

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

Regular Meeting

Feb. 2, 2010

The meeting was called to order by Glen Ahmann at 6:30 p.m. Other members present: Mike McHugh, Hal Pflueger and Virginia Allin, Dewey Baird was absent. 8 members of the public were also present.

Minutes of the previous meeting were passed out. It was moved by Virginia Allin to approve the minutes as written and it was seconded by Mike McHugh. The minutes were accepted as written.

CSD Financial report was handed out and the balance was read.

TCVFD Financial reports were not available. Virginia Allin gave a brief summary of what had been paid out and deposited for last month.

### Unfinished Business

New Fire House Building Report- Dewey Baird was absent so there was no update.

Annexation Committee Report-Mike McHugh reported the town hall meeting for Trinity Center has been scheduled for Feb. 18<sup>th</sup> at the IOOF Hall. The time will be announced later. He also reported that the signature gathering is ongoing.

Grand Jury Questionnaire-Glen Ahmann explained that the questionnaire had been discussed in last month's meeting and the question and answers have been sent to the Directors for comments. Jan Bellinger reported that the questionnaire has been sent back to the Grand Jury and copies have been passed out. If there are any changes, the questionnaire can be amended. The answers will be included in the minutes of this meeting.

### Communications

Blanket Encroachment Permit-Jan Bellinger reported the annual renewal of the Blanket Encroachment Permit has been received. There is no money due. All that is required is for the Chairman to sign it and return it to DOT. There was some general discussion.

Statement of Economic Interest form (700)-Jan Bellinger reported the annual Statement of Economic Interest forms are due. Copies were passed out for the Directors to complete and return to Jan as soon as possible so they can be returned to the County.

Letter from State Controller regarding open meeting Act/Brown Act Reform Claiming Instructions 2009-17. - Jan Bellinger briefly read the letter. Glen Ahmann will check on this. There was an article in the CSDA newsletter regarding the recovering cost for having to follow the Brown Act process. The CSD may be able to file a claim to recover some of the money. Jan and Glen will check on the process and report back at the next meeting.

Letter from Golden State Risk Management Authority-Jan Bellinger received a letter stating the changes in the bylaws purposed earlier regarding electronic notifications have been passed.

### Public Comment

None

### New Business

Discuss/approve Payment to Water District for purchase of fire hydrants-Glen Ahmann gave a brief summary of the back ground of this topic. Due to the fact that several hydrants in the area were leaking \$5000.00 was approved in the budget for repair/replacement of two hydrants per year. The Trinity Center Water District has purchased two hydrants that have been used to replace leaking hydrants. The total is over the budgeted amount. They are about \$5500.00. Glen suggested the Board approve paying the Water District for the two hydrants that have already been installed. There was some general discussion regarding amending this years budget and adjusting the budget for next year as well. Roger Chatterton said there are 49 hydrants in the district. Roger and Lyn Scott have identified 6 hydrants in need of repair or replacement. It was suggested a record be started to track the hydrants that have been replaced or repaired. It was agreed to have the Water District bill the CSD for the two hydrants and the Board will pay for them even though this will put the CSD over budget on this item.

Director reminder of Ethics Training requirement-Glen Ahmann reminded the Directors that Ethics training is due every two years. This can be done on line at [www.localethics.fppc.ca.gov/ab1234/](http://www.localethics.fppc.ca.gov/ab1234/). Hal Pflueger asked if there was a class this year. No one was aware of one. Hal will ask the Supervisor and let the Directors know. The training can be done on line or at a class if available. When finished with the training please print the certificate and give to Jan for the records.

TCRCD Fuels Reduction – Discuss how to promote community involvement in upcoming meeting- Glen Ahmann reported the TCRCD has received funding for fuels reduction and there will be a TCRCD meeting following the CSD meeting on March 2<sup>nd</sup>. Glen encouraged everyone to stay and attend the meeting.

The TCRCD is looking for input from the public for a plan of areas to be cleared. Anyone who needs help clearing their lot, a lot next to their property, or public or federal land can request help from the TCRCD and they may be able to assist them with fuels reduction clearing. They will have maps available to help identify areas in need of clearing. A copy of a press release was handed out. Glen urged people to invite others to come to the meeting. There will be two meetings, one in Coffee Creek on Feb. 11<sup>th</sup> and the one in Trinity Center on March 2<sup>nd</sup>. Kelli Gant will put a notice in the North 40 column of the Trinity Journal about the meetings as well as post it on the North Trinity Lake web site. Flyers will also be posted around town and it will be announced at the Loins meeting.

Discuss/Approve Quote and Audit Engagement letter from Gregor Prof. - Glen Ahmann reported the engagement letter from Gregor Prof. has been received. He explained the advantage to sending it in is to get higher on the priority list to get the audit done in a timely fashion. There was some discussion regarding the cost, they are holding the cost from last year. After checking with other agencies in the past it was determined the cost is reasonable. Glen will contact the new County Auditor and inquire as to who the County will be using this year and how frequently they change auditors. The CSD would like to use the same auditor that the County uses since the County handles the Board's finances. Virginia Allin made a motion to do the audit with the same auditing firm that the County is using and if the County is using a different company than Gregor Prof. to address it at the next meeting. The motion was seconded by Mike McHugh. The motion passed.

### Fire Dept. Report

Roger Chatterton- Roger passed out and read (see attached)

There was brief discussion regarding using the convict crew for clearing around the fire hydrants. There is a cost of \$200.00 which will be split between Coffee Creek and Trinity Center.

### Bills for Payment

The list of bills to be paid was passed out. Glen Ahmann reported the propane cost seem higher than normal. Jan Bellinger put together a chart of the history of recent usage and cost. The usage will be tracked to make sure things are alright and that there are no leaks or other problems, such as the broken heating blower that has been repaired. After brief discussion a motion was made by Virginia Allin to pay the bills as listed. The motion was seconded by Mike McHugh. The motion passed that the following bills be paid:

### **Regular Expenses**

Trinity PUD- Electric-Fire Hall	\$76.25
Trinity PUD- Street Lights	\$159.03
TDS Telecom-Telephone	\$50.32
Jan Bellinger-Salary	\$350.00
Roger Chatterton-Travel-Batteries-Amb. Recert.	\$91.64

### **Special Expenses**

Northwestern Propane-Propane	\$744.63
Jaktri Market-Fuel	\$31.72
SPI-Annual Rent	\$1.00
NTLIA-Rental of the IOOF Hall	\$108.00
Trinity Solid Waste-Dump fee	\$2.15
Fire Innovations-Fire Equipment	\$63.16
Glen Ahmann-Physical	\$61.00
Napa-Vehicle repair-Fred Maddox	\$586.73
Michael Mayo-Physical-Amb. Recert.	\$112.00
Trinity Heating & Air-Repair blower	\$404.41
Total	\$2,842.04

### Adjournment

Meeting adjourned at 7:10 p.m.

### Items for next meeting agenda:

Building Committee report  
Annexation Committee report

Next Meeting: March 2, 2010

Jan Bellinger – Secretary

## **TCVFD Report for Feb 2010**

### **Activity for Jan**

#### **Medicals**

**Trinity Center – 5**

#### **Search & Rescue**

**Coffee Creek - 1**

#### **Trainings – 2**

**Total responses = 8**

**CalFire con crew clearing snow from hydrants.**

### **Grand Jury Questionnaire**

Question 4 – Is your audit current? Date of audit?

Yes our audit is current. The audit was completed November 2009.

Question 5 – How is the district funded? What is the approximate annual budget?

The District is predominantly funded through property tax revenue.

Our annual budget for FY 09/10 is \$46,450, which was adjusted down for anticipated reductions from suspension of Prop. 1A. An additional \$4000 should be available due to participation in the Prop. 1A Securitization Program.

Question 6 – What funding sources have been lost or reduced?

As stated above, we lost approximately \$4000 to the State with the suspension of Prop 1A, but those funds will be recovered through the Securitization program.

While not technically part of the CSD budget we have also seen reduced contributions to the Volunteer Fire Dept. over the last two years, presumably due to the economy. This does reduce our ability to do planned capital improvements to the Fire Dept.

Question 7 – Are you currently experiencing major problems? What are they?

No major problems at this time.

Question 8 – What major problems has your department faced during the last three years?

About three years ago the Volunteer Fire Dept. was facing significant problems related to maintaining qualified volunteer staffing for fire fighting and emergency medical services.

Question 9 – Have these problems been overcome?  
Volunteer staffing level is currently adequate, so yes.

Question 10 – How were these problems overcome?  
We experienced a substantial influx of new volunteers in one group. Six new members were recruited through internal recruiting and public appeal.

Question 11 – What lessons were learned? What worked and what didn't?  
The key to bringing in most of the new people was that a free First Responder training class was offered right here in the community. Joining the VFD was not a prerequisite. The class attracted about a dozen people, nine of which joined either the Trinity Center or Coffee Creek VFDs. Four of the volunteers have gone on to get EMT certificates through the Shasta College program.

We also recently gained a couple of new out of district recruits who were at least partially motivated by our consideration of expanding our district to include nearby communities.

Question 12 – How can these lessons be applied to future situations?  
Local training is critical to attracting and qualifying new VFD personnel. The more local the better. In community is best. In County is critical.

A recent EMT Refresher course offered by Shasta College in Weaverville was cancelled due to not meeting a minimum enrollment level. I think there were six students at the first scheduled class ready to make the huge personal commitment to do this extended training, but it wasn't enough to meet class requirements. While the college has to make financial decisions, what would it have been worth to the County for these six EMTs to get the necessary training to improve their skills and keep their certificates active? Perhaps the county can lean on the college to look more at the bigger picture.

Question 13 – What plans, if any, do you have for expanding and/or upgrading existing services or facilities?

We are in the planning stage of building a new Fire Hall facility that will provide for our current and future needs. Our existing facility is short on space for containing our vehicle fleet and is inadequate for indoor training and personnel needs.

We are also considering expanding our district boundaries. For many years our VFD has provided service outside of our boundaries and an annexation of the surrounding areas would better align our service area with our district boundaries. This is not a significant change in district service responsibilities since the outside communities are already being served. This consideration is being analyzed and may result in an application to LAFCO for annexation.