

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday – March 13, 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 on a quarterly basis 2023:

February
March
June
September
December

IV. OLD BUSINESS

1. ID badges
2. Update on AT&T project
3. Appreciation Dinner
4. 700 Form due April 3, 2023

V. NEW BUSINESS

1. Personnel and Hiring
2. UTV

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, February 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, Vice-Chairman Borgnis, Director Martin, Director Peterson, Director Sousa
Others Present: Chief Robb Rothenberger, Captain Jon Nelson, Captain Bryan Wheeler, Firefighter Sarah Cartmell, Volunteer Firefighter Nathan Morgan and Board Secretary Monique Sousa

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting on January 9, 2023.
MOTION I – Director Peterson motioned to approve the meeting minutes.
2nd by Director Martin
VOTE: Unanimous
2. Chief's Report
Chief Report given by Chief Rothenberger – see report for details.
Nevada County Consolidated Fire District and OHFPD have an Automatic Aid Agreement. As NCCFD is a larger district with larger call volume, Chief Robitaille initiated a restructuring of the agreement, where NCCFD will provide a duty officer when Chief Rothenberger is not available. In this case, the ECC will automatically dispatch a NCCFD duty officer to any vehicle accident or structure fire. If they are not needed the call will be canceled. Chief Robitaille and Chief Rothenberger will discuss tomorrow.
OHFPD will post the opening for the available captain's position. It is difficult, region-wide, to fill positions due to higher wages and benefits in other areas.
Environmental Impact Report was released on December 12, 2022 for the Idaho Maryland Mine. It is still in the review portion of the process.
Rough and Ready Fire Protection District announced that it might be closing their doors in June, which initiated a LAFCO study. LAFCO will conduct a study for Nevada County Fire and Emergency Service Response, with the first meeting being on February 16th.
The Rookie Academy hosted by Higgins Fire Protection District and OHFPD is going well and will continue into mid-May.
SCBA Confidence Course built by Captain Nelson at Station 2 is being run. OHFPD paid call, Grass Valley City and NCCFD, and Rookie Academy are all included. It is very well received.
Fire Safe Council has an Access and Functional Needs program for vegetation clearing eligible to low-income residents who are either 65+ or disabled. Applications are accepted online at Nevada County Fire Safe Council at <https://www.areyoufiresafe.com/>
Training will be done next week.

3. Financial Statements and Warrant Requests
Monique Sousa reported the fund balances as outlined below:
Fund Balance for LAIF 721 \$ 599,727.52
Fund Balance for 727 LAIF \$
Fund Balance for 765 LAIF \$
West America Checking \$ 663,328.38

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

2nd by Vice-Chairman Borgnis

VOTE: Unanimous

III. **FIRE INSPECTIONS** – report presented by Captain Nelson

2023

February – done

March

June

September

December

Fire inspection report given by Captain Nelson – see report for details

IV. **OLD BUSINESS**

1. New ID Badges
Captain Nelson reports that it is in process. He is hoping to have mock ups next month.
2. Update on AT&T project
Internet is working. We are reviewing the phone contract and hope to sign off soon.
3. Appreciation Dinner
We are finalizing attendance.
4. 700 Form
The 700 Form is due April 3, 2023. You can go to the Nevada County Clerk of the Board office if you prefer to file the 700 Form in person.

V. **NEW BUSINESS**

VI. **CORRESPONDENCE**

1. A Resilience for Firefighters Training will be held at Penn Valley Fire Protection District on March 18, 2023 at 10 a.m.
2. Health Safety Carnival is May 6th.

VII. **PUBLIC COMMENT**

Chairman Armacher and Director Martin came to last months training and complimented Captain Wheeler and Firefighter Cartmell on a thorough and effective training.

VIII. MOTION TO ADJOURN

MOTION III – Director Peterson motioned to adjourn the meeting at 4:43 p.m.
2nd by Director Martin
VOTE: Unanimous

Attest:

 03/13/2023
Monique Sousa – 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 2023

Incidents

Date	Time	Type	Location	Agency
2/2	1236	Medical/Bleeding	Somerset Dr.	OPH
2/2	1258	Medical/Fall	Hound Dog Rd.	PCP
2/2	1652	Public Assist/Lift Assist	Gold Hill Dr.	OPH
2/2	1722	MVA	174 X Meadow Dr.	PCP
2/3	0716	Residential Structure Fire (WT-42)	Hwy.49	NCC
2/4	1109	Medical/Fall	Mercury Dr.	OPH
2/5	0638	Public Assist/Lift Assist	Mercury Dr.	OPH
2/5	1026	MVA	Brewer Rd.	NCC
2/5	1522	Medical/Echo	Loa Ct.	PCP
2/6	1740	Public Assist/Lift Assist	Bartlett Dr.	OPH
2/6	1951	Medical/GI Bleed	Osborne Hill Rd.	OPH
2/8	1927	Public assist/Lift Assist	Gold Hill Dr.	OPH
2/9	0222	Public Assist/Lift Assist	Manyon Canyon Rd.	NCC
2/9	1732	Medical/Unknown Problem	Hwy.174	OPH
2/9	1946	Code 2 Medical/ Fever	Somerset Dr.	OPH
2/11	1546	Medical/ Med Alarm	Brunswick Dr.	OPH
2/11	1605	Medical/ Difficulty Breathing	Bartlett Dr.	OPH
2/12	1034	Medical/ Unknown Problem	Sky Oaks Rd.	NCC
2/12	2036	Medical/ Difficulty Breathing	Footwall Dr.	OPH
2/14	2004	Residential Fire Alarm	Mosswood Ln.	PCP
2/15	1320	Code 2 Medical/ Ill Person	Mercury Dr.	OPH
2/15	1518	Code 2 Medical/ Head Injury	Lava Cap Mine Rd.	NCC
2/17	2014	MVA	Hwy.174 X Meadowview	PCP
2/18	0350	Medical/ Cardiac	Copper Dr.	OPH
2/18	0506	Public Assist/Lift Assist	Manyon Canyon Rd.	NCC
2/18	1430	Code 2 Medical/ Leg Pain	Chatsworth Ln.	OPH
2/22	1355	FMS/ Possible Lines Down	Lost Lake Rd.	NCC
2/23	1438	Code 2 Medical/ Hip Injury	Bradford Dr.	OPH
2/24	0132	Residential Structure Fire (WT-42)	Ivy St.	NSJ
2/24	0542	MVA	Meadow Dr.	PCP

2/24	1215	MVA	Brunswick Rd.	OPH
2/24	1628	CO Alarm	Lower Colfax Rd.	OPH
2/24	1716	FMS/ Electrical Hazard	Star Dr.	OPH
2/26	1931	FMS/ Electrical Hazard	Greenhorn Rd.	NCC
2/26	1941	FMS/ Electrical Hazard	Bartlett Dr.	OPH
2/27	1153	FMS/ Electrical Hazard	Anchor Ln.	OPH
2/27	1201	FMS/ Electrical Hazard	Star Dr.	OPH
2/27	1527	FMS/ Electrical Hazard	Hobart Ln.	OPH
2/27	1530	FMS/ Electrical Hazard	Highland Dr.	OPH
2/27	1612	FMS/ Electrical Hazard	Brunswick Pines Rd.	NCC
2/27	1625	FMS/ Electrical Hazard	Lower Anchor Ln.	OPH
2/27	1650	FMS/ Electrical Hazard	Highland Dr.	OPH
2/27	1723	Public Assist/ Flooding	Crescent Dr.	OPH
2/27	1804	FMS/ Electrical Hazard	Brunswick Dr.	OPH
2/27	1818	CO Monitor	Day Rd.	PCP
2/27	1824	Medical/ Difficulty Breathing	Cedar Crest Ct.	PCP
2/27	2029	FMS/ Electrical Hazard	Brunswick Dr.	OPH
2/27	2053	FMS/ Electrical Hazard	Star Dr.	OPH
2/28	0132	Medical/ Choking	Brooks Rd.	OPH
2/28	0348	Commercial Vehicle Fire	Wilson Rd.	OPH
2/28	1123	Public Assist/ Malfunctioning Heater	Pampas Dr.	GRV
2/28	1155	Medical/ Chest Pain	Rattlesnake Ridge Dr.	OPH
2/28	1328	FMS/ Electrical Hazard	Cedar Crest Ct.	PCP
2/28	1351	FMS/ Tree Into House	Greenhorn Rd.	NCC
2/28	1513	Medical/ Unknown Problem	Baccarat Ct.	NCC
2/28	1904	FMS/ Tree Into House	Greenhorn Rd.	OPH
2/28	1952	FMS/ Tree Into House	Highland Dr.	OPH
2/28	2207	FMS/ Electrical Hazard	E.Bennett Rd.	OPH
2/28	2210	Medical/ Person Hit By Tree	Hwy. 174	OPH
2/28	2323	FMS/ Tree Into LPG Tank	Burma Rd.	OPH

60 total incidents. 38 OPH, 9 PCP, 11 NCC, 1 GRV, 1 NSJ.

No changes in the roster.

All equipment is available and in service.

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

Account	721	Fund		Total
		727	765	
LAIF	599,727.52	-	-	599,727.52
WestAmerica	626,979.59			626,979.59
Total		-	-	1,226,707.11

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	31,187.03
1900-00 · LAIF FUND 721 - Other	568,540.49
Total 1900-00 · LAIF FUND 721	599,727.52
1902-00 · WESTAMERICA CHECKING ACCOUNT	626,979.59
Total Checking/Savings	1,226,707.11
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	1,272,754.66
TOTAL ASSETS	1,272,754.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	29,887.10
Total Accounts Payable	29,887.10
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-115,243.90
2700-00 · CalPERS RETIREMENT PAYABLE	-83,821.35
Total Other Current Liabilities	-199,065.25
Total Current Liabilities	-169,178.15
Total Liabilities	-169,178.15

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of February 28, 2023

	Feb 28, 23
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,350,038.18
3001-01 · FUND-MITIGATION	27,189.34
Net Income	88,389.49
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Total Equity	1,441,932.81
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TOTAL LIABILITIES & EQUITY	1,272,754.66
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OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

February 2023

	Feb 23
Ordinary Income/Expense	
Income	
4468-10 · OES-PERSONNEL	12,138.14
4468-20 · OES-Strike Team Other Reimburse	2,052.01
4496-00 · PROP 172	6,303.60
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Total Income	20,493.75
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Gross Profit	20,493.75
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-10 · Salaries-BOOKKEEPER	75.00
5101-20 · Salaries-CHIEF	8,416.40
5101-21 · Salaries-O/T Chief	0.00
5101-30 · Salaries-OFFICE MGR.	2,034.14
5101-40 · Salaries-CAPTAIN	11,522.20
5101-41 · Salaries-O/T Captain	1,026.00
5101-42 · Salaries-OT Planned Capt	2,282.84
5102-00 · Salaries-SNL FF	8,202.50
5102-23 · Paid Call Firefighters	843.50
5102-25 · STRIKE TEAM PAY	0.00
5103-00 · RETIREMENT EXPENSE	4,594.23
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	2,429.58
5104-00 · GROUP INSURANCE - Other	2,114.25
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Total 5104-00 · GROUP INSURANCE	4,543.83
5105-00 · PAYROLL TAX EXPENSE	1,348.84
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	4,326.77
5205-00 · FOOD	12.75
5206-00 · HOUSEHOLD EXPENSE	438.32
5210-00 · MAINT-STRUCTURE	3,147.16
5211-00 · MAINT-AUTO	238.86
5212-00 · MEMBERSHIPS	1,051.56
5214-00 · SUPPLIES-OFFICE	906.93
5214-10 · SUPPLIES-OPERATING	188.05
5215-00 · PROFESSIONAL SERVICE	1,565.74
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	3,033.77
5220-00 · SPECIAL DISTRICT EXPENSE	2,193.90
5220-20 · SAFETY/FIRE PREVENTION	66.50

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

February 2023

	Feb 23
5223-00 · FUEL	4,776.11
5224-00 · UTILITIES	1,364.73
Total Expense	68,200.63
Net Ordinary Income	-47,706.88
Net Income	-47,706.88