

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

April 5, 2011

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. 10 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 as written. It was seconded by Virginia Allin. The minutes were accepted as written.

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

TCVFD Financial reports were passed out and the balances were read.

## Unfinished Business

New Fire House Building Committee report - Fire House Construction Project–Dewey reported that as of today Cal-Trans says the signage request is moving forward. Anticipated time for installation is a couple of weeks. The County has ordered the signs for Trinity Center and Coffee Creek. Anticipated time for the County is also a couple of weeks.

The Needs Assessment team met on March 2, 2011 and March 23, 2011 to strategize the revised TCVFD requirements list. The team now includes the fire dept. staff. The team will meet again tomorrow at 4:00 to refine the requirements matrix. Ken Rieke, Mike McHugh and Dewey Baird met with Lenny from Trinity Heating & Air regarding the heater evaluation. They will provide a preliminary design and cost proposal. Lenny suggested it may be feasible to consider a hydronic system to heat the floor of the fire house under the vehicles instead of heating the air which is lost when the doors are opened. A life cycle cost analysis and comparison will be done and brought to the Board when the proposal is received.

Glen Ahmann suggested a sign needs to be placed at the 911 phone to identify it as an emergency phone and is to be used for emergencies only. The CSD/Fire dept. needs to do this itself, the County is not responsible for it.

Discuss ISO Audit-Mike McHugh reported that the ISO committee is researching the specific survey forms that are to be used for the self prepared pre-audit. Luke Lucas reported that he spoke with Mark Bronson from ISO and was told that the forms that were sent via e-mail to Ken Rieke should be used. Mark said to delete the form on communications that it is not needed. The two forms that need completed are the water supply and fire dept. capability including staffing, equipment and apparatus. Ken Rieke will get a flow meter from Weaverville fire dept. and the hydrants will be checked. Glen Ahmann is working on the water systems in Lake Forest, the Knolls and Trinity Center. Luke Lucas is working on the water systems in Covington and Long Canyon. Luke is also working on the Automatic/Mutual Aid agreements with Coffee Creek VFD. Glen reported that it is a benefit for TCVFD to be combined with CCVFD because it doubles the responders and equipment and may give us a better rating.

## Communications

Report on meeting with Trinity County Auditor-Glen Ahmann reported that he, Mike McHugh and Jan Bellinger met with Marilyn Horn, the County Auditor Controller.

We discussed the Management Discussion and Analysis document that was approved at the last TCCSD meeting and submitted to the County. This is the first year they requested it to go along with our annual audit. Marilyn hadn't reviewed the document yet so we gave her a copy. Marilyn said that the reason they asked us to produce the MD&A was because a county resident (from the north lake area apparently) came to the County Auditor's office and requested to see a copy of ours, that triggered them to request MD&A's from all Special Districts.

Other discussion points were:

- The tax base for 2011/12 should be about the same as prior years.
- She doesn't know of any new charges we need to budget.
- The interest on our accumulated funds should be similar to last FY.
- The Worker's Comp Reimbursement program should continue.
- The State can't do another Prop 1A piracy act until they pay back the last one.
- Regarding the 2011 Election, if we need to have elections Marilyn isn't sure about the cost. She suggested that we contact Dave Hunt or his assistant Shanna White with questions about election costs.
- They have heard that Gregor Professional Corp. is disbanding so they will not be using them again. They are in the RFP process now. She will let us know where they come out and who they are using. Glen suggests the CSD consider using the same auditor that the County uses since they will know the processes because the CSD uses the County for their accounting.

Marilyn introduced everyone to Terry McBrayer the new Treasurer/Tax Collector.

She also introduced everyone to the entire office staff.

Angie Bickle, Asst. Auditor-Controller Accountant

Mary Emory, Sr. Account Tech.

Deanna Cottone, Payroll Spec.

Shannon Taylor, Benefits Tech.

Christine Gaffney, Account Tech.

Mike McHugh reported that the County was very flattering to the CSD's internal bookkeeping and interactions with the County thanks to Jan's excellent work with the county.

LAFCo Budget for 2011/2012-Mike McHugh reported that a notice was received from LAFCo stating they are working on their budget. Mike added that each Special District contributes to LAFCo's revenue. The letter stated that the budget was attached, however there was nothing attached. Mike called John Jelichich and he informed Mike that the letter had to go out even though they did not have the budget ready. They will send it to the CSD when it is completed. He also informed Mike that they have lowered their budget this year. The CSD contribution is only about \$60.00.

### Public Comment

Billie Higgs reported that the Fire Dept. rummage sale is April 29 & 30. Covington Mill is also having a bake sale on the 30th and will take donations from all areas.

Luke Lucas reported that the water pump in Covington that had been out due to the power outage because of a storm is now working again.

Mike McHugh reported that the street light on Highway 3 and Airport Road that Wyatt reported out at the last meeting is working.

Glen Ahmann reminded all that the Sexual Harassment training is tomorrow night at 6:00pm at the Coffee Creek fire hall. Mike added that this training is for Board members, fire dept. and district management staff. The training is being put on by our insurance company, GSRMA, at no charge.

Glen Ahmann had a comment on the Fire Chief Assoc. support of measure "T". This is a measure to continue the hospital tax. Per Chief Rieke it was discussed at the Chief's meeting that if this measure

does not pass and the hospital is closed, TCLS may be negatively impacted and may even have to move to Redding leaving no ambulance service in the County. There was some discussion regarding putting an article in the Trinity Journal to inform the public of this. It was suggested the paper should interview TCLS.

New Business

Form budget committee for next fiscal year budget-Mike McHugh reported that the CSD fiscal year is from July 1<sup>st</sup> – June 30<sup>th</sup>. A new budget needs to be in place by July 1<sup>st</sup> which means the budget needs to be approved at the June meeting. The proposed budget needs to be presented at the May meeting. The committee will be Mike McHugh, Glen Ahmann, Ken Rieke, Martie Mullen, Luke Lucas and Jan Bellinger. The committee will meet and present the proposed budget at the May meeting.

Discuss/Approve nomination of a CSD board member or district managerial employee for a position on the CSDA board-Mike McHugh reported that the CSDA has a Board seat opening and they are requesting nominations. TC CSD is in District one. Mike read a list of required attendance for meetings and special events. After some discussion there were no volunteers. Glen Ahmann suggested a follow up with CSDA to see who is elected to the Board. Mike suggested the CSD make contact with that person as well as the others in our district to let them know the CSD is here and interested in following up on issues.

Fire Dept. Report

Ken Rieke passed out and read the monthly report (see attached). Ken reported at the Fire Chief meeting last night they announced that the Sheriff dept. received at \$50,000.00 grant for pagers. The TC VFD is going to try and be included in this grant. Ken said TC VFD and CC VFD are going to receive 3 used narrow band compatible radios. The Fire Chief Assoc. voted to support measure “T”. Ken also reported there are a number of classes upcoming. One of the classed is how to recruit and retain your volunteers. This class is in Redding on May 14<sup>th</sup> & 15<sup>th</sup>. A number of people showed interest in attending the class. There is also an area wide training in June that will be split between Weaverville and Hayfork. Glen Ahmann reported the Fire Dept. may need to purchase some pagers before the grant opportunity. There are some new dept. members and some existing members who are in need of pagers now because they are not receiving the pages.

Bills for Payment

The list of bills to be paid was passed out. The request from Dewey Baird for reimbursement for construction manuals is being paid from the Fire. Dept. Building fund. 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	\$118.38
Trinity PUD- Street Lights	\$148.72
TDS Telecom-Telephone	\$50.77
Jan Bellinger-Salary	\$350.00

**Special Expenses**

Jan Bellinger-Postage	\$1.22
-----------------------	--------

Northwestern Propane	\$553.33
Bob Bryant-Report Forms	\$75.78
L.N. Curtis-Draft hose	\$850.17
Total - Checks for payment	\$2,148.37
Balance as of 3/31/11	\$140,969.72
New Balance	\$138,821.35

### Adjournment

Meeting adjourned at 7:31 p.m.

### Items for next meeting agenda:

New Fire House Building Committee report  
 Discuss ISO Audit  
 Present/Approve annual budget

Next Meeting: May 3, 2011

Jan Bellinger – Secretary

## **TCVFD ACIVITY REPORT FOR MARCH 2011**

### **Fire**

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

### **Medicals**

**Coffee Creek – 0**  
**Trinity Center – 1 (Patient assist)**  
**CM-LFE-LC - 0**

### **Traffic collision**

**Coffee Creek -0**  
**Trinity Center – 0**  
**CM-LFE-LC – 1 (past Cedar Stock)**

### **Trainings – 3**