

THE MARIN WILDFIRE PREVENTION AUTHORITY
FINANCE COMMITTEE MEETING
MID-YEAR/POLICY REVIEW
10:00 a.m. Tuesday, December 8, 2020
Via teleconference due to Coronavirus (COVID-19)
MINUTES

1. Call to Order. Director Hilliard called the meeting to order at 10:00 a.m.

2. Roll Call.

Directors – In Attendance: Bruce Goines (Novato Fire), David Kimball (Bollinas Fire District), Cathryn Hilliard (Southern Marin Fire), Dan Schwarz (Larkspur)

Directors- Absent: Tom Finn (Sleepy Hollow), Jason Weber (County of Marin),

Staff in Attendance: Executive Officer Mark Brown, MWPA Treasurer Alyssa Schiffmann

3. Agenda Adjustments.

Executive Officer Brown asked that item #6 be moved in front of item #5.

M/s, Goines/Kimball, motion to move agenda item #6 ahead of item #5.

Ayes: All

Absent: Finn, Weber

4. Open Time for Public Expression.

There were no comments.

6. Financial Policy Review

Executive Officer Brown presented the staff report. The subcommittee consists of President Goines, Director Finn, Director Hilliard, and Treasurer Schiffmann. He is also on the subcommittee.

Treasurer Schiffmann stated the subcommittee discussed the following policies: 1) Fund disbursements; 2) Purchasing (spending limits); 3) Credit card purchasing; 4) Accounting, Auditing, and Financial Reporting; 5) Internal Control and Whistleblower; 6) Web transparency.

The Finance Committee had questions.

Director Hilliard opened the meeting to public comments.

There were no comments.

Director Hilliard closed the meeting to public comments.

M/s, Kimball/Goines, motion to authorize the Executive Officer to prepare a Resolution adopting these policies for approval by the Board. Section 12.03 shall include language defining “core” spending.

Ayes: All

Absent: Finn, Weber

5. Review of Mid-Year Budget Status

Executive Officer Brown presented a staff report and discussed the amendments.

There were no questions or comments from the Finance Committee.

Director Hilliard opened the meeting to public comments.

There were no comments.

Director Hilliard closed the meeting to public comments.

M/s, Goines/Schwarz, motion to recommend approval of the amended mid-year budget to the Board.

Ayes: All

Absent: Finn, Weber

7. Planning and Program Manager Salary Range and Allocation

Executive Officer Brown presented a staff report.

The Finance Committee had questions.

Director Hilliard opened the meeting to public comments.

Mr. Bruce Bartel stated he would like to see more definition in terms of administrative vs. "on the ground" work.

Director Hilliard closed the meeting to public comments.

The Finance Committee had comments.

Executive Officer Brown stated he would work with President Goines and Director Coler on the language for this position.

8. Informational Items

There were no additional items.

9. Committee Members Request Future Agenda Items

There were no additional requests

10. Adjourn- Director Hilliard adjourned the meeting at 10:58 a.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary