

TRINITY CENTER COMMUNITY SERVICES DISTRICT

March 8, 2022

Minutes

- 1.0 **Call to Order**-The meeting was called to order at 6:00pm by Chairman Pat Frost. Other directors present were Drew Rusnak, Martie Mullen and Steve Finley. Kristin Halliday was absent. Assistant Fire Chief Carol Fall and General Manager Erik Anderson 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 **Approval of Minutes**
 - 4.1 **Approval of minutes from February 8, 2022**-Motion by Martie to approve as presented. Second by Steve Finley. Motion carried-4 Ayes, 1 Absent.
- 5.0 **Unfinished Business**
 - 5.1 **Discuss/Approve RFQ for Generator Installation at the Fire Hall**-Assistant Chief Fall presented. Eric Keyes from TVCE will not charge to look over the quotes. Installation of the transfer switch with the wiring to the generator is covered in the current contract. Power need to be run from the old building to the generator, a concrete pad will need to be poured and connection of the generator to the current building. Mercer Fraser will be contacted for possible credit for the transfer switch already purchased. Eric Keyes can submit a change order to connect the generator to the building. Erik Anderson is not comfortable contacting MF for change order. Eric Keyes suggested an RFP for connection that needs to be done. At this time, approval isn't needed to spend more money with the engineer.
- 6.0 **New Business**
 - 6.1 **Discuss/Approve Contract for Big Red Truck Program**-Assistant Chief Fall presented. The Big Red Truck Program will allow the VFD to have access to properties and collect information on how defensible property might be during a fire. Grant will be up to \$1000. The contract would be with the RCD. Carol is asking for authority to sign the contract. Motion by Steve Finley to authorize the Assistant Fire Chief to sign contract. Second by Drew Rusnak. Motion carried- 4 Ayes, 1 Absent.
 - 6.2 **Discuss/Approve Amendment to Contract with TCVE to include RFQ Assistance**-Item withdrawn. Not needed.
 - 6.3 **Appoint Budget Committee for 2022-23 Fiscal Year Budget**-Chairman Pat Frost appointed Linnea Kneaper, Erik Anderson, Carol Fall, Drew Rusnak and Kristin Haliday to the budget committee.
 - 6.4 **Discuss/Recommend possible nominations for LAFCO Board of Directors**-Pat Frost presented. The district does not have a recommendation for the LAFCO Commission.
 - 6.5 **Approve application for CalFire's Fire Risk Reduction Community**-Assistant Chief Fall presented. The application procedure includes meeting 2 out of 7 criteria. Currently we meet the qualifications to be on the list. Motion by Martie Mullen to authorize the CSD to apply. Second by Drew Rusnak. Motion Carried-4 Ayes, 1 Absent.
- 7.0 **Communications, Directors & Ad Hoc Committee Reports**
 - 7.1 **Communications**-Discussion regarding the audit and the county closing the books for fiscal year 2020-21. Pat suggested we should get word doc from Mike McHugh of the last MD&A.
- 8.0 **General Manager Report (Anderson)**
 - 8.1 **Fire Hall Planning and Construction Project**-Erik Anderson presented. The construction has continued. The metal building is almost complete. Possibly finished by next week. A letter was received 2/25 from the metal building company because they had not been paid. As of now, Mercer Fraser has paid to date all of the sub-contractors. Erik has requested current invoices from Mercer Fraser and we have not received any additional invoices.
- 9.0 **Fire Department Reports**
 - 9.1 **Fire Department Monthly Report**-Assistant Chief Fall presented. The statistics from February included one fire call, 3 medical calls and no MVA's. 4 trainings included misc. hours on vehicle repair. 1123 is back in service, the O2 leak in 306 has been repaired. Wilgus has inspected the fire extinguishers. A letter was sent to Rep. Huffman, USFS, and Vilsack regarding payment for initial attack. None of the fire departments have signed the new agreement. Carol sent an email to John Driscoll, Huffman's aide to help with response. Huffman met with USFS, and they are looking for a standardized approach for a national program. He will follow up. The USFS is not staffing Mule Creek this year. There will be an engine in Coffee Creek. USFS has staffing issues that are creating limited staffing of the stations.

10.0 Financial Report and Bill Payment

- 10.1** CSD Financial Report-Linnea Kneaper presented. The deposit of \$208,100 for the CDBG grant has not been posted to the account. Linnea is working with the auditor's office and Suzi Kochems to resolve the problem. In the meantime, she has removed that amount from the current balance sheet. Total balance as of February 28, 2022 is \$271,395.21. Less March bills of \$4313.44. Current balance \$267,081.77, less the \$60,000 allocation for the fire hall. Total spending balance \$207,081.77.
- 10.2 Bills For Payment**-Motion by Martie Mullen to pay the bills. Second By Drew Rusnak. Motion carried-4 Ayes, 1 absent.
- 10.3** VFD Financial Report-Linnea Kneaper presented the report. Interest of \$16.60 has been received on the new special fund. Total balance is \$44,416.60.
- 10.4** New Firehall Construction Financial Report-Linnea Kneaper presented. The spreadsheet for the building fund included two months of interest totaling \$411.08. Linnea updated the spreadsheet to show what is being spent. Currently, Mercer Fraser has been paid \$204,302.25 of the \$619,500.00 contract and TVCE has been paid \$8201.00 of the \$36,580.00 contract.

11.0 Comments from the Public on Closed Session Agenda-none

- 12.0 Motion to Accept Closed Session Agenda**-Motion by Drew Rusnak. Second by Steve Finley. Motion carried 4 Ayes, 1 Absent.

Entered into Closed Session at 6:48pm

- 13.0 Closed Session**-discuss a potential member for the VFD.

14.0 Return to Open Session-7:11pm

- 15.0 Report out of Closed Session**-The board discussed a potential member of the VFD,

16.0 Items for Next Agenda Recap-Budget discussion, possible audit update.

17.0 Adjournment-7:14pm

March 2022 CSD Monthly Report

February 2022 Stats

Fire	Number	Personnel Hours
Trinity Center	1	2:18
Coffee Creek		
Annex		
<i>Total</i>	1	2:18
Medicals		
Trinity Center	2	8:09
Coffee Creek	1	6:28
Annex		
<i>Total</i>	3	14:37
MVAs		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	
Other	0	
Totals	4	16:55
Training		
Fire	2	18:00
Medical	1	18:00
FEAT	1	7:30
<i>Total</i>	4	43:30
FEAT		
Responses	0	
Misc	8	31:00
Total Activities and Personnel Hours	15	91:25

Additional Notes: vehicle repair (re-install radiator in 1123, repair O2 leak in 306), fire extinguisher inspection, Fire Chief's meeting, set up antigen test kits, generator RFP, Whit Ashley gear returned & replaced in stores

**Trinity Center CSD
Accounts Payable
March 8, 2022**

Regular Expenses	Amount
Linnea Kneaper-Services February	\$ 500.00
Frontier Communications	\$ 7.31
TDS Telecom - Telephone	\$ 56.98
Trinity PUD - Electric-Fire Hall –January	\$ 287.16
Trinity PUD - Street lights January	\$ 159.05
Campora-103 gal 2/8/22	\$ 335.90
Umpqua Credit Card-postage, quickbooks, communication equip., wildland gear	\$ 999.54
Trinity County Solid Waste	\$ 1.50
Terminx	\$ 55.00
Suzanne Heinig-Houskeeping January	\$ 80.00
Total Regular Expenses	\$ 2,482.44
Special Expenses	
Bunce's Boat Maintenance	\$ 360.00
TCVE-November and January	\$ 1,255.00
Wilgus Fire Control	\$ 216.00
Total Special Expenses	\$ 1,831.00
March Total Expenses	\$ 4,313.44
Balance as of February 28, 2022 (adjusted CDBG not deposited)	\$271,395.21
Less March Expenses	\$4,313.44
Current Balance	\$ 267,081.77
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$ 207,081.77