

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

May 6, 2014

The meeting was called to order by Mike McHugh at 6:30 p.m. Other members present were Glen Ahmann, Virginia Allin and Pat Frost. Drew Rusnak was absent. 6 members of the public were also present including the Assistant Fire Chief.

Announcements

Mike McHugh announced that Director Rusnak would not be in attendance tonight.

Minutes of the last meeting were posted on the web site and were available at the meeting. Mike McHugh reported that there was a typo in the last month's bills to pay list. It should have said boots instead of turnouts. It was moved by Glen Ahmann that the amended minutes be accepted as written. It was seconded by Virginia Allin. The minutes were accepted unanimously as written.

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

TCVFD Financial report was not available.

TCVFD Auxiliary Financial report was not available.

Unfinished Business

Review Final Fire Dept. Grant purchases – Mike McHugh reported that Steve Renten prepared a report. Mike summarized the report. It is a 50/50 grant that was applied for and awarded. There are about \$14,000.00 worth of purchases and CalFire will reimburse about \$7000.00 of them. All of the items have been received. The monitor was the last item and it was received yesterday. The items on the grant purchases, as discussed before, are: turbo draft, monitor, eductor, class B foam, training foam and radios for FEAT. The invoice for the monitor has not been received and will be paid at the June meeting. There is a new grant available this year. The Fire Dept. will meet to determine what the needs are and if they want to apply for another grant.

Communications & Director Reports

Pat Frost reported that the Bowerman Barn work day had a good turnout. There will be another work day in June. He thanked everyone who showed up to work.

Letter from Trinity County- Jan Bellinger read a letter from Trinity County in response to a letter for a Public Records Request from Richard Gutierrez. The letter was for information only and no action is needed.

CSDA nominations for Board of Directors- Jan Bellinger reported that an announcement from CSDA was received regarding nominations for their Board of Directors. If anyone is interested they can contact Jan.

Letter from LAFCo – Mike McHugh reported that it is time for the biannual LAFCo meeting. One Special District member can be elected to sit on the LAFCo Board at this meeting. It is a 4 year term and you must be a Board member of a Special District to sit on their Board. No one on the CSD Board is interested at this time. Mike will attend the May12, 2014 7:00pm meeting as the representative for our District. The budget will also be discussed and voted on at the meeting. There is a copy of the budget available.

Public Comment

Wyatt Ribarich questioned the item on last month's minutes regarding the First Responder class. It was stated that there would be a class either in April or September. The County did not have a class in April. It is scheduled for the fall, probably Sept. The class should be open to the public and will be taught by TCLS.

New Business

Closed Session to Review/Interview Candidates for General Manager pursuant to California Government Code Section 54957(b) – Mike McHugh reported that a closed session is not needed. There was only one applicant for the General Manager position. He asked if the other Directors would like to have a closed session. They all agreed it was not needed. The application letter from Erik Anderson was made available. One of the major projects facing the District is the new fire house project. With Erik's experience in working with project management, infrastructure and Engineering it is felt he is very qualified for the position. The job will entail trying to get funding, searching for grants and designing the project. Glen Ahmann reported that one thing that will need done is to discuss the job description with Erik's and agree on what his responsibilities would be.

Readout from the Closed Session and Discussion/Appointment of General Manager – Mike McHugh reported that since there was no closed session there was no need for a read out. After some discussion Pat Frost made a motion to appoint Erik Anderson to the position of General Manager of Trinity Center Community Services District. The motion was seconded by Glen Ahmann. The motion passed unanimously. Everyone welcomed Erik. Glen reported that Dewey Baird has offered to help Erik with the fire house project review.

Present Draft Budget for 2014/2015 Budget – Glen Ahmann reported that the budget committee met last month. Pat Frost was unable to attend the meeting but has reviewed the draft budget. Glen reviewed the draft budget. Mike McHugh reported that the fire house project has not been budgeted for because it is unknown at this time what will be needed. Also the Fire Dept. pays for this type of expense since they have a building fund and can hold fund raising activities. The CSD may contribute funding for the project as they did with the ambulance purchase. Glen reported that there is a memorandum of understanding between the CSD and the Fire Dept. stating that capital assets would be purchased by the Fire Dept. and routine operating expenses would be paid for by the CSD. The memo is clear that the expenses can be paid from either Dept. as long as it is mutually agreed to. Mike reported that the budget will be approved at the June meeting. If there are any changes please contact someone on the budget committee. Mike thanked Glen for all of his work on the budget.

Pre-approve Expenses for Hydrant Repair/Parts and Tools – Glen Ahmann made a repair/replacement estimate list available. He reported that there are 4 hydrants in Northwood Estates and the Knolls area that are inoperable at this time. Glen reported that the hydrants have been budgeted for and he is looking for general approval to repair or replace the hydrants. Martie Mullen encouraged the Board to approve the repairs or replacement since it is expected to be a bad fire season and if there are known problems they should be addressed as soon as possible. Glen Ahmann made a motion to authorize up to \$13,000.00 for hydrant repairs. Pat Frost seconded the motion. After some discussion the motion passed unanimously.

Approve EMTA Certification Costs – Glen Ahmann explained that there are 2 volunteers who have completed and passed the Advanced EMT (EMTA) course. They are both completing their required hospital work and ambulance ride alongs. They also have to complete the NorCal certification and the National Registry Certification. The classes are \$500.00 each tuition, the text books are \$120.00, \$15.00 for TB test, plus lab work. The total for the course cost will be about \$1500.00. The CSD has traditionally paid for EMT certifications once the certification has been completed. The money is included in the draft budget. All were in agreement that these costs should be reimbursed.

Authorize Delegate for CSDA Bylaws Approval – Glen Ahmann reported that the CSDA represents Special Districts at the Sacramento level. They are looking for representatives from Special Districts to review and approve or disapprove the changes to the Bylaws. The changes are available on line. Pat Frost offered to represent our District. Glen Ahmann made a motion to authorize Pat Frost represent our District There was a second by Virginia Allin. The motion passed unanimously

Fire Dept. Report

Assistant Fire Chief Martie Mullen read the Fire Dept. report (attached). There were copies of the report available at the meeting. Martie reminded everyone to be mindful of the fire danger.

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 Pat Frost. The motion passed unanimously that the following bills be paid:

Regular Expenses

Trinity PUD- Electric-Fire Hall-includes drought relief surcharge	\$62.71
Trinity PUD- Street Lights-includes drought relief surcharge	\$157.45
TDS Telecom-Telephone	\$51.42
Jan Bellinger-Salary	\$350.00

Special Expenses

Glen Ahmann-DMV Exam/Ambulance Lic. Renewal	\$72.00
LN Curtis-Frt from prior Inv/Male Adapter	\$265.02
LN Curtis-Turnouts-Dismore/Carabiner	\$1,933.27

Trinity County Health & Human Services-TB Test-Renten	\$15.00
Six Rivers Communications-Earpiece/Earplugs	\$209.63
Fred Maddox-Vehicle Repair-306-Replace Sending Unit	\$582.50
Terminix-Annual Pest Control	\$291.00
Total - Checks for payment	\$3,990.00
Check From TCLS for Mileage Reimbursement	\$61.61
Balance as of 4/30/14	\$162,913.89
New Balance	\$158,985.50

Adjournment

Meeting adjourned at 7:38 p.m.

Items for next regular meeting agenda:

Approve Budget for 2014/2015

Discuss/Approve Resolution for Junior Firefighter Program

Next Regular Meeting: June 3, 2014

Jan Bellinger – Secretary

TCVFD ACIVITY REPORT FOR APRIL 2014

Fire **Total =1**

Coffee Creek – 1

Trinity Center –0

CM-LFE-LC -0

Medicals **Total =5**

Coffee Creek – 3

Trinity Center –2 (Feat responded with 4 also)

CM-LFE-LC -0 Lake Forest

Vehicle Accident- Total =0

Coffee Creek -0

Trinity Center-0

CM-LFE-LC – 0

Other- Total =0

Trainings – Total =5

Fire -3

Medical-1

FEAT-1

TOTAL EVENTS = 11