

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday – June 13, 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

1. Review and approve District Election 2022 Resolution 2022-01
2. Review and approve 2022-23 Preliminary Budget
3. Present, review and adopt Resolution for Assessment Rate 2022-2023
4. Recognition of employee

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 9, 2022
4:30PM**

I. STANDING ORDERS

1. CALL TO ORDER – Meeting called to order at 16:40 hours by Director Sousa
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL – Vice-Chairman Borgnis (via video conference), Director Sousa, Director Martin
Others Present: Chief Rothenberger, Captain Nelson, Captain Wheeler, Firefighter Nichols, Board Secretary Monique Sousa
Absent: Chairman Armacher, Director Peterson

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting on April 11, 2022
MOTION I – Director Martin motioned to approve meeting minutes.
2nd by Vice-Chairman Borgnis
VOTE: Unanimous
2. Approve Board Minutes from special meeting on April 26, 2022
MOTION II – Director Martin motioned to approve meeting minutes.
2nd by Vice-Chairman Borgnis
VOTE: Unanimous
3. Chief report was given by Chief Rothenberger – see report for details.
Engineer Billberg has accepted the position and will start in May 2022.
4. *Financial Statements & Warrant Requests* – Monique Sousa reported fund balance as outlined below:

Fund Balance for LAIF 721	\$ 404,825.00
Fund Balance for 727 LAIF	\$
Fund Balance for 765 LAIF	\$
West America Checking	\$719,812.60

MOTION III – Director Martin motioned to approve Financial Statements and Warrants
2nd by Vice-Chairman Borgnis
VOTE: Unanimous

III. FIRE INSPECTIONS – report presented by Captain Nelson

2022

March

May – 7 inspections have been done with 6 to be reinspected

June

September

December

IV. OLD BUSINESS

No old business

V. NEW BUSINESS

Personnel updates - Proposal to hire an additional Seasonal Firefighter for the peak months of fire season (June through October) which will allow engine and water tender to be in service when needed

MOTION IV – Director Martin motioned to hire an additional Seasonal Firefighter.

2nd by Vice-Chairman Borgnis

VOTE: Unanimous

VI. CORRESPONDENCE

No correspondence

VII. PUBLIC COMMENTS

District elections to be held November 8, 2022

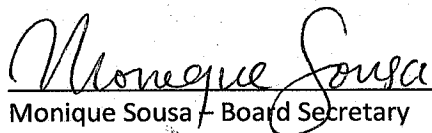
VII. MOTION TO ADJOURN

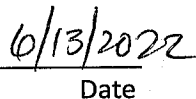
MOTION V – Director Martin motioned to adjourn 16:52 hour

2nd by Vice-Chairman Borgnis

VOTE: Unanimous

Attest:


Monique Sousa - Board Secretary


Date

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Fire Chief's Report

June 2022

INCIDENTS

Date	Time	Type	Location	Agency
5/1	1301	Medical/Heart attack	Sky Oaks Ln.	NCC
5/2	2103	MVA	174 X Odyssey Wy.	PCP
5/3	0136	Medical/Difficulty breathing	Towle Ln.	OPH
5/3	1316	Medical/11-44	Towle Ln.	OPH
5/3	1647	MVA	174 X Odyssey Wy.	PCP
5/4	1923	Medical/Stage for NCSO	E.Empire St.	OPH
5/5	1408	Vegetation fire	You Bet Rd.	PCP
5/5	1847	Public assist/Lift assist	Bartlett Dr.	OPH
5/7	1047	Public assist/ Lift assist	Chatsworth Ln.	OPH
5/7	1808	Medical/Attempted suicide	E.Empire St.	OPH
5/8	1655	MVA	174 X Brunswick Dr.	OPH
5/8	2312	Code 2 medical/ NCSO Pt. check	Lava Cap Mine Rd.	NCC
5/10	0822	MVA	174 X Wabash	PCP
5/10	0942	Medical/ Laceration	Hwy.174	OPH
5/10	2017	Medical/ Stroke	Hwy.174	OPH
5/11	0302	Public assist/ Lift assist	Hwy.174	OPH
5/11	0854	Code 2 medical/ High BP	Cedar Ridge Dr.	OPH
5/11	1806	Public assist/ Child locked in car	Highland Dr.	OPH
5/12	1452	Structure Fire	Griffith Dr.	NCC
5/12	1633	Structure Fire	West Main St.	GRV
5/13	1234	Vegetation fire WT-42	Houghton Ranch Rd.	PNV
5/14	1112	MVA	New Brunswick Ct.	OPH
5/16	1621	Medical/11-44	Jones Ridge Rd.	NCC
5/16	1755	Medical/ Low BP	Chatsworth Ln.	OPH
5/19	0841	Commercial Fire Alarm	Union Hill School	OPH
5/19	1427	MVA	174 X Meyer Rd.	PCP
5/20	0955	Medical/ 11-44	Greenhorn Rd.	OPH

5/21	1450	Medical/ Stage for NCSO	Lava Cap Mine Rd,	NCC
5/22	0415	Medical/ Fractured hip	Green Way Pl.	OPH
5/23	1442	Residential fire alarm	Raccoon Trail	PCP
5/24	1617	Public Assist/ Lift assist	Highland Dr.	OPH
5/24	1951	Commercial Fire Alarm	Union Hill School	OPH
5/24	1955	Medical/Suicidal subject	E. Empire St.	OPH
5/24	2042	Medical/ Choking	Rattlesnake Rd.	OPH
5/25	1316	Medical/ Fall	Wymer Ln.	OPH
5/27	0652	Code 2 medical/ Back pain	Highland Dr.	OPH
5/28	1809	Public assist/ Lift assist	Collier Rd.	NCC
5/29	1203	Code 2 medical/ Lacerated toe	Collier Rd.	NCC
5/31	1312	Public assist/Lift assist	Pauls Place	NCC
5/31	1725	FMS/ Lines down	Storms Ln.	PCP
5/31	2346	Code 2 medical/ Back injury	Towle Ln.	OPH

Total of 41 incidents. 24 in OPH, 7 in PCP, 8 in NCC. 1 in GRV, and 1 in PNV.

Roster is at 18. Several new applications pending.

All equipment is in service and available.

Ophir Hill Fire Protection District
Fund Balances
As of May - 2022

Account	Fund			Total
	721	727	765	
LAIF	954,825.00	-	-	954,825.00
WestAmerica	400,748.21			400,748.21
Total				1,355,573.21

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	954,825.00
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>400,748.21</u>
Total Checking/Savings	1,355,573.21
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	<u>3,583.66</u>
Total Accounts Receivable	<u>39,560.65</u>
Total Current Assets	<u>1,395,133.86</u>
TOTAL ASSETS	<u><u>1,395,133.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>36,314.34</u>
Total Accounts Payable	36,314.34
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	35,073.78
2510-00 · PAYROLL DEDUCTIONS PAYABLE	500.00
2600-00 · HEALTH INSURANCE PAYABLE	-5,429.45
2700-00 · CalPERS RETIREMENT PAYABLE	<u>6,331.21</u>
Total Other Current Liabilities	<u>36,475.54</u>
Total Current Liabilities	<u>72,789.88</u>
Total Liabilities	72,789.88
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,149,112.47
Net Income	<u>196,915.71</u>
Total Equity	<u>1,322,343.98</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,395,133.86</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2021 through June 2022

Jul '21 - Jun 22

Ordinary Income/Expense

Income

4001-00 · CURRENT SECURED TAX	514,824.75
4003-00 · CURRENT UNSECURED TAX	7,572.19
4004-00 · PRIOR UNSECURED TAX	195.91
4017-00 · SUPPLEMENTAL SECURED TAX	12,087.67
4018-00 · SUPP UNSECURED TAX	177.48
4028-00 · SUPP PRIOR UNSECURED	45.88
4040-00 · ST HOMEOWNERS PROP	3,458.78
4100-00 · Special Assessment Tax Roll	150,701.52
4301-00 · INTEREST INCOME	1,776.75
4419-00 · PROPERTY TAX REIMBURSEMENT	-11,624.50
4450-90 · STATE OTHER	49.92
4468-00 · OES-ENGINE INCOME	14,631.83
4468-20 · OES-Strike Team Other Reimburse	460,900.03
4496-00 · PROP 172	69,419.40
4511-70 · SPECIAL ASSESSMENTS	100,937.64
4620-00 · OTHER REVENUE	6,290.59
4620-10 · TRAINING	4,210.00
4640-00 · 727 to be transferred	5,091.21
4806-00 · DONATIONS	3,250.00
4902 · GRANT VFA	-3,336.88
4996 · Workers Comp Reimbursement	14,577.05

Total Income

1,355,237.22

Gross Profit

1,355,237.22

Expense

5000-00 · Salaries & Benefits	1,500.00
5050-00 · Salaries-Holiday Pay	3,285.00
5060-00 · Salaries-Vacation Buyback	29,397.57
5101-10 · Salaries-BOOKKEEPER	14,962.62
5101-20 · Salaries-CHIEF	0.00
5101-21 · Salaries-O/T Chief	4,438.66
5101-30 · Salaries-OFFICE MGR.	5,313.00
5101-40 · Salaries-CAPTAIN	179,390.90
5101-41 · Salaries-O/T Captain	105,814.05
5101-42 · Salaries-OT Planned Capt	23,223.11
5101-50 · Salaries-Engineer	3,705.60
5101-51 · Salaries O/T Eng.	0.00
5101-52 · Salaries-OT Planned ENG	0.00
5101-61 · Salaries-O/T FF	2,626.50
5102-00 · Salaries-SNL FF	77,733.75
5102-20 · Salaries-Cvg Relief Chief	0.00
5102-21 · Salaries-Cvg Relief Captain	0.00
5102-23 · Paid Call Firefighters	6,800.90
5102-25 · STRIKE TEAM PAY	129,808.64
5103-00 · RETIREMENT EXPENSE	94,171.20
5104-00 · GROUP INSURANCE	

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2021 through June 2022

	Jul '21 - Jun 22
5104-10 · Group Insurance	9,678.93
5104-20 · Group Insurance Reimbursement	19,972.97
5104-00 · GROUP INSURANCE - Other	50,102.24
Total 5104-00 · GROUP INSURANCE	79,754.14
5105-00 · PAYROLL TAX EXPENSE	183,137.76
5106-00 · WORKERS COMP	51,400.00
5202-00 · CLOTHING	1,710.13
5202-10 · CLOTHING-UNIFORMS PERMANENT	3,000.00
5202-12 · CLOTHING-SNL UNIFORMS	1,000.00
5202-20 · CLOTHING-STRUCTURE	7,369.15
5203-00 · COMMUNICATIONS	13,502.34
5205-00 · FOOD	253.48
5206-00 · HOUSEHOLD EXPENSE	3,762.60
5207-00 · INSURANCE	20,542.60
5209-00 · MAINT-EQUIPMENT	5,399.00
5209-10 · MAINT-OFFICE EQUIP	2,541.48
5210-00 · MAINT-STRUCTURE	6,181.99
5211-00 · MAINT-AUTO	48,261.35
5212-00 · MEMBERSHIPS	5,058.92
5213-00 · MEDICAL SUPPLY	3,124.76
5214-00 · SUPPLIES-OFFICE	33.84
5214-10 · SUPPLIES-OPERATING	1,958.49
5215-00 · PROFESSIONAL SERVICE	23,240.00
5216-00 · PUBLICATIONS	363.00
5217-00 · RENTS-EQUIPMENT	75.00
5219-00 · SMALL TOOLS	3,709.28
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	11,042.48
5220-00 · SPECIAL DISTRICT EXPENSE	446.69
5220-10 · TRAINING EXPENSE	10,824.53
5220-20 · SAFETY/FIRE PREVENTION	483.65
5223-00 · FUEL	17,069.00
5224-00 · UTILITIES	9,761.06
5300-30 · OES MISC STRIKE TEAM EXPENSE	7,515.26
5331-00 · GRANT VFA EXPENDITURES	10,486.02
5507-00 · RESERVE-765	290.02
66900 · Reconciliation Discrepancies	0.03
Total Expense	1,215,469.55
Net Ordinary Income	139,767.67
Net Income	139,767.67