



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
BUDGET MEETING MINUTES
February 3 , 2023 10:00 AM**

Page 1 of 2

1 CALL TO ORDER

The meeting was called to order by Director Dunken at 10:02 AM.

2 ROLL CALL

DIRECTORS PRESENT

Boyd, Duken

STAFF PRESENT

Chief Kerry Robinson (joined part way through), Jessica Keizer, Clerk

#3 PUBLIC EXPRESSION

None

#4 NEW BUSINESS

a. Mid year review of 2022/2023 Budget-

The Committee reviewed the current Budget versus Actuals report. It was determined that further clarification would be nice in the Donations category that would separate out the funds received from Cost Recovery (PG&E funds). It was also determined that during our Mid Year review of the Budget it will be necessary to make a mid-year adjustment to the budget, to reflect the fund that are being received and expended from the PG&E monies. Several avenues for financial resources are going to be looked into such as the Cerf Funds and Rail Trail funding for affected agencies.

In reviewing the purchasing process, it was determined that the Committee would like clarification at the next Board meeting of the Fiscal Officer and its associated duties as well as an official appointment of the Fiscal Officer.

The Committee would also like modify and refine the current purchasing policy for the District. Hopefully presenting a draft of this policy at the next Board Meeting.

b. 2023-2024 Budget Commencement-

Before getting started on the new budget the Committee requested timelines form the County as to when they would close their books for the 2021/2022 Fiscal year so that we can update our year end totals. It was also requested from the Committee to find our what is our amount in reserve from last year and the balances of the General fund as well as the Equipment Fund. Jessica Keizer will obtain this information as well reach out to find out when the District will start to receive funds from Measure P.



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Page 2 of 2

#5 ADJOURNMENT

Next Budget Meeting will be February 14, 2023 at 10:00AM

Meeting was adjourned at 12:05PM.

Stephanie Dunken-Director

Jessica Keizer Clerk