

OLANCHA COMMUNITY SERVICES DISTRICT
689 SHOP STREET
OLANCHA, CA 93549-0064
(760) 764-2370
www.olanchafd.org

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

Date: April 15, 2020

MINUTES
UNADOPTED

Time: 6:30 PM

In Attendance:

Neale Gordon, Chair
Jennifer Gordon, Director
Tim Jones, Director
Lu-Ellen Hays, Director
Charles Abbott, Fire Chief

Absent:

Robert Olin, Director

Regular Board Meeting

- 1) **Call to Order**
 - 1836
- 2) **Public Comment**
 - None
- 3) **Correspondence**
 - Letter from the Auditors Office -Preparing for Annual Audits for fiscal years 2019-2020 & 2020-2021
 - Chief Abbott replied to the letter agreeing to participate
 - Letter from the Auditors Office – 2021-2022 Budgets
- 4) **Meeting Minutes for Regular meeting of March 18, 2021 and Meeting Minutes for special meeting of April 1, 2021, Review and Approval**
 - Motion to approve regular meeting minutes on March 18, 2021 and special meeting minutes on April 1, 2021 made by Director Tim Jones, Second by Director Lu-Ellen Hays. Motion Passed 4/0
- 5) **Financial Statements, Review and Approval**
 - **Auditors Office statements, March 2021**
 - **Bank statements, March 2021**
 - **Ambulance billing statement March 2021**
 - Ambulance billing statement not available
 - Motion to approve Financial Statements made by Director Lu-Ellen Hays, Second by Director Tim Jones. Motion passed 4/0
- 6) **New Business:**
 - **Position of Secretary**
 - Director Tim Jones asked for an update on the Secretary and asked that if she is not able to return soon, that we look at an Interim Secretary.
 - **First reading of Fiscal Year 2021/2022 budget**

- Motion to approve the first reading of the 2021/2022 Budget presented by Chief Abbott by Director Jennifer Gordon, Second by Director Lu-Ellen Hays. Motion passed 4/0

7) Old Business

- **Fire Chief Critical task list review of March 2021**
 - Not completed
- **Ambulance unit form Mono County – update**
 - No Update
- **Website – update**
 - No Update
- **Signature card for AltaOne**
 - No Update
- **Review of outstanding items for S. Davis to complete**
 - Basket for 2624, station sign still not completed
- **SED – update**
 - No Update
- **Payroll update – adding and removing employees**
 - No Update
- **Signature update for authorized personnel to charge on credit**
 - No Update
- **Billing process and run reports – update**
 - No Update

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

- None

9) Chief's Report

- 2680 back in service
- 2621 out of service, transmission and brake issues
- Staffing – no update
- Request – Request for 4 new back tires for water tender 2680, approximately \$4000.00
 - Motion to approve the purchase of four new back tire for 2680 made by Director Tim Jones, Second by Director Jennifer Gordon. Motion passed 4/0
- Motion to accept the Chief's Report made by Director Jennifer Gordon, Second by Lu-Ellen Hays. Motion passed 4/0

10) Acknowledgement of next Regular Board Meeting Date and Time (May 20, 2021 @ 6:30 PM)

11) Adjournment

- Motion to adjourn made by Director Lu-Ellen Hays, Second by Director Tim Jones. Motion passed 4/0

Submitted by Charles Abbott, Fire Chief

OLANCHA COMMUNITY SERVICES DISTRICT
OLANCHA CARTAGO FIRE DEPARTMENT
689 SHOP STREET
OLANCHA, CA 93549-0064

BUDGET FOR 2021 and 22 FISCAL YEAR

INCOME:

4001	Secured Taxes	170000
4004	Unsecured Taxes	12000
4008	SB813	0
4021	Prior Year Secured	1000
4023	Prior Year Unsecured	1000
4301	Interest	100
4472	Homeowner Prop	500
4599	Other Agencies	29000
4816	Ambulance Calls	15000
4819	Rescue	1000
4951	Donations	1000
4959	Misc. Revenue	15000
		245600

EXPENSES:

5001	Salaries	26400
5012	Part Time Emp.	20000
5021	FICA Taxes	7000
5022	PERS Retirement	1000
5152	W/C Insurance	14000
5112	Personal and Safety Equip	5000
5151	Liability Insurance	7000
5171	Equip M&R Labor	5000
5173	Equip M&R Materials	10000
5191	Structure M&R Labor	8000
5199	Structure M&R Materials	15000
5201	Medical Supplies	15000
5232	Small Equip and Tools	3000
5238	Office Supply and Postage	1000
5265	Professional Services	5000
5281	Equipment Rental	1000
5291	Space Rental	2500
5301	Small Tools/Instr. <\$1000	200
5311	General Op Expense	15000
5331	Travel Expense	3000
5351	Utilities	5000
5352	Gas and Fuel	25000
5553	Vehicles-Interest	500
5561	Vehicles-Principal	10500
5901	Contingencies	40500
		245600

Budget First Public Hearing: 04/15/2021, 1st draft, review by Board of Directors.
 Second Public Hearing: 05/20/2021, 2nd draft, review by Board of Directors. Forward to Auditor.
 Third Public Hearing: 06/17/2021, 3rd Reading, review and Approval by Board of Directors.