

SOUTHERN INYO FIRE PROTECTION DISTRICT
Water Kiosk Committee Meeting
Tuesday October 12, 2026 – 5:00 PM
SIFPD Fire Office

MINUTES

I. Call to order

II. Confirmation of agenda

III. Public Comment

Any person may address the Committee on any subject pertaining to water kiosk business which is not listed on the agenda in accordance with Government Code § 54950 et seq.

IV. OLD BUSINESS

A. Review Testing Procedures Draft for Kiosk Manual.

- i.** Mike converted existing sample procedures (monthly, quarterly, annual) into editable Word documents and uploaded them to the website's supporting documents.
- ii.** Mike extracted relevant maintenance pages from the Generac PDF (e.g., cleaning the air filter, checking oil) for tasks that do not require an outside contractor, and added them to the website.
- iii.** Angie reported that the wet lab provided new sample bottles with labels.
- iv.** The lab instituted new procedures requiring all samples to be transported in a cooler at specific temperatures.
- v.** Angie is currently using her personal cooler, but will request one from the lab.
- vi.** Robin will send her previous manual drafts to Mike so he can compile the complete manual. Include the new sample procedures and images.
- vii.** Decisions Finalized: The new lab requirement for transporting samples in a cooler will be explicitly added to the procedures manual. Mike will compile the final manual once he receives Robin's drafts.

B. Review any outstanding regulatory matters.

- i.** Update on the cross-connection form.

C. Discuss and consider money collection policy.

- i.** Mike is currently handling the physical collection of coins and bills and depositing them on Wednesdays.
- ii.** The committee agreed on the need to draft a formal, written money collection policy for the manual to ensure a clear paper trail. The policy will likely designate the "Kiosk Manager" (Angie) or the Administrator (Mike) as responsible for these duties.
- iii.** Decisions Finalized: Drafting the formal policy is postponed. The item will remain on the agenda for the next meeting (or December) to draft a simple written procedure.

D. Jerry will submit Generac maintenance pages for water kiosk manual.

E. Water Kiosk on SIFPD.org.

- i.** Colette proposed creating a dedicated page for the water kiosk on the SIFPD

website and registering the kiosk on Google Maps, Apple Maps, and Yelp to help visitors navigate.

ii. The page would clarify the relationship between the kiosk and the fire district, explicitly stating that kiosk funds are completely separate from SIFPD tax assessments.

iii. Decisions Finalized: Colette and Mike will present this proposal to the board for approval at the upcoming Thursday meeting.

F. Jerry will work on signage for kiosk.

i. The main text on the kiosk sign is burnt and blackened from the sun. Angie found a potential replacement vendor in San Francisco (Ensing's Water Care). Mike will research options to replace the sign, which may involve tracing the existing plate's button cutouts or using Larry's original dimensions.

G. A reported issue with the kiosk not accepting bills was resolved when Angie removed and reinstalled the bill collector.

V. Good of the order

VI. Adjournment to next committee meeting Tuesday, November 3, 2026 at 6 PM.