

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

III. OLD BUSINESS

1. Discuss funding, contracting and reorganization of the fire district
2. ID badges
3. Fire inspection violations in commercial parcels

IV. NEW BUSINESS

1. Review 2024-2025 Preliminary Budget
2. Nevada County General Elections
3. JPA representative
4. Projected hose purchase
5. Reseal and repair of the parking lot

V. CORRESPONDENCE

1. Legal correspondence regarding workers compensation

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, April 8, 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, Director Martin, and Director Ramey and Director Sousa
Others Present: Chief Rothenberger, Firefighter Ackerman, Board Secretary Sousa, NCCFD Chief Robitaille, NCCFD Board President Grueneberg, GVFD Chief Buttron, GVFD Battalion Chief Armstrong

II. SPECIAL ORDERS

1. Approve Board Minutes from the previous meeting held on March 22, 2024.

MOTION I – Director Ramey motioned to approve the meeting minutes.

2nd by Director Peterson

VOTE: Unanimous

2. Chief's Report

Chief 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 \$ 620,165.64

Fund Balance for 727 LAIF \$

Fund Balance for 765 LAIF \$

West America Checking \$ 333,801.91

MOTION II – Director Ramey motioned to approve the financial statements.

2nd by Director Peterson

VOTE: Unanimous

III. FIRE INSPECTIONS

There have been 9 inspections and one reinspection. All inspections are up to date.

Captain Nelson has been researching billing for reinspections and false alarms. More information to follow.

IV. OLD BUSINESS

1. Discuss consolidation of the fire district
Chief Rothenberger reported. AP Triton met with all the fire districts and conducted site visits. It is anticipated that they will be recommending that all districts except North San Juan, Washington, Nevada City Fire and Grass Valley Fire Department, merge. The study is due this month. Chief Robitaille and Board President Grueneberg discussed the status of reorganization with Penn Valley and RaRFPD. Chairman Armacher and Director Peterson volunteered to form an ad hoc committee to further discuss reorganization. Chief Robitaille and Board President Grueneberg invited the ad hoc committee to attend reorganization meetings.
2. Funding for the fire district
Discussed under item #1.

3. ID Badges
Chief Rothenberger will have them printed to be distributed next month.
4. Fire inspection violations in commercial parcels
Discussed under item III. Fire Inspections.
5. Audit Review
Discussed budgeting and expenditures.

IV. NEW BUSINESS

1. Discuss contracting with Grass Valley Fire Department
Grass Valley Fire Department Chief Buttron and Battalion Chief Armstrong presented the contract services that have been established with Nevada City Fire Department. It began with administrative services, moved to staffing and culminated with NCFD fully integrating with GVFD. It includes suppression but not prevention services. Discussed reporting services, paramedic program and, community relations. Discussed benefits such as training, professional development, retention, promotion within, mutual threat zone, etc. Recommended that OHFPD determines what services are needed and can then work with GVFD to explore cost of contracting.

V. CORRESPONDENCE

1. LAFCo letter – Request for Nominations for Special District Voting Member

VI. PUBLIC COMMENT

VII. MOTION TO ADJOURN

MOTION III – Director Peterson motioned to adjourn the meeting at 5:35 p.m.
2nd by Director Martin
VOTE: Unanimous

Attest:

 5/13/2024
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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Fire Chief's Report

May 2024

Incidents for April 2024

28 Medical aid	19 in OPH, 4 in NCC, 1 in GRV
5 MVA	1 in OPH, 4 in PCP
7 Public assist	6 in OPH, 1 in NCC
3 Fire Alarm	2 in OPH, 1 in GRV

43 total incidents. 28 in OPH, 4 in PCP, 5 in NCC, 2 in GRV.

No changes in the roster as of todays date. FF Casey Ackerman has been offered a job and accepted with Grass Valley City F.D.

Captain Nelson has returned to full duty.

All apparatus is in service and available.

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

Account	Fund			Total
	721	727	765	
LAIF	626,791.96	-	-	626,791.96
WestAmerica	292,776.87	-	-	292,776.87
Total		-	-	919,568.83

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of April 30, 2024

	<u>Apr 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>292,776.87</u>
Total Checking/Savings	919,568.83
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>969,856.25</u>
TOTAL ASSETS	<u><u>969,856.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>23,995.85</u>
Total Accounts Payable	23,995.85
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>33,446.56</u>
Total Liabilities	33,446.56

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of April 30, 2024

	<u>Apr 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	<u>-271,108.70</u>
Total Equity	<u>936,409.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>969,856.25</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

April 2024

	<u>Apr 24</u>
Ordinary Income/Expense	
Income	
4301-00 · INTEREST INCOME	6,626.32
4496-00 · PROP 172	19,829.37
4620-00 · OTHER REVENUE	107.00
4806-00 · DONATIONS	50.00
4996 · Workers Comp Reimbursement	11,334.05
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Total Income	37,946.74
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Gross Profit	37,946.74
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	5,070.78
5101-22 · Salaries-OT Planned Chief	1,820.28
5101-30 · Salaries-OFFICE MGR.	1,490.45
5101-40 · Salaries-CAPTAIN	13,627.36
5101-41 · Salaries-O/T Captain	4,469.76
5101-42 · Salaries-OT Planned Capt	2,699.76
5102-00 · Salaries-SNL FF	7,820.00
5102-23 · Paid Call Firefighters	176.00
5103-00 · RETIREMENT EXPENSE	5,066.11
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	1,621.12
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	4,811.45
5205-00 · FOOD	17.04
5206-00 · HOUSEHOLD EXPENSE	170.86
5207-00 · INSURANCE	10,739.00
5209-00 · MAINT-EQUIPMENT	111.79
5209-10 · MAINT-OFFICE EQUIP	40.74
5210-00 · MAINT-STRUCTURE	213.03
5211-00 · MAINT-AUTO	245.63
5212-00 · MEMBERSHIPS	117.98
5214-00 · SUPPLIES-OFFICE	250.24
5215-00 · PROFESSIONAL SERVICE	3,961.70
5217-00 · RENTS-EQUIPMENT	430.00
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	821.94
5220-10 · TRAINING EXPENSE	107.11
5223-00 · FUEL	469.99

OPHIR HILL FIRE PROTECTION DISTRICT - 721
Profit & Loss
April 2024

	<u>Apr 24</u>
5224-00 · UTILITIES	909.38
69800 · Uncategorized Expenses	<u>73.49</u>
Total Expense	<u>81,785.21</u>
Net Ordinary Income	<u>-43,838.47</u>
Net Income	<u><u>-43,838.47</u></u>