

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday – June 8, 2020
4:00PM**

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. CORRESPONDENCE

IV. OLD BUSINESS

V. NEW BUSINESS

1. District Elections Protocols – update from County Office
2. Approve Revised Final Budget 2019-20
3. Review and Approve Resolution 2020-01 – Authorizing Overtime and Portal Pay for Employees
4. Review and Approve Resolution 2020-02 – 2020-21 Fire Suppression Benefit Assessment

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 54954.3). 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 – May 11, 2020
4:00PM**

I. STANDING ORDERS

1. *CALL TO ORDER – Meeting called to order at 16:00 hours by Chairman Armacher*
2. *PLEDGE OF ALLEGIANCE*
3. *ROLL CALL – Chairman Armacher, Vice Chairman Borgnis, Director Sousa, Director Peterson, Director Martin
Others Present: Chief Rothenberger, Kris Stoeckle-Board Secretary, Captain Clint Carson,
Firefighter Jake Cammon*

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting – April 2020
MOTION I – Vice Chairman Borgnis motioned to approve meeting minutes.
2nd by Director Martin
VOTE: Unanimous
2. Chief's Report – see attached report for details provided by Chief Rothenberger.
April incidents – see attached report for details. Roster at 25 – all on hold with pandemic and shelter in place. All training remains on hold as well. Staff is taking all precautions and activity has been low. Chief is working with Cascade Fire to get confirmation on type 6 truck work. Talk with Burton Fire to let them know we may need to get them onboard to do finals on updates needed for new truck.
3. Financial Statements & Warrant Requests – Kris Stoeckle reported fund balance as outlined below:
Fund Balance for 721 \$ 111,514.78
Fund Balance for 727 \$ 22,782.67
Fund Balance for 765 \$ 11,351.55
West America Checking \$690,204.93
MOTION II – Vice Chairman Borgnis motioned to approve Chief Report, Financial Statement and Warrants
2nd by Director Peterson
VOTE: Unanimous

III. CORRESPONDENCE

IV. OLD BUSINESS

V. NEW BUSINESS

1. District Elections Memo – Renew for Steve Borgnis, Monte Martin, Anne Sousa – county will provide new protocols with COVID restrictions.
2. Transfer of Funds – adjust several accounts to balance line items but no change to bottom line.

MOTION III – Director Peterson motioned to approve above adjustment and create revised version of budget for 2019-20

2nd by Vice Chairman Borgnis

VOTE: Unanimous

VI. PUBLIC COMMENT

Captain Carson requested that board members review and comply with Target Solutions’ requirements.

VII. MOTION TO ADJOURN

MOTION IV – Vice Chairman Borgnis motioned to adjourn 16:50 hour

2nd by Director Peterson

VOTE: Unanimous

Attest:

 6-8-20
Kris Stoeckle – 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

June 2020

INCIDENT RESPONSE

Date	Time	Type	Location
5/2	0414	Medical/Difficulty breathing	Copper Dr.
5/2	2002	Fire Alarm	Bradford Dr.
5/3	0701	Medical/Chest pain	Brunswick Rd.
5/3	1213	Medical/ Violence involved	Timburr Ln.
5/6	0651	FMS, Electrical Hazard	Empire Mine SHP
5/6	1008	Medical/Fall	Nancy Ln.
5/7	1411	Vegetation fire WT-52	Harmony Ridge
5/8	0007	Public Assist/ Lift Assist	Pine Hill Dr.
5/10	1215	Vegetation Fire E-5269	Archery Wy.
5/11	1257	Code 2 Medical/ leg laceration	Chatsworth Ln.
5/15	1124	Medical/ Altered LOC	Wilder Ln.
5/16	0103	Vehicle Accident	Greenhorn Rd.
5/16	1909	Medical/Chest Pain	The Hollow
5/17	1317	Code 2 Medical/ Low blood sugar	Tranquil Ln.
5/18	1214	Structure Fire WT-52	Osceola Ln.
5/18	2108	Code 2 Medical/ Previous fall	E. Bennett Rd.
5/20	2219	Code 2 Medical/ Leg injury	Bradford Dr.
5/21	0610	Smoke Check	Brunswick Rd.
5/22	1319	Medical/Possible overdose	Greenway Pl.
5/24	1433	Debris burn check	Empire Mine SHP
5/25	0730	Medical/ Ill person	Sunrise Ln.
5/27	0720	Code 2 Medical/ Back Pain	Greenpeace Ln.
5/27	1710	Structure Fire	Somerset Dr.
5/27	1851	Medical/ Seizures	Omega Ct.
5/30	0732	Vehicle Accident	Hwy.174 @ Hansen Ln.
Total Responses	25		
OPH	19	Cal Fire	2
PCP	3	Penn Valley	1

All Equipment is in service and available.

Roster remains at 25 with 5 applications pending.

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of May 31, 2020

	<u>May 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	111,514.78
1902-00 · WESTAMERICA CHECKING ACCOUNT	815,525.29
1905 · Bank of The West Checking	76,368.24
1906 · Bank of The West Petty Cash	99.04
1919-00 · WESTAMERICA-PETTY CASH	<u>-54.00</u>
Total Checking/Savings	1,003,453.35
Accounts Receivable	
1910-00 · A/R Taxes	65,312.80
1912-00 · A/R Interest Receivable	13,172.32
1913-00 · Accounts Receivable	-21,742.66
1954-10 · Due from Other Gov't	<u>65,509.28</u>
Total Accounts Receivable	122,251.74
Total Current Assets	<u>1,125,705.09</u>
TOTAL ASSETS	<u><u>1,125,705.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	17,495.28
2450 · Payroll Payable	<u>34,167.14</u>
Total Accounts Payable	51,662.42
Other Current Liabilities	
2110 · Direct Deposit Liabilities	1.00
2500-00 · PAYROLL TAXES PAYABLE	-20,431.26
2510-00 · PAYROLL DEDUCTIONS PAYABLE	1,650.00
2600-00 · HEALTH INSURANCE PAYABLE	6,755.96
2700-00 · CalPERS RETIREMENT PAYABLE	-12,030.43
2950 · UNAVAILABLE REVENUE	<u>102,702.93</u>
Total Other Current Liabilities	78,648.20
Total Current Liabilities	<u>130,310.62</u>
Total Liabilities	130,310.62

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of May 31, 2020

	<u>May 31, 20</u>
Equity	
3001-00 · FUND BALANCE	1,050,631.67
Net Income	<u>-55,237.20</u>
Total Equity	<u>995,394.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,125,705.09</u></u>

Ophir Hill Fire Protection District

Fund Balances

As of May 31, 2020

Account	Fund			Total
	721	727	765	
LAIF	111,514.78	22,782.67	11,351.55	145,649.00
WestAmerica	815,525.29			815,525.29
Total	927,040.07	22,782.67	11,351.55	961,174.29