

**TRINITY CENTER COMMUNITY  
SERVICES DISTRICT Regular  
Meeting November 20, 2025  
IOOF HALL – 6:00p.m  
Minutes**

**1.0 Call to Order at 6:00 PM**

Meeting called to order by Vice Chair Martie Mullen at 6:00pm. Other board members in attendance were Kristin Halliday, Steve Finley, Scott Nelson, and Board Secretary Maddie McDonald. Chairman Frost was absent. Fire Chief Dwight Stewart was also present.

**2.0 Announcements or Changes to the Agenda**

None

**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.**

**4.0 Approval of Minutes**

**4.1 Approval of Minutes of October 16, 2025**

A motion to approve the Minutes of October 16, 2025 was made by Scott Nelson and seconded by Steve Finley. Kristin Halliday abstained. The motion passed.

**5.0 Unfinished Business**

**5.1 Discuss recruitment of new General Manager (Frost)**  
No update

**6.0 New Business**

**6.1 Discuss/Approve revisions to policy 106.403, remove statement that firefighters get 1099 and instead W-2 (Mullen)**

A motion to approve revisions to policy 106.403, removing statement that firefighters get 1099 and instead get w-2 was made by Kristin Halliday and seconded by Scott Nelson. The motion passed.

**6.2 Discuss/Approve the Secretary Position Description (Mullen/McDonald)**

A motion to approve the Secretary Position Description was made by Steve Finley and seconded by Kristin Halliday. The motion passed.

**6.3 Discuss/Approve placing Maddie McDonald in the Secretary Position starting at \$22/hour for 10 hours/month (Mullen/McDonald)**

A motion to approve agenda item 6.3, placing Maddie McDonald in the Secretary Position, and agenda item 6.4, policy 106.404 regarding employee sick leave, was made by Kristin Halliday and seconded by Steve Finley. The motion passed.

**6.4 Discuss/Approve Policy 106.404 regarding employee sick leave (Mullen/McDonald)**

**6.5 Discuss/approve receipt of \$3000 from TCVFD Auxiliary to purchase fuel trailer (memo from Fall)**

A motion to approve receipt of \$3000 from TCVFD Auxiliary to purchase a fuel trailer was made by Kristin Halliday and seconded by Scott Nelson. The motion passed.

**6.6 Discuss/approve purchase of fuel trailer from Mike McHugh (memo from Fall)**

The board discussed the merit of buying a fuel trailer in order to save money on gas. A motion was made to approve the purchase of a fuel trailer from Mike McHugh by Scott Nelson and seconded by Kristin Halliday. The motion passed.

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

**7.1 Communications (McDonald)**

Board Secretary McDonald passed out updated contact lists to the board. She also passed around a flyer for United Way Northern California, asking if the CSD would like to put their district contact information into United Way's Database. The board agreed.

**8.0 Chair's Report**

**8.1 TCCSD Monthly Report (Mullen)**

None

**9.0 General Manager Report**

**9.1 TCCSD Monthly Report (Mullen)**

Vice Chair Mullen reported that the board has received all the necessary releases from Mercer Frasier, and the district will issue their final payment.

**10.0 Fire Department Reports**

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

Chief Stewart gave the October statistics and an update on the fire hall remodel.

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

**11.1 CSD Financial Report**

**11.2 Bills for Payment**

A motion to pay bills was made by Kristin Halliday and seconded by Steve Finley.

**11.3 VFD Financial Report**

**12.0 Items for Next Agenda**

None

**13.0 Adjournment** at 6:45pm by Vice Chair Mullen

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