

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday – December 12, 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**

1. New ID badges
2. Update on AT&T project

**V. NEW BUSINESS**

1. Discuss and review scheduled board meeting time
2. Election of new vice-chairman

**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, November 14, 2022**  
**4:30 p.m.**

**I. STANDING ORDERS**

1. CALL TO ORDER - Meeting called to order at 4:30 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Vice-Chairman Borgnis, Director Peterson  
Others Present: Chief Robb Rothenberger, Board Secretary Monique Sousa  
Absent: Director Sousa, Director Martin

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting on October 10, 2022.

MOTION I – Director Peterson motioned to approve the meeting minutes.

2nd by Director Borgnis

VOTE: Unanimous

2. Chief's Report

Chief report given by Chief Rothenberger

Reviewed September and October's report as there was no written report presented last month due to technical difficulties. All equipment is in service. Roster is at 16. The water tender is scheduled to be back in the next 7 days. OHFPD presented a S2-12 class hosting 15 firefighters from Contra Costa Fire. Peardale Chicago Park Fire Protection District Assessment passed. RFG grant has been funded and we are waiting further information. Crab Feed will most likely not be held this year.

3. Financial Statements and Warrant Requests

Monique Sousa reported the fund balances as outlined below:

Fund Balance for LAIF 721 \$ 658,807.59

Fund Balance for 727 LAIF \$

Fund Balance for 765 LAIF \$

West America Checking \$ 289,412.18

MOTION II – Vice-Chairman Borgnis motioned to approve the financial statements.

2nd by Chairman Armacher

VOTE: Unanimous

**III. FIRE INSPECTIONS – report presented by Captain Nelson**

2022

March

May

June

July

September

November – Captain Nelson will report next month.

December

**IV. OLD BUSINESS**

1. New ID Badges

Captain Nelson and Volunteer Firefighter Brandon Roberts are working on mock-ups. They will report back at December's meeting.

2. Update on AT&T project  
Parts are ordered and awaiting arrival to schedule installation. No estimated delivery time yet.

## V. NEW BUSINESS

1. Rising Insurance Rates  
Chief Rothenberger went over the increase in worker's compensation insurance and specifically general liability insurance. There was a 50% increase to the general liability insurance premium due to wildfire risk. Chief Rothenberger submitted a statement to the Nevada County Board of Supervisors who submitted a letter to the California Insurance Commissioner.
2. Rise Gold Update  
The final Environmental Impact Report is expected to be released in the beginning of 2023 with a possible hearing in the first quarter of the year.
3. Amend Final Budget 2022/2023  
Changes made to the total revenues and expenses and final budget was revised.  
Motion III – Director Peterson moved to approve the Amended Final Budget 2022/2023.  
2<sup>nd</sup> by Vice-Chairman Borgnis  
VOTE: Unanimous

## VI. CORRESPONDENCE

Review and approve Audit 2021/2022 Engagement Letter – Disregard, Completed last month.

## VII. PUBLIC COMMENT

Director Peterson will be retiring and is open to rescheduling the Board Meeting time. There are many holiday events coming that OHFPD will participate in:

1. OHFPD engine will volunteer to be in the Donation Day Parade.
2. OHFPD will participate in the Nevada County Toy Run.
3. OHFPD will Adopt-a-Family for Christmas through Union Hill School.
4. OHFPD will host a Toys for Tots box beginning Thanksgiving weekend.

## VIII. MOTION TO ADJOURN

MOTION IV – Director Peterson motioned to adjourn the meeting at 5:31 p.m.  
2<sup>nd</sup> by Vice-Chairman Borgnis  
VOTE: Unanimous

Attest:

 12/12/2022  
\_\_\_\_\_  
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's Report

December 2022

## Incidents

Date	Time	Type	Location	Agency
11/1	1157	Medical/Abdominal pain	Brunswick Dr.	OPH
11/1	1552	Medical/Chest pain	Jones Ridge Rd.	NCC
11/1	2100	Medical/Choking	Rattlesnake Rd.	OPH
11/2	1519	Medical/Detox	Lower Colfax Rd.	OPH
11/2	2015	Residential structure fire	Norvin Wy.	NCC
11/3	0757	FMS/Tree into powerlines	Highland Dr.	OPH
11/3	1011	Medical/Nose bleed	Hwy.174	OPH
11/3	1556	Medical/Altered LOC	Brooks Rd.	OPH
11/4	1446	Medical/Hip injury	Rattlesnake Rd.	OPH
11/5	1405	Medical/Difficulty breathing	Rattlesnake Rd.	OPH
11/5	1723	Debris fire	Greenhorn Rd.	NCC
11/6	1029	FMS/Electrical hazard	Rattlesnake Rd.	OPH
11/6	1109	MVA	Hwy.174 X Hillview	PCP
11/6	1909	Medical/Fall	Bartlett Dr.	OPH
11/7	0214	Residential structure fire	Rainbow Rd.	NCC
11/8	1145	Medical/Stroke	Bartlett Dr.	OPH
11/9	1846	Medical/Ill person	Mercury Dr.	OPH
11/10	0331	Medical/Fall	Meadow Wy.	NCC
11/10	1754	Commercial fire alarm	Union Hill School	OPH
11/10	2304	Medical/Assault	Brooks Rd.	OPH
11/10	2309	MVA	Hwy.174 X Peardale Rd.	PCP
11/11	1550	Medical/Echo response	Race St.	GRV
11/11	2011	MVA	Hwy.174 X Greenhorn Access	PCP
11/12	0526	Medical/Vomiting blood	Greenhorn Rd.	NCC
11/12	1110	Public assist/Lift assist	Bartlett Dr.	OPH

11/12	1118	Medical/Med. Alarm	Lower Colfax Rd.	OPH
11/13	0638	Structure Fire	Lower Colfax Rd.	PCP
11/13	1514	Fire Alarm/ Residential	Red Dog Rd.	PCP
11/14	0108	Medical/III person	Rattlesnake Rd.	OPH
11/15	1244	Public Assist/ Baby lock in	Brookview Cr.	OPH
11/17	1119	Medical/Fainting	Osborne Hill Rd.	OPH
11/18	1346	Code 2 medical/ Hip ulcer	Mary's Dr.	OPH
11/18	1807	Medical/Assault	Cedar Ridge Dr.	OPH
11/19	1009	Medical/Echo response	Whispering Pines Ln.	GRV
11/19	1101	Public Assist/Lift Assist	Chatsworth Ln.	OPH
11/22	0309	Medical/Difficulty breathing	Rattlesnake Rd.	OPH
11/22	0542	Medical/III person	Somerset Dr.	OPH
11/23	1532	FMS/Gas Hazard	Orchard Springs Rd.	PCP
11/23	1815	Commercial Fire Alarm	Nevada City Av.	NCC
11/24	1643	Medical/Overdose	Tim Burr Ln.	OPH
11/25	0158	Residential Structure Fire WT-42	Mowry Ln.	NCC
11/25	1313	FMS/Gas Hazard	Murphy Pl.	NCC
11/25	1415	Medical/Diabetic	Pine Cone Cr.	OPH
11/26	1245	Medical/Dislocated hip	Lower Colfax Rd.	OPH
11/26	1855	Medical/III person	Happy Hollow Rd.	NCC
11/27	0536	Medical/Suicide	Lost Lake Rd.	NCC
11/27	1214	Medical/Fainting	Greenhorn Rd.	NCC
11/28	1606	MVA	You Bet Rd.	PCP
11/29	1027	Code 2 Medical/Back pain	Mill Creek Rd.	NCC
11/29	1050	Medical/Difficulty breathing	Brunswick Dr.	OPH

50 total incidents. 28 in OPH, 7 PCP, 13 NCC, 2 GRV

Roster is at 17 with three applications pending.

All equipment is in service and available.

Ophir Hill Fire Protection District

Fund Balances

As of November - 2022

Account	Fund			Total
	721	727	765	
LAIF	596,832.14	-	-	596,832.14
WestAmerica	227,162.77			227,162.77
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>823,994.91</b>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of November 30, 2022

	Nov 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	31,187.03
1900-00 · LAIF FUND 721 - Other	565,645.11
	596,832.14
Total 1900-00 · LAIF FUND 721	596,832.14
1902-00 · WESTAMERICA CHECKING ACCOUNT	227,162.77
	823,994.91
Total Checking/Savings	823,994.91
Accounts Receivable	
1910-00 · A/R Taxes	27,598.16
1911-00 · A/R Assessments Receivable	11,912.26
1912-00 · A/R Interest Receivable	230.48
1913-00 · Accounts Receivable	2,625.00
1954-10 · Due from Other Gov't	6,306.65
	48,672.55
Total Accounts Receivable	48,672.55
Total Current Assets	872,667.46
<b>TOTAL ASSETS</b>	<b>872,667.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	31,352.70
	31,352.70
Total Accounts Payable	31,352.70
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-41,565.80
2500-00 · PAYROLL TAXES PAYABLE	-125,006.48
2700-00 · CalPERS RETIREMENT PAYABLE	-83,821.35
	-250,393.63
Total Other Current Liabilities	-250,393.63
Total Current Liabilities	-219,040.93
Total Liabilities	-219,040.93
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,350,258.92
3001-01 · FUND-MITIGATION	27,189.34
Net Income	-262,055.67
	-262,055.67

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of November 30, 2022

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	Nov 30, 22
Total Equity	<u>1,091,708.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>872,667.46</u></u>



OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

November 2022

	<u>Nov 22</u>
Ordinary Income/Expense	
Income	
4468-00 · OES-ENGINE INCOME	19,830.94
4468-10 · OES-PERSONNEL	53,433.92
4468-20 · OES-Strike Team Other Reimburse	9,282.29
4640-00 · 727 to be transferred	990.36
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Total Income	83,537.51
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Gross Profit	83,537.51
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	8,416.40
5101-21 · Salaries-O/T Chief	0.00
5101-30 · Salaries-OFFICE MGR.	2,056.17
5101-40 · Salaries-CAPTAIN	11,522.20
5101-41 · Salaries-O/T Captain	16,975.38
5101-42 · Salaries-OT Planned Capt	2,282.84
5102-00 · Salaries-SNL FF	9,435.00
5102-23 · Paid Call Firefighters	168.00
5103-00 · RETIREMENT EXPENSE	3,811.77
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	2,267.98
5104-00 · GROUP INSURANCE - Other	2,363.39
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Total 5104-00 · GROUP INSURANCE	4,631.37
5105-00 · PAYROLL TAX EXPENSE	1,557.23
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5206-00 · HOUSEHOLD EXPENSE	280.99
5207-00 · INSURANCE	12,776.00
5209-00 · MAINT-EQUIPMENT	1,007.95
5210-00 · MAINT-STRUCTURE	185.51
5211-00 · MAINT-AUTO	339.51
5214-00 · SUPPLIES-OFFICE	106.41
5214-10 · SUPPLIES-OPERATING	235.78
5215-00 · PROFESSIONAL SERVICE	465.74
5217-00 · RENTS-EQUIPMENT	350.00
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	3,567.51
5219-20 · SMALL TOOLS-MISC.	392.36
5220-00 · SPECIAL DISTRICT EXPENSE	0.00
5223-00 · FUEL	1,374.72
5224-00 · UTILITIES	1,021.97
5300-30 · OES MISC STRIKE TEAM EXPENSE	217.31
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Total Expense	83,178.12

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

November 2022

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	Nov 22
Net Ordinary Income	359.39
Other Income/Expense	
Other Expense	
7710 · Fees and Penalties	0.50
Total Other Expense	0.50
Net Other Income	-0.50
Net Income	<u>358.89</u>