

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, June 17, 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 May 13, 2024 and May 30, 2024
2. Chief's Report
3. Financial Statements & Warrant Requests - Report copies and details will be provided at 4PM

III. OLD BUSINESS

1. Discussion of funding, contracting and the reorganization of the fire district
2. ID badges
3. Fire inspection violations in commercial parcels
4. Legal correspondence regarding workers compensation

IV. NEW BUSINESS

1. Discussion and possible adoption of the 2024-2025 Preliminary Budget, Resolution 2024-01
2. Review and possible adoption of Notice of Governing Board Member Election, Resolution 2024-02
3. Review report from the 2023-2024 Nevada County Grand Jury
4. Review and possible adoption to Restructure Ophir Hill Fire Protection District with Nevada County Consolidated Fire District, Resolution 2024-03
5. Discussion and review of proposal for legal representation and fees for reorganization with Nevada County Consolidated Fire District

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 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, May 13, 2024
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, Vice-Chairman Peterson, Director Martin, and Director Sousa
Others Present: Chief Rothenberger, Captain Nelson (arrived at 4:08), and Board Secretary Sousa
Absent: Director Ramey

II. SPECIAL ORDERS

1. Approve Board Minutes from the previous meeting held on April 8, 2024.
MOTION I – Vice-Chairman Peterson motioned to approve the meeting minutes.
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 \$ 292,776.84
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
Ad hoc committee Chairman Armacher and Vice-Chairman Peterson reported on the meeting they attended with Nevada County Consolidated, Rough and Ready and Penn Valley Fire Protection Districts. They discussed the financial savings and the uncertainty about the timeline for reorganization with these departments. Chairman Armacher will arrange to meet with Grass Valley City Fire Department to discuss specifics of contracting with them after ascertaining the specific needs of OHFPD. Chief Rothenberger and Captains Nelson and Wheeler will meet to delineate the needs. A special meeting has been scheduled for Thursday, May 30 at 4 p.m.
2. ID Badges
Postponed until next month.
3. Fire inspection violations in commercial parcels
There are 9 inspections including 3 reinspections. Captain Nelson and Chief Rothenberger will complete the reinspections together.

IV. NEW BUSINESS

1. Review 2024-2025 Preliminary Budget
Discussed the preliminary budget and the rising costs of many expenses. At next month's meeting, OHFPD Board of Directors will review and possibly adopt the preliminary budget for 2024-2025. Discussed moving money from Fund 721 Operating to Fund 765 Capital.

MOTION III – Vice-Chairman Peterson motioned to transfer \$295,000.00 from Fund 721 Operating to Fund 765 Capital.

2nd by Director Martin

VOTE: Unanimous

2. Nevada County General Elections
Directors Martin, Ramey and Sousa are up for reelection this year.
3. JPA representative
Vice-Chairman Peterson volunteered to be the JPA representative as he is currently the alternate.
4. Projected Hose Purchase

MOTION IV – Vice-Chairman Peterson motioned to approve the purchase of the new hose out of Fund 727 Mitigation.

2nd by Director Martin

VOTE: Unanimous

5. Reseal and repair of the parking lot
Chief Rothenberger discussed the repairs needed to the parking lot which include fixing curbs, sealing the parking lot and painting signage and the cost to complete this work.

MOTION V – Vice-Chairman Peterson motioned to use Right Striping to complete the work to repair the parking lot.

2nd by Director Martin

VOTE: Unanimous

V. CORRESPONDENCE

1. Legal correspondence regarding workers compensation
Chief Rothenberger will send the correspondence to OHFPD legal representatives to look over.

VI. PUBLIC COMMENT

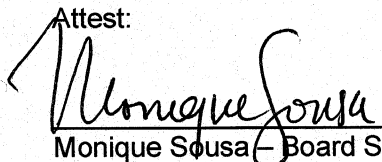
VII. MOTION TO ADJOURN

MOTION VI – Vice-Chairman Peterson motioned to adjourn the meeting at 5:37 p.m.

2nd by Director Martin

VOTE: Unanimous

Attest:


Monique Sousa – Board Secretary

06/17/2024
Date

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Online at www.Ophirhillfire.org

**OPHIR HILL FIRE PROTECTION DISTRICT
Meeting Minutes
BOARD OF DIRECTORS MEETING
Thursday, May 30, 2024
Special Meeting
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, Director Martin, Director Ramey, Director Sousa
Others Present: Chief Rothenberger, Fire Fighter Ackerman, Board Secretary Monique Sousa

II. SPECIAL MEETING ORDERS

1. Discuss funding, contracting and reorganization of the fire district
Chairman Armacher and Vice-Chairman Peterson reported on the meeting with Grass Valley City Manager Tim Kiser and Grass Valley City Fire Chief Mark Buttron. Discussed the cost of 3 captains, 3 fire fighters and 2-0 staffing at approximately \$990,000/year by contracting with Grass Valley City Fire. Also discussed how long it could potentially take to do an assessment or restructure with Nevada County Consolidated Fire District. Discussed the cost of restructuring. Discussed maintaining the community presence of OHFPD through signage and community events.
MOTION I – Vice-Chairman Peterson motioned to restructuring with Nevada County Consolidated Fire District immediately.
2nd by Director Ramey
VOTE: Unanimous

III. MOTION TO ADJOURN

- MOTION II – Vice-Chairman Peterson motioned to adjourn the meeting at 4:26 p.m.
2nd by Director Ramey
VOTE: Unanimous

Attest:

 06/17/2024
Monique Sousa – Board Secretary Date

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Fire Chief's Report

June 2024

Incidents

55 total for the month of May.

OPH

21 medical

1 public assist

3 fire alarm sounding

3 debris fire

3 fire menace standby

NCC

5 medical

1 vegetation fire

1 fire alarm sounding

1 debris fire

1 public assist

3 motor vehicle accident

1 medical rescue

PCP

4 motor vehicle accident

2 vegetation fire

1 medical

GRV

2 motor vehicle accident

PNV

1 vegetation fire

CAL Fire

1 fuel tanker accident

Roster is at 14

E-526 is out of service. Exhaust/DEF system failure. All other equipment in service and available.

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

Account	721	Fund		Total
		727	765	
LAIF	626,791.96	-	-	626,791.96
WestAmerica	558,684.17	-	-	558,684.17
Total		-	-	1,185,476.13

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of May 31, 2024

	<u>May 31, 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>558,684.17</u>
Total Checking/Savings	1,185,476.13
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>1,235,763.55</u>
TOTAL ASSETS	<u>1,235,763.55</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	1,311.79
Total Accounts Payable	<u>1,311.79</u>
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>10,762.50</u>
Total Liabilities	10,762.50

OPHIR HILL FIRE PROTECTION DISTRICT - 721
Balance Sheet
As of May 31, 2024

	<u>May 31, 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	17,482.66
	<hr/>
Total Equity	1,225,001.05
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>1,235,763.55</u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

May 2024

	May 24
Ordinary Income/Expense	
Income	
4001-00 · CURRENT SECURED TAX	206,771.05
4003-00 · CURRENT UNSECURED TAX	152.80
4004-00 · PRIOR UNSECURED TAX	41.19
4017-00 · SUPPLEMENTAL SECURED TAX	5,895.19
4018-00 · SUPP UNSECURED TAX	165.16
4028-00 · SUPP PRIOR UNSECURED	10.49
4040-00 · ST HOMEOWNERS PROP	2,279.02
4100-00 · Special Assessment Tax Roll	111,582.01
4301-00 · INTEREST INCOME	407.04
4496-00 · PROP 172	10,252.05
4640-00 · 727 to be transferred	2,158.38
4996 · Workers Comp Reimbursement	3,238.30
	342,952.68
Total Income	342,952.68
Gross Profit	342,952.68
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	4,030.62
5101-22 · Salaries-OT Planned Chief	1,820.28
5101-30 · Salaries-OFFICE MGR.	1,387.27
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	2,234.88
5101-42 · Salaries-OT Planned Capt	1,503.12
5102-00 · Salaries-SNL FF	8,151.50
5102-23 · Paid Call Firefighters	400.00
5102-25 · STRIKE TEAM PAY	243.11
5103-00 · RETIREMENT EXPENSE	5,034.93
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,346.32
5104-00 · GROUP INSURANCE - Other	2,897.82
	5,244.14
Total 5104-00 · GROUP INSURANCE	5,244.14
5105-00 · PAYROLL TAX EXPENSE	1,627.90
5106-00 · WORKERS COMP	-23,834.50
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5202-20 · CLOTHING-STRUCTURE	183.49
5203-00 · COMMUNICATIONS	952.23
5205-00 · FOOD	18.04
5206-00 · HOUSEHOLD EXPENSE	525.95
5207-00 · INSURANCE	7,599.00
5209-00 · MAINT-EQUIPMENT	4,414.71
5209-10 · MAINT-OFFICE EQUIP	100.09
5210-00 · MAINT-STRUCTURE	958.78

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

May 2024

	<u>May 24</u>
5211-00 · MAINT-AUTO	3,093.45
5215-00 · PROFESSIONAL SERVICE	110.24
5216-00 · PUBLICATIONS	75.24
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	879.99
5223-00 · FUEL	3,001.00
5224-00 · UTILITIES	970.82
5331-00 · GRANT VFA EXPENDITURES	789.21
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Total Expense	54,330.93
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Net Ordinary Income	288,621.75
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Net Income	288,621.75
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