



## **Southern Marin Fire Protection District**

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# **FINANCE COMMITTEE MEETING**

**Wednesday, March 21, 2018**

**07:30am**

**Headquarters - Station 9**

## **AGENDA**

Call to Order

Open Time for Public Expression (limited to 3 minutes per person)

The Board welcomes public comments on all agenda items.

Agenda Adjustments

Approval of Minutes:

- February
  1. Finance Reports
  2. NHA Report
  3. Lew/Edwards Survey Update
  4. Adjourn

**Finance Committee Meeting**  
**Wednesday, February 21, 2018**  
**Station 9 – 07:30 am**  
**MINUTES**

**Call to Order:** 07:31 am

In attendance: Directors Perazzo, Hilliard, Fire Chief Tubbs, Deputy Fire Chief Peterson, Finance Manager Schiffmann, Admin assistant Hoggan

Absent: Director Fleming

**Open Time for Public Expression:** None – no public present.

**Agenda Adjustments:**

- Contract with Metalcraft and balance due after grant

Chief Tubbs spoke about the contract with Metalcraft for the new fireboat. Due to the cost of the balance being in excess of \$174,999, he is going to put it before the Board for approval.

Director Hilliard Motioned that the Finance Committee will recommend to the Board to enter into contract with Metalcraft.

M/s Hilliard/Perazzo Ayes – 2/Noes – 0

**Approval of Minutes:**

- Motion Perazzo/Hilliard to Approve. Ayes – 2 / Noes - 0

January 17, 2018 Minutes.

- **Follow up from last meeting:**

Director Perazzo was unable to get a refund for parts for the rising desks. The district plans on using those parts for Deputy Chief Peterson.

- **Finance Report:**

FM Schiffmann gave an update to finances. We are 59% of 62%. This years out of county costs are highest in the Districts history. Much of the overtime costs of the district were accrued from the out of county responses and much of that has been billed out to the state for reimbursement.

- **Statute of limitations for retroactive wages:**

The district is looking into how far back we pay for retro wages. There is an employee that was not getting paid educational incentive since his hire date in 2012. The back pay for this is about \$35,000. The district is now working on policies and procedures so that this doesn't happen again.

Chief Tubbs advised the committee that the costs can either be absorbed by the budget or the budget should be amended. Chief Tubbs recommends that the district absorb this cost in the current budget.

Motion to pay

M/s Perazzo/Hilliard Ayes – 2/Naes – 0

- **Lew/Edwards Contract status update:**

Chief Tubbs advised the committee that the Lew/Edwards contract will be an ongoing agenda item. NHA is doing the financial analysis and Lew/Edwards is working with them by creating a survey that will enable NHA to see, moving forward, where the communities will support tax initiatives in the future. The Chief noted that he would like the communities to see how hard that the district and Board have worked over the years with the resources that they have had.

- **Settlement costs for S. Kim separation of employment:**

Three month's salary - \$27,128.04  
Accrued leave balance - \$15,065.49  
Retro pay increase 7/1/16 - \$4,684.07  
Prorated final paycheck - \$3,124.00  
Legal costs - \$26,488.89  
TOTAL - \$76,490.49

- **Workers Comp – Leave liability:**

Deputy Chief Peterson updated that 1-2 employees that are on workers comp are waiting to be given 48-50 approval. At this time they are using their own leave. One employee is out of time and the other is close to that point. DC Peterson will be creating a policy on how this will be handled in the future. By doing so, he advised he will also have to meet with labor to ensure that policy will be mutually agreed upon. There are a total of four employees out on W/C now.

Chief Tubbs concluded the meeting by thanking Stacey Hoggan and commenting on how well she has been doing the last few months.

**Adjourned at 0845**

M/s Perazzo/Hilliard Ayes -2/Noes -0

