



Long Valley Fire Protection District  
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MINUTES OF REGULAR MEETING  
June 12<sup>th</sup>, 2024

Date: Wednesday, June 12<sup>th</sup>, 2024  
Time: 7:00 p.m.  
Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

Members Present: Dan Gordon, David Melchior, Lorinda Beatty, Ron Day, Kim Czeschin

Members Absent: None

Others Present: Fire Chief Scott McGuire, Division Chief Fred Stump, Paul Zastoupil, Equipment Manager Billy Czeschin, Secretary Kathryn Durgin (via Google Meet), Gerry LeFrancios, Hap Hazard, Becky Davis

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. The meeting was called to order at 7:02 pm. Commissioner Gordon led all in attendance to the Pledge of Allegiance. No announcements were made.
2. Opportunity for the 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 announced that, thanks to Commissioner Beatty, everyone successfully connected with the Hilton Creek Community Services District and received the notices about the Firewise Committee meetings. Fred mentioned that sometime after the Fourth of July, the Firewise Committee plans to meet again at the Long Valley Fire Protection District station on a Monday or Tuesday night at 7 PM. He shared that the objective of this meeting is to establish and register the committee with the state.
3. Staff report on the progress of the Sunny Slopes Station 2 project. Commissioner Day opened the discussion with staff reports to be followed by public comment.

*Report from Division Chief Fred Stump:* Division Chief Fred Stump updated on the Sunny Slopes Station 2 project, noting a sign placement issue affecting the establishment of the correct address for the property. He explained that the county planned to assign an address and required a sign, but it was misplaced by a nearby property owner. Fred

directed the owner to move the sign to the Crowley Lake Dam Road and Owens Gorge Road intersection, confirming the change with the county who was then able to assign an address to the Station 2 property. With the address established, Fred reported that Southern California Edison has what it needs from Long Valley Fire to proceed with their plan.

*Report from Long Valley Fire Volunteer Gerry LeFrancios:* Gerry reported that he is still working on getting TRIAD to update the site plan, but their performance has been subpar. He reached out to Eastern Sierra Land Surveying, but they declined to do the work. Gerry also contacted Mike Britton of Britton Architecture to see if he could help establish a site plan. Although he hasn't heard back from Mike yet, Gerry expressed a preference for TRIAD to complete the work due to their familiarity with the property. However, TRIAD is taking a very long time to make progress. Gerry emphasized that without a revised site plan, the project cannot move forward in the county's conditional use permit process. TRIAD was supposed to provide a scope of work and an estimated cost by the end of May, but this has not happened. Despite continued efforts to reach TRIAD, Gerry reported that he has been unsuccessful.

The Board and the public discussed ways to address the issue of obtaining a revised site plan and moving the project forward in a timely manner. It was agreed that TRIAD is preferred due to their knowledge and familiarity with the project, but their lack of response necessitates finding another company to provide the revised site plan. Chief McGuire noted that if the Board decides to seek another option and the cost exceeds \$5,000, Long Valley Fire will need to go through the Request for Proposal (RFP) process. Chief McGuire suggested a three-step approach: 1) Long Valley Fire continues to pursue TRIAD, 2) concurrently, they acquire a quote from Mike Britton. If the quote is less than \$5,000, the department has Mike Britton do the revised site plan. And 3) if the quote from Mike Britton exceeds \$5,000, the department will need to go through the RFP process and cannot guarantee the work to Britton Architecture. The Board agreed with this approach. Chief McGuire noted that if there is no response from either TRIAD or Mike Britton by July 1st, the department should proceed with an RFP to be reviewed at the next Long Valley Fire Board meeting.

4. Approval of the Minutes of the May 8<sup>th</sup>, 2024 Regular Meeting. A MOTION WAS MADE BY COMMISSIONER GORDON, SECONDED BY COMMISSIONER MELCHIOR, TO APPROVE THE MINUTES OF THE MAY 8TH, 2024 REGULAR MEETING. Motion passed 5-0.
5. Chief's Report.
  - A. Volunteer Report. Volunteer firefighter Paul Zastoupil provided a report, noting that there have been 14 calls since last regular meeting, mostly for medical aids. The average volunteer response to calls is 8.7. He reported that there were a couple of tree fires in the Crowley area this past month. He also shared that the volunteers have CPR training coming up.

- B. Report on Current Fire Department Activities, Assignments, and Schedule for potential Board direction. Chief McGuire reported on current activities within the district and county. He shared that the Assistance to Firefighters Grant (AFG) has been submitted. He further reported that receipts for the CalFire grant have also been submitted, and the department should receive funds soon to be allocated toward radios and communications within the budget. Additionally, funds have been received from the Mono County Fire Chiefs Association. Chief McGuire expects to hear back in August regarding a grant application to replace 3225 and 3232 Reserve.

Chief provided updates from the Unified Command meeting held today. He shared that the California Radio Interoperability System (CRIS) is being installed. This week, Bridgeport Fire, Town of Mammoth, Public Works, EMS, and Search and Rescue are in the process of getting their CRIS installations. Mammoth Airport and Mammoth Lakes Police Department will receive their radios next week. The installation for Mammoth Lakes Fire Department is expected to take about three weeks. After these installations, the process will begin for the volunteer agencies. He reported that there are 1,100 radios to be installed in the county, and 250 have been completed so far. They are currently installing around 30 radios per week, but Chief noted it will take even longer once they start installing radios in the apparatus. He noted that one of the challenges is that they originally planned for programming to be done ahead of installation, which has not happened. Consequently, after all 1,100 radios are installed, they will need to go back and program each one to bring CRIS officially online. Chief also discussed additional challenges being faced with the CRIS radios.

Chief McGuire provided updates on current county activities. He reported that the Forest Service has completed their prescribed burns for the year, and as of yesterday, fuel moistures were still slightly above average. However, he stated that the Forest Service forecasts August to October to be a more critical period for forest fires due to current fuel moisture levels, new growth, higher than normal summer temperatures, and lower than normal precipitation. He mentioned that the Town of Mammoth will vote on a ballot measure to implement a \$98 per parcel fee, aiming to raise \$925,000 annually to create and manage a dedicated wildfire team. He announced that Red's Meadow will be open for buses from Friday to Sunday, with limited access Monday through Thursday to allow for emergency access. Additionally, he shared that the California Department of Transportation plans to install two wildlife passes on Highway 395 in September, resulting in a 15-day closure of the highway in both directions. Chief McGuire is waiting on a response from Inland Counties Emergency Medical Aid (ICEMA) regarding the challenges fire districts face in purchasing medical equipment and not being covered under ICEMA protocols. He shared that Long Valley Fire will host a Junior Firefighting Program from July 1st-3rd, 9:00 AM to 3:00 PM, offering hands-on training in CPR, fire extinguisher use, AEDs, and wildland firefighting. County medics will also push for more AED training across communities. Lastly, Chief McGuire has begun working on his advanced EMT training program.

C. Long-Range Planning Discussion.

(a) Personnel. No news.

(b) Airport. Chief reported that the Memorandum of Understanding (MOU) between the Airport and the Town of Mammoth Lakes has been delayed by the Town's lawyers due to a few minor questions that need to be addressed before it can proceed.

(c) Geothermal. No news.

(d) Station Maintenance. No news.

(e) Vehicle and Equipment Maintenance. Chief reported that the repairs for 3225 were with the alternators which were replaced as well as new tires. 3225 is now back in service. 3281 also received new tires.

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

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

7. Discussion and Possible Action on the Dedication of a portion of Highway 395 to former Long Valley Fire Captain Vidar Anderson. Fred Stump explained how this initiative came about, sharing that it was proposed by Rick Laborde, a Board member of the Mono County Service Area No. 1. Rick Laborde suggested installing a sign on Highway 395 dedicated to Captain Vidar Anderson, who passed away in the line of duty. Fred outlined the process for moving this forward, which involves the Long Valley Fire Board of Commissioners passing a resolution (i.e., Resolution R24-06) to present to the Mono County Board of Supervisors, requesting their support for the proposal. Fred noted he is unsure if special legislation with the California Department of Transportation is required. Fred Stump along with Sunny Slopes resident Hap Hazard, provided a brief history of the Convict Lake incident where Captain Vidar Anderson died in the line of duty. All Board members support the proposal.

a. Resolution R24-06 Supporting the Dedication of a portion of Highway 395 to Former Captain Vidar Anderson. Chief McGuire read the resolution aloud. A MOTION WAS MADE BY COMMISSIONER MELCHIOR, SECONDED BY COMMISSIONER GORDON, TO APPROVE RESOLUTION 24-06 SUPPORTING THE DEDICATION OF A PORTION OF HIGHWAY 395 TO FORMER CAPTAIN VIDAR ANDERSON AS PRESENTED. Motion passed 5-0.

8. Discussion and action on refurbishment of the Memorial Garden. Chief McGuire shared that a new flagpole has been purchased but has not yet arrived. A member of the Crowley community has expressed interest in assisting with the landscaping and flower beds. Chief McGuire also reported that there has been no progress in finding a design for the memorial garden. The Board discussed various design ideas and how to proceed. Paul

Zastoupil commented that he will meet with the volunteer firefighters to gather their input on the design.

9. Public Hearing and Adoption of Fiscal Year 2024-2025 Budget. Chief McGuire stated that there have not been any changes to the 2024-2025 budget since it was adopted at the May regular meeting. Chief reviewed the estimated AB8 totals for Long Valley Fire and stated that he would like to put excess funds toward the Capital Improvement Plan rather than reallocate every surplus dollar back into the operating budget.

Commissioner Day opened the public hearing and invited public comment. No public comment was provided. Commissioner Day closed the public hearing. A MOTION WAS MADE BY COMMISSIONER BEATTY, SECONDED BY COMMISSIONER MELCHIOR TO APPROVE AND ADOPT THE FISCAL YEAR 2024-2025 BUDGET AS PRESENTED. Motion passed 5-0.

10. Review and Approve District Fee Schedule. Chief McGuire explained that the department currently lacks a published fee schedule and further explained the dual purpose the fee schedule would have for Long Valley Fire. Firstly, he stated that having a predetermined fee for each service allows the department to charge appropriately. Secondly, this fee schedule is crucial for the MOU with the Airport and Town of Mammoth Lakes. Chief suggested aligning Long Valley Fire's fee schedule with the rates set by the California Office of Emergency Services (OES) for apparatus and personnel to ensure consistency. He presented his proposed fee schedule to the Board, detailing charges for services and inspections, using the Mammoth Fire fee schedule as a reference. Chief expressed his intention to include this fee schedule in the MOU with the Town of Mammoth Lakes. Board members discussed the steps required to adopt a district fee schedule, including publishing the schedule, holding a public hearing, and adoption by the Board. During public comment, Hap Hazard inquired on if Long Valley Fire has documentation verifying that the fees reflect actual service costs. Board members clarified that aligning with OES rates validated their fee structure. Hap Hazard stressed the importance of explicitly referencing and approving OES-matched fees in the schedule adoption process. Commissioner Beatty will follow up with Chief McGuire a public hearing and adoption process of the district fee schedule.

11. Discussion on Employee Performance Reviews. Chief McGuire asked the Board about the process for conducting employee performance reviews and sought input on what the Board expects for a performance self-review. Commissioner Beatty suggested that, given the newness of the Board, employees provide a brief self-review highlighting accomplishments and challenges they have had during their tenure with the department. Self-reviews for both the Fire Chief and Secretary can be submitted to the Board Chair. The Board of Commissioners plans to conduct a closed session employee performance review at the conclusion of the July Board meeting. Secretary Durgin will distribute the review document previously used by the Board to all members.

12. Discussion and Action on Occupational Safety and Health Administration (OSHA) Proposed Emergency Response Standard. Chief McGuire summarized the Emergency

Response Standard proposal from OSHA, highlighting that OSHA plans to adopt the National Fire Protection Association (NFPA) standards as their own regulations. He expressed his concern that if there is something that happens and the fire department is not covered by the new OSHA regulations due to not meeting the NFPA standard, it is a major risk for the fire department. Commissioner Gordon commented that NFPA standards have often been seen as guidelines, as they can be impractical for many departments to fully comply with. The discussion focused on the proposed standards, particularly regarding fitness and medical requirements, and their potential impact on the fire department's budget and personnel. Commissioner Day expressed an intention to provide public comment opposing the proposal. Chief McGuire outlined the process for submitting public comments through a website and the deadline for doing so. The Board agreed to have an official comment protesting the OSHA Emergency Response Standard proposal.

13. Board Secretary Report. Secretary Katie Durgin provided a comprehensive update on recent activities since the last regular meeting. She informed the Board that Long Valley Fire has submitted the 2024 Local Agency Biennial Notice to the county, a requirement for every local agency to review its conflict-of-interest code biennially. Secretary Durgin attended a webinar on this reviewing and amending process but noted no amendments were needed due to the lack of new positions or changes in the organizational structure of the Board. Chief McGuire reviewed and signed off on the notice, which has been submitted to the county. Secretary Durgin requested the Board's signatures on the Expenditure Authorization form for fiscal year 2024-2025. She reported that the Mono County Auditor's Office's general ledger reflected the Property Tax Administration fee of \$9,432 which has been applied to Administrative Fees (budget line item #100).

Secretary Durgin also addressed discrepancies with US Bank invoices, which indicated late payment charges. After research and discussions with Chief McGuire, it looks as though a past payment may be missing, resulting in an unpaid carryover balance. She plans to investigate further and work with US Bank representatives to identify and resolve the issue, ensuring proper budget allocation and documentation for audits. She noted that Chief McGuire has added both Secretary Durgin and Commissioner Beatty as Program Administrators to the US Bank account to facilitate communication and records requests.

Regarding IRS tax payments, Secretary Durgin confirmed that the August payment was received and correctly applied after reviewing 2023 payments with an IRS representative to ensure accuracy. She expects adjustments to reflect within 3-4 weeks and will call to verify at that time. Additionally, Secretary Durgin discussed the upcoming General Election Notice from the Mono County Recorder's Office, indicating that three Board members' terms will end this year. She will send Declaration of Candidacy packets to these members soon and has signed up for an Elections Webinar to stay informed about the process.



Secretary Durgin highlighted the urgency of an Elections Notice and Resolution Ordering an Election due by July 3rd, seeking clarity from Mono County officials on whether a resolution is required for Long Valley Fire, despite no planned vacancies on the Board. Chief McGuire inquired if given that no one from the Long Valley Fire Board is planning on vacating their seat, the department should not be required to have an election for open seats. Commissioner Beatty commented that given the seats are elected positions, the district must allow other members of the public to apply for the open seats. Discussion was made surrounding the elections process and requirements for Long Valley Fire regarding the Elections Resolution. Both Secretary Durgin and Commissioner Beatty will seek further clarification and a possible extension on the resolution deadline from Queenie Bernard.

In public comment, Hap Hazard affirmed that current Board members whose terms end will still go through the necessary paperwork to run for their seat again. If any decide not to run, filing dates will be extended for new candidates. Finally, Secretary Durgin mentioned her upcoming work on the Volunteer Firefighter Length of Service Award, with the plan to submit a report to Chief McGuire for approval next month.

14. Review correspondence received since the last regular meeting. All correspondence has been covered in prior agenda items.
15. Review and adjust current FY budget line items as necessary and accept. The Board reviewed the current budget and expenditures summary. Chief McGuire pointed out that the Equipment-Maintenance-Radios (budget line item #210) shows an overage of \$11,728. He informed the Board that a check for \$12,606 from CalFire will be received soon, which will offset this overage. The Board did not make any budget adjustments based on this information.
16. New business. No new business.
17. Call for Agenda items for the next regular meeting. Staff report on the progress of the Sunny Slopes Station 2 project; Discussion and action on refurbishment of the Memorial Garden; Public Hearing for District Fee Schedule; Official Comment on OSHA Proposed Emergency Response Standard; Adoption of MOU between the Airport and the Town of Mammoth Lakes (tentative based on approval from Mammoth Lakes Town Council); Closed Session for Employee Performance Reviews (scheduled at end of July meeting).
18. Adjournment. A motion was made by Commissioner Beatty, seconded by Commissioner Czeschin, to adjourn the meeting and reconvene in regular session on July 10th, 2024, at 7:00 pm 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