

TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting April 12, 2022
MINUTES

- 1.0 Call to Order**-The meeting was called to order at 6:01p.m. by Chairman Pat Frost. Other members in attendance were Drew Rusnak, Martie Mullen, Steve Finley, and Kristin Halliday. 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**-Linnea Kneaper requested adding item 6.5 to the agenda-amendment to 2021-22 budget. Motion by Drew Rusnak, 2nd by Kristin Halliday. Motion carried-5 Ayes.
- 3.0 Public Comments**-None
- 4.0 Approval of Minutes**
 - 4.1** Approval of minutes from March 8, 2022-Motion to approve the minutes as presented by Martie Mullen, Second by Steve Finley. Motion carried-5 Ayes.
- 5.0 Unfinished Business**-None
- 6.0 New Business**
 - 6.1 Discuss/Approve retroactive purchase of two radios exceeding \$500**-Assistant Chief Carol Fall presented. The VFD running short on available radios and the department has potential new recruits. Erik Anderson found 2 open boxed new radios on eBay totaling \$514.80. The Radios have been ordered. Carol is asking for board approval for the retroactive purchase. Motion by Drew Rusnak to approve. Second by Kristin Halliday. Motion carried-5 Ayes.
 - 6.2 Discuss/Take Action on Amendments to Policy 108 – Procurement Services. Proposed increase in Cap for Purchases without Board Approval (Policy 108.202 & 108.203) from \$500 to \$1500**-Pat Frost Presented. The policy has not been updated for several years and cost of goods has increased. This would allow the General Manager, Fire Chief or Assistant Chief to make a single purchase up to \$1500. Motion by Drew to amend the policy. 2nd by Martie Mullen. Motion carried 5 Ayes.
 - 6.3 Update on Audit for Fiscal Year 2020-21** -Linnea Kneaper presented. The county books should be closed soon. Linnea has been sending the remaining documents needed to John Bloomberg. Pat Frost will be working on the MD&A. More information will be available at the May meeting,
 - 6.4 Discuss/Take Action on Nomination of Pat Frost as LAFCO Special District Alternate Member**-Pat Frost presented the information from LAFCO regarding serving as a board alternate. The LAFCO meeting will be held on April 19th. Martie Mullen motioned to nominate Pat Frost as an alternate to the LAFCO Board. Second by Drew Rusnak. Motion carried-5Ayes.
 - 6.5 Discuss/Approve Amendment to the 2021-22 Fiscal Year Budget to pay bills for the remainder of the fiscal year**-Linnea Kneaper presented. Line items in the current budget are close to or are exceeding budgeted amounts for this year. Categories affected the most are utilities and fuel. The board discussed and decided to add \$200 to category 2090, \$500 to 2750 for fuel/transportation, \$1000 to 2850 for Utilities/electric, \$1200 to 2855 for propane, and \$500 to utilities/streetlights, item 2893.The total of \$3400 will be moved from fixed assets/fire hydrants, item 4300. Motion by Kristin Halliday, Second by Drew. Rusnak. Motion carried. 5 Ayes.
- 7.0 Communications, Directors & Ad Hoc Committee Reports**
 - 7.1 Communications**-Linnea Kneaper presented. Both the State Controller and Government Compensation Reports have been filed. Linnea is working with Vector Solutions on the assignments for the Ethics Training. We received \$1642 back from the county for our Workers Compensation Reimbursement.
 - 7.2 Report from Budget Committee on draft budget for fiscal year 2022-23**-Linnea Kneaper presented. The budget committee met on April 10th and Linnea presented a working copy of the first draft to the board. Discussion focused on adding extra money to utilities for next year, since prices of fuel are increasing. There will be money added to structure improvements for paint, lumber, and other materials to build shelving and other items once the new fire hall is complete. The board discussed keeping money in the budget for hydrant replacement and carryover of professional services for an engineer or architect to assist with the remodel of the existing fire hall. The VFD budget will be merged into the CSD budget and items for fire supplies and medical supplies with be noted as grant income and expenses. The budget committee meets again on April 24th to continue working on the budget.

8.0 General Manager Report

8.1 Fire Hall Planning and Construction Project-Erik Anderson presented. Hydrant testing is starting soon. Pagers and radios are all programed. New building progress is moving along well, and the electrical rough in completed. Sidewalk area is getting ready to be poured when weather permits. Line drain is being installed. Waiting on a quote from MF to do generator rough in and finish and trenching for propane and plumbing. Hoping the amount will be within OES grant amount. Mercer Fraser hasn't sent any additional invoices. A certified Letter has been received from Platt Electric requesting payment.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report-Assistant Chief Carol Fall presented. Last month there were 3 medical calls, 1 MVA, one other call. The other call was CHP asking to chainsaw tree at Jackass campground. Total 5 trainings. New training on the 1st Sunday of the month for new guys to get additional engine training. The department attempted a pump test at Carville Pond and was unsuccessful with weeds clogging the pump. Application was submitted from fire support community and signed contract for big red truck program. Demo day fire safe is scheduled for May 14th. community chipping day scheduled for May 17th. Cal fire Grant for the May meeting will be for tools for the new truck.

10.0 Financial Report and Bill Payment

10.1 CSD Financial Report-Linnea Kneaper presented the report. Total bills for April were \$3715.02. A deposit of \$209,742.86 was received which included the CDBG Grant and the Workers Compensation reimbursement of \$1642.86. Balance as of April 1, 2022, \$476,824.63 less bills to be paid \$3715.02, current balance \$473,109.61 less the \$60,000 allocation for the new fire hall. Total spending balance \$413,109.61.

10.2 Bills For Payment-Motion by Kristin Halliday to pay the bills. Second by Martie Mullen. Motion carried-5 Ayes.

10.3 VFD Financial Report-Linnea Kneaper. presented the reports. \$200 was deposited into the New Vehicle fund. There was a correction of \$100 from the March statement. New balance is \$44,520.69.

10.4 New Firehall Construction Financial Report-Interest received for March was \$205.38. Payment was made to TVCE for \$875. No new invoices from Mercer Fraser.

11.0 Items for Next Agenda Recap-policy for record storage., audit, budget, application for Cal Fire grant.

12.0 Adjournment-742pm

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

Fire Hydrants:

Spreadsheet updated and hydrant testing will begin as weather permits.

Radios and Pagers:

The remaining eight Motorola pagers have been programmed and are at the fire station. Two new handheld radios were purchased from ebay. These radios were in "like new" condition and had the original packaging. The radios are a different model than we have, so reprogramming required copying each parameter by hand to the new programming file (codeplug). This process was successful.

Fire-station remodel activities

Progress continues with the apparatus building project. Electrical rough-in is largely completed. The transfer switch is mounted on the outside of the building, and the trench to the Trinity PUD power pole and underground conduit is installed.

We have requested a change order from Mercer Fraser for the connection of the new backup generator, which was funded with a CalOES grant. This is outside of the original Mercer Fraser contract. This includes trenching for propane plumbing, electrical rough and finish connections. No cost estimate has been received yet.

Cement was scheduled for April 11, but has been delayed by the weather. The "line drain" is being installed in front of the building at the edge of the concrete and asphalt.



Main Electrical Panel



Electrical Transfer Switch
connects to TPUD and
Generator



Rebar for concrete in front of building.

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	
<i>Totals</i>	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
April 12, 2022**

Regular Expenses	Amount
Linnea Kneaper-Services March	\$ 500.00
Frontier Communications	\$ 7.31
TDS Telecom - Telephone	\$ 56.98
Trinity PUD - Electric-Fire Hall –March	\$ 312.06
Trinity PUD - Street lights March	\$ 171.60
Campora-2 fills total 196.3 gal and 141.2 gal	\$ 1,047.35
Umpqua Credit Card-	\$ 441.86
Trinity County DOT-February fuel	\$ 128.10
Trinity County Solid Waste	\$ 7.26
Suzanne Heinig-Houskeeping March	\$ 80.00
Total Regular Expenses	\$ 2,752.52
Speical Expenses	
Prentice,Long , PC-Legal Services	\$ 87.50
TVCE-February	\$ 875.00
Total Special Expenses	\$ 962.50
April Total Expenses	\$ 3,715.02
Deposit-CDBG and Workers Comp reimbursement	\$ 209,742.86
Balance as of April 1, 2022	\$476,824.63
Less April Expenses	\$3,715.02
Current Balance	\$ 473,109.61
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$ 413,109.61