



Long Valley Fire Protection District
3605 Crowley Lake Drive • Crowley Lake • California 93546
760.935.4545 / 760.935.4436 (facsimile)
longvalleyfd@gmail.com

**MINUTES OF REGULAR MEETING
November 8th, 2023**

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

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

Members Absent: None

Others Present: Fire Chief Scott McGuire, Division Chief Fred Stump (via Google Meet), Fleet Equipment Manager Billy Czeschin, Volunteer Firefighter Paul Zastoupil, Volunteer John Kokado, Board Secretary Katie Durgin (via Google Meet), Hap Hazard, Dan Gordon, Becky Davis

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. Commissioner Shaw called the meeting to order. No announcements.
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 presented an update on recent activities. It was determined that the department cannot piggyback on the Birchum Community Services District (BCSD) project, as Southern California Edison (SCE) has indicated. Fred expressed gratitude to BCSD's Tim Rudolph for obtaining information from SCE. In a meeting with Dave Melchior, the Onward Operations Supervisor, plans were discussed to initiate the paperwork for bringing fiber optic connectivity to the fire station site from across the road, previously managed by Digital 395. Fred noted Dave Melchior believes that Onward can beat the \$50,000 bid that Race Communications provided. Fred checked with County Community Development, and it was determined that their involvement is unnecessary, however an encroachment permit from Mono County is required for horizontal boring under the road. Fred emphasized expediting the process due to the California Department of Transportation's significant purchase of dark fiber in the Digital 395 system. Gerry LeFrancios is working on the permit application, and a draft will be shared with Chief

McGuire and Fred for review. The county will then assess what environmental documentation will be needed.

Fred shared that after discussions with Billy Czeschin, three-phase power is recommended but will be reconsidered if cost differences are substantial. Fred reported that a trailer filled with donations for Ukraine is ready to be transported. An inventory has been shared with Board members, and the general in Lone Pine will handle transportation and shipment logistics. Fred shared that this donation is to a good cause and he is glad that the department is able to contribute.

Public Report: Sunny Slopes resident Hap Hazard provided an update, sharing that, based on discussions with SCE and Onward, attempting to piggyback into the fiberoptic conduit may not be feasible. After investigating, Hap's team identified a potential crossing under the roadway. He sought guidance from Fred on the approach to connect from the property's boxes to this crossing point. Fred, referencing input from Dave Melchior, suggested tapping into the existing underground conduit and sheathing the fiberoptic directly beneath the road to the fire station site. Hap expressed his concern that simply tapping into Digital 395 might not be possible without a terminal and equipment. He inquired about the process from under the road arch to the power boxes. Fred will raise this question when he speaks with Dave Melchior again. Hap stated that there are some grey areas particularly regarding connection points for fiberoptic internet, given the specific location of Onward's conduit. Despite these uncertainties, both Fred and Hap acknowledged the overall support and cooperation from all involved entities to work out the details on how to get service to the site.

4. Approval of the Minutes of the October 11th, 2023 regular meeting. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY TO APPROVE THE MINUTES OF OCTOBER 11TH, 2023 REGULAR MEETING. Motion passed 4-0 with one abstention.
5. Chief's Report.
 - A. Volunteer Report. Volunteer John Kokado informed the group that Chief McGuire successfully coordinated a station cleanup last week. Additionally, Volunteer Paul Zastoupil shared that there have been 10 calls since the last regular meeting, with an average volunteer response of 9.7. The nature of these calls ranged from vehicle accidents to medical aid, with a notable incident involving a fire at Crowley Lake. Chief McGuire received a personal apology from the host of the Crowley Lake fire, conveyed to Billy Czeschin who responded to the call. The incident involved a significant bonfire, and when asked to extinguish it, the individuals used a front loader to scoop water from the lake to put out the fire.
 - B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. Chief McGuire provided an update on the station cleanup, noting that a roll-off dumpster was delivered to the station last Friday. The volunteers

worked diligently filling up the dumpster in just 8 hours. Chief McGuire shared details about a call involving a propane leak at the hatchery. A 12,000-gallon propane tank, that had not been serviced for several years, had valves that did not close. Despite the assistant manager's awareness of ongoing issues, previous attempts to address the problem had been unsuccessful. Responding volunteers shut off the propane and contacted the provider, revealing multiple leaks found by a third-party inspection a few days earlier. The entire system was red-tagged and shut down. This got the attention of California Fish and Game, which was crucial for addressing issues that required their involvement.

Chief McGuire also reported that the Reedy Schott property is almost complete. They are supposed to receive their certificate of occupancy any day now. Lastly, Chief McGuire attended the Intermediate Incident Command training (ICS 300) which had a great overall turnout.

C. Long Range Planning Discussion.

- (a) Personnel. Chief McGuire reported that there have been two new volunteers that have joined. Captain Soibian Spring ran the volunteer training last week filling in for Chief McGuire who was sick.
- (b) Airport. The Mammoth Airport conducted the initial review of their Emergency Action Plan (EAP) draft in collaboration with multiple agencies. An upcoming requirement for the county involves performing a statewide Mass Casualty Incident (MCI) training within the next year. The multi-agency training is set for April 2024, with a subsequent fall training program for all departments. This will conclude in the fall of 2024 with a live drill at the airport, supported by Mono County.
- (c) Geothermal. No news.
- (d) Station Maintenance. Chief McGuire is continuing to find a cap for roof leak issue. Fred Stump has arranged for a weed clean up along the fences at the fire station.
- (e) Vehicle and Equipment Maintenance. Chief McGuire reported that he has been looking to acquire extrication tools. After corresponding with the Gary Sinise Foundation and completing an application process, the foundation issued a check for \$75,428 directly to Hurst for tools for the department. This funding is designated for the purchase of new extrication tools for units 3225, 3200, and 3271. The Gary Sinise Foundation is dedicated to supporting veterans, emergency responders, and law enforcement. The tools should be arriving within the next month. Upon arrival, The Gary Sinise Foundation will be sending a banner for their Foundation. They have requested a photograph be taken capturing the tools alongside the banner. Commissioner Shaw stated that she would like to have a Resolution expressing gratitude for this generous donation.

Chief McGuire applied for a CAL FIRE grant, which was approved to fund Long Valley Fire's training and communication needs on a 50/50 basis. Despite the delayed implementation of the CRIS system, there is an opportunity to use the CAL FIRE grant to update the base radio, base antenna, and license for the department's frequency. This would establish a dedicated repeater, base station, and frequency, ensuring communication even if issues arise with CRIS or the county. Chief McGuire is waiting for a quote from BlackPoint LLC for this project.

Concerning vehicles, there is minor servicing to be done to the new 3200, otherwise all vehicles are currently in service and operating. Billy Czeschin reported that the tires on all vehicles are in good condition, but a new round of tire replacements is planned for next year, starting with units 3232 and 3281.

- (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 5-0.
7. Discussion and action on Board Chair Elect. The discussion on the Board Chair Elect was initiated by Commissioner Shaw. She expressed that she is fine if the Board would like to postpone making a decision on this matter, however she emphasized the importance of having a designated Board Chair Elect. Commissioner Brown proposed a postponement of the decision until a new Commissioner is appointed. In the event Commissioner Shaw steps down before a replacement is found, Commissioner Brown volunteered to serve as Interim Chair Elect. Commissioner Day advocated for a prompt decision on filling the Board Chair Elect position. Discussion was made by the Board regarding the optimal timeline for appointing the Chair Elect. Chief McGuire referenced the bylaws, noting that elections for Board Chair and Vice Chair are scheduled for December of the current year. If Commissioner Shaw confirms that she will not be assuming the role of Board Chair, the Board must determine her successor at the December regular meeting. The consensus reached by the Board of Commissioners was to conduct elections for Board Officers and define their responsibilities at the December Board meeting.
8. Discussion and Resolution R23-03 Authorization Transfer of funds from the District's 320 Operating Account to the District's 321 Capital Account. Commissioner Brown opened the discussion by clarifying that, in his understanding, the funds allocated to Account 321 are specifically designated for the Master Facilities Plan (MFP). He expressed concern that transferring funds to this account could limit the department's financial flexibility. While acknowledging the option to transfer back to the 320 Account if necessary, Commissioner Brown emphasized his preference for a more

deliberate approach to managing department finances. Commissioner Brown proposed the idea of establishing a rainy-day fund within Account 320 but it will not be presented as a budgeted line item. Instead, he suggested keeping the funds available in Account 320 and documenting them separately outside of the approved fiscal year budget. He recommended transferring funds to Account 321 only when the department is prepared to purchase specific items from the MFP. Chief McGuire suggested transferring a portion of the funds in Account 320 to Account 321 outside of the earmarked current fiscal year budget. Discussion was made by the Board. A MOTION WAS MADE BY COMMISSIONER DAY, SECONDED BY COMMISSIONER BEVERIDGE, TO TRANSFER \$500,000 FROM THE DISTRICT'S 320 OPERATING ACCOUNT TO THE DISTRICT'S 321 CAPITAL ACCOUNT. Motion passed 5-0.

9. Resolution R23-04 of the Long Valley Fire Protection District Approving the Department of Forestry and Fire Protection (CAL FIRE) Agreement #7GF23061. Chief McGuire presented the resolution to the Board. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER CZESCHIN TO APPROVE RESOLUTION R23-04 OF THE LONG VALLEY FIRE PROTECTION DISTRICT APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) AGREEMENT #7GF23061 AND WAIVE THE OFFICIAL READING. Motion passed 5-0.
10. Discussion and possible action regarding the Volunteer Year-End Stipend. Secretary Durgin has been processing the year-end stipend and identified a few volunteers who did not meet the requirement of attending 33% combined trainings and calls to qualify for payment. Despite not meeting this requirement, these volunteers, which include Captains and Engineers, have demonstrated a significant longevity of service and are considered valuable assets to the department. Chief McGuire and Secretary Durgin discussed these volunteers and sought clarity from the Board concerning the 33% requirement. After Board discussion, Commissioner Brown proposed that the Board revise the figures that are in the Volunteer Requirement Document and give the Fire Chief discretion on who receives payment for the current year-end stipend. A MOTION WAS MADE BY COMMISSIONER DAY, SECONDED BY COMMISSIONER BROWN TO PAY ALL VOLUNTEERS THE 2023 YEAR-END STIPEND EXCEPT THOSE WHO HAVE NOT BEEN PRESENT THROUGHOUT THE YEAR ACCORDING TO THE CHIEF'S DISCRETION. Motion passed 5-0.
11. Update on insurance renewal. Chief McGuire provided an update on the insurance renewal, highlighting a few adjustments made to the policy. The department had previously held a \$10 million liability insurance policy, but after speaking with the broker and carriers, it was determined that this level of coverage was unnecessary. Recognizing that the department had been significantly underinsured for building property coverage in the past, modifications were made to lower the liability insurance while increasing coverage for building property. Incorporating these changes, Volunteer Fireman's Insurance Services (VFIS) issued a quote that came in slightly below the cost of the department's coverage from the previous year.

12. Secretary to the Board's Report. Secretary Durgin reported correspondence from Ben Romo stating that if the department receives any notices that the State Compensation Insurance Fund (SCIF) Worker's Compensation Insurance is expired, the department is to disregard it. SCIF is changing the policy numbers and moving everything over to a new system. Ben Romo assured the department that he has been in contact with SCIF and they have everything they need for Long Valley Fire's renewal. Secretary Durgin reported that the SCIF Worker's Compensation Year-End Audit is coming up. She expects to receive the initial information request letter within the next couple of weeks.
13. Review correspondence received since the last regular meeting. Secretary Durgin reported that the department has been receiving past due notices from Linde Gas & Equipment. She has followed up with the county as well as with Andrew Wright, the Team Lead from LG&E. All invoices have been paid on time and Andrew Wright is working to resolve the issue as to why the department keeps receiving these notices. Lastly, Secretary Durgin noted that the county has received a refund check for a duplicate payment to Designs Unlimited. She is following up with Chief McGuire for direction on how the county should proceed with handling the duplicate check.
14. Review and adjust current FY budget line items as necessary and accept. Chief McGuire outlined to the Board the recommended allocation of the surplus AB8 Funds amounting to \$25,978. This allocation would result in an increase in the current fiscal year budget bringing it to \$440,964.00. A MOTION WAS MADE BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER DAY TO APPROVE THE BUDGET ADJUSTEMENT FOR THE CURRENT FISCAL YEAR TO \$440,964.00.
15. New Business. Commissioner Shaw would like to add an agenda item to the next regular meeting to select the Board Chair Elect.
16. Call for Agenda items for next regular meeting. Discussion on proposed fire station in Sunny Slopes area; Election of Board Officers and Determining Board Officer Responsibilities; Discussion and Revision of Volunteer Year-End Stipend Requirements.
17. Adjournment. A motion was made by Commissioner Brown, seconded by Commissioner Beveridge, to adjourn the meeting and reconvene in regular session on December 13th, 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