

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday - December 9, 2019
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

1. No new correspondence

IV. OLD BUSINESS

1. Lexipol - ongoing
2. Type 6 Truck Committee - review upcoming work to be completed
3. Western Nevada County Fire - ongoing

V. NEW BUSINESS

1. Open House - revisit with all in attendance
2. New assessment data - Chief to provide complied information

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
Thursday - November 11, 2019

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
Absent: Chief Rothenberger
Others Present: Kris Stoeckle-Board Secretary, Captain Jon Nelson

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting - October, 2019
MOTION I - Director Peterson motioned to approve meeting minutes
2nd by Vice Director Martin
VOTE: Unanimous
2. Chief's Report - Captain Jon Nelson provided Chief's Report for October, 2019
Captain Nelson spoke on Chief's behalf and delivered updates on call details, current strike team activities and various station activities.
3. Financial Statements and Warrant Requests - Kris Stoeckle reported fund balances as outlined below:

Fund Balance for 721	\$ 111,262.84
Fund Balance for 727	\$ 20,217.82
Fund Balance for 765	\$ 66,373.25
West America Checking	\$ 581,257.27

MOTION II - Vice Chairman Borgnis motioned to approve Chief Report and Financial Statements and Warrants
2nd by Director Sousa
VOTE: Unanimous

III. CORRESPONDENCE

1. No new correspondence.

IV. OLD BUSINESS

1. Lexipol - ongoing - due to Chief's absence - updates will be provided next month.
2. Western Nevada County meeting - ongoing and updates - Vice Chairman Borgnis provided handout from NCC with timelines. General discussion was held by all.

V. NEW BUSINESS

1. Open House - excepted as good idea by all. Possible May date and will be discussed further. Return on next month's agenda for more details.
2. Renew contract with CPA for continuation of services. Kris will follow up with Norm Newell directly.

VI. PUBLIC COMMENT

Captain Jon Nelson shared his experience to be able to save family photos, bible and several sentimental items that would have been lost in the total destruction of a home during the Kinkaid fire. With the help from Firefighters Andrew Fike and Brian Harms, together this team showed true heroism. Our district will be adopting a family (provided by Union Hill School) for the holiday season.

VII. MOTION TO ADJOURN

MOTION V - Vice Chairman Borgnis motioned to adjourn meeting at 16:50 hour
2nd by Director Peterson
VOTE: Unanimous

ATTEST:


Kris Stoeckle, Board Secretary

Fire Chief's Report
December 2019

Incident responses

OPH

Medical	19
Code 2 medical	4
MVA	3
Public Assist	2
Smoke check	1
Fire Alarm	1

PCP

Medical	3
Structure Fire	1

NCC

Structure Fire/ WT-52	2
Fire Menace Standby	1

Total Incident Responses- 37

All equipment is in service and available. E-52 and E-5291 are in out of fire season status.

Roster is at 26 with three applications pending.

Ophir Hill Fire Protection District
Fund Balances
As of November 30, 2019

Account	Fund			Total
	721	727	765	
LAIF	111,262.84	20,217.82	66,373.25	-
WestAmerica	413,532.44			413,532.44
Total	524,795.28	20,217.82	66,373.25	413,532.44

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of November 30, 2019

	<u>Nov 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	111,262.84
1902-00 · WESTAMERICA CHECKING ACCO...	442,695.24
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	630,371.36
Accounts Receivable	
1910-00 · A/R Taxes	<u>42,818.68</u>
Total Accounts Receivable	42,818.68
Total Current Assets	<u>673,190.04</u>
TOTAL ASSETS	<u><u>673,190.04</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
2510-00 · PAYROLL DEDUCTIONS PAYABLE	140.00
2700-00 · CalPERS RETIREMENT PAYABLE	-1,402.65
2900-00 · COMPENSATED ABSENCES	31,261.50
2950 · UNAVAILABLE REVENUE	<u>23,938.60</u>
Total Other Current Liabilities	53,938.45
Total Current Liabilities	<u>105,600.87</u>
Total Liabilities	105,600.87

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of November 30, 2019

	<u>Nov 30, 19</u>
Equity	
3001-00 · FUND BALANCE	942,325.39
Net Income	<u>-374736.22</u>
Total Equity	<u>567,589.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>673,190.04</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721
 Profit & Loss Budget Performance
 July through November 2019

	Jul - Nov 19	Budget	Jul - Nov 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4001-00 · CURRENT SECURED TAX	20,531.12		20,531.12		
4002-00 · PRIOR SEC TAX	64.48		64.48		
4003-00 · CURRENT UNSECURED TAX	28.09		28.09		
4017-00 · SUPPLEMENTAL SECURED TAX	1,795.02		1,795.02		
4018-00 · SUPP UNSECURED TAX	57.52		57.52		
4028-00 · SUPP PRIOR UNSECURED	17.89		17.89		
4040-00 · ST HOMEOWNERS PROP	176.84		176.84		
4100-00 · Special Assessment Tax Roll	11,557.49		11,557.49		
4301-00 · INTEREST INCOME	1,181.77		1,181.77		
4468-00 · OES-ENGINE INCOME	780.48		780.48		
4468-20 · OES-Strike Team Other Reimburse	13,098.75		13,098.75		
4496-00 · PROP 172	24,113.39		24,113.39		
4620-00 · OTHER REVENUE	63,010.51		63,010.51		
4620-10 · TRAINING	150.00		150.00		
4640-00 · 727 to be transferred	1,512.54		1,512.54		
4806-00 · DONATIONS	1,500.00		1,500.00		
4902 · GRANT VFA	-12,651.63		-12,651.63		
Total Income	126,924.26		126,924.26		
Gross Profit	126,924.26		126,924.26		
Expense					
5050-00 · Salaries-Holiday Pay	4,617.60		4,617.60		
5060-00 · Salaries-Vacation Buyback	1,611.20		1,611.20		
5101-10 · Salaries-BOOKKEEPER	7,476.64		7,476.64		
5101-20 · Salaries-CHIEF	37,647.80		37,647.80		
5101-21 · Salaries-0/T Chief	0.00		0.00		
5101-40 · Salaries-CAPTAIN	53,998.10		53,998.10		
5101-41 · Salaries-0/T Captain	5,545.60		5,545.60		

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July through November 2019

	Jul - Nov 19	Budget	Jul - Nov 19	YTD Budget	Annual Budget
5101-42 · Salaries-OT Planned Capt	6,593.36		6,593.36		
5101-50 · Salaries-Engineer	0.00		0.00		
5101-61 · Salaries-0/TF	0.00		0.00		
5102-00 · Salaries-SNL FF	24,948.50		24,948.50		
5102-20 · Salaries-Cvg Relief Chief	0.00		0.00		
5102-21 · Salaries-Cvg Relief Captain	12,221.63		12,221.63		
5102-23 · Paid Call Firefighters	3,402.50		3,402.50		
5102-25 · STRIKE TEAM PAY	49,280.28		49,280.28		
5103-00 · RETIREMENT EXPENSE	28,510.42		28,510.42		
5104-00 · GROUP INSURANCE					
5104-10 · Group Insurance	2,925.47		2,925.47		
5104-20 · Group Insurance Reimbursement	7,386.30		7,386.30		
5104-00 · GROUP INSURANCE - Other	13,855.73		13,855.73		
Total 5104-00 · GROUP INSURANCE	24,167.50		24,167.50		
5105-00 · PAYROLL TAX EXPENSE	7,829.17		7,829.17		
5106-00 · WORKERS COMP	27,364.00		27,364.00		
5202-10 · CLOTHING-UNIFORMS PERMAN...	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	3,325.47		3,325.47		
5205-00 · FOOD	41.88		41.88		
5206-00 · HOUSEHOLD EXPENSE	5,276.97		5,276.97		
5207-00 · INSURANCE	9,691.00		9,691.00		
5209-00 · MAINT-EQUIPMENT	4,070.88		4,070.88		
5209-10 · MAINT-OFFICE EQUIP	2,072.20		2,072.20		
5210-00 · MAINT-STRUCTURE	4,310.67		4,310.67		
5211-00 · MAINT-AUTO	9,314.32		9,314.32		
5212-00 · MEMBERSHIPS	2,817.00		2,817.00		
5213-00 · MEDICAL SUPPLY	955.29		955.29		
5214-10 · SUPPLIES-OPERATING	576.32		576.32		

OPHIR HILL FIRE PROTECTION DISTRICT - 721
Profit & Loss Budget Performance
 July through November 2019

	Jul - Nov 19	Budget	Jul - Nov 19	YTD Budget	Annual Budget
5215-00 · PROFESSIONAL SERVICE	12,338.96		12,338.96		
5216-00 · PUBLICATIONS	87.00		87.00		
5217-00 · RENTS-EQUIPMENT	377.50		377.50		
5219-00 · SMALL TOOLS	236.48		236.48		
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	3,255.04		3,255.04		
5219-20 · SMALL TOOLS-MISC.	778.13		778.13		
5220-10 · TRAINING EXPENSE	64.00		64.00		
5220-20 · SAFETY/FIRE PREVENTION	841.10		841.10		
5223-00 · FUEL	6,852.36		6,852.36		
5224-00 · UTILITIES	3,798.62		3,798.62		
5300-30 · OES MISC STRIKE TEAM EXPENSE	757.70		757.70		
5331-00 · GRANT VFA EXPENDITURES	-16,178.64		-16,178.64		
5404-00 · AUTO EQUIPMENT-CAPITAL IMP	52,980.00		52,980.00		
5405-00 · OTHER EQUIPMENT-CAPITAL IMP	4,084.50		4,084.50		
5507-00 · RESERVE-765	87,346.40		87,346.40		
Total Expense	501,355.34		501,355.34		
Net Ordinary Income	-374,431.08		-374,431.08		
Other Income/Expense					
Other Expense					
7710 · Fees and Penalties	305.14		305.14		
Total Other Expense	305.14		305.14		
Net Other Income	-305.14		-305.14		
Net Income	-374,736.22		-374,736.22		