

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting
January 5, 2021
Minutes**

- 1.0 Call to Order-The meeting was called to order at 6:00p.m. by Chairperson Trish Wardrip. Other members in attendance were Pat Frost, Mike McHugh and Drew Rusnak. Martie Mullen was absent. General Manager Erik Anderson was present as well as two members of the public.
- 2.0 Announcements or Changes to the Agenda-None
- 3.0 Public Comments-Pam Augspurger commented that the auxiliary received end of the year donations and their current bank balance is approximately \$80,000.
- 4.1 Election Chairman and Vice Chairman for 2021-Mike McHugh nominated Pat Frost as Chair for 2021. Drew Rusnak. Motion carried 4 Ayes, 1 Absent. Drew Rusnak nominated Mike McHugh as Vice Chair for 2021. Second by Trish Wardrip. Motion carried 4 Ayes, 1 Absent.

Pat Frost took over the meeting from 2020 Chairperson Trish Wardrip.
- 4.2 Set date and time of 2021 Regular Meetings- Linnea Kneaper suggested due to billing, meetings be changed to the 2nd Tuesday of each month. Motion by Mike McHugh to change to the 2nd Tuesday of each month at 6pm. Second by Drew Rusnak. Motion carried 4 Ayes, 1 Absent. Linnea will advise Martie Mullen, The Trinity Journal, LAFCO, the county, and the website will need to be changed.
- 5.1 Approval of minutes from December 1, 2020-The minutes were presented Motion by Drew Rusnak to approve as Presented. Second by Mike McHugh. Motion carried 4 Ayes, 1 Absent.
- 6.1 Update on Umpqua Bank Credit Card-Linnea Kneaper reported that the cards were received and can start being used.
- 6.2 Discuss recruitment process for VFD Chief -Mike McHugh presented. Mike spoke with Scott Alvord, from Weaverville Fire Department. He did not have any candidates in mind but suggested possibly sharing a chief with another department. Possibilities include Coffee Creek and Lewiston. It would probably be a stipend paid to a part time chief. Mike is going to contact Mel Deardorf from Lewiston VFD to explore the idea further.
- 7.1 Discuss and Approve purchase of 18 MSA Cylinders-Mike McHugh presented. The cylinders time out after a certain Amount of time and need to be replaced. Carol Fall (VFD) presented the cost to the board. Lewiston VFD was able to get a bulk purchase for all of the fire departments. Carol received a quote for the tanks of \$12,529. The cost for the service is between \$2,500-\$3,000. Money is available from the Redding Rancheria Grant and the \$19,000 from the auxiliary that was transferred in 2020 for the service. Motion by Trish Wardrip to approve with a NTE amount of \$16,000. Second by Drew Rusnak. Motion carried-4 Ayes, 1 Absent.
- 7.2 Discuss and Approve Emergency Purchase of tires for 306-Carol Fall presented. During regular maintenance, one of Tires on the ambulance was found to have a slash. Due to the safety issue, Carol received emergency authorization from Trish Wardrip to replace all 6 tires. Trinity Tire replaced the tires for \$1289.20. Motion by Trish Wardrip to approve. Second by Drew Rusnak. Motion carried. 4 Ayes, 1absent.
- 7.3 Discuss and Approve New Propane Service Company for Fire Hall-After several attempts from Carol and Linnea to contact AmeriGas. They spent several hours and received miscommunication from AmeriGas regarding the fill. Linnea checked with BlueStar, and they do not service the area. ER Energy is closed, and no one answers their phone. Campora's rate is \$1.85 per gallon and they check the tanks weekly. Motion by Drew Rusnak to change to Campora Based on the fact they are local and provide good customer service. In addition, extensive research has been done to Find the best option. Second by Trish Wardrip. Motion carried.
Ayes 1 Absent.
- 8.1 Communications-Linnea Kneaper presented a special notice for Designation for qualified fire departments from Trish Wardrip is looking over the form to make sure no action is needed. The State Controller's Report will be completed as soon as the county closes the books from last fiscal. Form 700 should be available soon.
- 8.2 Update on New Fire Hall Funding-Pat Frost had nothing to report.

- 9.1 Fire Hall Planning and Construction Project-Erik Anderson presented. No update on the fire hydrants. On Dec 5th, the shed was moved to the front of the existing building. Mike McHugh, Erik, and Pam took the rest of the items to the dump in Redding. Erik has been in contact with Mercer Fraser Project Manager Mark Benzinger and a meeting is scheduled within the next week. The Norwegian Repeater now has a battery backup. Follow up on servicing the propane heaters, they have been fixed, but still should be serviced by Trinity Heating or another HVAC Contractor. Erik is going to call to schedule an inspection. The roof at the fire hall has been leaking, it will be monitored for future repair.
- 10.1 Fire Department Report-Mike McHugh presented the December monthly report and the yearend report for 2020. During December, there were 2 fire calls, and 7 medical calls. Battery replacement of the cardiac monitor was done. The monitor is aging out and will either need to be replaced or an AED will need to be purchased. Other work included moving the shed, and stump removal. FEAT responded to one call and was cancelled. First responders will get their first Covid vaccine on Friday the 8th. The 2020 report showed fire calls were down for year. A total of 74 incidents for the year, including fire, motor vehicle and medical calls. 1393 volunteer hours for the year. Other notables for 2020 include the resignation of the fire chief, the death of Steve Noverr and Carol Fall obtaining her license to drive the fire trucks. There was a surplus sale that was very successful, and many grants were awarded to the department. The scheduled maintenance on the vehicles is also going well. Item for the next agenda will be to give authorization to participate in the Federal Excess Property Program to look at surplus vehicles. The program is free, but the truck will likely need repairs and to be painted. It was suggested that a monetary value be assigned to what would be spent.
- 11.1 CSD Financial Report-Linnea Kneaper presented the report. Total expenses for December were \$4048.12 and \$4376.03 for December. Miscellaneous deposit for \$1037.92 was received. Balance as of November 30, 2020 was \$252,745.58 less December and January expenses. The current balance is \$244,321.40, less the \$60,000 allocation for the new fire hall brings the spending balance to \$184,321.40
- 11.1 Bills for Payment-Linnea Kneaper presented the bills for payment. Motion by Mike McHugh to pay the bills. Second by Drew Rusnak. Motion carried-4 Ayes, 1 Absent.
- 11.2VFD Financial Report-Linnea Kneaper presented. The building fund received \$208.53 interest and a total of \$325.00 in donations in honor of Steve Noverr. The new balance in the building fund is \$541,513.62. The balance in the Umpqua account is \$70,360.86. This includes \$2,250.00 in miscellaneous donations that were received.
- 12.0 Comments from the Public on Closed Session Agenda-None
- 13.0 Motion to Accept Closed Session Agenda-Motion by Drew Rusnak to accept closed session agenda. Second by Mike McHugh. Motion carried 4 Ayes, 1 Absent.
- The board adjourned to closed session at 7:35p.m.
- 13.0 Closed Session Pursuant to Government Code Section 54956.9 Discuss advice of legal counsel regarding potential litigation.
- 14.0 Return to Open Session-7:46p.m.
- 15.0 Report out of Closed Session-The board discussed personnel matters and advice from legal counsel. No action was taken.
- 16.0 Items for Next Agenda Recap-Truck FEED Program
- 17.0Adjournment-7:47p.m.

January 2021 CSD Monthly Report

December 2020 Stats

Fire	Number	Personnel Hours
Trinity Center	1	0.2
Coffee Creek		
Annex	1	3.5
<i>Total</i>	2	3.7
Medicals		
Trinity Center	2	8.1
Coffee Creek	2	12.0
Annex	3	17.1
<i>Total</i>	7	37.2
MVAs		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0.0
Other	13	86.8
<i>Totals</i>		127.7
Training		
Fire	2	18.0
Medical	1	5.4
FEAT	1	9.0
<i>Total</i>	4	32.4
FEAT		
Responses	1	5.0
Orientations		
Misc		
Total Activities and Personnel Hours	27	165.1

Other includes miscellaneous maintenance, heart monitor battery replacement/charging at TCLS, tree stump removal, shed move

Additional Notes:

Two call-outs to COVID-positive patients. The team followed COVID protocols well.

The tree stumps are gone from our lot. Perhaps the District can do some kind of Thank You for Ken Rieke and Duke Kneaper.

The shed containing 1134 has been relocated to in front of the existing fire hall office.

FEAT training for Nov & Dec combined into one training Dec 2.

New tires on 306 very timely – we had to move a patient off the mountain in winter driving conditions to 301 waiting down on Highway 3. 306 is 4WD with brand new, all-season tires, and 301 is 2WD.

2020 VFD Annual Statistics Report

Fire	Number	Personnel Hours
Trinity Center	4	6.7
Coffee Creek	5	33.3
Annex	9	38.5
<i>Total</i>	18	78.5
Medicals		
Trinity Center	23	104.4
Coffee Creek	14	79.0
Annex	16	79.9
<i>Total</i>	53	263.3
MVAs		
Trinity Center		
Coffee Creek		
Annex	3	10.8
<i>Total</i>	3	10.8
Other	125	537.9
Totals	199	890.5
Training		
Fire	22	243.8
Medical	10	128.4
FEAT	10	101.0
<i>Total</i>	42	473.2
FEAT		
Responses	4	30.0
Orientations		
Misc		
Total Activities and Personnel Hours	245	1393.7

Other includes miscellaneous maintenance, other incidents (wellness check, etc.) general volunteer activity.

2020 Department Highlights

	Fire		Med		MVA		
	No.	%	No.	%	No.	%	Total
2020	18	24%	53	72%	3	4%	74
2019	28	27%	68	65%	8	8%	104
2018	30	57%	15	28%	8	15%	53

- Responded to 74 incidents:
 - 1 structure fire, 1 powerline fire, 3 campfire/burn piles, 1 wildland fire, 12 false alarm/smoke check/UTL fire callouts
 - 53 medicals including at least 17 transports, and an estimated 6-12 more unable to transport due to no EMT on the call
- Big focus on COVID-19 protocols. Only in December did we start getting calls to COVID-positive patients. So far, the department is healthy although we had a scare in the fall where half of the department was under possible exposure quarantine, with all negative results for COVID.
- The new Apparatus Building construction is in sight
 - Achieved final funding, floated an RFP, awarded a contract
 - Prepped the site by removing trash, surplused out the container, relocated the shed, cut down trees in the way and removed the stumps, all with volunteer or donated labor
- Personnel updates
 - Number one incident responder – Carol Fall at 76% of 76 incidents
 - Number one training attendee – Keith Gagomiro at 94% of 32 training sessions
 - Department chief resigned, replacement search in progress
 - Lost Captain Steve Noverr to illness, a huge loss for the team
 - Added a big rig driver – Carol got her firefighter endorsement
 - Top priorities are replacing the chief and recruiting new members
- Speaking of grants and fundraising
 - Very successful “attic sale” getting rid of obsolete items from the fire hall and the container
 - Great success finding grants, large and small
 - Additional monies to help get to the total needed for the construction project
 - First year of live use of the grant-funded Norwegian repeater with mostly good results. Movement of our antenna to a taller pole in 2021 should improve usability even further in radio "dark spots".
 - Outfitted the department with the new wildland PPE turnout gear
 - SCBA pack refurbishment and new air tank project fully funded
- Rolling stock required non-routine repairs, but the ongoing maintenance program instituted by Carol is working very well and keeping our apparatus in service with high availability and reliability. Priority for replacement is a new(er) engine to replace 1123 and adding a water tender/truck.

**Trinity Center CSD
Accounts Payable
January 5, 2021**

Regular Expenses	Amount
Linnea Kneaper-Services December	\$ 450.00
Frontier Communications	\$ 7.13
TDS Telecom - Telephone	\$ 57.63
Trinity PUD - Electric-Fire Hall –December	\$ 175.15
Trinity PUD - Street Lights –December	\$ 159.05
Amerigas-12/24 fill 316.9 gal	\$ 537.82
Trinity County DOT-October fuel	\$ 31.44
Terminix	\$ 55.00
Suzanne Heinig-Houskeeping December	\$ 80.00
Total Regular Expenses	\$ 1,553.22
Special Expenses	
Carol Fall-Tires/load light 306, charging pack for cardiac monitor	\$ 1,525.81
Bunce's Boat Maintenance-Service Vehicles	\$ 612.64
Napa Auto Parts-oil filters, oil, fuel filters	\$ 684.36
Total Special Expenses	\$ 2,822.81
Total Expenses	(\$4,376.03)
Deposit-Misc. Tax Revenue	\$ 1,037.92
Balance as of November 30, 2020	\$252,745.55
Less January Expenses	\$ (4,376.03)
Less December Expenses	\$ (4,048.12)
Current Balance	\$244,321.40
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$184,321.40

Trinity Center CSD			
Building Fund			
January 5, 2021			
	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	\$106,552.83	\$166,552.83
Checking Account		\$1,955.95	\$1,955.95
Savings Account		\$64,371.31	\$64,371.31
Donations-In honor of Steve Noverr		\$325.00	\$325.00
Interest on VFD accounts-November		\$208.53	\$208.53
McConnell Foundation			\$100,000.00
CDBG Grant	\$208,100.00		\$208,100.00
Total Allocation	\$ 268,100.00	\$ 173,413.62	\$ 541,513.62
Auxiliary Donations 2019-20			
Appeals lestter 2018-\$26,500			
Prime Rib Dinner 2019-\$2882.46			
Rummage sale 2019-6173.00			
Appeals letter 2019-\$25,000			
Other Donations			
SPI 2019-\$2500.00			
Trinity Trust 2019-\$1000.00			
Mohr Family 2020-\$300.00			
D. McDonald 2019-\$200.00			
TLRA 2017 contriution-\$7650.00			
Sing for America Foundation-\$700.00			
Paypay account-\$154.21			

