

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Minutes
September 3, 2019**

- 1.0** The meeting was called to order at 6:01p.m. by Vice-Chair Trish Wardrip. Other members present were Drew Rusnak, Pat Frost, Fire Chief Bob Bryant and General Manager Erik Anderson. Mike McHugh and Martie Mullen were absent. Two members of the public were present.
- 2.0** **Announcements or Changes to the Agenda**-None
- 3.0** **Public Comments**-Erik Anderson reminded everyone of the VFD open house on Saturday the 14th from 11am-2pm.
- 4.1** **Approval of minutes from August 6, 2019**-Motion by Drew Rusnak to approve the minutes. Second by Pat Frost. Motion carried-3 Ayes,2 Absent.
- 5.1** **Update on Audit Services Contract**-Linnea Kneaper presented. Two inquiries have been received, with one showing interest in presenting a proposal. A request has been sent to the auditor that Trinity County uses, Clifton, Larsen and Allen and we have not heard back from them. D. H. Scott in Redding, declined, as did Aalfs and Evans from Eureka. The financial committee will meet and bring a recommendation to October meeting.
- 6.1** **Approval of the terms with Sierra Pacific Industries for communications site license agreement**-The board discussed the agreement. Pat Frost motioned to approved with confirmation that agreement be with the VFD or the CSD, and that the change should be made before signing. Second by Drew Rusnak. Motion carried. 3 Ayes, 2 Absent.
- 6.2** **Approval of terms with Velocity Communications for tower license agreement**-After discussion, the board recommended changing the agreement to be with the CSD and not the VFD. Insurance with GSRMA is adequate to cover what Velocity requiring. Pat Frost motioned to approve with the above-mentioned change. Second by Drew Rusank. Motion carried-3 Ayes, 3 Absent.
- 6.3** **Approval of revised contract for secretarial services**-Trish Wardrip presented. Since The secretary has taken over secretarial and financial duties of the VFD, the board would like to increase her Compensation to \$450.00 per month. Motion by Pat Frost to approve. Second by Drew Rusnak. Motion carried-3 Ayes, 2 Absent.
- 7.1** **Communications**-Linnea Kneaper presented. The LAFCO filing for TCLS was received. The proposal will be on the March ballot. A public hearing will be on September 17th in Weaverville to discuss the proposal. The TCMWCO annual report and ballot for the board elections was received and is available for the board review.

- 7.2 Update on new fire hall funding** -Pat Frost presented. A check for \$2500 from SPI has been received, a check was received from Trinity Trust for \$1000 to pay for the intercom system. Today, The McConnell Foundation awarded the VFD \$100,000 for the project. The CDBG Grant is still in process and we are waiting on the final paperwork from the state. We are still waiting on fee waiver requests from the count, as well.
- 8.1 General Manager Report-** Erik Anderson presented. He is working with the engineer on drawings for the building, and the fee waiver requests. The repeater project is moving forward and the configuration remain the same as the other repeaters. The next step is purchasing equipment for the repeater. The fire department PO will be used to pay for the licensing and equipment. The vendor will be working with the FCC to obtain the license. Erik worked on updating the account management system, and \$19,452.95 for the Delta Fire assistance has been received. A new antenna has been installed on the ambulance.
- 9.1 Fire Department Monthly Report-**Bob Bryant presented. The report for FEAT hours is corrected to be 20 hours for call outs and 8 hours for training. Total hours for the VFD for August was 171.75 hours. Bob is leaving September 16th and will be gone for 2 months. He will be attending a medical conference in New Orleans as part of his trip. Bob commended the volunteers for coming to the work night after the Pansy Fire. The open house is on the 14th and another work night for cleanup will be on the 12th. Dispatch is not consistent with the pages coming from the Oregon repeater and it not being used as it should be. Bob is working on the paperwork to submit for the Pansy Fire reimbursement and we are waiting on the Billy Fire reimbursement.
- 10.1 CSD Financial Report-**Linnea Kneaper presented the report. Balance as of July 31st is \$232,253.43, less August expenses of \$4470.46 and September expenses of \$1,422.65. New balance is \$226,060.32, less the \$60,000 fire hall allocation. Current spending balance is \$166,060.32.
- 10.2 Bills for Payment-**Linnea Kneaper presented the bills for payment. Included fuel bill is for July, but the June bill has not been received yet. LAFCO adjustment was for the admin fee. Total bills to pay \$1,422.65. Motion by Pat Frost to pay the bills as presented. Second by Drew Rusank. Motion carried-3 Ayes, 2 Absent.
- 10.2 VFD Financial Report-**Linnea Kneaper presented. The totals for the VFD account for the building fund includes the SPI and Trinity Trust donations. The VFD account at Umpqua Bank reflects the \$19,452.95. The total in the Umpqua account is \$38,824.42. This Reflects contributions and a returned check fee.
- 11.0 Items for Next Agenda Recap-**financial committee report for the audit services contract.
- 12.0 Adjournment-**7:04p.m.

September CSD Monthly Report

August 2019 Stats

Fire	Number	Personnel Hours
Trinity Center	2	30.75
Coffee Creek	1	6
Total	3	36.75
Medical		
Trinity Center	4	21.75
Coffee Creek	7	30.25
Total	11	52
MVA		
Trinity Center	1	13.5
Coffee Creek	1	1
Total	2	14.5
Other		
Trinity Center	3	28
Coffee Creek	0	0
Total	3	
Training	2	14
FEAT		
Callouts	2	20
Meetings	1	8
Orientation	0	0
Misc	0	0
Total	3	20
Total Personnel Hours		171.75

Other includes work shifts, including washing of rolling stock, paperwork and other misc. duties to include restocking and cleaning engines after the Pansy Fire. There are only two training sessions on this report due to one of the training nights being used to restock and clean engines. Another “other” activity this month was the pancake breakfast where Capt. McHugh, FF Fall and I brought 1111, 1162 and 306 to

**Trinity Center Community Services District
General Manager's August 2019 Report**

Fire Hydrants

No new testing or painting this time period.

Fire-station remodel activities

The engineer, Eric Keyes, and his draftswoman have been working on the building and site drawings. The drawings for the building are nearing completion. We are reviewing specifications.

In preparation of the fee waiver request, information relating to the new apparatus building design with preliminary drawings has been communicated to Jim Santiago of the Trinity County Building Department. Follow up is in process to complete the application and get it in front of the Board of Supervisors.



Sierra Pacific made a donation of \$2,500 for the building fund and we participated in a photo-op on August 14, 2019.

Repeater Updates

We are in the process of coming to an agreement with Velocity on the use of their space and soon to be built tower on Freethy Ridge to house the repeater radios and antenna. The agreements are on the agenda for discussion.

Linnea contacted Liz Smith of Golden State Risk management, and I updated her on the project. She prepared certificates of insurance in response to the documents. After the first reading of the insurance documents, I asked for clarification about the amounts and received the following response:

\$250,000 is the first layer of coverage. The excess layer limits are listed on the subsequent pages. These certificates are tailored to meet the contact requirements.

On August 17, Mike, Bob, and I met to discuss the repeater configuration. One option, in which the new repeater is linked to an existing repeater, was discussed. This configuration simplifies dispatch but has some un-intended consequences. The group concluded to use the current configuration model and

frequencies. This actually simplifies dispatch as each fire district would have its own repeater for page-out. We received an updated quote for FCC licensing of \$1500 for the two repeaters.

The Coast Central grant for \$20,000 expires on October 31, 2019.

Miscellaneous

I updated the SAM (System for Account Management) account and sent a notarized letter confirming changes (Appendix I). With an active SAM account, reimbursement from USFS for the Delta Fire Crash/Rescue response was possible. On August 13, 2019 Linnea reported that the Umpqua bank had received a deposit of \$19,452.95.

The men's bathroom sink faucet and under sink trap leak. A new faucet was purchased and the repair needs to be made.

Radios and Pager

A new ¼ wave VHF antenna was installed on the ambulance, replacing a bent one which was giving a poor match on the Firenet Repeater Frequency.



A pager and charger were distributed to Eddie Burch.

**Trinity Center CSD
Accounts Payable
September 3, 2019**

Regular Expenses	Amount
Linnea Kneaper-August services	\$ 400.00
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 57.49
Trinity PUD - Electric-Fire Hall –August	\$ 53.66
Terminix	\$ 50.00
Trinity PUD - Street Lights –August	\$ 141.00
Suzanne Parker-Houskeeping August	\$ 80.00
Special Expenses	
Carol Fall-Reimbursement generator fuel #1162	\$ 51.43
LAFCO-adjustment to admin. Fee	\$ 62.02
Robert Bryant-reimbursement cleaning supplies/light bulbs	\$ 67.55
Trinity County Solid Waste	\$ 2.85
Trinity County Life Support	\$ 35.00
Erik Anderson-Misc. reimbursement-keys, postage, antenna, notary	\$ 118.70
Trinity Hospital	\$ 141.66
Trinity County DOT-July fuel	\$ 154.43
Total Expenses	\$ 1,422.65
Balance as of July 31, 2019	\$ 232,253.43
Less August expenses	\$ (4,770.46)
Less September expenses	\$ (1,422.65)
Current Balance	\$ 226,060.32
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$ 166,060.32

