TRINITY CENTER COMMUNITY SERVICES DISTRICT

Regular Meeting September 18, 2025
IOOF HALL – 6:00p.m
MINUTES

1.0 Call to Order -6:03 pm

Meeting called to order by Chairman Frost at 6:03 pm. Other board members in attendance were Martie Mullen, Steve Finley, Drew Rusnak, and Board Secretary Maddie McDonald. TCVFD Fire Chief Dwight Stewart, Assistant Fire Chief Carol Fall, firefighter Scott King, Hayfork firefighter John Stanley, and Cari deJong were also present.

2.0 Announcements or Changes to the Agenda

Frost welcomed Maddie McDonald as our new secretary. No other announcements or changes.

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.**

Dwight Stewart shared some concerns about a new private business development in Trinity Center.

4.0 Approval of Minutes

4.1 Approval of Minutes of August 21, 2025

Motion to approve Minutes from the August 21, 2025, meeting as presented by Marty Mullen, seconded by Steve Finley. The motion passed.

5.0 Unfinished Business

5.1 Discuss recruitment of new General Manager (Frost)

Chairman Frost announced there was no update.

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

5.2A – Presentation by John Stanley from Hayfork Fire Department

The board continued the discussion of paying our volunteer firefighters as employees when they are out on strike teams. John Stanley, the financial clerk for Hayfork Fire Department, gave a presentation on and answered questions about Hayfork Fire Department's payroll costs and logistics. This presentation was on a laptop that was passed around to the board. A trial run was discussed, to see what the accounts look like at end of year, but it was decided that a quote from Trinity Tax for payroll services was needed before any action is to be taken.

6.0 New Business

6.1 Accept Resignation of Drew Rusnak from the Board effective September 19, 2025 (Frost/Rusnak)

The resignation of Drew Rusnak was accepted by the board.

6.2 Discuss/Approve recruitment to fill vacant Board position (Frost)

Chairman Frost passed out a vacant board flyer. After the vacancy notice was reviewed it was agreed that a few small changes were needed, and it was to be posted around town. A motion to recruit to fill a vacant position was made by drew Rusnak and seconded by Marty Mullen. The motion passed.

6.3 Discuss/Approve removing Drew Rusnak and Cari deJong as signers on the accounts at Coast Central Credit Union and Tri Counties Bank (Frost)

Frost noted that Drew Rusnak is leaving the area and Cari deJong is resigning as the District's secretary-treasurer. A motion to approve removing Drew Rusnak and Cari deJong as signers on the accounts at Coast Central Credit Union and Tri Counties Bank was made by Marty Mullen and seconded by Drew Rusnak. The motion passed.

6.4 Discuss/Approve allowing Trinity Tax and Bookkeeping online access to the accounts at Coast Central Credit Union and Tri Counties Bank so they may view activity and print monthly statements (Frost)

A motion to approve Trinity Tax and Bookkeeping online access to the accounts at Coast Central Credit Union and Tri Counties Bank was made by Steve Finley and seconded by Drew Rusnak. The motion passed.

6.5 Discuss/Approve removing Cari deJong as a credit card holder and Administrator on the Umpqua Bank credit card account and allowing Trinity Tax & Bookkeeping online access to view activity and print

(Frost)
A motion to approve removing Cari deJong as a credit card holder and administrator on the Umpqua Bank credit card account and allowing Trinity Tax and Bookkeeping online access to view activity and print statements was made by Marty Mullen and seconded by Drew Rusnak. The motion passed.

6.6 Discuss/Approve opening a separate bank account for reimbursements from fire agreements with CalFIRE, CalOES, USFS (Fall)
Agenda Item 6.6 was discussed/approved at the beginning of new business. A motion was made to open a separate general ledger account for reimbursement from fire agreements with CalFire, CalOES, and USFS was made by Marty Mullen and seconded by Drew Rusnak. The motion passed.

6.7 Discuss/Approve MOU with Trinity County Fire Chief's Association for annual SCBA testing costs (Stewart/Fall)
A motion to authorize Fire Chief Dwight Stewart to sign the MOU was made by Drew Rusnak and seconded by Steve Finley. The motion passed.

7.0 Communications, Directors & Ad Hoc Committee Reports

7.1 Communications (McDonald)
We received a flyer for the GSRMA conference

8.0 Chair's Report

8.1 TCCSD Monthly Report (Frost)
Chairman Frost has been working on updating policies to the website and handbook into a neat handbook/computer file. Mentioned that when there is a decision about paying firefighters as employees, the board needs to update the language in the handbook to accommodate. Finally, Chairman Frost thanked Drew Rusnak for his time on the board and serving his community.

9.0 General Manager Report

9.1 TCCSD Monthly Report (Frost)
None

10.0 Fire Department Reports

10.1 Fire Department Monthly Report (Stewart/Fall)
Fire Chief Stewart gave the August Statistics. Assistant Fire Chief Fall explained the statistics that are in and out of our response area.

11.0 Financial Report and Bill Payment (Frost)

11.1 CSD Financial Report
One check for reimbursement was wrong and was supposed to be a credit card payment, check was voided and returned to Trinity Tax and Bookkeeping.

11.2 Bills for Payment
A motion was made to pay bills was made by Drew Rusnak and seconded by Marty Mullen. The motion passed.

11.3 VFD Financial Report

12.0 Items for Next Agenda

Discuss/Approve adding Scott King, Captain, as a credit card holder on the District's Umpqua Account for Strike Team purposes.
Discuss/Approve a board member to be treasurer and point person for Trinity Tax and Bookkeeping
Discuss/Appoint a person to fill board member vacancy.

13.0 Adjournment at 7:45 by Chairman Frost

Date of Next Meeting: **October 16, 2025**