

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, April 14, 2025
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 meetings held on March 10, 2025
2. Chief's Report
3. Financial Statements & Warrant Requests - Report copies and details will be provided at 3 PM

III. FIRE INSPECTIONS – Report and updates – Captain Nelson reports quarterly in January, April, July, and October.

IV. OLD BUSINESS

1. Discuss status of restructuring of the fire district
2. ID badges
3. Update WestAmerica Bank with list of current board members

V. NEW BUSINESS

1. Review Audit 2023-2024
2. Discuss Summer 2025 station coverage and Seasonal Firefighter salary
3. Review and possible adoption of Fire Suppression Benefit Assessment 2006-1, Resolution 2025-01

VI. CORRESPONDENCE

1. Nevada LAFCo Election Ballot

VII. PUBLIC COMMENT

VIII. 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, March 10, 2024
4:00 p.m.

I. STANDING ORDERS

1. CALL TO ORDER - Meeting called to order at 4:02 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Vice-Chairman Peterson, Director Borgnis, Director Martin, and Director Sousa
Others Present: Chief Rothenberger, Captain Nelson, and Board Secretary Sousa

II. SPECIAL ORDERS

1. Approve Board Minutes from the previous meeting held on February 10, 2025.
MOTION I – Director Borgnis motioned to approve the meeting minutes from February 10, 2025.
2nd by Director Martin
VOTE: Unanimous
2. Chief's Report
Chief's Report given by Chief Rothenberger – see report for details.
Chief Rothenberger will return to work on March 11, 2025. He thanked Captain Nelson and Captain Wheeler for their support and commitment to fill in during his absence. Captain Nelson completed the Operations Sections Chief Class and is now a Branch Director Trainee for ICS. Captain Nelson and Toby Greenburg will be co-teaching a Heavy Equipment Boss class and S212 saw classes. Engine 1 is being repaired. Fire Safe Council update. Also waiting on money from Forest Service and fire assignments. Appreciation Dinner is scheduled for March 22 at 6 p.m. at The Willo.
3. Financial Statements and Warrant Requests
Monique Sousa reported the fund balances as outlined below:
Fund Balance for LAIF 721 \$ 391,381.00
Fund Balance for 727 LAIF \$
Fund Balance for 765 LAIF \$
West America Checking \$ 514,738.98
MOTION II – Director Peterson motioned to approve the financial statements.
2nd by Director Martin
VOTE: Unanimous

III. OLD BUSINESS

1. Discussion of restructuring of the fire district
Chief Rothenberger reports that the project is waiting on PVFPD to clarify the number of employees and their salaries.
2. ID badges
Chief Rothenberger will have them printed once there is more staffing and time permits.
3. Update on implementation / purchase of the county-wide mapping system
OHFPD is waiting on the purchase of hardware to begin implementing the new system.
4. Update WestAmerica Bank with list of current board members
Once the signature card is ready, all board members will need to go to the local bank to sign.

IV. NEW BUSINESS

1. Review and possible adoption of Fire Suppression Benefit Assessment 2006-1, Resolution 2025-01.
This will be postponed until next month as the CPI has not yet been published

V. CORRESPONDENCE

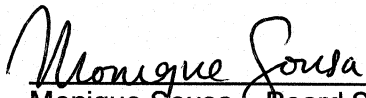
1. Annual Conflict of Interest, Form 700 due April 1, 2025
The county has emailed all of the board of directors to complete the Annual Conflict of Interest, Form 700 which is due on April 1, 2025.

VI. PUBLIC COMMENT

VII. MOTION TO ADJOURN

MOTION V – Director Peterson motioned to adjourn the meeting at 4:45 p.m.
2nd by Director Borgnis
VOTE: Unanimous

Attest:

 04/14/2025
Monique Sousa 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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Online at www.Ophirhillfire.org

Fire Chief's Report

March 2025

Incidents	OPH	PCP	NCC	GRV	
Medical	16	2	6		
MVA		5	1	1	
Public assist	1		1		
Fire menace standby	3				
Totals	20	7	8	1	Grand total 36

All apparatus in service and available.

E-526 new radio and center console installed.

E-521 new light bar installed.

E-523 instrument cluster, dash, and door pockets repaired.

Old E-1 still trying to locate the proper starter.

No change to roster.

**Ophir Hill Fire Protection District
Fund Balances
As of March 2025**

Account	Fund			Total
	721	727	765	
LAIF	\$ 397,479.04	-	-	\$ 397,479.04
WestAmerica	\$ 536,900.19	-	-	\$ 536,900.19
Total		-	-	\$ 934,379.23

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	36,254.47
1900-00 · LAIF FUND 721 - Other	361,224.57
Total 1900-00 · LAIF FUND 721	397,479.04
1902-00 · WESTAMERICA CHECKING ACCOU...	536,900.19
Total Checking/Savings	934,379.23
Accounts Receivable	
1910-00 · A/R Taxes	35,627.54
1911-00 · A/R Assessments Receivable	7,689.68
1912-00 · A/R Interest Receivable	722.35
1954-10 · Due from Other Gov't	6,247.85
Total Accounts Receivable	50,287.42
Total Current Assets	984,666.65
TOTAL ASSETS	984,666.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	30,390.72
Total Accounts Payable	30,390.72
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	41,685.52
2700-00 · CalPERS RETIREMENT PAYABLE	-67,620.00
Total Other Current Liabilities	-25,934.48
Total Current Liabilities	4,456.24
Total Liabilities	4,456.24

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of March 31, 2025

	<u>Mar 31, 25</u>
Equity	
3000 · Opening Bal Equity	-34,179.42
3001-00 · FUND BALANCE	1,183,513.58
3001-01 · FUND-MITIGATION	27,189.34
Net Income	-196,313.09
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Total Equity	980,210.41
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TOTAL LIABILITIES & EQUITY	<u>984,666.65</u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

March 2025

	<u>Mar 25</u>
Ordinary Income/Expense	
Income	
4301-00 · INTEREST INCOME	188.48
4468-00 · OES-ENGINE INCOME	17,554.88
4468-10 · OES-PERSONNEL	67,815.51
4468-20 · OES-Strike Team Other Reimburse	21,569.02
4496-00 · PROP 172	13,648.80
4996 · Workers Comp Reimbursement	22,436.81
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Total Income	143,213.50
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Gross Profit	143,213.50
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	9,537.88
5101-21 · Salaries-O/T Chief	4,116.89
5101-22 · Salaries-OT Planned Chief	1,889.72
5101-30 · Salaries-OFFICE MGR.	1,549.38
5101-40 · Salaries-CAPTAIN	14,485.96
5101-41 · Salaries-O/T Captain	10,499.75
5101-42 · Salaries-OT Planned Capt	2,870.00
5101-61 · Salaries-O/T FF	1,096.50
5102-00 · Salaries-SNL FF	9,520.00
5102-21 · Salaries-Cvg Relief Captain	0.00
5102-23 · Paid Call Firefighters	1,666.50
5102-25 · STRIKE TEAM PAY	0.00
5103-00 · RETIREMENT EXPENSE	5,758.44
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,609.66
5104-00 · GROUP INSURANCE - Other	3,130.44
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Total 5104-00 · GROUP INSURANCE	5,740.10
5105-00 · PAYROLL TAX EXPENSE	1,499.53
5202-10 · CLOTHING-UNIFORMS PERMANE...	0.00
5202-12 · CLOTHING-SNL UNIFORMS	0.00
5203-00 · COMMUNICATIONS	4,818.83
5205-00 · FOOD	17.09
5206-00 · HOUSEHOLD EXPENSE	204.21
5209-00 · MAINT-EQUIPMENT	760.36
5210-00 · MAINT-STRUCTURE	30.39
5211-00 · MAINT-AUTO	2,646.55
5214-00 · SUPPLIES-OFFICE	112.68
5214-10 · SUPPLIES-OPERATING	205.16
5215-00 · PROFESSIONAL SERVICE	7,425.19
5219-20 · SMALL TOOLS-MISC.	155.85
5220-10 · TRAINING EXPENSE	638.20
5223-00 · FUEL	2,143.04

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

March 2025

	Mar 25
5224-00 · UTILITIES	1,053.12
5300-30 · OES MISC STRIKE TEAM EXPENSE	1,242.59
Total Expense	<u>91,683.91</u>
Net Ordinary Income	<u>51,529.59</u>
Net Income	<u><u>51,529.59</u></u>

Proposal for hiring summer seasonal firefighter

Board of Directors.

As you are all aware our Paid Call Staffing is very limited. Recruiting and retaining Paid Call staff has become a very challenging issue within the last couple of years. Training requirements set forth make it very difficult for non-career personnel to obtain the training just to meet the minimum requirements to respond on apparatus to emergency incidents.

In the past we have always relied on Paid Call staff to augment our staffing for out of county fire assignments. They have always made up the third staff on the apparatus to allow our response. With our current PCF staff, we have one qualified individual who meets the minimum requirements for wildland fire response.

Last year the district brought in \$530,958.59 in fire assignments.

I feel a third firefighter will be essential in ensuring we are able to respond to out of county fire assignments as well as enhance our staffing for local responses.

I am proposing for one firefighter, 12 hour shifts 4 days a week. Position will begin June 8,2025 and commence October 26,2025. It could possibly be extended one pay period if fire season dictates.

This position would be \$17.00 an hour.

Costs would be \$17,136 for hourly pay plus an additional \$1,991.20 if the hired employee is a PERS member. Total cost for the district equals. \$19,172.20.

I would further like to propose that the current firefighters receive a \$1 an hour pay raise from \$17.00 an hour to \$18.00 an hour. Cost to the fire district would be \$5,512 annually.

Thank you for your consideration on both of these matters.

Robb Rothenberger

Fire Chief