

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Meeting Minutes September 10, 2024
IOOF HALL – 6:00p.m.**

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. TCVFD Fire Chief Dwight Stewart and Assistant Fire Chief Carol Fall were present.

2.0 Announcements or Changes to the Agenda

Assistant Chief Fall requested an addition to the agenda item 6.5 to include authorizing payment of the building permit fee. A motion was made by Martie Mullen to add “and authorize payment of the permit” to Item 6.5. Seconded by Drew Rusnak. Motion passed unanimously.

Another item to be added to the agenda is to discuss/take action on a resolution to move funds from Trinity County to banking institutions. Motion to add “Item 6.6. Discuss/Approve Resolution 2024-05 to remove our funds from Trinity County” by Drew Rusnak, seconded Martie Mullen. Motion passed unanimously.

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 August 13, 2024

Motion to approve minutes from the August 13, 2024, meeting as presented by Drew Rusnak, seconded by Martie Mullen. Steve Finley abstained. Motion passed.

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 moving funds from Trinity County to a banking institution (Frost)

Chairman Frost announced there was no new information.

6.0 New Business

6.1 Discuss/approve agreement to obtain slip-on grant (Fall)

Assistant Chief Fall indicated we no longer need this agenda item.

6.2 Discuss/approve Resolution to obtain slip-on grant (Fall)

Assistant Chief Fall indicated we no longer need this agenda item.

- 6.3** Discuss/approve Resolution 2024-04 to obtain CalFIRE grant (Fall)
Assistant Chief Fall discussed the resolution included in the board packet and explained that every year we need to sign a resolution that allows her to sign grants and turn in all the paperwork for CalFIRE grants. The CalFIRE grant we applied for would pay for two Wildland sets of PPE's. Motion to approve resolution by Drew Rusnak, seconded by Steve Finley.

Roll Call vote:

Pat Frost: aye

Martie Mullen: aye

Steve Finley: aye

Drew Rusnak: aye

Kristin Halliday absent.

- 6.4** Discuss/Approve Request for Bids for HVAC System for old fire station remodel (Fall/Stewart)

Assistant Chief Fall discussed that new HVAC requirements go into effect on January 1st, 2025. The new requirements will be more restrictive and expensive. Therefore, she would like to obtain bids and have the board award the contract at the October meeting. Motion for Chief Stewart and/or Assistant Chief Fall to obtain bids for the HVAC upgrade in the old fire station by Martie Mullen, seconded by Drew Rusnak. Motion passed unanimously.

- 6.5** Authorize CSD Chair to submit building permit application for remodel of old fire station and authorize payment of permit (Fall/Stewart)

Assistant Chief Fall needs to move forward with the building permit process so we can be ready to move forward on the HVAC system remodel once a bid is approved at the October board meeting. We're very close to having the plans completed and submitting the building permit application. We don't know how much the permit will cost. Motion to submit building permit application and authorize permit fee, not to exceed \$10,000, by Drew Rusnak, seconded by Steve Finley. Motion passed unanimously.

- 6.6** Discuss/Approve Resolution 2024-05 to remove our funds from Trinity County
Chairman Frost reviewed the steps we have taken in the last few months to remove our funds from Trinity County. We previously requested two checks (\$50,000 and \$150,000) be issued out of Trinity County to use to open two new accounts – a checking account at Coase Central Credit Union and a savings account at Morgan Stanley. Chairman Frost further discussed the meeting he and Secretary deJong had with the Trinity County Auditor, Christine Gaffney. One final item the county Treasurer needs before she authorizes our funds being removed from the county was a resolution that indicated board approval to do so. Motion to approve Resolution 2024-05, as amended, by Steve Finley, seconded Drew Rusnak.

Roll Call vote:

Pat Frost: aye

Martie Mullen: aye

Steve Finley: aye

Drew Rusnak: aye

Kristin Halliday absent.

7.0 Communications, Directors & Ad Hoc Committee Reports

7.1 Communications (deJong)

Secretary deJong discussed the 18th annual GSRMA training conference is being held in Corning on October 24th and 25th. The training will be about Risk Management.

8.0 General Manager Report

8.1 TCCSD Monthly Report (Frost)

Chairman Frost announced it has been two months since we have received an invoice from Mercer Fraser. We still have not received any lien releases from Mercer Fraser's subcontractors. TCVFD volunteer Paul Luttrell completed the hydrant testing. He still has to do the data entry and paint the hydrants.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report (Stewart/Fall)

Chief Stewart went over the August statistics. He also discussed a Trinity Collaborative field tour he, Assistant Chief Fall and Chairman Frost attended. A small sub-group of the Collaborative would be interested in putting in recreational trails. Work has continued on the kitchen remodel at the fire hall. The pancake breakfast was a success and brought in approximately \$2,900 but depleted the last of our supplies.

10.0 Financial Report and Bill Payment (deJong)

10.1 CSD Financial Report.

Secretary deJong indicated a \$426.95 deposit was erroneously left out of the report.

10.2 Bills for Payment

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

10.3 VFD Financial Report

Secretary deJong announced that two Certificates of Deposit (CD's) were opened at Coast Central Credit Union and are now showing on the report. We also received a \$300 donation that will be deposited in September.

11.0 Items for Next Agenda: open HVAC bids, letter of support for trails

12.0 Adjournment 6:57pm

Date of Next Meeting: **October 8, 2024**