

**San Miguel Consolidated Fire Protection District
Finance Committee Meeting
Wednesday, January 25, 2023, 10:00 am
District Board Room - 2850 Via Orange Way (2nd Floor), Spring Valley, CA 91978**

AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

Agenda items shall be addressed in the published order unless a member of the Finance Committee or a member of the public requests a specific item be taken out of order and the Finance Committee agrees to do so.

PUBLIC COMMENT

The public may bring an item not on the agenda forward; however, the Finance Committee will not be able to take any action at this meeting. If appropriate, the item will be referred to the Fire Chief to determine if the item will be placed on a future Finance Committee or Board Meeting agenda. Items from Committee members or Staff may not be discussed by the Committee, but, if appropriate, will be placed on a future Finance Committee or Board Meeting agenda. To facilitate business proceedings, a three (3) minute period shall be allotted to each person addressing the Board.

Any writings or documents provided to a majority of the Committee regarding any item on this agenda will be made available for public inspection in the San Miguel Consolidated Fire Protection District Headquarters located at 2850 Via Orange Way, Spring Valley, California, during normal business hours.

Compliance with the Americans with Disabilities Act (US Code Title 42) – Assistance for Those with Disabilities: If you have a disability and need accommodation to participate in the meeting, please call Recording Secretary Shayna Rians at (619) 670-0500 for assistance so the necessary arrangements can be made.

CONSENT AGENDA ITEMS *(items that are approved/accepted through consensus)*

1. Approval of Minutes: Finance Committee Meeting of October 19, 2022

INFORMATIONAL AGENDA ITEMS *(updates and ongoing discussion items)*

2. Draft Quarterly Financial Review – Administrative Officer/Finance Officer Harris will provide the draft Quarterly Financials for review.
3. Review Draft Audit Fiscal Year Ended June 30, 2022 – Administrative Officer/Finance Officer Harris will provide the draft Audit for Fiscal Year Ended June 30, 2022, for review.
4. Financial Management Policy – The Finance Committee will continue working on the Draft Financial Management Policy.
5. Committee Member Comments.
6. Action Plan Recap.

NEXT MEETING – Wednesday, February 22, 2023, at 10:00 am

ADJOURNMENT

**San Miguel Consolidated Fire Protection District
Finance Committee Meeting
Wednesday, October 19, 2022, at 10:00 am**

Minutes

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

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

Members Absent: None

Staff Present: Fire Chief Brainard, Division Chief Lawler, Division Chief Browning, Administrative Officer/Finance Officer Harris, Administrative Analyst Herron, Fire Services Officer Camarena

The Agenda for the Finance Committee Meeting of October 19, 2022, was posted at District Headquarters on Friday October 14, at 10 am.

Public Communications: None.

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

ACTION AGENDA ITEMS

1. **Financial Management Policy** – The Finance Committee continues to work on the Draft Financial Management Policy.

Division Chief Browning stated that the facilities report is being created by the consultant and a draft review from staff will be happening in November. Additional documentation has been requested.

Director Raddatz asked if due to the bonds being secured by the stations, would anything change regarding the value and collateral. AO/FO Harris responded that nothing would change with regards to station values through the report.

Director Robles shared a draft of the Financial Management Policy with his notes and corrections. All were accepted and Director Robles said he would provide the document in word format to staff.

2. **Committee Member Comments: none**

3. **Action Plan Recap**

1. Take stand-alone policies out of the Financial Management (Director) Policy
2. The Policy Committee to work on 8.4 – Economic Crisis and Emergency Financial Plan and Contingency Fund
3. New calendar invites to be sent out for October 26, 2022, 1:00pm meeting.

Next Meeting: Wednesday October 26, 2022, at 1:00pm

Adjournment: Committee Chair Raddatz adjourned the meeting at 1:05pm.

Prepared and Submitted by:

Diana Herron

Administrative Analyst
Board Recording Secretary