

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Thursday - October 17, 2019 - *rescheduled due to power outage***

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 - updates
2. Station repairs - ongoing - updates
3. Western Nevada County Fire - updates and open discussion

V. NEW BUSINESS

- 1.

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, September 9, 2019 @ 4:00 P.M.

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 Martin
Absent: Director Peterson
Others Present: Fire Chief Robb Rothenberger, Kris Stoeckle-Board Secretary, Captain Bryan Wheeler and Captain James Drummond

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting - August, 2019
MOTION I - Vice Chairman Borgnis motioned to approve meeting minutes
2nd by Director Martin
VOTE: Unanimous
2. Chief's Report - Chief Rothenberger provided Chief's Report for August, 2019 to include a report of 41 calls - details outlined in Chief's Report. Roster is currently at 26.
Chief announced return of Captain Drummond and a special thank you to Bryan Wheeler during this absence for his dedication, time and continued service.
Engine 52 out of county at Red Bank incident along with Captain Carson and several others. We had an opportunity to purchase a "one time only deal" on demo tools sold by company that sold their business. These tools were offered at a very discounted price and Captain Wheeler shared the details regarding this purchase. This was offered to Ophir Hill Fire first and required quick action. The Association was willing to put up funds. Chief suggests OPH match a 15K towards this purchase.

MOTION II - Vice Chairman Borgnis motioned to approve above outlined tool purchase and 15K go back to The Association.

2nd by Director Martin

VOTE: Unanimous

3. Financial Statements and Warrant Requests - Kris Stoeckle reported fund balances as outlined below:

Fund Balance for 721 \$ 111,620.89

Fund Balance for 727 \$ 18,921.28

Fund Balance for 765 \$ 66,373.25

West America Checking \$ 874,385.11

Bank of the West \$ zero and closed account - funds deposited into West America fund

MOTION III - Chairman Armacher motioned to approve financial statements, warrants and COLA increase for employees previously approved.

2nd by Director Sousa

VOTE: Unanimous

III. CORRESPONDENCE

1. No new correspondence.

IV. OLD BUSINESS

1. Lexipol - ongoing - Chief has made substantial progress on report. Possible first revision available for review by board members next month.
2. Station repairs - ongoing and updates - most work has been done and very thoroughly. Gutters will be done around the 20th of the month which will conclude the project.
3. Western Nevada County meeting - ongoing and updates - Vice Chairman Borgnis attended together with Chairman Armacher and provided highlights and an open discussion of meeting overview.

V. NEW BUSINESS

1. Present details for possible purchase of new cab and chasis. Vice Chairman Borgnis provided an update and needs approval to move forward. Captain Wheeler provided details that he was able to obtain by his investigating.

MOTION IV - Chairman Armacher motioned to allow purchase and have a \$65K cap.

2nd by Director Sousa

VOTE: Unanimous

VI. PUBLIC COMMENT

VII. MOTION TO ADJOURN

MOTION V - Director Martin motioned to adjourn meeting at 17:15 hour

2nd by Director Martin

VOTE: Unanimous

ATTEST:


Kris Stoeckle, Board Secretary

Fire Chief's Report

September 2019

Incidents in OPH		Auto/Mutual aid to PCP	
Medical	15	Medical	1
Code 2 medical	3	Public assist	1
Public assist	4	MVA	3
MVA	4	Structure fire	2
FMS	1	Veg fire	1
Smoke check	1	Fire alarm	1
Total in OPH	28	Total to PCP	9

Strike Team	1
WT cover to Cal Fire	1
Mutual aid to NCC. WT-52	1

Total responses for the month = 40

Roster is currently at 26 with 3 applications pending.

All equipment is in service.

Captain Carson off duty for an undetermined amount of time due to a knee injury.

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

Account	Fund			Total
	721	727	765	
LAIF	111,620.89	19,859.80	66,373.25	197,853.94
WestAmerica	672,271.54			672,271.54
Bank of the West	0.00			-
Total	783,892.43	19,859.80	66,373.25	870,125.48

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of September 30, 2019

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	111,620.86
1902-00 · WESTAMERICA CHECKING ACCO...	672,271.54
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	860,305.68
Accounts Receivable	
1910-00 · A/R Taxes	<u>42,818.68</u>
Total Accounts Receivable	<u>42,818.68</u>
Total Current Assets	<u>903,124.36</u>
TOTAL ASSETS	<u><u>903,124.36</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	33,636.40
2510-00 · PAYROLL DEDUCTIONS PAYABLE	140.00
2600-00 · HEALTH INSURANCE PAYABLE	-3,809.00
2700-00 · CalPERS RETIREMENT PAYABLE	-12,207.33
2900-00 · COMPENSATED ABSENCES	31,261.50
2950 · UNAVAILABLE REVENUE	<u>23,938.60</u>
Total Other Current Liabilities	<u>72,961.17</u>
Total Current Liabilities	<u>124,623.59</u>
Total Liabilities	124,623.59

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of September 30, 2019

	<u>Sep 30, 19</u>
Equity	
3001-00 · FUND BALANCE	905,655.55
Net Income	<u>-127154.78</u>
Total Equity	<u>778,500.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>903,124.36</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July through September 2018

	Jul - Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4001-00 · CURRENT SECURED TAX	19,587.66	363,251.00	19,587.66	363,251.00	363,251.00
4003-00 · CURRENT UNSECURED TAX	121.91	6,368.00	121.91	6,368.00	6,368.00
4004-00 · PUBLIC UTILITY	16.30		16.30		
4017-00 · SUPPLEMENTAL SECURED TAX	2,060.05	8,843.00	2,060.05	8,843.00	8,843.00
4018-00 · SUPP UNSECURED TAX	18.34		18.34		
4028-00 · SUPP PRIOR UNSECURED	25.15		25.15		
4040-00 · ST HOMEOWNERS PROP	175.28	3,538.00	175.28	3,538.00	3,538.00
4100-00 · Special Assessment Tax Roll	11,232.00	224,640.00	11,232.00	224,640.00	224,640.00
4301-00 · INTEREST INCOME	636.48	2,000.00	636.48	2,000.00	2,000.00
4496-00 · PROP 172	13,804.39	51,383.00	13,804.39	51,383.00	51,383.00
4620-00 · OTHER REVENUE	1.00		1.00		
4620-10 · TRAINING	109.51	5,000.00	109.51	5,000.00	5,000.00
4640-00 · 727 to be transferred	1,149.93		1,149.93		
4806-00 · DONATIONS	1,600.00		1,600.00		
Total Income	50,538.00	665,023.00	50,538.00	665,023.00	665,023.00
Gross Profit	50,538.00	665,023.00	50,538.00	665,023.00	665,023.00
Expense					
5050-00 · Salaries-Holiday Pay	1,800.00	3,600.00	1,800.00	3,600.00	3,600.00
5060-00 · Salaries-Vacation Buyback	0.00	3,957.00	0.00	3,957.00	3,957.00
5101-10 · Salaries-BOOKKEEPER	5,980.00	30,000.00	5,980.00	30,000.00	30,000.00
5101-20 · Salaries-CHIEF	22,588.68	99,232.00	22,588.68	99,232.00	99,232.00
5101-21 · Salaries-O/T Chief	16,889.76		16,889.76		
5101-40 · Salaries-CAPTAIN	37,801.71	164,000.00	37,801.71	164,000.00	164,000.00
5101-41 · Salaries-O/T Captain	7,759.53		7,759.53		
5101-42 · Salaries-OT Planned Capt	4,994.64	20,000.00	4,994.64	20,000.00	20,000.00
5101-50 · Salaries-Engineer	0.00		0.00		
5102-00 · Salaries-SNL FF	15,026.25	18,000.00	15,026.25	18,000.00	18,000.00

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July through September 2018

	Jul - Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
5102-20 · Salaries-Cvg Relief Chief	0.00		0.00		
5102-21 · Salaries-Cvg Relief Captain	4,657.70		4,657.70		500.00
5102-22 · Salaries-Cvg. Relief Engineers	0.00	500.00	0.00	500.00	10,000.00
5102-23 · Paid Call Firefighters	8,703.50	10,000.00	8,703.50	10,000.00	
5102-25 · STRIKE TEAM PAY	233,975.21		233,975.21		
5103-00 · RETIREMENT EXPENSE	18,372.09	72,296.00	18,372.09	72,296.00	72,296.00
5104-00 · GROUP INSURANCE					
5104-10 · Group Insurance	11,360.68		11,360.68		
5104-20 · Group Insurance Reimbursement	7,438.68		7,438.68		
5104-00 · GROUP INSURANCE - Other	-4,318.02	73,500.00	-4,318.02	73,500.00	73,500.00
Total 5104-00 · GROUP INSURANCE	14,481.34	73,500.00	14,481.34	73,500.00	73,500.00
5105-00 · PAYROLL TAX EXPENSE	22,615.55	11,840.00	22,615.55	11,840.00	11,840.00
5106-00 · WORKERS COMP	13,321.00	30,000.00	13,321.00	30,000.00	30,000.00
5202-10 · CLOTHING-UNIFORMS PERMAN...	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
5202-12 · CLOTHING-SNL UNIFORMS	0.00	600.00	0.00	600.00	600.00
5202-40 · CLOTHING-WILDLAND	3,370.52		3,370.52		
5203-00 · COMMUNICATIONS	-2,107.21	13,300.00	-2,107.21	13,300.00	13,300.00
5205-00 · FOOD	24.00		24.00		
5206-00 · HOUSEHOLD EXPENSE	123.49	2,000.00	123.49	2,000.00	2,000.00
5207-00 · INSURANCE	308.00	10,298.00	308.00	10,298.00	10,298.00
5209-00 · MAINT-EQUIPMENT	2,135.92	4,000.00	2,135.92	4,000.00	4,000.00
5209-10 · MAINT-OFFICE EQUIP	841.98	1,300.00	841.98	1,300.00	1,300.00
5210-00 · MAINT-STRUCTURE	2,668.22	4,500.00	2,668.22	4,500.00	4,500.00
5211-00 · MAINT-AUTO	7,026.94	5,850.00	7,026.94	5,850.00	5,850.00
5212-00 · MEMBERSHIPS	-245.82	1,356.00	-245.82	1,356.00	1,356.00
5213-00 · MEDICAL SUPPLY	449.53	1,600.00	449.53	1,600.00	1,600.00
5214-00 · SUPPLIES-OFFICE	99.10	2,500.00	99.10	2,500.00	2,500.00
5214-10 · SUPPLIES-OPERATING	-473.52	800.00	-473.52	800.00	800.00
5215-00 · PROFESSIONAL SERVICE	3,061.39	19,778.00	3,061.39	19,778.00	19,778.00
5216-00 · PUBLICATIONS	86.32		86.32		

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July through September 2018

	Jul - Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
5217-00 · RENTS-EQUIPMENT	37.50	32.00	37.50	32.00	32.00
5219-00 · SMALL TOOLS	1,531.29		1,531.29		
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	1,996.78	2,000.00	1,996.78	2,000.00	2,000.00
5219-20 · SMALL TOOLS-MISC.	20.88	600.00	20.88	600.00	600.00
5220-10 · TRAINING EXPENSE	188.00	3,000.00	188.00	3,000.00	3,000.00
5220-20 · SAFETY/FIRE PREVENTION	0.00	300.00	0.00	300.00	300.00
5220-60 · MISC/ANNUAL MEETING	0.00	1,550.00	0.00	1,550.00	1,550.00
5222-00 · TRAVEL	0.00	100.00	0.00	100.00	100.00
5223-00 · FUEL	3,270.93	11,500.00	3,270.93	11,500.00	11,500.00
5224-00 · UTILITIES	3,370.63	5,800.00	3,370.63	5,800.00	5,800.00
5300-30 · OES MISC STRIKE TEAM EXPENSE	2,541.26		2,541.26		
5331-00 · GRANT VFA EXPENDITURES	4,117.49		4,117.49		
5600-00 · CONTINGENCIES	0.00	18,047.00	0.00	18,047.00	18,047.00
Total Expense	467,410.58	651,736.00	467,410.58	651,736.00	651,736.00
Net Ordinary Income	-416,872.58	13,287.00	-416,872.58	13,287.00	13,287.00
Other Income/Expense					
Other Expense					
7710 · Fees and Penalties	3,903.37		3,903.37		
Total Other Expense	3,903.37		3,903.37		
Net Other Income	-3,903.37		-3,903.37		
Net Income	-420,775.95	13,287.00	-420,775.95	13,287.00	13,287.00

Western Nevada County Fire Facilitated Meeting on District / Citizen Concerns September 10, 2019

When will the reorganization start?

This will go to the voters on the November ballot of 2020. If this does pass, revenue will not be seen until 2022. The BOS will not have the election certified until December 3, 2020 and the SBOE has a deadline of December 1. This is an 18-month delay in funding but gives time to get the administrative and ground work completed.

District Autonomy

The discussion took place of the history of consolidation talks. Chief Tracey Hansen spoke on how Consumes was still working on being fully consolidated when she left, which was 7 years after consolidation. Change the District name so it is new and not falling under another agency name. Firefighters associations, they can remain separate or come together. Be sure to come together to send one message to communicate to your employees, the board and constituents. Careful consideration during the branding will take place to preserve historical identities of the agencies. Ideas discussed were, "Serving the Community of _____" on engines or still identifying on dispatch.

Auxiliaries and other support groups status

The auxiliaries can remain, and funds will keep supporting the community and will need to be defined clearly in consolidation/reorganization discussions. Specific items purchased must be the same specifications for all equipment, such as Jaws, TICS, etc.

Paid Call Firefighters / Volunteers

The history of the fire agencies in Nevada County is once they have become career staff the volunteers dissolved. Relationships get strained when not seen as an equal, this starts at the top. The discussion took place on the minimum requirements of volunteers. There can be tiered levels for volunteers, but you must follow the laws, that is not negotiable. You must maintain certifications and mandated training. If you do not and you have an incident you can be liable civilly and criminally. New firefighter I standards may be coming out, with less required hours and without the experience component. OSHA consults with standards and is a great free resource to review this with. The tiered option of volunteers is still out there, you can have IDLH to a volunteer that wants to help in the office.

Special Tax / Benefit Assessment / Escalator / AB1600

The differences of the special tax and benefit assessment were reviewed. The working group and polling group will work on which would be the better option. An escalator is necessary on either, but it needs to be reasonable. AB1600 fees were also brought up in this discussion and after this has passed and completed a study will be done and one AB1600 fee will be recognized between each of the agencies in the reorganization.

Fixed Income

The polling will tell a lot regarding the demographics of the areas. The funds are needed to enhance services. The Board of Directors of the new agency will make the decision on how to proceed with services, but there could be a hardship clause if a first responder fee is utilized.

Western Nevada County Fire Facilitated Meeting on District / Citizen Concerns September 10, 2019

Unstaffed / Browning Out Stations / Strike Team Response Availability

A comprehensive district coverage plan will have to be developed by the Chief of the new District. An example Chief Hansen gave was that Galt will always have an engine, so in their district coverage plan, if the normal staffed engine must be out of the area for an incident/training etc., another engine covers. Discussion also took place on possibly a Cal Fire contract in NSJ. The priority would be District coverage prior to sending out any Overhead or Strike Teams. The Chief will create a minimum coverage plan as well. There are emergencies where a station may need to be browned out until staffing can come in and cover.

Reduced Community Input / Governance

Discussion took place on if there is a 5-person board, some district areas may not be heard. Ideas regarding an advisory board to the board was brought out, with the concept that each agency would have a representative on the advisory board to discuss district concerns. The County GIS department is working on mapping 5 and/or 7 zones. Each agency feels that if they all had a voice, representative in the new agency it would be received better.

Ambulance Operations

The concern is that Penn Valley will be pushing ambulances all over the County. The Penn Valley ambulance must stay in that area, per their exclusive operating area (eoa). The Penn Valley ambulance only has exclusivity rights in the Penn Valley area. There may be an opportunity with a reorganization to have discussions with Sierra Nevada Ambulance to place a reserve ambulance in other locations for any draw down purposes.

Why Reorganize

Many agencies are having staffing struggles, maintaining and backfilling. The proposed new agency has the potential to add more depth of personnel in the County, which means more coverage for the constituents. This also helps the effectiveness and efficiency of governance.

Office Locations

Discussion took place on revolving counter hours and making more items available on-line for the public to access.

West Nevada County Fire District



