

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting August 8, 2023
Minutes**

- 1.0 Call to Order**-the meeting was called to order by vice chair Martie Mullen at 6pm. Other members in attendance were Drew Rusnak and Steve Finley. Pat Frost, Kristin Halliday and General Manager Erik Anderson were absent. Assistant Chief Carol Fall and two members of the public were present.
- 2.0 Announcements or Changes to the Agenda**-None
- 3.0 Public Comments**-None
- 4.0 Approval of Minutes**
 - 4.1** Approval of minutes from July 11, 2023-Motion by Drew Rusnak approve minutes as presented. Second by Steve Finley. Motion carried-3 Ayes, 2 Absent
 - 4.2** Approval of minutes from August 3, 2023-Motion to approve minutes as presented by Steve Finley. Second by Drew Rusnak. Motion carried-3 Ayes, 2 Absent.
- 5.0 Unfinished Business**
 - 5.1** Update on Board Policy for Permanent record storage (Frost/Kneaper)-Nothing to report.
 - 5.2** Discuss recruitment of new General Manager (Frost)-Nothing to report.
 - 5.3** Discuss recruitment of new Fire Chief (Frost)-Nothing to report.
 - 5.4** Discuss changes to housekeeper for TCVFD station (Frost/Mullen)-Martie Mullen presented the information. Martie talked to Suzanne Heinig and Suzanne confirmed she would like to continue the housekeeping at the fire hall. The bill that has been presented for June and July is for \$80. Martie is reaching out to Suzanne to schedule a meeting with Carol to go over duties to include cleaning of the new building.
- 6.0 New Business**
 - 6.1** Review and Adopt change to VFD Bylaws-Assistant Chief Fall presented the bylaws to change the criteria for the VFD Treasurer. The current requirement is the treasurer reside in the CSD district. It has been proposed and approved by the VFD to delete that requirement. Carol is proposing approving the change to the bylaws to delete the requirement. Motion by Drew Rusnak to change the bylaws. Second by Steve Finley. Motion carried-3 Ayes, 2 Absent.
 - 6.2** Interview/Discuss and appoint candidate for CDSO Secretary/Treasurer position. -Two candidates applied for the position, and one declined during the interview process. Cari deJong was interviewed offered the position. Upon Chairman Pat Frost's return, an offer letter will be sent to Cari. She will be added to the VFD bank accounts and Linnea will be removed. The other board members on the bank accounts remain the same. Linnea will work with Cari on the transition and training. Motion by Drew Rusnak to appoint Cari deJong as the new Secretary/treasurer beginning September 2023. Second by Steve Finley. Motion carried-3 Ayes, 2 absent
 - 6.3** Authorize Assistant Chief to submit an application for Title III grant funding-Assistant Chief Fall presented. Title III is the secure rural schools act and is approved by the Trinity County Board of Supervisors. If received, it will help pay for wildland fire

suppression equipment and Firewise program. Carol is also thinking of purchasing Bendix radios. These allow communication with the USFS during a wildfire event. Carol would like permission to submit the application. There is no match required. Motion by Steve Finley to authorize Asst. Chief Fall to submit the application. Second by Drew Rusnak. Motion carried-3 Ayes, 2 Absent.

7.0 Communications, Directors & Ad Hoc Committee Reports

7.1 Communications- Nothing to report.

8.0 General Manager Report (Anderson)

8.1 Fire Hall Planning and Construction Project -Erik Anderson was not present to present a report.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report-Assistant Chief Carol fall presented the report. 2 fire calls, the water tender supplied water to the Mule fire. An invoice has been submitted to the USFS for the use of the truck. There were 5 medical calls, MVA accident, 4 trainings. FEAT responded to MVA. The department did miscellaneous patrols during 4th of July weekend and work is still being done on the apparatus building.

10.0 Financial Report and Bill Payment (Kneaper)

10.1 CSD Financial Report-Linnea Kneaper presented the bills for payment. Due to internet issues, the checks were not printed. They will be printed on 8/9 and left at the fire all for signature. The beginning balance was \$221,671.54. There were no deposits received this month. Total expenses were \$2995.87. New Balance is \$221,671.54.

10.2 Bills for Payment-motion by Drew Rusnak to pay the bills as presented. Second by Steve Finley. Motion carried- 3 Ayes, 2 Absent.

10.3 VFD Financial Report-no report was given.

10.4 New Firehall Construction Financial Report-The only activity was the payment to TVCE for \$507.50.

11.0 Items for Next Agenda Recap-authorize Assistant Chief to submit an application for title II funding, adopt resolution for receiving the CalFire grant. Update on housekeeping position.

12.0 Adjournment-7:16pm

Date of Next Meeting: **September 12, 2023**

August 2023 CSD Monthly Report

July 2023 Stats

Fire	Number	Personnel Hours
Trinity Center	1	2:00
Coffee Creek		
Annex	2	34:02
<i>Total</i>	2	36:02
Medicals		
Trinity Center	1	1:50
Coffee Creek	2	7:46
Annex	2	13:28
<i>Total</i>	5	23:04
MVAs		
Trinity Center	1	2:18
Coffee Creek		
Annex		
<i>Total</i>	1	2:18
Other	0	0
<i>Totals</i>	9	61:24
Training		
Fire	2	30:00
Medical	1	15:00
FEAT	1	10:30
<i>Total</i>	4	55:30
FEAT		
Responses	1	4:18
Misc	10	43:15
Total Activities and Personnel Hours	23	160:09

Additional Notes: 4th of July patrol, stripe & seal bay floors

Trinity Center CSD Accounts Payable August 8, 2023	
Regular Expenses	Amount
Linnea Kneaper-Services July	\$ 500.00
Frontier Communications	\$ 6.75
TDS Telecom - Telephone	\$ 50.74
Trinity PUD - Electricity-Fire Hall -July	\$ 308.69
Trinity PUD - Street lights July	\$ 166.64
Campora-Tank rental	\$ 115.00
Trinity County DOT-June Fuel	\$ 157.15
Trinity County Solid Waste	\$ 108.92
Suzanne Heinig-June-July Housekeeping	\$ 80.00
Umpqua Credit Card-QB, fire supplies, vehicle maintenance	\$ 994.48
Total Regular Expenses	\$ 2,488.37
Speical Expenses	
Trinity Valley Consulting Engineers	\$ 507.50
Total Special Expenses	\$ 507.50
Total Expenses	\$ 2,995.87
Balance as of July 31, 2023	\$ 221,671.54
Less August Expenses	\$2,995.87
Current Balance	\$ 218,675.67

