



Long Valley Fire Protection District  
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**MINUTES OF REGULAR MEETING**  
**January 14, 2026**

Date: Wednesday, January 14, 2026

Time: 7:00 p.m.

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

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

Members Absent: None

Others Present: Fire Chief Scott McGuire, Division Chief Fred Stump, 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 7:06pm. Commissioner Czeschin 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. No public comment.
3. Board Approval of Resolution R26-01 Authorization of Lease-Purchase Agreement for Financing New Water Tender. Chief McGuire provided an overview of the lease agreement and read Resolution R26-01 aloud. No public comment was made. A MOTION WAS MADE BY COMMISSIONER BEATTY, SECONDED BY COMMISSIONER MELCHIOR, TO APPROVE RESOLUTION R26-01. Motion passed 5-0.
4. Discussion and possible action on Board Officer Appointments. Commissioner Beatty nominated David Melchior for the position of Board Chair. All Board members were in favor. A MOTION WAS MADE BY COMMISSIONER BEATTY, SECONDED BY COMMISSIONER GORDON, TO APPOINT DAVID MELCHIOR AS BOARD CHAIR. Motion passed 5-0.

Discussion was held regarding the Vice Chair position. Donna Blackman was nominated for Vice Chair. A MOTION WAS MADE BY COMMISSIONER BEATTY, SECONDED BY COMMISSIONER GORDON, TO APPOINT DONNA BLACKMAN AS VICE CHAIR, WITH COMMISSIONER BEATTY SERVING AS CHAIR PRO TEM IN THE EVENT BOTH THE CHAIR AND VICE CHAIR ARE UNAVAILABLE. Motion passed 5-0.

5. Report and provide direction on the progress of the Sunny Slopes Station 2 project. Chief McGuire reported that there were no new updates from the county at this time. He reported that he is continuing to gather information and review potential alternatives for the project moving forward. Division Chief Fred Stump reported that he recently met with the current District Supervisor Rhonda Duggan and inquired about how the county is addressing prevailing wage requirements. He stated that Supervisor Duggan was unaware of the issue and did not have specific information to provide. Board members discussed prevailing wage considerations related to the project.

Public Comment: Hap Hazard asked about next steps for the project and expressed concern regarding the lack of progress over the past six months. He requested clarification on whether a project lead would be designated to provide oversight and direction for the project. Division Chief Stump responded that he and Chief McGuire had discussed project responsibilities but had not yet reached a definitive conclusion. Chief McGuire reiterated the current status of the project, noting that it does not yet have funding and the county has not yet moved the project to the Planning Commission. He stated that while the district continues to work toward moving the project forward, progress currently remains dependent on county action. Hap Hazard reiterated his request that the Board designate a project lead to provide clarity and accountability moving forward. Commissioner Beatty stated that, at this time, the Board has not designated an official lead for the project. Hap Hazard also commented on prevailing wage requirements, noting that he has observed other departments build fire stations without prevailing wage and that, in his opinion, the district may have sufficient justification to pursue contracting without prevailing wage should the issue come up in future discussions.

6. Approval of the Minutes of the December 10, 2025 Regular Board Meeting and the December 29, 2025 Special Meeting. Secretary Durgin noted a spelling correction she made and that the minutes have since been corrected. A MOTION WAS MADE BY COMMISSIONER CZESCHIN, SECONDED BY COMMISSIONER BLACKMAN, TO APPROVE THE MINUTES OF DECEMBER 10, 2025 REGULAR BOARD MEETING AND DECEMBER 29, 2025 SPECIAL MEETING. Motion passed 5-0.
7. Chief's Report.
  - A. Volunteer Report. Chief McGuire provided an operational update, including recent call activity since the last meeting and a summary of year-to-date emergency calls and response averages. He noted emergency calls that occurred during the holiday

season and acknowledged the significant efforts and service of Chaplain and Volunteer Firefighter Paul Zastoupil in supporting the department and community during a particularly challenging period. Additional interagency activity was briefly mentioned.

- B. Report on Current Fire Department Activities, Assignments, and Schedule for potential Board direction. Chief McGuire reported on volunteer firefighter training sharing that volunteers have been working on Firefighter CPR this past week.
- C. Long-Range Planning Discussion.
- a) Personnel. No news.
  - b) Airport. Chief McGuire shared that there is nothing new to report on. He shared that he is still waiting on the plans that are being developed for a new airport building intended for equipment storage. Chief McGuire provided additional details on the airport building, timeline, and costs involved.
  - c) Geothermal. No news.
  - d) Station Maintenance. Chief McGuire reported on station damage that happened due to the recent high winds.
  - e) Vehicle and Equipment Maintenance. Chief McGuire provided an update on department equipment and apparatus. He reported that the department has not yet received the base radio. He noted that the new Unit 3225 utility vehicle is at the station and that vehicle registration is in progress. He also reported that Unit 3200 is experiencing brake and axle issues and that repairs are in progress. Chief McGuire reported that Unit 3282 has been purchased, with the 20% down payment in process. He stated that the vehicle has been completed and is currently in Colorado, and that delivery to the station will occur once payment clears with Burton Fire, Inc. He also noted that Unit 3280 is currently under repair and that parts are pending.
  - f) County and Community Updates. Chief McGuire reported on the Office of Emergency Management program as well as an update on the implementation of the CRIS radio system. He also reported that the department has established a new website address in order to remain compliant and shared additional information regarding the selection of the new address. Chief McGuire further reported on the annual patient review process and noted that the Winter Trauma Series is currently taking place involving emergency response partners throughout Mono County, including fire agencies, law enforcement, ski patrol, air medical services, and other emergency response organizations. He also provided an overview of ICEMA protocols and information presented during the Winter Trauma Series.

- g) Grants. Chief McGuire provided an update on current grant activity. He reported that the extrication equipment grant has been approved and is moving forward. He also reported that the FEMA grant application for an engine remains pending at this time. Chief McGuire further reported that the department has been approved for a CalFire grant related to personal protective equipment and turnouts and that the award process is in progress. He also reported that the district was not approved for the Fire Management Assistance Grant (FMAG) and provided general information regarding the application process, timelines, and eligibility requirements associated with that grant.
- h) Pack Fire Update. Chief McGuire reported that an After-Action Review was held on December 15. He stated that representatives from nearly all responding agencies were in attendance, with limited participation from Mono County. He reported that the review identified several operational issues and areas for improvement and provided a general overview of the topics discussed. Chief McGuire also reported that a formal request has been submitted for a Grand Jury review related to Mono County's response to the Pack Fire. Board members discussed challenges related to dispatch and the information presented during the After-Action Review.

Lastly, Chief McGuire discussed future succession planning for the Fire Chief position and shared that the district should anticipate the need for a new Fire Chief by July or August of 2026. He provided an overview of the time demands associated with the position and noted that the current structure places significant on-call and workload demand on a single individual who also maintains full-time employment outside of the department. Board members and staff discussed the scope of responsibilities associated with the Fire Chief position, including compensation, workload, and long-term sustainability. Discussion included considerations of whether the district may eventually have the capacity for a full-time Fire Chief or Fire Marshal position and the financial impacts associated with such a change. Chief McGuire identified two key areas for further discussion: the structure and expectations of the Duty Chief role, and the growing demands associated with inspections. He noted that additional support in these areas could help make the Fire Chief position more sustainable and reduce burnout. Commissioner Blackman asked what other responsibilities could potentially be reassigned. The Board and staff discussed challenges facing the Fire Chief position and potential options for addressing them. The Board agreed to schedule a Special Meeting to further discuss the Fire Chief position, succession planning, and possible solutions.

Public Comment: Hap Hazard commented on the importance of discussing the Fire Chief position and shared considerations for the Board to take into account based on his experience with prior leadership transitions. He noted that the role requires a broad range of skills, including a certain degree of political background, administrative, operational, and interagency coordination experience.

8. Discussion and possible action concerning the dedication of a portion of Highway 395 to former Captain Vidar Anderson. Division Chief Stump reported that he has been in contact with Assembly member Tangipa's office and plans to follow up next week for updates. He also reported that a former volunteer firefighter, now residing in Fresno, has offered to serve as a liaison for the department during the legislative process. Fred shared that to his knowledge, all required information has been submitted and the effort is moving forward.
9. Review and take action on County MOU and Legal Counsel Offer. Chief McGuire reported that Mono County has offered special districts up to 10 hours of legal counsel and has provided a memorandum of understanding (MOU) outlining the offer. He shared his perspective on the MOU and presented it to the Board for review. Board members discussed the MOU, and no action was taken.
10. Discussion and possible action on managing district funds. Chief McGuire reported that he and Secretary Durgin contacted the district's auditor with Fechter Financial to request guidance on managing district funds in light of the requirements communicated by Mono County. He shared that the auditor recommended keeping district funds in the County Treasury and establishing an Imprest Petty Cash Fund for operational purchases. Chief McGuire explained that the Imprest Petty Cash Fund would be maintained at a set balance, with expenditures reimbursed through a monthly warrant process. He noted that this approach would allow the district to make timely vendor payments, connect with QuickBooks Online, and avoid the need for a bonded treasurer, as the County would remain the legal custodian of the funds. He further reported that the auditor indicated an Employee Honesty Bond could be added to the district's existing insurance if additional bonding is required. Chief McGuire stated that he plans to follow up with County Counsel regarding this option. He also expressed interest in establishing a CalCard line of credit to be used solely for utility payments. Commissioner Beatty suggested initiating the CalCard process so it is in place while the district continues to evaluate the Imprest Petty Cash Fund option.
11. Discussion and possible action on Records Digitization/Management Solution. Secretary Durgin reported on a recent meeting with SyTech Solutions to review the scanning and indexing process and how the 1DocStop system works. She shared that a few sample banker boxes were scanned so she could see how the records will appear once uploaded into the system. She explained that records are currently being indexed based on how they are physically organized in the boxes, which provides a starting point but is not the intended long-term structure. Secretary Durgin shared that the goal is to move toward a clearer, more organized indexing system similar to the district's OneDrive structure. She shared that because SyTech is not familiar with the district's records, a two-step approach was agreed upon: records will first be scanned and indexed as-is, then reviewed and reorganized by Secretary Durgin with support from Commissioner Blackman. She shared that once finalized, SyTech will update the indexing in the system. She also noted that a second phase will involve

bringing existing OneDrive files into the same system. She noted that scanning and delivery of the master index spreadsheet are expected by late February.

12. 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.
13. Board Secretary Report. Secretary Durgin reported on the FY 2024–25 Fechter Financial audit, noting that the Client Participation Schedule was sent last week. She shared that she will be working on compiling and submitting the requested information to the auditor. Secretary Durgin also reported on quarterly payroll taxes and year-end tax filings, noting that a package containing all sealed W-2s and related year-end tax information will be mailed next week. Lastly, Secretary Durgin reported that Chief McGuire has purchased the National Association of Certified Public Bookkeepers (NACPB) training program and that she plans to complete the associated certifications by July of this year.
14. Review correspondence received since the last regular meeting. Secretary Durgin reported receiving correspondence from the County Finance Department requesting updated information related to Board members, capital assets, and outside bank accounts for purposes of a Financial Transactions Report. She also reported correspondence with a community member regarding a potential donation and questions related to tax deductibility. Secretary Durgin shared that she contacted the IRS to request written confirmation of the district’s federal tax status and plans to provide that information to the donating foundation once received. She noted that this documentation may also be retained for future reference regarding donations.
15. Review and adjust current fiscal year budget line items as necessary and accept. Chief McGuire reported that the final AB8, the Excess ERAF, and ERAF distributions per county agreement were received. He also provided an update on incoming grant funds. Based on current revenues and expenditures, Chief McGuire reported that the district is projected to come in under budget and that no budget changes are recommended at this time. No action was taken.
16. New business and Board member reports. No news.
17. Call for Agenda items for the next regular meeting. Discussion and possible action on Board Officer Appointments; Staff report on the progress of the Sunny Slopes Station 2 project; Pack Fire update (to be included under Chief’s report); 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; Report and possible action on Records Management; Scheduling Special Meeting to discuss Fire Chief position/succession plan.

18. Adjournment. A motion was made by Commissioner Beatty, seconded by Commissioner Blackman, to adjourn the meeting and reconvene for regular session on February 11, 2026 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