

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

Regular Meeting

February 6, 2018

The meeting was called to order by Chairman Pat Frost at 6:30 pm. Other members present were Glen Ahmann, Mike McHugh, Drew Rusnak and Trish Wardrip. Fire Chief Steve Renten and General Manager Erik Anderson were also present. Three members of the public were present.

**Announcements** – Glen Ahmann announced that there has been burning as part of the North Lake fuel reduction project.

**Minutes** of the January 2, 2018 meeting were posted on the website and were available at the meeting. Mike McHugh motioned to accept the minutes as presented. Trish Wardrip seconded. The motion passed unanimously.

**CSD Financial** report was made available. The balance after today's bills are paid will be \$182,273.83.

**TCVFD Financial** report was made available. The balance as of January 31, 2018 was \$119,273.39. Mike McHugh asked for clarification regarding the Building Fund listed on the Balance Sheet. Linda Magni replied that all monies listed under Coast Central Savings were for the Building Fund. Glen Ahmann inquired about the status of the Scott Valley Bank account since the Weaverville branch has closed. Linda replied that the funds in Scott Valley Bank will be moved to Umpqua Bank and in the meantime all transactions with Scott Valley are being handled at the Redding branch.

Linda also mentioned that the VFD had just received a \$5,000 donation from an anonymous donor.

**TCVFD Auxiliary Financial** report was made available. The balance as of January 31, 2018 was \$28,591.93.

### **Unfinished Business**

**Fire Hall Funding Subcommittee Update** – Pat Frost reported that the subcommittee met on January 26, 2018. Erik Anderson gave an overview of the proposed building design and engineer's cost estimates. The total cost estimate is about \$500,000 for the new equipment building. There hasn't been a detailed design estimate for the remodeling of the existing building. Frost then gave a summary of the work the committee is doing. They now have parcel information and are investigating financing options, including the idea of a special tax measure. Some next steps are to develop public outreach and educational materials on the need for the project and to continue to work closely with the Auxiliary on fund raising. The auxiliary currently has \$100,000 in the building fund.

**Communications & Director Reports** – Steffanie Desrosiers reported that the annual Blanket Encroachment Permit had been received. Steffanie also received a letter from the Trinity Gold Diggers Lions Club and read the letter aloud. The letter requested permission to use the Trinity Center Volunteer Fire Department parking lot from May 4-6, 2018 to hold a rummage sale. The issue was scheduled for discussion at the March 6 meeting in order to list the item on the agenda as per Brown Act requirements.

Finally, Steffanie related that there was a free CSDA webinar entitled “Successful Strategies for Utilizing Debt” on February 9 and that she would send the particulars to the board by email.

**Public Comment** – None.

### **New Business**

**Review and Approve Draft Management Discussion and Analysis** – Glen Ahmann presented the draft of the Trinity Center CSD Management Discussion and Analysis for fiscal year July 1, 2016 – June 30, 2017. Copies were available at the meeting. The MD&A is a required part of the annual audit and is submitted to our auditor. Glen explained that the document included the CSD and the TCVFD accounts. Adjustments will be made due to accruals before the final document is submitted to the board for approval. Mike McHugh motioned to approve the draft with two minor corrections noted by Glen. Drew Rusnak seconded. The motion passed unanimously.

**Review CSD Mid-Year Financial Performance Against Budget** - Glen Ahmann presented a spreadsheet comparing budgeted expenses and revenues with actual amounts from July 1, 2017 – December 31, 2017. Copies of the spreadsheet were available at the meeting. The comparison was for informational purposes only.

**General Manager Report** – Erik Anderson presented the General Manager’s report for January 2018. Copies were available at the meeting. Roof repairs to the Fire Hall were made and leaks in the container storage were repaired. Insulation was installed in the shed for vehicle 1134. Erik thanked the volunteers who helped. Glen Ahmann suggested that we purchase new hydrants soon.

**Fire Dept. Report** – was read by Fire Chief Steve Renten and was available (attached). Total volunteer hours are up due to another person. Vehicle 1134 is needing upgrade work to convert the compressed foam system from solenoids to a heater system. Steve stated that this work needs to be done as soon as possible. He estimates the repairs will cost \$1,200. This issue was scheduled for the March 6, 2018 meeting so it can be placed on the agenda.

**Bills for Payment** – The list of bills to be paid was made available (attached). A motion was made by Mike McHugh that the list of bills be paid. Glen Ahmann seconded. The motion passed unanimously that the following bills be paid:

**Trinity Center CSD  
Accounts Payable  
February 6, 2018**

<b>Regular Expenses</b>	<b>Amount</b>
Amerigas – Fire Hall propane January	\$194.71
Frontier Communications – out of area exchange listing	\$4.98
Steffanie Desrosiers -Salary, December	\$400.00
Suzanne Parker	\$60.00
TDS Telecom - Telephone	\$56.11
Trinity PUD - Electric-Fire Hall	\$92.18

Trinity PUD - Street Lights	\$141.00
-----------------------------	----------

**Special Expenses**

Darley- new FF supplies	\$368.63
Golden State Printers – medical rpt forms	\$98.32
NTLIA – Annual IOOF Hall rental fee 2018	\$240.00
Steffanie Desrosiers – ofc supp	\$21.44
Steve Renten – Storage rent for vehicle #1134, January	\$100.00
Steve Renten – reimburse for supplies purchased	\$35.18
Trinity County DOT – fuel Oct – Dec 2017	\$203.56
Trinity Center VFD Auxiliary-reimb pmt made for medical supplies	\$260.85
Trinity County Life Support	\$434.34
<b>Total Expenses</b>	<b>\$2,711.30</b>

<b>Balance as of 1/31/18</b>	<b>\$184,985.13</b>
------------------------------	---------------------

<b>Less January expenses</b>	<b>\$(2,711.30)</b>
------------------------------	---------------------

<b>Current Balance</b>	<b>\$182,273.83</b>
------------------------	---------------------

**Adjournment**

Meeting was adjourned at 8:01pm.

**Next Regular Meeting: March 6, 2018 @ 6:30 pm.**

Steffanie Desrosiers – Secretary

**Items for March agenda**

Fire Hall Funding Subcommittee Update

Trinity Gold Diggers Lions Club request

Review & approve compressed foam system repairs to vehicle #1134

## Trinity Center Volunteer Fire Department Monthly Report For January 2018 Events

### Incident

Type	Count	Notes
<b>Fire</b>	<b>2</b>	
<i>Coffee Creek</i>	0	Automatic Aid
<i>Trinity Center</i>	1	
<i>Annex</i>	1	
<i>Other</i>	0	
<b>Medical</b>	<b>3</b>	
<i>Coffee Creek</i>	1	Automatic Aid.
<i>Trinity Center</i>	1	
<i>Annex</i>	1	
<i>Other</i>	0	
<b>MVA</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>Public Assist</b>	<b>0</b>	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<b>Training</b>	<b>3</b>	Fire & EMS
<b>Work Parties</b>	<b>0</b>	
<b>Total Convocations</b>	<b>8</b>	

Type	Vol Hrs	Notes
Incident Responses	41	
Training	30	
Work Details	0	
Individual Admin/Mgmt	287	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other
FEAT Hours	20	
<b>Total Volunteer Hrs</b>	<b>378</b>	