



SOUTHERN MARIN FIRE PROTECTION DISTRICT

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Southern Marin Fire Protection District Finance Committee Meeting Wednesday, February 19, 2020 Headquarters – 07:30 am

Director Cathryn Hilliard – Chair, Director Tom Perazzo
Alternate: Director Peter Fleming

MINUTES

Call to Order: 07:31 a.m.

In attendance: Directors Hilliard and Perazzo, Deputy Fire Chief Peterson, Finance Manager Schiffmann, Clerk of the Board Shyida Jones.

Absent: Director Fleming

Open Time for Public Expression: No public present.

Agenda Adjustments:

- Deputy Chief Peterson would like New Business item #1 changed to *Communications Coordinator Funding*.
- Deputy Chief Peterson states there are no items for closed session.

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

Approval of Minutes:

- January 15, 2019 – Approved with corrections.
M/s Perazzo/ Hilliard
Ayes- 2 / Noes- 0

1. FINANCE REPORT:

Finance Manager Schiffmann reported that the budget is at 42% of 56% for the year; Schiffmann called out the move-in cost to Liberty Ship Way as it was budgeted at \$50,000 and we have spent \$177,789, but we were aware we had a buffer of \$100,000 in the rent line due to the time of the move-in. We also have a contingency line of \$50,000 which we have not used, and though we do still have a few move-in expenses pending, any large unpaid expenses

have been accounted for. We do not need to amend the budget to accommodate our expenses thus far. Schiffmann reported that overtime expenses are underbudget, and if we account for OES reimbursements we are at 53%. Deputy Chief Peterson added that the Firefighter's and Fire Chief's Associations' leadership recently met with OES leadership and iterated the hardship that the delay in receiving reimbursement payments causes and as a result received a nod from the Governor's office that the payment process would be expedited. Finance Manager Schiffmann continued with the updated valuation from MCERA which currently reflects we are funded at 41% for OPEB and 60% for the Pension Trust. Schiffmann added per our last meeting that the Reserve balance is left as is at \$2,712,753 and we will work with the committee next year regarding how to allocate reserves after FY20.

2. MEASURE U EXEMPTION REQUEST REVIEW:

Finance Manager Alyssa Schiffmann stated there were no requests to review.

New Business:

1. COMMUNICATIONS COORDINATOR FUNDING:

Deputy Chief Peterson recapped the background on the position requested by Chief Tubbs at the Annual Board Planning Retreat from which the draft job description included in the packet has been approved by the Personnel Committee. The position will be budget neutral, as the funding will come from outside services, Line 523-Zf; included there we have Measure U general, Robert Padilla who we have been using for several years for our social media, at \$54,000 per year, and a Measure U communications and support line at \$30,000 per year, for a total of \$84,000. Kimberly Wilson from Mill Valley Fire Department will be joining us here on February 24th, from the Shared Services agreement. Kimberly has past experience, and is qualified and certified as Clerk of the Board with the City of Mill Valley. The plan is that Kimberly will be cross-trained with Shyida Jones and will eventually take on the position of Admin Aide and Clerk of the Board. At that time the Admin Aide line in the current budget can be transferred to the new Communications Coordinator position; Kimberly taking over those Admin Aide responsibilities frees those funds from our budget. Once the funding is approved by the Finance Committee, the position will be brought before the Board of Directors for approval at then next meeting. The projection for the hire date of this role will be in a couple of months, as once approved by the Board we will have to complete the competitive and background process.

- A motion to approve staff's recommended funding plan for the Communications Coordinator position was entered, and so moved.

M/s Perazzo/ Hilliard

Ayes- 2 / Noes- 0

2. MCERA ACTUARIAL VALUATION REPORT 06/30/19:

Finance Manager Schiffmann provided a report on the areas of the 137pg. report that impact our agency; on page 67 she summarized the bottom line. SMFD employer safety rates increased an average of 1.2% which is good as it is in range with our forecast built into our 10-year financial model at an increase of 1.5%; this is broken down by tier with the number of members. The unfavorable news for us is that the rate of return on the investment is lower than the expected rate of return of 7%.

3. NEW AUDITOR: BADAWI & ASSOCIATES:

Finance Manager Schiffmann reports that she is excited about the new auditors who were selected through an RFP process. They do come at a slightly higher cost, but came highly recommended. The Committee stated for the record that the agency reviewed 5 proposals, some were higher, and although this proposal is \$2000 higher than what was budgeted, after close review of their background and qualifications BADAWI & ASSOCIATES was selected. The committee suggested that moving forward we look to limit the span of service provided by one auditor; 9 years is too long, perhaps a limit of 5 years straight service.

- A motion to approve staff's recommendation to hire the new auditor was entered, and so moved.

M/s Perazzo/ Hilliard

Ayes- 2 / Noes- 0

CLOSED SESSION: Not Needed.

ADJOURNED: 08:05 a.m.