

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday – February 14, 2022
4:30PM**

I. STANDING ORDERS

1. *CALL TO ORDER*
2. *PLEDGE OF ALLEGIANCE*
3. *ROLL CALL -
Others Present*

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting
2. Chief's Report
3. Financial Statements & Warrant Requests - Report copies and details will be provided at 4PM

**III. FIRE INSPECTIONS – Report and updates – Captain Nelson reports on a quarterly basis
2022:
March
June
September
December**

IV. OLD BUSINESS

V. NEW BUSINESS

Employee Incident Updates – Personnel Committee
Board Expectations – Office Standards – Chairman Armacher
Office Manager/Board Secretary job posting – updates

VI. CORRESPONDENCE

VII. PUBLIC COMMENT

VII. MOTION TO ADJOURN

PUBLIC COMMENT: The opportunity of the public to be heard on an item on the agenda shall be provided during the consideration of that item (Gov't. Code Section 59495.3). The public may address items not on the agenda that are of interest to the public and are within the subject matter jurisdiction of the Board, provided no action is taken in compliance with Gov't. Code Section 54954.3(a).
**This Agenda was posted 72 hours in advance of the meeting at the Ophir Hill Fire Protection District office
Online at www.Ophirhillfire.org

**OPHIR HILL FIRE PROTECTION DISTRICT
MEETING MINUTES
BOARD OF DIRECTORS MEETING
Monday – January 10, 2022
4:30PM**

I. STANDING ORDERS

1. CALL TO ORDER – Meeting called to order at 16:30 hours by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL – Chairman Armacher, Vice Chairman Borgnis, Director Sousa, Director Martin, Director Peterson
Others Present: Chief Rothenberger, Kris Stoeckle-Board Secretary, Captain Drummond

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting – December, 2021
MOTION I – Director Sousa motioned to approve meeting minutes.
2nd by Director Martin
VOTE: Unanimous
2. Chief report was given by Chief Rothenberger – see report for details.
Current roster is at 21 with new applications pending.
Chief reported updates on personnel with Seth Labrentz moving out of state and Kris Stoeckle will make March 31st her last day. Kris will assist in posting job opening and setup with interviews. Captain Nelson is currently recovering from injuries and will return 4-6 weeks to light duty. Written statements and reports have been created and submitted. New safety fuel cans and tags have been purchased. Only safety cans will be used at station and on apparatus from this point forward. Personnel Committee will follow up. Minor damage to Type 6 truck during storm but still in service; will need minor body work. Reported to insurance and waiting quote for repair. Back to back calls for down trees and storm activity.
4. *Financial Statements & Warrant Requests* – Kris Stoeckle reported fund balance as outlined below:

Fund Balance for LAIF 721	\$404,113.73
Fund Balance for 727 LAIF	\$
Fund Balance for 765 LAIF	\$
West America Checking	\$446,553.69

MOTION II – Director Borgnis motioned to approve Financial Statements and Warrants
2nd by Eric Peterson
VOTE: Unanimous

- III. FIRE INSPECTIONS** – reports will be presented by Captain Nelson on a quarterly basis and shared all details to Board Members during the Board meeting.
- 2021:
March - complete
June - complete
September - complete
December - complete

IV. OLD BUSINESS

No old business

V. **NEW BUSINESS**

Form 700 due from all Board Members to include Chief – deadline is 04/01/2022

VI. **CORRESPONDENCE**

VII. **PUBLIC COMMENT**

Rise Gold will hold a public meeting in February at the Rood Center.

VII. **MOTION TO ADJOURN**

MOTION III – Director Peterson motioned to adjourn 17:20 hour
2nd by Director Sousa

VOTE: Unanimous

Attest:


Kris Stoeckle – Board Secretary


Date

PUBLIC COMMENT: The opportunity of the public to be heard on an item on the agenda shall be provided during the consideration of that item (Gov't. Code Section 59495.3). The public may address items not on the agenda that are of interest to the public and are within the subject matter jurisdiction of the Board, provided no action is taken in compliance with Gov't. Code Section 54954.3(a).

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Ophir Hill Fire Protection District
Fund Balances
As of January 2022

Account	Fund			Total
	721	727	765	
LAIF	404,113.73	-	-	404,113.73
WestAmerica	903,885.35			903,885.35
Total	-	-	-	1,307,999.08

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	404,113.73
1902-00 · WESTAMERICA CHECKING ACCOUNT	903,885.35
Total Checking/Savings	<u>1,307,999.08</u>
Accounts Receivable	
1910-00 · A/R Taxes	23,595.28
1911-00 · A/R Assessments Receivable	12,020.41
1912-00 · A/R Interest Receivable	361.30
1954-10 · Due from Other Gov't	3,583.66
Total Accounts Receivable	<u>39,560.65</u>
Total Current Assets	<u>1,347,559.73</u>
TOTAL ASSETS	<u><u>1,347,559.73</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	36,314.34
Total Accounts Payable	<u>36,314.34</u>
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	34,438.50
2600-00 · HEALTH INSURANCE PAYABLE	-5,429.45
2700-00 · CalPERS RETIREMENT PAYABLE	12,547.18
Total Other Current Liabilities	<u>41,556.23</u>
Total Current Liabilities	<u>77,870.57</u>
Total Liabilities	77,870.57
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,148,621.94
Net Income	144,751.42
Total Equity	<u>1,269,689.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,347,559.73</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2021 through January 2022

	Jul '21 - Jan 22
Ordinary Income/Expense	
Income	
4001-00 · CURRENT SECURED TAX	323,144.16
4003-00 · CURRENT UNSECURED TAX	7,372.63
4004-00 · PUBLIC UTILITY	94.39
4017-00 · SUPPLEMENTAL SECURED TAX	2,855.60
4018-00 · SUPP UNSECURED TAX	42.67
4028-00 · SUPP PRIOR UNSECURED	11.42
4040-00 · ST HOMEOWNERS PROP	2,051.58
4100-00 · Special Assessment Tax Roll	150,701.52
4301-00 · INTEREST INCOME	1,045.58
4419-00 · PROPERTY TAX REIMBURSEMENT	-11,624.50
4468-00 · OES-ENGINE INCOME	14,631.83
4468-20 · OES-Strike Team Other Reimburse	428,935.07
4496-00 · PROP 172	41,773.05
4620-00 · OTHER REVENUE	2,048.13
4620-10 · TRAINING	2,410.00
4640-00 · 727 to be transferred	3,642.39
4806-00 · DONATIONS	50.00
Total Income	969,185.52
Gross Profit	969,185.52
Expense	
5000-00 · Salaries & Benefits	1,500.00
5050-00 · Salaries-Holiday Pay	2,025.00
5060-00 · Salaries-Vacation Buyback	9,908.58
5101-10 · Salaries-BOOKKEEPER	10,810.29
5101-20 · Salaries-CHIEF	0.00
5101-21 · Salaries-O/T Chief	4,438.66
5101-40 · Salaries-CAPTAIN	117,336.91
5101-41 · Salaries-O/T Captain	77,709.21
5101-42 · Salaries-OT Planned Capt	13,272.75
5101-50 · Salaries-Engineer	0.00
5101-61 · Salaries-O/T FF	2,626.50
5102-00 · Salaries-SNL FF	51,239.75
5102-20 · Salaries-Cvg Relief Chief	0.00
5102-21 · Salaries-Cvg Relief Captain	0.00
5102-23 · Paid Call Firefighters	4,625.65
5102-25 · STRIKE TEAM PAY	129,808.64
5103-00 · RETIREMENT EXPENSE	63,680.81
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	6,080.42
5104-20 · Group Insurance Reimbursement	10,998.30
5104-00 · GROUP INSURANCE - Other	31,007.88
Total 5104-00 · GROUP INSURANCE	48,086.60
5105-00 · PAYROLL TAX EXPENSE	137,816.68

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2021 through January 2022

	Jul '21 - Jan 22
5106-00 · WORKERS COMP	38,550.00
5202-00 · CLOTHING	53.36
5202-10 · CLOTHING-UNIFORMS PERMANENT	3,000.00
5202-12 · CLOTHING-SNL UNIFORMS	1,000.00
5202-20 · CLOTHING-STRUCTURE	1,608.53
5203-00 · COMMUNICATIONS	2,160.82
5205-00 · FOOD	16.46
5206-00 · HOUSEHOLD EXPENSE	1,624.42
5207-00 · INSURANCE	20,542.60
5209-00 · MAINT-EQUIPMENT	4,103.66
5209-10 · MAINT-OFFICE EQUIP	1,472.33
5210-00 · MAINT-STRUCTURE	2,376.48
5211-00 · MAINT-AUTO	11,779.43
5212-00 · MEMBERSHIPS	2,989.00
5213-00 · MEDICAL SUPPLY	1,384.38
5214-00 · SUPPLIES-OFFICE	-35.59
5214-10 · SUPPLIES-OPERATING	1,209.49
5215-00 · PROFESSIONAL SERVICE	14,376.89
5217-00 · RENTS-EQUIPMENT	37.50
5219-00 · SMALL TOOLS	339.98
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	9,744.00
5220-00 · SPECIAL DISTRICT EXPENSE	100.00
5220-10 · TRAINING EXPENSE	2,278.44
5220-20 · SAFETY/FIRE PREVENTION	291.27
5223-00 · FUEL	9,288.87
5224-00 · UTILITIES	6,617.26
5300-30 · OES MISC STRIKE TEAM EXPENSE	7,515.26
5331-00 · GRANT VFA EXPENDITURES	4,833.18
5507-00 · RESERVE-765	290.02
66900 · Reconciliation Discrepancies	0.03
Total Expense	<u>824,434.10</u>
Net Ordinary Income	<u>144,751.42</u>
Net Income	<u><u>144,751.42</u></u>