

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday – March 9, 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

1. Lexipol - ongoing and updates
2. Type 6 - ongoing and updates
3. Open House - updates

V. NEW BUSINESS

1. Generator Project - updates

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 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 10, 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 and Captain Jon Nelson

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting – January 2020

MOTION I – Director Peterson motioned to approve meeting minutes.

2nd by Director Martin

VOTE: Unanimous

2. Chief's Report – see attached report for details. Roster is at 25 with 8 applications pending. All equipment is up and running. New gear is needed and being reviewed. Ophir Annual Appreciation Dinner is next month and look forward to seeing everyone there.
3. Financial Statements & Warrant Requests – Kris Stoeckle reported fund balance as outlined below:
Fund Balance for 721 \$112,160.88
Fund Balance for 727 \$ 22,664.58
Fund Balance for 765 \$ 66,782.09
West America Checking \$687,425.59

MOTION II – Vice Chairman Borgnis motioned to approve Chief Report, Financial Statement and Warrants

2nd by Director Peterson

VOTE: Unanimous

III. CORRESPONDENCE

1. Nominations for District Voting Members of LAFCo – Board members were given packet from County.

IV. OLD BUSINESS

1. Lexipol - ongoing and updates – Chief presented new policy. Next step is for employees to review and make sure details match current MOU. The bulk of project is now complete.
2. Open House – confirmed May 2 and flyer is complete. Working on fine tuning details with other agencies, etc.
3. Newsletter – Association is doing a final redo to include the Open House flyer.
4. Type 6 – Lester is working on getting everything done. A few details will be done outside Lester and Chief shared details that he knows from talking with them. Plan is projected use by summer.

V. NEW BUSINESS

VI. PUBLIC COMMENT

Captain Nelson approached the Board to decide on using propane versus natural gas for new generator. This project will be placed on next month's agenda.

VII. MOTION TO ADJOURN

MOTION III – Vice Chairman Borgnis motioned to adjourn 17:10
2nd by Director Peterson
VOTE: Unanimous

Attest:



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

March 2020

1.	2/1	1941	FMS CO Monitor	Old Coach Way	PCP
2.	2/1	2226	MA. Unresponsive person	Uncle Sonny's	
3.	2/1	2230	MA, Altered LOC	Brunswick Rd.	
4.	2/2	1820	MA, Fall	Rattlesnake Rd.	
5.	2/4	0455	MA, Ill person	Tiger Lily Ln.	
6.	2/5	1027	MA, Diabetic	Hwy. 174	PCP
7.	2/5	1033	MA, Ankle injury	Empire Mine S.H.P.	
8.	2/5	1105	MA, Attempt suicide	Meadow View Dr.	PCP
9.	2/5	1743	Debris burn check	Brunswick Rd.	
10.	2/6	0853	MA, Medical alarm	Cole Way	
11.	2/6	0930	MA, Subject with pain assist NCSO	Empire Mine S.H.P.	
12.	2/6	1214	Structure Fire	Hwy.174	PCP
13.	2/7	1009	MA, Difficulty breathing	Highland Dr.	
14.	2/9	1142	FMS, Tree into lines	Cedar Ridge Dr.	
15.	2/9	1827	Unknown type fire	Valley View Dr.	
16.	2/9	2310	MA, Difficulty breathing	Brunswick Rd.	
17.	2/10	0700	MA, Cardiac issues	Cedar Ridge Dr.	
18.	2/10	1520	FMS, Lines down	Rattlesnake Rd.	
19.	2/11	0729	MA, Diabetic issues	Burma Rd.	PCP
20.	2/11	0849	MA. Medical alarm	Somerset Dr.	
21.	2/11	1239	MA, Arm Fracture	Chicago Park School	PCP
22.	2/11	1431	Structure Fire 5269, WT-52	Lothlorien Way	NCC
23.	2/11	1805	Structure Fire	Newtonian Way	PCP
24.	2/12	1445	MA, Medical alarm	Somerset Dr.	
25.	2/14	0948	Debris burn check	Partridge Rd.	
26.	2/16	0035	MA, Fall	Sunrise Ln.	
27.	2/16	1727	MA, Seizure	Woodrose Way	
28.	2/17	1332	MA, Horse riding accident	Rattlesnake Rd.	
29.	2/17	1612	Escaped debris burn	Hwy.174	PCP
30.	2/17	1743	Debris burn check	Anchor Ln.	
31.	2/17	2135	MA, Check a pt. for NCSO	Cedar Ridge Dr.	
32.	2/18	1212	Structure Fire	East Empire St.	GVC
33.	2/20	1608	MA, Fall	Union Hill School	
34.	2/21	1309	MA, Ill patient	Greenhorn Rd.	
35.	2/22	2029	MA. Unknown medical	Brunswick Rd.	
36.	2/24	1224	MA, Person down	Irish Acres Circle	
37.	2/24	1559	MA, Ill person	Greenhorn Rd.	
38.	2/25	0128	Vegetation Fire, WT-52	Hobnob Way	NCC
39.	2/25	0136	MA, Fall	Wilson Rd.	
40.	2/26	2202	FMS, Haz gas	Brunswick Dr.	
41.	2/27	2118	Fire Alarm Sounding	Union Hill School	
42.	2/27	2248	MA, Ill person	Lower Colfax Rd.	
43.	2/27	2306	MVA (Fatality)	Hwy. 174/ Greenhorn Access	PCP

44.	2/28	1243	Fire Alarm Sounding	Bradford Dr.
45.	2/28	1305	MA, Fall	Knight's Ct.
46.	2/29	0834	MA, Medical alarm	Somerset Dr.
47.	2/29	1655	FMS, CO Monitor	Partridge Rd.

47 incidents total. OPH 35, PCP 9, NCC 2, GVC 1.

Roster is holding at 25 with 8 applications still pending.

Ophir Hill Fire Protection District

Fund Balances

As of February 29, 2020

Account	Fund			Total
	721	727	765	
LAIF	111,514.78	22,782.67	11,351.55	145,649.00
WestAmerica	640,091.34			640,091.34
Total	751,606.12	22,782.67	11,351.55	785,740.34

OPHIR HILL FIRE PROTECTION DISTRICT - 721
 Profit & Loss YTD Comparison
 July 2019 through February 2020

	Jul '19 - Feb 20	Jul '19 - Feb 20
Ordinary Income/Expense		
Income		
4001-00 · CURRENT SECURED TAX	257,740.25	257,740.25
4002-00 · PRIOR SEC TAX	64.48	64.48
4003-00 · CURRENT UNSECURED TAX	7,021.91	7,021.91
4017-00 · SUPPLEMENTAL SECURED TAX	5,188.12	5,188.12
4018-00 · SUPP UNSECURED TAX	131.54	131.54
4028-00 · SUPP PRIOR UNSECURED	26.78	26.78
4040-00 · ST HOMEOWNERS PROP	2,110.66	2,110.66
4100-00 · Special Assessment Tax Roll	143,781.95	143,781.95
4301-00 · INTEREST INCOME	1,708.02	1,708.02
4468-00 · OES-ENGINE INCOME	7,163.49	7,163.49
4468-20 · OES-Strike Team Other Reimburse	47,621.40	47,621.40
4496-00 · PROP 172	39,617.13	39,617.13
4620-00 · OTHER REVENUE	63,077.22	63,077.22
4620-10 · TRAINING	150.00	150.00
4640-00 · 727 to be transferred	4,511.97	4,511.97
4806-00 · DONATIONS	1,500.00	1,500.00
4902 · GRANT VFA	-12,651.63	-12,651.63
Total Income	568,763.29	568,763.29
Gross Profit	568,763.29	568,763.29
Expense		
5050-00 · Salaries-Holiday Pay	6,417.60	6,417.60
5060-00 · Salaries-Vacation Buyback	6,278.96	6,278.96
5101-10 · Salaries-BOOKKEEPER	12,922.40	12,922.40
5101-20 · Salaries-CHIEF	67,766.04	67,766.04
5101-21 · Salaries-O/T Chief	0.00	0.00
5101-40 · Salaries-CAPTAIN	107,651.06	107,651.06
5101-41 · Salaries-O/T Captain	9,954.80	9,954.80
5101-42 · Salaries-OT Planned Capt	13,358.16	13,358.16
5101-50 · Salaries-Engineer	0.00	0.00
5101-61 · Salaries-O/T FF	0.00	0.00
5102-00 · Salaries-SNL FF	43,766.50	43,766.50
5102-10 · Salaries-SNL Eng.	117.00	117.00
5102-20 · Salaries-Cvg Relief Chief	0.00	0.00
5102-21 · Salaries-Cvg Relief Captain	12,986.95	12,986.95
5102-23 · Paid Call Firefighters	5,494.00	5,494.00
5102-25 · STRIKE TEAM PAY	54,181.61	54,181.61
5103-00 · RETIREMENT EXPENSE	46,763.52	46,763.52
5104-00 · GROUP INSURANCE		
5104-10 · Group Insurance	5,589.15	5,589.15
5104-20 · Group Insurance Reimbursement	8,684.61	8,684.61
5104-00 · GROUP INSURANCE - Other	32,864.96	32,864.96
Total 5104-00 · GROUP INSURANCE	47,138.72	47,138.72

OPHIR HILL FIRE PROTECTION DISTRICT - 721
Profit & Loss YTD Comparison
July 2019 through February 2020

	Jul '19 - Feb 20	Jul '19 - Feb 20
5105-00 · PAYROLL TAX EXPENSE	14,338.87	14,338.87
5106-00 · WORKERS COMP	41,046.00	41,046.00
5202-10 · CLOTHING-UNIFORMS PERMANENT	3,000.00	3,000.00
5202-20 · CLOTHING-STRUCTURE	816.77	816.77
5202-40 · CLOTHING-WILDLAND	2,253.12	2,253.12
5203-00 · COMMUNICATIONS	9,241.40	9,241.40
5205-00 · FOOD	239.04	239.04
5206-00 · HOUSEHOLD EXPENSE	6,124.29	6,124.29
5207-00 · INSURANCE	9,691.00	9,691.00
5209-00 · MAINT-EQUIPMENT	5,676.83	5,676.83
5209-10 · MAINT-OFFICE EQUIP	2,408.38	2,408.38
5210-00 · MAINT-STRUCTURE	5,414.96	5,414.96
5211-00 · MAINT-AUTO	10,350.98	10,350.98
5212-00 · MEMBERSHIPS	3,839.24	3,839.24
5213-00 · MEDICAL SUPPLY	1,253.61	1,253.61
5214-10 · SUPPLIES-OPERATING	1,036.48	1,036.48
5215-00 · PROFESSIONAL SERVICE	12,813.56	12,813.56
5216-00 · PUBLICATIONS	87.00	87.00
5217-00 · RENTS-EQUIPMENT	377.50	377.50
5219-00 · SMALL TOOLS	305.22	305.22
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	3,358.00	3,358.00
5219-20 · SMALL TOOLS-MISC.	893.57	893.57
5220-10 · TRAINING EXPENSE	352.00	352.00
5220-20 · SAFETY/FIRE PREVENTION	841.10	841.10
5223-00 · FUEL	11,152.43	11,152.43
5224-00 · UTILITIES	5,647.87	5,647.87
5300-30 · OES MISC STRIKE TEAM EXPENSE	3,226.56	3,226.56
5331-00 · GRANT VFA EXPENDITURES	-16,178.64	-16,178.64
5350-00 · SPECIAL ASSESSMENT EXPENSE	10,438.50	10,438.50
5404-00 · AUTO EQUIPMENT-CAPITAL IMP	55,175.00	55,175.00
5405-00 · OTHER EQUIPMENT-CAPITAL IMP	27,345.13	27,345.13
5507-00 · RESERVE-765	87,346.40	87,346.40
Total Expense	754,709.49	754,709.49
Net Ordinary Income	-185,946.20	-185,946.20
Other Income/Expense		
Other Expense		
7500 · TRANSFER OUT	-216.00	-216.00
7710 · Fees and Penalties	305.14	305.14
Total Other Expense	89.14	89.14
Net Other Income	-89.14	-89.14
Net Income	-186,035.34	-186,035.34

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	111,514.78
1902-00 · WESTAMERICA CHECKING ACCOUNT	695,896.13
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	883,824.19
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>1,006,075.93</u>
TOTAL ASSETS	<u><u>1,006,075.93</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	-13,994.24
2600-00 · HEALTH INSURANCE PAYABLE	3,420.74
2700-00 · CalPERS RETIREMENT PAYABLE	-2,313.25
2950 · UNAVAILABLE REVENUE	<u>102,702.93</u>
Total Other Current Liabilities	89,817.18
Total Current Liabilities	<u>141,479.60</u>
Total Liabilities	141,479.60

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of February 29, 2020

	<u>Feb 29, 20</u>
Equity	
3001-00 · FUND BALANCE	1,050,631.67
Net Income	<u>-186,035.34</u>
Total Equity	<u>864,596.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,006,075.93</u></u>

OHFPD - FUND 765 - CAPITAL FUND

Balance Sheet

As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 765	11,351.55
Total Checking/Savings	<u>11,351.55</u>
Total Current Assets	<u>11,351.55</u>
TOTAL ASSETS	<u>11,351.55</u>
LIABILITIES & EQUITY	
Equity	
3001-00 · FUND 765 BALANCE	10,147.02
Net Income	<u>1,204.53</u>
Total Equity	<u>11,351.55</u>
TOTAL LIABILITIES & EQUITY	<u>11,351.55</u>

OHFPD - FUND 727 - MITIGATION FEES

Balance Sheet

As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 727	22,782.67
Total Checking/Savings	<u>22,782.67</u>
Total Current Assets	<u>22,782.67</u>
TOTAL ASSETS	<u><u>22,782.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Transfer out	-21,832.00
Total Other Current Liabilities	<u>-21,832.00</u>
Total Current Liabilities	<u>-21,832.00</u>
Total Liabilities	-21,832.00
Equity	
3000-00 · FUND 727 BALANCE	34,530.82
3900 · Retained Earnings	6,102.32
Net Income	3,981.53
Total Equity	<u>44,614.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>22,782.67</u></u>