

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, March 11, 2024
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. OLD BUSINESS

1. Discuss consolidation of the fire district
2. Funding for the fire district
3. ID badges
4. Appreciation Dinner

IV. NEW BUSINESS

1. Fire inspection violations in commercial parcels

V. CORRESPONDENCE

1. Conflict of Interest, Form 700 is due April 2nd
2. Audit review

VI. 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, February 26, 2024
Special Meeting
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 Peterson, Director Ramey, Director Sousa
Others Present: Chief Rothenberger and Board Secretary Monique Sousa
Absent: Director Martin

II. SPECIAL MEETING ORDERS

1. Approve Board Minutes from previous meeting on February 12, 2024.
MOTION I – Vice-Chairman Peterson motioned to approve the meeting minutes.
2nd by Director Ramey
VOTE: Unanimous
2. Funding for the fire district
Chief Rothenberger reported back regarding cost of mailing. Single-sided black and white mailers with envelopes and return postcards for 1600 parcels is estimated at \$600. Bulk mailing is approximately \$3000. The total estimate is \$4000. Chief Rothenberger will request a digital file from the county to make mailing labels. Discussed parameters of the draft for the mailer and difficulty to predict the cost of estimated increase in fees. Also discussed sending out the mailing to a sample of parcel owners for feedback. Reviewed three options to explore to increase funding: an increase in the tax assessment, consolidation, and contractual agreements with other agencies. OHFPD does not have an open posting for a captain due to lack of funding.
3. Discuss consolidation option
Chief Rothenberger will invite Chief Robitaille of Nevada County Consolidated Fire District to discuss the possibility of consolidation. The board hopes to explore the consolidation process, timeframe, status of Rough and Ready Fire Protection District consolidation and option of a contractual agreement with NCCFD.

III. MOTION TO ADJOURN

MOTION II – Vice-Chairman Peterson motioned to adjourn the meeting at 4:58 p.m.
2nd by Director Ramey
VOTE: Unanimous

Attest:


Monique Sousa – Board Secretary


Date

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Fire Chief's Report

March 2023

	OPH	PCP	NCC	GRV	NEV
Medical Aid	15	1	6	1	
MVA	2	1	2		
Pubic Assist	1		3		
Residential Structure	2		2		1
Fire Alarm	5	1		1	
FMS	3				
Cover Assignment			2		
OES Storm Cover	2				

51 total incidents. 30 in OPH, 3 in PCP, 15 in NCC, 2 in GRV, 1 in NEV.

Roster is at 14 with two Firefighters currently attending fire academies. Capt. Nelson is out for an undetermined length of time.

All equipment is in service and available.

**Ophir Hill Fire Protection District
Fund Balances
As of February 2024**

Account	721	Fund		Total
		727	765	
LAIF	620,705.22	-	-	620,705.22
WestAmerica	415,535.44	-	-	415,535.44
Total		-	-	1,036,240.66

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of February 29, 2024

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	36,254.47
1900-00 · LAIF FUND 721 - Other	<u>584,450.75</u>
Total 1900-00 · LAIF FUND 721	620,705.22
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>415,535.44</u>
Total Checking/Savings	1,036,240.66
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>1,086,528.08</u>
TOTAL ASSETS	<u><u>1,086,528.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>12,721.96</u>
Total Accounts Payable	12,721.96
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	39,269.71
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-29,819.00</u>
Total Other Current Liabilities	<u>9,450.71</u>
Total Current Liabilities	<u>22,172.67</u>
Total Liabilities	22,172.67

OPHIR HILL FIRE PROTECTION DISTRICT - 721
Balance Sheet
As of February 29, 2024

	<u>Feb 29, 24</u>
Equity	
3000 · Opening Bal Equity	-34,179.42
3001-00 · FUND BALANCE	1,214,508.47
3001-01 · FUND-MITIGATION	27,189.34
Net Income	-143,162.98
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Total Equity	1,064,355.41
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TOTAL LIABILITIES & EQUITY	<u>1,086,528.08</u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721
Profit & Loss
February 2024

	Feb 24
Ordinary Income/Expense	
Income	
4640-00 · 727 to be transferred	1,080.00
Total Income	1,080.00
Gross Profit	1,080.00
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	3,822.60
5101-20 · Salaries-CHIEF	9,188.08
5101-21 · Salaries-O/T Chief	0.00
5101-30 · Salaries-OFFICE MGR.	1,926.11
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	5,075.04
5101-42 · Salaries-OT Planned Capt	2,699.76
5102-00 · Salaries-SNL FF	7,522.50
5102-23 · Paid Call Firefighters	112.00
5103-00 · RETIREMENT EXPENSE	5,005.13
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,346.32
5104-00 · GROUP INSURANCE - Other	2,897.82
Total 5104-00 · GROUP INSURANCE	5,244.14
5105-00 · PAYROLL TAX EXPENSE	1,874.76
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	4,560.82
5206-00 · HOUSEHOLD EXPENSE	622.53
5207-00 · INSURANCE	100.00
5209-00 · MAINT-EQUIPMENT	1,670.40
5210-00 · MAINT-STRUCTURE	101.65
5212-00 · MEMBERSHIPS	1,454.03
5213-00 · MEDICAL SUPPLY	483.60
5215-00 · PROFESSIONAL SERVICE	6,090.00
5223-00 · FUEL	251.37
5224-00 · UTILITIES	969.32
Total Expense	72,401.20
Net Ordinary Income	-71,321.20
Net Income	-71,321.20