

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Minutes
November 5, 2019**

- 1.0** The meeting was called to order at 6:00p.m. by Vice Chair Trish Wardrip. Other members present were Drew Rusnak, Pat Frost, Martie Mullen and General Manager Erik Anderson. Mike McHugh and Fire Chief Bob Bryant were absent. Two members of the public were present.
- 2.0 Announcements or Changes to the Agenda-None**
- 3.0 Public Comments-None**
- 4.1 Approval of minutes from September 3, 2019-**Motion to approve by Drew Rusnak, second by Pat Frost. Motion carried. 4 Ayes, 1 Absent
Approval of minutes from October 1, 2019-Motion to approve by Martie Mullen, second by Drew Rusnak. Motion carried. 3 Ayes, 1 Abstain, 1 Absent.
- 5.1 Unfinished Business-**Nothing to report
- 6.1 New Business-**Nothing to report
- 7.1 Communications-**Linnea Kneaper presented information that the auditor will be in town on the 19th for an initial meeting. The expense form has been redone to include both VFD and CSD. We have received information from CSDA regarding the website requirement of the district. The information will be passed on to Mike McHugh for further review.
- 7.2 Update on new fire hall funding -**Pat Frost presented. At their meeting today, the county Board of Supervisors approved 2 action items. The first being a waiver for the building fees for the new fire hall, and the second was a change to the amount listed for the CDBG grant. The new amount requested for the CDBG grant is \$208,100.00. The CDBG grant has now gone back to the state for approval.
- 7.3 Finance committee report-**Trish Wardrip and Linnea Kneaper will meet with the auditor on November 19th at 2:30p.m.
- 8.1 General Manager Report-**Erik Anderson presented. The repeater, antennae, and cables have been picked up and testing on the equipment has been completed. The next step is installing the tower. Velocity is trying to get up to the site with a cement contractor to assess the site. Erik has talked with Jaime Bailey from the Sheriff's Department regarding the paging processes. Coast Central has given us an extension on the grant until December 15th. Erik will check with the engineer on when a bid packet may be available. He still needs to find out the results Erik Keyes discussion with the county road department regarding the water mitigation and the in-kind donation from Mercer Fraser. Pat Frost added that we cannot advertise a bid package until we have a signed agreement for the CDBG grant.

9.1 Fire Department Monthly Report-Carol Fall presented the report. There were 8 calls Last month including one fire, and 7 medical calls. FEAT assisted with traffic control on one call. Additional hours were from Halloween and dealing with cardiac monitor battery issues. A spare battery has been borrowed from TCLS. The purchase of new batteries will need to be put on the agenda for December. It is possible that we may be to get a newer monitor donated from PHI. Carol will be going to Redding for drivers training for the fire trucks next week.

10.1 CSD Financial Report-Linnea Kneaper presented. Total bills for payment are \$10,004.60. Current balance is \$216,660.76 less the \$60,000 allocation for the new Fire hall. Total spending balance is \$156,660.76. The county has yet to close their books for 18-19 fiscal year.

10.2 Bills for Payment- Linnea Kneaper presented. The check for Suzanne Heinig for \$680 is a replacement check for \$600, plus her regular October payment of \$80. She Has returned checks to the CSD that have been voided. The checks were issued under the name of Suzanne Parker and she is unable to cash them. A voided check for Trinity Center General store from October that was issued for the wrong date. A new check has been issued this month. Linnea suggested that expenses for Trinity Valley Consulting Engineers be tracked, to see where we are in the budget. The county is correcting two journal entries that were put into this fiscal year, that should be last fiscal year. Pat Frost suggested discontinuing the Terminix service for the winter. Pat Frost motioned to approve the bills for payment, second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.

10.3 VFD Financial Report-Linnea Kneaper presented. There have been some donations to the Fire department. \$900 has been deposited and another check for \$700 has been received. Checks has been written to RWS services for \$18,515.01 and Erik Anderson for \$152.88 for the repeater project. The Coast Central building fund spreadsheet has been adjusted to reflect the new requested CDBG amount. Carol Fall commented that the auxiliary will be donating to the fire department and to the building fund before the end of the year.

11.0 Items for Next Agenda Recap-new batteries for cardiac monitor, follow up from audit committee.

12.0 Adjournment-6:42p.m.

October 2019 VFD Monthly Report

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek		
Annex	1	4
<i>Total</i>	1	4
Medical		
Trinity Center	4	17
Coffee Creek	3	18
Annex		
<i>Total</i>	7	35
MVA		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	
Other		
Trinity Center	5	15
Coffee Creek		
<i>Total</i>	5	15
Training	3	18
FEAT		
Callouts	1	6
Meetings	1	13
Orientation		
Misc		
<i>Total</i>	2	19
Total Personnel Hours		91

Other includes work shifts, repair issues with monitor battery, paperwork and other misc. duties to include a Halloween event.