

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

Nov. 6, 2012

The meeting was called to order by Mike McHugh at 6:32 p.m. Other members present: Glen Ahmann, Virginia Allin, Drew Rusnak and Dewey Baird. 7 members of the public were also present.

Announcements

Mike McHugh thanked Glen Ahmann for chairing the last meeting in his absence.

Minutes of the last 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 Drew Rusnak. Mike McHugh abstained from voting to accept the minutes since he was not at the meeting. The minutes were accepted as written.

CSD Financial report was made available and the balance was read.

TCVFD Financial report was made available and the balance was read. Mike McHugh reported that a meeting with the Fire Dept. regarding the accounts is still pending.

TCVFD Auxiliary Financial report was made available and the balance was read.

Unfinished Business

Update ISO Audit – Ken Rieke reported the Fire Dept. is still working on the ISO items. Ken reported that the pump testing has been done on the engines. Also 400 feet of new hose has been placed on two engines and Engine 1111 has been declared first out for structure fires due to pump volume and tank size. Mike McHugh added that e-mails have been exchanged with the ISO audit officer. ISO says the Fire Dept. has made good progress on updating procedures, equipment and testing. He said maintaining the ISO rating is looking good. There is still work to be done. ISO still needs the Fire Dept. to provide the results of the tests already done as well as some additional tests. They also are waiting for new truck inventories since the trucks have been stocked per ISO requirements and reinventoried. Ken thanked the entire Fire Dept. for all of their help with the ISO requirements and testing.

Communications & Director Reports

Jan Bellinger reported that two of the items will be addressed under new business, CSDA Membership and California Water Awareness Campaign Support Payment.

The other item is a letter of information from TDS regarding the voice mail system.

Glen Ahmann reported that a couple of years ago Alex Cousins from the Resource Conservation District (RCD) came out to the area looking for fuel reduction projects. Glen spoke with him regarding the area north of the Ball Park. The area up to Northwoods Estates had been cleared and the project stopped. Alex reported that the project had been held up because it required a NEPA study before it can continue. The Forest Service must conduct the study; the RCD can not do it. Glen contacted the Forest Service in Weaverville and someone is coming out tomorrow to look at the area. The Forest Service said there may be an additional problem because a portion of the land may be National Recreation Area.

Public Comment

Wyatt Ribarich voiced a concern regarding issues of water in communities, domestic usage, water available for firefighting needs and the desire of the Government to take the water from Northern California. Mike reported that this is not a Board issue other than water availability for fire fighting. There is a Water Committee that could better address this item. There is a Water Flow meeting tomorrow.

Virginia Allin reported that on Halloween there was an event for the local kids to trick or treat in the area of the Fire House, IOOF Hall, Lucky's, General Store and Yellow Jacket. Someone mentioned to her that they could have used traffic control for the children's safety. FEAT was thought of but it is uncertain if it would be covered by the Fire Dept. insurance. This is an item that needs to be addressed for next year. Mike McHugh suggested that when the premium is due next June GSRMA be asked if this is something that could be covered under the insurance as a one time event.

New Business

Introduce new District policy regarding Harassment in the Workplace – Mike McHugh reported last year the CSD Board members and the Fire Dept. Officers attended Harassment in the Workplace training that GSRMA put on. They encouraged the District to have a formal Harassment policy that will help them in the event that any issue that might arise to point to a policy to help them defend the case and provide insurance to the District should it be needed. They have provided a template for a Harassment Policy. The draft that is being presented is from that template. This would be Policy number ten in the Policy Manual. Mike explained that the process for policies is that it takes two meetings to approve a policy. Tonight the policy will be presented and discussed. The policy will be available to the public, there are copies here at the meeting, it is posted on the web site and it will be available at Lucky's until the Dec. 4, 2012 meeting. It will be on the agenda for the Dec. meeting for further discussion before being adopted at that meeting. Mike gave an overview of what is in the policy. The Policy states that the District operates under a no harassment policy. It also defines the process for raising an issue if harassment occurs. It protects against any of the Federally or State protected categories. All employees of the District, which includes the Fire Dept., the CSD Board, staff and the

General Manager, are responsible for helping insure that the work place is free from harassment. If there is an issue it should be brought to someone in authority. The procedure is to bring it to the attention of the Fire Chief, the General Manager or the Chairman of the Board. An investigation will immediately be opened and all efforts will be made to protect the identity of the person filing the complaint. It is the District's Policy to investigate and reports and takes appropriate actions.

Discuss/Approve CSDA Membership Renewal – Mike McHugh reported that this is the time of year that our CSDA membership renewal is due. The rate has dropped over the last couple of years. It is now \$120.00. Mike explained that the CSDA serves small districts like ours as well as water districts. They have been a good resource for the Board to get policies and templates as well as access to some legal services, which the Board has used in the past. Mike, Glen and Dewey all suggest the Board continue its membership. After some discussion there was a motion made by Glen Ahmann to renew the membership in the CSDA. The motion was seconded by Virginia Allin. The motion passed to renew the CSDA membership for another year.

Glen asked when the Board is due for Ethics Training, which is due every two years. Everyone is due between Jan. and April 2013. Glen reported that access to training is another benefit of being a member of the CSDA.

Discuss/Approve California Water Awareness Campaign Support Payment – Mike McHugh reported this mainly applies to Water Districts and the cost is \$500.00. Glen Ahmann reported that they promote water conservation information and have classes for water conservation. Since the District is not a water district it was agreed that there is no need to support this campaign.

Fire Dept. Report

Ken Rieke read the Fire Dept. report (attached). There were copies of the report available at the meeting.

Bills for Payment

The list of bills to be paid was made available. Glen Ahmann explained that the hydrant purchase was for a hydrant that needed to be replaced in the Northwood Estates. The Trinity Knolls Water Company is paying for all of the labor to install the new hydrant. 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. Glen Ahmann abstained from voting on the hydrant bill. The motion passed that the following bills be paid:

Regular Expenses

Trinity PUD- Electric-Fire Hall	\$30.51
Trinity PUD- Street Lights	\$139.80
TDS Telecom-Telephone	\$50.82

Jan Bellinger-Salary	\$350.00
Special Expenses	
CSDA Membership	\$120.00
Northwestern Propane	\$185.32
Swissphone-Pager	\$455.86
Trinity Hospital-Med's for 306	\$11.64
Trinity DOT-Fuel for Sept (actual use Aug.)	\$137.81
Trinity County Life Support-Restock 306	\$626.50
Ken Rieke-Gatorade/Water/Paint Supplies for Hydrants	\$234.65
Trinity County Fire Chief's Assoc.-Dues	\$25.00
Fred Maddox Service & Repair-Repair on Vehicles-1123/1111/306	\$1,014.96
Two Way Services-Move Repeaters	\$657.00
Steve Renten-Travel/Lodging/Meals for Training	\$659.50
Trinity Knolls Mutual Water Comp.-Fire Hydrant	\$1,944.00
Total - Checks for payment	\$6,643.37
Balance as of 10/31/12	\$167,038.78
New Balance	\$160,395.41

Adjournment

Meeting adjourned at 7:13 p.m.

Items for next meeting agenda:

ISO Update

Adopt proposed Harassment Policy

Next Meeting: Dec. 4, 2012

Jan Bellinger – Secretary

TCVFD ACIVITY REPORT FOR OCTOBER 2012

Fire **Total =1**

Coffee Creek – 1

Trinity Center –0

CM-LFE-LC -0

Medicals **Total =3**

Coffee Creek – 0

Trinity Center –1

CM-LFE-LC -2 (Lake Forest)

Vehicle Accident- Total =1

Coffee Creek -1

Trinity Center-0

CM-LFE-LC – 0

Feat responded to Vehicle Accident (3 people)

Trainings – Total =3

Fire 3

Medical 0

ISO annual pump testing 1

TOTAL EVENTS = 9