

**TRINITY CENTER COMMUNITY
SERVICES DISTRICT Regular
Meeting July 17, 2025
IOOF HALL – 6:00p.m
MINUTES**

1.0 Call to Order at 6:02pm

Meeting called to order by Chairman Frost at 6:02 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 and Assistant Fire Chief Carol Fall were also present.

2.0 Announcements or Changes to the Agenda

The need to add “Discuss/Authorize a payment to Cascade Fire for the Slip-On unit on Truck #1134” to the agenda was discussed. This emergency addition was needed because the final report for the BLM grant needs to be submitted prior to our next meeting. A motion to add “Discuss/Approve a payment to Cascade Fire for Slip-on unit on Truck #1134” was made by Martie Mullen and seconded by Kristin Halliday. The motion passed.

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 June 10, 2025

Motion to approve Minutes from the June 10, 2025, meeting as presented by Martie Mullen and seconded by Drew Rusnak. Motion passed. Kristin Halliday abstained.

4.2 Approval of Minutes of July 8, 2025

Motion to approve Minutes from the July 8, 2025, meeting as presented by Drew Rusnak and seconded by Steve Finley. Motion passed. Kristin Halliday abstained.

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 Authorize advertisement for CSD Secretary (Frost)

Chairman Frost passed out a new position description. After the position description was reviewed, it was discussed that the contract rate per month should be \$200 to \$250 per month, depending on experience. A motion to authorize advertising for a secretary was made by Martie Mullen and seconded by Kristin Halliday. The motion passed.

6.2 Authorize Chair to submit application for designation as a CalFIRE Fire Risk Reduction Community (Fall)

Assistant Chief Fall discussed the CalFIRE Fire Risk Reduction Community program. We were designated as Fire Risk Reduction Community in 2022. The designation needs to be renewed every two years. We missed the renewal in 2024 but would like to apply to CalFIRE again this year. Not only does it provide a very small premium reduction for community homeowners who have homeowners’ insurance through the FAIR Plan, it also prioritizes us in certain grant applications. A motion to authorize Chairman Frost to apply for designation as a CalFire Fire Risk Reduction Community was made by Kristin Halliday and seconded by Drew Rusnak. The motion passed.

- 6.3 Authorize Chair to submit application for CalFIRE Wildfire Prevention grant (Fall)
Assistant Chief Fall discussed the CalFIRE Wildfire Prevention grant. She is looking at multiple fuels' reduction projects for this grant. A motion to authorize Chairman Frost to submit application for the CalFIRE Wildfire Prevention grant was made by Martie Mullen and seconded by Steve Finley. The motion passed.
- 6.4 Provide update on remodeling plans for old fire station (Stewart/Fall)
Chief Stewart presented and discussed a handout that he prepared regarding the remodeling plans for the old fire station. Assistant Chief Fall also contributed some information about the remodeling plans, including potential contribution from the Auxiliary. A discussion was held between Stewart, Fall and the board members and the board members are supportive of the current ideas and plans.
- 6.5 Authorize surplus and potential sale of garage doors, propane heaters and air return from old fire station (Stewart/Fall)
Assistant Chief Fall discussed the items that will no longer be needed and can be declared as surplus and sold. A motion was made to surplus the garage doors, propane heaters and air return and any other items that are no longer needed from the old fire station and to place the items for sale, with any proceeds to be deposited in the Building Fund account, by Kristin Halliday and seconded by Drew Rusnak. The motion passed.
- 6.6 Present plan for replacement of current water truck unit #1142 and discuss/authorize sale of #1142 (Stewart/Fall)
Chief Stewart presented and discussed a handout he prepared regarding the replacement of our current water truck unit #1142 and potential replacements. A discussion was held between Chief Stewart, Assistant Chief Fall and the board members regarding this and the potential income the VFD could receive if we decide to send out the new water truck to fires outside of our jurisdiction. It was decided that the best way to proceed was to authorize the sale of #1142 now and discuss replacement options at a later date, once #1142 is sold.
A motion to authorize the sale of #1142 was made by Martie Mullen and seconded by Drew Rusnak. The motion passed.
- 6.7 Discuss/Authorize payment to Cascade Fire for the Slip-On unit for Truck 1134 (Fall)
A motion to authorize payment to Cascade Fire for the Slip-on unit for Truck 1134, not to exceed \$50,000 was made by Kristin Halliday and seconded by Drew Rusnak. The motion passed.

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 General Manager Report

- 8.1 TCCSD Monthly Report (Frost)
Chairman Frost will contact Mercer Fraser once again about the needed lien releases.

9.0 Fire Department Reports

- 9.1 Fire Department Monthly Report (Stewart/Fall)
Fire Chief Stewart discussed the June statistics. He also announced that Truck #1111 was sold for \$18,500. Assistant Chief Fall gave a status update about a potential fuel tank installation at the county yard.

10.0 Financial Report and Bill Payment (deJong)

- 10.1 CSD Financial Report
DeJong discussed the procedural changes that will take place once Trinity Tax and Bookkeeping takes over the financial management.
- 10.2 Bills for Payment
Motion to pay bills by Kristin Halliday and seconded by Drew Rusnak. The motion passed.
- 10.3 VFD Financial Report

11.0 Items for Next Agenda Discuss CD renewal recommendation from the Finance Sub-Committee, update on recruitment of Secretary

12.0 Adjournment at 7:37pm

Date of Next Meeting: **August 21, 2025**