

**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:** June 15, 2023

**MINUTES  
UNADOPTED**

**Regular Meeting 6:30 PM**

**In Attendance:**

Neale Gordon, Chair  
Jennifer Gordon, Director  
Dennis Smith, Director  
Robert Olin, Director  
Norm Sahn, Director  
Chelsea Benbrook, Fire Chief  
Cyndi Riley, Secretary

**Absent:**

None

**Regular Board Meeting**

- 1) **Call to Order**
  - Called to order by Chair Neale Gordon at 18:40 (6:40 pm)
- 2) **Public Comment** – None
- 3) **Correspondence**
  - Local Agency Biennial Report - signed
  - Staples credit card
- 4) **Meeting Minutes for Regular Meeting of April 23, 2023**
  - Motion to approve meeting minutes by Director Dennis Smith, Second by Director Norm Sahn. Motion passed 5/0
- 5) **Financial Statements - Review and Approval**
  - Auditors Office statements, April and May 2023
  - Bank statements, February – May 2023 (N/A)
  - Ambulance billing statement – update
    - Motion to approve financial statements made by Director Robert Olin, Second by Director Dennis Smith. Motion passed 5/0
- 6) **New Business**
  - Fiscal Year 2023-2024 Budget
  - New applicants
  - Computer systems/IT
    - Payroll change/addition for current volunteer Aja Johnson when performing computer support duties. Motion to approve made by Director Norm Sahn, Second by Director Dennis Smith. Motion passed 5/0.
  - Alta One signature card
  - US Bank copier/scanner
- 7) **Old Business**
  - John Almeida and SED - update

- Billing process and run reports – update
- Mobile Relay – refund issued of monthly fees due to incorrect programming of radios
- Set up of SAM.gov account for payment

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

9) **Chief's Report**

- Motion to approve Chief's Report made by Director Jennifer Gordon, Second by Director Norm Sahn. Motion passed 4/0 (Dennis Smith not present for vote.)

10) **Acknowledgement of next Regular Board Meeting Date and Time (July 20, 2023 @ 6:30 PM)**

11) **Adjournment**

- Motion to adjourn at 19:42 (7:42 pm) made by Director Norm Sahn, Second by Director Robert Olin. Motion passed 4/0