

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday – May 9, 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 on April 11 2022
2. Approve Board Minutes from Special Meeting on April 26, 2022
3. Chief's Report
4. Financial Statements & Warrant Requests - Report copies and details will be provided

**III. FIRE INSPECTIONS Quarterly Report– Captain Nelson  
2022:  
May  
June  
September  
December**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

Additional Seasonal Fire Fighter Position

**VI. CORRESPONDENCE**

**VII. PUBLIC COMMENT**

District Elections to be held November 8, 2022

**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 54954.3). 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 – April 11, 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, Captain Jon Nelson, Seasonal Firefighter Erik Dupzyk, Board Secretary Monique Sousa

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting – March 2022  
MOTION I – Director Peterson motioned to approve meeting minutes from March 14, 2022  
2<sup>nd</sup> by Director Martin  
VOTE: Unanimous  
Director Sousa arrived.
2. Chief report was given by Chief Rothenberger – see report for details.  
Many calls due to escaped reburns as a result of frequent number of burn days.  
All equipment is in service and currently focusing on maintenance and repairs as needed to prepare for upcoming fire season.  
Fire captain position closes on Friday, April 15, 2022 at 4pm.  
Nevada County CEO and Vice CEO held a meeting with local fire chiefs gathering input on a proposed ½ cent sales tax increase on the November 2022 ballot for Fire Prevention and Fire Safety in Nevada County. The consensus among fire chiefs is the need for as other areas are paying more. Another meeting to be scheduled.
3. Financial Statements & Warrant Requests by Monique Sousa  
Fund Balance for 721                   \$ 404,334.47  
Fund Balance for 727                   \$  
Fund Balance for 765                   \$  
West America Checking               \$ 754,846.00

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

- III. FIRE INSPECTIONS** – reports will be presented by Captain Nelson on a quarterly basis and will share all details to Board Members during the Board meeting.
- 2022  
April – Captain Nelson has begun scheduling inspections and will report in May.  
June  
September  
December

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

Monique Sousa is authorized to be on all accounts pertinent to administration and finance as deemed necessary. See attached.

MOTION III – Director Peterson motioned to add Monique Sousa to accounts.

2<sup>nd</sup> by Director Martin

VOTE: Unanimous

**VI. CORRESPONDENCE**

**VII. PUBLIC COMMENTS**

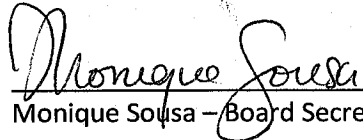
**VII. MOTION TO ADJOURN**

MOTION IV – Director Peterson motioned to adjourn 17:10 hour

2<sup>nd</sup> by Director Martin

VOTE: Unanimous

Attest:

  
Monique Sousa – Board Secretary

05-16-2022  
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 2022

### INCIDENTS

DATE	TIME	TYPE	LOCATION	AGENCY
4/1	2215	MEDICAL/ABDOMINAL PAIN	BURMA RD.	OPH
4/2	1523	MEDICAL/UNCONSCIOUS PERSON	UNCLE SONNY'S	OPH
4/2	1653	MEDICAL/UNKNOWN	HWY.174	PCP
4/3	0707	MEDICAL/DIFF.BREATHING	STAR DR.	OPH
4/3	1236	PUBLIC ASSIST/ LIFT ASSIST	BROOKS RD.	OPH
4/3	1427	MVA	HWY.174 X EDGEWOOD	PCP
4/3	1829	MVA	GREENHORN RD.	NCC
4/4	0647	MEDICAL/1144	LOWER PINE HILL DR.	OPH
4/4	1618	PUBLIC ASSIST/ LIFT ASSIST	BROOKS RD.	OPH
4/4	2039	MVA	174 X EDGEWOOD	PCP
4/5	1956	MEDICAL/AUTO VS.PED	COPPER DR.	OPH
4/5	2316	MEDICAL/FALL	PINE CONE CR.	OPH
4/6	1400	MEDICAL/STROKE	GREENHORN RD.	NCC
4/7	0758	MEDICAL/11-44	CHATSWORTH LN.	OPH
4/8	1231	STRUCTURE FIRE	MAIN ST.	NEV
4/8	1601	VEGETATION FIRE WT-42	PASQUALE RD.	NCC
4/10	1731	MEDICAL/CARDIAC ISSUE	GREENWAY PL.	OPH
4/10	2225	PUBLIC ASSIST/ LIFT ASSIST	OMEGA CT.	OPH
4/11	1338	MEDICAL/ABDOMINAL PAIN	CEDAR RIDGE DR.	OPH
4/13	1910	MVA	YOU BET RD.	PCP
4/15	0922	MEDICAL/ECHO RESPONSE	LAVA CAP MINE RD.	NCC
4/17	1434	MEDICAL/FALL	LOST LAKE RD.	NCC
4/17	1659	VEGETATION FIRE	HIGHLAND DR.	OPH
4/18	1027	MEDICAL/LACERATION	HWY.174	OPH
4/18	1513	COMMERCIAL VEHICLE FIRE WT-42	I-80 COLFAX	CAL FIRE
4/18	2031	STRUCTURE FIRE	FAY RD	NCC
4/19	1224	SMOKE CHECK	BROOKS RD	OPH
4/20	1335	MEDICAL/SEIZURE	BARTLETT DR.	OPH

4/20	1650	MVA	BRUNSWICK RD.	OPH
4/22	1729	MEDICAL/FALL	BARTLETT DR.	OPH
4/22	1945	MVA	YOU BET RD.	PCP
4/23	0043	MEDICAL/HBD	LAVA CAP MINE RD.	NCC
4/27	1423	FIRE ALARM	SUNSHINE VALLEY RD.	PCP
4/27	1444	MEDICAL/MED CHECK OUT	RATTLESNAKE RD.	OPH
4/27	1937	MEDICAL/THROAT INJURY	ARROWHEAD MINE	PCP
4/27	2040	MEDICAL/FALL	BURMA RD.	PCP
4/29	1116	FIRE ALARM	SUNSHINE VALLEY RD.	PCP
4/30	1454	PUBLIC ASSIST/LIFT ASSIST	HIGHLAND DR.	OPH

**38 TOTAL INCIDENTS. 20 IN OPH, 9 IN PCP, 7 IN NCC, 1 NEV, 1 CAL FIRE**

**ALL EQUIPMENT IS IN SERVICE. ROSTER IS AT 19.**

**NEW HIRE FAE BILLBERG WILL START BEGINNING OF NEXT PAY PERIOD.**

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

Account	Fund			Total
	721	727	765	
LAIF	404,825.00	-	-	404,825.00
WestAmerica	719,812.60			719,812.60
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,124,637.60</b>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	404,825.00
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>719,812.60</u>
Total Checking/Savings	1,124,637.60
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	39,560.65
Total Current Assets	<u>1,164,198.25</u>
<b>TOTAL ASSETS</b>	<u><u>1,164,198.25</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
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	34,913.46
2510-00 · PAYROLL DEDUCTIONS PAYABLE	500.00
2600-00 · HEALTH INSURANCE PAYABLE	-5,429.45
2700-00 · CalPERS RETIREMENT PAYABLE	<u>8,748.26</u>
Total Other Current Liabilities	38,732.27
Total Current Liabilities	<u>75,046.61</u>
Total Liabilities	75,046.61
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,149,112.47
Net Income	<u>-36,276.63</u>
Total Equity	<u>1,089,151.64</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,164,198.25</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2021 through April 2022

Jul '21 - Apr 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	460,900.03
4496-00 · PROP 172	63,399.77
4620-00 · OTHER REVENUE	5,761.42
4620-10 · TRAINING	3,210.00
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

1,043,490.23

Gross Profit

1,043,490.23

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	14,537.62
5101-20 · Salaries-CHIEF	0.00
5101-21 · Salaries-O/T Chief	4,438.66
5101-30 · Salaries-OFFICE MGR.	1,764.00
5101-40 · Salaries-CAPTAIN	164,235.02
5101-41 · Salaries-O/T Captain	99,241.89
5101-42 · Salaries-OT Planned Capt	19,023.39
5101-50 · Salaries-Engineer	0.00
5101-61 · Salaries-O/T FF	2,626.50
5102-00 · Salaries-SNL FF	66,644.75
5102-20 · Salaries-Cvg Relief Chief	0.00
5102-21 · Salaries-Cvg Relief Captain	0.00
5102-23 · Paid Call Firefighters	5,619.15
5102-25 · STRIKE TEAM PAY	129,808.64
5103-00 · RETIREMENT EXPENSE	86,031.16
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	8,598.21
5104-20 · Group Insurance Reimbursement	16,355.77
5104-00 · GROUP INSURANCE - Other	44,193.43



OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2021 through April 2022

	Jul '21 - Apr 22
Total 5104-00 · GROUP INSURANCE	69,147.41
5105-00 · PAYROLL TAX EXPENSE	164,540.23
5106-00 · WORKERS COMP	38,550.00
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	1,608.53
5203-00 · COMMUNICATIONS	9,407.71
5205-00 · FOOD	216.36
5206-00 · HOUSEHOLD EXPENSE	2,390.44
5207-00 · INSURANCE	20,542.60
5209-00 · MAINT-EQUIPMENT	5,032.40
5209-10 · MAINT-OFFICE EQUIP	2,521.11
5210-00 · MAINT-STRUCTURE	4,687.61
5211-00 · MAINT-AUTO	37,734.77
5212-00 · MEMBERSHIPS	5,058.92
5213-00 · MEDICAL SUPPLY	2,908.83
5214-00 · SUPPLIES-OFFICE	28.73
5214-10 · SUPPLIES-OPERATING	1,508.73
5215-00 · PROFESSIONAL SERVICE	22,924.52
5217-00 · RENTS-EQUIPMENT	37.50
5219-00 · SMALL TOOLS	3,365.78
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	9,744.00
5220-00 · SPECIAL DISTRICT EXPENSE	250.00
5220-10 · TRAINING EXPENSE	10,268.23
5220-20 · SAFETY/FIRE PREVENTION	291.27
5223-00 · FUEL	13,622.17
5224-00 · UTILITIES	8,526.20
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	1,079,766.86
Net Ordinary Income	-36,276.63
Net Income	-36,276.63