

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday – October 12, 2020  
4:00PM**

**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**

**IV. OLD BUSINESS**

1. Auto Aid Agreement – ongoing and updates
2. Water tender – update on repairs required

**V. NEW BUSINESS**

1. Nevada County Board of Supervisors – action required by board members. Appointment required together with Certificate of Appointment and Oath of Office. Kris provided cover letter recently received with document to take to appointment.
2. Annual Financial Audit – required to rotate to new auditor – Kris has updates.

**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 -- September 14, 2020  
4:00PM**

**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: Chief Rothenberger, Kris Stoeckle-Board Secretary  
Absent: 0

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting – August 2020  
MOTION I – Vice Chairman Borgnis motioned to approve meeting minutes.  
2<sup>nd</sup> by Director Martin  
VOTE: Unanimous
2. *Chief's Report* – see attached report for details provided by Chief Rothenberger.  
(Chief just returned from strike team and was not able to provide paper report. Report will be included in next month's packet)  
Busy with multiple assignments. Engine 52 back for general maintenance. Water tender had a catastrophic failure and was towed back home. Cracked block and needs new motor. Captain Nelson reported details to all after making contacts regarding getting new motor.  
Chief updated that the type 6 nears completion. Damage was done to engine at incident which caused some damage. This will be covered by insurance. Chief praised personnel for outstanding performance during fires as they performed above and beyond expectations.
3. *Financial Statements & Warrant Requests* – Kris Stoeckle reported fund balance as outlined below:  
Fund Balance for 721 \$111,514.78  
Fund Balance for 727 \$ 22,782.67  
Fund Balance for 765 \$ 11,351.55  
West America Checking \$604,860.67

MOTION II – Director Sousa motioned to approve Financial Statement and Warrants  
2<sup>nd</sup> by Director Martin  
VOTE: Unanimous

**III. CORRESPONDENCE**

No new correspondence

**IV. OLD BUSINESS**

Personnel out on fires

**V. NEW BUSINESS**

Personnel out on fires

**VI. PUBLIC COMMENT**

Power outage affects our Comcast phones and internet service. ATT has a FirstNet program and plans to come to station to talk about what they can offer. District will continue to review and determine best practice.

**VII. MOTION TO ADJOURN**

MOTION III – Vice Chairman Borgnis motioned to adjourn 16:45 hour

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

VOTE: Unanimous

Attest:

Kris Stoeckle      10.12.20  
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

## August 2020

	Date	Time	Type	Location	Agency
1.	8/1	0008	Public Assist	Casa Loma Dr.	OPH
2.	8/1	1527	Medical Rescue	Empire Mine S.H.P.	OPH
3.	8/5	1511	Medical/Fall	Holly Branch Ct.	OPH
4.	8/6	1219	Medical/ Abdominal Pain	Old Coach Way	PCP
5.	8/6	1459	Medical/ Eye Injury	Empire Mine S.H.P.	OPH
6.	8/7	1340	Code 2 Medical/ Fall	Casa Loma Dr.	OPH
7.	8/7	1636	Vehicle Accident	174 x Wild Duck	PCP
8.	8/8	1446	Vehicle Accident	174 x Forest Park	PCP
9.	8/8	2303	Medical/Seizure	Brunswick Dr.	OPH
10.	8/11	1722	Vehicle Accident	Laws Ranch Rd.	OPH
11.	8/11	2037	Vehicle Accident	Lower Colfax Rd.	OPH
12.	8/13	1144	Medical Alarm	Somerset Dr.	OPH
13.	8/14	0637	Medical/Chest Pain	Pine Hill Dr.	OPH
14.	8/14	2318	Medical/ Diabetic	Rattlesnake Rd.	OPH
15.	8/15	0924	Medical/ Fainting	Rattlesnake Rd.	OPH
16.	8/15	1851	Medical/ Stroke	Pine Hill Dr.	OPH
17.	8/16	1204	Vegetation Fire	Eagle Nest Rd.	PCP
18.	8/16	1522	Strike Team	Loyalton	TNF
19.	8/16	2009	FMS/ Electrical Hazard	Footwall Dr.	OPH
20.	8/16	2207	Water Tender Request	Loyalton	TNF
21.	8/17	1319	FMS/ Electrical Hazard	Donner Oaks Rd.	PCP
22.	8/17	1432	Engine Request/ Jones Fire	Newtown Rd.	Cal Fire
23.	8/18	1012	Medical/ Difficulty Breathing	Greenhorn Rd.	OPH
24.	8/18	1850	Vehicle Accident	Meadow Dr.	PCP
25.	8/18	1958	Medical/ Unresponsive	Hwy.174	OPH
26.	8/19	1418	Medical/ Difficulty Breathing	Greenhorn Rd.	OPH
27.	8/19	1422	Structure Fire	William Quirk Memorial Dr.	PCP
28.	8/20	1918	Medical/ Tubing Accident	Rollins Lake	PCP
29.	8/20	1928	Fire Alarm	Jewett Ln.	PCP
30.	8/26	1029	Medical/ Altered LOC	Meadow View Dr.	PCP
31.	8/26	1852	Medical/ Unknown	Stonebridge Way	OPH
32.	8/28	1009	Medical/Fall	Burma Rd.	OPH
33.	8/30	1002	Strike Team	Quincy	PNF
34.	8/31	1050	Medical/ Stroke	Somerset Dr.	OPH

### Equipment status:

All equipment in service and available other than WT-52 is out of service with a blown engine.

# Fire Chief's Report

## September 2020

	Date	Time	Type	Location	Agency
1.	9/1	1444	Structure Fire	Marshall St.	GRV
2.	9/2	1535	Vehicle Accident	Lower Colfax Rd.	PCP
3.	9/2	1940	Medical/ Ill Person	Pearson Rd.	PCP
4.	9/2	2247	Medical/ Medical Alarm	Dogwood LN.	PCP
5.	9/3	1506	Medical/ Heart Attack	Red Dog Rd.	PCP
6.	9/4	1734	Medical Alarm	Rattlesnake Rd.	OPH
7.	9/5	0843	Vehicle Accident	174 X Silver	OPH
8.	9/5	1135	Code 2 Medical/ Kidney Pain	Highland Dr.	OPH
9.	9/7	2113	Vehicle Fire	Crawford Ln.	PCP
10.	9/8	1055	Debris Fire	Rattlesnake Rd.	OPH
11.	9/8	1140	CO Monitor	Fawn Hill Dr.	PCP
12.	9/8	1624	Medical/ Difficulty Breathing	Highland Dr.	OPH
13.	9/8	1737	Vehicle Accident	174 X You Bet	PCP
14.	9/9	0203	Medical/ COPD	highland Dr.	OPH
15.	9/9	0931	Code 2 Medical/ Back pain	Meadow Dr.	PCP
16.	9/9	1442	Vehicle Accident	You Bet Rd.	PCP
17.	9/10	0802	Code 2 Medical/ Ill Person	Cedar Crest Ct.	PCP
18.	9/15	1736	Medical/ Crushing Injury	E. Bennett Rd.	OPH
19.	9/16	0917	Medical/ Unknown	Brooks Rd.	OPH
20.	9/16	2251	Code 2 Medical/ Fall	Pine Hill Dr.	OPH
21.	9/17	1225	Vehicle Fire	Pine Cone Cr.	OPH
22.	9/17	1511	Public Assist	Casa Loma Dr.	OPH
23.	9/19	1100	Medical/ Echo Response	Shebley Rd.	PCP
24.	9/19	1502	Medical/Chest Pain	Hwy.174	PCP
25.	9/19	1856	Debris Fire	Rattlesnake Rd.	OPH
26.	9/20	1239	FMS/ Broken Gas Line	Partridge Rd.	OPH
27.	9/20	1838	Vehicle Accident	E. Bennett Rd.	OPH
28.	9/20	2341	Medical/Fall	Tiger Lily Ln.	OPH
29.	9/22	1909	Medical/ Allergic Reaction	Station 52	OPH
30.	9/24	1136	Vehicle Accident	Brooks Rd.	OPH
31.	9/24	1406	Vehicle Accident	174 X E. Empire St.	OPH
32.	9/24	1606	Medical/ Asthma	Greenway Pl.	OPH
33.	9/24	1718	Medical/ Hanging	E. Bennett Rd.	OPH
34.	9/25	2006	Smoke Check	Brunswick Rd.	OPH
35.	9/27	2305	Strike Team	Mendocino	Cal Fire
36.	9/28	1336	Medical/ Heat Stroke	Mosswood Ln.	PCP
37.	9/30	1021	Vehicle Accident	Brunswick Rd.	OPH
38.	9/30	1152	Medical/ Chest Pain	Rattlesnake Rd.	OPH

Water Tender 52 remains out of service. All other equipment is in service.

Ophir Hill Fire Protection District

Fund Balances

As of September 30, 2020

Account	Fund			Total
	721	727	765	
LAIF	111,514.78	22,782.67	11,351.55	145,649.00
WestAmerica	387,503.81			387,503.81
Total	499,018.59	22,782.67	11,351.55	533,152.81

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of September 30, 2020

	<u>Sep 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	111,148.38
1902-00 · WESTAMERICA CHECKING ACCOUNT	387,503.81
1905 · Bank of The West Checking	76,368.24
1906 · Bank of The West Petty Cash	99.04
Total Checking/Savings	<u>575,119.47</u>
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>
Total Current Assets	<u>697,371.21</u>
<b>TOTAL ASSETS</b>	<u><u>697,371.21</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	17,495.28
Total Accounts Payable	<u>17,495.28</u>
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-11,209.45
2600-00 · HEALTH INSURANCE PAYABLE	-5,429.45
2700-00 · CalPERS RETIREMENT PAYABLE	-3,246.55
2950 · UNAVAILABLE REVENUE	102,702.93
Total Other Current Liabilities	<u>82,817.48</u>
Total Current Liabilities	<u>100,312.76</u>
Total Liabilities	100,312.76
Equity	
3001-00 · FUND BALANCE	985,788.00
Net Income	-388,729.55
Total Equity	<u>597,058.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>697,371.21</u></u>

Profit & Loss Budget Performance

July through September 2020

	Jul - Sep 20	Budget
Ordinary Income/Expense		
Income		
4001-00 · CURRENT SECURED TAX	21,548.38	402,029.00
4002-00 · PRIOR SEC TAX	0.00	0.00
4003-00 · CURRENT UNSECURED TAX	66.95	7,375.00
4004-00 · PUBLIC UTILITY	5.59	9,909.00
4017-00 · SUPPLEMENTAL SECURED TAX	1,953.70	8,843.00
4018-00 · SUPP UNSECURED TAX	18.87	0.00
4028-00 · SUPP PRIOR UNSECURED	1.79	0.00
4040-00 · ST HOMEOWNERS PROP	175.80	0.00
4100-00 · Special Assessment Tax Roll	12,020.41	240,451.00
4301-00 · INTEREST INCOME	661.94	2,000.00
4468-00 · OES-ENGINE INCOME	0.00	0.00
4468-10 · OES-PERSONNEL	0.00	
4468-20 · OES-Strike Team Other Reimburse	0.00	0.00
4496-00 · PROP 172	8,318.56	58,094.00
4606-00 · SALE OF FIXED ASSETS	10,500.00	
4620-00 · OTHER REVENUE	0.00	0.00
4620-10 · TRAINING	0.00	2,000.00
4640-00 · 727 to be transferred	684.18	0.00
4806-00 · DONATIONS	1,550.00	0.00
4902 · GRANT VFA	0.00	0.00
Total Income	57,506.17	730,701.00
Gross Profit	57,506.17	730,701.00
Expense		
5000-00 · Salaries & Benefits	2,000.00	
5050-00 · Salaries-Holiday Pay	0.00	4,000.00
5060-00 · Salaries-Vacation Buyback	0.00	4,000.00
5101-10 · Salaries-BOOKKEEPER	4,389.12	31,000.00
5101-20 · Salaries-CHIEF	22,588.68	99,232.00
5101-21 · Salaries-O/T Chief	13,746.24	0.00



OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July through September 2020

	Jul - Sep 20	Budget
5101-40 · Salaries-CAPTAIN	39,514.68	166,624.00
5101-41 · Salaries-O/T Captain	40,951.20	0.00
5101-42 · Salaries-OT Planned Capt	8,395.60	21,000.00
5101-50 · Salaries-Engineer	0.00	0.00
5101-61 · Salaries-O/T FF	2,776.50	0.00
5102-00 · Salaries-SNL FF	19,872.25	52,000.00
5102-10 · Salaries-SNL Eng.	0.00	
5102-20 · Salaries-Cvg Relief Chief	0.00	0.00
5102-21 · Salaries-Cvg Relief Captain	8,008.97	0.00
5102-23 · Paid Call Firefighters	2,471.50	10,000.00
5102-25 · STRIKE TEAM PAY	116,589.45	0.00
5103-00 · RETIREMENT EXPENSE	32,186.21	72,296.00
5104-00 · GROUP INSURANCE		
5104-10 · Group Insurance	2,674.98	73,500.00
5104-20 · Group Insurance Reimbursement	2,638.45	0.00
5104-00 · GROUP INSURANCE - Other	9,283.74	0.00
Total 5104-00 · GROUP INSURANCE	14,597.17	73,500.00
5105-00 · PAYROLL TAX EXPENSE	14,270.56	11,840.00
5106-00 · WORKERS COMP	19,311.00	30,000.00
5202-00 · CLOTHING	297.94	
5202-10 · CLOTHING-UNIFORMS PERMANENT	4,000.00	4,000.00
5202-12 · CLOTHING-SNL UNIFORMS	600.00	600.00
5202-20 · CLOTHING-STRUCTURE	107.98	0.00
5202-40 · CLOTHING-WILDLAND	0.00	0.00
5203-00 · COMMUNICATIONS	15,010.21	16,800.00
5205-00 · FOOD	194.24	0.00
5206-00 · HOUSEHOLD EXPENSE	681.49	2,620.00
5207-00 · INSURANCE	0.00	10,298.00
5209-00 · MAINT-EQUIPMENT	1,331.86	8,400.00
5209-10 · MAINT-OFFICE EQUIP	380.60	1,600.00
5210-00 · MAINT-STRUCTURE	1,300.94	6,000.00

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July through September 2020

	Jul - Sep 20	Budget
5211-00 · MAINT-AUTO	4,529.40	12,000.00
5212-00 · MEMBERSHIPS	2,902.00	1,356.00
5213-00 · MEDICAL SUPPLY	878.43	2,000.00
5214-00 · SUPPLIES-OFFICE	207.60	2,700.00
5214-10 · SUPPLIES-OPERATING	578.60	1,600.00
5215-00 · PROFESSIONAL SERVICE	5,306.79	15,780.00
5216-00 · PUBLICATIONS	0.00	0.00
5217-00 · RENTS-EQUIPMENT	75.00	400.00
5219-00 · SMALL TOOLS	419.28	0.00
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	1,941.92	4,000.00
5219-20 · SMALL TOOLS-MISC.	129.89	1,000.00
5220-00 · SPECIAL DISTRICT EXPENSE	64.61	
5220-10 · TRAINING EXPENSE	251.12	4,000.00
5220-20 · SAFETY/FIRE PREVENTION	0.00	600.00
5220-60 · MISC/ANNUAL MEETING	0.00	2,500.00
5222-00 · TRAVEL	0.00	100.00
5223-00 · FUEL	4,424.15	14,000.00
5224-00 · UTILITIES	3,892.00	10,500.00
5300-30 · OES MISC STRIKE TEAM EXPENSE	5,826.54	0.00
5314-00 · INTEREST-LONG TERM DEBT	0.00	0.00
5331-00 · GRANT VFA EXPENDITURES	0.00	0.00
5350-00 · SPECIAL ASSESSMENT EXPENSE	0.00	
5405-00 · OTHER EQUIPMENT-CAPITAL IMP	0.00	0.00
5507-00 · RESERVE-765	29,234.00	0.00
66900 · Reconciliation Discrepancies	0.00	
<b>Total Expense</b>	<b>446,235.72</b>	<b>698,346.00</b>
<b>Net Ordinary Income</b>	<b>-388,729.55</b>	<b>32,355.00</b>
Other Income/Expense		
Other Expense		
7500 · TRANSFER OUT	0.00	0.00

Profit & Loss Budget Performance

July through September 2020

	Jul - Sep 20	Budget
7710 - Fees and Penalties	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-388,729.55	32,355.00