

**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:** February 16, 2023

**MINUTES  
UNADOPTED**

**Regular Meeting 6:30 PM**

**In Attendance:**

Neale Gordon, Chair  
Jennifer Gordon, Director  
Robert Olin, Director  
Norm Sahn, Director  
Charles Abbott, Fire Chief  
Chelsea Benbrook, Assistant Fire Chief  
Cyndi Riley, Secretary

**Absent:**

Dennis Smith, Director

**Regular Board Meeting**

- 1) **Call to Order**
  - Called to order by Chair Neale Gordon at 18:31 (6:31 pm)
- 2) **Public Comment** – None
- 3) **Correspondence**
  - Resignation letter from Chief Charles Abbott
  - ESCI Scope of Work
  - Grand Jury request for meeting/conversation with Board Chair
  - Thank you and donation
  - Noridian – forward to TLV
- 4) **Meeting Minutes for Regular meeting of January 19, 2022**
  - Motion to approve meeting minutes by Director Jennifer Gordon, Second by Director Robert Olin. Motion passed 4/0
- 5) **Financial Statements - Review and Approval**
  - Auditors Office statements, January 2023
  - Bank statement, January 2023
  - Ambulance billing statement – no update/no calls
    - Motion to approve financial statements made by Director Norm Sahn, Second by Director Robert Olin. Motion passed 4/0
- 6) **New Business**
  - Assistant Fire Chief promotion to Fire Chief
    - Motion made by Director Robert Olin, Second by Director Jennifer Gordon to accept resignation of Charles Abbott, remove him from signature cards effective February 17, 2023, remove him from payroll at the end of the current pay period; promote Chelsea Benbrook to Fire Chief, add her to signature cards and increase her payroll to Fire Chief monthly stipend of \$1000. Motion passed 4/0
  - Oaths of Office for Fire Chief Benbrook and Director Norm Sahn.

**7) Old Business**

- SED - update
- Billing process and run reports – no update
- Radio system and antenna lease agreement – on hold due to weather conditions for access at Cerro Gordo
- Nozzle Forward training January 27-28, 2023 - update

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

**9) Chief's Report**

- Motion to approve Chief's Report made by Director Norm Sahn, Second by Director Robert Olin. Motion passed 4/0.

**10) Acknowledgement of next Regular Board Meeting Date and Time (February 16, 2022 @ 6:30 PM)**

**11) Adjournment**

- Motion to adjourn at 19:48 (7:48 pm) made by Director Norm Sahn, Second by Director Robert Olin. Motion passed 4/0