

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting April 9, 2024
IOOF HALL – 6:00p.m.
MINUTES**

1.0 Call to Order

Meeting called to order by Chairman Frost at 6:00pm. Other board members in attendance were Martie Mullen, Drew Rusnak, Steve Finley and Board Secretary, Cari deJong. Board Member Kristin Halliday was 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

None.

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

4.1 Approval of Minutes from March 12, 2024

Motion to approve minutes from the March 12, 2024 meeting as presented by Martie Mullen, seconded by Steve Finley. Motion passed unanimously.

5.0 Unfinished Business

5.1 Update on Board Policy for permanent record storage (Frost)

Chairman Frost is working on a Record Retention Policy and hopes to have a draft of it ready to be reviewed at the May meeting.

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 Update on solicitation or hiring of a website designer to create a Trinity Center Community Services District website (Fall/Frost)

No update.

5.5 Update on reconciliation between Trinity County and Quickbooks cash balances (deJong)

Secretary deJong is continuing work on the cash balance reconciliation. However, it is taking a significant amount of time to get responses from the county. The good news is that she realized the county's reports were consistently showing different balances and questioned the county auditor about it. She was told the reports were continually being prepared incorrectly. It now appears we have more money being held at Trinity County than we originally thought.

6.0 New Business

6.1 Budget question on Professional Services (account 2300) (deJong)

Secretary deJong explained that we paid the auditor \$3,250 in July 2023 for the FYE June 30, 2022 audit. We just received the invoice for the FYE June 30, 2023, also in the amount of \$3,250. There was only \$2,500 budgeted this fiscal year. We need to adjust

this year's budget to reflect the shortage and the budget committee needs to increase the 2024-2025 budget to reflect the increase. Motion to move \$4,000 from the fire hydrant line item and move it to Professional Services by Martie Mullen and seconded by Drew Rusnak. Motion approved unanimously.

- 6.2 Instructional Services Agreement (ISA) with Shasta College (Stewart)
Fire Chief Stewart is researching an Instructional Services Agreements with Shasta College. Chairman Frost and Chief Stewart will be meeting with Shasta College to attempt to get all their questions answered. Chief Stewart described how an ISA's work and the potential benefits to the TCVFD and the volunteer fire fighters.

7.0 Communications, Directors & Ad Hoc Committee Reports

- 7.1 Communications (deJong)
The CSDA's 2024 General Manager Leadership Summit brochure was received. We also received a draft of the 2022-2023 Audit.

8.0 General Manager Report

- 8.1 TCCSD Monthly Report (Frost)
Chairman Frost spoke to Mercer Fraser and asked again for the final invoice for the 5% retention and all required lien releases but still has not received them.

9.0 Fire Department Reports

- 9.1 Fire Department Monthly Report (Stewart/Fall)
Assistant Chief Fall went over the March stats. There was a lot of training done but not very many calls. The EMS conference was attended by Dwight Stewart, Zach Sullivan and MaryAnn Bunce. Scott King completed his driver operator training. Chief Stewart completed his Haz Mat IC training.
Assistant Chief Fall also discussed the status of grants that the Trinity County Resource Conservation District has applied for and/or received and how the grant funds will affect the North County and the TCVFD. She also discussed other grants she is looking into, including fuels reduction at the Hobble Dump.
Chief Stewart announced we have two new members – Mark Pole and Jerrod Phillips. He described the house fire training in Douglas City that many of our volunteer fire fighters attended. Chief Stewart will be going to a training to become a Haz Mat Training Instructor.

10.0 Financial Report and Bill Payment (deJong)

- 10.1 CSD Financial Report
Secretary deJong will send out an email to the Budget Committee to schedule the first budget meeting.
- 10.2 Bills for Payment
Motion to pay bills by Drew Rusnak and seconded by Steve Finley. Motion passed unanimously.
- 10.3 VFD Financial Report

11.0 Items for Next Agenda

Review draft budget, review/accept audit

12.0 Adjournment at 6:56 pm.

Date of Next Meeting: **May 14, 2024**