

**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 15<sup>th</sup> deadline for initial meetings and draft submission.
  - b. October 23<sup>rd</sup> deadline for Departmental submissions to FAC
  - c. October 24<sup>th</sup> deadline to begin consolidation into spreadsheet.
  - d. November 7<sup>th</sup> 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. 3<sup>rd</sup> Quarter QBR reporting
  - a. Discussed a way forward to present the BOS with 3<sup>rd</sup> Quarter QBR findings.
  - b. Estimate remaining execution (monthly, quarterly, or seasonal) for 4<sup>th</sup> Quarter and add to existing 1-3 Quarters data. Identify that number for the estimated Fiscal Year expenditures.
  - c. Complete analysis NLT October 23<sup>rd</sup> 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