

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday – April 11, 2022  
4:30PM**

**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 on a quarterly basis  
2022:  
March  
June  
September  
December**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

Change in ownership of accounts due to change in staff – letter attached for Board's Approval

**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](http://www.Ophirhillfire.org)

**OPHIR HILL FIRE PROTECTION DISTRICT  
MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
Monday – March 14, 2022  
4:30PM**

**I. STANDING ORDERS**

1. CALL TO ORDER – Meeting called to order at 16:30 hours by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL – Chairman Armacher, Vice Chairman Borgnis, Director Sousa, Director Martin, Director Peterson  
Others Present: Chief Rothenberger, Kris Stoeckle - Board Secretary, Monique Sousa – Board Secretary

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting – March, 2022  
MOTION I – Director Peterson motioned to approve meeting minutes.  
2<sup>nd</sup> by Director Martin  
VOTE: Unanimous
2. Chief report was given by Chief Rothenberger – see report for details.  
Staff can now administer Epi with syringe, I-Gel, Naloxyn (to treat opioid overdoses) and glucose monitors which are all stocked in med bags. All equipment is in service and working well. Monique Sousa is the new Board Secretary and Office Manager. A job posting for new captain has been posted.
4. *Financial Statements & Warrant Requests* – Kris Stoeckle reported fund balance as outlined below:

Fund Balance for LAIF 721	\$ 404,334.47
Fund Balance for 727 LAIF	\$
Fund Balance for 765 LAIF	\$
West America Checking	\$754,846.00

MOTION II – Director Borgnis motioned to approve Financial Statements and Warrants  
2<sup>nd</sup> by Eric Peterson  
VOTE: Unanimous

- III. FIRE INSPECTIONS** – reports will be presented by Captain Nelson on a quarterly basis and shared all details to Board Members during the Board meeting.
- 2022  
March  
June  
September  
December

- IV. OLD BUSINESS**  
No old business

- V. NEW BUSINESS**

- VI. CORRESPONDENCE**

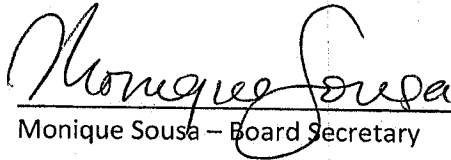
VII. PUBLIC COMMENTS

VII. MOTION TO ADJOURN

MOTION III – Director Peterson motioned to adjourn 17:10 hour  
2<sup>nd</sup> by Director Martin

VOTE: Unanimous

Attest:

 04/11/2022  
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).

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# Fire Chief Report

## April 2022

### Incidents

Date	Time	Type	Location	Agency
3/1	1419	Vegetation fire	E..Brookview Dr.	OPH
3/2	0553	Unattended camp fire	E.Bennett Rd.	OPH
3/3	0139	Public assist/ Lift assist	Bartlett Dr.	OPH
3/3	0855	Code 2 medical/ Fall	Hogan Hill Rd.	NCC
3/3	1008	Vegetation fire	Wild Oak Ln.	PCP
3/3	1223	Structure fire WT-42	Old Grass valley Rd.	Cal Fire
3/3	1513	Public assist / Lift assist	Greenway Pl.	OPH
3/3	1656	Echo response	Brunswick Dr.	OPH
3/3	2304	Medical / fall	Pine Cone Cr.	OPH
3/8	1146	Structure fire WT-42	Sunnyside Dr.	Cal Fire
3/10	1333	Medical / Ill person	Terrance pines Ct.	OPH
3/10	2320	Public assist / Lift assist	Collier Rd.	NCC
3/11	1257	Vegetation fire	Meadow Wy.	NCC
3/11	1812	Control burn check	Hanging Wall Dr.	OPH
3/11	1917	MVA	Hwy. 174 X Durango Ln.	PCP
3/14	1434	Code 2 medical / Fall	Lower Anchor Ln.	OPH
3/14	1651	Medical / Suicide attempt	Oak Wy.	PCP
3/16	0646	MVA	Hwy.174 X Edgewood Dr.	PCP
3/17	1452	Vegetation fire	Karry's Pl.	PCP
3/17	2256	Residential fire alarm	Greenway Pl.	OPH
3/19	0834	Public assist / Lift assist	Knoll Top Dr.	NCC
3/20	1641	Echo response	Alta Sierra Dr.	NCC
3/21	0957	Medical / Possible suicide	Renmar Ct.	NCC
3/21	1724	Vegetation fire	Sontag Hill Rd.	PCP
3/23	2026	Medical / Diabetic	Rattlesnake Rd.	OPH
3/23	2034	Vegetation fire	Wildlife Ln.	PCP
3/24	1721	Public assist / Vehicle lockout	Hwy. 174	OPH
3/24	1816	Medical / Fall	Mercury Dr.	OPH
3/24	2315	Commercial fire alarm	Union Hill School	OPH

3/25	0225	Structure fire WT-42	Hwy.49	NCC
3/25	1508	Vegetation fire	Oak Wy.	PCP
3/25	1515	Vegetation fire	Noble Hill Rd.	PCP
3/26	2136	Echo response	Hwy. 174	PCP
3/27	0543	Code 2 medical / Low BP	Highland Dr.	OPH
3/27	1721	Medical / Med check for NCSO	Manion Canyon Rd.	NCC
3/28	2259	Public assist / Lift assist	Bartlett Dr.	OPH
3/29	1300	Public assist / Lift assist	Footwall Dr.	OPH
3/29	1429	Medical / Heart attack	Hughes Rd.	GRV
3/30	1444	Public assist / Lift assist	Brooks Rd.	OPH
3/30	1612	Medical / Fall from ladder	Crawford Ln.	PCP
3/30	1638	Vegetation fire	High Barbaree	OPH

41 total incidents, 19 in OPH, 11 PCP, 8 NCC, 2 Cal Fire, 1 Grass Valley.

All equipment is available and in service.

Roster is at 19. Several new applications pending.

**Ophir Hill Fire Protection District**  
**Fund Balances**  
**As of March - 2022**

Account	Fund			Total
	721	727	765	
LAIF	404,334.47	-	-	404,334.47
WestAmerica	754,846.00			754,846.00
<b>Total</b>		-	-	<b>1,159,180.47</b>

## OPHIR HILL FIRE PROTECTION DISTRICT - 721

## Balance Sheet

As of March 31, 2022

	<u>Mar 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	404,334.47
1902-00 · WESTAMERICA CHECKING ACCOUNT	754,846.00
Total Checking/Savings	<u>1,159,180.47</u>
Accounts Receivable	
1910-00 · A/R Taxes	23,595.28
1911-00 · A/R Assessments Receivable	12,020.41
1912-00 · A/R Interest Receivable	361.30
1954-10 · Due from Other Gov't	3,583.66
Total Accounts Receivable	<u>39,560.65</u>
Total Current Assets	<u>1,198,741.12</u>
<b>TOTAL ASSETS</b>	<u><u>1,198,741.12</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	36,314.34
Total Accounts Payable	<u>36,314.34</u>
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	34,755.14
2510-00 · PAYROLL DEDUCTIONS PAYABLE	500.00
2600-00 · HEALTH INSURANCE PAYABLE	-5,429.45
2700-00 · CalPERS RETIREMENT PAYABLE	10,258.01
Total Other Current Liabilities	<u>40,083.70</u>
Total Current Liabilities	<u>76,398.04</u>
Total Liabilities	76,398.04
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,148,621.94
Net Income	-2,594.66
Total Equity	<u>1,122,343.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,198,741.12</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2021 through March 2022

Jul '21 - Mar 22

Ordinary Income/Expense

Income

4001-00 · CURRENT SECURED TAX	323,144.16
4003-00 · CURRENT UNSECURED TAX	7,372.63
4004-00 · PUBLIC UTILITY	94.39
4017-00 · SUPPLEMENTAL SECURED TAX	2,855.60
4018-00 · SUPP UNSECURED TAX	42.67
4028-00 · SUPP PRIOR UNSECURED	11.42
4040-00 · ST HOMEOWNERS PROP	2,051.58
4100-00 · Special Assessment Tax Roll	150,701.52
4301-00 · INTEREST INCOME	1,356.33
4419-00 · PROPERTY TAX REIMBURSEMENT	-11,624.50
4468-00 · OES-ENGINE INCOME	14,631.83
4468-20 · OES-Strike Team Other Reimburse	428,935.07
4496-00 · PROP 172	57,383.37
4620-00 · OTHER REVENUE	5,761.42
4620-10 · TRAINING	3,210.00
4640-00 · 727 to be transferred	4,405.95
4806-00 · DONATIONS	3,250.00
4902 · GRANT VFA	-3,336.88
4996 · Workers Comp Reimbursement	14,577.05

Total Income

1,004,823.61

Gross Profit

1,004,823.61

Expense

5000-00 · Salaries & Benefits	1,500.00
5050-00 · Salaries-Holiday Pay	2,025.00
5060-00 · Salaries-Vacation Buyback	23,355.57
5101-10 · Salaries-BOOKKEEPER	13,856.17
5101-20 · Salaries-CHIEF	0.00
5101-21 · Salaries-O/T Chief	4,438.66
5101-30 · Salaries-OFFICE MGR.	609.00
5101-40 · Salaries-CAPTAIN	154,559.34
5101-41 · Salaries-O/T Captain	92,669.73
5101-42 · Salaries-OT Planned Capt	17,106.51
5101-50 · Salaries-Engineer	0.00
5101-61 · Salaries-O/T FF	2,626.50
5102-00 · Salaries-SNL FF	61,079.75
5102-20 · Salaries-Cvg Relief Chief	0.00
5102-21 · Salaries-Cvg Relief Captain	0.00
5102-23 · Paid Call Firefighters	5,389.15
5102-25 · STRIKE TEAM PAY	129,808.64
5103-00 · RETIREMENT EXPENSE	81,359.73
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	6,857.24
5104-20 · Group Insurance Reimbursement	14,547.17
5104-00 · GROUP INSURANCE - Other	39,187.02



OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2021 through March 2022

	Jul '21 - Mar 22
Total 5104-00 · GROUP INSURANCE	60,591.43
5105-00 · PAYROLL TAX EXPENSE	155,791.82
5106-00 · WORKERS COMP	38,550.00
5202-00 · CLOTHING	488.70
5202-10 · CLOTHING-UNIFORMS PERMANENT	3,000.00
5202-12 · CLOTHING-SNL UNIFORMS	1,000.00
5202-20 · CLOTHING-STRUCTURE	1,608.53
5203-00 · COMMUNICATIONS	9,188.47
5205-00 · FOOD	49.56
5206-00 · HOUSEHOLD EXPENSE	2,348.86
5207-00 · INSURANCE	20,542.60
5209-00 · MAINT-EQUIPMENT	4,381.20
5209-10 · MAINT-OFFICE EQUIP	2,521.11
5210-00 · MAINT-STRUCTURE	4,208.69
5211-00 · MAINT-AUTO	29,693.26
5212-00 · MEMBERSHIPS	5,058.92
5213-00 · MEDICAL SUPPLY	2,418.37
5214-00 · SUPPLIES-OFFICE	-35.59
5214-10 · SUPPLIES-OPERATING	1,356.61
5215-00 · PROFESSIONAL SERVICE	22,899.78
5217-00 · RENTS-EQUIPMENT	37.50
5219-00 · SMALL TOOLS	464.64
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	9,744.00
5220-00 · SPECIAL DISTRICT EXPENSE	250.00
5220-10 · TRAINING EXPENSE	8,147.31
5220-20 · SAFETY/FIRE PREVENTION	291.27
5223-00 · FUEL	11,807.25
5224-00 · UTILITIES	7,991.74
5300-30 · OES MISC STRIKE TEAM EXPENSE	7,515.26
5331-00 · GRANT VFA EXPENDITURES	4,833.18
5507-00 · RESERVE-765	290.02
66900 · Reconciliation Discrepancies	0.03
Total Expense	<u>1,007,418.27</u>
Net Ordinary Income	<u>-2,594.66</u>
Net Income	<u><u>-2,594.66</u></u>