

TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting August 9, 2022
MINUTES

- 1.0 Call to Order**-The meeting was called to order at 6:01pm by Chairman Pat Frost. Other members in attendance were Martie Mullen, Steve Finley and Drew Rusnak. Kristin Halliday was absent. Assistant Fire Chief Carol Fall, General Manager Erik Anderson and one member of the public were present.
- 2.0 Announcements or Changes to the Agenda**-None
- 3.0 Public Comments**-None
- 4.0 Approval of Minutes**
- 4.1** Approval of minutes from July 12, 2022-Motion by Martie Mullen to approved as presented. 2nd by Steve Finley. Motion carried-3 Ayes, 1 Abstain, 1 Absent
- 5.0 Unfinished Business**
- 5.1** Update on Board Policy for Permanent record storage-Pat Frost presented. Pat found information on FEMA assistance for emergency policies, including the possible continuity of operations. There are options for different levels of how to plan for emergencies both during and after. Pat will continue to work on gathering information and bring the item back to the board for additional discussion.
- 6.0 New Business**
- 6.1** Discuss/approve updated resolution to enroll in the Federal Excess Property Program (FEPP).-Assistant Fire Chief Carol Fall presented. When USFS, BLM, etc., declares equipment surplus we get notices to apply. Resolution was signed in 2020 when Bob Bryant was chief. The Resolution needs to be updated for Assistant Fire Chief and update to the current board members. Motion by Drew Rusnak to approve. 2nd by Martie Mullen. Roll call vote -4 Ayes-Rusnak, Finley, Mullen and Frost. 1 Absent-Halliday
- 6.2** Discuss/accept donation of enclosed storage trailer-Assistant Chief Fall presented. TLRA is possibly donating tables and chairs to the VFD. The auxiliary would like to have a trailer to store them. Terri Lauerman has offered to donate his storage trailer to the department to store the tables and chairs. If accepted, the department will take the contents of the trailer including a desk and office supplies. The Auxiliary will pay for transfer, tax and registration fees. Motion by Martie Mullen to approve donation. 2nd Drew Rusnak. Motion carried 4 Ayes.
- 7.0 Communications, Directors & Ad Hoc Committee Reports**
- 7.1** Communications-Linnea Kneaper presented. A letter from LAFCO stating they need an alternate member. Pat Frost's term has expired. Pat let everyone know another district is nominating someone as alternate. A letter was received from the IRS regarding a request for the EIN and taxpayer status. The board will not take any action on this, it is for informational purposes only.
- 8.0 General Manager Report**
- 8.1** General Manager Erik Anderson presented. nothing to report on fire hydrant testing. Testing will resume in the fall. Erik had a meeting with the foreman from Mercer Fraser on July 23rd. The subcontractor for HVAC needs to coordinate with the electrical contractor. The electrical contractor is waiting on panel to finish the electrical. Doors are tentatively scheduled for this week. If not, it will be soon. Danco, is currently doing the painting. A certified letter was received for a stop payment from True North Construction for payment from Mercer Fraser for \$41,000. Erik Keyes confirmed that we don't pay in full to Mercer Fraser until the subcontractors are paid in full. We will need to get signed releases from all subs before final payment to Mercer Fraser. SAM account renewal is coming up, solicitations are coming in and we don't need to use an outside agency.
- 9.0 Fire Department Reports**
- 9.1** Fire Department Monthly Report-Assistant Chief Carol Fall presented. July was a busy month. 3 fires, 9 medicals, 3 MVA. The department did patrol for 4th of July, standby for pancake breakfast and parade and started the big red truck program. Carol has done 3 inspections and each one takes about an hour. At the fire chiefs meeting last week, it was discussed that USFS has not sent new cooperative agreement. They are starting to accept invoices and process payments under agreements signed last year. Carol sent an invoice for Flume Fire totaling \$1867.

10.0 Financial Report and Bill Payment

- 10.1** CSD Financial Report-Linnea Kneaper presented the report. The current balance is \$308,278.35 which includes misc. deposits and 4th quarter interest of \$1271.76. Bills for August total \$2437.23. New balance \$305,841.12 less \$60,000 allocation for the new fire hall. Total spending balance is \$245,841.12.
- 10.2** Bills For Payment-Motion by Martie Mullen to pay bills.,2nd by Drew Rusnak. Motion carried-4 Ayes.
- 10.3** VFD Financial Report-No updated report, bank statements have not been received.
- 10.4** New Firehall Construction Financial Report-Linnea Kneaper presented. The only change is the payment to TVCE for \$435.00.

11.0 Items for Next Agenda Recap-None

12.0 Adjournment-6:40p.m.

July 2022 CSD Monthly Report

June 2022 Stats

Fire	Number	Personnel Hours
Trinity Center	1	2:15
Coffee Creek	1	30:02
Annex	1	4:30
<i>Total</i>	3	36:47
Medicals		
Trinity Center	2	8:43
Coffee Creek	1	1:12
Annex	3	15:00
<i>Total</i>	6	24:55
MVAs		
Trinity Center		
Coffee Creek	1	7:12
Annex		
<i>Total</i>	1	7:12
Other	0	0
Totals	10	68:44
Training		
Fire	4	42:30
Medical	1	13:30
FEAT	2	29:00
<i>Total</i>	5	85:00
FEAT		
Responses	2	23:00
Misc	5	25:00
Total Activities and Personnel Hours	24	201:44

Additional Notes: Patrolling for 4th of July holiday, change oil on 1134, work on suction line rack for 1111, etc

**Trinity Center CSD
Accounts Payable
August 9, 2022**

Regular Expenses	Amount
Linnea Kneaper-Services July	\$ 500.00
Frontier Communications	\$ 7.33
TDS Telecom - Telephone	\$ 59.16
Trinity PUD - Electricity-Fire Hall -June	\$ 138.88
Trinity PUD - Street lights June	\$ 184.17
Trinity County Solid Waste	\$ 20.70
Trinity County DOT-June	\$ 482.68
Umpqua Credit Card-small tools, Quickbooks, copy paper	\$ 257.98
Suzanne Heinig-Houskeeping June	\$ 80.00
Total Regular Expenses	\$ 1,730.90
Speical Expenses	
TVCE-Invoice 5093	\$ 435.00
Napa Auto Parts	\$ 252.18
LAFCO-Yearly fee	\$ 19.15
Total Special Expenses	\$ 706.33
July Total Expenses	\$ 2,437.23
Deposit-Misc. tax revenue, 4th quarter interest	\$ 1,271.76
Balance-August 1, 2022	\$308,278.35
Less July Expenses	\$2,437.23
Current Balance	\$ 305,841.12
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$ 245,841.12