

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting  
May 1, 2018

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

**Announcements** – Mike McHugh announced that there will be paving work done on Mary St. in Trinity Center on May 2 and that traffic would be impacted.

**Minutes** of the April 3, 2018 meeting were posted on the website and were available at the meeting. Mike McHugh motioned to accept the minutes with an error correction to the year listed in the first paragraph under New Business. Glen Ahmann seconded. The motion passed unanimously.

**CSD Financial** report was made available. The balance on May 1, 2018 after accounts payable expenses will be \$207,198.41.

**TCVFD Financial** report was made available. The balance as of April 30, 2018 was \$119,478.35.

**TCVFD Auxiliary Financial** report was made available. The balance as of April 30, 2018 was \$20,674.06.

## **Unfinished Business**

**Fire Hall Funding Subcommittee Update** – Pat Frost reported that he and Kelly Gant had a positive meeting with the CAO of the McConnell Foundation. Some suggestions given were to look into discovering other potential major funders as well as assembling a bid packet.

**Communications & Director Reports** – A letter was received from the Trinity Center Gold Diggers Lions Club explaining that they have postponed their rummage sale until the Fall. Also received was a letter from Public Facilities Investment Corporation which would like to discuss their program of developing financing for facilities and infrastructure.

Glen Ahmann reported that the Resource Conservation District fuel reduction walk-around meeting at the Knolls was very informative and well attended.

**Public Comment** – None.

## **New Business**

### **Review/Approve Policy 109.208 Meeting Recordings Record Retention**

The proposed changes to the TCCSD Record Retention Policy 109.208 were presented and copies were available at the meeting. Glen Ahmann motioned to approve the proposed changes to the Record Retention Policy 109.208. Drew Rusnak seconded. The motion was passed unanimously.

### Present 2018/2019 Draft Budget

Glen Ahmann presented the draft of the 2018/2019 Budget for the TCCSD and copies were available at the meeting. The final 2018/2019 budget will be presented for approval at the June 5, 2018 meeting.

### Annual Audit Update

A draft of the 2016/2017 annual audit was presented by Glen Ahmann and copies were available at the meeting. Glen will update the Management Discussion & Analysis and forward to the auditor. A final audit will be presented to the Board for acceptance at the June 5, 2018 meeting.

### Review/Comment Planning Department Request

Steffanie Desrosiers presented a document from the Trinity County Planning Department and copies were available at the meeting. The letter requested comments from the Trinity Center CSD and TCVFD on proposed construction in Trinity Center. Mike McHugh recommended that the letter be delegated to Fire Chief Steve Renten for comments.

**General Manager Report** – Erik Anderson presented the General Manager's report for April 2018 and copies were available at the meeting. Hydrant testing and marking has been completed. Seven leaky hydrants were discovered and Erik recommended their replacement. Mike McHugh thanked Erik and Pam for all of the work they have done on the hydrants.

**Fire Dept. Report** – was read by Fire Chief Steve Renten and was available (attached). Total volunteer hours are at an all time high. Ongoing vehicle maintenance issues continue. Additional nozzles are on order. The sheriff's dispatch console will be out of service in June until a new upgrade is completed. In the meantime, all information will be recorded manually. The ISO inspection was completed on April 30. Steve is hopeful of maintaining our current rating. Pat Frost thanked Steve and all of the others who worked hard to prepare for the ISO inspection.

**Bills for Payment** – The list of bills to be paid was made available (attached). A motion was made by Glen Ahmann that the list of bills be paid. Mike McHugh seconded. The motion passed unanimously that the following bills be paid:

### **Trinity Center CSD**

#### **Accounts Payable**

**May 1, 2018**

<b>Regular Expenses</b>	<b>Amount</b>
Amerigas – Fire Hall propane April	\$148.13
Frontier Communications – out of area exchange listing	\$5.87
Steffanie Desrosiers -Salary, April 2018	\$400.00
TDS Telecom - Telephone	\$55.96
Trinity Co. Dept. of Transportation – fuel for Jan, Feb & March 2018	\$371.55
Trinity PUD - Electric-Fire Hall	\$107.59
Trinity PUD - Street Lights	\$141.00

**Special Expenses**

All Wheel Auto Truck & RV Repair – ambulance steps addition	\$2,245.48
Erik Anderson – hydrant testing/painting supplies	\$191.18
Bob Bryant – reimburse for batteries	\$32.98
Steffanie Desrosiers – reimburse for printer toner & copy paper	\$114.48
Heiman Fire Equipment – tools: hydrant wrench, air eject, adapter kit	\$488.83
Liddell’s Construction Supply – shovel	\$24.66
Ken Medin – lock repair at Fire Hall	\$125.00
Steve Renten – reimburse for training materials & ofc supp	\$47.83
Trinity County Elections – district election portion expense	\$75.93
Weaverville Fire Protection District – SCBA compressor maintenance	\$605.67
Wilgus Fire Control, Inc. - fire extinguisher purchases & repairs	\$1,159.94
<b>Total Expenses</b>	<u>\$6,342.08</u>
<b>Balance as of 4/30/18</b>	\$213,540.49
<b>Less April expenses</b>	<u>\$(6,342.08)</u>
<b>Current Balance</b>	<u><b>\$207,198.41</b></u>

**Adjournment**

Meeting was adjourned at 7:50 pm.

**Next Regular Meeting: June 5, 2018 @ 6:30 pm.**

Steffanie Desrosiers – Secretary

**Items for June agenda**

Fire Hall Funding Subcommittee Update

Review/Approve 2018/2019 CSD Budget

Present/Accept Final 2016/2017 Annual Audit

## Trinity Center Volunteer Fire Department Monthly Report For April 2018 Events

### Incident

Type	Count	Notes
<b>Fire</b>	<b>0</b>	
<i>Coffee Creek</i>	0	Automatic Aid
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<i>Other</i>	0	
<b>Medical</b>	<b>6</b>	
<i>Coffee Creek</i>	1	Automatic Aid.
<i>Trinity Center</i>	3	
<i>Annex</i>	2	
<i>Other</i>	0	
<b>MVA</b>	<b>0</b>	
<i>Coffee Creek</i>	0	Automatic Aid
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<i>Other</i>	0	
<b>Public Assist</b>	<b>3</b>	
<i>Coffee Creek</i>	1	
<i>Trinity Center</i>	2	
<i>Annex</i>	0	
<b>Training</b>	<b>3</b>	Fire & EMS
<b>Work Parties</b>	<b>0</b>	
<b>Total Convocations</b>	<b>12</b>	

Type	Vol Hrs	Notes
Incident Responses	28.5	
Training	28	
Work Details	0	
Individual Admin/Mgmt	603	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other. Est, undercounted.
FEAT Hours	8	
<b>Total Volunteer Hrs</b>	<b>667.5</b>	