

**OPHIR HILL FIRE PROTECTION DISTRICT
AGENDA
BOARD OF DIRECTORS MEETING
Monday, March 10, 2025
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 February 10, 2025
2. Chief's Report
3. Financial Statements & Warrant Requests - Report copies and details will be provided at 3 PM

III. OLD BUSINESS

1. Discuss status of restructuring of the fire district
2. ID badges
3. Update on implementation / purchase of county-wide mapping system
4. Update WestAmerica Bank with list of current board members

IV. NEW BUSINESS

1. Review and possible adoption of Fire Suppression Benefit Assessment 2006-1, Resolution 2025-01

V. CORRESPONDENCE

1. Reminder of Annual Conflict of Interest, Form 700 due April 1, 2025

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, February 10, 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, Director Martin, and Director Sousa
Others Present: Chief Rothenberger, Board Secretary Sousa, Nevada County Consolidated Fire District Chief Robitaille, and Penn Valley Fire Protection District Chairperson of the Board Stephenson
Absent: Vice-Chairman Peterson and Director Borgnis

II. SPECIAL ORDERS

1. Approve Board Minutes from the previous meeting held on January 13, 2025.
MOTION I – Director Martin motioned to approve the meeting minutes from January 13, 2025.
2nd by Director Sousa
VOTE: Unanimous
2. Chief's Report
Chief's Report given by Chief Rothenberger – see report for details.
Chief Rothenberger commended the staff for strike team assignment, storm coverage, and station coverage. Chief Rothenberger hopes to be released to work after injury in early March. Appreciation Dinner is scheduled for March 22 at The Willow.
3. Financial Statements and Warrant Requests
Monique Sousa reported the fund balances as outlined below:
Fund Balance for LAIF 721 \$ 391,381.00
Fund Balance for 727 LAIF \$
Fund Balance for 765 LAIF \$
West America Checking \$ 601,363.93
MOTION II – Director Sousa motioned to approve the financial statements.
2nd by Director Martin
VOTE: Unanimous

III. FIRE INSPECTIONS – report presented by Captain Nelson

Captain Nelson reported that 8 fire inspections have been completed. NCCFPD Fire Marshall Mason aided in fire inspections for the properties at The Brunswick Y. Captain Nelson coordinated input from several Nevada County agencies and departments for the gas station on Highway 174.

IV. OLD BUSINESS

1. Discussion of restructuring of the fire district
Chief Rothenberger, NCCFPD Chief Robitaille, and Penn Valley Fire Protection District Chairperson of the Board Bruce Stevenson reported on status. Chief Robitaille reported that the ESCI study is being finalized. The technical draft will be sent to each district to review. Full operation is still expected in Dec 2025.

2. ID badges
Chief Rothenberger will have them printed once there is more staffing and time permits.
3. Crab Feed
The crab feed will not be held this year.

V. NEW BUSINESS

1. Implementation / purchase of county-wide mapping system
Chief Rothenberger discussed new county-wide mapping system called Tablet Command. There will be no initial cost to set it up. OHFPD will need to purchase hardware which includes 6 iPads and mounts for each vehicle as well as data/connectivity which is estimated at \$14,000. After the first year, it will cost \$1000/device annually to run the system.

MOTION III – Director Martin motioned to approve the expenditure for the new county-wide mapping system.

2nd by Director Sousa

VOTE: Unanimous

2. Update WestAmerica Bank with list of current board members
Current Board Members are Buckley Armacher, Eric Peterson, Monte Martin, Anne Sousa, and newly appointed Steve Borgnis.
The current Fire Chief is Robb Rothenberger.
Steve Borgnis is the new Board Member to add to the signature card.
All the names listed above are to be included on the signature card at WestAmerica Bank.
Board Member Richard Ramey, who has resigned, is to be taken off the WestAmerica Bank signature card.

MOTION IV – Chairperson Armacher motioned to make the changes listed above to the WestAmerica Bank account and signature card.

2nd by Director Martin

VOTE: Unanimous

VI. CORRESPONDENCE

1. Annual Conflict of Interest, Form 700 due April 1, 2025
The county has emailed all of the board of directors to complete the Annual Conflict of Interest, Form 700 which is due on April 1, 2025.

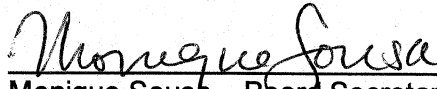
VII. PUBLIC COMMENT

1. The Grass Valley Annual Car Show is on April 26.
Engine needs to be repaired. Captain Nelson will work on repair with Eddie Steele.
2. Chief Rothenberger thanked NCCFPD for coverage for the station during the out of county assignments.
3. Ophir Hill Fire Association, on behalf of the Association and the Fire District, sent flowers to Chief Bierwagen for a speedy recovery.

VII. **MOTION TO ADJOURN**

MOTION V – Director Sousa motioned to adjourn the meeting at 4:52 p.m.
2nd by Director Martin
VOTE: Unanimous

Attest:

 03/10/2025
Monique Sousa – Board Secretary Date

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Fire Chief's Report

March 2025

Incidents	OPH	PCP	NCC	
Medical	17	2	7	
MVA	2	2	1	
Public assist	2	1		
Structure fire		2	3	
Fire alarm	2			
FMS	4		1	
Debris fire	1			
Totals	28	7	12	Grand total 47 incidents.

All equipment is in service with the exception of E-523. Gauge cluster being repaired.

No changes to the roster.

Ophir Hill Fire Protection District
Fund Balances
As of February 2025

Account	721	Fund 727	765	Total
LAIF	\$ 391,381.00	-	-	\$ 391,381.00
WestAmerica	\$ 514,738.98	-	-	\$ 514,738.98
Total		-	-	\$ 906,119.98

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of February 28, 2025

	<u>Feb 28, 25</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>355,126.53</u>
Total 1900-00 · LAIF FUND 721	391,381.00
1902-00 · WESTAMERICA CHECKING ACCOU...	<u>514,738.98</u>
Total Checking/Savings	906,119.98
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>956,407.40</u>
TOTAL ASSETS	<u>956,407.40</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	39,956.43
Total Accounts Payable	39,956.43
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	41,762.97
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-60,306.16</u>
Total Other Current Liabilities	<u>-18,543.19</u>
Total Current Liabilities	<u>21,413.24</u>
Total Liabilities	21,413.24

OPHIR HILL FIRE PROTECTION DISTRICT - 721
Balance Sheet
As of February 28, 2025

	<u>Feb 28, 25</u>
Equity	
3000 · Opening Bal Equity	-34,179.42
3001-00 · FUND BALANCE	1,183,513.58
3001-01 · FUND-MITIGATION	27,189.34
Net Income	<u>-241,529.34</u>
Total Equity	<u>934,994.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>956,407.40</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

February 2025

	Feb 25
Ordinary Income/Expense	
Income	
4468-10 · OES-PERSONNEL	20,856.82
4468-20 · OES-Strike Team Other Reimburse	3,303.22
4620-00 · OTHER REVENUE	26.02
4640-00 · 727 to be transferred	3,741.66
	27,927.72
Total Income	27,927.72
Gross Profit	27,927.72
Expense	
5050-00 · Salaries-Holiday Pay	0.00
5060-00 · Salaries-Vacation Buyback	0.00
5101-20 · Salaries-CHIEF	9,537.88
5101-21 · Salaries-O/T Chief	0.00
5101-22 · Salaries-OT Planned Chief	1,889.72
5101-30 · Salaries-OFFICE MGR.	1,949.24
5101-40 · Salaries-CAPTAIN	14,485.96
5101-41 · Salaries-O/T Captain	28,760.00
5101-42 · Salaries-OT Planned Capt	1,421.00
5101-61 · Salaries-O/T FF	5,406.00
5102-00 · Salaries-SNL FF	13,855.00
5102-21 · Salaries-Cvg Relief Captain	0.00
5102-23 · Paid Call Firefighters	8,328.00
5102-25 · STRIKE TEAM PAY	0.00
5103-00 · RETIREMENT EXPENSE	5,709.71
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,609.66
5104-00 · GROUP INSURANCE - Other	3,130.44
	5,740.10
Total 5104-00 · GROUP INSURANCE	5,740.10
5105-00 · PAYROLL TAX EXPENSE	2,570.75
5106-00 · WORKERS COMP	19,551.75
5202-10 · CLOTHING-UNIFORMS PERMANE...	0.00
5202-12 · CLOTHING-SNL UNIFORMS	0.00
5203-00 · COMMUNICATIONS	4,656.83
5205-00 · FOOD	17.09
5206-00 · HOUSEHOLD EXPENSE	475.24
5209-00 · MAINT-EQUIPMENT	298.36
5209-10 · MAINT-OFFICE EQUIP	1,100.00
5210-00 · MAINT-STRUCTURE	291.29
5211-00 · MAINT-AUTO	0.47
5212-00 · MEMBERSHIPS	2,349.68
5213-00 · MEDICAL SUPPLY	64.00
5214-00 · SUPPLIES-OFFICE	41.90
5214-10 · SUPPLIES-OPERATING	45.35
5215-00 · PROFESSIONAL SERVICE	12,871.39
5223-00 · FUEL	800.67

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

February 2025

	<u>Feb 25</u>
5224-00 · UTILITIES	1,145.59
5300-10 · OES-ENGINE EXPENSE	614.88
5300-30 · OES MISC STRIKE TEAM EXPENSE	<u>2,849.02</u>
Total Expense	<u>146,826.87</u>
Net Ordinary Income	-118,899.15
Other Income/Expense	
Other Expense	
7500 · TRANSFER OUT	
7510-00 · 727 to be transferred	<u>3,460.74</u>
Total 7500 · TRANSFER OUT	<u>3,460.74</u>
Total Other Expense	<u>3,460.74</u>
Net Other Income	<u>-3,460.74</u>
Net Income	<u><u>-122,359.89</u></u>