

**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:** May 16, 2024

**MINUTES  
UNADOPTED**

**Closed Session 5:30 PM** – Fire Chief position

**In Attendance:**

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

**Absent:**

Neale Gordon, Chair

**Closed Session and Regular Board Meeting**

- 1) **Call to Order**
  - Closed session called to order by Acting Chair Jennifer Gordon at 17:43 (5:43 pm)
    - Motion to post General Notice of Vacancy by Director Norm Sahn, Second by Director Dennis Smith. Motion passed 4/0
  - Regular meeting called to order by Acting Chair Jennifer Gordon at 18:15 (6:15 pm)
- 2) **Public Comment** – Resident stopped by the station and commented on the exceptional job Chief Benbrook and the Fire Department did on the Cartago fire.
- 3) **Correspondence** – Board positions up for election
- 4) **Meeting Minutes for Regular Meeting of April 25, 2024**
  - Motion to approve meeting minutes by Director Dennis Smith, Second by Director Robert Olin. Motion passed 4/0
- 5) **Financial Statements - Review and Approval**
  - Auditors Office statements, April 2024
  - Bank statements, September 2023 – April 2024 (pending questions about transactions showing on statements)
  - Ambulance billing statement – April 2024
    - Motion to approve financial statements made by Director Norm Sahn, Second by Director Dennis Smith. Motion passed 4/0
- 6) **New Business**
  - Invoice processing and payments
  - FY 23-24 Budget changes
    - Motion to approve increases in expense items made by Director Robert Olin, Second by Director Norm Sahn, Motion passed 4/0. Note: A separate option of a Wildlands budget approved by this vote, but will be completed later, due to time constraints with pending invoices and Maddy Grant.
  - FY 24-25 Draft Budget – tabled until next meeting
- 7) **Old Business**

- John Almeida and SED – update
- CFSA memberships – update
- Sheriff billing for FY 22-23 (not paid but SED unit used) - update
- Fit testing – no update
- Community events – awards banquet in June; Crystal Geyser appreciation ceremony for Volunteer Fire Departments June 12 at 1400 (2:00 pm)
- EMT certifications - update
- Car accident billing – no update
- Roof patching and sign repairs – update
- Cell tower contract – no update

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

**9) Chief's Report**

- Motion to approve Chief's Report made by Director Dennis Smith, Second by Director Robert Olin. Motion passed 5/0

**10) Acknowledgement of next Regular Board Meeting Date and Time (June 21, 2024 @ 5:00 PM)**

**11) Adjournment**

- Motion to adjourn at 19:08 (7:08 pm) made by Director Norm Sahm, Second by Director Dennis Smith. Motion passed 4/0