

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT**

December 13, 2022

MINUTES

- 1.0 Call to Order-**The meeting was called to order at 6pm by Chairman Pat Frost. Other members in attendance were Drew Rusnak and Steve Finley. Martie Mullen and Kristin Halliday were 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-** Motion by Drew Rusnak add urgency item to the agenda to pay RCD bill for \$2000. 2nd by Steve Finley. Motion carried-3 Ayes, 2 Absent.
- 3.0 Public Comments-**Pam Augsperger confirmed the auxiliary check to the fire department for \$40k towards the purchase of the new fire truck.
- 4.0 Approval of Minutes**
 - 4.1** Approval of minutes from November 8, 2022-Motion by Steve Finley to approve as presented., 2nd by Drew Rusnak. Motion carried-3 Ayes, 2 Absent.
- 5.0 Unfinished Business**
 - 5.1** Update on Board Policy for Permanent record storage-Nothing to report.
 - 5.2** Update on purchase of new fire truck (Fall)-Call OES is still expecting trucks to be turned in this month. The department is still on the list to get a type 1. Cottonwood VFD may have a type 1 available. Carol needs to call the chief for follow up.
- 6.0 New Business**
 - 6.1** Authorize and sign engagement letter from Auditor for 2021-22 Fiscal Year Audit-Linnea Kneaper presented the engagement letter for signature.
 - 6.2** Report on Field Audit visit-Linnea Kneaper and Erik Anderson discussed the field visit with the auditor and provided the board with information on what was collected during the visit.
 - 6.3** Authorize Assistant Fire Chief or CSD Board Chair to submit Technical Assistance Proposal to the North Coast Resource Partnership-Assistant Chief Fall presented. Carol announced information was given at the chief's meeting for a grant from California Dept. of Conservation to assess needs to each fire department. The program will help with rewriting bylaws, and for projects that require a technical assistance. There was discussion about old building remodel and other needs. Carol would like to submit proposal to look at options to remodel the old building and fuels reduction project. There is no fiscal obligation to the department. Motion by Drew Rusnak to authorize Carol or board chair to submit technical assistance proposal to NCRP. 2nd by Steve Finley. Motion carried- 3 Ayes, 2 Absent.
 - 6.4** Authorize Assistant Fire Chief to sign amendment to the Big Red Truck agreement with Trinity County Resource Conservation District. -Assistant Chief Fall presented. Only 4 inspections were done this year. The amendment would increase the fee to \$100 per inspection with a total up to \$2000. Motion by Drew Rusnak to approve, 2nd by Steve Finley. Motion carried-3 Ayes, 2 Absent.
 - 6.5** Authorize Assistant Chief to surplus old hydraulic extrication equipment to another department in Trinity County-Assistant Chief Fall presented. The old extrication equipment (jaws of life) is not used by our department and Post Mountain fire has no extrication equipment. Carol would like to surplus and send it to Post Mountain. Motion by Steve Finley, 2nd by Drew Rusnak. Motion carried-3 Ayes, 2 Absent.
 - 6.6** Discuss and possibly approve change of location to CSD meetings for 2023 calendar year-Linnea Kneaper presented. The board discussed options and possibly having meetings in the kitchen area. The board directed Linnea to Approach NTLIA to do 6 months payments to fit into fiscal year.
 - 6.7** Discuss and approve/disapprove a change order to the Mercer Fraser contract for \$3,236 for engineering costs related to code changes between 2016 code and 2019 code -General Manager Erik Anderson presented. Invoices from Mercer Fraser have change order for \$37k+. The engineering part of the change order had plans change to adhere with code change. True North Construction will get the 3k if it is approved. Erik Keyes from TVCE agreed with the payment of the 3k. Erik confirmed that we have never signed a change order for the 37k. The only approved change order is for the generator installation. Motion by Drew Rusnak to authorize the change order to Mercer Fraser for \$3726. 2nd Steve Finley. Motion carried- 3 Ayes, 2 Absent.

7.0 Communications, Directors & ad Hoc Committee Reports

7.1 Communications-Linnea Kneaper presented. A letter from LAFCO was received confirming board appointment of Todd Corbett as the alternate. GSRMA is looking for board representatives if anyone is interested. The CD with Coast Central matures today and Linnea confirmed the funds will be transferred to the building fund checking. Linnea has contacted GSRMA to add the new building to the insurance. She will forward to Erik and Carol for answers to building specifications.

8.0 General Manager Report (Anderson)

8.1 Fire Hall Planning and Construction Project- General Manager Erik Anderson presented. Building is moving along. On Nov. 17th we received temporary occupancy certificate and is valid for 180 days. Generator work is underway. Campora installed flexible pipe last Tuesday. The inspection was today and was passed. Retention on the building can be held for 1 year. Outstanding items are as follows: lights need to be fixed, roll up doors, window, HVAC needs cut off switch and service outlet, backup generator, strippage and signage for Handicap accessibility. Danco needs to come back and install cabinet in sink, paper towel holder, plumbing for hot water heater. Norwegian repeater was tested and seems to be working.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report-Carol Fall presented. The Rigs have been moved into the new building; Coffee Creek VFD has a truck in our building and we will be storing it until we purchase a water truck. There was a Dec. 3rd workday to move out of the mini storage, training room is set up, shelves with equipment have been moved to the new building. November report does not reflect all the volunteer hours moving. Calls for November included 4 medicals and one in the annex.

10.0 Financial Report and Bill Payment

10.1 CSD Financial Report-Linnea Kneaper presented the report. Balance as of November 30, 2022, \$1141,055.65, less bills for payment \$55,481.61. A deposit will be made tomorrow for \$111,542.68 from the building fund. Current balance \$197, 116.72.

10.2 Bills For Payment- Bills include payments to Mercer Fraser for \$40,707.75 and \$11,775.00 for the generator installation. Motion to approve paying the bills by Drew Rusnak, 2nd Steve Finley. Motion carried- 3 Ayes, 2 Absent.

10.3 VFD Financial Report-No report was given.

10.4 Discuss/Authorize payment to TCRCO-Motion to approve payment to TCRCO for \$2000 by Drew Rusnak. 2nd Steve Finley. Motion carried-3 Ayes, 2 Absent.

10.5 New Firehall Construction Financial Report

11.0 Items for next Agenda-midyear budget review, elections of officers.

Adjournment-7:18pm

December 2022 CSD Monthly Report

November 2022 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
Medicals		
Trinity Center	4	13:39
Coffee Creek		
Annex	1	5:52
<i>Total</i>	2	19:31
MVAs		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
Other	0	0
Totals	4	19:31
Training		
Fire	2	11:00
Medical	1	6:00
FEAT	1	9:00
<i>Total</i>	4	26:00
FEAT		
Responses	0	0
Misc	6	20:15
Total Activities and Personnel Hours	15	65:46

Additional Notes: Took 306 to Trinity Tire to have brakes checked, numerous hours spent moving to new station not recorded

**Trinity Center CSD
Accounts Payable
December 13, 2022**

Regular Expenses	Amount
Linnea Kneaper-Services November	\$ 500.00
Frontier Communications	\$ 7.29
TDS Telecom - Telephone	\$ 57.88
Trinity PUD - Electricity-Fire Hall -November	\$ 168.67
Trinity PUD - Street lights November	\$ 171.60
Campora-11/15-277 gal	\$ 712.74
Trinity County Solid Waste	\$ 14.52
Umpqua Credit Card-Quickbooks, MS office renewal, medical supplies, fire suppli	\$ 721.72
Suzanne Heinig-Houskeeping November	\$ 80.00
Total Regular Expenses	\$ 2,434.42
Speical Expenses	
Zachery Sullivan-Reimbursement live scan, DOT Physical	\$ 188.50
TVCE-Engineering for new building	\$ 145.00
Napa Auto Parts	\$ 230.94
Mercer Fraser-PB05-Generator Install	\$ 11,775.00
Mercer Fraser-PB05	\$ 40,707.75
Total Special Expenses	\$ 53,047.19
Total Expenses	\$ 55,481.61
Balance as of November 30, 2022	\$ 141,055.65
Less December Expenses	\$55,481.61
Deposit Transfer from CSD Building Fund	\$111,542.68
Current Balance	\$ 197,116.72