

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday - February 10, 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

1. Nominations for District Voting Members of LAFCo - see attached document

IV. OLD BUSINESS

1. Lexipol - ongoing and updates
2. Open House - ongoing and updates
4. Type 6 - ongoing and updates

V. NEW BUSINESS

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

OPHIR HILL FIRE PROTECTION DISTRICT
Meeting Minutes
BOARD OF DIRECTORS MEETING
Monday - January 13, 2020 - 4:00PM

I. STANDING ORDERS

1. CALL TO ORDER - Meeting called to order at 16:00 hours by Vice Chairman Borgnis
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Vice Chairman Borgnis, Director Sousa, Director Peterson, Director Martin
Absent: Chairman Armacher
Others Present: Chief Rothenberger, Kris Stoeckle-Board Secretary, Captain James Drummond, Firefighter Graves

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting - December, 2019

MOTION I - Director Martin motioned to approve meeting minutes
2nd by Director Peterson

VOTE: Unanimous

2. Chief's Report - see attached report for details. Roster at 25 with several pending applications. All equipment up and running. Adopt a family happened and was very successful. Crab feed is headed for a sellout on both times. New extrication tools are here and good to go on engines. FF Graves provided a demo of new tool to Board Members. Appreciation Dinner is scheduled for February 22 and all need to RSVP to Kris.

3. Financial Statements and Warrant Requests - Kris Stoeckle reported fund balances as outlined below:

Fund Balance for 721	\$ 111,944.88
Fund Balance for 727	\$ 20,340.15
Fund Balance for 765	\$ 66,782.09
West America Checking	\$ 400,352.16

MOTION II - Director Peterson motioned to approve Chief Report and Financial Statements and Warrants
2nd by Director Martin

VOTE: Unanimous

III. CORRESPONDENCE

1. No new correspondence.

IV. OLD BUSINESS

1. Lexipol - ongoing - Chief Rothenberger explained until the updates are finalized, system will not print.
2. Open House - previous flyer was handed out and will follow same format. Saturday May 2 is proposed date and prior to busy fire season.
3. Newsletter update - technical issued occurred which delayed previous mailing and has been rescheduled to include Open House info and get mailed out mid-February.
4. Type 6 - ongoing and updates - group visited Lester Enterprises and received quote from them and ACE Welding. Chief recommends Lester Enterprises which proved to be a superb company with ability to provide and meet our needs. Waiting for additional bid from Cascade fire to provide all further needs.

MOTION III - Director Peterson motioned to approve above mentioned quote and move forward with build.
2nd by Director Martin
VOTE: Unanimous

V. **NEW BUSINESS**

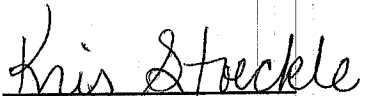
VI. **PUBLIC COMMENT**

Director Martin attended a Fire Wise meeting for Brooks Road area and shared it was a good meeting.

VII. **MOTION TO ADJOURN**

MOTION IV - Director Peterson motioned to adjourn meeting at 16:50 hour
2nd by Director Martin
VOTE: Unanimous

ATTEST:


Kris Stoeckle, Board Secretary

Fire Chief's Report
February 2020

Ophir Hill Incidents

Medical	15
Auto Aid to PCP	
MVA	5
Medical	1
Alarm Sounding	1
FMS	1

Mutual Aid to NCC

WT -52 Str. Fire	1
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Total Responses	24
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All equipment is in service and available

Roster is at 25 with 8 applications pending.

Ophir Hill Fire Protection District

Fund Balances

As of January 31, 2019

Account	Fund		
	721	727	765
			Total
LAIF	112,160.88	22,664.58	66,782.09
WestAmerica	687,425.59		687,425.59
Total	799,586.47	22,664.58	66,782.09
			889,033.14

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4001-00 · CURRENT SECURED TAX	257,740.25	402,029.00	257,740.25	402,029.00	402,029.00
4002-00 · PRIOR SEC TAX	64.48		64.48		
4003-00 · CURRENT UNSECURED TAX	7,021.91	7,375.00	7,021.91	7,375.00	7,375.00
4004-00 · PUBLIC UTILITY	0.00	9,909.00	0.00	9,909.00	9,909.00
4017-00 · SUPPLEMENTAL SECURED TAX	5,188.12	8,843.00	5,188.12	8,843.00	8,843.00
4018-00 · SUPP UNSECURED TAX	131.54		131.54		
4028-00 · SUPP PRIOR UNSECURED	26.78		26.78		
4040-00 · ST HOMEOWNERS PROP	2,110.66	3,479.00	2,110.66	3,479.00	3,479.00
4100-00 · Special Assessment Tax Roll	143,781.95	240,451.00	143,781.95	240,451.00	240,451.00
4301-00 · INTEREST INCOME	2,354.12	100.00	2,354.12	100.00	100.00
4468-00 · OES-ENGINE INCOME	6,894.24		6,894.24		
4468-20 · OES-Strike Team Other Reimburse	29,191.61		29,191.61		
4496-00 · PROP 172	34,749.34	58,094.00	34,749.34	58,094.00	58,094.00
4620-00 · OTHER REVENUE	63,077.22		63,077.22		
4620-10 · TRAINING	150.00	2,000.00	150.00	2,000.00	2,000.00
4640-00 · 727 to be transferred	3,620.97	25,000.00	3,620.97	25,000.00	25,000.00
4806-00 · DONATIONS	1,500.00		1,500.00		
4902 · GRANT VFA	-12,651.63		-12,651.63		
Total Income	544,951.56	757,280.00	544,951.56	757,280.00	757,280.00
Gross Profit	544,951.56	757,280.00	544,951.56	757,280.00	757,280.00
Expense					
5050-00 · Salaries-Holiday Pay	6,417.60	4,000.00	6,417.60	4,000.00	4,000.00
5060-00 · Salaries-Vacation Buyback	6,278.96	4,000.00	6,278.96	4,000.00	4,000.00
5101-10 · Salaries-BOOKKEEPER	11,174.88	31,000.00	11,174.88	31,000.00	31,000.00
5101-20 · Salaries-CHIEF	60,236.48	99,232.00	60,236.48	99,232.00	99,232.00
5101-21 · Salaries-O/T Chief	0.00		0.00		
5101-40 · Salaries-CAPTAIN	92,908.58	166,624.00	92,908.58	166,624.00	166,624.00
5101-41 · Salaries-O/T Captain	9,924.60		9,924.60		
5101-42 · Salaries-OT Planned Capt	11,666.96	21,000.00	11,666.96	21,000.00	21,000.00
5101-50 · Salaries-Engineer	0.00		0.00		
5101-61 · Salaries-O/T FF	0.00		0.00		
5102-00 · Salaries-SNL FF	39,017.00	52,000.00	39,017.00	52,000.00	52,000.00
5102-20 · Salaries-Cvg Relief Chief	0.00		0.00		
5102-21 · Salaries-Cvg Relief Captain	12,986.95		12,986.95		
5102-23 · Paid Call Firefighters	4,832.00	10,000.00	4,832.00	10,000.00	10,000.00
5102-25 · STRIKE TEAM PAY	54,181.61		54,181.61		
5103-00 · RETIREMENT EXPENSE	46,717.27	72,296.00	46,717.27	72,296.00	72,296.00
5104-00 · GROUP INSURANCE					
5104-10 · Group Insurance	5,589.15		5,589.15		
5104-20 · Group Insurance Reimbursement	8,404.86		8,404.86		
5104-00 · GROUP INSURANCE - Other	27,109.67	73,500.00	27,109.67	73,500.00	73,500.00
Total 5104-00 · GROUP INSURANCE	41,103.68	73,500.00	41,103.68	73,500.00	73,500.00
5105-00 · PAYROLL TAX EXPENSE	12,979.59	11,840.00	12,979.59	11,840.00	11,840.00
5106-00 · WORKERS COMP	41,046.00	30,000.00	41,046.00	30,000.00	30,000.00
5202-10 · CLOTHING-UNIFORMS PERMANENT	3,000.00	4,000.00	3,000.00	4,000.00	4,000.00
5202-12 · CLOTHING-SNL UNIFORMS	0.00	600.00	0.00	600.00	600.00
5202-20 · CLOTHING-STRUCTURE	816.77		816.77		
5202-40 · CLOTHING-WILDLAND	2,253.12		2,253.12		
5203-00 · COMMUNICATIONS	6,072.77	16,800.00	6,072.77	16,800.00	16,800.00
5205-00 · FOOD	239.04		239.04		
5206-00 · HOUSEHOLD EXPENSE	6,124.29	2,620.00	6,124.29	2,620.00	2,620.00
5207-00 · INSURANCE	9,691.00	10,298.00	9,691.00	10,298.00	10,298.00
5209-00 · MAINT-EQUIPMENT	4,231.93	4,200.00	4,231.93	4,200.00	4,200.00
5209-10 · MAINT-OFFICE EQUIP	2,408.38	1,600.00	2,408.38	1,600.00	1,600.00
5210-00 · MAINT-STRUCTURE	5,025.40	6,000.00	5,025.40	6,000.00	6,000.00
5211-00 · MAINT-AUTO	10,192.51	12,000.00	10,192.51	12,000.00	12,000.00

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
5212-00 · MEMBERSHIPS	3,839.24	1,356.00	3,839.24	1,356.00	1,356.00
5213-00 · MEDICAL SUPPLY	1,037.20	2,000.00	1,037.20	2,000.00	2,000.00
5214-00 · SUPPLIES-OFFICE	0.00	2,700.00	0.00	2,700.00	2,700.00
5214-10 · SUPPLIES-OPERATING	1,031.68	1,600.00	1,031.68	1,600.00	1,600.00
5215-00 · PROFESSIONAL SERVICE	12,813.56	15,780.00	12,813.56	15,780.00	15,780.00
5216-00 · PUBLICATIONS	87.00		87.00		
5217-00 · RENTS-EQUIPMENT	377.50	400.00	377.50	400.00	400.00
5219-00 · SMALL TOOLS	305.22		305.22		
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	3,358.00		3,358.00		
5219-20 · SMALL TOOLS-MISC.	893.57	5,000.00	893.57	5,000.00	5,000.00
5220-10 · TRAINING EXPENSE	64.00	4,000.00	64.00	4,000.00	4,000.00
5220-20 · SAFETY/FIRE PREVENTION	841.10	600.00	841.10	600.00	600.00
5220-60 · MISC/ANNUAL MEETING	0.00	2,500.00	0.00	2,500.00	2,500.00
5222-00 · TRAVEL	0.00	100.00	0.00	100.00	100.00
5223-00 · FUEL	9,697.68	14,000.00	9,697.68	14,000.00	14,000.00
5224-00 · UTILITIES	4,684.79	10,500.00	4,684.79	10,500.00	10,500.00
5300-30 · OES MISC STRIKE TEAM EXPENSE	3,226.56		3,226.56		
5331-00 · GRANT VFA EXPENDITURES	-16,178.64		-16,178.64		
5350-00 · SPECIAL ASSESSMENT EXPENSE	10,438.50		10,438.50		
5404-00 · AUTO EQUIPMENT-CAPITAL IMP	52,980.00		52,980.00		
5405-00 · OTHER EQUIPMENT-CAPITAL IMP	4,259.50		4,259.50		
5507-00 · RESERVE-765	87,346.40		87,346.40		
Total Expense	682,630.23	694,146.00	682,630.23	694,146.00	694,146.00
Net Ordinary Income	-137,678.67	63,134.00	-137,678.67	63,134.00	63,134.00
Other Income/Expense					
Other Expense					
7500 · TRANSFER OUT	-216.00		-216.00		
7710 · Fees and Penalties	305.14		305.14		
Total Other Expense	89.14		89.14		
Net Other Income	-89.14		-89.14		
Net Income	-137,767.81	63,134.00	-137,767.81	63,134.00	63,134.00

OHFPD - FUND 765 - CAPITAL FUND
Balance Sheet
As of January 31, 2020

	<u>Jan 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 765	66,782.09
Total Checking/Savings	<u>66,782.09</u>
Total Current Assets	<u>66,782.09</u>
TOTAL ASSETS	<u><u>66,782.09</u></u>
LIABILITIES & EQUITY	
Equity	
3001-00 · FUND 765 BALANCE	65,951.81
Net Income	830.28
Total Equity	<u>66,782.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>66,782.09</u></u>

OHFPD - FUND 727 - MITIGATION FEES

Balance Sheet

As of January 31, 2020

	<u>Jan 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 727	22,664.58
Total Checking/Savings	<u>22,664.58</u>
Total Current Assets	<u>22,664.58</u>
TOTAL ASSETS	<u><u>22,664.58</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Transfer out	-10,916.00
Total Other Current Liabilities	<u>-10,916.00</u>
Total Current Liabilities	<u>-10,916.00</u>
Total Liabilities	<u>-10,916.00</u>
Equity	
3000-00 · FUND 727 BALANCE	23,614.82
3900 · Retained Earnings	6,102.32
Net Income	3,863.44
Total Equity	<u>33,580.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>22,664.58</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	112,160.88
1902-00 · WESTAMERICA CHECKING ACCO...	687,425.59
1905 · Bank of The West Checking	76,368.24
1906 · Bank of The West Petty Cash	99.04
1919-00 · WESTAMERICA-PETTY CASH	-54.00
Total Checking/Savings	875,999.75
Accounts Receivable	
1910-00 · A/R Taxes	42,818.68
Total Accounts Receivable	42,818.68
Total Current Assets	918,818.43
TOTAL ASSETS	918,818.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	17,495.28
2450 · Payroll Payable	34,167.14
Total Accounts Payable	51,662.42
Other Current Liabilities	
2110 · Direct Deposit Liabilities	1.00
2500-00 · PAYROLL TAXES PAYABLE	6,350.98
2510-00 · PAYROLL DEDUCTIONS PAYABLE	140.00
2600-00 · HEALTH INSURANCE PAYABLE	2,309.00
2700-00 · CaIPERS RETIREMENT PAYABLE	-1,402.65
2900-00 · COMPENSATED ABSENCES	31,261.50
2950 · UNAVAILABLE REVENUE	23,938.60
Total Other Current Liabilities	62,598.43
Total Current Liabilities	114,260.85
Total Liabilities	114,260.85

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of January 31, 2020

	<u>Jan 31, 20</u>
Equity	
3001-00 - FUND BALANCE	942,325.39
Net Income	<u>-137,767.81</u>
Total Equity	<u>804,557.58</u>
TOTAL LIABILITIES & EQUITY	<u>918,818.43</u>