

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting January 11, 2022
Minutes**

- 1.0 Call to Order**-The meeting was called to order at 6:02pm by Chairman Pat Frost. Other members in attendance were Drew Rusnak, Martie Mullen, Kristin Halliday and Steve Finley. General Manager Erik Anderson and Assistant Fire Chief Carol Fall were present. One member of the public was present.
- 2.0 Announcements or Changes to the Agenda**-None
- 3.0 Public Comments**-None
- 4.0 Annual Organizational Meeting**
 - 4.1 Election Chairman and Vice Chairman for 2022**-Pat volunteered to continue to as Chair for 1 more year. Motion by Drew Rusnak 2nd by Kristin Halliday. Motion carried- 5 Ayes. Motion by Drew Rusnak to appoint Martie Mullen as Vice-Chair. 2nd by Kristin Halliday. Motion carried-5 Ayes.
 - 4.2 Set date and time of 2022 Regular Meetings**- Motion by Marie Mullen to keep Meeting date and time the 2nd Tuesday of each month at 6pm. 2nd by Drew Rusnak. Motion carried. 5-Ayes.
- 5.0 Approval of Minutes**
 - 5.1** Approval of minutes from December 14, 2021- Motion to approve minutes as written by Kristin Halliday. 2nd by Steve Finley. Motion carried- 4 Ayes, 1 Abstain
- 6.0 Unfinished Business**-None
- 7.0 New Business**
 - 7.1 Mid-Year Budget Review**-Linnea Kneaper presented the mid-year budget. Linnea presented. The review is current to today's date. The income received to date \$42,721.00. This is 55% of the budget. The grant income received to date includes the McConnell Foundation Grant, part of CBDG, Humboldt Area Foundation and CSDA Technology Grant for a total of \$167,550.00. Expenses seem to be on track for what was estimated. The board discussed moving funds to cover vehicle maintenance for the remainder of the fiscal year. The board also discussed merging the VFD and CSD budgets into one budget for the next fiscal year. motion by Martie to reduce hydrants to \$8000.00 and physicals and certifications to \$1500.00. Difference will be added to vehicle maintenance fund 2140. 2nd by Kristin Halliday. Motion carried- 5 Ayes.
 - 7.2 Approval of the TCCSD emergency authorization for repair of oil leak in 306 for \$4200.-** Carol Fall presented. Oil leak was caused by oil pan assembly. Email was sent for emergency approval to order parts to authorize \$4200 and all members voted in favor. Motion by Martie Mullen to approve with a NTE of \$4500. 2nd Drew Rusnak. Motion carried. 5-Ayes.

- 7.3 Discuss/Approve authorization of GM to execute a contract extension with Mercer Frasier due to a combination of supply chain issue and weather.** -Erik Anderson presented. The scheduled completion date for the project is Jan 30th. The building not expected to be completed by that date. Erik has asked Mercer Fraser for schedule and end date, and they have not gotten back to him. He would like to work with Mercer Fraser to get contract extended. Motion by Drew to give authorization to Erik. to extend contract past January 30, 2022. 2nd by Steve Finley. Motion carried 5 Ayes.
- 7.4 Discuss/Approve RFP for installation of generator in the new building** -Assistant Chief Carol Fall presented. Grant from OES to pay for Generator with installation received. There is about \$12,000 left to pay for installation. Expiration date to spend the money is March 31, 2022, and it will not be extended. Carol would like to get bids for electrical contractor to install generator and prepay contractor and they would have to come back and finish the work. Mercer Fraser has been asked for an amendment to contract and nothing is received. Motion by Kristin Halliday to approve. 2nd by Martie Mullen. Motion carried- 5 Ayes.
- 7.5 Discuss 2022 Election of Board of Directors-Pat Frost presented.** Drew and Pat will be up for reelection in the fall. Steve and Kristin will be elected as appointed to serve the remainder of the terms. There is no primary for special districts, so the elections will be held in November.
- 8.0 Communications, Directors & Ad Hoc Committee Reports**
- 8.1** Communications-Linnea Kneaper presented. CSDA webinars and classes brochure was received. She will leave it at the fire hall if anyone is interested,
- 9.0 General Manager Report**
- 9.1 Fire Hall Planning and Construction Project** -Erik Anderson presented. There was building progress before the snow. Subcontractor erecting the building need scissor lifts to put siding on. Waiting on Mercer Fraser to deliver gravel. An updated schedule has also been requested. Mark Benzinger did not have updated scheduled. Invoices have been received. Erik Keyes said they need schedule of values on invoices. Update on schedule of values has been received. Charge for metal building code change. On invoice. Mark is looking into it. On the report, the 2 invoices. 5% is common value withholding retention. 204,000 should be the amount that is ready to pay. Subcontractor for door wanted to put a different door. We asked for original door to be put in. new pagers are here. Very user friendly. Being programmed and ready to go.Erik will check on door breezeway.
- 10.0 Fire Department Reports**
- 10.1** Fire Department Monthly Report-Carol Fall presented. December monthly report. No fire or MVA. 3 medical calls. Other call was lift assist. 2 fire training, medical training cancelled. Misc. radiator removal from 1123. Yearend annual report for 2021. 17 fire calls, 60 medical calls, 5 mva, other 2 lift assist. Lots of training, 444 hours. FEAT 9 responses. During River complex misc river complex report. Vehicle repairs done in house and saved a lot of money. 2 new volunteers. 197 activities 1141 hours. Not including time spent on River Complex.

11.0 Financial Report and Bill Payment

- 11.1** CSD Financial Report-Linnea Kneaper presented the report. It included 2 checks to Mercer Fraser which have been voided. One for \$61,100.00 and one for \$185,953.00. Total expenses \$2416.15. Current balance is \$485,894.76. Less \$60,000 allocated for the fire hall, total spending balance \$425,894.76.
- 11.2** Bills for Payment-Linnea Kneaper presented the bills for payment. -Motion by Martie Mullen to pay the bills excluding the 2 voided checks to Mercer Fraser. Second by Steve Finley. Motion carried- 5 Ayes.
- 11.3** VFD Financial Report-Linnea Kneaper presented the reports. The VFD has been merged into the new QuickBooks. The only changes to the building fund account is the interest earned of 221.05.

12.0 Items for Next Agenda Recap-Generator RFP,

13.0 Adjournment-7:30p.m.

January 2022 CSD Monthly Report

December 2021 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
Medicals		
Trinity Center		
Coffee Creek	2	3:50
Annex	1	2:54
<i>Total</i>	3	6:44
MVAs		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
Other	1	1:15
<i>Totals</i>	4	7:59
Training		
Fire	2	15:00
Medical		
FEAT		
<i>Total</i>	2	15:00
FEAT		
Responses	0	
Orientation/Misc	0	
Misc	4	9:00
Total Activities and Personnel Hours	10	31:59

Additional Notes:

2021 VFD Report

Fire	Number	Personnel Hours
Trinity Center	3	
Coffee Creek	6	
Annex	8	
<i>Total</i>	17	113:21
Medicals		
Trinity Center	26	
Coffee Creek	26	
Annex	8	
<i>Total</i>	60	230:07
MVAs		
Trinity Center	0	
Coffee Creek	2	
Annex	3	
<i>Total</i>	5	53:21
Other	2	4:03
<i>Totals</i>	84	
Training		
Fire	24	236:15
Medical	12	125:05
FEAT	10	83:30
<i>Total</i>	46	444:50
FEAT		
Responses	9	68:30
Orientation/Misc		
Misc	58	227
Total Activities and Personnel Hours	197	1141:12

Additional Notes: Provided support to Incident Management Teams during River Complex, completed numerous vehicle repairs, recruited 3 new volunteers, assisted with COVID vaccine distribution, received \$23,400 in grants for fire equipment, etc.

**Trinity Center CSD
Accounts Payable
January 11, 2022**

Regular Expenses	Amount
Linnea Kneaper-Services Decembeer	\$ 500.00
Frontier Communications	\$ 7.27
TDS Telecom - Telephone	\$ 57.10
Trinity PUD - Electric-Fire Hall –December	\$ 294.98
Trinity PUD - Street lights December	\$ 207.83
Umpqua Bank-printer ink, portable office, quickbooks monthly	\$ 261.97
Campora-98.4 gal 12/14	\$ 313.66
Trinity County DOT-Fuel February/March 2021	\$ 190.85
Suzanne Heinig-Houskeeping December	\$ 80.00
Total Regular Expenses	\$ 1,913.66
Special Expenses	
TCLS-CPR/First Aid training Schipper and Luttrell	\$ 70.00
NTLIA Hall rental appreciation dinner	\$ 130.00
Allstar Fire Equipment-Locking Collarfor Havis light	\$ 202.49
Trinity County Fire Chief's Assn.-Dues 2021/2022	\$ 100.00
Total Special Expenses	\$ 502.49
Deposit-County Revenue	\$44,012.60
Deposit-Grant Revenue	\$167,550.00
Balance as of December 31, 2021	\$488,310.91
Less January Expenses	\$2,416.15
Current Balance	\$ 485,894.76
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$425,894.76

