

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, June 12, 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

April

May

June

September

December

IV. OLD BUSINESS

1. ID badges
2. Personnel and Hiring
3. Grass Valley Car Show Participation
4. Board Member Open Seat

V. NEW BUSINESS

1. Audit Completed
2. Review and approve 2023-2024 Preliminary Budget
3. Present, review and adopt Fire Suppression Benefit Assessment 2006-1, Resolutions 2023-02

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, May 8, 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, Director Martin, Director Peterson, Director Sousa
Others Present: Chief Robb Rothenberger, Captain Jon Nelson, Captain Bryan Wheeler, Board Secretary Monique Sousa, and Richard Ramey

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting on April 10, 2023.
MOTION I – Director Peterson motioned to approve the meeting minutes.
2nd by Director Martin
VOTE: Unanimous
2. Chief's Report
Chief Report given by Chief Rothenberger – see report for details.
There are 3 volunteer firefighter applications pending. OES Water Tender 42 is being serviced. OHFPD Water Tender 52 is currently being serviced at G&T Trucking. The new reporting system is pending. The policy manual is being worked on in collaboration with Lexipol.
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 \$ 453,734.56

MOTION II – Director Peterson motioned to approve the financial statements.
2nd by Director Martin
VOTE: Unanimous

III. FIRE INSPECTIONS – report presented by Captain Nelson

2023

February – done

March – done

April – done

May – Three completed this month. After the snow storm, many of the alarm systems in our district did not have live phone lines. This is being addressed. Many churches are scheduled tomorrow.

June

September

December

IV. OLD BUSINESS

1. ID Badges
Captain Nelson is researching the pricing to update the software for the existing badge machine.
2. Update on AT&T project
AT&T internet and phone systems are both up and running.
3. Appreciation Dinner
The dinner was a success.
4. Personnel and Hiring
Chief Rothenberger presented a proposal for Full-Time positions which includes salary and health benefits for a Full Time Apparatus Engineer and 3 Full-Time Fire Fighter positions. The Chief, Captain Nelson, and Captain Wheeler suggest hiring 3 Full-Time Fire Fighters and forgoing the Apparatus Engineer to save cost for the district.

MOTION III – Director Peterson motioned to approve hiring 3 Full-Time Fire Fighters as of July 2023.
2nd by Director Martin

VOTE: Unanimous

5. Grass Valley Car Show Participation
The Car Show was canceled due to rain and rescheduled for July 15.

V. NEW BUSINESS

1. Resignation of Board Member and Open Seat
Steve Borgnis offered his resignation. Richard Ramey introduced himself and discussion followed with the possibility of him taking over the vacant Board Member position. He will return in June to discuss further.
2. Resolution and Approval of Fire Risk Management Services (formerly FASIS) Joint Powers Agreement

MOTION IV – Chairman Armacher motioned to approve the resolution to participate in the approving the amended and restated joint exercise of powers agreement of the Fire Risk Management Services joint powers authority.

2nd by Director Peterson

VOTE: Unanimous

VI. CORRESPONDENCE

VII. PUBLIC COMMENT

1. Chief Rothenberger thanks Nevada County Law Enforcement and Fire Council for hosting movie night for first responders. \$700 was raised for the Council.
2. Sheridan Loungway, the Chairperson of the Board of Directors of Rough and Ready Fire Protection District passed away yesterday.

VIII. MOTION TO ADJOURN

MOTION V – Director Peterson motioned to adjourn the meeting at 5:13 p.m.
2nd by Director Martin
VOTE: Unanimous

Attest:

 06/12/2023
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

June 2023

Incidents

Date	Time	Type	Location	Agency
5/1	2030	Medical/Overdose	Cordell Ct.	OPH
5/2	0435	Code 2 medical/ Abnormal BP	Pine Cone Cr.	OPH
5/2	1050	Medical/COPD	Rattlesnake Rd.	OPH
5/2	1917	Residential fire alarm	Footwall Dr.	OPH
5/2	1958	Residential fire alarm	Hansen Ln.	PCP
5/3	1108	Medical/Difficulty breathing	East Main St.	GRV
5/3	1133	MVA	174 X N.Meadowview Dr.	PCP
5/3	1827	Medical/Abdominal pain	Highland Dr.	OPH
5/3	2323	Medical/Chest pain	Collier Rd.	NCC
5/4	0807	Residential structure fire	Mosswood Ln.	PCP
5/4	2057	Residential structure fire	Rattlesnake Rd.	OPH
5/5	0750	Medical/Fainting	Bartlett Dr.	OPH
5/6	1838	Public assist/ Lift assist	Terrance Pines Ct.	OPH
5/6	1908	Residential structure fire	Lakeview Ln.	PCP
5/7	1425	Medical/Chest pain	Greenhorn Rd.	NCC
5/8	1119	Medical/Heart attack	Greenhorn Rd.	NCC
5/8	1523	Medical/Chest pain	Collier Rd.	NCC
5/10	1007	Medical/Fall	Mercury Dr.	OPH
5/10	1804	Medical/Difficulty breathing	Little Greenhorn Rd.	NCC
5/11	1218	Medical/Altered LOC	Dogwood Rd.	NCC
5/12	1447	MVA	174 X Greenhorn Access Rd.	PCP
5/12	1620	MVA	Bitney Springs Rd.	NCC
5/13	0930	Code 2 medical/Diabetic	Collier Rd.	NCC
5/14	0735	Code 2 medical/Body pain	Lower Colfax Rd.	OPH
5/14	1338	Medical/Altered LOC	Mercury Dr.	OPH
5/14	1732	Medical/Suicide	Lower Colfax Rd.	OPH
5/15	0950	Debris fire	East Bennett Rd.	OPH
5/15	1844	Code 2 medical/Fall	McQuiston Ln.	PCP
5/18	1130	Medical/Fall	Bradford Dr.	OPH
5/18	1132	Code 2 medical/Fainting	Rattlesnake Rd.	OPH

5/18	1804	Code 2 medical/Fainting	Brooks Rd.	OPH
5/18	1841	Code 2 medical/ Fall	Amethyst Ct.	OPH
5/19	0349	Medical/Ill person	Bartlett Dr.	OPH
5/19	1457	Medical/Seizures	Union Hill School	OPH
5/21	1403	Medical/Cardiac	Union Hill School	OPH
5/22	1452	Boat fire	Rollins Lake	PCP
5/23	1634	Medical/ Echo response	Knights Ct.	OPH
5/23	1907	Public assist/Lift assist	Dogwood Rd.	NCC
5/24	0454	Medical/Echo response overdose	Woodrose Wy.	OPH
5/24	1058	Public assist/Lift assist	Dogwood Rd.	NCC
5/24	1406	Code 2 medical/Fall	Brooks Rd.	OPH
5/24	1644	MVA	East Empire St.	OPH
5/25	0217	Medical/Fall	Rattlesnake Rd.	OPH
5/25	0631	Medical/Seizure	Rattlesnake Rd.	OPH
5/25	0718	Medical/Fall	Cedar Ridge Dr.	OPH
5/25	0747	Medical/Difficulty breathing	Julia Ranch Rd.	NCC
5/26	0907	MVA	Lower Colfax X Laws Ranch	OPH
5/26	1030	Residential fire alarm	Greenway Pl.	OPH
5/26	1446	Code 2 medical/ Foot pain	Vincent Ct.	NCC
5/27	1438	Medical/Fall	Empire Mine S.H.P.	OPH
5/27	1730	Vegetation fire	Hoppy Hollow Rd.	NCC
5/27	2133	Medical/Echo response GSW	Brunswick Dr.	OPH
5/28	2121	Medical/Overdose	Brunswick Dr.	OPH
5/29	0206	Code 2 medical/ Med check out	East Bennett Rd.	OPH
5/29	0230	Debris fire	East Bennett Rd.	OPH
5/29	0253	Medical/ Echo response	Jones Ridge Rd.	NCC
5/30	1047	Medical/Chest pain	Lower Colfax Rd.	OPH
5/30	1248	MVA	174 X Brunswick Rd.	OPH
5/30	2352	Medical/Abdominal pain	Greenhorn Rd.	OPH
5/31	0232	Public assist/Lift assist	Collier Rd.	NCC
5/31	0900	MVA	174 X Bartlett Dr.	OPH
5/31		Medical/Seizures	Union Hill School	OPH

62 incidents. 39 in OPH, 7 PCP, 15 NCC, 1 GRV.

Ophir Hill Fire Protection District
Fund Balances
As of May 2023

Account	Fund			Total
	721	727	765	
LAIF	603,769.59	-	-	603,769.59
WestAmerica	673,538.60	-	-	673,538.60
Total		-	-	1,277,308.19

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	31,187.03
1900-00 · LAIF FUND 721 - Other	572,582.56
Total 1900-00 · LAIF FUND 721	603,769.59
1902-00 · WESTAMERICA CHECKING ACCOUNT	673,538.60
Total Checking/Savings	1,277,308.19
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	6,306.65
Total Accounts Receivable	46,047.55
Total Current Assets	1,323,355.74
TOTAL ASSETS	1,323,355.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	23,938.77
Total Accounts Payable	23,938.77
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-115,243.90
2700-00 · CalPERS RETIREMENT PAYABLE	-83,476.36
Total Other Current Liabilities	-198,720.26
Total Current Liabilities	-174,781.49
Total Liabilities	-174,781.49

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of May 31, 2023

	<u>May 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	<u>144,902.31</u>
Total Equity	<u>1,498,137.23</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,323,355.74</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

May 2023

	<u>May 23</u>
Ordinary Income/Expense	
Income	
4001-00 · CURRENT SECURED TAX	199,903.38
4003-00 · CURRENT UNSECURED TAX	103.59
4004-00 · PRIOR UNSECURED TAX	66.76
4017-00 · SUPPLEMENTAL SECURED TAX	8,082.22
4018-00 · SUPP UNSECURED TAX	211.42
4028-00 · SUPP PRIOR UNSECURED	37.92
4040-00 · ST HOMEOWNERS PROP	1,181.12
4301-00 · INTEREST INCOME	299.03
4450-90 · STATE OTHER	269.96
4468-20 · OES-Strike Team Other Reimburse	3,868.27
4511-70 · SPECIAL ASSESSMENTS	106,250.55
4640-00 · 727 to be transferred	359.64
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Total Income	320,633.86
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Gross Profit	320,633.86
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	2,540.80
5101-20 · Salaries-CHIEF	8,416.40
5101-21 · Salaries-O/T Chief	0.00
5101-30 · Salaries-OFFICE MGR.	1,752.98
5101-40 · Salaries-CAPTAIN	12,355.36
5101-41 · Salaries-O/T Captain	626.92
5101-42 · Salaries-OT Planned Capt	2,448.04
5102-00 · Salaries-SNL FF	9,095.00
5102-23 · Paid Call Firefighters	325.50
5103-00 · RETIREMENT EXPENSE	4,864.18
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	2,429.58
5104-00 · GROUP INSURANCE - Other	2,770.96
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Total 5104-00 · GROUP INSURANCE	5,200.54
5105-00 · PAYROLL TAX EXPENSE	860.60
5106-00 · WORKERS COMP	28,711.00
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	608.51
5206-00 · HOUSEHOLD EXPENSE	457.57
5207-00 · INSURANCE	6,962.00
5209-00 · MAINT-EQUIPMENT	2,464.75
5210-00 · MAINT-STRUCTURE	635.64
5211-00 · MAINT-AUTO	1,870.74
5213-00 · MEDICAL SUPPLY	283.43
5214-00 · SUPPLIES-OFFICE	62.47
5214-10 · SUPPLIES-OPERATING	79.41

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

May 2023

	<u>May 23</u>
5215-00 · PROFESSIONAL SERVICE	27.74
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	165.36
5220-10 · TRAINING EXPENSE	200.00
5223-00 · FUEL	1,384.05
5224-00 · UTILITIES	679.34
5300-30 · OES MISC STRIKE TEAM EXPENSE	<u>1,448.59</u>
Total Expense	<u>94,526.92</u>
Net Ordinary Income	<u>226,106.94</u>
Net Income	<u><u>226,106.94</u></u>