

***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: September 17, 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 18:33 (6:33 PM)
- 2) Public Comment - NONE
- 3) Correspondence
  - Letter for County Auditor regarding Draft Audit findings for fiscal years 2016-17 signed by Board Chair Neale Gordon and Chief Charles Abbott.
  - Letters of Interest to serve as Board Members due September 25, 2020. Letters prepared and submitted for Chair Neale Gordon, Director Lu Ellen Hays and Director Tim Jones.
- 4) Meeting minutes
  - Approval of August 20, 2020, meeting minutes - motion made by Director Lu Ellen Hays, seconded by Director Tim Jones. Motion passed 5/0.
- 5) Financial Statements
  - Approval of August Auditor's Office financial statements - motion made by Director Bob Olin, seconded by Director Lu Ellen Hays. Motion passed 5/0.
  - Approval of August bank statement – motion made by Director Bob Olin, seconded by Director Lu Ellen Hays. Motion passed 5/0.
  - Ambulance billing statement – not available. All information recently submitted to billing company and should be available for next board meeting.
- 6) New Business:
  - Invoice approval authorization form will be updated when former Chief Davis has finished projects. Invoices will continue to approved by at least two people before being submitted for payment.
  - Former Chief Davis will remain on payroll through November 13, 2020, (the next 2 pay periods) or until projects have been completed.

7) Old Business:

- Disposal of 2005 Ford Expedition – valve stems are being swapped.
- Ambulance from Mono County – floor to be removed for power cots.
- Website – current company still working on getting domain access to web address.
- Heater for main station bays – ordered, waiting for installation date. Two posts to be installed in front of unit to help prevent being hit by vehicles.
- New Chief's vehicle – radio and lights have been installed. Waiting for camper shell.
- Update of outstanding items to be completed by former Chief Davis – welding brackets, files and documents transfer have been completed. Lettering is being done.
- Fire Chief Critical Task List Review for August 2020 – Katrina Davis is supplying data to billing company for six runs. Once that is done, billing company will access billing information directly through ICEMA website.

8) Chief's Report:

- Purchase flashlights (1600 lumens) to sit on firefighter's shoulder web gear and helmet mounts – motion made by Director Lu Ellen Hays, seconded by Director Tim Jones. Motion passed 5/0.
- Drive-through flu shot clinic tentatively scheduled for November. There will be no open house this year due to Covid-19.

9) Board Approval of any bills over \$1,000.00:

**2009-01**– CSFA in the amount of \$1,105.00 for membership dues. Motion made by Director Jennifer Gordon, seconded by Director Lu Ellen Hays. Motion passed 5/0.

**2009-02** – Miles Gear in the amount of \$1,126.13 for flashlights. Motion made by Tim Jones, seconded by Director Bob Olin. Motion passed 5/0.

10) Acknowledgement of next Regular Board Meeting date and time (October 15, 2020 @ 6:30 PM)

11) Adjournment at 19:12 (7:12 PM)

**Submitted by Cyndi Riley, Secretary**