



SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**Southern Marin Fire Protection District
Finance Committee Meeting
Wednesday, March 18, 2020 – 07:30 am – Headquarters**
Director Cathryn Hilliard – Chair, Director Tom Perazzo
Alternate: Director Peter Fleming

MINUTES

Call to Order: 07:30 a.m.

In attendance: Director Hilliard (by Video), Director Perazzo, Fire Chief Tubbs, Deputy Fire Chief Peterson, Finance Manager Schiffmann (by Video), Clerk of the Board Shyida Jones.

Absent: Director Fleming

Open Time for Public Expression: No public present.

Agenda Adjustments:

Chief Tubbs would like to add *Old Business Item 1: Station 4 Water Usage Update.*
M/s Perazzo/ Hilliard
Ayes- 2 / Noes- 0

Approval of Minutes:

- February 19, 2020 – Approved as amended.
M/s Perazzo/ Hilliard
Ayes- 2 / Noes- 0

1. FINANCE REPORT:

Finance Manager Schiffmann reported that the budget is at 60% of 65% for the year; Schiffmann provided the latest tally of the Liberty Ship Way moving cost which reflects \$21,000 not yet spent that was budgeted; there are a few pending expenses yet to come in. With the Strike Team expenses excluded, overtime is recovering well. The OPEB trust does not yet reflect the losses in February and the Reserve balance remains the same. Schiffmann called out Line 521-B Air Pak Maintenance which has gone over- budget early in the year due to outfitting Fireboat Liberty with new equipment, and another expense that came as a result of taking advantage of a deal offered by one of our vendors on cylinders, that works to our benefit; the budget line manager will remain vigilant of this line throughout the year. We

received a large payment from OES of \$150,000 for the Kincaid fire; they are almost paid in full as a result. The interest revenue is rather high in our favor at \$82,000 while we budgeted \$40,000. Schiffman answered questions from the Committee regarding any anticipated expenses due to COVID 19, and also provided details regarding inquiries on line items for LSW purchases, and equipment. Property taxes will arrive in April so there is no change there for now. MCERA is still outperforming CalPERS, but there will be a significant loss in February.

Old Business:

1. STATION 4 WATER USAGE UPDATE:

Chief Tubbs provided an oral update on the results of the water usage assessment for Station 4. Tubbs reported that the source of the leak appears to have been identified based on a report furnished by Finance Manager Schiffmann. The assessment uncovered there was a running toilet in the shop located at the back of the station that went undetected, and the irrigation system. Once this was discovered and the toilet valve and irrigation were shut off, subsequent meter readings indicate there has been a large 76% decrease of water usage. We are seeing a savings of 1100 gallons of water per day solely from taking these measures. As we believe this is the primary source of the excessive usage, the Station will continue to monitor the water meters for verification. Once the cause has been confirmed, we will determine precisely where the system has failed and make the necessary repairs accordingly.

ADJOURNED: 07:56 a.m.