



Southern Marin Fire Protection District

Finance Committee

Cathryn Hilliard, Chair
Thomas Perazzo,
Alternate: Peter Fleming

Wednesday, December 09, 2020–07:30 am–Headquarters

Meeting Minutes

1. CALL TO ORDER

Meeting was called to order by President Hilliard: 07:30 a.m.

ROLL CALL

In attendance:

Committee Members: *Via Zoom Meeting:* President Hilliard. *In person:* Director Perazzo.
There is a quorum.

Staff: *Via Zoom Meeting:* Finance Manager Alyssa Schiffmann. *In person:* Fire Chief Tubbs, and Clerk of the Board Mariya Weinberg.

2. OPEN TIME FOR PUBLIC EXPRESSION:

No public present.

3. AGENDA ADJUSTMENTS AND APPROVAL

None.

4. APPROVAL OF MINUTES

4.a November 17, 2020 Finance Committee Minutes

Motion to approve the Minutes:

M/S: Perazzo/Hilliard

Ayes: Hilliard, Perazzo

Noes: None

5. REPORTS AND INFORMATION

5.a Finance Report

Ms. Schiffmann highlighted a few things on the report, which is included in the meeting packet. We are at 35% of 38% for the year. At this time, about \$800k worth of Strike Team reimbursements is due to the District from OES. While payments are pending, our Operating Fund balance has been drained, and the District transferred \$1M into the Operating Fund from the Unallocated Reserves. These funds can, and will be moved back, when we get our Property Tax revenues, which should be in about a week.

Ms. Schiffmann and Chief Tubbs confirmed that there is an approval process for transfers, per the Funds Transfer Policy. Chief Peterson had approved the transfer. Since this was going through the County of Marin, there was a required letter, bearing Chief Peterson's and Ms. Schiffmann's signature. For other types of Transfers, Chiefs get notified to approve a transaction via the Wells Fargo Bank system, using an encrypted account. Our Funds Transfer Policy does provide for these types of short-term transfers without requiring Board approval.

President Hilliard commented that there was a loss in the OPEB trust funds, but the District got charged the same management fee, which is normal. However, the stock market has done very well, and there is an opportunity for us to gain back lost profits in this coming month. Ms. Schiffmann stated that the fund statements for the month arrive on the 15th of the following month, to answer President Hilliard's question about the effective date of the figures in the report included in today's meeting packet. The figures in the current report are for the month of October.

Ms. Schiffmann pointed out that on page 10, item 504-A, Employee Benefits, the figure shows a little high. However, the Kaiser rates went down this year, effective January 2021. So, the expenses will get on track. Ms. Schiffmann also mentioned that she makes sure that anything that looks like it's going over budget has been highlighted in red, and has a comment. For example, the costs for Dispatch (517-B) are a bit high, most likely due to the original estimate from the Sheriff's office being on the low side. The item 520-C Includes two big purchases for Station 9, a new oven and a refrigerator, which were discussed at the last Board meeting. On page 12, 521-1A, Vehicle Repair, line does not yet reflect funds received from the insurance company, approximately \$6k, for Engine 4 collision claim.

Director Perazzo informed the committee that the FASIS Board and FDAC-EBA met yesterday, and decided that they will be doing a Joint Services Agreement. The work will start on 1/1/21, and the complete merger should happen by 7/1/22. As of 7/1/2021, FASIS will be adding property and casualty lines of insurance, which should have a positive financial impact when the District renews our insurance policy, after that time frame.

President Hilliard asked about line 523-R, Fire Investigation JPA, in the Budget Report, page 13 of the packet. Chief Tubbs explained that this was for our contribution to Marin County Fire Investigation Team (MCFIT). What was in the Budget was not the final contribution amount, and so an additional payment was needed.

President Hilliard also asked about line 583-4H, Radios, in the Budget Report, page 14 of the packet. Ms. Schiffmann said that that expense included radios for rigs that had been budgeted last year, under the new apparatus line. Chief Tubbs mentioned Radios line is also affected by the issue with Battalion 2, where some not specifically authorized equipment may have been purchased.

Ms. Schiffmann informed the committee that MCERA is meeting today, and they will have some new, likely lower, discount rates. So, we should find out today what the rates will be for the upcoming year. When MCERA lowers their rate of return, the District has to cover the difference.

Ms. Schiffmann highlighted some items on the Balance Sheet. The Operating Fund is shown at approximately \$706K, but currently is at \$286K, due to the transfer mentioned in this meeting. She also mentioned that Accounts Receivable is showing the funds due from OES.

Regarding the Balance Sheet line 11400, there is one employee who has been getting advanced retirement payments due to disability, and whose retirement process has been lagging with MCERA because of COVID-19. By law, the District does have to pay the advance retirement payments. When MCERA approves the retirement and they pay the employee the back pension, the employee should be reimbursing the District for those advanced payments, as well as for health insurance for anyone other than employee.

Ms. Schiffmann reported that the Auditors have everything they need and are working on the draft Audit Report for FY19/20. Ms. Schiffmann also mentioned that Lauren Wolfe, our full-time financial assistant started last Monday.

6. ACTION ITEMS

NONE

7. CLOSED SESSION

Performance Evaluation Fire Chief GC 54957(b)

Entered Closed Session at 7:47 AM.

Out of Closed Session at 7:59 AM.

Outcome: Direction given to Staff.

8. ADJOURNMENT

Motion to Adjourn:

M/S: Perazzo/Hilliard

Ayes: Hilliard, Perazzo

Noes: None

Adjourned 7:59 AM.