

**San Miguel Consolidated Fire Protection District  
Special Finance Committee Meeting  
Wednesday, June 7, 2023, at 10:00 am**

***Minutes***

*(Final minutes will be posted after approval by Finance Committee)*

***Chair Raddatz called the meeting to order at 10:07 am***

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

Members Absent: None

Staff Present: Fire Chief Brainard, Administrative Officer/Finance Officer Harris,  
Division Chief Lawler, Division Chief Quinlan

**APPROVAL OF AGENDA**

[By Committee consensus, the agenda was approved.](#)

*The Agenda for the Finance Committee Meeting of June 7, 2023, was posted at District Headquarters on Friday, June 2, at 10 am.*

**PUBLIC COMMENT** – None

**INFORMATIONAL AGENDA ITEMS**

- 1. Financial Management Policy** – The Finance Committee continued working on the draft Financial Management Policy.

Administrative Officer/Financial Officer (AO/FO) Harris – Executive staff needs one more week to get a better outline of the policy and move some things around. AO/FO Harris completed a course on financial policies and would like to use some of that information in the Financial Management Policy. The deadline would be June 16 to bring forward to the Finance Committee for review before going to the Board prior to the Board Finance Workshop. If the Board agrees to go forward, the Financial Management Policy should be adopted by resolution.

Director Nelson verified with the Committee that changes to the Financial Management Policy would require a Super Majority vote (5 out of 7 votes).

Director Raddatz asked how the investment policy would be addressed. AO/FO Harris said the investment policy will be part of the Financial Management Policy rather than the District Finance Policy.

- 2. Association of San Miguel Chief Officers Communications** – Chief Quinlan shared that the Chief Officers are in the process of selecting a new President.
- 3. Association of San Miguel Firefighters Communications** – None.
- 4. Committee Member Comments** – AO/FO Harris shared her experience with other finance officers in the fire service.

**5. Action Plan Recap –**

- a. AO/FO Harris will prepare final edits and get the Financial Management Policy to the Finance Committee by June 16, 2023.
- b. Financial Management Policy will be sent to the Board by June 22, 2023.

*The next Finance Committee meeting will be Wednesday, **June 21, 2023, at 10:00 am.***

***Chair Raddatz adjourned the meeting at 10:40 am.***

Prepared and Submitted by:

*Diana Derobertis*

Administrative Analyst  
Board Recording Secretary