

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, September 9, 2019 @ 4:00 P.M.**

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. CORRESPONDENCE

1. No new correspondence

IV. OLD BUSINESS

1. Lexipol - ongoing - updates
2. Station repairs - ongoing - updates
3. Western Nevada County meeting - ongoing - updates

V. NEW BUSINESS

1. Present for approval to purchase new cabin chassis.

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, August 12, 2019 @ 4:00 P.M.

I. STANDING ORDERS

1. CALL TO ORDER - Meeting called to order at 16:00 hours by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Vice Chairman Borgnis, Director Sousa, Director Martin, Director Peterson
Others Present: Fire Chief Robb Rothenberger, Kris Stoeckle-Board Secretary, Captain Jon Nelson

II. SPECIAL ORDERS

1. Approve Board Minutes from previous meeting - July, 2019
MOTION I - Director Peterson motioned to approve meeting minutes
2nd by Vice Chairman Borgnis
VOTE: Unanimous
2. **Chief's Report** - Chief Rothenberger provided Chief's Report for July, 2019 to include a report of 35 calls - details outlined in Chief's Report. A very quiet July and all equipment running and no new issues. Roster is at 25 with 2 pending applications.
3. **Financial Statements and Warrant Requests** - Kris Stoeckle reported fund balances as outlined below:

Fund Balance for 721	\$ 111,620.89
Fund Balance for 727	\$ 18,921.28
Fund Balance for 765	\$ 66,373.25
West America Checking	\$ 792,310.25
Bank of the West	\$ 68,689.73

MOTION II - Vice Chairman Borgnis motioned to approve financial statements and warrants
2nd by Director Martin
VOTE: Unanimous

III. CORRESPONDENCE

1. No new correspondence.

IV. OLD BUSINESS

1. Lexipol - ongoing - Chief confirmed this remains a work in progress. Slow and steady progress.
2. Station repairs - ongoing to include updates on garage door bids and work to be done. Captain Nelson provided dates and details and work will commence this coming week to include new garage door openers, building to be painted and roof will start. Gutters will begin at a later time.
MOTION III - Chairman Armacher motioned to approve bids and work as outlined in quote and discussed above.
2nd by Director Borgnis
VOTE: Unanimous

V. NEW BUSINESS

1. Audit approval from Board Members - see below approval vote.
2. Final Budget approval from Board Members - see below approval vote.
3. Cola increase approval from Board Members - see below approval vote.
4. Letter of Clarification - Exploring the Options. Chief and Board Members discussed newspaper article published in The Union. Further discussions were shared and possible new activities to include a newsletter, open house during Fire Awareness Week in October and various ways to communicate with community directly. Chief and Chairman will work on a letter to go out to all community members.
5. Resolution No. 19-262 - Allocation of Prop 172 revenue - FYI to board only - no action from Board.
6. Purchase of new generator for station. Chief and Captain Nelson spoke to the 727 fund monies and a thought was a new generator to purchase. Proposed a propane gas generator would replace the old military one. Norwall quote was provided with details to include price.
7. Resolution 2019-03 - VFA Grant - see below approval vote. Chief had paperwork signed by Chairman so that he can submit and obtain approval. We agree to accept grant as written and procedure to use within FY 2020.

MOTION IV- Vice Chairman Borgnis motioned to approve 2017-18 Audit, Final Budget 2019-20, Cola increase for Captains, Board Secretary, both Resolutions above and quote to purchase generator with Captain Nelson to follow up regarding discounts and get best price.

2nd by Chairman Peterson

VOTE: Unanimous

VI. PUBLIC COMMENT

Vice Chairman Borgnis extended a thank you to all the staff for a great job in cleaning up the station.

VII. MOTION TO ADJOURN

MOTION V - Director Martin motioned to adjourn meeting at 17:30 hour

2nd by Director Peterson

VOTE: Unanimous

ATTEST:



Kris Stoeckle, Board Secretary

Ophir Hill Fire Protection District

Fund Balances

As of August 31, 2019

Account	Fund			Total
	721	727	765	
LAIF	111,620.89	18,921.28	66,373.25	196,915.42
WestAmerica	874,385.11			874,385.11
Bank of the West	0.00			-
Total	986,006.00	18,921.28	66,373.25	1,071,300.53

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	111,620.86
1902-00 · WESTAMERICA CHECKING ACCO...	874,385.11
1919-00 · WESTAMERICA-PETTY CASH	-54.00
Total Checking/Savings	985,951.97
Accounts Receivable	
1910-00 · A/R Taxes	42,818.68
Total Accounts Receivable	42,818.68
Total Current Assets	1028770.65
TOTAL ASSETS	1028770.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	17,495.28
2450 · Payroll Payable	34,167.14
Total Accounts Payable	51,662.42

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of August 31, 2019

	Aug 31, 19
Other Current Liabilities	
2110 · Direct Deposit Liabilities	1.00
2500-00 · PAYROLL TAXES PAYABLE	47,424.84
2510-00 · PAYROLL DEDUCTIONS PAYABLE	140.00
2700-00 · CaIPERS RETIREMENT PAYABLE	4,068.41
2900-00 · COMPENSATED ABSENCES	31,261.50
2950 · UNAVAILABLE REVENUE	23,938.60
Total Other Current Liabilities	<u>106,834.35</u>
Total Current Liabilities	<u>158,496.77</u>
Total Liabilities	158,496.77
Equity	
3001-00 · FUND BALANCE	905,655.55
Net Income	-35,381.67
Total Equity	<u>870,273.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>1028770.65</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July 2018 through August 2019

	Jul '18 - Aug 19	Budget	Jul '18 - Aug 19	YTD Budget
Ordinary Income/Expense				
Income				
4001-00 · CURRENT SECURED TAX	431,473.17	363,251.00	431,473.17	
4002-00 · PRIOR SEC TAX	64.48		64.48	
4003-00 · CURRENT UNSECURED TAX	6,718.85	6,368.00	6,718.85	
4004-00 · PUBLIC UTILITY	16.30		16.30	
4017-00 · SUPPLEMENTAL SECURED TAX	6,157.31	8,843.00	6,157.31	
4018-00 · SUPP UNSECURED TAX	126.34		126.34	
4028-00 · SUPP PRIOR UNSECURED	45.78		45.78	
4040-00 · ST HOMEOWNERS PROP	3,712.13	3,538.00	3,712.13	
4100-00 · Special Assessment Tax Roll	242,381.71	224,640.00	242,381.71	
4301-00 · INTEREST INCOME	4,129.24	2,000.00	4,129.24	
4468-00 · OES-ENGINE INCOME	82,177.13		82,177.13	
4468-20 · OES-Strike Team Other Reimburse	520,734.65		520,734.65	
4496-00 · PROP 172	65,177.88	51,383.00	65,177.88	
4620-00 · OTHER REVENUE	76,641.25		76,641.25	
4620-10 · TRAINING	3,202.97	5,000.00	3,202.97	
4640-00 · 727 to be transferred	3,056.13		3,056.13	
4806-00 · DONATIONS	1,800.00		1,800.00	
4902 · GRANT VFA	-9,010.58		-9,010.58	
4996 · Workers Comp Reimbursement	5,346.80		5,346.80	
Total Income	1,443,951.54	665,023.00	1,443,951.54	
Gross Profit	1,443,951.54	665,023.00	1,443,951.54	

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July 2018 through August 2019

	Jul '18 - Aug 19	Budget	Jul '18 - Aug 19	YTD Budget
Expense				
5050-00 · Salaries-Holiday Pay	11,083.20	3,600.00	11,083.20	
5060-00 · Salaries-Vacation Buyback	6,162.00	3,957.00	6,162.00	
5101-10 · Salaries-BOOKKEEPER	27,520.00	30,000.00	27,520.00	
5101-20 · Salaries-CHIEF	112,944.08	99,232.00	112,944.08	
5101-21 · Salaries-O/T Chief	18,523.68		18,523.68	
5101-40 · Salaries-CAPTAIN	178,963.06	164,000.00	178,963.06	
5101-41 · Salaries-O/T Captain	23,546.16		23,546.16	
5101-42 · Salaries-OT Planned Capt	24,008.24	20,000.00	24,008.24	
5101-50 · Salaries-Engineer	0.00		0.00	
5101-60 · Salaries-Firefighter	387.19		387.19	
5101-61 · Salaries-O/T FF	175.00		175.00	
5102-00 · Salaries-SNLF FF	70,052.75	18,000.00	70,052.75	
5102-20 · Salaries-Cvg Relief Chief	0.00		0.00	
5102-21 · Salaries-Cvg Relief Captain	22,032.79		22,032.79	
5102-22 · Salaries-Cvg. Relief Engineers	0.00	500.00	0.00	
5102-23 · Paid Call Firefighters	15,701.75	10,000.00	15,701.75	
5102-25 · STRIKE TEAM PAY	297,631.57		297,631.57	
5103-00 · RETIREMENT EXPENSE	97,536.19	72,296.00	97,536.19	
5104-00 · GROUP INSURANCE				
5104-10 · Group Insurance	19,273.60		19,273.60	
5104-20 · Group Insurance Reimbursement	36,143.40		36,143.40	
5104-00 · GROUP INSURANCE - Other	20,589.96	73,500.00	20,589.96	
Total 5104-00 · GROUP INSURANCE	76,006.96	73,500.00	76,006.96	

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss Budget Performance

July 2018 through August 2019

	Jul '18 - Aug 19	Budget	Jul '18 - Aug 19	YTD Budget
5105-00 · PAYROLL TAX EXPENSE	93,601.09	11,840.00	93,601.09	
5106-00 · WORKERS COMP	66,366.00	30,000.00	66,366.00	
5202-00 · CLOTHING	145.90		145.90	
5202-10 · CLOTHING-UNIFORMS PERMAN...	7,000.00	4,000.00	7,000.00	
5202-12 · CLOTHING-SNL UNIFORMS	300.00	600.00	300.00	
5202-20 · CLOTHING-STRUCTURE	3,915.33		3,915.33	
5202-40 · CLOTHING-WILDLAND	6,640.45		6,640.45	
5203-00 · COMMUNICATIONS	9,882.76	13,300.00	9,882.76	
5205-00 · FOOD	124.28		124.28	
5206-00 · HOUSEHOLD EXPENSE	3,207.91	2,000.00	3,207.91	
5207-00 · INSURANCE	9,766.00	10,298.00	9,766.00	
5209-00 · MAINT-EQUIPMENT	13,389.78	4,000.00	13,389.78	
5209-10 · MAINT-OFFICE EQUIP	3,384.38	1,300.00	3,384.38	
5210-00 · MAINT-STRUCTURE	10,278.81	4,500.00	10,278.81	
5211-00 · MAINT-AUTO	72,091.49	5,850.00	72,091.49	
5212-00 · MEMBERSHIPS	3,801.42	1,356.00	3,801.42	
5213-00 · MEDICAL SUPPLY	2,269.72	1,600.00	2,269.72	
5214-00 · SUPPLIES-OFFICE	624.10	2,500.00	624.10	
5214-10 · SUPPLIES-OPERATING	21.20	800.00	21.20	
5215-00 · PROFESSIONAL SERVICE	24,908.91	19,778.00	24,908.91	
5216-00 · PUBLICATIONS	173.32		173.32	
5217-00 · RENTS-EQUIPMENT	225.00	32.00	225.00	
5219-00 · SMALL TOOLS	1,638.35		1,638.35	
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	5,384.57	2,000.00	5,384.57	
5219-20 · SMALL TOOLS-MISC.	1,045.28	600.00	1,045.28	
5220-00 · SPECIAL DISTRICT EXPENSE	9,580.50		9,580.50	
5220-10 · TRAINING EXPENSE	3,986.85	3,000.00	3,986.85	
5220-20 · SAFETY/FIRE PREVENTION	717.57	300.00	717.57	
5220-60 · MISC/ANNUAL MEETING	4,418.96	1,550.00	4,418.96	
5222-00 · TRAVEL	908.96	100.00	908.96	
5223-00 · FUEL	18,471.69	11,500.00	18,471.69	

OPHIR HILL FIRE PROTECTION DISTRICT - 721
 Profit & Loss Budget Performance
 July 2018 through August 2019

	Jul '18 - Aug 19	Budget	Jul '18 - Aug 19	YTD Budget
5224-00 · UTILITIES	11,355.92	5,800.00	11,355.92	
5300-30 · OES MISC STRIKE TEAM EXPENSE	8,411.02		8,411.02	
5331-00 · GRANT VFA EXPENDITURES	5,364.82		5,364.82	
5404-00 · AUTO EQUIPMENT-CAPITAL IMP	2,116.00		2,116.00	
5507-00 · RESERVE-765	92,556.20		92,556.20	
5600-00 · CONTINGENCIES	0.00	18,047.00	0.00	
66900 · Reconciliation Discrepancies	-0.58		-0.58	
Total Expense	1,480,348.58	651,736.00	1,480,348.58	
Net Ordinary Income	-36,397.04	13,287.00	-36,397.04	
Other Income/Expense				
Other Expense				
7710 · Fees and Penalties	5,902.33		5,902.33	
Total Other Expense	5,902.33		5,902.33	
Net Other Income	-5,902.33		-5,902.33	
Net Income	-42,299.37	13,287.00	-42,299.37	