

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday – July 12, 2021
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

Next report: September

IV. OLD BUSINESS

V. NEW BUSINESS

1. Audit – present final

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 – June 21, 2021
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, FireFighter Graves

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting – May 2021
MOTION I – Chairman Armacher motioned to approve meeting minutes.
2nd by Director Martin

VOTE: Unanimous

2. Chief's Report was presented and a copy attached for details. Chief provided updates on roster. Tim Fike and James Drummond left to fire in Utah. Water tender 52 should return soon and then water tender 42 will be sent to Peardale when this happens. Chief remains on light duty with leg injury but able to respond to calls. Chief and Chairman were on KNCO's Talk of the Town and talked about Ophir Hill and fire safety in general. Both look forward to be able to do again. Letter of resignation from Captain Carson was shared and job posting is forthcoming soon. Further details will be shared under New Business below.

3. *Financial Statements & Warrant Requests* – Kris Stoeckle reported fund balance as outlined below:

Fund Balance for 721 \$ 41,653.17

Fund Balance for 727 \$

Fund Balance for 765 \$

West America Checking \$1,105,590.60

MOTION II – Director Peterson motioned to approve Financial Statements and Warrants
2nd by Chairman Martin

VOTE: Unanimous

III. FIRE INSPECTIONS – reports will be presented by Captain Nelson on a quarterly basis.

March

June

September

December

IV. OLD BUSINESS

V. NEW BUSINESS

1. Personnel updates – new Federal holiday must be added to contract. Discussion and request for approval for COLA and presented pay raise by committee to board. Presented Captain Carson's letter of resignation with outlined details to be approved. Open position for Captain and posting position details.
2. 2021 – 22 Preliminary Budget – provide copy to all and requested a vote to approve.

MOTION III – Chairman Armacher motioned to add new federal holiday and approve COLA increase of 1.6% plus pay rate effective July 1, 2021.
2nd by Director Peterson
VOTE: Unanimous

MOTION IV – Director Peterson motioned to accept Captain Carson’s letter to include proposed change in status under Chief’s discretion on duties assigned.
2nd by Director Martin
VOTE: Unanimous

MOTION V – Chairman Armacher motioned to accept Preliminary 2021-22 Budget
2nd by Director Martin
VOTE: Unanimous

VI. **CORRESPONDENCE**

Engine 1 will be entered into 4th of July Parade

VII. **PUBLIC COMMENT**

VII. **MOTION TO ADJOURN**

MOTION IV – Director Peterson motioned to adjourn 17:45 hour
2nd by Director Martin
VOTE: Unanimous

Attest:

Kris Stoeckle 7-12-21
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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Fire Chief's Report

July 2021

Date	Time	Type	Location	Agency
6/1	0818	Medical/ Leg pain	Casa Loma Dr.	OPH
6/2	1543	Vehicle Accident	Hwy.174	PCP
6/4	0022	Commercial FAS	Union Hill School	OPH
6/5	1220	Bicycle Accident	Osborne Hill	OPH
6/6	1200	Public Assist/ Lift assist	Copper Dr.	OPH
6/6	2008	Vegetation Fire	Peninsula Camp Ground	PCP
6/7	1155	Medical/ Altered LOC	Burma Rd .	PCP
6/8	1021	Medical/ Man Down	Loma Rica Dr.	NCC
6/8	2234	Medical/ Overdose	Pine Cone Cr.	OPH
6/12	1355	Medical/ Unknown medical	Somerset Dr.	OPH
6/12	1547	Medical/ Period Pain	Highland Dr.	OPH
6/12	1818	Vehicle Accident	Hwy.174	PCP
6/13	0349	Medical/ Poss. Suicide	Highland Dr.	OPH
6/13	1134	Public Assist/ Lift Assist	Bartlett Dr.	OPH
6/13	1951	Code 2 Medical/ Hand Cramps	Brunswick Rd.	OPH
6/14	1315	Vehicle Accident	E.Bennett Rd.	OPH
6/15	2025	Code 2 Medical/ Wound Vac. Issue	Blue Jay Hill Rd.	OPH
6/16	0004	Code 2 Medical/ Ill Person	Copper Dr.	OPH
6/16	1635	Residential FAS	Hwy.174	OPH
6/19	1537	Public Assist/ Dog Locked In Shed	Rattlesnake Rd.	OPH
6/19	2323	Vehicle Accident	Hwy. 174 X Brunswick Rd.	OPH
6/20	1125	Medical/ Ill Male	Woodrose Way	OPH
6/20	1141	Medical/ 11-44	Terrance Pines Ct.	OPH
6/21	1508	Vegetation Fire WT-42	Valkenburg Ln.	NCC
6/23	2100	Medical/ Difficulty Breathing	Reid Pl.	OPH
6/25	1028	Medical/ Altered LOC	Greenway Pl.	OPH
6/25	1054	Medical/ Stroke	Pleasant Ln.	OPH
6/28	1252	Medical/ Stroke	Pleasant Ln.	OPH
6/28	1312	Vegetation Fire WT-42	Hwy.20 X McCourtney Rd.	GRV
6/29	2308	Code 2 Medical/ Laceration	Honeysuckle Ln.	OPH

30 Total Incidents.

23 in OPH, 5 in PCP, 2 in NCC, 1 in GRV.

Roster is at 17 with 3 applications pending.

WT-52 remains out of service. All other equipment is in service and available.

Ophir Hill Fire Protection District

Fund Balances

As of June 30, 2021

Account	Fund			Total
	721	727	765	
LAIF	541,653.17	-	-	541,653.17
WestAmerica	600,044.09			600,044.09
Total	-	-	-	1,141,697.26

Balance Sheet

As of June 30, 2021
Jun 30, 21

ASSETS

Current Assets

Checking/Savings

1900-00 · LAIF FUND 721 541,653.17

1902-00 · WESTAMERICA CHECKING ACCOUNT 600,044.09

Total Checking/Savings 1,141,697.26

Accounts Receivable

1910-00 · A/R Taxes 65,312.80

1912-00 · A/R Interest Receivable 13,172.32

1913-00 · Accounts Receivable -21,742.66

1954-10 · Due from Other Gov't 65,509.28

Total Accounts Receivable 122,251.74

Total Current Assets 1,263,949.00

TOTAL ASSETS 1,263,949.00

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000-00 · ACCOUNTS PAYABLE 17,495.28

Total Accounts Payable 17,495.28

Other Current Liabilities

2500-00 · PAYROLL TAXES PAYABLE -7,469.84

2600-00 · HEALTH INSURANCE PAYABLE -5,429.45

2700-00 · CalPERS RETIREMENT PAYABLE -8,007.32

2950 · UNAVAILABLE REVENUE 102,702.93

Total Other Current Liabilities 81,796.32

Total Current Liabilities 99,291.60

Total Liabilities 99,291.60

Equity

3001-00 · FUND BALANCE 985,788.00

Net Income 255,336.68

Total Equity 1,241,124.68

TOTAL LIABILITIES & EQUITY 1,340,416.28

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 1, 2020 through July 1, 2021

Jul 1, '20 - Jul 1, 21

Ordinary Income/Expense

Income

4001-00 · CURRENT SECURED TAX	269,194.17
4002-00 · PRIOR SEC TAX	-16.99
4003-00 · CURRENT UNSECURED TAX	7,024.99
4004-00 · PUBLIC UTILITY	85.72
4017-00 · SUPPLEMENTAL SECURED TAX	186,679.60
4018-00 · SUPP UNSECURED TAX	139.32
4028-00 · SUPP PRIOR UNSECURED	199.50
4040-00 · ST HOMEOWNERS PROP	3,462.19
4100-00 · Special Assessment Tax Roll	238,353.45
4110-00 · Special Assessment Hand Bills	1,275.36
4301-00 · INTEREST INCOME	1,611.38
4468-20 · OES-Strike Team Other Reimburse	720,938.35
4496-00 · PROP 172	52,836.98
4606-00 · SALE OF FIXED ASSETS	10,500.00
4620-00 · OTHER REVENUE	171.00
4620-10 · TRAINING	4,580.00
4640-00 · 727 to be transferred	3,660.12
4806-00 · DONATIONS	1,900.00
4902 · GRANT VFA	1,522.00
4996 · Workers Comp Reimbursement	5,179.00

Total Income

1,509,296.14

Gross Profit

1,509,296.14

Expense

5000-00 · Salaries & Benefits	6,471.34
5050-00 · Salaries-Holiday Pay	3,600.00
5060-00 · Salaries-Vacation Buyback	7,543.40
5101-10 · Salaries-BOOKKEEPER	17,272.00
5101-20 · Salaries-CHIEF	97,884.28
5101-21 · Salaries-O/T Chief	22,004.64
5101-40 · Salaries-CAPTAIN	177,201.51
5101-41 · Salaries-O/T Captain	84,620.40
5101-42 · Salaries-OT Planned Capt	23,897.86
5101-50 · Salaries-Engineer	0.00
5101-61 · Salaries-O/T FF	2,799.00
5102-00 · Salaries-SNL FF	79,380.25
5102-20 · Salaries-Cvg Relief Chief	0.00
5102-21 · Salaries-Cvg Relief Captain	17,560.81
5102-23 · Paid Call Firefighters	6,081.00
5102-25 · STRIKE TEAM PAY	215,866.91
5103-00 · RETIREMENT EXPENSE	89,847.70
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	11,266.83
5104-20 · Group Insurance Reimbursement	9,830.20
5104-00 · GROUP INSURANCE - Other	53,242.11

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 1, 2020 through July 1, 2021

	Jul 1, '20 - Jul 1, 21
Total 5104-00 · GROUP INSURANCE	74,339.14
5105-00 · PAYROLL TAX EXPENSE	35,035.40
5106-00 · WORKERS COMP	77,244.00
5202-00 · CLOTHING	297.94
5202-10 · CLOTHING-UNIFORMS PERMANENT	4,000.00
5202-12 · CLOTHING-SNL UNIFORMS	600.00
5202-20 · CLOTHING-STRUCTURE	107.98
5203-00 · COMMUNICATIONS	42,336.33
5205-00 · FOOD	307.18
5206-00 · HOUSEHOLD EXPENSE	2,135.82
5207-00 · INSURANCE	5,653.82
5209-00 · MAINT-EQUIPMENT	5,212.47
5209-10 · MAINT-OFFICE EQUIP	1,587.87
5210-00 · MAINT-STRUCTURE	3,238.22
5211-00 · MAINT-AUTO	26,822.00
5212-00 · MEMBERSHIPS	5,352.74
5213-00 · MEDICAL SUPPLY	1,964.99
5214-00 · SUPPLIES-OFFICE	1,112.45
5214-10 · SUPPLIES-OPERATING	2,203.25
5215-00 · PROFESSIONAL SERVICE	11,905.70
5217-00 · RENTS-EQUIPMENT	75.00
5219-00 · SMALL TOOLS	419.28
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	3,096.87
5219-20 · SMALL TOOLS-MISC.	129.89
5220-00 · SPECIAL DISTRICT EXPENSE	64.61
5220-10 · TRAINING EXPENSE	5,451.69
5220-60 · MISC/ANNUAL MEETING	50.00
5223-00 · FUEL	15,635.86
5224-00 · UTILITIES	10,660.78
5300-30 · OES MISC STRIKE TEAM EXPENSE	16,368.34
5350-00 · SPECIAL ASSESSMENT EXPENSE	11,123.50
5404-00 · AUTO EQUIPMENT-CAPITAL IMP	43,034.32
5507-00 · RESERVE-765	84,666.48
66900 · Reconciliation Discrepancies	-90,305.56
Total Expense	1,253,959.46
Net Ordinary Income	255,336.68
Net Income	255,336.68