

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

### Regular Meeting

July 5, 2011

The meeting was called to order by Mike McHugh at 6:32 p.m. Other members present: Glen Ahmann, Virginia Allin, Dewey Baird. Hal Pflueger was absent. 12 members of the public were also present.

Minutes of the meeting were posted on the web site and are available at the meeting. 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. Linda Magni reported that just under \$3800.00 net was raised from the TC VFD BBQ.

### Unfinished Business

New Fire House Building Committee report - Fire House Construction Project –Dewey reported that the temporary signage is up on Highway 3. Dewey reminded that CalTrans is supposed to go before their Board in Sacramento when they convene to design the appropriate sign to indicate the 911 phone. The signs that have been placed on the highway are temporary until the permanent signs are installed. Dewey reported that he, Don Mullen and Tom Hollister met on June 14th to take measurements of the Fire House and refine the measurements on previous drawings. They have since met a couple of more times to refine concepts. Two things are going on. One is the concepts that Tom Hollister is putting together for the modifications to the existing building. The modification is to add an additional bay or bays to provide a place for training and improved storage. Dewey sent an e-mail to the staff and Board members requesting they take a look at Tom's concepts as well as 3 drawings with what the committee feels is the best option. The second item is the energy gain and loss and evaluation of the heating systems. Dewey handed this over to Don Mullen. Don had a slide presentation. Don reviewed the cost comparison of propane and electricity. The conclusion was that the propane cost is 32% more than electricity. He also reviewed 3 basic heating systems: water heating, space heating-domestic areas and space heating equipment bays. Don showed a comparison of the current propane heating cost of approximately \$3994.35 per year compared to \$2596.00 for electricity to \$865 for a heat pump system. Don showed some conceptual drawings with different systems including insulation of the office area and their approximate installation costs. The Project Committee is requesting any input from the Board or community on these concepts. The committee will meet again to consider any comments and ideas and be ready to make a recommendation.

Discuss ISO Audit-Mike McHugh asked Luke Lucas to give an update on the ISO pre-audit. Luke reported that the apparatus inventory is almost complete. This inventory is not of the engines themselves but everything that is carried on the engines. He is still working on the water surveys in the southern outlying areas. Once he has all of the information he will be ready to publish the preliminary package and send it to Mark Bronson. Mark will review the package and make recommendations when he comes up. Mike McHugh reported that the ISO audit preparation is proceeding well with the help of Glen Ahmann and others on the water side and Luke's work on the southern communities along with the apparatus staffing & training logs with the help of Martie Mullen. Luke was able to pull together

the material into a preliminary draft. After Mark reviews the pre-audit information and makes his recommendations the actual audit will be scheduled for sometime in Aug.

Discuss/Approve presentation and dedication of plaque and fire house-Ken Rieke reported that the dedication of the fire house will be Aug. 14, 2011 from 12:00p.m.-2:00p.m. during the open house at the fire house. There will be food served and the dedication of a plaque to Dick Hamilton. Dick was the fire chief for 40 years. There will also be a blood drive at the fire house from 11:00a.m.-3:00p.m. Mike reported that the weekend of Aug. 12,13,& 14<sup>th</sup> is the lake and town birthday celebration. Aug. 14<sup>th</sup> is the 50<sup>th</sup> birthday of the fire dept. Mike requested the approval to formalize the resolution to dedicate a plaque and the fire house be placed on the Aug. agenda. Virginia Allin reported that the Library is having an Ice Cream Social on Aug. 14<sup>th</sup> from 2:00p.m. - 5:00p.m.

Discuss Agency to use for Annual Audit-Glen Ahmann reported that the audit can be scheduled as soon as the County closes the books for the last fiscal year. He reported that Jan Bellinger has contacted 3 agencies, Emerald CPA, Gallina LLP and Blomberg & Griffin to ask what information they require to give a price quote to perform the audit. Emerald CPA, which is the staff from Gregor Prof., which has been used for the last few years, gave a quote of \$2950.00 which is \$1000.00 more than last year. The other agencies said they need a copy of the last audit to give us a quote to conduct the annual audit and prepare the financial report. Glen has 3 different RFP's (request for proposal). Glen will use this information to draft an RFP for the CSD to submit with the copy of the last audit to get the quotes. Dewey asked if the County Counsel was required to review the RFP. It was decided that the County Counsel does not need to review the RFP. Glen asked if anyone saw any problem with providing the agencies with copies of the last years audit since it is a public document. No one saw any problems.

### Communications

None

### Public Comment

George Lucky inquired about the heating calculations being based on the old building and asked where the Board stood on the new building. Mike explained that the Project committee is still working on plans for a new fire house, however, after the FEMA grant was not granted the committee began looking at the requirements to determine if the existing building meets enough of the requirements to keep it and modify it or if another option needs to be looked at. Dewey explained that the committee has had several meetings to reassess the needs of the fire dept. They have come up with the need for more space for additional equipment, training space and storage space. There are some conceptual drawings that will be discussed by the committee and then brought back to the Board.

Billie Higgs inquired into a situation in Covington Mill regarding fire works being set off in the area. Ken Rieke said she should call the Forest Service or the Sheriff. This would be a law enforcement issue. The local fire dept. has no authority to enforce the law. Mike McHugh reported that when Bruce Haney, the Sheriff, was in the area for a meeting he encouraged people to report problems to the Sheriff's office. If things are not reported they will not have a record of the incidents or be aware that there are problems in the area.

Virginia Allin reported that there will be an Ice Cream Social fund raiser for the Library July 14<sup>th</sup> 2011 from 2:00p.m.-5:00p.m. There will be another one on Aug. 14<sup>th</sup> 2011 on the day of the Fire Dept. open house. She reported that the ice cream for both events is being provided by Bob Main.

Mike McHugh reported that the Wine Fest fund raiser for the Fire Dept. will be July 23<sup>rd</sup> 2011.

### New Business

Discuss/Approve Resolution for Election to Fill Expiring Board Terms-Mike McHugh reported a packet from the County Elections Office regarding this year's upcoming election on Nov. 8<sup>th</sup> 2011. Mike reported that there are two 4 year Board seats that are expiring this year, Glen Ahmann and Hal Pflueger. The Board must pass a resolution asking the County to hold an election combined with the County election to fill these seats. The CSD will be billed for their portion of the election by the County. The County requires a map be provided with the paperwork and the map of the new area after the annexation will be provided. The people in the annexed areas will be voting in this election. For the District and the incumbents who may be interested in running they must go to the Court House between July 18<sup>th</sup> and Aug. 12<sup>th</sup> to file paper work to run. If no incumbents file there is a 5 day extension for the public to file. Mike reminded that the practice in this district is that the district does not pay for the candidate's statements. If a candidate wishes to publish a statement they do so at their own cost. The cost is about \$275.00. The County will publish the notice of election in the paper. Mike reported that someone must be a resident of the district and a registered voter to be able to run for a seat on the Board. Glen Ahmann purposed an amendment to the resolution. The statement regarding who will pay for the candidate's statement Glen would like to add to the sentence: The Candidate, *should they choose to file a Candidate's Statement*, shall pay the estimated cost at the time of filing their Declaration of Candidacy. George Lucky asked what would happen if there were no candidates who run for the open seat. Mike explained that the Board could then appoint someone to fill the seats. If there are 0 to 2 candidates to run for the open seats there will be no election. If there are 3 or more candidates there will have to be an election. After some discussion Glen Ahmann made a motion to pass resolution number 2011-2 as amended. Dewey Baird seconded the motion. All were in favor and the motion passed.

Discuss/Approve VFD policy for covering department member inoculations-Mike McHugh reported that the fire dept. is formalizing their policies on various topics including the health of the fire dept. personnel which is the infection control policy. Ken Rieke reported that the medical personnel must go through a series of immunizations including Hepatitis B series, influenza and TB skin test. The current policy calls for the District to pay for the cost of the immunization for the fire dept. personnel. Mike said the Board needs to have a motion to ratify that the Board endorses the Fire Dept. policy that the District would pay for the immunizations for the fire dept. personnel whether it be pay for by the Fire Dept. or the Board. Virginia Allin made a motion for the Board to endorse the Fire Dept. policy for the District to cover the cost of immunizations as determined needed by the Fire Chief for the fire dept. personnel. The motion was seconded by Glen Ahmann. The motion passed.

#### Fire Dept. Report

Ken Rieke passed out and read the monthly report (see attached). Glen reported that Bob Bryant just finished giving a Emergency Medical Responder class and some of the people may join the dept. There is a need for more volunteers.

#### Bills for Payment

The list of bills to be paid was passed out. Glen explained that he and Martie Mullen needed to have their EMT recertifications. This includes a Life Scan (finger prints, FBI report..) through the sheriff office. The cost is increasing. Dewey inquired as to the check for Bob Bryant for meals for the first responder's class. Glen explained that for the first responders there is a skills test which is an all day test. Bob choose to provide lunch for the class. Glen authorized him to charge the meal expense to the CSD. 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	\$68.30
Trinity PUD- Street Lights	\$133.86
TDS Telecom-Telephone	\$50.86
Jan Bellinger-Salary	\$350.00
<b>Special Expenses</b>	
Jan Bellinger-Office Supplies-Flash Drive	\$12.99
L.N. Curtis-Wildfire Cap/Face Protector	\$489.37
Fred Maddox-Service 306	\$264.75
Trinity County Life Support-CPR Education-Lethbridge,Renten,Stewart	\$75.00
Glen Ahmann-ISO Maps/File Folders/Gatorade/Live Scan/EMT Cert.	\$309.30
Martie Mullen-EMT Cert.	\$103.00
Robert Bryant-Meal for 1st Responder Class	\$83.53
Total - Checks for payment	\$1,940.96
Balance as of 6/30/11	\$153,277.82
New Balance	\$151,336.86

#### Adjournment

Meeting adjourned at 8:11 p.m.

#### Items for next meeting agenda:

New Fire House Building Committee report

Discuss ISO Audit

Approve resolution to present Dick Hamilton a plaque and dedicating the fire house to him

Update agency to use for Annual Audit Report

Next Meeting: Aug. 2, 2011

Jan Bellinger – Secretary

## **TCVFD Report for June 2011**

### **Activity for June 2011**

#### **Fire**

**Trinity Center - 1**

#### **Other**

**Power line down –Lake Forest -1**

<b>Medicals</b>	<b>TOTAL 6</b>
<b>Coffee Creek – 0</b>	
<b>Trinity Center – 6</b>	

<b>Vehicle Accidents</b>	<b>TOTAL 2</b>
<b>Mule Creek     1</b>	
<b>Coffee Creek   1</b>	
<b>Trinity Center 0</b>	

**Trainings –4**

**Total responses including training = 14**