

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Wednesday, August 14, 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 meetings held on July 8, 2024
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 in January, April, July, and October.**

**IV. OLD BUSINESS**

1. Discuss status of restructuring of the fire district
2. ID badges
3. Status of the 2023-2024 Nevada County Grand Jury report

**V. NEW BUSINESS**

1. Review and possible adoption of the proposal and contract for the reorganization study from Emergency Services Consulting International (ESCI)
2. Discuss abbreviated draft of the Nevada County LAFCo Fire Service MSR/SOI report

**VI. CORRESPONDENCE**

1. 4<sup>th</sup> Annual Salute to First Responders

**VII. PUBLIC COMMENT**

**VIII. 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, July 8, 2024**  
**4:00 p.m.**

**I. STANDING ORDERS**

1. CALL TO ORDER - Meeting called to order at 4:01 p.m. by Vice-Chairman Peterson
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Vice-Chairman Peterson, Director Martin, Director Ramey, and Director Sousa  
Others Present: Chief Rothenberger and Board Secretary Sousa  
Absent: Chairman Armacher

**II. SPECIAL ORDERS**

1. Approve Board Minutes from the previous meetings held on June 17, 2024 and July 2, 2024.  
MOTION I – Director Martin motioned to approve the meeting minutes from June 17, 2024.  
2nd by Director Sousa  
AYES: 3  
ABSTAIN: Director Ramey  
MOTION II – Director Martin motioned to approve the meeting minutes from July 2, 2024.  
2nd by Director Ramey  
VOTE: Unanimous
2. Chief's Report  
Chief's Report given by Chief Rothenberger – see report for details.  
WT-42 was staffed for OES preposition from July 1-7<sup>th</sup> and then sent to the Royal Fire with Captain Wheeler. Captain Nelson is assigned to the Shelly Fire in the Klamath National Forest.
3. Financial Statements and Warrant Requests  
Monique Sousa reported the fund balances as outlined below:  
Fund Balance for LAIF 721 \$ 626,791.96  
Fund Balance for 727 LAIF \$  
Fund Balance for 765 LAIF \$  
West America Checking \$ 520,441.45  
MOTION III – Director Sousa motioned to approve the financial statements.  
2nd by Director Ramey  
VOTE: Unanimous

**III. FIRE INSPECTIONS – Report and updates – Captain Nelson reports quarterly in January, April, July, and October.**

Captain Nelson is unavailable to report. This will be discussed next month.

**IV. OLD BUSINESS**

1. Discussion of restructuring of the fire district  
Chief Rothenberger discussed next steps which will include meeting with Nevada County Chief Executive Officer Alison Lehman, Chief Robitaille, and Chief Wagener.
2. ID badges  
Chief Rothenberger will have them printed once there is more staffing and time permits.

**IV. NEW BUSINESS**

1. Review the response to the report from the 2023-2024 Nevada County Grand Jury  
Chief Rothenberger presented his written response. Discussion followed.

MOTION IV – Director Ramey motioned to approve the response letter to the 2023-2024 Nevada County Grand Jury.

2nd by Director Sousa

VOTE: Unanimous

2. Review and possible adoption of Fire Suppression Benefit Assessment 2006-1, Resolution 2024-03

MOTION V – Director Ramey motioned to approve the Fire Suppression Benefit Assessment 2006-1, Resolution 2024-03.

2nd by Director Martin

VOTE: Unanimous

3. Discuss COLA increase for staff

Chief Rothenberger presented the proposed COLA increase for Chief, Captains and Board Secretary. He also presented a proposed pay increase for Board Secretary. This was discussed with the Personnel Committee on July 5, 2024.

MOTION VI – Director Martin motioned to approve proposed pay increases for the staff.

2nd by Director Ramey

VOTE: Unanimous

4. MOU Review

Chief Rothenberger presented the proposed increase to the uniform allowance and to the group insurance premium. Vice-Chairperson Peterson explained that this had also been discussed at the Personnel Committee meeting on July 5, 2024. The cost has a minimal impact on the budget. The was also discussed with the Personnel Committee on July 5, 2024.

MOTION VII - Director Ramey motioned to accept approve the MOU.

2<sup>nd</sup> by Director Sousa

VOTE: Unanimous

**V. CORRESPONDENCE**

**VI. PUBLIC COMMENT**

The next meeting is scheduled for Wednesday, August 14, 2024 at 4:00 pm.

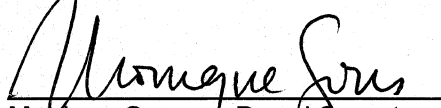
**VII. MOTION TO ADJOURN**

MOTION VIII – Director Ramey motioned to adjourn the meeting at 4:43 p.m.

2nd by Director Martin

VOTE: Unanimous

Attest:

  
Monique Sousa – Board Secretary

08/14/2024  
Date

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# Fire Chief's Report

August 2024

## Incidents

	OPH	PCP	NCC	PNV	Cal Fire	GRV	
Medical	21	1	9				
MVA	3	5	1				
Public assist	3		3				
Structure fire	1		1	1			
Vegetation fire	1			1	5	1	
Fire alarm	1		1				
Smoke check	1						
<b>Totals</b>	<b>31</b>	<b>6</b>	<b>15</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>60 incidents.</b>

All equipment in service and available. No change in roster numbers.

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

Account	721	Fund		Total
		727	765	
LAIF	633,864.04	-	-	633,864.04
WestAmerica	451,228.50	-	-	451,228.50
Total		-	-	1,085,092.54

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of July 31, 2024

	<u>Jul 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	
1900-01 · LAIF Mitigation portion	36,254.47
1900-00 · LAIF FUND 721 - Other	<u>597,609.57</u>
Total 1900-00 · LAIF FUND 721	633,864.04
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>451,228.50</u>
Total Checking/Savings	1,085,092.54
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>1,135,379.96</u>
<b>TOTAL ASSETS</b>	<u><u>1,135,379.96</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>16,906.04</u>
Total Accounts Payable	16,906.04
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	39,833.28
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-66,570.00</u>
Total Other Current Liabilities	<u>-26,736.72</u>
Total Current Liabilities	<u>-9,830.68</u>
Total Liabilities	-9,830.68

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of July 31, 2024

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	<u>Jul 31, 24</u>
Equity	
3000 · Opening Bal Equity	-34,179.42
3001-00 · FUND BALANCE	1,178,573.58
3001-01 · FUND-MITIGATION	27,189.34
Net Income	-26,372.86
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Total Equity	1,145,210.64
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TOTAL LIABILITIES & EQUITY	<u>1,135,379.96</u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2024

	<u>Jul 24</u>
Ordinary Income/Expense	
Income	
4001-00 · CURRENT SECURED TAX	27,613.32
4003-00 · CURRENT UNSECURED TAX	54.64
4004-00 · PRIOR UNSECURED TAX	30.98
4017-00 · SUPPLEMENTAL SECURED TAX	2,597.84
4018-00 · SUPP UNSECURED TAX	144.23
4028-00 · SUPP PRIOR UNSECURED	32.42
4040-00 · ST HOMEOWNERS PROP	488.36
4301-00 · INTEREST INCOME	8,015.26
4468-00 · OES-ENGINE INCOME	15,282.24
4468-10 · OES-PERSONNEL	9,242.88
4468-20 · OES-Strike Team Other Reimburse	2,857.07
4496-00 · PROP 172	12,436.32
4511-70 · SPECIAL ASSESSMENTS	13,947.75
4640-00 · 727 to be transferred	0.00
4806-00 · DONATIONS	100.00
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Total Income	92,843.31
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Gross Profit	92,843.31
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	7,671.18
5101-22 · Salaries-OT Planned Chief	1,820.28
5101-30 · Salaries-OFFICE MGR.	1,536.31
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	6,863.04
5101-42 · Salaries-OT Planned Capt	2,699.76
5102-00 · Salaries-SNL FF	13,557.50
5102-23 · Paid Call Firefighters	4,026.00
5103-00 · RETIREMENT EXPENSE	5,141.55
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,796.32
5104-00 · GROUP INSURANCE - Other	2,897.82
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Total 5104-00 · GROUP INSURANCE	5,694.14



OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

July 2024

	Jul 24
5105-00 · PAYROLL TAX EXPENSE	2,743.89
5106-00 · WORKERS COMP	19,551.75
5202-10 · CLOTHING-UNIFORMS PERMANENT	5,000.00
5203-00 · COMMUNICATIONS	962.83
5205-00 · FOOD	38.35
5206-00 · HOUSEHOLD EXPENSE	449.17
5210-00 · MAINT-STRUCTURE	317.46
5211-00 · MAINT-AUTO	487.93
5213-00 · MEDICAL SUPPLY	508.94
5214-10 · SUPPLIES-OPERATING	81.61
5215-00 · PROFESSIONAL SERVICE	7,886.17
5219-20 · SMALL TOOLS-MISC.	325.49
5220-10 · TRAINING EXPENSE	407.26
5223-00 · FUEL	1,211.37
5224-00 · UTILITIES	2,044.60
5300-30 · OES MISC STRIKE TEAM EXPENSE	4,417.51
<b>Total Expense</b>	<b>118,259.53</b>
<b>Net Ordinary Income</b>	<b>-25,416.22</b>
<b>Other Income/Expense</b>	
Other Expense	
7500 · TRANSFER OUT	
7510-00 · 727 to be transferred	956.64
<b>Total 7500 · TRANSFER OUT</b>	<b>956.64</b>
<b>Total Other Expense</b>	<b>956.64</b>
<b>Net Other Income</b>	<b>-956.64</b>
<b>Net Income</b>	<b>-26,372.86</b>