

TRINITY CENTER COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

Regular Meeting

May 5, 2015

The meeting was called to order by Glen Ahmann at 6:30 p.m. Other members present were Mike McHugh, Virginia Allin, Pat Frost and Drew Rusnak. 12 members of the public were also present including the Assistant Fire Chief and the General Manager.

Announcements

Linda Magni announced that the Fire Dept. will be gathering goods for the Fire sale. Items for donation can be dropped off at Lucky's. The drop off hours are posted at the post office. The deadline for donations is Thursday May 21, 2015.

Minutes of the last meeting were posted on the web site and were available at the meeting. Mike McHugh made a motion that the minutes be accepted as written. It was seconded by Drew Rusnak. Pat Frost abstained since he missed the April meeting. The minutes were accepted as written.

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

Pat Frost inquired if the CSD had received payment from the Mutual Aid response last summer. No we have not. Steve Renten will follow up on this. Glen Ahmann requested that this item be placed on the June agenda.

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

Discuss/Approve Resolution for California Firefighting Assistance Agreement (CFAA) – Glen Ahmann reported this item was discussed at the last meeting. Glen explained that this agreement will make it possible for the Fire Fighters and the District to be compensated portal to portal when they respond to a mutual aid incident that falls under this CFAA agreement. Steve Renten explained more details of the agreement and Glen reviewed the resolution. Mike McHugh reported that he has read the complete agreement and doesn't see anything of concern. There are some training and equipment issues that will have to be addressed. Pat Frost asked how often the agreement gets updated or modified. Steve reported that per Region 3 OES organization is that once the resolution is passed it does not need to be renewed. After some discussion Pat Frost made a motion to approve resolution #2015-01. There was a second by Mike McHugh. The motion passed unanimously.

Approve/Accept Annual Audit Report & MD&A – Glen Ahmann reported that a draft audit report was finally received. There were copies available at the meeting. Glen explained that the audit report cannot be accepted at this meeting because there are some issues with the report. One of the items is that the report lists prior Directors instead of the current ones. Glen summarized the report and read some highlights of the report. Glen explained that the MD&A (Management Discussion and Analysis) is about the same as what was presented in Dec. except some of the numbers have changed to reflect the County's final report and the accrual adjustments done by the auditor. Glen reviewed the MD&A and the changes. Glen thanked Linda Magni for providing the

input numbers for the Fire Dept. After general discussion Mike McHugh made a motion to approve the final draft of the MD&A. There was a second by Drew Rusnak. The motion passed unanimously.

Communications & Director Reports

Virginia Allin reported that she has had some people ask her about creating a Welcome to Trinity Center sign. She requested this item be agendaized for the next meeting. Virginia has requested that someone from the TRLA be present at that meeting since they have been discussing this item.

Public Comment

Dick Eyman reported that some of the lots in the District owned by private owners are not being maintained. There is a lot of dead fall on the lots. He asked if there were any letters going out to the owners to clean up the dead fall since it is a fire danger. Pat Frost reported that there is a County policy regarding this, however, he doesn't believe that it is being enforced. Glen Ahmann suggested that this item be placed on the June agenda for discussion.

Wyatt Ribarich thanked everyone on the Board for their work.

Pat Frost reported that the Trinity County Fire Safe Council is having a workshop on May 16, 2015 at the Weaverville Fire hall on defensible space, how to maintain your property. There will be an article in the Trinity Journal with the contact information to register for the workshop.

New Business

Appoint New Fire Chief – Glen Ahmann explained that Ken Rieke has stepped down as Fire Chief because he is not in the area very much anymore. He will remain on the Fire Dept. and respond to calls when he is in town. A letter was received from him at the last meeting. Mike McHugh explained that the process is that when there is an opening for the Fire Chief position the CSD puts out a notice and posts it inviting all candidates to apply for the position. The opening was posted around town and one letter was received from Assistant Fire Chief Steve Renten. There were copies of the letter available at the meeting. Mike feels that Steve is very qualified for the position. Mike also explained that the way the District works is that the Fire Chief is appointed by the Board and within the Fire Dept. the other officers are elected by department personnel. Glen agreed with Mike that after working with Steve for several years that Steve is the right person for the job. Steve is involved in other related County wide activities. Virginia Allin reported that Steve has been very helpful with FEAT and has attended the meetings and helped with radio issues. Sue Chatterton reported that Steve also attends the Auxiliary meetings to give the Fire Chief's report. Drew Rusnak commented that motivation and commitment are extremely important and Steve exemplifies that. Mike McHugh made a motion that the Board appoints Steve Renten as the new Fire Chief of the Trinity Center Fire Dept. The motion was seconded by Drew Rusnak. The motion passed unanimously. Everyone congratulated Steve. Steve thanked everyone and accepted the appointment.

Present Draft Budget –Copies of the draft budget were available at the meeting. Glen Ahmann reported that the budget committee met to develop the proposed budget. Glen explained the spread sheets and reviewed some of the figures. Glen reported that this is just the first presentation on the figures and, per policy is not up for approval until the June meeting. Some of the figures may change and be updated if an additional expense is determined to be needed. There was some general discussion.

Discuss outside Auditor – Glen Ahmann reported that the CSD has used the current Auditor, Blomberg & Griffin, for 3 years. They have done an acceptable job but we have had a little bit of trouble getting things to

move along and have had to wait for the audit to be completed. Part of the problem is that the year-end final report after the County books are closed is received late. Glen suggested the Board look at other Auditors. Glen reported that a list of outside Auditors was received from CSDA that we can use to send out RFP's. He asked if everyone was alright with Jan Bellinger sending out RFP letters to some of the auditors on the list. It was agreed that the CSD should rebid the outside Auditors every 3-5 years.

Pre-Approval of Fire Dept. Equipment purchase – Steve Renten reported that there are some purchases that will exceed the \$500.00 spending limit and would like pre-approval to purchase these items. There is a need for structure turnouts for \$735.00 and a specialized tool for \$100.00 to put on the rescue rig. After some discussion a motion was made by Pat Frost to pre-approve the purchases. The motion was seconded by Virginia Allin. The motion passed unanimously. A suggestion was made that the \$500.00 spending limit be changed to a higher amount. This item will be placed on the June agenda.

North Lake Fuels Reduction Project – Pat Frost introduced Lara Graham with the US Forest Service, Trinity River Management Unit, Weaverville District. Pat explained that Lara is here to give a briefing on a project idea that is an extension of an earlier project, called the Ball Park Fuel Reduction Project. This is a community protection project. Lara handed out a North Lake Fuels Reduction Briefing Paper and reviewed the project. This project is north of KOA and the Ball Park area where they had a project in 2004. This area is a high fire risk because of the recreationist in the area. The area also has a high fire danger because of the heavy fuel loading, surface sticks on the ground, ladder fuels and understory. She is purposing two steps, manual surface and ladder fuels treatments and prescribed understory burning treatments. It was suggested there be community meetings for the public to get their input on this project. This project requires approval within the USFS for funding. She has requested that this be done by Nov. 1, 2015 and the plan could be implemented as soon as it is signed. They will make the fire wood available for collection to the public.

General Manager Report

Erik Anderson had a written report available at the meeting. Erik reported that there have been some e-mails going around regarding fire hydrants. The fire hydrants should be tested once a year. There are about 54 hydrants that need testing. In order to finish up before Oct. they need to test about 9 hydrants a month. Erik will talk to Steve Renten to see what is reasonable and what can be done to get the testing finished this year. Glen Ahmann suggested that when the water companies have to do maintenance on a hydrant that requires flushing they contact Erik to see what is required to qualify as an inspection and record it.

Erik reported that they have been active on the fire station remodel and went to Hayfork to visit their new facility. The project committee is looking at a new perspective of maybe reorienting the way in which the fire trucks come into the station. Since the lots have been merged it may be better to have the trucks enter on Mary Ave. Erik is working with Mike McHugh on the drawings of the building.

Erik reported that on Sunday Steve Renten and he took a drive up to the repeater site to look at options for improving the capacity of the electrical generation and storage system in the winter. One option is adding 3 more batteries. Erik got some costs for the batteries of \$214.00 each. There is space on the cart for them. Another option that Steve has been discussing is a wind turbine. The cost of a wind turbine and a controller is about \$800.00. Erik suggested that they look at having both solar and wind turbine systems. He feels they would complement each other especially in the winter. Glen Ahmann suggested the Board place preapproval of the purchase of the batteries on the June agenda. Erik will continue to research the wind turbine.

Fire Dept. Report

Fire Chief Steve Renten read the Fire Dept. report (attached). There were copies of the report available at the meeting. Steve reported that there has been early fire season activity.

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	\$43.15
Trinity PUD- Street Lights-includes drought relief surcharge	\$159.05
TDS Telecom-Telephone	\$53.50
Jan Bellinger-Salary	\$350.00
Trinity County DOT-Fuel	\$123.95

Special Expenses

Terminix-Pest Control-Fire House	\$291.00
Don Nesbitt Enterprises-Tank Certs & Hydro Recharges	\$400.00
Mike McHugh-Memotronics-Circuit Breakers Fuses for Vehicles	\$20.52
Total - Checks for payment	\$1,441.17
Balance as of 4/30/15	\$170,364.16
New Balance	\$168,922.99

Adjournment

Meeting adjourned at 8:05p.m.

Items for next regular meeting agenda:

Approve Annual Audit Report
Approve 2015/2016 Budget
Discuss changing outside Auditor
Update on Mutual Aid Reimbursement
Discuss Welcome to Trinity Center Sign
Discuss Letters to Property Owners Regarding Fire Hazards
Discuss Revising Policy 108.203 Spending limits
Preapprove purchase of Batteries for Repeater

Next Regular Meeting: June 2, 2015
Jan Bellinger – Secretary

Trinity Center Volunteer Fire Department Monthly Report April, 2015

**Incident
Type**

Count

Notes

Fire	1	
<i>Coffee Creek</i>	1	Structure. AA
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
Medical	5	
<i>Coffee Creek</i>	1	Automatic Aid
<i>Trinity Center</i>	2	
<i>Annex</i>	2	
MVA	2	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	2	One in Weaverville District, MA.
Public Assist	0	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
Training	4	Usual 3 + USFS
Work Parties	1	
Total Convocations	13	

Type

**Vol
Hrs**

Notes

Incident Responses	50	
Training	41	
Work Details	9	
Admin/Mgmt	199	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, correspondence, ambulance readiness, certification maint & other
FEAT Hours	18	
Total Volunteer Hrs	317.00	