

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, May 12, 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 April 14, 2025 and April 21, 2025
2. Chief's Report
3. Financial Statements & Warrant Requests - Report copies and details will be provided at 3 PM

III. OLD BUSINESS

1. Discuss status of restructuring of the fire district
2. ID badges
3. Review Audit 2023-2024

IV. NEW BUSINESS

1. Review and possible adoption of Fire Suppression Benefit Assessment 2006-1, Resolution 2025-01
2. Review 2025-2026 Preliminary Budget
3. Discuss Summer 2025 station coverage and proposal to hire a second summer seasonal firefighter

V. CORRESPONDENCE

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 54954.3). 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, April 14, 2025
4:00 p.m.

I. STANDING ORDERS

1. CALL TO ORDER - Meeting called to order at 4:01 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, Board Secretary Sousa, Nevada County Consolidated Fire District's Chairman of the Board Keith Grueneberg, Director Darryl Bennett and Director Tom Carrington (arrived at 4:45 p.m.) and community member Bob Goar

II. SPECIAL ORDERS

1. Approve Board Minutes from the previous meeting held on March 10, 2025.
MOTION I – Vice-Chairman Peterson motioned to approve the meeting minutes from March 10, 2025.
2nd by Director Martin.
VOTE: Unanimous
2. Chief's Report
Chief's Report given by Chief Rothenberger – see report for details.
Additionally, Engine 1 is being repaired and awaiting parts. OHFPD is waiting on payment of several strike teams and OES assignments.
3. Financial Statements and Warrant Requests
Monique Sousa reported the fund balances as outlined below:
Fund Balance for LAIF 721 \$ 397,479.04
Fund Balance for 727 LAIF \$
Fund Balance for 765 LAIF \$
West America Checking \$ 536,900.19
MOTION II – Vice-Chairman Peterson motioned to approve the financial statements.
2nd by Director Borgnis.
VOTE: Unanimous

III. FIRE INSPECTIONS – report presented by Captain Nelson

Captain Nelson reported that Union Hill School has its reinspection scheduled for later this week. He is also scheduling fire inspections for the churches. NCCFPD Fire Marshall Mason has attended several fire inspections. Captain Nelson coordinated input from several Nevada County agencies and departments for the gas station on Highway 174 and the properties at The Brunswick Y.

IV. OLD BUSINESS

1. Discussion of restructuring of the fire district
Chief Rothenberger and NCCFD Chairman of the Board Keith Grueneberg reported on the changes to the restructuring of the fire district. Fire Penn Valley Fire Protection District (PVFPD) and Rough and Ready Fire Protection District (RRFPD) will no longer be participating in the restructuring of the fire district. NCCFD and OHFPD will continue to restructure. A special

board meeting is scheduled for April 21 at 4:00 p.m. to review and possibly approve a resolution restructuring the two fire districts.

2. ID badges
Chief Rothenberger collected digital signatures from the board and will have ID badges printed.
3. Update WestAmerica Bank with list of current board members
The signature card has been completed and is in effect.

IV. **NEW BUSINESS**

1. Review Audit 2023-2024
The board members will review next month.
2. Discuss Summer 2025 station coverage and Seasonal Firefighter salary
MOTION III – Vice-Chairman Peterson motioned to approve the request to hire a seasonal firefighter for summer 2025 and give a salary increase to the current seasonal firefighters as outlined in the attached proposal.
2nd by Director Martin
VOTE: Unanimous
3. Review and possible adoption of Fire Suppression Benefit Assessment 2006-1, Resolution 2025-01.
This will be postponed again as the CPI has not yet been published.

V. **CORRESPONDENCE**

1. Nevada County LAFCo Election Ballot
Discussed the open position for the LAFCo board and the candidates that are running.
MOTION IV – Vice-Chairman Peterson motioned to support Patricia Nelson.
2nd by Director Martin
VOTE: Unanimous

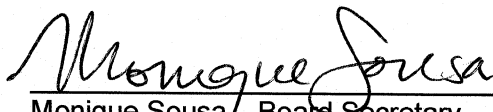
VI. **PUBLIC COMMENT**

Bob Goar, spoke at the beginning of the meeting. He expressed his gratitude for the hard work and service of OHFPD.
Captain Nelson announced the Hotshot Half, a half marathon taking place on April 26 in support of Wildland Firefighter Foundation.

VII. **MOTION TO ADJOURN**

MOTION V – Director Borgnis motioned to adjourn the meeting at 5:00 p.m.
2nd by Vice-Chairman Peterson
VOTE: Unanimous

Attest:

 5/12/2025
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

OPHIR HILL FIRE PROTECTION DISTRICT
Meeting Minutes
BOARD OF DIRECTORS MEETING
Special Meeting
Monday, April 21, 2025
4:00 p.m.

I. STANDING ORDERS

1. CALL TO ORDER - Meeting called to order at 4:00 p.m. by Vice-Chairman Peterson
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Vice-Chairman Peterson, Director Borgnis, Director Martin, and Director Sousa
Absent: Chairman Armacher
Others Present: Board Secretary Sousa

II. SPECIAL MEETING AGENDA ITEMS

1. Review and possible adoption of Resolution 2025-02, A Concurrent Resolution to Initiate an Application by the Nevada County Consolidated Fire District Requesting the Local Agency Formation Commission of Nevada County to Pursue Proceedings for the Annexation and Dissolution of the Ophir Hill Fire Protection District to the Nevada County Consolidated Fire District

MOTION I – Director Borgnis motioned to adopt Resolution 2025-02.

2nd by Director Martin

Ayes: 4

Noes: 0

Absent: 1

Abstain: 0

III. MOTION TO ADJOURN

MOTION II – Director Sousa motioned to adjourn the meeting at 4:05 p.m.

2nd by Director Borgnis

Ayes: 4

Noes: 0

Absent: 1

Abstain: 0

Attest:

 05/12/2025
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

May 2025

Incidents	OPH	PCP	NCC	GRV
Medical	20	2	4	1
MVA	2	4		
PA	2		2	
Structure fire			1	
Veg fire			2	
Smoke check	1			
Fire alarm	1			
Totals	26	6	9	1 Grand total 41

No changes to the roster.

All equipment is in service and available.

Ophir Hill Fire Protection District
Fund Balances
As of April 2025

Account	Fund			Total
	721	727	765	
LAIF	\$ 397,479.04	-	-	\$ 397,479.04
WestAmerica	\$ 481,021.40	-	-	\$ 481,021.40
Total	-			\$ 878,500.44

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of April 30, 2025

	Apr 30, 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...	481,021.40
Total Checking/Savings	878,500.44
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	928,787.86
TOTAL ASSETS	928,787.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	35,313.73
Total Accounts Payable	35,313.73
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	39,396.40
2700-00 · CalPERS RETIREMENT PAYABLE	-67,620.00
Total Other Current Liabilities	-28,223.60
Total Current Liabilities	7,090.13
Total Liabilities	7,090.13

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of April 30, 2025

	Apr 30, 25
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	-254,825.77
Total Equity	921,697.73
TOTAL LIABILITIES & EQUITY	928,787.86

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

April 2025

	Apr 25
Ordinary Income/Expense	
Income	
4468-10 · OES-PERSONNEL	28,805.90
4468-20 · OES-Strike Team Other Reimburse	11,415.68
4496-00 · PROP 172	5,215.46
4640-00 · 727 to be transferred	550.80
4806-00 · DONATIONS	30.00
4996 · Workers Comp Reimbursement	2,775.68
Total Income	48,793.52
Gross Profit	48,793.52
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	6,748.50
5101-20 · Salaries-CHIEF	9,537.88
5101-21 · Salaries-O/T Chief	4,319.36
5101-22 · Salaries-OT Planned Chief	1,889.72
5101-30 · Salaries-OFFICE MGR.	1,311.98
5101-40 · Salaries-CAPTAIN	14,485.96
5101-41 · Salaries-O/T Captain	2,718.75
5101-42 · Salaries-OT Planned Capt	2,870.00
5101-61 · Salaries-O/T FF	2,907.00
5102-00 · Salaries-SNL FF	9,477.50
5102-21 · Salaries-Cvg Relief Captain	417.69
5102-23 · Paid Call Firefighters	2,283.00
5102-25 · STRIKE TEAM PAY	0.00
5103-00 · RETIREMENT EXPENSE	5,923.87
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,609.66
5104-00 · GROUP INSURANCE - Other	3,130.44
Total 5104-00 · GROUP INSURANCE	5,740.10
5105-00 · PAYROLL TAX EXPENSE	1,541.99
5202-10 · CLOTHING-UNIFORMS PERMANE...	0.00
5202-12 · CLOTHING-SNL UNIFORMS	0.00
5202-50 · CLOTHING-MISC./VOLUNTEER	483.59
5203-00 · COMMUNICATIONS	975.00
5206-00 · HOUSEHOLD EXPENSE	2,227.57
5207-00 · INSURANCE	13,296.25
5209-00 · MAINT-EQUIPMENT	1,537.67
5210-00 · MAINT-STRUCTURE	805.41
5211-00 · MAINT-AUTO	3,450.06
5214-00 · SUPPLIES-OFFICE	21.76
5214-10 · SUPPLIES-OPERATING	109.27
5215-00 · PROFESSIONAL SERVICE	5,221.88
5217-00 · RENTS-EQUIPMENT	350.00
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	4,589.50

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

April 2025

	Apr 25
5219-20 · SMALL TOOLS-MISC.	415.95
5220-00 · SPECIAL DISTRICT EXPENSE	100.00
5220-10 · TRAINING EXPENSE	5,554.16
5223-00 · FUEL	1,341.76
5224-00 · UTILITIES	1,026.67
5300-30 · OES MISC STRIKE TEAM EXPENSE	309.52
Total Expense	113,989.32
Net Ordinary Income	-65,195.80
Other Income/Expense	
Other Expense	
7702 · Unidentified Charge - Other	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-65,195.80