

TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting September 7, 2021
MINUTES

- 1.0 Call to Order-**The meeting was called to order at 6:00p.m. by Chairperson Pat Frost. Drew Rusnak, Martie Mullen and Kristin Halliday were present. Mike McHugh was present via telephone. General Manager Erik Anderson and Assistant Fire Chief Carol Fall were also present. No members of the public were present.
- 2.0 Announcements or Changes to the Agenda-**None
- 3.0 Public Comments-**None
- 4.1 Approval of minutes from August 10, 2021-**Motion by Martie Mullen to approve. Second by Drew Rusnak. Motion carried-5 Ayes.
- 5.1 Approve Final Audit for 2019-2020 fiscal year-** Motion to accept the audit by Drew Rusnak. Second by Kristin Halliday. Motion carried-5 Ayes
- 5.2 Discuss and authorize changes to signature cards on VFD Coast Central Credit Union Accounts-** Motion to approve by Martie Mullen to add Kristin Halliday to VFD account removing Trish Wardrip. Linnea Kneaper and Erik Anderson will remain on the account. Second by Drew Rusnak. Motion carried-5 Ayes.
- 5.3 Discuss and Authorize closing VFD Umpqua bank account and opening account at Coast Central Credit Union or Tri-Counties Bank-**The Board discussed both options. Drew moved to close the Umpqua account and open a new account at CCCU. Signers will be Martie Mullen, Linnea Kneaper and Erik Anderson. Second by Kristin Halliday. Motion carried-5 ayes.
- 6.1 Discuss implementing procedures for storing permanent documents in alternate location-**Pat Frost presented. When the evacuation warning was issued, it was brought to the boards attention that the Fire Department and CSD have documents that need to be in a secure location. Pat recommended the board look at developing a policy for the future. Digital items can be stored in the cloud and other items can be scanned. Historical documents should be stored in a secure location. Mike McHugh commented the first step should be to create a list, then have a workday to scan and save documents and then a policy would need to be written. Pat suggested that everyone create a list to bring back to the next meeting. Personnel records and Fire Department documents would be included.
- 6.2 Approval of the TCCSD Boards emergency authorization for purchase of tires for 1162 (Rescue Rig) in the amount of \$1724.93-**Carol Fall presented. During an MVA response, 1162 blew a tire. The department received quotes for tires from Les Schwab and another company in Redding that didn't respond. Trinity Tire quoted \$1724.93. Carol sent an email to the board for emergency approval and the board approved the emergency purchase. Motion by Martie Mullen to approve, 2nd Drew Rusnak. Motion carried-5 ayes.
- 6.3 Discuss and approval of resolution 2021-01 authorizing Assistant Chief to accept a \$4049.00 Grant from CalFire-**Carol Fall presented. Carol applied for the grant up to \$5000. The grant is for pagers, hoses, and equipment. It is a 50/50 match. The resolution allows the CSD to accept the grant. Motion by Kristin Halliday to approve. Second by Drew Rusnak. Roll Call Vote: 5 Ayes-Martie Mullen, Drew Rusnak, Pat Frost Mike McHugh and Kristin Halliday.

- 6.4 Discussion/proposed action regarding requested amendment to the USFS Cooperative Fire Protection Agreement**-Carol Fall presented. The Fire Department signs mutual response and initial attack agreement. The 5-year agreement was up for renewal in July. Time is retroactive to when department responds. For Shasta Trinity, 4 hours retroactive plus whatever other time the department is onsite. Choices are to sign amended agreement and ignore the amended contract. Or not to sign and send letters sent to congressmen, supervisor, and Mr. Vilsack at USFS. Motion by Drew Rusnak to not sign amended contract and authorize chairman to send letters to the congressmen and senators, supervisors, and Vilsack.. Second by Kristin Halliday. Motion carried-5 Ayes.
- 6.5 Discuss/Approve purchase of QuickBooks Online monthly subscriptions**-Linnea Kneaper Presented bot options to the board. The \$12 monthly option only allows for 1 user and the \$25 monthly option allows for up to 3 users. Motion by Kristin Halliday to approve \$25 essentials. Second by Drew Rusnak. Motion carried-5 ayes.
- 7.1 Communications** -Linnea Kneaper presented. A notice for an abandoned vehicle scam was received and the annual report from Trinity Center Mutual Water Company.
- 7.2 Update on new fire hall funding**-Pat Frost had nothing to report.
- 8.1 General Managers Report**-Erik Anderson presented-Erik met with Ken Rieke and Duke Kneaper about installing new hydrants. They are checking with Lyn Scott on scheduling. The foundation has been started on the new apparatus building. Mercer Fraser has about 1 more day of work before concrete will be poured. Erik talked to Mark Benzinger discussed billing. Metal building arrival is scheduled for 2nd week of November. All radios and pagers seem to be working well.
- 9.1 Fire Department Monthly Report**-Carol Fall reported. Carol reported on the River Complex Fire. USFS is prepping for a backburn between Goldfield Campground and Boulder Lake. The fire has possibly progressed as far as Coffee Creek Ranch. Zone 3 has been evacuation and residents need to evacuate to the South. August statistics included 5 medicals, 1 smoke check, and 1 MVA. The department had extra trainings and FEAT responded to MVA. Misc. training totaled 12 hours. Blake Harlan, a new homeowner in Trinity Center, bulldozed lines around Trinity Center, the water plant, the point, temporary access roads. 100 gallons diesel for his dozer was charged to the county VFD account.
- 10.1 CSD Financial Report**-Linnea Kneaper presented the report. Balance as of July 31, 2021 \$292,067.83. A deposit of \$5090.10 for misc. tax revenue retroactive to June 30, 2021, was made. Less September bills \$5,634.30 and August bills \$11,525.73. Current balance \$279,997.74 less \$60,000 allocation for the new fire hall. New spending balance \$219,997.74.
- 10.2 Bills for payment** -motion by Marie Mullen to pay the bills. Second by Kristin Halliday. Motion carried- 5 ayes.
- 10.3 VFD Financial Report**-Linnea Kneaper did not present a report. August bank statements have not Been received.
- 10.4 New Firehall Construction Financial Report**-Linnea Kneaper had nothing new to report.
- 11.0 Items for Next Agenda Recap**-discuss ordinance for property cleanup, discuss emergency records storage.
- 12.0 Adjournment**-7:01pm
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**Trinity Center Community Services District
General Manager's July 2021 Report**

Fire Hydrants: I participated in a meeting with Ken Rieke and Duke Kneaper on July 14 to discuss hydrant priorities and cost/availability for hydrant work this summer. Ken will check with Lynn Scott about water company involvement in line upgrades.

Fire-station remodel activities

The foundation excavation and fill with gravel has been completed. The rebar is in place and the attachment bolts for the metal building are in place. The Mercer-Fraser foreman, Jerry Taggart, indicates that there is only about a day's work to be ready to pour the concrete. Unfortunately, many of the workers are sick with Covid-19 including Jerry. I checked with the project manager, Mark Benzinger. I reminded he we want to start paying our invoices and will need time to go through our process. The metal building is currently scheduled for delivery in the second week of November.



Radios and Pagers

I measured the transmitter power in the ambulance (306) radio after a series of missed calls. The power is at 160 Watts as expected, and the antenna SWR was very low (good). Most likely the missed calls were due to activity at dispatch and not the radio.

Miscellaneous

I received the forms needed to complete our report on the generator grant to CalOES. The report is due in November.

September 2021 CSD Monthly Report

August 2021 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek		
Annex	1	0.55
<i>Total</i>	1	0.55
Medicals		
Trinity Center	5	17.00
Coffee Creek		
Annex		
<i>Total</i>	5	17.00
MVAs		
Trinity Center		
Coffee Creek		
Annex	1	3:48
<i>Total</i>	1	3:48
Other		
Totals		
Training		
Fire	4	32:45
Medical	1	6
FEAT	1	8

<i>Total</i>	6	46:45
FEAT		
Responses	1	4
Orientation/Misc		40
Misc	1	12
Total Activities and Personnel Hours		120.28

Additional Notes: **Misc** is a severe underestimate of the amount of time volunteers have spend preparing for the River Complex. Engines have been prepped (ie drop tank, foam, turbodraft added to 1123), daily briefings, drill on response to spot fires, equipment ordered, working with bulldozer, proving water supply for helibase, assisting with community meetings, liaison, etc etc

**Trinity Center CSD
Accounts Payable
September 7, 2021**

Regular Expenses	Amount
Linnea Kneaper-Services August	\$ 500.00
Frontier Communications	\$ 7.27
TDS Telecom - Telephone	\$ 57.35
Trinity PUD - Electric-Fire Hall –August	\$ 121.86
Trinity PUD - Street lights	\$ 159.05
Umpqua Bank-Computer, office supplies,	\$ 1,090.31
Campora-Fill 8/24 80.1 gal	\$ 139.53
Suzanne Heinig-Houskeeping August	\$ 80.00
Total Regular Expenses	\$ 2,155.37
Special Expenses	
Carol Fall-Reimbursement-Tires for 1162	\$ 1,724.93
Trinity Valley Consulting Engineers-April 1-July 31 const. management	\$ 1,754.00
Total Special Expenses	\$ 3,478.93
Total Expenses	\$ 5,634.30
Balance as of July 31, 2021	\$292,067.83
Deposit-misc. Tax revenue retroactive 6/20/21	\$5,090.10
Less August Expenses	\$ (11,525.73)
Less September Expenses	\$ (5,634.30)
Current Balance	\$ 279,997.74
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$219,997.74

Trinity Center CSD**Building Fund****September 1, 2021**

	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	\$108,117.07	\$168,117.07
Checking Account		\$1,000.95	\$1,000.95
Savings Account		\$134,180.40	\$134,180.40
Interest on VFD accounts-July		\$219.11	\$219.11
McConnell Foundation	\$100,000.00		\$100,000.00
CDBG Grant	\$208,100.00		\$208,100.00
Total Allocation	\$ 368,100.00	\$ 243,517.53	\$ 611,617.53
Auxiliary Donations			
Appeals lestter 2018-\$26,500			
Prime Rib Dinner 2019-\$2882.46			
Rummage sale 2019-6173.00			
Appeals letter 2019-\$25,000			
Donation 3/2021-\$60,000.00			
Other Donations			
SPI 2019-\$2500.00			
Trinity Trust 2019-\$1000.00			
D. McDonald 2019-\$200.00			
TLRA 2017 contriution-\$7650.00			
Sing for America Foundation-\$700.00			
Paypay account-\$154.21			
Mohr Family 2020-\$300.00			
In memory of Steve Noverr-\$325.00			
Trinity Trust 2021-\$8200.00			
Kormeir Family \$250.00			