

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday, April 10, 2023  
4:00 PM**

**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**

2023:

February

March

June

September

December

**IV. OLD BUSINESS**

1. ID badges
2. Update on AT&T project
3. Appreciation Dinner
4. 700 Form due April 3, 2023
5. Personnel and Hiring
6. UTV

**V. NEW BUSINESS**

1. Revisit the increase in pay and hours for the firefighters and the increase in the employees' health insurance contribution as approved at the Board Meeting held on September 12, 2022.
2. Review MOU
3. Discuss participation in Grass Valley Car Show
4. Discuss hostile work environment issues

**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).

Ophir Hill Fire District  
Board of Directors Agenda  
May 9<sup>th</sup>, 2011

\*\*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, March 13, 2023**  
**4:00 p.m.**

**I. STANDING ORDERS**

1. CALL TO ORDER - Meeting called to order at 4:00 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Vice-Chairman Borgnis, Director Martin, Director Peterson, Director Sousa  
Others Present: Chief Robb Rothenberger, Captain Jon Nelson, and Board Secretary Monique Sousa

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting on February 13, 2023.

MOTION I – Director Peterson motioned to approve the meeting minutes.

2nd by Vice-Chairman Borgnis

VOTE: Unanimous

2. Chief's Report

Chief Report given by Chief Rothenberger – see report for details.

The water tender is here but it does not run. It has a new motor with new heads. Sierra Fleet, the company who repaired it thus far submitted a bill for approximately \$15,000 which covers parts only and no labor. OHFPD will get an estimate to get it running. After the estimate is done, OHFPD will determine next steps.

The Type 6 went to commercial vehicle fire. It had easier accessibility than larger Type 1 and Type 2. It also got a good knock down on fire with 200 gallons.

We are currently on a 7-day OES storm preposition assignment. Engine 523 is staffed and available from Thursday, March 9, 2023 to Thursday, March 16. Several surrounding Fire Districts are also staffed on the OES assignment. Tim Fike is going to Calaveras County on OES request to be a liaison for the Calaveras County Emergency Operations Center in response to flooding.

OHFPD will not receive any monies from Proposition 64 as there are no commercial permitted cannabis operations in our district.

OHFPD has posted an open captain's position with a close date of April 15, 2023. Chief Rothenberger will update at the next board meeting. At that time, we may want to post an open engineer position.

OHFPD is in the process of getting on board with City of Grass Valley Fire Department reporting system to update OHFPD's system.

Nevada County Consolidated Fire District and OHFPD signed off on the Automatic Aid Agreement. As initiated by Chief Robitaille, NCCFD will provide a duty officer when Chief Rothenberger is not available. In this case, the ECC will automatically dispatch a NCCFD duty officer to any vehicle accident or structure fire.

3. Financial Statements and Warrant Requests  
Monique Sousa reported the fund balances as outlined below:  
Fund Balance for LAIF 721 \$ 599,727.52  
Fund Balance for 727 LAIF \$  
Fund Balance for 765 LAIF \$  
West America Checking \$ 626,979.59

MOTION II – Director Peterson motioned to approve the financial statements.

2nd by Vice-Chairman Borgnis

VOTE: Unanimous

**III. FIRE INSPECTIONS** – report presented by Captain Nelson

2023

February – done

March - done

June

September

December

Fire inspection report given by Captain Nelson – see report for details

**IV. OLD BUSINESS**

1. ID Badges  
Captain Nelson reports that this will be postponed until next month due to weather.
2. Update on AT&T project  
The phone contract has been signed and telephones have been received. We are waiting on AT&T for the next steps and installation.
3. Appreciation Dinner  
This was postponed due to weather. Chief Rothenberger will coordinate dates for April.
4. 700 Form  
The 700 Form is due April 3, 2023. You can go to the Nevada County Clerk of the Board office if you prefer to file the 700 Form in person.

**V. NEW BUSINESS**

1. Personnel and Hiring  
The Board discussed retention, numerous job openings in the community and beyond. in the general fire at large and the possibility of holding a team building class.
2. Utility Terrain Vehicles  
Captain Nelson discussed the need for a UTV especially considering the recent storms. He had several proposals from different manufacturers. At the next meeting, Captain Nelson will arrange to have a UTV here so the Board can see one in person.

**VI. CORRESPONDENCE**

**VII. PUBLIC COMMENT**

Chief Rothenberger commended Captain Nelson and all the firefighters for their work in the storm.

VIII. **MOTION TO ADJOURN**

MOTION III – Director Peterson motioned to adjourn the meeting at 5:11 p.m.  
2nd by Director Martin  
VOTE: Unanimous

Attest:

 4/10/2023  
Monique Sousa – Board Secretary                      Date

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Online at [www.Ophirhillfire.org](http://www.Ophirhillfire.org)

## Fire Chief's Report

April 2023

### Incidents

Date	Time	Type	Location	Agency
3/1	1017	Medical/Foot infection	Lava Cap Mine Rd.	NCC
3/1	1107	Medical/ Echo CPR	St.Paul Pl.	PCP
3/1	1117	Residential structure fire	Chatsworth Ln.	OPH
3/1	1829	FMS/Tree into LPG tank	Brunswick Dr.	OPH
3/1	1938	Medical/ Hemorraging	Foster Rd.	OPH
3/1	2236	FMS/ CO Monitor	Admiral Ln.	OPH
3/2	0913	Residential fire alarm	Grand fir Ct.	OPH
3/2	1153	Residential structure fire	Copper Dr.	OPH
3/2	1341	Code 2 medical/ Ill person	Sky Oaks Ln.	NCC
3/3	1447	FMS/ Electrical hazard	Brunswick Pines Rd.	NCC
3/3	1627	Code 2 medical/ Fall	Brooks Rd.	OPH
3/3	1728	Public Assist/ Lift assist	Burma Rd.	PCP
3/3	1731	Public Assist/ Lift assist	Highland Dr.	OPH
3/3	2224	Medical/ Ill person	Lava Cap Mine Rd.	NCC
3/4	0916	Medical/ Knee pain	Anvil Rd.	NCC
3/4	0941	Medical/ Altered LOC	Manion Canyon Rd.	NCC
3/4	1223	Medical/ Ill person	Wood Rose Wy.	OPH
3/4	1308	MVA	174 X Dalmatian Dr.	PCP
3/4	2022	Medical/ GI bleed	Brooks Rd.	OPH
3/5	0414	Commercial vehicle fire	Old Grass Valley Rd.	Cal Fire
3/5	1020	Medical/ Difficulty breathing	Brookview Dr.	OPH
3/5	1206	Medical/ Difficulty breathing	Manion canyon Rd.	NCC
3/6	0731	FMS/ Electrical hazard	Hwy.174	OPH
3/6	1127	Medical/ Low BP	Bass Tr.	PCP
3/7	1539	Medical/ Echo	S. Auburn St.	GRV
3/7	1957	FMS/ CO Monitor	Tensy Ct.	NCC
3/9	1502	Residential structure fire	Mule Canyon Rd.	PCP
3/9	1818	Code 2 medical/ Fractured ankle	Holly Branch Ct.	OPH
3/9	1912	FMS/ Electrical hazard	Greenhorn Rd.	OPH
3/10	1419	Medical/ Fall	Greenhorn Rd.	OPH

3/12	1147	Medical/ Chest pain	Silver Pick Ct.	OPH
3/13	0607	Residential structure fire WT-42	Ballantree Ln.	NCC
3/13	0957	Medical/ Lacerations	Greenhorn Rd.	NCC
3/13	1219	Medical/ Fall	Lower Colfax Rd.	PCP
3/13	1259	Medical/ Back injury	Hanging Wall Dr.	OPH
3/13	1949	Residential structure fire	Tim Burr Ln.	OPH
3/14	0527	FMS/ Electrical hazard	Sunrise Ln.	OPH
3/14	0611	Medical/ Difficulty breathing	Lava Cap Mine Rd.	NCC
3/14	0727	Medical/ Difficulty breathing	Rattlesnake Rd.	OPH
3/14	1408	FMS/ Tree into house	Greenhorn Rd.	NCC
3/14	1832	Medical/ Altered LOC	Greenhorn Rd.	NCC
3/15	1645	Residential fire alarm	Kensington Ct.	NCC
3/15	1645	Commercial fire alarm	Annie Dr.	NCC
3/15	2005	Residential structure fire	Rollins Park Dr.	PCP
3/15	2251	Residential fire alarm	Lower Colfax Rd.	OPH
3/17	1123	FMS/ Electrical hazard	Rattlesnake Rd.	OPH
3/18	1209	MVA	Squirrel Creek Rd.	OPH
3/18	1755	Code 2 medical/ Arm pain	Brooks Rd.	OPH
3/18	1847	Medical/ Staging required	Brooks Rd.	OPH
3/19	0230	Code 2 medical/ abdominal pain	Bradford Dr.	OPH
3/19	1247	MVA	174 X Nancy Ln.	OPH
3/20	0944	Commercial fire alarm	Hwy.174	OPH
3/22	0854	Medical/ Stroke	Gold Hill Dr.	OPH
3/22	1026	Medical/ Stroke	Christopher Robin Wy.	OPH
3/22	1840	FMS/ Tree into road	Brunswick Rd.	OPH
3/24	0900	Code 2 medical/ NCSO pt. check	Sunrise Ln.	OPH
3/24	1949	Medical/ Seizure	Lava Cap Mine Rd.	NCC
3/26	0958	Medical/ Stroke	Niels Meade Dr.	NCC
3/26	1525	Medical/ Suicide	Mercury Dr.	OPH
3/27	0945	Agency Assist/ NCSO	Greenhorn Rd.	NCC
3/27	1511	MVA Fatality	Hwy. 174 X Brunswick Rd.	OPH
3/28	0723	FMS/ Electrical hazard	Greenhorn Rd.	NCC
3/28	1451	MVA	Brunswick Rd.	NCC
3/28	1454	MVA	E. Bennett Rd.	OPH
3/29	1647	MVA	Brewer Rd.	NCC

3/28	1927	FMS/ Electrical hazard	E.Empire St.	OPH
3/29	0229	Public Assist/ Lift assist	Pine Cone Cr.	OPH
3/29	0634	Code 2 medical/ Ill person	Lava Cap Mine Rd.	NCC
3/29	1953	Residential structure fire	Tammy Wy.	NCC
3/30	0641	Medical/ Seizure	Bartlett Dr.	OPH

Total of 70 incidents. 38 in OPH, 7 PCP, 23 NCC, 1 GRV, 1 Cal Fire

No changes to the roster.

All equipment is in service and available.

WT-52 is currently at G&T in Applegate.



**Ophir Hill Fire Protection District  
Fund Balances  
As of March 2023**

Account	721	727	765	Total
LAIF	599,727.52	-	-	599,727.52
WestAmerica	535,811.09	-	-	535,811.09
Total		-	-	1,135,538.61

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of March 31, 2023

	<u>Mar 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	31,187.03
1900-00 · LAIF FUND 721 - Other	<u>568,540.49</u>
Total 1900-00 · LAIF FUND 721	599,727.52
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>535,811.09</u>
Total Checking/Savings	1,135,538.61
Accounts Receivable	
1910-00 · A/R Taxes	27,598.16
1911-00 · A/R Assessments Receivable	11,912.26
1912-00 · A/R Interest Receivable	230.48
1954-10 · Due from Other Gov't	<u>6,306.65</u>
Total Accounts Receivable	<u>46,047.55</u>
Total Current Assets	<u>1,181,586.16</u>
<b>TOTAL ASSETS</b>	<u><u>1,181,586.16</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>54,706.45</u>
Total Accounts Payable	54,706.45
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-115,243.90
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-83,821.35</u>
Total Other Current Liabilities	<u>-199,065.25</u>
Total Current Liabilities	<u>-144,358.80</u>
Total Liabilities	-144,358.80

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of March 31, 2023

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	<u>Mar 31, 23</u>
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,349,729.78
3001-01 · FUND-MITIGATION	27,189.34
Net Income	-27,289.96
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Total Equity	1,325,944.96
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TOTAL LIABILITIES & EQUITY	<u>1,181,586.16</u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

March 2023

	Mar 23
Ordinary Income/Expense	
Income	
4450-90 · STATE OTHER	91.98
4468-10 · OES-PERSONNEL	1,968.54
4496-00 · PROP 172	8,313.58
4620-00 · OTHER REVENUE	27.31
4620-10 · TRAINING	600.00
4640-00 · 727 to be transferred	-5,033.85
4806-00 · DONATIONS	1,550.00
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Total Income	7,517.56
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Gross Profit	7,517.56
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	8,416.40
5101-21 · Salaries-O/T Chief	1,488.75
5101-30 · Salaries-OFFICE MGR.	1,074.94
5101-40 · Salaries-CAPTAIN	11,522.20
5101-41 · Salaries-O/T Captain	6,278.10
5101-42 · Salaries-OT Planned Capt	2,282.84
5102-00 · Salaries-SNL FF	9,885.50
5102-23 · Paid Call Firefighters	5,705.00
5102-25 · STRIKE TEAM PAY	2,656.98
5103-00 · RETIREMENT EXPENSE	4,594.23
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	2,429.58
5104-00 · GROUP INSURANCE - Other	3,997.38
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Total 5104-00 · GROUP INSURANCE	6,426.96
5105-00 · PAYROLL TAX EXPENSE	2,031.75
5106-00 · WORKERS COMP	20,264.00
5202-00 · CLOTHING	280.00
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	9,100.87
5205-00 · FOOD	63.98
5206-00 · HOUSEHOLD EXPENSE	487.45
5209-00 · MAINT-EQUIPMENT	500.91
5210-00 · MAINT-STRUCTURE	503.08
5211-00 · MAINT-AUTO	16,489.92
5213-00 · MEDICAL SUPPLY	374.85
5214-00 · SUPPLIES-OFFICE	158.14
5215-00 · PROFESSIONAL SERVICE	527.74
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	5,595.96
5220-10 · TRAINING EXPENSE	400.00
5220-20 · SAFETY/FIRE PREVENTION	160.05

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

March 2023

	Mar 23
5220-60 · MISC/ANNUAL MEETING	0.00
5223-00 · FUEL	2,998.53
5224-00 · UTILITIES	924.41
5300-30 · OES MISC STRIKE TEAM EXPENSE	645.61
<b>Total Expense</b>	<b>121,839.15</b>
<b>Net Ordinary Income</b>	<b>-114,321.59</b>
<b>Other Income/Expense</b>	
Other Expense	
7710 · Fees and Penalties	2.50
<b>Total Other Expense</b>	<b>2.50</b>
<b>Net Other Income</b>	<b>-2.50</b>
<b>Net Income</b>	<b>-114,324.09</b>