



Long Valley Fire Protection District
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**MINUTES OF REGULAR MEETING
December 13th, 2023**

Date: Wednesday, December 13th, 2023
Time: 7:00 p.m.
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

Members Present: Sharon Shaw, Kim Czeschin, Ron Day

Members Absent: Tom Beveridge

Others Present: Fire Chief Scott McGuire, Division Chief Fred Stump, Fleet Equipment Manager Billy Czeschin, Captain Soibian Spring, Secretary Kathryn Durgin (via Google Meet), Paul Zastoupil, John Kokado, Dan Gordon, Bruce Heine, Rich Booher, Amy Heine, Lorinda Beatty, Dave Melchior, Becky Davis, Hap Hazard

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. Commissioner Shaw called the meeting to order at 7:00pm.
 - a. A moment of silence for Board Commissioner Hank Brown: A moment of silence was held to honor and remember the life of esteemed Board member Hank Brown who passed away unexpectedly and to reflect on his contributions, dedication, and service to the community.
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. Division Chief Fred Stump updated the Board on his continued involvement in the efforts to establish Fire Wise Communities in the area. Fred thanked Becky Davis for all her work to establish Fire Wise in the Sunny Slopes and Aspen Springs areas. There will most likely not be much activity on this during the holiday season. Anticipated developments, such as the dissemination of Fire Wise information through newspapers and emails to generate community interest, are likely to occur in mid-January. Fred additionally addressed the upcoming interview process during this meeting to appoint new Commissioners. He stressed the significance of adhering to correct dates throughout this process to ensure that there are always at least three Commissioners available to conduct meetings.
3. CLOSED SESSION: The Board of Commissioners convened in closed session to conduct interviews for the purpose of filling open Board seats. Commissioner Shaw

called the closed session to order at 7:08pm. Interviews were completed, and the closed session was concluded at 7:52pm. Commissioner Shaw opened the meeting to the public to begin deliberations (recorded in agenda item #4). She emphasized the Board will be immediately appointing Commissioners for three open Board seats.

4. Discussion and action on Board seat replacements. The Board expressed gratitude to all interviewees for their interest and applications submitted to the Long Valley Fire Board of Commissioners. Discussion was made by the Board concerning the applicants, their qualifications, and the factors that led to the highlighting of some candidates over others. Commissioner Shaw clarified that two open seat terms conclude on November 30th, 2024, while the third open seat term concludes on November 30th, 2026. Commissioner Shaw informed the applicants that they are required to seek re-election or reappointment at the end of their term if they wish to continue serving on the Board. A MOTION WAS MADE BY COMMISSIONER SHAW, SECONDED BY COMMISSIONER DAY, TO APPOINT DAVE MELCHIOR, LORINDA BEATTY, AND DAN GORDON AS COMMISSIONERS TO THE LONG VALLEY FIRE PROTECTION DISTRICT. DAVE MELCHIOR AND LORINDA BEATTY WILL SERVE THE TERM THAT CONCLUDES ON NOVEMBER 30TH, 2024, WHILE DAN GORDON WILL SERVE THE TERM THAT CONCLUDES ON NOVEMBER 30TH, 2026. Motion passed 3-0. Chief McGuire stated that the appointments of Dave Melchior and Lorinda Beatty serving term ending in 2024 will take place immediately. The appointment of Dan Gordon serving term ending in 2026 will take place at a date to be determined in February.
5. Discussion and action to replace Board Chair. Chief McGuire commented that the position of the Board Chair is not dependent on the term being served. Fred recommended that the Board appoint an interim Board Chair, and once the new Board of Commissioners is established, the Board can then determine who will assume the role of Board Chair. A MOTION WAS MADE BY COMMISSIONER DAY, SECONDED BY COMMISSIONER CZESCHIN, TO DESIGNATE SHARON SHAW AS INTERIM BOARD CHAIR UNTIL THE NEW BOARD OF COMMISSIONERS IS ESTABLISHED. Motion passed 3-0.
6. Discussion and action on creating Chair Emeritus role. Chief McGuire informed those present at the meeting that the option to create the Chair Emeritus role is within the purview of the Board. The Chair Emeritus does not have a seat at the table to vote, they are not required to live within the district, and actions within this role must abide by the Brown Act. The role is an advisory position to provide support to the Board and the Secretary. A MOTION WAS MADE BY COMMISSIONER DAY, SECONDED BY COMMISSIONER CZESCHIN, TO ELECT COMMISSIONER SHARON SHAW AS CHAIR EMERITUS FOR THE LONG VALLEY FIRE PROTECTION DISTRICT. Motion passed 3-0.
7. 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 an update on recent activities. As of yesterday, Southern California Edison (SCE) appears to be close to providing a plan to bring power to the site. The latest requirement from SCE was an address for the site, and while the county hesitated to issue one without a building permit, they spoke directly with SCE Senior Planning Specialist Tim Rafferty. Following discussions, the county was able to fulfill the address request using the assessor's parcel number. The department received a letter from Mono County GIS Specialist Eric Miller confirming the address for Long Valley Fire Station 2.

Gerry LeFrancois received an initial route from Onward for internet service, but a route from SCE is still pending, and no cost estimates for the routes have been received. The department is nearing the point where there will be sufficient information to submit the special use permit application to the county. This application will initiate the California Environmental Quality Act (CEQA) document process. Following the completion of these documents, the department will approach the Mono County Planning Commission for approval to proceed with construction. Fred informed the newly appointed Commissioners that, once approved, he would seek their input if they would like he and Gerry Le Francios to continue their work on the Station 2 project. Chief McGuire proposed a quarterly Station 2 project update instead of a monthly update, and Commissioner Shaw agreed that moving to quarterly updates after the Mono County Planning Commission's decision would be beneficial for the department.

Public Report: Sunny Slopes resident Hap Hazard provided an update. He stated that those present at the meeting may not be familiar with the historical studies or evaluations conducted on the property. Over the years, in response to the County's information requests, various agencies, including the County, have undertaken studies and research. These studies have included looking at historical artifacts, flood assessments, and various other research for the County's records. Hap suggested that the department leverage these existing studies and records unless they have a specified expiration date. He brought this to the Board's attention, emphasizing that during discussions with different entities about the property, the department can advocate for referencing the previously conducted studies.

Hap requested that the Commissioners assign one of the newly appointed Commissioners to participate in the Station 2 ad hoc committee once they assume their roles. He expressed his belief that the project is making significant progress and emphasized the importance and value of having one of the new Commissioners replace Commissioner Brown's involvement in the project. The Board concurred, deciding that once the new Commissioners are officially approved, they can deliberate on designating a member for the Station 2 ad hoc committee.

8. Approval of the Minutes of the November 8th, 2023 regular meeting. A MOTION WAS MADE BY COMMISSIONER DAY, SECONDED BY COMMISSIONER CZESCHIN

TO APPROVE THE MINUTES OF NOVEMBER 8TH, 2023 REGULAR MEETING.
Motion passed 3-0.

9. Chief's Report.

- A. Volunteer Report. Volunteer Paul Zastoupil reported that there have been four calls since the last regular meeting, involving vehicle accidents and medical aid. In one incident, the crew had to airlift an individual from Lee Vining, but the person returned home safely. The average call response is 6.75 people. Chief McGuire presented a quarterly report on personnel call response. From September to November 2022, there were 21 calls with an average response of 7.5 people. In the same quarter for the current year, there have been 20 calls with an average response of 8.75 people, showing an improvement in call response time from 2022 to 2023 for this specific quarter. Division Chief Fred Stump expressed gratitude to Volunteer Firefighter John Kokado for using his personal vehicle to transport surplus equipment to Lone Pine for donation to Ukraine.
- B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. Chief McGuire provided an update, noting that several volunteers have undergone training organized by Mono County on coordinating landing zones for helicopter emergency responses. Landing zones have now been established within the community, with considerations for using the Crowley ball fields and Crowley Lake Dr. near the campground due to low traffic in those areas. Chief McGuire announced that the Long Valley Fire Christmas party is scheduled for the upcoming Friday, December 15th.

Additionally, Chief McGuire brought to the Board's attention ongoing discussions between the Town of Mammoth Lakes and Mono County regarding the Enhanced Infrastructure Financing District (EIFD). The topic was raised in a recent joint meeting, with the Town of Mammoth advocating for the formation of an EIFD. EIFDs, a form of Tax Increment Financing (TIF), involve freezing property tax revenues at a base level in the current year, redirecting additional tax revenue in subsequent years above that base level into a separate fund for other county projects (such as infrastructure improvements, land assembly, housing, etc.). Public concerns and reservations about the establishment of an EIFD were raised during the meeting.

C. Long Range Planning Discussion.

- (a) Personnel. Chief McGuire reported that there have been two new volunteers that have joined. The roster currently includes 23 active volunteers.
- (b) Airport. Chief McGuire emphasized the need for the department to establish a Memorandum of Understanding (MOU) with the Airport and the Town of Mammoth Lakes. To the Chief's knowledge, there was no signed and ratified copy of an MOU during the discussions conducted by the Board in 2021-2022. Additionally, Chief McGuire reported that he and Captain Soibian Spring

actively participated in a statewide emergency plan in Bishop, engaging with various entities such as the Sheriff's office, police, and the new Bishop Fire Chief, establishing valuable connections. Plans are in place for a multi-agency Mass Casualty Incident (MCI) drill at the Airport in September 2024. Over the next several months, Long Valley Fire will take the lead in collaboration with the airport to organize the drill.

- (c) Geothermal. No news.
- (d) Station Maintenance. No news.
- (e) Vehicle and Equipment Maintenance. Chief McGuire reported that the Gary Sinise Foundation has issued a check totaling \$75,428 directly to Hurst. This grant will fund the purchase of tools for the department. The equipment is expected to arrive at the station shortly. Some maintenance work will be required for 3232 in the near future; however, there are no significant apparatus projects being done at this time.
- (f) Board of Forestry Fire Safe Regulations Discussion and Possible Action. No news.

10. Board review/approval of payment warrants since last meeting. A MOTION WAS MADE BY COMMISSIONER DAY, SECONDED BY COMMISSIONER SHAW TO APPROVE PAYMENT WARRANTS SINCE LAST REGULAR MEETING. Motion passed 3-0.
11. Discussion and revision of volunteer year-end stipend requirements. Chief McGuire and Commissioner Shaw provided a brief explanation of the volunteer year-end stipend requirements. Chief McGuire requested that there be a clear rule outlining the qualifications for the year-end stipend, rather than leaving these determinations to the Chief's discretion. Chief McGuire suggested discussion and action regarding this item be taken up by the new Board of Commissioners. Carry over to the February regular Board meeting.
12. Secretary to the Board's Report. Secretary Durgin presented an update on recent activities. All required questionnaires and information for the Fechter Financial Audit for the fiscal year 2022-2023 have been submitted, with the only outstanding item they need are pictures of the new Chief Command vehicle. Likewise, all requested information for the State Compensation Insurance Fund Year-End Workers Compensation Audit has been submitted. Secondly, due to the county's change in the warrant processing timeline, the department has been receiving numerous past-due invoice notices from various vendors. The Secretary has communicated this concern to Shannon LeGrand at county finance, who has assured her that a solution will be discussed with her team. To date, the Secretary has been responding to each past-due notice with payment confirmation from the county. Lastly, starting January 2024, the Secretary will be mailing out all W-2 forms for department staff. Regarding the Education Revenue Augmentation Fund (ERAF) Agreement payout with the County,

the department has not yet received this payment. Secretary Durgin will follow up with Shannon LeGrand for an update on the status of this payment.

13. Review correspondence received since the last regular meeting. Secretary Durgin reported on three items of correspondence. Firstly, she received a request for a copy of the Employee Compensation Report for the 2022 Calendar year including names of employees. This report has been submitted and the request has been fulfilled. Secondly, the department received a check in the amount of 79.12 from the State of California. It is in relation to an unclaimed property fund. Banks, insurance companies, and other businesses are required to hand over certain types of lost properties after a period of no activity. A new law that took effect on January 1, 2023 allows the State Controller's Office to transfer unclaimed property to state agencies and local governments without having to file claims. Their team identified items that belong to Long Valley Fire and sent a check for the total amount to due the department. Lastly, the department received a notice from the IRS stating there is an overpayment in the amount of \$30.60, however the Secretary believes this is incorrect. She looked through records for Quarter 2 of 2023 and everything submitted to the county is accurate. She spoke with an agent from the IRS today and was able to identify the tax payment that was misapplied resulting in this overpayment. The Secretary has emailed Shannon LeGrand with an explanation and supporting documentation and Shannon will review everything and get back to her.
14. Review and adjust current FY budget line items as necessary and accept. Chief McGuire stated that the budget has been updated to reflect the changes that were made with the excess ERAF and AB8 funds.
15. New Business. No new business.
16. Call for Agenda items for next regular meeting. Discussion on proposed fire station in Sunny Slopes area; Discussion and revision to volunteer year-end stipend requirements (carry over to February meeting); Discussion and action MOU between the Airport and Town of Mammoth Lakes (carry over to February meeting).
17. Adjournment. A motion was made by Commissioner Day, seconded by Commissioner Shaw, to adjourn the meeting and reconvene in regular session on January 10th, 2024 at 7:00 p.m. at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California. Motion passed 3-0.

Katie Durgin
Secretary to the Board