



Long Valley Fire Protection District
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**MINUTES OF REGULAR MEETING
October 11th, 2023**

Date: Wednesday, October 11th, 2023
Time: 7:00 p.m.
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

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

Members Absent: Tom Beveridge

Others Present: Fire Chief Scott McGuire, Division Chief Fred Stump, Volunteer Firefighter Paul Zastoupil, Captain Soibian Spring, Board Secretary Katie Durgin (via Google Meet), Sunny Slope resident Hap Hazard, Dan Gordon

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. Commissioner Shaw called the meeting to order. Division Chief Fred Stump stated his intention to submit a letter of interest for the Commissioner position once it becomes available.
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.
3. Discussion on Proposed Fire Station in the Sunny Slopes Area. Commissioner Shaw opened the discussion with staff reports.

Staff Report: Division Chief Fred Stump provided a report on his recent activities. On Thursday, October 12th at 3:30pm there will be a Local Agency Formation Commission (LAFCO) special meeting. They will be addressing the Birchim Community Services District (BCSD) annexation of the Long Valley Fire District parcel. Fred plans to make a small history statement on why BCSD is doing this and hopefully they will agree that the adoption of the parcel is warranted. Gerry LeFrancois has been working on securing a response from Southern California Edison (SCE) regarding utility services for the site. He is also in the process of obtaining the necessary packet for the special use permit, which will initiate the environmental documentation process. Progress is somewhat at a standstill until the department receives solid commitments from SCE and internet providers and finalizes the BCSD adoption process. Fred will follow up with BCSD to obtain an update on their utility pole requirements.

Public Report: Sunny Slopes resident Hap Hazard provided an update, stating that he has reached out to Race Communications. He mentioned that his follow-up with Southern California Edison (SCE) revealed challenges in locating the engineering diagram for determining the optimal route options for the site. Hap is currently in a waiting period, anticipating definitive responses from both Race Communications and SCE to proceed.

4. Approval of the Minutes of the September 13th, 2023 regular meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY TO APPROVE THE MINUTES OF SEPTEMBER 13TH, 2023 REGULAR MEETING AS AMENDED. Motion passed 4-0.

5. Chief's Report.

- A. Volunteer Report. Volunteer Paul Zastoupil provided an update, noting that there have been 10 calls since the last regular meeting, all of which were located within the district. On average, seven volunteers have been responding to these calls, and several of them involved medical situations. Furthermore, the volunteers have plans to conduct a site walkthrough at Convict Lake. The upcoming volunteer training will focus on how to conduct thorough area assessments. They will spend approximately four hours onsite at Convict Lake, taking photographs and documenting all pertinent information, including the locations of propane and electrical systems on every building. The ultimate objective is to create a comprehensive walkthrough to support the development of fire suppression systems for the area.
- B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. Chief McGuire presented an update on recent events and activities. During the past month, an event was held to commemorate the life and service of former volunteer firefighter Alex Millan, coinciding with the two-year anniversary of his passing. In honor of this occasion, Alex's wife and former volunteer firefighter, Carlene Millan, visited Crowley to scatter his ashes. The department also participated in community activities, such as the Crowley Fun Run. Chief McGuire, along with Paul Zastoupil, hosted Girl Scout group 138 at the station. The group, consisting of 8-10-year-olds, learned how to build fires and how to extinguish them. Regarding inspections and permits, Chief McGuire discussed ongoing communication with Mono County Building Official Tom Perry concerning expectations from both the county and the department. The Reedy property met all the department's requirements and is set to receive a will-serve permit. Chief McGuire informed the Board that the Mono County Fire Chiefs Association has shifted their regular meetings to a quarterly schedule. The October meeting will focus on budgets, and the department is expecting reimbursements from the Chiefs Association for medical equipment and training. Chief McGuire provided an update on radios, indicating that the department's radios from Mono County were redirected to Maui. He anticipates receiving radios for the California Radio Interoperable System (CRIS) no earlier than Spring 2024. Regarding district maps, Chief McGuire discovered discrepancies in the way the county uses maps, leading to miscommunication among fire departments regarding call responses. Efforts are

underway to rectify this situation. Finally, Chief McGuire announced his intention to attend an Incident Command System (ICS) 300 class hosted by California Governor's Office of Emergency Services (Cal OES) in Mammoth.

C. Long Range Planning Discussion.

- (a) Personnel. No news.
- (b) Airport. No news.
- (c) Geothermal. No news.
- (d) Station Maintenance. Chief McGuire was able to inspect the roof leak and found that the leak is not due to the roof but is coming from a pipe that has not been capped.
- (e) Vehicle and Equipment Maintenance. Chief learned from L.N. Curtis, who regularly services the station's compressors and tools, that the tools on vehicle 3225 should have been taken out of service a while ago. L.N. Curtis recommended the immediate removal of the extrication tools from 3225. Chief noted that presently, the only extrication tools in active use are located on vehicles 3271, 3231, and the new 3200. The department lacks backup or spare tools. While there are grants available for the department to apply for, it is suggested that the department explore the possibility of purchasing new tools with more advanced technology.
- (f) Board of Forestry Fire Safe Regulations Discussion and Possible Action. No news.

- 6. Board review/approval of payment warrants since last meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY TO APPROVE PAYMENT WARRANTS SINCE LAST REGULAR MEETING. Motion passed 4-0.
- 7. Discussion and planning for the transition of Board Chair leadership. Commissioner Shaw brought up the need for the Board to address the designated individual responsible for picking up mail. Given her limited presence in the area, she expressed concerns about ensuring the Secretary receives the mail promptly. She emphasized that the designated mail collector should be a Board member and review all incoming mail items. Chief McGuire explained the mail processing procedure, including signing off on invoices, creating warrant requests, and the Board's approval of warrants. Commissioner Czeschin volunteered to handle mail pickup, with Commissioner Day offering to serve as a backup when Commissioner Czeschin is unavailable. In addition to this, Commissioner Shaw expressed the need for a backup person to assist her with signing off on warrant requests, particularly on Tuesday evenings or Wednesday mornings.

Division Chief Fred Stump proposed the idea of publicly announcing an open seat on the Long Valley Fire Board of Commissioners. Chief McGuire recommended posting this notice through local communication groups, posting it at the Crowley Lake General Store, and publishing it in the newspaper. Chief McGuire also clarified that the Chair Emeritus position has no specific stipulations or requirements; it is at the Board's discretion. This position offers a non-voting seat, advisory role, and the right to attend and participate in discussions during meetings, without voting privileges. Commissioner Shaw expressed her willingness to take on the Chair Emeritus role.

8. Resolution R23-02 Resolution of the Long Valley Fire Protection District in Honor, Recognition, and Appreciation of Pete DeGeorge for his Years of Valuable Service. Commissioner Brown read the resolution aloud in honor of Pete DeGeorge. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER CZESCHIN TO APPROVE RESOLUTION R23-02 OF THE LONG VALLEY FIRE PROTECTION DISTRICT IN HONOR, RECOGNITION, AND APPRECIATION OF PETE DEGEORGE FOR HIS YEARS OF VALUABLE SERVICE. Motion passed 4-0.
9. Discussion and revision of Master Facility Plan. The Board of Commissioners discussed the Master Facility Plan that was last updated on September 11th, 2019. The rehabilitation of 3231 has been completed and was consequently removed from the plan. The Board engaged in a detailed discussion regarding each item listed and the necessary additions to the plan. Several updates and changes were made, which included: addition of a training building; inclusion of a new pumper/water tender without a specific designation for Sunny Slopes; paving the back lot; acquiring a Type 1 engine, Type 3 Brush Engine, Type 6 Brush Engine, and a new utility vehicle; an increase in the cost of the Sunny Slopes Station construction. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY TO REPLACE THE EXISTING MASTER FACILITIES PLAN WITH THE UPDATED PLAN THAT WAS JUST DISCUSSED AND CONCLUDED ON. Motion passed 4-0.
10. Discussion and Resolution R 23-03 Authorizing Transfer of funds from the District's 320 Operating Account to the District's 321 Capital Account. Commissioner Brown voiced his opposition to the transfer and suggested a budget adjustment for the current fiscal year based on the final AB8 report per Chief's discretion. He emphasized that this adjustment method aligns with past department practices. He and Fred Stump have both stressed with LAFCO the importance of using the adjusted AB8 total minus ERAF for the Sphere of Influence (SOI) reports. In the past, SOI reports considered the total budgeted amount, including ERAF, when it should instead consider the total budgeted amount minus ERAF. Regarding the transfer from Account 320 to Account 321, Commissioner Brown recommended making this transfer once the Board receives the final budget from the previous fiscal year and can identify excess unspent funds. Chief McGuire also noted that three funds need to be addressed: excess AB8 funds, excess Education Revenue Augmentation Fund (ERAF), and funds from the ERAF remediation agreement. The Board discussed these suggestions and fund transfers. Fred Stump added that funds in Account 321 mainly support items on the Capital Improvement Plan and cannot be used for routine operations or equipment

replacement. To address unexpected operational needs, it was suggested to create a rainy-day fund within Account 320. Commissioner Shaw stated that the Board would carry these decisions over to the November regular meeting when they have the final budget from 2022-2023 fiscal year. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY, TO HAVE CHIEF MCGUIRE ALLOCATE THE EXCESS AB8 FUNDS TO THE CURRENT FISCAL YEAR OPERATING ACCOUNT BUDGET. AT THE NEXT BOARD MEETING, THE BOARD WILL DETERMINE THE TRANSFER OF EXCESS ERAF FUNDS AND WHAT FUNDS WILL BE TRANSFERRED BASED ON THE FINAL 2022-2023 BUDGET. Motion passed 4-0.

11. Discussion and approval of insurance quotes for upcoming renewal. Chief McGuire reported that he is still waiting on a quote from Volunteer Fireman's Insurance Services (VFIS) and expressed the need to define the thresholds for his authority in making decisions regarding insurance renewals, as opposed to those decisions requiring approval from the Board. He explained that Workers Compensation insurance costs are expected to rise, outlining the reasons behind this increase. Additionally, the department received a substantially higher property insurance quote from McNeil, with an anticipated increase of approximately \$3,400 for the upcoming renewal. Chief informed the Board that if VFIS provides a quote that falls within 10% of last year's expenses, the department will remain within budget. Chief conducted a comparison between McNeil's quote and last year's coverage, noting significant increases, such as Portable Equipment coverage, which was \$988 with VFIS and is quoted at \$3,843 by McNeil. Another notable increase was in General Liability, which amounted to \$7,000 with McNeil compared to the current \$1,100 with VFIS. Based on last year's data, Chief believes VFIS will be the preferable insurance provider, however, he will not know for sure until he receives the quote. Chief proposed that decisions involving budgets exceeding 10% or totaling over \$5,000 require approval from the Board. Commissioner Shaw added that if an insurance renewal decision surpasses this threshold, the department will schedule a special meeting. If VFIS's quote falls within this threshold, Chief will proceed with the renewal.
12. Secretary to the Board's Report. Secretary Durgin provided an update, noting that quarterly tax reports have been successfully submitted. Additionally, the requested information for the 2022-2023 Fechter Financial Audit has been submitted. Durgin also received an email from Shannon LeGrand at the county auditors' office, who requested information from each district for the State Controller's Office Financial Transactions Report. Durgin intends to follow up on this request during the week. Lastly, the county has introduced a warrant cover sheet template for all special districts. However, they have allowed the department the option to continue using their current cover sheet. Durgin expressed a preference for continuing to use the department's current cover sheet, which has proven to be the most effective tool for streamlining the process of creating the import file for all warrants.

13. Review correspondence received since the last regular meeting. Secretary Durgin received two items of correspondence. The department received a Southern California Edison (SCE) incident report request related to the Church on the Mountain. This request has been fulfilled by Fred Stump. The other item was an incident report request from Mammoth Realty Group concerning a call on 101 Pinon Drive. Chief McGuire has fulfilled this request.
14. Review and adjust current FY budget line items as necessary and accept. Chief McGuire pointed out that Station Maintenance (#200) currently stands at \$24,964, primarily due to the expenses related to roof repair. He also mentioned that a reimbursement is expected, which will be allocated to the Training (#212) category. Chief concluded by stating that, all in all, the budget appears to be in good shape.
15. New Business. Commissioner Shaw would like to add an agenda item to the next regular meeting to be Selection of Chair Elect.
16. Call for Agenda items for next regular meeting. Discussion on proposed fire station in Sunny Slopes area; Selection of Board Chair Elect; Update on insurance renewal; Discussion and Resolution R23-03 Authorizing Transfer of funds from the District's 320 Operating Account to the District's 321 Capital Account.
17. Adjournment. A motion was made by Commissioner Shaw, seconded by Commissioner Czeschin, to adjourn the meeting and reconvene in regular session on November 8th, 2023 at 7:00 p.m. at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California. Motion passed 4-0.

Katie Durgin
Secretary to the Board