

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday, October 9, 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. OHFPD Water Tender 52
3. Discuss possibility of fire district assessment

**V. NEW BUSINESS**

1. Update WestAmerica Bank with list of current board members
2. Discuss personnel retention
3. Form a committee to research increasing fees from tax payers

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

**OPHIR HILL FIRE PROTECTION DISTRICT**  
**Meeting Minutes**  
**BOARD OF DIRECTORS MEETING**  
**Monday, September 11, 2023**  
**4:00 p.m.**

**I. STANDING ORDERS**

1. CALL TO ORDER - Meeting called to order at 4:03 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Director Martin, Director Ramey, Director Sousa  
Others Present: Captain John Nelson, Captain Bryan Wheeler, and Board Secretary Monique Sousa  
Absent: Director Peterson

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting on August 14, 2023.  
MOTION I – Director Sousa motioned to approve the meeting minutes.  
2nd by Director Martin  
VOTE: Unanimous
2. Chief's Report  
Chief Report given by Captain Nelson – see report for details.  
Chief Rothenberger was not present due to health reasons. He will have call reports at the next meeting. All apparatus is in service and the roster is now at 19. Discussed strike teams and mutual aid call response to Deep Fire and Highway Fire.
3. Financial Statements and Warrant Requests  
Monique Sousa reported the fund balances as outlined below:  
Fund Balance for LAIF 721 \$ 608,510.03  
Fund Balance for 727 LAIF \$  
Fund Balance for 765 LAIF \$  
West America Checking \$ 443,552.25  
MOTION II – Director Sousa motioned to approve the financial statements.  
2nd by Director Martin  
VOTE: Unanimous

**III. FIRE INSPECTIONS**

As the county mandates reports to be done quarterly, this agenda item will be listed once a quarter. The next report will be given in October and reports will follow in Jan, April and July.

**IV. OLD BUSINESS**

1. ID Badges  
As Chief Rothenberger is absent, this will be put on next month's agenda.
2. OHFPD Water Tender 52  
WT52 has been towed to NCCFD and is currently being repaired by NCCFD's mechanics. Cost for repairs is currently unknown.
3. Discuss possibility of fire district assessment  
Discussed forming a committee to determine the needs of the district to then obtain a quote from the consultant that PCPFPD used for their assessment. PCPFPD employed signs, town hall meetings and a social media campaign. Discussed writing a letter to residents of the district

to gage community interest. Captain Wheeler will bring the letter that PCPFD mailed to the community.

4. Nevada County Consolidated Fire District merger update  
Merger of OHFPD by NCC will not happen for several years. Chairman Armacher discussed personnel retention at OHFPD. Discussed checking in with current and previous staff and volunteers. Chairman Armacher will discuss further with Chief Rothenberger.

**V. NEW BUSINESS**

1. Review and Approve Final Budget 2023/2024  
MOTION III – Chairman Armacher motioned to approve the Final Budget.  
2nd by Director Martin  
VOTE: Unanimous

**VI. CORRESPONDENCE**

**VII. PUBLIC COMMENT**

1. Welcome Richard Ramey.

**VIII. MOTION TO ADJOURN**

MOTION IV – Director Martin motioned to adjourn the meeting at 4:54 p.m.  
2nd by Director Sousa  
VOTE: Unanimous

Attest:

 10/9/2023  
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).

\*\*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)

## Chief's Report

September and October of 2024

### Incidents

For the months of August and September Station 52 responded to the following.

47 medical aid

12 motor vehicle accidents

9 public assists

4 structure fires

5 vegetation fires

2 debris fires

3 fire menace standby

2 smoke checks

3 fire alarms

Total of 87 incidents. 53 in OPH, 12 PCP, 18 NCC, 3 GRV, 1 TNF.

All equipment is in service and available.

Roster is currently at 15

**Ophir Hill Fire Protection District  
Fund Balances  
As of September 2023**

Account	721	Fund		Total
		727	765	
LAIF	608,510.03	-	-	608,510.03
WestAmerica	381,354.90	-	-	381,354.90
Total		-	-	989,864.93

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>
<b>ASSETS</b>	
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>381,354.90</u>
Total Checking/Savings	989,864.93
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>1,035,912.48</u>
<b>TOTAL ASSETS</b>	<u><u>1,035,912.48</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>16,631.41</u>
Total Accounts Payable	16,631.41
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	-114,852.31
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-113,640.35</u>
Total Other Current Liabilities	<u>-228,492.66</u>
Total Current Liabilities	<u>-211,861.25</u>
Total Liabilities	-211,861.25

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of September 30, 2023

---

	<u>Sep 30, 23</u>
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,436,311.88
3001-01 · FUND-MITIGATION	27,189.34
Net Income	<u>-192,043.29</u>
Total Equity	<u>1,247,773.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,035,912.48</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

September 2023

	<u>Sep 23</u>
Ordinary Income/Expense	
Income	
4301-00 · INTEREST INCOME	124.91
4450-90 · STATE OTHER	1,275.78
4496-00 · PROP 172	5,701.77
4640-00 · 727 to be transferred	311.04
4902 · GRANT VFA	6,833.00
	<hr/>
Total Income	14,246.50
	<hr/>
Gross Profit	14,246.50
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	9,188.08
5101-21 · Salaries-O/T Chief	3,575.55
5101-30 · Salaries-OFFICE MGR.	1,570.71
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	10,661.94
5101-42 · Salaries-OT Planned Capt	2,699.76
5102-00 · Salaries-SNL FF	8,406.50
5102-23 · Paid Call Firefighters	1,472.50
5102-25 · STRIKE TEAM PAY	0.00
5103-00 · RETIREMENT EXPENSE	4,612.10
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	2,429.58
5104-00 · GROUP INSURANCE - Other	2,784.01
	<hr/>
Total 5104-00 · GROUP INSURANCE	5,213.59
5105-00 · PAYROLL TAX EXPENSE	1,593.68
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	1,110.22
5206-00 · HOUSEHOLD EXPENSE	136.44
5210-00 · MAINT-STRUCTURE	13.96
5212-00 · MEMBERSHIPS	1,454.04
5213-00 · MEDICAL SUPPLY	301.00
5224-00 · UTILITIES	1,252.74
5300-30 · OES MISC STRIKE TEAM EXPENSE	184.39
	<hr/>
Total Expense	67,074.56
	<hr/>
Net Ordinary Income	-52,828.06
	<hr/>
Net Income	<u>-52,828.06</u>