if everything is accurate. If so, she will follow up with auditor Joanne Berry to finalize the report. The Board decided to add this as an agenda item for next regular meeting for the Board approval. Secretary Durgin reported that the department is receiving three rebate checks from US Bank due to participating in the Cal Card program. The checks should be arriving in the mail in

the next few weeks. Lastly, an updated IRS letter stating tax exemption status for Long Valley Fire will be arriving in the mail shortly.

12. Review correspondence received since the last regular meeting. Correspondence covered under Secretary Report.
13. Review and adjust current FY budget line items as necessary and accept. The Board reviewed and accepted the current budget.
14. New Business. No new business.
15. Call for Agenda items for next regular meeting. Discussion on proposed fire station in Sunny Slopes area; Discussion and possible action on purchase of a new Chief command vehicle; Update on ERAF; Approval of Fetcher and Company 2021-2022 Financial Audit; Second Review of Fiscal Year 23-24 Budget Draft; Discussion on solar panel installation at the fire station.
16. Adjournment. A motion was made by Commissioner Brown, seconded by Commissioner Shaw, to adjourn the meeting and reconvene in regular session on April 12th, 2023 at 7:00 p.m. at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California. Motion passed 5-0.

Katie Durgin
Secretary to the Board