



**Southern Marin Fire Protection District
Finance Committee Meeting
Wednesday, December 11, 2019
Station 9 – 07:30 am**

MINUTES

Call to Order: 07:30 am

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

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

Agenda Adjustments: None

Approval of Minutes:

- November 20, 2019 minutes were approved
M/s Perazzo/ Hilliard
Ayes- 2 / Noes- 0

1. FINANCE REPORT:

Finance Manager Schiffmann reported that the budget is at 37% of 42% for the year which includes the retroactive paychecks for firefighters. With that payout the salaries are more in line with budget expectations, as prior to payout we were under budget. SMEMPS payment was received at \$855,000 though the budget expectation was only \$502,000. We will monitor the trend for this line item in the future for the next 2-3 years, based on increased Ground Emergency Medical Transportation Program revenues. The quarter one interest already exceeds budget expectations as of September 30th we received \$41,000 in interest, while the budget expectation was only \$40,000. The few red line items are mostly prepaid items with other line items that are not red flags, but are being monitored by budget line managers. There are no red flagged items to report as of this month. Schiffmann provided an update regarding the rule added to the purchasing policy which requires Deputy Chief Peterson to approve any new vendors added to the electronic debit payment. The new landlord for our new administration building was added and done so in compliance with this policy.

2. PARCEL TAX EXEMPTION FORMS:

Finance Manger Schiffmann provided the Measure-U Exemption Form as requested in the last meeting. Chief Peterson provided an additional updated version of the form which includes more detailed sections as per the guidance of the committee at the last meeting and suggestions from staff.



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Director Hilliard liked the staff suggestions and provided direction with additional adjustments with regard to sections well-spaced for seniors, and included directions for seniors who do not use computers. Fire Chief Tubbs agreed with Director Hillard's suggestion to provide more space for explanation of circumstances as with a resident who has recently contacted him directly, the additional space for explanation is needed in cases where more intricate details are needed to properly document and vet concerns of this kind.

CLOSED SESSION: 08:14

BACK IN SESSION: 08:24

Direction given to staff.

ADJOURNED at 08:25