



RODEO-HERCULES FIRE PROTECTION DISTRICT

1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547

(510) 799-4561 FAX: (510) 799-0395

REGULAR BOARD MEETING MINUTES

January 8, 2020

1. CALL TO ORDER/ROLL CALL

Directors Present: Covington, Hill, Gabriel

Directors Absent: Prather, Thorpe

2. PLEDGE OF ALLEGIANCE (00:45)

3. ANNOUNCEMENTS (00:56)

None.

4. CONFIRMATION OF AGENDA (01:03)

None.

5. BOARD CORRESPONDENCE (01:15)

None.

6. PUBLIC COMMUNICATIONS (01:24)

None.

7. CONSENT CALENDAR (01:43)

Director Hill made a motion to approve meeting minutes of October 1, 2019 and November 13, 2019, Director Covington seconded motion. Motion passed 3-0.

8. BOARD PRESENTATION (DIRECTOR HILL) (05:32)

Video produced by East Contra Costa County Fire Protection District.

9. 2020-21 BUDGET (Possible Action Item) (16:05)

A. Selection of Budget Ad Hoc Committee

Director Covington nominated himself.

Director Hill nominated himself.

Director Hill made a motion to appoint Director Covington to budget ad hoc committee; seconded by Director Gabriel.

ROLL CALL VOTE

Director Covington-yes

Director Gabriel-yes

Director Hill-yes

Motion passed 3-0-2 absent.

Director Covington made a motion to appoint Director Hill to budget ad hoc committee; seconded by Director Gabriel.

ROLL CALL VOTE

Director Covington-yes

Director Gabriel-yes

Director Hill-yes

Motion passed 3-0-2 absent.

10. REVIEW OF TRANSMITTALS (Possible Action Item) (20:02)

Discussion to remove Transmittals from Agenda. No action taken.

11. FIRE CHIEF REPORT (29:18)

Chief Craig gave some highlights on Fire Chief's report.

12. STAFF REPORTS

13. BOARD MEMBER REPORTS (37:32)

A. LAFCO-none.

14. MEASURE O OVERSIGHT COMMITTEE REPORT (38:02)

Chief Craig reported out that Committee received and accepted Fire Chief's Measure O report.

15. AD HOC BOARD COMMITTEE REPORTS (38:54)

- a. Reserve Program ad hoc committee (Prather & Thorpe)-none
- b. Proposition 172 ad hoc committee (Gabriel)-none.
- c. Strategic Planning ad hoc committee (Gabriel & Prather)-still working on meeting.

15. LOCAL 1230 CORRESPONDENCE (39:46)

Chief Craig relayed message from Local 1230 regarding working with Board in 2020.

17. ADJOURN TO CLOSED SESSION (NO RECORDING DEVICES ARE PERMITTED) (40:10)

18. CLOSED SESSION (40:11)

A. Closed Session pursuant to Government Code Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
TITLE: FIRE CHIEF

19. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT (40:21)

Attorney Pio Roda reported out by a vote of 3-0, the board approved Fire Chief's performance evaluation for 2018-19, to be placed in his confidential personnel file.

20. REQUESTS FOR FUTURE AGENDA ITEMS (40:46)

None

21. ADJOURNMENT (40:55)

Meeting adjourned at 8:05 p.m.

Audio from this board meeting can be heard at www.rhfd.org
Number in parenthesis is time stamp where agenda item begins.

Board Secretary

Rodeo Hercules Fire Protection District-General Fund 7800

Transaction List by Date

January 2020

Date	Name	Memo	Account	Amount
01/01/2020	The Standard	January 2020	1060 · EMPLOYEE GROUP INSURANCE	577.50
01/01/2020	American Messaging	January 2020	2110 · COMMUNICATIONS	38.01
01/01/2020	IEDA, INC.	January 2020	2310-09 · REGULAR CONTRACT SERVICES	1,587.00
01/01/2020	ricoh	Copy Charges	2250 · RENTS & LEASES -EQUIPMENT	279.28
01/01/2020	Greg Kennedy	December 2019	2310-08 · TRAINING SERVICES	2,000.00
01/02/2020	American River Benefit Administrators	February 2020	1060 · EMPLOYEE GROUP INSURANCE	565.44
01/02/2020	FASIS	3rd Quarter Payment	1070 · WORKERS COMPENSATION INS	64,444.00
01/02/2020	AT&T Mobility	12/03-01/02/2020	2110 · COMMUNICATIONS	204.02
01/07/2020	Health Care Dental	January 2020	1060-3 · Dental	2,720.43
01/08/2020	Vision Service Plan	Vision	1060-4 · Vision	491.60
01/08/2020	McKesson Medical	Medical Supplies	2140 · MEDICAL & LAB SUPPLIES	166.89
01/09/2020	Team People	AV Tech Assistance for 01/08/20 Meeting	2310-09 · REGULAR CONTRACT SERVICES	504.00
01/10/2020	P.G. & E.	Station 76-01/09-02/08/2020	2120 · UTILITIES	724.67
01/10/2020	California Firefighter Joint Apprenticesh	JAC Funds for Training	2477 · ED SUPPLIES AND COURSES	-3,615.00
01/10/2020	4850 Reimbursement	4850 Reimbursement	1011 · PERMANENT SALARIES	-2,502.76
01/10/2020	4850 Reimbursement	4850 Reimbursement	1011 · PERMANENT SALARIES	-2,502.76
01/10/2020	VALLEJO FIRE EXTINGUISHER	Hydro Testing	2270 · MAINTENANCE -EQUIPMENT	88.66
01/10/2020	VERIZON WIRELESS	12/11-01/10	2110 · COMMUNICATIONS	19.06
01/13/2020	Pinole Goodyear	7501-Tires	2273 · CENTRAL GARAGE TIRES	931.55
01/13/2020	Pinole Goodyear	7501-Labor Charge	2273 · CENTRAL GARAGE TIRES	30.00
01/13/2020	P.G. & E.	Station 75-12/11-01/09/2020	2120 · UTILITIES	291.80
01/14/2020	Entenmann-Rovin Co.	Badge	2479 · OTHER SPECIAL DEPARTMENTAL EXP	83.83
01/14/2020	Municipal Resource Group	Employee Development	2310-02 · FINANCIAL CONSULTING	1,613.68
01/15/2020	UPS Store	Correction of UPS Invoice	2100 · OFFICE EXPENSE	-43.96
01/16/2020	J. W. Enterprises	February 2020	2281 · MAINTENANCE-BLDGS AND GROUNDS	359.00
01/16/2020	P.G. & E.	Station 75-12/12-01/10/2020	2120 · UTILITIES	22.15
01/17/2020	Police & Sheriffs Press	Department ID Card	2479 · OTHER SPECIAL DEPARTMENTAL EXP	17.55
01/20/2020	Boundtree Medical	Medical Supplies	2140 · MEDICAL & LAB SUPPLIES	196.57
01/20/2020	Municipal Resource Group	Services Rendered Oct-Dec 2019	2310-02 · FINANCIAL CONSULTING	10,800.00
01/21/2020	Alameda County Fire Dept.	Q76 Repairs	2271 · CENTRAL GARAGE REPAIRS	7,904.13
01/21/2020	Alameda County Fire Dept.	E76 Repairs	2271 · CENTRAL GARAGE REPAIRS	1,235.51
01/21/2020	VERIZON WIRELESS	12/22-01/21	2110 · COMMUNICATIONS	532.24

Rodeo Hercules Fire Protection District-General Fund 7800

Transaction List by Date

January 2020

01/22/2020	The Standard	February 2020	1060 · EMPLOYEE GROUP INSURANCE	577.50
01/24/2020	Boundtree Medical	Medical Supplies	2140 · MEDICAL & LAB SUPPLIES	52.50
01/24/2020	P.G. & E.	Station 75-12/24-01/23/20	2120 · UTILITIES	225.77
01/25/2020	O'Relly Auto Parts	Vehicle Maintenance Supplies	2281 · MAINTENANCE-BLDGS AND GROUNDS	93.64
01/29/2020	Int Assoc Fire Chiefs	Membership Dues	2200 · MEMBERSHIPS	285.00
01/30/2020	Mark Pedroia	January 2020	2310-07 · FIRE INSPECTIONS SERVICES	401.76

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: BOARD of DIRECTORS

FROM: Bryan Craig, Fire Chief

DATE: February 12, 2020

RE: Annual Audit

BACKGROUND

In accordance with general accounting principles, the District contracts and conducts a financial audit, by an independent contractor, of the District finances. For the third consecutive year, the District engaged and contracted the services of Harshwal and Company LLP to provide the following services as required:

Basic Financial Statements and Memorandum of Internal Control
Preparation of Annual Report of Financial Transactions for the District (SCO Report)
Single Audit Report for fiscal year ending June 30, 2019 (Measure "O")

Representatives from Harshwal and Company are here to present their findings.

RECOMMENDATION

It is recommended that the Board of Directors receive and accept the *Basic Financial Statements, Memorandum on Internal Control and Required Communications* and *Single Audit Report For The Year Ended June 30, 2019* as prepared by Harshwal and Company LLP. This is an action item.

ATTACHMENTS:

Basic Financial Statements For The Year Ended June 30, 2019
Memorandum on Internal Control and Required Communications For The Year Ended June 30, 2019
Single Audit Report For The Year Ended June 30, 2019

**RODEO - HERCULES FIRE PROTECTION DISTRICT
HERCULES, CALIFORNIA**

AUDITED FINANCIAL STATEMENTS

JUNE 30, 2019

RODEO - HERCULES FIRE PROTECTION DISTRICT
TABLE OF CONTENTS
JUNE 30, 2019

Page

FINANCIAL SECTION

Independent Auditor's Report.....	01
Management's Discussion and Analysis.....	04
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position.....	10
Statement of Activities and Changes in Net Position.....	12
Fund Financial Statements:	
Balance Sheet - Governmental Funds.....	13
Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Position.....	15
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds.....	16
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds to the Statement of Activities.....	18
Notes to the Financial Statements.....	19

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Changes in the Net Pension Liability and Related Ratios.....	39
Schedule of Contributions - Pension Plan.....	41
Schedule of Changes in the Net OPEB Liability and Related Ratios.....	42
Notes to Required Supplementary Information - OPEB Plan.....	43

SUPPLEMENTAL INFORMATION

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual:	
General Fund.....	45
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual:	
Capital Projects #1 Fund.....	46

FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
Rodeo - Hercules Fire Protection District
Hercules, California

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund, of the Rodeo - Hercules Fire Protection District, (the "District") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund, of the Rodeo - Hercules Fire Protection District as of June 30, 2019 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, required supplementary information related to Pension and OPEB as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Rodeo - Hercules Fire Protection District, California's basic financial statements. The Supplemental Information as listed in the Table of Contents is presented for purposes of additional analysis and is not a required part of the financial statements.

The Supplemental Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplemental Information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 30, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provision of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Harshwal & Company LLP

Oakland, California
January 30, 2020

**RODEO - HERCULES FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

Our discussion and analysis of the Rodeo - Hercules Fire Protection District (District) provides the reader with an overview of the District's financial position and performance for the period ending June 30, 2019. The Management's Discussion & Analysis (MD&A) describes the significant changes that occurred in general operations and discusses the activities during the year for capital assets and long-term debt. The discussion concludes with a description of currently known facts, decisions and conditions that are expected to impact the financial position of the District's operations. We encourage the reader to consider the information presented here in conjunction with the additional information furnished in our letter of transmittal.

FINANCIAL HIGHLIGHTS

Government-Wide Financial Statements

- The District ended its fiscal year with negative net position of \$9,243,401.
- The total Program Expenses were \$3,104,197.
- The total Program Revenues were \$371,012.
- The total General Revenues were \$8,650,576.
- The change in Net Position represents an increase of \$5,917,391.

Fund Financial Statements

- The General Fund operating revenues were less than its expenses leaving a fund balance of \$2,816,374.
- The Hercules Fire Impact Fund revenues exceeded its expenses leaving a fund balance of \$343,808.
- The Rodeo Fire Impact Fund revenues exceeded operating expenses leaving a fund balance of \$24,051.
- The Capital Projects #1 Fund operating revenues exceeded expenses leaving a fund balance of \$98,903.
- Measure O Parcel Tax Fund operating revenue exceeded expenses leaving a fund balance of \$217,401.
- At the end of the current fiscal year, unreserved fund balance for the General Fund was \$2,816,374. Restricted fund balance of the Hercules Fire Impact Fee Special Revenue Fund was \$343,808; and the Rodeo Fire Impact Fee Special Revenue Fund was \$24,051. Assigned fund balance of the Capital Projects # 1 was \$98,903; and the Measure O Parcel Tax Special Revenue Fund was \$217,401. In addition, the District has a line of credit funding source with the Kansas State Bank with a debt service fund balance of \$88,173.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

ANNUAL REPORT OVERVIEW

This annual report consists of a series of financial statements. The District's Basic Financial Statements are comprised of two components: Government-Wide Financial Statements and Fund Financial Statements.

Government-Wide Financial Statements

The *Government-Wide Financial Statements* provide the reader with a longer-term view of the District's activities as a whole and comprise the Statement of Net Position and Statement of Activities. The manner of presentation is similar to a private-sector business.

The *Statement of Net Position* presents information about the financial position of the District as a whole, including all its capital assets and long-term liabilities on the full accrual basis of accounting. Over time, increases or decreases in Net Position is one indicator in monitoring the financial health of the District.

The *Statement of Activities* provides information about all the District's revenues and expenditures on the full accrual basis of accounting, with the emphasis on measuring net revenues or expenditures of each specific program. This statement explains in detail the change in Net Position for the year.

All of the District's activities in the Government-Wide Financial Statements are principally supported by taxes, intergovernmental revenues, fire impact fees and inspection fees. The governmental activities of the District include fire protection and interest on long-term debt.

Fund Financial Statements

The fund financial statements are designed to report information about groupings of related accounts, which are used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A *fund* is a fiscal and accounting entity with a self-balancing set of accounts that the District uses to keep track of specific resources of funding and spending for a particular purpose.

All of the District's basic services are considered to be governmental activities. The District's services are supported by general District revenues such as taxes, intergovernmental revenue, developer impact fees and inspection fees. In the District's case, the six funds (General Fund, Capital Projects Fund, Debt service Fund, Measure O Parcel tax and two Developer Impact Fees) are presented individually.

The *Governmental Funds* focus on how money flows into and out of the fund and the balance left at year-end available for spending. These funds are reported using an accounting method called the *modified accrual* basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

FINANCIAL ACTIVITIES OF THE DISTRICT AS A WHOLE

This analysis focuses on the Net Position and changes in Net Position of the District's Governmental Activities, as presented in the Government-Wide Statement of Net Position and Statement of Activities as follows:

**Table 1
Net Position
Governmental Activities**

	<u>2018-2019</u>	<u>2017-2018</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Assets				
Current assets	\$ 3,867,048	\$ 2,219,449	\$ 1,647,599	74.2 %
Noncurrent Assets	88,173	88,173	-	- %
Capital assets	<u>1,991,289</u>	<u>2,207,590</u>	<u>(216,301)</u>	<u>(9.8)%</u>
Total assets	<u>5,946,510</u>	<u>4,515,212</u>	<u>1,431,298</u>	<u>31.7 %</u>
Deferred Outflows of Resources				
Related to pension	7,413,375	2,476,737	4,936,638	199.3 %
Related to OPEB	<u>-</u>	<u>30,389</u>	<u>(30,389)</u>	<u>(100.0)%</u>
Total deferred outflows of resources	<u>7,413,375</u>	<u>2,507,126</u>	<u>4,906,249</u>	<u>195.7 %</u>
Liabilities				
Current liabilities	516,946	623,439	(106,493)	(17.1)%
Noncurrent liabilities	<u>15,738,381</u>	<u>15,799,596</u>	<u>(61,215)</u>	<u>(0.4)%</u>
Total liabilities	<u>16,255,327</u>	<u>16,423,035</u>	<u>(167,708)</u>	<u>(1.0)%</u>
Deferred Inflows of Resources				
Related to pension	6,334,030	5,726,315	607,715	10.6 %
Related to OPEB	<u>13,929</u>	<u>-</u>	<u>13,929</u>	<u>100.0 %</u>
Total deferred inflows of resources	<u>6,347,959</u>	<u>5,726,315</u>	<u>621,644</u>	<u>10.9 %</u>
Net Position				
Net investment in capital assets	1,765,272	1,909,447	(144,175)	(7.6)%
Restricted for:				
Special projects and programs	367,859	266,236	101,623	38.2 %
Debt Service	88,173	88,173	-	- %
Unrestricted	<u>(11,464,705)</u>	<u>(17,390,868)</u>	<u>5,926,163</u>	<u>34.1 %</u>
Total Net Position	<u>\$ (9,243,401)</u>	<u>\$ (15,127,012)</u>	<u>\$ 5,883,611</u>	<u>38.9 %</u>

**RODEO - HERCULES FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

FINANCIAL ACTIVITIES OF THE DISTRICT AS A WHOLE - CONT'D

**Table 2
Statement of Activities
Governmental Activities**

	<u>2018-2019</u>	<u>2017-2018</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Expenses				
Public safety - fire protection	\$ 3,104,197	\$ 6,912,051	\$ (3,807,854)	(55.1)%
Total Program Expenses	<u>3,104,197</u>	<u>6,912,051</u>	<u>(3,807,854)</u>	<u>(55.1)%</u>
Revenues				
Program revenues:				
Operating grants and contributions	327,903	1,014,213	(686,310)	(67.7)%
Charges for services	43,109	-	43,109	100.0 %
General revenues:				
Property taxes	7,090,547	7,386,286	(295,739)	(4.0)%
Special Tax/Fire (Benefit Assessment)	1,352,535		1,352,535	100.0 %
Hercules development fees	203,061	165,326	37,735	22.8 %
Investment earnings	4,416	3,237	1,179	36.4 %
Miscellaneous	<u>17</u>	<u>196</u>	<u>(179)</u>	<u>(91.3)%</u>
Total Revenues	<u>9,021,588</u>	<u>8,569,258</u>	<u>452,330</u>	<u>5.3 %</u>
Changes in net position	<u>5,917,391</u>	<u>1,657,207</u>	<u>\$ 4,260,184</u>	<u>257.1 %</u>
Net position, beginning of year	(15,127,012)	(16,031,732)		
Prior Period Adjustments	<u>(33,780)</u>	<u>(752,487)</u>		
Net position, beginning of year, restated	<u>(15,160,792)</u>	<u>(16,784,219)</u>		
Net position, end of year	<u>\$ (9,243,401)</u>	<u>\$ (15,127,012)</u>		

Expenses

The Public Safety - Fire Protection expenses totaled to \$3,104,197 for fiscal year ending 2019.

Program Revenues

During the fiscal year ended June 30, 2019, the District also received funding through the District's Measure "O" in amount of \$2,405,916. The proceeds of the special tax funding replacement measure imposed by this ordinance could be used solely for any lawful purpose permissible to Fire District's pursuant to California Health and Safety Code section 13800 et seq.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

FINANCIAL ACTIVITIES OF THE DISTRICT AS A WHOLE - CONT'D

The program revenues that fall under the category of "Charges for Service" include revenues for inspection fees, weed abatement charges, and reports/photocopies.

General Revenues

The primary source of revenue for the operation of the Rodeo - Hercules Fire Protection District is generated through the collection of secured, unsecured, and supplemental property and parcel taxes. During the last fiscal year, the overall assessed valuation decreased by 0.1%. This decrease reflects the decrease in assessed valuations in the City of Hercules and Town of Rodeo. A considerable portion of the District's potential revenues falls within the City of Hercules Redevelopment Area of which the District is entitled to receive a portion of the pass-through property tax revenues. However, due to the City of Hercules' financial crisis, the District did not receive its pass-through monies in fiscal years 2010/11 through 2018/19, as stated above.

Fund Financial Statements

Governmental Funds

At June 30, 2019, the District's governmental funds reported combined fund balances of \$3,588,710, which is an increase of \$1,754,593 compared with the prior year.

Major Analyses of Governmental Funds

General Fund

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major revenue sources are property taxes and benefit assessments.

Overall, the General Fund expenditures decreased by 3.50% from last year.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

CAPITAL ASSETS

At the end of fiscal year 2019, the District had \$1,991,289 in net capital assets. The following table identifies the specific governmental activity:

**Table 3
Capital Assets at Year-End
Governmental Activities**

	<u>2018-2019</u>	<u>2017-2018</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Capital Assets				
Land	\$ 7,437	\$ 7,437	\$ -	- %
Buildings and improvements	1,096,448	1,096,448	-	-
Equipment	5,578,720	5,578,720	-	-
Less accumulated depreciation	<u>(4,691,316)</u>	<u>(4,475,015)</u>	<u>(216,301)</u>	<u>4.8 %</u>
Capital Assets	<u>\$ 1,991,289</u>	<u>\$ 2,207,590</u>	<u>\$ (216,301)</u>	<u>(9.8)%</u>

All the capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed. All capital assets are depreciated over their estimated useful lives, using the straight line method. See Note 1 in the basic financial statement for more detailed analyses.

ECONOMIC OUTLOOK AND MAJOR INITIATIVES

In past years, the District's assessed values have increased but the District expects this trend to level out in future years without any significant increase or decrease in assessed values. Financial planning is based on specific assumptions from recent trends in real property values, new commercial and residential development, State of California economic forecasts and historical growth patterns in the various tax rate areas in the Rodeo - Hercules Fire Protection District.

The economic condition of the Rodeo - Hercules Fire Protection District as it appears on the balance sheet reflects financial stability for future years as the District has made significant reductions in expenditures and has made efforts to increase its revenues. Measure O parcel tax allowed the District to keep both stations open upon the expiration of the FEMA Safer Grant and the 2014 benefit assessment.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

These Basic Financial Statements are intended to provide citizens, taxpayers, investors, and creditors with a general overview of the District's finances. Questions about this report should be directed to the Administrative Offices of the Rodeo - Hercules Fire Protection District, 1680 Refugio Valley Road, Hercules, CA 94547 (510) 799-4561.

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

RODEO - HERCULES FIRE PROTECTION DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2019

	<u>Governmental Activities</u>
ASSETS	
Current Assets:	
Cash and investments (Note 2)	\$ 3,829,621
Accounts receivable	<u>37,427</u>
Total Current Assets	<u>3,867,048</u>
Noncurrent Assets:	
Other assets:	
Restricted cash (Note 2)	<u>88,173</u>
Total Other Assets	<u>88,173</u>
Capital assets (Note 3):	
Non-depreciable	7,437
Depreciable capital assets, net	<u>1,983,852</u>
Total capital assets, net of accumulated depreciation	<u>1,991,289</u>
Total Noncurrent Assets	<u>2,079,462</u>
Total Assets	<u>5,946,510</u>
DEFERRED OUTFLOWS OF RESOURCES	
Related to pension (Note 6)	<u>7,413,375</u>
Total Deferred Outflows of Resources	<u>7,413,375</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 13,359,885</u>
LIABILITIES	
Current Liabilities:	
Accounts payable	\$ 366,511
Compensated absences, due within one year (Note 1 G)	77,041
Lines of credit, due within one year (Note 4)	<u>73,394</u>
Total Current Liabilities	<u>516,946</u>
Noncurrent Liabilities:	
Compensated absences, due in more than one year (Note 1 G)	179,762
Lines of credit, due in more than one year (Note 4)	152,623
Net OPEB liability (Note 7 B)	3,689,016
Net pension liability (Note 6)	<u>11,716,980</u>
Total Noncurrent Liabilities	<u>15,738,381</u>
Total Liabilities	<u>16,255,327</u>

The accompanying notes are an integral part of these financial statements.

RODEO - HERCULES FIRE PROTECTION DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2019

	<u>Governmental Activities</u>
DEFERRED INFLOWS OF RESOURCES	
Related to pension (Note 6)	6,334,030
Related to OPEB (Note 7 B)	<u>13,929</u>
Total Deferred Inflows of Resources	<u>6,347,959</u>
NET POSITION (DEFICIT) (Note 5)	
Net investment in capital assets	1,765,272
Restricted for:	
Special projects and programs	367,859
Debt Service	88,173
Unrestricted	<u>(11,464,705)</u>
Total Net Position (Deficit)	<u>(9,243,401)</u>
Total Liabilities, Deferred inflows of resources, and Net Position	<u><u>\$ 7,025,855</u></u>

The accompanying notes are an integral part of these financial statements.

RODEO - HERCULES FIRE PROTECTION DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2019

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
Governmental Activities:				
Public safety - Fire protection	\$ 3,104,197	\$ 43,109	\$ 327,903	\$ (2,733,185)
Total Governmental Activities	<u>\$ 3,104,197</u>	<u>\$ 43,109</u>	<u>\$ 327,903</u>	<u>(2,733,185)</u>
General Revenues:				
Property tax				7,060,591
Special Tax/Fire (Benefit Assessment)				1,352,535
Home owner property tax relief				29,956
Hercules development fees				203,061
Investment earnings				4,416
Miscellaneous				<u>17</u>
Total General Revenues				<u>8,650,576</u>
Changes in Net Position				<u>5,917,391</u>
Net Position (Deficit), beginning of year				(15,127,012)
<i>Restatement</i>				<u>(33,780)</u>
Net Position (Deficit), beginning of year, <i>restated</i>				<u>(15,160,792)</u>
Net Position (Deficit), end of year				<u>\$ (9,243,401)</u>

The accompanying notes are an integral part of these financial statements.

FUND FINANCIAL STATEMENTS

RODEO - HERCULES FIRE PROTECTION DISTRICT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2019

	<u>General</u>	<u>Hercules Fire Impact Fee Special Revenue</u>	<u>Rodeo Fire Impact Fee Special Revenue</u>	<u>Measure O Parcel Tax Special Revenue</u>
ASSETS				
Cash and investments (Note 2)	\$ 3,129,340	\$ 359,926	\$ 24,051	\$ 217,401
Restricted cash (Note 2)	-	-	-	-
Accounts receivable	<u>37,427</u>	-	-	-
Total Assets	<u>3,166,767</u>	<u>359,926</u>	<u>24,051</u>	<u>217,401</u>
LIABILITIES				
Accounts payable	<u>350,393</u>	<u>16,118</u>	-	-
Total Liabilities	<u>350,393</u>	<u>16,118</u>	-	-
FUND BALANCES				
Restricted	-	343,808	24,051	-
Assigned	-	-	-	217,401
Unassigned	<u>2,816,374</u>	-	-	-
Total Fund Balances	<u>2,816,374</u>	<u>343,808</u>	<u>24,051</u>	<u>217,401</u>
Total Liabilities and Fund Balances	<u><u>\$ 3,166,767</u></u>	<u><u>\$ 359,926</u></u>	<u><u>\$ 24,051</u></u>	<u><u>\$ 217,401</u></u>

The accompanying notes are an integral part of these financial statements.

RODEO - HERCULES FIRE PROTECTION DISTRICT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2019

	<u>Capital Projects #1</u>	<u>Debt Service</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and investments (Note 2)	\$ 98,903	\$ -	\$ 3,829,621
Restricted cash (Note 2)	-	88,173	88,173
Accounts receivable	<u>-</u>	<u>-</u>	<u>37,427</u>
Total Assets	<u>98,903</u>	<u>88,173</u>	<u>3,955,221</u>
LIABILITIES			
Accounts payable	<u>-</u>	<u>-</u>	<u>366,511</u>
Total Liabilities	<u>-</u>	<u>-</u>	<u>366,511</u>
FUND BALANCES			
Restricted	-	88,173	456,032
Assigned	98,903	-	316,304
Unassigned	<u>-</u>	<u>-</u>	<u>2,816,374</u>
Total Fund Balances	<u>98,903</u>	<u>88,173</u>	<u>3,588,710</u>
Total Liabilities and Fund Balances	<u><u>\$ 98,903</u></u>	<u><u>\$ 88,173</u></u>	<u><u>\$ 3,955,221</u></u>

The accompanying notes are an integral part of these financial statements.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
JUNE 30, 2019**

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund balances - Total governmental funds	\$ 3,588,710
Capital assets used in Governmental Activities are not financial resources and therefore are not reported in the Governmental Funds.	1,991,289
Liabilities are not due and payable with current financial resources and therefore are not reported in the Governmental Funds.	
Compensated absences payable	(256,803)
Net OPEB liability and deferred inflows and outflows of resources	(3,702,945)
Net pension liability and deferred inflows and outflows of resources	(10,637,635)
Lines of credit	<u>(226,017)</u>
Net position (deficit) - Governmental activities	<u>\$ (9,243,401)</u>

The accompanying notes are an integral part of these financial statements.

RODEO - HERCULES FIRE PROTECTION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2019

	<u>General</u>	<u>Hercules Fire Impact Fee Special Revenue</u>	<u>Rodeo Fire Impact Fee Special Revenue</u>	<u>Measure O Parcel Tax Special Revenue</u>
REVENUES:				
Property taxes	\$ 4,654,675	\$ -	\$ -	\$ 2,405,916
Home owner property tax relief	29,956	-	-	-
Intergovernmental revenue	327,903	-	-	-
Charges for services	43,109	-	-	-
Special Tax/Fire (Benefit Assessment)	1,352,535	-	-	-
Hercules development fees	-	203,061	-	-
Use of money and property	-	-	2,222	-
Miscellaneous	17	-	-	-
Total Revenues	<u>6,408,195</u>	<u>203,061</u>	<u>2,222</u>	<u>2,405,916</u>
EXPENDITURES:				
Current:				
Public safety - Fire protection	7,038,446	103,657	3	9,734
Debt service:				
Principal	-	-	-	-
Interest	-	-	-	-
Total Expenditures	<u>7,038,446</u>	<u>103,657</u>	<u>3</u>	<u>9,734</u>
<i>Excess (deficiency) of revenues over expenditures</i>	<u>(630,251)</u>	<u>99,404</u>	<u>2,219</u>	<u>2,396,182</u>
OTHER FINANCING SOURCES/ USES:				
Transfers in	2,322,863	-	-	-
Transfers out	<u>(81,368)</u>	<u>-</u>	<u>-</u>	<u>(2,322,872)</u>
Total Other Financing Sources/ Uses	<u>2,241,495</u>	<u>-</u>	<u>-</u>	<u>(2,322,872)</u>
Net change in fund balances	<u>1,611,244</u>	<u>99,404</u>	<u>2,219</u>	<u>73,310</u>
Fund balances, beginning of year	1,238,910	244,404	21,832	144,091
<i>Restatement</i>	<u>(33,780)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances, beginning of year, <i>restated</i>	<u>1,205,130</u>	<u>244,404</u>	<u>21,832</u>	<u>144,091</u>
Fund balances, end of year	<u>\$ 2,816,374</u>	<u>\$ 343,808</u>	<u>\$ 24,051</u>	<u>\$ 217,401</u>

The accompanying notes are an integral part of these financial statements.

RODEO - HERCULES FIRE PROTECTION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2019

	<u>Capital Projects #1</u>	<u>Debt Service</u>	<u>Total Governmental Funds</u>
REVENUES:			
Property taxes	\$ -	\$ -	\$ 7,060,591
Home owner property tax relief	-	-	29,956
Intergovernmental revenue	-	-	327,903
Charges for services	-	-	43,109
Special Tax/Fire (Benefit Assessment)	-	-	1,352,535
Hercules development fees	-	-	203,061
Use of money and property	2,194	-	4,416
Miscellaneous	-	-	17
	<u>2,194</u>	<u>-</u>	<u>9,021,588</u>
EXPENDITURES:			
Current:			
Public safety - Fire protection	7	-	7,151,847
Debt service:			
Principal	-	72,126	72,126
Interest	-	9,242	9,242
	<u>7</u>	<u>81,368</u>	<u>7,233,215</u>
<i>Excess (deficiency) of revenues over expenditures</i>	<u>2,187</u>	<u>(81,368)</u>	<u>1,788,373</u>
OTHER FINANCING SOURCES/ USES:			
Transfers in	9	81,368	2,404,240
Transfers out	-	-	(2,404,240)
	<u>9</u>	<u>81,368</u>	<u>-</u>
Net change in fund balances	<u>2,196</u>	<u>-</u>	<u>1,788,373</u>
Fund balances, beginning of year	96,707	88,173	1,834,117
<i>Restatement</i>	<u>-</u>	<u>-</u>	<u>(33,780)</u>
Fund balances, beginning of year, <i>restated</i>	<u>96,707</u>	<u>88,173</u>	<u>1,800,337</u>
Fund balances, end of year	<u>\$ 98,903</u>	<u>\$ 88,173</u>	<u>\$ 3,588,710</u>

The accompanying notes are an integral part of these financial statements.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF
ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019**

Amounts reported for governmental activities in the Statement of Activities are different because:

Net changes in fund balances - total governmental funds	\$ 1,788,373
<p>Capital outlays are reported as expenditures in governmental funds. However, in the Statement of Activities, the cost of these assets is depreciated over their estimated useful lives:</p>	
Depreciation expense	(216,301)
<p>The amounts below included in the Statement of Activities do not provide or (require) the use of current financial resources and therefore are not reported as revenue or expenditures in governmental funds (net change):</p>	
Compensated absences	5,784
OPEB expenses (income)	(37,708)
Pension expense	4,305,117
Repayment of principal	<u>72,126</u>
Change in net position in governmental activities	<u>\$ 5,917,391</u>

The accompanying notes are an integral part of these financial statements.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The District is an autonomous district governed by a five (5) member Board of Directors elected at large by the voters of the District. The District covers an area of approximately 25 square miles and includes the unincorporated Town of Rodeo and City of Hercules.

The financial statements of the District consist only of the funds of the District. The District has no oversight responsibility for any other government entity since no other entities are considered to be controlled by or dependent on the District. Control or dependence is determined on the basis of the respective governing board. The governing board has decision making authority, the power to designate management, and the ability to significantly influence operations and primary accountability for fiscal matters.

The District maintains its headquarters at 1680 Refugio Valley Road, Hercules, California 94547.

B. Basis of Presentation

The District's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

These Statements require that the financial statements described below be presented.

Government-wide Statements: The Statement of Net Position and the Statement of Activities display information about the primary government (the District). These statements include the financial activities of the overall District government. Eliminations have been made to minimize the double counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. District expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program and (c) capital grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the District's funds. The emphasis of fund financial statements is on major individual governmental funds, each of which is displayed in a separate column.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

C. Major Funds

Major funds are defined as funds that have either assets, liabilities, revenues or expenditures/expenses equal to ten percent of their fund-type total and five percent of the grand total. The General Fund is always a major fund. The District may also select other funds it believes should be presented as major funds.

The District has elected to report all of its funds as major governmental funds in the accompanying financial statements:

General Fund - is the general operating fund of the Rodeo-Hercules Fire Protection District. It is used to account for all financial resources. The major revenue sources for this Fund are property taxes, ambulance service revenues and interest income. Expenditures are made for public safety and other operating expenditures.

Hercules Fire Impact Fee Special Revenue Fund - is used to receive fees collected from the City of Hercules.

Rodeo Fire Impact Fee Special Revenue Fund - is used to receive fees collected from the Town of Rodeo.

Measure O Parcel Tax Revenue Fund - is used to receive and to account for the proceeds of Measure "O" special tax funding.

Capital Projects #1 Fund - is used to account for the District's Rodeo-Hercules Fire Protection District capital budget.

Debt Service Fund - is used to account for the proceeds from a line of credit and payments made to vendors related to authorized capital projects.

D. Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual* basis of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

Governmental funds are reported using the *current financial resources* measurement focus and the *modified accrual* basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Governmental capital asset acquisitions are reported as expenditures in governmental funds.

Non-exchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. The District may fund programs with a combination of cost-reimbursement grants, and general revenues. Thus, both restricted and unrestricted net assets may be available to finance program expenditures. The District's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

E. Budgets and Budgetary Accounting

The Board of Directors follow the following procedures establishing the budgetary data reflected on the financial statement:

- (1) Proposed budget is received by Chief of the District and Board Members.
- (2) Public hearings are conducted to obtain taxpayer comment.
- (3) Formal budgetary integration is employed as a management control device during the year for the General Fund.
- (4) There is no formal budget of revenue as the revenue amount to be received is the previous year's fund balance, plus property tax revenues to be received, less the expense budget.
- (5) The budgets for the General Fund and the Capital Projects #1 Fund are adopted on a basis consistent with generally accepted accounting principles (GAAP).
- (6) The Board of Directors requires the adoption of a summary budget for the General Fund.
- (7) Appropriations lapse at the end of each fiscal year.

F. Property Taxes and Special Assessment Revenue

Revenue is recognized in the fiscal year for which the tax and assessment is levied. The County of Contra Costa levies, bills and collects property taxes and special assessment for the District; the County remits the entire amount levied and handles all delinquencies, retaining interest and penalties. Secured and unsecured property taxes are levied on January 1 of the preceding fiscal year.

Secured property tax is due in two installments, on November 1 and February 1, and becomes a lien on those dates. It becomes delinquent on December 10 and April 10, respectively. Unsecured property tax is due on July 1 and becomes delinquent on August 31.

The term "unsecured" refers to taxes on personal property other than real estate, land and buildings. These taxes are secured by liens on the personal property being taxed.

Property tax revenue is recognized in the fiscal year for which the tax is levied. The County distributes property tax (termed "settlements") under the Teeter Plan, which allows the District to receive all property taxes in the year in which they are levied. The County retains any collections of interest, penalties and delinquencies under this plan. A settlement apportionment for 95% of unsecured property taxes is received in October, with the remainder distributed in June. Secured property taxes are received in three settlements and apportioned as follows: 55% in December, 40% in April and 5% in June.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

G. Compensated Absences

Compensated absences comprise unpaid vacation leave and compensated time off. The District's liability for compensated absences is recorded in the Statement of Net Position. The liability for compensated absences is determined annually and is primarily liquidated in the General Fund. District employees may accrue up to 72 hours of unpaid overtime and may sell up to 24 hours of unpaid overtime and up to 48 hours of vacation time to the District.

H. Capital Assets and Depreciation

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed. Capital assets with a minimum value of \$5,000 or a useful life of at least one year can be recorded as capital assets.

Capital assets with limited useful lives are depreciated over their estimated useful lives. The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets:

<u>Description</u>	<u>Years</u>	<u>Description</u>	<u>Years</u>
Grounds Improvement	20	Communication Equipment	10
Buildings	50	Computer Hardware	5
Machinery & Tools	15	Audio Visual Equipment	10
Custodial Equipment	15	Athletic Equipment	10
Furniture & Accessories	20	Fire Trucks	15
Business Machines	10	Vehicles	15
Copiers	5		

I. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position and balance sheets reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has deferred outflows of resources of \$7,413,375 related to Pension.

In addition to liabilities, the statement of net position and balance sheets reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as inflow of resources (revenue) until that time. The District has deferred inflows of resources of \$6,334,030 related to Pension and \$13,929 related to OPEB.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

J. Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

K. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs - other than quoted prices included within level 1 - that are observable for the asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

NOTE 2 - CASH AND INVESTMENTS

A. Policies

California law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the District's cash on deposit or first trust deed mortgage notes with a value of 150% of the District's cash on deposit as collateral for these deposits. Under California law, this collateral is held in a separate investment pool by another institution in the District's name and places the District ahead of general creditors of the institution. The District has waived collateral requirements for the portion of deposits covered by federal deposit insurance.

B. Classification

The District's investments are carried at fair value as required by generally accepted accounting principles. The District adjusts the carrying value of its investments to reflect their fair value monthly, and it includes the effects of these adjustments in income for that fiscal year.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 2 - CASH AND INVESTMENTS - CONT'D

Cash and investments were as follows at June 30, 2019:

Unrestricted cash and investments:

Cash deposits with the County	\$ 3,718,787
Petty cash	400
LAIF	<u>110,434</u>
Total unrestricted cash and investments	<u>3,829,621</u>

Restricted cash and investments:

Cash in bank - held by Kansas State Bank of Manhattan	<u>88,173</u>
Total restricted cash and investments	<u>88,173</u>
Total cash and investments	<u><u>\$ 3,917,794</u></u>

C. Investment in County Treasury

The District is considered to be a voluntary participant in an external investment pool. The fair value of the District's investment in the pool is reported in the financial statements in cash and cash equivalents at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

D. Local Agency Investment Fund (LAIF)

At June 30, 2019, the District had \$110,434 invested in LAIF. The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. The District's investments with LAIF at June 30, 2019, include a portion of the pool funds invested in structured notes and asset-backed securities. These investments matured in an average of 193 days.

E. Fair Value Hierarchy

GASB Statement No. 72, fair Value Measurement and Application, sets forth the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). However, the investments in an external investment pool are not subject to reporting within the level hierarchy.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 2 - CASH AND INVESTMENTS - CONT'D

The California Local Agency Investment Fund is valued using the fair value factor provided by the Treasurer of the State of California, which is calculated as the fair value divided by the amortized cost of the investment pool. Fair value is defined as the quoted market value on the last trading day of the period. As of June 30, 2019, the aforementioned fair value factor was 0.99813.

NOTE 3 - CAPITAL ASSETS

	<u>Balance</u> <u>June 30, 2018</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2019</u>
Governmental Activities:			
Capital assets not being depreciated:			
Land	\$ 7,437	\$ -	\$ 7,437
Total capital assets not being depreciated	<u>7,437</u>	<u>-</u>	<u>7,437</u>
Capital assets being depreciated:			
Structures and improvements	1,096,448	-	1,096,448
Equipment and vehicles	<u>5,578,720</u>	<u>-</u>	<u>5,578,720</u>
Total capital assets being depreciated	<u>6,675,168</u>	<u>-</u>	<u>6,675,168</u>
Less accumulated depreciation:			
Structures and improvements	(455,760)	(21,929)	(477,689)
Equipment and vehicles	<u>(4,019,255)</u>	<u>(194,372)</u>	<u>(4,213,627)</u>
Total accumulated depreciation	<u>(4,475,015)</u>	<u>(216,301)</u>	<u>(4,691,316)</u>
Total capital assets being depreciated, net	<u>2,200,153</u>	<u>(216,301)</u>	<u>1,983,852</u>
Total capital assets, net	<u>\$ 2,207,590</u>	<u>\$ (216,301)</u>	<u>\$ 1,991,289</u>

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 4 - LINES OF CREDIT

On October 9, 2012, the District entered into a Government Obligation Contract (line of credit) with Kansas State Bank of Manhattan (Bank) to borrow \$703,500 for the purchase of one rescue pumper and three command vehicles. The remaining principal and interest (3.1% per year) is payable annually over the next ten years, maturing on October 15, 2021, and are payable from general District revenues.

During fiscal year 2019, the District paid \$72,126 in principal payments. As of June 30, 2019, the District maintained funds held in an escrow account held by the Bank, shown on the Statement of Net Position and Balance Sheet as "restricted cash" in the amount of \$88,173.

The lines of credit mature as follows:

<u>Year ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 73,394	\$ 7,006	\$ 80,400
2021	75,669	4,731	80,400
2022	<u>76,954</u>	<u>2,386</u>	<u>79,340</u>
	<u>\$ 226,017</u>	<u>\$ 14,123</u>	<u>\$ 240,140</u>

NOTE 5 - NET POSITION AND FUND BALANCES

Net Position is on the full accrual basis while Fund Balances are measured on the modified accrual basis.

A. Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

- **Net investment in capital assets** - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- **Restricted net position** - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- **Unrestricted net position** - All other net position that does not meet the definition of "restricted" or "net investment in capital assets".

Net Position Flow Assumption

When a government funds outlays for a particular purpose from both restricted and unrestricted resources, a flow assumption must be made about the order in which the resources are considered to be applied. When both restricted and unrestricted net position is available, it is considered that restricted resources are used first, followed by the unrestricted resources.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 5 - NET POSITION AND FUND BALANCES - CONT'D

B. Fund Balance

The District's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the District to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the District prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

Nonspendables represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, such as Permanent Funds, and assets not expected to be converted to cash, such as prepaids, notes receivable, and land held for redevelopment are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Encumbrances and nonspendable amounts subject to restrictions are included along with spendable resources.

Committed fund balances have constraints imposed by formal action of the Board of Directors which may be altered only by formal action of the Board of Directors. Encumbrances and nonspendable amounts subject to council commitments are included along with spendable resources.

Assigned fund balances are amounts constrained by the District's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Board of Directors or its designee and may be changed at the discretion of the Board of Directors or its designee. This category includes encumbrances; Nonspendables, when it is the District's intent to use proceeds or collections for a specific purpose, and residual fund balances, if any, of Special Revenue, Capital Projects and Debt Service Funds which have not been restricted or committed.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds.

NOTE 6 - PENSION PLAN

Plan Descriptions - The District participates in the Contra Costa County Employees' Retirement Association (CCCERA), a cost-sharing multiple employer defined benefit pension plan. CCCERA is governed by the County Employees' Retirement Law of 1937 (California Government Code Section 31450 et. seq), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the regulations, procedures, and policies adopted by CCCERA's Board of Retirement. It provides benefits upon retirement, death or disability of members, and covers substantially all of the employees of the County of Contra Costa and sixteen other member agencies.

Benefits Provided - Benefits are based on years of credited service, equal to one year of full time employment. Members may elect service retirement at age of 50 with 10 years of service credit, age 70 regardless of service, or with thirty years of service, regardless of age.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 6 - PENSION PLAN - CONT'D

Benefits are administered by the Board under the provision of the 1937 Act. Annual cost-of living adjustments (COLA) to retirement benefits may be granted by the Board as provided by State statutes. Services retirements are based on age, length of service and final average salary. Employees may withdraw contributions, plus interest credited, or leave them on deposit for a deferred retirement when they terminate or transfer to a reciprocal retirement system.

The plans' provisions and benefits in effect at June 30, 2019, are summarized as follows:

	<u>Miscellaneous</u>	
	<u>Prior to January 1, 2013</u>	<u>On or after January 1, 2013</u>
Hire Date		
Benefit formula	2% @ 55	2.5% @ 67
Benefit vesting schedule	10 year's service	5 year's service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50	52
Monthly benefits, as a% of eligible compensation	0% to 100%	0% to 100%
Required employee contribution rates	14.39%	10.86%
Required employer contribution rates	29.79%	26.50%

	<u>Safety</u>	
	<u>Prior to January 1, 2013</u>	<u>On or after January 1, 2013</u>
Hire Date		
Benefit formula	2% @ 50	2.7% @ 57
Benefit vesting schedule	5 year's service	5 year's service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50	50
Monthly benefits, as a% of eligible compensation	0% to 100%	0% to 100%
Required employee contribution rates	21.50%	17.06%
Required employer contribution rates	17.68%	11.96%

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 6 - PENSION PLAN - CONT'D

For the year ended June 30, 2019, the contributions recognized as part of pension expense for miscellaneous and safety plan were as follows:

	Amount
Contributions - employer	\$ 2,152,307

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2019, the District reported net pension liabilities for its proportionate share of the net pension liability of each plan as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous	103,521
Safety	11,613,459
Total Net Pension Liability	\$ 11,716,980

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the plans is measured as of December 31, 2018, and the total pension liability for each plan used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017 rolled forward to December 31, 2018 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for each plan as of December 31, 2014 through 2019 was as follows:

Reporting Date for Employer under GASB 68 as of December 31,	Proportion of the Net Pension Liability	Proportionate share of Net Pension Liability	Covered- employee payroll	Proportionate share of the Net Pension Liability as a percentage of covered- employee payroll	Plan Fiduciary Net Pension as a percentage of the Total Pension Liability
2014	1.129%	\$16,612,346	\$1,766,704	940.30%	59.86%
2015	1.129%	13,499,212	2,069,510	652.29%	65.89%
2016	1.012%	15,252,152	2,342,844	651.01%	63.59%
2017	1.049%	14,693,106	2,241,786	655.42%	66.55%
2018	1.441%	11,693,174	2,194,605	532.81%	74.20%
2019	0.820%	11,716,980	2,346,256	499.39%	74.46%

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 6 - PENSION PLAN - CONT'D

For the year ended June 30, 2019, the District recognized a negative pension expense of \$4,305,117. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 2,152,307	\$ -
Differences between actual and expected experience	338,522	(254,703)
Changes in assumptions	68,688	(596,849)
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	1,343,137	(5,482,478)
Net differences between projected and actual earnings on plan investments	<u>3,510,721</u>	<u>-</u>
Total	<u>\$ 7,413,375</u>	<u>\$ (6,334,030)</u>

The \$2,152,307 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>	<u>Annual Amortization</u>
2020	\$ (256,396)
2021	\$ (590,386)
2022	\$ (676,186)
2023	\$ 450,006

Actuarial Assumptions - The total pension liabilities in the December 31, 2016 actuarial valuations were determined using the following actuarial assumptions:

	<u>Miscellaneous</u>	<u>Safety</u>
Valuation Date	December 31, 2016	December 31, 2016
Measurement Date	December 31, 2017	December 31, 2017
Actuarial Cost Method	Entry-Age Normal Cost Method	
Actuarial Assumptions:		
Discount Rate	7.00%	7.00%
Inflation	2.75% (1)	2.75% (1)
Payroll Growth	3.25%	3.25%
Projected Salary Increase	3.75% - 15.25% (2)	4.25% -16.25% (2)
Investment Rate of Return	7.0% (3)	7.25% (3)
Mortality	RP-2014 Combined Healthy Mortality Table	

- (1) Plus "across the board" real salary increases of 0.5% per year
- (2) Vary by service, including inflation
- (3) Net of pension plan investment expenses, including inflation

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 6 - PENSION PLAN - CONT'D

Discount Rate - The discount rate used to measure the total pension liability was 7.00% for the Plan. The projection of cash flows used to determine the discount rate assumed employer and employee contributions will be made at rates equal to the actuarially determined contribution rates. For this purpose, only employer and employee contributions that are intended to fund benefits for current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the Plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL as of December 31, 2018.

The long-term expected rate of return on pension plan investments was determined in 2018 using a building-block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before deducting investment expenses, used in the derivation of the long-term expected investment rate of return assumption are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Large Cap U.S. Equity	5 %	5.44 %
Developed International Equity	13 %	6.54 %
Emerging Markets Equity	11 %	8.73 %
Short-Term Govt/Credit	23 %	0.84 %
US Treasury	3 %	1.05 %
Private Equity	8 %	9.27 %
Risk Diversifying	7 %	3.53 %
Global Infrastructure	3 %	7.90 %
Private Credit	12 %	5.80 %
REIT	1 %	6.80 %
Value Add Real Estate	5 %	8.80 %
Opportunity Real Estate	4 %	12.00 %
Risk Parity	5 %	5.80 %
Total	<u>100 %</u>	

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 6 - PENSION PLAN - CONT'D

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous</u>	<u>Safety</u>
1% Decrease	6.00 %	6.00 %
Net Pension Liability	157,873	17,710,865
Current Discount Rate	7.00 %	7.00 %
Net Pension Liability	103,521	11,613,459
1% Increase	8.00 %	8.00 %
Net Pension Liability	58,993	6,618,119

Pension Plan Fiduciary Net Position - Detailed information about each pension plan's fiduciary net position is available in the separately issued CCCERA financial reports.

NOTE 7 - EMPLOYEE BENEFIT PLANS

A. Deferred Compensation Plan

District employees may defer a portion of their compensation under a District sponsored Deferred Compensation Plans created in accordance with Internal Revenue Code Section 457. Under these plans, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, and death or in an emergency as defined by the Plans.

The laws governing deferred compensation plan assets require plan assets to be held in a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the District's property, are not managed by the District and are not subject to claims by general creditors of the District, they have been excluded from these financial statements.

B. Other Post-Employment benefits (OPEB)

At June 30, 2019, net OPEB liability and related deferred outflows/inflows of resources are as follows:

Deferred outflows of resources	\$ -
Net OPEB Liability	\$ (3,689,016)
Deferred inflows of resources	\$ (13,929)

**RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 7 - EMPLOYEE BENEFIT PLANS - CONT'D

Plan Description

The District provides 50% of postretirement health care benefits to full time employees who retire directly from the District after attaining the age of 50 with 10 years of service, with an increase of 5% for every year of service exceeding 10 years of service. After 20 years of service the District provides 100% of postretirement health care benefits.

The District is a participant of the California Employers' Retiree Benefit Trust (CERBT), an agent multiple-employer plan administered by CALPERS, consisting of an aggregation of single employer plans. This trust is not considered a component unit of the District and has been excluded from these financial statements. Separately issued financial statements for CERBT may be obtained from CALPERS at P.O. Box 942709, Sacramento, CA 94229-2709.

Eligibility

In order to qualify for postemployment medical benefits, an employee must retire from the District and maintain enrollment in one of District's eligible health plans. The District pays 100% of the medical premium for the retiree, spouse and dependents. At age 65, the District pays the Senior Advantage (Medicare eligible) or Medicare (Non-Medicare eligible) costs, and for those retirees out of the Kaiser area, the District pays up to what it would have paid capped at the actual premium. As of June 30, 2019, membership of the District as of the valuation date consisted of the following:

Inactive Employees Receiving Benefits	22
Participating Active Employees	<u>19</u>
Total Number of Participants	<u><u>41</u></u>

Funding Policy and Actuarial Assumptions

The District's policy, according to Ordinance No. 2-08, is to fund the Annual Required Contribution (ARC) of these benefits by accumulating assets with CERBT discussed above pursuant to the District's annual budget approved by Board. Effective October 1, 2011, represented employees were to make non-refundable contributions to CERBT equivalent to 3.75% of the base salary. The annual required contribution (ARC) was determined as part of a June 30, 2017 actuarial valuation using the entry age normal actuarial cost method. This is a projected benefit cost method, which takes into account those benefits that are expected to be earned in the future as well as those already accrued.

Additional Information

The District's net OPEB liability was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2017.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 7 - EMPLOYEE BENEFIT PLANS - CONT'D

Actuarial Assumptions

The total OPEB liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial method	Entry age actuarial cost method
Discount rate	7.00%
Inflation	2.75%
Payroll increase	2.75%
Investment rate of return	7.00%
Mortality rates	2014 CalPERS Active/Retired Mortality for Miscellaneous/Safety Employees
Healthcare cost trend rate	4.00% for medical benefits

Discount Rate

The discount rate used to measure the total OPEB Liability was 7.00%. Based on historic 29 year real rates of return for each asset class along with assumed long-term inflation assumption was used to set the discount rate. The expected investment return was offset by investment expenses of 25 basis points.

The assumed asset allocation and assumed rate of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Percentage of Portfolio</u>	<u>Assumed Gross Return</u>
US Large Cap	43 %	7.795 %
US Small Cap	23 %	7.795 %
Long-Term Corporate Bonds	12 %	5.295 %
Long-Term Government Bonds	6 %	4.500 %
Treasury Inflation Protected Securities (TIPS)	5 %	7.795 %
US Real Estate	8 %	7.795 %
All Commodities	3 %	7.795 %

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 7 - EMPLOYEE BENEFIT PLANS - CONT'D

Change in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	(a)	(b)	(c) = (a) - (b)
Balance at June 30, 2017	\$ 5,386,176	\$ 1,688,993	\$ 3,697,183
Changes Recognized for year:			
Service Cost	105,452	-	105,452
Interest	369,599	-	369,599
Employer Contributions	-	348,218	(348,218)
Employee Contributions	-	-	-
Assumption Changes	-	-	-
Expected Investment Income	-	119,183	(119,183)
Investment Gains/ Losses	-	17,412	(17,412)
Administrative Expense	-	(3,152)	3,152
Expected Benefit Payments	(317,829)	(317,829)	-
Other	-	1,557	(1,557)
Net changes	<u>157,222</u>	<u>165,389</u>	<u>(8,167)</u>
Balance at June 30, 2018	<u>\$ 5,543,398</u>	<u>\$ 1,854,382</u>	<u>\$ 3,689,016</u>

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The net OPEB Liability of the District, as well as what the District's net OPEB Liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher are as follows:

Plan's Net OPEB Liability		
Discount Rate - 1%	Current Discount Rate	Discount Rate +1%
\$ 4,310,272	\$ 3,689,016	\$ 3,168,990

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The net OPEB Liability of the District, as well as what the District's net OPEB Liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than current healthcare cost trend rates are as follows:

Plan's Net OPEB Liability		
Trend Rate - 1%	Current Trend Rate	Trend Rate +1%
\$ 3,110,470	\$ 3,689,016	\$ 4,363,209

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 7 - EMPLOYEE BENEFIT PLANS - CONT'D

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2019, the District recognized OPEB expense of \$37,708. At June 30, 2019, the District reported deferred inflows of resources of \$13,929 and deferred outflows of resources of \$0.

NOTE 8 - RISK MANAGEMENT

The Contra Costa County Fire District Insurance Pool arranges for and provides public liability, property damage and self-insurance between the county, its special districts and independent county fire protection districts. A summary of the District's insurance is as follows:

<u>Coverage</u>	<u>Insurance Company/ Risk Pool</u>	<u>Limit of Liability</u>	<u>Deductible/ SIR</u>
Workers' Compensation	FASIS	\$5,000,000	\$ 0
Excess Worker Compensation	FASIS	5,000,000	500,000
All Risk Property	CSAC	550,000,000 (flood) 600,000,000 (property)	100,000 (flood) 500 disappearing (aop)
Earthquake	CSAC	715,000,000	2% per "unit" \$100,000 minimum
Boiler & Machinery	CSAC	100,000,000	5,000
Sabotage & Terrorism	CSAC	200,000,000	500,000
General & Automobile Liability	CSAC	50,000,000	None
Pollution Liability	CSAC	10,000,000	500,000
Crime - Forgery or Alteration	Fidelity	250,000	2,500
Crime - all other	Fidelity	5,000,000	2,500

CSAC is governed by a Board consisting of representatives from member municipalities. The Board controls the operations of CSAC, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on the Board. The Fire Agencies Self Insurance System (FASIS) arranges for and provides worker's compensation insurance for independent fire protection districts.

The District did not have any claim settlements that exceed the insurance coverage in the last three years.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 9 - COMMITMENTS AND CONTINGENCIES

The District is named as a real party in interest in the Contra Costa County Deputy Sheriffs Association v. Contra Costa County Employees' Retirement Association, et al. , Contra Costa County Superior Court, Case No. N12-1870. As one of several employers of employees who are members of the Contra Costa County Employees' Retirement Association (CCCERA), the District's interests are aligned with the other public entity defendants who have employee members in the case, such that the District is waiting for a decision as to how, when and where to pay (or not) retiree benefits. The California Attorney General on behalf of the State has intervened in the case and is defending the constitutionality of the Public Employee Pension Reform Act (PEPRA), which amongst other legislation curtailed the ability of employees to spike their pensions through accumulation of sick and leave time, which the District must by law pay anyway. Because of the State's intervention, the District is not taking an active role in the defense of the case because the issues hinge primarily on the constitutionality of the Act, preferring instead to monitor the litigation as the constitutionality of the Act comes into issue before determining what effects, if any, a decision or order will have on its affected CCCERA member employees. The case is currently up on an appeal brought by the petitioners. The District is not joining in, nor will it file its own response to the appeal. The District continues to take a wait and see approach to see how the case is decided at the appellate level, especially since, as a real party in interest, it will be bound similarly to most of the other real parties in interest who have employees that are members of CCCERA. At this point, the likelihood of an unfavorable outcome is uncertain, and the amount that is at risk of loss is uncertain.

NOTE 10 - TAX ABATEMENT

The District has implemented the Governmental Accounting Standards Board (GASB) Statement number 77, Tax Abatement Disclosures. A tax abatement is created when a government enters into an agreement with an individual or entity in which the government promises to forgo tax revenues and the individual or entity promises to subsequently take a specific action that contributes to economic development or otherwise benefits the government or its citizens. The District identified one abatement programs namely the Williamson Act that may affect the District's share of the property tax. The Williamson Act enables local governments to enter into contracts with private landowners for restricting specific parcels of land to agricultural or related open space use. In return, landowners receive property tax assessments based upon farming and open space uses as opposed to full market value. The Mills Act allows the county to enter into contracts with owners of historic structures who actively participate in the restoration and preservation of the property in exchange for an assessment at less than full market value. As per the Contra Costa County Controller's Office, the District's revenue might be affected by the Williamson Act if there is any Williamson Act properties within the Rodeo-Hercules Fire Protection District.

RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 11 - NET POSITION RESTATEMENT

During the fiscal year ended June 30, 2019, the District determined that changes to the beginning of ear net position and fund balances were necessary due to reconcile the beginning balance of due to/ due from other funds and due from other governments in prior years. As a result, prior year financial statements have been restated to show the effects of the change where necessary. The adjustments resulted in a prior period adjustment of \$33,780 to its fund and government wide financial statements.

Net position as previously reported at June 30, 2018	\$ (15,127,012)
Prior period adjustments due to reconcile the beginning balance of due to/ due from other funds and due from other governments	<u>(33,780)</u>
Net position as restated, June 30, 2018	<u>\$ (15,160,792)</u>

NOTE 12 - SUBSEQUENT EVENTS

The management of District reviewed the results of operations for the period of time from its year end June 30, 2019 through January 30, 2020, the date the financial statements were available to be issued and have determined that no adjustments are necessary to the amounts reported in the accompanying financial statements nor have any subsequent events occurred other than already mentioned, the nature of which would require disclosure.

REQUIRED SUPPLEMENTARY INFORMATION

RODEO - HERCULES FIRE PROTECTION DISTRICT
COST-SHARING MULTIPLE EMPLOYER DEFINED BENEFIT RETIREMENT PLAN
AS OF FISCAL YEAR ENDING JUNE 30, 2019
SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY AND RELATED RATIOS
Last 10 Fiscal Years*

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Service Cost	\$ 1,894,884	\$ 3,083,283	\$ 2,141,354	\$ 1,952,386	\$ 2,170,536
Interest on the Total Pension Liability	5,321,373	8,888,146	6,253,767	5,893,314	6,336,010
Expensed portion of current-period changes in proportion and difference between employer's contributions and proportionate share of contributions	(1,389,022)	520,596	(138,010)	(590,374)	(510,910)
Expensed portion of current-period difference between expected and actual experience in the Total Pension Liability	94,824	(94,543)	(46,136)	(139,078)	(450,621)
Expensed portion of current-period changes of assumptions or other inputs	(167,185)	-	-	161,621	(186)
Member contributions	(856,396)	(1,401,275)	(937,982)	(863,851)	(883,512)
Projected earnings on plan investments	(4,812,359)	(7,491,678)	(5,147,268)	(5,065,803)	(5,273,953)
Expensed portion of current-period differences between actual and projected earnings on plan investments	1,282,993	(1,349,724)	(14,034)	864,172	(30,163)
Administrative expense	77,227	132,858	89,654	82,128	78,803
Other Expenses	30,038	17,675	(94,310)	6,764	-
Recognition of beginning of year deferred outflows of resources as pension expense	838,375	1,472,409	(595,247)	(431,135)	-
Net amortization of deferred amounts from Changes in proportion and differences between employer's contribution and proportionate share of contribution	<u>(514,333)</u>	<u>(1,239,294)</u>	<u>(1,101,284)</u>	<u>(510,910)</u>	<u>-</u>
Net change in total pension liability	<u>1,800,419</u>	<u>2,538,453</u>	<u>410,504</u>	<u>1,359,234</u>	<u>1,436,004</u>

RODEO - HERCULES FIRE PROTECTION DISTRICT
COST-SHARING MULTIPLE EMPLOYER DEFINED BENEFIT RETIREMENT PLAN
AS OF FISCAL YEAR ENDING JUNE 30, 2019
SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY AND RELATED RATIOS
Last 10 Fiscal Years*

Reconciliation of Net Pension Liability					
Beginning Net Pension Liability	11,693,174	14,693,106	15,252,152	13,499,212	16,612,346
Pension expense	597,033	1,637,240	1,481,331	1,359,234	1,436,004
Employer contributions	(3,010,225)	(2,111,707)	(2,058,096)	(2,186,912)	(966,307)
Net deferred inflows/outflows	4,873,645	(5,737,357)	(220,843)	3,536,036	(1,743,556)
Net deferred outflows due to change in proportion	<u>(2,436,647)</u>	<u>3,211,892</u>	<u>238,562</u>	<u>(955,418)</u>	<u>(1,839,275)</u>
Net pension liability- ending	<u>\$11,716,980</u>	<u>\$11,693,174</u>	<u>\$14,693,106</u>	<u>\$15,252,152</u>	<u>\$13,499,212</u>
Plan fiduciary net position as a percentage of the total pension liability	74.20 %	74.20 %	66.55 %	63.59 %	65.89 %
Covered - employee payroll	\$ 2,194,605	\$ 2,194,605	\$ 2,241,786	\$ 2,342,844	\$ 2,069,510
Net pension liability as percentage of covered employee payroll	533.90 %	532.81 %	655.42 %	651.01 %	652.29 %

* Fiscal year 2015 was the 1st year of implementation, therefore only five years are shown.

RODEO - HERCULES FIRE PROTECTION DISTRICT
SCHEDULE OF CONTRIBUTION - PENSION PLAN
Last 10 Fiscal Years*

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contribution	\$ 2,152,307	\$ 2,058,096	\$ 2,058,096	\$ 2,186,912	\$ 966,307
Contributions in relation to the actuarially determined contributions	<u>2,152,307</u>	<u>2,058,096</u>	<u>2,058,096</u>	<u>2,186,912</u>	<u>966,307</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll	\$ 2,194,605	\$ 2,194,605	\$ 2,241,786	\$ 2,342,844	\$ 2,069,510
Contributions as a percentage of covered employee payroll	98.07 %	93.78 %	91.81 %	93.34 %	46.69 %

Notes to Schedule

Measurement date:	12/31/2018	12/31/2017	12/31/2016	12/31/2015	12/31/2014
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Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age
Amortization method	Level percentage of payroll, closed
Remaining amortization period	8 years
Asset valuation method	5-year semi-annually
Inflation	2.75%
Salary increases	4.00% - 13.75%
Investment rate of return	7.00%, net of pension plan investment expense, including inflation
Retirement age	50 years Classic, 52 years PEPRA
Mortality	RP-2014 Combined Healthy Mortality Table with setbacks and forwards

* Fiscal year 2015 was the 1st year of implementation, therefore only five years are shown.

RODEO - HERCULES FIRE PROTECTION DISTRICT
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
Last 10 Fiscal Years*

Valuation Date	June 30, 2017	June 30, 2017
Measurement Date	June 30, 2018	June 30, 2017
Fiscal Year End Date	June 30, 2019	June 30, 2018
Net OPEB Liability, beginning balance	\$ 3,697,183	\$ 3,434,798
Changes Recognized for year:		
Service Cost	105,452	102,630
Interest	369,599	349,483
Employer Contributions	(348,218)	(29,082)
Employee Contributions	-	-
Assumption Changes	-	-
Expected Investment Income	(119,183)	(162,001)
Investment Gains/ Losses	(17,412)	-
Administrative Expense	3,152	1,355
Expected Benefit Payments	-	-
Other	<u>(1,557)</u>	<u>-</u>
Net changes during the period	<u>(8,167)</u>	<u>262,385</u>
Net OPEB liability, ending balance	<u>\$ 3,689,016</u>	<u>\$ 3,697,183</u>

* GASB 75 requires presentation of the 10 year history of changes in the Net OPEB Liability. Since this is the second year of implementation, only results for fiscal years 2018 and 2019 are shown.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION - OPEB PLAN**

Actuarial Assumptions

The net OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Valuation date	June 30, 2017
Measurement date	June 30, 2018
Actuarial method	Entry age actuarial cost method
Discount rate	7.00%
Inflation	2.75%
Payroll increase	2.75%
Investment rate of return	7.00%
Mortality rates	2014 CalPERS Active/Retired Mortality for Miscellaneous/Safety Employees
Healthcare cost trend rate	4.00% for medical benefits

SUPPLEMENTAL INFORMATION

RODEO - HERCULES FIRE PROTECTION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2019

	<u>Budgeted Amounts</u>		Actual Amounts	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		Positive (Negative)
REVENUES:				
Property taxes	\$ 3,268,800	\$ 3,268,800	\$ 4,654,675	\$ 1,385,875
Home owner property tax relief	31,873	31,873	29,956	(1,917)
Intergovernmental revenue	331,944	331,944	327,903	(4,041)
Charges for services	43,066	43,066	43,109	43
Special Tax/Fire (Benefit Assessment)	1,354,034	1,354,034	1,352,535	(1,499)
Miscellaneous	<u>-</u>	<u>-</u>	<u>17</u>	<u>17</u>
Total Revenues	<u>5,029,717</u>	<u>5,029,717</u>	<u>6,408,195</u>	<u>1,378,478</u>
EXPENDITURES:				
Current:				
Public safety-fire protection	<u>7,286,946</u>	<u>7,286,946</u>	<u>7,038,446</u>	<u>248,500</u>
Total Expenditures	<u>7,286,946</u>	<u>7,286,946</u>	<u>7,038,446</u>	<u>248,500</u>
<i>Excess (deficiency) of revenues over expenditures</i>	<u>(2,257,229)</u>	<u>(2,257,229)</u>	<u>(630,251)</u>	<u>1,626,978</u>
OTHER FINANCING SOURCES/USES:				
Transfers in	2,352,672	2,352,672	2,322,863	(29,809)
Transfers out	<u>-</u>	<u>-</u>	<u>(81,368)</u>	<u>(81,368)</u>
Total Other Financing Sources/Uses	<u>2,352,672</u>	<u>2,352,672</u>	<u>2,241,495</u>	<u>(111,177)</u>
Net change in fund balances	<u>\$ 95,443</u>	<u>\$ 95,443</u>	<u>1,611,244</u>	<u>\$ 1,515,801</u>
Fund balances, beginning of year			1,238,910	
<i>Restatement</i>			<u>(33,780)</u>	
Fund balances, beginning of year, <i>restated</i>			<u>1,205,130</u>	
Fund balances, end of year			<u>\$ 2,816,374</u>	

RODEO - HERCULES FIRE PROTECTION DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - CAPITAL PROJECTS #1 FUND
FOR THE YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
REVENUES:				
Use of money and property	\$ -	\$ -	\$ 2,194	\$ 2,194
Total Revenues	-	-	2,194	2,194
EXPENDITURES:				
Current:				
Public safety-fire protection	-	-	7	(7)
Total Expenditures	-	-	7	(7)
<i>Excess (deficiency) of revenues over expenditures</i>	-	-	2,187	2,187
OTHER FINANCING SOURCES/USES:				
Transfers in	-	-	9	9
Transfers Out	-	-	-	-
Total Other Financing Sources/Uses	-	-	9	9
Net change in fund balances	\$ -	\$ -	2,196	\$ 2,196
Fund balances, beginning of year			96,707	
Fund balances, end of year			\$ 98,903	

RODEO - HERCULES FIRE PROTECTION DISTRICT
HERCULES, CALIFORNIA

MEASURE O REPORT

JUNE 30, 2019

RODEO - HERCULES FIRE PROTECTION DISTRICT
TABLE OF CONTENTS
JUNE 30, 2019

Page

Independent Accountant's Report on Applying Agreed-Upon Procedures	1
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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors of the
 Rodeo - Hercules Fire Protection District
 Hercules, California

Report on Financial Statements

We have performed the procedures enumerated below, which were agreed to by the Rodeo - Hercules Fire Protection District' management, on the Rodeo - Hercules Fire Protection District's (the "District") Measure O - Special Tax revenues received and expenditures made by the District for the fiscal year ended June 30, 2019. The District's management is responsible for the receipt of Measure O - Special Tax revenues and deposit of such proceeds into the District's Measure O - Special Tax Revenue Fund and use it solely for any lawful purpose permissible to the District as instructed in Ordinance 2016-1. The sufficiency of these procedures is solely the responsibility of the District's management. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

PROCEDURES:

The procedures performed and findings are listed below:

1. We agreed the actual Measure O - Special Tax proceeds collected and expended to the amounts recorded in the District's general ledger and recalculated the mathematical accuracy of the following schedule provided by the District:

Revenues:	
Measure O - Special Tax Revenue	<u>\$ 2,405,916</u>
Expenditures:	
Permanent Salaries	1,200,312
Unfunded Actuarial Accrued Liability Payments	1,122,560
County Collection Fee	<u>9,734</u>
Total Expenditures	<u>2,332,606</u>
Net Change in Measure O Funds	73,310
Available Measure O Funds, Beginning	<u>144,091</u>
Available Measure O Funds, Ending	<u><u>\$ 217,401</u></u>

The District received the Measure O Parcel tax funds in October 2018. During fiscal year 2018-19, funds were used as follow:

Permanent Salaries - The District transferred a total of \$1,200,312 from the Measure O Fund to the General Fund through a County Interfund transfer to cover Permanent Salaries through December 31, 2018. Detail of salaries paid through Measure O Fund resources were as follow:

Permanent Salaries Paid through General Fund:	
July 2018	\$ 198,201
August 2018	197,909
September 2018	198,045
October 2018	207,619
November 2018	200,919
December 2018	<u>197,619</u>
	<u>\$ 1,200,312</u>

Unfunded Actuarial Accrued Liability Payments - The District transferred a total of \$1,122,560 from the Measure O Fund to the General Fund through a County Interfund transfer to cover 8 installments of the District's Unfunded Actuarial Accrued Liability to Contra Costa County Employee's Retirement Association. Detail of payments made using Measure O Fund resources were as follow:

Unfunded Actuarial Accrued Liability Paid through General Fund:	
November 2018	\$ 140,320
December 2018	140,320
January 2019	140,320
February 2019	140,320
March 2019	140,320
April 2019	140,320
May 2019	140,320
June 2019	<u>140,320</u>
	<u>\$ 1,122,560</u>

County Collection Fees - Contra Costa County assesses fees to levy assessments and taxes. Charges for the Measure O Levy totaled \$9,734, which was paid using Measure O Fund resources.

2. We traced the proceeds of the Measure O tax and reviewed the expenditures made by using those proceeds, as listed in aforementioned schedules, in accordance with Ordinance 2016-1 Section 4 and California Health and Safety Code section 13800 et seq regarding use of tax proceeds.

FINDINGS:

Proceeds of taxes as listed in the schedule presented by the District's management were paid into the District's Measure O Special Revenue Fund and had been used by the District, in compliance with Ordinance 2016-1 Section 4 and California Health and Safety Code section 13800 et seq, with no exceptions.

This engagement to apply agreed-upon procedures was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's Measure O - Special Tax revenues received and expenditures made by the District for the fiscal year ended June 30, 2019. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the District's management and is not intended to be and should not be used by anyone other than these specified parties.

Harshwal & Company LLP

Oakland, California
January 30, 2020

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: Board of Directors, RODEO HERCULES FIRE DISTRICT
FROM: Bryan Craig, FIRE CHIEF
DATE: February 12, 2020
RE: Midyear Budget Report for Fiscal Year 2019/2020

Each year, the Rodeo-Hercules Fire Protection District performs a mid-year review of its financial budget. The attached reports and analysis summarize the financial position for the period ending December 31, 2019. The Fire Chief prepares a financial report based on information obtained from the County ledger and with the support and assistance of the District's independent financial advisor.

BACKGROUND:

The District prepares an analysis of the current year budget at the six-month mark. The District adopted the FY2019-2020 at its August 2019 Board meeting. The purpose of the Mid-Year Review report is an update on the financial condition of the District at the midpoint of the fiscal year and to recommend budget and performance adjustments to more accurately reflect projected resources and expenditures.

MID-YEAR FINACIAL RESULTS:

To date, the District's approach to revenue projections and expense allocations appears to be significantly more conservative than overall activity in the General Fund. Property Tax is the major source of revenue to the General Fund and it is performing about 1% above budgeted levels, although individual sources vary both positively and negatively. Overall, property tax revenues are currently projected to come in at about \$ 36,000 above the original budget.

GENERAL - FUND REVENUE ANALYSIS:

Normally, the District receives its property taxes in the following increments: December-55%, April-40%, and June-5%, however, the District has received over 100% of the projected Property Tax revenue as of this date. The District expects additional money from the County between now and the end of fiscal year. Property tax revenue grew faster than anticipated for FY2019-2020. The increased pace of growth is largely due to general price appreciation and new development.

General Fund Revenues/Property Tax (Table 1)					
	Budgeted	Mid-Year Actual	Mid-Year Variance	Year-End Projection	Year-End Proj. Variance
Prop. Taxes-Current secured	3,595,552.00	3,632,518.00	36,966.00	3,632,518.00	36,966.00
Prop. Tax-Supplemental	115,969.00	20,600.00	(95,369.00)	115,969.00	-
Prop. Tax-Unitary	77,794.00	73,093.00	(4,701.00)	77,794.00	-
Prop. Tax-Current Unsecured	130,049.00	125,937.00	(4,112.00)	130,049.00	-
Prop Tax-Prior-Secured	(9,341.00)	(7,262.00)	-	-	-
Prop Tax-prior-Supplemental	(5,905.00)	(466.00)	-	-	-
Prop Tax-Prior-Unsecured	3,312.00	983.00	(2,329.00)	3,312.00	-
	3,907,430.00	3,845,403.00	(69,545.00)	3,959,642.00	36,966.00

MEASURE O FUND ANALYSIS:

Measure O Revenues and Expenditures are on target with the budget, aside from slightly larger than anticipated levy charges from the County.

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEASURE "O" REVENUE AND EXPENDITURE

MID-YEAR REPORT

MEASURE "O" FUND 301200 - 7812

		Adopted Budget	Actual	Variance
Revenue				
9066	Measure "O" Revenue	2,472,636	2,477,436.00	100.2%
	TOTAL REVENUE	2,472,636	2,478,408.00	
Expenditures				
1060	Employee Group Insurance	433,027	259,122.06	59.8%
1061	Group Insurance Retiree	299,825	176,191.67	58.8%
1061	Group Insurance-OPEB matching	64,057	21,370.00	33.4%
1044	CCCERA-UAL	1,113,976	1,113,976.00	100.0%
3530	County Collection fee	9,733	9,869.69	101.4%
	TOTAL EXPENDITURE	1,920,618	1,580,529	82%

RODEO HERCULES FIRE PROTECTION DISTRICT

DISTRICT REVENUE AS OF 12/31/2019

(MID-YEAR) REPORT UNAUDITED

GENERAL FUND EXPENDITURES/FISCAL YEAR 2019/2020

DESCRIPTION	GL CODE	UNAUDITED ACTUAL FY2018-19	ADOPTED BUDGET FY 2019-20	MID-YEAR ACTUAL FY 2019-20	VARIANCE %
Prop. Taxes-Current secured	9010	3,878,166	3,595,552	3,632,518	101%
Prop. Tax-Supplemental	9011	113,695	115,969	20,600	18%
Prop. Tax-Unitary	9013	76,268	77,794	73,093	94%
Prop. Tax-Current Unsecured	9020	127,499	130,049	125,937	97%
Prop Tax-Prior-Secured	9030	(5,850)	(9,341)	(7,262)	78%
Prop Tax-Prior-Supplemental	9031	(4,492)	(5,905)	(466)	8%
Prop Tax-Prior-Unsecured	9035	3,247	3,312	983	30%
TOTAL PROPERTY TAXES		4,188,534	3,907,430	3,845,403	98%
					0%
Benefit District	9066	1,352,535	1,352,535	1,347,041	100%
					0%
TOTAL BENEFIT DISTRICT		1,352,535	1,352,535	1,347,041	100%
					0%
H/O Prop Tax Relief	9385	29,956	30,555	-	0%
Other In Lieu Taxes	9580	182		192	0%
RDA NonProp-Tax Pass Thru	9591	466,141	475,463	211,811	45%
Earnings on Investmet	9181	-	-	1,345	0%
Misc. Government Revenue	9595	-		-	0%
Fire Prevention Plan Review	9741	98,826	100,802	63,836	63%
Misc. Current Services	9895	85,593	85,593	-	0%
Other District Revenue	9980	43,109	-	9,483	0%
					0%
TOTAL INTERGOVERNMENTAL		723,806	692,413	286,667	41%
Development Impact Fee	9600	203,061	106,000	106,853	101%
TOTAL OTHER REVENUE		203,061	106,000	106,853	101%
TOTAL PROJECTED FY2017-2018 REVENUE		6,467,936	6,058,378	5,585,964	92%

GENERAL FUND EXPENDITURES:

Salaries and Wages in the first six months are about 61% expended, which is over the projected 50%. The first six months of Services and Supplies expenditures is about 40% of the budgeted amount which means the District is on target.

Overtime expenses have exceeded the budget amounts due to extended sick leave, two vacancies (which have now been filled), and worker's compensation leave—items which were not budgeted for. A portion of this expense will be reimbursed due to strike team coverage.

RODEO HERCULES FIRE PROTECTION DISTRICT

DISTRICT EXPENDITURES AS OF 12/31/2019

(MID-YEAR) REPORT UNAUDITED

GENERAL FUND EXPENDITURES/FISCAL YEAR 2019/2020

DESCRIPTION	GL CODE	UNAUDITED ACT.ADOPTED BUDGET		MID-YEAR FY 2019-20	VARIANCE %
		FY2018-19	FY 2019-2020		
Holiday Pay	1001	-	154,532	74,797	48%
Permanent Salaries	1011	2,319,933	2,316,464	1,116,847	48%
Drill/Temporary Salaries	1013	46,691	54,960	27,780	51%
Overtime	1014	-	-	-	
OVERTIME	1014	513,698	385,320	406,179	105%
FLSA	1014	-	48,140	25,780	54%
Deferred Compensation	1015	10,800	10,800	-	0%
FICA	1042	47,997	32,789	25,780	79%
Retirement - Normal	1044	-	547,291	235,180	21%
Retirement - UAAL	1044	2,152,307	556,988	556,988	100%
Group Insurance	1060	483,217	56,159	29,522	53%
Group Insurance - Retiree	1061	284,454	-	(255)	0%
Unemployment	1063	128	1,000	136	14%
Workers Compensation Insurance	1070	266,074	263,108	128,888	49%
TOTAL SALARIES AND BENEFITS		6,125,298	4,427,551	2,627,621	59%
Office Expenses	2100	13,921	31,495	9,819	31%
Books/Periodicals/Subscriptions	2102	2,329	2,485	1,082	44%
Communications	2110	194,847	179,355	14,903	8%
Utilities	2120	24,292	28,823	20,724	72%
Small Tools & Equipment	2130	1,399	1,400	456	33%
New Vehicle Equipment		-	-	-	0%
Medical Supplies	2140	4,545	8,820	4,986	57%
Food	2150	866	2,420	172	7%
Clothing & Personal Supplies	2160	26,831	13,260	6,447	49%
Household Expense	2170	5,909	6,500	1,525	23%
Publications & Legal Notices	2190	1,292	1,180	831	70%
Memberships	2200	3,951	4,204	1,812	43%
Rents & Leases - Equipment	2250	6,811	8,640	4,504	52%
Lease Payments-Vehicles	2250	80,401	80,401	80,401	100%
Repairs & Service Equipment	2270	21,275	41,720	8,799	21%
Central Garage Repairs	2271	65,829	80,000	19,625	25%
Central Garage Gasoline/Oil	2272	4,401	10,100	3,870	38%
Central Garage Tires	2273	5,113	14,000	7,333	52%
Maintenance Radio - Electronic Equip	2276	31,581	21,156	22,140	105%
Maintenance of Buildings	2281	27,196	43,350	7,193	17%
Other Travel Expenses	2303	1,911	4,560	785	17%
Professional/Specialized Services	2310	297,080	323,041	114,487	35%
Data Processing Service	2315	955	960	652	68%
Data Processing Supplies	2316	-	323	-	0%
Information Security	2326	1,646	2,194	752	34%
Insurance	2360	36,423	40,423	50,078	124%
Fire Fighting Supplies	2474	92,034	58,405	3,072	5%
Recreation/Physical Fitness Equipment	2476	-	1,000	13,046	1305%
Education Supplies & Courses	2477	13,864	17,245	10,827	63%
Other Special Departmental Expenses	2479	12,811	3,420	(34)	-1%
Interest on Notes & Warrants	3520	-	1,000	-	0%
Taxes & Assessments	3530	11,198	13,000	11,291	87%
TOTAL SERVICE & SUPPLIES		990,711	1,044,880	421,578	40%
TOTAL OPERATING EXPENSES		7,116,009	5,472,431	3,049,199	56%

CONCLUSION:

With some variances the District finances are tracking as predicted. Although some budget categories are higher than expected others offsetting categories remain lower. District staff fully anticipates completing the fiscal year remaining within the adopted budget.

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: BOARD of DIRECTORS

FROM: Bryan Craig, Fire Chief

DATE: February 12, 2020

RE: Battalion 7 Automatic Aid Agreement

BACKGROUND:

For close to 20 years, the District has participated in Battalion 7—an operational agreement between the District, the city of Pinole, and Contra Costa County Fire Protection District. With multiple changes in leadership and operational capabilities, since its original inception, all three participating agencies agreed to update and formalize this shared automatic aid agreement.

RECOMMENDATION:

It is staff's recommendation that the Board of Directors accepts this updated Battalion 7 automatic aid agreement as written, and direct the Fire Chief to uphold the operational and administrative directives stipulated within the agreement. This agreement would take effect April 1, 2020.

ATTACHMENTS:

Battalion 7 Agreement

AUTOMATIC AID AGREEMENT FOR
EXCHANGE OF FIRE, RESCUE, AND EMERGENCY MEDICAL SERVICES
among the
CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT,
RODEO-HERCULES FIRE PROTECTION DISTRICT,
AND
CITY OF PINOLE FIRE DEPARTMENT

This Automatic Aid Agreement for Exchange of Fire, Rescue, and Emergency Medical Services (this “Agreement”) is among the Contra Costa County Fire Protection District (“CCCFPD”), Rodeo-Hercules Fire Protection District (“RHFPD”), and City of Pinole Fire Department (“PFD”) (each, individually, a “Party,” and collectively as the “Parties” to the Agreement) and is dated [REDACTED], 2020. Execution of this Agreement signifies that each Party is subject to the terms and conditions set forth in this Agreement.

The purpose of this Agreement is to define and provide the procedures that implement the automatic aid among CCCFPD, RHFPD, and PFD. The identified fire resources will respond to requests for service as set forth herein. Additional resources not described in this Agreement may be requested by a Party’s incident commanders, Chief Officers, or jurisdictional dispatch centers through normal mutual aid channels as provided in the existing Contra Costa County Fire Service Mutual Aid Agreement and/or the California Master Mutual Aid Agreement.

1. DEFINITIONS

Definitions. The following definitions apply throughout this agreement.

“**Advanced Life Support (ALS)**” means a level of emergency medical care that is higher than basic life support provided by EMTs. ALS includes, but is not limited to, invasive techniques and special services designed to provide definitive pre-hospital emergency medical care, including, but not limited to cardiopulmonary resuscitation, cardiac monitoring, cardiac defibrillation, advanced airway management, intravenous therapy, administration of specified drugs and other medicinal preparations, and other specified techniques and procedures administered by authorized personnel under the direct supervision of a Base Hospital as part of a local EMS system at the scene of an emergency, during transport to an acute care hospital, and while in the emergency department of an acute care hospital until responsibility is assumed by the emergency or other medical staff of that hospital.

"Battalion Chief" means a chief officer of the battalion chief rank responsible for daily leadership, management, and supervision of personnel and resources within an identified Party's geographic boundary or agency.

"Battalion 7" means the geographical area in western Contra Costa County comprised of CCCFPD, RHFPD, and PFD as depicted on Exhibit A (Battalion 7 Map) attached hereto.

"BC7" means the position of Battalion Chief for Battalion 7 as specified in Section 11 (Battalion Chiefs).

"CAD" means Computer Aided Dispatch, a method of dispatching emergency services assisted by computer.

"Company" means a personnel unit comprised of a fire captain, a fire engineer, and a firefighter, where at least one (1) individual is a Paramedic.

"CCRFCC" means the Contra Costa Regional Fire Communications Center.

"EMD" means Emergency Medical Dispatch, a systematic program of handling medical calls. Trained telecommunicators, using locally approved EMD Guidecards, quickly and properly determine the nature and priority of the call, dispatch the appropriate response, then give the caller instructions to help treat the patient until the responding EMS unit arrives.

"EMS" means out-of-hospital emergency medical services to treat illnesses and injuries that require an urgent medical response.

"EMT" means Emergency Medical Technician, a firefighter capable and properly licensed to perform basic life support services.

"Engine" means a fire resource meeting the equipment standards of a FIRESCOPE ICS Engine (pumper) with a minimum staffing of three (3) personnel.

"MDT" means Mobile Data Terminal/Tablet, a computerized device used in emergency vehicles to communicate with a central dispatch office. They are also used to display mapping and information relevant to the tasks and actions performed by the vehicle such as CAD drawings, diagrams, and safety information.

"Paramedic" means a firefighter capable and properly licensed to provide ALS services.

"PIO" means Public Information Officer, a communications coordinator or spokesperson of a governmental organization (in this case a fire protection district or fire department). The primary responsibility of a PIO is to provide information to the public and media as necessary.

“Quint” means a fire apparatus that provides a fire pump, water tank, fire hose, aerial ladder, and ground ladders, which is staffed by a minimum of three (3) personnel, one (1) of whom is a Paramedic.

"Truck" means a fire department resource capable of providing a minimum elevated stream and rescue capability of not less than 75 feet, which is staffed by a minimum of three (3) personnel, one (1) of whom is a Paramedic.

2. SERVICES PROVIDED JOINTLY

- a. The Parties shall jointly provide fire and emergency medical services through the integration of operations. In so doing, the Parties recognize that existing agreements to which all are a party, along with County operational area mutual aid/automatic aid agreements, shall provide for joint operations along with the provisions of this Agreement.
- b. Each Party shall provide resources (apparatus and personnel) from its respective stations depicted on Exhibit A (Battalion 7 Map) available in Battalion 7 as set forth in this Agreement. CCRFCC shall assign resources within Battalion 7 following CCCFPD and county operational area protocols.
- c. Each agency shall provide, maintain and replace all facilities, stations, equipment, personal protective equipment, uniforms and apparatus according to each Party’s own policies, procedures and discretion. All apparatus and equipment shall remain the property of each respective Party.

3. DISPATCH AND COMMUNICATIONS

- a. Each Party shall maintain the CCRFCC as their primary fire/EMS EMD center for all 911 calls. The CCRFCC shall determine and dispatch the closest available unit(s) and the most appropriate type and number of units to respond to all calls in Battalion 7, regardless of jurisdiction. All Parties shall adhere to and maintain compliance with approved standardized communication policies.
- b. Battalion Chiefs shall maintain situational awareness of incidents and resource commitments within Battalion 7 and adjacent battalions.

4. RADIO INTEROPERABILITY

- a. Each Party shall provide and maintain mobile, portable, and base station communication equipment and radios compatible with CCRFCC communications systems.

- b. Each Party shall complete any upgrades necessary, to its respective communication equipment, to maintain common communications and interoperability.

5. AMOUNT, TYPE, AND AREAS OF RESPONSE

- a. In accordance with dispatch procedures, each Party shall provide resources from all stations to all areas within Battalion 7 using the closest resource dispatch model, and where these resources are recommended by the CCRFCC CAD system.
- b. A Party shall provide a minimum single resource response consisting of one Type 1 Engine for all calls. A Quint or Truck may be substituted as an acceptable resource for a single unit response.
- c. CCRFCC will initiate station coverage within Battalion 7 whenever key stations or zones are uncovered due to working incidents or multiple simultaneous calls.
- d. All Parties shall implement and maintain compliance with the CCCFPD standardized first alarm assignments. In addition, all Parties shall implement and maintain compliance with the CCCFPD standardized second alarm and additional alarm assignments.
- e. All Parties shall endeavor to establish local mutual/automatic aid agreements with neighboring fire agencies to ensure capacity and capability to provide closest available resources to support greater alarm responses.

6. MINIMUM APPARATUS STANDARDS FOR EACH AGENCY

- a. Each Party shall maintain at least one (1) primary Type I Engine and at least one (1) reserve Type I Engine in its fleet.
- b. Each Party shall provide and maintain one (1) suitable response vehicle for its Battalion Chief capable of providing incident command post functions, resource accountability and tracking, incident communications, and mobile data computer/tablet. All Parties will collaborate on a shared resource for a reserve/spare Battalion Chief vehicle.

7. MINIMUM STAFFING

Each Party shall maintain minimum staffing on their primary apparatus of at least three (3) personnel, one (1) of which is a Paramedic. Each Party shall maintain and provide 24/7/365 ALS staffing on each staffed Company.

8. RECALL OF DEPARTMENT PERSONNEL

All Parties shall implement and maintain recall policies and plans for off-duty personnel and/or station coverage policies and plans. Recall of off-duty or reserve personnel shall be made to provide sufficient coverage during extended or multiple emergencies. It is the responsibility of each Party to update the CCRFCC with a current personnel list. BC7 has primary responsibility to ensure adequate coverage for Battalion 7.

9. OPERATIONAL COMMAND

- a. A Party's first arriving Company officer, regardless of jurisdiction, will assume command until he or she passes command, transfers command, or is relieved by a higher ranking officer.
- b. The highest-ranking chief officer from the Party with primary jurisdiction shall have authority to assume command or another function within the incident command system deemed most appropriate to support the operation. Each Party shall conduct operations in a coordinated and organized manner in accordance with current operational area policies, industry standards, and best practices of the fire service.
- c. In the event of large scale or complex incidents where reimbursable or financial considerations are necessary to mitigate the incident, the Party with primary jurisdiction shall provide authorization to the incident commander.
- d. The CCRFCC will dispatch BC7 to all multi-Company calls in Battalion 7 when available.
- e. The CCRFCC will notify BC7 when a Battalion 7 resource is responding on automatic aid outside Battalion 7. BC7 shall decide whether or not to respond.

10. TRAINING

- a. All federal, state and locally mandated training to be performed by a Party shall be scheduled and delivered. Periodic interagency training will be conducted for the purpose of improving working relationships and operational coordination among Battalion 7 units. This training will be assigned and coordinated through the Battalion Chief's or as dictated by the CCCFPD Training Division.

11. BATTALION CHIEFS

a. **BATTALION 7 CHIEF OFFICER COVERAGE**

- i. Each Party shall provide one (1) Battalion Chief position. This position shall be filled by a permanent employee of the respective Party. In the event of a vacancy, an Acting Battalion Chief may be used until the vacancy is permanently occupied.
- ii. BC7 shall be covered by a chief officer or acting Battalion Chief 24-hours a day, 365 days a year. BC7 is responsible for day to day operations of all companies as well as emergency responses. Qualified captains may act as BC7 as long as they have met the qualifications stipulated in this Agreement. An assigned Chief Officer providing coverage for Battalion 7 will use the call sign "Battalion 7". When a Chief Officer is not on duty as the assigned BC7, he/she will use their 4-digit county radio identifier.

b. **BATTALION CHIEF STAFFING**

- i. Each Party shall provide a Battalion Chief from its agency to cover one 24-hour shift as follows:

RHFPD - A Shift

PFD - B Shift

CCCFPD - C Shift

- ii. Each Party shall provide their Battalion Chief coverage for the assigned shift. If a Party is unable to provide coverage for its assigned shift, it is the responsibility of the Party to arrange for coverage from one of the following:
 - A. Shift trade with another Battalion 7 Battalion Chief;
 - B. Overtime coverage from another Battalion Chief from the same Party;
 - C. Overtime coverage from another Battalion 7 Battalion Chief from a different Party; or
 - D. Acting Battalion Chief from the same Party.
- iii. If not properly relieved, the individual assigned to BC7 shall remain on duty until properly relieved.
- iv. In the event that a Party cannot provide BC7 coverage for its assigned shift, as indicated above, through regular staffing, shift trades, or an acting

Battalion Chief, as a last resort, the responsible Party may request a Battalion Chief from one of the other Parties to this Agreement. If this occurs, the Party responsible for shift coverage will reimburse the Party providing shift coverage as specified in the Payment Provisions, which are attached hereto as Exhibit B (Payment Provisions).

c. ACTING BATTALION CHIEFS

- i. Each Party may use acting Battalion Chiefs. East Party shall qualify acting Battalion Chiefs to fill the BC7 position as outlined below:
 - A. Minimum three (3) years as Fire Captain with a Battalion 7 agency;
 - B. Passed the Party's battalion chief promotional assessment center process;
 - C. Completion of Battalion 7 battalion chief orientation; and
 - D. Approved by the individual's Fire Chief to perform in the acting Battalion Chief capacity for that Party's agency.

d. DAILY BATTALION CHIEF OPERATIONS AND RESPONSIBILITIES

i. Morning Situation Status (Sit/Stat) and Staffing Responsibilities.

Each Party shall cause its respective staff to:

- A. Participate in a shift briefing with oncoming and off-going Battalion Chiefs or acting Battalion Chiefs via a face to face meeting or by phone call or other communication means to exchange pertinent Battalion 7 information.
- B. Complete and verify the daily Battalion 7 roster and activities sheet and provide a copy to on duty Battalion 7 Company Officers, the CCRFCC, the El Cerrito Fire Department, and Richmond Fire Department prior to 0900 each day.
- C. Confirm and verify the daily SIT/STAT report distributed by the CCRFCC.
- D. Communicate Company movement and area coverage issues with BC-64 and BC-71, as needed.
- E. Verify and make any necessary changes to PFD and RHFPD Engine Strike Team availability using the approved reporting system.

- F. Conduct Battalion 7 morning roll call (daily briefing) with all Company Officers.

ii. **Training**

Each Party shall:

- A. Confirm and verify the Battalion 7 Training calendar. Ensure all companies are aware of the training schedule and assist with coordination and/or delivery of training as needed.
- B. Assign, coordinate, and deliver additional specific training as needed.

iii. **Personnel Management**

Battalion Chiefs, regardless of jurisdiction, shall:

- A. Be responsible for the daily personnel management of all personnel on their assigned shift, regardless of jurisdiction.
- B. Perform annual performance evaluations of subordinate personnel in compliance with each agency's policies.
- C. Collect and process performance evaluations completed by Company Officers.
- D. Effect notices and delivery of all required admonishments or personnel actions as necessary.

12. PUBLIC INFORMATION OFFICER

At the time of this agreement, neither RHFD nor PFD employs a dedicated Public Information Officer (PIO). All significant incidents requiring information dissemination within CON jurisdiction shall be referred to the CON PIO. Significant incidents requiring information dissemination within RHFD and/or PFD jurisdiction may be referred to the CON PIO at the discretion of the Fire Chief of each respective agency. Ultimately, each party shall be responsible for providing information to the public, and news media as necessary, regarding significant incidents in their respective primary areas of responsibility.

13. INCIDENT REPORTS

a. Single Unit Response

The Company officer from the responding Party shall complete the National Fire Incident Reporting System (NFIRS) report in its entirety. The responding Party shall provide copies of the report to the jurisdictional Party upon request.

b. Multiple Unit Response

When units from multiple fire departments or agencies respond to an incident, each Party shall complete the NFIRS incident report and state the type of aid provided/received in the report. Narratives from the NFIRS reports of those Parties providing aid shall be forwarded electronically to BC 7 for review and inclusion in the NFIRS report for the Party having jurisdiction.

c. NFIRS Report Minimum Requirements

In addition to the required minimum fields and information contained in the NFIRS report software, each Party shall cause the narrative to include the following:

- Specific actions taken, including order of arrival, assignments, location, injuries, etc.
- All Company Officers shall refer to their Party's NFIRS report policies for guidance on completing incident reports

14. COMPLAINTS

a. Internal Complaint Resolution

- i. The Parties shall utilize a complaint resolution process to ensure that operations are conducted safely, efficiently, and professionally. To assist in resolving issue(s), each Party's Battalion Chief will investigate and respond back to the complainant in a timely manner on any complaints received, regardless of jurisdiction. Conversely, Battalion Chiefs will also address any operational concerns with any unit within Battalion 7.
- ii. Each Party shall make a reasonable attempt to resolve all disputes arising out of this Agreement at the lowest administrative level possible. At any time during the term of this Agreement, any Party may provide the other Parties with written notice of a dispute or issue arising out of the performance of this Agreement.

- iii. Upon receipt of the written notice, the responding Party must respond within thirty (30) calendar days in writing, stating its position and, if appropriate, a detailed action plan summarizing how the Party will address the matter.

b. External (Public) Complaint Resolution

Each Party shall forward complaints received from the public to BC7 who shall forward the complaint through the chain of command to the Fire Chief of the Party or Parties identified in the complaint.

15. RESPONSE MAPS AND PREPLANS

- a. The Parties will provide the CCRFCC with hydrant information, new development maps and information, and street maps through electronic interface pursuant to the individual dispatch contracts between the CCRFCC and each Party.
- b. Each Party shall provide preplans, target hazard information, and specific occupancy information to the CCRFCC through an electronic interface for inclusion in the MDT system.

16. ANNUAL AGREEMENT EVALUATION

The Parties shall evaluate the effectiveness of the terms, conditions and procedures contained in this Agreement annually, or as significant changes occur. Any Party may initiate changes to this Agreement, which shall only be effective upon execution of a written amendment hereto by all Parties.

17. TERM

- a. Term of the Agreement
 - i. Term. The term of this Agreement is from the date first set forth above and shall continue in effect unless terminated as provided herein.
 - ii. Termination. Any of the Parties may terminate, without cause, this Agreement with one hundred eighty (180) days written notification to the other Parties.

18. INDEPENDENT GOVERNMENT AGENCIES

- a. Independent Agencies. CCCFPD, RHFPD and PFD are governmental agencies. Except as otherwise provided herein, nothing shall be construed to limit the discretion of the governing bodies of each party. The employees of each Party providing services under this Agreement shall remain the employees of their respective agency at all times.
- b. No preferential service. CCRFCC shall assign the resources available to it without regard to internal political boundaries, but rather based upon the operational judgment and policies of CCRFCC.

19. INSURANCE

- a. Insurance. Each Party shall, throughout the duration of this Agreement, maintain insurance (which may include for the purpose of this section, self-insurance or coverage under a self-insurance pool) to cover each of their respective interests related to their obligations under this Agreement (including coverage for their employees and agents) including:
 - b. Commercial General Liability. Each Party shall have commercial general liability coverage (with coverage at least as broad as ISO form CG 00 01 01 96) in an amount not less than \$1,000,000 per occurrence for general liability, bodily injury, personal injury and property damage.
 - c. Automobile Liability. Each Party shall have automobile liability coverage (with coverage at least as broad as ISO form CA 00 01 07 97, for “any auto”) in an amount not less than \$1,000,000 per accident for bodily injury and property damage.
 - d. Workers’ Compensation. Each Party is solely liable to provide workers’ compensation insurance coverage and pay valid claims for injuries or death to any of its officers, agents, or employees performing work, services, or functions under this Agreement, regardless of whether another Party was directly or indirectly supervising the conduct of those persons. No Party shall assume any liability under workers’ compensation laws or any other employers’ liability laws on account of any work, service, or function performed by the other Party’s officers, agents, or employees under this Agreement.

20. INDEMNIFICATION

Each Party shall indemnify, defend and hold harmless the other Parties and their officers, officials, employees, and agents (the “Indemnified Parties”) from any and all demands, losses, liabilities, claims, suits, and actions of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and/or attorneys’ fees and costs, to the extent caused by the negligence or willful misconduct of the indemnifying Party.

21. SEVERABILITY

If any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid or unenforceable, the same will either be reformed to comply with applicable law or stricken if not so conformable, so as not to affect the validity or enforceability of this Agreement.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT:

By: _____
Fire Chief

By: _____
Board Chair

Approved as to form
Sharon L. Anderson, County Counsel

By: _____
Eric Gelston, Deputy County Counsel

RODEO-HERCULES FIRE PROTECTION DISTRICT:

By: _____
Fire Chief

By: _____
Board Chair

CITY OF PINOLE FIRE DEPARTMENT:

By: _____
Fire Chief

By: _____
City Manager

Exhibit A – Battalion 7 Map

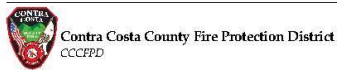
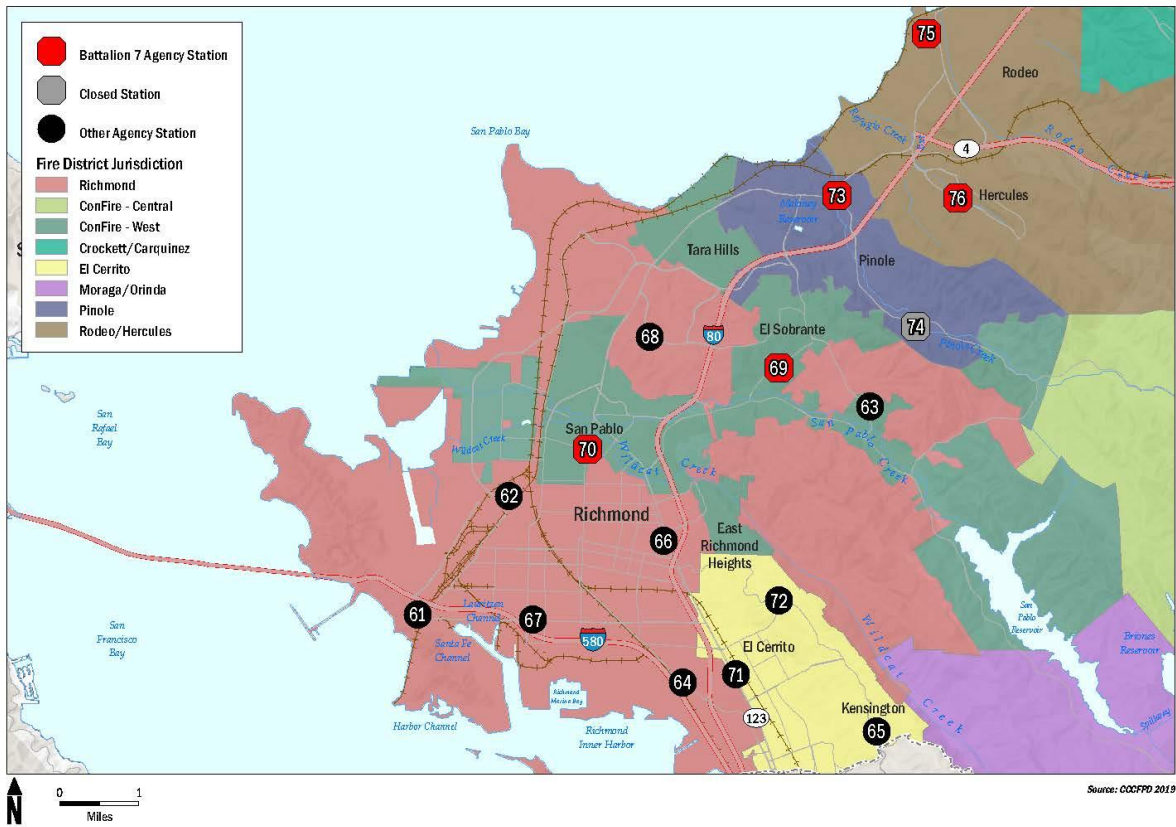


FIGURE 1
West County Fire Jurisdiction

Exhibit B – Payment Provisions

As stated in Section 11(b) of the Automatic Aid Agreement for Exchange of Fire, Rescue, and Emergency Medical Services, in the event that a Party cannot provide BC7 coverage for its assigned shift, through regular staffing, shift trades, or an acting Battalion Chief, as a last resort, the responsible Party may request a Battalion Chief from one of the other Parties to this Agreement.

If this occurs, the Party responsible for shift coverage will reimburse the Party providing shift coverage for actual costs incurred. Actual costs include the hourly overtime rate paid to the Battalion Chief providing coverage multiplied by the number of hours worked (to the nearest quarter of an hour), plus statutory benefits (for example, Workers’ Compensation and Medicare).

See example below:

During one quarter of the year, PFD requests 72 hours of shift coverage from CCCFPD. The CCCFPD Battalion Chief(s) called in to provide coverage for PFD has an hourly overtime rate of \$87.58. CCCFPD’s current fiscal year Workers’ Compensation rate is 8%. The Medicare rate is 1.45%. CCCFPD is reimbursed \$6,901.65, as follows:

Rate	Hours	S-T	Workers' Comp	Medicare	Amount Owed
\$87.58	72	\$6,305.76	\$ 504.46	\$ 91.43	\$ 6,901.65

Each Party shall keep an ongoing log with hours worked. Logs will be updated immediately after a shift is completed.

Invoicing and Payment. Within 30 days after the end of each fiscal quarter, the Party due reimbursement will invoice the Party(ies) owing reimbursement for the preceding three-month period (“Quarterly Invoice”). The Party owing reimbursement will pay Quarterly Invoices no later than thirty days after receipt. If a billing dispute arises between the Parties, the Fire Chiefs will meet to resolve the dispute.

Rodeo Hercules Fire Protection District

MEMORANDUM

Date: February 12, 2020

To: BOARD of DIRECTORS, Rodeo Hercules Fire District

From: Bryan Craig, Fire Chief *BC*

Subject: FIRE CHIEF'S REPORT

Contra Costa County Employees Retirement Association – In 2014, with the District facing a structural deficit, the CCCERA retirement board was petitioned to change the District's Unfunded Actuarial Accrued Liability (UAAL) schedule to 30 a year amortization schedule, replacing the standard 20-year amortization used by all other county agencies. This change lowered the District UAAL payment, but increased the unfunded liability. District staff, with the help of the District's financial advisor, will schedule a meeting with CCCERA to further investigate the advantages and disadvantages of remaining with this current schedule, and report back to the board with its findings.

Reporting: Chief Craig

Labor Relations – In preparation for the upcoming Strategic Planning meetings, staff held meetings with district personnel for their input. The District currently has two employees on worker's compensation leave, and one on long term sick leave.

Reporting: Chief Craig

Fire Stations/Training Facility– Crews have been conducting regularly assigned company standards training. New recruits are continuing their probationary training and Task Book signoffs.

Reporting: Chief Craig

Facilities – The front apron at Station 76 continues to deteriorate and has developed a large depression. The facilities manager is currently contacting contractors for analyses of how to proceed with repairs.

Reporting: Chief Craig

Grants – Staff is currently submitting a Fire Prevention Grant that will include: upgrades to the classroom, business inspection software, computer tablets, and smoke /CO detectors. Staff has submitted a grant for LUCAS devices that deliver automatic chest compressions. FEMA grants opened on February 3rd, staff will continue to monitor as the grants move through the process.

Reporting: Chief Craig

Incident Activity – Engine Crews accompanied AMR units to the Hospital 1 time during the month of January. Please see attached documents for regular responses.

Reporting: Chief Craig

Fire Prevention – Crews continue to conduct annual company inspections for all business and schools located within the district. Crews have begun delivering prevention presentations for all 3rd grade classes within the District. District Battalion Chief Darren Johnson, was invited to participate, and is participating in a safety committee for John Swett Unified School District and continues to attend their monthly meeting.

Reporting: Chief Craig

Community /Wildfire Prevention –Staff will continue to prepare for next year’s wildland fire season by continuing to work with homeowners, city officials, and homeowner associations to address wildfire prevention and community risk management.

Reporting: Chief Craig

Apparatus –All District apparatus are currently in service. The new apparatus committee for the 100 foot Quint/Truck completed its preliminary specifications approval allowing the District to move forward with ordering of the apparatus. Myself and members of the apparatus committee traveled to Snyder Nebraska the week of February 2nd for the pre-construction meeting with representatives of Smeal Fire Apparatus. Travel costs for the trip to Nebraska are covered within the apparatus contract. The Type 1 Engine committee traveled to Pierce Fire Apparatus to inspect apparatus for design specifications and manufacturing quality.

Reporting: Chief Craig

Fiscal Stabilization – The FY2019/20 budget is in place and staff continues to track revenues and expenditures. Fiscal Year 2020/21 budget meetings are being scheduled with the district’s board ad-hoc committee to begin the budget build.

Community Activities – Attended: Rodeo Municipal Advisory Committee, Phillips 66 Community Advisory Panel, City of Hercules City Council, Planning Commissioner Meeting and Hercules Rotary Club. Crews continue to conduct Blood Pressure screening at the Rodeo and Hercules senior centers.

Reporting: Chief Craig

Commendations/Awards/Notables – No additional report.

Reporting: Chief Craig

New Development – Staff continues to meet with developers and Hercules City Staff on conditions of approval for new developments within the City of Hercules. Staff is completing a comprehensive guide book that will be distributed to developers to provide them with guidance during plan submittal and approval.

Reporting: Chief Craig

Incident Type Count Report

Date Range: From 1/1/2020 To 1/31/2020

Selected Station(s): All

Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station:			
Incident Type is blanks		67	24.45%
Total - incident type left blank		67	100.00%
Total for Station		67	24.45%
Station: 75			
118 - Trash or rubbish fire, contained		1	0.36%
142 - Brush, or brush and grass mixture fire		1	0.36%
Total - Fires		2	2.06%
321 - EMS call, excluding vehicle accident with injury		66	24.09%
322 - Vehicle accident with injuries		1	0.36%
324 - Motor vehicle accident with no injuries		1	0.36%
350 - Extrication, rescue, other		1	0.36%
Total - Rescue & Emergency Medical Service Incidents		69	71.13%
424 - Carbon monoxide incident		1	0.36%
445 - Arcing, shorted electrical equipment		1	0.36%
Total - Hazardous Conditions (No fire)		2	2.06%
510 - Person in distress, other		1	0.36%
522 - Water or steam leak		1	0.36%
5410 - Snake problem		1	0.36%
551 - Assist police or other governmental agency		1	0.36%
554 - Assist invalid		3	1.09%
Total - Service Call		7	7.22%
600 - Good intent call, other		1	0.36%
611 - Dispatched & cancelled en route		9	3.28%
6610 - EMS call cancelled		1	0.36%
Total - Good Intent Call		11	11.34%
700 - False alarm or false call, other		2	0.73%
735 - Alarm system sounded due to malfunction		1	0.36%
743 - Smoke detector activation, no fire - unintentional		3	1.09%
Total - Fals Alarm & False Call		6	6.19%
Total for Station		97	35.40%
Station: 76			
113 - Cooking fire, confined to container		1	0.36%
131 - Passenger vehicle fire		1	0.36%
151 - Outside rubbish, trash or waste fire		1	0.36%
Total - Fires		3	2.75%
321 - EMS call, excluding vehicle accident with injury		54	19.71%
322 - Vehicle accident with injuries		3	1.09%
Total - Rescue & Emergency Medical Service Incidents		57	52.29%
412 - Gas leak (natural gas or LPG)		1	0.36%

Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station: 76 - (Continued)			
Total - Hazardous Conditions (No fire)		1	0.92%
500 - Service Call, other		1	0.36%
531 - Smoke or odor removal		1	0.36%
554 - Assist invalid		8	2.92%
Total - Service Call		10	9.17%
611 - Dispatched & cancelled en route		30	10.95%
Total - Good Intent Call		30	27.52%
700 - False alarm or false call, other		2	0.73%
710 - Malicious, mischievous false call, other		1	0.36%
740 - Unintentional transmission of alarm, other		1	0.36%
743 - Smoke detector activation, no fire - unintentional		3	1.09%
745 - Alarm system sounded, no fire - unintentional		1	0.36%
Total - Fals Alarm & False Call		8	7.34%
Total for Station		109	39.78%
Station: MA			
114 - Chimney or flue fire, confined to chimney or flue		1	0.36%
Total - Fires		1	100.00%
Total for Station		1	0.36%
		274	100.00%



**MEASURE O OVERSIGHT
COMMITTEE REPORT
FISCAL YEAR 2017-2018**

History

Measure O, a special tax replacement measure was approved by the voters on November 8, 2016, to be used for any lawful purpose permissible to Fire Districts pursuant to California Health and Safety Code Section 13800 et seq., including but not limited to enhancing the level of fire protection, emergency fire protection and paramedic response services through increasing staffing levels to operate and maintain the District's fire stations, maintaining and when necessary replacing fire protection and lifesaving equipment and apparatus to optimal levels of function, and to fund capital improvements.

Purpose

To independently review the expenditures of the Measure O parcel tax revenues for compliance with the special tax and to inform the public and advise the Board if the funds were expended in accordance with the intentions of the voters.

Financial Highlights

Measure O funding replaced the expiring Federal SAFER grant, allowing the District to continue to employ firefighters hired with grant funds while keeping both fire stations open and fully staffed. **These funds were used for Permanent Salaries and the CCCERA Unfunded Actuarial Liability Payments.** 230 Senior Exemptions (Residents 65 and older residing in the exempt property) were received, amounting to a reduction in funding of \$49,680.00. Beginning in the 2020/21 budget cycle a separate budget category will be created within the budget narrative detailing the revenue and expenditures of Measure O.

Financial Summary

Measure O Revenues received were \$2,429,757, and total expenditures were \$2,285,666, leaving a fund balance of \$144,091.

Measure O funds were used to reimburse the following General Fund Expenses:

Permanent Salaries July 2017 through January 2018: \$1,311,748
Unfunded Actuarial Accrued Liability December 2017 through June 2018 : \$964,124.00

Detailed Measure O expenditure information is provided in the Independent Accountant's Report, Exhibit A of which is attached to this Annual Report.

Conclusion

The Measure O Oversight Committee has determined that Measure O parcel tax revenues for Fiscal Year 2017-2018 were expended in Fiscal Year 2017-18 in accordance with the voter-approved requirements of Measure O. Additionally the unexpended amount of \$144,091 was carried forward for expenditure in Fiscal Year 2018-2019.

Signature

Measure O Oversight Committee

EXHIBIT A

**RODEO - HERCULES FIRE PROTECTION DISTRICT
HERCULES, CALIFORNIA**

MEASURE O REPORT

FOR THE YEAR ENDED JUNE 30, 2018

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RODEO - HERCULES FIRE PROTECTION DISTRICT

JUNE 30, 2018

TABLE OF CONTENTS

	<u>Page(s)</u>
Independent Accountant's Report.....	1 - 3

INDEPENDENT ACCOUNTANT’S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of the
 Rodeo - Hercules Fire Protection District
 Hercules, California

Report on Financial Statements

We have performed the procedures enumerated below, which were agreed to by the Rodeo - Hercules Fire Protection District' management, on the Rodeo - Hercules Fire Protection District's (the "District") Measure O - Special Tax revenues received and expenditures made by the District for the fiscal year ended June 30, 2018. The District's management is responsible for the receipt of Measure O - Special Tax revenues and deposit of such proceeds into the District's Measure O - Special Tax Revenue Fund and use it solely for any lawful purpose permissible to the District as instructed in Ordinance 2016-1. The sufficiency of these procedures is solely the responsibility of the District's management. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

PROCEDURES:

The procedures performed and findings are listed below:

1. We agreed the actual Measure O - Special Tax proceeds collected and expended to the amounts recorded in the District's general ledger and recalculated the mathematical accuracy of the following schedule provided by the District:

Revenues:	
Measure O - Special Tax Revenue	<u>\$ 2,429,757</u>
Expenditures:	
Permanent Salaries	1,311,747
Unfunded Actuarial Accrued Liability Payments	964,124
County Collection Fee	<u>9,795</u>
Total Expenditures	<u>2,285,666</u>
Net Change in Measure O Funds	144,091
Available Measure O Funds, Beginning	<u>-</u>
Available Measure O Funds, Ending	<u><u>\$ 144,091</u></u>

The District received the Measure O Parcel tax funds in October 2017. During fiscal year 2017-18, funds were used as follow:

Permanent Salaries - The District transferred a total of \$1,311,748 from the Measure O Fund to the General Fund through a County Interfund transfer to cover Permanent Salaries through February 7, 2018. Detail of salaries paid through Measure O Fund resources were as follow:

Permanent Salaries Paid through General Fund:	
July 2017	\$ 191,536
August 2017	196,430
September 2017	185,900
October 2017	179,100
November 2017	190,888
December 2017	180,986
January 2018	186,908
	<u>\$ 1,311,748</u>

Unfunded Actuarial Accrued Liability Payments - The District transferred a total of \$964,124 from the Measure O Fund to the General Fund through a County Interfund transfer to cover 7 installments of the District's Unfunded Actuarial Accrued Liability to Contra Costa County Employee's Retirement Association. Detail of payments made using Measure O Fund resources were as follow:

Unfunded Actuarial Accrued Liability Paid through General Fund:	
December 2017	\$ 137,732
January 2018	137,732
February 2018	137,732
March 2018	137,732
April 2018	137,732
May 2018	137,732
June 2018	137,732
	<u>\$ 964,124</u>

County Collection Fees - Contra Costa County assesses fees to levy assessments and taxes. Charges for the Measure O Levy totaled \$9,795, which was paid using Measure O Fund resources.

2. We traced the proceeds of the Measure O tax and reviewed the expenditures made by using those proceeds, as listed in aforementioned schedules, in accordance with Ordinance 2016-1 Section 4 and California Health and Safety Code section 13800 et seq regarding use of tax proceeds.

FINDINGS:

Proceeds of taxes as listed in the schedule presented by the District's management were paid into the District's Measure O Special Revenue Fund and had been used by the District, in compliance with Ordinance 2016-1 Section 4 and California Health and Safety Code section 13800 et seq, with no exceptions.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's Measure O - Special Tax revenues received and expenditures made by the District for the fiscal year ended June 30, 2018. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the District's management and is not intended to be and should not be used by anyone other than these specified parties.

Harshwal & Company LLP

Oakland, California
January 30, 2019