

**OLANCHA COMMUNITY SERVICES DISTRICT**  
**689 SHOP STREET**  
**OLANCHA, CA 93549-0064**  
**(760) 764-2370**  
[www.olanchafd.org](http://www.olanchafd.org)

**REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF  
THE OLANCHA COMMUNITY SERVICES DISTRICT**

**Date:** October 21, 2021

**MINUTES  
UNADOPTED**

**Time:** Closed Session 6:10 PM, Regular Meeting 6:30 PM

**In Attendance:**

Neale Gordon, Chair  
Jennifer Gordon, Director  
Lu-Ellen Hays, Director  
Dennis Smith, Director  
Charles Abbott, Fire Chief  
Cyndi Riley, Secretary

**Absent:**

Robert Olin, Director

**Closed Session:** Review Board Member Letters of Interest

**Regular Board Meeting**

- 1) **Call to Order**
  - Called to order by Chair Neale Gordon at 18:31 (6:31 pm) – Motion by Director Jennifer Gordon, Second by Director Lu-Ellen Hays, Motion passed 3/0 (Board Member elect not yet sworn in)
- 2) **Public Comment - None**
- 3) **Correspondence**
  - EMSAR change in Agreement
  - CDTFA Notice
- 4) **Meeting Minutes for Regular meeting of September 16, 2021 and Special Meeting of October 4, 2021 - Review and Approval.**
  - Motion to approve meeting minutes by Director Jennifer Gordon, Second by Director Lu-Ellen Hays, Motion passed 3/0
- 5) **Financial Statements - Review and Approval**
  - **Auditors Office statements, September 2021**
  - **Bank statements, September 2021**
  - **Ambulance billing statement - September 2021**
    - Motion to approve financial statements made by Director Lu-Ellen Hays, Second by Director Jennifer Gordon, Motion passed 3/0
- 6) **New Business:**
  - **Vacancy – Board of Directors**
    - Board Member elect Dennis Smith - Oath of Office
- 7) **Old Business**
  - **Flu shot clinic – update**
  - **Fire Chief Critical task list review of September 2021- N/A**
  - **Website Update – working on domain**

- **Record retention - update**
- **SED Update – None**
- **Billing process and run reports – update**
  - Moving along

**8) Board Approval of bills over \$1,000.00**

- Board Order 2110-01 approved October 4, 2021, at Special Meeting
- Board Order 2110-02 to authorize payroll \$11,525.00 for annual pay to Volunteers.
  - Motion made by Director Jennifer Gordon, Second by Director Dennis Smith, Motion passed 4/0.

**9) Chief's Report**

- Notice from FEMA – declined grant request
- Banquet early 2022.
  - Motion to accept Chief's Report made by Director Lu-Ellen Hays, Second by Director Dennis Smith, Motion passed 4/0.

**10) Acknowledgement of next Regular Board Meeting Date and Time (November 18, 2021 @ 6:30 PM)**

**11) Adjournment**

- Motion to adjourn at 19:10 (7:10 pm) made by Director Lu-Ellen Hays, Second by Director Dennis Smith, Motion passed 4/0.