

**San Miguel Consolidated Fire Protection District
Finance Committee Meeting
Monday, August 30, 2021, at 10:00 am**

Minutes

Director Raddatz called the meeting to order at 10:04 am.

Members Present: Directors Nelson, Raddatz (Chair) and Robles

Members Absent: None

Staff Present: Fire Chief Brainard and Administrative Officer/Finance Officer Harris

The Agenda for the Finance Committee Meeting of August 30, 2021, was posted at District Headquarters on Thursday August 27, 2021, at 10 am.

Public Communications: None.

Approval of Agenda: By consensus, the Agenda was approved.

ACTION AGENDA ITEMS

1. Fire Prevention Fee Schedule

Staff used rolled-up cost for classifications, including 25% of Administrative Assistant and Accounting Specialist time equated into a per hour cost. These calculations are simple to justify when completing a cost analysis of the Fire Prevention Bureau. There was a larger percentage increase due to no increases in the fees for 2020 during the COVID-19 pandemic. Deputy Fire Marshal explained the fees in detail and discussed additions/deletions of the fees. The Finance Committee accepted the fee schedule and determined they would present the schedule to the full Board of Directors.

2. DRAFT Fiscal Year 2021/2022 Final Budget Review

Administrative Officer/Finance Officer (AO/FO) Harris discussed the final budget, including salary increases based on negotiations. The Finance Committee members requested an update on cash flow analysis. AO/FO Harris stated that the forecasting tool will be implemented by the Final Budget for Fiscal Year 2022/2023.

INFORMATIONAL AGENDA ITEMS

3. Financial Policy Discussion

The Finance Committee discussed in detail the following policies:

- Recession Policy
- Fire Chief Spending Limit
- Cost Recovering
- Fiscal Planning

It was determined that a recommendation would be brought forward to the full Board of Directors regarding the spending limit of the Fire Chief.

4. Pension Liability Update

AO/FO to bring consultant to Board Workshop to discuss pension obligation strategies.

5. Board Workshop

The Finance Committee discussed items related to the Board Workshop and confirmed that the agenda would meet the needs of the committee.

6. Committee Member Comments

All members discussed their concerns with the revenue streams of the District and would like the Fire Chief to continue looking at all options the District has.

Next Meeting: TBD

Adjournment: Committee Chair Raddatz adjourned the meeting at 12:10 pm.

Prepared and Submitted by:

Leah Harris

Administrative Officer/Finance Officer
Board Recording Secretary