

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Special Meeting July 16, 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. Fire Chief Dwight Stewart and Assistant Fire Chief Carol Fall from the TCVFD were present.

**2.0 Announcements or Changes to the Agenda**

No announcements or changes were made.

**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 June 11, 2024

Motion to approve minutes from the May 14, 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 reconciliation between Trinity County and Quickbooks cash balances (deJong)

Secretary deJong announced that she just received the journal entries from Trinity County for the fiscal year that ended June 30, 2024 that she had either not received during the county's staff changes or that were not entered prior to her taking the position. This will not completely reconcile the cash because there are prior year discrepancies. DeJong is still waiting for our auditor to reply with an answer on how they would like her to post prior year entries since those audits have been completed.

**5.4** Discuss/Take Action on moving funds from Trinity County to a banking institution (Frost)

Secretary deJong indicated that per the county records, we have approximately \$303,000 that is currently being held there. She recommended we open a checking account at Coast Central Credit Union and a savings account at Morgan Stanley. She further recommended that we take \$200,000 from the county and put \$50,000 in the new checking account at Coast Central Credit Union and put the other \$150,000 in the new savings account at Morgan Stanley. This will leave just under \$100,000 (after tonight's bills are processed) that we will keep at the county until the cash reconciliation is completed and we are ready to start issuing our monthly checks out of the Coast Central Credit Union checking account. Then we will have the county distribute the remaining

cash and deposit it in Morgan Stanley. Chairman Frost added that he had a brief meeting with Supervisor Leutwyler to make him aware of our intent to take our money out of the county. It was also recommended that all the board members and Secretary deJong be signers on the two new bank accounts. A motion was made by Steve Finley to open a checking account at Coast Central Credit union and a savings account at Morgan Stanley and that all board members and Secretary deJong be signers on the accounts. The motion also included taking \$50,000 from the county funds to open the new checking account and \$150,000 from the county funds to open the Morgan Stanley account from the funds that are held at the county. The motion was seconded by Drew Rusnak. The motion passed unanimously.

## **6.0 New Business**

### **6.1 Discuss/Take Action on pest control services**

Assistant Chief Fall announced that she received bids from McMasters Pest Control and Oakley's Pest Control for bi-monthly services. Both of the quotes were \$65. We are currently being charged \$55 by Terminix for bi-monthly service. It was discussed that we may not need a pest control contract at all and that we will deal with pest issues as they arise. Drew Rusnak motioned that we cancel our contract with Terminix and not have pest control services. The motion was seconded by Martie Mullen. The motion passed unanimously.

### **6.2 Discuss/Take Action to authorize the Chair to send a letter of support for a grant application by Trinity Knolls Mutual Water Company for funding to upgrade their water system.**

Chairman Frost discussed Trinity Knolls Mutual Water Company's intent to apply for a grant to upgrade their water system and how it would benefit us when we need to draw water from their system and that it's a health and public safety issue. He would like to write a letter of support for their grant application. A motion was made by Martie Mullen to authorize Chairman Frost to sign a letter of support. The motion was seconded by Drew Rusnak. The motion passed unanimously.

### **6.3 Discuss/Take Action on revised MOU with Trinity County for siren**

Assistant Chief Fall discussed the revised MOU. A motion to sign the revised MOU was made by Martie Mullen and seconded by Steve Finley. The motion passed unanimously.

### **6.4 Discuss/Take Action on letter to OSHA regarding proposed Emergency Response rule**

Assistant Chief Fall discussed the OSHA's proposed Emergency Response rules. It would increase our required training hours and require us to replace our PPE on an accelerated schedule. These proposed changes would be very costly.

A motion was made by Drew Rusnak to authorize Chairman Frost to send a letter to of opposition to OSHA. The motion was seconded by Steve Finley. The motion passed unanimously.

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

### **7.1 Communications (deJong)**

Secretary deJong discussed the letter she received regarding the Trinity LAFCO election results and the information on the 2024 CSDA annual conference. She also discussed that she was given two keys to the CSD's Post Office box when she took over the position and that she thinks the second key should be given to another board member or kept at the fire hall in the key box. The second key was given to Martie Mullen.

## **8.0 General Manager Report**

### **8.1 TCCSD Monthly Report (Frost)**

Chairman Frost discussed the letter he sent to Mercer Fraser regarding the retention not being released since we have not received the required lien releases. No other updates.

## **9.0 Fire Department Reports**

### **Fire Department Monthly Report (Stewart/Fall)**

Assistant Chief Fall went over the June statistics. We are starting to get the regular summer increase in calls and we started the summer campground patrols. We continued to do training in June, including the required training on the Workplace Violence Prevention Plan. The TCVFD Auxiliary had the floors in old fire hall redone at a cost of \$12,861. The Auxiliary also authorized another \$1,000 to rent a concrete saw. The block wall by the kitchen was removed. Fall will get a Thank You card to give to the TCVFD Auxiliary and have Pat sign it on behalf of the board.

Fire Chief Stewart announced he can now teach Haz Mat FRO (First Responder Operator), Haz Mat Decon and Haz Mat IC.

## **10.0 Financial Report and Bill Payment (deJong)**

### **10.1 CSD Financial Report**

Secretary deJong discussed Trinity County's new procedure regarding issuing checks. She can no longer issue checks and have the county process them. She now has to fill out a form for three board members to sign and they will prepare and mail the checks.

### **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**

Trinity County reimbursed us \$5,795.29 for radios in June.

## **11.0 Items for Next Agenda**

Discuss/take action on investing VFD excess cash (CD's or Morgan Stanley savings account).

## **12.0 Adjournment at 7:01pm.**

Date of Next Meeting: **August 13, 2024**

Signed: \_\_\_\_\_  
Cari deJong, Secretary