

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
FINANCE COMMITTEE MEETING**

**August 3, 2023 – 10:00 a.m.**

**Meeting Location:** SRVFPD Administrative Offices – Boardroom  
1500 Bollinger Canyon Road, San Ramon, CA 94583

**Website:** <https://www.firedepartment.org/>

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**Committee:** Vice President Kerr (Chair), Director Stamey

**AGENDA**

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**

Pursuant to the Ralph M. Brown Act (Government Code §54950 *et. seq.*), members of the public may comment on Agenda items and non-Agenda items related to any subject pertaining to District business during the Public Comment period. The time allotted for each speaker is determined by the Personnel Committee Chair and may be limited to three (3) minutes.

- 3. NEW BUSINESS**

- 3.1 Approve the Minutes from May 23, 2023 Finance Committee Meeting.
- 3.2 Evaluate feasibility and impacts of increasing the reserve.
- 3.3 Review the current status of the CIP reserve in light of future station and apparatus needs.
- 3.4 Review reserve policy.
- 3.5 Consider policy development relevant to potential environmental impacts confronting the District and how to keep them to a minimum. Discuss green policy/initiatives.
- 3.6 Update on performance of investment consultant Chandler Asset Management, Inc.
- 3.7 Review SOC challenges.
- 3.8 Evaluate workers' compensation policy as self-insured entity.

- 4. ADJOURNMENT**

Prepared by:

*Stephanie Brendlen*

Stephanie Brendlen, District Counsel/District Clerk

*Agenda posted on July 28, 2023 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at [www.firedepartment.org](http://www.firedepartment.org).*

*The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact the District Clerk at (925) 838-6661.*

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
FINANCE COMMITTEE MEETING AGENDA**

**May 23, 2023 MINUTES**

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**Location:**        **San Ramon Valley Fire Protection District  
Administrative Offices – Boardroom  
1500 Bollinger Canyon Road, San Ramon, CA  
94583**

**Committee Members Present:**    Vice President Kerr (Chair), Director Stamey

**1.    CALL TO ORDER**

Chair Kerr called the meeting to order at 2:01 p.m.

**2.    PUBLIC COMMENT**

There was no public comment.

**3.    NEW BUSINESS**

3.1    Approve the Minutes from the February 11, 2019 and May 5, 2022 Finance Subcommittee Meetings.

Director Stamey made a motion to approve the Minutes from the February 11, 2019 and May 5, 2022 Finance Subcommittee Meetings; seconded by Chair Kerr. Motion carried unanimously.

3.2    Measure X Update.

Administrative Services Consultant Ken Campo provided a Measure X Update, including a report of \$4.7 million of “ongoing” Measure X funds available. Director Stamey asked Finance staff to provide the Board with an update on Measure X accounting. Finance is drafting a letter on behalf of the Contra Costa County (CCC) Fire Chiefs to the CCC Board of Supervisors asking for \$1.8 million to cover the District’s fixed debt service.

3.3    Self-Insurance Analysis – Delta Dental.

Chief Finance Officer Davina Hatfield presented a report on the District’s self-insured dental plan.

3.4    Excess Workers’ Compensation Insurance.

Administrative Services Consultant Campo provided a report on the District’s Excess Workers’ Compensation Insurance. Finance staff recommends to maintain the \$4,000,000 million self-insured retention (SIR). The Committee supports staff’s recommendation and will report to the Board its options.

3.5    Unfunded Liability Update.

Chief Finance Officer Hatfield presented an update on unfunded liabilities.

3.6    Preliminary Budget Forecast.

Chief Finance Officer Hatfield provided the Committee with a preliminary budget forecast.

4. **ADJOURNMENT**

The Committee meeting was adjourned at 3:24 p.m.

Prepared by: \_\_\_\_\_  
Stephanie Brendlen  
District Counsel/District Clerk

Approved by: \_\_\_\_\_  
Jay Kerr  
Director/Finance Committee Chair