



Long Valley Fire Protection District
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**MINUTES OF REGULAR MEETING
November 12, 2025**

Date: Wednesday, November 12, 2025

Time: 7:00 p.m.

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

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

Members Absent: None

Others Present: Fire Chief Scott McGuire, Equipment Manager and Captain Billy Czeschin, Secretary Kathryn Durgin (via Google Meet), Richard Booher, Becky Davis, Hap Hazard

Others Absent: None

1. Call to order, roll call, Pledge of Allegiance, and announcements. Commissioner Beatty called the meeting to order at 7:02pm. Commissioner Blackman 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. Sunny Slopes resident Hap Hazard shared that he spoke with the team conducting the archaeological survey at the Sunny Slopes Station 2 site. He reported that they anticipate having a written report completed this week and provided an estimated timeline for when the final report will be submitted to the County.
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 stated that the archaeological survey has begun and noted that there are no further updates at this time.

Public Comment: No public comment was made.

4. Approval of the Minutes of the October 1, 2025 Special Meeting. A MOTION WAS MADE BY COMMISSIONER MELCHIOR, SECONDED BY COMMISSIONER CZESCHIN, TO APPROVE THE MINUTES OF OCTOBER 1, 2025 SPECIAL MEETING. Motion passed 5-0.

5. Chief's Report.

A. Volunteer Report. Chief McGuire reported that the department has responded to 12 emergency calls since the October monthly meeting and noted that activity has been relatively quiet this time of year. He stated that the department has responded to 156 calls year-to-date, compared to 120 at this time last year, with the majority of recent calls being medical and a few related to propane. Chief McGuire also reported that the Volunteer Firefighter Year-End Stipend has been processed and noted that volunteer hours paid out increased compared to last year.

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 reported that he has completed several reinspections and provided additional details on those follow-ups. He also noted that the Airport is moving forward with its new building project and shared further information regarding this update.

c) Geothermal. No news.

d) Station Maintenance. Chief McGuire shared that the fire extinguishers at the station have been serviced.

e) Vehicle and Equipment Maintenance. Chief McGuire reported that a mechanic from Burtons Inc. was at the station doing pump testing and repairs. He noted that a small leak was identified on Engine 3281. He shared that he has begun removing equipment from the current 3225 in preparation for transferring it to the new 3225. He stated that the new 3225 has been purchased, but payment to the vendor has been delayed due to issues with the county's check processing. Chief McGuire also noted that Unit 3200 has been returned to service after several repairs were completed.

f) County and Community Updates. Chief McGuire reported that the California Radio Interoperability System (CRIS) is still progressing and radios are currently being tested in the field. He noted that county IT has made it difficult for the department to move ahead with establishing its own radio system and provided further details about what needs to be done before going before the CSA Board

for approval. He also shared that FirstDue software setup is continuing and that a representative will be coming in to help get everything fully set up. Chief McGuire added that all self-contained breathing apparatus (SCBA) bottles have been rehydroed and thanked Commissioner Melchior for handling the drop-off and pickup. He reported that Cal OES has issued notice that rates for apparatus response will be reduced significantly beginning in January. He shared that while this may not directly impact Long Valley Fire, it could affect nearby districts. He noted that Long Valley Fire will need to update its fee schedule. Chief McGuire announced that the Long Valley Fire Christmas party will be held on December 12th.

g) Grants. No news.

6. Discussion and possible action concerning the dedication of a portion of Highway 395 to former Captain Vidar Anderson. Chief McGuire reported that there has been correspondence with Division Chief Fred Stump on this, and that a meeting has been scheduled with District Supervisor Rhonda Duggan and the legislative director for Assemblymember Tangipa.
7. Resolution R25-03 Approving the Department of Forestry and Fire Protection (CalFire) Grant Agreement #7FG25062. Chief McGuire provided an explanation of the grant and read Resolution R25-03 aloud. A MOTION WAS MADE BY COMMISSIONER BEATTY, SECONDED BY COMMISSIONER MELCHIOR, TO APPROVE RESOLUTION R25-03 APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CALFIRE) GRANT AGREEMENT #7FG25062. Motion passed 5-0.
8. Discussion and possible action on managing district funds. Chief McGuire reported on ongoing discussions with the county regarding the district's ability to independently manage its funds. He shared that the county has provided information and is requesting documentation from Long Valley Fire confirming statutory authority, bonding requirements, and Board action before considering any transfer of financial control. Chief noted challenges the district is experiencing under the current county financial system, including delays in payments and communication issues. He stated that he has reached out to California Special Districts Association (CSDA) and District Supervisor Rhonda Duggan for additional guidance. He recommended that the district seek legal advice as this issue progresses. Commissioner Beatty commented on the county's fiduciary responsibilities regarding timely vendor payments.

Public Comments: Hap Hazard commented that this issue may warrant submitting a letter to the Grand Jury, noting that the district has the right to request a review of the County's performance. He added that doing so could prompt a public response and potentially involve other agencies as well.

Commissioner Beatty commented that best practice is to exhaust all other avenues before involving the Grand Jury, as doing so demonstrates that the district has

pursued every possible solution. She stated that the district is currently working through those steps. Further discussion followed.

9. Discussion and possible action on Records Digitization/Management. Secretary Durgin followed up on the discussion from the last meeting regarding whether a formal RFQ process is required. She reported that after checking with other districts and with Emily Fox at County Counsel, she was advised that the district is not required to do a formal RFQ for this type of purchase. She noted that the Public Contract Code only sets a \$10,000 bidding requirement for public works projects, not for services or goods such as software. Secretary Durgin reported that she continued researching options and pricing. She reported meeting with Chief McGuire and Commissioner Blackman and sharing the information with Commissioner Czeschin. She provided the Board with a cost comparison table showing the options identified, noting that the two leading vendors are Digital Age (Laserfiche) and SyTech Solutions (1DocStop). She gave an overview of both options.

The Board and Chief McGuire discussed the information presented. Chief McGuire commented that SyTech Solutions appears to offer more flexibility and scalability due to its open-system design compared to Laserfiche's proprietary wrapped software. Secretary Durgin also reported on the advantages she found in the SyTech Solutions option. The Board discussed which option may best fit the district and the associated costs. Commissioner Czeschin expressed concerns about the cost but noted that alternatives seem limited. After discussion, A MOTION WAS MADE BY COMMISSIONER GORDON, SECONDED BY COMMISSIONER MELCHIOR, TO AUTHORIZE CHIEF MCGUIRE AND SECRETARY DURGIN TO MOVE FORWARD WITH ENGAGING WITH SYTECH SOLUTIONS FOR RECORDS DIGITIZATION AND MANAGEMENT SOFTWARE FOR LONG VALLEY FIRE PROTECTION DISTRICT. Motion passed 5-0. No public comment.

10. Board review/approval of payment warrants since the last meeting. A MOTION WAS MADE BY COMMISSIONER GORDON, SECONDED BY COMMISSIONER BLACKMAN TO APPROVE PAYMENT WARRANTS SINCE LAST BOARD MEETING. Motion passed 5-0.
11. Board Secretary Report. Secretary Durgin reported that the liability and workers' compensation insurance renewals have been completed. She provided additional information regarding the broker's recommendation on how Commissioners should be listed on the workers' compensation policy. Secretary Durgin also outlined the warrant processing timeline for the Thanksgiving holiday period. She noted that the Volunteer Firefighter Year-End Stipend payroll has been processed and that checks for individuals not enrolled in direct deposit will be mailed to the fire station. Secretary Durgin further reported that the Fechter Financial Audit is expected to begin soon, along with the State Compensation Insurance Fund year-end audit.
12. Review correspondence received since the last regular meeting. No correspondence reported outside of previous reports.

13. Review and adjust current fiscal year budget line items as necessary and accept. Chief McGuire noted that the overage in Account #304 (Rescue Equipment) is due to the purchase of the extrication equipment and that this expense will be reimbursed through the Cal OTS grant awarded to the district. He stated that the account will remain in the negative until the grant funds are received. Chief McGuire reported that no other budget adjustments are needed at this time. No public comment.
14. New business and Board member reports. No Board member reports. No public comment.
15. 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.
16. Adjournment. A motion was made by Commissioner Gordon, seconded by Commissioner Czeschin, to adjourn the meeting at 7:59pm and reconvene for regular session on December 10, 2025 at 7:00pm 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