

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday, December 11, 2023  
4:00 PM**

**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. OLD BUSINESS**

1. ID badges
2. Personnel retention including paying SNL FF for 24-hour days when on shift

**IV. NEW BUSINESS**

1. Election of new officers for the board of directors

**V. CORRESPONDENCE**

**VI. 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, November 13, 2023**  
**4:00 p.m.**

**I. STANDING ORDERS**

1. CALL TO ORDER - Meeting called to order at 4:00 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Director Peterson, Director Ramey, Director Sousa  
Others Present: Chief Rothenberger, Captain Nelson, Firefighter Ackerman and Board Secretary Monique Sousa  
Absent: Director Martin

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting on October 16, 2023.

MOTION I – Director Sousa motioned to approve the meeting minutes.

2nd by Director Peterson

VOTE: Unanimous

2. Chief's Report

Chief Report given by Chief Rothenberger – see report for details.

OHFPD assisted Nevada County Sheriff's Department and Habitat for Humanity in cleaning up the homeless encampment on the East Bennett property. There are now locked gates to prevent driving on to the property.

Captain Nelson and Chief Rothenberger held a Wildland Fire and Saw Class for Contra Costa County Fire with 29 attendees. Santa Cruz County Fire will be coming in February for the same class.

Halloween at Station 2 was very quiet again this year with only a few trick-or-treaters.

Sierra Nevada ambulance services is having retention issues. There will be times when

Advanced Life Support may be delayed due to qualifications of staffed drivers.

Fire season is coming to an end but permits are still required. Strongest El Nino predicted for this year.

Seasonal Firefighter Sullivan is leaving and his last day is Nov 30. The position is posted and there are no applications submitted yet.

3. Financial Statements and Warrant Requests

Monique Sousa reported the fund balances as outlined below:

Fund Balance for LAIF 721 \$ 613,997.33

Fund Balance for 727 LAIF \$

Fund Balance for 765 LAIF \$

West America Checking \$ 277,082.08

MOTION II – Director Peterson motioned to approve the financial statements.

2nd by Director Sousa

VOTE: Unanimous

**III. FIRE INSPECTIONS**

Captain Nelson reports that inspections are concluded for the year. He will be meeting with the property owner of the businesses at The Y to discuss the fire alarm system as there are portions of the building that cannot be accessed. There are plans in the works for an apartment complex to be built off Hobart Lane. Permits have not been pulled yet. Church fire inspections are scheduled for February. Union Hill



## Fire Chief's Report

December 2023

### Incidents

Date	Time	Type	Location	Agency
11/1	1154	Residential structure fire	Dog Bar Rd.	NCC
11/1	1202	Medical/Chest pain	Oak Ridge Dr.	OPH
11/2	1118	Medical/Seizure	Union Hill School	OPH
11/2	1559	MVA	Wilder Ln.	PCP
11/3	1324	Residential fire alarm	Mosswood Ln.	PCP
11/4	0744	Medical/Overdose	Mary's Dr.	OPH
11/6	1147	Medical/ill person	Bartlett Dr.	OPH
11/6	2207	Residential structure fire WT-42	Red Dog Rd.	NCC
11/7	0551	Medical/Stroke	Bradford Dr.	OPH
11/8	0855	Medical/Fall	Rattlesnake Rd.	OPH
11/8	1822	Debris fire	Brooks Rd.	OPH
11/10	1422	Medical/Echo	Hwy.174	PCP
11/12	2240	Medical/Unknown	Jones Ridge Rd.	NCC
11/13	0520	Medical/Seizure	Little Hill Ln.	OPH
11/13	1033	Code 2 Medical/ Ill person	Tim Burr Ln.	OPH
11/13	1710	Code 2 Medical/ Knee pain	Heigen Ct.	NCC
11/14	0926	Residential structure fire	Cerrito Rd.	NCC
11/14	1405	Commercial fire alarm	Chicago Park School	PCP
11/14	1803	Medical/Chest pain	Jones Ridge Rd.	NCC
11/15	1941	Medical/ Unknown	Cedar Ridge Dr.	OPH
11/16	0713	Medical/ Med check	Hwy.174	OPH
11/16	0848	MVA	Hwy.174	OPH
11/16	1704	MVA	Orton Rd.	PCP
11/16	2240	Medical/Abdominal pain	Jones Ridge Rd.	NCC
11/17	2327	Public assist	Brunswick Dr.	OPH
11/18	0001	Medical/ Med alarm	Pine Hill Dr.	OPH
11/19	0832	Residential structure fire	Turquoise Pl.	NCC
11/19	1113	Medical/Syncope	Pleasant Ln.	OPH

11/21	0012	FMS/Gas hazard		Rattlesnake Rd.	OPH
11/21	0230	Medical/Altered LOC		Brooks Rd.	OPH
11/21	1646	Medical/Difficulty Breathing		Greenhorn Rd.	NCC
11/21	1753	Medical/Unknown		Burma Rd.	PCP
11/21	1944	MVA		Hwy.174 X Nancy Ln.	OPH
11/22	0802	Medical/Echo		Meadowview Dr.	PCP
11/22	2040	MVA		Hwy.174 X Brunswick Rd.	OPH
11/23	1015	Medical/Ill person		Mercury Dr.	OPH
11/24	2035	Medical/ 11-44		Brooks Rd.	OPH
11/25	1946	Medical/ Altercation		Brunswick Rd.	OPH
11/27	1048	Medical/ Cardiac		Empire Mine S.H.P.	OPH
11/27	2123	Structure fire		Ragan Wy.	NCC
11/28	1148	Medical/Back pain		Racoon Mountain Ranch Rd.	OPH
11/29	1720	Vegetation fire	WT-42	Bodie Ridge Rd.	NCC
11/29	2101	MVA		Hwy.174 X Mt. Olive	PCP

43 total incidents. 24 in OPH, 8 in PCP, 11 in NCC.

**All equipment is in service and available.**

**Roster is at 14.**

**Ophir Hill Fire Protection District**  
**Fund Balances**  
**As of November 2023**

Account	Fund			Total
	721	727	765	
LAIF	613,997.33	-	-	613,997.33
WestAmerica	210,944.88	-	-	210,944.88
Total		-	-	824,942.21

OPHIR HILL FIRE PROTECTION DISTRICT - 721  
**Balance Sheet**  
As of November 30, 2023

	Nov 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	31,187.03
1900-00 · LAIF FUND 721 - Other	582,810.30
Total 1900-00 · LAIF FUND 721	613,997.33
1902-00 · WESTAMERICA CHECKING ACCOUNT	210,944.88
Total Checking/Savings	824,942.21
Accounts Receivable	
1910-00 · A/R Taxes	27,598.16
1911-00 · A/R Assessments Receivable	11,912.26
1912-00 · A/R Interest Receivable	230.48
1954-10 · Due from Other Gov't	6,306.65
Total Accounts Receivable	46,047.55
Total Current Assets	870,989.76
<b>TOTAL ASSETS</b>	<b>870,989.76</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	19,769.21
Total Accounts Payable	19,769.21
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-31,885.78
2500-00 · PAYROLL TAXES PAYABLE	-117,797.24
2700-00 · CalPERS RETIREMENT PAYABLE	-113,640.35
Total Other Current Liabilities	-263,323.37
Total Current Liabilities	-243,554.16
Total Liabilities	-243,554.16

OPHIR HILL FIRE PROTECTION DISTRICT - 721  
**Balance Sheet**  
As of November 30, 2023

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	<u>Nov 30, 23</u>
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,428,635.76
3001-01 · FUND-MITIGATION	27,189.34
Net Income	<u>-317,596.98</u>
Total Equity	<u>1,114,543.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>870,989.76</u></u>



OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

November 2023

	Nov 23
Ordinary Income/Expense	
Income	
4468-00 · OES-ENGINE INCOME	14,366.24
4468-10 · OES-PERSONNEL	22,548.74
4468-20 · OES-Strike Team Other Reimburse	4,250.29
4640-00 · 727 to be transferred	780.03
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Total Income	41,945.30
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Gross Profit	41,945.30
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	13,522.08
5101-21 · Salaries-O/T Chief	2,340.36
5101-30 · Salaries-OFFICE MGR.	1,456.06
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	1,117.44
5101-42 · Salaries-OT Planned Capt	1,303.68
5102-00 · Salaries-SNL FF	8,024.00
5102-23 · Paid Call Firefighters	1,178.00
5102-25 · STRIKE TEAM PAY	0.00
5103-00 · RETIREMENT EXPENSE	4,565.34
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	2,429.58
5104-00 · GROUP INSURANCE - Other	2,814.30
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Total 5104-00 · GROUP INSURANCE	5,243.88
5105-00 · PAYROLL TAX EXPENSE	1,752.91
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	1,116.54
5206-00 · HOUSEHOLD EXPENSE	396.76
5207-00 · INSURANCE	6,963.00
5209-00 · MAINT-EQUIPMENT	80.67
5210-00 · MAINT-STRUCTURE	151.47
5211-00 · MAINT-AUTO	4,825.22
5213-00 · MEDICAL SUPPLY	31.04
5214-10 · SUPPLIES-OPERATING	27.95
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	1,555.03
5220-00 · SPECIAL DISTRICT EXPENSE	500.00
5223-00 · FUEL	42.96
5224-00 · UTILITIES	1,125.26
5402-00 · STRUCTURE/IMPRV	498.02
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Total Expense	71,445.03
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Net Ordinary Income	-29,499.73

OPHIR HILL FIRE PROTECTION DISTRICT - 721  
Profit & Loss  
November 2023

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	<u>Nov 23</u>
Other Income/Expense	
Other Expense	
7710 · Fees and Penalties	<u>55.70</u>
Total Other Expense	<u>55.70</u>
Net Other Income	<u>-55.70</u>
Net Income	<u><u>-29,555.43</u></u>