

Special Finance Committee Meeting

May 18, 2015 – STA 9

Approved Minutes

12:00 pm

In attendance: Directors Hilliard, St. John and Van Meter, Chief Tubbs, Finance Manager Schiffmann (FM Schiffmann) & Administrative Services Manager Kim (ASM Kim)

Meeting Agenda Items

1. Open Time for Public Expression
2. Review of 2015/2016 Budget

Chief Tubbs gave the following handouts to the Finance Committee:

- * Updated Preliminary Budget FY 2015-2016
- * Updated 2015-2016 AB Draft Budgeting Highlights
- * Updated Summary of Operating Budget
- * Budget Preparation Sheets

1. **Open Time for Public Expression:** None
2. **Preliminary Budget Review**

Chief Tubbs went over the Preliminary Budget FY 2015-2016 using the Draft Budgeting Highlights handout.

- * The changes in the updated Preliminary Budget 2015-2016 are decreases in costs for medical benefits and salaries.
- * The updated Draft Budgeting Highlights now include a Reserve Goal item.
- * Budget Preparation Sheets from various staff member were distributed so that the Finance Committee can better understand the budgeting process.
- * Every staff member who has line item responsibilities needed to use a Budget Preparation Sheet for each budget line. Chief Tubbs went through the Budget Preparation Sheets to explain how the budget amount was calculated.
- * This is the first year using Zero-Based budgeting. Future budgets may have more detail.
- * The goal is to educate staff how the budget relates to the strategic objectives.

The Finance Committee asked questions for clarification of proposed budget line items.

1. What is the Supplemental Assessment and how is the revenue calculated?
FM Schiffmann is investigating this with the County of Marin.
2. How is the 5% increase in Property Tax revenue determined?
FM Schiffmann stated that the County of Marin provides this information.
3. Why is the S MEMPS revenue lower?
It is down due to a one-time payment and the District may receive an additional payment. S MEMPS revenue may increase because of additional revenue sources.
4. Does the Base Salary expense include negotiation outcomes?
No it does not. The budget may need to be revised after negotiations.
5. Why is the GGNRA revenue?
It is a lower amount to reflect the 3-year contract. The District can renegotiate next year. The new ERS program captures incident calls to the GGNRA more accurately.
6. There is no amount in the Sick/Vacation line item. Why?
There was a payment offset. FM Schiffmann will provide an estimated amount and forecast-out for a few years.
7. Why did Retiree Medical increase? Higher due to increase in health care premiums.
8. How is the Workers Comp expense calculated?
FASIS determines the amount based on the previous year's injury costs. Less injuries equals less expense. This amount fluctuates from year to year.
9. The line item for Misc. Computer Supplies is lower. Why?
The District is using many cloud-based programs which lowers this line item. Chief Tubbs will provide a

presentation about cloud-based software at an upcoming Board meeting. Software subscriptions reduce IT costs. The fire service is migrating to cloud-based programs.

10. The budget amount for Uniforms/Boots increased due to under-budgeting in previous years.

11. Why did the budget amount for Misc. Repairs/structure clothing increase by 33%?

The amount is higher due to the addition of proper cleaning of turnouts expense. The District needs to be NFPA compliant and the increased budget amount will accomplish this.

12. Why have Telephone expenses increased?

This amount is based on the current phone contract. FM Schiffmann recently negotiated a new contract with the District's telephone provider and it is anticipated that the telephone expense will decrease when the new contract goes into effect.

13. Why did Line item 517-B Dispatch CAD Service increase?

The MC Sheriff's sets pricing and they increased the expense. There was a cost increase with no explanation.

14. What will the Deployment Analysis include?

Station location, shared services, assessment of resources relative to services, and more. The goal of the Deployment Analysis is to gain accreditation. A deployment analysis is required to get the accreditation. The District's ISO may go up with accreditation.