

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Regular Meeting October 10, 2023  
Minutes**

- 1.0 Call to Order** -The meeting was called to order at 6:00pm by chairman Pat Frost. Other members in attendance were Martie Mullen, Kristin Halliday and Steve Finley. Drew Rusnak was absent. Assistant Fire Chief Carol Fall and one member of the public were present. General Manager Erik Anderson was absent.
- 2.0 Announcements or Changes to the Agenda**-Pat announced that Erik would not be at the meeting due to a death in the family.
- 3.0 Public Comments**-None
- 4.0 Approval of Minutes**
- 4.1** Approval of minutes from September 12, 2023-Motion by Martie Mullen to approve the minutes as presented. 2<sup>nd</sup> by Steve Finley. Motion carried-3 Ayes, 1 Abstain, 1 Absent
- 5.0 Unfinished Business**
- 5.1** Update on Board Policy for Permanent record storage-Pat Frost announced there is a training on retention of permanent records through CSDA. He is investigating. And will come back to the board with additional information.
- 5.2** Discuss recruitment of new General Manager-Nothing new to report
- 5.3** Discuss recruitment of new Fire Chief-Nothing new to report.
- 6.0 New Business**
- 6.1** Discuss/Take Action on replacing current cleaner at Fire Hall-Assistant Chief Fall presented. The current housekeeper has only been to the firehall once in Sept. Volunteers have been cleaning the bathrooms. Motion by Kristin Halliday to terminate the contract with Suzanne Henig and authorize Assistant Chief Fall to look for a new housekeeper. 2<sup>nd</sup> by Martie Mullen. Motion carried-4Ayes, 1 absent.
- 6.2** Discuss/Take Action to Support using the TCCSD Boundary for County to use for the development of the Trinity Center Community Plan-Assistant Chief Carol Fall presented the community plan. BOS initially requested a community plan for TC. This is a more detailed land use plan. The plan currently does not include Covington Mill and Ridgeville. At the last BOS meeting it was proposed to incorporate Covington Mill and Ridgeville as one community. Pat Frost passed around 2 maps for the board. One created by the consultants that has the boundary of TC. The other is the existing boundary map. Pat suggested drafting a letter to go to the Planning Commission. Motion by Steve Finley to authorize Pat to write a letter of support for the Trinity Couty Community Plan. Second by Kristin Halliday. Motion carried-4 Ayes, 1 Absent.
- 6.3** Authorize Assistant Chief to purchase radios (50% match from CalFire Grant), cost not to exceed \$16,700 -Assistant Chief Carol Fall presented. The grant was received for 10 radios. the CSD pays \$8350 which is within the current budget. Current quotes are about \$15000 range. Carol would like permission to spend up to \$16700. Motion by Martie Mullen to authorize Carol to purchase with total cost NTE amount of \$16700. 2<sup>nd</sup> by Kristin Halliday. Motion carried-4 Ayes, 1 Absent.

**7.0 Communications, Directors & Ad Hoc Committee Reports**

**7.1** Communications-Nothing to report.

**8.0 General Manager Report**

**8.1** Fire Hall Planning and Construction Project-General Manager Erik Anderson was not present. No report was given.

**9.0 Fire Department Reports**

**9.1** Fire Department Monthly Report-Assistant Chief Carol Fall presented. September report included no fire calls, 5 medical, 1 MVA. The department participated at the pancake breakfast and a booth at the lions fly in. Oct. 16<sup>th</sup> is Firewise community meeting. Carol will be on zoom from the fire station, but people are welcome to attend in Weaverville. Next week is the community chipping event the RCD will be up in the area doing the chipping. It is free and chipping request forms need to be submitted as soon as possible. On the 19<sup>th</sup> at Trailhead Carol will be presenting the Firewise landscaping plan. Covid outbreak in TC/CC confirmed 13 cases, test kits are available through the trinity VFD. Zach Sullivan is almost done with EMT training. 20k grant was received for Trinity Knolls fuel reduction. Carol has another grant application in process for \$8k. The option to have RCD burn the piles with the VFD engines on standby. Or to have them create the burn piles and volunteers will burn them. Priority for this project is to clear around the water tanks. Dwight is the chair of the training committee for the fire chiefs assoc. Scott will be going to driving training. Dwight Stewart has been asked to be on the advisory committee for Shasta County.

**10.0 Financial Report and Bill Payment**

**10.1** CSD Financial Report-Linnea Kneaper presented the report.

**10.2** Bills for Payment-Chairman Pat Frost will draft a letter of termination to go with the for the housekeeper. Motion by Martie Mullen to pay the bills. 2<sup>nd</sup> by Steve Finley. Motion carried-4 Ayes, 1 Absent.

**10.3** VFD Financial Report-No report was given.

**11.0 Items for Next Agenda** -Contract with new housekeeper.

**12.0 Adjournment**-6:50pm