

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting
September 4, 2018

The meeting was called to order by Chairman Pat Frost at 6:30 pm. Other members present were Mike McHugh, and Trish Wardrip. Fire Chief Steve Renten and General Manager Erik Anderson were also present. Directors Glen Ahmann and Drew Rusnak were not present. Three members of the public were present.

Announcements – Pat Frost announced that there is a Fire Safe Social at the IOOF Hall on Friday, September 7 at 5:30pm.

Minutes of the August 7, 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.

CSD Financial report was available. After discussion, an item was removed from the accounts payable list pending receipt of a proper invoice. The corrected balance as of September 4, 2018 after accounts payable expenses will be \$191,237.24.

TCVFD Financial reports were available. Additional clarification of the reports was requested by Mike McHugh. The balance as of August 31, 2018 was \$123,154.64.

TCVFD Auxiliary Financial reports were available. The balance for the period ending August 31, 2018 was \$42,577.50.

Unfinished Business

Fire Hall Funding Subcommittee Update – Pat Frost stated that there has been no activity with the subcommittee and nothing new to report. Mike McHugh requested that for the October meeting the committee clarify how much is in, or committed to, the building fund, where the funds are coming from and the amount of CSD's current financial commitment to the building fund. He requested that the report include the amount of this year's fundraising the Auxiliary will deposit in the fund.

Update on Vehicle #1134 emergency repairs approval – Steve Renten stated that Vehicle #1134 is back in service after extensive repairs. The foam system is not working and other repairs are still needed as locating parts has been difficult.

Communications & Director Reports – Steffanie Desrosiers announced that the CSD annual audit for fiscal year ending June 30, 2018 will begin on September 10th.

Public Comment – None.

New Business

Discuss/take action on Letter to Caltrans on right-of-way vegetation management – Pat Frost presented a draft letter to Caltrans requesting Highway 3 weed abatement. Mike McHugh motioned to accept the

letter with a minor grammatical correction. Trish Wardrip seconded. The motion was approved. Pat will make the correction, mail the letter and bring copies to the Fire Safe Social on Friday.

Resolution 2018-02: Vehicle #1134 repair work acknowledgments – Steve Renten presented a resolution thanking Derek Carey and Derek Guffey for their outstanding efforts of repair work on Vehicle #1134. Mike McHugh motioned to approve Resolution 2018-02 with a minor corrections. Trish Wardrip seconded. The roll call vote was as follows:

Trish Wardrip:	aye
Pat Frost:	aye
Mike McHugh:	aye
Glen Ahmann:	absent
Drew Rusnak:	absent

The motion was approved.

Discuss/approve Fire Hall alarm system purchase – Steve Renten strongly recommended the installation of a fire and intrusion alarm system at the Fire Hall. Discussion followed. Mike McHugh requested a cost estimate for a system without the monthly monitoring fee. Pat Frost agreed and would like a cost comparison of monitored vs. non-monitored system. Steve will gather data to be presented at the November meeting.

Discuss/take action on purchase of (4) fire hydrants consistent with the 2018-19 budget – Erik Anderson recommended the purchase of (4) new fire hydrants to replace old, leaky hydrants. There has been no carryover of hydrant inventory and cost has been included in the 2018/2019 budget. Having them installed while the TC Water Co. is making improvements also saves labor costs. Pat Frost stated that an invoice from TC Water Co. is needed for the purchase. Mike McHugh motioned to approve the purchase of (4) hydrants not to exceed \$13,000. Trish Wardrip seconded. The motion was approved. The board encouraged Chief Renten to relay to the Water Company that we would appreciate the Water Company including General Manager Erik Anderson in the planning for which hydrants get replaced since the District is funding the hydrants.

Discuss/take action on surplussing and/or disposal of old fire hydrants – Pat Frost stated that the old, non-working hydrants could be surplussed by auctioning them to raise money for the VFD. Discussion followed. Concern was raised that the surplussed hydrants might be confused with actual working hydrants. Pam Anderson suggested marking the surplussed hydrants to differentiate between the two. Carol Fall stated that anyone purchasing a surplussed hydrant sign a waiver indicating that its use was strictly ornamental. Pat Frost agreed to craft a memo regarding surplus hydrant use.

Discuss/take action on Trinity Center Water Company Proxy – Secretary Steffanie Desrosiers received a notice of an annual meeting of shareholders from the TC Water Co. and signatures are needed on a proxy form. Mike McHugh motioned to sign the proxy form and to appoint listed proxies to represent the CSD at the annual Water Co. meeting. Trish Wardrip seconded. Motion passed.

Discuss/take Action on independent contract services for Secretary/Treasurer - Pursuant to Government Code Section 54957(b)(4) allows a closed session during a regular meeting to consider the appointment of a public employee or independent contractor who functions as an employee. After discussion, the Board chose not to meet in a closed session. Mike McHugh motioned to enter into an independent

contractor agreement for the position of Secretary/Treasurer at \$400 per month between the TCCSD and Linnea Kneaper. Trish Wardrip seconded. Motion passed. Trish Wardrip motioned that the outgoing Secretary/Treasurer's fee be paid for another month to ensure a smooth transition of duties. Mike McHugh seconded. Motion approved.

General Manager Report – Erik Anderson presented the General Manager report and copies were available at the meeting. During the month radio reception was tested to determine effectiveness of the potential repeater location on Bowerman Ridge.

Fire Dept. Report – was read by Fire Chief Steve Renten and was available (attached). Steve Renten has been working with a local mechanic who is performing regular, preventative maintenance checks on the VFD vehicles. This will be a recurring expense. Steve has been investigating the Federal Excess Property Transfer Program which could enable the TCVFD to acquire newer vehicles. A passenger vehicle was donated to the VFD to be used as a training prop. In addition, Carol Fall reported that the fuel reduction grant project will begin in October.

Bills for Payment – The list of bills to be paid was made available (attached). The list was amended to remove the \$12,399.49 TC Water Co. expense until the actual invoice was received. This brought the accounts payable total for September 4th to \$11,560.77. A motion was made by Trish Wardrip that the amended list of bills be paid. Mike McHugh seconded. The motion passed that the following bills be paid:

**Trinity Center CSD
Accounts Payable
September 4, 2018**

Regular Expenses	Amount
Frontier Communications – out of area exchange listing	\$5.87
Steffanie Desrosiers -Services, August 2018	\$400.00
TDS Telecom - Telephone	\$55.82
Terminix – August	\$50.00
Trinity PUD - Electric-Fire Hall – Aug	\$50.24
Trinity PUD - Street Lights – Aug	\$159.05
Special Expenses	
AllStar Fire Equipment - #1134 parts	\$212.36
Darley - #1134 parts	\$7,496.98
Darley – Firefighter outfitting	\$418.92
Derek Carey – reimburse #1134 parts	\$285.41
Derek Guffey, Durable Trailers – reimburse #1134 parts	\$22.11
Northern California EMS, Inc. - certification	\$100.00
Robin Simmons – parts & labor for security upgrade install	\$1,780.00

TCVFD- reimburse for (2) MTP-65 batteries for ambulance	\$328.71
Trinity Center General Store – Battery for 306	\$181.62
Trinity County Life Support – med supplies	\$13.68
<u>Total Expenses</u>	<u>\$11,560.77</u>
Balance as of 8/31/18	\$202,798.01
<u>Less September expenses</u>	<u>\$(11,560.77)</u>
Current Balance	\$191,237.24

Adjournment

Meeting was adjourned by Chairman Pat Frost at 8:20pm.

Next Regular Meeting: October 2, 2018 @ 6:30 pm.

Steffanie Desrosiers – Secretary

Items for October agenda

Discuss/approve CSD financial commitment to building fund (Frost)

Items for November agenda

Review/take action fire & intrusion alarm system cost comparison (Renten)

Trinity Center Volunteer Fire Department Monthly Report For August 2018 Events

Incident

Type	Count	Notes
Fire	1	
<i>Coffee Creek</i>	0	Automatic Aid
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
<i>Other</i>	0	
Medical	2	
<i>Coffee Creek</i>	1	Automatic Aid.
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
<i>Other</i>	0	
MVA		
<i>Coffee Creek</i>	0	Automatic Aid
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
<i>Other</i>	0	
Public Assist	0	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
Training	3	Fire & EMS
Work Parties	0	
Total Convocations	6	

Type	Vol Hrs	Notes
Incident Responses	16	
Training	24	Est
Work Details	0	
Individual Admin/Mgmt	471	Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other. Est, undercounted.
FEAT Hours	8	
Total Volunteer Hrs	519	

