

TRINITY CENTER COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

Regular Meeting
November 7, 2017

The meeting was called to order by Pat Frost at 6:30 p.m. Other members present were Glen Ahmann, Drew Rusnak, Mike McHugh and Trish Wardrip. Fire Chief Steve Renten and General Manager Erik Anderson were also present. Four members of the public were present.

Announcements – Steffanie Desrosiers announced that board members Pat Frost, Drew Rusnak, Mike McHugh and Trish Wardrip had each been appointed to another term by the Board of Supervisors in an uncontested election. Steffanie also stated that she would administer the oath of office after the meeting so that they would be ready for the next meeting in December.

Minutes of the October 3rd meeting were posted on the website and were available at the meeting. Glen Ahmann motioned to accept the minutes as amended. Mike McHugh seconded. The motion passed unanimously.

TCVFD Financial report was made available. The balance as of October 31, 2017 was \$96,941.73. The report was for the fiscal year beginning July 1, 2017 – October 31, 2017.

TCVFD Auxiliary Financial report was made available. The balance as of October 31, 2017 was \$44,848.75. The TCVFD used a calendar accounting period beginning January 1, 2017 – October 31, 2017.

CSD Financial report was made available. The balance after today's bills are paid will be \$187,363.83.

Unfinished Business – There was no unfinished business.

Communications & Director Reports

Glen Ahmann reported that the auditor had been contacted and an audit would be scheduled this month. Also, he researched the particulars regarding the new legislation that allows districts like TCCSD to have full audits some years and a less intensive financial compliance review other years. Glen discovered that in order to go ahead with a financial compliance review we would need unanimous approval from the TCCSD board as well as unanimous approval from the county Board of Supervisors. Since this topic was not on the agenda, no decision regarding a review could be made tonight. However, Glen suggested that it would be beneficial to go ahead with a full audit as it would enable Steffanie Desrosiers, the new secretary, and Trish Wardrip, a new board member, to participate and learn from the process. Pat Frost asked how often the approval from the Board of Supervisors for a financial review was needed; was it necessary for each year? Glen Ahmann responded that one resolution stating the audit plans for upcoming years would probably be sufficient.

Steffanie Desrosiers stated that, according to the county auditor's office, the county reports for the fiscal year ending June 2017 may be ready sometime this month. This would be very helpful for the TCCSD audit. Glen Ahmann clarified that the TCCSD audit also included the TCVFD but not the TCVFD Auxiliary.

Trish Wardrip mentioned a free webinar titled “Opportunity Knocks: New Funding Opportunities for Fire Districts in a Post-SRA Fee World” was taking place on December 6, 2017 from 11:00am – 12:00pm. The webinar will discuss the increased ability for local fire districts to raise revenue in the wake of the end of CAL FIRE’S SRA fee.

Public Comment – Wyatt Ribarich sent a box of cookies for the board in appreciation and one for the VFD as well. Pat Frost expressed his thanks.

New Business

Discuss/take action on propane provider bid – Campora submitted an unsolicited proposal to provide propane service at the Fire Hall. To compare, Steve Renten put together actual usage and cost from the current provider Amerigas. The suppliers use different indexes, so it was difficult to get a fair cost comparison. Steve recommended having Amerigas, Campora and Northern Lights submit bids in the spring, which would give him time to look at how to fairly compare the different indexes. Pat Frost added that the suppliers should bid for a set time frame; e.g., for two years. Glen Ahmann was in agreement that bids should be obtained next spring from all three suppliers: Amerigas, Campora and Northern Lights.

General Manager Report – was read by Erik Anderson and was available at the meeting. Multiple hydrants in the Trinity Knolls and Trinity Center have been tested. Glen Ahmann suggested contacting Ken Rieke to ask if he would be willing to help with the hydrant testing.

Erik also met with Eric Keyes to discuss cost reduction strategies for the new apparatus building, and getting the drawings and specifications better developed. Erik stated that efforts should be on identifying funding and fund raising.

Pat Frost asked how to move forward with the apparatus building project; what are the additional options for funding? Currently there is \$135,000 out of \$450,000 needed for the project. Different options were mentioned such as having the VFD begin cost recovery billing through a third party, micro loans, grants, parcel tax and bonds.

Mike McHugh suggested that an ad hoc committee be formed to investigate funding options. It was agreed that Pat Frost, Trish Wardrip, Erik Anderson and Steve Renten would comprise the committee. They will report their preliminary findings at the December 5 meeting.

Erik Anderson continued his report by mentioning several repairs made at the Fire Hall, including dripping faucets and the large rolling doors which had ceased to work properly.

Erik also inspected the Fire Hall roof with a retired roofer and discovered that the metal roofing is held in place with nails. Over time the nails have loosened and, in most cases, completely fallen out. It was recommended that the nails be replaced with screws. The area where leakage has occurred was inspected and noted. Erik stated that a work party could take care of the roofing issues.

Linda Magni asked if the shipping container could be inspected as it has been leaking as well.

Fire Dept. Report – was read by Steve Renten and was available at the meeting (attached). The VFD had a fair amount of calls in October. The training was canceled in October due to lack of attendance. A new person is in the process of becoming a responder. Another volunteer has been available as well.

An additional person is in the process of certification for EMT. Steve announced that Ken Rieke has turned in his gear and is no longer able to volunteer.

Glen Ahmann asked if we had any of the Kidde fire extinguishers that have been recalled and Steve responded that he thought we did and he would look into it.

Bills for Payment – The list of bills to be paid was made available. A motion was made by Glen Ahmann that the list of bills be paid. Drew Rusnak seconded. The motion passed unanimously that the following bills be paid:

**Trinity Center CSD
Accounts Payable
November 7, 2017**

Regular Expenses	Amount
Amerigas	\$138.19
Frontier Communications – monthly out of area listing fee	\$4.98
Steffanie Desrosiers -Salary, October	\$400.00
Suzanne Heinig – Aug & Sept	\$60.00
TDS Telecom - Telephone	\$56.15
Trinity Center General Store – diesel fuel	\$71.80
Trinity PUD - Electric-Fire Hall	\$46.27
Trinity PUD - Street Lights	\$141.00
 Special Expenses	
Independent Business Forms – A/P checks for CSD	\$139.86
Shasta Garage Doors – repair roll up doors at fire hall	\$625.00
Steffanie Desrosiers -(100) first class stamps	\$49.00
Steffanie Desrosiers -compatible digital voice recorder	\$29.99
Trinity County Life Support – medical supplies	\$208.31
 Total Expenses	 \$1,970.55
 Balance as of 10/31/17	 \$189,334.38
 Less October expenses	 \$(1,970.55)
 Current Balance	 \$187,363.83
<u>Adjournment</u>	

Meeting adjourned at 7:30 p.m.

Next Regular Meeting: December 5, 2017 @ 6:30 p.m.

Steffanie Desrosiers – Secretary

Trinity Center Volunteer Fire Department Monthly Report

For October 2017 Events

Incident Type	Count	Notes
Fire	3	
<i>Coffee Creek</i>	1	Automatic Aid
<i>Trinity Center</i>	2	
<i>Annex</i>	0	
<i>Other</i>	0	
Medical	3	
<i>Coffee Creek</i>	2	Automatic Aid.
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
<i>Other</i>	0	
MVA	1	
<i>Coffee Creek</i>	1	Automatic Aid
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<i>Other</i>	0	
Public Assist	0	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
Training	2	Fire & EMS
Work Parties	0	
Total	9	
Convocations		

Type	Vol Hrs	Notes
Incident Responses	37	
Training	20.5	
Work Details	0	
Individual Admin/Mgmt	226	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other
FEAT Hours	17	
Total Volunteer Hrs	300.5	