

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT**

Regular Meeting Minutes

January 8, 2019

- 1.0 The meeting was called to order by Chairman Frost at 6:30p.m. Other members present were Mike McHugh, Drew Rusnak and Trish Wardrip. Glen Ahmann was absent. Fire Chief Bob Bryant and General Manager Eric Anderson were also present. Two members of the public were present.
- 2.0 Director Rusnak said he will probably not be able to attend the next two meetings. Director McHugh stated he would miss the February meeting.
- 3.1 Election of a chairman for 2019-Trish Wardrip nominated Mike McHugh as Chairman for 2019. Drew Rusnak seconded. Motion carried. 4 Ayes, 1 Absent. Director Frost turned the meeting over to Chairman McHugh. Election of vice chairman for 2019-Mike McHugh nominated Trish Wardrip as Vice Chairman for 2019. Drew Rusnak seconded. Motion carried. 4 Ayes, 1 Absent.
- 3.2 Set date and time of 2019 regular meetings-motion by Pat Frost to change the time of the regularly scheduled meetings to 6pm, with the meeting dates remaining the 1st Tuesday, except for the February meeting, which will be held on Thursday, February 7th at 6pm due to a probable lack of quorum. Drew Rusnak seconded. Motion carried. 4 Ayes, 1 Absent.
- 4.1 Approval of Minutes-motion by Pat Frost to approve minutes as presented. Trish Wardrip seconded. Motion carried. 4 Ayes, 1 Absent.
- 5.1 CSD Financial Report- Linnea Kneaper presented the financial reports. The balance as of December 31, 2018 was \$185,837.76. This balance includes a deposit of \$1202.24 not listed on the report. Expenses for December were \$2608.97. Current balance is \$183,228.79 less the \$60,000.00 allocation for the new fire hall brings the spending balance to \$123,228.79. The county has yet to close out the 2017-18 fiscal year.
- 5.2 VFD Financial Report-Linnea Kneaper presented the report. The VFD Auxiliary made a donation into the new fire hall account of \$26,500.00. Total assets are \$150,055.67. Total income is \$43,037.30 and expenses of \$15,757.85. Net Income of \$27, 279.45.
- 6.0 Unfinished Business-None
- 7.0 Communications & Director Reports-No director reports. Linnea Kneaper presented the 2-year agreement with AmeriGas stating the cost of propane is .35 over AmeriGas cost of \$1.24 Per gallon. Total cost to the district is \$1.59 per gallon. The board agreed since the discount is received through the fire department, that Interim Chief Bryant should sign the agreement. Chairman McHugh presented resignation correspondence from Steve Renten and thanked Interim Chief Bryant for stepping up to the position. The board will wait for the fire department to give direction on how they would like to proceed in finding a permanent chief.
- 8.0 Public Comments-None

9.0 New Business

- 9.1 Approval of resolution 2019-01 Authorize consolidation with November E lection during even numbered years. Chairman McHugh presented. He stated The benefits of the change would be cost sharing to align other districts within the state reducing the cost of the general election. The transition would be an extension of terms by 1 year. 2019 elections would be 2020, and those up for election in 2021 would be in 2022. Motion by Pat Frost to approve. Drew Rusnak seconded. Motion carried. 4 Ayes, 1 Absent.
- 9.2 Formation of committee to review and update the policies and procedures manual- Chairman McHugh appointed Trish Wardrip, Drew Rusnak, Linnea Kneaper, Eric Anderson and Bob Bryant to review the policies and procedures manual. Trish Wardrip will chair the committee.
- 10.0 General Manager Report-Eric Anderson presented. There was no new activity to report.
- 11.0 Fire Department Report-Interim Chief Bryant presented the December 2018 Report and the 2018-year end report for the fire department. He commented there are flaws in the excel program that tracks the volunteers and the volunteer hours are not accurate. The FEAT hours are also not accurate, and Bob will be working with Drew to track FEAT time better in the future. Bob will also be working with Eric to make improvements to the excel sheet. Accomplishments for the department in 2018 include the addition of Carol Fall to the department and Tiffani McLaughlin obtaining her EMT certificate. Change to the accomplishments listed for 2018 would be Victor Bunce as an independent contractor, not an employee. Crash rescue payment process has been forwarded to USFS for payment. Drew Rusnak reported that FEAT has 4 new members, two have been trained. FEAT will be buying new radios for the new members.
- 12.0 Bills for payment -Linnea Kneaper presented the bills for payment. Pat Frost motioned To pay the bills. Trish Wardrip seconded. Motion carried. 4 Ayes, 1 Absent.
- 13.0 Items for next agenda-form 700, sexual harassment training, update on policies and procedures manual.
- 14.0 Adjournment-6:55p.m.

**Trinity Center CSD
Accounts Payable
January 8, 2019**

Regular Expenses	Amount
Linnea Kneaper-Services, December 2018 , printer ink, 1099 forms, date stamp	\$ 529.74
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 56.44
Trinity PUD - Electric-Fire Hall –Dec.	\$ 79.43
Trinity PUD - Street Lights – Dec.	\$ 159.05
Amerigas -12/17/18 fill	\$ 166.04
Terminix-Dec. service	\$ 50.00
Special Expenses	
Steve Renten-postage	\$ 15.75
Trinity Hospital	\$ 60.86
Napa Auto Parts-maintenance all engines	\$ 520.93
Trinity County Life Support	\$ 35.00
Trinity County Dept. of Transportation-fuel October	\$ 243.95
Bunce's Boat Repair	\$ 685.10
Total Expenses	\$ 2,608.97
Balance as of December 31, 2018	\$ 185,837.76
Less December Expenses	\$ (2,608.97)
Current Balance	\$183,228.79
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$123,228.79

2018 CSD Year End Report

Fire	Number	Personnel Hours
Trinity Center	11	68.5
Coffee Creek	2	
Total	13	
Medical		
Trinity Center	34	299
Coffee Creek	16	
Total	50	
MVA		
Trinity Center	4	
Coffee Creek	4	
Total	8	
Other		
Trinity Center	5	39
Coffee Creek	4	
Total	9	
Crash Rescue	8 days	368.5
Training	13	122
FEAT Callouts	4	

2018 Accomplishments

Carol Fall joined Department

Repair of 1134 (still more work needed)

Started work on Bowerman Repeater

Hired Victor Bunce to do vehicle maintenance

Tiffany McLaughlin became EMT

Roof Repair and Security Improvement to Fire Hall

December, 2018 CSD Year End Report

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