



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
April 30, 2024

1 The meeting was called to order by Director Davis at 1:00 pm.

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3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

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6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM Jennifer Crayne, B/C Dan Peters, B/C
8 Jeff Whittet, D/C John Dicochea, and IT Manager Azar Mashintchian.

9

10 **OTHERS PRESENT**

11 Thomas Gairing

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 No public comments were made.

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16 **AGENDA ADJUSTMENTS**

17 None.

18

19 **CONSENT CALENDAR**

20 1. Finance Committee Meeting Minutes 2/20/24

21

22 No public comment.

23 M/s Goines/Davis to accept the consent calendar

24 Motion carried: 2-0-0

25

26 **NEW BUSINESS**

27 1. Review of Draft Preliminary Budget for FY 2024-2025

28 The Finance Committee will review the Draft Preliminary Annual Budget 2024-2025, and make
29 a recommendation to the full Board of Directors.

30 Chief Tyler thanked FD Valenti and the staff for carefully reviewing their budget items,
31 reviewing terms of contracts, and determining areas where money could be saved, especially in
32 the IT Division. Chief Tyler commented that we are on track with the timeline for the budget,
33 however, we are still waiting for the final numbers from MCERA (contribution rates), FRMS
34 (work comp premiums), and health insurance premiums. He anticipates there will need to be a
35 Special Finance Committee in May.

36 FD Valenti reviewed the FY 24/25 preliminary annual budget.

37 **Summary**

- 38
- 39 • Total Revenues \$40,568,766
 - 40 • Total Expenditures \$43,961,493
 - 41 • Decreases to Fund Balance \$6,550,250

42 **Revenue:**

- Total Property Taxes \$34,867,749 = 2.2% increase from FY 23/24



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- 43 • Charges for Services \$3,257,660
- 44 • Revenue from Use of Money \$156,920
- 45 • Total Revenues \$40,568,766

46 **Expenditures:**

- 47 • Operating Budget Expenditures \$36,785,243
- 48 • Inter-Governmental Transfers \$1,200,000
- 49 • Capital Budget Expenditures \$5,976,250
- 50 • Total Expenditures = \$43,961,493

51 **Budget Comparison:**

52 FD Valenti provided a budget comparison between the FY 23/24 adopted budget and the
53 proposed FY 24/25 budget. He noted the following:

- 54 • Program Expenditures which include EMS, Prevention, Operations, Organizational
55 Resources and Support, and Training increased by 4.64% or \$1,631,816 compared to the
56 adopted FY 23/24 budget.
- 57 • Personnel increased by 6.62% or \$1,832,844 compared to the adopted FY 23/24 budget.
- 58 • Services and Supplies decreased by -0.47% or -\$33,824 compared to the adopted FY
59 23/24 budget.
- 60 • Debt Service decreased by -50.25% or \$167,204 to the adopted FY 23/24 budget.
- 61 • Personnel (Allocated Positions) increased by 2 for a total of 86
- 62 • Revenue increased by 1.59% or \$634,750 compared to the adopted FY 23/24 budget.

63 Chief Tyler discussed planning for additional staffing. In addition to the Director of
64 Organizational Resources and the Training Captain, currently funded out of reserves, the
65 proposed budget includes 2 part-time IT assistants and 1 part-time inspector.

66
67 Director Goines asked if FD Valenti could prepare a document that identifies key vulnerabilities
68 or indicators that may directly affect the economy, expenditures, revenues, and property taxes.
69 FD Valenti responded that it is a work in progress and he has started to build the key indicators
70 and variables.

71
72 Director Goines asked how much money is set aside in reserves. FD Valenti reported that there is
73 enough money in reserves to cover one year of expenditures.

74
75 Chief Tyler explained that the preliminary budget will be brought back to the Finance Committee
76 before the end of June for a more intensive review with final numbers included. If there are any
77 questions or if committee members want to see a different analysis of the preliminary budget,
78 please contact Chief Tyler or FD Valenti.

79
80 There was no public comment.

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82 **INFORMATIONAL ITEMS**

- 83 • The next Finance Committee meeting will be held on July 16, 2024.

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85 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**
86 Committee members may discuss or request future agenda items for Committee consideration.

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88 **ADJOURNMENT**

89 There being no further business to conduct, Director Davis adjourned the meeting at 1:52 pm

90
91 Respectfully Submitted,

92
A handwritten signature in black ink that reads "Jennifer Crayne".

94

95 Jennifer Crayne
96 Clerk of the Board