



**EL DORADO COUNTY FIRE PROTECTION DISTRICT
SPECIAL BOARD MEETING**

AGENDA

**El Dorado County Fire Station 28
3860 Ponderosa Road
Shingle Springs, CA 95682**

**Director Gilchrest
3201 Royal Drive
Cameron Park, CA 95682**

**June 1, 2023
9:00 A.M. Open Session**

Join Zoom Meeting
<https://us02web.zoom.us/j/87839403825?pwd=eFlmeVZVU3hLVU9EMVlvQTNDUxQUT09>

Meeting ID: 878 3940 3825
Passcode: 279381

One tap mobile
1(669)900-9128

Fire Chief, Tim Cordero

**Mark Brunton (Div. 1) – Vice Chair
Mickey Kaiserman (Div. 2) - Chair
Lloyd Ogan (Div. 3)**

**Jim Edmiston (Div. 4)
Paul Gilchrest (Div. 5)**

1:00 P.M. OPEN SESSION

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. PLEDGE OF ALLEGIANCE:**

4. APPROVE AGENDA:

5. PUBLIC COMMENT:

(Any person wishing to address the Board on any item that is not on the agenda may do so at this time. Public comments are limited to three minutes per person.)

6. DEPARTMENTAL MATTERS:

A. Administrative – Fund Balance Allocation

• Draft Policy 3025

1. Review and Approve

7. ADJOURNMENT:

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact Fire Chief Tim Cordero by telephone at 530-644-9630 or by fax 530-644-9636. Request must be made as early as possible and at least one full business day before the start of the meeting.



To: Board of Directors
From: Tim Cordero, Fire Chief
Date: May 31, 2023
Subject: Fund Balance Allocation

During the May 18, 2023, Board of Directors meeting, Chief Dutch and our CPA, Michael O., presented the Board with our upcoming preliminary operating budget and additional information pertaining to the current fiscal year. The report to the Board included concern that with some of the larger purchases and projects this fiscal year, coupled with some of the processing challenges at the County level, the Board may need to allocate funds from reserves to cover expenses while revenues have not yet been received. The verbal report also included concern that depending on the timing, the district may be in a position where expenses exceed our available revenues, which may result in the County no longer processing payments until additional revenues are received.

On May 30, 2023, the District was notified by County staff that Board action would be needed to allocate additional revenue to the current fiscal year to continue processing payments on behalf of the district.

Staff is recommending the Board approve a fund balance allocation of \$2,000,000.00 to cover approved expenses within the current 2022/2023 operating budget to cover delays in revenue. Staff is also providing the Board with a DRAFT policy, 3025 Fund Balance, to ensure the allocation of funds is temporary to cover delays in revenue and must be returned to our undesignated reserves at the close of the 2022/2023 budget cycle this fall.

Attachments:
DRAFT ECF Board Policy 3025

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Fund balance

POLICY NUMBER: 3025

3025.10

Upon approval by the Board of Directors, the District will designate \$2,000,000.00 as an annual fund balance for the operating budget.

3025.20

The \$2,000,000.00 fund balance allocation will be deemed to be a mandatory required return to the undesignated reserve balance at the official close of the operating budget process.

3025.30

The \$2,000,000.00 fund balance allocation must only be used to cover revenue posting delays that are attributable to revenue allocations that have not yet been processed by the County of El Dorado within a given respective fiscal year.

3025.40

The Board of Directors must conduct an official reconciliation process at the close of each operating budget cycle to ensure that the full \$2,000,000.00 fund balance has not been reduced for any unbudgeted items within the respective budget year.

3025.50

If the Board of Directors concludes that any amount of the \$2,000,000.00 fund balance has been spent on any unbudgeted items, they must then direct the Fire Chief to develop a risk mitigation plan that reduces expenditures within the current operating budget to an exact amount that serves to recover what has been drawn down from the starting \$2,000,000.00 fund balance.