



SOUTHERN MARIN FIRE PROTECTION DISTRICT

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Southern Marin Fire Protection District Finance Committee Meeting Wednesday, January 15, 2020 Headquarters – 07:30 am

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

MINUTES

Call to Order: 07:30 a.m.

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

Open Time for Public Expression: No public present.

Agenda Adjustments: None.

Approval of Minutes:

- December 11, 2019 - Approved (*with compliments from the Committee*).
M/s Perazzo/ Hilliard
Ayes- 2 / Noes- 0

1. FINANCE REPORT:

Finance Manager Schiffmann reported that the budget is at 45% of 50% for the year; Schiffmann called out that the Fire Safe Marin mailer that was distributed was not budgeted and has been placed in Public Education. We will monitor the progress of this line item throughout the year. Our property taxes have come in higher than expected at \$100,000 over budget. On overtime, when we subtract what we have spent on reimbursable out of county strike team expenses, we are on track at 50% of the budget. Schiffmann called out that we have returned the \$2,000,000 that we borrowed in December. There are no red flags to report. The Committee discussed line items that were prominent but not red flagged, and asked questions about the placement of the rent payment, and the expenses incurred with the administrative office relocation. Schiffmann called attention to the operating fund on the balance sheet which increased to \$8,200,000 due to the property tax revenue just received this month. The Committee discussed the PARS report. Finance Manager Schiffmann recommended a payment of \$600,000 be made at this time with \$300,000 applied to the Pension, and \$300,000 applied to the OPEB; the Committee agreed that the payment should be remitted in January 2020.

Minutes - Approved

2. FY 18/19 RESERVE RECONCILIATION:

Schiffmann recapped that in prior years this process was handled differently in that a reserve funding schedule was developed with the Director, and the items would then be entered according to that schedule. With the new long-term financial policy, Schiffmann states that the goal is to make this report a transparent annual event.

Schiffman reports that Fiscal Year 18/19 is now finalized with a deficiency of \$6400. Apparatus was down very low as over the past 2-3 years we purchased a larger number of new apparatus. Apparatus began at \$140,000, we allocated \$853,000 back into the account based on the policy that measures at the cost to replace all of our equipment, which is determined by the cost of the apparatus and its useful life; we expensed \$963,000, leaving a balance of \$30,000. In Facilities, we allocated \$60,000, and spent \$156,000; we are meeting with our logistics Battalion Chief to develop strategies to more accurately forecast our facility's needs.

Schiffmann reported that a thorough review of all Apparatus has been completed where we found we had overfunded the expense by \$20,000 for one of the apparatus replacements; we have a good level of funding in this account. The Committee discussed office equipment spending, and how this line will be impacted with the expenditures for the new administration building, and also discussed the behavioral health program allocations and budget line management. In unallocated reserves, with the new policy we increased our goal by 40%. Staff recommended that we refrain from dipping into the unallocated reserve to cover the \$6400 deficiency; we will complete another annual reconciliation next year and can make our decisions at that time.

- A motion is entered to approve staff recommendations – Approved.
M/s Perazzo/ Hilliard
Ayes- 2 / Noes- 0

3. PARCEL TAX EXEMPTION FORMS:

The Committee is pleased with the revised finalized Parcel Tax Exemption Form.

4. MEASURE U EXEMPTION REQUEST – GRAVES:

Chief Tubbs provided an oral report on a resident's exemption request with regard to a parcel that is nothing more than a shared driveway with no structure, and no opportunity to build a structure. Upon Chief Tubbs full inspection of the parcel, it is the recommendation of staff that this exemption be granted.

- A motion is entered to approve staff recommendations – Approved.
M/s Perazzo/ Hilliard
Ayes- 2 / Noes- 0

CLOSED SESSION: 08:10 a.m.

BACK IN SESSION: 08:46 a.m.

- Direction given to staff.

ADJOURNED: 08:47 a.m.