

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

Regular Meeting

March 1, 2011

Mike McHugh publicly recognized and thanked Glen Ahmann for his service as Chairman of the Board for the last three years and all of his contributions to the CSD.

The meeting was called to order by Mike McHugh at 6:32 p.m. Other members present: Glen Ahmann, Virginia Allin, Hal Pflueger, and Dewey Baird. 8 members of the public were also present.

Minutes of the meeting were passed out. It was moved by Dewey Baird that the minutes be accepted with an amendment to the second page, 3rd paragraph regarding propane cost. Instead of saying he “does not advise investing in the \$60.00 price cap contract for next year” what he meant to say is that the price cap rate hasn’t gotten down to our commercial rate this year and the CSD should keep this in mind when we consider it next year. It was seconded by Glen Ahmann. The minutes were accepted as amended.

CSD Financial report was passed out and the balance was read.

TCVFD Financial reports were not available. The balance from Dec. was read and should be the same as last month as there has been no activity to the account.

### Unfinished Business

New Fire House Building Committee report - Fire House Construction Project –Signage-Dewey Baird reported that Tom Roberts, a CalTrans Engineer, has made an application on behalf of TCFVD and CCVFD to Sacramento CA Traffic Control Devices Committee to agendize joint applications for the creation of signage that incorporates both language (911) and symbol (phone) for their next quarterly meeting. No such signage exists. For standardization purposes the signs must be approved by the committee. In the interim Roberts suggested the two Boards allow CalTrans to install 24”x24” signs having blue backgrounds and white phones on standard metal poles. There could be a \$25.00 or more cost per sign. This would provide signs within two weeks if approved. Dewey recommends the Board move forward with the signs until the State decides if they will approve the CalTrans application. Their decision could take up to a year. Glen Ahmann suggested the Board move forward and approve the funds for the signs. All members of the Board agreed to move forward and have the signs installed. Dewey reported the County will install the trail blazer signs in town once the State has installed signs on the highway. Hal Pflueger suggested a sign be placed over the 911 phone to identify it.

Dewey reported that to date estimating project cost was accomplished using another government’s estimating documents. Dewey has purchased two manuals at the cost of \$99.75 which will allow quicker results using 2011 data. The manuals are for new and remodel and repair construction. Additionally two hard copy and two diskette copies of the fire house blue prints have been made at a cost of \$33.56. After some discussion the Board approved payment for these items.

Dewey reported there will be a meeting tomorrow, March 3, 2011 at 5:00pm with the Fire Chief, Assistant Chief, Fire Captain and the General Manager to assess the needs of the fire department.

Dewey reported an unsolicited proposal from Campora was received. They offered a rate of \$0.40 over their cost per gallon for propane. A Jan. 2011 price comparison indicated that Campora is \$0.14 higher per gallon than the rate from Northwestern. No Contract change is recommended.

Dewey reported that he has had a conversation with local heat/air experts who indicate that the existing high bay gas fired heaters may have an efficiency rating as low as 45%. Modern more efficient heaters may have an 80-90% efficiency rating. Trinity Heating and Air will meet with CSD staff the next time they are in town to determine options for heating equipment replacement. Ken Rieke inquired if a switch could be put on the doors to turn the heaters off when the doors are opened. Hal Pflueger asked if there was a thermostat that would automatically turn the temperature down after two hours. When Trinity Heating and Air makes a proposal Dewey will work on a life cycle cost comparison to determine cost effectiveness of a heater upgrade.

Discuss/approve how to allocate the funds that were designated for the annexation that were not used – Mike McHugh reported that this item was tabled at the last meeting until the Board identifies a need that these funds could be used for. The Board does not want to establish a precedence of creating separate funds. Mike recommends this item be tabled until such time that it comes up again when the Board has identified a use for the remaining funds. The money will remain in the Fire Dept. account until that time.

Discuss sexual harassment training requirement – Glen Ahmann explained that John Eaker is setting up the training since he is on the GSRMA Board and GSRMA is offering the training at no cost to us. Glen said that there was an assembly bill ABA1825 that requires Sexual Harassment training for Special District officers and managers. John had set a training date of March 17<sup>th</sup> however, due to personnel availability it has been changed to April 6<sup>th</sup>. The training is for the Board members and the Fire Dept. Chiefs, assistant Chiefs and Captains.

### Communications

Mike McHugh reported that a letter was submitted from Luke Lucas to ISO notifying them of the annexation. A map of the new district was sent with the letter.

Mike McHugh reported the Fire Chief received a letter from ISO regarding an ISO audit. This item will be covered under new business on the agenda.

Mike McHugh reported that he attended the Coffee Creek VFD district Board meeting. CCVFD elected Board members. John Eaker remains the President, Lynette Vandergrift is the Vice President, Rusty Mauk is the Fire Chief and Tony Valls is the Assistant Chief. A new Board member was elected, Sheri Cooper. This leaves two open seats on their Board. They have a 9-member Board. Mike reported that John Eaker attended the last TC CSD meeting and he feels the cross communication between the two Boards is important.

### Public Comment

Wyatt Ribarich reported that he had brought it to the attention of some of the Board members that there was a street light out on Hwy 3 and Airport Rd. He noticed it is still out. Jan Bellinger reported that TPUD had been notified and had come out to fix it. The Board will check on the light. If needed, Jan will report the light again.

Ken Rieke reported that the TC VFD is in need of new pagers. He also reported that CC VFD recently purchased new pager/radios and that they are not happy with them. Mike McHugh reported that the CSD has budgeted for some new pagers this year. The Fire Dept. needs to determine what type of

paggers they need. Ken says they need paggers with better reception for volunteers in outlying areas. Mike McHugh reported that there had been some discussion regarding installing a repeater for the Covington area to boost the pager signal. Glen reported that he has called Joe who takes care of the radios for Weaverville and left a message, however, he has not received a call back from him. Glen will try to reach him again. There is a change coming to the County radio system and the Fire Dept. needs to make sure the new paggers will work with the new County system.

### New Business

Mid year financial review-Glen Ahmann explained the mid year review form which was made available to everyone. The sheet shows the actual expenditures to date against the budget. Some expenditures are once a year and are shown in the mid year figures and are noted as such. Glen explained the figures in each account. One account that is under budget is the fixed assets. Glen explained that money to upgrade two fire hydrants each year was budgeted for and have not been replaced as of this date. Overall the CSD budgeted expenditures for the 7 month period are under the actual budget. The revenue is on track for the year.

Approve Trinity Center Community Services District Management Discussion and Analysis-Mike McHugh explained that this is a companion document to the annual audit. This document is prepared by the Board and highlights the financial activity for the year. Glen Ahmann has prepared the MD&A for the last fiscal year to go with the last annual audit for 2009/2010. Glen explained that the total assets are discussed and appear to have gone down over the prior year; however, the capital assets were adjusted because in past years the assets were not depreciated properly. These figures do not affect the budget or income and do not change the tax base. Glen Ahmann made a motion to adopt the MD&A. The motion was seconded by Dewey Baird. The motion passed. Jan Bellinger will submit a copy to Gregor Prof. and Trinity County Auditors.

Approve \$200.00 for drafting supplies for new fire house drawings-Dewey Baird explained that Tom Hollister has spent a number of hours at his own expense preparing drawing for the new fire house construction projects. Dewey is requesting \$200.00 be approved to reimburse Tom for supplies used. Glen Ahmann questioned if this should be paid through the fire dept. building fund. It was agreed and suggested that this item be handled through the fire dept. There were no objections.

Approve funds for ALS NorCal certification and ALS supplies for ambulance-Glen Ahmann explained that Bob Bryant is very close to having his paramedic certificates which give the fire dept. the opportunity to become an ALS (advanced life support) dept. instead of a BLS (basic life support) dept. NorCal is the agency who certifies our ambulance for ALS. The cost is based on call volume and because of the low call volume there is no charge to certify the ambulance. The CHP also must inspect the ambulance for proper equipment to be ALS as well as meeting highway regulations. Bob Bryant is working on getting the ambulance certified. Bob has also made a 4 page list of medicines and equipment needed for ALS. So far about \$1225.00 worth of supplies have been identified as being needed for the ambulance, mostly drugs, syringes and medical supplies. Glen suggests the Board approve up to \$2000.00 for Bob to equip the ambulance to bring it up to ALS standards. Glen reported that Bob has a tentative agreement with TCLS who has agreed to sell supplies to TC VFD at their cost. Coffee Creek VFD has received a grant of \$250.00 that they will give to TC VFD to help with the ambulance supplies. Mike McHugh suggested the periodic cost of replacing expired meds be researched. After some discussion Glen Ahmann made a motion to approve a one time cost of up to \$2000.00 to bring the ambulance up to ALS specs. Dewey Baird seconded the motion. The motion passed.

Discuss ISO Audit-Mike McHugh reported that Ken Rieke received a letter from ISO saying they would like to come out and do a survey of the TC VFD and District. There has not been an on-site audit from ISO since 1995. They want to review the 5/9 rating. Included in the packet were two pre-audit packets. These are self assessments including water availability and assessment of the dept. and equipment on the vehicles as well as maintenance records of the vehicles. They also will look at the staffing levels, training and training records. This is a time for the VFD to go through a self assessment. The staffing level is a concern because it is volunteer dept. Volunteer departments do not get credit for their full volunteer staff. ISO assumes not all responders will respond on all calls. Mark Bronson is our ISO representative. The ISO Procter will review tests demonstrated by the VFD such as water flow from the hydrants. Our pre-audit work will help identify items that need to be improved especially in the annexed areas. There is nothing that can be done at this time regarding the distance the outlying areas are from the fire hall but other items such as water availability may be able to be improved. Another item to look at is communications. ISO may talk to the County regarding dispatching to determine if the system will work during a power outage while on generator power. Luke Lucas will head up the pre assessment project. Mark will be notified when the pre assessment is finished. Glen will assess the water issues, Ken will access the Fire Dept. records and training. The staffing level does affect the ISO rating in town and is our biggest risk area. The ISO rating is for structure fires only. They do not look at medical calls or wild land fires. Luke Lucas reported that the rating in the newly annexed areas will not affect the rating of the original existing area in town. Mike reported that once the audit is finished ISO does not publish the results or notify the insurance companies right away, they wait for 90 days. They will identify the deficiencies and give the Dept. a chance to put a plan in place to address them. Mike reported that the mutual aid agreement with Coffee Creek VFD to respond on calls with TC VFD does count toward the volunteer count. Mike reported that State Farm Ins. is now using the ISO rating. Wyatt Ribarich reported that there is still grant money available for defensible space clearing. There is still a need for recruitment for the Trinity Center VFD.

#### Fire Dept. Report

Ken Rieke passed out and read the monthly report (see attached). Glen Ahmann reported that Ken fueled the ambulance and fire engines at the County yard for the first time under our new agreement. There has been talk of closing the County yard and talk of a petition to keep it open. Kelli Gant suggested more residents from the Trinity Center area attend the Board of Supervisor/Dept. of Transportation meetings to voice concerns regarding this area.

#### Bills for Payment

The list of bills to be paid was passed out. After some discussion a motion was made by Glen Ahmann 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 | \$124.25 |
| Trinity PUD- Street Lights      | \$148.72 |
| TDS Telecom-Telephone           | \$50.12  |
| Jan Bellinger-Salary            | \$350.00 |

#### **Special Expenses**

|                                     |          |
|-------------------------------------|----------|
| Trinity County Solid Waste-Dump fee | \$5.10   |
| Northwestern Propane                | \$843.30 |

|                            |                  |
|----------------------------|------------------|
| Total - Checks for payment | \$1,521.49       |
| Balance as of 2/28/11      | \$140,705.50     |
| <br>New Balance            | <br>\$139,184.01 |

### Adjournment

Meeting adjourned at 8:06 p.m.

### Items for next meeting agenda:

New Fire House Building Committee report  
Approve funds for Drafting supplies  
Discuss ISO Audit

Next Meeting: April 5, 2011

Jan Bellinger – Secretary

## **CVFD ACIVITY REPORT FOR FEBRUARY 2011**

### **Fire**

**Coffee Creek – 1**  
**Trinity Center – 1**  
**CM-LFE-LC - 0**

### **Medicals**

**Coffee Creek – 1**  
**Trinity Center – 0**  
**CM-LFE-LC - 2**

### **Traffic collision**

**Coffee Creek -0**  
**Trinity Center – 0**  
**CM-LFE-LC – 1**

### **Trainings – 3**

**Total events - 9**