

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Special Meeting February 20, 2024  
FIRE HALL – 6:00p.m.  
MINUTES**

**1.0 Call to Order**

Meeting called to order by Chairman Frost at 6:00pm. Other board members in attendance were Martie Mullen, Drew Rusnak, Kristin Halliday, and Board Secretary, Cari deJong. Board Member Steve Finley was absent. Assistant Fire Chief Carol Fall and Dwight Stewart from the TCVFD were also present.

**2.0 Announcements or Changes to the Agenda**

None

**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.**

None

**4.0 Approval of Minutes**

Motion to approve minutes from the January 9, 2024 meeting as presented by Martie Mullen, second by Drew Rusnak. Motion passed unanimously.

**5.0 Unfinished Business**

- 5.1** Update on Board Policy for permanent record storage (Frost)  
Board Secretary deJong attended a Records Retention webinar on January 16<sup>th</sup> and 17<sup>th</sup>. The webinar gave a brief overview of record retention policies but the main focus was how a records retention policy applies to Public Records Act requests.
- 5.2** Discuss recruitment of new General Manager (Frost)  
No update
- 5.3** Update on discussion regarding Trinity County Search and Rescue to store vehicle in the Apparatus Building (Fall)  
No update
- 5.4** Update on discussion regarding request by Trinity County Office of Emergency Services to install Emergency Evacuation Siren (Fall)  
Assistant Chief Fall re-wrote the MOU and sent it to Tim Saxon, Bryan Ward and Phil Simi and asked for their comments but has not heard back. She will follow up with them.
- 5.5** Update on solicitation or hiring of a website designer to create a Trinity Center Community Services District website (Fall/Frost)  
Assistant Chief Fall and Secretary deJong have not met yet to discuss using the Auxiliary website. Fall and Dwight Stewart are talking about having a website for the VFD. We need to make sure a VFD website would be ADA compliant.
- 5.6** Update on reconciliation between Trinity County and Quickbooks cash balances (deJong)  
Still in progress. More details to follow.

## **6.0 New Business**

- 6.1** Discuss Mid-Year Review of Budget (July-December) (deJong)  
A general discussion was held. Board members and Assistant Chief Fall were asked to bring requested modifications/adjustments to the next meeting.
- 6.2** Approve Appointment of Dwight Stewart as Fire Chief (Fall/Frost)  
Assistant Chief Fall announced that an election was held on January 24<sup>th</sup> and Dwight Stewart was unanimously voted in as Chief. Fall recommended the board approve appointment of Stewart as Fire Chief. Motion to approve Dwight Stweart as Fire Chief by Kristin Halliday, second by Martie Mullen. Motion passed unanimously. Carol Fall will remain Assistant Chief. Eddie Burch will be continue to be First Captain, Scott King will be Second Captain, Maryann Bunce will continue to be Medical Director, Erik Anderson is the FEAT leader.

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

- 7.1** Communications (deJong)  
LAFCO sent an announcement of board vacancies, CSDA sent out a 2024 Law booklet and Board Elections timeline.

## **8.0 General Manager Report**

- 8.1** TCCSD Monthly Report (Frost)  
Chairman Frost gave a brief report regarding the final payment for Mercer Fraser. We still have not received the required releases needed before we can pay the 5% retention.

## **9.0 Fire Department Reports**

- 9.1** Fire Department Monthly Report (Fall)  
Assistant Chief Fall will continue to prepare the monthly report for Chief Stewart but he will present the report to the board. FEAT has a new member, Melissa Finley. Chief Stewart recruited a new firefighter. Chief Stewart is working on ways to increase recruitment. 1112 was taken to Trinity Auto Works to complete repairs and maintenance. The VFD is going to take over the Toys for Tots toy drive. FEAT is going to do Title 22 and will be folded in to the fire department completely. Any specific funding requests/specific anticipated expenses need to be added to the budget, in addition to looking for Grant funds to cover those expenses.

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

- 10.1** CSD Financial Report
- 10.2** Bills for Payment  
Motion to pay bills by Drew Rusnak and seconded by Kristin Halliday. Motion passed unanimously.
- 10.3** VFD Financial Report

## **11.0 Items for Next Agenda**

Budget modifications/adjustments, Budget Development Committee appointment, potential Instructional Service Agreement (ISA) with Shasta College

## **12.0 Adjournment at 6:44pm**

Date of Next Meeting: **March 12, 2024**