

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, July 8, 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 June 17, 2024 and July 2, 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. Discussion of restructuring of the fire district
2. ID badges

V. NEW BUSINESS

1. Review response to the report from the 2023-2024 Nevada County Grand Jury
2. Review and possible adoption of Fire Suppression Benefit Assessment 2006-1, Resolution 2024-03
3. Discuss COLA increase for staff
4. MOU Review

VI. CORRESPONDENCE

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 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, June 17, 2024
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 Martin, and Director Sousa
Others Present: Chief Rothenberger, Captain Nelson (arrived at 4:14), and Board Secretary Sousa
Absent: Director Ramey

II. SPECIAL ORDERS

1. Approve Board Minutes from the previous meetings held on May 13 and May 30, 2024.
MOTION I – Vice-Chairman Peterson motioned to approve the meeting minutes from May 13 and May 30, 2024.
2nd by Director Martin
VOTE: Unanimous
2. Chief's Report
Chief's Report given by Chief Rothenberger – see report for details.
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 \$ 558,684.17
MOTION II – Vice-Chairman Peterson motioned to approve the financial statements.
2nd by Director Sousa
VOTE: Unanimous

III. OLD BUSINESS

1. Discuss funding, contracting and reorganization of the fire district
Discussed the potential cost and possible timeline for reorganization of the fire district. Fees to retain legal representation are proposed at \$1000/month and the timeline for reorganization is 6 months to one year. More money will be due to Nevada County based on the assessed valuation of the fire district. The Ad Hoc committee will inquire about anticipated costs of restructuring at the next meeting.
2. ID Badges
The Board would like Chief Rothenberger to pursue new ID badges even with restructuring.
3. Fire inspection violations in commercial parcels
Due to the pending reorganization of the fire district, OHFPD will not pursue citing and billing or fining for violations and/or reinspections. The fire inspection program will continue to operate as it has been.

4. Legal correspondence regarding workers compensation
Chief Rothenberger relays information from OHFPD's Attorney, Michael Colantuono. Any board member can sign the acknowledgement that Captain Nelson has his own representation and that OHFPD will not release information to Captain Nelson or to Athens Administrators regarding the claim.

IV. NEW BUSINESS

1. Discussion and possible adoption of the 2024-2025 Preliminary Budget, Resolution 2024-01
MOTION III – Director Martin motioned to approve the 2024-2025 Preliminary Budget, Resolution 2024-01.

2nd by Vice-Chairman Peterson

VOTE: Unanimous

2. Review and possible adoption of Notice of Governing Board Member Election, Resolution 2024-02

Directors Martin, Ramey and Sousa are up for reelection this year.

MOTION IV – Director Martin motioned to adopt the Notice of Governing Board Member Election, Resolution 2024-02.

2nd by Vice-Chairman Peterson

VOTE: Unanimous

3. Review report from the 2023-2024 Nevada County Grand Jury
Discussed the findings from the Grand Jury report. OHFPD has 90 days to respond. The majority of the findings (staffing, and retention and finances) are being addressed by the impending merger with NCCFD, RaRFPD and PVFPD. OHFPD has also restructured the shift schedule to address the Grand Jury's concerns. The two recommendations to reexamine finances via assessment and merge with adjacent districts is also being addressed as OHFPD is in the process of restructuring with NCCFD. Chief Rothenberger will draft a response and bring it to the next board meeting.
4. Review and possible adoption to Restructure Ophir Hill Fire Protection District with Nevada County Consolidated Fire District, Resolution 2024-03
Postponed until Attorney William Ross drafts a resolution to be addressed by OHFPD Board of Directors. A special meeting may be called to address.
5. Discussion and review of proposal for legal representation and fees for reorganization with Nevada County Consolidated Fire District
Discussed the potential cost of \$1000/month to retain legal representation for reorganization.

MOTION V – Director Martin motioned to approve the proposal for legal services of the Law Offices of William D. Ross.

2nd by Director Sousa

VOTE: Unanimous

V. CORRESPONDENCE

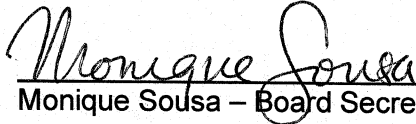
VI. PUBLIC COMMENT

Captain Nelson reports that Engine 1 needs repair. It is uncertain if it will be repaired in time to participate in the 4th of July Parade in Nevada City. If it is, Director Martin and Chairman Armacher will be available to drive it.

VII. MOTION TO ADJOURN

MOTION VI – Vice-Chairman Peterson motioned to adjourn the meeting at 5:07 p.m.
2nd by Director Martin
VOTE: Unanimous

Attest:

 09/08/2024
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
Monday, July 2, 2024
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 (arrived at 4:05), Director Martin, Director Raey and Director Sousa
Others Present: Chief Rothenberger, Board Secretary Sousa, NCCFD Chief Robitaille, and PVFPD Chief Wagner (arrived at 4:17)

II. SPECIAL MEETING AGENDA ITEMS

1. Review and possible adoption to Restructure Ophir Hill Fire Protection District with Nevada County Consolidated Fire District, Resolution 2024-04
Discussed rescue tax and the funding that comes from Proposition 218. Also discussed funding to increase staffing and service. Discussed assessment and ad valorem tax and the tax sharing agreement. Also discussed the Municipal Service Review (MSR) and how it affects funding of local fire districts. Discussed how ambulance coverage might change as reorganization is completed. Discussed next steps of budgeting and financial analysis, including a third-party review to establish funding for the newly formed district of Nevada County Fire and Rescue.

MOTION I – Vice-Chairman Peterson motioned to adopt/accept Resolution 2024-04 as written.
2nd by Director Sousa
VOTE: Unanimous

III. MOTION TO ADJOURN

MOTION II – Vice-Chairman Peterson motioned to adjourn the meeting at 4:37 p.m.
2nd by Director Martin
VOTE: Unanimous

Attest:


Monique Sousa – Board Secretary 07/08/2024
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

July 2024

Incidents	OPH	NCC	PCP
Medical	31	7	1
MVA	2		4
Public assist	2	4	
Fire Alarm	1	1	1
Structure fire		1	
Vegetation fire		1	
Debris fire	4	1	
FMS		1	
Strike Team	1		
Total incidents:	41	16	6

1 Out of county

Grand total of 63 incidents.

All equipment is in service.

Roster is at 12. 13

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

Account	721	Fund		Total
		727	765	
LAIF	626,791.96	-	-	626,791.96
WestAmerica	520,441.45	-	-	520,441.45
Total		-	-	1,147,233.41

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of June 30, 2024

	<u>Jun 30, 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>590,537.49</u>
Total 1900-00 · LAIF FUND 721	626,791.96
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>520,441.45</u>
Total Checking/Savings	1,147,233.41
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>1,197,520.83</u>
TOTAL ASSETS	<u><u>1,197,520.83</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>11,905.43</u>
Total Accounts Payable	11,905.43
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>21,356.14</u>
Total Liabilities	21,356.14

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of June 30, 2024

	<u>Jun 30, 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	-31,353.70
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Total Equity	1,176,164.69
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TOTAL LIABILITIES & EQUITY	<u>1,197,520.83</u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

June 2024

	<u>Jun 24</u>
Ordinary Income/Expense	
Income	
4301-00 · INTEREST INCOME	134.80
4996 · Workers Comp Reimbursement	13,646.31
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Total Income	13,781.11
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Gross Profit	13,781.11
Expense	
5050-00 · Salaries-Holiday Pay	1,392.30
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	9,188.08
5101-21 · Salaries-O/T Chief	0.00
5101-22 · Salaries-OT Planned Chief	0.00
5101-30 · Salaries-OFFICE MGR.	1,364.33
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	1,729.32
5101-42 · Salaries-OT Planned Capt	2,699.76
5102-00 · Salaries-SNL FF	8,432.00
5102-23 · Paid Call Firefighters	736.00
5102-25 · STRIKE TEAM PAY	138.92
5103-00 · RETIREMENT EXPENSE	4,983.15
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,346.32
5104-00 · GROUP INSURANCE - Other	2,897.82
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Total 5104-00 · GROUP INSURANCE	5,244.14
5105-00 · PAYROLL TAX EXPENSE	1,623.24
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	1,114.23
5206-00 · HOUSEHOLD EXPENSE	51.44
5209-00 · MAINT-EQUIPMENT	106.65
5210-00 · MAINT-STRUCTURE	5,206.69
5211-00 · MAINT-AUTO	2,570.18
5213-00 · MEDICAL SUPPLY	212.51
5215-00 · PROFESSIONAL SERVICE	20.00
5217-00 · RENTS-EQUIPMENT	55.00
5223-00 · FUEL	254.10
5224-00 · UTILITIES	1,516.18
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Total Expense	62,265.58
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Net Ordinary Income	-48,484.47
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Net Income	-48,484.47
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