

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting September 12, 2023
IOOF HALL – 6:00p.m.
AGENDA**

- 1.0 Call to Order** Meeting called to order at 6:00p.m. by Chairman Pat Frost. Other Board Members in attendance were Steve Finley, Drew Rusnak and Martie Mullen. Kristin Halladay, General Manager Eric Anderson and Assistant Fire Chief Carol Fall were absent. Dwight Stewart, Trinity Center Volunteer Fire Department was present. No other members of the public were in attendance.
- 2.0 Announcements or Changes to the Agenda** Proposed change to Agenda to add new Administrators to Umpqua credit card. Need to replace Trish Waldrip and Linnea Kneaper and add Cari deJong and one other board member since Linnea is retiring and Trish has passed away. Motion to add Agenda Item 6.7 Umpqua Credit Card Update Need by Rusnak, second by Mullen. Motion carried: 4 Ayes, 1 absent.
- 3.0 Public Comments** NONE
- 4.0 Approval of Minutes**
- 4.1** Approval of Minutes from August 8, 2023 - Motion by Rusnak to approve minutes as presented, second by Finley. Motion carried: 4 Ayes, 1 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) - Erik is working on job description, nothing else to report
- 5.3** Discuss recruitment of new Fire Chief (Frost) - Nothing new to report
- 5.4** Discuss changes to housekeeper for TCVFD station (Frost/Mullen) - Suzanne now has Carol's phone number and instructions for her to call Carol to obtain details of the cleaning needed at each visit, including new apparatus building restroom. Suzanne's invoice for August 10th and 27th had a total of 4 hours.
- 6.0 New Business**
- 6.1** Authorize Assistant Chief to sign letter of support from the Trinity Center Volunteer Fire Department for the Trinity Roads Partnership grant application (submitted by TCRCD to the Sierra Nevada Conservancy) (Stewart) – The letter Carol prepared was discussed and maps were reviewed to show the land this letter of support represents. Motion by Mullen to approve authorization for Assistant Fire Chief Carol Fall to sign letter of support, second by Rusnak. 4 Ayes, 1 absent. Motion approved.
- 6.2** Authorize CSD Chair to sign letter of support from TCCSD for the Trinity Roads Partnership grant application (submitted by TCRCD to the Sierra Nevada Conservancy) (Frost) – Similar to Item 6.1, but it is a letter of support from the Trinity Center Community Services District instead of the TCVFD. Motion by Mullen to approve authorization for Board Chairman Pat Frost to sign letter of support, second by Rusnak. 4 Ayes, 1 absent. Motion approved.

- 6.3 Approve Resolution 2023-03 to accept grant funds (\$8,350 for new radios) from CalFire's Rural Fire Capacity Program (Stewart) – The resolution to approve the Department of Forest and Fire Protection Agreement #7GF23123 was reviewed. Motion to approve Resolution 2023-03 by Finley, second by Rusnak. Roll call vote: Drew Rusnak: aye, Steve Finley: aye, Martie Mullen: aye, Pat Frost: aye. Kristin Halladay: absent.
- 6.4 Authorize Assistant Chief or CSD Chair to sign Fee For Service Agreement with TCRCF for Knolls fuel reduction (\$20,000 in grant funding from the California Fire Foundation) (Stewart) – Dwight Stewart described the work to be completed with this Fee For Service Agreement not to exceed \$28,000. Motion to authorize Carol Fall or Pat Frost to sign Agreement by Rusnak, second by Mullen. 4 Ayes, 1 absent. Motion approved.
- 6.5 Authorize Assistant Chief to submit application for Title II RAC grant funds for fuel reduction around Hobel dump (Stewart) - Dwight Stewart explained the work to be included in the application. Motion to authorize Carol to submit application by Mullen, second by Rusnak. 4 Ayes, 1 absent. Motion approved.
- 6.6 Authorize Assistant Chief to submit application for IAFC Ready, Set, Go grant for fuel reduction on USFS lot between Lakeview Dr & airport parking area (Stewart) - Dwight Stewart described work to be included in the grant application. Motion to authorize Carol to submit application by Mullen, second by Rusnak. 4 Ayes, 1 absent. Motion approved.
- 6.7 Umpqua credit card Administrators: remove Trish Waldrip and Linnea Kneaper and add Cari deJong and Martie Mullen. Motion to change Administrators to Cari deJong and Martie Mullen by Rusnak, second by Finley. 4 Ayes, 1 absent. Motion approved.
- 7.0 **Communications, Directors & Ad Hoc Committee Reports**
 - 7.1 Communications (Kneaper) - We received the annual notice from water district. Their meeting is on October 7th. We have not taken action in the past. It is recommended the same this year.
- 8.0 **General Manager Report (Anderson)**
 - 8.1 Fire Hall Planning and Construction Project (Anderson) - Cari deJong read Erik's report. Fire Hydrants: no activity. Fire station remodel activities: no activity. Miscellaneous: Erik completed SAM renewal.
- 9.0 **Fire Department Reports**
 - 9.1 Fire Department Monthly Report (Fall) – Dwight Stewart read Carol's report. There was a total of 22:22 personnel hours on fires, 16:39 on medical calls, 8:03 on MVA's, 40:30 on trainings, 11:08 on FEAT and 40:30 on miscellaneous for a total of 144:02 hours. Fire Wise letters are available from Carol that can potentially lead to discounts on homeowners insurance and procurement of new homeowners policies. Fire Fighter Appreciation Dinner is scheduled for November 4th. The Auxiliary should be sending out the appeals letter this week. There is an EMT class being held by Shasta College at the Weaverville Fire Department. The cost of the course and exam will be reimbursed to attendees after completion. Dwight purchased nine helmets with grant funds. Dwight is getting more involved in training and is hoping to use the training funds to get captains and chiefs to become educators. This will make training more cost effective by not having individuals having to travel outside of the area to get training.
- 10.0 **Financial Report and Bill Payment (Kneaper)**
 - 10.1 CSD Financial Report – Linnea Kneaper presented bills for payment. Due to internet

issues the checks were not printed. They will be printed on 09-13-23 and left at the fire hall for signature. The beginning bank balance was \$218,675.67, deposits total \$8,711.05, August expenses are \$1,911.75 which will make the new balance \$225,474.97.

- 10.2** Bills for Payment - Motion to pay bills by Rusnak, second by Mullen. 4 Ayes, 1 absent. Motion approved.
- 10.3** VFD Financial Report – nothing reported.
- 10.4** New Firehall Construction Financial Report – no activity.

11.0 Items for Next Agenda Recap-

12.0 Adjournment at 6:52pm

Date of Next Meeting: **October 10, 2023**