

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

### Regular Meeting

Nov. 1, 2011

The meeting was called to order by Mike McHugh at 6:32 p.m. Other members present: Glen Ahmann, Hal Pflueger, Dewey Baird and Virginia Allin. 10 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 Glen Ahmann that the minutes be accepted as written. It was seconded by Hal Pflueger. 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. Glen Ahmann reported that the Auxiliary has agreed to shift some of the balance of the account to the Fire Dept. fund. More will be reported next month.

### Unfinished Business

New Fire House Building Committee report - Fire House Construction Project –Dewey Baird reported that he met with Don Mullen to help with the report. Dewey reported that Tom Hollister has informed him that he has experienced computer failures and may not re-invest in replacement equipment to operate the CAD drawing program. This will not stop the planning process because the team has reached a design consensus. The conceptual plans must now be handed off to an engineer to determine the structural requirements, material choice, and cost to prepare construction level plans that would be acceptable for permit application. This step now requires substantial funding. Dewey also reported that a draft memorandum for record of an Endorsement of Trinity Center Volunteer Fire Dept. Expansion Plan is available for review. This Memo, if the Board decides to do so, will be signed by past and presents Chiefs endorsing the conceptual design. There was a second document to request help with funding from the Auxiliary, however given the announcement earlier in the meeting this will not be presented at this time. Dewey asked the Board if they would like to proceed with finding an engineer to move forward. This could cost between \$8000.00-\$10,000.00. Glen Ahmann suggests the Project Committee and the Fire Chief bring the new concept to the Board for a public review. Ken Rieke suggests there be another committee meeting before this is brought to the Board.

Dewey reported that short term plans for the team is evaluating hot water apparatus bay heating and office heating options that can be implemented to save CSD funds. These options are unaffected by long range construction plans although facility expansion should always be factored into any improvements so as not to cripple or limit the overall design.

Dewey reported that, with assistance from Don Mullen and Tom Hollister, five heating improvement options were reviewed and evaluated. Two options have been selected for immediate follow up. The first improvement involves installation of inexpensive timers on the office and kitchen propane heaters. An alternative or supplement to timers is to replace these two units with an exterior heat pump and one heat exchanger in each room. The cost of the timers is anticipated to cost under \$500.00. The cost for replacing the equipment could exceed \$5000.00. The propane usage to heat the two rooms is approximately \$1000.00 annually.

Dewey also reported that Trinity Heating and Air has contacted the CSD to schedule the annual maintenance inspection that the Board agreed to last year. Dewey asked them to delay the inspection

until this report was given. Dewey suggests that this contractor be directed to inspect all heat related equipment and provide/install two furnace timers as well as provide two estimates for apparatus heat efficiency options for review at the Dec. 2011 CSD meeting. Dewey is requesting the Boards approval to proceed with installing two timers on the heater in the Fire House office and kitchen. After some discussion Glen Ahmann made a motion to authorize Trinity Heating and Air to perform the maintenance on the heating systems and install the two timers, timers not to exceed \$500.00. Virginia Allin seconded the motion. The motion passed.

Dewey will have Trinity Heating and Air provide estimates on the two heating options while they are out for the inspections.

Mike McHugh reported that he has checked on the TPUD charges and the CSD is receiving the commercial rate with a 25% discount for being a public entity.

Discuss ISO Audit-Mike McHugh asked Luke Lucas for any updates on the ISO audit. Luke reported that the auditor has all of the information and it could take up to six months before the results are available. The auditor has sent a pump test record form from another dept. that can be used by the TC VFD.

Update Annual Audit-Mike McHugh reported that the meeting with the auditor from Blomberg & Griffith was Oct. 25, 2011. The auditor has all of the requested information and it will be 4-6 weeks for the draft report to be completed. Mike reported that the Fire Dept. financial information is also being included in this audit. The auditor informed the CSD that it should be included in the audit. The auditor did not recommend any changes be made in the way things are done in terms of separate accounts. He just felt the accounts should be included in the annual audit.

### Communications

Jan Bellinger reported that the CSD has received the Census Form from the Census Bureau and that Mike McHugh has completed the form and filed it electronically.

Mike McHugh reported that he has requested that Jan Bellinger add Directors Reports to the Communications reports.

### Public Comment

Pat Forbes reported the TC VFD Auxiliary had a Board meeting and decided to move \$20,000.00 from the Auxiliary building fund to the Fire Dept. building fund account. Funds from another Auxiliary account of almost \$20,000.00 will also be moved to a Fire Dept. account. Pat also reported that she spoke with the IRS regarding moving money from the accounts and how to designate it and they warned her to be careful about how it is designated. Designated funds can only be used for specific things and could restrict how those funds are used.

### New Business

Discuss/Approve California Water Awareness Campaign Contribution-Mike McHugh reported that the CSD received a solicitation from the CWAC for contributions. Glen Ahmann explained that this is mainly a water district item and does not see a reason for the CSD to contribute. After some discussion the Board decided not to contribute at this time.

Discuss/Approve CSDA membership Renewal-Mike McHugh reported that this is the annual renewal. Glen Ahmann reported that in the past the membership has been as much as \$500.00. This year the renewal is \$112.00. Mike reported that the CSD has gone to the CSDA for information on other

districts and that the CSD has used their legal counsel. Glen reported that the CSDA was also instrumental in the bond initiative in which the CSD received the \$4000.00 that the State was withholding from the County/CSD. Glen recommended the CSD renew the membership. All were in agreement. Glen Ahmann made a motion to renew the CSDA annual membership for \$112.00. The motion was seconded by Virginia Allin. The motion passed.

Discuss/Approve purchase of new Turnout Gear for fire fighters-Ken Rieke reported that the fire dept. has a new firefighter who needs turnout gear. Ken is requesting approval to purchase the gear. Ken reported that the Fire Dept. will be receiving 10 pagers from the Sheriffs Dept. grant. There is still a need for four radios and two spares.

The cost for a new set of turnouts is about \$2500.00. Ken is requesting approval to purchase one set of turnouts at this time. Ken will bring the radio issue to the Board when he has pricing. Glen Ahmann made a motion for the Board to authorize up to \$3000.00 for the purchase of one new set of new turnouts. Hal Pflueger seconded the motion. The motion passed.

#### Fire Dept. Report

Ken Rieke passed out and read the monthly report (see attached). Mike McHugh commented on the fact that the Fire Dept. has had a very good turn out of volunteer's response to calls. It was also reported that there are three people in class for EMT who will be finished in Feb.

#### Bills for Payment

The list of bills to be paid was passed out. After some discussion a motion was made by Virginia Allin that the list of bills be paid as stated. The motion was seconded by Dewey Baird. The motion passed that the following bills be paid:

#### **Regular Expenses**

Trinity PUD- Electric-Fire Hall	\$35.10
Trinity PUD- Street Lights	\$140.58
TDS Telecom-Telephone	\$51.30
Jan Bellinger-Salary	\$350.00

#### **Special Expenses**

Luke Lucas-Ink-Postage	\$36.59
All Wheel Alignment & Brake-for 1134	\$818.36
Tina Wood-Cleaning-1.5 hours	\$22.50
L.N. Curtis-Patch-A. Bryant	\$56.84
Weaverville Fire District-Portion of Shared Air Trailer for SCBA's	\$228.00
CSDA-Annual Membership	\$112.00
Total - Checks for payment	\$1,851.27
Balance as of 10/31/11	\$139,407.79
New Balance	\$137,556.52

#### Adjournment

Meeting adjourned at 7:27 p.m.

Items for next meeting agenda:

New Fire House Building Committee report  
Update ISO Audit  
Update Annual Audit  
Discuss/Interview Candidates for Board Position Opening  
Present Resolution to Hal Pflueger

Next Meeting: Jan. 3, 2012

Jan Bellinger – Secretary

## **TCVFD ACIVITY REPORT FOR OCTOBER 2011**

### **Fire**

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

### **Medicals**

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

### **Traffic collision**

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

**Trainings – 3**

**Total events –8**