



Long Valley Fire Protection District  
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## MINUTES OF REGULAR MEETING January 10<sup>th</sup>, 2024

Date: Wednesday, January 10<sup>th</sup>, 2024  
Time: 7:00 p.m.  
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

Members Present: Sharon Shaw, Kim Czeschin, Ron Day, Dan Gordon, Lorinda Beatty,  
Dave Melchoir

Members Absent: None

Others Present: Fire Chief Scott McGuire, Division Chief Fred Stump, Fleet Equipment  
Manager Billy Czeschin, Captain Soibian Spring, Captain Joseph Santos,  
Secretary Kathryn Durgin (via Google Meet), Paul Zastoupil, Rich Booher,  
Becky Davis, Hap Hazard

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. Chief McGuire announced that the Mono County Board of Supervisors recognized Lorinda Beatty for the 2023 Community Spirit Award. Lorinda was honored for her dedicated commitment to the community and for her outstanding public service.
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 comment.
3. R24-01 Resolution in Honor and Appreciation for Exemplary Service and Dedication of Board Commissioner Hank Brown. Commissioner Day read aloud the resolution in honor of the life and service of Board Commissioner Hank Brown. Resolution R24-01 was passed and adopted by the Board of Commissioners.
4. Discussion on Proposed Fire Station in the Sunny Slopes Area. Commissioner Shaw opened the discussion with staff reports.

Staff Report: Division Chief Fred Stump has collaborated with Tim Rafferty of Southern California Edison (SCE) to address the power supply for the proposed Fire Station 2 in Sunny Slopes. In order to move forward, SCE required an address for the Fire District parcel, which was successfully obtained through Mono County Community Development. The new address has been forwarded to SCE, and Onward is currently planning the fiberoptic internet connection route to the site. Fred

briefed the newly appointed Board members on the Sunny Slopes Station 2 project expressing his intention to discuss and orient them to the project in more detail at the February Board meeting. He provided an information packet to the new Board members and asked them to review the project for a discussion in February. Fred also informed the Board that Gerry LeFrancois is currently working on the county permit application.

Chief McGuire proposed that at the next regular meeting the Board establish a new ad hoc committee for the Sunny Slopes Station 2 project. The committee would be tasked with defining role clarity, responsibilities, creating a transparent timeline, project budget, and clear deliverables, providing better visibility for Board decisions. He suggested that the ad hoc committee make decisions concerning the project and report back to the Board on a quarterly basis to create a more efficient planning process.

Public Report: Hap expressed agreement with establishing a new ad hoc committee and commented on the proposal to shift meetings to a quarterly schedule. Following a discussion he had with District 2 Supervisor Rhonda Duggan, she shared updates, including the county earmarking \$100,000 for the project. According to Hap, Supervisor Duggan mentioned a budget review in February or March, aiming to maintain the project's funding. Another update highlighted changes in Washington, with the Senate allocating a significant amount for emergency services facilities, expected to pass and move to the House for approval. During his discussion with Rhonda, she also shared that Representative Kevin Kiley (R-CA) expressed support for the Station 2 project, and Senate representatives are aware and seeking funding. Given these developments, Hap recommended maintaining monthly meetings instead of reducing them to quarterly, aiming to advance the project and make it more "shovel ready."

Conclusions: Discussion was made by the Board concerning the ad hoc committee, timeline of the project, and available county funding for the project. Division Chief Fred Stump will follow up with Rhonda Duggan concerning the nature of the \$100,000 county funding and how the department can access these funds.

5. Approval of the Minutes of the December 13<sup>th</sup>, 2023 regular meeting. A MOTION WAS MADE BY COMMISSIONER BEATTY, SECONDED BY COMMISSIONER DAY TO APPROVE THE MINUTES OF DECEMBER 13<sup>TH</sup>, 2023 REGULAR MEETING. Motion passed 5-0.
6. Chief's Report.
  - A. Volunteer Report. Chief McGuire reported there have been six calls since last regular meeting. Chief reported that the Hurst tools which were granted by the Gary Sinise Foundation arrived at the station last Monday.

B. Report on Current Fire Department Activities, Assignments and Schedule for potential Board direction. Chief McGuire notified the Board that West Valley Search and Rescue from San Bernardino County requested permission to use the station for training on March 1st. They are anticipated to stay in the upstairs living quarters during the training. Chief McGuire also informed the Board about an upcoming EMT training refresher, which Volunteer Douglas Brooks is scheduled to attend. The Chief plans to get an EMR course going as well. He reported the department's eligibility to be added to a Fire Risk Reduction Community list and will follow up on the process to be added.

C. Long Range Planning Discussion.

(a) Personnel. Chief McGuire reported that two new volunteers have joined the department, bringing the current active volunteer count to 25. He also informed the Board that legal counsel Tim Sanford has announced his retirement. Chief McGuire highlighted ongoing challenges with the county regarding responsibilities and procedures for inspections and permits (i.e. acquiring grading permits, determining inspection responsibilities for turnouts and water tanks, etc.). He is in communication with the county and has involved Fred Stump in these discussions to seek clarity and address these issues.

(b) Airport. Chief McGuire reported that there is still the need for the department to establish a Memorandum of Understanding (MOU) with the Airport and the Town of Mammoth Lakes.

(c) Geothermal. No news.

(d) Station Maintenance. No news.

(e) Vehicle and Equipment Maintenance. Chief McGuire reported that, concerning long-range planning, the radios for the California Radio Interoperable System (CRIS) are still outstanding. He noted that the county budget for CRIS radios was approved approximately two months ago, but Mammoth Fire has already exceeded the budget by \$500,000 for CRIS radio installation. Despite the county approving additional funding over the initial budget, several departments are yet to receive their equipment, raising concerns about additional budgetary approvals being necessary.

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

7. Board review/approval of payment warrants since last meeting. A MOTION WAS MADE BY COMMISSIONER DAY, SECONDED BY COMMISSIONER CZESCHIN TO APPROVE PAYMENT WARRANTS SINCE LAST REGULAR MEETING. Motion passed 5-0.

8. Oath of Office for newly appointed Long Valley Fire Commissioners. Chief McGuire presented the Oath of Office to newly appointed Commissioners Dave Melchior, Lorinda Beatty, and Dan Gordon. The newly appointed Commissioners solemnly took the Oath of Office and were officially sworn in as a member of the Long Valley Fire Protection District.
9. Discussion and Approval of new rates in California Office of Emergency Services (Cal OES) Mutual Aid Reimbursement System (MARS). *Refer to Agenda item #11 for discussion and action.*
10. R24-02 Resolution Authorizing Overtime and Portal to Portal Pay for Employees of the Long Valley Fire Protection District. Chief McGuire stated that this is an ongoing resolution that is discussed annually and is intended to maintain compliance with Cal OES requirements. He shared that this resolution is being created in response to a discrepancy where fire departments were receiving pay from Cal OES, but failing to pass on the same compensation to their firefighters. The resolution guarantees that the fire department pays its employees the full amount equivalent to what Cal OES pays for those firefighters. Chief McGuire read Resolution R24-02 aloud. A MOTION WAS MADE BY COMMISSIONER SHAW, SECONDED BY COMMISSIONER DAY TO ADOPT R24-02 RESOLUTION TO AUTHORIZE OVERTIME AND PORTAL TO PORTAL PAY FOR EMPLOYEES OF THE LONG VALLEY FIRE PROTECTION DISTRICT. Motion passed 5-0.
11. Discussion and Action on fees for Long Valley Fire Department Services. Chief McGuire explained that the fees in question pertain to the Cal OES Mutual Aid Reimbursement System (MARS) and his intention is to reconcile them with a Long Valley Fire fee schedule. He recommended incorporating the Cal OES rates into the department fee schedule and sought the Board's direction on the matter. Following discussion, the Board granted authorization for Chief McGuire to create a fee schedule for Long Valley Fire in accordance with the Cal OES rates.
12. Discussion on payment warrant approval timeline. Secretary Durgin raised the need for a more structured time sheet submission process, expressing concern about the current random and irregular submissions, some covering 5-6 months in one entry. She proposed a solution for those who submit timesheets to have them be submitted on a quarterly basis. Commissioner Shaw questioned the legality of this approach and believes monthly submissions are the best solution. Secretary Durgin and Chief McGuire will follow up on the legality of quarterly submissions and find a solution.
13. Review and approval of the 2022-2023 Fetcher and Company Financial Audit Draft. A MOTION WAS MADE BY COMMISSIONER SHAW, SECONDED BY COMMISSIONER DAY, TO APPROVE THE 2022-2023 FETCHER AND COMPANY FINANCIAL AUDIT DRAFT. Motion passed 5-0.
14. Secretary to the Board's Report. Secretary Durgin provided an update on recent activities, stating that quarterly tax reports for the fourth quarter of 2023 have been submitted. W-2s are scheduled to be mailed out tomorrow and should reach the station within a week. In terms of the Education<sup>4</sup> Revenue Augmentation Fund (ERAF)

payout agreement between Mono County and Long Valley Fire, Secretary Durgin contacted Shannon LeGrand at county finance. Shannon is currently pursuing the processing of this payout within county finance and will update Secretary Durgin on its status.

15. Review correspondence received since the last regular meeting. Secretary Durgin shared correspondence from State Compensation Insurance Fund Audit Summary for the 2022-2023 Workers Compensation Audit. The department has not yet received a final bill or reimbursement, but the letter states they will be sending the final premium statement within a few weeks after the audit is reviewed.
16. Review and adjust current FY budget line items as necessary and accept. During the budget review, Hap Hazard highlighted a previous comment regarding the absence of funds for the Sunny Slopes Station 2 project. He pointed out the existence of \$20,000 allocated in the Capital Account specifically for the Sunny Slopes Station 2 project in 2022, emphasizing that there are funds available for the project.
17. New Business. No new business.

Emergency Item was added to the Agenda [per Gov't Code §54954.2 (b)(2)]:

A MOTION WAS MADE BY COMMISSIONER SHAW, SECONDED BY COMMISSIONER DAY, THAT THERE IS A NEED TO TAKE IMMEDIATE ACTION WITH RESPECT TO THE ELECTION OF BOARD VICE CHAIR. THE NEED FOR ACTION CAME TO THE BOARD'S ATTENTION SUBSEQUENT TO THE AGENDA BEING POSTED AND, THEREFORE, THAT THE BOARD ADD THE ITEM TO THE AGENDA. Motion passed 5-0.

Chief McGuire clarified that Commissioner Shaw is currently acting as the Board Chair for the ongoing meeting and that the Board Vice Chair needs to be established. He stated that the election of the Vice Chair will be effective immediately, while the election of the Board Chair is scheduled for the February meeting. Commissioner Shaw opened the discussion on the immediate election of the Vice Chair. The Board outlined the responsibilities of the Board Chair and Vice Chair, noting that the Board Chair oversees meetings, and the Vice Chair assumes this role in the Chair's absence. Fred emphasized that the first item on the agenda for the February meeting should be the election of the Board Chair to determine who will lead the meetings. A MOTION WAS MADE BY COMMISSIONER SHAW, SECONDED BY COMMISSIONER CZESCHIN, TO ELECT COMMISSIONER DAY AS BOARD VICE CHAIR. Motion passed 5-0.

18. Call for Agenda items for next regular meeting. Election of Board Chair; Discussion on proposed fire station in Sunny Slopes area; Discussion on timesheet submittal timeline; Discussion and revision to volunteer year-end stipend requirements (carried over to February meeting); Discussion and action on MOU between the Airport and Town of Mammoth Lakes (carried over to February meeting).
19. Adjournment. A motion was made by Commissioner Day, seconded by Commissioner Shaw, to adjourn the meeting and reconvene in regular session on February

14<sup>th</sup>, 2024 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  
Long Valley Fire Protection District