

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

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

**Date: October 29, 2020**

**MINUTES**

**Time: 6:30 PM**

**Regular Board Meeting**

**In Attendance:**

Neale Gordon, Chair  
Lu Ellen Hays, Director  
Jennifer Gordon, Director  
Tim Jones, Director  
Robert Olin, Director  
Charles Abbott, Chief  
Cyndi Riley, Secretary

**REGULAR BOARD MEETING**

- 1) Call to Order 18:49 (6:49 PM)
- 2) Public Comment – NONE
- 3) Correspondence
  - Grant available but due by 10/31/20.
  - Steve Davis submitted letter of resignation, effective December 31, 2020.
  - Katrina Davis will no longer be processing runs, effective October 29, 2020 - memo submitted regarding procedures.
- 4) Meeting minutes
  - Approval of September 17, 2020, meeting minutes - motion made by Director Lu Ellen Hays, seconded by Director Tim Jones. Motion passed 5/0.
- 5) Financial Statements
  - Approval of September Auditor's Office financial statements - motion made by Director Bob Olin, seconded by Director Tim Jones. Motion passed 5/0.
  - Approval of September bank statement – motion made by Director Bob Olin, seconded by Director Tim Jones. Motion passed 5/0.
  - Ambulance billing statement – billing company has new format. Approval of September billing statement – motion made by Director Bob Olin, seconded by Director Tim Jones. Motion passed 5/0.
- 6) New Business:
  - Former Chief Davis will remain on payroll through December 31, 2020, in order to complete projects.
  - Invoice Signature Authorization Form updated.

- 7) Old Business:
- Disposal of 2005 Ford Expedition – vehicle has been sold and funds deposited.
  - Ambulance from Mono County – lettering is on, needs gurney mount, and vehicle needs to be registered.
  - Website – current company has succeeded in getting access to web address and will maintain moving forward.
  - Heater for main station bays – waiting for installation date.
  - New Chief's vehicle – lettering and striping almost finished (except camper shell.) Needs pull-out and camper shell.
  - Update of outstanding items to be completed by former Chief Davis – Steve will continue working on projects through December 31, 2020.
  - SED update – Chief Abbott attended additional training in Bishop.
  - Fire Chief Critical Task List Review for September 2020 – reviewing billing process and billing company's ability to access information directly through ICEMA website.
- 8) Chief's Report:
- Drive-through flu shot clinic tentatively scheduled for November.
- 9) Board Approval of any bills over \$1,000.00:
- 2010-01**– Niensens in the amount of \$8,685.16 to outfit new truck. Motion made by Director Lu Ellen Hays, seconded by Director Jennifer Gordon. Motion passed 5/0.
- 2010-02** – State Farm Insurance in the amount of \$1,000.00 for refund of overpayment of ambulance run. Motion made by Tim Jones, seconded by Director Jennifer Gordon. Motion passed 5/0.
- 2010-03**– Life Assist in the total amount of \$1,268.00 for medical supplies. Motion made by Director Lu Ellen Hays, seconded by Director Bob Olin. Motion passed 5/0.
- 2010-04**– Dave's Auto Parts Napa in the amount of \$1,001.32 for auto parts and supplies. Motion made by Director Tim Jones, seconded by Director Lu Ellen Hays. Motion passed 5/0.
- 2010-05**– Semiannual firefighter payroll in the amount of \$9,320.00. Motion made by Director Lu Ellen Hays, seconded by Director Tim Jones. Motion passed 5/0.
- 2010-06** – Maddy Grant invoices totaling \$19,864.98 for radio equipment (see grant submission for details. Motion made by Director Tim Jones, seconded by Director Bob Olin. Motion passed 5/0.
- 10) Acknowledgement of next Regular Board Meeting date and time (November 19, 2020 @ 6:30 PM)
- 11) Adjournment at 19:39 (7:39 PM)

**Submitted by Cyndi Riley, Secretary**