

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
FINANCE COMMITTEE MEETING  
Minutes – May 23, 2013**

*MISSION STATEMENT*

*In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.*

**Location:** 1500 Bollinger Canyon Road  
Administrative Building-Boardroom  
San Ramon, CA 94583

**Board Members Present:** Directors Kerr, and Umont.

**Staff Present:** Chief Meyer, Fire Marshal Kiefer, Battalion Chief Viera, Administrative Services Director Leete, Finance Supervisor Sasser, Technology Systems Manager Call, District Clerk Brooks.

Financial consultant, Ken Campo was also present at this meeting.

At this time in the meeting, Director Kerr stated that item 3.5 on the agenda – discussion regarding District Accreditation would be pulled from the agenda.

1. **Call to Order**

The Committee meeting was called to order at 10:00 a.m. by Director Kerr.

2. **Public Comment**

There was no public comment.

3. **New Business**

3.1 Approval of Minutes of the April 11, 2013 Committee meeting.

Approved by the Committee.

3.2 Discussion regarding the Board of Directors and Fire Chief Goals and Objectives for Fiscal Year 2013-2014.

Chair Kerr opened the meeting stating that the District is operating on direction listed in the District Strategic Plan. Chief Meyer stated that he sent his goals as Fire Chief to the Board this week. Chief Meyer also discussed Board Goals for 2013-14 stating he would like to see about five measureable goals in each of these departments. Discussion regarding what a firm number of what our reserves should be was also discussed.

3.3 Discussion regarding recommended Debt Management Policy.

Finance Supervisor Sasser provided the background of this item stating that the Government Finance Office recommended local governments adopt comprehensive written debt management policies. Supervisor Sasser recommended the Finance Committee authorize staff to present the Debt Management Policy for adoption by the Board of Directors and the June 26<sup>th</sup> Board meeting. The Committee concurred.

3.4 Discussion regarding 2013-2014 Annual Operating Budget.

Chief Meyer stated that the power point budget presentation to be presented at this meeting would have one time budget saving options in red at the end of the document. Administrative Services Director Leete proceeded to go through each department's budget with discussion following. The Committee then discussed Station 32 and options. Chief Meyer stated he will be providing a timeline regarding new and current Station 32 options in the next several months. The Annual Board Budget Workshop is scheduled for May 29, 2013 at 9:30 a.m.

Director Kerr thanked everyone for attending the meeting.

4. **Adjournment**

The meeting adjourned at 11:25 a.m.

Prepared by:



Susan F. Brooks  
District Clerk