

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

Sept. 7, 2010

The meeting was called to order by Mike McHugh at 6:33 p.m. Other members present: Hal Pflueger, Virginia Allin and Dewey Baird. Glen Ahmann was absent. 12 members of the public were also present.

Mike explained that Glen Ahmann had to go out of town and that Mike would be chairing the meeting as vice chairman.

Minutes of the previous meeting were passed out. It was moved by Hal Pflueger to accept the minutes as written. It was seconded by Virginia Allin. The minutes were accepted as written.

TCVFD Financial reports were handed out and the balances were read. There was also a spread sheet with the total for the Annexation account handed out. Mike reported the revenue from the pancake breakfast fund raiser netted \$1850.00.

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

Unfinished Business

New Fire House Building Committee report - Fire House Construction Project - Dewey Baird reported that he has received two bids for the tree removal. The property owner has not responded to phone messages to discuss removal of one of the three trees. Dewey requested if anyone knows how to get a hold of the property owner of the adjoining lot to let him know.

The Project team is working on modifying the FEMA grant application to have ready when there is another grant opportunity.

The Project team is working on a second construction cost estimate that reflects the building's completed exterior envelope but eliminating the interior areas that can be finished at a later date as funds become available.

New business includes a consultation with the TCVFD Fire Captains and Chief regarding the leaking roof and heater maintenance, which are a concern before winter. Two local contractors met with the Project team leader regarding the roof repair. Should either or both bids exceed RFP threshold amount bids will not be accepted and the necessary RFP will be issued. Bids have not been received. The siren stand needs to be removed. An emergency phone needs to be installed, which should be able to be done in-house at a minimal one time cost of about \$500.00. Coffee Creek VFD installed a similar phone on the outside of their fire house. This system would allow a caller to pick up the phone and be connected to the Sheriff's 911 system. There is also the need for adequate lighting for the parking lot to be able to see the phone.

Dewey reported that efforts are being made to ensure the existing fire house is maintained to an acceptable, safe level without incurring any undue or major expense if at all possible.

The Project team also met with Trinity Heating and Air Conditioning regarding routine inspection and maintenance of the heaters. It is anticipated that the cost will be within the allowable Board member authorization limit.

Dewey reported the Fire Chief is exploring replacement of the malfunctioning hose dryer. There was some discussion regarding the types of hoses available, cotton verses synthetic. Currently the fire dept. has cotton hoses which require drying, the synthetic do not. Bill Beermann also suggested the VFD look into a hose tower instead of a dryer. Roger reported the problem with a tower is that it can not be used in the winter weather. Roger also reported that as the TC VFD replaces hose they are replacing the old cotton hose with the new synthetic hose; however it will take a long time to replace all of the old hose.

Annexation Committee report – Mike McHugh reported in the past the committee had reported that SPI had sent in a \$1000.00 donation to the annexation fund which show in the financial report. He also reported that a letter of support from SPI addressed to Wyatt Ribarich was received as well. SPI has also offered to put out a press release regarding their support. Roger Chatterton reported the press release has already been sent in to the Trinity Journal. He is hopeful that it will be published this week. Mike reported that he received an e-mail from John Jelich from LAFCo. Due to illness Mr. Jelich missed getting the annexation item onto the agenda for the Sept. meeting. John sent Mike a copy of the ad he wants to submit to get it on the Oct. agenda. The annexation topic will be on the agenda at the LAFCo meeting on Tuesday Oct. 26th in Weaverville at the library at 4:00. Everyone is encouraged to attend the meeting to show community support for this project. A public notice should be put in the Trinity Journal on Sept. 15th and Oct. 6th to notify the public of the meeting. The Sphere of Influence and annexation will both be on the agenda for the meeting. John Jelich says no sooner than 21 days after the LAFCo meeting will be the meeting in the district. Mike will suggest the meeting be right after Thanksgiving.

Communications

Letter from Trinity County regarding sale of tax defaulted properties – Mike McHugh researched the properties by the APN's on the spread sheet provided by the County. There is one parcel up Ramshorn road on Doe Gulch. All of the other properties are south of the district. There is one in Weaverville and the balance south of Weaverville, many are in Hayfork. There was some discussion. It was determined that there are no properties that are of interest to the District at this time.

Public Comment

Kelli Gant had a question for Roger Chatterton regarding the cost of replacing all of the fire hoses in the Trinity Center Fire Dept. with synthetic hose. She suggested there could be an isolated short term fund raising effort for this item.

Kelli reported on the meeting of the Water Alliance with Congressman Wally Herger. Congressman Herger is for the Water Alliance and is working to support them. The Houseboat Owners Association also had a meeting. They have given the Alliance \$2000.00 to put toward the hydrology study. Kelli also reported that next year will be the 50th anniversary of Trinity Lake. The Alliance with the support and help from Cedar Stock Marina will be hosting a celebration. Kelli will be at the Fish and Game Advisory Commission meeting tomorrow night to give a presentation regarding how they can help the Water Alliance. The next TAMWG will be Monday Sept. 13th from 9:30-5:00 at the Weaverville golf course. On Wed. Sept. 15th the head of the Pacific Region will be meeting the TAMWG members. Kelli is unsure as to whether the public can attend this meeting. The group that runs the Trinity Restoration Committee will be meeting on Sept. 21st & 22nd in Arcata.

New Business

Fire Chief and General Manager Positions – discuss process for replacing Chief and GM after Roger's retirement and review draft of position descriptions – Mike McHugh reported that he, Glen Ahmann and Roger Chatterton met to discuss the job descriptions of the Fire Chief and General Manager positions. The job descriptions are available on the back table and have been posted on the web site. Mike reported there are two different positions. The fire chief is the senior officer that manages the fire dept. The General Manager is a District position that is called out in the statutes that authorizes the CSD. It is a mandatory position. The positions can be filled by the same person as has been done in the past. The statutes call out for the General Manager to prepare budgets, over see facilities and administrative functions. The Fire Chief is responsible for the operation of dept. staff, dept. training and the actual running and function of the dept. The General Manager Job description is a volunteer position in the CSD and supports the CSD through acquisition, maintenance of assets and implementing Board policy. The GM will also take over the over seeing of the street lighting. This is an appointed position appointed by the Board. The GM works with the Fire Chief to make sure the dept. has the necessary equipment and has support from the District. The GM will work with the Fire Dept. on fund raising. Wyatt Ribarich questioned Roger as to what percentage of the two jobs that Roger has been doing is the GM position? Roger said about 20-25% compared to the Fire Chief position. The GM position receives a lot of help from the Board members. Dewey commented that the heater repair and new fire house project should fall under the GM duties with Board support. Roger had worked on the Chief's job description and requested help from the Board in dividing the jobs. Glen and Mike were able to help him with valuable input on things he overlooked. The committee recommends to the Board that they promote from within the dept. for the Fire Chief position. This position requires the knowledge and skills of a fire fighter. This position is an appointment from the Board and not a job posting position. If the Board agrees with the recommendation the next step would be to formally approach Ken Rieke, the assistant Chief, with the job description to see if he is interested in the position. The committee is prepared to proceed with that step if the Board approves it. The committee does not have a candidate in mind for the GM position at this time. The committee would like input from the community to find someone who may be interested in the position. The Board (all that were present) agreed with the process. Hal Pflueger inquired as to whether Trinity Center VFD could use the Coffee Creek VFD Chief if they did not have one. Mike reported Coffee Creek would like to have a separate Chief and not a shared Chief at this point. Mike suggested if the position could not be filled from within the dept. that the Board would have to look outside the dept. The committee will continue on this path and approach Ken Rieke to see if he would be interested in filling the Chief position and bring the information back to the Board for consideration to formalize the appointment. Mike reported on the GM position the committee is looking for input, volunteers or names of people to talk to who might be interested in doing the kinds of things listed in the GM job description. This is a team effort and the GM and Chief will work closely together. The GM should not be a Board member or on the Fire Dept. to prevent conflict of interest. There was some discussion about how to advertise the position.

Equipment recovery from Mercy – Discuss invoicing Mercy Hospital for lost vacuum splint – Roger Chatterton reported that there has been a problem in the past with equipment not being returned from the hospitals. The most recent incident was a vacuum splint that was not returned by Mercy Hospital. Roger had called the hospital before the helicopter arrived and notified them that a patient would be flown in with an ankle injury and requested they put the splint aside and that TCLS would be coming to pick up the splint and gave a description of the splint, which was marked as belonging to TCVFD. Roger will follow up after the 20th and see if they have located the splint. If it is still missing Roger is requesting the Fire Dept. order a replacement splint and that the Board use the invoice to bill Mercy

Hospital for it. The Board (all that were present) supports the GM sending an invoice to Mercy Hospital for the replacement splint.

Fire Dept. Staffing – Discuss TCVFD staffing level and strategies for recruiting new volunteers. A copy of the notes has been put out in the back and are available to the public. Mike McHugh used the notes (see attached) from Glen Ahmann as discussion points. Mike explained that one of the Board's responsibilities is to oversee and manage the Volunteer Fire Dept. and monitoring the staffing level is a critical issue. Mike suggested that to move forward a committee could be formed to look into actionable ideas to look into how to address the staffing issue.

It was mentioned that the last time there was EMT training a number of people who took the class joined the fire departments in Trinity Center and Coffee Creek.

Some advertising ideas were discussed, such as: banners, posters, hosting an information night or having an open house at a training night so people can see what happens at a training meeting. Roger reported that the public is welcome to attend the training nights. Mike suggested the training be advertised with information as to what type of training there will be.

Linda Magni asked if there was a fee for the First Responder class. Roger reported that there is a modest fee for the class. If the person joins the fire dept. after the class the fire dept. will reimburse them for the class. Martie Mullins reported that at the last class the Lion's bought the books for the class.

Linda suggested there needs to be a way to reach out to the younger members of the community to get them involved. Virginia Allin suggested there be a person/people whose entire volunteer time is for recruitment. This person/people would organize open houses, open training meetings and work on the separation issue with the younger people. Martie suggested the fire dept. talk to a couple of the younger people who have recently joined the fire dept. and ask what attracted them to the VFD. Roger reported that the two fire departments have lost a number of people recently due to age, physical limitations and health issues. There was some discussion on what the next step should be. It was decided a committee be should formed to focus on recruiting for the fire dept. Mike reported that Glen Ahmann is willing to serve on the committee. Virginia Allin will be the other Board member on the committee.

Billie Higgs thanked Roger for coming to Covington Mill and having a hose training class. 14 people attended the training.

Fire Dept. Report

Roger Chatterton - Roger passed out and read the report (see attached). Roger acknowledged the work of FEAT at the recent traffic accident. They managed the traffic and set up the landing zone for the helicopter.

Bills for Payment

The list of bills to be paid was passed out. After some discussion a motion was made by Virginia Allin to pay the bills as listed. The motion was seconded by Dewey Baird. The motion passed that the following bills be paid:

Regular Expenses

Trinity PUD- Electric-Fire Hall

\$67.20

Trinity PUD- Street Lights	\$147.73
TDS Telecom-Telephone	\$50.55
Jan Bellinger-Salary	\$350.00
Roger Chatterton-Travel-\$150.00 from Stale dated checks	\$200.00

Special Expenses

Dick Hamilton-Stale dated checks	\$100.00
Gregor Professional Corp.-Stale dated checks	\$550.00
TCLS-Training	\$50.00
Jaktri Market-Fuel	\$88.01
LAFCo-Special District share	\$64.19
TC VFD-reimbursement for Physio Control	\$315.35
Trinity County Solid Waste-Dump Fee	\$4.30

Total - Checks for payment	\$1,987.33
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Balance as of 8/31/10	\$124,833.85
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Adjournment

Meeting adjourned at 8:04 p.m.

Items for next meeting agenda:

Building Committee report
 Annexation Committee report
 Discuss/Approve removing pine trees from FD lot

Next Meeting: Oct. 5, 2010

Jan Bellinger – Secretary

TCVFD Report for September 2010

Activity for August

Fires

CM-LFE-LC - 2

Medicals

Coffee Creek - 2

Trinity Center –3

Traffic collision

Trinity Center - 1

Misc

Coffee Creek – 2

Trinity Center – 4

CM-LFE-LC-1

(Note: 2 of the misc category were FIREWATCH patrols in Coffee Creek and Trinity Center. They are included in the count for each individual community, but are not double-counted for response totals).

Trainings – 3

Total responses = 16

Discussion points on TCVFD staffing

Sept. 7, 2010

Both Trinity Center and Coffee Creek have lost considerable personnel over the last couple of years

Need to look at the two departments separately and together – The first on scene will usually be the local dept., but with some delay the personnel of both departments will be on scene. While the departments back each other up, each department should strive to be able to handle calls independently.

In addition to number of people, it is important to consider their skill set and certification

- Fire Fighters (FF) require little extra training above the weekly department sessions – although they do need time and events to become even marginally proficient
- TCVFD currently has only two people licensed to drive the large fire trucks (1123 & 1111)
- The significant majority of our calls are medical
- Fire Fighters can help with patient handling (lifting, moving), with note taking and with gathering equipment but they cannot do patient assessment or treatment
- A First Responder certification is needed for personnel to have primary contact with patients. This requires a two month class plus certification testing that has to be redone every two years.
- EMTs have additional training and certification testing. EMT certification requires 3 to 4 months training plus successful completion of local and national testing requirements. FR & EMT trainings are separate although a person can become an EMT without going through the FR training first. EMT certification requires continuing education to maintain.
- Two EMT's are required for patient transport – one driving and one in the back (Barry B. has special permission from the County to drive without being an EMT).
- In addition to being an EMT, ambulance drivers must pass DMV requirements and testing – TCVFD currently has 4 licensed ambulance drivers
- In addition FRs and EMTs must pass a background test for NorCal certification
- The usual time for new responders to “get up to speed” is about one year, assuming they are willing to put in the time and effort for education and certification

In 2008 TCVFD had 11 responders including

- 1 MD
- 8 EMTs
- 1 FR
- 1 FF

Today TCVFD has 7 active responders including

- 5 EMTs
- 2 FFs
- Bob Bryant is close to becoming a paramedic, but is also limited in his ability to respond due to his service with TCLS
- With Roger's pending retirement TC's total responders and EMTs will drop to 6 & 4 respectively
- Given that the minimum preferred response team is 3 with at least 2 EMTs, this is taxing our responders, especially when one or more responders are out of town or otherwise unable to respond. Since these are volunteers with lives to lead, we can't expect them to modify their life styles constantly to be ready and able 24X7
- In my opinion (Glen Ahmann's), the loss of even one more responder/EMT will put us in a critical situation where we will have events where our response is less than adequate – we may be there now!

In 2008 CCVFD had 13 responders including

- 1 Doctor (common to TCVFD)
- 6 EMTs (one was common to TCVFD)
- 2 FRs
- 4 FFs

Today CCVFD has 8 responders (one in common with TCVFD) including

- 2 EMTs (one is common to TCVFD)
- 1 FRs
- 5 FFs

What can we do?

- Get the word out that we can use able bodied responders – North Forty, letters to the editor, events, banner across the road
- Convince people that having a VFD isn't a given – without adequate volunteers we can get to the point of waiting 45 minutes for response to medical emergencies or fires – it depends on us in the community, nobody else can do it for us
- Promote upcoming FR class that Bob Bryant is planning on teaching once he has his paramedic certification, stress that participating in the class does not obligate anyone to join the fire dept., it does give people the chance to evaluate whether they want to join or not
- While it is a serious commitment to become a responder, we shouldn't lead people to believe that they can't have a normal life as a VFD volunteer – it is better to have someone off duty for a few hours after having a drink than to not have them there in the first place. It is also understood that everybody has times due to work or personal needs when they will not be available to respond – we all take trips, go shopping in WV or Redding, go out on the lake or go to parties with some regularity – the key is to have enough responders that there are others who will cover when some are gone.