

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT**

**June 14, 2022**

**Minutes**

- 1.0 Call to Order-**The meeting was called to order by Chairman Pat Frost at 6:00 pm. Other members in attendance were Martie Mullen, Steve Finley, and Drew Rusnak. Assistant Fire Chief Carol Fall and General Manager Erik Anderson were present, and one member of the public was present. Kristin Halliday arrived at 6:17pm.
- 2.0 Announcements or Changes to the Agenda-**item 5.1 and 5.2 tabled for special meeting date to be determined.
- 3.0 Public Comments-**None
- 4.0 Approval of Minutes**
  - 4.1** Approval of minutes from May 10, 2022-Motion by Martie Mullen to approve the minutes as presented. Second by Drew Rusnak. Motion Carried-4Ayes, 1 Absent.
- 5.0 Unfinished Business**
  - 5.1 Discuss/Accept Audit for fiscal year 2020-21-**Tabled for special meeting. Date to be determined.
  - 5.2 Approval of MD&A for fiscal year 2020-21-**Tabled for special meeting. Date to be determined.
  - 5.3 Update on Board Policy for Permanent record storage -**Nothing to report
- 6.0 New Business**
  - 6.1 Discuss/Authorize Assistant Fire Chief to purchase water truck for VFD-**Assistant Chief Carol Fall presented. Water trucks that meet specifications are sold quickly. If a truck is found, the board needs to act fast to secure the vehicle. Carol is requesting authorization to purchase a truck that meets department specifications for an amount up to \$65,000 if it meets specifications. Carol is planning on asking auxiliary to cover the tax and title if entire \$65,000 is spent. Motion by Drew Rusnak to authorize Carol to purchase truck up to \$65,000. Second by Steve Finley. Motion carried-4 Ayes, 1 Absent.
  - 6.2 Discuss District Policy on Volunteer Compensation-**Assistant Chief Carol Fall presented. Agreements have been sent to CalFire and Cal OES. Carol talked to Weaverville, Douglas City and Junction City Fire regarding their current policies. Time sheets are turned in to the departments and once paid by government agencies the employee then gets paid. Douglas City and Junction City send employees 1099 and it is the employees' responsibility to pay the taxes. The information is embedded in policy 106.10, which is a subsection of policy 106.40. The policy will be brought back to the July meeting for approval.
  - 6.3 Discuss/Approve Budget for Fiscal Year 2022-23-**The board discussed the final draft budget. The only change is the amount for GL item 2210, increasing it to \$4000. Motion by Martie Mullen to approve as amended. Second by Drew Rusnak. Motion Carried- 5 Ayes.

**6.4 Discuss/Approve request to participate in MED-project** -Assistant Chief Carol Fall presented. A letter was received from MED project USA. The program is part of California legislation bill for take back of unwanted medications. They are looking for an agency in an area to be the mail back distribution. It could be dropped at the fire hall and mailed back. Everything is sent to the fire hall and postage is prepaid. VFD would have to let community know it is available and community members will have to contact the VFD to participate. The idea would be to give person the envelope and they would be responsible for mailing. Motion by Martie Mullen to approve to participation in MED project. Second by Kristin Halliday. Motion carried-5 Ayes.

**7.0 Communications, Directors & Ad Hoc Committee Reports**

**7.1 Communications**-Linnea Kneaper presented. June 19<sup>th</sup> LAFCO meeting for budget.

**8.0 General Manager Report**

**8.1 Fire Hall Planning and Construction Project**- General Manager Erik Anderson presented. The update on the new fire hall includes: asphalt is done for parking lot, inside the station subcontractor has been working on drywall and interior doors are next. There should be 4 hose bibs on the front of the station. Hydrant testing includes future testing of 4 hydrants that need flow testing. Tested 2 during a FEAT training.

**9.0 Fire Department Reports**

**9.1 Fire Department Monthly Report**- Assistant Chief Carol Fall presented. Statistics for May include 1 fire call, 2 medicals and no MVA. Misc. included FEAT hours for hydrant testing and pancake breakfast. Paperwork has been turned into CalFire and OES. Board of Forestry approved application to be a forest community. The department received \$5000 donation from Jason family that will be put into the account for the new water truck. The department received an application from Tom Dinsmore to rejoin and he has been coming to training.

**10.0 Financial Report and Bill Payment**

**10.1 CSD Financial Report**-Linnea Kneaper presented the report. The district received a deposit for miscellaneous tax revenue and 3<sup>rd</sup> quarter interest totaling \$2513.14. total bills for payment \$2232.89. Balance as of June 1<sup>st</sup> \$322,439.19, less June expense \$3 of \$2232.89. New balance is \$320,206.30 less \$60,000 allocation for the new fire hall, brings the total spending balance to \$260,206.30.

**10.2 Bills For Payment**-Linnea Kneaper presented the bills for payment. Motion by Drew Rusnak to pay the bills. 2<sup>nd</sup> Kristin Halliday. Motion carried-5 Ayes.

**10.3 VFD Financial Report**-Linnea Kneaper presented the report. Only change on the account is the interest received.

**10.4 New Firehall Construction Financial Report**-Linnea Kneaper presented. The only expense this month was for TVCE, for \$797.50. The current bank balance is \$181,121.50. Balance to spend held in the Trinity County Account is \$234,260.00.

**11.0 Items for Next Agenda Recap**-Volunteer compensation policy, audit

**12.0 Adjournment**-6:54p.m.

**Trinity Center Community Services District  
General Manager's June 2022 Report**

**Fire Hydrants**

There are 4 new fire hydrants that have been installed, replacing older ones, since the flow testing was last done in 2018. In coordination with a FEAT training meeting, we tested two of the four, H102 and H103. This proved to be a good exercise for the FEAT team and a nice introduction for two new FEAT members. H102 and H102 both had strong flow numbers with rated flow above 1500 gpm (blue color and highest rating).

**Fire-station remodel activities**

The station has made good progress. The ADA parking place has been poured. The asphalt on the ramp in front of the building was poured and rolled. The interior drywall has been installed. Interior plumbing has been installed. The hose bibs on the front have not been installed, and I got a copy of the plot plan showing the hose bibs and emailed to Jerry T. and Mark B.

This week, the interior doors are expected to be installed.

**Radios and Pagers**

**Miscellaneous**

# June 2022 CSD Monthly Report

## May 2022 Stats

<b>Fire</b>	<b>Number</b>	<b>Personnel Hours</b>
Trinity Center		
Coffee Creek		
Annex	1	4:00
<i>Total</i>	1	4:00
<b>Medicals</b>		
Trinity Center		
Coffee Creek	2	4:39
Annex	1	3:52
<i>Total</i>	3	8:31
<b>MVAs</b>		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
<b>Other</b>	0	0
<b>Totals</b>	4	12:31
<b>Training</b>		
Fire	3	49:30
Medical	1	7:30
FEAT	1	10:00
<i>Total</i>	5	67:00
<b>FEAT</b>		
Responses	0	0
<b>Misc</b>	8	51:00
<b>Total Activities and Personnel Hours</b>	17	130:31

**Additional Notes:** Hydrant testing, Chief's meeting, Pancake Breakfast, FEAT recruiting at Pancake Breakfast, etc

**Trinity Center CSD  
Accounts Payable  
June 14, 2022**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services May	\$ 500.00
Frontier Communications	\$ 7.31
TDS Telecom - Telephone	\$ 57.38
Trinity PUD - Electricity-Fire Hall -May	\$ 173.40
Trinity PUD - Street lights May	\$ 171.30
Campora	\$ 17.01
Umpqua Credit Card-Fire supplies, Quickbooks	\$ 343.59
Trinity County DOT-	\$ 82.40
Trinity County Solid Waste	\$ 3.00
Suzanne Heinig-Houskeeping May	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 1,435.39</b>
<b>Speical Expenses</b>	
TVCE-March-April 2022 Engineering	\$ 797.50
<b>Total Special Expenses</b>	<b>\$ 797.50</b>
<b>June Total Expenses</b>	<b>\$ 2,232.89</b>
<b>Deposit-Misc. Tax revenue and Q3 interest</b>	<b>\$ 2,513.14</b>
<b>Balance as of June 1, 2022</b>	<b>\$322,439.19</b>
<b>Less June Expenses</b>	<b>\$2,232.89</b>
<b>Current Balance</b>	<b>\$ 320,206.30</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$ 260,206.30</b>