

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

Regular Meeting

Oct. 4, 2011

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

Minutes of the meeting were posted on the web site and were available at the meeting. It was moved by Hal Pflueger that the minutes be accepted as written. It was seconded by Glen Ahmann. 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. There was some discussion regarding the balance in the building funds. Mike and Glen will check with Chief Rieke on the status of the Fire Dept. accounts. Glen also inquired as to the status of the FEMA grant for a new ambulance that Steve Renten applied for. Kelli Gant reported that the deadline has been extended and that there were 22,000 applications for the grant.

### Unfinished Business

New Fire House Building Committee report - Fire House Construction Project –Dewey Baird was absent and there was no report.

Discuss ISO Audit-Mike McHugh asked Luke Lucas to give an update. Luke reported that he has talked with Mark Bronson three times today regarding some additional information that Mark needed. Mark would like to come up and start the actual audit any time from this Thursday through next week. Luke will contact Mark to set up the audit. Glen suggested that Luke check to see if Steve Renten will be available to be present for the audit since he has been working on the equipment and records for them.

### Communications

Jan Bellinger reported that the CSD has received another letter from the Census Bureau saying we will be receiving a survey the week of Oct. 11, 2011. We have not received the survey at this time.

State Controller Report Update-Jan Bellinger reported that the report has been completed and sent in. Glen Ahmann reported that Blomberg & Griffin, the agency that will be performing the annual audit, inquired as to if the CSD needed them to complete the State Controller Report. They gave a quote of \$150.00 to complete the report. Glen said that since Jan has to get all of the information together anyway, he and Jan Bellinger will continue to complete it each year for now.

Glen Ahmann reported that at the last meeting it was reported that the CSD had sent four RFP letters for quotes to perform the annual audit. Two of the agencies declined and two sent bids. Blomberg & Griffin and Emerald Accounting, the company who took over for Gregor Prof., sent bids. Glen reported that at the last meeting it was agreed to use Blomberg & Griffin because they were \$1000.00

less the Emerald Accounting and that it was a good idea to change auditors periodically. Jan sent a letter to Emerald Accounting declining to use them this year and called Blomberg & Griffin to engage them for the annual audit. They would like to come out Oct. 25, 2011 to start the audit. Mike McHugh, Glen Ahmann and Jan Bellinger will meet with them. Glen also reported that the County still does not have the books closed. Jan reported that she spoke with the County and they have completed their annual audit and are hoping to have the books closed soon.

#### Public Comment

Kelli Gant reported that Judy Pflueger is having a town hall meeting Oct. 17, 2011 from 6:00pm-8:00pm. The meeting will include the County Transportation Plan. Kelli encourages everyone to attend to make sure they address the turn outs on Highway 3 and the walk trail on the Swift Creek Bridge. The new redistricting will also be addressed. There will also be a Candidates night for the Trinity PUD at this meeting.

Wyatt Ribarich inquired if there were any policies regarding the testing of fire hydrants. Wyatt reported that since the recent water leak repair it has been discovered that one of the hydrants in Covington Mill is not working. Ken Rieke said he thought it was a Water District issue in the Covington area. Glen and Mike reported that this issue should be on the ISO audit and can be addressed at that time. Glen reported that other than the newly annexed areas the hydrants are under the CSD. Glen asked Luke Lucas to work on a hydrant policy after the ISO audit.

#### New Business

Discuss/Approve Volunteer Resolution - updated resolution for insurance coverage for FEAT-Mike McHugh reported that when GSRMA asked for the annual updated information they requested a roster of volunteers in the Fire Dept. to be covered by the worker's comp. insurance. This includes the FEAT members. He was informed that a resolution needs to be approved stating that it is the Board's intention that the FEAT members be covered. Mike explained the resolution is to cover additional volunteers, who are not firefighters, volunteering for a government agency. They are not automatically covered as the firefighters are. Glen Ahmann made a motion that the Board adopts the resolution as written. The motion was seconded by Hal Pflueger. The motion passed by the three Directors present. Two Directors were absent.

Mike explained that the resolution states the coverage is for FEAT members who are "duly enrolled". FEAT members need to have an application on file and be accepted. FEAT members serve under the direction of the Fire Chief. Jan Bellinger will forward the signed resolution to GSRMA.

Discuss/Approve posting of Director Position that will be left vacant by Hal Pflueger whose term is expiring-Mike McHugh explained that the process for filling a vacant position is to hold an election. In the absence of candidates filling for the election the position is filled by an appointment by the Board. Under procedure 104.4 the vacancy must be posted for 30 days. At the December meeting the Board will review any applications and interview the applicants. The Board will choose an applicant and that person will be sworn in at the January 2012 meeting. Jan Bellinger will post the opening. The deadline for filing an application is Dec. 2, 2011.

#### Fire Dept. Report

Ken Rieke passed out and read the monthly report (see attached). Kelli also reported that this month there has already been two calls on the new 911 phone for medical help. Martie Mullen commended the volunteer responders for having such good turn out for responses. It was also reported that four of the people who completed the First Responder class are taking an EMT class in Weaverville, two from Coffee Creek and two from Trinity Center.

### Bills for Payment

The list of bills to be paid was passed out. After some discussion a motion was made by Hal Pflueger that the list of bills be paid as stated. The motion was seconded by Glen Ahmann. The motion passed that the following bills be paid:

#### **Regular Expenses**

Trinity PUD- Electric-Fire Hall	\$42.14
Trinity PUD- Street Lights	\$140.58
TDS Telecom-Telephone	\$51.23
Jan Bellinger-Salary	\$350.00

#### **Special Expenses**

Trinity County Solid Waste-Dump Fee	\$6.45
Jan Bellinger-Postage to mail State Controller Report	\$1.28
Fred Maddox-Work on 1111/1123/306/1134	\$597.50
Life Assist-Gloves/Wipes	\$139.90
Northwestern Propane-Propane	\$291.30
Total - Checks for payment	\$1,620.38
Balance as of 9/30/11	\$141,028.17
New Balance	\$139,407.79

### Adjournment

Meeting adjourned at 7:02 p.m.

### Items for next meeting agenda:

New Fire House Building Committee report  
Update ISO Audit  
Update Annual Audit

Next Meeting: Nov. 1, 2011

Jan Bellinger – Secretary

## **TCVFD ACIVITY REPORT FOR SEPTEMBER 2011**

### **Fire**

**Coffee Creek – 1**

**Trinity Center – 1**

**CM-LFE-LC -0**

### **Medicals**

**Coffee Creek – 2**

**Trinity Center – 8**

**CM-LFE-LC –1**

**Minersville-**

### **Traffic collision**

**Coffee Creek -0**

**Trinity Center-0**

**CM-LFE-LC – 0**

**Trainings – 3**

**Total events – 16**