



## **Southern Marin Fire Protection District**

308 Reed Boulevard  
Mill Valley, California 94941

Phone: 415 388-8182 Fax: 415 388-8181

---

# **SPECIAL FINANCE COMMITTEE MEETING**

**Wednesday June 6, 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:

1. 2018/2019 Preliminary Budget

**Special Finance Committee Meeting  
Wednesday, May 30, 2018  
Station 9 – 07:30 am  
MINUTES**

**Call to Order:** 07:30 am

In attendance: Directors Perazzo, Hilliard, and Fleming. Fire Chief Tubbs, Deputy Fire Chief Peterson (via phone) Finance Manager Schiffmann, Administrative Assistant S. Hoggan

Absent: Director St. John

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

**Agenda Adjustments:**

Move item #2, FLSA in-lieu to closed session pursuant to Government Code Section 54957.6

Motion to approve agenda adjustments:

M/s Perazzo/Hilliard

Ayes: 3

Noes: 0

**PRELIMINARY BUDGET 2018/2019**

Chief Tubbs advised the committee that the Preliminary Budget is due to be submitted at the end of June, with the final budget due in October. He submitted the preliminary budget to the committee and noted that there is decrease in budget this year driven by the ladder truck purchase that occurred this year.

Director Hilliard asked if there was money budgeted for an administrative site. Chief Tubbs advised that it was not. We are still looking at options for this.

Chief Tubbs then spoke about the two additional positions added to prevention for this coming year. One inspector position and an admin position. We believe it will have a zero net effect on the budget. With the District being able to do more inspections, it will lower our fire risk and the District would be able to recoup the cost in the fees charged.

Deputy Chief Peterson spoke about the fee schedule that was approved, and the ability to implement the fees. The monies earned would offset the cost associated with the positions.

Director Hilliard asked about the \$80k for new work stations. Finance Manager Schiffmann answered that it was due to the MDC project that Battalion Chief Matt Barnes was working on. A lot of the money has been rolled over from this last year because the project is taking longer than originally anticipated. This is a countywide project and has taken significant time.

Director Fleming noted that expenses were at being proposed at plus 2.9% for the year and revenue is at plus 1%. He then asked about the overtime budget at \$500k. Finance Manager Schiffmann answered that previous years were more conservative at \$300k but due to the hours of overtime in this last year and the workers comp she went higher. Director Fleming then spoke about the revenue vs expenses and the difference. Chief Tubbs advised that he will add more clarity to the report so that the community had questions.

Director Fleming then asked about the specialized services budget increase of 24%. FM Schiffmann answered that it is due to the upcoming elections, property tax fees increasing and legal fees.

Chief Tubbs let the committee know that he will continue to refine the report so that it will highlight the connection between money and projects. He then advised the committee if they have questions or concerns to reach out.

**Committee entered closed session at 07:50am**

**Back in session at 08:22am**

-Instructions given to staff

**Adjournment 08:24**

M/s Perazzo/Fleming

Ayes: 3

Noes: 0