

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

Jan. 5, 2016

The meeting was called to order by Glen Ahmann at 6:31 p.m. Other members present were Mike McHugh, Virginia Allin, Pat Frost and Drew Rusnak. 6 members of the public were also present including the Fire Chief and General Manager.

## Announcements

Glen Ahmann welcomed Virginia Allin back as a Director.

Elect New Chairman & Vice Chairman – Glen Ahmann explained that these are elected at the first meeting of each year. Drew Rusnak made a motion to elect Mike McHugh as Chairman of the Board. There was a second by Pat Frost. The motion passed unanimously. There was a motion by Glen Ahmann to elect Pat Frost as Vice Chairman of the Board. There was a second by Drew Rusnak. The motion passed unanimously.

Minutes of the last meeting were posted on the web site and were available at the meeting. Glen Ahmann made a motion that the minutes be accepted as written. It was seconded by Drew Rusnak. The minutes were accepted unanimously as written.

CSD Financial report was made available. The balance after the bills are paid tonight will be \$159,225.92.

TCVFD Financial report was made available. The balance is \$82,486.95.

TCVFD Auxiliary Financial report was made available. The balance is \$6,566.80.

Glen Ahmann commented that usually in January the Board does a Mid-Year Budget Review. Due to the fact that the County has changed their procedure for the monthly reports and they are not received until later in the month this will be done at the next meeting.

## Unfinished Business

Update on Mutual Aid Reimbursement for Coffee Creek Fire from last summer – Steve Renten reported that there is no new news on this. He will continue to work on the paperwork and report back next month on the progress.

## Communications & Director Reports

Pat Frost reported that there was a well-attended meeting with Supervisor Keith Groves on Dec. 11<sup>th</sup> regarding the North Lake Fuels Reduction project.

## Public Comment

Wyatt Ribarich thanked everyone for showing up for the meeting in spite of the snow and weather.

Mike McHugh also thanked the public for showing up to the meeting in spite of the weather.

### New Business

Cancel/Rescind Resolution 2015-04 – Glen Ahmann explained that this is the resolution that was passed in November that was put in place to take advantage of the pay provisions of the CFFA for portal to portal pay. This was in contingency with a pay policy which was brought to the Board last month. Because the pay policy did not pass last month the resolution needs to be rescinded. Glen Ahmann made a motion to rescind resolution 2015-04. The motion was seconded by Virginia Allin. The motion passed unanimously.

Approve MD&A – Glen Ahmann explained that this is the Management Discussion and Analysis which is part of the final annual audit report. Glen also reported that the draft audit report has been received. There were copies available at the meeting. Glen explained that he has reviewed the figures and has addressed some questions to John Blomberg, the auditor. Some of the expenses were moved to different categories. The total figures are consistent with ours. Glen reported that in the past the CSD has provided the MD&A but this year John Blomberg did it. Glen recommends the Board approve the MD&A. Pat Frost made a motion to approve the Management Discussion and Analysis for fiscal year 2014/2015. There was a second by Virginia Allin. The motion passed unanimously.

Glen reported that the audit concludes that the CSD's financial system and reporting are accurate and compliant with all requirements. There is one minor correction that needs to be made to the audit report and the auditor has agreed to the change. Glen suggested the Board pay the invoice for the audit at the meeting tonight since we have received the draft audit. Also the Auditor is ready to print the annual audit report with the suggested change. All were in agreement to tentatively accept the draft audit report and have it printed. Mike McHugh requested accepting the final annual audit report be placed on the next month's agenda. Mike thanked Glen for all of his work on the audit report.

Discuss Future Vegetation Management Procedures – Steve Renten had copies of extracts from different Ordinances and Health Codes available at the meeting. Steve explained that this item has been addressed at prior meetings and brought up by different community members concerning risks and hazards of vegetation on adjoining lots or within the District area land. Steve reported that based on the Ordinances and Health Codes the Board has the authority now to delegate and tell people to clean things up. Steve reviewed the list of codes that he had prepared. Steve explained that in the Districts history there was something called Ordinance 2 which was passed in 1971 creating a Fire Prevention Bureau in the Fire Dept. adopting the Uniform Fire Code. However, there is no longer a Uniform Fire Code. After a lengthy discussion it was decided to send more letters this year and send out a stronger worded second letter to follow up with the first letter that was sent to the owners of properties that are considered a fire hazard to the community. The discussion of activating any of the Ordinance powers will be tabled for now until we see what brings this item back to the Board's attention as a viable option.

Approve letter of support for RCD grant application for Northern Trinity County Fuels Reduction projects – Pat Frost explained that the RCD is working on a grant application through CalFire for fuels reduction projects that protect habitable structures in State responsibility areas. He had a draft letter available at the meeting. They want to focus on the North Lake area. The grant application includes Lewiston, Trinity Center District areas and Coffee Creek Fire District areas. The funding would have RCD crews and where appropriate CalFire inmate crews doing fuel reduction projects that protect neighborhoods. This grant is good for 18-24 months. The letter needs to be revised to show the new Chairman and date. The deadline to submit the letter is January 7, 2016. Glen Ahmann made a motion to approve sending the letter with the changes. There was second by Virginia Allin. The motion passed unanimously.

### General Manager Report

Erik Anderson had a written report available at the meeting. Erik reported that due to the weather there were no hydrants tested in December. The testing will continue when the weather permits.

The Carville Repeater has been working so far this winter with the dark days and snow.

Erik also reported that he has started working on the Fire Station Remodel project again. He will try to get a committee together to go over the Fire Dept. needs.

### Fire Dept. Report

Steve Renten read the Fire Dept. report (attached). There were copies of the monthly report as well as the annual report available at the meeting. Steve wanted to publicly acknowledge the winner of last year's participation award for the number of calls responded to. The winner was Glen Ahmann who responded to more calls than any other volunteer responding to 63 out of 83 call outs.

Steve also reported that 1134 has been housed in the steel shed outside of the fire house. Last year it got through the winter with a 100 watt light bulb for heat to keep things from freezing. This year it has not worked and there is a burst pipe. They are working on getting a replacement pipe to repair it and the vehicle is being housed at Steve's to prevent further freezing problems. This is another example of the need for a larger fire house to store the vehicles and equipment. There is also a need to better heat and insulate the shed until a larger building is available.

Steve reported that he was contacted by Coffee Creek Fire District for help with an Assistance to Firefighters grant for a vehicle. Steve will also apply for the grant for Trinity Center VFD for a similar vehicle.

Wyatt Ribarich reported that there is an insulated building in Covington Mill which houses their backup generator that has room if it is needed to temporarily house one of the fire dept. vehicles.

### Bills for Payment

The list of bills to be paid was made available. After some discussion a motion was made by Pat Frost that the list of bills be paid as stated. The motion was seconded by Drew Rusnak. The motion passed unanimously that the following bills be paid:

#### **Regular Expenses**

Trinity PUD- Electric-Fire Hall-includes drought relief surcharge/System Access	\$37.53
Trinity PUD- Street Lights-includes drought relief surcharge	\$159.05
TDS Telecom-Telephone	\$54.96
Jan Bellinger-Salary	\$350.00

#### **Special Expenses**

TC VFD-Reimbursement for Repeater Batteries & Supplies	\$2,760.00
US Forest Service-Reimbursement for over payment	\$3,777.36
Trinity County Fire Chief Association Dues	\$35.00
Blomberg & Griffin-Annual Audit	\$1,875.00
NTLIA-IOOF-Annual Hall Rental 2016	\$240.00
Suzanne Heinig-Fire House Cleaning for Nov. & Dec. 2015	\$60.00
TC VFD-Reimbursement for Stationary Compressor & Inspection	\$413.00
Erik Anderson-Repeater Supplies/Connectors/Rack Components	\$612.93
Mark Kneaper-Fluids/Batteries for 1134	\$280.51

Total - Checks for payment	\$10,655.34
Balance as of 12/31/15	\$169,881.26
New Balance	\$159,225.92

Adjournment

Meeting adjourned at 8:06 p.m.

Items for next regular meeting agenda:

- Mid-Year Budget Review
- Update on Mutual Aid Reimbursement for Coffee Creek Fire from last summer
- Approve Annual Audit Report

Next Regular Meeting: Feb.2, 2016

Jan Bellinger – Secretary

## Trinity Center Volunteer Fire Department Monthly Report December, 2015

### Incident

Type	Count	Notes
<b>Fire</b>	<b>1</b>	Cancelled enroute
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
<b>Medical</b>	<b>10</b>	
<i>Coffee Creek</i>	6	Automatic Aid
<i>Trinity Center</i>	4	
<i>Annex</i>	0	
<b>MVA</b>	<b>0</b>	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	1	
<b>Public Assist</b>	<b>1</b>	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<b>Training</b>	<b>3</b>	2 Fire + 1 EMS
<b>Work Parties</b>	<b>0</b>	
<b>Total Convocations</b>	<b>15</b>	

Type	Vol Hrs	Notes
Incident Responses	46	
Training	24	
Work Details	0	
Individual Admin/Mgmt	197	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other
FEAT Hours	0	
<b>Total Volunteer Hrs</b>	<b>267</b>	

## Trinity Center Volunteer Fire Department Annual Report 2015

	Fire	Med	MVA	PA	Trng	Other/WP	Total	Rsp Hrs	Addl Hrs	Trng Hrs	Total Hrs
Jan	0	1	0	0	3	1	<b>5</b>	5.3	44.0	49.0	<b>98.3</b>
Feb	0	8	0	0	3	3	<b>14</b>	29.0	87.0	25.0	<b>141.0</b>
Mar	0	7	2	0	3	0	<b>12</b>	68.2	146.5	25.0	<b>239.7</b>
Apr	1	5	2	0	4	1	<b>13</b>	50.0	226.0	41.0	<b>317.0</b>
May	0	5	0	1	4	0	<b>10</b>	48.0	209.0	55.0	<b>312.0</b>
Jun	1	4	0	0	3	0	<b>8</b>	33.0	323.0	32.0	<b>388.0</b>
Jul	4	7	1	0	3	0	<b>15</b>	72.5	247.5	12.0	<b>332.0</b>
Aug	0	6	0	0	3	0	<b>9</b>	31.0	100.0	26.0	<b>157.0</b>
Sep	1	5	1	1	3	0	<b>11</b>	43.0	156.0	32.0	<b>231.0</b>
Oct	0	4	1	0	3	0	<b>8</b>	20.5	164.0	24.0	<b>208.5</b>
Nov	0	2	0	1	3	0	<b>6</b>	10.3	300.0	24.0	<b>334.3</b>
Dec	1	10	0	1	3	0	<b>15</b>	46.0	197.0	24.0	<b>267.0</b>
<b>Total</b>	<b>8</b>	<b>64</b>	<b>7</b>	<b>4</b>	<b>38</b>	<b>5</b>	<b>126</b>	<b>456.68</b>	<b>2200</b>	<b>369</b>	<b>3025.7</b>
	<b>10%</b>	<b>77%</b>	<b>8%</b>	<b>5%</b>							