

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

June 2, 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. 11 members of the public were also present including the Fire Chief and the General Manager as well as two members of the Forest Service.

Announcements

Glen Ahmann announced that there will be a community field trip on June 8th at 10:00am given by the Forest Service. They will be meeting by the Cemetery and walk around the area that is planned for the fuel reduction project.

Minutes of the last meeting were posted on the web site and were available at the meeting. Pat Frost made a motion that the 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 made available and the balance was read.

TCVFD Auxiliary Financial report was made available and the balance was read. Linda Magni reported that the balance reflects the fund raising monies.

Unfinished Business

Accept 2013/2014 Annual Audit Report – Glen Ahmann reported that the audit report was finally received. There were copies available at the meeting. Glen has reviewed the report and found that it looks consistent with what was looked at in the last meeting. It represents well what the CSD is doing. It is a positive report and they did not find any errors or omissions.

After general discussion Mike McHugh made a motion to accept the 2013/2014 Annual Audit Report. There was a second by Drew Rusnak. The motion passed unanimously.

Approve 2015/2016 Annual Budget – Glen Ahmann reported that the budget sheet, which was available at the meeting, has been updated to include payments made in May and June. He also reported that the estimate at completion went down because the hydrant work was not done as well as some other areas having less expenses than estimated. Glen recommended one change from last month. We received \$1578.00 on supplemental tax which we had not received anything on up to now so the budget was zero. He recommends that figure be changed to \$750.00. Glen has been trying to reach the Auditor Controller office to get an estimate of what they think we will receive next year but has not been able to get an answer on that question. Everyone agreed that it should be changed to \$750.00. After some discussion a motion was made by Virginia Allin to accept the 2015/2016 budget with the \$750.00 change. The motion was seconded by Pat Frost. The motion passed unanimously.

Update/Discuss RPF's to outside Auditors – Glen Ahmann reported that we have used the current auditor for about 4 years. It is time to send out some RFP's (Request for Proposal) and get bids from other auditors. A list of auditors was received from CSDA. Glen asked if anyone is familiar with any of the auditors to look at the list and make recommendations. All were in agreement to send out the letters. Jan Bellinger will choose 4 auditors in the Sacramento area and send out the letters.

Communications & Director Reports

Jan Bellinger reported that an e-mail from the State Controller was received regarding the Mandated Cost Reimbursement for the Brown Act is releasing money for payments on claims from pre 2004. We may start receiving some of the money owed if they release later years.

Jan also reported that a notice from CSDA was received announcing the annual conference in Sept. If anyone is interested they can contact Jan.

Glen Ahmann reported that representatives from the Forest Service will be joining us at the end of our meeting to talk about Wildfire preparedness this season.

Pat Frost reported that Saturday there was a small work party at Bowerman Barn to thin trees around the Cemetery. Pat also reported that over Memorial Day weekend there were docent tours of the barn. The first tour on Sunday had about 34 people show up. Pat also reported that this week there will be Region Wide training for Wilderness Rangers. There will be about 100 Rangers training at Bowerman Barn from as far away as Utah.

Public Comment

Virginia Allin reported that Mary Hamilton will be giving a tour of Old Trinity Center on Saturday June 13th, 2015. Meet at the IOOF hall at 9:00am. They will be caravanning and will stop at KOA to pick up anyone who wishes to join from there.

Virginia also reported that there will be a retirement party for Coffee Creek Fire Chief Rusty Mauk on Sunday June 7th, 2015 at Trailhead Pizza at 6:00pm.

New Business

Update on Mutual Aid Reimbursement – Steve Renten reported that this is in regards to our mutual aid response last summer to the Coffee Fire. There are just short of \$20,000.00 in invoices outstanding. It appears that they are starting to release payment and we may be getting some money soon.

Discuss Welcome to Trinity Center Sign – Virginia Allin asked Linda Light to speak regarding some concerns about how the entry to town looks. Linda feels the entry to town is very unwelcoming. She would like to see the entry cleaned up and maybe some landscaping done and a sign put up saying “Welcome to Trinity Center”. Kelli Gant also spoke on this subject. Kelli reported that the Alliance has always had this on their plan but they don't have enough people to work on it. There is a plan to have two gateway monuments: one at Covington and one at Coffee Creek that say “Welcome to North Lake” and another sign at the entrance to Trinity Center. Kelli reported that for an archway to Trinity Center PUD has offered to donate old power poles and install them and attach anything else, such as an arch and signs that are ready at the time, at no cost to us.

Discuss/Pre-approve Cost for Letters to Property Owners Regarding Fire Hazards - Pat Frost talked to Scott Alvord, the Weaverville Fire Chief, regarding letters that they have sent out to land owners. Pat got samples of the letters however; they don't really fit our needs. Pat explained that there are currently State laws that guide and regulate defensible space when there are structures on the property, and then there is vacant land with no

structures which there are no laws that regulate at the State level. The County does not have any ordinance that deals with this either. Pat, Glen and Steve met to come up with a short term plan for this fire season since it is already here. Pat had a draft letter available at the meeting. The letter also has information about the Trinity Center and Coffee Creek VFD's open houses. The letter is from the Fire Chief not the CSD. Glen Ahmann reported that they did discuss alternatives. The general feeling is that enforcing an ordinance would be difficult and would be an unreasonable imposition to put on our existing volunteers. Pat met with Andy Reiling, a Battalion Chief with Cal Fire, and asked if they had a suggested prescription for parcels in subdivision that are undeveloped? No, they don't. Glen said if people identify a specific concern the Board could look at it and perhaps send a little stronger worded letter to them. Sue Chatterton suggested the Board draft an ordinance to have on the books that can be enforced to back up letters sent if property owners do not comply. Dick Eyman suggested the Board talk to a lawyer about liability issues of a fire that starts on a vacant lot and damages structures on a neighboring lot. Pat will do more research on this issue. Roger Chatterton suggested the Board draft an ordinance and take it to an attorney to make sure it will hold up under the law and can be enforced. After some discussion everyone agreed that the letter should be sent for now and further action, including an Ordinance would be considered. Kelli Gant offered to have the Alliance send out the letters under their bulk mail permit. She will check on the details.

Pat Frost made a motion to approve the funding of printing and mailing the letters to all of the unique addresses in Trinity Center, not to exceed \$400.00. The motion was seconded by Virginia Allin. The motion passed unanimously.

Sue Chatterton offered to have the Auxiliary stuff, stamp and mail the letters.

Discuss Revising Policy 108.203 Spending limits – Glen Ahmann explained that this item was brought up at the last meeting. It refers to the \$500.00 spending limit authority that the Directors and the Fire Chief have to spend without getting prior authorization. Mike McHugh explained that a suggestion was raised that the spending limit be raised. Mike read the policy. Mike went back and looked at how many of these incidents have come up recently and found that there have not been very many requests. Mike reported that there have been no requests from the Board and only a few from the Fire Dept. There was a request from the Fire Chief last month for some Turnouts. Mike's recommendation would be that this item be tabled until one of the groups comes back with a request. Glen also feels that this limit is fine as is. Glen reported that at one time there was a suggestion to put in a higher limit for emergency situations. He added that the Fire Chief can also spend a higher limit from the Fire Dept. fund if needed. All were in agreement to leave the policy as is for now.

Pre-approve purchase of Batteries for Repeater – Erik Anderson reported that he has to get more information on the batteries that are currently at the repeater site. There are some questions as to if we want to just add batteries or add an alternate wind source. There are also questions as to if we can add new batteries to the old ones. Erik suggests we consider other system solutions. They will keep working on this issue.

Approve Resolution for Board of Directors Election – Glen Ahmann reported that three of the CSD Director's terms are expiring at the end of the year, Pat Frost, Virginia Allin and Glen Ahmann. The County requires the Board to pass a resolution that will cover our cost of the election in Nov. There will be some cost to the Board even if there is not an election for our Board. Glen read the resolution. Mike McHugh made a motion to submit the resolution as presented. Drew Rusnak seconded the motion. The motion passed unanimously.

US Forest Service-Discuss Wildfire Preparedness for this season - (USFS informational briefing) – Pat Frost introduced Lara Graham, who was at last month's meeting, and Tim Ritchey from the Forest Service. They gave a briefing on how they are organized and prepared with staffing and equipment for the upcoming wild fire season. They had maps and posters to show at the meeting and left them with us for future use. They had a map of the Coffee Fire and explained the colors on the map. They also reminded us of the Community field trip to show the plan for the fuel reduction project. Everyone thanked the Forest Service for coming to the meeting.

General Manager Report

Erik Anderson had a written report available at the meeting. Erik reported that there was nothing new to report this month.

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 on the VFA grant, which he briefed the Board on in prior months, he heard Friday how to carry out the purchases. This will require a special meeting to approve the bills for payment by June 30th, 2015. The money must be spent and the bills paid by June 30th. The paperwork is due to Cal-Fire in Aug. Steve also reported that there is a hybrid burn ban concept. Fire season was declared effective yesterday however it doesn't come with its customary burn ban because of the damp weather that we have been having. Burning of yard debris in 4x4 piles or smaller on a permissive burn day and it's between 6:00am and noon it is allowed. People can check the Cal-Fire web site to see if it is a burn day and when the burn ban is in effect.

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 unanimously that the following bills be paid:

Regular Expenses

Trinity PUD- Electric-Fire Hall-includes drought relief surcharge	\$30.64
Trinity PUD- Street Lights-includes drought relief surcharge	\$159.05
TDS Telecom-Telephone	\$53.23
Jan Bellinger-Salary	\$350.00
Trinity County DOT-Fuel	\$226.18

Special Expenses

Jan Bellinger-Toner for Copier at fire house	\$129.99
L.N. Curtis-Roof Vent Hook/Gloves	\$282.96
Golden State Risk Management-Insurance	\$8,756.00
Glen Ahmann-NorCal Expo	\$50.00
Suzanne Heinig-Fire House Cleaning-April/May 2015	\$60.00
Blomberg & Griffin-Annual Audit Report	\$1,875.00
Trinity Hospital-Restock 306	\$640.71
Total - Checks for payment	\$12,613.76
Balance as of 5/31/15	\$170,364.16
Deposit check from Commitment Inc. for sale of 1978 GMC	\$1,000.00
New Balance	\$158,750.40

Adjournment

Meeting adjourned at 8:22p.m.

Items for next regular meeting agenda:

- Discuss changing outside Auditor-Update on RPF Letters
- Update on Mutual Aid Reimbursement for Coffee Fire
- Update on Letters to Property Owners Regarding Fire Hazards
- Discuss Ordinance for Defensible Space

Next Regular Meeting: July 7, 2015
 Jan Bellinger – Secretary

Trinity Center Volunteer Fire Department Monthly Report May, 2015

Incident

Type	Count	Notes
Fire	0	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
Medical	5	
<i>Coffee Creek</i>	2	Automatic Aid
<i>Trinity Center</i>	1	
<i>Annex</i>	2	
MVA	0	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	2	
Public Assist	1	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
Training	4	2 Fire + 1 EMS + USFS
Work Parties	0	
Total	10	
Convocations		

Type	Vol Hrs	Notes
Incident Responses	48	
Training	55	
Work Details	0	
Admin/Mgmt	193	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, correspondence,

		ambulance readiness, certification maint & other
FEAT Hours	16	
Total Volunteer Hrs	312.00	