

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

Regular Meeting  
August 7, 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. Five members of the public were present.

**Announcements** – Director Drew Rusnak stated that he would be absent at the September 4 meeting.

**Minutes** of the July 3, 2018 meeting were posted on the website and were available at the meeting. Mike McHugh moved to accept the minutes as presented. Drew Rusnak seconded. Glen Ahmann abstained. The motion passed.

**CSD Financial** report was made available. The balance on August 7, 2018 after accounts payable expenses will be \$202,798.01.

**TCVFD Financial** reports were available. The balance for the fiscal year ending June 30, 2018 was \$122,776.22. The balance as of July 31, 2018 was \$122,776.25.

**TCVFD Auxiliary Financial** report was available. The balance for the period ending July 31, 2018 was \$41,257.31.

### **Unfinished Business**

**Fire Hall Funding Subcommittee Update** – Pat Frost stated that there has been no activity with the subcommittee and nothing new to report.

**Follow Up/Approve Fire Hall Hardening Security Improvements** – Steve Renten obtained a cost estimate of \$1,630 to improve building security at the Fire Hall. Secretary Steffanie Desrosiers summarized our current insurance coverage for theft as previously requested. Glen Ahmann moved to approve expenses up to \$2,000 for materials and labor to improve building security. Trish Wardrip seconded. The motion passed unanimously. Steve reiterated the need for an internal alarm system. The cost estimate is \$3,100. This item to be placed on the September 4 agenda.

**Communications & Director Reports** – Steffanie Desrosiers announced that the TCCSD Directors and General Manager have been added to our worker's compensation policy effective July 5 as per resolution 2018-01.

Glen Ahmann presented a preliminary budget review for the CSD for fiscal year ending June 30, 2018. Copies were available at the meeting.

Pat Frost announced that the VFD Open House had been postponed due to the Carr Fire.

**Public Comment** – Wyatt Ribarich thanked the board for their service. He expressed concern that the brush along Highway 3 has not been eradicated and poses a fire risk. Mr. Ribarich suggested that the Board draft a letter to Cal Trans requesting removal of the brush. Fire Chief Steve Renten concurred.

Pat Frost will draft a letter to Cal Trans to be presented at meeting on September 4, 2018 and recommended that letters from the public to the Board of Supervisors would also be effective.

### **New Business**

**Request/Approve Funding to Support PG&E Grant** – Steve Renten and Carol Fall have worked together to secure a grant for the Resource Conservation District from PG&E to complete fuel/vegetation reduction around Trinity Center infrastructure areas: the school, water plant, around Airport Rd, power lines and high fire hazard areas. The grant award is \$14,400 which would pay for 80 hours (2 x 40 hour weeks) of labor for fuel reduction. An expense of \$1,000 is needed to secure the grant and to pay for a re-vegetation coordinator from the RCD. The VFD Auxiliary would provide \$250 of the \$1,000. Ms. Fall is requesting \$750 from the CSD for the balance of the \$1,000 expense. Mike McHugh moved to approve the \$750 expense. Glen Ahmann seconded. The motion passed unanimously.

**Discuss Annual Audit Options** – Glen Ahmann has been investigating our annual audit options, as per AB2613 which allows special districts to have less costly and frequent audits if the district meets certain criteria. After looking into the matter it seems that we would not meet the criteria and he recommended that we do not pursue this option. The Board was in agreement with his recommendation.

**Discuss/Approve Posting Secretary/Treasurer Position Opening** – A letter of notice for Secretary/Treasurer Vacancy was presented and copies were available at the meeting. Mike McHugh moved to approve and post the letter with the following change that “The letter must be received by ~~September 4,~~ August 30, 2018...”. Glen Ahmann seconded. The motion passed unanimously.

**General Manager Report** – Erik Anderson presented the General Manager report and copies were available at the meeting. Four new hydrants have been installed and tested.

**Fire Dept. Report** – was read by Fire Chief Steve Renten and was available (attached). Steve gave an update on the Carr Fire. Many have volunteered equipment and time if needed for fire suppression/prevention.

Vehicle #1134 has major damage and is not operable. It needs to be sent to McKinleyville for repairs which are estimated at \$6,500 to repair the pump and transmission and another \$7,000 to repair additional damage. Carol Fall has located a grant but emergency approval is needed to secure it. Glen Ahmann moved to declare and add an emergency item to tonight’s agenda. Mike McHugh seconded. The motion passed unanimously.

Carol Fall stated the Humboldt Area Foundation Rapid Response (HAFRR) has a grant available for unanticipated needs, such as emergency response vehicle repairs. The HAFRR grant would provide \$5,000 from the Rapid Response Fund and the Executive Director’s Grant Fund would provide an additional \$1,500. Mike McHugh noted that an additional amount of at least \$6,000 is needed to get Vehicle #1134 repaired and functioning. Glen Ahmann moved to authorize to proceed with repairs as needed to Vehicle #1134 not to exceed \$15,000 and to expedite repairs to meet the emergency need. Drew Rusnak seconded. The motion passed unanimously.

The ISO report was received. Our score was retained and the score for most of the outlying areas

improved.

**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  
August 7, 2018**

<b><u>Regular Expenses</u></b>	<b>Amount</b>
Frontier Communications – out of area exchange listing	\$5.87
Steffanie Desrosiers -Salary, July 2018	\$400.00
Steffanie Desrosiers – (200) postage stamps	\$100.00
Suzanne Parker – housekeeping May-June 2018	\$60.00
TDS Telecom - Telephone	\$57.14
Trinity County Solid Waste	\$5.70
Trinity PUD - Electric-Fire Hall	\$48.19
Trinity PUD - Street Lights	\$159.05
<b><u>Special Expenses</u></b>	
Curtis – small tools	\$58.75
Darley – Firefighter Coat	\$406.77
Heiman Fire Equipment – tax amt previously not invoiced	\$29.48
LAFCO- FY 18/19 Auditor’s admin fee (TCCSD portion)	\$55.38
Trinity Co DOT- fuel May-June 2018	\$375.03
Trinity Hospital June 2018	\$201.38
<b><u>Total Expenses</u></b>	<b><u>\$1,962.74</u></b>
<b>Balance as of 7/31/18</b>	<b>\$204,760.75</b>
<b><u>Less July expenses</u></b>	<b><u>\$(1,962.74)</u></b>
<b>Current Balance</b>	<b>\$202,798.01</b>

**Adjournment**

Meeting was adjourned at 8:00pm.

**Next Regular Meeting: September 4, 2018 @ 6:30 pm.**

Steffanie Desrosiers – Secretary

**Items for September agenda**

Discuss/approve security alarm system acquisition (Renten)  
Discuss/take action on surplus and/or disposal of old fire hydrants (Frost, Anderson)  
Discuss/take action on letter to Caltrans on right-of-way vegetation management (Frost)  
Update on Vehicle #1134 emergency repairs approval

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

### Incident

Type	Count	Notes
<b>Fire</b>	<b>5</b>	
<i>Coffee Creek</i>	0	Automatic Aid
<i>Trinity Center</i>	4	
<i>Annex</i>	0	
<i>Other</i>	1	
<b>Medical</b>	<b>1</b>	
<i>Coffee Creek</i>	0	Automatic Aid.
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
<i>Other</i>	0	
<b>MVA</b>	<b>1</b>	
<i>Coffee Creek</i>	1	Automatic Aid
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<i>Other</i>	0	
<b>Public Assist</b>	<b>0</b>	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<b>Training</b>	<b>2</b>	Fire & EMS
<b>Work Parties</b>	<b>0</b>	
<b>Total Convocations</b>	<b>9</b>	

Type	Vol Hrs	Notes
Incident Responses	57	
Training	28	Est
Work Details	0	
Individual Admin/Mgmt	unkn	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other. Est, undercounted.
FEAT Hours	12	
<b>Total Volunteer Hrs</b>		<b>Lots</b>