

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday, September 9, 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 August 14, 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

**V. NEW BUSINESS**

1. Review and possible adoption of the Final Budget 2024/2025

**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 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**  
**Wednesday, August 14, 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, Director Ramey, and Director Sousa  
Others Present: Chief Rothenberger, Board Secretary Sousa, Nevada County Consolidated Chief Robitaille and community member Matt.

**II. SPECIAL ORDERS**

1. Approve Board Minutes from the previous meeting held on July 8, 2024.  
MOTION I – Vice-Chairman Peterson motioned to approve the meeting minutes from July 8, 2024.  
2nd by Director Martin  
VOTE: Unanimous
2. Chief's Report  
Chief's Report given by Chief Rothenberger – see report for details.  
Many strike teams and repositioning in the last month. Deputy Chief Tim Fike and Captain Nelson are currently on a fire. Seasonal Firefighter Labrenz will be leaving at the end of August. Jackson Young was hired to be the new seasonal firefighter.
3. Financial Statements and Warrant Requests  
Monique Sousa reported the fund balances as outlined below:  
Fund Balance for LAIF 721   \$ 633,864.04  
Fund Balance for 727 LAIF   \$  
Fund Balance for 765 LAIF   \$  
West America Checking     \$ 451,228.50  
MOTION II – Vice-Chairman Peterson 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 (strike team). Chief Rothenberger reports that there has been no action as it is the fire season. Inspections were up to date before the fire season started and usually commence in fall. Further discussion next month.

**IV. OLD BUSINESS**

1. Discussion of restructuring of the fire district  
PVFPD Chief Wagner, NCCFD Chief Robitaille, and OHFPD Chief Rothenberger met with Nevada County, County Executive Officer, Alison Lehman and staff to present the engagement letter from the merging fire districts and to discuss tax allocation for future funding.
2. ID badges  
Chief Rothenberger will have them printed once there is more staffing and time permits.

3. Status of the 2023-2024 Nevada County Grand Jury report  
The board approved response was sent. Nevada County also responded in agreement with OHFPD's findings.

**IV. NEW BUSINESS**

1. Review and possible adoption of the proposal and contract for the reorganization study from Emergency Services Consulting International (ESCI)  
Chief Rothenberger and Chief Robitaille discussed the proposed contract with ESCI. It will address the service plan, work capacity of positions and integrate the plan for the merger of the districts. It is no cost to OHFPD. The ESCI study is on track with the existing timeline.

MOTION III – Vice-Chairman Peterson motioned to adopt the contract for the reorganization study from Emergency Services Consulting International (ESCI).

2nd by Director Ramey

VOTE: Unanimous

2. Discuss abbreviated draft of the Nevada County LAFCo Fire Service MSR/SOI report  
The draft of the Nevada County LAFCo Fire Service MSR/SOI report is out and open for review. The final report is scheduled to be ready in September.

**V. CORRESPONDENCE**

1. 4<sup>th</sup> Annual Salute to First Responders  
Nevada County Law Enforcement and Fire Protection Council is holding the 4<sup>th</sup> Annual Salute to First Responders on August 23, 2024. This event raises money to support First Responders.

**VI. PUBLIC COMMENT**

1. Chief Rothenberger thanked Chief Robitaille and NCCFD for providing station coverage.
2. OHFPD responded to a fire alarm at Union Hill School and with the collaborative effort of PCPPFD, CalFire and NCCFD, the agencies were able to extinguish the fire with minimal damage.
3. Community member Matt discussed his involvement with his own Firewise Community and his desire to connect with OHFPD, his local fire district.

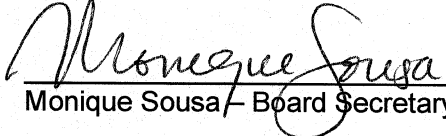
**VII. MOTION TO ADJOURN**

MOTION IV – Director Peterson motioned to adjourn the meeting at 4:54 p.m.

2nd by Director Martin

VOTE: Unanimous

Attest:

  
Monique Sousa – Board Secretary

9/9/2024  
Date

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## Fire Chief's Report

September 2024

### Incidents

	OPH	PCP	NCC	GRV	Cal Fire
Medical	17	3	4		
MVA	3	1	3		
Public assist	4		2		
Structure fire	1		2	2	
Vegetation fire					1
Fire alarm	2				
Vehicle fire	1	1			
Smoke check	2	1			
Fire menace standby	3		1		
<b>Total incidents</b>	<b>OPH 33</b>	<b>PCP 7</b>	<b>NCC 12</b>	<b>GRV 2</b>	<b>Cal Fire 1</b>
<b>Grand Total 55</b>					

Roster is currently at 12.

All equipment is in service and available.

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

Account	721	Fund		Total
		727	765	
LAIF	633,864.04	-	-	633,864.04
WestAmerica	331,203.47	-	-	331,203.47
Total		-	-	965,067.51

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of August 31, 2024

	<u>Aug 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>331,203.47</u>
Total Checking/Savings	965,067.51
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>1,015,354.93</u>
<b>TOTAL ASSETS</b>	<u><u>1,015,354.93</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	<u>30,294.91</u>
Total Accounts Payable	30,294.91
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	40,241.97
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-66,020.72</u>
Total Other Current Liabilities	<u>-25,778.75</u>
Total Current Liabilities	<u>4,516.16</u>
Total Liabilities	4,516.16

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Balance Sheet

As of August 31, 2024

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	<u>Aug 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	-160,744.73
	<hr/>
Total Equity	1,010,838.77
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TOTAL LIABILITIES & EQUITY	<u>1,015,354.93</u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721  
**Profit & Loss**  
 August 2024

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	Aug 24
Ordinary Income/Expense	
Income	
4496-00 · PROP 172	7,329.91
4620-00 · OTHER REVENUE	104.36
	7,434.27
Total Income	7,434.27
Gross Profit	7,434.27
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	472.43
5101-22 · Salaries-OT Planned Chief	1,889.72
5101-30 · Salaries-OFFICE MGR.	1,518.15
5101-40 · Salaries-CAPTAIN	14,485.96
5101-41 · Salaries-O/T Captain	36,540.75
5101-42 · Salaries-OT Planned Capt	2,870.00
5102-00 · Salaries-SNL FF	17,263.50
5102-23 · Paid Call Firefighters	552.00
5102-25 · STRIKE TEAM PAY	8,075.16
5103-00 · RETIREMENT EXPENSE	5,634.46
5104-00 · GROUP INSURANCE	
5104-20 · Group Insurance Reimbursement	2,796.32
5104-00 · GROUP INSURANCE - Other	2,845.85
	5,642.17
Total 5104-00 · GROUP INSURANCE	5,642.17
5105-00 · PAYROLL TAX EXPENSE	3,257.16
5202-10 · CLOTHING-UNIFORMS PERMANENT	0.00
5203-00 · COMMUNICATIONS	962.83
5206-00 · HOUSEHOLD EXPENSE	48.30
5207-00 · INSURANCE	7,907.00
5209-00 · MAINT-EQUIPMENT	1,505.93
5210-00 · MAINT-STRUCTURE	84.29
5211-00 · MAINT-AUTO	25.00
5215-00 · PROFESSIONAL SERVICE	1,000.00
5223-00 · FUEL	150.44
5224-00 · UTILITIES	414.59
5300-30 · OES MISC STRIKE TEAM EXPENSE	190.00
	120,027.72
Total Expense	120,027.72
Net Ordinary Income	-112,593.45



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

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	<u>Aug 24</u>
Other Income/Expense	
Other Expense	
7710 · Fees and Penalties	<u>34.28</u>
Total Other Expense	<u>34.28</u>
Net Other Income	<u>-34.28</u>
Net Income	<u><u>-112,627.73</u></u>