

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday, February 10, 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 January 13, 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. Crab Feed

**V. NEW BUSINESS**

1. Implementation / purchase of county-wide mapping system
2. Update WestAmerica Bank with list of current board members

**VI. CORRESPONDENCE**

1. Annual Conflict of Interest, Form 700 due April 1, 2025

**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](http://www.Ophirhillfire.org)

**OPHIR HILL FIRE PROTECTION DISTRICT**  
**Meeting Minutes**  
**BOARD OF DIRECTORS MEETING**  
**Monday, January 13, 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, Board Secretary Sousa, and Penn Valley Fire Protection District Chairperson of the Board Bruce Stephenson

**II. SPECIAL ORDERS**

1. Approve Board Minutes from the previous meeting held on December 9, 2024.  
MOTION I – Vice-Chairman Peterson motioned to approve the meeting minutes from December 9, 2024.  
2nd by Director Martin  
VOTE: Unanimous
2. Chief's Report  
Chief's Report given by Chief Rothenberger – see report for details.  
523, Captain Nelson, Firefighter Young, and Paid Call Martinez are at the Eaton Fire in Altadena. Chief Rothenberger is out with a shoulder injury until the beginning of March. Fike completed I520 training. Fire districts county-wide will be using transitioning from the soon-to-be obsolete Incident View mapping program. More information coming.
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 \$ 236,536.07  
MOTION II – Vice-Chairman Peterson motioned to approve the financial statements.  
2nd by Director Martin  
VOTE: Unanimous

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

Captain Nelson is unable to report as he is out of the area on a fire assignment. Chief Rothenberger reports that Captain Nelson has begun inspections for this year. More information to come next month.

**III. OLD BUSINESS**

1. Discussion of restructuring of the fire district  
Chief Rothenberger and Penn Valley Fire Protection District Chairperson of the Board Bruce Stevenson report on status. There is a new timeline for restructuring. Full operation is now expected in Dec 2025. The tax negotiation was delayed pushing out the rest of timeline.

2. ID badges  
Chief Rothenberger will have them printed once there is more staffing and time permits.
3. Crab Feed  
Chairperson Armacher will discuss with Ophir Hill Fire Association members about status and report back.

**IV. NEW BUSINESS**

**V. CORRESPONDENCE**

**VI. PUBLIC COMMENT**

1. Welcome back to Director Steve Borgnis.
2. Chief Rothenberger will invite the Ophir Hill Fire Association to write a letter of support for the reorganization of the fire districts and to submit it to our specific district supervisors of the Nevada County Board of Supervisors.

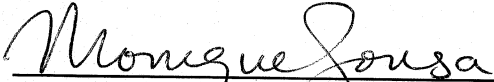
**VII. MOTION TO ADJOURN**

MOTION III – Vice-Chairman Peterson motioned to adjourn the meeting at 4:40 p.m.

2nd by Director Borgnis

VOTE: Unanimous

Attest:

 2/10/2025  
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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# Fire Chief's Report

February 2025

Incidents	OPH	PCP	NCC	GRS	Out of county
Medical	20		9	1	
MVA	2	1			
Public assist	5		2		
Structure fire	2		2		
Alarm sounding			1		
Vegetation fire	1			1	
Fire menace standby	1				
Debris check			2		
Strike Team					1
Totals	31	1	16	2	1

Grand total 51 responses.

Captain Nelson committed 21 days in So Cal on Eaton fire, Pre-Position Beaumont, and Border 2 fire.

Our staff committed eight days to OES storm coverage 1/31-2/7.

All apparatus is in service and available.

No changes to the roster.

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

Account	721	727	765	Total
	Fund			
LAIF	391,381.00	-	-	391,381.00
WestAmerica	601,363.93	-	-	601,363.93
Total		-	-	992,744.93
				992,744.93

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of January 31, 2025

	<u>Jan 31, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	36,254.47
1900-00 · LAIF FUND 721 - Other	<u>355,126.53</u>
Total 1900-00 · LAIF FUND 721	391,381.00
1902-00 · WESTAMERICA CHECKING ACCOU...	<u>601,363.93</u>
Total Checking/Savings	992,744.93
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	<u>6,247.85</u>
Total Accounts Receivable	<u>50,287.42</u>
Total Current Assets	<u>1,043,032.35</u>
<b>TOTAL ASSETS</b>	<u><u>1,043,032.35</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>10,973.36</u>
Total Accounts Payable	10,973.36
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	41,391.06
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-67,620.00</u>
Total Other Current Liabilities	<u>-26,228.94</u>
Total Current Liabilities	<u>-15,255.58</u>
Total Liabilities	-15,255.58

OPHIR HILL FIRE PROTECTION DISTRICT - 721  
Balance Sheet  
As of January 31, 2025

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	<u>Jan 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	<u>-118,235.57</u>
Total Equity	<u>1,058,287.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,043,032.35</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

January 2025

	Jan 25
Ordinary Income/Expense	
Income	
4001-00 · CURRENT SECURED TAX	295,181.04
4003-00 · CURRENT UNSECURED TAX	8,118.48
4004-00 · PRIOR UNSECURED TAX	56.62
4017-00 · SUPPLEMENTAL SECURED TAX	4,590.02
4018-00 · SUPP UNSECURED TAX	60.93
4028-00 · SUPP PRIOR UNSECURED	35.71
4040-00 · ST HOMEOWNERS PROP	487.58
4100-00 · Special Assessment Tax Roll	158,863.03
4301-00 · INTEREST INCOME	815.22
4450-90 · STATE OTHER	23.23
4496-00 · PROP 172	5,664.41
4640-00 · 727 to be transferred	810.00
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Total Income	474,706.27
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Gross Profit	474,706.27
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	0.00
5101-22 · Salaries-OT Planned Chief	1,889.72
5101-30 · Salaries-OFFICE MGR.	1,049.58
5101-40 · Salaries-CAPTAIN	14,485.96
5101-41 · Salaries-O/T Captain	19,979.00
5101-42 · Salaries-OT Planned Capt	2,870.00
5101-61 · Salaries-O/T FF	5,125.50
5102-00 · Salaries-SNL FF	12,333.50
5102-23 · Paid Call Firefighters	6,377.25
5103-00 · RETIREMENT EXPENSE	5,758.44
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,609.66
5104-00 · GROUP INSURANCE - Other	3,080.19
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Total 5104-00 · GROUP INSURANCE	5,689.85
5105-00 · PAYROLL TAX EXPENSE	4,029.91
5202-10 · CLOTHING-UNIFORMS PERMANE...	0.00
5203-00 · COMMUNICATIONS	4,567.55
5206-00 · HOUSEHOLD EXPENSE	138.30
5207-00 · INSURANCE	100.00
5209-00 · MAINT-EQUIPMENT	3,272.02
5210-00 · MAINT-STRUCTURE	-76.98
5213-00 · MEDICAL SUPPLY	610.88
5214-00 · SUPPLIES-OFFICE	23.71
5215-00 · PROFESSIONAL SERVICE	12,388.75
5223-00 · FUEL	231.96



OPHIR HILL FIRE PROTECTION DISTRICT - 721  
Profit & Loss  
January 2025

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	Jan 25
5224-00 · UTILITIES	973.76
5300-30 · OES MISC STRIKE TEAM EXPENSE	2,144.11
Total Expense	<u>113,500.65</u>
Net Ordinary Income	<u>361,205.62</u>
Net Income	<u><u>361,205.62</u></u>