

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

Dec. 7, 2010

The meeting was called to order by Glen Ahmann at 6:34 p.m. Other members present: Dewey Baird, Virginia Allin and Hal Pflueger. Mike McHugh was absent. 10 members of the public were also present, including Supervisor Judy Pflueger.

Minutes of the last meeting were passed out. It was moved by Hal Pflueger that the minutes be approved as written. It was seconded by Virginia Allin. The minutes were accepted.

CSD Financial report was handed out and the balance was read.  
TCVFD Financial reports not available. Linda Magni is out of town. The balance should be about the same as last month. There have been no known expenses since the last meeting.

## Unfinished Business

New Fire House Building Committee report - Fire House Construction Project – Dewey Baird reported that on Nov. 3<sup>rd</sup>, 2010 the chain link fence between the two pieces of property was taken down and removed. Dewey reported the volunteers who helped were; Chuck Tibbets, Steve Mogensen, Dick Hamilton with his back hoe and David Forbes. On Nov. 4<sup>th</sup> Todd Watkins cut, chipped and removed the three pine trees from the lots. The rounds were left for the Lions to make firewood and distribute next year. Mid month the Lions removed and stored the rounds. Nov, 5<sup>th</sup> the Sivert's boundary fence was repaired and put back in place.

Dewey reported that the roof repair, after speaking with Ken Rieke (the winning bidder), was put off temporarily pending improvement in the weather. It was determined the siren and stand could be removed as soon as possible per the obligation to the Sivert's.

Dewey reported the 911 phone was ordered today. The cost was \$318.00 and should be delivered in about 4-5 days. It will be installed in-house. Dewey received sample signage indicating the Fire Department location to help people locate the 911 phone. Dewey spoke with Tom Roberts of Caltrans who will review the information for the signage on Hwy 3 approaching town in both directions. He also spoke with Andy Moodie from the County who said he would support the CSD regarding the signage in town.

. Glen reported the phone is a yellow box with a speaker on it that will be mounted on the front of the Fire House with one button on it that when pressed will dial 911. That is the only number that can be dialed on it and it will use the existing phone line.

Dewey spoke with D.J. Fullerton from County Transportation regarding fuel. The County had to do some modifications to be in compliance and when those are finished they will have an all hands meeting with the CSD/TC VFD. There will be ONE key issued to us. They also need to establish rules for usage. The County is supposed to contact Dewey by the end of the week. Judy Pflueger told Dewey if he doesn't hear from them to contact her.

Annexation Committee report – Glen explained that Mike McHugh could not be present at this meeting because of a planned family commitment. Virginia Allin reported that on Nov. 30<sup>th</sup>, 2010 John Jelich presided over the protest hearing for the annexation. It was reported to Virginia by John that he had received no phone calls or letters against the annexation. John explained the purpose of the protest

hearing and reviewed the required number of people in protest of the annexation to put it to an election. He then asked if there was anyone who wanted to protest. No one was in protest of the annexation. After the meeting it was decided to have a potluck on Jan. 4<sup>th</sup> 2011 at 5:00, before the next CSD, to celebrate the annexation and welcome the new Fire Chief, Ken Rieke. John Jelichich said they would record the certificate in the first half of December. Billie Higgs reported they are having a cake made so they only need people to bring salads and main dishes.

Appointment of General Manager – Glen Ahmman explained that at the last two CSD meetings the Board had requested that anyone interested in the GM position submit a letter or application listing their qualifications. There was one letter submitted by Luke Lucas. Glen read the qualification letter from Luke. It was decided a closed session was not necessary since there was only one applicant. Luke questioned whether the street lights and fire hydrants had been removed from the GM's list of duties. Glen reported that the street lights are taken care of by Trinity PUD and any problems are reported to Jan Bellinger who notifies TPUD. Roger Chatterton reported that Mike McMillen volunteered to take over the responsibility of the fire hydrants, but Glen added that the GM would still have oversight of hydrants. Glen added that the GM and Fire Chief responsibilities may shift between the two positions as they work closely together. Glen reported that in the GM responsibly list it states that the GM has administrative responsibilities over the Volunteer Fire Dept. contribution funds. This responsibility is shared between the Fire Chief and the GM. Neither the Chief or GM will control the Auxiliary fund. After some discussion Dewey Baird made a motion to accept Luke Lucas as the General Manager. The motion was seconded by Hal Pflueger. Luke Lucas was unanimously appointed to the General Manager position.

Approve installing 911 phone at fire house and discuss new signage to show people where to go to report emergencies - Dewey Baird talked about this item earlier – installation is proceeding.

Discuss alternative sources to provide fuel for fire equipment - Dewey Baird covered this item earlier with the primary plan being to get approval to use the County fuel supply.

Audit update - Report on audit material sent to Gregor Prof. for annual audit – Jan Bellinger reported that the County closed the books for last year (with a six month delay to fix problems at the county level) and the material has been sent to Gregor Prof. to perform the annual audit. Judy Pflueger reported that the County had some major changes relating to transparency that had to be done before they could close the books. Glen also reported that he and Jan would be meeting with the County Auditor, Marilyn Horn, to introduce themselves.

### Communications

Letter from Calif. Water Awareness Campaign (donation request) – Jan Bellinger reported the Water Awareness Campaign is looking for a \$500.00 donation. Glen Ahmann reported that the water companies for Trinity Center and the Knolls should have received a letter as well. Since the CSD does not handle the water in either area it was decided after some discussion that this not something the CSD needs to support.

### Public Comment

Wyatt Ribarich, on behalf of the annexed areas, thanked the Board again for their support and efforts with the annexation and becoming officially part of the district. Wyatt requested that if there are any excess funds in the annexation account that it be put on the next months agenda that the funds be allocated for property, equipment or building structure for the annexed area when the Board deems it's time to move in that direction.

Judy Pflueger thanked the CSD, TC VFD and the public for their support while she was ill. Judy also read resolution #2010-079 from the Board of Supervisors to Roger Chatterton for all of his years of service to the TC VFD, CC VFD and Fire Chief's Association. Roger accepted the resolution. Virginia Allin reported the Secret Santa is still accepting donations. There are 51 children this year in need of gifts. There will be a wrapping party at her house on Dec. 15<sup>th</sup> 2010 at 1:00. Dewey Baird reported that a deprivation permit has been issued for the Mountain Lion that has been seen frequently in town. A trapper has been in town but has not found the lion yet. If anyone sees the lion please call Dewey and he will make sure the right people are notified.

### New Business

CSDA Membership renewal – Decide whether to renew our membership in the Calif. Special Districts Association at the reduced rate of \$109 per year – Glen Ahmann reported that the CSD has been a member for two years. The first year the CSD received a half price membership. Last year they would not lower the cost and the CSD paid \$490.00 for a full year. Glen sent a letter to the CSDA last year telling them that districts our size do not have the budget or receive enough benefit from them to pay the high fees and the CSD would not be able to continue their membership. This year the CSDA is offering a reduced rate of \$109.00 for the next year. After some discussion it was decided to continue our membership for another year. The legal counsel benefit would be worth the membership fees and may be used this year. They also supply a news letter that contains a lot of information on small districts. If anyone would like a copy of the news letter contact Glen and he will forward them to you. Luke Lucas will be added to the list to receive the news letters. Virginia Allin made a motion that the CSD continue the membership for the next year. Dewey Baird seconded the motion. The motion passed.

AT&T Quit Claim Deed letter – Discuss/approve processing of Quit Claim deed proposed by AT&T (formerly Edge Wireless LLC) regarding canceling their rights to use of the antenna structure at the fire house – Glen Ahmann explained that Edge Wireless, now AT&T, approached the CSD/TC VFD regarding the use of the cell tower at the fire house. A lease agreement was made that gave them future rights to use the tower should they choose to do so. They were unable to use the tower and want to terminate the lease agreement. A Quit Claim Deed letter has been received to release them from any rights, title and interest in the property. Glen recommends we have legal counsel review the documents before they are signed and notarized. Glen will follow up with CSDA as well as County Counsel and have one of them review the documents. This will be placed on next months agenda.

Letter from the State Controller regarding Local Government Compensation Reporting program – Update on status of report filed with the State Controller – Glen Ahmann explained that this is a new requirement by the State stating how much the Directors are compensated. Jan Bellinger reported the forms have been filled out and hard copies were mailed. She was unable to submit them electronically. It appeared that many other agencies had similar problems. Glen explained the forms had to include all of the Directors even though they receive no pay and the compensation for the secretary position does not have to be reported since that position is not an employee of the district and the salary is reported on a 1099 form and not a W4.

### Fire Dept. Report

Roger Chatterton - Roger reported that Bob Bryant passed the Paramedic exam. Roger passed out and read the report (see attached). Roger also reported that the FEMA grant request for a new set of JAWS was declined. There were three factors for the grant being declined:

1. There is not enough population being served
2. There is not a high enough call volume
3. The request does not enhance fire fighter safety

Roger reported that the Heart Monitor has been recalibrated and in doing so found some problems with the monitor. It needs a new ETCO2 module which about \$4300.00. He was informed that the monitor is sensitive to cold temperatures. A new monitor is \$20,000.00. The tech can not order the parts needed because of the high cost so the CSD must create a purchase order to order the parts since they do not have a credit card. The tech will install the parts once they are received. The monitor, which is 7-8 years old, is currently out of service. Roger has requested Sue purchase a heating pad to use when the monitor is stored in the ambulance at fire house to avoid this problem again. After some discussion it was decided a special meeting is needed to approve the purchase of the repair parts as soon as possible. There must be 24 hour notice for the special meeting. Dewey Baird made a motion to hold an emergency meeting Thursday Dec. 9<sup>th</sup> 2010 at 9:00 am at Lucky's shop. The motion was seconded by Virginia Allin. The motion passed.

Bills for Payment

The list of bills to be paid was passed out. Glen reported that Roger Chatterton returned some items to L.N. Curtis and a credit has been issued and is listed on the bottom of the list. Glen also explained that there are two propane bills and he has updated the spread sheet. The usage has been gradually going up each year with the harsher winters that we have had. After some discussion a motion was made by Dewey Baird that the list of bills be paid as stated. The motion was seconded by Virginia Allin. The motion passed that the following bills be paid:

**Regular Expenses**

Trinity PUD- Electric-Fire Hall	\$40.48
Trinity PUD- Street Lights	\$147.73
TDS Telecom-Telephone	\$49.97
Jan Bellinger-Salary& Postage to mail Audit material	\$354.95
Roger Chatterton-Travel	\$50.00

**Special Expenses**

Jaktri Market-Fuel	\$195.27
Northwestern Propane	\$818.37
Weaverville Fire District-Calibrate SCBA's	\$147.37
Watkins Tree Service-Remove 3 Pine trees	\$870.00
Trinity Heating & Air-Inspect & Service heating system	\$215.00
Trinity VFD-Reimburse for Driveway sealing (Jerry Brown)	\$775.00
Roger Chatterton-Shipping-returns to L.N. Curtis	\$20.52
Life Assist-Medical Supplies	\$211.70

Total - Checks for payment	\$3,896.36
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Balance as of 11/30/10	\$120,206.42
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Credit Received from L.N. Curtis

\$1,942.01

Adjournment

Meeting adjourned at 7:45 p.m.

Items for next meeting agenda:

Building Committee report

Discuss/decide how to allocate the funds that were designated for the annexation that were not used  
AT&T Quit Claim Deed letter – Discuss/approve processing of Quit Claim deed

Next Meeting: Jan. 4, 2011

Jan Bellinger – Secretary

## **TCVFD REPORT FOR DEC 2011**

### **NOVEMBER ACIVITY**

#### **Fire**

**Coffee Creek - 1**

#### **Medicals**

**Trinity Center – 3**

#### **Misc**

**Coffee Creek - 1**

**Trainings – 3**

**Total responses = 8**