

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, May 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 on a quarterly basis

2023:

February

March

April

June

September

December

IV. OLD BUSINESS

1. ID badges
2. Update on AT&T project
3. Appreciation Dinner
4. Personnel and Hiring
5. Grass Valley Car Show Participation

V. NEW BUSINESS

1. Resignation of Board Member and Open Seat
2. Resolution and Approval of Fire Risk Management Services (formerly FASIS) Joint Powers Agreement

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, April 10, 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 and Board Secretary Monique Sousa

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting held on March 13, 2023.
MOTION I – Director Peterson motioned to approve the meeting minutes.
2nd by Director Sousa
VOTE: Unanimous
2. Chief's Report
Chief Report given by Chief Rothenberger – see report for details.
There were 70 incidents in the month of March of which 38 were in OHFPD and the remaining were in the surrounding districts. This is double the OHFPD average due to winter storms.
There are 4 paid call firefighter applications pending.
The Water Tender is currently at G&T Trucking. Estimate pending.
The new defibrillation compression device arrived and training is underway.
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 \$ 535,811.09
MOTION II – Director Peterson motioned to approve the financial statements.
2nd by Director Martin
VOTE: Unanimous

III. FIRE INSPECTIONS – report presented by Captain Nelson

2023

February – done

March – done

April – Union Hill School is complete with one reinspection scheduled in April. Cedar Ridge Country Store is in process. Three churches are scheduled for next month and one church is being scheduled.

June

September

December

IV. OLD BUSINESS

1. ID Badges
Captain Nelson and Paid Call Firefighter Roberts are researching the pricing to update the software for the existing badge machine. Captain Nelson will research printing the badges through an outside vendor and local print houses. He will bring samples to the next meeting.
2. Update on AT&T project
AT&T Internet is up and running. The telephone installation is scheduled for Tuesday, April 11.
3. Appreciation Dinner
It is scheduled for April 15th at 6 pm.
4. 700 Form
The 700 Forms are complete.
5. Personnel and Hiring
The captain position is closing April 15th. Chief Rothenberger suggested reposting the position as an apparatus engineer if there are no qualified applicants by the application closing date. To be discussed at the next board meeting.
6. UTV
Captain Nelson presented more information on several UTV models. OHFPD will apply for a grant for a UTV through Polaris. The board will readdress in the future if needed.

V. NEW BUSINESS

1. Revisit the salary and benefits for staff that was approved at the Board Meeting held on September 12, 2022.
At the next board meeting, Chief Rothenberger will propose a change to compensation for the firefighter position to include pay scales, an increase in pay, 24-hour shifts, and health benefits.
2. Review MOU
As discussed with the personnel committee, Captain Nelson presented a 10% payrate increase and a projected 5% COLA increase, increase in vacation sell back hours, and a \$100/month contribution to PERS 457. See MOU for details.

MOTION III – Director Peterson motioned to approve the changes to the MOU.

2nd by Director Martin

VOTE: Unanimous

3. Discuss participation in Grass Valley Car Show
OHFPD plans to participate in the Grass Valley Car Show on May 6th.
4. Discuss hostile work environment issues
Over a year ago, Captain Nelson discussed an issue with Chief Rothenberger. Chief Rothenberger along with Captain Nelson brought this issue to the personnel committee. In response, Chairman Armacher and Vice-Chairman Borgnis discussed the expectations regarding communication between firefighters and board members.

VI. CORRESPONDENCE

1. On April 19 at 7pm, Sierra Cinemas is playing the Original Superman.

VII. PUBLIC COMMENT

1. Captain Nelson qualified as a Division Group Supervisor for any national disaster.
2. The Lily Pruett Hero's Softball Tournament is coming up. More info to follow.

VIII. **MOTION TO ADJOURN**

MOTION IV – Director Peterson motioned to adjourn the meeting at 5:50 p.m.
2nd by Director Martin
VOTE: Unanimous

Attest:

 05/08/2023
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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Online at www.Ophirhillfire.org

Fire Chief's Report

May 2023

Incidents

Date	Time	Type		Location	Agency
4/1	2340	Medical/Fall		Kodiak Ln.	NCC
4/3	0358	Residential structure fire	WT-42	McCarter Wy.	NCC
4/3	1332	Code 2 medical/ Ill person		Hwy.174	OPH
4/3	2127	Public assist/ Lift assist		Bartlett Dr.	OPH
4/4	0424	Commercial vehicle fire	WT-42	I-80 Colfax	Cal Fire
4/5	1722	Medical/ Chest pain		Highland Dr.	OPH
4/5	2108	MVA		You Bet Rd.	PCP
4/7	1209	Code 2 medical/ Leg pain		Burma Rd.	OPH
4/8	0003	Public assist/ Lift assist		Collier Rd.	NCC
4/8	2019	Residential fire alarm		Hoppy Hollow Rd.	NCC
4/12	2049	Medical/ Chest pain		Old Mine Rd.	OPH
4/13	1622	Code 2 medical/ High BP		Brunswick Dr.	OPH
4/13	2130	Medical/ Physical altercation		Brunswick Dr.	OPH
4/14	0911	Medical/ Panic attack		Empire Mine S.H.P.	OPH
4/14	2306	MVA		Manion Canyon Rd.	NCC
4/15	0734	Medical/ Stroke		Bartlett Dr.	OPH
4/15	1206	Medical/ Unknown problem		Rattlesnake Rd.	OPH
4/17	0853	Medical/ Amputation		Union Hill School	OPH
4/17	1357	Medical/ Echo CPR		Cedar Ridge Dr.	OPH
4/18	1258	Code 2 medical/ High BP		Cedar Ridge Dr.	OPH
4/19	1749	Medical/ amputation		Somerset Dr.	OPH
4/19	1928	Code 2 medical/ Ill person		Bartlett Dr.	OPH
4/20	1143	Medical/ Chest pain		Rattlesnake Rd.	NCC
4/20	1459	Medical/ Difficulty breathing		Greenhorn Rd.	NCC
4/21	2003	Vegetation fire		Lower Colfax Rd.	PCP
4/22	1017	Commercial fire alarm		Loma Rica Dr.	NCC
4/22	1404	Medical/ Fall		Toby Tr.	NCC

4/25	1425	Vegetation fire	WT-42	Bald Ridge Dr.	PNV
4/25	1705	Vegetation fire	WT-42	La Barr Meadows Rd.	NCC
4/26	1224	MVA		174 X Bartlett	OPH
4/26	1736	Medical/ Stroke		Rattlesnake Rd.	OPH
4/26	2346	Code 2 medical/ Stomach pain		Goodall Mine Rd.	OPH
4/27	1159	Vegetation fire		Edgewood Dr.	PCP
4/27	1323	Medical/ Stroke		Admiral Ln.	OPH
4/27	1537	Vegetation fire		Lyle White Memorial Dr.	PCP
4/29	1146	Medical/ Altered LOC		Empire Mine S.H.P.	OPH
4/29	1443	Residential structure fire		Toby Tr.	NCC
4/29	1947	Medical/ 11-44		Cedar Ridge Dr.	OPH
4/30	0851	Medical/ Nose bleed		Hwy. 174	OPH
4/30	1052	Medical/ fall		Dogwood Rd.	NCC
4/30	1444	Medical/ fall		Axle Ct.	NCC
4/30	1938	MVA		174 X Sunrise Ln.	OPH

Total incidents 42. OPH 23, PCP 4, NCC 13, PNV 1, Cal Fire 1.

Roster is at 17 with three applications pending.

WT-42 is out of service being repaired by OES. All other equipment is in service and available.

Ophir Hill Fire Protection District
Fund Balances
As of April 2023

Account	Fund			Total
	721	727	765	
LAIF	603,769.59	-	-	603,769.59
WestAmerica	453,734.56	-	-	453,734.56
Total		-	-	1,057,504.15

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	31,187.03
1900-00 · LAIF FUND 721 - Other	<u>572,582.56</u>
Total 1900-00 · LAIF FUND 721	603,769.59
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>453,734.56</u>
Total Checking/Savings	1,057,504.15
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>1,103,551.70</u>
TOTAL ASSETS	<u><u>1,103,551.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>35,850.63</u>
Total Accounts Payable	35,850.63
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-115,243.90
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-83,821.35</u>
Total Other Current Liabilities	<u>-199,065.25</u>
Total Current Liabilities	<u>-163,214.62</u>
Total Liabilities	-163,214.62

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of April 30, 2023

	<u>Apr 30, 23</u>
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,349,729.78
3001-01 · FUND-MITIGATION	27,189.34
Net Income	-86,468.60
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Total Equity	1,266,766.32
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TOTAL LIABILITIES & EQUITY	1,103,551.70
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OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

April 2023

	Apr 23
Ordinary Income/Expense	
Income	
4110-00 · Special Assessment Hand Bills	1,217.67
4301-00 · INTEREST INCOME	4,042.07
4468-00 · OES-ENGINE INCOME	1,796.90
4468-10 · OES-PERSONNEL	14,953.95
4468-20 · OES-Strike Team Other Reimburse	3,015.00
4496-00 · PROP 172	5,702.53
4620-00 · OTHER REVENUE	14.83
4640-00 · 727 to be transferred	-444.19
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Total Income	30,298.76
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Gross Profit	30,298.76
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	8,416.40
5101-21 · Salaries-O/T Chief	0.00
5101-30 · Salaries-OFFICE MGR.	1,609.66
5101-40 · Salaries-CAPTAIN	11,522.20
5101-41 · Salaries-O/T Captain	213.75
5101-42 · Salaries-OT Planned Capt	2,282.84
5102-00 · Salaries-SNL FF	8,576.50
5102-23 · Paid Call Firefighters	671.50
5102-25 · STRIKE TEAM PAY	2,709.12
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	2,201.25
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Total 5104-00 · GROUP INSURANCE	4,630.83
5105-00 · PAYROLL TAX EXPENSE	1,205.72
5202-00 · CLOTHING	1,001.23
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	608.51
5206-00 · HOUSEHOLD EXPENSE	896.59
5207-00 · INSURANCE	9,846.00
5209-00 · MAINT-EQUIPMENT	144.56
5209-10 · MAINT-OFFICE EQUIP	6,322.46
5210-00 · MAINT-STRUCTURE	876.08
5211-00 · MAINT-AUTO	657.58
5212-00 · MEMBERSHIPS	110.00
5214-00 · SUPPLIES-OFFICE	158.14
5215-00 · PROFESSIONAL SERVICE	5,277.74
5219-00 · SMALL TOOLS	149.99
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	606.16

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

April 2023

	<u>Apr 23</u>
5220-10 · TRAINING EXPENSE	389.58
5220-60 · MISC/ANNUAL MEETING	1,780.00
5223-00 · FUEL	1,962.68
5224-00 · UTILITIES	1,048.41
5331-00 · GRANT VFA EXPENDITURES	<u>11,353.02</u>
Total Expense	<u>89,621.48</u>
Net Ordinary Income	<u>-59,322.72</u>
Net Income	<u><u>-59,322.72</u></u>