

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, August 14, 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 quarterly

IV. OLD BUSINESS

1. ID badges
2. Update on LAFCO and R&R, Penn Valley, NCCFD consolidation
3. OHFPD Water Tender 52
4. Review and possible update of Fire District Assessment

V. NEW BUSINESS

1. Review local fire district consolidations in Nevada County by Chief Robitaille

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).

**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, July 10, 2023
4:00 p.m.

I. STANDING ORDERS

1. CALL TO ORDER - Meeting called to order at 4:04 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Director Martin, Director Peterson, Director Sousa
Others Present: Chief Robb Rothenberger, Captain Bryan Wheeler, and Board Secretary Monique Sousa

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting on June 12, 2023.

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

2nd by Director Sousa

VOTE: Unanimous

2. Chief's Report
Chief Report given by Chief Rothenberger – see report for details.

3. Financial Statements and Warrant Requests
Monique Sousa reported the fund balances as outlined below:

Fund Balance for LAIF 721 \$ 603,769.59

Fund Balance for 727 LAIF \$

Fund Balance for 765 LAIF \$

West America Checking \$ 613,704.30

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

2nd by Director Martin

VOTE: Unanimous

III. FIRE INSPECTIONS – report given by Captain Nelson

2023

February – done

March – done

April – done

May – done

June – done

July – nothing to report

September

December

IV. OLD BUSINESS

1. ID Badges
Captain Nelson did more research to use our current badge printer. Ophir will need to purchase a new computer and upgrade the printer's software at \$175. Chief Rothenberger and Captain Wheeler will research printing badges through Nevada County Consolidated Fire District.
2. Personnel and Hiring
Due to lack of funding, OHFPD will not be hiring at this time.
3. Grass Valley Car Show

The Grass Valley Car Show is on July 15th. OHFPD will be participating. Captain Wheeler will have Engine 1 staged on Thursday and Chairman Armacher and Director Martin will coordinate getting it to the show.

4. Board Meeting Open Seat

Chief Rothenberger reports that Rich Ramey would like to take the open seat.

Motion III – Director Peterson made a motion to approve Rich Ramey as the new board member
2nd by Director Martin

VOTE: Unanimous

V. NEW BUSINESS

1. Update on LAFCO and R&R, Penn Valley, NCCFD consolidation

Chairman Armacher attended the last LAFCO meeting. Nevada County has committed to financially aiding Rough and Ready Fire Protection District. NCCFD, PVFPD and RRFDP will consolidate. There is a possibility that OHFPD could also be included in that consolidation in the future.

Chairman Armacher will be meeting with Tim Kiser, Grass Valley City Manager to discuss OHFPD becoming part of Grass Valley City Fire. Chairman Armacher will report back.

Chief Rothenberger will invite Chief Robitaille to the next board meeting.

2. Update on Incident reporting system

Captain Wheeler reported on the new system which was implemented on July 5, 2023 after several months of programming and training. It is called Image Trend and works in conjunction with the ECC. Several fields are prepopulated making it more streamline to track incidents.

3. Update on Fourth of July Parade

OHFPD participated in Fourth of July Celebration in Grass Valley with Engine 1. It was a great turnout.

4. OHFPD Water Tender 52

WT52 is currently at G&T Truck Repair. The current bill is \$18,157 with another \$15,000 in projected repairs to get it running. NCCFD showed interest in purchasing the WT. Chief Rothenberger and Captain Wheeler will discuss with NCCFD.

5. Review and possible update of Fire District Assessment

Chief Rothenberger reports on the procedure PCPFPD used to increase the fire district assessment. The board will discuss again in future meetings.

6. Present, review and adopt Fire Suppression Benefit Assessment 2006-1, Resolutions 2023-02

Motion IV Chairman Armacher made a motion to adopt the Fire Suppression Benefit Assessment.

2nd by Director Peterson

VOTE: Unanimous

VI. CORRESPONDENCE

VII. PUBLIC COMMENT

1. The 3rd Annual Salute to First Responders hosted by Nevada County Law Enforcement and Fire Protection Council is on August 18th at Naggiar Winery.

2. Board Secretary, Monique Sousa will be out of the office from July 21 to August 7th.

VIII. MOTION TO ADJOURN

MOTION V – Director Peterson motioned to adjourn the meeting at 5:12 p.m.

2nd by Director Sousa

VOTE: Unanimous

Attest:

Monique Sousa 8/14/2023
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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Fire Chief's Report

August 2023

Incidents

Time	Date	Type	Location	Agency
7/1	0855	Smoke Check	Footwall Dr.	OPH
7/1	1343	Medical/ ALOC	Woodrose Way	OPH
7/2	1719	Medical/Stroke	Lava Cap Mine Rd.	NCC
7/4	1554	Medical/Echo Response	Rattlesnake Rd.	NCC
7/4	1813	Code 2 Medical/Fall	Toby Tr.	NCC
7/6	1915	Medical/ALOC	Lava Cap Mine Rd.	NCC
7/6	2021	Medical/Suicidal Subject	Greenhorn Rd.	NCC
7/7	2132	Code 2 Medical/Dislocated Shoulder	Toby Tr.	NCC
7/7	2248	Code 2 Medical/Syncope	Knights Ct.	OPH
7/8	0106	Medical/Chest Pain	Old Mine Rd.	NCC
7/8	1653	Medical/ Unknown Problem	Greenhorn Rd. X Brunswick Rd.	OPH
7/9	0859	Residential Structure Fire	Morro Dr.	NCC
7/9	1932	Smoke Check	Trio Ct.	NCC
7/10	0903	Medical/Fall from roof	Mercury Dr.	OPH
7/10	1530	Code 2 Medical/Dizziness	Greenhorn Rd.	NCC
7/11	0108	Medical/Scorpion Bite	Pine Cone Cr.	OPH
7/11	1230	Residential Fire Alarm	Greenway Pl.	OPH
7/11	2222	Medical/Echo Response	Henderson St.	GRV
7/12	0925	Medical/Stroke	Pine Cone Cr.	OPH
7/12	2045	Medical/Heart Attack	Lava Cap Mine Rd.	NCC
7/16	0039	Out of County Strike Team	Riverside County	Cal Fire
7/16	1204	FMS/Gas Hazard	Empire St.	GRV
7/18	2350	Medical/Echo Response	Agony Hill Rd.	PCP
7/19	0830	MVA	Highway 174	PCP
7/19	1430	Structure with Wildland Fire	Old Pond Ln.	NCC
7/19	1605	Wildland Fire	Running M Dr.	NCC
7/19	1658	Commercial Structure Fire	Mill St.	GRV
7/20	1401	Vegetation Fire	You Bet Rd.	PCP
7/21	1213	MVA	Brunswick Rd. X Greenhorn Rd.	OPH
7/22	0040	Structure Fire	Brewer Rd.	NCC
7/22	1208	Code 2 Medical/Neck Pain	Woodrose Wy.	OPH

7/22	1936	Medical/Possible Overdose	Lava Cap Mine Rd.	NCC
7/22	2058	MVA	You Bet Rd.	PCP
7/26	1000	MVA	Ball Rd.	NCC
7/26	2106	Medical/Echo Response	Brookview Drive Cr.	OPH
7/27	2018	Medical/Fall from Trampoline	Noel Ln.	OPH
7/28	0922	Public Assist/Lift Assist	Rattlesnake Rd.	OPH
7/28	1724	Code 2 Medical/Numbness	Brunswick Dr.	OPH
7/31	1249	Medical/Fall	Pine Cone Cr.	OPH
7/31	1736	Medical/Fall	Collier Rd.	NCC

40 total incidents. 15 in OPH, 4 in PCP, 17 in NCC, 3 in GRV, 1 Strike Team.

Roster is at 13 with two applications pending.

Water Tender 42 is back in service. WT-52 report status later in meeting. All other equipment is in service and available.

Ophir Hill Fire Protection District
Fund Balances
As of July 2023

Account	721	Fund		Total
		727	765	
LAIF	608,510.03	-	-	608,510.03
WestAmerica	515,672.18	-	-	515,672.18
Total		-	-	1,124,182.21

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	31,187.03
1900-00 · LAIF FUND 721 - Other	<u>577,323.00</u>
Total 1900-00 · LAIF FUND 721	608,510.03
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>515,672.18</u>
Total Checking/Savings	1,124,182.21
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>1,170,229.76</u>
TOTAL ASSETS	<u><u>1,170,229.76</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>45,958.68</u>
Total Accounts Payable	45,958.68
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-115,085.58
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-106,384.21</u>
Total Other Current Liabilities	<u>-221,469.79</u>
Total Current Liabilities	<u>-175,511.11</u>
Total Liabilities	-175,511.11

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of July 31, 2023

	Jul 31, 23
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,437,168.54
3001-01 · FUND-MITIGATION	27,189.34
Net Income	-94,932.81
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Total Equity	1,345,740.87
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TOTAL LIABILITIES & EQUITY	1,170,229.76
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OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2023

	Jul 23
Ordinary Income/Expense	
Income	
4301-00 · INTEREST INCOME	4,740.44
4496-00 · PROP 172	5,741.65
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Total Income	10,482.09
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Gross Profit	10,482.09
Expense	
5050-00 · Salaries-Holiday Pay	1,310.40
5060-00 · Salaries-Vacation Buyback	13,002.00
5101-20 · Salaries-CHIEF	9,188.08
5101-21 · Salaries-O/T Chief	0.00
5101-30 · Salaries-OFFICE MGR.	1,467.51
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	2,234.88
5101-42 · Salaries-OT Planned Capt	2,699.76
5102-00 · Salaries-SNL FF	8,391.67
5102-23 · Paid Call Firefighters	737.50
5102-25 · STRIKE TEAM PAY	0.00
5103-00 · RETIREMENT EXPENSE	5,153.10
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	2,429.58
5104-00 · GROUP INSURANCE - Other	2,114.25
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Total 5104-00 · GROUP INSURANCE	4,543.83
5105-00 · PAYROLL TAX EXPENSE	1,582.34
5106-00 · WORKERS COMP	23,834.50
5202-00 · CLOTHING	292.01
5202-10 · CLOTHING-UNIFORMS PERMANENT	4,200.00
5203-00 · COMMUNICATIONS	1,957.85
5205-00 · FOOD	76.25
5206-00 · HOUSEHOLD EXPENSE	571.09
5209-00 · MAINT-EQUIPMENT	287.27
5210-00 · MAINT-STRUCTURE	344.82
5211-00 · MAINT-AUTO	1,087.71
5213-00 · MEDICAL SUPPLY	144.86
5215-00 · PROFESSIONAL SERVICE	4,069.86
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	326.84
5223-00 · FUEL	1,829.86
5224-00 · UTILITIES	1,593.48
5300-10 · OES-ENGINE EXPENSE	274.22

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2023

	Jul 23
5300-30 · OES MISC STRIKE TEAM EXPENSE	232.09
5331-00 · GRANT VFA EXPENDITURES	353.76
Total Expense	105,414.90
Net Ordinary Income	-94,932.81
Net Income	-94,932.81