

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## Minutes

- 1.0 Call to Order-**The meeting was called to order at 6:00p.m. by Chairman Pat Frost. Other members in attendance were Mike McHugh, Drew Rusnak, Kristin Halliday and Martie Mullen. Assistant Chief Carol Fall and 2 members of the public were present. General Manager Erik Anderson was absent.
- 2.0 Announcements or Changes to the Agenda-**Mike McHugh announced this is his last meeting and submitted a letter of resignation.
- 3.0 Public Comments-**None
- 4.1 Approval of minutes from September 7, 2021-**motion by Kristin Halliday to approve as presented. Second by Drew Rusnak. Motion carried- 5 Ayes.
- 4.2 Approval of minutes from September 4, 2021-**motion by Martie Mullen to approve as presented. Second by Kristin Halliday. Motion carried-5 Ayes.
- 5.1 Discuss board policy/procedures for permanent record storage-**Pat Frost presented. He suggested checking with other districts on their policy for record storage. Pat will Reach out to other districts and bring back to the board. Linnea will check with CDSA. Mike suggested that the policy include all the fire department records. Vehicle Property information, grants, etc.
- 6.1 Discuss district ordinance for property owner cleanup-**Pat Frost presented. At one of the USFS community meetings, residents mentioned concern that property owners do not keep properties cleaned up. At the meeting, Supervisor Groves suggested the CSD could adopt an ordinance. Pat brought a 2006 policy that the Board of Supervisors (BOS) adopted as an ordinance. The CSD could suggest to the county that they enforce the ordinance. The ordinance is also included in the general plan. Don Mullen talked to Keith Groves and was told members of the public can go to directly to BOS. Mike said if this is in the county code, then it would be the responsibility of code enforcement to follow up once a complaint is made. It was suggested a letter to Richard Kuhns could be written offering Trinity Center as a pilot program. Pat will reach out to Richard and Keith and report back to the board.
- 6.2 Approval of Resolution 2021-2 in appreciation of Bob Bryant-**Carol Fall presented. The Auxiliary and VFD are planning an appreciation dinner for Nov. 6<sup>th</sup>. The VFD and Auxiliary would like to thank Bob during that event. Motion to approve and waive reading, by Kristin Halliday. Second by Martie Mullen. Roll Call Vote: 5 Ayes-Martie Mullen, Drew Rusnak, Mike McHugh, Drew Rusnak, Pat Frost, Kristin Halliday.
- 6.3 Authorize Assistant Chief to apply for Leary Firefighter Fund Grant up to \$3500 (no match)-** Carol Fall presented. Denis Leary (Actor) has a foundation for firefighters. Carol is applying for the grant to pay for new suction hoses and a rack for the engine. She would like the board to approve the grant application. Motion by Martie Mullen to authorize Carol to apply for the grant. Second by Drew Rusnak. Motion carried- 5 Ayes.

- 6.4 Authorize Assistant Chief to apply for Trinity Trust Grant up to \$4000 (no match)**-Carol Fall presented. The grant would pay for new structure turnouts for recruit Martijn Schipper. Motion to approve by Mike McHugh. Second by Kristin Halliday. Motion carried- 5Ayes.
- 6.5 Accept Resignation of Board Member McHugh and discuss recruitment process.** Pat Frost presented Mike's resignation letter. The board thanked Mike for his years of service to the district. Linnea will post the letter of vacancy and the recruitment process will begin, Motion to accept the resignation by Martie Mullen. Second by Drew Rusnak. Motion carried-5 Ayes.
- 7.1 Communications**-nothing to report.
- 7.2 Update on new fire hall funding** -no new funding. Pat asked to remove from the agenda.
- 8.1 Fire Hall Planning and Construction Project**-Erik was not present. Pat presented. Mercer Fraser is scheduled to return to work next week.
- 9.1 Fire Department Monthly Report** -Carol Fall presented the September stats. On September 7<sup>th</sup>, the fire department was staffed at the hall waiting to see if they would be defending Trinity Center or responding to Coffee Creek. They received calls from the Sheriff every ½ hr. until 1030p.m and then were told to stand down. Since sept. 7<sup>th</sup>, there have only 5 calls. During the fire, volunteers attended briefings every morning. They assisted the incident management team on evacuations, organized community meetings, posting info on social media. The department received an emergency grant from Humboldt Area Foundation for \$14,000 to order emergency equipment for Coffee Creek and Trinity Center. Monthly report does not reflect all the volunteer hours for the fire. Currently type 3 team is on the fire for mop up and there are no daily briefings. Social hour is at 5pm and dinner will be served at 6pm for the appreciation dinner on the 6<sup>th</sup>.
- 10.1 CSD Financial Report**-Linnea Kneaper presented. Balance as of September 30<sup>th</sup> \$279,997.74. expenses for September \$4685.75. A deposit of \$1000.00 was received for the Jenny's Hero's Grant. New balance \$276,311.99 less the \$60,000 allocation for the new fire hall. Total spending balance \$216, 311.99. Linnea reminded the board that we normally do not receive deposits from the county until December.
- 10.2 Bills For Payment**-Linnea Kneaper presented. The check for the Umpqua Credit Card's August payment has been lost in the mail. She is working to reconcile the account and will have a report at the next meeting. The form to void the check was presented for signatures. Motion to pay the bills by Mike McHugh. Second by Kristin Halliday. Motion carried- 5 Ayes
- 10.3 VFD Financial Report**-Linnea Kneaper presented the report. A new account is being set up at Coast Central and the existing account at Umpqua will be closed. Linnea presented a summary Of the fire department financials to the board.
- 10.4 New Firehall Construction Financial Report**-Linnea Kneaper presented the report. Interest earned on the building fund account reflects August and September. The \$475.32 deposit is from the PayPal fundraiser and will be transferred into the new account when it is opened. A bill from TCVE was received and paid this month. No bill from Mercer Fraser.
- 11/.0 Items for Next Agenda Recap**-new board member, BOS ordinance follow-up
- 12.0 Adjournment**-7:02pm

# September 2021 CSD Monthly Report

## August 2021 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek		
Annex	1	0.55
<i>Total</i>	1	0.55
<b>Medicals</b>		
Trinity Center	5	17.00
Coffee Creek		
Annex		
<i>Total</i>	5	17.00
<b>MVAs</b>		
Trinity Center		
Coffee Creek		
Annex	1	3:48
<i>Total</i>	1	3:48
<b>Other</b>		
<b>Totals</b>		
<b>Training</b>		
Fire	4	32:45
Medical	1	6
FEAT	1	8

<i>Total</i>	6	46:45
<b>FEAT</b>		
Responses	1	4
Orientation/Misc		40
<b>Misc</b>	1	12
<b>Total Activities and Personnel Hours</b>		120.28

**Additional Notes:** **Misc** is a severe underestimate of the amount of time volunteers have spend preparing for the River Complex. Engines have been prepped (ie drop tank, foam, turbodraft added to 1123), daily briefings, drill on response to spot fires, equipment ordered, working with bulldozer, proving water supply for helibase, assisting with community meetings, liaison, etc etc

**Trinity Center CSD  
Accounts Payable  
October 12, 2021**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services September	\$ 500.00
Frontier Communications	\$ 7.27
TDS Telecom - Telephone	\$ 57.35
Trinity PUD - Electric-Fire Hall –September	\$ 121.86
Trinity PUD - Street lights September	\$ 159.05
Umpuqa Bank	\$ 1,090.31
Trinity County Dept. of Transportation	
Suzanne Heinig-Houskeeping September	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 2,015.84</b>
<b>Special Expenses</b>	
Carol Fall-Reimbursement-Tires for 1162	\$ 1,724.93
Trinity Valley Consulting Engineers-April 1-July 31 const. management	\$ 1,754.00
<b>Total Special Expenses</b>	<b>\$ 3,478.93</b>
<b>Total Expenses</b>	<b>\$ 5,634.30</b>
<b>Balance as of July 31, 2021</b>	<b>\$292,067.83</b>
<b>Deposit-misc. Tax revenue retroactive 6/20/21</b>	<b>\$5,090.10</b>
<b>Less August Expenses</b>	<b>\$ (11,525.73)</b>
<b>Less September Expenses</b>	<b>\$ (5,634.30)</b>
<b>Current Balance</b>	<b>\$ 279,997.74</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$219,997.74</b>

<b>Trinity Center CSD</b>					
<b>Building Fund</b>					
<b>September 1, 2021</b>					
	<b>TCCSD</b>	<b>CCCU ACCT</b>	<b>Total</b>		
Building Allocation	\$60,000.00	\$108,117.07	\$168,117.07		
Checking Account		\$1,000.95	\$1,000.95		
Savings Account		\$134,180.40	\$134,180.40		
Interest on VFD accounts-July		\$219.11	\$219.11		
McConnell Foundation	\$100,000.00		\$100,000.00		
CDBG Grant	\$208,100.00		\$208,100.00		
<b>Total Allocation</b>	<b>\$ 368,100.00</b>	<b>\$ 243,517.53</b>	<b>\$ 611,617.53</b>		
<b>Auxiliary Donations</b>					
Appeals lestter 2018-\$26,500					
Prime Rib Dinner 2019-\$2882.46					
Rummage sale 2019-6173.00					
Appeals letter 2019-\$25,000					
Donation 3/2021-\$60,000.00					
<b>Other Donations</b>					
SPI 2019-\$2500.00					
Trinity Trust 2019-\$1000.00					
D. McDonald 2019-\$200.00					
TLRA 2017 contriution-\$7650.00					
Sing for America Foundation-\$700.00					
Paypay account-\$154.21					
Mohr Family 2020-\$300.00					
In memory of Steve Noverr-\$325.00					
Trinity Trust 2021-\$8200.00					
Kormeir Family \$250.00					