

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
February 8, 2022  
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 Martie Mullen, Drew Rusnak, Kristin Halliday and Steve Finley. Assistant Fire Chief Carol Fall was present. General Manager Erik Anderson was absent and there were no members of the public present.
- 2.0 Announcements or Changes to the Agenda**-None
- 3.0 Public Comments**-None
- 4.0 Approval of Minutes**
  - 4.1** Approval of minutes from January 11, 2022-Motion by Martie Mullen to approve the minutes as presented. Second by Drew Rusnak. Motion carried-5 Ayes.
  - 4.2** Approval of minutes from January 25, 2022-Motion by Krisitin Halliday to approve the minutes as presented. Second by Steve Finley. Motion carried-4 Ayes, 1 Abstain
- 5.0 Unfinished Business**
  - 5.1 Discuss and Approve RFQ for Generator Installation**-Assistant Chief Carol Fall presented. OES has extended the time to spend the grant money to Dec. 2022. RFQ (Request for quotes) is applicable for a bid less than 10k. Carol and Erik Anderson are working on an RFQ, and it was suggested that Eric Keyes look at the document before it is published. Carol is requesting board approval to have Eric Keyes review the RFQ. Board gave Carol guidance to get a price from Eric Keyes and it bring back to the March meeting.
- 6.0 New Business**-None
- 7.0 Communications, Directors & Ad Hoc Committee Reports**
  - 7.1** Communications-Linnea Kneaper presented CSDA information for new board members, Umpqua credit card rebate and LAFCO elections. The board would like the information for LAFCO elections brought back to the March Meeting.
- 8.0 General Manager Report**
  - 8.1** Fire Hall Planning and Construction Project-Erik was not present but provided a report for the boards review.
- 9.0 Fire Department Reports**
  - 9.1** Fire Department Monthly Report-Assistant Chief Fall presented. Stats for January included 3 medical calls. VFD only had 2 trainings. Annual meeting was held on the 3<sup>rd</sup> Wednesday in January. The Ambulance has been repaired and is back in service. The radiator in 1123 has also been repaired. Martjin Schipper moving out of the area will no longer be an active member of the VFD. Upcoming grants and contracts include The Big Red Truck Program where the department goes to homes and gives suggestions to homeowners about access, defensible space, etc. The department gets paid \$50.00 per visit. RCD is administering contract for the program with VFD. Still waiting to hear on

the title 3 grant. Potential May 14<sup>th</sup> Wildfire Awareness Day. The Auxiliary is applying for a CCCU grant for lockers and rolling tool chests for the new Firehall.

- 9.2** At the Chief's meeting Carol picked up Covid rapid tests for the first responders. June 18<sup>th</sup> The Auxiliary is planning tri tip BBQ Fundraiser and Open house at the fire station. The Dennis Leary Grant requested photos of equipment purchased but there is no equipment yet to take photos. Vitals monitor has arrived. AED should be here end of the month.

**10.0 Financial Report and Bill Payment**

- 10.1** CSD Financial Report-Linnea Kneaper presented. Total bills for February \$7,738.24 which includes December engineering for the new building and repairs to 1123 and the ambulance. Mercer Fraser payment that was approved during the special meeting in January \$204,302.25. A deposit from the CDBG Grant of \$87,600. Balance as of January 31, 2022, \$369,129.51 less February bills \$7,738.24 new balance \$361,454.27 less the \$60,000 allocation for the new fire hall makes the total spending balance \$301454.27.

- 10.2** Bills for Payment-motion by Drew Rusnak to pay the bills. Second by Martie Mullen. Motion carried-5 Ayes.

- 10.3** VFD Financial Report-Linnea Kneaper did not have an updated report. Last months bank statements have not been received yet.

**12.0 Items for Next Agenda Recap**-RFQ, big red truck contract, amendment to engineer contract for RFQ, appoint budget committee, LAFCO nomination

**13.0 Adjournment**-6:36pm

## **Trinity Center Community Services District General Manager's February 2022 Report**

**Fire Hydrants:** No new activity.

### **Fire-station remodel activities**

A special meeting was held on January 25 to pay two construction invoices. The checks were mailed (certified) to Mercer Frasier on January 27, 2022: \$58,054.50 for 2040-01R and \$146,247.75 for 2040-02R. Total payments to Mercer Frasier are now \$204,302.25 or 33% of the total.

The metal building construction has been limited by the snow and winter weather. The 8 feet of gravel on the outside of the poured foundation has been delivered and spread.

With the dry and mild conditions, the metal building subcontractor (True North) has returned and, via text message, will stay on site until the building is erected. Currently, the high strength bolts are ready for inspection.

I received a revised, expected completion date of **July 29, 2022** from Mercer Frasier's project manager, Mark Benzinger. This is driven in part by the long lead items like the sectional doors. I have prepared an amendment to extend the contract, signed two copies, and it is ready to be mailed for signing by Mercer Frasier.

### **Radios and Pagers**

After a meeting and discussion with the fire department about the pager programming parameters, I have programmed 8 of the new pagers. I have been using one, and I am happy with its performance and ease of use. Four pagers were distributed at the Wednesday, February 2, 2022 training.

# February 2022 CSD Monthly Report

## *January 2021 Stats*

<b>Fire</b>	<b>Number</b>	<b>Personnel Hours</b>
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	
<b>Medicals</b>		
Trinity Center		
Coffee Creek	2	19:36
Annex	1	3:52
<i>Total</i>	3	23:28
<b>MVAs</b>		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	
<b>Other</b>	0	
<i>Totals</i>	3	23:28
<b>Training</b>		
Fire	2	21:20
Medical		
FEAT	2	15:28
<i>Total</i>	4	
<b>FEAT</b>		
Responses		
<b>Misc</b>	7	34:15
<b>Total Activities and Personnel Hours</b>	14	94:31

**Additional Notes:** Misc includes take/return 306 from Redding for repair, propane heater repair, generator work, paperwork, etc.

<b>Trinity Center CSD</b> <b>Accounts Payable</b> <b>February 8, 2022</b>	
<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services January	\$ 500.00
Frontier Communications	\$ 7.27
TDS Telecom - Telephone	\$ 56.73
Trinity PUD - Electric-Fire Hall –January	\$ 299.52
Trinity PUD - Street lights January	\$ 171.05
Campora-203.4 Gal 1/25/22	\$ 606.21
Trinity County DOT-December fuel	\$ 107.91
Trinity County Solid Waste	\$ 3.00
Suzanne Heinig-Houskeeping January	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 1,831.69</b>
<b>Special Expenses</b>	
Independent Business Forms-TCCSD check reorder	\$ 164.53
TCVE-December engineering	\$ 600.00
Carol Fall-Reimbursement repair 306 and 1123	\$ 4,956.39
Edward Burch-Reimbursement radiator repair 1123	\$ 121.31
Napa Auto Parts	\$ 64.32
<b>Total Special Expenses</b>	<b>\$ 5,906.55</b>
<b>February Total Expenses</b>	<b>\$ 7,738.24</b>
<b>Mercer Fraser Payments January 24, 2022-PB1/PB2</b>	<b>\$204,302.25</b>
<b>Deposit CDBG Grant-2nd deposit</b>	<b>\$87,600.00</b>
<b>Balance as of January 31, 2022</b>	<b>\$369,192.51</b>
<b>Less February Expenses</b>	<b>\$7,738.24</b>
<b>Current Balance</b>	<b>\$ 361,454.27</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$301,454.27</b>