

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

Oct. 5, 2010

The meeting was called to order by Glen Ahmann at 6:32 p.m. Other members present: Mike McHugh, Hal Pflueger, Dewey Baird. Virginia Allin was absent. 11 members of the public were also present.

Minutes of the last meeting were passed out. It was moved by Hal Pflueger that the minutes be accepted as written. It was seconded by Mike McHugh. The minutes were accepted.

TCVFD Financial reports were handed out and the balances were read along with a spread sheet with the annexation account information.

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

Glen explained that the agenda was going to be a little out of order at the request of the Fire Chief. Roger Chatterton is unable to stay for the entire meeting and the agenda items involving the fire department will be handled first.

Fire Dept. Report

Roger Chatterton - Roger passed out and read the report (see attached). Roger reported that the medical calls were all in Trinity Center. Mike asked if they were for residents or visitors? Roger reported that they were all for residents.

Unfinished Business

Appointment of VFD Chief – Discuss filling Chief’s position after Roger’s retirement. Appoint new Chief if possible. Discuss filling of GM position. Mike McHugh reported that at the last meeting there were some questions regarding the process of filling the Fire Chief position. Mike did some research and found the original fire department constitution. Article 2, Section A states that the Chief of this organization shall be appointed by the Directors of the Trinity Center Community Services District. The qualification shall be determined by the CSD. The process that the Board has undertaken is what is called for in the Constitution. Glen Ahmman, Roger Chatterton and Mike McHugh met to come up with the job description for the Fire Chief position. The job description was presented at the last meeting. Mike said the way to proceed is by a Board appointment. The committee felt that we should promote from within at this time. The committee is recommending to the Board that Ken Rieke, the assistant Fire Chief, be appointed to the position. The committee has spoken with Ken and he has agreed to fill the position. Glen Ahmman reported that he also spoke with the members of the Fire Dept. and they were in support of Ken’s appointment. Wyatt Ribarich inquired as to Ken’s qualifications. Ken reported he was the on a VFD on the coast for about 5 years, 3 years as assistant chief. He has been on the TC FVD for 9 years, 6 as an EMT. He holds a class A driver’s license and is able to drive any of the equipment and has an ambulance license. He also had some fire fighting classes at the college. Glen Ahmman, having been on responses with Ken, feels he has the leadership skills needed for the position. Dewey Baird added that Ken has a lot of experience with the water systems in the district as well. Ken is also a contractor and has knowledge of how buildings are constructed. Mike McHugh made a motion the Board appoint Ken Rieke to be the Chief of the TC

VFD upon the retirement of Roger Chatterton, the current Fire Chief, on Dec. 31st 2010. The motion was seconded by Dewey Baird. All were in favor and the motion passed.

Glen Ahmman commented that at the last meeting there was committee chartered to look at the fire dept. staffing situation. Glen and Virginia Allin are on the committee. The committee met and decided they need to wait for the new Fire Chief appointment and that now Ken Rieke will be part of the committee as they could continue.

New Fire House Building Committee report - Fire House Construction Project – Dewey Baird reported that the Project team met tonight. The Project team is not giving up their efforts to build a new replacement fire hall, however; it will be at some time before funding is available. In the interim they want to make sure they keep the existing building safe and adequate. There are no real failures at this time other than the leaking roof. The team's goal is to do enough preventative maintenance to keep from getting to the point of having to do a lot of fixes. There are three main areas the team is looking at this time with some ancillary items that go along with each one.

The first item is the heating system. The team could find no record of any preventive maintenance being done on the heating system. They suggest this be done before the winter season hits. Trinity Heating and Air has done work on the system in the past and is familiar with the system. The Project Team would like to have Trinity Heating and Air look at the system and submit a proposal for doing the inspection for this year and also give cost for putting this on an annual contract. The Project Team is in agreement that they should move forward on this item at this time and are requesting the Board authorized \$215.00 and give authorization to contact Trinity Heating and Air to proceed with this year's inspection and put us on a recurring inspection schedule. There was some discussion regarding the amount of money and if it should be increased to cover any repairs that may be needed. After the discussion the Board gave approval for the Project Team to spend up to \$1000.00 for any inspection and repairs the heating system may need at this time.

The second item is the tree removal from the fire house lots. Two of the trees are on the fence line of the two lots and removal will make it easier to combine the two lots. Dewey has been told by one of the contractors that the trees are infected with pine beetles. The third tree is sitting on the property line behind the fence between the fire dept. property and a neighboring property. The team reviewed two bids. The low bid was from Todd Watkins. Dewey has drafted a letter of agreement and understanding between the fire dept. and the property owner for the removal of the third tree. Both parties will sign the letter. Roger will sign as the General Manager. The property owner does not want the tree removed because it hides the view of the siren on the fire dept. roof. In consideration of removing the tree the Board agrees that the siren will be removed from the roof. The bid from Watkins Tree Service is \$870.00. Dewey is requesting the Board authorize him to notify Todd that he was the low bid and to proceed, after the letter of understanding has been received. Watkins Tree Service is licensed and will provide the necessary documentation before the work is done. The bid includes cutting the trees and cleaning up the limbs, which will be chipped and removed. The Project Team suggested the rounds of wood from the trees be donated to the Trinity Lions to distribute to needy community members. Ken Rieke inquired as to what was going to be done about the stumps. After some discussion it was decided the two trees on the lot line would be left 4-5 feet high for easier stump removal. The tree on the property line will be cut off at the ground. Dewey Baird made a motion that the Board give their approval for \$870.00 for tree removal by Watkins Tree Service. Hal Pflueger seconded the motion. There was some discussion regarding the removal of the siren. Mike requested the item regarding the siren removal be addressed before the Board votes on the tree removal item since the tree removal is dependant on the siren removal.

The third item is the roof. The fire house roof is leaking. One of the major causes of the leaks are the legs on the stand for the siren. There is a lot of rot on the fascia, the wood sheeting and the rafter tails. There may be more damage as they probe further into it. Most of the metal sheeting is still in good

condition. All of the fasteners holding the metal on have lifted and are in need of being reattached. The Project Team has received two sealed bids on the project. The bids were opened at the Project Team's meeting tonight. The low bid was from Rieke's Construction for \$7500.00. The work is to include: repair/replacement of all of the wood mentioned above, replacement (no repair) of the metal and priming and painting all of the wood to match the existing color including the gable ends. The bid also includes removal of all of the debris. Glen Ahmann questioned if it had been determined if the siren removal would change the ISO rating. Dewey said per the Fire Chief it would not. The siren is no longer used. The responders now have pagers there are used. The Project Team is in agreement that they should proceed with the roof repair with the low bidder. Kelli Gant suggested instead of the siren being disposed of that it be saved and used as a fund raiser for the fire dept. After some discussion there was a vote on approving \$870.00 for the tree removal. The motion passed to remove the trees. Dewey Baird made a motion that the low bid of \$7500.00 from Rieke's Construction be accepted to replace and repair the roof of the fire house. Mike McHugh seconded the motion. The motion passed. Glen noted that the bids are not disclosed to the public with the exception of the winning bid. After the project is complete the bids will be turned over to the CSD secretary for the files. Dewey reported that there is one remaining item that comes from the siren removal. That is a 911 phone to be installed on the outside of the fire house. A dedicated 911 phone can be purchased for about \$500.00. Coffee Creek Fire Dept. has this type of phone that was installed in 2007. The phone can be ordered, purchased and installed by the fire dept. without having to bring in the phone company. This phone attaches to the existing line at the fire house and will only dial 911 dispatch when picked up. The phone will need to be installed in a metal box outside of the fire house. Glen reported that with the pay phone by the Yellow Jacket gone there are no pay phones for visitors to call 911 so this is real problem. This is a related item and will be put on next months agenda. Glen and Dewey will work on the details for the next meeting.

Wyatt Ribarich suggested a sign be placed on Highway 3 indicating there is an emergency phone at the fire house.

Dewey also reported a permit may be needed for the roof repair. Ken will check with the Building Dept. and verify this. If a permit is needed the Board approves Dewey Baird to apply for the permit on behalf of the CSD and spend up to \$500.00 for that permit. Roger will sign for the permit as the General Manager if it is needed. Dewey thanked the Project Team for their work.

Mike requested the Board go back to the GM appointment item. This was not discussed earlier. The committee had decided to fill the Fire Chief position first and then look at filling the GM position, which is also a Board appointment. With the appointment of the Fire Chief position they are ready to address the GM position. There had been some interest expressed and they would like to have more public input on possible candidates. The job description is posted on the web site and was handed out at the last meeting.

Annexation Committee report - Mike reported the LAFCo meeting is still scheduled for Oct. 26, 2010 at 4:00pm at the Weaverville Library. Everyone is encouraged to attend to show support. A copy of a letter from LAFCo to CalFire asking for any comments was received. By code CalFire is required to be notified when there is a change in the fire district boundaries if they are involved. Per Roger there is a technical involvement. Assuming the annexation request passes the meeting the next step is the hearing in Trinity Center District Annexation area. The hearing should be held the week after Thanksgiving. The day and time will be determined after the meeting. Mike will check on the availability of the IOOF hall.

Bill Beermann requested consideration for the GM position.

Communications

These were covered already under other topics

Public Comment

Kelli Gant reported that she is writing an article for the North 40 column in the Trinity Journal to advertise the GM position and asked if there was an application form and deadline that should be included. Glen reported there should be a statement of qualifications and they should be received by the Board before the next meeting. This item will be on next months agenda. The appointment will require a closed session during the meeting to discuss the applicants.

Marylou Razzeto inquired as to what provisions have been made in case there is no fuel at the Jaktri Market. Glen reported that no provisions have been looked at recently. Jan Bellinger reported the fire dept. has gotten fuel from the Coffee Creek Store recently. Glen reported there had been discussion with the County in the past. Dewey inquired into whether the CSD should consider installing their own fuel tank. Hal suggested the CSD look into installing above ground tanks. This topic has been discussed in the past. Wyatt Ribarich suggested the Board have all of the needed information, cost, contractor to install, regulations, etc. ready in case the local businesses are unable to provide fuel the CSD will be ready to proceed. The Board agreed it is a good idea start looking into other fuel options including the County. Ken Rieke reported that the fire dept. only uses about 30 gallons of diesel each month. Wyatt suggested the VFD use 55 gallon drums with a manual pump to avoid a lot of regulations associated with installing a tank. This item will be placed on next months agenda. Dewey and Glen will work on having more information for the next meeting.

New Business

Water company proxy– Assign proxy responsibility for TCMWC annual meeting voting – Glen Ahmann reported the CSD has received a letter for the annual water meeting and asking if the CSD would like to proxy their vote. Glen suggested, since the water comp. donates the water to the CSD, that the CSD proxy the vote over to Lyn Scott. Dewey Baird made a motion that the CSD proxy it's votes to Lynton Scott. Hal Pflueger seconded the motion. The motion passed.

Bills for Payment

The list of bills to be paid was passed out. After some discussion a motion was made by Hal Pflueger that the list of bills be paid as stated. The motion was seconded by Dewey Baird. The motion passed that the following bills be paid:

Regular Expenses

Trinity PUD- Electric-Fire Hall	\$131.49
Trinity PUD- Street Lights	\$147.73
TDS Telecom-Telephone	\$50.52
Jan Bellinger-Salary& Postage	\$352.10
Roger Chatterton-Travel	\$50.00

Special Expenses

Jaktri Market-Fuel	\$277.95
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L.N. Curtis-Ext Hose for Jaws	\$1,165.20
TC FVD-Reimbursement for Fred Maddox-Vehicle Repair	\$421.75
Northwestern Propane-Rate Lock in Fee	\$60.00
Coffee Creek Country Store-Fuel	\$76.93
Total - Checks for payment	\$2,733.67
Balance as of 9/30/10	\$124,833.85
New Balance	\$122,100.18

Adjournment

Meeting adjourned at 7:35 p.m.

Items for next meeting agenda:

- Building Committee report
- Annexation Committee report
- Approve installing 911 phone at fire house
- Approve installing sign on Hwy 3 showing location of fire house
- Appointment of new General Manager
- Discuss alternative sources to provide fuel for fire equipment

Next Meeting: Nov. 2, 2010

Jan Bellinger – Secretary

TCVFD Report for October 2010

Activity for September

Fires

- Coffee Creek - 1**
- CM-LFE-LC - 1**

Medicals

- Trinity Center – 3**

Trainings – 3

Total responses = 8