

FAC Meeting Minutes – October 16, 2023

1. FAC Member in attendance:
 - a. Dennis Howe
 - b. Mitch Gluck
 - c. Luke Moran
2. Dennis informed members that the current spreadsheet is Version 4. It includes automated Personnel and related cost updates with all Priorities 1-3.
 - a. Prior to uploading data, make sure the Priority filter is “unfiltered” to expose all possible entries and priorities for departments.
3. Dennis reminded members to heed the progress milestones on interviews with Department Heads –
 - a. October 15th deadline for initial meetings and draft submission.
 - b. October 23rd deadline for Departmental submissions to FAC
 - c. October 24th deadline to begin consolidation into spreadsheet.
 - d. November 7th deadline to provide data to BOS for consideration.
 - e. Luke mentioned that he was, again, having difficulty with his Department Heads to return his phone calls and emails.
4. CIP update – department feedback
 - a. FAC member discussed how to address entering vehicle information for the CIP requirement. Getting current replacement vehicle prices is difficult for some to obtain from vendors. Fire Department vehicle replacement costs have risen dramatically. One possible alternative to purchasing these vehicles may be to lease these vehicles.
5. 3rd Quarter QBR reporting
 - a. Discussed a way forward to present the BOS with 3rd Quarter QBR findings.
 - b. Estimate remaining execution (monthly, quarterly, or seasonal) for 4th Quarter and add to existing 1-3 Quarters data. Identify that number for the estimated Fiscal Year expenditures.
 - c. Complete analysis NLT October 23rd to include estimated 2023 Fiscal Year expenditures.
 - d. Summarize detailed lines with expenditure expectations and summarize the aggregate Department numbers for over (under) expenditures.
 - e. Resulting information will be provided to the BOS for their review and fund use.

Dennis Howe
Finance Advisory Committee Chairman