

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday, August 12, 2019 @ 4:00 P.M.**

**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 on garage door repairs/bids

**V. NEW BUSINESS**

1. Audit approval from Board members
2. Final Budget approval from Board members
3. Cola increase - review and approval from Board members
4. Letter of Clarification - Exploring the Options - The Union article
5. Resolution No. 19-262 -Allocation of Proposition 172 Revenues
6. Purchase new generator for Station

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

**OPHIR HILL FIRE PROTECTION DISTRICT**  
**Meeting Minutes**  
**BOARD OF DIRECTORS MEETING**  
**Monday, July 8, 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, Director Peterson  
Others Present: Fire Chief Robb Rothenberger, Kris Stoeckle-Board Secretary, Captain Jon Nelson, Firefighter Brian Harms

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting - June, 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 June, 2019 to include a report of 41 calls - details outlined in Chief's Report. Again, a very busy month. Public assist to remove a bear from resident. Captain Nelson and Chief were able to open door and bear ran out, little damage was done. Channel 13 did interview with Chief and report was broadcasted on local news. Engine 52 back in service. Roster at 20 and updates will be discussed as below.
3. **Financial Statements and Warrant Requests** - Kris Stoeckle reported fund balances as outlined below:

Fund Balance for 721	\$ 110,911.85
Fund Balance for 727	\$ 64,576.08
Fund Balance for 765	\$ 18,801.14
West America Checking	\$ 819,121.35
Bank of the West	\$ 68,689.73

*MOTION II* - Vice Chairman Borgnis motioned to approve financial statements and warrants  
2nd by Director Sousa  
VOTE: Unanimous

**III. CORRESPONDENCE**

1. No new correspondence

**IV. OLD BUSINESS**

1. Lexipol - ongoing - Chief confirmed this remains a work in progress. Slow and steady progress.
2. Fire engine research and committee updates will remain ongoing. Meetings have been placed on hold until after fire season.
3. Station repairs - Captain Nelson was able to update all. August 5th is date agreed to start station repairs. Captain continues to work on getting vendors to bid for work we need. Garage doors will be repaired next week for immediate needs and continue to get bids to replace and do bigger job.
4. Western Nevada County Fire District Meetings - see #3 below.  
*MOTION III* - Chairman Armacher motioned to approve the Johnson Bid for work as outlined in quote.

2nd by Director Borgnis  
VOTE: Unanimous

**V. NEW BUSINESS**

1. Garage Door bids - Captain Nelson will continue this activity.
2. 2017-18 Audit complete and presented to Board for final approval. Kris updated Board with two recommendations made by CPA. Board agreed to do a final review and revisit on next month's agenda.
3. WNCFD - Exploring the Option Packet - needs letter of intent to be written and agreed upon by Board Members. Letter has due date of July 31, 2019. A Special Board Meeting was agreed and confirmed to take place on 07/15/2019.
4. Hiring of Seasonal Fire Fighters and Acting Captain - Chief introduced Brian Harms and Garrett Graves, new Seasonal together with Acting Captain Bryan Wheeler - stepping in as we no longer have Captain Drummond and Jake Cammon at Ophir Hill station.

*MOTION IV*- Chairman Armacher motioned to meet under Special Board Meeting as outlined above.  
2nd by Chairman Sousa  
VOTE: Unanimous

**VI. PUBLIC COMMENT**

1. 4th of July Parade in Grass Valley was proudly driven by Director Martin, Chief Rothenberger and ladies. Fun was had by all.
2. The Cedars' Andy Owen, President of HOA, shared his concerns and desire to keep the gate clear that is shared by residents and Ophir Hill's back parking lot. All agreed to be aware of all safety issues.

**VII. MOTION TO ADJOURN**

*MOTION V* - Director Peterson motioned to adjourn meeting at 17:45 hour  
2nd by Director Sousa  
VOTE: Unanimous

ATTEST:

  
Kris Stoeckle, Board Secretary

**Ophir Hill Fire Protection District**  
**Fund Balances**  
**As of July 31, 2019**

Account	Fund			Total
	721	727	765	
LAIF	111,620.89	18,921.28	66,373.25	196,915.42
WestAmerica	792,310.25			792,310.25
Bank of the West	68,689.73			68,689.73
<b>Total</b>	<b>972,620.87</b>	<b>18,921.28</b>	<b>66,373.25</b>	<b>1,057,915.40</b>

## OPHIR HILL FIRE PROTECTION DISTRICT - 721

## Balance Sheet

As of July 31, 2019

	<u>Jul 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	111,620.86
1902-00 · WESTAMERICA CHECKING ACCO...	792,310.25
1905 · Bank of The West Checking	68,680.73
1906 · Bank of The West Petty Cash	99.04
1919-00 · WESTAMERICA-PETTY CASH	<u>-54.00</u>
Total Checking/Savings	972,656.88
Accounts Receivable	
1910-00 · A/R Taxes	<u>42,818.68</u>
Total Accounts Receivable	<u>42,818.68</u>
Total Current Assets	<u>1015475.56</u>
<b>TOTAL ASSETS</b>	<u><u>1015475.56</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	9,557.77
2450 · Payroll Payable	<u>34,167.14</u>
Total Accounts Payable	43,724.91
Other Current Liabilities	
2110 · Direct Deposit Liabilities	1.00
2500-00 · PAYROLL TAXES PAYABLE	40,758.56
2510-00 · PAYROLL DEDUCTIONS PAYABLE	140.00
2700-00 · CalPERS RETIREMENT PAYABLE	3,629.02
2900-00 · COMPENSATED ABSENCES	31,261.50
2950 · UNAVAILABLE REVENUE	<u>23,938.60</u>
Total Other Current Liabilities	<u>99,728.68</u>
Total Current Liabilities	<u>143,453.59</u>
Total Liabilities	143,453.59

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of July 31, 2019

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	<u>Jul 31, 19</u>
Equity	
3001-00 - FUND BALANCE	905,655.55
Net Income	<u>-33,633.58</u>
Total Equity	<u>872,021.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>1015475.56</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721  
**Profit & Loss Budget Performance**  
 July through August 2018

	Jul - Aug 18	Budget	Jul - Aug 18	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
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	9,266.88	51,383.00	9,266.88	51,383.00	51,383.00
4620-00 · OTHER REVENUE	1.00		1.00		
4620-10 · TRAINING	200.00	5,000.00	200.00	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		
<b>Total Income</b>	<b>46,090.98</b>	<b>665,023.00</b>	<b>46,090.98</b>	<b>665,023.00</b>	<b>665,023.00</b>
<b>Gross Profit</b>	<b>46,090.98</b>	<b>665,023.00</b>	<b>46,090.98</b>	<b>665,023.00</b>	<b>665,023.00</b>
<b>Expense</b>					
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	3,840.00	30,000.00	3,840.00	30,000.00	30,000.00
5101-20 · Salaries-CHIEF	15,059.12	99,232.00	15,059.12	99,232.00	99,232.00
5101-21 · Salaries-O/T Chief	10,442.88		10,442.88		
5101-40 · Salaries-CAPTAIN	25,201.14	164,000.00	25,201.14	164,000.00	164,000.00
5101-41 · Salaries-O/T Captain	4,756.80		4,756.80		
5101-42 · Salaries-OT Planned Capt	3,329.76	20,000.00	3,329.76	20,000.00	20,000.00
5101-50 · Salaries-Engineer	0.00		0.00		
5102-00 · Salaries-SNL FF	9,407.50	18,000.00	9,407.50	18,000.00	18,000.00
5102-20 · Salaries-Cvg Relief Chief	0.00		0.00		
5102-21 · Salaries-Cvg Relief Captain	3,686.52		3,686.52		
5102-22 · Salaries-Cvg. Relief Engineers	0.00	500.00	0.00	500.00	500.00
5102-23 · Paid Call Firefighters	4,222.50	10,000.00	4,222.50	10,000.00	10,000.00
5102-25 · STRIKE TEAM PAY	110,701.18		110,701.18		
5103-00 · RETIREMENT EXPENSE	11,784.42	72,296.00	11,784.42	72,296.00	72,296.00
<b>5104-00 · GROUP INSURANCE</b>					
5104-10 · Group Insurance	8,073.73		8,073.73		
5104-20 · Group Insurance Reimburse...	4,959.12		4,959.12		
5104-00 · GROUP INSURANCE - Other	-3,432.96	73,500.00	-3,432.96	73,500.00	73,500.00
<b>Total 5104-00 · GROUP INSURANCE</b>	<b>9,599.89</b>	<b>73,500.00</b>	<b>9,599.89</b>	<b>73,500.00</b>	<b>73,500.00</b>
5105-00 · PAYROLL TAX EXPENSE	11,573.80	11,840.00	11,573.80	11,840.00	11,840.00
5106-00 · WORKERS COMP	13,121.00	30,000.00	13,121.00	30,000.00	30,000.00
5202-10 · CLOTHING-UNIFORMS PERMA...	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
5203-00 · COMMUNICATIONS	0.00	13,300.00	0.00	13,300.00	13,300.00
5206-00 · HOUSEHOLD EXPENSE	45.49	2,000.00	45.49	2,000.00	2,000.00
5207-00 · INSURANCE	0.00	10,298.00	0.00	10,298.00	10,298.00
5209-00 · MAINT-EQUIPMENT	788.62	4,000.00	788.62	4,000.00	4,000.00
5209-10 · MAINT-OFFICE EQUIP	300.95	1,300.00	300.95	1,300.00	1,300.00
5210-00 · MAINT-STRUCTURE	2,639.11	4,500.00	2,639.11	4,500.00	4,500.00
5211-00 · MAINT-AUTO	6,412.36	5,850.00	6,412.36	5,850.00	5,850.00
5212-00 · MEMBERSHIPS	0.00	1,356.00	0.00	1,356.00	1,356.00

## OPHIR HILL FIRE PROTECTION DISTRICT - 721

## Profit &amp; Loss Budget Performance

July through August 2018

	Jul - Aug 18	Budget	Jul - Aug 18	YTD Budget	Annual Budget
5213-00 · MEDICAL SUPPLY	419.30	1,600.00	419.30	1,600.00	1,600.00
5214-00 · SUPPLIES-OFFICE	45.89	2,500.00	45.89	2,500.00	2,500.00
5214-10 · SUPPLIES-OPERATING	-473.52	800.00	-473.52	800.00	800.00
5215-00 · PROFESSIONAL SERVICE	228.40	19,778.00	228.40	19,778.00	19,778.00
5216-00 · PUBLICATIONS	86.32		86.32		
5217-00 · RENTS-EQUIPMENT	37.50	32.00	37.50	32.00	32.00
5219-00 · SMALL TOOLS	1,372.21		1,372.21		
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	1,538.78	2,000.00	1,538.78	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	2,516.79	11,500.00	2,516.79	11,500.00	11,500.00
5224-00 · UTILITIES	2,119.15	5,800.00	2,119.15	5,800.00	5,800.00
5300-30 · OES MISC STRIKE TEAM EXPE...	147.39		147.39		
5331-00 · GRANT VFA EXPENDITURES	653.15		653.15		
5600-00 · CONTINGENCIES	0.00	18,047.00	0.00	18,047.00	18,047.00
<b>Total Expense</b>	<b>261,613.28</b>	<b>651,736.00</b>	<b>261,613.28</b>	<b>651,736.00</b>	<b>651,736.00</b>
<b>Net Ordinary Income</b>	<b>-215,522.30</b>	<b>13,287.00</b>	<b>-215,522.30</b>	<b>13,287.00</b>	<b>13,287.00</b>
<b>Other Income/Expense</b>					
Other Expense					
7710 · Fees and Penalties	3,137.43		3,137.43		
<b>Total Other Expense</b>	<b>3,137.43</b>		<b>3,137.43</b>		
<b>Net Other Income</b>	<b>-3,137.43</b>		<b>-3,137.43</b>		
<b>Net Income</b>	<b>-218,659.73</b>	<b>13,287.00</b>	<b>-218,659.73</b>	<b>13,287.00</b>	<b>13,287.00</b>