

**San Miguel Consolidated Fire Protection District  
Finance Committee Meeting  
Wednesday, October 28, 2020 at 10:00 am**

***Minutes***

Director McKenna called the meeting to order at 10:02 am.

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

Members Absent: None

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

The Agenda for the Finance Committee Meeting of October 28, 2020 was posted at District Headquarters on October 23, 2020 at 5:00 pm.

Public Communications: None.

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

OPEN SESSION

1. Approval of Minutes: August 26, 2020

[Upon a motion by Director Raddatz, second by Director Nelson, and unanimous vote, the Minutes of the August 26, 2020 Finance Committee Meeting were approved.](#)

2. Financial Internal Controls Changes/Updates

Administrative Officer/Finance Officer discussed financial internal controls related to credit card processing update, closing of the petty cash account, and disclosure of employee reimbursements per California government code. Staff are finalizing banking information for the credit card machine and training will be conducted prior to implementation. The District's petty cash account was reconciled in FY 19/20 and closed. All reimbursements will be tracked through the accounting software for better accountability. The District will begin disclosing reimbursements paid by the District to employees on a quarterly basis. The Finance Committee would like to see a cash emergency fund set up in the future for District use and will bring that forward to the board for approval. Director Nelson voiced his concern with moving away from accepting cash.

3. COVID-19 Financial Update

Administrative Officer/Finance Officer updated the Finance Committee on COVID-19. Staff finished the Public Assistance Project Submission for reimbursement of COVID-19 related expenses. The District is looking at grant opportunities related to COVID and other federally funded sources. FEMA is requesting inventory of supplies purchased for the pandemic. FEMA has created new language in the process that states supplies being reimbursed cannot be in stock. Staff are currently finalizing a total count of inventory to be submitted with the reimbursement request.

4. Pending District Analysis

Administrative Officer/Finance Officer Harris discussed the District will be finalizing the first part of the pension analysis by January 2021. This analysis will look at short-term and long-term funding strategies. This will be an ongoing analysis and will look at 5-year, 10-year, and 20-year forecasts.

Staff will be completing the Annual Leave/Sick Leave Liability analysis that Director Nelson requested and received consensus on the completion of this document. This document will show what the total liability would be on the books looking at accruals through an employee's career. The District's long-term financial plan is currently in the analysis phase. There are many components to this plan, and it will change throughout the years as the District gathers information and makes determinations.

5. Quarterly Financial Update – Overview

Administrative Officer/Finance Officer Harris stated that some reports were not finalized from the County of San Diego until the end of October 2020 that delayed completion of the quarterly financials. Revenue streams are currently steady and property tax information on target for this time of year. The District had borrowed \$5 million from the County of San Diego – trending where we usually are for this time of the fiscal year. The Board of Directors will receive the quarterly financial update at the November 10, 2020 regular board meeting.

The Finance Committee thanked staff for their work on the ongoing financial planning for the District.

**Next Meeting:** Wednesday, January 27, 2021 at 10:00 am.

**Adjournment:** Committee Chair McKenna adjourned the meeting at 10:39 am.

Prepared and Submitted by:

[Leah Harris](#)

Administrative Officer/Finance Officer

Board Recording Secretary