



El Dorado County Emergency Services Authority

Finance Committee Meeting

Wednesday, August 7, 2013 – 1:00 p.m.

DS/ED Fire Station #49, Conference Room, 501 Main Street, Diamond Springs, CA

Minutes

Attendees:

- | | |
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| <input checked="" type="checkbox"/> Rescue Fire, Chair , Chief Tom Keating | <input type="checkbox"/> Pioneer Fire, Chief Robert Gill |
| <input type="checkbox"/> CAL FIRE, Vice Chair , Battalion Chief Joe Tyler | <input type="checkbox"/> Alternate Battalion Chief Mike Webb, CAL FIRE |
| <input type="checkbox"/> El Dorado Hills Fire, Chief Dave Roberts, AB | <input type="checkbox"/> El Dorado County Fire, Chief Mike Hardy |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Greg Schwab | <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Jim O’Camb |
| <input checked="" type="checkbox"/> El Dorado County Fire, Division Chief Tim Cordero | <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Rob Combs |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Assistant Chief Bryan Ransdell | <input checked="" type="checkbox"/> JPA, Executive Director Marty Hackett |

Guests: none

1. Call to Order

Chairman Keating called the meeting to order at **13:01** hours.

2. Approval of Agenda

Motion to approve Agenda by Chief Combs, seconded by Chief Schwab.

3. Approval of Finance Meeting Minutes of June 5, 2013:

Motion to approve Minutes by Chief Combs, seconded by Chief Schwab.

4. Old Business

4.1. FY 12/13 Revenue & Expenditure Update

- Discussed expenses very nearly matching estimated budgets with understanding that Fiscal Year is not closed and some expenses not reflected yet.
- Discussion of Miwok Tribe expected funds and the timing of the deposit which resulted in lower than expected revenue. Negotiations still under way for renewal of contract.
- Agenda item re: contract
- Committee requested details behind credit line items for July, December and March under JPA 4000 expense.

5. New Business

5.1. Cost Control Working Group. - No new updates.

5.2. Discuss Audits of FY 09/10, 10/11, 11/12 & 12/13. – Firm is thorough; we are expecting findings but good opportunity for process improvement. They are challenged as well with the variation in processes across the different agencies. Inventory discussion and capital item accumulated depreciation. DS goes by \$1500 valuation or more that is durable (more than 5 years). This is in line with County Auditor guidelines.

5.3. Discuss new billing process. – Discussion of approval stamp usage. Audit trail must indicate level of review and approval.

- 5.4. Discuss and recommend proposed change in fuel bill processing. Voyager not following up to our inquiries. Received Wex Fleet information this morning and getting more information on their benefits. Card for each Medic Unit, each a PIN specific to MU. Spare needed. Suggested to have them enter vehicle mileage at time of fill up. Develop Fuel Card Policy. By VIN number and not MU since that changes. For those districts that use their own or by 5 digit JPA asset tag number.
6. **Adjournment** – A motion to adjourn the meeting at 13:51 was made by Combs; seconded by Cordero and motion carries unanimously.

Next Finance Committee Meeting ~ September 4, 2013

*Please park at the Fireman's Hall or the JPA parking lot as the Commercial Businesses need their parking available for customers ~ Thank you *