

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, September 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. FIRE INSPECTIONS – Report and updates – Captain Nelson reports quarterly

IV. OLD BUSINESS

1. ID badges
2. OHFPD Water Tender 52
3. Discuss possibility of fire district assessment
4. Nevada County Consolidated Fire District merger update

V. NEW BUSINESS

1. Review and Approve Final Budget 2023/2024

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, August 14, 2023
4:00 p.m.

I. STANDING ORDERS

1. CALL TO ORDER - Meeting called to order at 4:01 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Director Martin, Director Peterson, Director Sousa
Others Present: Chief Robb Rothenberger, Captain John Nelson, Captain Bryan Wheeler, Chief Robitaille from Nevada County Consolidated and Board Secretary Monique Sousa
Absent: Director Richard Ramey

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting on July 10, 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.
Discussed weather outlook predictions. Fire Fighter Cartmell left and Fire Fighter Casey Ackerman was hired. Chief Rothenberger thanked Chief Robitaille for helping OHFPD staff the station during the last strike team assignment.
3. Financial Statements and Warrant Requests
Monique Sousa reported the fund balances as outlined below:
Fund Balance for LAIF 721 \$ 608,510.03
Fund Balance for 727 LAIF \$
Fund Balance for 765 LAIF \$
West America Checking \$ 515,672.18
MOTION II – Director Peterson motioned to approve the financial statements.
2nd by Director Martin
VOTE: Unanimous

III. FIRE INSPECTIONS – report given by Captain Nelson

2023

February – done

March – done

April – done

May – done

June – done

July – nothing to report

August – There are three fire inspections scheduled for September 7th for new businesses in The Brunswick Y shopping center. OHFPD will be also monitoring Union Hill School as they have installed new alarm panels.

September

December

IV. OLD BUSINESS

1. ID Badges
Nevada County Consolidated Fire District agreed to print the ID badges. Chief Rothenberger will coordinate taking pictures and submit them to NCCFD. Chief Rothenberger expects to have the new badges by September's board meeting.
2. Update on LAFCO and R&R Fire Department, Penn Valley Fire Protection District and Nevada County Consolidated Fire District consolidation
Chief Robitaille from NCCFD, discussed the consolidation between all three districts. Phase 1 is to staff R&R with a joint agreement. PVFPD offers one fire fighter and NCCFD offers the company officer. Phase 2 passed last Tuesday when Nevada County approved \$1 million dollars of gap funding over the next 24 months so that there will be no interruption of service for R&R area. Phase 3 is to analyze a reorganization or consolidation of the three districts with the input of LAFCO. Discussed what this could mean for OHFPD.
3. OHFPD Water Tender 52
Discussed options for repairing and or selling WT52. Agreed to have WT52 towed from G&T Truck Repair to NCCFD to be repaired by NCCFD's mechanics with OHFPD's parts. Once it is running, OHFPD and NCCFD will reevaluate the possible sale of.
4. Review and update Fire District Assessment
Chief Rothenberger reports on the procedure PCPFPD used to increase the fire district assessment. To obtain a quote from the consultant that PCPFPD used, for the assessment, OHFPD will need to determine the needs of the district. This is a timely process that took PCPFPD over a year. Next month Chief Rothenberger will bring to the board, his recommendations of the needs of the district.

V. NEW BUSINESS

1. Review local fire district consolidations in Nevada County by Chief Robitaille
Discussed above under Old Business, number 2.

VI. CORRESPONDENCE

VII. PUBLIC COMMENT

1. Reminder: The 3rd Annual Salute to First Responders hosted by Nevada County Law Enforcement and Fire Protection Council is on August 18th at Naggiar Winery.

VIII. MOTION TO ADJOURN

MOTION V – Director Peterson motioned to adjourn the meeting at 5:02 p.m.
2nd by Director Martin
VOTE: Unanimous

Attest:

 9/11/2023
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).

**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
Fund Balances
As of August 2023

Account	Fund			Total
	721	727	765	
LAIF	608,510.03	-	-	608,510.03
WestAmerica	443,522.25	-	-	443,522.25
Total		-	-	1,052,032.28

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

August 2023

	<u>Aug 23</u>
Ordinary Income/Expense	
Income	
4001-00 · CURRENT SECURED TAX	31,103.07
4003-00 · CURRENT UNSECURED TAX	83.13
4004-00 · PRIOR UNSECURED TAX	18.54
4017-00 · SUPPLEMENTAL SECURED TAX	4,305.18
4018-00 · SUPP UNSECURED TAX	108.71
4028-00 · SUPP PRIOR UNSECURED	8.91
4040-00 · ST HOMEOWNERS PROP	506.20
4301-00 · INTEREST INCOME	722.35
4496-00 · PROP 172	7,560.75
4511-70 · SPECIAL ASSESSMENTS	7,689.68
4640-00 · 727 to be transferred	486.00
	<hr/>
Total Income	52,592.52
	<hr/>
Gross Profit	52,592.52
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	9,188.08
5101-21 · Salaries-O/T Chief	2,080.32
5101-30 · Salaries-OFFICE MGR.	1,685.36
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	4,858.38
5101-42 · Salaries-OT Planned Capt	2,699.76
5102-00 · Salaries-SNL FF	10,659.00
5102-23 · Paid Call Firefighters	201.50
5103-00 · RETIREMENT EXPENSE	4,899.84
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	2,429.58
5104-00 · GROUP INSURANCE - Other	2,857.76
	<hr/>
Total 5104-00 · GROUP INSURANCE	5,287.34
5105-00 · PAYROLL TAX EXPENSE	1,619.16
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	945.54
5206-00 · HOUSEHOLD EXPENSE	46.44
5207-00 · INSURANCE	7,270.00
5209-00 · MAINT-EQUIPMENT	1,026.63
5211-00 · MAINT-AUTO	20,885.46
5213-00 · MEDICAL SUPPLY	204.24

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

	<u>Aug 23</u>
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	2,009.77
5224-00 · UTILITIES	<u>1,568.02</u>
Total Expense	<u>90,762.20</u>
Net Ordinary Income	<u>-38,169.68</u>
Net Income	<u><u>-38,169.68</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of August 31, 2023

	<u>Aug 31, 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>577,323.00</u>
Total 1900-00 · LAIF FUND 721	608,510.03
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>443,522.25</u>
Total Checking/Savings	1,052,032.28
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>1,098,079.83</u>
TOTAL ASSETS	<u><u>1,098,079.83</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	19,857.96
Total Accounts Payable	19,857.96
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-114,852.31
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-113,640.35</u>
Total Other Current Liabilities	<u>-228,492.66</u>
Total Current Liabilities	<u>-208,634.70</u>
Total Liabilities	-208,634.70

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of August 31, 2023

	<u>Aug 31, 23</u>
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,436,311.88
3001-01 · FUND-MITIGATION	27,189.34
Net Income	-133,102.49
	<hr/>
Total Equity	1,306,714.53
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>1,098,079.83</u>