

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

Regular Meeting

February 7, 2017

The meeting was called to order by Pat Frost at 6:30 p.m. Other members present were Glen Ahmann, Mike McHugh, Virginia Allin and Drew Rusnak. 10 members of the public were also present including the General Manager and Fire Chief.

### Announcements

Mike McHugh announced there is a meeting at the Library in Weaverville at 9:00am tomorrow for the Dept. of Boating and Waterways regarding the Trinity Center Launch Ramp Grant. Everyone is encouraged to attend to show support for the project.

Glen Ahmann announced that there is a notice posted at the post office regarding a preliminary report for the CEQA evaluation done for the Trinity Knolls Mutual Water Company grant project. Copies of the report are available for review during the 30 day public comment period. The preliminary report shows that they are going to declare a Negative Mitigated Declaration. This notice is for the Trinity Knolls Water Company and not Trinity Center.

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. There was a second by Mike McHugh. The minutes of the meeting were accepted as written by all except Pat Frost who abstained since he was not present at the last meeting.

CSD Financial report was made available. The balance after the bills are paid tonight will be \$157,483.53

TCVFD Financial report was made available. The balance is \$71,036.90.

TCVFD Auxiliary Financial report was made available. The balance is \$33,354.77.

### Unfinished Business

Update Annual Audit Report – Glen Ahmann reported that there isn't a lot to update. At the last meeting the Board reviewed the MD&A and the draft has been submitted to the auditor as well as the year end County report. The County finally closed the books. We have not received a draft of the annual audit report from the auditor yet. We did receive an invoice for the audit and it will be held until at least a preliminary report is received. Once a preliminary report is received the MD&A can be finalized.

### Communications & Director Reports

Jan Bellinger reported that an election form for Fire Districts from GSRMA was received. This item will be placed on the next meeting's agenda, noting that Coffee Creek is one of the candidates.

Jan also reported that a notice regarding an agreement with Goodyear was received. She will give it to Steve to

determine if it is for the Fire Dept. or a solicitation.

Glen Ahmann reported that on the CSDA newsletter there was an article regarding pending litigation relative to an activist in San Jose who started requesting records of all communications from Board members including private e-mails on private devices. This litigation could affect the Directors if it passes.

Pat Frost reported that last fall the RCD applied for a grant from CalFire for fuels reduction work using the State Responsibility Area Funding which the CSD sent a letter of support for. They were awarded the grant and now have a signed agreement with CalFire. Part of the grant includes doing up to 15 acres of fuel reduction type work in the Trinity Center area and 10 acres in the Coffee Creek area and a community chipping day in both communities. This grant could be used to help in residential areas that have absentee owners whose property is in need of clearing. Pat had copies of maps available at the meeting. Pat suggested it be agenized for the next meeting to have the RCD come and give a talk about the project to the community.

### Public Comment

Don Mullen read and presented a proposal to the Board regarding the possibility of the TCCSD taking on responsibility for snow plowing in the Trinity Center area. He had copies available for the Board members. This item will be place on the next agenda for discussion.

Linda Magni reported that there is a leak in the roof at the Fire Hall and water is coming out of the light fixture and dripping on the printer and other items on the desk. Erik Anderson and Mike McHugh will check the roof tomorrow before the VFD training to see what the next step should be.

### New Business

Discuss/Approve Conflict of CSD Interest Bi-Annual Update Form – Pat Frost reported that every other year the CSD receives a notice from the County to review the Conflict of Interest Code. There is a form to fill out stating if there are any changes needed. There were copies of the Conflict of Interest Code as well as the County's letter available at the meeting. After some discussion, Mike McHugh made a motion to authorize Pat Frost to sign the form and approve sending back the 2016 local agency bi-annual notice back to the Board of Supervisors indicating no amendment is required because it is still current and adequate. There was a second by Glen Ahmann. The motion passed unanimously.

Discuss/Approve Posting Secretary/Treasurer Position Opening – Pat Frost reported that a letter of resignation was received from Jan Bellinger. She will be stepping down as of June 1, 2017. Glen Ahmann suggested a committee be assigned before the next meeting to have a vacancy posting and job description ready for approval. Glen Ahmann made motion to assign a committee, the Chairman, Vice Chairman and Secretary/Treasurer, to work to define the position, develop a posting and notify the Board when it is ready so the Board can decide if a special meeting is needed. Virginia Allin seconded the motion. The motion passed unanimously.

Pat Frost reminded the Board that the 700 forms and the Harassment training are both due.

### General Manager Report

Erik Anderson had a written report available at the meeting. Erik reported that there was no hydrant testing last month.

On the Fire House project, he spent some useful time with the energy consultant. They went over heating, hot water, ventilation, lighting and insulation for energy calculations. They will be moving on to needing to identify

an engineer to do the engineering of the foundation, ancillary systems, lighting, heating and ventilation.

### Fire Dept. Report

Steve Renten was unable to stay for the end of the meeting. Pat Frost read the Fire Dept. Report (attached). There were copies of the monthly report available at the meeting.

### Bills for Payment

The list of bills to be paid was made available. After some discussion, a motion was made by Virginia Allin that the list of bills be paid as stated. There was a second by Glen Ahmann. The motion passed unanimously that the following bills be paid:

#### **Regular Expenses**

Trinity PUD- Electric-Fire Hall-includes drought relief surcharge/System Access	\$213.87
Trinity PUD- Street Lights-includes drought relief surcharge	\$159.05
TDS Telecom-Telephone	\$55.57
Jan Bellinger-Salary	\$400.00

#### **Special Expenses**

Jan Bellinger-Postage-Mail checks to County-Mail 1099's	\$5.54
Mike McHugh-Diesel for ambulance (County Yard not plowed)	\$56.82
Suzanne Heinig-Fire House Cleaning-Nov/Dec	\$60.00
Trinity DOT-Fuel	\$92.51
Trinity County Hospital-Restock 306	\$46.73
Steve Renten-EMT-EMSA-Nat. Reg/Solar Light/Printer Paper	\$142.18
Total - Checks for payment	\$1,232.27
*Deposit for Worker's Comp	\$1,642.86
*Deposits from June	\$3,120.88
Balance as of 1/31/17 per County report	\$158,115.80
Voided check from TCLS for EMT Class	\$600.00
New Balance	\$157,483.53

### Adjournment

Meeting adjourned at 7:44 p.m.

Items for next regular meeting agenda:

Vote on election form from GSRMA  
RCD Presentation on Fuel Reduction Projects  
Discuss Snow Plowing  
Update on Fire House Roof  
Filling Secretary/Treasurer position update

Next Regular Meeting: March 7, 2017

Jan Bellinger – Secretary

## Trinity Center Volunteer Fire Department Monthly Report For January 2017 Events

### Incident

Type	Count	Notes
<b>Fire</b>	<b>0</b>	
<i>Coffee Creek</i>	0	Automatic Aid
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<i>Other</i>	0	
<b>Medical</b>	<b>5</b>	
<i>Coffee Creek</i>	1	Automatic Aid
<i>Trinity Center</i>	1	
<i>Annex</i>	2	
<i>Other</i>	1	
<b>MVA</b>	<b>0</b>	
<i>Coffee Creek</i>	0	Automatic Aid
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<b>Public Assist</b>	<b>3</b>	
<i>Coffee Creek</i>	2	
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
<b>Training</b>	<b>3</b>	Fire & EMS
<b>Work Parties</b>	<b>0</b>	
<b>Total Convocations</b>	<b>11</b>	

Type	Vol Hrs	Notes
Incident Responses	46	
Training	26	
Work Details	0	
Individual Admin/Mgmt	104	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other
FEAT Hours	5	
<b>Total Volunteer Hrs</b>	<b>181</b>	