



## Southern Marin Fire Protection District

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## FINANCE COMMITTEE MEETING

Wednesday, July 17, 2019

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:

- June 19, 2019

1. Finance Report
2. All Re-Numbered Finance Policies for Approval

### Closed Session:

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section §54957.6

Agency Designated Representative: Finance Committee

Employee Organization: Southern Marin Chief Officers Association, IAFF Local 1775

### Open Session

### Adjourn



**Southern Marin Fire Protection District  
Finance Committee Meeting  
Wednesday, June 19, 2019  
Station 9 – 07:30 am  
MINUTES**

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

**In attendance:** Directors Perazzo and Hilliard, Fire Chief Tubbs, Deputy Fire Chief Peterson, Finance Manager Schiffmann, Board Secretary Melka. **Absent:** alternate member Director Fleming

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

**Agenda Adjustments:** 4. Fireboat liberty update

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

**Approval of Minutes:**

➤ **May 15, 2019**

Minutes approved with amendments  
M/s Perazzo/Hilliard Ayes- 2 / Noes- 0

**1. FINANCE REPORT:**

Report was submitted by Finance Manager Schiffmann. Her budget report stated that expenditures are at 91% of 92% as of this month. There are two payrolls left for this year with no concerns reported. The 501-0A Overtime budget line is 53% higher than the goal for this time of the year due to workers' comp claims and other leaves. On the other hand, the Post-Employment Benefits (OPEB)/Pension Rate Stabilization Program (PRSP) Trust has increased in investment earnings of \$64,566, which includes the District's contribution to the pension side of the trust. The goal for the unallocated reserves is to save 15% of annual expenditures, which the District is at 116% total.

Budget line 501-C, Vacation buyout was unforeseen for most of the retirements, which is why that line went over. On the other hand, the five new hires will reduce the overtime hours and compensation. Some items highlighted in the budget report were: 35% of the budget is funded for OPEB, 2 audits occurred and a few big purchases such as vehicle replacements and radios. The District paid their last property tax installment as well.

**2. 2019/2020 Preliminary Budget:**

The new budget will include purchasing drones that will bring intel advantages to wildfire mitigation. In 2020 and 2021 there will be appointment of new board members. The board will also start receiving payment for the committees that they attend, not just the Board

Minutes- approved



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meeting. The staff would like to address the concerns heard from community about how the District is spending the Measure U money. Expenses for Measure U, as well as for the regular budget will be laid out clearly for the Board and the community.

**Move that the finance committee brings the budget to the Board:**

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

**3. Policies:**

Three finance policies were reviewed with the committee. Policy 1212, Grant Application, was viewed by the board last meeting on June 19. The committee decided to simplify the process if the grant is less than 45k in expenditures. Knox Box Claims, policy 1214, had no changes. The Long-term Financial Policy, 1208, stirred up lots of discussion. Finance Manager Schiffmann would like to improve on communication with the Board by presenting concrete numbers to work with, especially when handling negotiations. The main focus of this policy is for the reserve fund to be maintained and the debt to be managed. Lastly, the committee reviewed the Purchasing Policy, 1216, which provides staff with guidelines on how to make purchases with the adopted budget. This committee will review the policies once more on July 17 before bringing them to the Board meeting on July 24.

**4. Fireboat Liberty**

Metal craft company did not include the sales tax in their contract, which the District thought it was part of the agreed amount. Money in the reserves will go towards this payment. The Chiefs would like to pin point how this was missed and how do we prevent this in the future.

**CLOSED SESSION: 8:41 am**

**BACK IN SESSION: 9:40 am**

No direction given to staff

**AJOURNED at 9:41 am**