

**TRINITY CENTER COMMUNITY  
SERVICES DISTRICT  
Regular Meeting August 21, 2025  
IOOF HALL – 6:00p.m  
MINUTES**

**1.0 Call to Order**

Meeting called to order by Chairman Frost at 6:00 pm. Other board members in attendance were Martie Mullen, Steve Finley, Drew Rusnak, Kristin Halliday and Board Secretary/Treasurer, Cari deJong. TCVFD Fire Chief Dwight Stewart, Assistant Fire Chief Carol Fall, firefighter Scott King and Madeline (“Maddie”) McDonald were also present.

**2.0 Announcements or Changes to the Agenda**

It was announced that the Auxiliary’s Pancake Breakfast is being held on August 30<sup>th</sup> and the Lion’s Club Fly-in BBQ is August 31<sup>st</sup>. 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 of July 17, 2025**

Motion to approve the Minutes from the July 17, 2025, meeting as presented by Steve Finley and seconded by Kristin Halliday. Motion passed.

**5.0 Unfinished Business**

**5.1 Discuss recruitment of new General Manager (Frost)**  
Chairman Frost announced there was no update.

**6.0 New Business**

**6.1 Discuss/Approve recommendation from the Financial Sub-Committee regarding the Certificate of Deposit that is expiring on August 26, 2025 (deJong)**

A motion was made by Steve Finley to renew the Certificate of Deposit for 23 months. The motion was seconded by Drew Rusnak. The motion passed.

**6.2 Interview candidate(s) for Secretary position (Frost)**

Madeline (Maddie) McDonald was interviewed for the Secretary contract position.

**6.3 Discuss/Approve contract for Secretarial services in the amount of \$200.00-\$250.00 per month (Frost)**

A motion was made by Martie Mullen to offer Ms. McDonald the position starting at \$200 per month with the possibility of an increase to \$250 per month in six months if warranted. The motion was seconded by Kristin Halliday. The motion passed.

**6.4 Discuss/Approve surplus and sale of skid from 1134 (Stewart)**

Fire Chief Stewart explained that the skid from 1134 was replaced, and he would like to get authorization from the board to surplus the skid and put it up for sale. He believes we should start the price at \$12,500, which will give us the ability to reduce the price if needed. A motion was made to surplus the old skid from 1134 and put it up for sale, starting at \$12,500, by Kristin Halliday. Drew Rusnak seconded the motion. The motion passed.

**6.5 Discuss/Approve 2025 List of Records Destroyed (Fall)**

Assistant Chief Fall discussed the records to be destroyed. A motion was made by Martie Mullen to approve the records list provided and to authorize Assistant Chief Fall to destroy the records. Kristin Halliday seconded the motion. The motion passed.

**6.6 Discuss/Approve revised Wildfire Response Plan (Fall)**

Assistant Chief Fall discussed the revisions she has made to the Wildfire Response Plan and the handouts she provided. A motion to approve the revisions to the Wildfire Response Plan was made by Kristin Halliday and seconded by Martie Mullen. The motion passed

**6.7 Discuss FY 2024-2025 Budget vs. Actual Report (Fall/deJong)**

The Budget vs. Actual report for FY 2024-2025 was discussed.

**6.8 Discuss Estimated Financial Summary Report created by C. Fall (Fall)**

Assistant Chief Fall discussed the report she prepared and suggested the board may want to develop a reserves policy at some point.

**6.9 Discuss options for payment of firefighters as employees (Stewart/Fall)**

A discussion with Fire Chief Stewart, Assistant Chief Fall and the board was held to discuss the merits and costs of potentially making our current volunteers employees. The board needs more information before they can make a decision on this matter. It was decided Chief Stewart should provide the board more detailed information at the next meeting, including possibly inviting Hayfork VFD's bookkeeper to make a presentation on how they are paying their firefighters. Secretary/Treasurer deJong will contact Heather MacLaren at Trinity Tax and Bookkeeping so she can provide costs of what this may potentially cost the district.

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

**7.1 Communications (deJong)**

We received a monthly statement from Mercer Fraser for the retention but without the necessary lien releases.

**8.0 Chair's Report**

**8.1 TCCSD Monthly Report (Frost)**

Chairman Frost gave his first Chair's report. He indicated that he while he is still willing and able to remain on the board and holding the position of Chairman, that a day may come when he will need to retire. He will keep the board informed when he makes any decisions on the matter.

**9.0 General Manager Report**

**9.1 TCCSD Monthly Report (Frost)**

Chairman Frost will continue to follow up with Mercer Fraser about the needed lien releases.

**10.0 Fire Department Reports**

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

Fire Chief Stewart discussed the July statistics. Assistant Chief Fall gave a status update about a potential fuel tank installation at the county yard.

**11.0 Financial Report and Bill Payment (deJong)**

**11.1 CSD Financial Report**

**11.2 Bills for Payment**

Motion to pay bills by Martie Mullen and seconded by Kristin Halliday. The motion passed.

**11.3 VFD Financial Report**

**12.0 Items for Next Agenda:** Potential guest from Hayfork VFD to discuss employing firefighters

**13.0 Adjournment** at 7:57pm

Date of Next Meeting: **September 18, 2025**