

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Regular Meeting March 12, 2024  
I.O.O.F. Hall – 6:00p.m.  
MINUTES**

**1.0 Call to Order**

Meeting called to order by Chairman Frost at 6:02pm. Other board members in attendance were Martie Mullen, Drew Rusnak and Steve Finley. Board Member Kristin Halliday and Board Secretary Cari deJong were absent. Assistant Fire Chief Carol Fall and Fire Chief Dwight Stewart from the TCVFD were also present.

**2.0 Announcements or Changes to the Agenda**

Chairman Frost asked that an item be added to the Agenda: Upper Trinity River Watershed Project Letter of Support. Cause to add to agenda due to letters being needed by March 18, 2024. Motion to add item to Agenda by Martie Mullen, second by Drew Rusnak, motion passed unanimously. Item added as New Business Item 6.3.

**3.0 Public Comments**-open opportunity for comments or questions from any member of the public attending the meeting. **No action may be taken on new items at this meeting.**

None

**4.0 Approval of Minutes**

Motion to approve minutes from the February 20, 2024 meeting as presented by Martie Mullen, second by Steve Finley. Motion passed unanimously.

**5.0 Unfinished Business**

- 5.1** Update on Board Policy for permanent record storage (Frost)  
Board Secretary deJong attended a Records Retention webinar on January 16<sup>th</sup> and 17<sup>th</sup>. The webinar gave a brief overview of record retention policies but the main focus was how a records retention policy applies to Public Records Act requests. Board Secretary, Cari deJong, working on summary of conference. With permission of Kelly Sheen, District Manager of the Trinity County Resource Conservation District, deJong provided Chairman Frost a copy of their Records Retention Policy. He has not reviewed it yet but will review it and discuss it with Chief Stewart and Assistant Chief Fall with hopes to have a draft policy within a couple of months.
- 5.2** Discuss recruitment of new General Manager (Frost)  
No update
- 5.3** Update on discussion regarding Trinity County Search and Rescue to store vehicle in the Apparatus Building (Fall)  
No update
- 5.4** Discuss/Approve MOU between Trinity County and TCCSD for Operation of Emergency Siren (Fall)  
Assistant Chief Fall discussed the Memorandum of Understanding (MOU). The Trinity County Office of Emergency Services (TCOES) is responsible for all installation costs. The Trinity County Sheriff's Office will operate the siren as required for emergency response activities and will coordinate monthly testing to be completed the same day and

time each month. TCSO and TCOES will make a concentrated effort to perform immediate outreach to ensure the public understand proper response to siren. The TCCSD is responsible for providing access for installation, testing and operation of the siren to the county at all reasonable times, contact the TCSO (or dispatch) if siren fails to test or other problems occur, coordinate with the TCOES regarding maintenance and needed repairs, and pay for electricity needed to operate the siren. If maintenance and repair costs exceed TCCSD's budget, TCCSD may elect to end agreement. Motion to approve MOU by Drew Rusnak and seconded by Martie Mullen. Motion approved unanimously.

- 5.5** Update on solicitation or hiring of a website designer to create a Trinity Center Community Services District website (Fall/Frost)  
No update

- 5.6** Update on reconciliation between Trinity County and Quickbooks cash balances (Frost)  
deJong still working on reconciliation and is waiting on data from the county.

## **6.0 New Business**

- 6.1** Discuss Mid-Year Review of Budget (July-December) (Fall)  
Assistant Chief Fall announced that the insurance to GSRMA has been paid so no funds remain in that category. The Professional services (audit) category needs to be explained. Fall proposed to move \$3,000 from Fire Supplies/Auxiliary Funded (account 6250) to \$2,500 for Physicals/Training (account 2313) and \$500 to Transportation and Travel Expense (account 2750). Motion to make changes by Martie Mullen, seconded by Drew Rusnak. Motion passed unanimously.
- 6.2** Appointment of Budget Development Committee (Frost)  
The Budget Development Committee was appointed by Chairman Frost as Martie Mullen, Kristin Halliday and Cari deJong. Also on the committee will be Chief Stewart, Assistant Chief Fall. Need draft of the 2024-2025 budget in May.
- 6.3** Letter of Support for Upper Trinity River Watershed Partnership to National Fish and Wildlife Foundation (NFWF) (Frost)  
A discussion was led by Chairman Frost discussing the Letter of Support for the Upper Trinity River Watershed Partnership. Motion to provide Letters of Support from TCCSD and TCVFD by Martie Mullen and seconded by Drew Rusnak. Motion approved unanimously.

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

- 7.1** Communications (Frost)  
Chairman Frost discussed Special District Legislative Days on May 21-22, 2024.

## **8.0 General Manager Report**

- 8.1** TCCSD Monthly Report (Frost)  
Chairman Frost has left messages for Mark Benzinger about the final payment to Mercer Fraser and has not received any response.

## **9.0 Fire Department Reports**

- 9.1** Fire Department Monthly Report (Fall)  
Assistant Chief Fall discussed the February stats were. Chief Stewart mentioned we have two new members (Jerrod Phillips and Mark Pole) They have attended a couple training sessions but still need to be sworn in. Chief Stewart will be going to El Dorado Hills to become a HazMat trainer which is being paid for by the county. Chief Stewart is working on CSFA Pathway to get fire training in high school. Assistant Chief Fall

discussed applying for grants for a replacement skid unit for 1134 and education and outreach items (smoke detectors, etc.).

**10.0 Financial Report and Bill Payment (Frost)**

**10.1** CSD Financial Report

**10.2** Bills for Payment

Motion to pay bills by Martie Mullen and seconded by Drew Rusnak. Motion passed unanimously.

**10.3** VFD Financial Report

**11.0 Items for Next Agenda**

Budget item clarification for Professional Services (account 2300), Instructional Service Agreement (ISA) with Shasta College

**12.0 Adjournment at 6:56pm**

Date of Next Meeting: **April 9, 2024**