

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Amended  
Regular Meeting

Feb.1, 2011

The meeting was called to order by Glen Ahmann at 6:35 p.m. Other members present: Virginia Allin, Hal Pflueger, Mike McHugh and Dewey Baird. 8 members of the public were also present.

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

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

TCVFD Financial reports were not available. The balance from last month was read and should be the same as last month as there has been no activity to the account.

## Unfinished Business

New Fire House Building Committee report - Fire House Construction Project –Signage-Dewey Baird reported that Caltrans has not given approval for signage on Hwy 3 for the 911 phone which means Trinity County can not proceed with the “trail blazing” signage until Caltrans gives the approval. The approval is expected this week.

Project estimate-Dewey met with the designer/draftsman last month to refine and define essential and secondary construction elements on the new fire house design. In March he is anticipating requesting funds for a computer estimating program for the project. He also would like the Board to consider a \$200.00 stipend for drafting supplies for the draftsman who has volunteered his computer time to develop conceptual plans. Dewey would like this item to be on next months agenda. Dewey and the draftsman will be meeting to evaluate metal building alternatives next week.

Dewey reported that after some review the Grant narrative does not need to be revised. The revisions were incorporated by separate list and attached to the original grant narrative to be used as a reference document for future applications.

Dewey reported that the 911 phone was successfully installed and tested with help from Bill Cortez who volunteered his time. Glen suggested the phone be tested periodically. Dewey also reported that Ken Rieke has removed the siren from the fire house to fulfill the CSD’s obligation to its neighbors in the agreement to remove the trees from the lot. The roof repair will proceed as weather permits.

Usage of County Fuel supply – Approve agreement to acquire fuel with Trinity County Dept. of Transportation – Glen Ahmann read the Terms & Conditions Agreement. One key will be issued to the Fire Chief and no copies may be made. The Chief or assistant must be present when fueling. Only government or public owned vehicles may be fueled. No private vehicles may be fueled. After some discussion Mike McHugh made a motion to authorize the Fire Chief, Ken Rieke to sign the agreement. The motion was seconded by Virginia Allin. The motion passed. Jan Bellinger will return the signed agreement along with contact information for Ken Rieke and Luke Lucas.

AT&T Quit Claim Deed letter –Discuss/approve processing of Quit Claim deed – Glen Ahmann explained that Edge Wireless, now AT&T, had entered into a lease agreement to use the Fire Dept. communication tower. They have chosen to not renew the lease and have sent a Quit Claim Deed to release them of all rights and responsibilities associated with the tower. At the last meeting there was discussion regarding having legal counsel look at the agreement before it was signed. It was decided to go to CSDA legal counsel since the CSD is a member and one hour of legal advice is included in the

membership. Glen got a response back from CSDA today. Per David McMurchie, legal counsel for CSDA, a quit claim deed is not required when a lease of public property has been terminated. However, since a memorandum of lease was previously recorded and an individual examining the property ownership records would have no way of knowing if the previously recorded memo of lease is still in effect recordation of a quit claim by Edge Wireless/AT&T would make it clear and the property ownership records that the tenant has no further rights to the property. So to clean up the record he has no objection to the District executing the Quit Claim Deed which he has reviewed. He suggests the CSD execute the Quit Claim Deed as requested and ask them to send the CSD a copy of the fully executed deed with the recording information included on the face of the document after it has been recorded. The Quit Claim Deed requires a notary which will need to be done in Weaverville. Mike McHugh will have this notarized. All were in agreement to have this signed and sent back for recording.

Discuss/approve how to allocate the funds that were designated for the annexation that were not used – Mike McHugh reported that this item was tabled at the last meeting pending whether the CSD heard from the Board of Equalization regarding the replacement check for the stale dated check and if more money was required. They have only requested a replacement check for the original amount. The remaining annexation funds of about \$2200.00 are currently in a VFD account. There was discussion about finding a way to allocate these funds toward the communities who raised the funds. At the last meeting the sentiment was that the CSD not create funds that separate areas of the district. There will be more discussion with the fire chief regarding that fund. Mike recommends this be addressed again at next months meeting after some conversations to find ideas for the funds. Wyatt Ribarich reported there had been some discussion regarding the metal building at the fire house being relocated to the annexation area and inquired whether the funds could be used for that purpose. Glen reported there are a number of factors to staging a vehicle in the annex area. It would require at least 2 responders to man a vehicle, the structure must be heated, a pad must be poured for the building and permits are required from the County. Mike will defer this item until next month before making any recommendations. Glen reported that there had been some discussion about using the funds to improve the pager system in the annexed areas. Currently some of the responders in those areas do not receive the pages. Ken Rieke reported that Bob Bryant will be testing one of the new radio/pagers that Coffee Creek VFD has recently bought to see if the reception is better.

Discuss/approve how to approach recruitment for the TC VFD – Glen Ahmann reported there was a meeting to talk about ideas about how to approach recruiting new members for the fire dept. There was talk of placing a banner somewhere in town and doing a mass mailing of a letter notifying people of the need for volunteers as well as answering frequently asked questions (F.A.Q.) Glen recommends this item be removed from the CSD and handled by the fire dept. The Board agreed. There was some discussion regarding benefits for fire fighters including discounts on propane and Reach helicopter membership discounts as well as other discounts.

Dewey Baird reported that the fire house propane cost has been below the price cap and that the CSD should look at this again next year. Firefighters and EMT's can call Northwestern Propane and request a discount of \$0.10/gal.

### Communications

Letter from Roger Chatterton - Glen Ahmann read a letter received from Roger Chatterton thanking the Board for the resolution that was presented to him at the last meeting. He thanked the Board for all of their work.

Letter from Trinity County regarding staled dated check to Board of Equalization – Mike McHugh reported a letter was received requesting a new check be issued to replace the \$3500.00 check to the

Board of Equalization that had to be submitted with the annexation application. The check was too old and the bank would not cash it. They have returned the check to the CSD. A replacement check will be issued and is included in the bills to pay at this meeting. Mike also noted no additional funds have been requested.

### Public Comment

None

### New Business

Approve Annual audit by Gregor Prof. Services – Glen Ahmann reported the annual audit has been received from Gregor Prof. Services and the Board members have had copies to review. There are copies on the back table. There is a new person at Gregor who performed the audit and he found some errors related to assets and depreciation. As a non profit organization these corrections do not affect the business of the CSD or the expenses. Glen reviewed the audit report and compared it against the annual fiscal report from the County and the numbers all appear correct. The result of the audit is favorable. There are other papers along with the audit that require signatures. There is a Management Representation Letter which is 4 pages stating the information the CSD provided Gregor is accurate and has no material omissions. There is also a letter stating the CSD approves the audit report journal entries and that we have received copies of the SAS114 & 115 letters concerning communication and internal control matters identified in an audit. After some discussion a motion was made to accept the audit for Trinity Center Community Services District annual finance report for the fiscal year ending June 31, 2010 by Hal Pflueger. There was a second by Mike McHugh. The motion passed.

Discuss/Approve Engagement letter from Gregor Prof. for next years audit – Glen Ahmann reported that with the audit an Engagement letter from Gregor Prof. was received requesting the CSD use them for the next fiscal year audit. The benefit of returning the letter is to get the CSD on their schedule to have the audit done in a timely fashion. There was a delay this year because Gregor Prof. also performed the County audit and there were problems that had to be addressed before the books could be closed which affected the county closing the CSD books as well. Glen reported some information was received from the CSDA regarding audit prices. The price that the CSD receives from Gregor Prof. appears to be competitive. There is a benefit in using the same organization that does the County books since the CSD is tied to the County through their account and they would be familiar with them. Virginia Allin made a motion to sign the engagement letter. Hal Pflueger seconded the motion. The motion passed.

Approve Trinity County DOT Encroachment permit – Glen Ahmann explained that this is an annual permit with no money due that gives the Fire Dept. general encroachment rights. After general discussion all were in favor of signing the permit.

Discuss sexual harassment training requirement – Glen Ahmann explained that since the change in insurance carriers John Eaker has joined the GSRMA board. John informed Glen that there was an assembly bill ABA1825 that was passed and addresses Sexual Harassment training for Special Districts. The bill states that any employer who has at least 50 employees or a government entity that the supervisory/management personnel are required to take the training every two years. After talking to three different sources it is felt that the Board members, Fire Chief, Captains and General Manager should take this training. GSRMA is willing to send someone out at no cost to do the training. Glen recommends the Board take advantage of the no cost opportunity and take the training offered by GSRMA. Glen recommends the training be done in conjunction with Coffee Creek VFD's training.

John has a list of dates available for the training. This is a two hour training. Glen will work with John to find a date that will work for most of the people.

Elect new Chair and Vice Chair – Glen Ahmann explained that once a year the Chairman and Vice Chair positions are voted on. He has been the Chairman for three years and feels it is not in the best interest of the Board to have the same person as Chairman every year. Glen asked if there was anyone willing to consider taking the position. Mike McHugh said he is willing to fill the Chairman position. Virginia Allin nominated Mike McHugh for the position of Chairman. All were in favor. Virginia Allin nominated Glen Ahmann as Vice Chair. Glen accepted. All were in favor.

#### Fire Dept. Report

Ken Rieke passed out and read the monthly report (see attached).

#### Bills for Payment

The list of bills to be paid was passed out. Jan Bellinger noted the replacement check for the annexation fees is an in and out item since the new check is replacing the stale dated check that was returned. The invoices from L.N. Curtis are listed, however no check has been written. The invoices will be deducted from the credit received from the return of some hoses for the JAWS. There is still a credit of \$543.33 remaining. After some discussion a motion was made by Dewey Baird that the list of bills be paid as stated. The motion was seconded by Virginia Allin. The motion passed that the following bills be paid:

#### **Regular Expenses**

Trinity PUD- Electric-Fire Hall	\$120.97
Trinity PUD- Street Lights	\$148.72
TDS Telecom-Telephone	\$50.46
Jan Bellinger-Salary	\$350.00

#### **Special Expenses**

Fred Maddox-Trouble shoot batteries/reset circuit breakers	\$186.25
Northwestern Propane-includes \$1.08 annual tank rental	\$468.42
Gregor Professional-Annual Audit	\$1,950.00
NTLIA-IOOF Hall Rental (6months)	\$108.00
Jan Bellinger-Postage to State Controller-Stamps	\$45.05
Robert Bryant-Batteries & Test Strips for Glucometer	\$34.83
State Board of Equalization-Annexation fees-replacement check	\$3,500.00
Returning Stale dated Check #6002871 from State Board of Equalization	-\$3,500.00
*L.N. Curtis-Patches	\$240.46
*L.N. Curtis-Sew on the Patches	\$175.88
*Balance of L.N. Curtis credit	-\$543.33

\* Not included in total-credit from returned hoses will be used

Total - Checks for payment	\$3,462.70
Balance as of 1/31/11	\$143,778.34
New Balance	\$140,315.64

Adjournment

Meeting adjourned at 7:50 p.m.

Items for next meeting agenda:

New Fire House Building Committee report  
Approve funds for Drafting supplies  
Discuss/decide how to allocate the funds that were designated for the annexation that were not used  
Mid Year Financial review  
Sexual Harassment Training

Next Meeting: March 1, 2011

Jan Bellinger – Secretary

## **TCVFD ACIVITY REPORT FOR JANUARY 2011**

### **Fire**

**Coffee Creek – 0**  
**Trinity Center – 0**  
**CM-LFE-LC - 0**

### **Medicals**

**Coffee Creek – 0**  
**Trinity Center – 1**  
**CM-LFE-LC - 0**

### **Traffic collision**

**Trinity Center – 0**

**Trainings – 3**

**Total events - 4**