



Long Valley Fire Protection District
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**MINUTES OF SPECIAL MEETING
October 1, 2025**

Date: Wednesday, October 1, 2025

Time: 7:00 p.m.

Location: 3605 Crowley Lake Drive, Crowley Lake, CA 93546

This Special Meeting was rescheduled from its original date of Wednesday, October 8, 2025.

Members Present: Lorinda Beatty, Donna Blackman, Dan Gordon, David Melchior

Members Absent: Kim Czeschin

Others Present: Fire Chief Scott McGuire, Division Chief Fred Stump, Equipment Manager and Captain Billy Czeschin, Secretary Kathryn Durgin (via Google Meet), Scott Weinhartline, Becky Davis, Tim Yuniskis (via Google Meet)

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. Commissioner Beatty called the meeting to order at 7:01pm. Commissioner Melchior 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. The public did not address the Board on any items.
3. Report and provide direction on the progress of the Sunny Slopes Station 2 project. Commissioner Beatty opened the discussion with staff reports followed by public comment.

Staff Reports: Chief McGuire reported that there are no new updates at this time but provided clarification regarding the delays the district has been experiencing with the county. He explained that the delays were primarily due to limited communication availability from one of the project personnel Gerry LeFrancios. Chief McGuire shared that he has spoken with Division Chief Fred Stump and Hap Hazard and has requested that project communications with the county be redirected to himself to prevent further delays. Chief McGuire is now communicating directly with the county, which according

to Chief, currently has a contract in place for the California Environmental Quality Act (CEQA) and cultural study to be completed.

Public Comment: No public comment was made.

4. Approval of the Minutes of the September 10, 2025 Regular Meeting. A MOTION WAS MADE BY COMMISSIONER GORDON, SECONDED BY COMMISSIONER BLACKMAN, TO APPROVE THE MINUTES OF SEPTEMBER 10, 2025 REGULAR MEETING. Motion passed 4-0 with one absent.
5. Chief's Report.
 - A. Volunteer Report. Chief McGuire reported that the department responded to 12 emergency calls in the last few weeks. He noted several unique incidents, including traffic collisions on the highway, an emergency call at Mosquito Flat, and an extrication of a climber who fell. He further reported that the average number of emergency calls has decreased from 7.8 to 6.75 over the past few weeks. Chief McGuire also shared that a joint training is scheduled for next Saturday with the Aspen Springs Firewise Community.
 - B. Report on Current Fire Department Activities, Assignments, and Schedule for potential Board direction.
 - C. Long-Range Planning Discussion.
 - a) Personnel. No news.
 - b) Airport. Chief McGuire noted that there has been a race car performing elevation speed tests recently at the airport.
 - c) Geothermal. Chief McGuire reported that geothermal plant 4 training and inspection was completed a few weeks ago. Chief explained how inspections are completed year-to-year between the different geothermal plants.
 - d) Station Maintenance. No news.
 - e) Vehicle and Equipment Maintenance. Chief McGuire noted he will speak to this at agenda item 8.
 - f) County and Community Updates. Chief McGuire reported that the Dam Road has reopened in time for an upcoming runners' race and is expected to remain open. He shared that the California Radio Interoperability System (CRIS) project continues to move forward, with the department expecting to receive and test radios within the next two weeks. He further reported that there is still no radio coverage in Copper Canyon or Rock Creek. He reported that he met again with

county staff regarding use of the Squaw site for a radio repeater, and that he received approval to conduct a site visit and evaluation.

- g) Grants. Chief McGuire reported that the California Office of Traffic Safety (OTS) grant has been approved. He is awaiting final signature paperwork and a project timeline before beginning the purchase of extrication tools. He also noted that the SCBA bottles have been ordered and that he is still working to find a vendor to complete hydrostatic testing.

Commissioner Beatty inquired about an emergency call at Convict Lake and commended Chief McGuire and the volunteer firefighters for their professionalism and effective communication with other responding agencies during the incident. Chief McGuire discussed ongoing challenges with interagency radio communication but noted that coordination among the district and agencies continues to improve. Division Chief Fred Stump added that recent interactions with the Forest Service and CalFire have gone very smoothly and have been very positive.

- 6. Discussion and possible action concerning the dedication of a portion of Highway 395 to former Captain Vidar Anderson. Division Chief Fred Stump shared that he has nothing to report. He noted that he has not yet received further information from the Assemblymen's office.
- 7. Review and approval of the Capital Improvement Plan (CIP). Chief McGuire distributed copies of the current Capital Improvement Plan (CIP) to all Board members, noting that the plan was last adopted in 2023. He reviewed each item, providing updates and recommendations. He highlighted that he has contacted Burtons Inc. regarding a Water Tender priced around \$360,000, and noted that the current CIP project build-out cost estimate of \$600,000 is accurate. He reported that the unit is still yet a few months out from being ready should the Board choose to approve the purchase. Regarding apparatus needs, Chief McGuire explained that Engine 3230 will eventually need replacement, as it is a manual transmission engine with limited capacity and seating. He shared that the long-term goal would be to replace it with a true Type 1 Engine capable of handling a master stream and at least 750 gallons. As part of future planning, he shared that 3231 would possibly be relocated to Sunny Slopes Station 2 for structure and wildland response. He shared that 3232 has a great wildland setup but having a true Type 1 Engine at the main station would be beneficial and worth keeping on the CIP as a future priority. He advised that a Type 6 Engine would be a higher priority than a Type 3 Brush Engine. He noted the project build-out cost for the new Utility Vehicle (3225) is accurately budgeted and the purchase may come in under budget. Chief McGuire also recommended increasing the project cost for Sunny Slopes Station 2 from \$2.5 million to \$4.5 million based on current construction estimates. Discussion was made by the Board. A MOTION WAS MADE BY COMMISSIONER MELCHIOR, SECONDED BY COMMISSIONER BLACKMAN, TO UPDATE THE PROJECT BUILD-OUT COST OF ITEM 7 ON THE CAPITAL IMPROVEMENT PLAN FOR THE SUNNY SLOPES

STATION 2 PROJECT FROM \$2.5 MILLION TO \$4.5 MILLION. Motion passed 4-0 with one absent.

Commissioner Blackman inquired how often the CIP is reviewed. Chief McGuire recommended that the Board review the plan each October to keep it current and to demonstrate that the district has a clear plan for managing Capital Reserve funds.

8. Discussion and possible action on quotes for apparatus/vehicle procurement. Chief McGuire reported that he is looking into the purchase of a Ram 3500 for the new 3225 Utility Vehicle. He provided additional details on the potential purchase including a custom truck cap and interior slide system to maximize space and functionality while keeping the vehicle lightweight and usable. He reported the estimated cost to be about \$104,000, compared to the \$135,000 budgeted for Item 6 on the CIP. Chief also noted that his current command vehicle is undergoing repairs in Carson City, with the mechanic having concern about its condition and suggesting a possible lemon buy-back. Chief McGuire is waiting to hear about the outcome of the repairs. Regarding the Water Tender (3282), Chief McGuire shared that he would like to begin the build-out process. He provided additional details on the Water Tender noting which vehicle it would likely replace. A MOTION WAS MADE BY COMMISSIONER MELCHIOR, SECONDED BY COMMISSIONER GORDON, TO APPROVE THE CAPITAL IMPROVEMENT PLAN (CIP) BUDGETED AMOUNT FOR THE NEW 3225 UTILITY VEHICLE (ITEM 6) AND APPROVE THE CIP BUDGETED AMOUNT FOR A NEW WATER TENDER (ITEM 2). Motion passed 4-0 with one absent.
9. Discussion and possible action on managing district funds. Chief McGuire reported that he has not yet received a response from the county after Secretary Durgin contacted them several weeks ago. Secretary Durgin confirmed that she also has not heard back. Commissioner Beatty suggested that Chief McGuire email Allison Shaw, Assistant to the County Administrative Officer (CAO), to note that the department has reached out regarding this matter but has not received a response. Division Chief Fred Stump mentioned that Ms. Shaw is currently out of the country. Chief McGuire will follow up with the interim CAO on this issue.
10. Discussion and possible action on Records Digitization/Management. Secretary Durgin reported that she has been gathering information and quotes regarding the district's records digitization project. She explained that the project involves two components: the initial backfile scanning of the 29 banker boxes of records currently at the station and the implementation of a records management software system going forward.

She outlined two leading software options under consideration: Laserfiche, a comprehensive proprietary wrapped system that is very robust, and 1DocStop with SyTech Solutions, an open system that allows for greater customization and workflow design. Secretary Durgin noted that preliminary cost estimates for this project are higher than expected and exceed the Fire Chief's spending limit, triggering the question of whether the district must issue a formal Request for Proposal (RFP).

After discussion, Chief McGuire noted that the district does not currently have a set purchasing threshold requiring an RFP. Division Chief Stump commented that the county has previously used a \$10,000 threshold and that software contracts have typically not gone out to bid. Chief McGuire added that there is not a separate line item in the budget for this project but that this purchase would be paid out of the Administrative Fees line item.

Secretary Durgin recommended that she continue to research options and present quotes to the subcommittee and Fire Chief before bringing a proposal to the Board. Commissioner Beatty suggested looking into other special districts' procurement threshold policies for comparison. No Board action was taken. Tim Yuniskis with Digital Age thanked the Board for the opportunity to share information on Laserfiche and offered to answer any questions.

11. Board review/approval of payment warrants since the last meeting. A MOTION WAS MADE BY COMMISSIONER GORDON, SECONDED BY COMMISSIONER MELCHIOR TO APPROVE PAYMENT WARRANTS SINCE LAST REGULAR BOARD MEETING. Motion passed 4-0 with one absent.
12. Board Secretary Report. Secretary Durgin reported that payroll will be processed during the week of October 13. She plans to complete the third-quarter tax reports this week and noted that the end of October marks the close of the reporting year for the volunteer firefighter year-end stipend. She will run the numbers for this payout and send them to Chief McGuire for review at the beginning of November. Secretary Durgin also reported that she has not yet received any updates on the Volunteer Firefighter Length of Service Award (VFLSA) actuarial study. Division Chief Fred Stump, a VFLSA recipient, added that he has not received any information regarding the actuarial study or any potential impacts.
13. Review correspondence received since the last regular meeting. No correspondence reported.
14. Review and adjust current fiscal year budget line items as necessary and accept. Chief McGuire shared that he did receive the final AB8 report with a budget of \$482,368. He noted the minimum Education Revenue Augmentation Fund (ERAF) payout that the district should be receiving is \$25,959. Chief McGuire provided additional budgetary information sharing that thus far this year, the district is tracking under budget with about \$60,000 in the green even with the increased expense that was made on the SCBA bottles. No public comment.
15. New business and Board member reports. Chief McGuire reported that he will be gone next week and then will be attending the Emergency Vehicle Operator Course training the week after. No public comments.
16. Call for Agenda items for the next regular meeting. Staff report on the progress of the Sunny Slopes Station 2 project; Discussion and possible action concerning the

dedication of a portion of Highway 395 to former Captain Vidar Anderson; Discussion and possible action on managing district funds; Discussion and possible action on Records Digitization and Management Solution.

17. Adjournment. A motion was made by Commissioner Gordon, seconded by Commissioner Blackman, to adjourn the meeting and reconvene for regular session on November 12, 2025 at 7:00pm at the Long Valley Fire Station, 3605 Crowley Lake Drive, Crowley Lake, California. Motion passed 4-0 with one absent.

Katie Durgin
Secretary to the Board
Long Valley Fire Protection District