

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

Nov. 4, 2014

The meeting was called to order by Mike McHugh at 6:30 p.m. Other members present were Glen Ahmann, Drew Rusnak, Pat Frost and Virginia Allin. 9 members of the public were also present including the Fire Chief, Assistant Fire Chief and the General Manager.

## Announcements

None

Minutes of the last meeting were posted on the web site and were available at the meeting. Jan Bellinger reported that the minutes reflect the corrected amount of \$193.23 for Life Assist on the bill to pay list as approved and corrected at the last meeting. It was moved by Glen Ahmann that the minutes be accepted as written and amended. It was seconded by Virginia Allin. Mike McHugh, Glen Ahmann, Virginia Allin and Drew Rusnak voted to accept the minutes, Pat Frost abstained since he was absent from the Oct. meeting. The minutes were accepted as written.

CSD Financial report was made available and the balance was read. Jan Bellinger reported that there are two checks that will be deposited to the CSD account. One is for \$444.00 from the State of Calif. for the State Mandated Cost Program from 2001/2002. The other is for \$48.38 from Coffee Creek VFD for their portion of the printing of the Run Reports.

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

Discussion/Approval for the CSD to financially assist the VFD with the purchase of the Rescue Rig - Mike McHugh reported that the CSD had budgeted \$10,000.00 to assist the VFD in the Capital purchase of the Rescue Rig. The vehicle was purchased out of the VFD account. Mike McHugh reported that some money will be coming in from the Forest Service for manning the Heliport during the fires. There will also be money from the sale of the old vehicle. Mike requested that Board approval of the sale of the old vehicle be placed on the agenda for next month's meeting. Pat Frost made a motion to approve the budgeted amount of \$10,000.00 to be forwarded the VFD to assist the Fire Dept. with the purchase of the Rescue Rig. The motion was seconded by Glen Ahmann. The motion passed unanimously.

Review/Discussion Hydrant Repair – Glen Ahmann reported that the three broken hydrants in Northwood's Estates have been repaired or replaced. Glen explained that there was \$10,000.00 in the original current budget for hydrant repair this year. There was an additional \$5000.00 that was surplus from last year's budget added bringing the total this year to \$15,000.00. So far this fiscal year

about \$4500.00 has been spent. Glen would encourage the Board to continue to identify the hydrants that are in need of repair and to continue working on them. Glen suggested the hydrant repair needs be prioritized. Erik Anderson will start working on a list of needs. Mike McHugh also suggested a priority list of hydrants that are in need of testing be made. It was also discussed that given the age of most of our hydrants, we should consider replacing some of the oldest ones as they develop problems.

### Communications & Director Reports

State Controller Reimbursement of State Mandated Costs – Jan Bellinger reported that a check has been received for \$444.00 for the 2001/2002 Mandated Costs claim which is part of the \$1348.00 owed to us for that fiscal year.

Jan Bellinger also reported that a check was received today from the State of California for \$1168.79 but after checking with the Directors and the Fire Dept. it is unclear what the money is for. Jan will call the State tomorrow and report back on what the check is for.

Drew Rusnak thanked the Fire Dept. for the purchase of a radio scanner for the FEAT call out person.

Pat Frost reported that he attended the County Round Table Discussion meeting held by the Grants Office regarding grants that are available. They were looking for information on what the organizations in the County need grant money for. Pat told them that the CSD was looking for grants to help with the Fire Hall building project as well as the ongoing maintenance and replacement of fire hydrants.

Pat also reported that there will be another Bowerman Barn work day on Tuesday Nov. 11, 2014 at 1:00pm to put up the 2x4 stringers on the fence around the cemetery.

### Public Comment

Virginia Allin asked who should be contacted about tree limbs that overhang the road. It was suggested she contact the County.

Richard Seele reported that there will be a community blog set up for Trinity County to post service projects in the community. The Weaverville Loins will be among those using the site to post activities. He suggested the CSD could also use the site to post volunteer activities. The web site will be called “justserve”. A notice in the Trinity Journal will be placed to announce when the site is available.

Steve Renten reported that the Office of Emergency Services is looking to revise the Mass Alert System (reverse 911). Looking at the data he says there are not that many local numbers on the list. They are hoping to start collecting numbers for the list and the OES would like the CSD to post information regarding how to get your number on the list on the bulletin boards and advertise it at the meetings to help bring awareness to the community. Glen Ahmann suggested the OES place a notice in the Trinity Journal to alert the public about this item.

Kelli Gant asked if anyone had any items they would like to appear in the North 40 article. It was suggested something about the Secret Santa be put in the article.

## New Business

Discussion/Approval of acceptance of the new VFA agreement – Mike McHugh requested information from Steven Renten. Steve reported that this is the time of year for the annual renewal of the CalFire grants.

This year the VFD has been approved for \$2,850.00. Steve applied for two computers and a projector. One of the computers will be used to program the Fire Departments stock of radios and the other will be used for training. The projector will also be used for training. This is a 50/50 matching grant so CalFire will reimburse up to \$1,425.00. Steve reported that the Board must approve a resolution to accept the grant and the paperwork is due Dec. 1, 2014. Since the resolution was not on the agenda for this meeting there will be a special meeting Monday Nov. 10, 2014 at the Fire House at 4:00pm to approve the resolution.

Discussion/Approval of CSDA Membership Renewal – Glen Ahmann reported that our CSDA annual membership is due. The amount this year is \$211.00. Glen recommends we continue our membership. They provide a variety of information on legislation regarding Special Districts, training opportunities and legal counsel. Glen Ahmann made a motion to renew our CSDA membership for \$211.00. There was a second by Pat Frost. The motion passed unanimously.

Discussion/Approval of Trinity Center Mutual Water Proxy – Mike McHugh reported that the Trinity Center Mutual Water meeting is Nov. 8, 2014 at 7:00pm. Election of Mary Hamilton to replace Dick Hamilton on the Water Board is on the agenda. There is a proxy card to either appoint someone to represent the CSD or to proxy the vote to the Water Board. Virginia Allin made a motion to proxy the vote to the Water Board. The motion was seconded by Drew Rusnak. The motion passed unanimously.

Annual Audit Update – Glen Ahmann reported that he and Jan Bellinger met with John Blomberg to start the annual audit yesterday. The County has not closed the books yet for the fiscal year that ended June 30, 2014. The audit cannot be completed until the books are closed but they can begin to work on it. The MD&A (Management, Discussion and Analysis) cannot be completed until the books are closed and the audit cannot be completed until the MD&A is completed. Glen will start to work on the MD&A and the approval of the draft will be on the Dec. agenda pending the closing of the County books.

## General Manager Report

Erik Anderson had a written report available at the meeting. He reported that last month he spent a lot of time going through two books, Health and Safety Consideration for the Design of Fire and Emergency Medical Service Stations and Introduction to Architecture Design-Fire Stations. Erik would like to summarize some of the information and have a presentation with members of the Fire Dept. as well as any of the public who are interested in the design of the remodel of the Fire House to get more details from the requirements and how to go forward with some of the items. Included in the report is a plan of record which has been modified to show the inside dimensions for the fire house of 62' to accommodate larger equipment. Erik also contacted a vendor for information on steel buildings. He received a price quote for just the shell for a building. The shell is not the main cost driver on a new building. The shell cost is about \$24.00/sq ft. A complete building is about \$200-\$300/sq ft. Mike McHugh requested that Erik arrange to meet with the Fire Dept. and report back at the next meeting.

## Fire Dept. Report

Fire Chief Ken Rieke 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 Glen Ahmann that the list of bills be paid as stated. The motion was seconded by Virginia Allin. The motion passed unanimously that the following bills be paid:

### **Regular Expenses**

Trinity PUD- Electric-Fire Hall-includes drought relief surcharge	\$21.99
Trinity PUD- Street Lights-includes drought relief surcharge	\$159.05
TDS Telecom-Telephone	\$52.85
Jan Bellinger-Salary	\$350.00
Trinity DOT-Fuel	\$184.84

### **Special Expenses**

LN Curtis-Hooligan Tool/Iron Sling	\$321.07
Six Rivers Communication-Desk Charger/Battery	\$274.39
Heiman Fire Equip.-Light Batons	\$257.98
CSDA-Annual Membership Renewal	\$211.00
NAPA Auto Parts-Cargo Door Support for 1134	\$37.61
Trinity County Solid Waste-Dump Fee	\$5.70
Trinity County Life Support-Restock 306	\$460.54
Steve Renten-Nor-Cal EMS/Paper Towels/Brooms for 1162	\$108.01
Ken Rieke-Fuel for 1134/Service-Repair 1134/Shelf for 1162/Hydrant Repair	\$3,844.75
Yates Gear-Yellow Line/Rope Bag	\$507.40
RWS Services-Radio	\$555.95
Total - Checks for payment	\$7,353.13

Balance as of 10/31/14 \$160,343.41

Deposit check from State of Calif.-State Mandated Cost Reimbursement \$444.00  
Deposit check from Coffee Creek VFD-Half of Medical Run Reports \$48.38

New Balance \$153,482.66

## Adjournment

Meeting adjourned at 7:30p.m.

## Items for next regular meeting agenda:

Board approval for the sale of the old rescue vehicle  
Approve draft MD&A

Next Meeting: Nov. 10, 2014  
Next Regular Meeting: Dec. 2, 2014

Jan Bellinger – Secretary

## TCVFD ACIVITY REPORT FOR OCTOBER 2014

<b>Fire-</b>		<b>Total = 0</b>
<b>Coffee Creek –</b>	<b>0</b>	
<b>Trinity Center –</b>	<b>0</b>	
<b>Annex –</b>	<b>0</b>	
<b>Medicals</b>		<b>Total = 6</b>
<b>Coffee Creek –</b>	<b>2</b>	
<b>Trinity Center –</b>	<b>4</b>	
<b>Annex –</b>	<b>0</b>	
<b>Vehicle Accident</b>		<i>Total = 0</i>
<b>Coffee Creek –</b>	<b>0</b>	
<b>Trinity Center –</b>	<b>0</b>	
<b>Annex –</b>	<b>0</b>	
<b>Other-</b>		<i>Total = 0</i>
<b>Trainings –</b>		<i>Total = 3</i>
<b>Fire –</b>	<b>2</b>	
<b>Medical –</b>	<b>0</b>	
<b>FEAT –</b>	<b>1</b>	
		<b>TOTAL EVENTS = 9</b>