

OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday – June 21, 2021 (rescheduled from the 14th)
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

June: report details attached

IV. **OLD BUSINESS**

V. **NEW BUSINESS**

1. Personnel updates
2. 2021-22 Preliminary Budget – Board to Review and comment

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

**OPHIR HILL FIRE PROTECTION DISTRICT
MEETING MINUTES
BOARD OF DIRECTORS MEETING
Monday – May 10, 2021
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, Director Sousa, Director Martin, Director Peterson
Others Present: Kris Stoeckle-Board Secretary, Captain Nelson
Absent: Vice Chairman Borgnis, Chief Rothenberger

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting – April 2021
MOTION I – Director Sousa motioned to approve meeting minutes.
2nd by Director Martin
VOTE: Unanimous
2. Chief's Report delayed due to Chief out with leg injury. Captain Nelson gave brief update to Chief's absence. Chief Report will be provided within the next few days. Closed session will be addressed via phone facetime.
3. *Financial Statements & Warrant Requests* – Kris Stoeckle reported fund balance as outlined below:
Fund Balance for 721 \$ 41,470.99
Fund Balance for 727 \$
Fund Balance for 765 \$
West America Checking \$899,103.35
MOTION II – Director Peterson motioned to approve Financial Statements and Warrants
2nd by Chairman Martin
VOTE: Unanimous

III. FIRE INSPECTIONS – next report will be out in June

IV. OLD BUSINESS

V. NEW BUSINESS

1. Closed session – Chief will speak via facetime
2. DNO – Kris will provide binder that outlines the current details

VI. PUBLIC COMMENT

Chairman Armacher announced the Law Enforcement Committee will be providing two sets of turn outs as part of their donation to Ophir Hill Fire.

VII. MOTION TO ADJOURN

MOTION IV – Director Peterson motioned to adjourn 17:00 hour
2nd by Director Martin
VOTE: Unanimous

Attest:

Kris Stoeckle 6-21-21
Kris Stoeckle – 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

May 2021

Date	Time	Type	Location	Agency
4/1	0707	FMS Electrical Hazard	Anchor Ln.	OPH
4/1	1150	PA Lift assist	Footwall Dr.	OPH
4/2	0208	Code 2 Medical/Fall	Hwy.174	OPH
4/2	2117	Medical / Fall	Tiger Lily Ln.	OPH
4/4	1117	FAS/ Residential	Beauview Dr.	OPH
4/8	1211	Medical/ Echo Response	Lost Lake Rd.	NCC
4/8	1420	Medical/ Bicycle accident	Osborne Hill Rd.	OPH
4/9	1543	Structure Fire/ WT-42	Wildwood West Dr.	PNV
4/10	0012	Code 2 Medical / Med check out	Slo Poke Ln.	OPH
4/11	0358	Structure Fire	Alpine Ln.	NCC
4/15	1230	Medical/ Echo response	Shadow Pines Dr.	PCP
4/18	1030	Medical/ Altered LOC	Brunswick Dr.	OPH
4/19	0853	Medical/ Victim hit by tree	Brooks Rd.	OPH
4/21	1444	Medical/ Difficulty breathing	Burma Rd.	OPH
4/24	1446	Control burn check	Rattlesnake Rd.	OPH
4/25	1934	FAS/Residential	Admiral Ln.	OPH
4/25	2012	Medical/ Fall	Burma Rd.	PCP
4/26	1717	Medical/ Altered LOC	Rattlesnake Rd.	OPH
4/29	1307	Vegetation Fire/ WT-42	Harmony Estates Rd.	NCC
4/29	1822	Medical/ Difficulty breathing	Pine View Dr.	OPH
4/30	1446	Medical/ Fall	Tahoe View Dr.	OPH
4/30	1823	Structure Fire/ WT-42	Scotts Flat Rd.	OPH

22 total incidents. 16 in OPH, 2 PCP, 3 NCC, 1 PNV.

Roster is at 22. All equipment is available and in service.

Fire Chief's Report

June 2021

Date	Time	Type	Location	Agency
5/2	0803	Medical/ 1144	Beauview Rd.	OPH
5/2	2056	Code 2 medical/ Fall	Bartlett Dr.	OPH
5/3	0017	Public Assist/ Lift assist	Bartlett Dr.	OPH
5/3	0917	Medical/ Assault	Rattlesnake Rd.	OPH
5/3	1251	Code 2 medical/ Fall	Union Hill School	OPH
5/3	1928	Medical/ Suicidal person	Highland Dr.	OPH
5/3	2155	MVA	You Bet Rd.	PCP
5/4	1130	Medical/ Hit by a tree	Brooks Rd.	OPH
5/5	1830	Medical/ Echo response	Grizzly Trail	NCC
5/5	2159	Medical/ Cardiac issues	Copper Dr.	OPH
5/6	0400	Code 2 medical/ Foot pain	Brunswick Dr.	OPH
5/6	0811	MVA	Lower Colfax Rd.	PCP
5/7	0831	Medical/ Unknown medical	Empire Mine S.H.P.	OPH
5/7	1129	FMS/ Gas leak	Pine Hill Dr.	OPH
5/7	1724	MVA	Hwy.174 x You Bet Rd.	PCP
5/8	1611	MVA	Dog Bar Rd. x Carrie Dr.	NCC
5/9	1358	Commercial vehicle fire/ E-5269	I 80 at Magra	Cal Fire
5/9	1415	Debris burn check	Hwy.174	OPH
5/9	1501	Medical/ Convulsions	Christopher Robin Way	OPH
5/9	2229	Medical/ Echo response	Pine Cone Cr.	OPH
5/10	1243	Code 2 medical/ Fall	Rattlesnake Rd.	OPH
5/10	1256	Medical/ Out of control student	Union Hill School	OPH
5/11	1344	Medical/ Bucked off horse	Paradise Ln.	OPH
5/14	0814	Medical/ Arm pain	Hwy.174	PCP
5/14	1013	Medical/ Fall	Rattlesnake Rd.	OPH
5/16	1850	Medical/ Echo response	Brunswick Dr.	OPH
5/17	0945	Medical/ Chest pain	Blue Jay Hill Rd.	OPH
5/18	0945	Medical/ Unknown medical	Oak Cr.	PCP
5/18	1911	Vegetation Fire/ WT-42	Meadow Rd. Alta	Cal Fire
5/19	1902	FMS/ Gas leak	Foster Rd.	OPH

5/20	0555	Medical/ Poss. Stroke	Mercury Dr.	OPH
5/20	1921	Medical/ Suicidal Person	Highland Dr.	OPH
5/21	1134	MVA	Hwy.174 x Noel Ln.	OPH
5/22	1538	Illegal campfire	Empire Mine S.H.P.	OPH
5/23	1729	Medical/ Abdominal pain	Brunswick Dr.	OPH
5/26	1607	Vehicle fire	Hwy.174	PCP
5/26	1753	Medical/ Possible O.D.	Highland Dr.	OPH
5/27	1027	Medical/ Stroke	Brunswick Rd.	OPH
5/27	1328	Vegetation Fire/ WT-42	Casci Ranch Rd.	NCC
5/29	1307	Medical/ Person down	Rattlesnake Rd.	OPH
5/30	1720	Medical/ Unconscious person	E.Bennett Rd.	OPH
5/30	1844	Medical/ Unconscious person	Greenpeace Ln.	PCP
5/31	1329	Vegetation Fire/ WT-42	Hutto Rd.	PNV

43 total incidents. 30 OPH, 7 PCP, 3 NCC, 1 PNV, 2 Cal Fire

Roster is at 17 with 2 applications pending.

All equipment is in service and available.

- June

Ophir Hill Fire fire safety inspection report for January - ~~March 2021~~

To date we have done 24 inspections

Completed inspection with no violations

Date

R&R	13453 Hwy 174	1/4/21
Toms Car Care	13473 Hwy 174	1/4/21
Empty	13481 Hwy 174	1/13/21
GiGi Place Daycare	19295 Tiger Lilly Ln	3/2/21
Palmers	East Bennett	5/25/21
Boys home	12875 rattle snake rd	5/18/21
Cedar Ridge Salon	12719 Hwy 174	5/25/21

Completed Inspection with Self-Certification

Date

Number of violations

Zumba	13459 Hwy 174	1/4/21	1
Empty	13451 Hwy 174	1/13/21	1
Empty	13455 Hwy 174	1/13/21	3
AG Pots	13483 Hwy 174	1/13/21	1
Cedar Ridge Y Market	13477 Hwy 174	1/4/21	1
Union hill school Gym		1/20/21	1
Marias Daycare	13148 Brunswick Rd	3/2/21	1
Mustard and vine	East Bennett	5/25/21	1
Girls home	11855 slow poke ln	5/18/21	3
Mountain Ent	East bennett	5/18/21	1
HP Communications		5/25/21	1
Alavah	East Bennett	5/25/21	2
CA Native plant	East Bennett	5/25/21	1

Inspections that need re-inspection**Date****Number of violations**

Union Hill School MPR		6/20/21	2
Empty	13469 Hwy 174	1/13/21	2
Greenhouse	13459 Hwy 174	1/13/21	6
Empty Upstairs at the Y		1/4/21	1
Cedar Ridge Market	12738 Hwy 174	5/21/21	3

Ophir Hill Fire Protection District

Fund Balances

As of May 31, 2021

Account	Fund			Total
	721	727	765	
LAIF	41,653.17	-	-	41,653.17
WestAmerica	1,105,590.60			1,105,590.60
Total	-	-	-	1,147,243.77

Balance Sheet

As of May 31, 2021
May 31, 21

ASSETS

Current Assets

Checking/Savings

1900-00 · LAIF FUND 721	41,653.17
1902-00 · WESTAMERICA CHECKING ACCOUNT	1,105,590.60

Total Checking/Savings	<u>1,147,243.77</u>
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Accounts Receivable

1910-00 · A/R Taxes	65,312.80
1912-00 · A/R Interest Receivable	13,172.32
1913-00 · Accounts Receivable	-21,742.66
1954-10 · Due from Other Gov't	65,509.28

Total Accounts Receivable	<u>122,251.74</u>
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Total Current Assets	<u>1,269,495.51</u>
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TOTAL ASSETS

	<u><u>1,269,495.51</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000-00 · ACCOUNTS PAYABLE	<u>17,495.28</u>
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Total Accounts Payable	17,495.28
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Other Current Liabilities

2500-00 · PAYROLL TAXES PAYABLE	-7,469.84
2600-00 · HEALTH INSURANCE PAYABLE	-5,429.45
2700-00 · CalPERS RETIREMENT PAYABLE	-6,921.02
2950 · UNAVAILABLE REVENUE	102,702.93

Total Other Current Liabilities	<u>82,882.62</u>
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Total Current Liabilities	<u>100,377.90</u>
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Total Liabilities

	100,377.90
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Equity

3001-00 · FUND BALANCE	985,788.00
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Net Income	259,796.89
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Total Equity	<u>1,245,584.89</u>
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TOTAL LIABILITIES & EQUITY

	<u><u>1,345,962.79</u></u>
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OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 31, 2020 through May 31, 2021

Jul 31, '20 - May 31, 21

Ordinary Income/Expense

Income

4001-00 · CURRENT SECURED TAX	247,645.79
4002-00 · PRIOR SEC TAX	-16.99
4003-00 · CURRENT UNSECURED TAX	6,958.04
4004-00 · PUBLIC UTILITY	80.13
4017-00 · SUPPLEMENTAL SECURED TAX	184,725.90
4018-00 · SUPP UNSECURED TAX	120.45
4028-00 · SUPP PRIOR UNSECURED	197.71
4040-00 · ST HOMEOWNERS PROP	3,286.39
4100-00 · Special Assessment Tax Roll	226,333.04
4110-00 · Special Assessment Hand Bills	1,275.36
4301-00 · INTEREST INCOME	1,250.08
4468-20 · OES-Strike Team Other Reimburse	681,779.58
4496-00 · PROP 172	42,496.82
4606-00 · SALE OF FIXED ASSETS	10,500.00
4620-00 · OTHER REVENUE	171.00
4620-10 · TRAINING	3,335.00
4640-00 · 727 to be transferred	2,363.04
4806-00 · DONATIONS	1,900.00
4902 · GRANT VFA	1,522.00
4996 · Workers Comp Reimbursement	5,179.00

Total Income

1,421,102.34

Gross Profit

1,421,102.34

Expense

5000-00 · Salaries & Benefits	6,471.34
5050-00 · Salaries-Holiday Pay	1,800.00
5060-00 · Salaries-Vacation Buyback	7,543.40
5101-10 · Salaries-BOOKKEEPER	14,772.64
5101-20 · Salaries-CHIEF	82,825.16
5101-21 · Salaries-O/T Chief	22,004.64
5101-40 · Salaries-CAPTAIN	147,857.53
5101-41 · Salaries-O/T Captain	80,030.00
5101-42 · Salaries-OT Planned Capt	21,361.06
5101-50 · Salaries-Engineer	0.00
5101-61 · Salaries-O/T FF	2,326.50
5102-00 · Salaries-SNL FF	68,922.25
5102-20 · Salaries-Cvg Relief Chief	0.00
5102-21 · Salaries-Cvg Relief Captain	17,560.81
5102-23 · Paid Call Firefighters	5,051.00
5102-25 · STRIKE TEAM PAY	212,478.68
5103-00 · RETIREMENT EXPENSE	77,842.45
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	8,617.53
5104-20 · Group Insurance Reimbursement	8,071.10
5104-00 · GROUP INSURANCE - Other	48,787.85

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 31, 2020 through May 31, 2021

	<u>Jul 31, '20 - May 31, 21</u>
Total 5104-00 · GROUP INSURANCE	65,476.48
5105-00 · PAYROLL TAX EXPENSE	32,518.37
5106-00 · WORKERS COMP	57,933.00
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5202-12 · CLOTHING-SNL UNIFORMS	0.00
5203-00 · COMMUNICATIONS	39,177.12
5205-00 · FOOD	219.79
5206-00 · HOUSEHOLD EXPENSE	1,532.46
5207-00 · INSURANCE	5,653.82
5209-00 · MAINT-EQUIPMENT	3,486.76
5209-10 · MAINT-OFFICE EQUIP	1,043.09
5210-00 · MAINT-STRUCTURE	2,965.71
5211-00 · MAINT-AUTO	22,808.42
5212-00 · MEMBERSHIPS	2,450.74
5213-00 · MEDICAL SUPPLY	1,822.92
5214-00 · SUPPLIES-OFFICE	673.94
5214-10 · SUPPLIES-OPERATING	1,989.16
5215-00 · PROFESSIONAL SERVICE	11,111.56
5217-00 · RENTS-EQUIPMENT	37.50
5219-00 · SMALL TOOLS	70.49
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	2,698.10
5220-10 · TRAINING EXPENSE	5,348.57
5223-00 · FUEL	13,421.40
5224-00 · UTILITIES	8,852.98
5300-30 · OES MISC STRIKE TEAM EXPENSE	16,368.34
5350-00 · SPECIAL ASSESSMENT EXPENSE	11,123.50
5404-00 · AUTO EQUIPMENT-CAPITAL IMP	43,034.32
5507-00 · RESERVE-765	56,439.01
66900 · Reconciliation Discrepancies	-90,305.56
Total Expense	<u>1,086,799.45</u>
Net Ordinary Income	<u>334,302.89</u>
Net Income	<u><u>334,302.89</u></u>