

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

July 5, 2016

The meeting was called to order by Mike McHugh at 6:33 p.m. Other members present were Glen Ahmann and Drew Rusnak, Virginia Allin and Pat Frost. 8 members of the public were also present including the Fire Chief.

Announcements

Jan Bellinger announced that Erik Anderson would not be present at tonight's meeting. He informed the CSD at the last meeting that he would be gone. He sent the General Manager's report to Jan.

Minutes of the last meeting were posted on the web site and were available at the meeting. Glen Ahmann made a motion that the minutes be accepted as written. It was seconded by Drew Rusnak. The minutes were accepted unanimously as written.

CSD Financial report was made available. The balance after the bills are paid tonight will be \$168,725.51.

TCVFD Financial report was made available. The balance is \$96,498.42.

TCVFD Auxiliary Financial report was made available. The balance is \$21,728.69.

Mike McHugh asked if the balance was reflective of the fundraising events over the weekend. Linda Magni reported that balance does not include the funds raised over the weekend. Mike thanked the Auxiliary members for all of their hard work. Linda also reported that 154 meals were served for the pancake breakfast fund raiser.

Pat Frost reported that the address sign sales have been very good as well. Linda reported that after a couple of hours of door to door sales she sold 17 signs. The Auxiliary is going to make plans to do more door to door sales in Trinity Center. Linda reported that a lot of residents are not aware that when they call 911 the Fire Dept. is usually only given an address and not a name. Mike McHugh added that without a clearly marked house number it can be difficult for the Fire Dept. to find the correct location for the call. Pat Frost suggested an article be placed in the Trinity Journal to inform the residence about the signs that are available through the Fire Dept.

Unfinished Business

Approve Budget – Glen Ahmann explained the 2016/2017 budget spread sheets, available at the meeting, and a list of year end balances for the CSD general fund from 2008 until present. The balance has been stable and steadily going up for most of the years. There were a couple of proposed changes from last month's draft budget sheet that Glen reviewed. Account 1010 Permanent Salary, as talked about at the last meeting, Glen recommended that after being the same rate since 2008 this should be increased from \$350.00 to \$400.00 per month. Glen explained that by approving this new budget amount, the board was approving a raise for the Sec/Treasurer position. Also account 2210 Fire Equip. & Supply needs to be adjusted to \$12,000.00 since \$6,000.00 will be needed in this account to cover the VFA 50% matching grant. Mike McHugh reported that for account 4300 Fixed Assets there has also been an increase of \$5,000.00 to purchase extra hydrants to take

advantage of replacing hydrants concurrent with the Trinity Center Water Company doing their line replacement. When they come to a hydrant that needs to be replaced they are donating the labor if the CSD provides the hydrant. The total Expense budget is \$72,201.00 and the Income budget is \$62,850.00. Glen feels that with the General Fund account balance where it is this should not be a problem. He also explained that usually each year the CSD expenses come in under budget.

Pat Frost made a motion to adopt the fiscal year 2016/2017 budget as presented. There was a second by Virginia Allin. The motion passed unanimously. Glen will provide Jan with a copy of the adopted budget and she will get a copy to the County Auditor. Mike will also have the adopted budget posted on line.

Communications & Director Reports

Drew Rusnak reported that at the last meeting he volunteered to attend the LAFCo meeting on June 13th. One of the purposes of the meeting was to elect a new Board member. At the meeting it was announced that there was a volunteer for the position. Clarence Rose was appointed to fill the position. Mike thanked Drew for attending the meeting in his place and explained that normally the Chairman of the Board is the person who attends the meeting however he was unable to attend this meeting.

Pat Frost reported that according to Lara Graham of the Forest Service the North Lake Fuels Reduction Project, which runs from the north end of KOA to beyond the cemetery, is ready to go. The NEPA has been done and they have been working with KOA regarding the timing. They have had a pre bid meeting with potential contractors. They intend to award the bid in the next few days and hope to have the contractor begin the fuels reduction work in the next week or so. The cutting part of the job is expected to be in 10-15 work days. The area will be closed to the public for safety during those times. The area will be opened probably in September for fire wood cutting and collecting by the public.

Glen Ahmann reported that the first half of this fuels reduction project was on the books 15 years ago and by going to the Forestry Dept., going to meetings and having them come out and look at the area and keeping in touch with them as well as CSD and community support helped get this project back on track.

Jan Bellinger reported that a letter of thanks addressed to the Board chairman from Senator Mike McGuire was received thanking the CSD for their letter of support for AB2613.

Jan also reported that a request was received from Darley regarding tax exempt information. The CSD is not exempt from paying sales tax. The invoices in question are from 2013/2014. Some of the items were from the VFA grant for those years. Mike McHugh explained that they did not charge the Dept. tax on the items and we may get an invoice for the tax which may be about \$300.00.

Chief Renten reported that he has made some phone calls to check on getting a sales tax exempt status for the VFD. He was told an exemption has to come from the Legislature. He is waiting to hear back from some of the parties that he has contacted regarding this.

Public Comment

Sue Chatterton asked where the property lines are and how much of the property beside the street is owned by the County or CSD. Mike McHugh explained that the County owns the property. The CSD do not own any property except the Fire Station. She is concerned about dead trees near the street in town. Mike suggested she call the Transportation Dept. since it is on the right of way of the road.

Pat Frost reported that at the Fire Safe Counsel meeting there was a discussion of applying for grant money to begin to help homeowners with dead and dying tree issues. The Governor's budget has \$5,000,000.00 for a State wide grant program but according to CalFire with the severity of the dead and dying tree issue in the Central Sierra that the Governor's intent is for the majority of the funding to go to that area. Pat also reported that the RCD will be applying to the County for Title 3 funding with the focus to help with the dead and dying

tree issue for home owner properties. This funding won't be available until maybe September.

Kelli Gant reported that with the hard work of Senator McGuire with the Forest Service and California Boating and Waterways they have made a plan for Trinity Center Boat Ramp Facility. It was submitted 3 years ago for funding. Senator McGuire worked to get this put in the Governor's budget and the Governor just signed the budget with no line item vetoes. They found out this morning that 1.64 million dollars is in the budget for Trinity Center Boat Launch Facility. The environmental work has already been done and the permitting can be done this fall so they are hoping to start construction next year. Kelli suggested people write letters to thank Senator McGuire for his work on this.

New Business

Discuss/Approve Fire Dept. Equipment, Jaw of Life, purchase of \$28,000.00 – Mike McHugh explained that this item is for the Board to ratify the expenditure of \$28,000.00 for the Jaws of Life purchase that the VFD is making. Mike explained that the District runs two accounts. One account is the CSD General account that the County maintains for us which is where the property tax money is held that the street lighting and hydrants and operating expenses of the VFD get paid from. The other is the fundraising account of the VFD for which the Auxiliary holds fundraisers. The understanding between the District and the VFD is that the VFD uses the latter fund for Fire Dept. Capital Asset purchases. Since 2011 the VFD account is included in the CSD annual audit. In the audit report it states that the Fire Chief administers the VFD account with a high level of oversight by the Board. If the Fire Chief needs to make a sizable purchase the Board looks at it and gives its agreement for the spending which goes into the minutes to meet the audit requirements. Steve Renten explained that the VFD is operating with a set of Jaws of Life cutter and ram that was purchased about 2000-2003. Congress changed the passenger safety requirements for automobiles in 2007. As a result manufactures have developed protective cages and other devices which the old Jaws can't cut. The VFD has been looking at new Jaws and this item has been in the fundraising letter for the last two years. The new Jaws are now battery powered making it much quicker to set up and use. There is a quote out and the vendor is still sourcing the actual tools that are being ordered. There are three tools, a cutter, a combi tool which snips like scissors and spreads like a jack and a ram. All can be deployed immediately from both sides of a car.

Pat Frost inquired as to what will happen to the old Jaws of Life. Steve reported that they are scheduled for their first service tomorrow and he will find out from the service tech if they feel they are still safe to use and operable. If they are still operable the Dept. will keep them for a backup. After some discussion there was a motion by Pat Frost to approve up to \$30,000.00 to purchase the new Jaws of Life. There was a second by Drew Rusnak. The motion passed unanimously. Pat suggested the new equipment be displayed at the VFD open house to show the community what they have helped purchased.

General Manager Report

Erik Anderson was absent but had a written report available to be read at the meeting. Jan Bellinger read the report. There was no hydrant testing in June. There were two meetings of the Fire Station Remodel committee, June 9th and June 27th. They have been gathering information on subsystems to refine the project costs. There is another meeting set for July 21st to learn about the bid response on the Lewiston fire station. Mike McHugh reported that they have heard some preliminary information from Lewiston. The floorplan of their proposed structure looks a lot like our existing fire hall. They have a bid for a steel structure of \$130,000.00 (not installed). Paul Scribner in Anderson has given us an estimate of \$200,000.00 for the 6 bay garage structure which reflects the concrete foundation and the building installed. The committee is thinking that \$250,000.00 for the completed structure will give the VFD all new equipment parking, winterized with everything complete. This will leave the existing structure available for use and ready to be remodeled for training facilities, ready room, office area and kitchen at a future date.

Fire Dept. Report

Steve Renten read the Fire Dept. report (attached). There were copies of the monthly report available at the meeting.

Steve reported that they had the annual Trinity Center Elementary School kid's tour of the Fire House. The kids really enjoyed using the hose and squirting water at cones, and each other.

Steve also reported that he has not received a rejection letter for the FEMA grant from February which means the VFD is still being considered for the grant. The grant is for a \$275,000.00 grant with a 5% match for a mini pumper.

On another grant topic the VFA (Volunteer Firefighters Assistance) grant for \$6,000.00 had to have the paperwork, order/invoice/packing slip/payment in by June 30, 2016. To avoid having a special CSD meeting to get the payment done in time Steve used VFD funds to pay for the items and the CSD will reimburse the VFD. The total is \$5,804.25.

Steve reported that Trinity Center VFD participated in training the next generation of EMT's in cooperation with Trinity County Life Support. They did an auto extraction practice in Douglas City.

Steve explained that last November they discussed resealing the parking lot at the fire house. At that time the vendor said it was too cold to do the work, it would not cure properly. The last time the parking lot was sealed was six years ago. The vendor will be doing work in town this week. The cost is \$600.00 to reseal and \$150.00 to \$175.00 for crack seal for the deeper cracks. Since it has been six years and there are a lot of large cracks Steve recommends the parking lot be resealed. All were in agreement that this needs to be done. Mike McHugh requested this item be placed on the next agenda for the Board to approve and to help the VFD pay for the resealing.

Bills for Payment

The list of bills to be paid was made available. Glen Ahmann reported that the Medical Director saved the Dept. quite a bit of money by providing the CPR training to most of the responders. After some discussion a motion was made by Virginia Allin that the list of bills be paid as stated. The motion was seconded by Glen Ahmann. The motion passed unanimously that the following bills be paid:

Regular Expenses

Trinity PUD- Electric-Fire Hall-includes drought relief surcharge/System Access	\$100.25
Trinity PUD- Street Lights-includes drought relief surcharge	\$159.05
TDS Telecom-Telephone	\$57.21
Jan Bellinger-Salary	\$350.00

Special Expenses

Trinity Quik Lube-Repair 1134	\$904.50
Trinity County Life Support-BLS CPR/AED McHugh	\$25.00
Darley-Wheel Chock/Rope (VFD paid \$799.74)	\$382.15
Trinity Center VFD-Reimbursement for Darley Brass Parts-VFA Grant	\$5,804.25

LN Curtis-Class A Foam	\$499.59
Heiman-Hydrant Wrench	\$69.15
Total - Checks for payment	\$8,351.15
Balance as of 6/30/16	\$177,076.66
New Balance	\$168,725.51

Adjournment

Meeting adjourned at 7:46 p.m.

Items for next regular meeting agenda:

Discuss/Approve Resealing Fire House Parking Lot

Next Regular Meeting: Aug. 2, 2016

Jan Bellinger – Secretary

Trinity Center Volunteer Fire Department Monthly Report June 2016

Incident

Type	Count	Notes
Fire	4	
<i>Coffee Creek</i>	1	Automatic Aid
<i>Trinity Center</i>	1	
<i>Annex</i>	2	
Medical	4	
<i>Coffee Creek</i>	1	Automatic Aid
<i>Trinity Center</i>	1	
<i>Annex</i>	2	
<i>Other</i>	0	
MVA	2	
<i>Coffee Creek</i>	1	Automatic Aid
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
Public Assist	1	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
Training	3	2 Fire. 1 EMS
Work Parties	0	
Total Convocations	14	

Type	Vol Hrs	Notes
Incident Responses	55	
Training	36	
Work Details	0	
Individual Admin/Mgmt	154	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other
FEAT Hours	10	
Total Volunteer Hrs	255	