

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting January 10, 2023
Minutes**

- 1.0 Call to Order-**The meeting was called to order at 6:00pm by chairman Pat Frost. Other members in attendance were Steve Finley, Drew Rusnak, Martie Mullen and Kristin Halliday. General Manager Erik Anderson and Assistant Fire Chief Carol Fall were present as well as one member of the public.
- 2.0 Announcements or Changes to the Agenda-**None
- 3.0 Public Comments-**None
- 4.0 Annual Organizational Meeting**
 - 4.1** Election of Chairman and Vice Chairman for 2023-Motion by Martie Mullen to elect Pat Frost to continue as chair for 2023. 2nd by Kristin Halliday. Motion carried-5 Ayes.
Motion by Steve Finley to elect Martie Mullen as Vice chair for 2023. 2nd by Kristin Halliday. Motion carried- 5 ayes.
 - 4.2** Set date and time of 2023 Regular Meetings-Motion by Martie Mullen to keep meetings the 2nd Tuesday at 6pm. 2nd by Drew Rusnak. Motion carried-5 ayes.
- 5.0 Approval of Minutes**
 - 5.1** Approval of minutes from December 13, 2022-Motion to approve minutes as presented by Drew Rusnak, 2nd Steve Finley. Motion carried-3 Ayes, 2 abstain.
- 6.0 Unfinished Business**
 - 6.1** Update on purchase of new fire trucks-Assistant Chief Carol Fall presented. Still waiting on OES for a Type 1. The engine from Cottonwood required too much maintenance.
 - 6.2** Update on Board Policy for Permanent record storage -Nothing to report.
- 7.0 New Business**
 - 7.1** Mid-Year Budget Review-Linnea Kneaper asked that the item be continued to the February meeting. Motion to continue item to next meeting by Kristin Halliday 2nd Drew. Rusnak. Motion carried-5 Ayes.
 - 7.2** Retroactive approval of increased spending cap for water truck-Assistant Chief Carol presented the memo and explained the rebalance of the VFD bank accounts. The board authorized \$65,000 with \$50,000 from vehicle replacement fund and \$10,000 from VFD account. The truck was \$69,500 plus tax and DMV fees. Motion by Martie Mullen, 2nd by Kristin Halliday. Motion carried- 5 Ayes.

- 7.3** Authorize Assistant Chief to exceed \$1500 spending limit for modifications to the water truck-Assistant Chief Carol Fall presented. The department wants to make improvements to the truck to use for possible CalFire reimbursement. The plan is to make upgrades so the truck can be classified as a type 2 truck. The Quote from Trinity Alps Service and Repair to add toolbox, additional small tool boxes, rack for hoses, light bar for DMV specifications, led lights over pump panels, backup lights, fog lights, undercoating, and air horn was a total of \$6300. Additional cost for epoxy coating liner so the tank doesn't rust and is \$1800. Total cost is \$9000. Carol would like to spend NTE up to \$10,000. Motion by Steve Finley to approve with NTE amount of \$10,000. 2nd by Drew Rusnak. Motion carried-5 Ayes.

8.0 Communications, Directors & Ad Hoc Committee Reports

- 8.1** Communications-Linnea Kneaper presented. The State Controllers report is due by January 31st, Form 700 documents will be sent to each member, and sexual harassment online class will be assigned soon.

9.0 General Manager Report

- 9.1** Fire Hall Planning and Construction Project-General Manager Erik Anderson presented. There has been progress at fire hall including window installation, pressure test done on the new propane line by Campora and is connected. Electrician is coming back next Tuesday to set up generator, fix lights, switch for heater and an additional outlet. Carville Repeater batteries that were replaced in 2015-16 are not working. Steve Renten let Erik know repeater was not responding. Norwegian repeater fills some of the needs when the Carville repeater isn't working. Pat Frost talked to Mark Benzinger from Mercer Fraser today. They are aware electrical, trench, and garage doors need to be finished. Danco came back and completed about ½ of punch list. They still need to come back and finish remaining items. However, VFD volunteers will be finishing the items not completed by Danco.

10.0 Fire Department Reports

- 10.1** Fire Department Monthly Report-Carol presented. There were not many calls in December. 2 fire calls and a welfare check. The Board of Supervisors have been made aware of the issue with plowing snow at the fire departments. Coffee Creek has asked BOS to have someone from the road department plow the station. TCDOT responded that funds can only be spent on public roads not on private roads. The 2022 annual report for the department was presented. 17 fire calls in 2021, 16 in 2022. 60 medical calls in 2021, 46 this year. 9 MVA in 2022, 5 in 2021. There were 56 training events and more hours in 2022. This Included county wide fire department trainings. Miscellaneous included-vehicle repair and highlights include the building almost being completed, added 3 new firefighters, purchased water truck, community events. FEAT has 3 new members, and 1 resignation. Hydrant testing was done, and the department applied for and received grants. Goals for 2023 include, purchasing a type 1 engine, building completion, potential buyer for 1123, ISO needs pump tests and hose tests. The

fire department annual meeting at the end of January will include bylaw changes and proposing creating a reserve member, to help get potential new members in the door as volunteers. If approved would be presented to the CSD. Assistant Chief Fall is working on grants and would like the board to start looking towards finding a chief by end of 2023.

11.0 Financial Report and Bill Payment

- 11.1** CSD Financial Report- Linnea Kneaper presented the report. Balance as of December 31, 2022. \$197,116.72 less bills for payment \$3,871.38. A deposit for property taxes was received for \$45,643.78. Current balance \$238,889.12.
- 11.2** Bills for Payment-Linnea Kneaper presented the bills for payment. Motion by Drew Rusnak to pay the bills. 2nd Kristin Halliday. Motion carried-5 Ayes.
- 11.3** VFD Financial Report-Linnea Kneaper presented. The special fund for the VFD is \$56,444.53. This is as of November 30, 2022. Bank statements have not been received yet for December.
- 11.4** New Firehall Construction Financial Report-\$10,800 still in the building fund at Coast Central. In the future the board will need to decide how to proceed with this account. No new bills from Mercer Fraser or Engineer. The extra that was approved in December has been added to contract tracking.

12.0 Items for Next Agenda Recap-Continue mid-year budget review. Move 10k in VFD accounts,
approve bylaws for VFD.

13.0 Adjournment-7:45p.m.

January 2023 CSD Monthly Report

December 2022 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek	2	3:18
Annex		
<i>Total</i>	2	3:18
Medicals		
Trinity Center		
Coffee Creek	2	13:24
Annex		
<i>Total</i>	2	13:24
MVAs		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
Other	1	1:55
<i>Totals</i>	5	18:37
Training		
Fire	2	18:20
Medical	1	6:00
FEAT		
<i>Total</i>	3	24:20
FEAT		
Responses	0	0
Misc	3	46:00
Total Activities and Personnel Hours	11	88:57

Additional Notes: Picked up new-to-us water truck in Stockton

2022 VFD Annual Report

Fire	Number	Personnel Hours
Trinity Center	9	20:26
Coffee Creek	5	49:45
Annex	2	8:30
<i>Total</i>	16	78:41
Medicals		
Trinity Center	22	99:46
Coffee Creek	13	71:17
Annex	11	47:33
<i>Total</i>	46	218:36
MVAs		
Trinity Center	2	6:54
Coffee Creek	4	46:36
Annex	3	10:02
<i>Total</i>	9	63:32
Other	4	5:55
Totals	75	366:44
Training		
Fire	31	339:50
Medical	13	135:40
FEAT	12	151:08
<i>Total</i>	56	626:38
FEAT		
Responses	5	39:45
Misc	74	438:16
Total Activities and Personnel Hours	210	1471:23

2022 Highlights:

- New apparatus building construction ALMOST complete. Have moved rigs & equipment into new building, started reconfiguring old building.
- Added 3 firefighters (Zach Sullivan, new, plus Dwight Stewart & Tom Dinsmore, returning). Martijn Schipper resigned due to relocation.
- Purchased new-to-us water truck
- 3 Firefighters (E. Burch, M. Davis, C. Fall) obtained S-130 Wildland Firefighter Certification
- Participated in community events, including Pancake Breakfasts, Lions BBQ, Trinity Center School Fall Carnival, and Halloween
- FEAT added 3 new members (JC Harrell, J. Meuser, and L. Davis). Lynn Hartley resigned due to relocation.
- Hydrant testing was completed thanks to E. Anderson, P. Ausgspurger & D. Rusnak)
- Community support included Title III grant for fuels reduction & Fire Safe Home Demonstration Day & booth, helping with broken gate replacement at airport, distributing COVID tests, etc

2023 Goals:

- Complete construction of apparatus building.
- Obtain CalOES engine to replace 1123
- Configure water truck to meet CalFire Type II water tender specifications to make it eligible for deployment and reimbursement
- Run pump tests on 1111 (not possible last year due to low water levels) and hose tests in preparation for future ISO review
- Revise bylaws to create "Reserve Member" to create more opportunities for resident or part-time resident assistance to the VFD
- Continue to apply for grants, with priority to obtain funding for remodeling the old building
- Have the CSD Board enlist a new Chief, since I will be resigning as Assistant Chief effective December 31, 2023.

Trinity Center CSD
Accounts Payable
January 10, 2023

Regular Expenses	Amount
Linnea Kneaper-Services December	\$ 500.00
Frontier Communications	\$ 7.29
TDS Telecom - Telephone	\$ 57.93
Trinity PUD - Electricity-Fire Hall -Decebmer-includes in service	\$ 368.32
Trinity PUD - Street lights November	\$ 171.60
Campora-12/13/22 246.4 gal	\$ 673.52
Trinity County Solid Waste	\$ 10.56
Terminx-12/14 service	\$ 55.00
Umpqua Credit Card-Quickbooks, medical supplies, fire supplies	\$ 1,409.60
Suzanne Heinig-Houskeeping November	\$ 80.00
Total Regular Expenses	\$ 3,333.82
Speical Expenses	
Campora-intsall new gas line	\$ 357.50
Fred Maddox Service and Repair-replace fuel filter on 1111	\$ 98.99
Napa Auto Parts	\$ 81.07
Total Special Expenses	\$ 537.56
Total Expenses	\$ 3,871.38
Balance as of December 31, 2022	\$ 197,116.72
Less January Expenses	\$3,871.38
Deposit-property tax revenue	\$45,643.78
Current Balance	\$ 238,889.12