

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting May 9, 2023
Minutes**

- 1.0 Call to Order**-The meeting was called to order at 6:01p.m. by Chairman Pat Frost. Other members in attendance were Steve Finley and Martie Mullen. Kristin Halliday, Drew Rusnak and General Manager Erik Anderson were absent. Assistant Fire Chief Carol Fall was present. No members of the public were present.
- 2.0 Announcements or Changes to the Agenda**-Assistant Fire Chief Carol Fall requested to add emergency item 6.5 to the agenda for the adoption of a resolution for amended FEPP agreement and allowing Carol to sign. Motion by Martie Mullen, 2nd by Steve Finley. Motion carried- 3 Ayes, 2 Absent.
- 3.0 Public Comments**-None
- 4.0 Approval of Minutes**
 - 4.1** Approval of Minutes from April 11, 2023-Motion by Steve Finley to approve the minutes as presented. 2nd by Martie Mullen. Motion carried- 3 Ayes, 2 Absent
- 5.0 Unfinished Business**
 - 5.1** Update on purchase of new fire trucks-Assistant Chief presented. No trucks need to be Purchased. The item can be removed from the agenda for future meeting.
 - 5.2** Update on Board Policy for Permanent record storage-Pat Frost sent an email to a person via CSDA chat, has not heard back. He will possibly have something to report at the next meeting.
- 6.0 New Business**
 - 6.1** Update on Audit for Fiscal Year 2021-22-Linnea Kneaper has nothing to report, no response from Bloomberg.
 - 6.2** Authorize Assistant Fire Chief to sign CalFire Assistance for Hire Agreement-Assistant Chief Carol Fall presented the annual agreement that will allow the VFD to get paid if they are ordered up by CalFire to assist in an incident. Motion by Martie Mullen to approve, 2nd Steve Finley. Motion carried-3 Ayes, 2 Absent.
 - 6.3** Discuss/Approve Amendment to 2022-23 fiscal year budget for communications equipment-Assistant Chief Carol Fall let the board know that an amendment is not needed, the new USFS truck arrived without a radio, but Erik Anderson purchased a used radio that is the same one as the brush truck and rescue truck. The cost was only \$277, and the funds are within existing budget.
 - 6.4** Discuss/Approve \$15,000 transfer from Coast Central Special Fund to VFD checking-Assistant Chief Carol Fall presented. If 1111 gets sold that money would go into vehicle replacement fund. Now that the VFD have new trucks, purchasing equipment for the trucks will be the priority. Motion by Steve Finley to approve the transfer 2nd by Martie Mullen. Motion Carried-3 Ayes, 2 Absent
 - 6.5** Amendment to agenda FEPP resolution- (use wording off resolution)-Assistant Chief Carol Fall presented. The resolution was Originally signed in 2020 and allowed us to get on the list for surplus equipment. Resolution needs to be updated to include the

equipment. This will allow The VFD to keep the truck from the USFS. Motion to approve resolution by Martie Mullen, 2nd Steve Finley. Motion carried-Roll Call Vote:3 Ayes-Steve Finley, Martie Mullen and Pat Frost. 2 Absent- Kristin Halliday and Drew Rusnak.

7.0 Communications, Directors & Ad Hoc Committee Reports

7.1 Communications -Nothing to report.

7.2 Report from Budget Committee on Budget for Fiscal Year 2023-24-Linnea Kneaper presented the draft budget. Linnea reviewed the draft budget and Carol explained the grants that have been applied for. Estimated revenue is \$144,807. The expenses will be adjusted for the new insurance rate, fuel costs, office expenses and electricity costs. Carol explained the estimated expenses for the VFD. A sub account for GL 2300 (Professional Services) has been created to add 2305 to engineering fees. Total expenses \$159,841.00. A final budget will be brought back to the June meeting for approval.

8.0 General Manager Report

8.1 Fire Hall Planning and Construction Project (Anderson)-Erik was not present. Assistant Chief Carol Fall reported the contractors punch list is done and we are waiting for final inspection.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report-Assistant Chief Carol Fall presented. The monthly report for April included the MVA accident on Scott Mountain. EMT conference in Redding was attended by Dwight Stewart, Zach Sullivan. Misc. hours included work shift to bring back the CalOES truck, and preparations for the open house. The water truck is back at the station and the bill needs to be paid. Cal OES truck has new decals. USFS truck was brought back by Junction City VFD, and the cost was only fuel. Truck is being cleaned and will be painted this month. Hoses and equipment have been ordered in preparation for fire season. Carol reported at the chiefs meeting on May 8th, Trinity Center was asked to host the county wildland fire training on June 11th.

10.0 Financial Report and Bill Payment

10.1 CSD Financial Report-Linnea Kneaper presented. The beginning balance was \$224,406.66 less the bills for payment \$5276.10. A deposit of \$31,844.78 for property tax revenue was received. The new balance as of April 30th is \$250,975.34.

10.2 Bills for Payment- motion by Martie Mullen to pay the bills as presented. 2nd by Steve Finley. Motion carried-3 Ayes, 2 Absent.

10.3 VFD Financial Report-VFD bills to be paid tonight include \$5036.75 for the water truck equipment and 2 reimbursements for Carol Fall for \$1280.00 and \$109.99. Deposits for donations were received. A \$500 donation will show up on next month's statement. Martie will meet Linnea at Coast Central this week to make the transfer from the special fund into the VFD checking.

10.4 New Firehall Construction Financial Report-Linnea Kneaper presented. The contract tracking included the \$1020 bill for TVCE.

11.0 Items for Next Agenda Recap-Smoking policy, adopt budget, audit, replacement for General Manager and Fire Chief

12.0 Adjournment-7:08p.m.

May 2023 CSD Monthly Report

April 2023 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
Medicals		
Trinity Center	2	7:18
Coffee Creek	1	3:58
Annex		
<i>Total</i>	3	11:16
MVAs		
Trinity Center		
Coffee Creek	1	17:57
Annex		
<i>Total</i>	1	17:57
Other	0	0
<i>Totals</i>	4	29:13
Training		
Fire	2	24:00
Medical	2	37:00
FEAT	1	7:30
<i>Total</i>	5	68:30
FEAT		
Responses	1	8:48
Misc	8	175:00
Total Activities and Personnel Hours	17	272:43

Additional Notes: Bring CalOES rig from Sacramento, prepare for Open House, Open House

Trinity Center CSD Accounts Payable May 9, 2023	
Regular Expenses	Amount
Linnea Kneaper-Services April	\$ 500.00
Frontier Communications	\$ 6.75
TDS Telecom - Telephone	\$ 60.15
Trinity PUD - Electricity-Fire Hall -April	\$ 531.32
Trinity PUD - Street lights April	\$ 178.79
Campora-fill 4/18	\$ 701.78
Trinity County Solid Waste-dump fees/yearly fee	\$ 122.76
Umpqua Credit Card-QB,radio equip., fuel, fire supplies, vehicle maintenance	\$ 1,524.55
Suzanne Heinig-Houskeeping April	\$ 80.00
Total Regular Expenses	\$ 3,706.10
Speical Expenses	
Trinity Valley Consulting Engineers	\$ 1,020.00
J&J Septic-Emergency septic pumping	\$ 550.00
Total Special Expenses	\$ 1,570.00
Total Expenses	\$ 5,276.10
Balance as of April 30, 2023	\$ 224,406.66
Less April Expenses	\$5,276.10
Deposit- Property Tax revenue	\$ 31,844.78
Current Balance	\$ 250,975.34