

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Regular Meeting December 12, 2023  
IOOF HALL – 6:00p.m.  
MINUTES**

- 1.0 Call to Order** The meeting was called to order by Chairman Frost at 6:00pm. Other board members in attendance were Martie Mullen, Drew Rusnak, Kristin Halliday, Steve Finley and Board Secretary, Cari deJong. General Manager Erik Anderson and Assistant Fire Chief Carol Fall were present. One member of the public, Pam Augspurger, was in attendance.
- 2.0 Announcements or Changes to the Agenda** – Chairman Frost announced that the Forest Service (through the Trinity County Collaborative) is holding a field trip on Friday, December 15, 2023, to look at a new fuels reduction forest resilience project on Highway 3 that they will be starting. The Auxiliary is hosting those in attendance to lunch at the fire hall.
- 3.0 Public Comments**-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.** - Pam Augspurger announced that the Auxiliary donated \$41,000 to the fire department this year.
- 4.0 Approval of Minutes**
- 4.1** Approval of Minutes from November 14, 2023 - Motion to approve minutes from the November 14, 2023 meeting as presented by Martie Mullen, Steve Finley seconded the motion. Motion carried: 3 ayes, 2 board members abstained due to absence from said meeting.
- 5.0 Unfinished Business**
- 5.1** Update on Board Policy for permanent record storage (Frost) – No update at this time.
- 5.2** Discuss recruitment of new General Manager (Frost) – Assistant Chief Fall announced that Boyd Barney has interest in the General Manager position. If he accepts the position, he would be the lead person on the remodel of the old fire station building. The TCVFD would take the lead on fire hydrant testing and Carol would do SAM (System for Award Management) renewal and paperwork. Erik offered to speak to Boyd about the role.
- 5.3** Discuss recruitment of new Fire Chief (Fall) – Assistant Chief Fall announced that Dwight Stewart is very interested in becoming chief. He is taking classes at Shasta College and wants to get his Associates degree in Fire Science. If he becomes Fire Chief, Carol would stay on as Assistant Chief to help guide Dwight and teach him about finances, etc. Carol would no longer go on calls but would help with grants, paperwork, etc.
- 5.4** Update on discussion regarding Trinity County Search and Rescue to store vehicle in the Apparatus Building (Fall) –Assistant Chief Fall has not received any documentation from the Trinity County Search and Rescue or the Sheriff’s Department about a hold-harmless agreement. They are waiting to get the Jeep before moving forward.
- 5.5** Update on discussion regarding request by Trinity County Office of Emergency Services to install Emergency Evacuation Siren (Fall) - Assistant Chief Fall announced that Phil

Simi contacted the Sheriff's department to get their clarification protocol on when the siren would sound but he has not heard back from them. Trinity PUD has approved the community investment request and has agreed to provide and install the pole.

## 6.0 New Business

- 6.1** Discuss/Take Action on Resolution thanking General Manager for his service (Frost) – Chairman Frost read Resolution 2023-04 thanking Erik Anderson and Pam Augspurger for their service. Motion to approve Resolution 2023-04 by Kristin Halliday and seconded by Drew Rusnak. Vote to approve resolution:  
Pat Frost: aye                      Martie Mullen: aye                      Steve Finley: aye  
Drew Rusnak: aye                      Kristin Halliday: aye  
Resolution passed unanimously.
- 6.2** Discuss/Approve Resolution regarding TCCSD website (Frost) – Chairman Frost announced this item needs to be postponed until the January meeting. Motion to postpone agenda item by Drew Rusnak and seconded by Kristin Halliday. Motion passed unanimously.
- 6.3** Discuss/Approve solicitation or hiring of a website designer to create a Trinity Center Community Services District website (Fall) – Assistant Chief Fall explained that the TCCSD website is a subsidiary of northtrinitylake.com and this website will be going inactive sometime in 2024. Different options to replace our web presence are: (1) to create our own website that is ADA compliant, (2) hire a website designer to create our website, (3) we can use the Auxiliary's website as a host since they are non-profit and do not need to comply with ADA regulations. The VFD will also need a separate website. Kristin Halliday suggested we have one website for CSD and VFD. An option would be to hire a website designer to create the website and we can update it. More discussion to be held at the January meeting.
- 6.4** Discuss/Approve Extension/Amendments to the Trinity Valley Consulting Engineers (TVCE) (Fall/Frost) - Assistant Chief Fall announced we finally have the Certificate of Occupancy for the new apparatus building. The next step is to remodel the old fire station building. Carol drafted a scope of work and sent it to Erik Keyes at TVCE. The initial estimate was \$17,600 and it didn't include electrical wiring diagrams and a few other items. A more realistic amount would be approximately \$25,000. Carol would like to amend our current contract with TVCE. If done, Erik would bring us the building plans and permit and then we would go out for contractor volunteers/vendors. Carol is looking at potential grants for some of the costs. Erik Anderson highly recommends continuing with Erik Keyes. He is familiar with our building and has a proven track record of being easy to work with. Martie suggested bringing Boyd into the discussions with TVCE. Motion to amend contract with Trinity Valley Consulting Engineers, seconded by Kristin Halliday. Motion passed unanimously.
- 6.5** Discuss/Approve Waiver of Liability for Trinity County to plow snow at the TCVFD station (Fall) – Assistant Chief Fall discussed the draft letter sent to the county to plow the snow at the fire hall. Motion for Chairman Frost to sign and to approve the Right of Entry letter by Kristin Halliday, seconded by Steve Finley. Motion passed unanimously.
- 6.6** Discuss/Approve an upgrade to water truck transmission (Fall) – Assistant Chief Fall announced we've had difficulties with the water truck because the transmission does not have a low enough gear to use in all areas. She has been looking at options. River View International in Redding provided a quote of \$1,000 to look at it and a grand total of \$4,000 to put in the new transmission. There is enough money in the vehicle maintenance budget to pay for this. Motion to hire River View International to replace the transmission with a cost not to exceed \$5,000 by Martie Mullen, seconded by Drew Rusnak. Motion approved unanimously.

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

7.1 Communications (deJong) - None

**8.0 General Manager Report**

8.1 TCCSD Monthly Report (Anderson) – General Manager Anderson presented his report. He received the final invoice from Mercer Fraser yesterday. We will be paying 95%, withholding 5% retention. We need to have unconditional releases from subcontractors and major suppliers before we pay the final 5% to Mercer Fraser.

**9.0 Fire Department Reports**

9.1 Fire Department Monthly Report (Fall) Assistant Chief Fall presented her report. There were not many calls in the last month but a lot of training is being done. The 1134 shed has been moved to the school. Security cameras for the fire station and tablet were received from the Trinity County Office of Emergency Services. The cameras have been installed at all man doors and are recorded to tablet. Scott King completed his DMV training and received his endorsement to drive big rigs. He is also in the process of getting his ambulance drivers certification. Currently Dwight Stewart and Zachary Sullivan are the only certified ambulance drivers.

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

10.1 CSD Financial Report

10.2 Bills for Payment - Motion to pay bills by Martie Mullin and seconded by Kristin Halliday. Motion passed unanimously.

10.3 VFD Financial Report

**11.0 Items for Next Agenda** – election of new Chair and Vice-Chair, resolution regarding website, special payment to Cari deJong for out of the ordinary time to be spent reconciling the Trinity County cash account to Quickbooks, Coast Central Credit Union and Trinity County bank accounts, mid-year budget review

**12.0 Adjournment** at 7:12pm

Date of Next Meeting: **January 9, 2024**