

**TRINITY CENTER**  
**COMMUNITY SERVICES DISTRICT**  
**Regular Meeting May 10, 2022**  
**Minutes**

- 1.0 Call to Order**-6:01p.m. by Chairman Pat Frost. Other members in attendance were Martie Mullen, Drew Rusnak, Kristin Halliday and Steve Finley. Assistant Fire Chief Carol Fall and General Manager Erik Anderson were present as well as one member of the public.
- 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 April 12, 2022-Motion to approve as presented by Martie Mullen. Second Kristin Halliday. Motion carried- 5 ayes.
- 5.0 Unfinished Business**
  - 5.1** Update on Audit Fiscal Year 2020-21-Linnea Kneaper presented. The county has closed the books, and everything has been sent to the auditor. Linnea will send the MD&A to Pat.
  - 5.2** Update on Board Policy for Permanent record storage-No updates.
- 6.0 New Business**
  - 6.1** Discuss/Authorize Assistant Fire Chief to sign CalFire assistance for hire agreement -Carol Fall presented. There are 3 ways that we can be paid in mutual assist. CAL OES, Cal Fire and USFS. Initial attack is normally paid by USFS or Cal Fire. Events that require longer response, such as support at an air base is paid by CalOES. Cal fire assistance by hire pays 2 hours or more and is paid to time of dispatch. Kristin Halliday moved to approve assistant chief signing documents for assistance by hire agreement. 2<sup>nd</sup> Drew Rusnak. Motion carried-5 Ayes.
  - 6.2** Discuss/ Approve an MOU or Resolution required for participation in the CAL OES California Fire Assistance Agreement (CFAA)- Carol Fall presented Cal OES agreement. Orders from OES are for longer time period. Any volunteer that would like to be paid as employee would need to get paid. Paid for volunteer time and for truck. If order is requested, it does not have to be accepted. A district policy may need to be created for payment of employees. Motion by Drew Rusnak, 2<sup>nd</sup> by Kristin Halliday. Motion carried. Roll Call Vote, Ayes-Finley, Rusnak, Mullen, Frost Halliday.
  - 6.3** Discuss/Authorize Assistant Fire Chief to sign Cal OES California fire assistance agreement (CFAA) Carol Fall presented. Once resolution is sent, additional paperwork will need to be filed. Motion by Martie Mullen to approve. 2<sup>nd</sup> by Steve Finley. Motion carried, 5 Ayes.
  - 6.4** Discuss/Approve sending a letter of support for Pat Frost's nomination to the BLM Northern CA Resource advisory Committee as a representative of local elected officials. -Pat Frost presented. Pat has been on regional committee on and off for 15 years representing public at large. As a CSD board member, he qualifies to serve on the committee. Letter will be signed by Vice-Chair Martie Mullen. Motion by Martie Mullen. 2<sup>nd</sup> by Kristin Halliday. Motion carried-5 Ayes.
- 7.0 Communications, Directors & Ad Hoc Committee Reports**
  - 7.1** Communications-Linnea Kneaper presented the LAFCO budget hearing will be on June 21,2022.
  - 7.2** Budget Committee Report-Linnea Kneaper presented. The budget committee met and made changes to the draft budget. Draft 2 was presented to the board for discussion and changes. QuickBooks will need to be updated to add an additional class for VFD. There was discussion of transferring money from the VFD checking account to the special fund for the water truck. \$23,000 proposed from Auxiliary needs to be balanced out in expenses. Fire supplies funded by auxiliary money include vehicle replacement for 1123. Budget will be voted on during the June meeting.
- 8.0 General Manager Report**
  - 8.1** General Manager Erik Anderson presented the report. Hydrants have been tested. 2 hydrants, 1 at KOA and one on Ann Avenue in Trinity Center need replacements soon. 4 others have issues that should be addressed at some time but not immediate. Fire station electrical and plumbing rough-in is done and the sidewalk is done. Bill was received from Mercer Fraser and will be paid tonight. 65% completion on payments to Mercer Fraser. Letter being sent to Mercer Fraser about the doors and working with subcontractors.

**9.0 Fire Department Reports**

**9.1** Fire Department Monthly Report-Assistant Chief Carol Fall presented. No fire calls, 4 medical calls, 3 MVA, 1 lift assist. Total 8 calls and 5 trainings. 3 misc. includes work shifts and hydrant testing. Total 141 volunteer hours for April. The VFD has a new member, Zack Sullivan, lives up Long Canyon. VFD did not get grant from CCCU for toolboxes. Grant received for metal storage cabinets for medical gear from Trinity Trust. Still shopping for water truck. By end of 2022 all trucks must be carb compliant. VFD is exempt. Trucks have been sent out of state, so trucks are further away. June meeting will like agenda item to approve to bid on truck. 10am-12pm firesafe home demo. Tables in new building with info on evac, big red truck program, RCD and possibly Cal Fire. Memorial for Johnny Jason Saturday at CCVFD 3pm.

**10.0 Financial Report and Bill Payment-**

- 10.1** CSD Financial Report-Linnea Kneaper presented the report. Total bills for May were \$182,522.04. This includes the 2<sup>nd</sup> progress billing from Mercer Fraser of \$179,659.25. A deposit of \$29,338.04 for the second property tax installment and first quarter interest was received. Balance as of May 1, 2022, \$502,448.09, less the bills to be paid \$182,522.04 current balance \$319,926.05 less the \$60,000 allocation for the new fire hall. Total spending balance \$259,926.05.
- 10.2** Bills For Payment-Motion to pay the bills by Martie Mullen, 2<sup>nd</sup> by Drew Rusnak. Motion carried-5 Ayes.
- 10.3** VFD Financial Report-Linnea Kneaper presented the report. Other than interest received, there were no changes to the VFD accounts for April
- 10.4** New Firehall Construction Financial Report-Linnea Kneaper presented- The second progress billing from Mercer Fraser was received and approved for payment. Balance to spend on the construction project is \$230, 053.86. We did not receive an invoice from TVCE this month.

**11.0 Comments from the Public on Closed Session Agenda-None**

**12.0 Motion to Accept Closed Session Agenda-**Motion by Drew Rusnak, 2<sup>nd</sup> by Kristin Halliday.  
Motion carried-5 Ayes  
Enter closed session-7:05pm.

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

**14.0 Return to Open Session-**7:17pm

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

**16.0 Items for Next Agenda Recap-**Authorize purchase of vehicle, budget, audit, district policy on volunteer compensation.

**17.0 Adjournment-**7:18pm

## May 2022 CSD Monthly Report

### *April 2022 Stats*

<b>Fire</b>	<b>Number</b>	<b>Personnel Hours</b>
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
<b>Medicals</b>		
Trinity Center		
Coffee Creek	1	4:56
Annex	3	5:12
<i>Total</i>	4	10:08
<b>MVAs</b>		
Trinity Center	1	2:51
Coffee Creek	1	6:36
Annex	1	0:50
<i>Total</i>	3	10:17
<b>Other</b>	1	0:11
<b>Totals</b>	8	29:24
<b>Training</b>		
Fire	3	35:45
Medical	1	9:20
FEAT	1	12:00
<i>Total</i>	5	57:05
<b>FEAT</b>		
Responses	3	18:08
<b>Misc</b>	3	45:30
<b>Total Activities and Personnel Hours</b>	18	141:19

**Additional Notes:** Hydrant testing, Chief's meeting, order supplies, etc

**Trinity Center CSD  
Accounts Payable  
May 10, 2022**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services April	\$ 500.00
Frontier Communications	\$ 7.31
TDS Telecom - Telephone	\$ 57.49
Trinity PUD - Electric-Fire Hall –April	\$ 175.54
Trinity PUD - Street lights April	\$ 171.60
Campora-110 gal on 4/26	\$ 357.83
Umpqua Credit Card-QB, fire supplies, radios	\$ 1,132.39
Trinity County DOT-March fuel	\$ 262.46
Terminix	\$ 55.00
Suzanne Heinig-Houskeeping April	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 2,799.62</b>
<b>Speical Expenses</b>	
Mercer Fraser-PB03	\$ 179,659.25
TCLS-Glucosse test strips	\$ 63.17
<b>Total Special Expenses</b>	<b>\$ 179,722.42</b>
<b>May Total Expenses</b>	<b>\$ 182,522.04</b>
<b>Deposit-2nd install property tax and Q1 interest</b>	<b>\$ 29,338.48</b>
<b>Balance as of May 1, 2022</b>	<b>\$502,448.09</b>
<b>Less May Expenses</b>	<b>\$182,522.04</b>
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<b>Current Balance</b>	<b>\$ 319,926.05</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$ 259,926.05</b>