



SOUTHERN MARIN FIRE PROTECTION DISTRICT

2017 Finance Committee – Directors Hilliard, St. John & Perazzo (alternate)

308 Reed Boulevard, Mill Valley, California 94941 / Main Office: (415) 388-8182 Fax: (415) 388-8181

FINANCE COMMITTEE MEETING

Wednesday, June 21, 2017 – STA 9 – 7: 30 am

MEETING NOTES

Call to order: 7:34 am

In attendance: Mill Valley Fire Chief Welch, Directors Hilliard & Perazzo, Finance Manager Schiffmann and Administrative Services Manager Kim

Open Time for Public Expression: None

Agenda Adjustments: None

Approval of Meeting Notes: April 19, 2017

A motion was made to approve the Finance Committee meeting notes of April 19, 2017.

M/S: Hilliard/Perazzo; all ayes

1. Finance Report

- The 2016/2017 budget is currently at 91% of 96%
- Received ERAF revenue of \$178,000 which was higher than expected. Very difficult to get any data to estimate ERAF annually
- GGNRA income not received yet. The new Trump administration has new process. Not worried about funding from GGNRA
- Waiting for last 5% of tax revenue

The Finance Committee requested that all financial reports be dated so that the committee knows which report is the most current.

2. Review of Financial Reports

Revenue Study Draft

- The current Financial picture for SMFD looks good
- Will achieve target several years before goal
- The Revenue Study forecasts that in 2021, the District will need to tap into Reserves fund in order to pay expenses
- The District needs to find a new revenue stream but has a few years to plan for the revenue shortfall and find new revenue streams.

3. 2016/2017 Budget Report

- All line items on 2016/2017 budget are on target
- STA 1 App Doors - Not structurally sound, improper design

- STA 4 App Doors - Accident with engine damaged doors
- OPEB Trust balance up \$25,000 in April
- CERT - All funds have been spent and anticipate \$30,000 next fiscal year for CERT
- Purchased equipment & supplies for CERT program to end the year with 0 balance

4. **2017/2018 Preliminary Budget**

- All changes in FY 2017/2018 Budget are highlighted in yellow on the last page
- Line item 504-O LTC reflects higher EAP rate and also on the last page is the one-time expense for LTC balance due of \$74,048 shortfall and the new composite rate is \$72.15 per employee per month
- Increased legal fees from \$60,000 to \$75,000 in FY 2017/2018
- Revenues are projected to increase by approximately 5% in FY 2017/2018
- Line item 513-V Software Subscriptions includes Telestaff and Archive Social software added to software subscription. The software will archive the District's social media postings.
- Pagers will be discontinued but not right away
- Communications budget will increase due to the purchase of iPhones and dual cell providers to combat dead zones cell coverage
- Line item 517-A is for the new ShoreTel phone system. The District is getting a VOIP phone system so that all of the fire stations can be connected.
- Line item 518-I TCSD is new. TCSD is now charging SMFD for trash at STA 4
- ADP higher expense due to new payroll component. Paystubs will include more detail including what the District provides in benefits and also track accruals
- 583-4R line was added due to a possible \$80,000 license fee from the MC Sheriff
- iPads for Board Directors is included
- \$5,000 added to FY 2017/18 budget for a drone. Great for cliff and water rescues. Drones were used in Napa after earthquake and were very helpful
- The 2017/18 Operating Expenses increased 4.8% and Revenue is anticipated to increase 6%
- Final budget can be approved as late as October 2017 but it is best to finalize the annual budget earlier to be ready on July 1, 2017, the beginning of the next fiscal year

The Finance Committee stated that the 2017/2018 FY Budget looks good and is logically sound.

5. **Good of the Order:**

Next Tuesday, Chief Tubbs is going to his Master's program and MV Fire Chief Welch will be attending the June Board meeting for Chief Tubbs.

Adjourned: 8:04 am