

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

June 7, 2011

The meeting was called to order by Mike McHugh at 6:31 p.m. Other members present: Glen Ahmann, Virginia Allin, Dewey Baird and Hal Pflueger. 9 members of the public were also present.

Minutes of the meeting were posted on the web site and are available at the meeting. It was moved by Glen Ahmann that the minutes be accepted as written. It was seconded by Virginia Allin. The minutes were accepted as written.

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

TCVFD Financial reports were passed out and the balances were read.

## Unfinished Business

New Fire House Building Committee report - Fire House Construction Project –Dewey reported that he reminded Tom Roberts from CalTrans that the County Road Dept. has completed the "Trail Blazing" signage in Trinity Center and Coffee Creek and that it is imperative that Cal-Trans complete their signage project so as to make the 911 phone system a complete and usable system. When a consensus is reached on where to install the signs on the TC fire house Dewey will install them. There was some discussion as to where the signs should be located on the building.

Dewey also reported that on the needs assessment Tom Hollister has completed a preliminary elevation plan depicting one iteration of an expanded TC fire station. Dewey passed the drawing around. There will be an on-site meeting June 14, 2011 to record and place interior dimensions on the plan. The essential elements of the revised plan are: additional bay space and reconfiguration of apparatus and equipment space, training/meeting space and storage of various supplies. Ancillary areas that will be impacted are: Medical, kitchen, work bench/storage and equipment placement and efficiency. Dewey anticipates that the preliminary design will be available for Board review during the summer. The roof repair has been intentionally delayed to prevent wasting resources until a final design is accepted, ideally before the next wet season. Dewey reported that an energy review is being undertaken to compare propane vs. electric heat costs for the last 12 months, hydronic floors vs. wall radiant heaters, slab on slab vs. installation of the hydronic system in the existing concrete slab in four 3' x 20' zones (a slurry on top of the slab as opposed to saw cutting, excavation and back fill and construction of the hydronic heat systems) between apparatus wheels. When these options are adopted or deleted from the final design a simple payback of investment vs. energy savings will be calculated using last year's energy costs. Inquires have been made to manufacturers' customer support centers, concrete vendors and Trinity Heating & Air Conditioning for these answers. Glen Ahmann reported that the propane usage/cost has gone up each year since 2007. Glen read the average daily usage for the last 4 years and anticipates this year will be the same. It was reported that various people have found the heater in the office left on as well as other problems. There was some discussion about replacing the thermostat with one that has a timer. Dewey added that before a hydronic system can be installed a heat loss and gain analysis must be completed. Dewey will ask Don Mullen for help with this.

Discuss ISO Audit-Mike McHugh turned this item over to Luke Lucas who reported that there is a problem with the water supply at Lake Forest. They only have 1 ½" stand pipes with 2 ½" couplers on

them that do not meet the qualifications for ISO. In talking with Mark Bronson there is a possibility, depending on the spacing of the stand pipes, of hooking 2 pipes together for the water test to get the flow required. The stand pipes have to be 800' apart to do this. Luke reported he has a number of forms already filled out. He also made a trip to Cedar Stock to check on what was available. There is no fire protection available in that area with the existing water supply because the State Water Quality Control Board will not allow any type of pressure device to be hooked up that might cause a back flow and contaminate the water supply. Mark called Luke and suggested the ISO package be put together and mailed to him so he can look at it before he comes up for the pre-survey. Mark would like to conduct the pre-survey in the later part of July with the survey in the later part of August. Ken Rieke reported that David White said you go through the pre-audit, the audit and then you have from 90 days to up to a year with extensions to determine if the cost to lower the rating by a point is worth doing. He also reported that the insurance companies rate by groups such as 1&2, 3&4 etc. Luke reported that the ISO committee consists of 5 members and each one has taken on a certain area of responsibility. Glen is handling the water supply in the Knolls and Trinity Center, Luke is handling the water systems south of Trinity Center and Ken is responsible for the truck inventory. Mike suggested a committee meeting be held soon to make sure the forms are ready for the pre-survey.

Discuss/Approve Budget for next fiscal year budget-Glen Ahmann explained the proposed budget was presented at the last meeting. Glen explained that there were some minor changes to the May figures. The expenses for this year had changed in couple of areas. One is the ALS supplies for the ambulance. There has been a delay because of CHP and NorCal approval and problems with acquiring the medicines needed. This money (\$2000) has been moved to the 2011/2012 budget. There was also a \$4300.00 expense from Philips Medical for the heart monitor repair that has never been invoiced. Jan Bellinger has tried to contact them with no response. This will be left off of the budget for next year. Also the fire hydrants have not been repaired/replaced for the \$7500.00 in this year's budget. \$9500.00 for next year has been put in the budget but the \$7500.00 will not be carried over to next year's budget. This year's estimated expenses have been reduced from \$55,972.00 to \$32,762.00. The only item that Glen is recommending be changed from what was proposed in the 2011/12 budget is the \$2000.00 addition for the ALS supplies. The revenue budget has not changed from the May figures. Glen added that pagers and radios that had been budgeted for have not been purchased which brought the total expenses down for this year. There are some grants available next year to help with the cost of pagers and we will have to make the switch to narrow band compatible radios and pagers. Mike reported the change to narrow band goes into effect in January 2013. This gives time to include them in the 2012/2013 budget as well. Ken reported that he has 3 radios to replace the radios in 3 of the trucks. Glen reported that money has been put in the 2011/2012 budget to replace some radios and pagers. Glen made a motion to approve the 2011/2012 budget as presented at the last meeting and as amended. It was seconded by Dewey Baird. The motion passed. Glen will supply the new budget to be issued to the County and posted on the web site.

### Communications

Letter from Trinity County Grand Jury-Jan Bellinger reported that a letter was sent to multiple agencies from the Trinity County Grand Jury informing them of the penal codes for filing reports. It appears that agencies were not filling out the questionnaires properly. This was a blanket letter and not directed to the CSD. There was no problem with the report/questionnaire that was filed by the CSD.

Letter from Emerald CPA Group-Engagement Letter-Jan Bellinger reported that this is the group of employees who are taking over Gregor Prof. wanting the CSD to send an engagement letter to use them in this year's audit. Glen Ahmann has already sent a letter to John Gregor informing him that the CSD is waiting to see what agency the County is going to use. Glen suggests the CSD check with some

other companies to get an estimated cost of what an audit would be. Glen and Jan will work on getting estimates from audit companies and have figures for the next meeting.

Letter from California State Controller-Open Meeting Reimbursement Claim-Jan Bellinger reported that a letter from the State Controller was received acknowledging the CSD is owed \$1465.00 for the Open Meeting Reform Act for 2005/2006. The CSD will receive money when it is available from the State.

### Public Comment

Pat Sprick inquired to the availability of using the fire house for an auxiliary meeting on June 15, 2011. Mike suggested they check with Ken if there are any questions about usage.

Wyatt Ribarich offered to weed whip around the fire house this weekend if it is needed before the BBQ. Ken said he has already scheduled someone to take care of it. The Board thanked Wyatt for his offer.

Mike McHugh reported that 4 members of the district spent the weekend of May 14-15, 2011 in Redding at a recruiting workshop put on by the Calif. State Fire Fighters Assoc. Ken Rieke, Virginia Allin, Mike McHugh and Kelli Gant attended. The topic was recruiting and retaining volunteers. They got a lot of good information and found it very worthwhile. The recruiting committee had a meeting before the Board meeting tonight. There are some actions that the committee is recommending. Mike reported that the workshop was free to the district. It was funded by a federal grant. There is another workshop in August in Ukiah.

Glen Ahmann reminded everyone of the Fire Dept. BBQ on June 25<sup>th</sup>, 2011. Mike reported the Fire Dept. is going to have a recruiting booth separate from the Tee Shirt booth. They may also have a booth to take blood pressure and other demonstrations. There is also a car show on the day of the BBQ. Linda Magni reported that there will be a live band at the BBQ as well. Mike reported the Fire Dept. may also have some demonstrations at other community events such as the open house in Aug. Glen suggested for the BBQ the Fire Dept. personnel not be used for serving the food as has been done in the past so they can be involved in the demonstrations and other events. Mike reported that the encroachment permit has been applied for to close the Scott Blvd. for the BBQ. The County is requesting to be added to the TC VFD insurance. Jan Bellinger had contacted GSRMA for the certificate.

### New Business

Discuss/Approve presentation and dedication of plaque and fire house-Ken Rieke reported that he has contacted Andy from CalFire regarding having the con camp make a plaque to rename the fire house. A design is needed for the plaque. Ken has some redwood he will donate for the plaque. Kelli Gant suggested Ken have the camp e-mail a picture of a plaque they have done to see the quality of work and get design ideas. The fire house dedication will hopefully be Aug. 14, 2011 at the open house. Kelli reported that that same weekend will be a number of events for the town's 50<sup>th</sup> anniversary. Friday night will be a boat parade at the marina followed by a BBQ. Saturday will be an all day event at Cedar Stock with a boat parade poker run. Sunday will be the open house for the Trinity Center Fire Dept. as well has the museums 60<sup>th</sup> anniversary with an ice cream social fund raiser. There are a number of events happening each month all summer. There are flyers available that list the dates and times.

Fire Dept. Report

Ken Rieke passed out and read the monthly report (see attached). Ken reported that there were no fires last month. There was a search and rescue incident that both fire departments assisted in. Ken also was called to check the airport for a missing helicopter.

Bills for Payment

The list of bills to be paid was passed out. After some discussion a motion was made by Glen Ahmann 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	\$148.72
Trinity PUD- Street Lights	\$103.94
TDS Telecom-Telephone	\$50.91
Jan Bellinger-Salary	\$350.00

**Special Expenses**

Shasta Welding-Oxygen	\$20.86
Terminix-Annual Pest Control	\$291.00
Trinity County Solid Waste-Dump Fee	\$2.15
L. N. Curtis-Patches	\$86.60
Trinity LAFCo-Apportionment for FY 11/12	\$59.63
GSRMA-Insurance	\$6,983.00
Total - Checks for payment	\$8,096.81
Balance as of 5/31/11	\$161,221.31

Adjournment

Meeting adjourned at 7:38 p.m.

Items for next meeting agenda:

- New Fire House Building Committee report
- Discuss ISO Audit
- Discuss what was learned from the County regarding who is going to perform their audit
- Discuss/Approve presenting Dick Hamilton a plaque and dedicating the fire house

Next Meeting: July 5, 2011

Jan Bellinger – Secretary

