

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Regular Meeting Agenda February 11, 2025  
IOOF 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, Steve Finley and Board Secretary/Treasurer, Cari deJong. Kristin Halliday was absent. TCVFD Fire Chief Dwight Stewart and Assistant Fire Chief Carol Fall were also present.

**2.0 Announcements or Changes to the Agenda**

Chairman Frost announced there is a NTLIA breakfast this Sunday at the IOOF Hall. Fire Chief Stewart announced he is selling tickets to the Valentine's Dinner. No changes to the agenda.

**3.0 Public Comments-an 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 January 14, 2025**

Motion to approve Minutes from January 14, 2025, meeting as presented by Drew Rusnak, seconded by Martie Mullen. Motion passed unanimously.

**5.0 Unfinished Business**

**5.1 Discuss recruitment of new General Manager (Frost)**

Chairman Frost announced there was no new information.

**5.2 Update on moving funds from Trinity County to banking institutions (deJong)**

Secretary/Treasurer deJong announced we received the rest of our funds from the county. The check was deposited at Tri Counties Bank. She emailed the county Treasurer to question how future tax payments will be disbursed to us but has not heard back yet. She will send a follow-up email.

**6.0 New Business**

**6.1 Mid-Year Budget Review (Fall/deJong)**

Assistant Chief Fall discussed the notes she made on the Mid-Year Budget Review report. She did not request any change be made.

**6.2 Discuss/Approve a contingency fund for the roof replacement at the original fire station (Frost)**

Chairman Frost recommended we have a contingency fund for the re-roofing project in case the contractor finds any issues that were not included in their bid, i.e. wood under the metal that could possibly need to be replaced or roof vent changes. He also recommended that Chief Stewart or Assistant Chief Fall have authorization to approve change orders up to a certain dollar amount without having to ask the board for approval. A motion was made by Martie Mullen that we have a contingency amount for the re-roofing project and Chief Stewart or Assistant Chief Fall are authorized to approve change orders up to \$6,000 without board approval. The motion was seconded by Steve Finley. Motion passed unanimously.

- 6.3** Discuss/Approve a \$1,000/year contribution to help pay for annual fees associated with the installation and operation of an AlertCalifornia wildfire detection camera at the USFS Bonanza King Lookout (Frost/Fall)  
Assistant Chief Fall discussed how she has been working with a sub-group of the Trinity County Collaborative to get a wildfire detection camera at the USFS Bonanza King Lookout. This group believes they will receive enough funds to purchase and install the camera but will need funds for the annual operation and maintenance fees which are estimated at \$25,000 per year. There are multiple entities that may be able to contribute small amounts each year for the operation and maintenance fees and she would like the Trinity Center Community Services District to commit to making a \$1,000 per year contribution. A motion was made to contribute \$1,000 per year to pay for the operation and maintenance of an AlertCalifornia wildfire detection camera at the USFS Bonanza King Lookout by Steve Finley and seconded by Martie Mullen. Motion passed unanimously.
- 6.4** Discuss/Approve Bylaws for the Trinity Center Volunteer Fire Department (Fall)  
Assistant Chief Fall announced that at the annual VFD meeting the need for the Bylaws to be amended to include FEAT as regular members was discussed and the firefighters approved the amendment. Chief Stewart and Assistant Chief Fall are requesting the TCCSD board approve the Bylaw change. A motion was made by Martie Mullen to approve the amendment to the VFD Bylaws. The motion was seconded by Drew Rusnak. The motion passed unanimously.
- 6.5** Discuss/Approve donation of the generator purchased with a Humboldt Area Foundation grant to Trinity County for installation at the IOOF Hall (Fall)  
Assistant Chief Fall discussed the draft letter that was included in the board packet. For the county to pay for the installation of the generator they are requiring that they own it. Therefore, we need to donate the generator to the county so it can be installed and maintained at the IOOF Hall. A motion was made by Martie Mullen to donate the generator to the county. The motion was seconded by Drew Rusnak. The motion passed unanimously.
- 6.6** Discuss/Authorize CSD Board Chairman or VFD Assistant Chief to submit grant application to McConnell Foundation for building remodel (Fall)  
Assistant Chief Fall announced that the grant application period for the McConnell Foundation is now open. She would like to submit a grant for approximately \$25,000 to go towards the building remodel. Drew Rusnak made a motion to approve the TCCSD Chairman or the VFD Assistant Chief to submit a grant application to the McConnell Foundation for the building remodel. The motion was seconded by Steve Finley. The motion passed unanimously.

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

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

Secretary/Treasurer announced that we received another statement from Mercer Fraser for the retention balance.

## **8.0 General Manager Report**

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

Chairman Frost discussed that he plans to submit another letter to Mercer Fraser about the need for lien releases before we can pay the retention. Assistant Chief Fall discussed the new website and how Velocity Communications offered to host the website at no cost to us, but she has not been able to get Velocity to respond and start hosting the website. Her recommendation was for us to have the website hosted by DreamHost which will cost a few dollars a month and the board agreed.

## **9.0 Fire Department Reports**

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

Chief Stewart discussed the January statistics. He also discussed the training for the next few months will be working towards getting Red Cards for all the VFD firefighters so they can work on wildland fires. He is also focusing on improving building inspections. Hose testing will be done soon. A new hydrant was installed at the KOA. He also discussed the QR code he created for recruitment purposes.

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

### **10.1 CSD Financial Report**

Secretary/Treasurer discussed the monthly reports. We will be closing a few of the accounts at Coast Central Credit Union and opening like accounts at Tri Counties Bank. This will allow us to keep more of our savings accounts at Coast Central Credit Union since they pay more interest than Tri Counties Bank. She also announced that she is resigning from her position at the TCCSD. She will work through the transition to a new Secretary/Treasurer before she leaves.

### **10.2 Bills for Payment**

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

### **10.3 VFD Financial Report**

## **11.0 Items for Next Agenda: none**

## **12.0 Adjournment at 7:14pm**

Date of Next Meeting: **March 11, 2025**