

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday – March 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**

Personnel Committee – office manager posting update

**V. NEW BUSINESS**

JPA Meeting Updates – from Vice Chairman Borgnis

**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](http://www.Ophirhillfire.org)

**OPHIR HILL FIRE PROTECTION DISTRICT  
MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
Monday – February 14, 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, Nicole Long – NCC guest

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting – February, 2022  
MOTION I – Chairman Armacher motioned to approve meeting minutes.  
2<sup>nd</sup> by Director Martin  
VOTE: Unanimous
2. Introduce guest, Nicole Long. Nicole presented job posting details for Office Manager/Board Secretary
3. Chief report was given by Chief Rothenberger – see report for details.  
Rise Gold Public meeting has been moved to April 4<sup>th</sup> – public requested more time to review. Roster remains the same except down one for FF Labrentz. All equipment is in service and working well. Station received several donations from community members. In appreciation for FF's continued support well beyond the call of duty.
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	\$840,885.50

  
MOTION II – Director Borgnis motioned to approve Financial Statements and Warrants  
2<sup>nd</sup> 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.  
2022  
March  
June  
September  
December

- IV. OLD BUSINESS**  
No old business

**V. NEW BUSINESS**

Employee Incident Updates – committee will address with employee under separate meeting.  
Board Expectations – Chairman Armacher addressed the group to follow set protocols. Several suggestions were presented and discussed; for example; address issues and deal with immediately, not put off for later. Send group emails to address anything currently going on from Chief. Chief spoke to his “open door” policy for all employees. Staff Meetings are called once a quarter or as needed.  
Office Manager/Board Secretary – Chairman Armacher stated what are the stations needs. Chief and Kris will discuss and create most effective way to cover all requirements and needs.

**VI. CORRESPONDENCE**

**VII. PUBLIC COMMENTS**

**VII. MOTION TO ADJOURN**

MOTION III – Director Peterson motioned to adjourn 18:15 hour  
2<sup>nd</sup> by Director Sousa  
VOTE: Unanimous

Attest:

 3-14-22  
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

March 2022

### Incidents

Date	Time	Type	Location	Agency
2/2	0705	Vegetation Fire WT-42	Burning Bush Rd.	NCC
2/2	1053	Medical/Fall	Brunswick Dr.	OPH
2/2	1257	Medical/Amputation	E. Bennett Rd.	OPH
2/2	1622	Medical/11-44	Pine Hill Dr.	OPH
2/5	1523	Medical/Assault	Beauview Dr.	OPH
2/5	1524	Public Assist/ Lift Assist	Pine Cone Cr.	OPH
2/7	1836	Medical/ Altered LOC	E. Empire St.	OPH
2/9	0709	Control Burn Check	E. Bennett Rd.	OPH
2/9	2245	Code 2 Medical/ Fall	High Barbaree	OPH
2/11	0542	MVA	Lower Colfax X Powerline Rd.	PCP
2/11	1134	Control Burn Check	Fay Rd.	NCC
2/12	1926	Structure Fire WT-42	Lost Tr.	NCC
2/12	2306	Vegetation fire	You Bet Rd.	PCP
2/13	1013	Medical/ Difficulty Breathing	Oak Ridge Dr.	NCC
2/13	1427	MVA	Meadow Dr.	PCP
2/14	1457	Structure Fire WT-42	Derrhaven Ln.	NCC
2/15	1820	Vegetation Fire	Hwy.174	PCP
2/16	1400	Medical/ Abdominal Pain	Manion Canyon Rd.	NCC
2/17	1306	Medical/ Unresponsive	Renmar Ct.	NCC
2/18	1208	Medical/ Amputation	Highland dr.	OPH
2/19	1027	Medical/ ECHO	Wymer Ln.	OPH
2/20	0932	Vegetation Fire	Del Vista Ct.	NCC
2/21	0920	Medical/ Unresponsive	Knoll Top Ct.	NCC
2/22	1128	Medical/ Seizure	Ryans Ranch Rd.	NCC
2/22	1638	Code 2 Medical/ Ill Person	Toby Tr.	NCC
2/23	1550	Public Assist/ Lift Assist	Dogwood Rd.	NCC

2/23	2217	Structure Fire	Sundown Pl.	OPH
2/24	1219	Vegetation fire	Rollins Park Dr.	PCP
2/24	1352	Medical/ Covid	Rattlesnake Rd.	OPH
2/24	1853	Medical/ Ill Person	Pauls Pl.	NCC
2/25	1708	Medical/ Fall	Manion Canyon Rd.	NCC
2/26	1136	Code 2 Medical/ Fall	Partridge Rd.	OPH

All equipment is in service and available.

New Fire fighter has been hired. Eric Dupzyk.

New Office Admin hired. Monique Sousa. In training with Kris.

We are now up and running with our EMT optional skills. (Epi administration, I-Gel airways, Naloxone admin, Glucose monitoring)

Fire Captain position has been flown.

**Ophir Hill Fire Protection District**  
**Fund Balances**  
**As of February - 2022**

Account	Fund			Total
	721	727	765	
LAIF	404,113.73	-	-	404,113.73
WestAmerica	840,885.50			840,885.50
Total	-	-	-	1,244,999.23

## OPHIR HILL FIRE PROTECTION DISTRICT - 721

## Balance Sheet

As of February 28, 2022

	<u>Feb 28, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	404,113.73
1902-00 · WESTAMERICA CHECKING ACCOUNT	840,885.50
Total Checking/Savings	<u>1,244,999.23</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>1,284,559.88</u>
<b>TOTAL ASSETS</b>	<u><u>1,284,559.88</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	36,314.34
Total Accounts Payable	36,314.34
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	34,755.14
2600-00 · HEALTH INSURANCE PAYABLE	-5,429.45
2700-00 · CalPERS RETIREMENT PAYABLE	11,696.40
Total Other Current Liabilities	<u>41,022.09</u>
Total Current Liabilities	<u>77,336.43</u>
Total Liabilities	77,336.43
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,148,621.94
Net Income	82,285.71
Total Equity	<u>1,207,223.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,284,559.88</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 31, 2021 through February 28, 2022

Jul 31, '21 - Feb 28, 22

Ordinary Income/Expense

Income

4001-00 · CURRENT SECURED TAX	258,745.32
4003-00 · CURRENT UNSECURED TAX	7,263.52
4040-00 · ST HOMEOWNERS PROP	1,878.61
4100-00 · Special Assessment Tax Roll	138,789.26
4301-00 · INTEREST INCOME	659.94
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	505.87
4640-00 · 727 to be transferred	3,116.97
4806-00 · DONATIONS	3,250.00
4996 · Workers Comp Reimbursement	5,556.48

Total Income 893,481.42

Gross Profit 893,481.42

Expense

5050-00 · Salaries-Holiday Pay	2,025.00
5060-00 · Salaries-Vacation Buyback	9,908.58
5101-10 · Salaries-BOOKKEEPER	10,892.89
5101-20 · Salaries-CHIEF	0.00
5101-21 · Salaries-O/T Chief	4,438.66
5101-40 · Salaries-CAPTAIN	117,771.51
5101-41 · Salaries-O/T Captain	75,483.39
5101-42 · Salaries-OT Planned Capt	12,326.07
5101-50 · Salaries-Engineer	0.00
5101-61 · Salaries-O/T FF	2,626.50
5102-00 · Salaries-SNL FF	50,414.75
5102-20 · Salaries-Cvg Relief Chief	0.00
5102-21 · Salaries-Cvg Relief Captain	0.00
5102-23 · Paid Call Firefighters	4,234.15
5102-25 · STRIKE TEAM PAY	107,370.97
5103-00 · RETIREMENT EXPENSE	62,741.19
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	5,214.44
5104-20 · Group Insurance Reimbursement	12,179.97
5104-00 · GROUP INSURANCE - Other	30,016.55

Total 5104-00 · GROUP INSURANCE 47,410.96

5105-00 · PAYROLL TAX EXPENSE	135,160.84
5106-00 · WORKERS COMP	38,550.00
5202-00 · CLOTHING	53.36
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5202-20 · CLOTHING-STRUCTURE	1,608.53
5203-00 · COMMUNICATIONS	1,547.40



OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 31, 2021 through February 28, 2022

	<u>Jul 31, '21 - Feb 28, 22</u>
5205-00 · FOOD	16.46
5206-00 · HOUSEHOLD EXPENSE	1,842.43
5207-00 · INSURANCE	20,542.60
5209-00 · MAINT-EQUIPMENT	4,103.66
5209-10 · MAINT-OFFICE EQUIP	1,377.77
5210-00 · MAINT-STRUCTURE	2,697.92
5211-00 · MAINT-AUTO	17,468.31
5212-00 · MEMBERSHIPS	340.00
5213-00 · MEDICAL SUPPLY	1,385.73
5214-00 · SUPPLIES-OFFICE	-35.59
5214-10 · SUPPLIES-OPERATING	1,062.39
5215-00 · PROFESSIONAL SERVICE	15,023.90
5219-00 · SMALL TOOLS	464.64
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	9,744.00
5220-00 · SPECIAL DISTRICT EXPENSE	100.00
5220-10 · TRAINING EXPENSE	5,067.13
5220-20 · SAFETY/FIRE PREVENTION	291.27
5223-00 · FUEL	8,730.69
5224-00 · UTILITIES	6,554.11
5300-30 · OES MISC STRIKE TEAM EXPENSE	6,557.97
5331-00 · GRANT VFA EXPENDITURES	4,833.18
5507-00 · RESERVE-765	290.02
66900 · Reconciliation Discrepancies	0.03
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Total Expense	793,023.37
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Net Ordinary Income	100,458.05
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Net Income	100,458.05
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