

**San Miguel Consolidated Fire Protection District
Finance Committee Meeting
Wednesday, July 26, 2023, at 10:00 am**

Minutes

(Final minutes will be posted after approval by Finance Committee)

Chair Raddatz called the meeting to order at 10:02 am

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

Members Absent: None

Staff Present: Fire Chief Brainard, Division Chiefs Lawler and Quinlan, Administrative Officer/Finance Officer Harris, and Administrative Analyst Derobertis

APPROVAL OF AGENDA

By Committee consensus, the agenda was approved.

The Agenda for the Finance Committee Meeting of July 26, 2023, was posted at District Headquarters on Friday, July 21, at 10 a.m.

PUBLIC COMMENT – None

CONSENT AGENDA ITEMS

Upon a motion by Director Robles, second by Director Nelson, and vote (unanimously in favor), the Consent Agenda was approved.

1. Approval of Minutes: Finance Committee Meeting of May 31, 2023
Special Finance Committee Meeting of June 7, 2023
Special Finance Committee Meeting of June 21, 2023

INFORMATIONAL AGENDA ITEMS

1. **Draft Quarterly Financial Review** – Administrative Officer/Finance Officer (AO/FO) Harris explained that June was still being reconciled and that there were added invoices for June. Property taxes are also in review. Some expenses are being re-categorized, but this will not affect the bottom line. Salaries are up due to annual leave cash-outs and stipend payouts. County fund accounts are down slightly due to reserve fund purchases. Monies spent out of reserve fund accounts will be shown. A variance report will be provided to the Board for final review.

Director Raddatz mentioned the need for reoccurring revenue.

2. **Finance Committee Outlines and Deadlines Review**
AO/FO Harris said the Financial Management Policy is being formatted and finalized. Captain Riley will upload the policy to Lexipol.

The Draft Financial Budget is due by August 30, 2023.

3. **Association of San Miguel Chief Officers Communications** – None.
4. **Association of San Miguel Firefighters Communications** – None.
5. **Committee Member Comments** – Director Nelson shared that he had a good discussion with Representative Padilla.

Director Robles said he would be meeting with Dr. Weber today. A Master Planning meeting has been scheduled for next month, and Director Robles is looking at marketing agencies.

Director Raddatz came across an organization that works exclusively with fire agencies. He will get the information to Chief Brainard.
Director Nelson noted the need for public education on who their fire agency is as we are not associated with a city.

6. **Action Plan Recap** –
 - a. AO/FO Harris will finalize quarterly financials and provide them at the September Regular Board Meeting.
 - b. FY 2023/2024 Draft Final Budget due to Finance Committee on August 30, 2023.
 - c. Director Raddatz will send out a document with County responsibilities.
 - d. Chief Brainard will discuss sales tax appropriations with Legal Counsel.

*The next Finance Committee meeting will be **Wednesday, August 30, 2023, at 10:00 a.m.***

Chair Raddatz adjourned the meeting at 10:47 a.m.

Prepared and Submitted by:

Diana Derobertis

Administrative Analyst
Board Recording Secretary