

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday, January 8, 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. FIRE INSPECTIONS – Report and updates – Captain Nelson reports quarterly in January, April, July, and October.**

**IV. OLD BUSINESS**

1. ID badges
2. Personnel retention – Seasonal Firefighter compensation
3. Fire district assessment

**V. NEW BUSINESS**

1. Discuss establishing jurisdiction of fire inspections violations in commercial parcels

**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, December 11, 2023**  
**4:00 p.m.**

**I. STANDING ORDERS**

1. CALL TO ORDER - Meeting called to order at 4:02 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Director Martin, Director Peterson, Director Ramey, Director Sousa  
Others Present: Chief Rothenberger, Captain Nelson, and Board Secretary Monique Sousa

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting on November 13, 2023.  
MOTION I – Director Peterson motioned to approve the meeting minutes.  
2nd by Director Ramey  
VOTE: Unanimous
2. Chief's Report  
Chief Report given by Chief Rothenberger – see report for details.  
Lexipol will be assigning a new rep to OHFPD and will resume the policy updates in January.  
The Seasonal Firefighter opening has been posted.  
In January, OHFPD will post an opening for an Engineer.
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 \$ 210,944.88  
MOTION II – Director Peterson motioned to approve the financial statements.  
2nd by Director Ramey  
VOTE: Unanimous

**III. OLD BUSINESS**

1. ID Badges  
A few more pictures need to be taken and then badges will be made.
2. Personnel retention including paying SNL FF for 24-hour days when on shift  
Discussed paying SNL FF 24 hours/day. Chief Rothenberger will report back next month with the cost of paying SNL FF for 24-hour days.  
MOTION III – Director Peterson motioned to employ three SNL FF 24-hour days with no benefits.  
2nd by Director Sousa  
VOTE: Unanimous

**V. NEW BUSINESS**

1. Election of new officers for the board of directors  
Motion IV – Chairman Armacher motioned that Buckley Armacher will be the Chairman and Eric Peterson will be the Vice-Chairman for the upcoming year.  
2nd by Director Ramey  
Vote: Unanimous



# Fire Chief's Report

January 2024

In the month of December Station 52 responded to a total of 33 incidents. The following is the incident break down

Ophir Hill District            13 medical aid, 2 MVA, 3 fire alarm, 1 vegetation fire.

Peardale-Chicago Park      2 MVA.

Consolidated                 4 medical aid, 1 MVA, 4 structure fire, 1 debris check.

## Equipment

WT-42 is out of service. Cracked wheel and air leak. OES has been notified.

## Personnel

Roster is currently at 12. Firefighter Nathan Morgan took a leave of absence to attend the fire academy at American River College. Firefighter Nick Bridge will also be unavailable as he is attending the Sierra College Fire Academy.

New Firefighter in the process of being hired. William Holthans. Lives in Chico and was recently employed with the U.S.F.S. on the Plumas Hotshots.

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

Account	721	Fund		Total
		727	765	
LAIF	613,997.33	-	-	613,997.33
WestAmerica	160,257.58	-	-	160,257.58
Total		-	-	774,254.91

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>
<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	<u>582,810.30</u>
Total 1900-00 · LAIF FUND 721	613,997.33
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>160,257.58</u>
Total Checking/Savings	774,254.91
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	<u>6,306.65</u>
Total Accounts Receivable	<u>46,047.55</u>
Total Current Assets	<u>820,302.46</u>
<b>TOTAL ASSETS</b>	<u><u>820,302.46</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>15,917.30</u>
Total Accounts Payable	15,917.30
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-107,367.00
2510-00 · PAYROLL DEDUCTIONS PAYABLE	600.00
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-107,343.85</u>
Total Other Current Liabilities	<u>-214,110.85</u>
Total Current Liabilities	<u>-198,193.55</u>
Total Liabilities	-198,193.55

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of December 31, 2023

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	<u>Dec 31, 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	-413,644.89
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Total Equity	1,018,496.01
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TOTAL LIABILITIES & EQUITY	<u>820,302.46</u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

December 2023

	Dec 23
Ordinary Income/Expense	
Income	
4496-00 · PROP 172	13,076.64
4620-10 · TRAINING	5,135.00
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Total Income	18,211.64
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Gross Profit	18,211.64
Expense	
5050-00 · Salaries-Holiday Pay	1,474.20
5060-00 · Salaries-Vacation Buyback	4,693.24
5101-20 · Salaries-CHIEF	18,376.16
5101-21 · Salaries-O/T Chief	0.00
5101-30 · Salaries-OFFICE MGR.	3,078.35
5101-40 · Salaries-CAPTAIN	27,254.72
5101-41 · Salaries-O/T Captain	9,014.34
5101-42 · Salaries-OT Planned Capt	4,095.84
5102-00 · Salaries-SNL FF	12,801.00
5102-23 · Paid Call Firefighters	2,185.50
5102-25 · STRIKE TEAM PAY	0.00
5103-00 · RETIREMENT EXPENSE	10,414.61
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	4,859.16
5104-00 · GROUP INSURANCE - Other	2,727.30
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Total 5104-00 · GROUP INSURANCE	7,586.46
5105-00 · PAYROLL TAX EXPENSE	2,530.30
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	4,048.58
5206-00 · HOUSEHOLD EXPENSE	46.44
5209-00 · MAINT-EQUIPMENT	1,622.13
5210-00 · MAINT-STRUCTURE	410.00
5211-00 · MAINT-AUTO	326.94
5223-00 · FUEL	253.45
5224-00 · UTILITIES	253.34
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Total Expense	110,465.60
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Net Ordinary Income	-92,253.96



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

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	<u>Dec 23</u>
Other Income/Expense	
Other Expense	
7710 · Fees and Penalties	<u>55.37</u>
Total Other Expense	<u>55.37</u>
Net Other Income	<u>-55.37</u>
Net Income	<u><u>-92,309.33</u></u>