

TRINITY CENTER COMMUNITY SERVICES DISTRICT

Regular Meeting Minutes

February 7, 2019

- 1.0 The meeting was called to order by Chairman McHugh at 6:03p.m. Other members present were Pat Frost, Drew Rusnak and Trish Wardrip. Glen Ahmann was absent. Fire Chief Bob Bryant and General Manager Erik Anderson were also present. Two members of the public were present.
- 2.0 Drew Rusnak thanked Erik for his help programing the FEAT radios. Pam Augspurger gave a reminder about the prime rib dinner on the 23rd. Proceeds benefit the new fire hall.
- 3.1 **Approval of Minutes**-Motion by Pat Frost to approve minutes as presented. Trish Wardrip seconded. Motion carried. 4 Ayes, 1 Absent.
- 4.1 **CSD Financial Report**-Linnea Kneaper presented the financial reports. The balance as of December 31, 2018 was \$185,837.76. The January report from the county has yet to be received. Less January expenses of \$2608.97 and February expenses of \$6085.87 the current balance is \$177,142.92, less the \$60,000.00 allocation for the new fire hall, the new spending balance is \$117,142.92. The county has still not closed the books for 2017-18 fiscal year.
- 4.2 **VFD Financial Report**-No report was available.
- 5.0 **Unfinished Business**-None
- 6.0 **Communications and Directors Reports**
 - 6.1 **Policies and Procedures update**-Trish Wardrip presented. There has been email communications within the subcommittee. A draft will be presented at the March Meeting. The board will receive the draft for review before that date.
 - 6.2 **New building fund update**-Pat Frost presented. He attended a meeting on county Infrastructure. The purpose of the meeting was to bring people together regarding public facilities in the county. The County grants office currently has \$600,000 in the CDBG fund that needs to be allocated by June 30, 2019. Pat presented information on the new fire apparatus building and sent a proposal in yesterday. The county would like to have projects awarded by March 30th. If the project is selected, then the board will need to ratify receiving the funds. Mike McHugh asked that the board review stipulations attached to the money if it is received.

Communications-Linnea Kneaper presented. The county encroachment permit needs signature from the General Manager. Mike McHugh reviewed the biennial notice of Conflict of Interest Codes and determined no update is needed. Other communications included GSRMA elections, which the district will pass on, due to lack of information on the candidates. CSDA leadership conferences if anyone is interested in attending.
- 7.0 **Public Comments**-Bob Bryant commented on housekeeping services at the firehall. And clarification on the contract with Suzanne Parker. He would like to request an additional hour per month, if the current agreement is only 1 hour per month. The current hourly

rate for housekeeping is \$15 per hour. It was agreed that the CSD should have an MOU with Suzanne for these services. Bob will follow up and the item will be added to the March agenda under unfinished business.

8.0 New Business

- 8.1 **Approval of Account with Les Schwab**-An account is needed with Les Schwab in order for them to invoice the district for work done on #1111. An account was open, and the work was complete. Mike McHugh and Pat Frost signed the application. An invoice has been received and the bill will be approved for payment at this meeting.
- 9.2 **Update on annual audit**-Nothing to report. Waiting for the county to close fiscal year 2017-18. Item will be added to unfinished business on the March agenda.
- 10.0 **General Manager Report**-Erik Anderson presented. Eric has contacted North Valley Building in Chico regarding the new fire hall building. He is waiting for a response from them. A meeting is scheduled on Friday, February 9th with Steve Renten for an update on the repeater project. Erik has been working on programming the radios and pagers for the fire department. He discovered some chargers and 3 pagers at the fire hall, and is recommending the board hold off on purchasing the four pagers that were approved at the December meeting until it is determined if these are in working order. Erik will meet with Mike to determine how many are working and if batteries also need to be purchased. Five FEAT radios were programmed, and it went smoothly. Chief Bryant asked that the Med radio in the ambulance become a priority with programming.
- 11.0 **Fire Department Report**-Acting Chief Bryant presented the January 2019 report. January hours included FEAT, calls, work hours for trainings and the annual meeting. #1111 got new tires and #1134 received a new windshield.
It was reported at the chief's meeting from a USFS representative that the Coffee Creek Station will probably not be manned this summer and the water tender will be moved to Weaverville. This reduces the water tender capability for the North Lake by 50%. Back-up from USFS would be provided by Mule Creek, if they are available. Chairman McHugh suggested an agenda item for March to possibly submit a letter to USFS regarding the closure.
Chief Bryant mentioned a conversation with Linnea Kneaper regarding the power and gas bills from last month and the increase from last year. He thinks the electric bill is higher because of the 2 electric heaters in the shed where #1134 is housed. In addition, there were trainings and meetings in the office where electric heaters are used. The weather is also much colder this year than last. Currently waiting for signatures on the crash rescue payment from OES and USFS before payment can be processed. Last night's fire training was a simulated propane tank fire and it was a good turnout and training.
- 12.0 **Bills for payment** -Linnea Kneaper presented the bills for payment. Pat Frost motioned to pay the bills. Drew Rusnak seconded. Motion carried. 4 Ayes, 1 Absent.
- 13.0 **Items for next agenda**-Form 700, harassment training, policies and procedures Manual, update on audit, MOU for housekeeping services, Trinity River Survey, discussion on closure of USFS station in Coffee Creek.
- 14.0 **Adjournment**-6:47p.m.

**Trinity Center CSD
Accounts Payable
February 1, 2019**

Regular Expenses	Amount
Linnea Kneaper-Services, December 2019	\$ 400.00
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 56.56
Trinity PUD - Electric-Fire Hall –Dec-Jan	\$ 170.74
Trinity PUD - Street Lights – Dec.	\$ 159.05
1/28/19 fill 230.0 gal	\$ 415.63
Special Expenses	
Les Schwab-Tires	\$ 3,991.76
NTLIA-IOOF Hall rental for 2019	\$ 240.00
Trinity Hospital	\$ 27.67
Weaverville Glass-windshield replacement	\$ 318.15
Napa Auto Parts-maintenance all engines	\$ 199.65
Erik Anderson-reimbursement for cables/storage boxes	\$ 99.98
Total Expenses	\$ 6,085.87
Balance as of December 31, 2018	\$ 185,837.76
Less January expenses	\$ 2,608.97
Less February expenses	\$ 6,085.87
Current Balance	\$ 177,142.92
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Allocation for new fire hall	\$ 60,000.00
	\$117,142.92

January 2019 CSD Monthly Report

Trinity Center	1 – smoke check	3.5
Coffee Creek	0	
Total	1	3.5
Medical		
Trinity Center	2	14.5
Coffee Creek	4	19.5
Total	6	34
MVA		
Trinity Center	0	
Coffee Creek	0	
Total	0	0
Other		
Trinity Center	4	38.5
Coffee Creek	0	
Total	4	38.5
Training	2	14
FEAT		
Callouts	1	10
Meetings	1	11
Orientation	1	9
Misc	1	2
Total	4	32

Other includes Annual FD Meeting and two work days

