

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting May 14, 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, Kristin Halliday and Board Secretary, Cari deJong. 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 April 9, 2024

Motion to approve minutes from the April 9, 2024 meeting as presented by Martie Mullen, seconded by Drew Rusnak. Motion passed unanimously.

5.0 Unfinished Business

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

Chairman Frost announced there was no new information.

5.2 Discuss recruitment of new General Manager (Frost)

Chairman Frost announced there was no new information.

5.3 Update on discussion regarding Trinity County Search and Rescue to store vehicle in the Apparatus Building (Fall)

Assistant Chief Fall announced there was no new information.

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

Assistant Chief Fall announced there was no new information.

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

Secretary deJong said the April month-end cash balance at Trinity County was \$338,849.55. She is waiting for the auditor to instruct how to enter prior year entries.

6.0 New Business

6.1 Review draft of FY 2022-2023 Audit (Frost)

Chairman Frost asked all board members to review the draft audit and be prepared to vote on whether or not to approve it at the June meeting. There were no items to cause pause found by Chairman Frost or Secretary deJong.

- 6.2** Review draft of FY 2024-2025 Budget (Frost/deJong)
Secretary deJong explained the draft budget handout. Assistant Chief Fall explained the budget process, the changes from last year and noted that it was the first time in years we had a balanced budget. The plan is to adopt the budget at the June meeting after everyone has time to review it.
- 6.3** Discuss/Take Action on moving funds from Trinity County to a banking institution (Frost)
Secretary deJong noted that she included the current rate sheet from Coast Central Credit Union in the board packet, and suggested we move \$250,000 right now from Trinity County to another institution now. Once the final adjustments from the cash reconciliation project are completed we can move the remainder of the funds. She also suggested at least part of the vehicle replacement fund that is already held at Coast Central Credit Union be put in CD's. Chairman Frost explained that we need to verify how the FDIC works, and we also need to verify bank account requirements for special districts. Director Mullen explained how the CCVFD Morgan Stanley accounts are working. Frost and deJong will meet with Coast Central Credit Union to attempt to get answers to our questions. Chairman Frost will want to have a conversation with Supervisor Rick Leutwyler to tell him what our plans are and why. Director Mullen said when the Coffee Creek Volunteer Fire Department removed their funds from the county, the board had to pass a resolution to move the funds and give a copy to the county. The county then has 30 days to approve our "request" to remove our funds. She will invite her representative from Morgan Stanley to our next meeting to present us with available options. Discussion to be continued next month.
- 6.4** Discuss/Approve Assistant Chief Fall as SAM.GOV Administrator
Assistant Chief Fall said former General Manager Erik Anderson was primary Administrator at SAM.gov. She would like to remove Anderson and make her the primary Administrator. Motion to remove Erik Anderson and make Assistant Chief Carol Fall the primary Administrator by Drew Rusnak, seconded by Steve Finley. Motion passed unanimously.
- 6.5** Discuss/Approve Resolution 2024-02 regarding Volunteer Workers' Compensation Coverage
Chairman Frost indicated that Steve Woods from GSMRA conducted a site visit on May 3rd. Insurance rates may increase as much as 20% this year. To decrease the potential increase to only approximately 10%, we reduced the number of buildings covered (we were still insuring five buildings: the old building, the apparatus building, the ConAg building, the shed that 1134 was being stored in and the storage unit owned by Ken Rieke). There are also reimbursement programs that may provide some cost savings. Another area where we can reduce our insurance premiums is to adjust how the FEAT volunteers are classified. Currently they are categorized just like the firefighters even though the scope of their volunteer duties are much less. Frost presented a Resolution that would allow us to elect to have Workers Compensation Insurance coverage for unpaid "casual" volunteers and board members.
Motion to pass Resolution 2024-02 by Martie Mullen, seconded by Kristin Halliday.
Roll call vote:
Chairman Frost - aye
Director Finley - aye
Director Halliday - aye
Director Mullen - aye
Director Rusnak - aye
Motion approved unanimously.

7.0 Communications, Directors & Ad Hoc Committee Reports

- 7.1** Communications (deJong)
Communications this month included an email from Trinity County indicating they have now closed the books on the 2022-2023 fiscal year and are working to get payments out for tax assessments and interest soon; information from LAFCO regarding an extension

to the nomination period for new officers and their fiscal year budget; we also received from the county a list of tax defaulted properties that the county will be selling; and an email we received from Kristin Halliday in her capacity at Trinity County Election office regarding the upcoming election.

8.0 General Manager Report

8.1 TCCSD Monthly Report (Frost)

Chairman Frost indicated that he told Mark Benzinger from Mercer Fraser that after our fiscal year ends, we may no longer have the funds to pay the 5% retention. He hopes this may motivate Mercer Fraser to compile the needed information so we may pay the retention payment.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report (Stewart/Fall)

Assistant Chief Fall went over the April stats. There were not many calls but a lot of training was done in April. Nor Cal EMS conducted an ambulance inspection in April and they were very complimentary and happy with the department. Chief Stewart discussed a training he went to in El Dorado Hills in April regarding a training cadre. In June he will be attending a Haz Mat training in Mad River and at that point he will be an instructor in Haz Mat Incident Commander, Haz Mat First Responder Operator and Haz Mat Decontamination. In a recent training, he enrolled in a membership in FDAC (Fire Districts Association of California). He discussed potential benefits from the membership. At the Fire Chiefs meeting, the US Forest Service said the Coffee Creek fire station will be manned Sunday through Tuesday and the Mule Creek station will be manned Wednesday through Friday. It was noted that Saturday does not have any coverage. Engine 1111 is listed for sale on Ebay for \$24,500 or best offer and has over 11,000 views. Chief Stewart met with Eric Keyes last week and took measurements for revised drawings for the remodel.

10.0 Financial Report and Bill Payment (deJong)

10.1 CSD Financial Report

10.2 Bills for Payment

Motion to pay bills by Drew Rusnak and seconded by Kristin Halliday. Motion passed unanimously.

10.3 VFD Financial Report

11.0 Items for Next Agenda Discuss/Take Action on 2022-2023 Audit, adopt budget, resolution for election, workplace violence prevention policy, and possible Morgan Stanley presentation.

12.0 Adjournment 7:15

Date of Next Meeting: **June 11, 2024**