

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting  
April 3, 2018

The meeting was called to order by Chairman Pat Frost at 6:32 pm. Other members present were Mike McHugh, Glen Ahmann, 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** – None.

**Minutes** of the March 6, 2018 meeting were posted on the website and were available at the meeting. Trish Wardrip motioned to accept the minutes as presented. Mike McHugh seconded. The motion passed unanimously.

**CSD Financial** report was made available. The balance after today's bills are paid will be \$212,093.28.

**TCVFD Financial** report was made available. The balance as of March 31, 2018 was \$119,290.61.

**TCVFD Auxiliary Financial** report was made available. The balance as of March 31, 2018 showed a balance of \$22,053.63.

## **Unfinished Business**

**Fire Hall Funding Subcommittee Update** – Pat Frost had nothing new to report.

**Communications & Director Reports** – Steffanie Desrosiers received an email from the CSDA requesting nominations for the CSDA Board of Directors.

Glen Ahmann announced that the Resource Conservation District fuel reduction walk-around meeting will take place on Saturday, April 7. The turnout is expected to be good.

Linda Magni reported that the Trinity Gold Diggers Lions Club has canceled their rummage sale on May 4 – 6.

**Public Comment** – None.

## **New Business**

### **Review/Update Policy 109.208 Meeting Recordings Record Retention**

Copies of the California Government Code 54953.5 and the TCCSD Record Retention Policy 109.208 were available at the meeting. After reviewing the policies of other districts and the government code requirements, Mike McHugh recommended that Policy 109.208-Meeting Recordings Record Retention be changed from one year to either 30 days or when minutes from that meeting are approved by the Board, whichever comes later. After discussion, it was agreed that Mike and the CSD Secretary would prepare the policy wording to be presented at the May 1, 2018 Board meeting.

### Appoint Budget Committee

Glen Ahmann noted that it is time to compile the 2018/2019 budget to present to the Board in May. Trish Wardrip volunteered to assist. Mike McHugh motioned for Glen Ahmann, Trish Wardrip and the CSD Secretary to form a budget committee. Drew Rusnak seconded. The motion passed unanimously.

### Discuss/Approve Purchase of Fire Hydrants

Fire Chief Steve Renten recommended that two new fire hydrants be purchased in order to meet flow requirements near the YellowJacket and the Sasquatch. There was discussion about current inventory and other hydrants that may need to be replaced. Glen Ahmann motioned to approve the purchase of four (4) new hydrants at a cost up to \$13,000. Drew Rusnak seconded. The motion passed unanimously.

Glen Ahmann then motioned to reconsider the purchase of four (4) hydrants for up to \$13,000. Mike McHugh seconded. This motion passed unanimously.

Glen Ahmann motioned to amend the earlier motion: to purchase up to four (4) hydrants for up to \$13,000 so that there are a total of four (4) hydrants in the inventory. Drew Rusnak seconded. The motion passed unanimously.

**General Manager Report** – Erik Anderson presented the General Manager's report for March 2018 and copies were available at the meeting. Hydrant flow testing is in progress. There was a meeting on March 7 to discuss the remodel of the existing station.

**Fire Dept. Report** – was read by Fire Chief Steve Renten and was available (attached). Volunteer hours are up. Much is being done to prepare for the ISO inspection at the end of April. The retractable steps have been installed on the ambulance. Repairs are underway to the compressed air foam system on Vehicle #1134. Steve recognized Steve Noverr for his outstanding contributions to the TCVFD. The digital lock on the front door of the Fire Hall is not operating. Steve will contact a locksmith to repair.

**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. Trish Wardrip seconded. The motion passed unanimously that the following bills be paid:

**Trinity Center CSD  
Accounts Payable  
April 3, 2018**

<b><u>Regular Expenses</u></b>	<b><u>Amount</u></b>
Amerigas – Fire Hall propane March	\$249.09
Frontier Communications – out of area exchange listing	\$5.87
Steffanie Desrosiers -Salary, March 2018	\$400.00
TDS Telecom - Telephone	\$56.63
Trinity County Solid Waste	\$2.85

Trinity PUD - Electric-Fire Hall	\$160.75
Trinity PUD - Street Lights	\$141.00
<b><u>Special Expenses</u></b>	
Independent Business Forms – A/P envelopes	\$79.76
Trinity Hospital – medical supplies	\$59.81
<b>Total Expenses</b>	\$1,155.76
<b>Balance as of 3/31/18</b>	\$213,249.04
<b><u>Less April expenses</u></b>	<u>\$(1,155.76)</u>
<b>Current Balance</b>	<b>\$212,093.28</b>

### **Adjournment**

Meeting was adjourned at 7:33 pm.

**Next Regular Meeting: May 1, 2018 @ 6:30 pm.**

Steffanie Desrosiers – Secretary

### **Items for May agenda**

Fire Hall Funding Subcommittee Update

Review/Approve Policy 109.208 Meeting Recordings Record Retention

Review/Approve 2018/2019 CSD Budget

## Trinity Center Volunteer Fire Department Monthly Report For March 2018 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>4</b>	
<i>Coffee Creek</i>	1	Automatic Aid.
<i>Trinity Center</i>	1	
<i>Annex</i>	2	
<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>7</b>	

Type	Vol Hrs	Notes
Incident Responses	35	
Training	28	
Work Details	0	
Individual Admin/Mgmt	520	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other. Est, undercounted.
FEAT Hours	8	
<b>Total Volunteer Hrs</b>	<b>591</b>	