

**San Miguel Consolidated Fire Protection District
Finance Committee Meeting
Wednesday, April 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 10:01 am

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

Members Absent: None

Staff Present: Division Chiefs Browning and Lawler, Administrative Officer/Finance Officer Harris, Administrative Analyst Derobertis, Deputy Fire Marshal Newman

APPROVAL OF AGENDA

Director Raddatz asked that item #5 Revenue Sources Discussion be moved up as item #3 for staff remarks.

[By Committee consensus, the agenda was approved.](#)

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

PUBLIC COMMENT

None

CONSENT AGENDA ITEMS

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

1. Approve the Minutes - Finance Committee Meeting of March 29, 2023

INFORMATIONAL AGENDA ITEMS

2. CalPERS Presentation – The Finance Committee heard a presentation on California Employers Pension Prefunding Trust (CEPPT)
3. Revenue Sources Discussion – Director Robles asked if the District is being compensated for County fires. Director Raddatz said the Board has had this discussion and felt it wasn't worth pursuing.
Director Raddatz feels the District needs to pursue long-term regular revenue through Local, State, and Federal resources. A list was made with all possible revenue sources to be looked at further at the next meeting.
4. Fire Prevention Fees Review – Proposed new Fire Prevention Fees were presented by Administrative Analyst Derobertis and Deputy Fire Marshal (DFM) Newman. The increases are based on new salary schedules and, in some cases, an increase in time to complete specific reviews.

Director Robles proposed a cost recovery fee plus a 10% de-minimis rate. This rate would include overhead costs that are not included in the (cost recovery) current proposed fee increase. Administrative Officer/Finance Officer (AO/FO) Harris said she would bring this proposal to legal counsel. The Finance Committee agreed that if this can be justified, 10% will be added to the fees.

Recess: 11:45 – 12:03

5. Financial Management Policy – Final changes will be made and submitted to the Board for approval.

Final Replacement Schedule was presented by AO/FO Harris. Inflation is cumulative and will be reviewed annually. An average will be used for reserve funds. This will be sent to the Finance Committee and Board for budgeting.

Director Nelson discussed the rate of inflation and felt the rate was too conservative. Director Robles suggested using the PPI rate as it seems closer to the actual inflation rate for equipment.

AO/FO Harris will adjust for the May 31,2023 meeting. Director Nelson suggested reviewing the inflation rates for 2017-2023 and using an average for future rates. AO/FO Harris said she will perform an expense analysis.

The Finance Committee agreed that the May 5,2023 deadline has been met for the Replacement Schedule.

The Finance Committee will concentrate on the Financial Management Policy on May 10, 2023. Director Robles will get the draft to AO/FO Harris by the weekend of April 29,2023 for an update.

6. Committee Member Comments – none
7. Association of San Miguel Chief Officers Communications – none
8. Association of San Miguel Firefighters Communications – Captain Hays said the Association will continue to meet regarding revenue sources.
9. Request for a time change for the regularly scheduled meeting on May 31,2023 to 2pm. Unanimously approved.
10. Action Plan Recap –
 - Compare valuations/funding with San Diego County Fire Districts by May 31,2023 meeting
 - Discuss specific possible new revenue streams as listed. Document to be created.
 - Revisit Fire Prevention Fee Schedule with analysis by May 31,2023 meeting
 - Replacement Schedule revision by May 31, 2023

*The next Finance Committee meeting will be a Special Meeting, Wednesday, **May 10,2023 at 10:00am.***

Chair Raddatz adjourned the meeting at 12:45pm.

Prepared and Submitted by:

Diana Derobertis

Administrative Analyst
Board Recording Secretary