

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

Nov. 5, 2013

The meeting was called to order by Glen Ahmann at 6:31 p.m. Other members present: Mike McHugh, Virginia Allin and Dewey Baird. Drew Rusnak was absent. 8 members of the public were also present including the Assistant Fire Chief.

## Announcements

Glen Ahmann reported during the meeting that Drew Rusnak had informed the Board earlier that he would not be present at this meeting.

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

CSD Financial report was made available and the balance was read.

TCVFD Financial report was made available and the balance was read.

TCVFD Auxiliary Financial report was made available and the balance was read.

## Unfinished Business

Update Annual Audit – Glen Ahmann reported that as mentioned at the last meeting the audit process has started. The Audit committee was unable to meet with the Auditor so instead Jan Bellinger has put together a large package of paperwork that will be mailed to the Auditor. Any questions or additional information will be dealt with over the phone. The County still has not closed the books.

## Communications & Director Reports

Glen Ahmann reported that at the last meeting Wyatt Ribarich raised the issue of someone telling him that the County would not be plowing the roads this year. Glen spoke with Judy Pflueger and that information is incorrect. The County will continue to plow based on the assigned priority system as last year.

These items were left out until the end of the meeting.

Jan Bellinger reported that a letter from Trinity County Resource Conservation District regarding a meeting tomorrow Nov. 6<sup>th</sup>, 2013 at 1:00pm at the PUD conference room in Weaverville about the Trinity County Local Hazard Mitigation Plan.

Jan Bellinger also reported that a letter from the State of California regarding Public Records Act

claiming instructions. This covers meetings from 2002-2012. Jan will look over the forms and determine if the District can apply for this reimbursement. If so she will fill out the forms to be submitted.

### Public Comment

Wyatt Ribarich had a question and concern regarding the response time of 911 calls from dispatch to paging the Fire Dept. There was an incident on his property and 911 was called three times and they asked many questions before initiating a response. Glen Ahmann informed him that the Dispatcher's standard protocol is to ask questions so that they know who to dispatch and what equipment is required as well as basic patient information to give to the Responders.

Steve Renten asked when the District receives that tax revenue money from the County. Glen Ahmann reported that the basic parcel tax is received in a couple of main installments and then one final deposit at the end of the year. Jan Bellinger reported that it is received usually in Dec., April, and June.

Mike McHugh reported that most property owners have received the Fire Tax bill. If they are within the Fire District the amount should be \$115.00. If anyone is still being billed \$150.00 they can fill out the old protest/redetermination forms on the northtrintylake.com web site to have the amount adjusted. According to the Jarvis-Gann organization they should still file the petition for redetermination to protest that this "fee" constitutes an illegal tax. The form is also on the North Trinity Lake web site. It is a one page protest form. The form needs to be sent to all three addresses. Mike reminded everyone to pay the fee on time and then they can file the petition. Mike will print some of the forms and have them available at the post office.

Steve Renten reported that at the Fire Chief's meeting last night they were reminded that the burn ban is still in effect until Monday when they expect it to be lifted. The CalFire shut down for the season should be Monday as well. Steve also reported that the Forest Service will be conducting some controlled pile burns next week in Long Canyon, Bonanza King, Lake Forest and Rainer areas. Steve reported that TCLS wanted to get the message out to the local Fire Departments that they are extremely appreciative of the service, support, cooperation and assistance that they receive from the local Fire Departments.

Glen Ahmann reported that the Forest Service responded to the incident at Covington and became the incident commander. He reported that in his experience, working with them has always been a constructive relationship. They seem to appreciate the Volunteer Fire Dept. being there and work closely with us to provide training for the VFD.

### New Business

Discuss/Approve posting Director Vacancy Notice – Glen Ahmann explained that there were four Directors who's terms were expiring and needed to file paperwork for re-election. Two of the Directors, Virginia Allin and Dewey Baird decided not file the paperwork. Since no one else filed for the positions there are two vacancies. Glen explained that if the District has open vacancies, which it will have on Dec. 6<sup>th</sup>, 2013, the Board can appoint someone to fill those vacancies for a two year term. A Vacancy notice will be posted tomorrow and must be posted for 30 days. Glen read the vacancy notice. There will be a special meeting on Dec. 10<sup>th</sup>, 2013 to discuss the application letters in an open session meeting and then a closed session to take a vote

to decide on whom to appoint to the vacancies. Candidates are encouraged to attend the Special meeting.

Discuss/Approve CSDA Membership Renewal – Glen Ahmann reported that it's time for the Annual CSDA membership renewal and the Board needs to decide if they want to continue to be a member of the CSDA. Glen explained that the membership fees have changed over the last few years. It is \$196.00 this year. The fee is based on the Districts revenue. Glen explained that the CSDA does a lot of work at the State Legislator level and a lot of communication comes from them in regular e-mails and news letters. They also provide free, limited legal advice to Special Districts, which the CSD has used. Everyone was in agreement that it is worthwhile to be a member. A motion was made by Mike McHugh to renew the CSDA membership for \$196.00. Virginia Allin seconded the motion. The motion passed.

Discuss/Approve Lease Agreement from SPI for Repeater Tower – Glen Ahmann reported that SPI, Sierra Pacific Industry, leases the TCCSD the rights to the land where the Carville Repeater is. CalTrans and the Sheriff also use the site. It is something that the District needs since it is the repeater that the pages come off of, especially Coffee Creek, since they do not pick up pages from the Oregon Mt. repeater. It is a 10 year lease agreement at no cost per year to use. The agreement is very specific for a solar powered repeater transmission site. Glen briefly read pertinent parts of the lease agreement. One of the items is that there needs to be a sign stating “right to pass by permission and subject to control of owner...” It is not believed that there is a sign on the site. Someone will contact SPI and look into getting a sign. The agreement also states what type and how much insurance is needed. After some investigation it was determined that the District does have the required insurance for liability and worker's compensation. There was a question about the insurance coverage for private vehicles on official business. This will be checked in to. Dewey Baird made a motion to accept the lease agreement as is with the exception of the private vehicle item until it can be determined if private vehicles on official business are covered. If there are no problems with the vehicle coverage then the lease agreement will be signed and returned to SPI. The motion was seconded by Virginia Allin. The motion passed.

Discuss/Approve what to do with all of the obsolete radios – Glen Ahmann turned this item over to Steve Renten. Steve explained that the Fire Dept. has mobile and personal radios which no longer meet the FCC narrow band signal levels. They can not be re-tuned to transmit legally on those frequencies and the batteries are in need of replacement. In 2011 the Fire Dept. received new radios for most of the volunteers to meet the new requirements. The old radios can be used for amateur radio, HAM, use. Since the radios are District assets the CSD needs to determine what to do with the old radios, if there is a continuing use for them in within the District or if they need to be disposed of how do they release them. The options seem to be an electronics disposal, or there is a HAM radio group in the County that supports emergency operations or list them to sell on e-bay. Glen Ahmann suggested that they check with Drew Rusnak, FEAT commander, to see if there is a use for them with FEAT. Steve suggested that FEAT be given first pick and any others be offered to the HAM radio group before they are disposed of. All were in agreement that this is how they should be disposed of. Steve will follow up on this item.

Discuss CalFire 2014 VFA Grant – Glen Ahmann reported that earlier this year Steve Renten applied for a CalFire grant that the Dept. was awarded to buy specific equipment and protection gear. After having given the grant CalFire found there was some money left over and are offering a second round of grants. These are 50% matching fund grants. Steve has put together a list of items that would be appropriate to the grant. The grant has specific categories of items that can be purchased with the grant funds. The grant request total is \$14,000.00 of which the District

would be reimbursed \$7000.00. The CalFire Aid to Volunteer Fire Departments Act, which is funded by the US Dept. of Agriculture, requires the Board to approve a Resolution to accept the grant. The list of items requested for this grant are mainly brass items such as nozzles, foam eductor, turbo draft, portable monitor, Class B Foam and radios and radio accessories. Approval of the Board is needed to move forward with this. Glen suggested the list of items be reviewed at the Fire Dept. meeting tomorrow night. The grant application is due by Dec.1<sup>st</sup>, 2013. There will be a Special CSD meeting Nov. 11<sup>th</sup>, 2013 at 6:30pm at the Fire House to approve the Resolution.

### Fire Dept. Report

Assistant Fire Chief Martie Mullen read the Fire Dept. report (attached). There were copies of the report available at the meeting.

### Bills for Payment

The list of bills to be paid was made available. After some discussion a motion was made by Virginia Allin that the list of bills be paid as stated. The motion was seconded by Mike McHugh. The motion passed that the following bills be paid:

### **Regular Expenses**

Trinity PUD- Electric-Fire Hall-includes drought relief surcharge	\$29.31
Trinity PUD- Street Lights-includes drought relief surcharge	\$157.45
TDS Telecom-Telephone	\$51.70
Jan Bellinger-Salary	\$350.00
Trinity DOT-Fuel	\$92.71
AmeriGas-Propane (-\$35.00 Discount Coupon)	\$240.08

### **Special Expenses**

Mike McHugh-Toner for Copier	\$59.27	
Trinity County Solid Waste-Dump Fee	\$14.25	
Glen Ahmann-Fuel for 306	\$56.28	
Linda Magni-Cleaning Supplies	\$21.54	
GML-Return Shipping	\$11.50	
Yates Gear-Sewn PRUS8MM	\$87.08	
Dave's Small Engine Repair-Hurst Pump	\$89.59	
Heiman-Flashlight Baton-deducted from check for credit owed		\$96.22
CSDA Membership Renewal	\$196.00	
L.N. Curtis-Letter Patches-Dinsmore/Kneaper	\$128.41	
Total - Checks for payment	\$1,585.17	
Balance as of 10/31/13	\$149,226.95	
Deposit Check from Heiman for Returns(\$242.95 Credit - \$96.22)	\$146.73	

New Balance

\$147,788.51

Adjournment

Meeting adjourned at 7:30 p.m.

Items for next regular meeting agenda:

Update on Annual Audit  
Update on CalFire Grant application  
Update on SPI Lease Agreement  
Update on Obsolete Radio Disposal

Special Meeting Nov. 11, 2013

Items for Special meeting agenda

Discuss/Appoint new Directors

Next Regular Meeting: Dec. 3, 2013

Jan Bellinger – Secretary

## **TCVFD ACIVITY REPORT FOR OCTOBER 2013**

**Fire Total =1**

**Coffee Creek – 0**

**Trinity Center –0**

**CM-LFE-LC -1**

**Medicals Total =8**

**Trinity Center –5**

**Coffee Creek- 0**

**CM-LFE-LC - 3 (1 Lake Forest, 1 Long Canyon, 1 Cov. Mill)**

**Vehicle Accident- Total =0**

**Coffee Creek -0**

**Trinity Center-0**

**CM-LFE-LC – 0**

**Public Assist- Total =0**

**Trinity Center- 0**

**Coffee Creek - 0**

**Out of area - 0**

**Trainings – Total =4**

**Fire -2**

**Medical-1**

**FEAT – 1**

**TOTAL EVENTS = 13**